

City of Eau Claire Title VI Program – Eau Claire Transit -2019

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Locations of Notifying the Public of Title VI Rights Posters and Information

The following Locations will have information posted :

- All 22 fixed route buses operated by Eau Claire Transit

- The Eau Claire Transit Transfer Center

All vehicles operated for complimentary ADA service in the Eau Claire Transit Service area by the current subcontractor

The Eau Claire Transit Official Website, ecbus.org, will have a page dedicated to its complete Title VI program and information.



**EAU CLAIRE TRANSIT
NOTIFYING THE PUBLIC OF RIGHTS**

The City of Eau Claire and Eau Claire Transit assure that no person shall on the grounds of race, color, or national origin, as provided by Title VI of the Civil Rights Act of 1964, as amended, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity.

Any person(s) or organization(s) believing they have been a victim of discrimination based on race, color, or national origin may file a complaint by contacting Eau Claire Transit or the City of Eau Claire Equal Opportunity and Affirmative Action Office. Title VI complaints must be filed within 180 days of an alleged discrimination act.

To file a complaint you may call Eau Claire Transit at 715-839-5111 or E-mail a complaint to tom.wagener@eauclairewi.gov (place Title VI complaint in subject line.)

Or call The Affirmative Action Office at 715-839-4921.

Or you may download the complaint form at <http://www.eauclairewi.gov/home/showdocument?id=9703>

**and mail the complaint to
Eau Claire Transit, attn. Title VI Complaint, 910 Forest St,
Eau Claire, WI 54703**

To obtain more information in connection with the City of Eau Claire’s Title VI obligations contact the Transit Manager at 715-839-5111.

Eau Claire Transit Title VI Plan

Policy Statement, Authorities and Citations

A. Policy of Nondiscrimination

Eau Claire Transit (ECT) assures that no person shall on the grounds of race, color or national origin as provided by Title VI of the Civil Rights Act of 1964, 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 ECT sponsored program or activity. ECT 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.

Title VI compliance is a condition of receipt of Federal Funds, ECT Transit Manager and Title VI Coordinator are authorized to ensure compliance with provisions of this policy and with the law, including the requirements of 23 Code of Federal Regulation (CFR) 200 and 40 CFR 21.

ECT Transit Manager

Date

Eau Claire Transit Commission Chair

Date

B. Authorities

Title VI of the 1964 Civil Rights Act provides 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 receiving Federal financial assistance.

The Civil Rights Restoration Act of 1987 broadened the scope of Title VI coverage by expanding the definition of terms “programs or activities” to include all programs or activities of Federal Aid recipients, sub-recipients, and contractors, whether such programs and activities are Federally assisted or not (Public Law 100-259 [S.557] March 22, 1988).

Eau Claire Transit Commission Chair

The Eau Claire Transit Commission chair is authorized to ensure compliance with provisions of the ECT’s policy of nondiscrimination and with the law, including the requirements of 23 CFR Part 200 and 49 CFR Part 21. The ECT’s grants compliance function and Title VI coordination shall be performed under the authority of the ECT Transit Commission Chair.

Title VI Coordinator

ECT’s Transit Manager will perform the duties of the Title VI Coordinator and ensure implementation of the ECT’s Title VI Federally Funded Transportation Program. The Transit

Manager has other duties and responsibilities in addition to Title VI. This position shall have a direct reporting relationship and access to the Eau Claire Transit Commission Chair.

Title VI Plan Implementation and Program Administration

As authorized by Eau Claire Transit Commission Chair, the Title VI Coordinator is responsible for initiating, monitoring and ensuring ECT's compliance with Title VI requirements as follows:

- A. Program Administration. Administer the Title VI program and coordinate implementation of the plan. Ensure compliance with the assurances, policy, and program objectives. Perform Title VI program reviews to assess administrative procedures staffing and resources; provide recommendations as required to the ECT Transit Manager.
- B. Complaints. Review written Title VI complaints that may be received by ECT following adopted procedural guidelines (see Section III – Complaint Procedures). Ensure every effort is made to resolve complaints informally at the local or regional level.
- C. Training Programs. Conduct or facilitate training programs on Title VI issues and regulations for ECT employees and facilitate Title VI training for appropriate staff and contractors. A summary of training conducted will be reported in the annual update.
- D. Title VI Plan Update. Review and update ECT's Title VI Plan as needed or required. Present updated plan to the ECT Transit Manager for approval.
- E. Public Dissemination. Work with ECT staff to develop and disseminate Title VI program information to ECT employees, contractors, subcontractors, consultants, and sub-consultants and beneficiaries, as well as the general public. Public dissemination may include postings of official statements on busses and at the transfer center, inclusion of Title VI policy Statement in newspaper9s0 having a general circulation, and information on the ECT web site. Ensure public service announcements or notices are posted of proposed projects, hearings, meetings, or formation of public advisory boards, in newspapers or other media reaching the affected community. Ensure the full utilization of available minority publications or media, and where appropriate, provide written or verbal information in languages other than English.
- F. Elimination of Discrimination. Work with the City of Eau Claire's Human Resources Department, and other ECT and City of Eau Claire departments to establish procedures for promptly resolving deficiencies, as needed. Recommend procedures to identify and eliminate discrimination that may be discovered in any ECT processes.

Complaint Procedures - Allegations of Discrimination in Federally Assisted Programs or Activities

A. Overview

These procedures cover all complaints filed under Title VI of the Civil Rights Act of 1964 as amended, Section 504 of the Rehabilitation Act of 1973, Civil Rights Restoration Act of 1987, and the Americans with Disabilities Act of 1990, relating to any program or activity administered by ECT, as well as to sub-recipients, consultants, and contractors. Law prohibits intimidation or retaliation of any kind.

The procedures do not deny the right of the complainant to file formal complaints with other state or federal agencies or to seek private counsel for complaints alleging discrimination. Every effort will be made to resolve complaints informally at the ECT level.

B. Procedures

- a. Any individual, group or individuals, or entity that believe they have been subjected to discrimination prohibited by non-discrimination requirements may file a complaint. A formal complaint must be filled within 180 calendar days of the alleged occurrence. Complaints may be filed by:
 - Calling 715-839-5111 and ask to speak to the Transit Manager
 - E-mailing tom.wagener@eauclairewi.gov (place Title VI complaint in the subject line.
 - Call the City's Affirmative Action Office at 715-839-4921
 - Download the complaint form at:
<http://www.eauclairewi.gov/home/showdocument?id=9703> and mail the complaint to Eau Claire Transit, attn. Title VI Complaint, 910 Forest St, Eau Claire, WI 54703.
- b. Upon receiving the written complaint, ECT will determine its jurisdiction, acceptability, need for additional information, and the investigative merit of the complaint. In some situations, ECT may request the City of Eau Claire's Human Resources Department, or an independent, outside agency conduct the investigation.
- c. Once ECT decides its course of action, the complainant and the respondent will be notified in writing of such determination within five (5) calendar days. The complaint will be logged into the records of the Title VI coordinator, and the basis for the allegation identified including race, color, national origin, disability or age.
- d. In cases where ECT assumes investigation of the complaint, ECT will provide the respondent with the opportunity to respond to the allegations in writing. The respondent will have ten (10) calendar days upon receipt to furnish ECT with his/her response to the allegations.
- e. Within 60 days of receipt of the complaint, the Coordinator will prepare a written investigative report. The report shall include a narrative description of the incident, identification of persons interviewed, findings and recommendations for disposition.
- f. The recommendation shall be reviewed with the City Attorney's office. The City Attorney may discuss the report and recommendations with the Coordinator and other appropriate ECT and City of Eau Claire staff. The report will be modified as needed and made final for its release to the parties.
- g. Once the investigative report becomes final, briefings will be scheduled with each party within 15 days. Both the complainant and the respondent shall receive a copy of the investigative report during the briefings and will be notified of their respective appeal rights.
- h. If the complainant or respondent is not satisfied with the results of the investigation of the alleged discriminatory practice(s) he or she shall be

advised of their rights to appeal ECT's decision the Wisconsin Department of Transportation (USDOT), the U.S. Department of Transportation or the U.S. Department of Justice. The complainant has 180 calendar days after the appropriate ECT's final resolution to appeal to the USDOT. The complainant may file a separate Title VI complaint directly with the Federal Transit Administration (FTA).

- i. An annual Log of Complaints will be maintained by ECT. The Log of Complaints will contain the following information for each complaint filed:
 - The name and address of the person filing the complaint
 - The date of the complaint
 - The basis of the complaint
 - The disposition of the complaint

Title VI Implementation Activities and Planning Activities

1. Invite participation of a cross section of the populace from social, economic and ethnic groups in the planning process by disseminating written program information to minority media and ethnic organizations and providing public service announcements for all local media, when forming citizen advisory committees or planning boards and requesting involvement.
2. ECT staff will obtain demographic statistics at applicable community meetings and public hearings involving transportation planning sessions. Data will be gathered through use of a voluntary self-reporting form which includes race, gender and national origin. Copies of the completed forms will be provided to the Title VI Coordinator after each meeting.
3. To ensure access to public meetings, evening meetings will be conducted in a variety of community buildings through the ECT service area, including along transit routes, ensuring that translation services are available if anticipated and ensuring that public meetings are held in predominantly minority communities when transportation projects will specifically impact those communities.

Public Participation Plan

ECT actively seeks input from all the various demographic groups in the community. It does this in a variety of ways to include, but limited to:

- Public Service Announcements in the area's general circulation newspaper
- Public Service Announcements on a variety of radio stations in the area
- Working with Local agencies to disseminate information to various demographic groups that they work with. Examples of these agencies are: Eau Claire Area Hmong Mutual Assistance Association, UW-Eau Claire International Student Services, Western Dairyland Community Action Agency, Eau Claire County Health and Human Services, Eau Claire County Aging and Disability Resource Center, Wisconsin Department of Rehabilitation to name a few.
- Holding monthly Transit Commission Meetings on the third Wednesday of every month which are publicly noticed and which are held at a universally accessible area.
- Providing language interpretation when requested through the Hmong Mutual Assistance Association and the UWEC International Student Services office.
- Providing System information in Spanish and Hmong, the two largest non-English speaking demographic groups in the area.

In addition, Eau Claire Transit relies on the regional MPO for input on its projects and plans that are included in the state TIP. A copy of their public participation plan can be found in Appendix A of this document.

Language Assistance Plan

Limited English Proficient (LEP): Refers to persons for whom English is not their primary language and who have a limited ability to read, write, speak or understand English. This includes those who have reported to the U.S. Census that they speak English less than very well, not well, or not at all.

