

# Chippewa-Eau Claire Metropolitan Planning Organization

## Public Participation Plan

for Title VI compliance

Adopted October 08, 2014  
(as updated October 04, 2023)

## **Contact Information/Program Administration**

### Chief Executive

The Chippewa-Eau Claire MPO's Chief Executive will ensure compliance with Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d) and the U.S. Department of Transportation implementing regulations.

Name: Gary Spilde

Email: gspilde@lakehallie.us

Phone: 715.726.2660

### Transportation Manager

The Chippewa-Eau Claire MPO's Transportation Manager will ensure implementation of the Chippewa-Eau Claire MPO's federally funded transportation program. The Transportation Manager has other duties and responsibilities in addition to Title VI. This position has a direct reporting relationship and access to Chippewa-Eau Claire MPO's Chief Executive.

Name: Eric Anderson

Email: eanderson@wcvrpc.org

Phone: 715.836.2918

### Civil Rights Coordinator

The Chippewa-Eau Claire MPO's Civil Rights Coordinator ensures Title VI compliance in accordance with the Chippewa-Eau Claire MPO's federally funded transportation program. The Civil Rights Coordinator has other duties and responsibilities in addition to Title VI. This position has a direct reporting relationship and access to the Chippewa-Eau Claire MPO's Chief Executive.

Name: Eric Anderson

Email: eanderson@wcvrpc.org

Phone: 715.836.2918

The Civil Rights Coordinator is responsible for initiating, monitoring, and ensuring compliance of the Chippewa-Eau Claire MPO's Title VI requirements, including the following activities:

#### Program Administration

- Ensure compliance with federal Title VI requirements
- Develop and implement the Chippewa-Eau Claire MPO's Title VI Plan
- Update and maintain Title VI program policies and procedures

#### Complaints

- Review, track, investigate and close Title VI complaints

#### Employee Training

- Educate staff on Title VI issues and regulations

#### Reporting

- Prepare and submit Title reports per state and federal regulations

#### Public Dissemination

• Notify the public of the Chippewa-Eau Claire MPO's Title VI program requirements via the Chippewa-Eau Claire MPO's public area, on its website, in vehicles, etc.

#### Oversight

- Ensure contractors and lessees adhere to Title VI requirements

**Notice to the Public**

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

**Public Notice**

The Chippewa-Eau Claire Metropolitan Planning Organization (MPO) will consider public input on a required update to the *Chippewa-Eau Claire Metropolitan Planning Organization Title VI Plan*, which includes the *Language Assistance Plan* and an update to the MPO’s *Public Participation Plan* (PPP). These documents lay out the MPO’s process to allow for, encourage, and monitor participation of all citizens, including but not limited to low income and minority individuals, and those with limited English proficiency, in the agency’s planning activities. The document was adopted on October 8, 2014. The plans were last revised in 2020. An update to the plans are required every three years.

To review the Title VI, Language Assistance, and Public Participation plans, see “Title VI Plan Update” listing on website: [www.wcwrpc.org/chippewa-eau-claire-mpo](http://www.wcwrpc.org/chippewa-eau-claire-mpo), or call 715.836.2918 to request any of the plans. Comments on the updates can be submitted by email to [eanderson@wcwrpc.org](mailto:eanderson@wcwrpc.org), mailed to WCWRPC, 800 Wisconsin Street, Banbury Place, Mailbox #9, Eau Claire, WI 54703-3606, or by calling 715.836.2918. Deadline for comments is October 3, 2023. The MPO Council will be considering the updates for their approval, contingent on public comments, at an open meeting scheduled for Wednesday, October 4, 2023, at 5:30 p.m., in the WCWRPC offices, 4<sup>th</sup> floor, Suite 405H, Banbury Place, Building 2, 800 Wisconsin St., Eau Claire, WI. This notice is also intended to provide the public with the opportunity to request a public hearing concerning said updates, if circumstances warrant.

If information is needed in another language, contact 715.836.2918, Ext. 18.

