

AGENDA
of the Executive Committee
of the Capital Area Regional Planning Commission

June 10, 2024

Zoom Meeting

6:00 pm

Meeting Accommodation: This meeting will take place via Zoom. You may participate in the meeting from your computer, tablet, smartphone, at this URL:

<https://us02web.zoom.us/j/83017658267?pwd=WjJqZXZlWxUVDJGMVFYcmphWHhSdz09>

or by telephone at: 312-626-6799 (Webinar ID: 830 1765 8267, Passcode: 156398). If you need other accommodation to attend the meeting, please call Tanya Sime at 608-474-6017.

Speaking at RPC Meetings: Oral comments from registered members of the public may be heard for individual agenda items when called upon by the Chair. The time limit for comments by each registrant will be three (3) minutes unless additional time is granted at the discretion of the Chair. The RPC may alter the order of the agenda items at the meeting.

Written Communications: Written communications intended to be provided to the Commission as part of the packet should be received in the RPC office no later than noon, seven (7) days prior to the meeting. Written communications, including emails sent to info@capitalarearpc.org, received after this deadline will be provided to Commissioners at the meeting.

RPC Quorum may be Present: RPC Commissioners who are not members of the Executive Committee may attend Executive Committee meetings which may constitute a quorum of the RPC.

MISSION: Strengthen the region by engaging communities through planning, collaboration, and assistance.

VISION: A region where communities create exceptional quality of life for all by working together to solve regional challenges.

1. Establish Quorum
2. Public Comment on Matters not on the agenda
3. **Minutes of the May 6, 2024, Executive Committee Meeting (*actionable item*)**
4. CARPC Preliminary 2025 Budget and Property Tax Levy – Staff Presentation and Discussion
5. **Annual Agreement to Provide Water Quality Management Planning Assistance to the Wisconsin Department of Natural Resources (*actionable item*)**
6. **Resolution 2024-03 Adoption of the 2024 Title VI Non-Discrimination Program and Limited-English Proficiency Plan (*actionable item*)**
7. Presentation of CARPC 2022 Audit – Johnson Block
8. **April 2024, Financial Statements and the May 2024, Operating Account Reconciliation (*actionable item*)**
9. Future Agenda Items (next meeting is Monday, July 8, 2024, via Zoom webinar at 6:00 pm)
10. Adjournment

NOTE: If you need an interpreter, translator, materials in alternate formats or other accommodations to access this service, activity or program, please call the phone number below at least three business days prior to the meeting.

NOTA: Si necesita un intérprete, un traductor, materiales en formatos alternativos u otros arreglos para acceder a este servicio, actividad o programa, comuníquese al número de teléfono que figura a continuación tres días hábiles como mínimo antes de la reunión.

LUS CIM: Yog hais tias koj xav tau ib tug neeg txhais lus, ib tug neeg txhais ntawv, cov ntawv ua lwm hom ntawv los sis lwm cov kev pab kom siv tau cov kev pab, cov kev ua ub no (activity) los sis qhov kev pab cuam, thov hu rau tus xov tooj hauv qab yam tsawg peb hnuv ua hauj lwm ua ntej yuav tuaj sib tham.

DRAFT MINUTES
of the Executive Committee
of the Capital Area Regional Planning Commission

May 6, 2024

Zoom Meeting

6:00 pm

Commissioners Present: Maureen Crombie David Pfeiffer, Heidi Murphy, Kris Hampton

Commissioners Absent: Nick Zavos, Peter McKeever

Staff Present: Tanya Sime, Jason Valerius

Others Present: None

1. Establish Quorum

David Pfeiffer called the meeting to order at 6:00 pm. Quorum was established.

2. Public Comment on Matters not on the agenda

No Public Comment.

3. **Minutes of the April 8, 2024, Executive Committee Meeting (*actionable item*)**

Ms. Crombie moved for approval of the minutes of the April 8th, 2024, Executive Committee Meeting; Mr. Hampton seconded. The motion passed on a voice vote.

4. **Authorize the Executive Director to Execute Agreement with the Madison Region Economic Partnership (MadREP) for Mapping Services (*actionable item*)**

The intent is that Matt Krempely, who is currently an intern would have a bill out rate of about \$75 and have the capacity to do this if we're able to hire him full time, and that he could help them as needed through the remainder of the year through this agreement. Mr. Hampton moved for approval to Authorize the Executive Director to Execute an Agreement with the Madison Region Economic Partnership (MadRep) for Mapping Service. Ms. Crombie Seconded. The motion passed on a voice vote.

5. **CARPC Budgeting**

a. Overview

b. **Proposed Amendment – 2024 Budget (*actionable item*)**

The purpose to amend the 2024 budget is to bring on our intern Matt Krempely and our LTE Liz Levy which would bring on and additional cost the second half of the year is a net of about \$45,000 more. And then we are anticipating that we will have some additional revenue that we hadn't been counting on for water quality projects that we're expecting to be able to get into you as part of this year. We're expecting to be able to get into you as part of it this year and so we're looking at a net of 30,000. And SaltWise has another \$15,000 in revenue. and a \$15,000 deficit difference between revenue and costs such that we would be drawing down our reserve by that amount. Having more staff, of course, has ramifications to the 25 budget as well. My current draft of that budget has our levy. The ask went up by 6.5 last year, it was 10% of other years, it's been lower. So, it's lower than last year, but higher than some other years in the past. I think the primary changes are that we would be bringing in more SaltWise money. As we look to build that program and make it sustainable. We still have grant funding for 2025 and the 75,000 in grant funding and Caitlin or Alison and I working to add in other sources to supplement and replace. That is going to bring that funding up. And then I have a working assumption right now for what we would be able to bring in in terms of consulting or fee for service work that that would be at 75,000 for next year up from an assumption of 40,000 this year, which is not a dramatic increase. That's a pretty modest increase. But increasing those various numbers in that way gets us to where we can cover additional staff. Mr. Hampton moved for recommendation to approve the proposed Amendment to the 2024 Budget. Ms. Crombie Seconded. The motion passed on a voice vote.

c. Preliminary 2025 Draft Budget

6. Recommendation to Discontinue Executive Chair Role

Executive Committee is all in favor of Discontinuing the Executive Chair Role.

7. Draft CARPC 2023 Annual Report

Followed format from recent years. Will wait until the audit is completed until we will put on the website due to the final page is related to the financials and we would like those financials to match the audit.

**8. March 2024, Financial Statements and the April 2024, Operating Account Reconciliation
(actionable item)**

Mr. Hampton moved for approval of March 2024, Financial Statements and April 2024, Operating Account Reconciliation. Ms. Murphy Seconded. The motion passed on a voice vote.

9. Future Agenda Items (next meeting is Monday, June 10, 2024, via Zoom webinar at 6:00 pm)

No future items.

10. Adjournment

Mr. Hampton moved for adjournment. Ms. Crombie seconded. The meeting was adjourned at 6:25 P.M.

Minutes taken by Tanya Sime and reviewed by CARPC staff.

Respectfully Submitted

Kris Hampton, Secretary

Re: Preliminary 2025 Budget
Proposed 2025 Levy

Requested Action: None

Background:

CARPC usually approves a preliminary budget in June for the following year to identify a property tax levy charge in time for the statutory deadline of August 1 for submittal to Dane County.

Staff Comments:

The attached budget is the same as presented and discussed at the May Commission meeting. The County Executive was just appointed on May 23 and we have not been able to meet with her or convene the Budget and Personnel Panel. We are working with her staff to hold both those meetings prior to the July Commission meeting.

Preliminary 2025 Budget

1. Themes
 - a. Increase staff and capacity to meet needs identified by partners across the region (GIS assistance, housing unit tracking/mapping, support for community conversations about infill, etc.)
 - b. Develop more fee-for-service work
 - c. Grow sustainable funding for Salt Wise
2. Tax Levy
 - a. Increased 10% in 2024
 - b. Proposing 6.5% increase in 2025, based on increasing costs and growth in regional challenges related to population growth, housing demand, and climate change.
3. Other Revenues
 - a. Total revenues projected to increase by 10.6%, to \$1,860,726
 - b. Increasing grant revenue modestly, by \$15,000, reflecting one-time DNR BIL funding
 - c. Increasing fee-for-service revenue by \$35,000, to a total of \$75,000
 - d. Increasing Salt Wise to \$165,000 as we work to make it sustainable by 2026
4. Expenditures
 - a. Staffing costs increase by about 15%, including 3% COLA, two new staff, and no interns
 - b. Combined, all other costs are about \$17,000 less than 2024, due to lower commissioner per diems and reduced contract services after 2024 one-time projects ending.

Attachments:

1. CARPC Preliminary 2025 Draft Summary Budget
2. CARPC Preliminary 2025 Draft Category Budget

Staff Contact:

Jason Valerius, Executive Director
jasonv@capitalarearpc.org
 608 474 6010

Next Steps:

Consider 2025 preliminary budget and levy charge at July 11 Commission meeting

Capital Area Regional Planning Commission
2025 Summary Budget - Preliminary
Draft for Discussion 05/06/24

Budget Year	2023	2024	2025	Variance		Comments on Changes from 2024 Approved
Budget Type	ACTUAL	APPROVED AMENDED	PRELIMINARY	2025 WORKING - AMENDED	2024	
Budget Date	02/01/24	12/14/23	02/01/24	\$	%	
REVENUES						
Property Tax	\$ 1,032,294	\$ 1,135,523	\$ 1,209,332	\$ 73,809	6.5%	Assuming 8% EAV growth and 0.0012% of EAV
State & Federal Grants	102,093	102,093	117,093	\$ 15,000	14.7%	Increase is one-time DNR funding for special projects
WI Salt Wise	162,513	116,000	165,210	\$ 49,210	42.4%	Preparing for end of large grant in 2026
Fees	119,174	118,000	127,488	\$ 9,488	8.0%	
Services	50,000	40,000	75,000	\$ 35,000	87.5%	Planning to grow fee-for-service work
Pass-Through	128,446	130,059	131,672	\$ 1,613	1.2%	
Other	52,919	40,078	34,931	\$ (5,147)	-12.8%	Expecting rates to drop
TOTAL REVENUES	\$ 1,647,439	\$ 1,681,753	\$ 1,860,726	\$ 178,973	10.6%	
EXPENDITURES						
Salaries and Leave Time	\$ 861,483	\$ 931,607	\$ 1,074,755	\$ 143,148	15.4%	Adding staff, focus on analyzing and communicating data
Fringe Benefits	294,149	353,925	404,008	\$ 50,084	14.2%	Adding staff
Occupancy	44,855	49,987	50,987	\$ 1,000	2.0%	
Contracted Services	52,048	58,000	32,970	\$ (25,030)	-43.2%	One-time costs in 2024
Employee Travel and Training	20,242	20,640	26,211	\$ 5,571	27.0%	WI Salt Wise expenses, new employees
Office	18,372	15,010	16,474	\$ 1,464	9.8%	WI Salt Wise expenses (supplies for trainings)
Information Technology (IT)	32,858	36,750	38,588	\$ 1,838	5.0%	3rd party vendor
Commissioner Per Diems & Travel	9,400	16,800	10,344	\$ (6,456)	-38.4%	Return to "normal" after busy 2024
Financial Services	35,563	50,700	54,810	\$ 4,110	8.1%	Change in service provider
Pass-Through	128,446	130,059	131,672	\$ 1,613	1.2%	
Other	46,644	17,912	16,583	\$ (1,329)	-7.4%	Less recruitment expected in 2025
TOTAL EXPEDITURES	\$ 1,544,060	\$ 1,681,389	\$ 1,857,401	\$ 176,012	10.5%	

Surplus (Deficit) \$ 103,379 \$ 364 \$ 3,325

	2022	2023	2024	2025 Guess
Dane Co Equalized Assessed Value (EAV)	\$83,605,704,500	\$83,847,065,700	\$93,312,592,600	\$100,777,600,008
Certified Budget Rate (CBR)	0.001359%	0.001231%	0.001217%	0.001200%

**Capital Area Regional Planning Commission
2025 Summary Budget - Preliminary**

Based on the Category Statement of Operations

Budget Year	2023	2024	2025	Variance		Comments on Changes from 2024 Adopted
Budget Type	ACTUAL	APPROVED AMENDED	PRELIMINARY	2025 PRELIMINARY - 2024 AMENDED		
Budget Date		12/14/23	02/01/24	\$	%	
5101 Dane County Property Tax	\$ 1,032,294	\$ 1,135,523	\$ 1,209,332	\$ 73,809	6.5%	
Total Property Tax	1,032,294	1,135,523	1,209,332	\$ 73,809	6.5%	
5202 EPA/DNR Water Planning	95,000	95,000	110,000	\$ 15,000	15.8%	
5207 WI Salt Wise	162,513	116,000	165,210	\$ 49,210	42.4%	
Total WI Salt Wise	162,513	116,000	165,210	\$ 49,210	42.4%	
5403 WisDOT Plan Integration	7,093	7,093	7,093	\$ -	0.0%	
Total State & Federal Grants	102,093	102,093	117,093	\$ 15,000	14.7%	
5301 Fees - Sewer Extensions	48,600	43,000	52,488	\$ 9,488	22.1%	Based on 2023 actuals through September
5302 Fees - USA/LSA App Review	70,574	75,000	75,000	\$ -	0.0%	Based on 2023 actuals through September
Total Fees	119,174	118,000	127,488	\$ 9,488	8.0%	
5304 Local & Reg Planning Assistance	50,000	40,000	75,000	\$ 35,000	87.5%	Based on plan to grow fee-for-service work
Total Services	50,000	40,000	75,000	\$ 35,000	87.5%	
5201 WisDOT Rural Work Program	5,457	5,457	5,457	\$ -	0.0%	
5220 Coop Water Resource Mon	122,989	124,602	126,215	\$ 1,613	1.3%	
Total Pass-Through	128,446	130,059	131,672	\$ 1,613	1.2%	
5208 Land Use Code Assessment	4,250	-	-	\$ -		
5501 Interest Income	46,826	40,000	32,000	\$ (8,000)	-20.0%	Based on 2023 actuals through September
5502 Miscellaneous Income	1,843	78	2,931	\$ 2,853		
Total Other	52,919	40,078	34,931	\$ (5,147)	-12.8%	
TOTAL REVENUES	\$ 1,647,439	\$ 1,681,753	\$ 1,860,726	\$ 178,973	10.6%	

6101 Direct Salaries & Wages	\$ 706,886	\$ 745,285	\$ 859,804	\$ 114,519	15.4%	Hiring staff to expand capacity, 3% raises
6102 Compensated Leave Time	\$ 154,596	186,321	214,951	\$ 28,630	15.4%	Hiring staff to expand capacity, 3% raises
Total Salaries and Leave Time	861,483	931,607	1,074,755	\$ 143,148	15.4%	
6105 FICA Benefits	62,823	69,405	80,069	\$ 10,665	15.4%	Hiring staff to expand capacity, 3% raises
6116 Life Insurance	194	280	294	\$ 14	5.0%	Hiring staff to expand capacity, 3% raises
6117 Dental Insurance	10,876	14,141	12,826	\$ (1,315)	-9.3%	Hiring staff to expand capacity, 3% raises
6118 Health Insurance	161,992	199,802	231,478	\$ 31,676	15.9%	Hiring staff to expand capacity, 3% raises
6119 Disability Insurance	484	516	508	\$ (8)	-1.5%	
6120 Indirect Employee Benefit	111	100	105	\$ 5	5.0%	
6121 WRS Employer Contributions	54,493	64,281	74,158	\$ 9,877	15.4%	Hiring staff to expand capacity, 3% raises
6122 Unemployment Insurance	-	2,000	1,000	\$ (1,000)	-50.0%	
6124 Worker's Compensation Ins	3,176	3,400	3,570	\$ 170	5.0%	Based on 2023 actuals through September
Total Fringe Benefits	294,149	353,925	404,008	\$ 50,084	14.2%	
6310 Rent	44,855	49,987	50,987	\$ 1,000	2.0%	
Total Occupancy	44,855	49,987	50,987	\$ 1,000	2.0%	
6125 Contracted Services	45,000	39,000	28,570	\$ (10,430)	-26.7%	One-time projects in 2024 ending
6425 Legal Services	4,273	4,000	4,400	\$ 400	10.0%	
6431 Consulting Services	2,775	15,000	-	\$ (15,000)	-100.0%	Compensation study
Total Contracted Services	52,048	58,000	32,970	\$ (25,030)	-43.2%	
6130 Meals	965	840	1,043	\$ 203	24.1%	Salt Wise events
6150 Employee Travel	11,558	10,700	12,713	\$ 2,013	18.8%	Salt Wise events, more ED travel
6170 Conferences & Meetings	3,652	7,100	7,455	\$ 355	5.0%	Addition of national APA conference for ED
6171 Training	4,066	2,000	5,000	\$ 3,000	150.0%	additional training for new staff
Total Travel & Training	20,242	20,640	26,211	\$ 5,571	27.0%	
6250 Supplies	3,057	3,200	3,360	\$ 160	5.0%	Salt Wise events
6251 Printing	1,484	800	1,558	\$ 758	94.8%	
6252 Postage	36	100	105	\$ 5	5.0%	
6265 Equipment	11,775	8,500	8,925	\$ 425	5.0%	
6330 Telephone	1,583	2,000	2,100	\$ 100	5.0%	rate increase
6341 Administrative Fees	437	410	426	\$ 16	3.8%	
Total Office Expenses	18,372	15,010	16,474	\$ 1,464	9.8%	
6253 Webhosting	266	350	368	\$ 18	5.0%	rate increase
6270 Software	15,621	16,400	17,220	\$ 820	5.0%	price increases, new staff and programs
6275 IT Services	16,971	20,000	21,000	\$ 1,000	5.0%	3rd party services
Total Information Technology (IT)	32,858	36,750	38,588	\$ 1,838	5.0%	

6422 Commission Per Diems	8,800	16,000	9,504	\$ (6,496)	-40.6%	WQP committee and strategic planning addition
6423 Commission Travel	600	800	840	\$ 40	5.0%	more in-person meetings
Total Commission	9,400	16,800	10,344	\$ (6,456)	-38.4%	
6420 Audit	9,928	10,500	14,700	\$ 4,200	40.0%	price increase
6430 Payroll Fees	10,235	2,000	-	\$ (2,000)	-100.0%	to be consolidated with financial services
6432 Financial Services	15,400	38,200	40,110	\$ 1,910	5.0%	new 3rd party vendor
Total Financial Services	35,563	50,700	54,810	\$ 4,110	8.1%	
6414 Coop Water Resources Mon	122,989	124,602	126,215	\$ 1,613	1.3%	
6415 WisDOT Planning Services	5,457	5,457	5,457	\$ -	0.0%	
Total Pass-Through Expenses	128,446	130,059	131,672	\$ 1,613	1.2%	
6172 Dues / Memberships / Subscriptions	4,327	6,517	6,843	\$ 326	5.0%	
6200 Contributions & Donations	-	1,000	1,000	\$ -	0.0%	
6411 Education & Outreach	3,448	2,500	2,625	\$ 125	5.0%	
6440 Recruitment	32,804	1,000	1,050	\$ 50	5.0%	no recruitment expected in 2025
6501 Insurance	4,023	4,245	4,457	\$ 212	5.0%	rate increases
6560 Depreciation	1,434	2,042	-	\$ (2,042)	-100.0%	Fully depreciated
6565 Amortization	608	608	608	\$ -	0.0%	
Total Other Expenses	46,644	17,912	16,583	\$ (1,329)	-7.4%	
TOTAL EXPENDITURES	\$ 1,544,060	\$ 1,681,389	\$ 1,857,401	\$ 176,012	10.5%	

Surplus (Deficit) \$ 103,379 \$ 364 \$ 3,325 \$ 2,961

Re: Annual Agreement to Provide Water Quality Management Planning Assistance to the Wisconsin Department of Natural Resources (*actionable item*)

Requested Action:

Approval of Annual Agreement to Provide Water Quality Management Planning Assistance to the Wisconsin Department of Natural Resources

Background:

The Capital Area Regional Planning Commission enters into an agreement with the Wisconsin Department of Natural Resources on an annual basis to provide water quality management planning assistance to the Department. Under the agreement CARPC provides services for the water quality planning program, including assistance with water quality plan updates, plan amendments, other planning services, and water quality plan consistency reviews.

This agreement is partially retroactive, commencing January 1, 2024, and running through December 31, 2024. This agreement designates \$33,400 of FY24 state general purpose revenue funds to be earned by December 31, 2024, and \$61,600 of FY23 (federal) Water Quality Management Planning Grant Funds to be earned by September 30, 2024 (pending federal grant extension through December 31, 2024), for an annual contract total of \$95,000.

Staff Comments:

The work to be conducted under the agreement is consistent with the 2024 work program and budget. Staff recommends approval of the agreement.

Attachments:

1. 2024 Agreement between Wisconsin Department of Natural Resources and the Capital Area Regional Planning Commission
2. Exhibit A: Administrative Conditions
3. Purchase Order

Staff Contact:

Jason Valerius, Executive Director
jasonv@capitalarearpc.org
608 474 6010

Next Steps:

Executive Chair and Secretary sign the agreement

**AGREEMENT BETWEEN
WISCONSIN DEPARTMENT OF NATURAL RESOURCES AND
THE CAPITAL AREA REGIONAL PLANNING COMMISSION**

THIS AGREEMENT is entered into by and between the State of Wisconsin Department of Natural Resources (Department) and the Capital Area Regional Planning Commission (CARPC) (Grantee) for the purpose of providing water quality management planning assistance to the Department.

FOR AND IN CONSIDERATION of the terms and conditions contained in this Grant Agreement, the above-named parties agree:

1. **PERIOD OF AGREEMENT:** This grant agreement shall commence upon its signing by both parties and continue until September 30th, 2024 (pending federal grant extension through December 31st, 2024), during which period all performance as described in this grant agreement shall be fully completed to the satisfaction of the Department. Grantee may claim eligible costs for reimbursement for work conducted between January 1, 2024 and the end of the grant agreement.
2. **CANCELLATION:** The Department reserves the right to cancel this grant agreement in whole or in part, without penalty, due to nonappropriation of funds or for failure of the Grantee to comply with terms, conditions, and specifications of this grant agreement.
3. **ENTIRE AGREEMENT; AMENDMENTS:** This grant agreement, together with the specifications in the bid request (if any) and referenced parts and attachments, shall constitute the entire grant agreement and previous communications or agreements pertaining to the subject matter of this grant agreement are hereby superseded. Any grant agreement revisions, including cost adjustments and time extensions, may be made only by a written amendment to this grant agreement, signed by both parties prior to the ending date of this grant agreement.
4. **ASSIGNMENT SUBCONTRACTS:** Neither this grant agreement nor any right or duty in whole or in part by the Grantee under this grant agreement may be assigned, delegated or subcontracted without the written consent of the Department. If upon the written consent of the Department this grant agreement or any right or duty in whole or in part is assigned, the Assignee(s) shall expressly agree to assume and perform all relevant obligations expressed under the terms of this grant agreement and be bound by the terms and conditions of this grant agreement. Assignment in whole or in part of this grant agreement does not absolve the Grantee of any liability or obligation expressed and agreed to hereunder.
5. **DESCRIPTION OF WORK:** The Grantee agrees to perform the following services to the satisfaction of the Department:
 - A. See Attached Capital Area Regional Planning Commission (CARPC) “DNR-CARPC Proposal for WQM Planning”.
 - B. Reports:
 - 1) Provide quarterly reports to the Department in April, July, October, and January describing all applicable work activities completed or in progress, activities anticipated during the next quarter, and any problems/issues that could affect completing this work on time. Quarterly reports should be a one or two page report, providing the following information:

- a) Project Goals
 - b) Progress this Quarter
 - c) Activities Planned for Next Quarter
 - d) Problems/Issues (including any that could affect completing the project on time)
- 2) Prepare and submit to the Department within 60 days after the end of the agreement a final report describing all work activities. This report shall be subject to review and approval by the Department of Natural Resources.

6. AGENCY CONTACTS: All communications regarding this grant agreement will be made through the designated agency contacts. The designated contacts are:

Grantee - Jason Valerius, Executive Director
Capital Area Regional Planning Commission
100 State St. Suite 400
Madison, WI 53703-3350

Department - Pamela Toshner
Wisconsin Department of Natural Resources
Bureau of Water Quality – WY/3
101 S. Webster Street, P.O. Box 7921
Madison, WI 53707-7921

7. TERMINATION:

- A. This grant agreement may be terminated in whole, or in part, in writing by the Department in the event of substantial failure of the Grantee to fulfill its obligation under this grant agreement, provided, that the Department shall give the Grantee not less than thirty (30) days written notice (delivered by certified mail, return receipt requested) of intent to terminate and an opportunity for consultation prior to termination.
- B. If termination is affected by the Department, an equitable adjustment in the price provided for in this grant agreement shall be made. Any payment due to the Grantee at the time of termination may be adjusted to the extent of any additional costs occasioned to the Department by reason of the Grantee's default. The equitable adjustment for any termination shall provide for payment to the Grantee for services rendered and expenses incurred prior to the termination, in addition to termination settlement costs reasonably incurred by the Grantee relating to commitments which had become firm prior to the termination.
- C. Upon receipt of a termination action pursuant to paragraph A above, the Grantee shall (1) promptly discontinue all services affected (unless the notice directs otherwise); (2) terminate all subcontracts to the extent that they relate to the performance of work terminated by the Department, and (3) deliver or otherwise make available to the Department, all data, reports, estimates, summaries, and such other information and materials as may have been accumulated by the Grantee in performing this grant agreement, whether completed or in process.
- D. Upon termination pursuant to paragraph A above, the Department may take over the work and prosecute the same to completion by agreement with another party or otherwise

and the Grantee is liable for any excess costs for such similar work or services.

- E. The rights and remedies of the Department and the Grantee provided in this clause are in addition to any other rights and remedies provided by law or under this grant agreement.
8. **PAYMENT:** The Department agrees to reimburse the Grantee up to \$33,400 of FY24 state general purpose revenue funds (state identification #370.604*) to be earned by December 31st, 2024, and up to \$61,600 in FY23 Water Quality Management Planning Grant Funds to be earned by September 30th, 2024 (pending federal grant extension through December 31st, 2024), for a contract total of up to \$95,000.

Billings by the Grantee shall be made on a quarterly itemized basis for the actual net costs incurred for review and acceptance. Invoices should be sent electronically to the following:

Ruth Person
Ruth.Person@wisconsin.gov

Ryan Raab
Ryan.Raab@wisconsin.gov
Department of Natural Resources
Bureau of Water Quality - WY/3
P.O. Box 7921
Madison, WI 53707

Copies of billings and all reports must also be sent (electronically) to:

Tim Asplund
Tim.Asplund@wisconsin.gov
Department of Natural Resources
Bureau of Water Quality – WY/3
P.O. Box 7921
Madison, WI 53707

*Work for the FY24 state funds must be complete by December 31st, 2024, and an invoice for this portion of funding must be submitted by January 31st, 2025. Work for the FY23 Water Quality Management Planning funding must be complete by September 30th, 2024 and invoiced by October 30th, 2024. If the final report as identified in 5, B above does not accompany the final billing, the Department may withhold 10% of the total dollars of this grant agreement until the final report is received, reviewed, and approved by the Department.

9. **RECORDS; ACCESS:** The Grantee shall, for a period of three (3) years after completion and acceptance by the Department, maintain books, records, documents, and other evidence directly pertinent to performance on work under this grant agreement in accordance with generally accepted accounting principles and practices. The Grantee shall also maintain the financial information and data used in the preparation or support of the cost submission in effect on the date of execution of this grant agreement and a copy of the cost summary submitted to the Department. The Department or any of its duly authorized representatives shall have access to such books, records, documents, and other evidence for the purpose of inspection, audit, and copying. The Grantee shall provide proper facilities for such access and inspection. In addition, those records which relate to any dispute, appeal or litigation, or the settlement of claims arising out of such dispute, performance, or costs or items to which an audit exception has been taken,

shall be maintained and made available until three years after the date of resolution of such dispute, appeal, litigation, claim or exception.

10. INDEPENDENT CONTRACTOR: The Grantee is an Independent Contractor for all purposes and is not an employee or agent of the Department.
11. INDEMNIFICATION. The Grantee agrees to save, keep harmless, defend and indemnify the State of Wisconsin, Department of Natural Resources and all its officers, employees and agents, against any and all liability, claims and costs of whatever kind and nature, for injury to or death of any person or persons, and for loss or damage to any property (state or other) occurring in connection with or in any way incident to or arising out of the occupancy, use, service, operation or performance of work in connection with this grant agreement or omissions of Grantee's employees, agents or representatives.
12. INSURANCE. The Grantee performing services for the State of Wisconsin shall:
 - A. Maintain worker's compensation insurance for all employees engaged in the work.
 - B. Maintain commercial liability and property damage insurance against any claim(s) which might occur in carrying out this agreement/contract. Minimum coverage shall be one million dollars (\$1,000,000) liability for bodily injury and property damage including products liability and completed operations. Provide motor vehicle insurance for all owned, non-owned and hired vehicles that are used in carrying out the agreement. Minimum coverage shall be one million dollars (\$1,000,000) per occurrence combined single limit for automobile liability and property damage.
 - C. Provide an insurance certificate indicating this coverage, countersigned by an insurer licensed to do business in Wisconsin, covering the period of the agreement/contract. The insurance certificate is required to be presented prior to the issuance of the purchase order or before commencement of the agreement.
 - D. The state reserves the right to require higher or lower limits where warranted.
13. NONDISCRIMINATION: In connection with the performance of work under this grant agreement, the Grantee agrees not to discriminate against any employee or applicant for employment because of age, race, religion, color, handicap, sex, physical condition, developmental disability as defined in section 51.01(5), Wis. Stats., sexual orientation or national origin. This provision shall include, but not be limited to, the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. Except with respect to sexual orientation, the Grantee further agrees to take affirmative action to ensure equal employment opportunities. The Grantee agrees to post in conspicuous places, available for employees and applicants for employment, notices to be provided by the Department setting forth the provisions of this nondiscrimination clause. Failure to comply with the conditions of this clause may result in the Grantee being declared an "ineligible" Grantee, termination of the grant agreement or withholding of payment.
14. AFFIRMATIVE ACTION: If this grant agreement is for an amount fifty thousand dollars (\$50,000) or more the Grantee agrees to submit a written affirmative action plan to the Department within 15 business days after the grant agreement commences if an acceptable plan

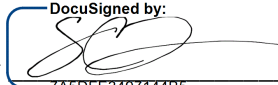
is not already on file with the State of Wisconsin. (Grantees with an annual work force of fewer than 50 employees are exempted from this requirement.) Failure to comply with the conditions of this clause may result in the Grantee being declared an "ineligible" grantee, termination of the grant agreement or withholding of payment.

- 15. FUNDING SOURCE: This grant agreement is funded in part or wholly by a grant from the U.S. Environmental Protection Agency, CFDA #66.454, as well as State Funding 370.604. This procurement will be subject to regulations contained in 2 CFR 200.338 & 200.339 (formerly 40 CFR Parts 31 and 40 and OMB Circular 133). Neither the United States nor the Environmental Protection Agency is party to this agreement.
- 16. APPLICABLE LAW: This grant agreement shall be governed by the laws of the State of Wisconsin. The Grantee shall at all times comply with all federal, state, and local laws, ordinances, and regulations in effect during the period of this grant agreement.
- 17. ANTITRUST ASSIGNMENT. The Grantee and the Department recognize that in actual economic practice, overcharges resulting from antitrust violations are in fact usually borne by the Department. Therefore, the Grantee hereby assigns to the Department any and all claims for such overcharges as to goods, materials or services purchased in connection with this agreement.
- 18. TAX DELINQUENCY. Grantees who have a delinquent Wisconsin tax liability may have their payments offset by the State of Wisconsin.
- 19. ADDENDUM: Additional conditions are attached as Attachment A, as part of the Water Quality Management Planning grant, that is funding this award. It is the responsibility of the grantee to determine which if any of the Federal Administrative Conditions in Attachment A may be relevant to the grantee or their sub awards, and to apply them accordingly.

