

**West Central Wisconsin
Regional Planning Commission**

Title VI Plan

Language Assistance Plan

and

Public Participation Plan

adopted September 11, 2014

**Data update:
September 14, 2017**

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Title VI Plan

West Central Wisconsin Regional Planning Commission (WCWRPC)

Adopted on: September 11, 2014

Adopted by: West Central Wisconsin Regional Planning Commission

Revised on: _____

This policy is hereby adopted and signed by:

West Central Wisconsin Regional Planning Commission

Executive Name/Title: Jess Miller, Chair

Executive Signature: 

Policy Statement

The **West Central Wisconsin Regional Planning Commission (WCWRPC)**, as a recipient of Federal 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 **WCWRPC'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 Title VI Investigations, Complaints and Lawsuits
6. Public Participation Plan
7. Language Assistance Plan
8. Minority Representation Table and Description

Note: Additional materials will be attached, if required.

TITLE VI Notice to the Public

The **WCWRPC's** Notice to the Public is as follows:

Notifying the Public of Rights Under Title VI

**THE WEST CENTRAL WISCONSIN REGIONAL
PLANNING COMMISSION**

- ✓ The **West Central Wisconsin Regional Planning Commission (WCWRPC)** 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 **WCWRPC**.
- ✓ For more information on the **WCWRPC's** civil rights program, and the procedures to file a complaint, contact 715-836-2918; email wccwrpc@wccwrpc.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 **WCWRPC's** Notice to the Public is posted in the following locations: (*check all that apply*)

- Agency website [<http://wccwrpc.org>]
- 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 **West Central Wisconsin Regional Planning Commission's** (WCWRPC) 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 **WCWRPC** may file a Title VI complaint by completing and submitting the agency's Title VI Complaint Form.

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

Once the complaint is received, the **WCWRPC** 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 **WCWRPC** has 60 days to investigate the complaint. If more information is needed to resolve the case, the RPC 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 RPC 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 **West Central Wisconsin Regional Planning Commission's (WCWRPC)** 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

cont.

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:

WCWRPC Title VI Coordinator
800 Wisconsin Street, Building 2, Mailbox #9
Eau Claire, Wisconsin 54703

List of Title VI Investigations, Complaints and Lawsuits

Subrecipient: West Central Wisconsin Regional Planning Commission		
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: West Central Wisconsin Regional Planning Commission (WCWRPC)		
Contact Person: Ann Z. Schell	Signature:	Date:

Strategies and Desired Outcomes

To promote inclusive public participation, the **WCWRPC** 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., as appropriate

- ✓ 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 **WCWRPC** 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.