*Si se necesita informacion en otro idioma de contacto, 715.836.2918, Ext.18.*

*Yog hais tias cov lus qhia uas yuav tsum tau nyob rau hauv lwm hom lus, hu rau 715.836.2918, Ext. 18.*

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

- X Agency website [[wcwrpc.org](http://wcwrpc.org)]
- X Public areas of the agency office (common area, public meeting rooms, etc.)
- Inside vehicles
- Rider Guides/Schedules
- Transit shelters and stations
- Other, \_\_\_\_\_

## Public Participation Plan

Subrecipient: Chippewa-Eau Claire MPO

Contact Person: Eric Anderson

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	Communication Method (public notice, posters, social media)	Outreach Method (meeting, focus group, survey, etc.)	Notes (meeting size and format, location, number of attendees, etc.)
9/14/2022	Eric / Edwin	TAC meeting	public notice & website	meeting	20 attendees; Gillette conference room
09/01/2022-09/14/2022	Eric / Edwin	TIP Amendment #6 and #7 review period	public notice & website	MPO meeting 09/14/2022	no comments
9/28/2022	Eric / Edwin	MPO meeting	public notice & website	meeting	20 attendees; approx. 70 public . CVTC
9/28/2022	Eric / Edwin / Michael / Hailee / Chris / Lynn	Public Hearing for SSA boundary amendment	public notice & website	public hearing	20 attendees; approx. 70 public . CVTC
1/16/2023-1/30/2023	Eric / Edwin	TIP Amendment #8 review period	public notice & website	MPO meeting 1/30/2022	no comments
1/16/2023-1/30/2023	Eric / Edwin	TIP Amendment #9 review period	public notice & website	MPO meeting 1/30/2022	no comments
1/11/2023	Eric / Edwin	TAC meeting	public notice & website	meeting	14 attendees; virtual
1/30/2023	Eric / Edwin	MPO meeting	public notice & website	meeting	8 attendees; MPO conference room
4/19/23-5/03/2023	Eric / Edwin	TIP Amendment #10, #11, and #12 review period	public notice & website	MPO meeting 5/1/19	no comments
4/19/2023	Eric / Edwin	TAC meeting	public notice & website	meeting	22 attendees; Eau Claire conference room
5/3/2023	Eric / Edwin	MPO meeting	public notice & website	meeting	17 attendees; approx. 20 public . CVTC
5/3/2023	Eric / Edwin / Michael / Hailee / Chris	Public Hearing for SSA boundary amendment	public notice & website	public hearing	17 attendees; approx. 20 public . CVTC

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.

Complaint Procedure

For complaints regarding the Public Participation Plan, please reference the Complaint Procedure in the Title VI Plan, which can be found on the MPO website [www.wcwrpc.org/chippewa-eau-claire-mpo](http://www.wcwrpc.org/chippewa-eau-claire-mpo).

Appendix A  
Adopted Public Participation Plan Updated

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  
Revised: February 5, 2020  
Revised: October 04, 2023

## **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 2020 census figures show the population of this area to be 172,007. 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 Plan (LRTP) 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 LRTP is a document which is updated every five years, and looks at a 20+ year horizon. The LRTP 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 LRTP, 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.



Asian races make up the largest minority, accounting for 3.5 percent of the population. The estimated number of persons of Asian races has increased slightly since 2010 (from 3,595 to 3,739), but the group has stayed the same as a percent of the total population (3.50 percent) during that time period. Black or African American persons make up just 0.96 percent of the population, and American Indian and Alaska Natives make up just under 0.4 percent. Hispanic and Latino persons account for 2.4 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.

#### Eau Claire Urbanized Area by Race

Category	Number	Percent of Population
Total:	172,007	100.00%
Total one race	165,961	96.49%
White alone	157,120	91.35%
White alone, not Hispanic or Latino	152,745	88.80%
White alone, Hispanic or Latino	4,375	2.54%
Black or African American alone	2,253	1.31%
American Indian and Alaska Native alone	763	0.44%
Asian alone	5,324	3.10%
Native Hawaiian and Other Pacific Islander	97	0.06%
Some Other Race alone	404	0.23%
Two or More Races:	6,046	3.51%
Total Minority Population	19,262	11.20%

Source: 2020: DEC Redistricting Data

Persons with a low proficiency in speaking English also make up a small portion of the population of the Eau Claire urbanized area, with 1.8 percent. While Asian languages and Spanish 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.

The numbers of minority and low-English proficiency populations are small, however, this does not equate to insignificance. 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.