The undersigned, as representatives of their respective agencies, hereto agree to this grant agreement.

STATE OF WISCONSIN
DEPARTMENT OF NATURAL RESOURCES

Date 4/22/2024 | 2:07 PM CDT

By  on behalf of
DNR Secretary

CAPITAL AREA REGIONAL PLANNING
COMMISSION

Date _____

By _____
David Pfeiffer, Chair

Date _____

By _____
Jason Valerius, Executive Director

Administrative Conditions

General Terms and Conditions

The recipient agrees to comply with the current EPA general terms and conditions available at: <https://www.epa.gov/grants/epa-general-terms-and-conditions-effective-october-1-2022-or-later>

These terms and conditions are in addition to the assurances and certifications made as a part of the award and the terms, conditions, or restrictions cited throughout the award.

The EPA repository for the general terms and conditions by year can be found at: <https://www.epa.gov/grants/grant-terms-and-conditions#general>.

Correspondence Condition

The terms and conditions of this agreement require the submittal of reports, specific requests for approval, or notifications to EPA. Unless otherwise noted, all such correspondence should be sent to the following email addresses:

·Federal Financial Reports (SF-425): rtpfc-grants@epa.gov and **Kimberly Houston houston-williams.kimberly@epa.gov**

·MBE/WBE reports (EPA Form 5700-52A): region5closeouts@epa.gov

·All other forms/certifications/assurances, Indirect Cost Rate Agreements, Requests for Extensions of the Budget and Project Period, Amendment Requests, Requests for other Prior Approvals, updates to recipient information (including email addresses, changes in contact information or changes in authorized representatives) and other notifications: **daughtridge.rachel@epa.gov and houston-williams.kimberly@epa.gov**

·Quality Assurance documents, workplan revisions, equipment lists, programmatic reports and deliverables: **Rachel Daughtridge daughtridge.rachel@epa.gov**

Programmatic Conditions

Grant-Specific Programmatic Terms and Conditions

A. PERFORMANCE REPORTING AND FINAL PERFORMANCE REPORT

Performance Reports – Content

In accordance with 2 CFR 200.329, the recipient agrees to submit performance reports that include brief information on each of the following areas: 1) A comparison of actual accomplishments to the outputs/outcomes established in the assistance agreement work plan for the period; 2) The reasons why established outputs/outcomes were not met; and 3) Additional pertinent information, including, when appropriate, analysis and explanation of cost overruns or high-unit costs.

Additionally, the recipient agrees to inform EPA as soon as problems, delays, or adverse conditions which will materially impair the ability to meet the outputs/outcomes specified in the assistance agreement work

plan are known.

Performance Reports - Frequency

The recipient agrees to submit **annual** performance reports electronically to the EPA Project Officer within 90 days after the annual reporting period ends on **9/30**. The recipient must submit the final performance report no later than 120 calendar days after the end date of the period of performance.

Subaward Performance Reporting

The recipient must report on its subaward monitoring activities under 2 CFR 200.332(d). Examples of items that must be reported if the pass-through entity has the information available are:

1. Summaries of results of reviews of financial and programmatic reports.
2. Summaries of findings from site visits and/or desk reviews to ensure effective subrecipient performance.
3. Environmental results the subrecipient achieved.
4. Summaries of audit findings and related pass-through entity management decisions.
5. Actions the pass-through entity has taken to correct deficiencies such as those specified at 2 CFR 200.332(e), 2 CFR 200.208 and the 2 CFR Part 200.339 Remedies for Noncompliance.

Note: EPA Project Officers may customize this reporting requirement based on programmatic information needs.

B. Cybersecurity Condition

State Grant Cybersecurity

- (a) The recipient agrees that when collecting and managing environmental data under this assistance agreement, it will protect the data by following all applicable State law cybersecurity requirements.
- (b) (1) EPA must ensure that any connections between the recipient's network or information system and EPA networks used by the recipient to transfer data under this agreement, are secure.

For purposes of this Section, a connection is defined as a dedicated persistent interface between an Agency IT system and an external IT system for the purpose of transferring information. Transitory, user-controlled connections such as website browsing are excluded from this definition.

If the recipient's connections as defined above do not go through the Environmental Information Exchange Network or EPA's Central Data Exchange, the recipient agrees to contact the EPA Project Officer (PO) and work with the designated Regional/Headquarters Information Security Officer to ensure that the connections meet EPA security requirements, including entering into Interconnection Service Agreements as appropriate. This condition does not apply to manual entry of data by the recipient into systems operated and used by EPA's regulatory programs for the submission of reporting and/or compliance data.

- (2) The recipient agrees that any subawards it makes under this agreement will require the subrecipient to

comply with the requirements in (b)(1) if the subrecipient's network or information system is connected to EPA networks to transfer data to the Agency using systems other than the Environmental Information Exchange Network or EPA's Central Data Exchange. The recipient will be in compliance with this condition: by including this requirement in subaward agreements; and during subrecipient monitoring deemed necessary by the recipient under 2 CFR 200.332(d), by inquiring whether the subrecipient has contacted the EPA Project Officer. Nothing in this condition requires the recipient to contact the EPA Project Officer on behalf of a subrecipient or to be involved in the negotiation of an Interconnection Service Agreement between the subrecipient and EPA.

C. Requirements for Tracking and Reporting Infrastructure Investment and Jobs Act Funding and Benefits

EPA may amend this agreement to specify additional requirements applicable to Infrastructure Investment and Jobs Act funding as information becomes available. In the interim, the recipient agrees to have financial management and programmatic management systems in place to:

- 1) track Infrastructure Investment and Jobs Act and "regular" 604(b) funds separately using Agency-provided accounting codes and report separately on expenditures of Infrastructure Investment and Jobs Act funds.
- 2) track and report on outputs and outcomes achieved with Infrastructure Investment and Jobs Act funds: Outputs and outcomes associated with Infrastructure Investment and Jobs Act 604(b) appropriations will be estimated by examining the proportion of activities funded by Infrastructure Investment and Jobs Act relative to those funded by "regular" 604(b) allotments.
- 3) states shall report to EPA Regions no less than annually (or more often as required by Infrastructure Investment and Jobs Act reporting requirements) on key project characteristics and milestone information, applying the proportional ratio to estimate those benefits resulting from Infrastructure Investment and Jobs Act-funded activities.

Additional Agency direction on tracking and reporting Infrastructure Investment and Jobs Act funding is contained in EPA's [Interim Implementation Guidelines for Clean Water Act Section 604\(b\) Water Quality Management Planning Grants for Fiscal Years 2022 through 2026](#).

D. Conditional Award

EPA has conditionally approved the workplan to allow the recipient to proceed to work on approved workplan components. The recipient may incur costs on eligible activities associated with the approved workplan components up to **\$718,000**, until the final subaward workplan has been approved by EPA:

- 1) the recipient should not request payments and EPA will not make payments for unapproved work; and
- 2) any costs incurred for unapproved work by the recipient are at its own risk.

E. Competency Policy

Competency of Organizations Generating Environmental Measurement Data

In accordance with Agency Policy Directive Number FEM-2012-02, [Policy to Assure the Competency of](#)

Organizations Generating Environmental Measurement Data under Agency-Funded Assistance Agreements.

Recipient agrees, by entering into this agreement, that it has demonstrated competency prior to award, or alternatively, where a pre-award demonstration of competency is not practicable, Recipient agrees to demonstrate competency prior to carrying out any activities under the award involving the generation or use of environmental data. Recipient shall maintain competency for the duration of the project period of this agreement and this will be documented during the annual reporting process. A copy of the Policy is available online at <https://www.epa.gov/sites/production/files/2015-03/documents/competency-policy-aaia-new.pdf> or a copy may also be requested by contacting the EPA Project Officer for this award.

F. Geospatial Data Standards

All geospatial data created must be consistent with Federal Geographic Data Committee (FGDC) endorsed standards. Information on these standards may be found at www.fgdc.gov.

G. Quality Assurance

Authority: Quality Assurance applies to all assistance agreements involving environmental information as defined in [2 C.F.R. § 1500.12](#) Quality Assurance.

The recipient shall ensure that subawards involving environmental information issued under this agreement include appropriate quality requirements for the work. The recipient shall ensure sub-award recipients develop and implement the Quality Assurance (QA) planning document(s) in accordance with this term and condition; and/or ensure sub-award recipients implement all applicable approved QA planning documents.

1. Quality Management Plan (QMP)

The recipient must review their approved QMP at least annually. These documented reviews shall be made available to the sponsoring EPA organization if requested. When necessary, the recipient shall revise its QMP to incorporate minor changes and notify the EPA PO and QAM of the changes. If significant changes have been made to the Quality Program that affect the performance of environmental information operations, it may be necessary to re-submit the entire QMP for re-approval. In general, a copy of any QMP revision(s) made during the year should be submitted to the EPA PO and QAM in writing when such changes occur. Conditions requiring the revision and resubmittal of an approved QMP can be found in section 6 of EPA's [Quality Management Plan \(QMP\) Standard](#).

2. Quality Assurance Project Plan (QAPP)

- i. Provide EPA a copy of the recipient-approved QAPP if the recipient has an EPA-approved Quality Management Plan and a current EPA delegation to review and approve QAPPs.
- b. The recipient must submit the QAPP 90 days after grant award, and/or no more than 180 days after grant award.
- c. The recipient shall notify the PO and QAM when substantive changes are needed to the QAPP. EPA may require the QAPP be updated and re-submitted for approval.

d. The recipient must review their approved QAPP at least annually. The results of the QAPP review and any revisions must be submitted to the PO and the QAM at least annually and may also be submitted when changes occur.

For Reference:

- [Quality Management Plan \(QMP\) Standard](#) and [EPA QA/R-5: EPA Requirements for Quality Assurance Project Plans](#); contain quality specifications for EPA and non-EPA organizations and definitions applicable to these terms and conditions.
- [EPA QA/G-5: Guidance for Quality Assurance Project Plans](#), Appendix C provides a QAPP Checklist.
- [EPA's Quality Program](#) website has a [list of QA managers](#), and [Non-EPA Organizations Quality Specifications](#).
- The Office of Grants and Debarment [Implementation of Quality Assurance Requirements for Organizations Receiving EPA Financial Assistance](#).



State of Wisconsin Purchase Order

Dept of Natural Resources
 NATURAL RESOURCES, DEPT OF
 101 S WEBSTER ST - GEF2
 MADISON WI 53703
 United States

Supplier: 0000030909
 Capital Area Reg Planning Comm
 100 State Street Ste 400
 Madison WI 53703-2573
 United States

Dispatch Via Print		
Purchase Order	Date	Revision
37000-0000027867	05-09-2024	
Payment Terms	Freight Terms	Ship Via
Due Now	FOB Dest, Freight Prepaid	COMMON
Buyer	Phone	Currency
Plachetta, Konrad	608/266-0311	USD

Ship To: MADSWE0031
 NATURAL RESOURCES, DEPT OF
 101 S WEBSTER ST - GEF2
 MADISON WI 53703
 United States

Attention: See Detail Below

Bill To: NATURAL RESOURCES, DEPT OF
 ATTN; ACCOUNTS PAYABLE - FN/2
 PO BOX 7921
 MADISON WI 53707-7921
 United States

Tax Exempt? Y **Tax Exempt ID:** 396006436 **Replenishment Option:** Standard

Line-Sch	Item/Description	Mfg ID	Quantity	UOM	PO Price	Extended Amt	Due Date
1 - 1	State Funding Line-Agreement to provide water quality management planning assistance to DNR		1.0000	LOT	33,400.00000	33,400.00	12/31/2024
						Attention: Allen Darkow	
Schedule Total						33,400.00	
Item Total						33,400.00	
3 - 1	FED FY23 WQMP Funds		1.0000	LOT	61,600.00000	61,600.00	09/30/2024
						Attention: Darkow, Allen	
Schedule Total						61,600.00	
Item Total						61,600.00	
Total PO Amount						95,000.00	

Authorized Signature

STATE OF WISCONSIN STANDARD TERMS AND CONDITIONS

ANTITRUST ASSIGNMENT: The contractor and the State of Wisconsin recognize that in actual economic practice, overcharges resulting from antitrust violations are in fact usually borne by the State of Wisconsin (purchaser). Therefore, the contractor hereby assigns to the State of Wisconsin any and all claims for such overcharges as to goods, materials or services purchased in connection with this contract.

APPLICABLE LAW AND COMPLIANCE: This contract shall be governed under the laws of the State of Wisconsin. The contractor shall at all times comply with and observe all federal and state laws, local laws, ordinances, and regulations which are in effect during the period of this contract and which in any manner affect the work or its conduct. The State of Wisconsin reserves the right to cancel this contract if the contractor fails to follow the requirements of s. 77.66, Wis. Stats. and related statutes regarding certification for collection of sales and use tax. The State of Wisconsin also reserves the right to cancel this contract with any federally debarred contractor or a contractor that is presently identified on the list of parties excluded from federal procurement and non-procurement contracts.

CANCELLATION: The State of Wisconsin reserves the right to cancel any contract in whole or in part without penalty due to nonappropriation of funds or for failure of the contractor to comply with terms, conditions, and specifications of this contract.

WORK CENTER CRITERIA: A work center must be certified under s. 16.752, Wis. Stats., and must ensure that when engaged in the production of materials, supplies or equipment or the performance of contractual services, not less than seventy-five percent (75%) of the total hours of direct labor are performed by severely handicapped.

INSURANCE RESPONSIBILITY: The contractor performing services for the State of Wisconsin shall:

Maintain worker's compensation insurance as required by Wisconsin Statutes, for all employees engaged in the work.

Maintain commercial liability, bodily injury and property damage insurance against any claim(s) which might occur in carrying out this agreement/contract. Minimum coverage shall be one million (\$1,000,000) liability for bodily injury and property damage including products liability and completed operations. Provide motor vehicle insurance for all owned, non-owned and hired vehicles that are used in carrying out this contract. Minimum coverage shall be one million (\$1,000,000) per occurrence combined single limit for automobile liability and property damage.

The state reserves the right to require higher or lower limits where warranted.

NONDISCRIMINATION / AFFIRMATIVE ACTION: In connection with the performance of work under this contract, the contractor agrees not to discriminate against any employee or applicant for employment because of age, race, religion, color, handicap, sex, physical condition, developmental disability as defined in s.51.01(5), Wis. Stats., sexual orientation as defined in s.111.32(13m), Wis. Stats., or national origin. This provision shall include, but not be limited to, the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. Except with respect to sexual orientation, the contractor further agrees to take affirmative action to ensure equal employment opportunities.

Contracts estimated to be over fifty thousand dollars (\$50,000) require the submission of a written affirmative action plan by the contractor. An exemption occurs from this requirement if the contractor has a workforce of less than fifty (50) employees. Within fifteen (15) working days after the contract is awarded, the contractor must submit the plan to the contracting state agency for approval. Instructions on preparing the plan and technical assistance regarding this clause are available from the contracting state agency.

The contractor agrees to post in conspicuous places, available for employees and applicants for employment, a notice to be provided by the

contracting state agency that sets forth the provisions of the State of Wisconsin's nondiscrimination law.

Failure to comply with the conditions of this clause may result in the contractor's becoming declared an "ineligible" contractor, termination of the contract, or withholding of payment.

Pursuant to 2019 Wisconsin Executive Order 1, contractor agrees it will hire only on the basis of merit and will not discriminate against any persons performing a contract, subcontract or grant because of military or veteran status, gender identity or expression, marital or familial status, genetic information or political affiliation.

Pursuant to s. 16.75(10p), Wis. Stats., contractor agrees it is not, and will not for the duration of the contract, engage in a prohibited boycott of the State of Israel as defined in s. 20.931(1)(b). State agencies and authorities may not execute a contract and reserve the right to terminate an existing contract with a company that is not compliant with this provision. This provision applies to contracts valued \$100,000 or over.

PATENT INFRINGEMENT: The contractor selling to the State of Wisconsin the articles described herein guarantees the articles were manufactured or produced in accordance with applicable federal labor laws. Further, that the sale or use of the articles described herein will not infringe any United States patent. The contractor covenants that it will at its own expense defend every suit which shall be brought against the State of Wisconsin (provided that such contractor is promptly notified of such suit, and all papers therein are delivered to it) for any alleged infringement of any patent by reason of the sale or use of such articles, and agrees that it will pay all costs, damages, and profits recoverable in any such suit.

PAYMENT TERMS AND INVOICING: The State of Wisconsin normally will pay properly submitted vendor invoices within thirty (30) days of receipt providing goods and/or services have been delivered, installed (if required), and accepted as specified.

Invoices presented for payment must be submitted in accordance with instructions contained on the purchase order including reference to purchase order number and submittal to the correct address for processing.

A good faith dispute creates an exception to prompt payment.

PUBLIC RECORDS. Upon receipt of notice from the State of Wisconsin of a public records request for records produced or collected under this contract, the contractor shall provide the requested records to the contracting agency in order to ensure compliance with s. 19.36(3), Wis. Stats. Effective August 2016, the contractor, following final payment, shall retain all records produced or collected under this contract for six (6) years.

REFUND OF CREDITS: The contractor agrees to pay the state within 60 days, at the state's request, any credits resulting from the order which the state determines cannot be applied to future invoices.

TAXES: The State of Wisconsin, including all its agencies, is required to pay the Wisconsin excise or occupation tax on its purchase of beer, liquor, wine, cigarettes, tobacco products, motor vehicle fuel and general aviation fuel. However, it is exempt from payment of Wisconsin sales or use tax on its purchases. The State of Wisconsin may be subject to other states' taxes on its purchases in that state depending on the laws of that state. Contractors performing construction activities are required to pay state use tax on the cost of materials.

TERMS AND CONDITIONS: The Standard Terms and Conditions (DOA-3054) or the Standard Terms and Conditions for State of Wisconsin Printing (DOA-3604) shall apply to all orders. Copies of these terms and conditions are available upon request from the State Bureau of Procurement.

VENDOR TAX DELINQUENCY: Vendors who have a delinquent Wisconsin tax liability may have their payments offset by the State of Wisconsin.

Re: Resolution 2024-03 Adoption of the 2024 Title VI Non-Discrimination Program and Limited-English Proficiency Plan (*actionable item*)

Requested Action: Recommendation for approval of the resolution.

Background:

CARPC receives a small amount of Federal Highway Administration funding through the Wisconsin DOT/Greater Madison MPO to fund our Land Use-Transportation Integration activities (approx. \$6,200 in 2023). As a subrecipient of these funds, CARPC must comply with federal Title VI requirements. Each year since 2015, CARPC has issued an annual policy statement based on a Wisconsin DOT template named "Title VI Plan" as part of our compliance with these requirements.

In 2023, WisDOT released new template materials which differ significantly from the template used previously. The attached draft *2024 Title VI Non-Discrimination Program and Limited-English Proficiency Plan* is based on this new template and was developed in coordination with MPO staff.

The attached document will replace the 2023 Title VI / ADA Non-Discrimination Policy adopted in January 2023. It will be updated again in 2027 per WisDOT policy.

Staff Comments:

Staff has revised the Title VI Non-Discrimination Plan following the 2023 WisDOT template and using the Greater Madison MPO's 2023 Title VI plan as a guide. WisDOT Compliance Manager Becky Soderholm has reviewed the updated draft and confirmed that it meets requirements and is ready for adoption.

Staff recommends adoption.

Attachments:

1. Draft CARPC 2024 Title VI Non-Discrimination Program and Limited-English Proficiency Plan
2. CARPC Resolution 2024-03, Adoption of the 2024 Title VI Non-Discrimination Program and Limited-English Proficiency Plan

Staff Contact:

Caitlin Shanahan, Community Planner
caitlins@capitalarearpc.org
608 474 6021

Next Steps:

Once approved by the full Commission, the adopted plan will be posted in the required places and forwarded to WisDOT. We will also update the language on our website and meeting agendas to align with the new plan and current requirements.



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

Capital Area Regional Planning Commission

May 2024

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

Contacts

All questions, comments, or requests for documents and services may be directed to:

Jason Valerius, Executive Director

Phone: (608) 474-6010

Email: jasonv@capitalarearpc.org

Capital Area Regional Planning Commission

100 State St, Ste 400

Madison, WI 53703-2573

This **CARPC** *Title VI Non-Discrimination Program and Limited-English Proficiency (LEP) Plan* and other **CARPC** documents, meeting minutes and agendas, and other information may also be obtained on our website at www.capitalarearpc.org

To request this document in an alternate format, please contact:

Jason Valerius, Executive Director

Phone: (608) 474-6010

Email: jasonv@capitalarearpc.org

Si se necesita información en otro idioma de contacto (608) 474-6021.

Yog hais tias cov lus qhia uas yuav tsum tau nyob rau hauv lwm hom lus, hu rau (608) 474-6021.

如果信息是需要另一种语言，然后致电 (608) 474-6021.

This *Title VI Non-Discrimination Program and Limited-English Proficiency (LEP) Plan* is funded in part through grants from the Federal Highway Administration and Federal Transit Administration, and Wisconsin Department of Transportation. The views and opinions of the authors expressed herein do not necessarily state or reflect those of the U. S. Department of Transportation or other funding agencies.

CARPC Commissioners

David Pfeiffer, Executive Chairperson
Treasurer, Pleasant Springs Sanitary District

Heidi Murphy, Vice Chairperson
Trustee, Village of Cottage Grove

Maureen Crombie
Trustee, City of Sun Prairie

Steve Greb
Chairperson, Town of Dunn

Kris Hampton, Secretary
Chair, Town of Cottage Grove

Barbara Harrington-McKinney
Alder, City of Madison

Peter McKeever
Commissioner At-Large

Cynthia Richson
Chair, Town of Middleton

Jim Schuler
Trustee, Village of Maple Bluff

Caryl Terrell
Commissioner At-Large

Bill Tishler
Alder, City of Madison

Nicholas Zavos, Treasurer
Commissioner At-Large

Vacant

Mayor of the City of Madison Appointee

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Title VI Non-Discrimination Program

Introduction

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

The **Capital Area Regional Planning Commission (CARPC)**, as a recipient of federal financial assistance, will ensure compliance with Title VI of the Civil Rights Act of 1964; 49 C.F.R. Part 21 (Department of Transportation Regulations for the Implementation of Title VI of the Civil Rights Act of 1964); 49 CFR Part 21; and related statutes and regulations. **CARPC** acknowledges it is subject to and will comply with Federal Highway Administration Title VI Assurances.

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

Organizational Responsibilities

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

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

Jason Valerius, Executive Director
Phone: 608.474.6010
Email: jasonv@capitalarearpc.org

TITLE VI NON-DISCRIMINATION RESPONSIBILITIES

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

- ✓ Program Administration

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

Content of Title VI Program

The **Capital Area Regional Planning Commission**, as a subrecipient of FTA funds, must submit to the Wisconsin and Minnesota Departments of Transportation, which are the primary recipients of transit funds:

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

General Requirements

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

- A. Providing Title VI assurances and Implementation Plan Agreement
- B. Preparing and submitting a Title VI Program
- C. Notifying beneficiaries of protection under Title VI
- D. Developing Title VI/Non-Discrimination complaint procedures and complaint form
- E. Recording and reporting Title VI/Non-Discrimination investigations, complaints, and lawsuits
- F. Promoting inclusive public participation
- G. Minority representation on planning and advisory bodies
- H. Providing meaningful access to Limited-English Proficient (LEP) persons

A. PROVIDING TITLE VI ASSURANCES

The CARPC Title VI Assurances are included with this program in [Appendix B](#).

B. PREPARING AND SUBMITTING A TITLE VI PROGRAM

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

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

C. NOTIFYING BENEFICIARIES OF PROTECTION UNDER TITLE VI

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

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

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

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

- ✓ Agency website – www.capitalarearpc.org
- ✓ Agency office – bulletin board in front entryway

In English versions of the *Notice of Nondiscrimination*, a sentence is included in Spanish, Hmong, and Chinese to contact **CARPC** at (608) 474-6021 if additional information is needed in another language.

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

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

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

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

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

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

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

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

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

- Agency website at www.capitalarearpc.org
- Agency office – bulletin board in front entryway

CARPC's Complaint Procedure and Complaint Form are translated in Hmong, Spanish, and Chinese and are included in [Appendix D](#), [Appendix E](#), and [Appendix F](#), respectively.

E. COMPLAINT LOG

CIVIL RIGHTS INVESTIGATIONS

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

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

Since the 2023 update of **CARPC's** Title VI Program/Language Assistance Plan, there have been no civil rights investigations, complaints, or lawsuits filed against the **Capital Area Regional Planning Commission**.

F. PROMOTING INCLUSIVE PUBLIC INVOLVEMENT

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

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

CARPC promotes meaningful and continued public participation through the following strategies, as appropriate:

- Providing for early, frequent, and continuous engagement by the public
- Selecting accessible and varied meeting locations and times
- Employing different meeting sizes and formats, including hybrid meetings with both in-person and virtual options
- Using social media in addition to other channels as a way to gain public involvement
- Communicating through radio, television, and/or newspaper outlets that serve diverse populations.
- Including cultural organizations, community centers, libraries, faith-based institutions, local festivals, etc. in outreach activities.
- Posting public meeting and event information on our website at:
<https://www.capitalarearpc.org/meetings/>

G. DEMOGRAPHIC REPRESENTATION ON PLANNING AND ADVISORY BODIES

CARPC 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.

The Capital Area Regional Planning Commission is comprised of 13 commissioners appointed by the Mayor of the City of Madison, the Dane County Executive, the Dane County Cities' and Villages' Association, and the Dane County Towns Association. Commissioners serve three-year terms on a rotating basis. The Commission approves the adoption or amendment of plans, as well as their release for review/comment.

The Commission also selects officers and members of the Executive Committee at its annual meeting. The Executive Committee is responsible for establishing subcommittees, amending bylaws, and adopting or amending budgets and work programs. The Executive Committee also serves as a Personnel Committee as needed for appointing CARPC's Executive Director.

In an effort to integrate regional land use, environmental, and transportation planning, the Commission sometimes meets jointly with the Greater Madison MPO Policy Board. The Greater Madison MPO Board is made up of elected officials from member communities for proportional demographic representation under the control of the electorate. As the highest authority, the Policy Board makes the final approvals. Some CARPC Commissioners serve on both bodies.

The public is invited to attend all Commission meetings. **CARPC** staff encourages participation by all groups regularly sharing information on monthly meetings, public hearings, etc. through our website, email distribution lists, newsletter, social media, and public notice boards.

Demographic representation on CARPC committees is illustrated in Table 1. **CARPC** recognizes that while the minority representation on its Commission is not reflective of the minority representation of its planning area, CARPC continues to seek a Commission that fully reflects the regional population by requesting that appointing authorities select diverse candidates whenever possible.

Table 1: Ethnic and Racial Composition of CARPC Committees and Planning Area

Committee	Race/Ethnicity							
	Hispanic or Latino	White Alone	Black or African American Alone	Asian Alone	American Indian or Alaska Native Alone	Native Hawaiian and Other Pacific Islander Alone	Some Other Race Alone	Two or More Races
Planning Area (Dane County)	7%	78%	5%	6%	0.2%	0.0%	0.3%	4%
Commission	0%	92%	8%	0%	0%	0%	0%	0%
Executive Committee	0%	100%	0%	0%	0%	0%	0%	0%
Staff	0%	90%	0%	10%	0%	0%	0%	0%

Source: B03002 Hispanic or Latino Origin by Race, 2022 ACS 5-year estimates, [U.S. Census Bureau](#).

H. PROVIDING MEANINGFUL ACCESS TO LIMITED-ENGLISH PROFICIENT PERSONS

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

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

Demographic Profile, Procedures, and Impacts

As part of the Title VI Program, the **Capital Area Regional Planning Commission** monitors and tracks statistical demographic data as it becomes available on race, age, language spoken, income level, persons with disabilities, and sex of the population of the **CARPC** planning area.

DEMOGRAPHIC PROFILE

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

As calculated from P9 Hispanic or Latino, and Not Hispanic or Latino By Race, 2020, minorities make up an estimated 24% of the Dane County population.

Decennial Census data documents the gradual diversification of the Dane County population, noting a 5% drop in White-only population from 87% in 2000 to 82% in 2010. The 2020 count appears to continue this trend, with a further 6% decrease in the White-only population since 2010 (76%).

Madison area and Dane County Transportation Improvement Program (TIP) projects, Justice40 layers, MPO-identified EJ areas are illustrated in an [ArcGIS Online map](#) maintained by the Greater Madison MPO. This map is updated with new projects as they are amended into the MPO’s TIP projects list and new demographic data as they become available. CARPC uses the MPO’s EJ boundaries in its analyses, plans, and reports, including the Equity Analysis of the [2050 Regional Development Framework](#) (Appendix D).

Table 2: Minority¹ Population for Planning Area Communities

Community	Total Population Estimate	Minority Population Estimate	Percent Minority Estimate
<i>Cities</i>			
C-Edgerton*	5,945	672	11%
C-Fitchburg	29,609	10,982	37%
C-Madison	269,840	83,076	31%
C-Middleton	21,827	4,860	22%
C-Monona	8,624	1,096	13%
C-Stoughton	13,173	1,512	11%
C-Sun Prairie	35,967	9,598	27%
C-Verona	14,030	2,094	15%
<i>Villages</i>			
V-Belleville*	2,491	206	8%
V-Black Earth	1,493	107	7%
V-Blue Mounds	948	58	6%
V-Brooklyn	1,524	185	12%
V-Cambridge	1,638	145	9%
V-Cottage Grove	7,303	1,041	14%
V-Cross Plains	4,104	405	10%
V-Dane	1,117	114	10%
V-Deerfield	2,507	298	12%
V-DeForest	10,811	1,523	14%
V-Maple Bluff	1,368	112	8%
V-Marshall	3,787	931	25%
V-Mazomanie	1,768	166	9%
V-McFarland	8,991	999	11%
V-Mount Horeb	7,754	726	9%
V-Oregon	11,179	1,221	11%
V-Rockdale	207	23	11%
V-Shorewood Hills	2,169	535	25%
V-Waunakee	14,879	1,831	12%
V-Windsor	8,754	1,108	13%
<i>Rural Areas</i>	67,697	9,159	14%
Planning Area	561,504	134,783	24%
¹ “Minority” is defined as a person who identifies as Hispanic and/or a race other than White. * Only partially within Dane County; total population figure is provided. Source: P9 Hispanic or Latino, and Not Hispanic or Latino by Race, 2020 DEC Demographic and Housing Characteristics, U.S. Census Bureau .			

PROCEDURES FOR THE PLANNING PROCESS

The mobility needs of minority populations are identified and considered in **CARPC's** planning and public outreach processes, including:

- Current public outreach practices include connecting with community, ethnic and faith-based organizations, scheduling public meetings at a variety of times and locations, holding virtual and hybrid meetings, and sharing recordings to meetings and webinars.
- The Greater Madison MPO completes an environmental justice analysis using GIS each year for the Dane County Transportation Improvement Program (TIP), which includes maps showing the proximity of transportation projects to tracts identified as having a high percentage of minority, LEP, and low-income persons. CARPC used the MPO's EJ boundaries in the Equity Analysis completed for the [2050 Regional Development Framework](#) (Appendix D).

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

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

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

- ✓ To avoid, minimize, or mitigate disproportionately high and adverse human health and environmental effects, including social and economic effects, on minority and low-income populations;
- ✓ To ensure the full and fair participation by all potentially affected communities in the transportation decision-making process; and
- ✓ To prevent denial of, reduction in, or significant delay in the receipt of benefits by minority and low-income populations.

Table 3 illustrates the distribution of federal and state transit funds as reported in the 2023-2027 Dane County Transportation Improvement Program.