Most individuals in the Eau Claire area read, write, speak and understand English. There are some individuals for whom 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, or "LEP."

ECT's Language Assistance Plan includes the following elements:

- The results of the *Four Factor Analysis*, including a description of the LEP population(s), served.
- A description of how language assistance services are provided by language
- A description of how LEP persons are informed of the availability of language assistance service

- A description of how the language assistance plan is monitored and updated
- A description of how employees are trained to provide language assistance to LEP persons
 - Additional information deemed necessary

Four Factor Analysis

To determine if an individual is entitled to language assistance and what specific services are appropriate, ECT has conducted a *Four Factor Analysis*¹ of the following areas: 1) Demography, 2) Frequency, 3) Importance and 4) Resources and Costs.

1. Demography

A demographic analysis was conducted for Eau Claire counties, to examine the languages spoken in throughout the county and determine the prevalence of those able to speak English ‘less than well’. The data was acquired from the U.S. Census Bureau, American Community Survey (ACS) 5-year data (2008-2012). Table 1 shows the ten most common non-English languages spoken and the number and percent of the total population for each of those languages.

The Safe Harbor Threshold is calculated by dividing the population estimate for a language group that “speaks English less then 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), ECT must provide translation of vital documents in written format for non-English speaking persons.

In Eau Claire county, with a population estimate of 93,821 persons, 569 individuals have identified themselves as Hmong speaking and having the ability to speak English ‘less than well’. This number is less than 1%, well below the 5% or 1,000-person threshold. Similarly, Spanish speaking persons who speak English ‘less than well’ total 777, or about one-half percent of the total population. This means the ECT is not required to provide written translation of vital documents. Since these are the two largest groups within the county and the statistics do not meet the requirements for translation of vital documents, there are no groups that will meet the threshold and ECT is not required to provide for translated vital documents

Even though the ECT is below the safe harbor threshold and is not required to provide written translation of vital documents, ECT contracted to have its Route information book translated into both Hmong and Spanish.

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

Language Spoken at Home	Eau Claire Estimate	% of Population
Total Population, age 5 and over	68,587	
Speak only English	64,293	93.74%
Spanish or Spanish Creole:	1271	

Speak English less than very well	549	.80%
Hmong:	1593	
Speak English less than very well	556	.81%
Chinese:	386	
Speak English less than very well	178	.26%
Other West Germanic languages:	469	
Speak English less than very well	137	.20%
German:	864	
Speak English less than very well	117	.17%
Urdu:	131	
Speak English less than very well	69	.10%
Korean:	80	
Speak English less than very well	41	.06%
Italian:	58	
Speak English less than very well	27	.04%
French (incl. Patois, Cajun):	159	
Speak English less than very well	21	.03%
Thai:	44	
Speak English less than very well	26	.04%

Source: U.S. Census and American Community Survey(ACS) Data, 2011-2015

2. Frequency

ECT staff reviewed the frequency with which its commission and staff have, or could have, contact with LEP persons. This includes documenting phone inquiries or office visits. To date, ECT has had no requests for interpreters and no requests for translated program documents. ECT staff have had very little, if any, contact with LEP persons.

ECT staff will be trained on what to do when they encounter a person that speaks English less than well. ECT will track the number of encounters and consider making adjustments as needed to its outreach efforts to ensure meaningful access to all persons and specifically to LEP and minority populations of ECT's programs and services.

3. Importance

ECT understands an LEP person with language barrier challenges also faces difficulties obtaining health care, education or access to employment. A transportation system is a key link to connecting LEP persons to these essential services. The ability to have meaningful input in the planning process for transportation facilities and services is an important part of community life.

ECT has identified activities and services which could have consequence to individuals if language barriers prevented access to information or the benefits of those programs. The

activities and services include public input and comment opportunities in the development of all of ECT's plans.

4. Resources and Costs

Even though the ECT does not have a separate budget for LEP outreach, there is interest in accommodating the participation of LEP persons in ECT planning activities. To this end, ECT does have a working relationship with the Hmong Mutual Assistance Center and the UWEC Foreign Student Services office that will assist them in addressing any needs with individuals who may have LEP.

Provision of language assistance services

If translation services are necessary ECT staff will work with UWEC Foreign Students Services office to provide the needed services at a nominal fee. ECT staff is also works with the Hmong Mutual Assistance Association of Eau Claire in anticipation of their availability for translation services, if needed for Hmong-speaking LEP persons to participate in the planning process. This could include, but is not limited to, translation services at public meetings, hosting and translation of special public meetings at Hmong cultural events, or of written materials, as requested.

Language Assistance Notification

ECT does the following to inform LEP persons of the availability of language assistance services: creating and posting the availability of language assistance in public notices (in Hmong and Spanish), noting the potential for translated materials upon request. Such notices are also available on the ECT webpage.

LAP Monitoring and Update

ECT staff will review the demographic analysis with each new distribution of ACS 5-year data to determine if any languages have newly met the safe harbor threshold. If any LEP populations have reached the threshold, staff will take the required steps to engage with that population.

Staff will also keep record of all contact with LEP individuals as well as public outreach efforts to determine if adjustments should be made to the delivery of programs and services to ensure meaningful access to minority and LEP persons. Staff will review actions taken, and submit this information annually in the ECT report of Title VI to the Eau Claire Transit Commission.

Employee Training for LAP

ECT employees are to be provided information on the principles of Title VI and the ECT Language Assistance Plan, as follows:

- Information on the ECT Title VI Non-Discrimination Plan Policy and LEP responsibilities.
 - Description of language assistance services offered to the public.
 - Documentation of language assistance requests.
 - How to handle a potential Title VI/LEP complaint.

New employees will be provided guidance on the needs of clients served and how best to meet their needs. An important discussion point is that of language assistance. If an employee needs further assistance related to LEP program participants, her/she will work with the ECT's Title VI Coordinator to identify strategies to meet the language needs of the participants of the program or service.

Minority Representation Information

Minority Representation Table

The table below depicts the City of Eau Claire City Council and the Eau Claire Transit Commission.

Population Group	Total Population*		City Council		Transit Commission	
	Number	Percent	Number	Percent	Number	Percent
Total	68,587	100%	11	100	9	100
White Alone	62,346	90.9%	10	90.9	9	100
Black or African American	686	1.0%	0	0%	0	0%
American Indian and Alaska Native alone	343	.5%	0	0%	0	0%
Asian alone	3,224	4.7%	1	9.1%	0	0%
Native Hawaiian and Other Pacific Islander alone	412	.6%	0	0%	0	0%
Two or more races	1,440	2.1%	0	0%	0	0%
Hispanic or Latino	1,646	2.4%	0	0%	0	0%

Source: Census.gov-quickfacts

Monitoring of Subrecipients

The City of Eau Claire does not currently have any subrecipients. Title VI submissions would be made as required should this change during the time of this program.

Title VI Equity Analysis

The City of Eau Claire has no construction projects using FTA funds in the past three years.

2019 Title VI Program Resolution

WHEREAS, The City of Eau Claire Transit believes that public transit should not discriminate based on Race, color, and national origin in accordance with title VI of the Civil Rights Act.

WHEREAS, The FTA requires board approval for any Title VI program action; and

WHEREAS, Eau Claire Transit Staff has presented all necessary information regarding Title VI and its relation to the City of Eau Claire :

NOW THEREFORE, BE IT RESOLVED:

The Eau Claire Transit Commission approves the 2016 Title VI program presented by Eau Claire Transit Staff, and we as a body reaffirm that Eau Claire Transit does believe that Public transit should be for all citizens of Eau Claire.

Adopted,
May 15, 2019

Motion to adopt the resolution:

Seconded by:

.....
I attest that this resolution was adopted by the Eau Claire Transit Commission on May 15,2019 as moved and approved by the members listed above.

Signed By

Date:

Bob Schraufnagel
City of Eau Claire Transit Commission Chair

Service Standards



EAU CLAIRE TRANSIT
910 Forest Street
Eau Claire, WI 54703
(715) 839-5111
(715) 839-1693 FAX

Service Standards

Vehicle load for each mode

<u>Average Passenger Capacities</u>				
Vehicle Type	Seated	Standing	Total	Maximum Load Factor
29' Low Floor	30	25	55	1.8
35' Low Floor	35	22	57	1.6
40' Low Floor	40	20	60	1.5

Vehicle headways for each mode:

POLICY HEADWAYS AND PERIODS OF OPERATION

Service operates a “Hub and Spoke” system with average headways being an hour at a time from early morning to early evening. We have a few routes that offer headways of :30 minutes beginning early in the morning and ending late in the evening. Our University routes offer headways of: 25 minutes and :15 minutes from September-November and from April- June, and from November- April the headways are :20 minutes and :10 Minutes. Our routes operate from 5:45 A.M. till 10:45 P.M. Monday through Friday and on Saturdays from 8:00 A.M. – 6:00 P.M. our headways for Saturday are still an hour and the university being: 30 Minutes.

Scheduling involves the consideration of a number of factors including: ridership productivity, transit/pedestrian friendly streets, density of transit-dependent population and activities, relationship to the *Regional Transportation Plan*, relationship to major transportation developments, land use connectivity, and transportation demand management

On-time performance for each mode:

A vehicle is considered on time if it departs a scheduled time point no more than 1 minute early and no more than 5 minutes late. The City of Eau Claire's on-time performance objective is 90% or greater. The City of Eau Claire's continuously monitors on-time performance and system results are published and posted as part of monthly performance reports covering all aspects of operations.

Service availability for each mode

Expressed in writing

The Eau Claire will distribute transit service so that 91% of all residents in the service area are within a $\frac{1}{4}$ mile walk of bus service. Local bus stops will be not more than 3 blocks apart. Express bus stops will be one-half to three quarters of a mile apart.



Eau Claire Transit Commission
VEHICLE ASSIGNMENT POLICY
&
TRANSIT AMENITIES POLICY

DATE POLICES ADOPTED: April 24, 2013

VEHICLE ASSIGNMENT POLICY

Our Fixed Route Buses will be assigned on a rotating basis; Eau Claire Transit operates 100% handicapped accessible vehicles. Our University Routes are heavily traveled so they require 40' buses to operate on those routes effectively. Furthermore we have certain peak times when our mall runs require 40' buses to accommodate the amount of traffic. On a regular basis our buses are rotated to achieve the maximum amount of efficiency for the wellbeing of the bus. When a bus reaches the 12 year mark that bus will be used more sparingly, to prolong its useful life.

TRANSIT AMENITIES POLICY

Installation of Transit amenities like: signs, shelters, other "non" bus items, the installation of these items will be based solely on the number of passengers boarding along these routes.

