

**West Central Wisconsin
Regional Planning Commission**

**Title VI Plan
Language Assistance Plan
and
Public Participation Plan**

Adopted September 11, 2014

**Date update:
September 14, 2017
November ??, 2020**

Intentionally left blank

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: November ??, 2020 (review and data update)

This policy is hereby adopted and signed by:

West Central Wisconsin Regional Planning Commission

Executive Name/Title: John Frank, Chair

Executive Signature: _____

Policy Statement

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

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

WCWRPC's Notice to the Public is as follows:

Notifying the Public of Rights Under Title VI

THE WEST CENTRAL WISCONSIN REGIONAL PLANNING COMMISSION

- ✓ **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 **WCWRPC**.
- ✓ For more information on **WCWRPC's** civil rights program, and the procedures to file a complaint, contact 715-836-2918; email wcrpc@wcrpc.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.

WCWRPC's Notice to the Public is posted in the following locations: *(check all that apply)*

- X Agency website [<http://wcrpc.org>]
- X 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

West Central Wisconsin Regional Planning Commission's (WCWRPC) Title VI Complaint Procedure is made available in the following locations: *(check all that apply)*

- X Agency website, either as a reference in the Notice to Public or in its entirety
 - X 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 WCWRPC may file a Title VI complaint by completing and submitting the agency's Title VI Complaint Form.

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

Once the complaint is received, 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.

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, WCWRPC 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.

WCWRPC - Complaint/Comment Form

WCWRPC is committed to providing you with safe and reliable transportation services and we want your feedback. Please use this form for suggestions, compliments, and complaints. Please submit this form electronically at wccwrpc@wccwrpc.org or in person at the address below. You may also call 715.836.2918.

WCWRPC
 800 Wisconsin St. Mail Box 9
 Eau Claire, WI
wccwrpc@wccwrpc.org

SECTION I: TYPE OF COMMENT (Choose One) – provide detail in ‘Comment Details’ below			
Compliment	Suggestion	Complaint	Other
		Title VI: <input type="checkbox"/> Race <input type="checkbox"/> Color <input type="checkbox"/> National Origin ADA (Disability): <input type="checkbox"/> Yes <input type="checkbox"/> No Service: <input type="checkbox"/> Yes <input type="checkbox"/> No Other: <input type="checkbox"/> Gender <input type="checkbox"/> Religion <input type="checkbox"/> Age <input type="checkbox"/> Limited English Proficient LEP	
SECTION II: CONTACT INFORMATION			
Name:			
Rider ID (if applicable):			
Street Address:			
City, State, Zip code:			
Phone:			
Email:			
Accessible Format Requirements: (choose preferred format(s))	Large Print	TDD/Relay	Audio Recording
Are you filing this complaint on your own behalf? If you answered “yes” to this question, go to Section IV.			Other
If not, please provide the name and relationship of the person for whom you are complaining:			Yes
Please explain why you have filed for a third party:			No
Please confirm that you have obtained the permission of the aggrieved party if you are filing on behalf of a third party.			Yes
Please confirm that you have obtained the permission of the aggrieved party if you are filing on behalf of a third party.			No
SECTION III: COMMENT DETAILS			
Transit Service (Choose one, as applicable) Bus/Paratransit/Shared-Ride Taxi			
Date of Occurrence:			
Time of Occurrence:			

Name/ID of Employee(s) or Others Involved:		
Vehicle ID/Route Name or Number:		
Direction of Travel:		
Location of Incident:		
Mobility Aid Used (if any):		
If above information is unknown, please provide other descriptive information to help identify the employee:		
Description of Incident: As applicable, explain as clearly as possible what happened and why you believe you were discriminated against. If more space is needed, please add additional pages.		
SECTION IV: FOLLOW-UP		
May we contact you if we need more details or information?	Yes	No
What is the best way to reach you? (choose one) If a phone call is preferred, what is the best day and time to reach you?	Phone	
	Email	
	Mail	
SECTION V: DESIRED OUTCOME		
What steps have you have taken to address the conflict or problem?		
What type of corrective actions took place?		
What remedy are you seeking?		
SECTION VI: ADDITIONAL INFORMATION		
Have you previously filed a complaint with this agency?	Yes	No
Have you filed this complaint with any other Federal, State or Local agency, or with any Federal or State Court?	Yes	No
If yes, to the question above, list all agencies contacted:		
Please provide information about a contact person at the agency/court where each complaint was filed. Name, Agency, Address, Phone, Email		

Attach any documents you have which support the allegation. Then date and sign this form and mail it to WCWRPC.