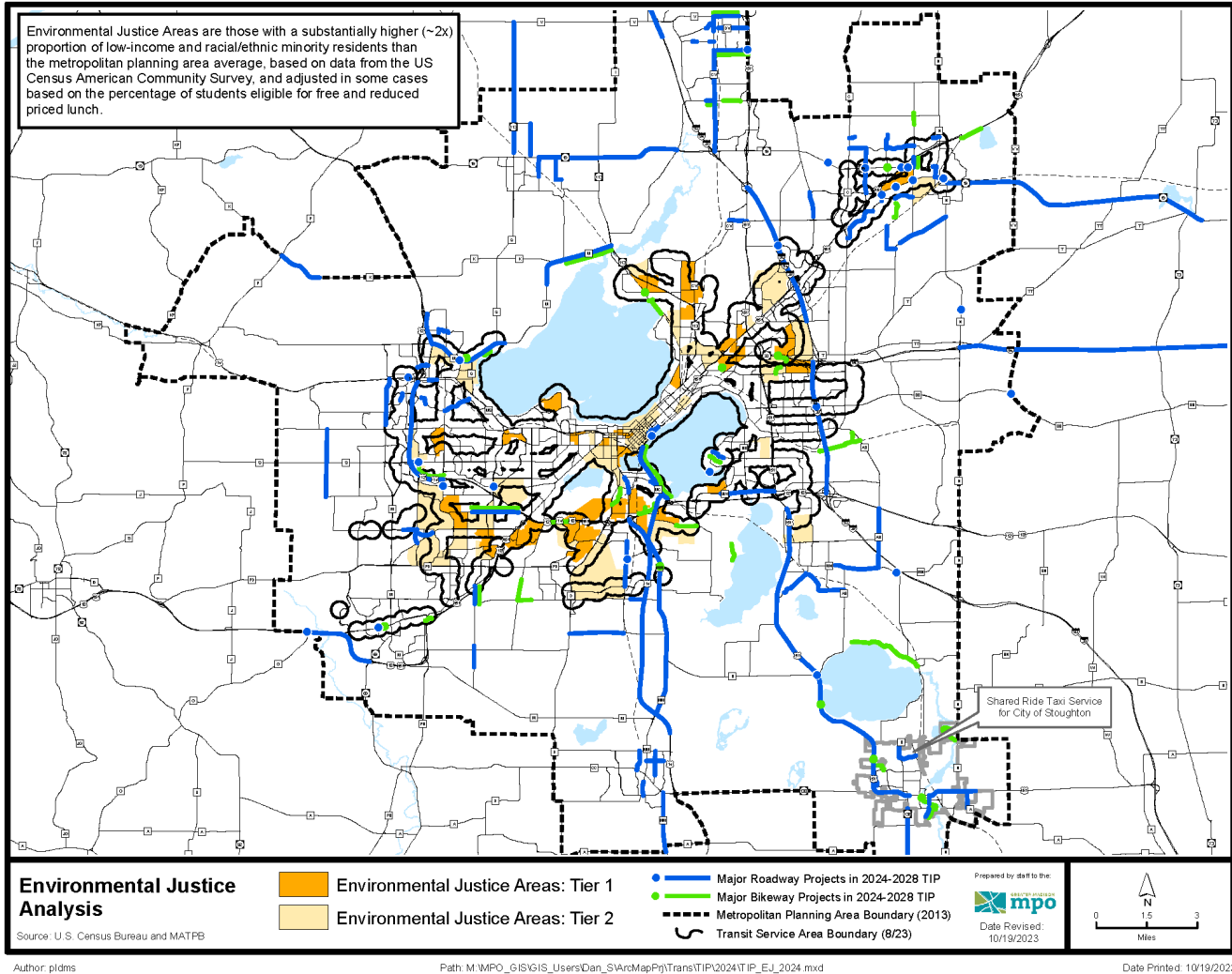
Table 3: Obligated and Projected Federal and State Transit Investment, 2023-2027 (\$1000s)

Transit Revenues	2023	2024	2025	2026	2027
FTA 5307	\$36,947	\$3,982	\$7,730	\$28,648	\$28,601
FTA 5339	\$15,316	\$1,474	\$1,930	\$1,930	\$1,930
FTA 5337	\$3,975	\$1,325	\$900	\$900	\$900
FTA 5309	\$103,000				
FTA 5310	\$538				
FTA 5311	\$1,477	\$1,477	\$1,477	\$1,477	\$1,477
State Operating Assistance ⁴	\$19,610	\$20,016	\$20,430	\$20,854	\$21,286

¹ Includes 85.20 Operating Assistance and 85.21 Senior/Disabled Transportation Assistance
 Source: 2023-2027 Transportation Improvement Program approved October 12, 2022

Figure 1 shows 2024-2028 Transportation Improvement Program (TIP) projects in relation to MPO-identified Environmental Justice (EJ) areas, with the transit service area. The MPO's [TIP, EJ, and Justice40 map](#) provides greater detail than can be shown in Figure 1, and allows viewers to modify or add layers.

Figure 2: 2024-2028 Transportation improvement Program Projects



Other than new roadways through existing communities, none of which are proposed in the 2024-2028 TIP, reconstruction projects have the greatest impact on communities because they often involve work beyond the roadway itself and may include some expansion, encroaching on adjacent properties. The EJ Analysis in the Draft 2024-2028 TIP finds that:

“The major projects analysis shows that, taken in whole, the projects in the 2024-2028 TIP do not impose disproportionately high and adverse impacts on minority and/or low-income populations. Also, the benefits of the transportation improvements and services provided are reasonably distributed to serve the needs of all populations in the area.”

Limited-English Proficiency (LEP) Plan

Overview

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

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

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

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

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

Plan Summary

The **Capital Area Regional Planning Commission** 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 **CARPC**. This plan outlines how to identify a person who may need language assistance, how to notify LEP persons language assistance is available, the ways in which assistance may be provided, and staff training.

Plan Components

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

This plan includes the following elements:

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

FOUR-FACTOR ANALYSIS

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

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

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

The most recent American Community Survey 5-year (2018-2022) estimates report significant Dane County populations speaking Spanish, Other Indo-European languages, Asian and Pacific Island languages, and Other languages. The most prevalent non-English language group is Spanish followed by Asian and Pacific Island (mainly Hmong and Chinese).

The Safe Harbor Threshold is calculated by dividing the population estimate for the planning area for a language group that “speaks English less than very well” by the total population of persons five years and older (universe for S1601) for the planning area. The LEP Safe Harbor Threshold provision stipulates that for each LEP group that meets the LEP language threshold (5% or 1,000 individuals, whichever is less), **CARPC** must provide translation of vital documents in written format for non-English speaking persons.

Table 4 shows that **CARPC’s** planning area has a population estimate of 332,959¹ and a limited-English proficient (LEP)² population of 16,296 (4.9%). No languages meet the 5% Safe Harbor threshold, but Spanish (8,278), Chinese (1,913), and Hmong (1,630) language speakers exceed the Safe Harbor threshold of 1,000 speakers.

¹ Population 5 years and over; universe for B16001.

² Speaks English “less than very well.”

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

No other language group meets either the 5% or 1,000-person Safe Harbor threshold, meaning that CARPC is not required to provide written translation of vital documents in any other languages at this time.

Table 4: Estimate of Limited-English Proficient Persons in the Greater Madison MPO Planning Area

Attribute	Estimate	% Estimate
Total population 5 years and over	332,959	-----
Limited-English Proficient (LEP) ¹	16,296	4.9%
Spanish language speakers	8,278	2.5%
Chinese language speakers	1,913	0.6%
Hmong language speakers	1,630	0.5%
Korean language speakers	590	0.2%
All other other-than-English speakers	3,885	1.2%

¹ Speaks English less than very well.
 Source: B16001 Language Spoken at Home by Ability to Speak English for the Population 5 Years and Over, 2017-2021 ACS 5-year estimates, [U.S. Census Bureau](#).

FACTOR 2 – FREQUENCY OF CONTACT WITH LEP PERSONS.

CARPC staff reviewed the frequency with which its commissioners, staff, and contractors have or could have contact with LEP persons. This includes documenting phone inquiries or office visits. Since approval of the 2023 LEP Plan, **CARPC** has had no requests for interpreters and no requests for translated program documents. **CARPC** commissioners, staff, and contractors have had no known contact with LEP persons.

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

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

Table 5: Log of LEP Encounters and Language Translation Requests

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

If ever a language barrier were to exist, **CARPC** would work to provide reasonable accommodation. The “*I Speak*” *Language Identification Card* is a document used by **CARPC** staff to assist LEP individuals. The “*I Speak*” *Language Identification Card*³ illustrated in Table 6 includes languages spoken in the **CARPC** planning area as identified by U.S. Census data. Languages can be added or removed to match the demographics of the **CARPC’s** service area.

Table 6: "I Speak" Language Identification Card

Mark this box if you speak....	Language Identification Chart	Language
	I speak English	English
	Yo hablo español	Spanish
	Kug has lug Moob	Hmong
	我說中文	Chinese
	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 हूँ	Hindi
	میں نے اردو بولتے ہیں	Urdu

FACTOR 3 – IMPORTANCE OF PROGRAM TO LEP PERSONS.

The Capital Area Regional Planning Commission understands that an LEP person with language barrier challenges also faces difficulties obtaining health care, education, access to employment and nutrition meal sites, recreational services, and socialization. As land use planning is key to how our communities grow, it is important that all persons have the opportunity to participate in the planning process.

FACTOR 4 – RESOURCES AND COSTS TO PROVIDE LEP ASSISTANCE

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

CARPC has worked with GeoGroup Translate Services and LanguageLine Translation Solutions to translate written materials in the past. Anyone in need of translation language interpretation may call the **CARPC** Title VI Officer at 608-474-6021 for assistance.

³ For additional languages visit the US Census Bureau website <http://www.lep.gov/ISpeakCards2004.pdf>.

DESCRIPTION OF SERVICES, MONITORING, AND TRAINING

LANGUAGE ASSISTANCE SERVICES

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

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

CARPC strives to offer the following measures:

- ✓ Post Title VI, LEP, and ADA information on the [CARPC website](#).
- ✓ Post a statement on the [CARPC website](#) stating, “If information is needed in another language, contact 608-474-6021.” This sentence is also translated in Spanish, Hmong and Chinese.
- ✓ On public meeting agendas, include the statement “If you need an interpreter, translator, materials in alternate formats or other accommodations to access this service, activity, or program, please call the phone number below at least three business days prior to the meeting.” This statement is also translated in Spanish, Hmong, and Chinese.
- ✓ At public meetings or other community input events:
 - Greet participants as they arrive at **CARPC** sponsored events.
 - Make “I Speak” language identification cards available at sponsored events 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.
- ✓ Maintain a *Log of LEP Encounters* to capture information on the frequency of contact with LEP individuals to determine whether additional language assistance services are needed.
 - Survey CARPC staff periodically on their experience concerning contacts with LEP persons during the previous year.
- ✓ Make translated versions (or provide for the interpretation of relevant sections) of all documents/publications available upon request, within a reasonable time frame.
- ✓ Utilize Wisconsin Relay 7-1-1, the state of Wisconsin resource to assist with communication needs <https://wisconsinrelay.com>.
- ✓ Prioritize the hiring of bilingual staff, as needed.

INFORMING LEP PERSONS OF LANGUAGE ASSISTANCE SERVICES

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

- ✓ Post Title VI, LEP, and ADA information on the [CARPC website](#).
- ✓ Post a statement on the [CARPC website](#) stating, “If information is needed in another language, contact 608-474-6021.” This sentence is also translated in Spanish, Hmong, and Chinese.
- ✓ On public meeting agendas, include the statement “If you need an interpreter, translator, materials in alternate formats or other accommodations to access this service, activity, or program, please call the phone number below at least three business days prior to the meeting.” This statement is also translated in Spanish, Hmong, and Chinese.
- ✓ Post the Title VI/LEP *Notice of Nondiscrimination* on its website. The notice includes a sentence written in Spanish, Hmong, and Chinese providing instructions on how to contact the **CARPC** to request information in another language.
- ✓ When encountering LEP persons directly, as needed **CARPC** staff will use the “*I Speak*” *Language Identification Card* to identify the language and communication need of LEP persons. The **CARPC** 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 a fluent speaker on staff, seeking out language assistance from community organizations, Wisconsin Relay 7-1-1, the state of Wisconsin resource to assist with communication needs <https://wisconsinrelay.com>.

MONITORING, EVALUATING AND UPDATING THE LEP PLAN

CARPC will review the LEP Plan on an annual basis. Review and updates will include the following:

- ✓ The number of documented LEP person contacts.
- ✓ How the needs of LEP persons have been addressed.
- ✓ Whether the need for translation services has changed.
- ✓ Whether existing language assistance services are effective and sufficient to meet the needs of LEP persons.
- ✓ Whether complaints have been received concerning **CARPC’s** failure to meet the needs of LEP individuals.
- ✓ Sufficiency of staff training.

- ✓ Any new opportunities for LEP communication.
- ✓ Whether financial resources are needed to fund language assistance services.

TRAINING STAFF

The following training will be provided to **CARPC** staff:

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

DISSEMINATION OF LEP PLAN

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

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

The *Title VI Non-Discrimination Program and Limited-English Proficiency Plan* is currently only available online as a PDF. Upon request, CARPC staff can make the plan available in other formats.

Appendix A: Title VI Approvals and Administration

Resolution Approving Title VI Plan

CARPC Resolution No. 2024-XX

ADOPTION OF THE

2024 Title VI Non-Discrimination Program and Limited-English Proficiency Plan

WHEREAS, the Capital Area Regional Planning Commission (“CARPC”) is a recipient of United States Department of Transportation grant dollars through the Wisconsin Department of Transportation; and

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

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

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

NOW, THEREFORE, BE IT FURTHER RESOLVED: that **CARPC** hereby adopts the *2024 Title VI Non-Discrimination Program and Limited-English Proficiency Plan*.

Replace with signed resolution following adoption

Log of Policy Updates

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

Table 7: Log of Policy Updates

Date	Activity (Review/Update/Addendum/ Adoption/Distribution)	Person Responsible	Remarks/Notes
3/6/2024	Update, review	Caitlin Shanahan	Complete update of Title VI Policy, LEP Plan, and appendices based on new templates from WisDOT
01/09/2023	Review plan and edit per annual review policy	Sean Higgins	Public outreach activities, Representation Table
01/27/2022	Review plan and edit per annual review policy	Caitlin Shanahan	Contact information, LEP encounter log, public outreach activities, Representation Table
10/2021	Review plan and edit per annual review policy	Sean Higgins	LEP encounter log, LEP data, public outreach activities, Representation Table
01/23/2020	Review plan and edit per annual review policy	Sean Higgins	Contact information, posting locations, public outreach activities, LEP encounter log, added Dane County equal employment opportunity policy notification of public rights
12/06/2018	Review plan and edit per three-year update requirement	Linda Firestone	Direct complaints now go to FHWA

Contact Information and Program Administration

CARPC Title VI/ADA Coordinator

Caitlin Shanahan, Senior Community Planner & Outreach Coordinator
 100 State St, Ste 400, Madison, WI 53703-2573
 (608) 474-6021
caitlins@capitalarearpc.org

CARPC Title VI / ADA Tus Kws Lis Haujlwm

Caitlin Shanahan, Senior Community Planner & Outreach Coordinator
 100 State St, Ste 400, Madison, WI 53703-2573
 (608) 474-6021
caitlins@capitalarearpc.org

Coordinador de Título VI / ADA de CARPC

Caitlin Shanahan, Senior Community Planner & Outreach Coordinator
 100 State St, Ste 400, Madison, WI 53703-2573
 (608) 474-6021
caitlins@capitalarearpc.org

Appendix B: Title VI/Nondiscrimination Assurances



**FHWA SUBRECIPIENT
TITLE VI/NONDISCRIMINATION ASSURANCES
FFY 2024**

Introduction

All recipients of federal funds must comply with Title VI of the Civil Rights Act of 1964 and other Nondiscrimination statutes that afford legal protections. The Wisconsin Department of Transportation (WisDOT) is a recipient of Federal Highway Administration (FHWA) financial assistance committed to ensuring nondiscrimination in all WisDOT programs and activities as demonstrated in our signed assurances and Title VI Implementation Plan. Because WisDOT directly or indirectly extends FHWA funds to you, your organization is an FHWA Subrecipient that is required to provide the same Title VI commitment, assurances and plan.

WisDOT is responsible for annual monitoring and reporting of the activities of its FHWA Subrecipients to verify compliance with Title VI of the Civil Rights Act of 1964 and other nondiscrimination statutes and regulations (hereinafter termed “Acts and Regulations”) and to validate continued eligibility for FHWA financial assistance. The contents of this two-part ***TITLE VI ASSURANCES and IMPLEMENTATION PLAN AGREEMENT*** are the framework that assures organizational awareness, an implementation plan, and effectuating compliance with the Acts and Regulations.

This document must be signed by the highest responsible official in the Subrecipient’s organization, typically the Executive Director, because the signed copy of this document is a binding legal agreement between WisDOT and the Subrecipient organization.

- The first Section entitled ***Part 1: Title VI Assurances*** is consistent with US Department of Transportation Order Number 1050.2A, *Standard Title VI/Non-Discrimination Assurances*.
 - Be advised that the official signing these Assurances must appoint and/or identify an individual as Title VI Coordinator as required by 23 Code of Federal Regulations (CFR) 200 and 49 CFR 21, who shall be responsible for data collection and analysis, and data submission to WisDOT. Your signature on the attached document confirms that the listed appointee has the authority and resources to fulfill the requirements of the *WisDOT Title VI Implementation Plan*.
- The second Section entitled ***Part 2: Implementation Plan Agreement*** outlines your organization’s Title VI activities, data collection, and reporting; the signed agreement serves as your organization’s *submission of its implementation plan*.

Note that signature and submission of the attached documents are only applicable to FHWA Title VI compliance. If your organization is subject to Title VI compliance requirements for other USDOT operating administrations or other federal fund recipients, you are encouraged to review the requirements of each entity to ensure active implementation and assure compliance with appropriate, separate submissions.

INSTRUCTIONS for Part 1: TITLE VI ASSURANCES

1. Fill-in all blanks with the appropriate information (search for the word “Click” to find all blanks).
2. The following *Assurances* must be signed, on page 7, by the highest responsible official in your agency/organization.
3. Promptly submit the following document, completed, signed and scanned to the Wisconsin Department of Transportation, attention Taqwanya Smith taqwanya.smith@dot.wi.gov

If you need assistance, please contact Taqwanya smith by email taqwanya.smith@dot.wi.gov or phone at (608) 266-8129.

The following pages are the required Title VI Assurances to be signed and returned.

**FHWA SUBRECIPIENT
TITLE VI/NONDISCRIMINATION ASSURANCES
FFY 2024**

The following **Part 1: Title VI Assurances** document is a legally binding agreement between the Wisconsin Department of Transportation (WisDOT) and *[Click and type name of Subrecipient agency/organization]*, a WisDOT Subrecipient of Federal Highway Administration (FHWA) funds.

SUBRECIPIENT TITLE VI COORDINATOR FOR FHWA ACTIVITIES AND MONITORING:

NAME: Caitlin Shanahan Title: Community Planner

ORGANIZATION: Capital Area Regional Planning Commission

MAILING ADDRESS: 100 State St, Ste 400, Madison, WI 53703-2573

EMAIL ADDRESS: caitlins@capitalarearpc.org

PHONE: 608-474-6021 Fax : N/A

Name of the signatory on **Part 1: Title VI Assurances** (see Page No. 7): Steve Steinhoff

Does your organization require the approval of a Board or Commission to execute this **Part 1: Title VI Assurances** *(click on box to insert "X")*? Yes No

If yes, provide date of expected Board or Commission approval: October 12, 2023

**FHWA SUBRECIPIENT
TITLE VI/NONDISCRIMINATION ASSURANCES
FFY 2024**

Title VI Policy Statement

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

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

Authorities

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

Nondiscrimination Acts

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

Nondiscrimination Regulations

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

Part 1: TITLE VI ASSURANCES

USDOT Standard Title VI/Non-Discrimination Assurances

The United States Department of Transportation (USDOT)

Standard Title VI/Non-Discrimination Assurances

DOT Order No. 1050.2A

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

Statutory/Regulatory Authorities

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

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

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

General Assurances

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

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

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

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

Specific Assurances

More specifically, and without limiting the above general Assurance, the Recipient agrees with and gives the following Assurances with respect to its Federally assisted (**Name of Appropriate Program**):

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

"The (**Title of Sub-Recipient**), in accordance with the provisions of **Title VI of the Civil Rights Act of 1964** (78 Stat. 252, 42 U.S.C. 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award. "

3. The Recipient will insert the clauses of Appendix A of this Assurance in every contract or agreement subject to the Acts and the Regulations.
4. The Recipient will insert the clauses of Appendix B of this Assurance, as a covenant running with the land, in any deed from the United States effecting or recording a transfer of real property, structures, use, or improvements thereon or interest therein to a Recipient.
5. That where the Recipient receives Federal financial assistance to construct a facility, or part of a facility, the Assurance will extend to the entire facility and facilities operated in connection therewith.
6. That where the Recipient receives Federal financial assistance in the form, or for the acquisition of real property or an interest in real property, the Assurance will extend to rights to space on, over, or under such property.
7. That the Recipient will include the clauses set forth in Appendix C of this Assurance, as a covenant running with the land, in any future deeds, leases, licenses, permits, or similar instruments entered into by the Recipient with other parties:
 - a. for the subsequent transfer of real property acquired or improved under the applicable activity, project, or program; and
 - b. for the construction or use of, or access to, space on, over, or under real property acquired or improved under the applicable activity, project, or program.
8. That this Assurance obligates the Recipient for the period during which Federal financial assistance is extended to the program, except where the Federal financial assistance is to provide, or is in the form of, personal property, or real property, or interest therein, or structures or improvements thereon, in

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

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

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

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

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

[Click and type name of Subrecipient agency/organization]

(Name of Sub-Recipient)

By

(Signature of Authorized Official)

DATED:

Appendix A

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the "contractor") agrees as follows:

1. **Compliance with Regulations:** The contractor (hereinafter includes consultants) will comply with the Acts and the Regulations relative to Non-discrimination in Federally-assisted programs of the U.S. Department of Transportation, ***(Federal Highway Administration)***, as they may be amended from time to time, which are herein incorporated by reference and made a part of this contract.
2. **Non-discrimination:** The contractor, with regard to the work performed by it during the contract, will not discriminate on the grounds of race, color, or national origin in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The contractor will not participate directly or indirectly in the discrimination prohibited by the Acts and the Regulations, including employment practices when the contract covers any activity, project, or program set forth in Appendix B of 49 CFR Part 21. ***[Include Federal Highway Administration specific program requirements.]***
3. **Solicitations for Subcontracts, Including Procurements of Materials and Equipment:** In all solicitations, either by competitive bidding, or negotiation made by the contractor for work to be performed under a subcontract, including procurements of materials, or leases of equipment, each potential subcontractor or supplier will be notified by the contractor of the contractor's obligations under this contract and the Acts and the Regulations relative to Non-discrimination on the grounds of race, color, or national origin. ***[Include Federal Highway Administration specific program requirements.]***
4. **Information and Reports:** The contractor will provide all information and reports required by the Acts, the Regulations, and directives issued pursuant thereto and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Recipient or the ***(Federal Highway Administration)*** to be pertinent to ascertain compliance with such Acts, Regulations, and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish the information, the contractor will so certify to the Recipient or the ***(Federal Highway Administration)***, as appropriate, and will set forth what efforts it has made to obtain the information.
5. **Sanctions for Noncompliance:** In the event of a contractor's noncompliance with the Nondiscrimination provisions of this contract, the Recipient will impose such contract sanctions as it or the ***(Federal Highway Administration)*** may determine to be appropriate, including, but not limited to:
 - a. withholding payments to the contractor under the contract until the contractor complies; and/or
 - b. cancelling, terminating, or suspending a contract, in whole or in part.
6. **Incorporation of Provisions:** The contractor will include the provisions of paragraphs one through six in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Acts, the Regulations and directives issued pursuant thereto. The contractor will take action with respect to any subcontract or procurement as the Recipient or the ***(Federal Highway Administration)*** may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, that if the contractor becomes involved in, or is threatened with litigation by a subcontractor, or supplier because of such direction, the contractor may request the Recipient to enter into any litigation to protect the interests of the Recipient. In addition, the contractor may request the United States to enter into the litigation to protect the interests of the United States.

Appendix B

CLAUSES FOR DEEDS TRANSFERRING UNITED STATES PROPERTY

The following clauses will be included in deeds effecting or recording the transfer of real property, structures, or improvements thereon, or granting interest therein from the United States pursuant to the provisions of Assurance 4:

NOW, THEREFORE, the U.S. Department of Transportation as authorized by law and upon the condition that the (Title of Sub-Recipient) will accept title to the lands and maintain the project constructed thereon in accordance with (Name of Appropriate Legislative Authority), the Regulations for the Administration of (Naming of Appropriate Program), and the policies and procedures prescribed by the (Federal Highway Administration) of the U.S. Department of Transportation in accordance and in compliance with all requirements imposed by Title 49, Code of Federal Regulations, U.S. Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Non-discrimination in Federally-assisted programs of the U.S Department of Transportation pertaining to and effectuating the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252; 42 U.S.C. §2000d to 2000d-4), does hereby remise, release, quitclaim and convey unto the (Title of Sub-Recipient) all the right, title and interest of the U.S. Department of Transportation in and to said lands described in Exhibit A attached hereto and made a part hereof.

(HABENDUM CLAUSE)

TO HAVE AND TO HOLD said lands and interests therein unto (Title of Sub-Recipient) and its successors forever, subject, however, to the covenants, conditions, restrictions and reservations herein contained as follows, which will remain in effect for the period during which the real property or structures are used for a purpose for which Federal financial assistance is extended or for another purpose involving the provision of similar services or benefits and will be binding on the (Title of Sub-Recipient), its successors and assigns.

The (Title of Sub-Recipient), in consideration of the conveyance of said lands and interests in lands, does hereby covenant and agree as a covenant running with the land for itself, its successors and assigns, that (1) no person will on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination with regard to any facility located wholly or in part on, over, or under such lands hereby conveyed [,] [and] * (2) that the (Title of Sub-Recipient) will use the lands and interests in lands and interests in lands so conveyed, in compliance with all requirements imposed by or pursuant to 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, Effectuation of Title VI of the Civil Rights Act of 1964, and as said Regulations and Acts may be amended[, and (3) that in the event of breach of any of the above-mentioned non-discrimination conditions, the Department will have a right to enter or re-enter said lands and facilities on said land, and that above described land and facilities will thereon revert to and vest in and become the absolute property of the U.S. Department of Transportation and its assigns as such interest existed prior to this instruction]. *

(*Reverter clause and related language to be used only when it is determined that such a clause is necessary in order to make clear the purpose of Title VI.)

Appendix C

CLAUSES FOR TRANSFER OF REAL PROPERTY ACQUIRED OR IMPROVED UNDER THE ACTIVITY, FACILITY, OR PROGRAM

The following clauses will be included in deeds, licenses, leases, permits, or similar instruments entered into by the ***(Title of Sub-Recipient)*** pursuant to the provisions of Assurance 7(a):

- A. The (grantee, lessee, permittee, etc. as appropriate) for himself/herself, his/her heirs, personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree [in the case of deeds and leases add "as a covenant running with the land"] that:
 1. In the event facilities are constructed, maintained, or otherwise operated on the property described in this (deed, license, lease, permit, etc.) for a purpose for which a U.S. Department of Transportation activity, facility, or program is extended or for another purpose involving the provision of similar services or benefits, the (grantee, licensee, lessee, permittee, etc.) will maintain and operate such facilities and services in compliance with all requirements imposed by the Acts and Regulations (as may be amended) such that no person on the grounds of race, color, or national origin, will be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination in the use of said facilities.
- B. With respect to licenses, leases, permits, etc., in the event of breach of any of the above Non-discrimination covenants, ***(Title of Sub-Recipient)*** will have the right to terminate the (lease, license, permit, etc.) and to enter, re-enter, and repossess said lands and facilities thereon, and hold the same as if the (lease, license, permit, etc.) had never been made or issued. *
- C. With respect to a deed, in the event of breach of any of the above Non-discrimination covenants, the ***(Title of Sub-Recipient)*** will have the right to enter or re-enter the lands and facilities thereon, and the above described lands and facilities will there upon revert to and vest in and become the absolute property of the ***(Title of Sub-Recipient)*** and its assigns. *

(*Reverter clause and related language to be used only when it is determined that such a clause is necessary to make clear the purpose of Title VI.

**FHWA SUBRECIPIENT
TITLE VI IMPLEMENTATION PLAN AGREEMENT
FFY 2024**

Introduction

All recipients of federal funds must comply with Title VI of the Civil Rights Act of 1964 and other Nondiscrimination statutes that afford legal protections. The Wisconsin Department of Transportation (WisDOT) is a recipient of Federal Highway Administration (FHWA) financial assistance and committed to ensuring nondiscrimination in all WisDOT programs and activities as demonstrated in our signed assurances and Title VI Implementation Plan. Because WisDOT directly or indirectly extends FHWA funds to you, your organization is an FHWA Subrecipient that is required to provide the same Title VI commitment, assurances and plan.

WisDOT is responsible for annual monitoring and reporting of the activities of its FHWA Subrecipients to verify compliance with Title VI of the Civil Rights Act of 1964 and other nondiscrimination statutes and regulations (hereinafter termed “Acts and Regulations”) and for validating continued eligibility for FHWA financial assistance. The contents of this **TITLE VI ASSURANCES and IMPLEMENTATION PLAN AGREEMENT FFY 2024** (hereinafter “**2024 ASSURANCES AND AGREEMENT**”) are the framework that assures organizational awareness, an implementation plan, and effectuating compliance with the Acts and Regulations.

- The first Section entitled **Part 1: Title VI Assurances** is consistent with US Department of Transportation Order Number 1050.2A, *Standard Title VI/Non-Discrimination Assurances*.
- The **Part 1: Title VI Assurances** are due to be completed, signed and returned to the WisDOT Title VI Office by:

September 29, 2023

- The second Section entitled **Part 2: Title VI Implementation Plan Agreement** outlines your organization’s Title VI activities, data collection, and reporting; the signed agreement serves as your organization’s submission of a Title VI **Implementation Plan**.

The following pages of this document contain only the **Part 2: Title VI Implementation Plan Agreement** and must be signed by the highest responsible official in the Subrecipient’s organization, typically the Executive Director by:

September 29, 2023

- A signed copy of this **Part 2: Title VI Implementation Plan Agreement** is a binding legal agreement between WisDOT and the Subrecipient organization.

Note that signature and submission of the attached documents are only applicable to FHWA Title VI compliance. If your organization is subject to Title VI compliance requirements for other USDOT operating administrations or other federal fund recipients (such as the Federal Transit Administration), you are encouraged to review the requirements of each entity to ensure active implementation and assure compliance with appropriate, separate submissions.

INSTRUCTIONS for the Part 2: Title VI Implementation Plan Agreement

1. Fill-in all blanks with the appropriate information (search for the word “Click” to find all blanks).
2. The **Part 2: Title VI Implementation Plan Agreement** must be signed on Page No. 13, by the Executive Director or the highest responsible official in your agency/organization.
3. Promptly submit the completed, signed and scanned **Part 2: Title VI Implementation Plan Agreement** to the Wisconsin Department of Transportation, Title VI Office at: taqwanya.smith@dot.wi.gov.

If you need assistance, please contact Taqwanya Smith by email taqwanya.smith@dot.wi.gov or phone at (608) 266-8129.

The following pages are the required Part 2: Title VI Implementation Plan Agreement to be signed and returned.