**WCWRPC Public Participation Opportunities
September 1, 2016 to August 31, 2017**

Event Date	WCWRPC Staffer(s)	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.)
9/14/2016; 10/12/2016; 10/20/2016	Chris Straight	Town of Washington Official Map Creation	Meeting notices posted by Town in accordance with State Open Meetings Law. Class I Public Notice published for public hearing on 10/20/16. Draft map and ordinance made available at Town Hall.	Public Meetings of Town Plan Commission and Town Board. Formal public hearing on 10/20/16	discussion on process, existing and potential R-O-W maps and draft official map
9/9/2016	Chris Straight	Chippewa River Watershed Conference	Posters, email lists, social media	Presentation to conference attendees	About 35 attendees; PPT presentation on Eau Claire River Watershed Plan
9/13/2016; 1/24/2017; 1/26/2017; 2/14/2017; 3/6/2017	Chris Straight	City of Rice Lake TIF Project Plan Amendment	Meeting notices posted by City in accordance with State Open Meetings Law. Meetings and public hearing in 2017 also published by Class I Public Notice per State TIF laws. Draft plan available online and at City Hall.	Presentations and discussion on draft project plan. Public Hearing on January 26. Two joint review board meetings.	About 25 attendees for Plan Commission/Public Hearing and City Council meeting. About 8 attendees for joint review board meetings.
9/5/2016; 9/6/2016	Chris Straight	WHEDA Fall Conference	Posters, email lists, social media	Presentations on placemaking concepts and plans	About 150 attendees
10/27/2016	Chris Straight	Polk County Hazard Mitigation Plan Update	Email list, mail, towns association web site	Presentation to Polk County Towns Association	About 45 attendees
11/10/2016	Chris Straight	Disaster Ready Chippewa Valley Fall Conference	Email lists, social media, press release	Presentations and facilitated discussion with attendees on volunteer and donations management	About 40 attendees
11/28/2016	Chris Straight	Barron County Hazard Mitigation Plan Update	Email list, mail, towns association web site	Presentation to Barron County Towns Association	About 45 attendees
12/15/2016; 12/29/2016; 1/6/2017; 1/25/2017; 2/2/2017; 2/16/2017; 3/2/2017; 3/16/2017; 3/30/2017; 4/6/2017; 4/13/2017; 4/20/2017; 5/11/2017; 5/25/2017; 6/8/2017	Chris Straight	Dunn County Large Livestock Facility Work Group	Meeting notices posted by County in accordance with State Open Meetings Law Draft materials available via internet.	Presentations and facilitated discussion at ad hoc work group meetings	15-35 attendees (varies by meeting); Included various handouts, maps, flip charts, PowerPoint presentations, public comment period, and work group activities.

WCWRPC Public Participation Opportunities (9/1/2016 - 8/31/2017), cont.

1/18/2017	Chris Straight	Regional Indiahead Safety Council	Email list	Presentation to businesses on hazard mitigation and continuity planning	About 30 attendees; PowerPoint presentation and handouts
3/8/2017	Chris Straight	UW-Stout Risk Management Class	class activity	Presentation to businesses on hazard mitigation and continuity planning	About 15 attendees; PowerPoint presentation and handouts
5/3/2017	Chris Straight	Disaster Ready Chippewa Valley Spring Conference	Email lists, social media, press release	Presentations and facilitated discussion with attendees on cybersecurity	About 45 attendees
6/20/2017	Chris Straight	Town of Lakeland Land Division Ordinance	Meeting notices posted by Town in accordance with State Open Meetings Law. Class I Public Notice published for public hearing. Draft ordinance available at Town Hall.	Presentation and Q&A as part of a public hearing on draft land division ordinance.	11 attendees
6/27/2017	Chris Straight	Polk County Hazard Mitigation Plan Update	Public notice in newspaper; email; draft plan available online	Public informational meeting on draft plan	2 attendees
8/8/2016	Lynn Nelson	Commission Meeting	Distributed to media and units of government in the region, posted in public location at WCWRPC	Public Meeting	35 attendees
9/19/2016	Lynn Nelson	WCWRPC Exec Com Meeting	Distributed to media and units of government in the region, posted in public location at WCWRPC	Public Meeting	9 attendees
9/29/2016	Lynn Nelson	WCWRPC Exec Com Meeting	Distributed to media and units of government in the region, posted in public location at WCWRPC	Public Meeting	9 attendees
11/10/2016	Lynn Nelson	Commission Meeting	Distributed to media and units of government in the region, posted in public location at WCWRPC	Public Meeting	32 attendees
11/20/2016	Lynn Nelson	WCWRPC Exec Com Meeting	Distributed to media and units of government in the region, posted in public location at WCWRPC	Public Meeting	7 attendees
1/12/2017	Lynn Nelson	Commission Meeting	Distributed to media and units of government in the region, posted in public location at WCWRPC	Public Meeting	29 attendees
3/10/2017	Lynn Nelson	Commission Meeting	Distributed to media and units of government in the region, posted in public location at WCWRPC	Public Meeting	30 attendees
4/13/2017	Lynn Nelson	WCWRPC Exec Com Meeting	Distributed to media and units of government in the region, posted in public location at WCWRPC	Public Meeting	8 attendees
5/11/2017	Lynn Nelson	Commission Meeting	Distributed to media and units of government in the region, posted in public location at WCWRPC	Public Meeting	30 attendees
7/13/2017	Lynn Nelson	Commission Meeting	Distributed to media and units of government in the region, posted in public location at WCWRPC	Public Meeting	30 attendees
8/17/2017	Lynn Nelson	WCWRPC Exec Com Meeting	Distributed to media and units of government in the region, posted in public location at WCWRPC	Public Meeting	9 attendees
8/24/2017	Lynn Nelson	WCWRPC Exec Com Meeting	Distributed to media and units of government in the region, posted in public location at WCWRPC	Public Meeting	9 attendees
4/18/2017	Craig Johnson	Public hearing on CDBG sewer and water infrastructure project in Greenwood	Mailed notices to targeted residents in late March 2017; public notice in local newspaper (the Tribune Record Gleaner) on 03/29/2017	Public Hearing	To those who live in the targeted project area that qualifies as Low/Moderate Income; public hearing - 11 attendees
8/9/2017; 8/16/2017; 8/23/2017	Craig Johnson	Public Notice (3 times) in local newspaper notifying public about Osceola's EDA application for the Fab Lab & Workforce Development Facility and an environmental review by EDA related to project; Public Notice gave project information and invited input from the public on environmental impacts	See dates under "Event Date" column; notice published in the local newspaper (the Osceola Sun)	Public Notice	The Public Notice indicated that comments received by September 7, 2017 would be considered (as of this writing, no comments are known to have been received)