**THIS POLICY IS SUBJECT TO CHANGE AND/OR TERMINATION BY
AUTHORITY OF THE EAU CLAIRE TRANSIT COMMISSION.**

Appendix A – MPO Public Participation Plan

**Chippewa-Eau Claire
Metropolitan Planning Organization**

Title VI Plan

Language Assistance Plan

and

Public Participation Plan

adopted October 8, 2014

(as revised May, 2016 – Public Participation Plan only)

(as updated October 11, 2017 – Title VI and Language Assistance plans)

Intentionally left blank

Title VI Plan

Chippewa-Eau Claire MPO

Adopted on: October 8, 2014

Adopted by: Chippewa-Eau Claire MPO Council

Revised on: _____

This policy is hereby adopted and signed by:

Chippewa-Eau Claire MPO

Executive Name/Title: Kerry Kincaid, Chair

Executive Signature: 

Policy Statement

The **Chippewa-Eau Claire MPO**, as a recipient of Federal Transit Administration (FTA) grant dollars through the Wisconsin Department of Transportation (WisDOT), will comply with the Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d) and the U.S. Department of Transportation implementing regulations.

Title VI Plan Elements

The **Chippewa-Eau Claire MPO's** Title VI plan includes the following elements:

1. Evidence of Policy Approval
2. Notice to the Public
3. Complaint Procedure
4. Complaint Form
5. List of transit related Title VI Investigations, Complaints and Lawsuits
6. Public Participation Plan
7. Language Assistance Plan
8. Minority Representation Table and Description
9. MPO demographic data, analysis and procedures

Note: Additional materials will be attached, if required.

TITLE VI Notice to the Public

The **Chippewa-Eau Claire MPO's** Notice to the Public is as follows:

Notifying the Public of Rights Under Title VI

THE CHIPPEWA-EAU CLAIRE MPO

- ✓ The **Chippewa-Eau Claire MPO** operates its programs and services without regard to race, color, and national origin in accordance with Title VI of the Civil Rights Act. Any person who believes she or he has been aggrieved by any unlawful discriminatory practice under Title VI may file a complaint with the **Chippewa-Eau Claire MPO**.
- ✓ For more information on the **Chippewa-Eau Claire MPO's** civil rights program, and the procedures to file a complaint, contact 715-836-2918; email wcrpc@WCWRPC.org ; or visit our administrative office at 800 Wisconsin Street, Building 2, Suite 401, Mailbox #9, Eau Claire, WI 54703.
- ✓ A complainant may file a complaint directly with the Federal Transit Administration by filing a complaint with the Office of Civil Rights, Attention: Title VI Program Coordinator, East Building, 5th Floor-TCR, 1200 New Jersey Ave., SE Washington, DC, 20590.
- ✓ If information is needed in another language, contact 715-836-2918, Ext. 22.
Si se necesita informacion en otro idioma de contacto, 715-836-2918, Ext.22.
Yog hais tias cov lus qhia uas yuav tsum tau nyob rau hauv lwm hom lus, hu rau 715-836-2918, ext. 22.

The **Chippewa-Eau Claire MPO's** Notice to the Public is posted in the following locations: (*check all that apply*)

- Agency website [<http://wcrpc.org/Transportation/transportation.html>]
- Public areas of the agency office (common area, public meeting rooms, etc.)
- Inside vehicles
- Rider Guides/Schedules
- Transit shelters and stations
- Other, _____

Title VI Complaint Procedure

The **Chippewa-Eau Claire MPO's** Title VI Complaint Procedure is made available in the following locations: *(check all that apply)*

- Agency website, either as a reference in the Notice to Public or in its entirety
 - Hard copy in the central office
 - Available in appropriate languages for LEP populations, meeting the Safe Harbor Threshold.
 - Other, _____
-

Any person who believes she or he has been discriminated against on the basis of race, color, or national origin by the **Chippewa-Eau Claire MPO** may file a Title VI complaint by completing and submitting the agency's Title VI Complaint Form.

The **Chippewa-Eau Claire MPO** investigates complaints received no more than 180 days after the alleged incident. The **Chippewa-Eau Claire MPO** will process complaints that are complete.

Once the complaint is received, the **Chippewa-Eau Claire MPO** will review it to determine if our office has jurisdiction. The complainant will receive an acknowledgement letter informing her/him whether the complaint will be investigated by our office.

The **Chippewa-Eau Claire MPO** has 60 days to investigate the complaint. If more information is needed to resolve the case, the MPO may contact the complainant.

The complainant has 30 business days from the date of the letter to send requested information to the investigator assigned to the case.

If the investigator is not contacted by the complainant or does not receive the additional information within 30 business days, the MPO can administratively close the case. A case can be administratively closed also if the complainant no longer wishes to pursue their case.

After the investigator reviews the complaint, she/he will issue one of two (2) letters to the complainant: a closure letter or a letter of finding (LOF).

- ✓ A closure letter summarizes the allegations and states that there was not a Title VI 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, she/he has 30 days after the date of the letter or the LOF to do so.

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

If information is needed in another language, then contact 715-836-2918.

Si se necesita informacion en otro idioma de contacto, 715-836-2918, Ext.22.

Yog hais tias cov lus qhia uas yuav tsum tau nyob rau hauv lwm hom lus, hu rau 715-836-2918, ext. 22.

Title VI Complaint Form

The **Chippewa-Eau Claire MPO's** Title VI Complaint Procedure is made available in the following locations: *(check all that apply)*

- Agency website, either as a reference in the Notice to Public or in its entirety
- Hard copy in the central office
- Available in appropriate languages for LEP populations, meeting the Safe Harbor Threshold.
- Other, _____

Section I:			
Name:			
Address:			
Telephone (Home):		Telephone (Work):	
Electronic Mail Address:			
Accessible Format Requirements?	Large Print		Audio Tape
	TDD		Other
Section II:			
Are you filing this complaint on your own behalf?		Yes*	No
*If you answered "yes" to this question, go to Section III.			
If not, please supply the name and relationship of the person for whom you are complaining:			
Please explain why you have filed for a third party: _____			
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 III:			
I believe the discrimination I experienced was based on (check all that apply):			
<input type="checkbox"/> Race <input type="checkbox"/> Color <input type="checkbox"/> National Origin			
Date of Alleged Discrimination (Month, Day, Year): _____			
Explain as clearly as possible what happened and why you believe you were discriminated against. Describe all persons who were involved. Include the name and contact information of the person(s) who discriminated against you (if known) as well as names and contact information of any witnesses. If more space is needed, please use the back of this form. _____ _____			
Section IV			
Have you previously filed a Title VI complaint with this agency?		Yes	No
Section V			
Have you filed this complaint with any other Federal, State, or local agency, or with any Federal or State court?			
<input type="checkbox"/> Yes <input type="checkbox"/> No			
If yes, check all that apply:			

<input type="checkbox"/> Federal Agency: _____	
<input type="checkbox"/> Federal Court _____	<input type="checkbox"/> State Agency _____
<input type="checkbox"/> State Court _____	<input type="checkbox"/> Local Agency _____
Please provide information about a contact person at the agency/court where the complaint was filed.	
Name:	
Title:	
Agency:	
Address:	
Telephone:	
Section VI	
Name of agency complaint is against:	
Contact person:	
Title:	
Telephone number:	

You may attach any written materials or other information that you think is relevant to your complaint.

Signature and date required below

Signature

Date

Please submit this form in person at the address below, or mail this form to:

Chippewa-Eau Claire MPO Title VI Coordinator
800 Wisconsin Street, Building 2, Mailbox #9
Eau Claire, Wisconsin 54703

List of Title VI Investigations, Complaints and Lawsuits

Subrecipient: Chippewa-Eau Claire MPO		
Contact Person: Ann Z. Schell	Signature:	Date:

Check One:

There have been no investigations, complaint and/or lawsuits filed against us during the report period.

There have been investigations, complaints and/or lawsuits filed against us. *See list below. Attach additional information as needed.*

	Date (Month, Day, Year)	Summary (include basis of complaint: race, color, or national origin)	Status	Action(s) Taken
Investigations				
1.				
2.				
Lawsuits				
1.				
2.				
Complaints				
1.				
2.				

Public Participation Plan

Subrecipient: Chippewa-Eau Claire MPO		
Contact Person: Ann Z. Schell	Signature:	Date:

Strategies and Desired Outcomes

To promote inclusive public participation, the **Chippewa-Eau Claire MPO** will use its resources available to employ the following strategies, as appropriate:

- ✓ Provide for early, frequent and continuous engagement by the public.
- ✓ Expand traditional outreach methods to include internet options, such as website, social media, etc.
- ✓ Select accessible and varied meeting locations and times
- ✓ Employ different meeting sizes and formats
- ✓ Use radio, television or newspaper ads on stations and in publications that serve LEP populations, as well as local agencies that serve LEP and other underserved populations.

Documented Public Outreach

The direct public outreach and involvement activities conducted by the **Chippewa-Eau Claire MPO** are summarized in the table below. Efforts include *meetings, surveys, focus groups, etc.* Information pertinent to each event and/or activity will be provided to WisDOT upon request. Examples include copies of: meeting announcements, agendas, posters, attendee list, etc.

Event Date	Chippewa-Eau Claire MPO (Staff)	Event	Date Publicized & Communication Method (public notice, posters, social media)	Outreach Method (meeting, focus group, survey, etc.)	Notes (meeting size and format, location, number of attendees, etc.)
6/8/16, 8/29/16, and 9/8/16	Jason Duba	Bike/Ped Plan Open Houses - in Eau Claire, Chippewa Falls, and Altoona, respectively	television interview, print media, fliers and posters, including postings at the Hmong Mutual Assistance Office, Western Dairyland, and several Mexican and Asian grocery stores	open house with interactive input opportunities	Eau Claire - 45 sign-ins; Chippewa Falls - 12 sign-ins Altoona - 25 sign-ins <i>Total - 82 persons signed in</i>
8/5/16 - 8/25/16	Ann Schell & Jason Duba	TIP Amendment #2 review period	8/5/16 - public notice & website	MPO meeting 8/31/16	below
8/10/2016	Ann Schell & Jason Duba	TAC meeting	public notice & website	meeting	11 attendees; MPO conference room
8/31/2016	Ann Schell & Jason Duba	MPO meeting	public notice & website	meeting	10 attendees; MPO conference room
7/25/16-10/6/16	Jason Duba	Bike/Ped Plan survey	television interview, print media, fliers and posters, including postings at the Hmong Mutual Assistance Office, Western Dairyland, and several Mexican and Asian grocery stores, and through local events including Bike Week events and an open house	online survey	131 participants

Documented Public Outreach, cont.