Complainant Signature

Date

Print Your Name

List of Title VI Investigations, Complaints and Lawsuits

WCWRPC maintains a list or log of all investigations, complaints and lawsuits, pertaining to its activities.

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: Eric Anderson	Signature:	Date:

Strategies and Desired Outcomes

To promote inclusive public participation, 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 WCWRPC are summarized in the table on the next two pages. 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.

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 on page 4 of this document.

**WCWRPC Public Participation Opportunities
September 1, 2019 to August 31, 2020**

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.)
2/10/2020	Lindsay Olson	Soil Health Workshop - Eau Claire River Watershed	Article in statewide paper. Ad for two weeks. Radio show clip. Article on online news site. Facebook post.	Press release, radio interview, flyers, ads	Workshop at community center. 27 attendees, 3 speakers, 1 host
2/12/2020	Lindsay Olson	Soil Health Workshop - Eau Claire River Watershed	Article in statewide paper. Ad for two weeks. Radio show clip. Article on online news site. Facebook post.	Press release, flyers, ads	Workshop at village fire hall. 44 attendees, 3 speakers, 1 host
6/25/2020 6/29/2020 07/23/2020	Lindsay Olson	City of Altoona Official Map	Public notice by City.	Public meetings of city plan commission and city council. Formal public hearing on 07/23/2020	Virtual public input sessions held on
9/12/2019	Tobi LeMahieu	RBF, Inc. Board of Directors Meeting	Distributed to media and units of government in the region, posted in public location at WCWRPC	Public Meeting	8 attendees
10/10/2019	Tobi LeMahieu	RBF, Inc. Board of Directors Meeting	Distributed to media and units of government in the region, posted in public location at WCWRPC	Public Meeting	10 attendees
11/14/2019	Tobi LeMahieu	RBF, Inc. Board of Directors Meeting	Distributed to media and units of government in the region, posted in public location at WCWRPC	Public Meeting	10 attendees
11/20/2019	Tobi LeMahieu	RBF, Inc. Executive Committee Meeting	Distributed to media and units of government in the region, posted in public location at WCWRPC	Public Meeting	6 attendees
12/12/2019	Tobi LeMahieu	RBF, Inc. Board of Directors Meeting	Distributed to media and units of government in the region, posted in public location at WCWRPC	Public Meeting	10 attendees
1/9/2020	Tobi LeMahieu	RBF, Inc. Board of Directors Meeting	Distributed to media and units of government in the region, posted in public location at WCWRPC	Public Meeting	11 attendees
2/13/2020	Tobi LeMahieu	RBF, Inc. Board of Directors Meeting	Distributed to media and units of government in the region, posted in public location at WCWRPC	Public Meeting	9 attendees
3/12/2020	Tobi LeMahieu	RBF, Inc. Board of Directors Meeting	Distributed to media and units of government in the region, posted in public location at WCWRPC	Public Meeting	13 attendees
3/27/2020	Tobi LeMahieu	RBF, Inc. Executive Committee Meeting	Distributed to media and units of government in the region, posted in public location at WCWRPC	Public Meeting	5 attendees
4/9/2020	Tobi LeMahieu	RBF, Inc. Board of Directors Meeting	Distributed to media and units of government in the region, posted in public location at WCWRPC	Public Meeting	12 attendees
5/1/2020	Tobi LeMahieu	RBF, Inc. Executive Committee Meeting	Distributed to media and units of government in the region, posted in public location at WCWRPC	Public Meeting	3 attendees
5/14/2020	Tobi LeMahieu	RBF, Inc. Board of Directors Meeting	Distributed to media and units of government in the region, posted in public location at WCWRPC	Public Meeting	12 attendees
6/11/2020	Tobi LeMahieu	RBF, Inc. Board of Directors Meeting	Distributed to media and units of government in the region, posted in public location at WCWRPC	Public Meeting	13 attendees
7/9/2020	Tobi LeMahieu	RBF, Inc. Board of Directors Meeting	Distributed to media and units of government in the region, posted in public location at WCWRPC	Public Meeting	13 attendees
8/13/2020	Tobi LeMahieu	RBF, Inc. Board of Directors Meeting	Distributed to media and units of government in the region, posted in public location at WCWRPC	Public Meeting	11 attendees
8/27/2020	Tobi LeMahieu	RBF, Inc. Board of Directors Meeting	Distributed to media and units of government in the region, posted in public location at WCWRPC	Public Meeting	10 attendees
9/10/2019	Chris Straight	Comprehensive Planning Meeting	Public Notice by Village	Turtle Lake Plan Commission	Village Hall; 9-12 attendees
9/16/2019	Chris Straight	Barron County Housing Wrap-up Presentation	distribution of flyers and press releases	Presentation	Rice Lake City Hall; well attended
9/30/2019	Chris Straight	Comprehensive Planning Meeting	Public Notice by Village	Turtle Lake Plan Commission	Village Hall; 9-12 attendees
10/1/2019	Chris Straight	Housing Study Brown Bag	email list notification	webinar hosted by WCWRPC	via internet
10/15/2019	Chris Straight	Comprehensive Planning Meeting + Placemaking Presentation	Public Notice by Village + emails	Turtle Lake Plan Commission + Downtown Business Owners	Village Hall; 9-12 attendees

