

Title VI Plan

Capital Area Regional Planning Commission

Adopted on: October 12, 2017

Adopted by: Capital Area Regional Planning Commission

Revised on:

This policy is hereby adopted and signed by:

Capital Area Regional Planning Commission

Executive Name/Title: Larry Palm/Executive Chairperson

Executive Signature: 

Policy Statement

The Capital Area Regional Planning Commission (RPC), as a recipient of U.S. Department of Transportation (USDOT) 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 USDOT implementing regulations.

Title VI Plan Elements

The Capital Area RPC Title VI plan includes the following elements:

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

The Capital Area RPC will review its policy at least once a year to determine if modifications are necessary. As applicable, the Capital Area RPC will meet with its third party contractor or lessee on an annual basis to ensure compliance with Title VI plan requirements.

Policy Updates – Activity Log

Date	Activity (Review/Update/Addendum/ Adoption/Distribution)	Person Responsible	Remarks
10/06/17	Review plan and edit per three-year update requirement	Steve Steinhoff	

Title VI Notice to the Public

The Capital Area RPC Notice to the Public is as follows:

Notifying the Public of Rights Under Title VI

The Capital Area RPC

- ✓ The Capital Area RPC 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 Capital Area RPC.
- ✓ For more information on the Capital Area RPC civil rights program, and the procedures to file a complaint, contact Linda Firestone at 608-266-4138 or email lindaf@capitalarearpc.org
- ✓ 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 Linda Firestone at 608-266-4138.
Si se necesita informacion en otro idioma de contacto, 608-266-4138.
- ✓ Yog muaj lus qhia ntxiv rau lwm hom lus, hu rau 608-266-4138.

The Capital Area RPC Notice to the Public is posted in the following locations:

- ✓ Agency website www.capitalarearpc.org.
- ✓ Public areas of the agency office (common area, public meeting rooms, etc.).

Title VI Complaint Procedure

The Capital Area RPC Title VI Complaint Procedure is made available in the following locations:

- ✓ Agency website Capitalarearpc.org/about/, either as a reference in the Notice to Public or in its entirety.
- ✓ AGMV.vision; in the Get Engaged Section.
- ✓ Hard copy posted on the bulletin at the entrance of agency office.

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

The Capital Area RPC investigates complaints received no more than 180 days after the alleged incident. The Capital Area RPC will process complaints that are complete.

Once the complaint is received, the Capital Area RPC 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 Capital Area RPC has 30 days to investigate the complaint. If more information is needed to resolve the case, the city may contact the complainant.

The complainant has 20 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 20 business days, the agency 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 20 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 Linda Firestone at 608-266-4138.

Procedimiento de queja title VI

Any persona que cree que él o ella ha sido discriminado en base a raza, color o nacionalidad de origen por **Capital Area RPC** puede presentar una queja de título VI rellenando y enviando el formulario de denuncia de la Agencia título VI. The **Capital Area RPC** investiga denuncias recibidas a más tardar 180 días después del supuesto incidente. The **Capital Area RPC** procesará las quejas que están completas.

Once que se recibe la denuncia, the **Capital Area RPC** revisaremos para determinar si nuestra oficina tiene jurisdicción. El querellante recibirán una carta de reconocimiento le informa si la queja será investigada por nuestra compañía.

The **Capital Area RPC** tiene 30 días para investigar la denuncia. Si necesita más información para resolver el caso, la empresa puede comunicarse con el demandante.

El querellante tiene 20 días hábiles desde la fecha de la carta para enviar la información solicitada al investigador asignado al caso.

Si el investigador no es contactado por el querellante o no recibir la información adicional dentro de 20 días hábiles, la empresa administrativamente puede cerrar el caso. Un caso puede ser cerrado administrativamente también si el demandante ya no desea seguir su caso.

Después de que el investigador comentarios sobre la queja, él/ella emitirá una de 2 dos cartas al demandante: una carta de cierre o una carta de encontrar (LOF).

- ✓ Una cierre carta resume las acusaciones y afirma que no hubo una violación del título VI y que se cerrará el caso.
- ✓ Una carta de encontrar (LOF) resume las denuncias y las entrevistas sobre el presunto incidente y explica si cualquier acción disciplinaria, entrenamiento adicional de la funcionaria, u otra acción ocurrirá.