Event Date	Chippewa-Eau Claire MPO (Staff)	Event	Date Publicized & Communication Method (public notice, posters, social media)	Outreach Method (meeting, focus group, survey, etc.)	Notes (meeting size and format, location, number of attendees, etc.)
7/25/16-10/6/16	Jason Duba	Bike/Ped Plan survey	television interview, print media, fliers and posters, including postings at the Hmong Mutual Assistance Office, Western Dairyland, and several Mexican and Asian grocery stores, and through local events including Bike Week events and an open house	interactive online mapping	69 participants
9/28/16 - 10/14/16	Ann Schell & Jason Duba	TIP Amendment #3 review period	9/28/16 - public notice & website	MPO meeting 10/12/16	below
9/28/2016	Ann Schell	TAC meeting	public notice & website	meeting	8 attendees; MPO conference room
10/12/2016	Ann Schell & Jason Duba	MPO meeting	public notice & website	meeting	10 attendees; MPO conference room
1/12/17-1/31/17	Jason Duba	TIP Amendment #4 review period	1/14/17 - public notice & website	MPO meeting 2/1/17	below
1/18/2017	Ann Schell & Jason Duba	TAC meeting	public notice & website	meeting	7 attendees; MPO conference room
2/1/2017	Ann Schell & Jason Duba	MPO meeting	public notice & website	meeting	7 attendees; MPO conference room
4/12/17-4/28/17	Jason Duba	TIP Amendment #5 review period	4/12/17 - public notice & website	MPO meeting 5/3/17	below
4/19/2017	Ann Schell & Jason Duba	TAC meeting	public notice & website	meeting	8 attendees; MPO conference room
5/3/2017	Ann Schell & Jason Duba	MPO meeting	public notice & website	meeting	7 attendees; MPO conference room
6/11/2017	Ann Schell & Jason Duba	TIP 2018-2022 kickoff	public notice, website, and email	announcement of process and invitation to submit projects	notice for general public - schedule; email to private transportation providers
8/14/17-9/22/17	Jason Duba	draft TIP project review period	public notice, website	invitation to review draft project list	no questions
8/6/17-8/22/17	Jason Duba	TIP Amendment #6 review period	8/6/17 - public notice & website	MPO meeting 8/23/17	below
8/9/2017	Ann Schell & Jason Duba	TAC meeting	public notice & website	meeting	8 attendees; MPO conference room
8/23/2017	Ann Schell & Jason Duba	MPO meeting	public notice & website	meeting	8 attendees; MPO conference room

The full, adopted public participation plan is attached to this document as Appendix A. It has been updated to include references to Fixing America's Surface Transportation (FAST Act), the federal transportation act, signed into law in December of 2015.

Language Assistance Plan

Limited English Proficient (LEP): Refers to persons for whom English is not their primary language and who have a limited ability to read, write, speak or understand English. This includes those who have reported to the U.S. Census that they speak English less than very well, not well, or not at all.

Most individuals in the Chippewa-Eau Claire area read, write, speak and understand English. There are some individuals for whom 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, or “LEP.”

The **Chippewa-Eau Claire MPO’s** Language Assistance Plan includes the following elements:

- The results of the *Four Factor Analysis*, including a description of the LEP population(s), served.
- A description of how language assistance services are provided by language
- A description of how LEP persons are informed of the availability of language assistance service
- A description of how the language assistance plan is monitored and updated
- A description of how employees are trained to provide language assistance to LEP persons
- Additional information deemed necessary

Four Factor Analysis

To determine if an individual is entitled to language assistance and what specific services are appropriate, the **Chippewa-Eau Claire MPO** has conducted a *Four Factor Analysis*¹ of the following areas: 1) Demography, 2) Frequency, 3) Importance and 4) Resources and Costs.

1. Demography

A demographic analysis was conducted for Eau Claire and Chippewa counties, to examine the languages spoken in throughout the counties and determine the prevalence of those able to speak English ‘less than well’. The data was acquired from the U.S. Census Bureau, American Community Survey (ACS) 5-year data (2011-2015). Table 1 shows the ten most common non-English languages spoken and the number and percent of the total population for each of those languages.

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

¹ DOT LEP guidance <https://www.civilrights.dot.gov/page/dots-lep-guidance>

In Chippewa and Eau Claire counties, with a population estimate of 154,952 persons, 971 individuals have identified themselves as Spanish speaking and having the ability to speak English 'less than well'. This number is less than 1%, well below the 5% and still slightly below the 1,000 person threshold. Similarly, Hmong speaking persons who speak English 'less than well' total 965, or slightly over one half percent of the total population. This means the **Chippewa-Eau Claire MPO** is not required to provide written translation of vital documents, at this time. As both of these language groups are nearing 1,000 persons, MPO staff will continue to monitor these estimates closely. All of the other language groups listed in Table 1 are well below the safe harbor threshold. This means, at this time, the **Chippewa-Eau Claire MPO** is also not required to provide written translation of vital documents in these languages.

Even though the **Chippewa-Eau Claire MPO** is below the safe harbor threshold and is not required to provide written translation of vital documents, the MPO has made contact with the Hmong Mutual Assistance Association and El Centro de Conexión de Chippewa Valley to secure connections for translation services should they be needed to meet requested participation opportunities.

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

Table 1
Chippewa-Eau Claire MPO - Language Assistance Plan
Safe Harbor Threshold Calculation

Language Spoken at Home (ACS 2008-2012)	Chippewa County Estimate	Eau Claire Co. Estimate	Total	% of total population (5 yrs +)
Total Population, age 5 and over	59,573	95,379	154,952	
Speak only English	57,644	89,406	147,050	94.90%
Spanish or Spanish Creole:	441	1,271	1,712	
Speak English less than "very well"	205	766	971	0.63%
Hmong:	438	1,593	2,031	
Speak English less than "very well"	194	771	965	0.62%
Chinese:	41	386	427	
Speak English less than "very well"	39	247	286	0.18%
Other West Germanic languages:	221	469	690	
Speak English less than "very well"	84	186	270	0.17%
German:	295	864	1,159	
Speak English less than "very well"	59	158	217	0.14%
Urdu:	0	131	131	
Speak English less than "very well"	0	95	95	0.06%
Korean:	0	80	80	
Speak English less than "very well"	0	57	57	0.04%
Italian:	14	58	72	
Speak English less than "very well"	0	41	41	0.03%
French (incl. Patois, Cajun):	178	159	337	
Speak English less than "very well"	24	28	52	0.03%
Thai:	0	44	44	
Speak English less than "very well"	0	40	40	0.03%

Source: U.S. Census and American Community Survey (ACS) Data, 2011-2015.

2. Frequency

The MPO staff reviewed the frequency with which its Council and staff have, or could have, contact with LEP persons. This includes documenting phone inquiries or office visits. To date, the MPO has had no requests for interpreters and no requests for translated program documents. MPO staff has had very little, if any, contact with LEP persons.

The **Chippewa-Eau Claire MPO** will be trained on what to do when they encounter a person that speaks English less than well. The **Chippewa-Eau Claire MPO** will track the number of encounters and consider making adjustments as needed to its outreach efforts to ensure meaningful access to all persons and specifically to LEP and minority populations of the **Chippewa-Eau Claire MPO's** programs and services.

3. Importance

The **Chippewa-Eau Claire MPO** understands an LEP person with language barrier challenges also faces difficulties obtaining health care, education or access to employment. A transportation system is a key link to connecting LEP persons to these essential services. The ability to have meaningful input in the planning process for transportation facilities and services is an important part of community life.

The **Chippewa-Eau Claire MPO** has identified activities and services which could have consequence to individuals if language barriers prevented access to information or the benefits of those programs. The activities and services include public input and comment opportunities in the development of the long range transportation plan and the listing of future transportation projects in the TIP.

4. Resources and Costs

Even though the **Chippewa-Eau Claire MPO** does not have a separate budget for LEP outreach, there is interest in accommodating the participation of LEP persons in MPO planning activities. To this end, the MPO does have an employee that is conversant in Spanish and can assist in addressing questions and concerns from LEP Spanish speaking individuals, and with translation of notices, etc. This will help to reduce the need, and cost, for accessing outside translation services.

The MPO is also working with community organizations to implement low cost methods of reaching LEP persons. For example, El Centro de Conexión de Chippewa Valley has translation services as a part of their mission, and could provide such services, should they be requested. In the future, this should ensure the **Chippewa-Eau Claire MPO** can provide assistance to LEP Spanish-speaking persons, if needed. The Hmong Mutual Assistance Association is similarly equipped to meet such needs within the Hmong community. Initial contact with these two organizations has occurred. In addition, the **Chippewa-Eau Claire MPO** intends to work with local advocacy groups to reach LEP populations. The University of Wisconsin-Eau Claire can also provide resources to fill such needs.

Provision of language assistance services

The **Chippewa-Eau Claire MPO** has one staff member who is conversant in Spanish. If translation services are necessary beyond the abilities of this staff person, the MPO staff will work with El Centro de Conexión de Chippewa Valley (El Centro) to provide the needed services at a nominal fee. El Centro was established in 2010, with the mission to create a safe and inclusive community of diverse cultures through education, celebration and collaboration. One of the organization's stated goals is to provide translation services. Their website is also available to post notices of critical planning activities or comment periods. The University of Wisconsin-Eau Claire also has resources to assist in meeting such needs.

The MPO staff is also working with the Hmong Mutual Assistance Association of Eau Claire in anticipation of their availability for translation services, if needed for Hmong-speaking LEP persons to participate in the planning process. This could include, but is not limited to, translation services at public meetings, hosting and translation of special public meetings at Hmong cultural events, or of written materials, as requested. The University of Wisconsin-Eau Claire also has resources to assist in meeting such needs.

Language Assistance Notification

The **Chippewa-Eau Claire MPO** does the following to inform LEP persons of the availability of language assistance services: creating and posting the availability of language assistance in public notices (in Hmong and Spanish), noting the potential for translated materials upon request. Such notices are also available on the MPO webpage.

LAP Monitoring and Update

MPO staff will review the demographic analysis with each new distribution of ACS 5-year data to determine if any languages have newly met the safe harbor threshold. If any LEP populations have reached the threshold, staff will take the required steps to engage with that population.

Staff will also keep record of all contact with LEP individuals as well as public outreach efforts to determine if adjustments should be made to the delivery of programs and services to ensure meaningful access to minority and LEP persons. Staff will review actions taken, and submit this information annually in the MPO's Title VI report to WisDOT and FHWA.