Language Assistance Plan

Limited English Proficient (LEP): Refers to persons, age five and over, 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 west central Wisconsin 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 to have limited English proficiency, or “LEP.”

The **WCWRPC’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 **WCWRPC** 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 Barron, Chippewa, Clark, Dunn, Eau Claire, Polk, and St. Croix counties, to examine the languages spoken in throughout the region 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). The set of tables, following, shows the five most common non-English languages spoken with English spoken “less than well”, 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), **WCWRPC** must provide translation of vital documents in written format for non-English speaking persons.

In five of the seven counties, Spanish or Spanish Creole ranks in the top two languages spoken by people who speak English “less than well”, with a third place ranking in Clark County, and second in Barron County. The highest number of non-English speaking Spanish-speakers is 505 individuals in Eau Claire County. As a percent of the total county population, aged 5 years or

older, the highest figure is 1.14% in Clark County. All counties are well below the 5% or 1,000 person threshold for Spanish speaking persons. Similarly, Hmong speaking persons who speak English 'less than well' total 771, in Eau Claire County, with the highest percentage also occurring in Eau Claire County, with 0.81%.

The highest ranking language spoken at home, in terms of number that speak English less than well, is 'other Western Germanic Languages', in Clark County, where 968 persons (age 5+) speak English less than well, or 3.05 percent of the total Clark County population 5 years and over. In addition 428 German-speaking individuals were so identified (1.35%). This is likely due to the relatively large population of Amish and Mennonite persons in Clark County. However, this number, and percentage, is still below the safe harbor threshold. All of the other language groups listed in tables below are also below the safe harbor threshold. This means the **WCWRPC** is not currently required to provide written translation of vital documents in any these languages.

Even though the **WCWRPC** counties are below the safe harbor threshold and the RPC is not required to provide written translation of vital documents, the RPC 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. Other parallel efforts will be made when planning efforts in a county or area, as appropriate to engage and inform other LEP populations.