Event Date	Staff/Member	Event	2019 Method (Public Notice, Posters, Date Publications & Communication)	Local Outreach Method (Meeting)	Of Attendees (Total, Location, Number, Note (Meeting Date and Attendees))
10/30/2019	Chris Straight	Placemaking and Downtown Visioning	flyer and emails	meeting facilitated by WCWRPC	Stanley Historical Society; about 20 attendees
11/4/2019	Chris Straight	Hazard Mitigation Planning	Public notice by County	County Judiciary & Law Committee	Dunn County Judicial Center
11/6/2019	Chris Straight	Hazard Mitigation Planning	Public notice by County	Local Emergency Planning Commission	Clark County Courthouse
11/14/2019	Chris Straight	HazMat Response & Recovery Seminar	email lists and Chamber ads	Disaster Ready Chippewa Valley hosted	held at UW-Eau Claire; about 30 attendees
2/10/2020	Chris Straight	Comprehensive Planning Meeting	Public Notice by Village	Turtle Lake Plan Commission	Village Hall; 9-12 attendees
2/12/2020	Chris Straight	MMC-N Impact Study Presentation	email, notice in newspaper, and public notice by City	Presentation	Clark County CART Center; abt 30 attendees
8/29/2019	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
9/12/2019	Lynn Nelson	Commission Meeting	Distributed to media and units of government in the region, posted in public location at WCWRPC	Public Meeting	24 attendees
11/14/2019	Lynn Nelson	Commission Meeting	Distributed to media and units of government in the region, posted in public location at WCWRPC	Public Meeting	22 attendees
1/9/2020	Lynn Nelson	Commission Meeting	Distributed to media and units of government in the region, posted in public location at WCWRPC	Public Meeting	25 attendees
1/9/2020	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
2/13/2020	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
3/13/2020	Lynn Nelson	Commission Meeting	Distributed to media and units of government in the region, posted in public location at WCWRPC	Public Meeting	21 attendees
4/9/2020	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
4/28/2020	Lynn Nelson	WCWRPC Exec Com Meeting	Distributed to media and units of government in the region, posted in public location at WCWRPC	Public Meeting	13 attendees
5/28/2020	Lynn Nelson	Commission Meeting	Distributed to media and units of government in the region, posted in public location at WCWRPC	Public Meeting	23 attendees
6/11/2020	Lynn Nelson	WCWRPC Exec Com Meeting	Distributed to media and units of government in the region, posted in public location at WCWRPC	Public Meeting	10 attendees
7/9/2020	Lynn Nelson	Commission Meeting	Distributed to media and units of government in the region, posted in public location at WCWRPC	Public Meeting	26 attendees
7/24/2020	Lynn Nelson	WCWRPC Exec Com Meeting	Distributed to media and units of government in the region, posted in public location at WCWRPC	Public Hearing	12 attendees
10/30/2019, 11/19/20219, 1/21/2020, 6/29/2020, 8/4/2020	Susan Badtke, Landon Profaizer, Chris Straight	City of Stanley - Outdoor Recreation Plan Update & Comprehensive Plan Update	Meeting notices posted by the City in accordance with State Open Meetings Law.	Public Meetings of City Plan Commission, and Parks Commission on specific meetings.	only commission / committee members along with local media
10/30/2019, 7/1/2020-7/14/2020, 8/24/2020 - 9/8/2020	Susan Badtke	City of Stanley Downtown Suplan	Survey, City's utility newsletter, city webpage, flyers and the City's Police Dept. Facebook page, email, City webpage, flyers,	Meeting with Stanley Downtown Work group Downtown Stanley online Surveys	Wonderful response to the surveys. There were 412 responses to the IMAGINE survey and as of 8/27 there were 129 responses to the ACTION survey.
7/6/2020, 8/17/2020	Susan Badtke	Village of Turtle Lake Comprehensive Plan	Public notice and postings	Public Meeting Joint Public Hearing	Discussion and adoption of the Village of Turtle Lake Comprehensive Plan 2020-2040
9/16/2019	Susan Badtke & Lynn Nelson	Barron County Housing Study Wrap-Up	Flyer was prepared and distributed by participating communities	Community flyer	Forum was well attended.
12/3/2019, 12/4/2019, 12/5/2019, 12/9/2019, 12/10/2019, 12/11/2019, 12/12/2019, 12/16/2019, 12/17/2019	Susan Badtke	Polk County Housing Study Community Forums	Flyers distributed by participating communities, notice in all participating community newspapers	Meetings to obtain input on the housing study findings	All forums were well attended.
6/18/2020	Susan Badtke, Lynn Nelson	St. Croix County - Housing Services	Meeting notice posted by the County in accordance with State Open Meetings Law.	St. Croix County Land Conservation Committee	