Employee Training for LAP

Chippewa-Eau Claire MPO employees are to be provided information on the principles of Title VI and the **Chippewa-Eau Claire MPO's** Language Assistance Plan, as follows:

- Information on the ECWRPC Title VI Non-Discrimination Plan Policy and LEP responsibilities.
- Description of language assistance services offered to the public.
- Documentation of language assistance requests.
- How to handle a potential Title VI/LEP complaint.

New employees will be provided guidance on the needs of clients served and how best to meet their needs. An important discussion point is that of language assistance. If an employee needs further assistance related to LEP program participants, her/she will work with the **Chippewa-Eau Claire MPO's** Title VI Coordinator to identify strategies to meet the language needs of the participants of the program or service.

Minority Representation Information

Minority Representation Table

The table below depicts the **Chippewa-Eau Claire MPO's** Technical Advisory Committee and Council.

Minority Representation - Chippewa-Eau Claire MPO

Population Group	Total Population*		MPO Council		Technical Advisory Committee	
	Number	Percent	Number	Percent	Number	Percent
Total	164,490	100.0%	16	100.0%	24	100.0%
Caucasian alone, not Hispanic or Latino	151,789	92.3%	16	100.0%	22	91.7%
Hispanic or Latino	3,126	1.9%	0	0.0%	0	0.0%
Black or African American alone, not Hispanic or Latino	1,559	0.9%	0	0.0%	2	8.3%
American Indian and Alaska Native alone, not Hispanic or Latino	577	0.4%	0	0.0%	0	0.0%
Asian alone, not Hispanic or Latino	4,215	2.6%	0	0.0%	0	0.0%
Native Hawaiian and Other Pacific Islander alone, not Hispanic or Latino	103	0.1%	0	0.0%	0	0.0%
Some other race alone, not Hispanic or Latino	66	0.0%	0	0.0%	0	0.0%
Two or more races, not Hispanic or Latino	3,055	1.9%	0	0.0%	0	0.0%

source: ACS 5-year (2011-2015). Table B03002

* - includes combined population of Eau Claire and Chippewa counties

Efforts to Encourage Minority Participation

The **Chippewa-Eau Claire MPO** understands diverse representation on committees, councils and boards results in sound policy reflective of its entire population. As such, the **Chippewa-Eau Claire MPO** encourages participation of all its citizens. As the membership of the TAC is made up of technical level representatives from member municipalities, counties, and modes, there is little freedom to direct membership toward minority representatives. Similarly, the MPO Council is made up of chief elected officials from member municipalities and counties, or their designees, leaving little room for selective representation. Minority representation on the TAC and MPO Council can really only reflect that which is present on the municipal and county staff and elected boards. This leaves the opportunities for more directed minority representation to ad hoc focus groups and outreach efforts for specific projects. As such, the **Chippewa-Eau Claire MPO** will make efforts to encourage and promote diversity and to reach out to diverse populations in the development of the long range transportation plan and other planning efforts as appropriate. To encourage participation on ad hoc committees and focus groups, the **Chippewa-Eau Claire MPO** will continue to reach out to community, ethnic and faith-based organizations to connect with all populations. In addition, the **Chippewa-Eau Claire MPO** will use create ways to make participating realistic and reasonable. Such as, scheduling meetings at times best suited to its members.

Minority Representation Data Collection Form

To: Members of **Chippewa-Eau Claire MPO Technical Advisory Committee, and MPO Council**
From: Ann Z. Schell, MPO Director
Date:

Dear Member,

As the **Chippewa-Eau Claire MPO** is a recipient of federal funds, we are required under Title VI of the Civil Rights statute to ascertain the racial/ethnic make-up of any non-elected boards, commissions, councils, etc.

Data from this section is used for statistical and reporting purposes. The information may be subject to disclosure under federal or state law or rule.

Anti-Discrimination Notice

It is unlawful for the **Chippewa-Eau Claire MPO** to fail or refuse to provide services, access to services or activities, or otherwise discriminate against an individual because of an individual's race, color, religion, sex, national origin, disability, or veteran status.

As a council under the jurisdiction of the **Chippewa-Eau Claire MPO**, we invite council members to voluntarily self-identify their race/ethnicity in order for us to comply with FTA Title VI regulations. This information will be used according to the provisions of applicable federal and state laws, executive orders and regulations, including those requiring the information to be summarized and reported to the federal government for civil rights enforcement purposes.

Race/Ethnicity

If you choose to self-identify, please mark the **one box** describing the race/ethnicity category with which you primarily identify:

___ *Asian or Pacific Islander*: All persons having origins in any of the peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Islands and Samoa.

___ *Black and/or African American* (not of Hispanic origin): All persons having origins in any of the Black racial groups of Africa.

___ *Hispanic*: All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.

___ *American Indian or Alaskan Native*: All persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.

___ *Caucasian* (not of Hispanic origin): All persons having origins in any of the original peoples of Europe, North Africa or the Middle East.

MPO Demographic Data, Analysis and Procedures

MPO: Chippewa-Eau Claire MPO		
Contact Person: Ann Z. Schell	Signature:	Date:

Demographic Profile

Minority populations make up a small portion of the Chippewa-Eau Claire MPO population, overall. For the purposes of this analysis, minority population is considered to be all individuals identified in the Census as any race other than white and all individuals identified as Hispanic, regardless of race. County-wide data for Eau Claire and Chippewa counties is used in the analysis, as race data is more readily available at this level, than for small area geography within the counties. The table below shows the population breakdown of the two counties and the summation of 'minority' populations, which total just less than 8% of the total population.

White Alone and Minority Population

	Chippewa Co., Wisconsin	Eau Claire Co., Wisconsin	Total	% of Total
Total Population	63,209	101,281	164,490	100.00%
Hispanic or Latino	914	2,212	3,126	1.90%
Not Hispanic or Latino	62,295	99,069	161,364	98.10%
White alone	59,514	92,275	151,789	92.28%
Black or African American alone	842	717	1,559	0.95%
American Indian and Alaska Native alone	166	411	577	0.35%
Asian alone	760	3,455	4,215	2.56%
Native Hawaiian and Other Pacific Islander alone	0	103	103	0.06%
Some Other Race alone	27	39	66	0.04%
Two or More Races	986	2,069	3,055	1.86%
Total Minority Population	3,695	9,006	12,701	7.72%

source: ACS 5-year (2011-2015), Table B03002

Addressing Mobility Needs in the Planning Process

The MPO recognizes the importance of planning for the mobility of the entire population of the area, as well as the need to avoid disproportionate burden and disparate impact of transportation projects on protected populations.

In the development of the TIP, MPO staff reviews the location of transportation projects relative to the distribution of minority and low income individuals. Any evidence of disproportionate burden or disparate impact of any project is further reviewed and called to the attention of the project's sponsoring entity.

In the development of the long range transportation plan, and other planning efforts, a similar analysis is conducted and given consideration in the alternatives analysis and development of recommendations.

Demographic Map

The map on the following page shows the distribution of minority population within Eau Claire and Chippewa counties. This map is also included in the TIP developed by the MPO, every two years, showing the projects included in the TIP and the relationship between those projects and areas of minority population concentration.

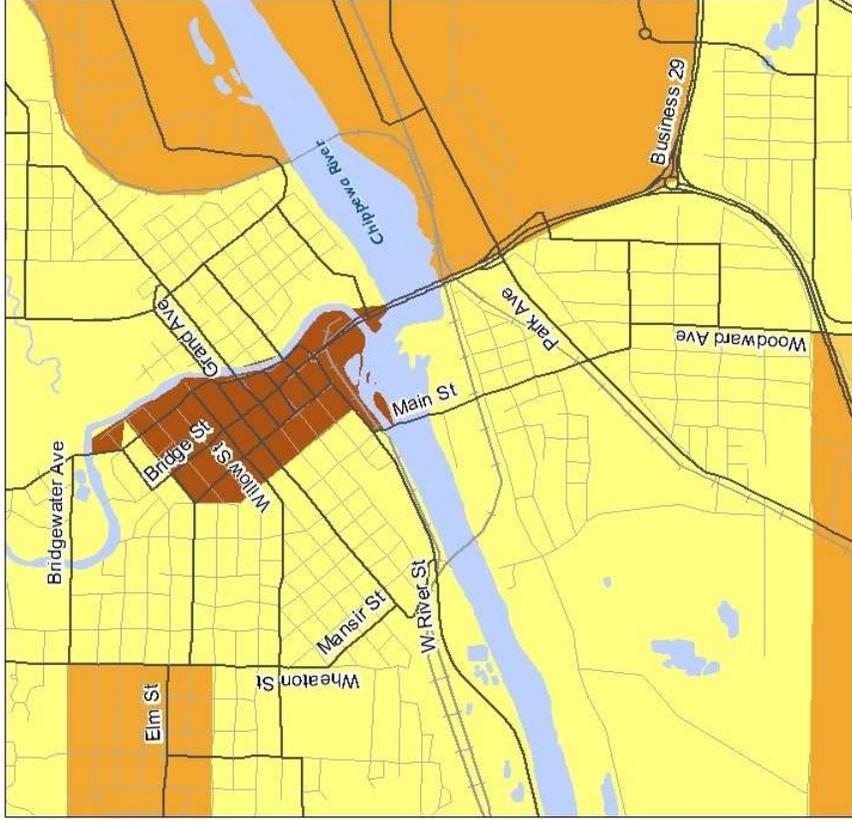
The MPO annually self-certifies compliance with all applicable federal requirements. Planning certification reviews conducted jointly by FTA and FHWA of the metropolitan transportation planning processes of transportation management areas include a review of Title VI compliance.