**FHWA SUBRECIPIENT
TITLE VI IMPLEMENTATION PLAN AGREEMENT
FFY 2024**

The following **Part 2: Title VI Implementation Plan Agreement** is a legally binding agreement between the Wisconsin Department of Transportation (WisDOT) and *[Click and type name of Subrecipient agency/organization]*, a WisDOT Subrecipient of Federal Highway Administration (FHWA) funds.

SUBRECIPIENT TITLE VI COORDINATOR FOR FHWA ACTIVITIES AND MONITORING:

NOTE: IF YOU RECENTLY PROVIDED THE TITLE VI COORDINATOR NAME AND CONTACT INFORMATION IN PART 1: TITLE VI ASSURANCES, YOU MAY SKIP TO #1 BELOW THE GREY BOX.

NAME: Caitlin Shanahan Title: Community Planner

EMPLOYING ORGANIZATION: Capital Area Regional Planning Commission

MAILING ADDRESS: 100 State St, Ste 400, Madison, WI 53703-2573

EMAIL ADDRESS: caitlins@capitalarearpc.org

PHONE:608-474-6021 Fax : N/A

1. Name of the signatory of **Part 2: Title VI Implementation Plan Agreement** (see Page No. 13): Steve Steinhoff
2. Does your organization require the approval of a Board or Commission to execute this **Part 2: Title VI Implementation Plan Agreement** (click on box to insert "X")? Yes No
3. If yes, provide date of expected Board or Commission approval: October 12, 2023

Title VI Policy Statement

The [Click and type name of Subrecipient agency/organization], a WisDOT Subrecipient of FHWA funds, (hereinafter referred to as the “Subrecipient”) assures that no person shall, on the grounds of race, color, national origin or sex as provided by Title VI of the Civil Rights Act of 1964, Section 162 (a) of the Federal Aid Highway Act of 1973 (23 U.S.C. 324), and the Civil Rights Restoration Act of 1987 (P.L. 100-259) be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity. The Subrecipient further assures every effort will be made to ensure nondiscrimination in all of its programs and activities whether those programs and activities are federally-funded or not.

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

Authorities

The above Title VI Policy Statement and the following ***Part 2: Title VI Implementation Plan Agreement*** is based on a range of federal Acts and Regulations [see 23 CFR 200.5(p)]. References to Title VI requirements and regulations are not solely limited to Title VI of the Civil Rights Act of 1964. Where appropriate, “Title VI requirements” also refer to the civil rights provisions of other federal statutes and related implementation regulations to the extent that they prohibit discrimination on the grounds of race, color, national origin or sex in all its programs, activities and operations receiving federal financial assistance. The Title VI authorities (hereinafter referred to as “Acts and Regulations”) are:

Nondiscrimination Acts

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

Nondiscrimination Regulations

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

Part 2:
Title VI Implementation Plan Agreement

Title VI Program Implementation

The following sections represent elements of a “Subrecipient Title VI Implementation Plan”, as required by FHWA, to sufficiently document methods used to administer a Title VI Program. Subrecipients of FHWA funds distributed by WisDOT (the recipient) are required to meet requirements of a **Title VI Implementation Plan** as set forth by WisDOT within this **Part 2: Title VI Implementation Plan Agreement**.

This **Part 2: Title VI Implementation Plan Agreement** shall serve as the Capital Area Regional Planning Commission’s required Title VI Implementation Plan pursuant to 23 CFR 200 and 49 CFR 21.

A. Organization and Staffing

In FFY 2024 the Capital Area Regional Planning Commission **should**:

1. have a designated SUBRECIPIENT TITLE VI COORDINATOR pursuant to 23 CFR 200, who has a responsible position in the organization and easy access to the head of the Subrecipient organization, and who is responsible for implementing the Subrecipient’s Title VI Program. The head of the organization and the SUBRECIPIENT TITLE VI COORDINATOR may be the same individual, however, staffing must be adequate to implement the Title VI Program requirements.
2. provide WisDOT with a copy of the Subrecipient’s organizational chart illustrating the level and placement of the Title VI Coordinator relative to the head of the organization upon signing the ***Part 1-Title VI Assurances*** portion of this ***2024 ASSURANCES AND AGREEMENT***.
3. notify WisDOT, in writing, of any changes to the Subrecipient’s organizational chart, Subrecipient Title VI Coordinator, or Subrecipient Title VI Coordinator contact information.
4. ensure the SUBRECIPIENT TITLE VI COORDINATOR will be responsible for initiating and monitoring Title VI activities, preparing required reports, and additional activities as appropriate to the Subrecipient’s Title VI Program, the Acts and Regulations and this **Part 2: Title VI Implementation Plan Agreement**.

B. Plan and Program Area Review Procedures

In FFY 2024 the Capital Area Regional Planning Commission **should**:

1. annually submit to WisDOT, a brief description of your work/ program areas, the Title VI responsibilities in each work/program area, and your specific internal procedures (an Implementation Plan) for conducting work/program area reviews of Title VI compliance within your organization.
2. conduct Title VI reviews of Subrecipient program areas and activities for Title VI impacts. Examples of activities that should be reviewed for Title VI compliance:
 - a) public outreach and inclusion in transportation planning and projects
 - b) planning that recommends possible real estate acquisitions and relocations
 - c) contracts with contractors/consultants stating Title VI requirements
 - d) racial composition of decision-making Boards or Commissions
3. take affirmative action to communicate and correct any identified Title VI deficiencies.
4. annually report the number and results of your internal Title VI compliance reviews to the WisDOT, Title VI Office in your annual ***Title VI Goals and Accomplishments Report*** or within the ***WisDOT Title VI Compliance Review for FHWA Subrecipients*** (hereinafter ***WisDOT Subrecipient Title VI Review***).

C. Consultant Review Procedures

In FFY 2024 the Capital Area Regional Planning Commission should:

1. annually submit the process for determining how many and which contractors/consultants will be reviewed each year and your specific procedures for ensuring Title VI compliance within all contractor/consultant entities or organizations hired by, and receiving federal financial aid, from your organization. For example, state how many consultants you will review for specific measures of compliance such as the proper posting of meeting notices in appropriate locations for the project, in appropriate languages, and meetings held in locations and at times when Title VI protected classes are able to attend.
2. advise contractors and consultants to include, where applicable, policies, procedures and directives to comply with Title VI requirements.
3. advise contractors/consultants on procedure or policy changes, where needed, for Title VI compliance as your subrecipient.
4. annually report the number of contractor/consultant Title VI compliance review(s) and the results of the reviews to the WisDOT, Title VI Office in your annual ***Title VI Goals and Accomplishments Report*** or within the ***WisDOT Subrecipient Title VI Review***.

D. Data Collection Procedures

Data collection and analysis information may be copied from your *Unified Planning Work Program* and/or your Federal Transit Administration (FTA) *Title VI Plan/LEP Plan* and submitted to the WisDOT Title VI Office as is annually appropriate, for the fulfillment of FHWA Title VI Program compliance.

In FFY 2024 the Capital Area Regional Planning Commission should:

1. annually submit specific processes and procedures for collecting, analyzing, using and reporting data on Title VI data to the WisDOT Title VI Office.
 - a. report where [what work area(s)] collect data relevant to Title VI, the method, sources and type of data collected, and a description of the purpose for doing an analysis of the data.
 - b. each year, submit the number and names of work areas and data collection processes you will be reviewing in the following year.
2. collect and analyze data on the number and locations of individuals or groups in Title VI protected classes who are or may become impacted by the plans, programs and activities conducted by the Subrecipient based on race, color, national origin, sex, and limited English proficiency.
 - a. collect and analyze data from various sources, for example: the U.S. Census, the American Community Survey and additional local or state resources.
3. collect and analyze data on the number and locations of individuals or groups in Title VI protected classes who are participants in or beneficiaries of, programs and activities conducted by the Subrecipient.
4. collect and analyze data at the appropriate geographic level (such as census tracts, block groups and census blocks) to identify where disproportionate impacts to protected classes could result, whether intentionally or unintentionally, from plans or projects conducted by your organization
5. annually report and present the data collection and analysis performed by your agency/organization and the results and impacts of performing the analysis to the WisDOT, Title VI Office in your annual ***Title VI Goals and Accomplishments Report*** or within the ***WisDOT Subrecipient Title VI Review***.

E. Training Procedures

This section is intended to ensure that employees of Subrecipient organizations are receiving sufficient training to be able to understand, identify, and carry out activities for Title VI compliance.

In FFY 2024 the Capital Area Regional Planning Commission should:

1. annually submit specific internal procedures for choosing and conducting training for staff members, the types of training offered and required of staff (see 2. through 5., below) and the number of training events to be conducted.
2. require employees to complete training programs upon hire and thereafter as needed, on Title VI and related statutes, regulations and procedures or additional nondiscrimination topics, as needed.
3. provide all employees of your organization with training in the proper procedures and handling of Title VI and other nondiscrimination complaints.
4. provide employees working with the public and within relevant business areas with training in the proper procedures for providing services, outreach, inclusion, and the removal of obstacles in participation by individuals and groups with limited English proficiency.
5. provide Title VI data collection and analysis training to employees to ensure effective implementation of the Data Collection Procedures.
6. annually submit training documentation to WisDOT, including the name and type of training events offered and obtained, dates employees participated, titles of employees who participated, and the total number of employees who participated in each training to the WisDOT Title VI Office in your annual ***Title VI Goals and Accomplishments Report*** or within the ***WisDOT Subrecipient Title VI Review***.

F. Dissemination of Title VI Information

The Capital Area Regional Planning Commission should:

1. annually submit specific internal procedures for dissemination of Title VI Information and for community outreach and public education, and for the review and documentation of this activity.
2. issue and distribute throughout your organization and to the public, a Title VI Policy Statement, signed by the head of the Subrecipient organization, which expresses its commitment to the nondiscrimination provisions of the Title VI Acts and Regulations.
3. issue and distribute throughout your organization and to the public, a Title VI Complaint Policy containing information and instructions on filing a Title VI complaint.
4. post and publish or provide links to your Title VI Policy Statement and your Title VI Complaint Policy, in appropriate languages based on the presence of, or potential impacts on, populations with limited English proficiency in the following locations:
 - a) throughout your organization
 - b) location(s) where your organization's business is conducted
 - c) on your website and social media sites
 - d) in meeting announcements in the newspaper and on posters
 - e) posted at public meeting locations
5. annually submit a copy of your organization's Title VI Policy Statement to the WisDOT Title VI Office, with documentation on where the policy was distributed, the intended audience, and in what languages it was provided (refer to p. 3, section "Title VI Policy Statement").

6. annually submit the number, type and location of outreach and public education events or literature to the WisDOT Title VI Office within your annual ***Title VI Goals and Accomplishments Report*** or within the ***WisDOT Subrecipient Title VI Review***.

G. Limited English Proficiency Accommodations and Procedures

National origin discrimination under Title VI includes discrimination on the basis of limited English proficiency (LEP). To ensure compliance with Title VI, Subrecipients must take reasonable steps to ensure that LEP persons have meaningful access to programs, plans and activities consistent with Executive Order #13166. Subrecipients are encouraged to visit <http://www.lep.gov> for assistance and information regarding LEP obligations.

In FFY 2024, the Capital Area Regional Planning Commission should:

1. annually submit procedures and guidance for the provision of LEP services and outreach, as well as data collection and analysis procedures.
2. ensure compliance with Title VI by taking reasonable steps to ensure that LEP persons have meaningful access to your programs. Provide documentation on language assistance services provided by your organization, such as, interpretation and translation services.
3. collect data on LEP individuals or groups that may be impacted by your plans or activities.
4. ensure that LEP persons impacted by the Subrecipient organization's policies, plans or activities are provided with adequate information and opportunities for public involvement and input opportunities within their native language.
5. consider the need for language services for LEP persons served or encountered both in developing your budgets and in conducting your programs and activities.
6. annually submit to the WisDOT Title VI Office, documentation showing the number and type of language services provided during the previous fiscal year, and results of data collection and analysis of LEP populations, such as:
 - a) American Community Survey data on Languages spoken at home and ability to speak English or
 - b) maps showing location of LEP persons, as it applies in specific geographic areas that are impacted by your planning and project recommendationswithin your annual ***Title VI Goals and Accomplishments Report*** or within the ***WisDOT Subrecipient Title VI Review***.

H. Review of Internal Policies and Directives

The Capital Area Regional Planning Commission should:

1. annually submit procedures and guidance for review of your organization's policies and internal directives to the WisDOT, Title VI Office.
2. conduct Title VI reviews of your organization's policies, procedures and directives and consider possible unintentional impacts that could impact individuals and groups protected under Title VI.
3. revise policies, procedures and directives to include Title VI requirements and to reduce possible unintentional impacts on individuals and groups protected under Title VI.
4. monitor consultants/contractors for possible impacts of their policies, procedures and directives on Title VI protected classes as it relates to their work performed for you on federally-funded projects or plans. Advise contractors/consultants on changes, where needed, for Title VI compliance as your subrecipient.

5. annually submit documentation of your review of internal directives including how many and what directives were reviewed, and the conclusions and improvements made as a result of your reviews to the WisDOT, Title VI Office.
6. Report number and results of reviews of internal directives within the annual ***Title VI Goals and Accomplishments Report*** or in the ***WisDOT Subrecipient Title VI Review***.

I. Complaint Policy and Procedures

FHWA requires federal-aid recipients and subrecipients to follow specific procedures for collecting and forwarding complaints alleging discrimination under Title VI. WisDOT also has specific requirements for the handling of, and reporting on, Title VI complaints that are submitted to the Subrecipient. These requirements are provided in the “Complaint Processing Procedures” section below. Subrecipients must submit internal complaint policies and procedures to meet FHWA Title VI compliance.

In FFY 2024, The Capital Area Regional Planning Commission shall adopt the standard FHWA/WisDOT Title VI complaint policy provided in the following section or must submit proof of an alternative complaint policy that contains all FHWA Title VI requirements (such as an alternative Policy submitted in your FTA Title VI Plan).

Title VI Complaint Policy

Capital Area Regional Planning Commission adopts the following Title VI complaint policy for FFY 2024 (do not fill in the name of your organization if you will be submitting an alternative Complaint Policy):

Any person who believes that he or she, individually, as a member of any specific class, or in connection with any Disadvantaged Business Enterprise (DBE), has been subjected to discrimination by the above named Subrecipient or contractors/consultants to the Subrecipient, based on race, color, national origin (including limited English proficiency) may submit a complaint with the Wisconsin Department of Transportation, Office of Business Opportunity and Equity Compliance (WisDOT, OBOEC) Title VI Office, or with the Federal Highway Administration.*

*See contact information on Page No. 11

In FFY 2024, Capital Area Regional Planning Commission shall adhere to the following provisions:

1. annually submit your organization’s internal complaint policies and procedures, and your process for disposition of Title VI Complaints.
2. ensure that a Title VI complaint form (or other reasonable method of submitting a timely and complete complaint) is readily available to the public at all locations where your organization conducts business.
3. develop or use a standard Title VI complaint form containing directions and submission information.
4. accept complaints written on a complaint form, written free-form or given verbally in person or over the telephone by a Complainant, or by a representative of the Complainant. A complaint may also be submitted in Braille or other reasonable format.
5. accept complaints submitted by U.S. Post, by email, on computer disk, flash drive, audio tape, or through other reasonable methods.
6. Subrecipient must, upon request, accept complaints in alternate formats from persons with disabilities.

Subrecipient Complaint Processing Procedures

In FFY 2024, the Capital Area Regional Planning Commission shall implement the following Title VI complaint processing procedures:

1. Subrecipient employees must keep detailed records of all interactions with Complainants and potential Complainants throughout the organization.
2. All Title VI/Nondiscrimination complaints received throughout the Subrecipient organization must be immediately forwarded to the SUBRECIPIENT TITLE VI COORDINATOR.
3. Upon receiving a Title VI complaint, the SUBRECIPIENT TITLE VI COORDINATOR shall:
 - a) date stamp the complaint
 - b) log all complaints received by the Subrecipient with:
 - the date the complaint was received
 - the name of the Complainant (if available)
 - the nature of the complaint (if available)
 - the date and location where the complaint was forwarded
 - a record of any action or communication regarding the complaint
 - c) notify the Complainant that their complaint has been received, when and where the complaint has been forwarded, and the appropriate contact information for follow up.
4. The SUBRECIPIENT TITLE VI COORDINATOR shall annually submit a log of all Title VI complaints received, and any additional pertinent records to the WisDOT, Title VI Office.
5. The SUBRECIPIENT TITLE VI COORDINATOR shall advise Complainants, verbally, in writing, or within instructions appearing on a complaint form, that:
 - a) complaints should be in writing
 - b) a complaint typically must be filed within 180 days of the alleged discriminatory act in order for USDOT/FHWA to take action.
6. Additionally, the SUBRECIPIENT TITLE VI COORDINATOR shall advise Complainants verbally, in writing, or within instructions appearing on a complaint form, that Title VI/Nondiscrimination complaints should contain the following information:
 - a) name, address and phone number of the complainant
 - b) the date of alleged act(s) of discrimination or where there has been a continuing course of conduct, the date on which the discriminatory conduct last occurred
 - c) name(s) and address(es) of alleged discriminating party or parties
 - d) the basis of discrimination (race, color, or national origin)
 - e) a statement of the nature of the complaint
 - f) other agencies where the complaint has been filed
 - g) an explanation of the actions the Complainant recommends to resolve the issue raised in the complaint
 - h) The complaint must be signed by the Complainant or a representative of the complainant.
7. Upon receiving and logging a Title VI complaint, the SUBRECIPIENT TITLE VI COORDINATOR shall immediately forward the complaint, and any additional accompanying documentation or information, to the WisDOT, OBOEC, Title VI Office (see contact information below*).
8. If requested or appropriate, the SUBRECIPIENT TITLE VI COORDINATOR shall inform the Complainant that the:
 - a) the Subrecipient, WisDOT and FHWA Division Offices do not investigate Title VI complaints
 - b) all complaints are routed through the FHWA, Headquarters Office of Civil Rights (FHWA, HCR) for processing

- c) FHWA HCR determines whether to accept, dismiss, or transfer the complaint for investigation.
- d) the Complainant, the FHWA Division Office, WisDOT, and the Subrecipient (where applicable) will be notified when a determination has been made accept, dismiss, or transfer the complaint for investigation by the FHWA HCR.

Subrecipients Forward Title VI Complaints To:

Postal Mail	Wisconsin Department of Transportation OBOEC, Title VI Office Attn: Taqwanya Smith 4822 Madison Yards Way, 5 th Floor South PO Box 7986 Madison, WI 53707-7986
Email	taqwanya.smith@dot.wi.gov
Phone	(608) 266-8129

*FHWA Title VI and Americans with Disabilities/Section 504 complaint forms can be found and submitted online at: <https://www.fhwa.dot.gov/civilrights/file/>

For additional USDOT Operating Administrations contact information, go to the following link: <https://www.transportation.gov/civil-rights/complaint-resolution/contacts>

- 9. In the event that a verbal complaint of discrimination is made to an officer or employee of the Subrecipient organization other than the SUBRECIPIENT TITLE VI COORDINATOR, the officer or employee shall immediately refer the Complainant to the SUBRECIPIENT TITLE VI COORDINATOR. The SUBRECIPIENT TITLE VI COORDINATOR will obtain the name and contact information of the Complainant and will inform the Complainant how to submit a complaint, and will provide assistance, if necessary.
- 10. The Subrecipient shall provide Title VI complaint handling training to all employees who might participate in complaint intake, handling, processing, or forwarding (see section E. "Training Procedures" above).
- 11. annually submit a report of the complaint information provided in the log of complaints (see number 3. Above) to the WisDOT, Title VI Office (see contact information above).

J. Compliance and Enforcement Procedures

The Capital Area Regional Planning Commission **should:**

- 1. annually complete and submit all information requested within the annual ***WisDOT Title VI Compliance Review for FHWA Subrecipients (WisDOT Subrecipient Title VI Review)*** to the WisDOT, Title VI Office.
 - a) The ***WisDOT Subrecipient Title VI Review*** is designed to provide a framework for Subrecipients to submit all information required by FHWA and as provided in this ***2024 ASSURANCES AND AGREEMENT***.
- 2. submit an outline of compliance and enforcement procedures to address deficiencies or noncompliance within your internal program areas and with contractors/consultants to the WisDOT, Title VI Office. Include a procedure for reviewing your organizational policies and directives, and how your policies and directives may intentionally or unintentionally impact Title VI protected classes.

3. take affirmative action to correct any deficiencies found by WisDOT or the United States Department of Transportation (USDOT) within a reasonable time period, not to exceed 90 days, in order to implement Title VI compliance in accordance with this **2024 ASSURANCES AND AGREEMENT** and the Acts and Regulations. The head of the Subrecipient shall be held responsible for implementing Title VI requirements.
4. develop and submit methods of administration, as required in A. through I. above, to fulfill the FHWA requirements of a *Title VI Implementation Plan*.
5. Annually submit additional information, as required by this **2024 ASSURANCES AND AGREEMENT** by submitting information that meets the following requirements of a ***Title VI Goals and Accomplishments Report*** or within the ***WisDOT Subrecipient Title VI Review***.

a) Accomplishments Report

List major accomplishments made regarding Title VI activities to include:

- the number and types of Title VI issues that were identified and actions taken to prevent discrimination.
- activities and efforts that the SUBRECIPIENT TITLE VI COORDINATOR and program area personnel have undertaken in the previous FFY to monitor Title VI Program implementation (refer to Sections A. through I. above)
- a description of the scope and conclusions of special reviews (internal or external) conducted by the SUBRECIPIENT TITLE VI COORDINATOR
- a log of the number and type of complaints received by the Subrecipient (see Section I. above)
- Include a summary and status report on any Title VI complaints filed with the Sub-Recipient.

b) Annual Goals

Outline Title VI monitoring and review activities planned for the coming year; state by whom each activity will be accomplished, the purpose of the activity, and target date for completion.

Sanctions

In the event the Capital Area Regional Planning Commission fails or refuses to comply with the terms of this **TITLE VI ASSURANCES and IMPLEMENTATION PLAN AGREEMENT FFY 2024**, WisDOT may take any or all of the following actions:

1. Cancel, terminate, or suspend this agreement in whole or in part;
2. refrain from extending any further assistance to the Subrecipient under the program from which the failure or refusal occurred, or any other program, until sufficient evidence of past correction of noncompliance and/or satisfactory assurance of future compliance has been received from the Subrecipient.
3. take such other action that may be deemed appropriate under the circumstances, until compliance or remedial action has been accomplished by the Subrecipient.
4. refer the case to the U.S. Department of Justice for appropriate legal proceedings.

(continued on next page)

Signatures

By signing this **Part 2: Implementation Plan Agreement**, the *[Click and type name of Subrecipient agency/organization]*'s responsible official (named below) agrees, and is guaranteeing responsibility for the execution and implementation of this **Part 2: Implementation Plan Agreement**, and agrees that *[Click and type name of Subrecipient agency/organization]* is initiating or planning for the performance of tasks and procedures that are required in this Agreement, and implementing or is seeking assistance from the Wisconsin Department of Transportation to perform all tasks and procedures of **Part 2: Implementation Plan Agreement** as provided herein.

Wisconsin Department of Transportation:

Signature

Director

Title

Office of Business Opportunity and Equity Compliance

Bureau/Office

Date

Subrecipient Executive Director or Responsible Official:

Executive Director or Responsible Official Signature

Agency Director

Title

Capital Area Regional Planning Commission

Subrecipient Agency/Organization

October 12, 2023

Date

Appendix C: Protections Under Title VI

Public Notice of Non-Discrimination

Notice of Nondiscrimination

Capital Area Regional Planning Commission

- ✓ The **Capital Area Regional Planning Commission (CARPC)** is committed to ensuring that no person is excluded from, participation in, denied the benefits of, or otherwise subjected to discrimination on the basis of race, color, national origin, disability, sex, age, religion, income status or limited English proficiency (LEP) in any and all programs, activities or services administered by **CARPC** 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 **CARPC**.
- ✓ For more information on **CARPC's** civil rights program, and the procedures to file a complaint, contact 608-474-6021 (for hearing impaired, please use Wisconsin Relay 711 service), email caitlins@capitalarearpc.org, or visit our administrative office at 100 State St, Ste 400, Madison, WI 53703-2573. For more information, visit www.capitalarearpc.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 608-474-6021.
Si se necesita información en otro idioma de contacto, 608-474-6021.
Yog muaj lus qhia ntxiv rau lwm hom lus, hu rau 608-474-6021.
如果信息是需要另一种语言，然后致电 608-474-6021.

Complaint Procedure

CARPC's Complaint Procedure is made available in the following locations:

- **CARPC** website in its entirety – <https://www.capitalarearpc.org/about/title-vi/>
- **CARPC** office at 100 State Street, Ste 400, Madison, WI 53703-2573

If information is needed in another language, contact 608-474-6021.

Si se necesita información en otro idioma de contacto, 608-474-6021.

Yog muaj lus qhia ntxiv rau lwm hom lus, hu rau 608-474-6021.

如果信息是需要另一种语言，然后致电 (608) 474-6021.

OVERVIEW

The Capital Area 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, disability, sex, age, religion, income status or limited English proficiency (LEP) in any and all programs, activities or services administered by **CARPC** in accordance with Title VI of the Civil Rights Act of 1964 and related nondiscrimination authorities.

RIGHT TO FILE COMPLAINTS

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

1. Capital Area Regional Planning Commission, Caitlin Shanahan, Title VI Coordinator at 608-474-6021, (for hearing impaired, please use Wisconsin Relay 711 service - <https://wisconsinrelay.com>; email caitlins@capitalarearpc.org; 100 State St, Ste 400, Madison, WI 53703.
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: 1-888-446-4511 or 711(Relay), email: FTACivilRightsCommunications@dot.gov

PROCEDURES

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

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

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

Complaints should contain the following information:

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

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

INVESTIGATION OF COMPLAINTS

Complaints in which **CARPC** 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.

CARPC 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.

CARPC reviews and determines the appropriate action regarding every complaint.

When a complaint is received, **CARPC** will provide written acknowledgment to the Complainant within **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 **CARPC** has jurisdiction.
- ✓ An indication of when the parties will be contacted.

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

If more information is needed to address the complaint, **CARPC** may contact the Complainant. If a complaint is deemed incomplete or if additional information is requested, the Complainant will be provided **20** business days to submit the required information. Failure to do so may be considered good cause for a determination of no investigative merit.

Within **60** business days of the acceptance of the complaint, **CARPC** 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 **CARPC** reviews the complaint, one of two (2) letters and will be issued to the Complainant: a closure letter or a letter of finding (LOF).

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

If the Complainant wishes to appeal the decision, the Complainant has **30** 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

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

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

For more information, contact:

CARPC, Title VI Coordinator
Caitlin Shanahan
caitlins@capitalarearpc.org
608-474-6021

Complaint and Comment Form

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

- **Capital Area Regional Planning Commission**, Caitlin Shanahan, Title VI Coordinator at 608-474-6021, (for hearing impaired, please use Wisconsin Relay 711 service - <https://wisconsinrelay.com>; email caitlins@capitalarearpc.org; 100 State St, Ste 400, Madison, WI 53703.
- 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

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

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.

<input type="checkbox"/> Complaint	<input type="checkbox"/> Suggestion	<input type="checkbox"/> Compliment	<input type="checkbox"/> Other
------------------------------------	-------------------------------------	-------------------------------------	--------------------------------

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"/> 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

What was the date of the occurrence?	Click to add date in the following format: Day, month, year
What was the time of the occurrence?	Click to add the time
What is the name or identification of the employee or employees involved?	Click or tap here to enter text.
What is the name or identification of others involved, if applicable?	Click or tap here to enter text.
Where was the location of the occurrence?	Click or tap here to enter text.
Please add any additional descriptive details about the incident.	Click or tap here to enter text.

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

Click or tap here to enter text.

Section E: Follow-up

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

 Yes

 No

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

 Phone

 Email

 Mail

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

Click here to add your preferred time

Click here to add your preferred day

Section F: Desired Outcome

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

Click or tap here to enter text.

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

Click or tap here to enter text.

Section G: Signature

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

Name

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

Signature

Complaint Log

CARPC maintains a list or log to track and resolve all complaints, investigations, and lawsuits.

Check One:

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

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

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

Type Complaint Investigation Lawsuit	Date Complaint Received (Month, Day, Year)	Complainant’s Contact Information Name/Phone/ Email/Address	Basis of Complaint ⁴	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

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

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

Appendix D: Vital Documents for Hmong Speakers

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

Daim Ntawv Ceeb Toom Txog Kev Tsis Muaj Kev Ntxub Ntxaug

- ✓ **CARPC** tam li yog tus thawj tswj hwm thiab tus sawv cev fab nyiaj xtiag, tau cog lus tias yuav tsis muaj tus twg yuav raug tseg tawm thaum koom nrog lawm, raug rhuav tshem txiaj ntsig los sis saib lwm sab ntxiv yog tsis muaj kev cais txheej neeg, cev nqaij daim tawv, haiv neeg, kev xiam oob qhab, poj niam txiv neej, hnuv nyoog, txoj kev ntseeg, qib nyiaj khwv tau los sis kev paub ntawv Askiv (limited English proficiency, LEP) ntawm txhua-txhua thiab tag nrho cov khoos kas, uas muaj kev tswj hwm cov dej num los sis kev pab cuam los ntawm **CARPC** raug rau txoj cai ntawm Tshooj VI txog Pej Xeem Txoj Cai Huab Hwm xyoo 1964 thiab cov chaw hauj lwm tsis cais haiv neeg. **CARPC** thiab Lub Nroog Madison yuav siv zog kom kawg nkaus kom ua tau qhov tsis sib cais rau txhua-txhua txoj hauj lwm los ntawm tsoom fwv li khoos kas pab nyiaj.
- ✓ 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 **CARPC**.
- ✓ Yog xav paub ntxiv txog **CARPC** qhov khoos kas pej xeem cov cai huab hwm, thiab cov txheej txheem ua ntawv tsis txaus siab, hu rau Caitlin Shanahan, Tshooj VI Tus Saib Xyuas Hauj Lwm, ntawm (608) 474-6021, (raug cov tsis hnov lus, thov siv [Wisconsin Relay 711](https://www.wisconsin.gov/711), email caitlins@capitalarearpc.org, los sis mus saib peb lub chaw hauj lwm ntawm 100 State Street, Ste. 400, Madison, WI 53703. *Thov nco ntsoov tias peb qhov chaw hauj lwm qhib rau kev teem sij hawm nkaus xwb.* Yog xav paub ntau ntxiv, mus saib [peb lub vev xaib](#).
- ✓ 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 608-474-6021.
If information is needed in another language, contact 608-474-6021.
Si se necesita información en otro idioma de contacto, 608-474-6021.
如果信息是需要另一种语言，然后致电 608-474-6021

Tus Neeg Foob Cov Ntaub Ntawv

CARPC's Cov Txheej Txheem Kev Tsis Txaus Siab yog muaj nyob rau hauv cov chaw hauv qab no:

- **CARPC** lub vev xaib ntawm <https://www.capitalarearpc.org/about/title-vi/>
- **CARPC** office 100 State Street, Ste 400, Madison, WI 53703-2573

If information is needed in another language, contact 608-474-6021.

Si se necesita información en otro idioma de contacto, 608-474-6021.

Yog muaj lus qhia ntxiv rau lwm hom lus, hu rau 608-474-6021.

如果信息是需要另一种语言，然后致电 (608) 474-6021

COV NTSIAB LUS

CARPC tau cog lus tias yuav tsis muaj tus twg yuav raug tseg tawm thaum koom nrog lawm, raug rhuav tshem txiaj ntsig los sis saib lwm sab ntxiv yog tsis muaj kev cais txheej neeg, cev nqaij daim tawv, haiv neeg, kev xiam oob qhab, poj niam txiv neej, hnuv nyoog, txoj kev ntseeg, nyiaj khwv tau los sis kev paub ntawv Askiv (limited English proficiency, LEP) ntawm txhua-txhua thiab tag nrho cov khoos kas, uas muaj kev tswj hwm los sis kev pab cuam los ntawm **CARPC** raug rau txoj cai ntawm Tshooj VI txog Pej Xeem Txoj Cai Huab Hwm xyoo 1964 thiab cov chaw hauj lwm tsis cais haiv neeg.