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.”

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, 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 (2014-2018). 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 than very well” by the total population of the county. The LEP Safe Harbor Threshold provision stipulates that for each LEP group that meets the LEP language threshold (5% or 1,000 individuals, whichever is less), WCWRPC must provide translation of vital documents in written format for non-English speaking persons.

In all seven counties, Spanish ranks in the top two languages spoken by people, and who speak English “less than well”. All counties are below the 5 percent or 1,000 person threshold for Spanish speaking persons. The highest ranking language spoken at home, in terms of number that speak English less than well, is ‘German or other West Germanic’, in Clark County, where 1,880 persons (age 5+) speak English less than well, or 5.9 percent of the total Clark County population 5 years and over. This is likely due to the relatively large population of Amish and Mennonite persons in Clark County. The second highest is ‘Other Asian and Pacific Island’ in Eau Claire County with 1,281 or 1.32 percent. Both of these numbers and percentages, as they both include multiple languages, are 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. In addition, the WCWRPC has a staff member that is fluent in Hmong. 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:	42,767	
Speak English only	41,136	96.19%
Spanish or Spanish Creole	614	
Speak English less than "very well"	271	0.63%
German or other West Germanic:	479	
Speak English less than "very well"	54	0.13%
French, Haitian, or Cajun	52	
Speak English less than "very well"	12	0.03%
Other Asian and Pacific Island	71	
Speak English less than "very well"	14	0.03%
Tagalog:	68	
Speak English less than "very well"	14	0.03%

Chippewa County

Language Spoken at Home	Persons, age 5 and over	% of total population, 5+
Total County Estimate:	60,042	
Speak English only	58,261	97.03%
Spanish	479	
Speak English less than "very well"	153	0.25%
Tagalog	53	
Speak English less than "very well"	0	0.00%
Other Asian and Pacific Island	384	
Speak English less than "very well"	155	0.26%
German or other West Germanic	459	
Speak English less than "very well"	111	0.18%
Chinese (incl. Mandarin, Cantonese)	93	
Speak English less than "very well"	51	0.08%

Clark County

Language Spoken at Home	Persons, age 5 and over	% of total population, 5+
Total County Estimate:	31,651	
Speak English only	26,167	82.67%
German or other West Germanic	4,120	
Speak English less than "very well"	1,860	5.88%
Chinese (Mandarin, Cantonese)	24	
Speak English less than "very well"	24	0.08%
Spanish	1,198	
Speak English less than "very well"	624	1.97%
Other Asian and Pacific Island	29	
Speak English less than "very well"	8	0.03%
Russian, Polish, or other Slavic	36	
Speak English less than "very well"	14	0.04%

Dunn County

Language Spoken at Home	Persons, age 5 and over	% of total population, 5+
Total County Estimate:	42,155	
Speak English only	40,152	95.25%
Spanish	540	
Speak English less than "very well"	253	0.60%
Other Asian and Pacific Island	771	
Speak English less than "very well"	258	0.61%
Chinese (incl. Mandarin, Cantonese)	68	
Speak English less than "very well"	11	0.03%
Arabic	193	
Speak English less than "very well"	159	0.38%
German or other West Germanic	207	
Speak English less than "very well"	44	0.10%