Analysis of State- and Federally-funded projects

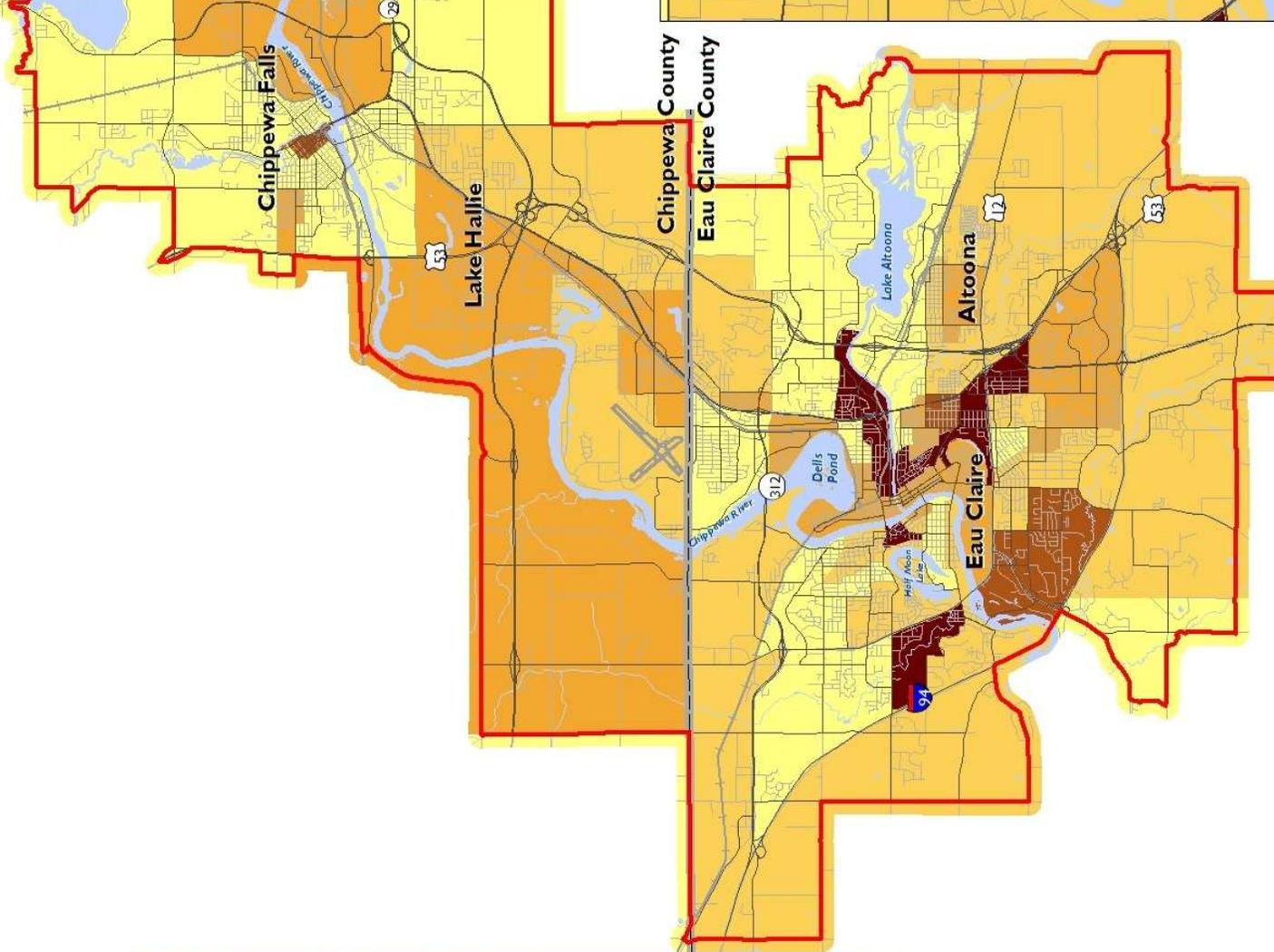
There are no disparate impacts or disproportionate burden evident in the projects currently scheduled for 2018 and 2022 within the Chippewa-Eau Claire MPO area.

Chippewa - Eau Claire MPO

Title VI Plan



City of Chippewa Falls Inset



Back of map

Appendix A
Adopted Public Involvement Plan Updated

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Adopted: May 18, 1994
Revised: October 7, 1998
Revised: October 1, 2003
Revised: March 2, 2005
Revised: October 4, 2006
Revised: July 20, 2007
Revised: October 8, 2014
Revised: May 2, 2016

**CHIPPEWA-EAU CLAIRE METROPOLITAN PLANNING ORGANIZATION
PUBLIC PARTICIPATION PLAN**

Background

The Fixing America's Surface Transportation (FAST) Act, signed into law in December of 2015, continued the requirement laid out in previous federal transportation acts that all urbanized areas have a comprehensive, cooperative, and continuing planning process to guide effective use of federal funding assistance. FAST Act planning requirements reemphasize those laid out in previous acts, ISTEA, and TEA-21, SAFETEA-LU, and MAP-21 including the integral relationship between land use and transportation services and infrastructure, as well as the need to address mobility with a multimodal perspective. The FAST Act expands the scope of consideration of the metropolitan planning process to include:

- improving transportation system resiliency and reliability;
- reducing (or mitigating) the stormwater impacts of surface transportation; and
- enhancing travel and tourism. [23 U.S.C. 134(h)(1)(I) & (J)]

The planning process is to be carried out by the designated Metropolitan Planning Organization (MPO) for each urbanized area. The Chippewa-Eau Claire Metropolitan Planning Organization is responsible, under the provisions of the FAST Act, for carrying out this planning process, to include the development of a long range transportation and land use plan with a horizon of at least twenty years, and for the development of an annual Transportation Improvement Program (TIP) for the Eau Claire Urbanized Area, providing a program for federal and state funded transportation projects and programs for a minimum of four years. The urbanized area represented by the Chippewa-Eau Claire Area MPO includes: portions of Chippewa and Eau Claire counties; the cities of Altoona, Chippewa Falls, and Eau Claire; the Village of Lake Hallie; and portions of the towns of Brunswick, Eagle Point, Hallie, Lafayette, Pleasant Valley, Seymour, Tilden, Union, Washington, and Wheaton. The 2010 census figures show the population of this area to be 102,852. As an integral part of the development of these plans and programs, the MPO is responsible for developing and carrying out a plan to provide public involvement opportunities to all residents of the urbanized area, the Public Participation Plan (PPP).

Purpose

The purpose of the Public Participation Plan (PPP) is to allow for, encourage, and monitor participation of all citizens in the metropolitan planning area, including but not limited to low income and minority individuals, and those with limited English proficiency. While traditional means of soliciting public involvement may not reach such individuals, or might not allow for meaningful avenues of input, it is the intent of this policy to take reasonable actions throughout the planning process to provide opportunities for historically under-served populations to participate.

This document will lay out procedures to provide opportunities for all area citizens to participate in the development of the Transportation Improvement Program (TIP) for the Eau Claire Urbanized Area, the Long-range Transportation/Land Use Plan (LRP) for Chippewa-Eau Claire Metropolitan Planning Area, and other planning documents that may be developed. The TIP is produced annually, and compiles all federal and state funded transportation projects and programs in the planning area, and documents the selection of transportation projects under the STP-Urban program. The LRP is a document which is updated every five years, and looks at a 20+ year horizon. The LRP relates future land use expectations to transportation needs in the planning area and makes recommendations for projects and programs to meet those demands.

Also, this document is intended to meet federal civil rights requirements included in Title VI – Civil Rights Act of 1964. Environmental Justice provisions, adopted in Executive Order #12898, require that no population, particularly minority and low-income, be subject to a disproportionate share of adverse impacts, or are denied benefits of a program. Environmental Justice adds specific protected status of low income individuals to the Title VI requirements, to provide all members of the public equal access to federal aid programs.

Goals and Objective for the Public Participation Plan

Goal: The goal of the PPP is to offer real opportunities for the engagement of all citizens of the Chippewa-Eau Claire area in the development of transportation plans and programs.

Objectives:

- Continue public involvement practices that have been found successful in providing opportunities for engagement for the majority of citizens in the Chippewa-Eau Claire area.
- Determine what non-English language and other cultural barriers to public participation exist within the Chippewa-Eau Claire area.
- Provide general notification of meetings, particularly forums for public input, in a manner that is understandable to all populations in the area.
- Hold meetings in locations which are accessible and reasonably welcoming to all area residents, including but not limited to, low-income and minority members of the public.
- Provide a framework of actions appropriate to various types of plans and programs, as well as amendments or alterations to any such plan or program.
- Use various illustrative visualization techniques to convey the information, as appropriate, including but not limited to charts, graphs, video, maps, photos, computer simulation, and the internet.

Identification of Stakeholders

Stakeholders are those who are either directly or indirectly affected by a plan, or the recommendations of that plan, or by the projects included in a program of projects. Traditional means of encouraging public involvement are able to reach the vast majority of the population of

the Eau Claire metropolitan planning area. Some of the methods of gathering input from the general public are representative methods. The principal elected officials participating on the MPO Policy Committee represent the public interest of their respective municipalities in the development of TIPs, TIP amendments, plans and work programs. Other methods, such as publicly noticed forums, provide opportunity for more direct engagement. Those who may be adversely affected, or who may be denied benefits of a plan’s recommendation(s) or project(s), are of particular interest in the identification of specific stakeholders. The stakeholders may vary from one planning effort to another. A broad planning effort, such as that necessary for the update of an LRP, involves many stakeholders. It is a great challenge to draw input from all those stakeholders, and their identification is critical in making appropriate opportunities available. In a more small scale neighborhood, or corridor plan, the stakeholder pool may not be as broad, but identification is a key first step in any planning process. Therefore, it is important to know the makeup of the community. The historically under-represented populations, such as low income, non-English speaking, and minority populations first need to be identified.

Minorities and low-English proficiency populations: Minority populations make up a fairly small percentage of the population in the Eau Claire urbanized area. (See Table 1.) Asian races make up the largest minority, accounting for just under 3.5 percent of the population. While the estimated number of persons of Asian races has increased slightly since 2010 (from 3,595 to 3,651) the group has declined slightly as a percent of the total population (from 3.50 to 3.47) during that time period. Black persons make up just 0.88 percent of the population, and American Indian and Alaska Natives make up just under 0.5 percent, both of these groups estimated to have declined since 2010, in number and percent of the total population. Hispanic and Latino persons, of all races, account for nearly two percent of the urbanized area residents, up slightly since 2010. Persons of mixed race, two or more races, account for 2.28 percent of the population, the largest increase, up from 1.7 percent in 2010. The American Indian and Alaska Native population in the urbanized area has declined very slightly, while the Hawaiian and other Pacific Islanders population has more than tripled (from 33 to 102) though are still represented in small numbers, both in numbers and in percent of the total population, since the 2000 Census. Those persons identifying themselves as being of two or more races has increased from 1.7 percent of the population in 2010, to 2.28% in the 2015 5-year estimates.

**Table 1
Eau Claire Urbanized Area by Race**

Category	Number	Percent of Population
Total:	105,335	100.00%
Total one race	102,936	97.72%
White alone	97,559	92.62%
White alone, not Hispanic or Latino	95,968	91.11%
White alone, Hispanic or Latino	1,591	1.51%
Black or African American alone	924	0.88%
American Indian and Alaska Native	504	0.48%
Asian alone	3,651	3.47%
Native Hawaiian and Other Pacific	102	0.10%
Some Other Race alone	196	0.19%
Two or More Races:	2,399	2.28%
Hispanic or Latino (all races)	2,094	1.99%
Total Minority Population	9,367	8.89%

Source: ACS five-year data, 2011-2015; Tables B03001 and B03002.