In the future, if the **WCWRPC** 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 Assistance Plan – WCWRPC Safe Harbor Threshold Calculation (by county)

Barron County

Language Spoken at Home	Persons, age 5 and over	% of total population, 5+
Total County Estimate:	43,111	
Speak English only	41,203	95.57%
African Languages:	411	
Speak English less than "very well"	411	0.95%
Spanish or Spanish Creole	737	
Speak English less than "very well"	294	0.68%
German:	356	
Speak English less than "very well"	80	0.19%
French:	53	
Speak English less than "very well"	28	0.06%
Other West Germanic Languages:	56	
Speak English less than "very well"	23	0.05%
Tagalog:	49	
Speak English less than "very well"	23	0.05%
Japanese	25	
Speak English less than "very well"	23	0.05%

Chippewa County

Language Spoken at Home	Persons, age 5 and over	% of total population, 5+
Total County Estimate:	59,573	
Speak English only	57,644	96.76%
Spanish or Spanish Creole	441	
Speak English less than "very well"	205	0.34%
Hmong	438	
Speak English less than "very well"	194	0.33%
Other West Germanic Languages:	221	
Speak English less than "very well"	84	0.14%
German:	295	
Speak English less than "very well"	59	0.10%
Chinese	41	
Speak English less than "very well"	39	0.07%

Clark County

Language Spoken at Home	Persons, age 5 and over	% of total population, 5+
Total County Estimate:	31,732	
Speak English only	26,309	82.91%
Other West Germanic Languages:	2,821	
Speak English less than "very well"	968	3.05%
German:	1,257	
Speak English less than "very well"	428	1.35%
Spanish or Spanish Creole	1,119	
Speak English less than "very well"	362	1.14%
Chinese	40	
Speak English less than "very well"	40	0.13%
Tagalog	28	
Speak English less than "very well"	9	0.03%

Dunn County

Language Spoken at Home	Persons, age 5 and over	% of total population, 5+
Total County Estimate:	41,904	
Speak English only	40,142	95.80%
Spanish or Spanish Creole	653	
Speak English less than "very well"	182	0.43%
Hmong	436	
Speak English less than "very well"	181	0.43%
Chinese	155	
Speak English less than "very well"	117	0.28%
Arabic	128	
Speak English less than "very well"	107	0.26%
Other West Germanic Languages:	39	
Speak English less than "very well"	20	0.05%

Eau Claire County

Language Spoken at Home	Persons, age 5 and over	% of total population, 5+
Total County Estimate:	95,379	
Speak English only	89,406	93.74%
Spanish or Spanish Creole	1,271	
Speak English less than "very well"	505	0.53%
Hmong	1,593	
Speak English less than "very well"	771	0.81%
Chinese	386	
Speak English less than "very well"	247	0.26%
Other West Germanic Languages:	469	
Speak English less than "very well"	186	0.20%
German	864	
Speak English less than "very well"	158	0.17%

Polk County

Language Spoken at Home	Persons, age 5 and over	% of total population, 5+
Total County Estimate:	41,230	
Speak English only	40,095	97.25%
Spanish or Spanish Creole	550	
Speak English less than "very well"	253	0.61%
Chinese	57	
Speak English less than "very well"	33	0.08%
German	182	
Speak English less than "very well"	28	0.07%
Other Native North American languages	54	
Speak English less than "very well"	16	0.04%
French (incl. Patois, Cajun)	41	
Speak English less than "very well"	16	0.04%

St. Croix County

Language Spoken at Home	Persons, age 5 and over	% of total population, 5+
Total County Estimate:	80,478	
Speak English only	77,566	96.38%
Spanish or Spanish Creole	1,527	
Speak English less than "very well"	402	0.50%
Hmong	378	
Speak English less than "very well"	116	0.14%
German	350	
Speak English less than "very well"	39	0.05%
Arabic	40	
Speak English less than "very well"	34	0.04%
Italian	26	
Speak English less than "very well"	16	0.02%

2. Frequency

The RPC 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 RPC has had no requests for interpreters and no requests for translated program documents. RPC staff had very little, if any, contact with LEP persons.

The **WCWRPC staff** will be trained on what to do when they encounter a person that speaks English less than well. The RPC 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 RPC programs and services.