Eau Claire County

Language Spoken at Home	Persons, age 5 and over	% of total population, 5+
Total County Estimate:	97,066	
Speak English only	90,681	93.42%
Spanish	1,939	
Speak English less than "very well"	705	0.73%
Other Asian and Pacific Island	2,454	
Speak English less than "very well"	1,281	1.32%
Chinese (incl. Mandarin, Cantonese)	369	
Speak English less than "very well"	285	0.29%
German and other West Germanic	736	
Speak English less than "very well"	232	0.24%
Russian, Polish, or other Slavic	158	
Speak English less than "very well"	43	0.04%

Polk County

Language Spoken at Home	Persons, age 5 and over	% of total population, 5+
Total County Estimate:	41,152	
Speak English only	40,173	97.62%
Spanish	430	
Speak English less than "very well"	196	0.48%
Other Asian and Pacific Island	88	
Speak English less than "very well"	28	0.07%
German or other West Germanic	152	
Speak English less than "very well"	32	0.08%
Russian, Polish, or other Slavic	91	
Speak English less than "very well"	26	0.06%
Tagalog	33	
Speak English less than "very well"	1	0.00%

St. Croix County

Language Spoken at Home	Persons, age 5 and over	% of total population, 5+
Total County Estimate:	82,436	
Speak English only	79,287	96.18%
Spanish	1,336	
Speak English less than "very well"	492	0.60%
Other Asian and Pacific Island	490	
Speak English less than "very well"	185	0.22%
German or other West Germanic	385	
Speak English less than "very well"	81	0.10%
Arabic	241	
Speak English less than "very well"	82	0.10%
French, Haitian, or Cajun	365	
Speak English less than "very well"	20	0.02%

2. Frequency

WCWRPC 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. WCWRPC staff had very little, if any, contact with LEP persons.

WCWRPC staff will be trained on what to do when they encounter a person that speaks English less than well. WCWRPC 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

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 WCWRPC does not have a separate budget for LEP outreach, there is interest in accommodating the participation of LEP persons in certain WCWRPC planning activities. To this end, WCWRPC 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.

WCWRPC 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 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. A WCWRPC staff member can help with translation of Hmong for smaller items.

Provision of language assistance services

WCWRPC has one staff member who is fluent in Hmong. If translation services are necessary beyond the abilities or time requirement of this staff person, WCWRPC staff will work with the Hmong Mutual Assistance Association, or advocacy groups, as available in the region, to provide the needed services at a nominal fee.

Staff can work with the El Centro de Conexión de Chippewa Valley (El Centro) for translation services, if needed for Spanish-speaking LEP persons to participate in the planning process. 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.

Language Assistance Notification

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 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	422,133	100.0%	21	100.0%
Hispanic or Latino	9,841	2.3%		0.0%
White	399,502	94.6%	21	100.0%
Black or African American, not Hispanic	3,685	0.9%		0.0%
American Indian and Alaska Native, not Hispanic	1,773	0.4%		0.0%
Asian, not Hispanic	7,562	1.8%		0.0%
Native Hawaiian and Other Pacific Islander, not Hispanic	386	0.1%		0.0%
Some other race alone, not Hispanic	1,671	0.4%		0.0%
Two or more races, not Hispanic	7,554	1.8%		0.0%
All Minorities	32,472	7.7%		0.0%

Source: ACS 5-year (2014-2018), Table B03001, B02001

Efforts to Encourage Minority Participation

WCWRPC understands diverse representation on committees, councils and boards results in sound policy reflective of its entire population. As such, WCWRPC 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 only reflect what is present on the municipal and county elected boards. The minority representation on the Commission is zero percent. This is lower than the population of the seven-county region, which is 7.7 percent. There is more direct opportunity to direct minority representation to ad hoc focus groups and outreach efforts for specific projects. As such, WCWRPC will make efforts to encourage and promote diversity and to reach out to diverse populations in the development of different plans and projects. To encourage participation on ad hoc committees and focus groups, WCWRPC will continue to reach out to community, ethnic and faith-based organizations to connect with all populations. In addition, WCWRPC 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: WCWRPC Commissioners
From: Eric Anderson, Senior Planner
Date: September 2, 2020

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 Act to ascertain the racial/ethnic make-up of any non-elected boards, commissions, councils, etc.

Collected data will be used for statistical and reporting purposes only. The information may be subject to disclosure under federal or state law or rule.

Anti-Discrimination Notice

It is unlawful for 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 below in order for us to comply with Federal Transit Administration 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

Please mark the **one line** 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.

Please return this form to WCWRPC in the attached self-addressed and stamped envelope.

Approval of Update Resolution (2020)