Persons with a low proficiency in speaking English also make up a small portion of the population of the Eau Claire urbanized area. (See Table 2.) While Asian languages or Spanish languages are spoken in a number of households in the area, linguistic isolation is quite rare. A linguistically isolated household is one in which no one, over the age of 14, can speak English without some difficulty.

While the numbers of minority and low-English proficiency populations may be small, the data does show a very slight increase, from 0.77 percent in 2000 to 0.82 percent of households according to the 2010-2014 ACS data set, and 1.10 percent in the 2011-2015 ACS data set. Engaging these populations can be especially challenging. In addition to language, cultural differences may not be compatible with the more traditional means of engaging the public in the planning process. General public meeting notices and even input sessions might not attract the attention or involvement of some cultural minorities. Where such groups are identified as a part of the stakeholder pool, focus groups or involvement with agencies or venues common to the particular groups may be deemed necessary. Advocacy groups or agencies can have insight into the needs of the under-represented populations, as well as providing valuable contacts or arenas for input. Contacts with local translators have been identified and should be used as requested and needed.

Table 2
Eau Claire Urbanized – Households by Linguistic Isolation

Household Language Category	Number	Percent of Households
Total Households	42,894	100.00%
English speaking only	40,121	93.54%
Spanish speaking	689	1.61%
No one 14 and over speaks English	92	0.21%
Other Indo-European languages	967	2.25%
No one 14 and over speaks English	45	0.10%
Asian and Pacific Islander	1,060	2.47%
No one 14 and over speaks English	283	0.66%
Other languages	57	0.13%
No one 14 and over speaks English	0	0.00%

source: 5-year ACS, 2011-2015; Table B16002.

Low-income populations: Low income individuals, those under 150% of the poverty level, as defined by the U.S. Bureau of the Census, account for over 25 percent of the population, based on ACS 5-year (2011-2015) estimates. Nearly sixteen percent of the population falls below the poverty level. (See Table 3.) This figure was 11.5 percent in 2000, but stabilized from the previous 5-year estimates (2010-2014). This is a particularly significant population of under-represented individuals. Low income persons of the Eau Claire planning area should be given every reasonable opportunity to provide input on transportation plans and programs, to avoid disproportionate harm, or lack of benefit from transportation programs and projects.

**Table 3
Eau Claire Urbanized Area – Low Income Status**

Category	Number	Percent of Population
Total Population (for whom poverty status is determined)	100,414	100.00%
Population under 150% of poverty level	25,777	25.67%
Population under the poverty level	15,772	15.71%

source: 5-year ACS, 2011-2015; Table S1701.

While low-income individuals may have access to all of the traditional means of public involvement, discussed earlier, they may be less likely to become involved, or offer input. Some methods of gaining input either directly or indirectly from this portion of the population include focus groups, informal interviews, and agency/advocacy group contacts. The MPO utilizes the input and outreach of Western Dairyland Community Action Agency as appropriate.

Public and Private Transportation Agencies: Public agencies can provide valuable input to the planning process, in addition to assisting in gaining participation from traditionally under-represented populations. Pertinent public agencies include those that provide funding for transportation services, provide actual transportation services for their clients, or have clients who fall into under-represented populations, including but not limited to minorities, low-income, and limited English proficiency households. These agencies have great insight into the transportation needs of their clients and are useful partners in overcoming difficult barriers that may not be understood by professionals dealing more distinctly with the provision of transportation services.

Transportation agencies are obviously critical to the planning process. All agencies and private providers of transportation services have a vested interest in the plan’s recommendations, and their input to the process helps to smooth implementation of those recommendations. The MPO maintains a Technical Advisory Committee (TAC) comprised of federal, state and municipal representatives for highways and transit, as well as private sector transit representatives. Multi-modal representation on the TAC is encouraged and open to qualified interests. A mailing list of local private transit operators is maintained and used for direct notification and solicitation of input for the development of TIPs, work programs and multi-modal transportation plans. Eau Claire Transit and existing transit coordinating committees serve as valuable resources.

Private Organizations and Businesses: Private organizations and businesses offer a number of perspectives that are valuable to the transportation planning process. Participation from privately operated modes, such as railroads and trucking companies can be more difficult to obtain than from those that are publicly owned and operated, but these modes are especially critical in topics related to highway congestion and freight movement. Often, transportation for employees is of critical concern to private sector employers. What is frequently a larger issue is freight movement, particularly with recent increases in freight rail traffic, largely due to the boom in frac sand mining in west central Wisconsin. The ability to access major highways, and using the proper mode of transportation (truck or rail), is at the root of business decisions and, of concern to local officials, the area’s economic development potential. “The last mile”, or the link between a transfer facility and the cargo’s final destination, is of particular concern to local governments responsible for maintenance of these highways. For these reasons, representation of private business interests

will be included in the planning process. A good resource for making contacts and sparking participation of this group are the local chambers of commerce.

Environmental agencies: The FAST Act continues the requirement for consultation with State and local agencies responsible for land use management, natural resources, environmental protection, conservation, and historic preservation in the development of the LRP. The consultation is intended to offer a comparison of the transportation plans to plans and inventories under these agencies' jurisdictions. Environmental mitigation activities, including strategies, policies, programs, actions, and activities that, over time, will serve to avoid, minimize, rectify, reduce, or compensate for the impacts to or disruption of elements of the human and natural environment associated with the implementation LRP, will also be incorporated into the planning process for the LRP. The intent of the environmental consultation and mitigation requirements is to reinforce balanced comprehensive planning by responsibly accounting for a respecting natural and human resource features, needs, and plans in providing for a transportation system that serves the overall character, need and limitations of the region.

The Wisconsin Department of Natural Resources (WDNR) will be the main local contact for resource agency consultation. WDNR will refer issues stemming from the planning process and recommendations on to the agency of jurisdiction, as appropriate. The other resource agencies will, at a minimum, be made aware of recommendations in the plan, prior to plan adoption.

Actions

To meet the requirements of the current federal transportation legislation, and to meet the needs for an open and transparent planning process, a number of actions are necessary in the development of the LRP, the TIP, and in other planning studies.

Long-range transportation/land use plan: The Public Participation Plan (PPP) should be reviewed and updated at the beginning of each long range planning process. This will include a review of the stakeholders list, a preliminary schedule of the planning process, anticipated public involvement activities, key meeting dates, public information meetings, review periods, and anticipated approval dates.

Public involvement is important at all stages of plan development. An initial input session and at least one review and comment period, at a minimum, will be offered, and there will be opportunities to provide input at each major stage of the process, including: needs identification, plan goals and objectives, alternatives, policies, draft document, and amendments to the plan.

At some stages, particularly needs identification and alternative review and comment, particular techniques could be used to gather valuable input directly from the public at large or from under-represented subgroups of the population. Techniques could include nominal group exercises, focus groups, a citizens' advisory committee, surveys, and an interactive website. Through the use of the West Central Wisconsin Regional Planning Commission's website, people can obtain information about each plan element and provide input to the process immediately by email. The website address is: www.wcwrpc.org.

Other stages of the planning process, like reviewing objectives or policies compiled by the MPO staff and the MPO TAC, or reviewing draft documents or summaries, are more conducive to other techniques. In addition to availability on the agency's website, printed materials in English may be made available, as appropriate, at the L.E. Phillips Public Library in Eau Claire, the Altoona Public Library, and the Chippewa Falls Public Library, and other locations that may be frequented by low-

income, or minority citizens, with comment cards, or other appropriate contact, to submit comments. If materials are requested in Spanish, Hmong, large type, and/or Braille, MPO staff will make reasonable attempts to accommodate those needs. Presentations to targeted groups or representative organizations, and availability on the website are also good techniques for this review and comment function.

Other techniques could also be determined to be useful at any particular stage of the process, and new or different techniques will be utilized as deemed appropriate by the MPO.

Relative to environmental consultation requirements, contacts with State, local, and private agencies responsible for planned growth, economic development, environmental protection, airport operations, freight movements, land use management, natural resources, conservation, and historic preservation will be made, and planning functions coordinated to the maximum extent practicable. Federal and state land management and regulatory agencies will also be consulted during the metropolitan transportation planning processes, concerning the development of environmental mitigation strategies and activities.

Consultation will be implemented under the recommendations of the *Guidance for Environmental Consultation and Mitigation in Wisconsin MPO Transportation Plan Updates*, as prepared by FHWA Wisconsin Division and Wisconsin Department of Transportation (April, 2007). In short, the appropriate Federal, State, and local agencies which are not already members of the MPO committee structure, will be asked to attend a briefing meeting or supplied with information during the early stages of development of the plan, and during draft plan stages. Some individual meetings may be necessary to receive input and coordination with particular agencies, as appropriate to the issues at hand. Outreach efforts, as well as comments and input received, will be documented and given careful consideration, and incorporated into the final plan as appropriate.

Other Planning Studies: The MPO's major planning studies will typically involve a process similar to that of the LRP: issue identification, formulation of goals and objectives, alternative analysis, development of recommendations, draft document, approval, and potentially amendment. Specific determination of public involvement actions will be similar to those discussed for the LRP, but ultimately determined as appropriate to each study. Some outreach opportunities to be considered include:

- Broad input opportunities, such as visioning sessions, neighborhood meetings, broad distribution surveys
- Meetings with professionals in various fields, as appropriate (planners, engineers, transit professionals, educators, social service providers, business persons, etc.)
- Meetings or presentations to elected officials and appointed board members (common council members, planning commission members, etc.)
- Development of advisory or steering committees
- Presentation to citizen or student organizations
- Articles in community newsletters
- Press releases and meetings with local media representatives
- "Drop-in" meetings with business owners and others.
- Informal conversations with individuals and small groups.
- Interviews with people who are or could be affected by study recommendations.
- Presentations by experts on various transportation-related subjects.
- Telephone and on-board transit surveys.
- Surveys and questionnaires concerning various planning issues.
- Posting transportation-related studies and plans on the MPO website.

The MPO will also experiment with other techniques to determine the best methods of involving all segments of the metropolitan area population in the planning process. A specific public involvement process will be developed and approved at the start of any major planning efforts.

TIP: The Transportation Improvement Program (TIP) is compiled annually, and therefore lends itself to a more structured schedule of planning process, as well as the public input to that process. The TIP compiles all federally- and state-funded transportation projects within the planning area. Another purpose of the TIP is to document the prioritization and selection of STP-Urban projects. The TIP is also intended to satisfy the public participation requirements of the Program of Projects, funded by the FTA, to the City of Eau Claire, City of Chippewa Falls, and all other transit grantees within the Chippewa-Eau Claire Metropolitan Planning Area.