TXOJ CAI THOV KEV NCAJ NCEES

CARPC 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 **CARPC** 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

CARPC tuaj yeem xa ntawv thov kev ncaj ncees nrog cov hauv qab no:

1. CARPC, Caitlin Shanahan, Tshooj VI Tus Saib Xyuas Hauj Lwm, Xov tooj: (608) 474-6021, (rau cov tsis hnov lus, thov siv [Wisconsin Relay 711 service](#)); email caitlins@capitalarearpc.org; 100 State Street, Ste. 400, Madison, WI 53703
2. 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](#).

3. 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
4. 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 ntub ntxaug los ntawm **CARPC** tuaj yeem xa ntawv thov kev ncaj ncees los ntawm kev sau kom tiav thiab xa rau **CARPC** Cov Foos thov Kev Ncaj Ncees Los Ntawm [Daim Ntawv Rhais D](#).

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

CARPC 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 **CARPC** tuaj yeem siv los daws, nyob rau ntu twg los xij ntawm cov kev lis. **CARPC** 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 **CARPC** hauv email los sis los ntawm hu xov tooj. Cov neeg thov kev ncaj ncees raug txhawb ua kom tiav Daim Ntawv Tsis Txaus Siab Los Ntawm [Daim Ntawv Rhais D](#). Cov lus tsis txaus 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 ntub 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 ntxaug thiab seb puas muaj kev ntub ntxaug tsis tu ncu.
- ✓ 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 ntxaug.

- ✓ Cov ntaub ntawv txaus los nkag siab qhov tseeb uas ua rau tus neeg tsis txaus siab ntseeg tias kev ntxub ntxaug tshwm sim hauv ib qho khoos kas los sis kev ua hauj lwm uas tau txais kev pab cuam nyiaj txiag ntawm tsoom fww.

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 **CARPC** 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 Fww lub koom haum sawv cev ua hauj lwm rau daws raug txoj cai, raws lawv cov txheej txheem.

CARPC 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 ntxiv.

Txhawm rau kom tau lees txais, tus thov kev ncaj ncees rau pej xeeb 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** hnuv suav txij hnuv 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 nqaj daim tawv, tsob neeg, kev xiam oob qhab, lwm yam ntxiv.
3. Cov lus iab liam yuav tsum muaj kev cuam tshuam nrog tus tau txais kev pab ntawm lub khoos kas los sis tsoom fww, tus lees ua, tub sab laj, los sis tus cia xauj.

CARPC 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, **CARPC** yuav sau ntawv rau tus thov kev ncaj ncees hauv lub sij hawm **10** hnuv ua hauj lwm. Tej kev uas tshwm sim yuav raug **CARPC** 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 **CARPC** muaj txoj cai saib xyuas.
- ✓ Kev qhia txog tias thaum twg ob tog mam tau tiv tauj.

Kev tshawb xyuas uas yog **CARPC** 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 D](#).

Yog xav paub ntau ntxiv, **CARPC** 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 ntxiv, tus thov kev ncaj ncees yuav tsum xa cov ntaub ntawv xav tau ntawm sij

hawm **20** 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 **60** hnuv ua hauj lwm thaum tau txais daim ntawv thov kev ncaj ncees, **CARPC** 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 **CARPC** 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 xeem 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 **30** hnuv ua hauj lwm tom qab hnuv ntawm tsab ntawv tshawb pom kom ua li ntawd.

TSO TSEG

Pej xeem 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 zaus 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

CARPC yuav khaws cov npe thov kev ncaj ncees cia qhia nyob rau hauv [Daim Ntawv Rhais D](#), kev tshawb xyuas thiab rooj plaub iab liam muaj kev ntub ntxaug. Ntaub Ntawv Ntxiv H yog cov ntawv thov kev ncaj ncees muab zeem tseg ntawm **CARPC** thiab suav nrog hnuv tim uas muaj kev thov kev ncaj ncees ntawm txoj cai pej xeem, kev ntsuam xyuas, los sis xwm txheej, cov hauj lwm tau ua los ntawm **CARPC** 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.

Greater Madison MPO 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:

CARPC, Caitlin Shanahan, Tshooj VI Tus Saib Xyuas Hauj Lwm, Xov tooj: (608) 474-6021, (rau cov tsis hnov lus, thov siv [Wisconsin Relay 711 service](#)); email caitlins@capitalarearpc.org; 100 State Street, Ste. 400, Madison, WI 53703

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:

- CARPC, Caitlin Shanahan, Tshooj VI Tus Saib Xyuas Hauj Lwm, Xov tooj: (608) 474-6021, (rau cov tsis hnov lus, thov siv [Wisconsin Relay 711 service](#)); email caitlins@capitalarearpc.org; 100 State Street, Ste. 400, Madison, WI 53703
- 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

<input type="checkbox"/> Luam Tus Ntawv Kom Loj	<input type="checkbox"/> TDD los sis Xa Mus Ntxiv	<input type="checkbox"/> Kev Kaw Suab	<input type="checkbox"/> 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 <input type="checkbox"/> Nias los sis nyem no mus sau ntawv.	Naj Npawb Xov Tooj (suav nrog tus zauv thaj chaw) <input type="checkbox"/> Nias los sis nyem no mus sau ntawv.
Chaw nyob <input type="checkbox"/> Nias los sis nyem no mus sau ntawv.	Lub Nroog <input type="checkbox"/> Nias los sis nyem no mus sau ntawv.
Lub Xeev <input type="checkbox"/> Nias los sis nyem no mus sau ntawv.	Tus Zauv Zip <input type="checkbox"/> 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?	<input type="checkbox"/> Yog	<input type="checkbox"/> Tsis Yog
--	------------------------------	-----------------------------------

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.	<input type="checkbox"/> Yog	<input type="checkbox"/> 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.

<input type="checkbox"/> Tsis txaus siab	<input type="checkbox"/> Lus qhia	<input type="checkbox"/> Lus qhuas	<input type="checkbox"/> 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.

<input type="checkbox"/> Txheej Neeg	<input type="checkbox"/> Cev Nqaij Daim Tawv	<input type="checkbox"/> Keeb Kwm Haiv Neeg	<input type="checkbox"/> Kev Ntseeg
<input type="checkbox"/> Hnub Nyug	<input type="checkbox"/> Poj Niam Txiv Neej	<input type="checkbox"/> Kev Pab Cuam	<input type="checkbox"/> Qib Nyiaj Khwv Tau

<input type="checkbox"/> Kev Paub Lus Askiv (L.E.P)	<input type="checkbox"/> Txoj Cai Txog Neeg Mekas Xiam Oob Qhab (Americans with Disability, A.D.A)
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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?	<input type="checkbox"/> Yog	<input type="checkbox"/> Tsis Yog
Yog tias yog, qhov zoo tshaj yuav tiv tauj koj tau li cas? Thov mus xaiv daim foos tiv tauj koj li hauv qab		
<input type="checkbox"/> Xov tooj	<input type="checkbox"/> Email	<input type="checkbox"/> Chaw Xa Ntawv
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	

Tshooj F: Cov Ntsiab Lus Xav Tau

Thov rau cov npe hauv qab no, cov kauj ruam uas koj xav coj 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 Txiaiv 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 Greater Madison MPO 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 E: Vital Documents for Spanish Speakers

Aviso Público de No Discriminación

Aviso de No Discriminación

Capital Area Regional Planning Commission

- ✓ El **Capital Area Regional Planning Commission (CARPC)** esta comprometido a garantizar 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, discapacidad, sexo, edad, religión, estado de ingresos o Dominio Limitado del Inglés (LEP por sus siglas en inglés) en todos y cada uno de los programas, actividades o servicios administrados por **CARPC** de acuerdo con el Título VI de la Ley de Derechos Civiles de 1964 y las autoridades no discriminatorias relacionadas. **CARPC** asegura además que se harán todos los esfuerzos posibles para garantizar la no discriminación en todas las actividades de su programa financiado con fondos federales.
- ✓ Cualquier persona que crea que ha sido agraviada por cualquier práctica discriminatoria ilegal puede presentar una queja con **CARPC**.
- ✓ Para obtener más información acerca del programa de derechos civiles de **CARPC**, y los procedimientos para presentar una queja, comuníquese 608-474-6021 (para las personas con problemas de audición, por favor utilice [Wisconsin Relay 711](#)), correo electrónico caitlins@capitalarearpc.org, o visite nuestra oficina en el 100 State St, Ste 400, Madison, WI 53703-2573. Para obtener más información, visite www.capitalarearpc.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, 608-474-6021.
If information is needed in another language, contact 608-474-6021.
Yog muaj lus qhia ntxiv rau lwm hom lus, hu rau 608-474-6021.
如果信息是需要另一种语言，然后致电 608-474-6021.

Procedimiento de Quejas

El Procedimiento de Quejas de **CARPC** is made available in the following locations:

- Página web de **CARPC** en <https://www.capitalarearpc.org/about/title-vi/>
- Oficina de **CARPC** en el 100 State Street, Ste 400, Madison, WI 53703-2573

If information is needed in another language, contact 608-474-6021.

Si se necesita información en otro idioma de contacto, 608-474-6021.

Yog muaj lus qhia ntxiv rau lwm hom lus, hu rau 608-474-6021.

如果信息是需要另一种语言，然后致电 (608) 474-6021.

DESCRIPCIÓN GENERAL

CARPC 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, discapacidad, sexo, edad, religión, estado de ingresos o Dominio Limitado del Inglés (LEP por sus siglas en inglés) en todos y cada uno de los programas, actividades o servicios administrados por **CARPC** de acuerdo con el Título VI de la Ley de Derechos Civiles de 1964 y las autoridades no discriminatorias relacionadas.

DERECHO A PRESENTAR QUEJAS

CARPC usa los siguientes procedimientos para procesar rápidamente todas las quejas de derechos civiles relacionadas con cualquier programa, actividad o servicio administrado por **CARPC** 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 **CARPC**, pueden presentar una queja ante los siguientes:

1. **CARPC**, Caitlin Shanahan, coordinadora del Título VI, teléfono: (608) 474-6021, (para las personas con problemas de audición, por favor utilice el servicio de [Wisconsin Relay 711](#)); correo electrónico caitlins@capitalarearpc.org; 100 State Street, Ste. 400, Madison, WI 53703
2. 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](#).

3. 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
4. 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 **CARPC** puede presentar una queja llenando y presentando el Formulario de Quejas de **CARPC**, [Apéndice E](#).

Este procedimiento de quejas de derecho civiles también puede ser usado por **CARPC** para abordar, resolver o cerrar quejas generales.

La Coordinadora del Título VI de **CARPC** 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 **CARPC** puede utilizarse para una resolución, en cualquier etapa del proceso. La Coordinadora del Título VI de **CARPC** realizará todos los esfuerzos para alcanzar una resolución temprana de la queja.

Las quejas pueden ser presentadas a **CARPC** 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 **CARPC** 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.

CARPC 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.

CARPC revisa y determina la acción apropiada relacionada con cada queja.

Cuando se reciba una queja, **CARPC** 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 **CARPC**.
- ✓ Una indicación de cuándo se contactará a las partes.

La investigación realizada por la MPO de la Gran Madison 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, **CARPC** puede comunicarse con el Demandante.

Si se considera que una queja está incompleta o si se solicita información adicional, el demandante tendrá **20** 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 **60** días hábiles a partir de la aceptación de la queja, **CARPC** 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 **CARPC** 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 **30** 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

CARPC mantiene un [Registro de Quejas](#) como se muestra en el **Apéndice C** 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 **CARPC** en respuesta, y las conclusiones finales relacionados con la queja, la investigación o la demanda.

CARPC 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:

CARPC, Caitlin Shanahan, coordinadora del Título VI, teléfono: (608) 474-6021, (para las personas con problemas de audición, por favor utilice el servicio de [Wisconsin Relay 711](#)); correo electrónico caitlins@capitalarearpc.org; 100 State Street, Ste. 400, Madison, WI 53703.

Formulario de Quejas y Comentarios

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

- CARPC, Caitlin Shanahan, coordinadora del Título VI, teléfono: (608) 474-6021, (para las personas con problemas de audición, por favor utilice el servicio de [Wisconsin Relay 711](#)); correo electrónico caitlins@capitalarearpc.org; 100 State Street, Ste. 400, Madison, WI 53703
- 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.

<input type="checkbox"/> Letra grande	<input type="checkbox"/> TDD o Retransmisión	<input type="checkbox"/> Grabación de audio	<input type="checkbox"/> Otro (si lo selecciona, indique qué tipo de formato necesita en la casilla a continuación)
---------------------------------------	--	---	---

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?	<input type="checkbox"/> Sí	<input type="checkbox"/> No
---	-----------------------------	-----------------------------

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.	<input type="checkbox"/> Sí	<input type="checkbox"/> No
--	-----------------------------	-----------------------------

Sección C: Tipo de comentario

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

<input type="checkbox"/> Queja	<input type="checkbox"/> Sugerencia	<input type="checkbox"/> Cumplido	<input type="checkbox"/> Otro
--------------------------------	-------------------------------------	-----------------------------------	-------------------------------

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

<input type="checkbox"/> Raza	<input type="checkbox"/> Color	<input type="checkbox"/> Nacionalidad de Origen	<input type="checkbox"/> Religión
<input type="checkbox"/> Edad	<input type="checkbox"/> Sexo	<input type="checkbox"/> Servicio	<input type="checkbox"/> 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 preferido

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 MPO de la Gran Madison o 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.

Appendix F: Vital Documents for Chinese Speakers

不得歧視的公共通告

不得歧視通告

- ✓ CARPC 根據《1964 年民權法案第六章 (Title VI of the Civil Rights Act of 1964) 》和相關的非歧視當局致力於任何人不得因種族、膚色、國籍、殘疾、性別、年齡、宗教、收入狀況或有限的英語水平 (LEP)，被排除在 CARPC 施行的任何和所有計劃、活動或服務之外，不得被剝奪其從中可獲的利益，或以其他方式受到歧視。CARPC 和麥迪遜市進一步保證將盡一切努力確保其所有聯邦資助的項目活動中不存在歧視。
- ✓ 任何認為自己因任何非法歧視行為而受害的人，都可以向 CARPC 提出投訴。
- ✓ For 有關 CARPC 的民權計劃以及提交投訴流程的更多信息，請聯繫第六章協調員 Caitlin Shanahan，電話(608) 474-6021，聽力障礙者請使用威斯康星殘疾人電話中轉 711 服務 ([Wisconsin Relay 711](#))，發送電子郵件至 caitlins@capitalarearpc.org，或來到我們的辦公室，位於 100 State Street, Ste. 400, Madison, WI 53703。請注意，我們的辦公室僅憑預約開放。欲了解更多信息，請訪問我們的[網頁](#)。
- ✓ 投訴也可以直接向以下任何一方提出：
 - 威斯康辛州交通部 (WisDOT), Taqwanya Smith, 高級第六章和 ADA (美國殘疾人法) 協調員, 電話是: (608) 266-8129, TTY (800) 947-3529, 傳真: (608)267-3641, 郵箱: taqwanya.smith@dot.wi.gov, 4822 Madison Yards Way, 5 樓 -- 南樓, Madison, WI 535705. 有關更多信息, 請訪問 [WisDOT Title VI-ADA 網站](#)。
 - 美國交通部、聯邦公路管理局 (FHWA)、民權辦公室。1200 New Jersey Avenue, SE, 8 樓 E81-105, Washington, DC 20590, 電話: (202) 366-0693, 郵箱: FHWA.TitleVIcomplaints@dot.gov
 - 美國交通部、聯邦運輸管理局 (FTA)、民權辦公室, 1200 New Jersey Avenue SE, Washington, DC 20590, 電話: 1-888-446-4511 或 711(中轉), 郵箱: FTACivilRightsCommunications@dot.gov
- ✓ 如果信息是需要另一种语言，然后致电 608-474-6021。

If information is needed in another language, contact 608-474-6021.

Si se necesita información en otro idioma de contacto, 608-474-6021.

Yog muaj lus qhia ntxiv rau lwm hom lus, hu rau 608-474-6021.

投訴程序

CARPC 的投訴程序可在以下地點獲取：

- **CARPC** 的網站 <https://www.capitalarearpc.org/about/title-vi/>
- **CARPC** 辦公室 100 State Street, Ste 400, Madison, WI 53703-2573

If information is needed in another language, contact 608-474-6021.

Si se necesita información en otro idioma de contacto, 608-474-6021.

Yog muaj lus qhia ntxiv rau lwm hom lus, hu rau 608-474-6021.

如果信息是需要另一种语言，然后致电 (608) 474-6021.

概述

CARPC 《1964 年民權法案第六章 (Title VI of the Civil Rights Act of 1964) 》和相關的非歧視當局致力於任何人不得因種族、膚色、國籍、殘疾、性別、年齡、宗教、收入狀況或有限的英語水平 (LEP)，被排除在 **CARPC** 施行的任何和所有計劃、活動或服務之外，不得被剝奪其從中可獲的利益，或以其他方式受到歧視。**CARPC** 和麥迪遜市進一步保證將盡一切努力確保其所有聯邦資助的項目活動中不存在歧視。

提出投訴的權利

CARPC 使用以下程序快速處理與 **CARPC** 或其接受聯邦財政援助的承包商、顧問、租戶管理的任何項目、活動或服務有關的所有民權投訴。這些程序並未剝奪申訴人向其他州或聯邦機構提出正式申訴或就指控歧視的申訴尋求私人律師的權利。

任何認為自己受到 **CARPC** 《第六章不得歧視條款》所禁止的歧視或報復的個人、個人團體或實體可以向以下提出投訴：

- **CARPC**，繫第六章協調員 Caitlin Shanahan，電話(608) 474-6021，聽力障礙者請使用威斯康星殘疾人電話中轉 711 服務(Wisconsin Relay 711)，發送電子郵件至 caitlins@capitalarearpc.org，或來到我們的辦公室，位於 100 State Street, Ste. 400, Madison, WI 53703。
- 威斯康辛州交通部 (WisDOT)，Taqwanya Smith，高級第六章和 ADA（美國殘疾人法）協調員，電話: (608) 266-8129, TTY (800) 947-3529, 傳真: (608)267-3641, 郵箱: taqwanya.smith@dot.wi.gov, 4822 Madison Yards Way, 5 樓 -- 南樓, Madison, WI 535705. 有關更多信息，請訪問 [WisDOT Title VI-ADA 網站](#)。
- 美國交通部、聯邦公路管理局 (FHWA)、民權辦公室。1200 New Jersey Avenue, SE, 8 樓 E81-105, Washington, DC 20590, 電話: (202) 366-0693, 郵箱: FHWA.TitleVIcomplaints@dot.gov

- 美國交通部、聯邦運輸管理局 (FTA)、民權辦公室, 1200 New Jersey Avenue SE, Washington, DC 20590, 電話: 1-888-446-4511 或 711(中轉), 郵箱: FTACivilRightsCommunications@dot.gov

程序

任何認為自己受到麥迪遜 CARPC 歧視的人都可以通過填寫併提交《CARPC [投訴錶附錄 F \(Appendix F\)](#)》來提出投訴。

CARPC 也可使用此民權投訴程序來處理、解決和結束一般投訴。

CARPC 第六章協調員將盡一切努力儘早以最低級別解決投訴。在流程的任何階段, CARPC 第六章協調員之間可以選擇舉行非正式調解會議來解決問題。CARPC 第六章協調員將盡一切努力尋求解決投訴。

投訴可以以書面形式通過電子郵件或以電話提交給 CARPC。我們鼓勵投訴人填寫《投訴錶[附錄 F](#)》。通過電話收到的投訴將被簡化為書面形式, 併在處理前提供給投訴人進行確認或修改。

投訴應包含以下信息:

- ✓ 投訴人的聯繫信息, 如果有的話, 包括: 全名、郵政地址、電話號碼和電子郵件地址。
- ✓ 投訴的依據 (例如種族、膚色、國籍、殘疾等)。
- ✓ 所指控的歧視行為的日期以及所指控的歧視行為是否持續。
- ✓ 具體被指控進行歧視的人或回應方 (如機構/組織) 的姓名或名稱。
- ✓ 提供充分的信息來了解使申訴人相信在接受聯邦財政援助的項目或活動中有歧視行為發生的事實。

一旦投訴人繼續投訴的意圖確定, 收到的投訴將得到確認和處理。

投訴調查

CARPC 為回應方 (即歧視投訴所針對的收件方/實體) 的投訴應轉發給相應的州或聯邦機構, 併根據其程序進行適當處理。

CARPC 將負責調查針對其任何承包商、顧問、租戶等的投訴。

民權申訴必須符合以下標準才能被受理:

1. 申訴應在指稱的事件發生後或在申訴人得知有指稱的歧視行為發生的 **180** 個日曆日內提出。
2. 指控應涉及不得歧視性保護, 如種族、膚色、民族血統、殘疾等。
3. 指控必須涉及聯邦援助接受者、承包商、顧問或租戶的項目或活動。

CARPC 對每項投訴進行審查並確定適當的行動。

收到投訴後，CARPC 將在 **10** 個工作日內嚮投訴人提供書面確認。投訴人將被告知處理指控而擬採取的行動。通知函/電子郵件應包含：

- ✓ 投訴的依據。
- ✓ 一段關於麥迪遜地區 MPO 對於指控有管轄權的簡短陳述。
- ✓ 表明何時會聯繫各方。

CARPC 進行的調查會包括一次與投訴人的面談。本次面談所收集的信息會包括但不限於投訴錶 [附錄 C](#) 中填寫的信息。

如果需要更多信息來處理投訴，CARPC 可能會聯繫投訴人。

如果投訴被認為不完整或要求提供額外信息，投訴人將有 **20** 個工作日提交所需信息。如果未能完成要求，可能會被視為確定沒有調查價值的充分理由。

在接受投訴後的 **60** 個工作日內，CARPC 將準備出一份調查報告。該報告應包括事件的敘述性描述、受訪者的身份、調查結果和處置建議。只有具有合理資格和培訓的調查人員才能進行調查。

在 CARPC 審查過投訴後，將向投訴人發出兩種信件中的一封：一封結案函或調查結果函（LOF）。

- ✓ 結案信會總結這些指控，併錶示不存在有侵犯公民權利的情況，案件將結案。
- ✓ 調查結果函（LOF）會總結有關指控事件的指控和採訪，併會解釋是否會採取任何紀律處分、會對工作人員進行額外培訓還是會採取其他行動。

如果投訴人希望對裁決提出上訴，投訴人可以在裁決函發出後 **30** 個工作日內提出上訴。

投訴被駁回

基於以下原因，可能會建議駁回民權投訴：

1. 投訴人請求撤回投訴。
2. 投訴人未能對處理投訴所需的額外信息的多次請求作出回應。
3. 在合理嘗試後無法找到投訴人。

投訴清單

CARPC 保存了一份投訴日誌，如 [附錄 C](#) 所示，列出了指控歧視的投訴、調查和訴訟清單。該清單應包括民權投訴、調查或訴訟的提交日期、指控摘要、投訴、調查和訴訟的狀態、CARPC 採取的回應行動以及與投訴、調查或者訴訟相關的最終調查結果。

CARPC 將根據要求向 WisDOT 第六章辦公室提交收到的所有第六章投訴的日誌以及任何其他相關記錄。

欲了解更多信息，請聯繫：

CARPC，繫第六章協調員 Caitlin Shanahan，電話(608) 474-6021，聽力障礙者請使用威斯康星殘疾人電話中轉 711 服務(Wisconsin Relay 711)，發送電子郵件至 caitlins@capitalarearpc.org，或來到我們的辦公室，位於 100 State Street, Ste. 400, Madison, WI 53703。

投訴和意見表

請使用此錶格提出建議、錶揚和投訴。填寫完整的錶格可以提交給以下任何一處：

- CARPC, 繫第六章協調員 Caitlin Shanahan, 電話(608) 474-6021, 聽力障礙者請使用威斯康星殘疾人電話中轉 711 服務(Wisconsin Relay 711), 發送電子郵件至 caitlins@capitalarearpc.org, 或來到我們的辦公室, 位於 100 State Street, Ste. 400, Madison, WI 53703。
- 威斯康辛州交通部 (WisDOT), Taqwanya Smith, 高級第六章和 ADA (美國殘疾人法) 協調員, 電話: (608) 266-8129, TTY (800) 947-3529, 傳真: (608)267-3641, 郵箱: taqwanya.smith@dot.wi.gov, 4822 Madison Yards Way, 5 樓 -- 南樓, Madison, WI 535705. 有關更多信息, 請訪問 [WisDOT Title VI-ADA 網站](#)。
- 美國交通部、聯邦公路管理局 (FHWA)、民權辦公室。1200 New Jersey Avenue, SE, 8 樓 E81-105, Washington, DC 20590, 電話: (202) 366-0693, 郵箱: FHWA.TitleVIcomplaints@dot.gov
- 美國交通部、聯邦運輸管理局 (FTA)、民權辦公室, 1200 New Jersey Avenue SE, Washington, DC 20590, 電話: 1-888-446-4511 或 711(中轉), 郵箱: FTACivilRightsCommunications@dot.gov

部分 A：無障礙格式要求

請勾選本文檔的首選格式

<input type="checkbox"/> 大字本	<input type="checkbox"/> TDD 或中轉	<input type="checkbox"/> 錄音	<input type="checkbox"/> 其他（如果選擇，請在下面的框中說明您需要的格式類型）
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單擊或點擊此處輸入文字。

部分 B：聯繫信息

姓名 單擊或點擊此處輸入文字。	電話號碼（包括區號） 單擊或點擊此處輸入文字。
地址 單擊或點擊此處輸入文字。	市 單擊或點擊此處輸入文字。
州 單擊或點擊此處輸入文字。	郵政編碼 單擊或點擊此處輸入文字。

電子郵件地址 單擊或點擊此處輸入文字。

您是否代錶自己提出此投訴？	<input type="checkbox"/> 是	<input type="checkbox"/> 否
---------------	----------------------------	----------------------------

如果不是，請在下面的框中提供您所代錶的投訴人的姓名和您們的關繫，以及您代填錶格的原因。

單擊或點擊此處輸入文字。

如果您代錶第三方提交申訴，請確認您已獲得受害方的許可。	<input type="checkbox"/> 是	<input type="checkbox"/> 否
-----------------------------	----------------------------	----------------------------

部分 C：評論類型

您提供的評論是什麼類型的？請勾選最適用的類別。

<input type="checkbox"/> 投訴	<input type="checkbox"/> 建議	<input type="checkbox"/> 錶揚	<input type="checkbox"/> 其他
-----------------------------	-----------------------------	-----------------------------	-----------------------------

以下哪項描述了該評論的性質？請勾選一個或多個復選框。

<input type="checkbox"/> 種族	<input type="checkbox"/> 膚色	<input type="checkbox"/> 民族血統	<input type="checkbox"/> 宗教
<input type="checkbox"/> 年齡	<input type="checkbox"/> 性別	<input type="checkbox"/> 服務	<input type="checkbox"/> 收入狀況
<input type="checkbox"/> 英語水平有限(L.E.P)		<input type="checkbox"/> 美國殘疾人法案(A.D.A)	

部分 D：評論的詳細信息

請回答以下與您的評論有關的問題

事件發生的日期是什麼？	單擊以添加以下格式的日期：日、月、年
事件發生的時間是什麼？	單擊以添加時間
所涉員工的姓名或身份是什麼？	單擊或點擊此處輸入文字。
如果適用，其他相關人員的姓名或身份是什麼？	單擊或點擊此處輸入文字。
事發地點在哪裡？	單擊或點擊此處輸入文字。
請添加有關該事件的任何其他描述性詳細信息。	單擊或點擊此處輸入文字。

在下面的方框中，請盡可能清楚地解釋發生了什麼，以及您認為自己受到歧視的原因。

單擊或點擊此處輸入文字。

部分 E：後續行動

如果我們需要更多的細節或信息，我們可以聯繫您嗎？	<input type="checkbox"/> 是	<input type="checkbox"/> 否
如果是，您最希望如何聯繫？請在下面選擇您首選的聯繫方式		
<input type="checkbox"/> 電話	<input type="checkbox"/> 電子郵件	<input type="checkbox"/> 郵件
如果您希望通過電話聯繫，請列出聯繫您的最佳日期和時間。		
單擊此處添加您的首選時間	單擊此處添加您的首選日期	

部分 F：期望的結果

請在下面列出您希望通過採取哪些步驟來解決沖突或問題。

單擊或點擊此處輸入文字。

如果適用，請在下面列出您嚮其提交此投訴的所有其他機構，例如聯邦、州、地方機構或任何聯邦或州法院。請提供投訴發送地的聯繫信息。

單擊或點擊此處輸入文字。

部分 G：簽名

請附上您所掌握的任何支持指控的文件。然後在本錶格上註明日期併簽字，然後將其發送給麥迪遜地區 MPO 或本錶格首頁列出的其他機構。

姓名 單擊或點擊此處輸入文字。

日期：單擊以添加以下格式的日期：日、月、年

簽名 單擊或點擊此處輸入文字。

Appendix G: Limited English Proficiency (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
	E nói tiếng Việt	Vietnamese
	나는 한국어를	Korean
	Marunong akong mag-Tagalog	Tagalog
	Ich spreche Deutsch	German
	Я говорю по-русски	Russian
	o magsalita ng Tagalog	Tagalog
	मैं हिंदी बोलते हैं	Hindi
	میں نے اردو بولتے ہیں	Urdu

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

Log of LEP Encounters

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

Language Translation Request Log

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



CARPC Resolution No. 2024-03

**Adoption of the
2024 Title VI Non-Discrimination Program and Limited-English Proficiency Plan**

WHEREAS, the Capital Area Regional Planning Commission (“CARPC”) is a recipient of United States Department of Transportation grant dollars through the Wisconsin Department of Transportation (WisDOT); and

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

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

NOW, THEREFORE, BE IT RESOLVED that the Capital Area Regional Planning Commission hereby adopts the **2024 Title VI Non-Discrimination Program and Limited-English Proficiency Plan**.

June 13, 2024

Date Adopted

David Pfeiffer, Executive Chairperson

Kris Hampton, Secretary



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NOW, THEREFORE, BE IT RESOLVED that the Capital Area Regional Planning Commission hereby adopts the **2024 Title VI Non-Discrimination Program and Limited-English Proficiency Plan**.

June 13, 2024

Date Adopted

David Pfeiffer, Executive Chairperson

Kris Hampton, Secretary

Re: Presentation of the CARPC 2023 Financial Audit by Johnson Block CPAs**Requested Action:**

None

Background:

As a government agency, the primary goal of the CARPC annual audit is to provide transparency and accountability in our operations to ensure those funds are put to their highest and best use on behalf of the taxpayer.

Brett Hofmeister from Johnson Block CPAs will present the findings of the CARPC Draft 2023 Financial Audit for informational purposes. Please note that the audit documents are still subject to change although we expect any changes to be nominal. CARPC staff and the accountants will meet with the auditors to address any questions or concerns before it is finalized.

Staff Comments:

None.

Attachments:

1. Johnson Block management representation letter signed by Steve Steinhoff
2. Johnson Block required audit communications letter
3. CARPC Audited Financial Statements for the Year Ended December 31, 2023

Staff Contact:

Tanya Sime, Administrative Services Manager
tanyas@capitalarearpc.org
608 474 6017

Next Steps:

The annual audit is used to prepare CARPC's Cost Allocation Plan, used as a basis of comparison for future budgets and in performing various financial analyses.