3. Importance

The **WCWRPC** understands that 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 access and input in the planning process for transportation facilities and services is an important part of community life.

The RPC 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 comprehensive plans, county and local bicycle and pedestrian plans, transit plans, etc.

4. Resources and Costs

Even though the **WCWRPC** does not have a separate budget for LEP outreach, there is interest in accommodating the participation of LEP persons in certain RPC planning activities. To this end, the RPC 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 RPC 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 help ensure the **WCWRPC** 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 RPC intends to work with local advocacy groups in member counties to reach LEP populations.

Provision of language assistance services

The **WCWRPC** has one staff member who is conversant in Spanish. If translation services are necessary beyond the abilities of this staff person, the RPC staff will work with El Centro de Conexión de Chippewa Valley (El Centro), or advocacy groups, as available in the region, 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 RPC 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. Other Hmong advocacy organizations, as well as other community advocacy organizations offering assistance to LEP individuals will be contacted as needed.

Language Assistance Notification

The **WCWRPC** 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 RPC webpage.

LAP Monitoring and Update

RPC 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 RPC's Title VI report to WisDOT and FHWA.

Employee Training for LAP

WCWRPC employees are to be provided information on the principles of Title VI and the RPC'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 **WCWRPC'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 **West Central Wisconsin Regional Planning Commissioners** relative to the population makeup of the region.

Minority Representation West Central Wisconsin Region and Regional Planning Commission

Population Group	Total Population*		Regional Planning Commission	
	Number	Percent	Number	Percent
Total Population	418,543	100.0%	27	100.0%
Hispanic or Latino	8,946	2.1%		0.0%
Caucasian, not Hispanic	391,340	93.5%		0.0%
Black or African American, not Hispanic	3,306	0.8%		0.0%
American Indian and Alaska Native, not Hispanic	1,903	0.5%		0.0%
Asian, not Hispanic	6,586	1.6%		0.0%
Native Hawaiian and Other Pacific Islander, not Hispanic	103	0.0%		0.0%
Some other race alone, not Hispanic	112	0.0%		0.0%
Two or more races, not Hispanic	6,247	1.5%		0.0%
All Minorities	27,203	6.5%		0.0%

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

* - includes combined populations of Barron, Chippewa, Clark, Dunn, Eau Claire, Polk, and St. Croix counties.

Efforts to Encourage Minority Participation

The **WCWRPC** understands diverse representation on committees, councils and boards results in sound policy reflective of its entire population. As such, the RPC encourages participation of all its citizens. As the membership of the Commission is made up of elected officials from member counties, there is little freedom to direct membership toward minority representatives. Minority representation on the Commission can really only reflect that which is present on the municipal and county 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 **WCWRPC** will make efforts to encourage and promote diversity and to reach out to diverse populations in the development of the Safe Routes to School Plans or comprehensive plans, as appropriate. To encourage participation on ad hoc committees and focus groups, the RPC will continue to reach out to community, ethnic and faith-based organizations to connect with all populations. In addition, the RPC will use creative 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 **West Central Wisconsin Regional Planning Commission**
From: Ann Z. Schell
Date: September 14, 2017

Dear Commissioner,

As the **West Central Wisconsin Regional Planning Commission (WCWRPC)** 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 **WCWRPC** 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.

We invite commission 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:

Hispanic or Latino: Persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.

Not Hispanic or Latino:

White alone (not Hispanic): Persons having origins in any of the original peoples of Europe, North Africa or the Middle East.

Asian alone (not Hispanic): Persons having origins in any of the peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands Thailand, and Vietnam.

Native Hawaiian or Other Pacific Islander alone (not Hispanic): Persons having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

Black and/or African American alone (not of Hispanic origin): Persons having origins in any of the Black racial groups of Africa.

American Indian or Alaskan Native alone (not Hispanic): Persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.

Some other race, alone (not Hispanic).

Two or more races.