All candidate TIP projects submitted to the MPO by local municipalities are subject to the public involvement process mandated by the State's open meeting laws prior to the approval by the local unit of government. The MPO also makes every effort to coordinate with statewide public involvement processes wherever possible to enhance public consideration of the issues, plans and programs and to reduce redundancies and costs.

The following is a rough schedule presents a framework for the compilation of the TIP and key points for public involvement opportunities.

**TIP Process Schedule
Eau Claire Area MPO**

Est. Time	Public Involvement Activity	MPO Action
June	Public notice of requests for projects	Projects requested of municipalities and state
Early July	Deadline for project submittals	Deadline for project submittals
July		Staff ranking of STP-Urban project and development of draft document
Mid-August	TAC meeting	TAC meets to recommend STP-Urban projects for funding and review draft document
August-September	30-day public review and comment period	Staff review and incorporation of comments
Early October	End of 30-day public review period	MPO approval

Public notices are employed to inform the general public of the availability of all draft TIPs, plans, and work programs. The notices provide a 30-day review period to submit comments and indicate the times, dates, and locations of the next public meetings at which the referenced documents will be discussed and/or acted upon. These notices will also offer the opportunity to request a public hearing prior to the formal approval by the MPO Policy Committee. When written and oral comments are received on the content or development process of the draft transportation plan or TIP, as a result of the public involvement process, a summary analysis and report on the disposition of comments will be made part of the final plan and TIP. Public input on the TIP is solicited for confirmation of the projects in the TIP. The Policy Committee will also be apprised of the comments received prior to their taking formal action.

The Policy Committee will also be responsible for approving TIP amendments according to the following TIP amendment guidelines:

TIP Amendment Guidelines

No Amendment Required

- Schedule
 - ◊ Changing the implementation schedule for projects within the first four years of the TIP.
- Scope
 - ◊ Changes in scope (character of work or project limits) while remaining reasonably consistent with the approved project.
- Funding
 - ◊ Changing the source (Federal state, local); category (HSIP; NHS, etc.); or amount of funding for a project without changing the scope of work or schedule for the project or any other project within the first four years of the TIP.

Minor Amendment (processed through MPO committee structure and WisDOT)

- Schedule
 - ◊ Adding a preservation project to the first four years of the TIP, including advancing a project for implementation from an illustrative list or from the out-years of the TIP.
 - ◊ Moving a preservation project out of the first four years of the TIP.
- Scope
 - ◊ Changing the scope (character of work or project limits) of a preservation project within the first four years of the TIP such that the current description is no longer reasonably accurate.
- Funding
 - ◊ Change in project funding that impacts the funding for other projects within the first four years of the TIP forcing any preservation project out of the four-year window.

Major Amendment (public involvement opportunity with 15 day review period, and processed through MPO committee structure and WisDOT)

- Schedule
 - ◊ Adding an expansion project to the first four years of the TIP, including advancing a project for implementation from an illustrative list or from the out-years of the TIP.
 - ◊ Moving an expansion project out of the first four years of the TIP.
- Scope
 - ◊ Significantly changing the scope (character of work or project limits) of an expansion project within the first four years of the TIP such that the current description is no longer reasonably accurate.
- Funding
 - ◊ Adding or deleting any project that exceeds the lesser of:
 - 15% of the total Federal funding programmed for calendar year, or
 - \$1,000,000.

Annual Listing of Obligated Projects: As required by FAST Act, an Annual Listing of Obligated Projects, including investments in pedestrian walkways and bicycle transportation facilities, for which Federal funds have been obligated in the preceding year shall be published

or otherwise made available by the cooperative effort of the State, transit operator, and metropolitan transportation improvement program (TIP).

This provision is intended to increase the transparency of government spending on transportation projects and strategies in metropolitan areas to State and local officials, and to the public at large. Realizing this objective involves promoting accuracy and responsiveness in financial planning and adoption of a proactive approach to sharing information with the public in a meaningful way, at an appropriate time, and in a user-friendly format.

The Annual Listing of obligated projects is available upon request, and is online at the West Central Wisconsin Regional Planning Commission's website: www.wcwrpc.org.

Public Participation Plan: This document, upon its adoption, is to serve as the PPP for the Chippewa-Eau Claire MPO, as well as satisfying the public participation requirements for the program of projects of local transit grantees funded by FTA. The adoption of this process will not occur before a pre-comment period consultation and a public review and comment period of at least 45 days. The consultation is intended to receive input from affected agencies, as listed in Appendix A, concerning the appropriateness of the public involvement procedures and the scope of the outreach. Comments received during the consultation will be documented and incorporated into the plan, prior to the 45-day public comment period. Availability of the policy for review will be advertised in a manner reasonably expected to reach the general public as well as minority populations, low-income persons, and other traditionally under-served populations. This could occur through contacts mentioned earlier in this document and listed in Appendix A, in addition to traditional public notices in local newspapers.

Any comment received during the 45-day comment period will be considered by the MPO Policy Board, and incorporated as appropriate. If such comments prompt significant change to the policy, or if significant changes are prompted by internal review, such that a population protected by under Title VI is adversely affected, or disproportionately loses benefits included in the original policy, a 30-day review period will follow prior to final action by the MPO Policy Board.

The MPO will periodically evaluate the effectiveness of the Public Participation Plan by documenting public attendance at meetings, repeat participants, number of stakeholder groups, and the types of comments received. The MPO will also review these public involvement processes periodically and revise as necessary to assure that the process provides full and open access to all. Any revisions will incorporate a 45-day public review period with public notices provided to the local news media and posted on the WCWRPC website prior to the start of the review period.

Appendix A

Public Involvement Contact List

Aurora Community Services
Garlick's Community Based Residential Facility Inc.
Hope Gospel Mission Inc.
Hmong Mutual Assistance Association
ARC Eau Claire
Chippewa Family Services Inc
Easter Seals Wisconsin
PATH Inc
REACH Inc
Rosebud & Friends Drop-in Center
United Cerebral Palsy of West Central WI
National Alliance for the Mentally Ill - Eau Claire area
Chippewa Valley Technical College
UW- Eau Claire
L.E. Phillips Public Library
Altoona Public Library
Chippewa Falls Public Library
Chippewa County Dept. of Human Services
Eau Claire County Dept. of Human Services
Chippewa River Industrial
Chippewa County Dept. of Aging
Eau Claire County Dept. of Aging
Eau Claire Area School District
Chippewa Falls Public Schools
Catholic Area Schools of the Eau Claire Deanery
SAFE Steps
The Salvation Army
The Salvation Army
Goodwill Industries
Chamber of Commerce - Chippewa Falls Area
Chippewa County Economic Development Corp.
Eau Claire Chamber of Commerce
Eau Claire County Economic Development Corp.
Momentum Chippewa Valley
Western Dairyland Economic Opportunity Council

Environmental Consultation List

County Extension	
Chippewa Co.	CNRED
	Ag. Agent
Eau Claire Co.	Ag. Agent
Land Conservation	
Chippewa Co.	Co. Conservationist
	Watershed Manager
Eau Claire Co.	Planning Director
	Land Conservation
DNR Wildlife Services	
West Central Region	Wildlife Biologist
USDA Area Office	Area Resource
	Conservationist
Municipal Planning	
City of Eau Claire	City Planner
City of Chippewa Falls	City Planner
Economic Development	
Chippewa Co. Economic Dev. Corp.	
Eau Claire Co. Economic Dev. Corp.	
Momentum Chippewa Valley	
Historic Preservation	
Chippewa Valley Museum Society	Society President
Chippewa Valley Museum Society	Director
Chippewa County Historical Society	Society President

Appendix B
Approval of Update Resolution (2017)

Resolution 17-06

APPROVAL OF UPDATE TO THE CHIPPEWA-EAU CLAIRE METROPOLITAN PLANNING ORGANIZATION TITLE VI, LANGUAGE ASSISTANCE, AND PUBLIC INVOLVEMENT PLAN

WHEREAS, the Chippewa-Eau Claire Metropolitan Planning Organization (MPO) is the designated MPO for the Eau Claire (WI) Urbanized Area, and the Policy Committee has the responsibility to direct, coordinate, and administer the transportation planning process in the urbanized area; and

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

WHEREAS, the Chippewa-Eau Claire MPO adopted the *Chippewa-Eau Claire Metropolitan Planning Organization Title VI, Language Assistance, and Public Involvement Plan* on October 8, 2014; and

WHEREAS, newly estimated data related to race, ethnicity, and language proficiency of the population within the Eau Claire Urbanized Area has been made available, through the American Community Survey, by the U.S. Bureau of the Census; and

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

WHEREAS, in accordance with 23 CFR 450.334(a) the Chippewa-Eau Claire MPO has certified that the MPO planning process is addressing major issues facing the metropolitan planning area and is being conducted in accordance with all applicable requirements of:

1. 23 U.S.C. 134 and 49 U.S.C. 5303, and this subpart;
2. Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. 2000d-1) and 49 CFR part 21;
3. 49 U.S.C. 5332, prohibiting discrimination on the basis of race, color, creed, national origin, sex, or age in employment or business opportunity;
4. Sections 1101(b) of the FAST Act (Pub. L. 114-357) and 49 CFR Part 26 regarding the involvement of disadvantaged business enterprises in the US DOT funded projects;
5. 23 CFR part 230, regarding the implementation of an equal employment opportunity program on Federal and Federal-aid highway construction contracts;
6. The provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 *et seq.*) and 49 CFR Parts 27, 37, and 38;
7. The Older Americans Act, as amended (42 U.S.C 6101), prohibiting discrimination on the basis of age in programs or activities receiving Federal financial assistance;
8. Section 324 of title 23, U.S.C regarding the prohibition of discrimination based on gender; and
9. Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and 49 CFR 27 regarding discrimination against individuals with disabilities.

NOW, THEREFORE, BE IT RESOLVED that the Policy Committee of the Chippewa-Eau Claire MPO approves this *Chippewa-Eau Claire Metropolitan Planning Organization Title VI, Language Assistance, and Public Involvement Plan (as amended and updated)* and directs the staff to submit this document to the Wisconsin Department of Transportation and to the Federal Highway Administration and Federal Transit Administration.

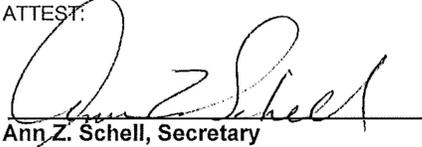
Adopted this 11th day of October, 2017

APPROVED:



Gregory Hoffman, Chairperson
Chippewa-Eau Claire Metropolitan
Planning Organization

ATTEST:



Ann Z. Schell, Secretary