CAPITAL AREA REGIONAL PLANNING COMMISSION
Madison, Wisconsin

FINANCIAL STATEMENTS WITH
INDEPENDENT AUDITOR'S REPORT

December 31, 2023

CAPITAL AREA REGIONAL PLANNING COMMISSION

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DRAFT

INDEPENDENT AUDITOR'S REPORT

To the Commission
Capital Area Regional Planning Commission
Madison, Wisconsin

Report on the Audit of the Financial Statements

Opinion

We have audited the business-type activities of the of the Capital Area Regional Planning Commission, as of and for the year ended December 31, 2023, and the related notes to the financial statements, which collectively comprise the Capital Area Regional Planning Commission's basic financial statements as listed in the table of contents.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Capital Area Regional Planning Commission, as of December 31, 2023, and the changes in financial position and cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinion

We conducted our audit in accordance with auditing standards generally accepted in the United States of America (GAAS). Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the Capital Area Regional Planning Commission and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Capital Area Regional Planning Commission's ability to continue as a going concern for one year after the date that the financial statements are issued.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with GAAS, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Capital Area Regional Planning Commission's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgement, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Capital Area Regional Planning Commission's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charges with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the Wisconsin Retirement System schedules and Local Retiree Life Insurance Fund schedules be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Management has omitted the Management's Discussion and Analysis that accounting principles generally accepted in the United States of America require to be presented to supplement the basic financial statements. Such missing information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. Our opinions on the basic financial statements are not affected by this missing information.

Johnson Block & Company, Inc.

DATE XX, 2024

CAPITAL AREA REGIONAL PLANNING COMMISSION
STATEMENT OF NET POSITION
December 31, 2023

Assets	
Current Assets	
Cash and cash equivalents	\$ 956,175
Receivables	
Unbilled accounts receivable	23,127
Due from other governments	40,110
Prepaid expenses	23,065
Total Current Assets	<u>1,042,477</u>
Non-Current Assets	
Lease - right-of-use	372,625
Less: accumulated amortization	(95,138)
Furniture and equipment	13,248
Less: accumulated depreciation	(9,653)
Total Non-Current Assets	<u>281,082</u>
Total Assets	<u>1,323,559</u>
 Deferred Outflows of Resources	
Related to pension	741,025
Related to other post-employment benefits	19,475
Total Deferred Outflows of Resources	<u>760,500</u>
 Total Assets and Deferred Outflows of Resources	 <u><u>\$ 2,084,059</u></u>
 Liabilities	
Current Liabilities	
Accounts payable	\$ 47,517
Accrued liabilities	25,279
Interest payable	480
Lease	44,628
Compensated absences	188,204
Total Current Liabilities	<u>306,108</u>
Non-Current Liabilities	
Net Pension Liability	196,721
Deferred revenue	4,847
Lease	243,624
Net other post-employment benefit liability	34,574
Total Non-Current Liabilities	<u>479,766</u>
Total Liabilities	<u>785,874</u>
 Deferred Inflows of Resources	
Related to pension	412,887
Related to other post-employment benefits	36,159
Total Deferred Inflows of Resources	<u>449,046</u>
 Net Position	
Net investment in capital assets	3,595
Unrestricted	845,544
Total Net Position	<u>849,139</u>
 Total Liabilities, Deferred Inflows of Resources and Net Position	 <u><u>\$ 2,084,059</u></u>

See accompanying notes to the financial statements.

CAPITAL AREA REGIONAL PLANNING COMMISSION
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET POSITION
For the Year Ended December 31, 2023

Operating Revenues	
County appropriation	\$ 1,032,294
Federal and state grants	237,803
Water resource monitoring	122,989
Other local governments	41,541
Sewer extension fees	43,200
Sewer service amendment fees	63,074
Miscellaneous	8,809
Total Operating Revenues	1,549,710
Operating Expenses	
Salaries and wages	877,809
Employee benefits	341,832
Professional services	270,710
Travel and conferences	29,550
Office supplies and expenses	46,223
Insurance	4,023
Lease amortization	47,569
Interest expense on lease	6,160
Total Operating Expenses	1,623,876
Operating Income (Loss)	(74,166)
Non-Operating Revenues	
Interest income	46,826
Total Non-Operating Revenues	46,826
Change in Net Position	(27,340)
Net Position - Beginning of Year	876,479
Net Position - End of Year	\$ 849,139

See accompanying notes to the financial statements.

CAPITAL AREA REGIONAL PLANNING COMMISSION
STATEMENT OF CASH FLOWS
For the Year Ended December 31, 2023

Cash Flows from Operating Activities	
Received from grants and charges for services	\$ 1,591,410
Paid to employees and benefit providers	(1,193,200)
Paid to suppliers for goods and services	(382,099)
Net Cash Flows Provided (Used) by Operating Activities	16,111
 Cash Flows from Investing Activities	
Investment income	46,826
Net Cash Flows Provided (Used) by Investing Activities	46,826
Net Change in Cash and Cash Equivalents	62,937
Cash and Cash Equivalents - Beginning of Year	893,238
Cash and Cash Equivalents - End of Year	\$ 956,175
 Reconciliation of Operating Income to Net Cash Used by Operating Activities	
Operating income (loss)	\$ (74,166)
Noncash items in operating income (loss)	
Depreciation	2,042
Changes in assets, liabilities, and deferrals	
Accounts receivables	13,807
Due from other governments	26,296
Prepaid expenses	4,061
Accounts payable	11,311
Compensated absences	(17,212)
Accrued liabilities	(2,649)
Deferred revenue	1,597
Pension related	44,894
Other post-employment benefits related	1,408
Lease related	4,722
Net Cash Flows Provided (Used) by Operating Activities	\$ 16,111

See accompanying notes to the financial statements.

**CAPITAL AREA REGIONAL PLANNING COMMISSION
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2023**

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The Capital Area Regional Planning Commission (Commission) is a public agency formed under Section 66.0309 of the Wisconsin Statutes. The Commission was created on May 2, 2007 by Executive Order #197 from the Office of the Governor. The function of the agency is to serve as the regional planning and area wide water quality management planning entity for the Dane County, Wisconsin region. The reporting entity for the Commission is based upon criteria set forth by statement issued by the Governmental Accounting Standards Board. All functions of the Commission for which it exercises oversight responsibility are included. The oversight responsibility includes, but is not limited to, financial interdependency between the Commission and component units; control by the Commission over selection of the entity's governing authority or designation of management; the ability to significantly influence operations; and accountability for fiscal matters.

The accounting policies of the Commission conform to accounting principles generally accepted in the United States of America. The Governmental Accounting Standards Board (GASB) is the accepted standard setting body for establishing accounting and financial reporting principles. The following is a summary of the more significant policies.

Reporting Entity

The reporting entity of the Commission is based upon criteria set forth by GASB Statement No. 61, *The Financial Reporting Entity: Omnibus an Amendment to GASB Statements No. 14 and No. 34*. The reporting entity for the Commission consists of (a) the primary government, (b) organizations for which the primary government is financially accountable, and (c) other organizations for which the nature and significance of their relationship with the primary government are such that their exclusion would cause the reporting entity's financial statements to be misleading or incomplete. If a primary government appoints a voting majority of an organization's officials or if the organization is fiscally dependent on the primary government and there is a potential for those organizations either to provide specific financial benefits to, or to impose specific financial burdens on, the primary government, the primary government is financially accountable for those organizations. An organization has a financial benefit or burden relationship with the primary government if, for example, any one of these conditions exists. The primary government may be financially accountable if an organization is fiscally dependent on the primary government.

Measurement Focus and Basis of Accounting

For financial reporting purposes, the Commission is considered a special-purpose government engaged only in business-type activities. Accordingly, the financial statements of the Commission have been prepared using the economic resources measurement focus and the accrual basis of accounting. Under the accrual basis, revenues are recognized when earned, and expenses are recorded when an obligation has been incurred, regardless of the timing of the related cash flows. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

CAPITAL AREA REGIONAL PLANNING COMMISSION
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2023

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Use of Estimates

Management uses estimates and assumptions in preparing financial statements. Those estimates and assumptions affect the reported amounts of assets and liabilities, the disclosure of contingent assets and liabilities, and the reported revenue and expenses. Actual results could differ from those estimates.

Cash and Cash Equivalents

The Commission's cash and cash equivalents are considered to be cash on hand, demand deposits, investments in the Local Government Investment Pool, and short-term investments with original maturities less than ninety days from date of acquisition.

The Commission may invest available cash balances in time deposits of authorized depositories, US Treasury obligations, US agency issues, high grade commercial paper, and the local government pooled investment fund administered by the state investment board.

Prepaid Items

Certain payments to vendors reflect costs applicable to future accounting periods and are recorded as prepaid items in the financial statements. The cost of prepaid items is recorded as expenditures/expenses when consumed rather than when purchased.

Capital Assets

Capital assets are reported at historical cost, or estimated historical cost. The Commission capitalizes equipment having a cost of \$5,000 or more. The cost of normal maintenance and repairs that do not add to the value of the asset or materially extend the asset's useful life are not capitalized. Donated capital assets are valued at their estimated fair value market value at the time of receipt. Interest costs incurred during construction are not capitalized and are not considered material.

Capital assets are depreciated using the straight-line method over the estimated useful lives, which range from four to ten years for equipment.

Leases

Right-of-use lease assets are initially measured as an amount equal to the initial measurement of the related lease liability plus any lease payments made prior to the lease term, less lease incentives and plus ancillary changes necessary to place the lease into service. The right-of-use lease asset is amortized on the straight-line basis over the life of the related lease. Lease liabilities are recognized at the present value of the expected payments to be made during the lease term.

Receivables

Accounts receivable are recorded at gross amounts with uncollectible amounts recognized under the direct write-off method. No allowance for uncollectible accounts has been provided since it is believed that the amount of such allowance would not be material to the financial statements.

**CAPITAL AREA REGIONAL PLANNING COMMISSION
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2023**

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Compensated Absences

The Commission has adopted various policies in regard to accumulation of sick leave and vacation time. Unused sick leave is accumulated from year to year to a maximum of 1,700 hours (212.5 days) until retirement. At employee retirement the accumulated sick leave will be converted to a monetary value which shall be available, at the retiring employee's option, to be placed in a medical/dental reimbursement trust, known as a PRIME Plan, or in a 401(a) Benefit Plan. Vacation time earned in one accounting period and carried over to the next period is recorded as a liability in the Commission's financial statements.

Deferred Outflows/Inflows of Resources

In addition to assets, the statement of net position will report a separate section for deferred outflows of resources. Deferred outflows of resources represent a consumption of net position that applies to a future period and so will not be recognized as an outflow of resources (expense) until then.

In addition to liabilities, the statement of net position will report a separate section for deferred inflows of resources. Deferred inflows of resources represent an acquisition of net position that applies to a future period and so will not be recognized as an inflow of resources (revenue) until that time.

The Commission has deferred outflows of resources and deferred inflows of resources related to pension and other post-employment benefits activity at December 31, 2023.

County Appropriations

In accordance with state statutes, the amount charged to a local government unit shall not exceed .003% of such equalized value unless the governing body expressly approves the amount in excess of such percentage. In addition, the Dane County municipalities petitioning for creation of the Commission included a provision that the Commission budget may not exceed .0017% of equalized value. For the 2023 budget, the Commission assessed Dane County a charge of \$1,032,294.

Revenues and Expenses

The Commission distinguishes operating revenues and expenses from non-operating items. Operating revenues and expenses generally result from providing services in connection with the Commission's principal ongoing operations. The principal operating revenues of the Commission are county charges and fees for service, which come primarily from grants and projects for local governments. Operating expense include the cost of sales and services, administrative expenses and depreciation on capital assets. All revenues and expenses not meeting this definition are reported as non-operating revenues and expenses.

**CAPITAL AREA REGIONAL PLANNING COMMISSION
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2023**

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Pensions

For purposes of measuring the net pension liability (asset), deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense (revenue), information about the fiduciary net position of the Wisconsin Retirement System (WRS) and additions to/deductions from WRS' fiduciary net position have been determined on the same basis as they are reported by WRS. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

Other Post-Employment Benefits (OPEB)

The fiduciary net position of the Local Retiree Life Insurance Fund (LRLIF) has been determined using the flow of economic resources measurement focus and the accrual basis of accounting. This includes for purposes of measuring the net OPEB liability (asset), deferred outflows of resources and deferred inflows of resources related to other post-employment benefits, OPEB expense (revenue), and information about the fiduciary net position of the LRLIF and additions to/deductions from LRLIF's fiduciary net position have been determined on the same basis as they are reported by LRLIF. For this purpose, benefit payments (including refunds of member contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

Net Position

Net Investment in Capital Assets – Consists of capital assets including restricted capital assets, net of accumulated depreciation less the outstanding balances of any bonds, notes, or other borrowings that are attributable to the acquisition, construction, or improvement of those assets plus unspent proceeds.

Restricted Net Position – Consists of net position with constraints placed on use by 1) external groups such as creditors, grantors, or contributors, or 2) law through constitutional provisions or enabling legislation.

Unrestricted Net Position – All other net position that do not meet the definition of “restricted” or “net investment in capital assets.”

2. STEWARDSHIP, COMPLIANCE, AND ACCOUNTABILITY

Budgetary Information

The Commission's budget is adopted in accordance with Chapter 66.0309 of the Wisconsin Statutes. Changes to appropriations authorized in the adopted budget generally require a vote of two-thirds of the entire membership of the governing body. Budgetary expenditure control is exercised at the individual account level.

**CAPITAL AREA REGIONAL PLANNING COMMISSION
 NOTES TO FINANCIAL STATEMENTS
 DECEMBER 31, 2023**

3. CASH AND CASH EQUIVALENTS

The Commission's cash and cash equivalents consist of the following at December 31, 2023:

	Statement Balances	Carrying Value	Risk
Deposit with financial institutions	\$ 197,285	\$ 165,699	Custodial credit
LGIP	790,476	790,476	Credit, interest rate
Total cash and cash equivalents	<u>\$ 987,761</u>	<u>\$ 956,175</u>	

Credit Risk

Generally, credit risk is the risk that an issuer of an investment will not fulfill its obligation to the holder of the investment. To limit credit risk, the Commission is limited to investments authorized by Wisconsin State Statute 66.0603 including the following:

- (1) Deposits in any credit union, bank, savings bank, trust company or savings and loan association which is authorized to transact business in this State;
- (2) Bonds or securities issued or guaranteed as to principal and interest by the federal government, or by a commission, board or other instrumentality of the federal government;
- (3) Bonds or securities of any county, drainage district, VTAE district, village, city, town, or school district of this State;
- (4) Any security which matures or which may be tendered for purchase at the option of the holder within not more than seven years of the date on which it is acquired, if that security has a rating which is the highest or second highest rating category assigned by Standard & Poor's Corporation, Moody's investor service or other similar nationally recognized rating agency or if that security is senior to, or on a parity with, a security of the same issuer which has such a rating;
- (5) The local government pooled-investment fund as established under Section 25.50 of the Wisconsin Statutes;
- (6) Agreements in which a public depository agrees to repay funds advanced to it by the Commission, plus interest, if the agreement is secured by bonds or securities issued or guaranteed as to principal and interest by the federal government;
- (7) Securities of an open-ended management investment company or investment trust, subject to various conditions and investment options;
- (8) Bonds issued by the University of Wisconsin Hospital Clinics Authority and the Wisconsin Aerospace Authority.

The Commission has adopted an investment policy which permits all investments authorized under state statutes as described above.

**CAPITAL AREA REGIONAL PLANNING COMMISSION
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2023**

3. CASH AND CASH EQUIVALENTS (CONTINUED)

Custodial Credit Risk

Custodial credit risk for deposits is the risk that, in the event of the failure of a depository financial institution, the Commission would not be able to recover its deposits or would not be able to recover collateral securities that are in the possession of an outside party.

Deposits in each local and area bank are insured by the FDIC in the amount of \$250,000. Bank accounts and the local government investment pool are also insured by the State Deposit Guarantee Fund in the amount of \$400,000. However, due to the relatively small size of the Guarantee Fund in relationship to the total deposits covered and other legal implications, recovery of material principal losses may be significant to individual organizations. As of December 31, 2023, none of the Commission's deposits were exposed to custodial credit risk.

The Wisconsin Local Government Investment Pool (LGIP) is part of the State Investment Fund (SIF), and is managed by the State of Wisconsin Investment Board (SWIB). The SIF is not registered with the Securities and Exchange Commission, but operates under the statutory authority of Wisconsin Chapter 25. The SIF reports the fair value of its underlying assets annually. All investments are valued at amortized cost by the SIF for purposes of calculating earnings to each participant. Specifically, the SIF distributes income to pool participants monthly, based on their average daily share balance. Distributions include interest income based on stated rates (both paid and accrued), amortization of discounts and premiums on a straight-line basis, realized investment gains and losses calculated on an amortized cost basis, and investment expenses. This method does not distribute to participants any unrealized gains or losses generated by the pool's investments. Detailed information about the SIF is available in separately issued financial statements available at <https://doa.wi.gov/Pages/StateFinances/LGIP.aspx> Participants in the LGIP have the right to withdraw their funds in total on one day's notice. At December 31, 2023, the fair value of the Commission's share of the LGIP's assets was substantially equal to the amount reported above. Information on derivatives was not available to the Commission.

SWIB may invest in obligations of the U.S. Treasury and its agencies, Commercial Paper, Bank Time Deposits/Certificates of Deposit, Bankers' Acceptances, Asset Backed Securities and Repurchase Agreements secured by the U.S. Government or its agencies and other instruments authorized under State Investment Fund investment guidelines.

Investment allocation in the LGIP as of December 31, 2022 was: 94% in U.S. Government Securities and 6% in Certificates of Deposit, Bankers' Acceptance and Time Deposits, Commercial Paper, and Corporate Notes. The Wisconsin State Treasurer updates the investment allocations on a monthly basis.

CAPITAL AREA REGIONAL PLANNING COMMISSION
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2023

4. CAPITAL ASSETS

Capital assets activity for the year ended December 31, 2023, was as follows:

	Beginning Balance	Additions	Retirements	Ending Balance
<i>Capital assets, being depreciated</i>				
Office furniture and equipment	\$ 7,171	\$ -	\$ -	\$ 7,171
Leasehold improvements	6,077	-	-	6,077
Subtotal	<u>13,248</u>	<u>-</u>	<u>-</u>	<u>13,248</u>
<i>Accumulated Depreciation</i>				
Office furniture and equipment	5,737	1,434	-	7,171
Leasehold improvements	1,874	608	-	2,482
Subtotal	<u>7,611</u>	<u>2,042</u>	<u>-</u>	<u>9,653</u>
Total capital assets being depreciated, net	<u>5,637</u>	<u>(2,042)</u>	<u>-</u>	<u>3,595</u>
<i>Right-of-use leased assets, being amortized</i>				
Office Space	372,625	-	-	372,625
<i>Less accumulated amortization for</i>				
Office Space	<u>47,569</u>	<u>47,569</u>	<u>-</u>	<u>95,138</u>
Total right-of-use lease assets, net	<u>325,056</u>	<u>(47,569)</u>	<u>-</u>	<u>277,487</u>
Total capital assets, net	<u>\$ 330,693</u>	<u>\$ (49,611)</u>	<u>\$ -</u>	<u>\$ 281,082</u>

**CAPITAL AREA REGIONAL PLANNING COMMISSION
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2023**

5. LONG-TERM LIABILITIES

The Commission's long-term liabilities consist of one lease payable. The Commission entered into a 10-year office space sub-lease arrangement where the Commission is the lessee. Lease payments increase by 2% annually. A summary of the changes in the lease liability follows:

	Balance 1/1/2023	Increases	Decreases	Balance 12/31/2023
Lease Liability	\$ 331,027	\$ -	\$ 42,775	\$ 288,252
	\$ 331,027	\$ -	\$ 42,775	\$ 288,252

Future principal and interest payments on the lease liability were as follows:

Year Ended December 31,	Principal	Interest	Total
2024	\$ 44,628	\$ 5,359	\$ 49,987
2025	46,537	4,449	50,986
2026	48,506	3,500	52,006
2027	50,535	2,512	53,047
2028	52,625	1,482	54,107
2029	45,421	417	45,838
Total	\$ 288,252	\$ 17,719	\$ 305,971

6. WISCONSIN RETIREMENT SYSTEM

General Information about the Pension Plan

Plan description. The WRS is a cost-sharing multiple-employer defined benefit pension plan. WRS benefits and other plan provisions are established by Chapter 40 of the Wisconsin Statutes. Benefit terms may only be modified by the legislature. The retirement system is administered by the Wisconsin Department of Employee Trust Funds (ETF). The system provides coverage to all eligible State of Wisconsin, local government and other public employees. All employees, initially employed by a participating WRS employer on or after July 1, 2011, and expected to work at least 1,200 hours a year and expected to be employed for at least one year from employee's date of hire are eligible to participate in the WRS.

ETF issues a standalone Annual Comprehensive Financial Report (ACFR), which can be found at <https://etf.wi.gov/about-etf/reports-and-studies/financial-reports-and-statements>.

Additionally, ETF issued a standalone Wisconsin Retirement System Financial Report, which can also be found using the link above.

**CAPITAL AREA REGIONAL PLANNING COMMISSION
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2023**

6. WISCONSIN RETIREMENT SYSTEM (CONTINUED)

Vesting. For employees beginning participation on or after January 1, 1990, and no longer actively employed on or after April 24, 1998, creditable service in each of five years is required for eligibility for a retirement annuity. Participants employed prior to 1990 and on or after April 24, 1998, and prior to July 1, 2011, are immediately vested. Participants who initially became WRS eligible on or after July 1, 2011, must have five years of creditable service to be vested.

Benefits Provided. Employees who retire at or after age 65 (54 for protective occupation employees and 62 for elected official and executive service retirement plan participants, if hired on or before December 31, 2016) are entitled to a retirement benefit based on a formula factor, their final average earnings, and creditable service.

Final average earnings is the average of the participant’s three highest annual earnings periods. Creditable service includes current service and prior service for which a participant received earnings and made contributions as required. Creditable service also includes creditable military service. The retirement benefit will be calculated as a money purchase benefit based on the employee’s contributions plus matching employer’s contributions, with interest, if that benefit is higher than the formula benefit.

Vested participants may retire at or after age 55 (50 for protective occupations) and receive actuarially-reduced benefits. Participants terminating covered employment prior to eligibility for an annuity may either receive employee-required contributions plus interest as a separation benefit or leave contributions on deposit and defer application until eligible to receive a retirement benefit.

The WRS also provides death and disability benefits for employees.

Post-Retirement Adjustments. The Employee Trust Funds Board may periodically adjust annuity payments from the retirement system based on annual investment performance in accordance with s. 40.27, Wis. Stat. An increase (or decrease) in annuity payments may result when investment gains (losses), together with other actuarial experience factors, create a surplus (shortfall) in the reserves, as determined by the system’s consulting actuary. Annuity increases are not based on cost of living or other similar factors. For Core annuities, decreases may be applied only to previously granted increases. By law, Core annuities cannot be reduced to an amount below the original, guaranteed amount (the “floor”) set at retirement. The Core and Variable annuity adjustments granted during recent years are as follows:

Year	Core Fund Adjustment (%)	Variable Fund Adjustment (%)
2013	(9.6)	9.0
2014	4.7	25.0
2015	2.9	2.0
2016	0.5	(5.0)
2017	2.0	4.0
2018	2.4	17.0
2019	0.0	(10.0)
2020	1.7	21.0
2021	5.1	13.0
2022	7.4	15.0

**CAPITAL AREA REGIONAL PLANNING COMMISSION
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2023**

6. WISCONSIN RETIREMENT SYSTEM (CONTINUED)

Contributions. Required contributions are determined by an annual actuarial valuation in accordance with Chapter 40 of the Wisconsin Statutes. The employee required contribution is one-half of the actuarially determined contribution rate for general category employees, including teachers, and Executives and Elected Officials. Starting on January 1, 2016, the Executives and Elected Officials category was merged into the General Employee category. Required contributions for protective employees are the same rate as general employees. Employers are required to contribute the remainder of the actuarially determined contribution rate. The employer may not pay the employee required contribution unless provided for by an existing collective bargaining agreement.

During the reporting period, the WRS recognized \$44,893 in contributions from the employer.

Contributions rates as of December 31, 2023 were:

<u>Employee Category</u>	<u>Employee</u>	<u>Employer</u>
General (including teachers, executives and elected officials)	6.80%	6.80%
Protective with Social Security	6.80%	13.20%
Protective without Social Security	6.80%	18.10%

Pension Liabilities, Pension Expense (Revenue), and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions. At December 31, 2023, the Commission reported a liability (asset) of \$196,721 for its proportionate share of the net pension liability (asset). The net pension liability (asset) was measured as of December 31, 2022 and the Total Pension Liability used to calculate the net pension liability (asset) was determined by an actuarial valuation as of December 31, 2021, rolled forward to December 31, 2022. No material changes in assumptions or benefit terms occurred between the actuarial valuation date and the measurement date. The Commission's proportion of the net pension liability (asset) was based on the Commission's share of contributions to the pension plan relative to the contributions of all participating employers. At December 31, 2022, the Commission's proportion was 0.00371334% which was an increase of 0.000074050% from its proportion measured as of December 31, 2021.

For the year ended December 31, 2023, the Commission recognized pension expense of \$99,432.

**CAPITAL AREA REGIONAL PLANNING COMMISSION
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2023**

6. WISCONSIN RETIREMENT SYSTEM (CONTINUED)

At December 31, 2023, the Commission reported deferred outflows of resources related to pensions from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience	\$ 313,316	\$ (411,627)
Net differences between projected and actual earnings on pension plan investments	334,185	-
Changes in assumptions	38,683	-
Changes in proportion and differences between employer contributions and proportionate share of contributions	348	(1,260)
Employer contributions subsequent to the measurement date	54,493	-
Total	\$ 741,025	\$ (412,887)

\$54,493 reported as deferred outflows related to pension resulting from the Commission's contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability (asset) in the year ending December 31, 2024. Other amounts reported as deferred outflows of resources related to pension will be recognized in pension expense as follows:

Year Ended December 31:	Net Deferred Outflows (Inflows) of Resources
2024	\$ 11,029
2025	56,654
2026	58,077
2027	147,885
2028	-
Total	\$ 273,645

**CAPITAL AREA REGIONAL PLANNING COMMISSION
 NOTES TO FINANCIAL STATEMENTS
 DECEMBER 31, 2023**

6. WISCONSIN RETIREMENT SYSTEM (CONTINUED)

Actuarial assumptions. The Total Pension Liability in the December 31, 2022 actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement:

Actuarial Valuation Date:	December 31, 2020
Measurement Date of Net Pension Liability (Asset):	December 31, 2021
	January 1, 2018 - December 31, 2020
Experience Study:	Published November 19, 2021
Actuarial Cost Method:	Entry Age Normal
Asset Valuation Method:	Fair Value
Long-Term Expected Rate of Return:	6.8%
Discount Rate:	6.8%
Salary Increases:	
Wage Inflation	3.0%
Seniority/Merit	0.1% - 5.6%
Mortality:	2020 WRS Experience Mortality Table
Post-Retirement Adjustments	1.7%

*No post-retirement adjustment is guaranteed. Actual adjustments are based on recognized investment return, actuarial experience and other factors. 1.7% is the assumed annual adjustment based on the investment return assumption and the post-retirement discount rate.

Actuarial assumptions are based upon an experience study conducted in 2021 that covered a three-year period from January 1, 2018 to December 31, 2020. The Total Pension Liability for December 31, 2022 is based upon a roll-forward of the liability calculated from the December 31, 2021 actuarial valuation.

**CAPITAL AREA REGIONAL PLANNING COMMISSION
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2023**

6. WISCONSIN RETIREMENT SYSTEM (CONTINUED)

Long-Term Expected Return on Plan Assets. The long-term expected rate of return on pension plan investments was determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. The target allocation and best estimates of geometric real rates of return for each major asset class are summarized in the following table:

Asset Allocation Targets and Expected Returns
As of December 31, 2022

<u>Core Fund Asset Class</u>	<u>Asset Allocation %</u>	<u>Long-Term Expected Nominal Rate of Return %</u>	<u>Long-Term Expected Real Rate of Return %</u>
Global Equities	48	7.6	5.0
Fixed Income	25	5.3	2.7
Inflation Sensitive Assets	19	3.6	1.1
Real Estate	8	5.2	2.6
Private Equity/Debt	15	9.6	6.9
Total Core Fund	<u>115</u>	7.4	4.8
<u>Variable Fund Asset Class</u>			
U.S. Equities	70	7.2	4.6
International Equities	30	8.1	5.5
Total Variable Fund	<u>100</u>	7.7	5.1

¹Asset Allocations are managed within established ranges; target percentages may differ from actual monthly allocations

²New England Pension Consultants Long Term US CPI (Inflation) Forecast: 2.5%

³The investment policy used for the Core Fund involves reducing equity exposure by leveraging lower volatility assets, such as fixed income securities. This results in an asset allocation beyond 100%. Currently, an asset allocation target of 15% policy leverage is used, subject to an allowable range of up to 20%.

**CAPITAL AREA REGIONAL PLANNING COMMISSION
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2023**

6. WISCONSIN RETIREMENT SYSTEM (CONTINUED)

Single Discount Rate. A single discount rate of 6.8% was used to measure the Total Pension Liability for the current and prior year. This single discount rate is based on the expected rate of return on pension plan investments of 6.80% and a municipal bond rate of 4.05% (Source: Fixed-income municipal bonds with 20 years to maturity that include only federally tax-exempt municipal bonds as reported in Fidelity Index’s “20-year Municipal GO AA Index” as of December 31, 2022. In describing this index, Fidelity notes that the Municipal Curves are constructed using option-adjusted analytics of a diverse population of over 10,000 tax-exempt securities.). Because of the unique structure of WRS, the 6.8% expected rate of return implies that a dividend of approximately 1.7% will always be paid. For purposes of the single discount rate, it was assumed that the dividend would always be paid. The projection of cash flows used to determine this single discount rate assumed that plan member contributions will be made at the current contribution rate and that employer contributions will be made at rates equal to the difference between actuarially determined contribution rates and the member rate. Based on these assumptions, the pension plan’s fiduciary net position was projected to be available to make all projected future benefit payments (including expected dividends) of current plan members. Therefore, the municipal bond rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the Total Pension Liability.

Sensitivity of the Commission’s Proportionate Share of the Net Pension Liability (Asset) to changes in the Discount Rate. The following presents the Commission’s proportionate share of the net pension liability (asset) calculated using the discount rate of 6.80%, as well as what the Commission’s proportionate share of the net pension liability (asset) would be if it were calculated using a discount rate that is 1-percentage-point lower (5.80%) or 1-percentage-point higher (7.80%) than the current rate:

	1% Decrease to Discount Rate (5.80%)	Current Discount Rate (6.80%)	1% Increase to Discount Rate (7.80%)
Commission's proportionate share of the net pension liability (asset)	\$ 652,913	\$ 196,721	\$ (117,098)

Pension Plan Fiduciary Net Position. Detailed information about the pension plan’s fiduciary net position is available in separately issued financial statements available at <https://etf.wi.gov/about-etf/reports-and-studies/financial-reports-and-statements>

7. OTHER POST-EMPLOYMENT BENEFITS

Plan Description. The LRLIF is a multiple-employer defined benefit OPEB plan. LRLIF benefits and other plan provisions are established by Chapter 40 of the Wisconsin Statutes. The Wisconsin Department of Employee Trust Funds (ETF) and the Group Insurance Board have statutory authority for program administration and oversight. The plan provides post-employment life insurance benefits for all eligible members.