## Eau Claire Urbanized – Population by Linguistic Isolation

Language Spoken at Home	Eau Claire Metro Area	% of total population (5 yrs +)
Population (5 years and over)	161,878	
Speak only English:	153,172	94.6%
Spanish:	2,847	1.8%
Speak English less than "very well"	741	0.5%
Other Indo-European:	2,174	1.3%
Speak English less than "very well"	492	0.3%
Asian and Pacific:	3,387	2.1%
Speak English less than "very well"	1,676	1.0%
Other languages:	298	0.2%
Speak English less than "very well"	58	0.0%

Source: U.S. Census and American Community Survey (ACS) Data, 2017-2021

### *Low-income populations*

The population under the poverty level, based on ACS 5-year (2017-2021) estimates, is just over 13 percent. This number increases to just over 16 percent with population under 125 percent of poverty level. 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.

## Eau Claire Urbanized Area – Low Income Status

Category	Number	Percent of Population
Total Population (for whom poverty status is determined)	104,288	100.0%
Population under 125% of poverty level	16,895	16.2%
Population under the poverty level	13,774	13.2%

Source: U.S. Census and American Community Survey (ACS) Data, 2017-2021

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.

### *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 LRTP. 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 LRTP, will also be incorporated into the planning process for the LRTP. 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 LRTP, 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 MPO'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/chippewa-eau-claire-mpo](http://www.wcwrpc.org/chippewa-eau-claire-mpo).

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 LRTP: 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 LRTP, 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.

#### *Transportation Improvement Program (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 that 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	MPO Action	Public Involvement Activity
June	Projects requested of municipalities and State	
Early July	Deadline for project submittals	
July	Development of draft TIP document	
Mid-August	TAC meets to review draft TIP document	TAC meeting
August-September	Staff review and incorporation of comments	30-day public review and comment period
Early October	Policy Council meets to review and approve TIP document	Policy Council Meeting

Public notices are employed to inform the general public of the availability of all draft TIPs, plans, and work programs. The notices provide a 15-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: [wcrpc.org](http://wcrpc.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 15 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 15-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 15-day public review period with public notices provided to the local news media and posted on the WCRPC website prior to the start of the review period.

### **Complaint Procedure**

For complaints regarding the Public Participation Plan, please reference the Complaint Procedure in the Title VI Plan on the MPO website [www.wcrpc.org/chippewa-eau-claire-mpo](http://www.wcrpc.org/chippewa-eau-claire-mpo).

Public Involvement Contact List

Altoona Public Library  
Catholic Area Schools of the Eau Claire Deanery  
Chippewa County Department of Aging  
Chippewa County Department of Human Services  
Chippewa County Economic Development Corporation  
Chippewa Falls Area Chamber of Commerce  
Chippewa Falls Public Library  
Chippewa Falls Public Schools  
Chippewa Family Services Inc.  
Chippewa River Industrial  
Chippewa Valley Technical College  
Easter Seals Wisconsin  
Eau Claire Area Chamber of Commerce  
Eau Claire Area School District  
Eau Claire County Department of Aging  
Eau Claire County Department of Human Services  
Eau Claire County Economic Development Corporation  
Goodwill Industries  
Hmong Mutual Assistance Associations  
Hope Gospel Mission Inc.  
L.E. Phillips Public Library  
Momentum West  
National Alliance for the Mentally Ill – Chippewa Valley  
People Acting To Help  
REACH Inc.  
Rosebud and Friends Drop-in Center  
SAFE Steps  
The ARC Eau Claire  
The Salvation Army  
United Cerebral Palsy of West Central Wisconsin  
UW-Eau Claire  
Western Dairyland Economic Opportunity Council



Public Involvement Contact List

UW-Extension Chippewa County - Regional Community Development Educator  
UW-Extension Chippewa County - Regional Crops and Soils Educator  
UW-Extension Eau Claire County - Regional Community Development Educator  
UW-Extension Eau Claire County - Agriculture Agent  
Chippewa County Land Conservation and Forest Management - Director/County Conservationist  
Eau Claire County Land Conservation - Manager  
Wisconsin Department of Natural Resources - Secretary's Director  
USDA Area Office – Executive Director  
City of Chippewa Falls – City Planner  
City of Eau Claire - City Planner  
Chippewa County Economic Development Corporation - Director  
Eau Claire County Economic Development Corporation - Director  
Momentum West Wisconsin – Executive Director  
Chippewa Valley Museum - Executive Director  
Chippewa County Historical Society - President

**Approval of Update Resolution (2023)**