**CAPITAL AREA REGIONAL PLANNING COMMISSION
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2023**

7. OTHER POST-EMPLOYMENT BENEFITS (CONTINUED)

Plan Description. The LRLIF is a multiple-employer, defined-benefit OPEB plan. LRLIF benefits and other plan provisions are established by Chapter 40 of the Wisconsin Statutes. The Wisconsin Department of Employee Trust Funds (ETF) and the Group Insurance Board have statutory authority for program administration and oversight. The plan provides post-employment life insurance benefits for all eligible members.

OPEB Plan Fiduciary Net Position. ETF issues a standalone Annual Comprehensive Financial Report (ACFR), which can be found at <https://etf.wi.gov/about-etf/reports-and-studies/financial-reports-and-statements>.

Additionally, ETF issued a standalone Retiree Life Insurance Financial Report, which can also be found using the link above.

Benefits Provided. The LRLIF plan provides fully paid up life insurance benefits for post-age 64 retired employees and pre-65 retirees who pay for their coverage.

Contributions. The Group Insurance Board approves contribution rates annually, based on recommendations from the insurance carrier. Recommended rates are based on an annual valuation, taking into consideration an estimate of the present value of future benefits and the present value of future contributions. A portion of employer contributions made during a member's working lifetime funds a post-retirement benefit.

Employers are required to pay the following contributions based on employee contributions for active members to provide them with Basic Coverage after age 65. There are no employer contributions required for pre-age 65 annuitant coverage. If a member retires prior to age 65, they must continue paying the employee premiums until age 65 in order to be eligible for the benefit after age 65.

Contribution rates as of December 31, 2023 are:

<u>Coverage Type</u>	<u>Employer Contribution</u>
25% Post Retirement Coverage	20% of Member Contribution

**CAPITAL AREA REGIONAL PLANNING COMMISSION
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2023**

7. OTHER POST-EMPLOYMENT BENEFITS (CONTINUED)

Member contributions are based upon nine age bands through age 69 and an additional eight age bands for those age 70 and over. Participating employees must pay monthly contribution rates per \$1,000 of coverage until the age of 65 (age 70 if active). The employee contribution rates in effect for the year ended December 31, 2022 are as listed below:

Life Insurance
Member Contribution Rates*
For the year ended December 31, 2022

Attained Age	Basic	Supplemental
Under 30	\$0.05	\$0.05
30-34	0.06	0.06
35-39	0.07	0.07
40-44	0.08	0.08
45-49	0.12	0.12
50-54	0.22	0.22
55-59	0.39	0.39
60-64	0.49	0.49
65-69	0.57	0.57

*Disabled members under age 70 receive a waiver-of-premium benefit.

During the reporting period, the LRLIF recognized \$182 in contributions from the Commission.

OPEB Liabilities, OPEB Expense (Revenue), and Deferred Outflows of Resources and Deferred Inflows of Resources Related to OPEBs. At December 31, 2023, the Commission reported a liability of \$34,574 for its proportionate share of the Net OPEB Liability (Asset). The Net OPEB Liability (Asset) was measured as of December 31, 2022, and the Total OPEB Liability used to calculate the Net OPEB Liability (Asset) was determined by an actuarial valuation as of January 1, 2022 rolled forward to December 31, 2022. No material changes in assumptions or benefit terms occurred between the actuarial valuation date and the measurement date. The Commission's proportion of the Net OPEB Liability (Asset) was based on the Commission's share of contributions to the OPEB plan relative to the contributions of all participating employers. At December 31, 2022, the Commission's proportion was 0.009075%, which was an increase of 0.005930% from its proportion measured as of December 31, 2021.

For the year ended December 31, 2023, the Commission recognized OPEB expense of \$1,608.

**CAPITAL AREA REGIONAL PLANNING COMMISSION
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2023**

7. OTHER POST-EMPLOYMENT BENEFITS (CONTINUED)

At December 31, 2023, the Commission reported deferred outflows of resources and deferred inflows of resources related to OPEBs from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience	\$ -	\$ (3,384)
Net differences between projected and actual earnings on plan investments	649	-
Changes in actuarial assumptions	12,421	(20,408)
Changes in proportion and differences between employer contributions and proportionate share of contributions	6,203	(12,367)
Employer contributions subsequent to the measurement date	202	-
Totals	\$ 19,475	\$ (36,159)

\$202 reported as deferred outflows related to OPEB resulting from the LRLIF employer's contributions subsequent to the measurement date will be recognized as a reduction of the net OPEB liability (asset) in the year ending December 31, 2024. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to OPEB will be recognized in OPEB expense as follows:

Year Ended December 31:	Net Deferred Outflows (Inflows) of Resources
2024	\$ (2,556)
2025	(2,544)
2026	(1,101)
2027	(3,049)
2028	(4,881)
Thereafter	(2,755)
Total	\$ (16,886)

**CAPITAL AREA REGIONAL PLANNING COMMISSION
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2023**

7. OTHER POST-EMPLOYMENT BENEFITS (CONTINUED)

Actuarial Assumptions. The total OPEB liability in the January 1, 2022, actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement:

Actuarial Valuation Date:	January 1, 2022
Measurement Date of Net OPEB Liability (Asset)	December 31, 2022
Experience Study:	January 1, 2018 - December 31, 2020, Published November 19, 2021
Actuarial Cost Method:	Entry Age Normal
20 Year Tax-Exempt Municipal Bond Yield:	3.72%
Long-Term Expected Rate of Return:	4.25%
Discount Rate:	3.76%
Salary Increases	
Wage Inflation:	3.00%
Seniority/Merit:	0.10% - 5.6%
Mortality:	2020 WRS Experience Mortality Table

Actuarial assumptions are based upon an experience study conducted in 2021 that covered a three-year period from January 1, 2018 to December 31, 2020. The Total OPEB Liability for December 31, 2022 is based upon a roll-forward of the liability calculated from the January 1, 2022 actuarial valuation.

Long-Term Expected Return on Plan Assets. The long-term expected rate of return is determined by adding expected inflation to expected long-term real returns and reflecting expected volatility and correlation. Investments for the LRLIF are held with Securian, the insurance carrier. Interest is calculated and credited to the LRLIF based on the rate of return for a segment of the insurance carriers' general fund, specifically 10-year A- Bonds (as a proxy, and not tied to any specific investments). The overall aggregate interest rate is calculated using a tiered approach based on the year the funds were originally invested and the rate of return for that year. Investment interest is credited based on the aggregate rate of return and assets are not adjusted to fair market value. Furthermore, the insurance carrier guarantees the principal amounts of the reserves, including all interest previously credited thereto.

State OPEB Life Insurance
Asset Allocation Targets and Expected Returns
As of December 31, 2022

Asset Class	Index	Target Allocation	Long-Term Expected Geometric Real Rate of Return
US Intermediate Credit Bonds	Bloomberg US Interm Credit	50%	2.45%
US Mortgages	Bloomberg US MBS	50%	2.83%
Inflation			2.30%
Long-Term Expected Rate of Return			4.25%

**CAPITAL AREA REGIONAL PLANNING COMMISSION
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2023**

7. OTHER POST-EMPLOYMENT BENEFITS (CONTINUED)

The long-term expected rate of return remained unchanged from the prior year at 4.25%. The long-term expected rate of return is determined by adding expected inflation to expected long-term real returns and reflecting expected volatility and correlation. The expected inflation rate increased from 2.20% as of December 31, 2020 to 2.30% as of December 31, 2021.

Single Discount Rate. A single discount rate of 3.76% was used to measure the total OPEB liability for the current year, as opposed to a discount rate of 2.17% for the prior year. The significant change in the discount rate was primarily caused by the increase in the municipal bond rate from 2.06% as of December 31, 2021 to 3.72% as of December 31, 2022. The Plan's fiduciary net position was projected to be insufficient to make all projected future benefit payments of current active and inactive members. Therefore, the discount rate for calculating the total OPEB liability is equal to the single equivalent rate that results in the same actuarial present value as the long-term expected rate of return applied to benefit payments, to the extent that the plan's fiduciary net position is projected to be sufficient to make projected benefit payments, and the municipal bond rate applied to benefit payment to the extent that the plan's fiduciary net position is projected to be insufficient. The plan's fiduciary net position was projected to be available to make projected future benefit payments of current plan members through December 31, 2036.

The projection of cash flows used to determine the single discount rate assumed that employer contributions will be made according to the current employer contribution schedule and that contributions are made by plan members retiring prior to age 65.

Sensitivity of the Commission's Proportionate Share of the Net OPEB Liability (Asset) to Changes in the Discount Rate. The following presents the Commission's proportionate share of the net OPEB liability (asset) calculated using the discount rate of 3.76%, as well as what the Commission's proportionate share of the net OPEB liability (asset) would be if it were calculated using a discount rate that is 1- percentage-point lower (2.76 percent) or 1-percentage-point higher (4.76 percent) than the current rate:

	1% Decrease to Discount Rate (2.76%)	Current Discount Rate (3.76%)	1% Increase to Discount Rate (4.76%)
Commission's proportionate share of the net OPEB liability (asset)	\$ 47,138	\$ 34,574	\$ 24,945

8. RISK MANAGEMENT

The Commission is exposed to various risks of loss related to torts; theft of, damage to, or destruction of assets; error and omissions; worker compensation; and health care of its employees. All of these risks are covered through the purchase of commercial insurance, with minimal deductibles. Settled claims have not exceeded insurance coverage in any of the last three years. There were no significant reductions in coverage compared to last year.

CAPITAL AREA REGIONAL PLANNING COMMISSION
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2023

9. COMMITMENTS AND CONTINGENCIES

The Commission has received federal and state grants for specific purposes that are subject to review and audit by the grantor agencies. Such audits could lead to request for reimbursements to the grantor agency for expenditures disallowed under terms of the grants. Management believes such disallowances, if any, would be immaterial.

From time to time the Commission may be a party to various pending claims and legal proceedings. Although the outcome of such matters cannot be forecasted with certainty, it is the opinion of management that the likelihood is remote that any such claims or proceedings will have a material adverse effect on the Commission's financial position.

DRAFT

REQUIRED SUPPLEMENTARY INFORMATION

**CAPITAL AREA REGIONAL PLANNING COMMISSION
WISCONSIN RETIREMENT SYSTEM
December 31, 2023**

**Schedule of Commission's Proportionate Share of the Net Pension Liability (Asset)
As of the Measurement Date
Last 10 Calendar Years**

Year ended December 31,	Proportion of the net pension liability (asset)	Proportionate share of the net pension liability (asset)	Covered- employee payroll	Collective net pension liability (asset) as a percentage of its covered- employee payroll	Plan fiduciary net position as a percentage of the total pension liability (asset)
2022	0.00371334%	\$ 196,721	\$ 690,672	28.48%	95.72%
2021	0.00363929%	(293,333)	629,530	(46.60%)	106.02%
2020	0.00366418%	(228,759)	614,279	(37.24%)	105.26%
2019	0.00371246%	(119,706)	574,182	(20.85%)	102.96%
2018	0.00377792%	134,406	573,008	23.46%	96.45%
2017	0.00374036%	(111,055)	568,541	(19.53%)	102.93%
2016	0.00362200%	29,856	546,315	5.46%	99.12%
2015	0.00411900%	66,937	512,861	13.05%	98.20%
2014	0.00478000%	(117,420)	487,287	(24.10%)	102.74%

**Schedule of Commission's Contributions for Pension
Last 10 Calendar Years**

Year ended December 31,	Contractually required contributions	Contributions in relation to the contractually required contributions	Contribution deficiency (excess)	Covered-employee payroll	Contributions as a percentage of covered- employee payroll
2023	\$ 54,493	\$ (54,493)	\$ -	\$ 801,356	6.80%
2022	44,894	(44,894)	-	690,672	6.50%
2021	42,493	(42,493)	-	629,530	6.75%
2020	41,464	(41,464)	-	614,279	6.75%
2019	37,609	(37,609)	-	574,182	6.55%
2018	38,391	(38,391)	-	573,008	6.70%
2017	38,660	(38,660)	-	568,541	6.80%
2016	36,057	(36,057)	-	546,315	6.60%
2015	34,875	(34,875)	-	512,861	6.80%

See accompanying notes to the required supplementary information

**CAPITAL AREA REGIONAL PLANNING COMMISSION
LOCAL RETIREE LIFE INSURANCE FUND
December 31, 2023**

**Schedule of Commission's Proportionate Share of the Net OPEB Liability (Asset)
As of the Measurement Date
Last 10 Calendar Years**

Year ended December 31,	Proportion of the Net OPEB Liability (Asset)	Proportionate share of the Net OPEB Liability (Asset)	Covered- employee payroll	Collective Net OPEB Liability (Asset) as a percentage of its covered-employee payroll	Plan fiduciary net position as a percentage of the Total OPEB Liability (Asset)
2022	0.90750000%	\$ 34,574	\$ 390,000	8.87%	38.81%
2021	0.00848200%	50,132	382,000	13.12%	29.57%
2020	0.01208800%	66,493	383,000	17.36%	31.36%
2019	0.01072000%	45,648	370,000	12.34%	37.58%
2018	0.00972300%	25,089	362,000	6.93%	48.69%
2017	0.01148600%	34,557	483,019	7.15%	44.81%

**Schedule of Commission's Contributions for LRLIF
Last 10 Calendar Years**

Year ended December 31,	Contractually required contributions	Contributions in relation to the contractually required contributions	Contribution deficiency (excess)	Covered-employee payroll	Contributions as a percentage of covered- employee payroll
2023	\$ 182	\$ (182)	\$ -	\$ 426,000	0.04%
2022	185	(185)	-	390,000	0.05%
2021	173	(173)	-	382,000	0.05%
2020	241	(241)	-	383,000	0.06%
2019	193	(193)	-	370,000	0.05%
2018	187	(187)	-	362,000	0.05%

See accompanying notes to the required supplementary information

**CAPITAL AREA REGIONAL PLANNING COMMISSION
NOTES TO THE REQUIRED SUPPLEMENTARY INFORMATION
DECEMBER 31, 2023**

1. WISCONSIN RETIREMENT SYSTEM

Governmental Accounting Standards Board Statement No. 68 requirements have been implemented prospectively, therefore, the illustrations do not present similar information for the preceding year.

Changes of Benefit Terms. There were no changes of benefit terms for any participating employer in WRS.

Changes of Assumptions. Based on a three-year experience study conducted in 2021 covering January 1, 2018 through December 31, 2020, the ETF Board adopted assumption changes that were used to measure the total pension liability beginning with the year-end December 31, 2021, including the following:

- Lowering the long-term expected rate of return from 7.0% to 6.8%
- Lowering the discount rate from 7.0% to 6.8%
- Lowering the price inflation rate from 2.5% to 2.4%
- Lowering the post-retirement adjustments from 1.9% to 1.7%
- Mortality assumptions were changed to reflect updated trends by transitioning from the Wisconsin 2018 Mortality Table to the 2020 WRS Experience Mortality Table.

Based on a three-year experience study conducted in 2018 covering January 1, 2015 through December 31, 2017, the ETF Board adopted assumption changes that were used to measure the total pension liability beginning with the year-end December 31, 2018, including the following:

- Lowering the long-term expected rate of return from 7.2% to 7.0%
- Lowering the discount rate from 7.2% to 7.0%
- Lowering the wage inflation rate from 3.2% to 3.0%
- Lowering the price inflation rate from 2.7% to 2.5%
- Lowering the post-retirement adjustments from 2.1% to 1.9%
- Mortality assumptions were changed to reflect updated trends by transitioning from the Wisconsin 2012 Mortality Table to the Wisconsin 2018 Mortality Table.

CAPITAL AREA REGIONAL PLANNING COMMISSION
NOTES TO THE REQUIRED SUPPLEMENTARY INFORMATION
DECEMBER 31, 2023

1. WISCONSIN RETIREMENT SYSTEM (CONTINUED)

Significant methods and assumptions used in calculating Wisconsin Retirement System Actuarially Determined Contributions:

	2022	2021	2020	2019	2018
Valuation Date:	December 31, 2020	December 31, 2019	December 31, 2018	December 31, 2017	December 31, 2016
Actuarial Cost Method:	Frozen Entry Age	Frozen Entry Age	Frozen Entry Age	Frozen Entry Age	Frozen Entry Age
Amortization Method:	Level Percent of Payroll-Closed Amortization Period	Level Percent of Payroll-Closed Amortization Period	Level Percent of Payroll-Closed Amortization Period	Level Percent of Payroll-Closed Amortization Period	Level Percent of Payroll-Closed Amortization Period
Amortization Period:	30 Year closed from date of participation in WRS	30 Year closed from date of participation in WRS	30 Year closed from date of participation in WRS	30 Year closed from date of participation in WRS	30 Year closed from date of participation in WRS
Asset Valuation Method:	Five Year Smoothed Market (Closed)	Five Year Smoothed Market (Closed)	Five Year Smoothed Market (Closed)	Five Year Smoothed Market (Closed)	Five Year Smoothed Market (Closed)
Actuarial Assumptions					
Net Investment Rate of Return:	5.4%	5.4%	5.4%	5.5%	5.5%
Weighted based on assumed rate for:					
Pre-retirement:	7.0%	7.0%	7.0%	7.2%	7.2%
Post-retirement:	5.0%	5.0%	5.0%	5.0%	5.0%
Salary Increases					
Wage Inflation:	3.0%	3.0%	3.0%	3.2%	3.2%
Seniority/Merit:	0.1%-5.6%	0.1%-5.6%	0.1%-5.6%	0.1%-5.6%	0.1%-5.6%
Post-retirement Benefit Adjustments*:	1.9%	1.9%	1.9%	2.1%	2.1%
Retirement Age:	Experience - based table of rates that are specific to the type of eligibility condition. Last updated for the 2018 valuation pursuant to an experience study of the period 2015-2017.	Experience - based table of rates that are specific to the type of eligibility condition. Last updated for the 2018 valuation pursuant to an experience study of the period 2015-2017.	Experience - based table of rates that are specific to the type of eligibility condition. Last updated for the 2018 valuation pursuant to an experience study of the period 2015 - 2017.	Experience -based table of rates that are specific to the type of eligibility condition. Last updated for the 2015 valuation pursuant to an experience study of the period 2012 - 2014.	Experience - based table of rates that are specific to the type of eligibility condition. Last updated for the 2015 valuation pursuant to an experience study of the period 2012 - 2014.
Mortality:	Wisconsin 2018 Mortality Table. The rates based on actual WRS experience adjusted for future mortality improvements using the MP-2018 fully generational improvement scale (multiplied by 60%).	Wisconsin 2018 Mortality Table. The rates based on actual WRS experience adjusted for future mortality improvements using the MP-2018 fully generational improvement scale (multiplied by 60%).	Wisconsin 2018 Mortality Table. The rates based on actual WRS experience adjusted for future mortality improvements using the MP-2018 fully generational improvement scale (multiplied by 60%).	Wisconsin 2012 Mortality Table. The rates based on actual WRS experience adjusted for future mortality improvements using the MP-2015 fully generational improvement scale (multiplied by 50%).	Wisconsin 2012 Mortality Table. The rates based on actual WRS experience adjusted for future mortality improvements using the MP-2015 fully generational improvement scale (multiplied by 50%).

*No post-retirement adjustment is guaranteed. Actual adjustments are based on recognized investment return, actuarial experience, and other factors. Value is the assumed annual adjustment based on the investment return assumption and the post-retirement discount rate.

**CAPITAL AREA REGIONAL PLANNING COMMISSION
NOTES TO THE REQUIRED SUPPLEMENTARY INFORMATION
DECEMBER 31, 2023**

1. WISCONSIN RETIREMENT SYSTEM (CONTINUED)

Significant methods and assumptions used in calculating Wisconsin Retirement System Actuarially Determined Contributions:

	2017	2016	2015	2014	2013
Valuation Date:	December 31, 2015	December 31, 2014	December 31, 2013	December 31, 2012	December 31, 2011
Actuarial Cost Method:	Frozen Entry Age	Frozen Entry Age	Frozen Entry Age	Frozen Entry Age	Frozen Entry Age
Amortization Method:	Level Percent of Payroll-Closed	Level Percent of Payroll-Closed	Level Percent of Payroll-Closed	Level Percent of Payroll-Closed	Level Percent of Payroll-Closed
Amortization Period:	30 Year closed from date of participation in WRS	30 Year closed from date of participation in WRS	30 Year closed from date of participation in WRS	30 Year closed from date of participation in WRS	30 Year closed from date of participation in WRS
Asset Valuation Method:	Five Year Smoothed Market (Closed)	Five Year Smoothed Market (Closed)	Five Year Smoothed Market (Closed)	Five Year Smoothed Market (Closed)	Five Year Smoothed Market (Closed)
Actuarial Assumptions					
Net Investment Rate of Return:	5.5%	5.5%	5.5%	5.5%	5.5%
Weighted based on assumed rate for:					
Pre-retirement:	7.2%	7.2%	7.2%	7.2%	7.2%
Post-retirement:	5.0%	5.0%	5.0%	5.0%	5.0%
Salary Increases					
Wage Inflation:	3.2%	3.2%	3.2%	3.2%	3.2%
Seniority/Merit:	0.1%-5.6%	0.1%-5.6%	0.1%-5.6%	0.1%-5.6%	0.1%-5.6%
Post-retirement Benefit Adjustments*:	2.1%	2.1%	2.1%	2.1%	2.1%
Retirement Age:	Experience - based table of rates that are specific to the type of eligibility condition. Last updated for the 2015 valuation pursuant to an experience study of the period 2012 - 2014.	Experience-based table of rates that are specific to the type of eligibility condition. Last updated for the 2012 valuation pursuant to an experience study of the period 2009 - 2011.	Experience-based table of rates that are specific to the type of eligibility condition. Last updated for the 2012 valuation pursuant to an experience study of the period 2009 - 2011.	Experience-based table of rates that are specific to the type of eligibility condition. Last updated for the 2012 valuation pursuant to an experience study of the period 2009 - 2011.	Experience-based table of rates that are specific to the type of eligibility condition. Last updated for the 2009 valuation pursuant to an experience study of the period 2006 - 2008.
Mortality:	Wisconsin 2012 Mortality Table. The rates based on actual WRS experience adjusted for future mortality improvements using the MP-2015 fully generational improvement scale (multiplied by 50%).	Wisconsin 2012 Mortality Table. The rates based on actual WRS experience projected to 2017 with scale BB to all for future improvements (margin) in mortality	Wisconsin 2012 Mortality Table. The rates based on actual WRS experience projected to 2017 with scale BB to all for future improvements (margin) in mortality	Wisconsin 2012 Mortality Table. The rates based on actual WRS experience projected to 2017 with scale BB to all for future improvements (margin) in mortality	Wisconsin Projected Experience Table - 2005 for women and 90% of the Wisconsin Projected Experience Table - 2005 for men.

*No post-retirement adjustment is guaranteed. Actual adjustments are based on recognized investment return, actuarial experience, and other factors. Value is the assumed annual adjustment based on the investment return assumption and the post-retirement discount rate.

**CAPITAL AREA REGIONAL PLANNING COMMISSION
NOTES TO THE REQUIRED SUPPLEMENTARY INFORMATION
DECEMBER 31, 2023**

2. LOCAL RETIREE LIFE INSURANCE FUND

GASB Statement No. 75 requirements have been implemented prospectively, therefore, the illustrations do not present similar information for the four preceding years.

Changes of Benefit Terms. There were no recent changes in benefit terms.

Changes of Assumptions. In addition to the rate changes detailed in the tables above, the State of Wisconsin Employee Trust Fund Board adopted economic and demographic assumption changes based on a three year experience study performed for the Wisconsin Retirement System. These assumptions are used in the actuarial valuations of OPEB liabilities (assets) for the retiree life insurance programs and are summarized below.

The assumption changes that were used to measure the December 31, 2021 total OPEB liabilities, including the following:

- Lowering the price inflation rate from 2.5% to 2.4%
- Mortality assumptions were changed to reflect updated trends by transitioning from the Wisconsin 2018 Mortality Table to the 2020 WRS Experience Mortality Table.

The assumption changes that were used to measure the December 31, 2018 total OPEB liabilities, including the following:

- Lowering the long-term expected rate of return from 5.00% to 4.25%
- Lowering the wage inflation rate from 3.2% to 3.0%
- Lowering the price inflation rate from 2.7% to 2.5%
- Mortality assumptions were changed to reflect updated trends by transitioning from the Wisconsin 2012 Mortality Table to the Wisconsin 2018 Mortality Table.

CAPITAL AREA REGIONAL PLANNING COMMISSION

FINANCIAL STATEMENT OVERVIEW

For the Year Ended December 31, 2023



Presented By:

Johnson Block & Co., Inc.
Certified Public Accountants
9701 Brader Way, Suite 202
Middleton, Wisconsin
(608) 274-2002
Fax: (608) 274-4320

2023 AUDIT OVERVIEW

Content of Bound Audit Report

- Independent Auditor’s Report – our draft report is unmodified
 - Contains financial statements on individual funds
 - Proprietary fund – Full accrual basis, so all capital assets and long-term obligations such as Pension and OPEB liabilities are recorded on the balance sheet.
- Notes to the Financial Statements
 - Contains Summary of Significant Accounting Policies
 - Footnotes related to Significant Financial Statement Accounts (Cash, Capital Assets)
- Required Supplementary Information
 - WRS and LRLIF Schedule

Required Audit Communications to the District Board

- Audit Matters Requiring Communication to the Governing Body
 - Standard communication

Other Information

- Net Pension and OPEB Liabilities
 - Actuarially determined amounts that are required to be reported by the Governmental Accounting Standards Board
 - Amounts are determined by the State
 - Amounts reported on the financial statements is CARPC’s proportionate share of the total liabilities and deferrals
 - CARPC is making all required contributions to the benefit plans

**Capital Area Regional Planning Commission
2023 Financial Statement Highlights**

	2023	2022
Assets and Deferred Outflows of Resources		
Assets:		
Cash and Investments	\$ 956,175	\$ 893,238
Receivables	63,237	103,340
Prepaid Items	23,065	27,126
Net Pension Asset	-	293,333
Leases, Net of Amortization	277,487	325,056
Capital Assets, Net of Depreciation	3,595	5,637
Total Assets	1,323,559	1,647,730
Deferred Outflows of Resources		
Pension and OPEB Deferred Outflows of Resources	760,500	594,850
Total Deferred Outflows of Resources	760,500	594,850
Total Assets and Deferred Outflows of Resources	\$ 2,084,059	\$ 2,242,580
Liabilities, Deferred Inflows of Resources and Net Position		
Liabilities:		
Accounts Payable	\$ 47,517	\$ 36,758
Accrued Liabilities and Compensated Absences	213,483	233,344
Deferred Revenue	4,847	3,250
Lease Liability	288,732	331,027
Net Pension Liability	196,721	-
Net OPEB Liability	34,574	50,132
Total Liabilities	785,874	654,511
Deferred Inflows of Resources:		
Pension and OPEB Deferred Inflows of Resources	449,046	711,590
Total Deferred Inflows of Resources	449,046	711,590
Net Position	849,139	876,479
Total Liabilities, Deferred Inflows of Resources and Net Position	\$ 2,084,059	\$ 2,242,580

**Capital Area Regional Planning Commission
2023 Financial Statement Highlights**

Details of Net Position

	2023	2022
Net Investment in Capital Assets	\$ 3,595	\$ 5,637
Restricted for Pension	-	293,333
Unrestricted	845,544	577,509
	\$ 849,139	\$ 876,479

Net Position as a Percent of Next Year's Budget

	2023	2023
Unrestricted Net Position	\$ 845,544	\$ 577,509
Next Year's Budget	\$ 1,684,624	\$ 1,603,952
Percent of Next Year's Budget	50%	36%

**Capital Area Regional Planning Commission
2023 Financial Statement Highlights**

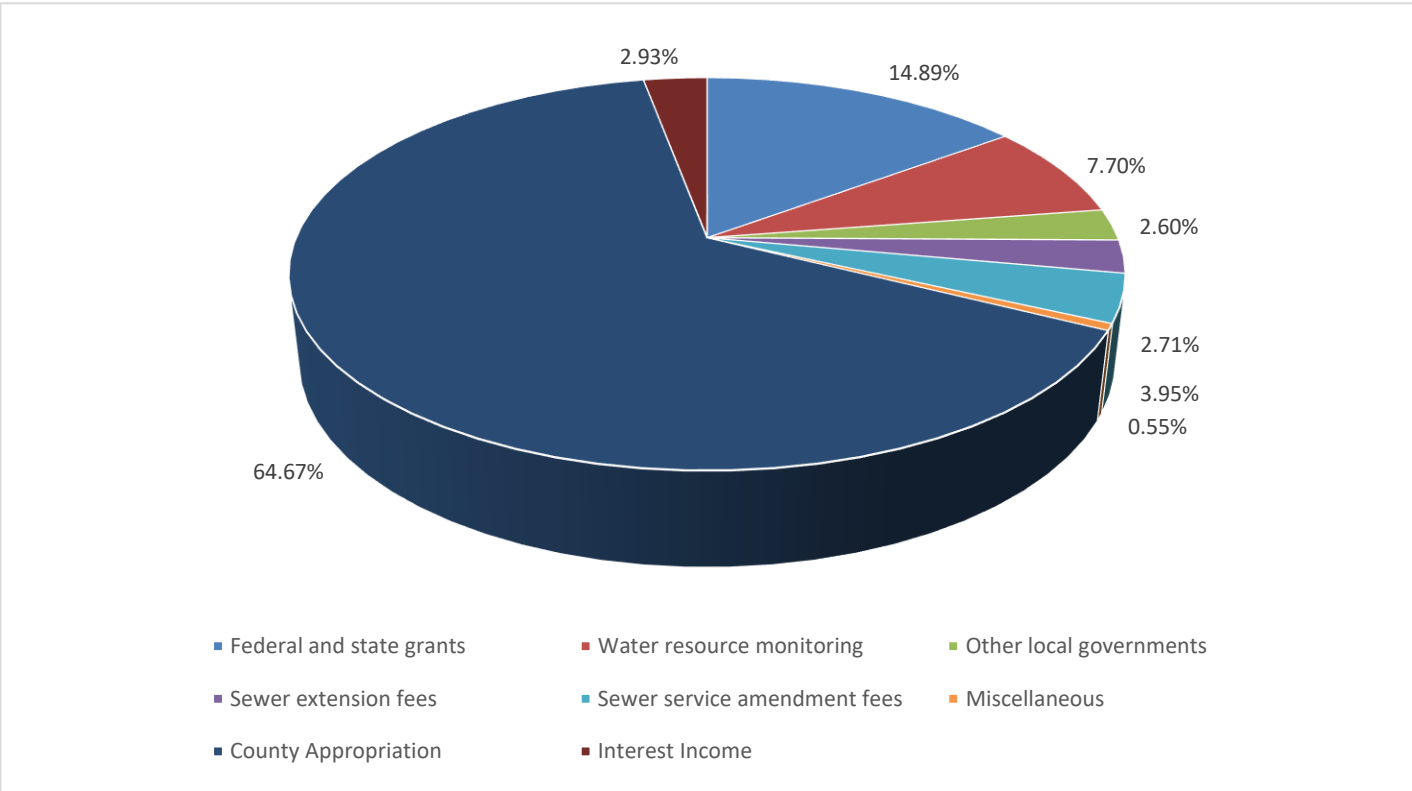
**Budget to Actual Comparison - Budgetary Basis
With 2022 Actual Amounts**

	2023			2022
	Final Budget	Actual Amounts Budgetary Basis	Variance	Actual Amounts Budgetary Basis
Operating Revenues				
County appropriation	\$ 1,032,294	\$ 1,032,294	\$ -	\$ 983,137
Federal and state grants	208,550	237,803	29,253	156,733
Water resource monitoring	122,989	122,989	-	121,376
Other local governments	25,000	41,541	16,541	43,910
Sewer extension fees	57,000	43,200	(13,800)	41,600
Sewer service amendment fees	60,000	63,074	3,074	75,688
Miscellaneous	4,250	8,809	4,559	62
Total Operating Revenues	<u>1,510,083</u>	<u>1,549,710</u>	<u>39,627</u>	<u>1,422,506</u>
Operating Expenses				
Salaries and wages	911,969	877,809	34,160	758,933
Employee benefits	333,214	295,530	37,684	254,900
Professional services	232,826	270,710	(37,884)	207,859
Travel and conferences	19,440	29,550	(10,110)	12,251
Office supplies and expenses	53,747	46,223	7,524	42,044
Insurance	3,750	4,023	(273)	3,684
Rent	49,006	49,006	-	48,046
Total Operating Expenses	<u>1,603,952</u>	<u>1,572,851</u>	<u>31,101</u>	<u>1,327,717</u>
Operating Income (Loss)	<u>(93,869)</u>	<u>(23,141)</u>	<u>70,728</u>	<u>94,789</u>
Non-operating Revenues				
Interest income	1,200	46,826	45,626	13,562
Total Non-Operating Revenues	<u>1,200</u>	<u>46,826</u>	<u>45,626</u>	<u>13,562</u>
Change in Net Position - Budgetary Basis	<u>(92,669)</u>	<u>23,685</u>	<u>116,354</u>	<u>108,351</u>
Reconciliation to GAAP Basis				
Changes in WRS and LRLIF assets, deferred outflows of resources, liabilities, and deferred inflows of resources	-	(46,302)	(46,302)	66,923
Changes in net position due to GASB 87 - Leases	-	(4,723)	(4,723)	(6,522)
Change in Net Position - GAAP Basis	<u>(92,669)</u>	<u>(27,340)</u>	<u>65,329</u>	<u>168,752</u>
Net Position - Beginning of Year	<u>876,479</u>	<u>876,479</u>	<u></u>	<u>707,727</u>
Net Position - End of Year	<u>\$ 783,810</u>	<u>\$ 849,139</u>	<u>\$ 65,329</u>	<u>\$ 876,479</u>

Capital Area Regional Planning Commission

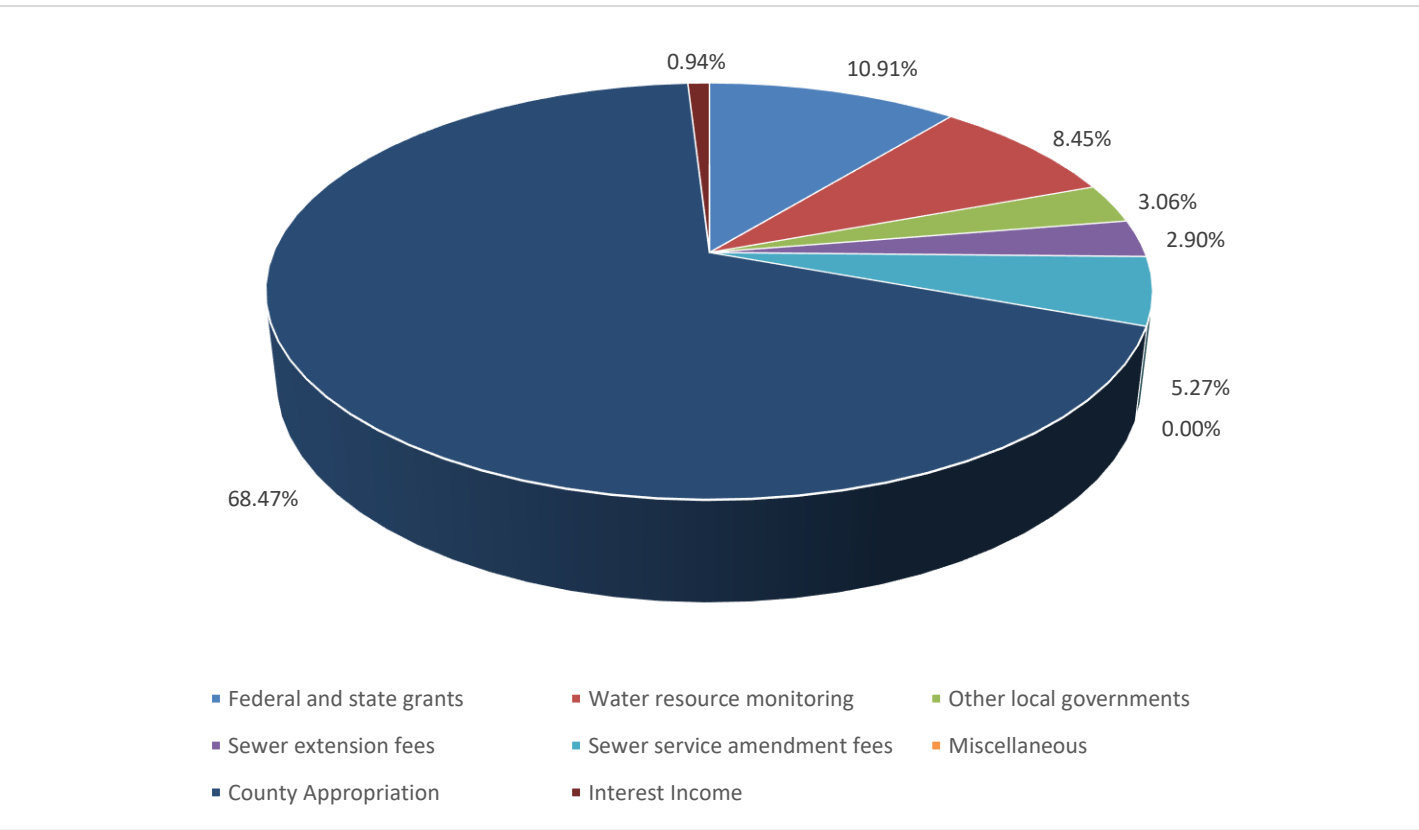
2023 Revenues

Total Revenues: \$1,596,536



2022 Revenues

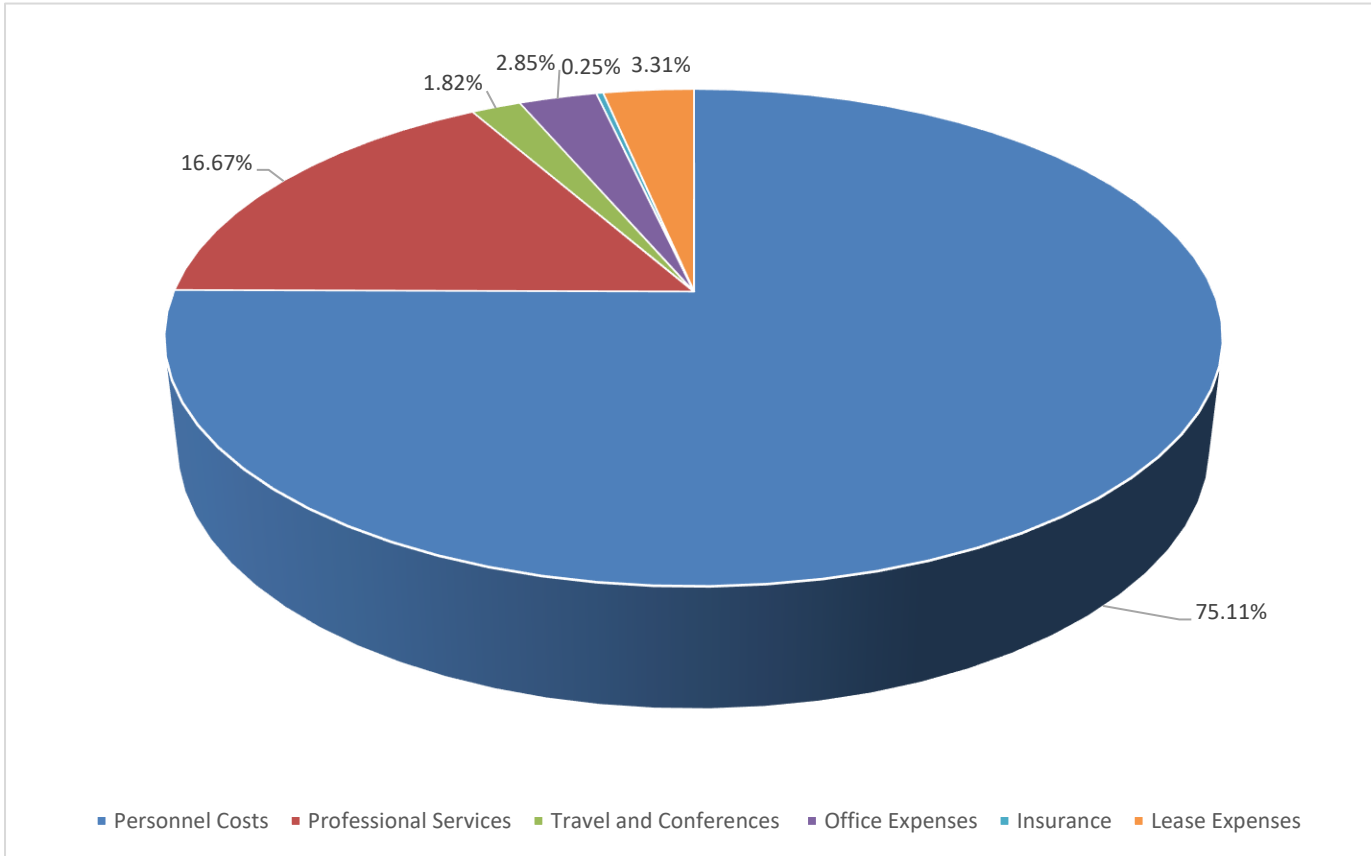
Total Revenues: \$1,436,068



Capital Area Regional Planning Commission

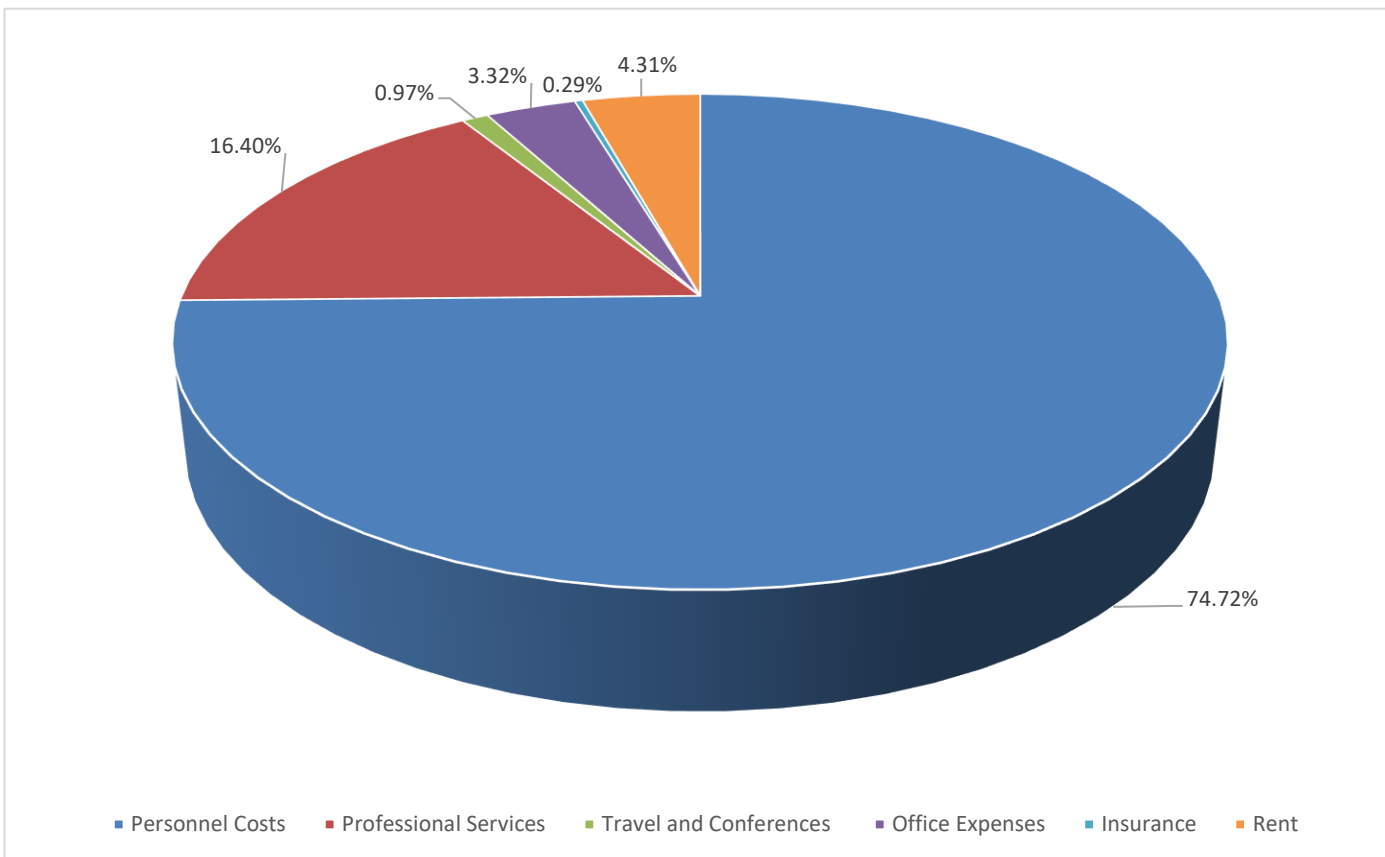
2023 Expenditures

Total Expenditures: \$1,623,876



2022 Expenditures

Total Expenditures: \$1,267,316



Re: Monthly Financial Reports (*actionable item*)**Requested Action:**

Approval of the 2024 April Financial Statements and the May 2024 Operating Account

Background:

Continuous process improvement is the goal of the Agency regarding its financial systems, policies and procedures. This area continues to evolve as new technologies and standard practices are implemented, and new opportunities present themselves.

Currently most of the accounting, finance and payroll processes are handled electronically except for some bank deposits since not all customers are able to make electronic payments. Each month the Administrative Services Manager prepares a full financial packet for review by the Executive Director and Commission Treasurer. Upon review and approval of the financial packet, the Executive Director and Commission Treasurer sign off on the packet cover sheet. In the absence of a treasurer, the Executive Director would sign off on them per the terms of the CAPC Bylaws.

The Executive Committee then receives copies of the balance sheet, statement of operations and operating account reconciliation report(s) for review at their monthly meeting.

Staff Comments:

The Administrative Services Manager reviews the financials produced by the third-party accountants, creates the Operating Account Reconciliation report(s) and prepares a summary narrative and the monthly financial packet for review by the Executive Director and the Commission Treasurer each month. Requests for additional financial information or reports may be directed to the ASM.

Attachments:

1. April 2024 Agency Balance Sheet
2. April 2024 Agency Budget vs. Actuals
3. May 2024 Operating Account Reconciliation

Staff Contact:

Tanya Sime, Administrative Services Manager
tanyas@capitalarerc.org
608 474 6017

Next Steps:

Ongoing discussions about improvements to the CARPC financial systems, policies, and procedures.

Capital Area Regional Planning Commission

Balance Sheet As of April 30, 2024

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1000 OPERATING ACCOUNT	140,619.07
1001 MONEY MARKET ACCOUNT	260,111.26
1002 INVESTMENT ACCOUNT	714,313.05
1072 Bill.com Money Out Clearing	2,221.02
Total Bank Accounts	\$1,117,264.40
Accounts Receivable	
1105 PROJECT AND GRANTS REC	180,744.00
Total Accounts Receivable	\$180,744.00
Other Current Assets	
1110 UNBILLED ACCOUNTS REC	0.00
1150 PREPAID EXPENSES	5,287.32
1151 PREPAID INSURANCE	0.00
1152 PREPAID DENTAL INS	0.00
1153 PREPAID HEALTH INS	16,070.70
1154 PREPAID DISABILITY INS	40.33
1155 PREPAID RENT	0.00
1156 PREPAID LIFE INS	133.16
1157 PREPAID PARKING	298.62
1165 PREPAID LICENSES	2,727.21
1170 Undeposited Funds	0.00
Total Other Current Assets	\$24,557.34
Total Current Assets	\$1,322,565.74
Fixed Assets	
1200 FURNITURE AND EQUIPMENT	7,171.66
1201 ACCUM DEP-FURNITURE/EQUIP	-7,171.66
1210 RIGHT OF USE ASSET	6,076.50
1211 ACCUMULATED AMORTIZATION	-2,616.40
Total Fixed Assets	\$3,460.10
TOTAL ASSETS	\$1,319,105.64

Capital Area Regional Planning Commission

Balance Sheet As of April 30, 2024

	TOTAL
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
3000 ACCOUNTS PAYABLE	59,013.55
Total Accounts Payable	\$59,013.55
Credit Cards	
3002 Park Bank CC	2,872.43
Total Credit Cards	\$2,872.43
Other Current Liabilities	
3005 ACCRUED PAYROLL	7,877.82
3202 WRS PENSION PLAN	2,268.87
3206 WI DEF COMP PROGEAM	60.00
3300 UNUSED VACATION, WELLNESS	21,663.15
3500 SICK LEAVE ACCRUAL PAY	83,077.82
3600 DEFERRED/UNEARNED REVENUE	348,942.33
3650 INVEST IN CAPITAL ASSETS	0.00
3655 INVEST IN RIGHT OF USE	3,595.14
Total Other Current Liabilities	\$467,485.13
Total Current Liabilities	\$529,371.11
Total Liabilities	\$529,371.11
Equity	
3700 PRIOR YEAR BALANCE	48,454.11
3701 PRIOR YEAR FUND BALANCE	840,363.19
3702 CURRENT FUND BALANCE	-86,710.19
Net Income	-40,056.52
Total Equity	\$762,050.59
TOTAL LIABILITIES AND EQUITY	\$1,291,421.70

Capital Area Regional Planning Commission
Budget vs. Actuals: Budget Annual Remaining
 January - April 2024

	Total		
	Actual	Budget	Remaining
Income			
5100 PROPERTY TAX REVENUE			0.00
5101 DANE COUNTY PROP TAX-OTH	360,227.70	1,135,523.00	775,295.30
Total 5100 PROPERTY TAX REVENUE	\$ 360,227.70	\$ 1,135,523.00	\$ 775,295.30
5200 STATE/FEDERAL GRANTS REV.			0.00
5202 EPA/DNR WATER PLANNING	102,110.17	95,000.00	-7,110.17
5403 WisDOT PLAN INTEGRATION		7,093.00	7,093.00
Total 5200 STATE/FEDERAL GRANTS			
REV.	\$ 102,110.17	\$ 102,093.00	-\$ 17.17
5300 FEES REVENUE	11,032.54		-11,032.54
5301 FEES - SEWER EXTENSIONS	20,000.00	43,000.00	23,000.00
5302 FEES-USA/LSA APP REVIEW	35,147.11	75,000.00	39,852.89
Total 5300 FEES REVENUE	\$ 66,179.65	\$ 118,000.00	\$ 51,820.35
5303 SERVICES REVENUE			0.00
5304 LOCAL & REG PLAN ASSIST	6,646.28	40,000.00	33,353.72
Total 5303 SERVICES REVENUE	\$ 6,646.28	\$ 40,000.00	\$ 33,353.72
5500 OTHER REVENUE	800.00		-800.00
5207 WI SALT WISE	45,333.32	116,000.00	70,666.68
5208 LAND USE CODE ASSESSMENT		0.00	0.00
5501 INTEREST INCOME	16,224.21	40,000.00	23,775.79
5502 MISCELLANEOUS REVENUES	2,820.48	78.00	-2,742.48
Total 5500 OTHER REVENUE	\$ 65,178.01	\$ 156,078.00	\$ 90,899.99
Total Income	\$ 600,341.81	\$ 1,551,694.00	\$ 951,352.19
Gross Profit	\$ 600,341.81	\$ 1,551,694.00	\$ 951,352.19
Expenses			
6100 SALARIES AND LEAVE TIME			0.00
6101 DIRECT SALARIES & WAGES	306,354.82	745,285.00	438,930.18
6102 COMPENSATED LEAVE TIME	25,691.61	186,321.00	160,629.39
Total 6100 SALARIES AND LEAVE TIME	\$ 332,046.43	\$ 931,606.00	\$ 599,559.57
6104 FRINGE BENEFITS			0.00
6105 FICA BENEFITS	31,899.97	69,405.00	37,505.03
6116 LIFE INSURANCE	62.96	280.00	217.04
6117 DENTAL INSURANCE	3,314.54	14,141.00	10,826.46
6118 HEALTH INSURANCE	60,881.81	199,802.00	138,920.19
6119 DISABILITY INSURANCE	48.47	516.00	467.53
6120 COMMUTE CARDS	19.60	100.00	80.40
6121 WRS-ER CONTRIBUTION	7,392.01	64,281.00	56,888.99
6122 UNEMPLOYMENT	521.26	2,000.00	1,478.74
6124 WORKER'S COMPENSATION IN	1,152.00	3,400.00	2,248.00
Total 6104 FRINGE BENEFITS	\$ 105,292.62	\$ 353,925.00	\$ 248,632.38
6200.1 OFFICE EXPENSES			0.00
6200 Contributions & Donations		1,000.00	1,000.00
6250 SUPPLIES	1,645.21	3,200.00	1,554.79
6251 PRINTING	977.69	800.00	-177.69
6252 POSTAGE	3.21	100.00	96.79
6265 EQUIPMENT	4,800.69	8,500.00	3,699.31
6330 TELEPHONE	583.37	2,000.00	1,416.63
6341 ADMINISTRATIVE FEES	220.00	410.00	190.00
Total 6200.1 OFFICE EXPENSES	\$ 8,230.17	\$ 16,010.00	\$ 7,779.83
6280 INFORMATION TECHNOLOGY			0.00
6253 WEBHOSTING		350.00	350.00
6270 SOFTWARE	893.00	16,400.00	15,507.00

6275 IT SERVICES		2,122.45		20,000.00		17,877.55
Total 6280 INFORMATION TECHNOLOGY	\$	3,015.45	\$	36,750.00	\$	33,734.55
6300 OCCUPANCY						0.00
6310 RENT		12,526.22		49,987.00		37,460.78
Total 6300 OCCUPANCY	\$	12,526.22	\$	49,987.00	\$	37,460.78
6400 CONTRACTED SERVICES		3,600.00				-3,600.00
6125 CONTRACTED SERVICE		37,182.92		39,000.00		1,817.08
6425 LEGAL SERVICES		730.00		4,000.00		3,270.00
6431 CONSULTING SERVICES		16,387.50		15,000.00		-1,387.50
Total 6400 CONTRACTED SERVICES	\$	57,900.42	\$	58,000.00	\$	99.58
6410 PASS THROUGH EXPENSES						0.00
6414 COOP WATER RESOURCE MON		78,947.75		124,602.00		45,654.25
6415 WisDOT PLANNING SERVICES				5,457.00		5,457.00
Total 6410 PASS THROUGH EXPENSES	\$	78,947.75	\$	130,059.00	\$	51,111.25
6426 COMMISSION						0.00
6422 COMMISSION PER DIEMS		1,648.00		16,000.00		14,352.00
6423 COMMISSION TRAVEL		326.13		800.00		473.87
Total 6426 COMMISSION	\$	1,974.13	\$	16,800.00	\$	14,825.87
6435 FINANCIAL SERVICES		25.00				-25.00
6420 AUDIT				10,500.00		10,500.00
6430 PAYROLL FEES		2,428.97		2,000.00		-428.97
6432 FINANCIAL SERVICES		11,000.83		38,200.00		27,199.17
Total 6435 FINANCIAL SERVICES	\$	13,454.80	\$	50,700.00	\$	37,245.20
6500 TRAVEL AND TRAINING						0.00
6130 MEALS		2,676.21		840.00		-1,836.21
6150 EMPLOYEE TRAVEL		2,812.99		10,700.00		7,887.01
6170 CONFERENCES & MEETINGS		4,538.81		7,100.00		2,561.19
6171 TRAINING		202.50		2,000.00		1,797.50
Total 6500 TRAVEL AND TRAINING	\$	10,230.51	\$	20,640.00	\$	10,409.49
6600 OTHER						0.00
6172						
DUES/MEMBERSHIP/SUBSCRIPTION		9,540.60		6,517.00		-3,023.60
6411 EDUC/INFO/OUTREACH				2,500.00		2,500.00
6440 RECRUITMENT				1,000.00		1,000.00
6501 INSURANCE		7,104.19		4,245.00		-2,859.19
6560 DEPRECIATION				2,042.00		2,042.00
6565 AMORITIZATION EXPENSE		135.04		608.00		472.96
Total 6600 OTHER	\$	16,779.83	\$	16,912.00	\$	132.17
Total Expenses	\$	640,398.33	\$	1,681,389.00	\$	1,040,990.67
Net Operating Income	-\$	40,056.52	-\$	129,695.00	-\$	89,638.48
Net Income	-\$	40,056.52	-\$	129,695.00	-\$	89,638.48

Capital Area Regional Planning Commission
Account Reconciliation for GL Account #1000 - Operating Account
For the Period Ending May 31, 2024

Operating Account							
Date	Check #	Description	X	Withdrawals	Deposits	Balance	Comments
04/30/24		Beginning Balance (Reconciled)				\$ 140,503.69	
05/01/24	EFT	Berndt CPA/ WI SCTF Bi-Weekly Remittance Payment		(115.38)		\$ 140,388.31	
05/01/24	EFT	US Geological Society/Black Earth Creek Monitoring		(31,150.50)		\$ 109,353.19	
05/01/24	EFT	Source One Technology/IT Services		(300.00)		\$ 109,053.19	
05/01/24	EFT	Ricoh Copier/Scans Monthly Invoice		(92.23)		\$ 108,960.96	
05/01/24	EFT	Commissioner per diems/April		(71.74)		\$ 108,889.22	
5/1/2024	EFT	Regenerative AG		(3,600.00)		\$ 105,289.22	
05/01/24	EFT	Payroll A/Wages & Taxes		(35,281.56)		\$ 70,007.66	
05/02/24	DP	Paychex EIB Invoice/ Refund			330.00	\$ 70,337.66	
05/03/24	XFR	Scheduled online transfer to replenish Operating funds			40,000.00	\$ 110,337.66	
05/06/24	ACH	City of Madison/ Invoice 2043 Sewer ext Ohmeda Dr.			600.00	\$ 110,937.66	
05/07/24	EFT	Payroll B/ETF-WRS remittance		(30.00)		\$ 110,907.66	
05/08/24	EFT	Memorial Union/Strategic Planning food		(460.00)		\$ 110,447.66	
05/08/24	EFT	Staff Reimbursement/ Jason Valerius - April		(553.27)		\$ 109,894.39	
05/10/24	EFT	Paychex EIB Invoice/ Refund being issued		(110.00)		\$ 109,784.39	
05/13/24	EFT	Staff Reimbursement/ Sean Higgins - April		(116.65)		\$ 109,667.74	
05/13/24	EFT	Staff Reimbursement/Nick Bower - April		(204.35)		\$ 109,463.39	
05/13/24	EFT	Staff Reimbursement/ Matt Noone - April		(16.65)		\$ 109,446.74	
05/13/24	EFT	Staff Reimbursement/ Caitlin Shanahan - April		(1,015.83)		\$ 108,430.91	
05/15/24	EFT	Berndt CPA/ WI SCTF Bi-Weekly Remittance Payment		(115.38)		\$ 108,315.53	
05/15/24	EFT	Payroll B/ETF-WRS remittance		(34,807.63)		\$ 73,507.90	
05/16/24	DP	D'Onofrio Kottke & Associates/Inv. 2044 Sew Ext. #24.24.03			1,000.00	\$ 74,507.90	
05/16/24	DP	D'Onofrio Kottke & Associates/ Inv. 2030 Sew Ext. #22.24.02			600.00	\$ 75,107.90	
05/16/24	DP	Vierbicher Engineering/ Inv. 2028 Sew Ext #24.23.04			400.00	\$ 75,507.90	
05/16/24	DP	Wyser Engineering/Kramer Development/ Inv. 2046 Sew Ext. #06.24.24			400.00	\$ 75,907.90	
05/16/24	DP	Quam Engineering/Cambridge Development/ Inv. 2036 Sew Ext # 05.24.01			1,000.00	\$ 76,907.90	
05/17/24	XFR	Scheduled online transfer to replenish Operating funds			40,000.00	\$ 116,907.90	
05/17/24	EFT	Payroll B/ETF-WRS remittance		(30.00)		\$ 116,877.90	
05/20/24	ACH	WI DNR Remittance/ Invoice 2047 Water Monitoring			28,000.00	\$ 144,877.90	
05/20/24	EFT	Standard Ins Premium/ Employee Insurance Premiums		(121.80)		\$ 144,756.10	
5/20/2024	EFT	Delta Dental/ Employee Dental Insurance Premiums		(2,176.52)		\$ 142,579.58	
05/20/24	EFT	Dean Health Plan/ June Employee Health Premiums		(16,070.70)		\$ 126,508.88	
05/21/24	ACH	Berndt CPA/ Monthly invoice for services rendered		(1,930.00)		\$ 124,578.88	
05/22/24	EFT	County of Dane/City of Madison/ Saltwise Invoice 2007 & 2008			10,000.00	\$ 134,578.88	
05/22/24	50005	Mont L Trustee/ Tanya payroll deduction		(46.00)		\$ 134,532.88	
05/22/24	50006	Mont L Trustee/ Tanya payroll deduction		(46.00)		\$ 134,486.88	
05/28/24	DP	Void payment bill.com Maureen Crombie			68.49	\$ 134,555.37	
05/28/24	EFT	ATT/ May Internet Services		(191.20)		\$ 134,364.17	
05/28/24	EFT	Park Bank Visa Pay/ Credit card payment April (Steve's Card)		(312.61)		\$ 134,051.56	
05/28/24	EFT	Park Bank Visa Pay/ Credit card payment April (Jason's Card)		(2,872.43)		\$ 131,179.13	
05/28/24	EFT	Board of Regents of the University of WI System		(2,576.98)		\$ 128,602.15	
05/28/24	EFT	Board of Regents of the University of WI System		(2,576.98)		\$ 126,025.17	
05/29/24	EFT	Employee Trust Fund WRS Remittance		\$ (9,075.46)		\$ 116,949.71	
05/29/24	EFT	Commissioner per diems/May		(100.00)		\$ 116,849.71	
05/29/24	EFT	Commissioner per diems/ May		(105.70)		\$ 116,744.01	
05/29/24	EFT	Commissioner per diems/ May		(100.00)		\$ 116,644.01	
05/29/24	EFT	Washington University/Caitlin		(500.00)		\$ 116,144.01	
05/29/24	EFT	Commissioner per diems/May		(56.70)		\$ 116,087.31	
05/29/24	EFT	Commissioner per diems/ May		(88.86)		\$ 115,998.45	
05/30/24	EFT	Staff Reimbursement/ Nick Bower- May		(34.84)		\$ 115,963.61	
05/30/24	EFT	Berndt CPA/ WI SCTF Bi-Weekly Remittance Payment		(115.38)		\$ 115,848.23	
05/30/24	EFT	Payroll B/ETF-WRS remittance		(36,954.34)		\$ 78,893.89	
05/31/24	DP	Scheduled online transfer to replenish Operating funds			40,000.00	\$ 118,893.89	
05/31/24	EFT	Payroll B/ETF-WRS remittance		(30.00)		\$ 118,863.89	
05/31/24	EFT	Commissioner per diems/Maureen Crombie		(68.49)		\$ 118,795.40	
						\$ 118,795.40	

Total (Debits) and Credits	\$ (184,222.16)	\$ 162,398.49	Reconciliation	
Difference	\$ (21,823.67)		\$ 118,795.40	Bank
Accounts Payable Expenditures	\$ (184,222.16)			
Accounts Receivable Deposits		\$ 162,398.49		
Non-AR Items				
Payroll-related Expenses	\$ (116,647.13)		\$ 118,795.40	Adjusted
Transfers between Accounts		\$ 120,000.00		