If que el demandante desea apelar la decisión, él/ella tiene 20 días después de la fecha de la carta o el LOF para hacerlo.

A persona también puede presentar una queja directamente ante la Administración Federal de tránsito, en FTA oficina de derechos civiles, 1200 New Jersey Avenue SE, Washington, DC 20590.

Se necesita if información en otro idioma, comuníquese con **Capital Area RPC**: 608-266-4138, Fax: 608-266-9117 para organizar servicios de interpretación.

Title VI kev foob

Yog tus neeg uas ntseeg hais tias nws los yog nws twb raug lim hiam vim yog haiv neeg twg, xim, los yog, keeb kwm teb chaws los **Capital Area RPC** tej zaum yuav foob Title VI los ntawm sau ntawv thiab xa tawm lub koom haum Title VI tsis txaus siab daim ntawv. **The Capital Area RPC** investigates cov lus tsis txaus siab tau txhaj tsis pub dhau 180 hnuv tom qab cov ntaub xwm. **The Capital Area RPC** yuav txheej txheem lus tsis txaus siab uas yuav tiav tau.

Thaum tau txais daim ntawv tsis txaus siab, **the Capital Area RPC** yuav muab los saib seb puas yog peb qhov chaw loj muaj ib cheeb tsam. Tus tsis txaus siab yuav tau txais ib tsab ntawv DES tseem her/him seb qhov kev tsis txaus siab yuav tsum tshawb xyuas los ntawm peb lub tuam txhab.

The Capital Area RPC muaj 30 hnuv mus tshuaj xyuas qhov kev tsis txaus siab. Yog xav paub ntxiv ntxiv los daws qhov teeb meem no, lub tuam txhab yuav hu tau rau tus tsis txaus siab.

Tus tsis txaus siab muaj 20 hnuv ua hauj lwm ntawm hnuv ntawm tsab ntawv xa cov ntaub ntawv thov kom tus neeg taug lw rau roj plaub.

Yog hais tias tus neeg taug lw tsis tau hu los ntawm tus tsis txaus siab los yog tsis txais cov lus qhia ntxiv nyob rau hauv 20 hnuv ua hauj lwm, lub tuam txhab yuav nov kaw qhov roj. Ib roj plaub yuav tsum nov kaw kuj yog tus tsis txaus siab tsis xav mus caum lawv cov ntaub ntawv.

Tom qab cov neeg rov los xyuas qhov kev tsis txaus siab, nws yuav them ib ob (2) ntawv rau qhov kev tsis txaus siab: ib daim ntawv tuaj kaw los yog ib tsab ntawv ntawm kev nrhiav (LOF).

- ✓ A kaw ntawv summarizes tus liam thiab lub xeev uas muaj heev tsis muaj kev yuam cai Title VI thiab uas yuav raug kaw qhov roj.
- ✓ A tsab ntawv ntawm kev nrhiav (LOF) summarizes tus liam thiab cov kev sib tham txog qhov xwm ncig, thiab piav txog seb kev qhuab, ntxiv kev kawm ntawm rau cov neeg ua hauj lwm, los yog lwm yam ntawv yuav tshwm sim.

Yog tus tsis txaus siab kom rov hais dua qhov kev txiav txim xav, nws muaj 20 hnuv tom qab hnuv ntawm tsab ntawv los sis cov LOF ua tau li ntawd.

A neeg kuj thov tau ib tsab ntawv foob ncaj qha mus rau hauv tsoom fwv teb chaws Transit Administration, nyob FTA Office of Civil Rights, 1200 New Jersey Avenue SE, Washington, DC 20590.

If cov lus qhia uas yuav tsum tau ua lwm hom lus, hu rau **Capital Area RPC**: 608-266-4138, Fax: 608-266-9117 npaj txhais tau cov kev pab cuam.

Title VI Complaint Form

The Capital Area RPC Title VI Complaint Procedure is made available in the following locations:

- ✓ 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.

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

Section IV				

Have you previously filed a Title VI complaint with this agency?	Yes	No
--	-----	----

Section V

Have you filed this complaint with any other Federal, State, or local agency, or with any Federal or State court?
 Yes No
If yes, check all that apply:
 Federal Agency: _____
 Federal Court _____ State Agency _____
 State Court _____ 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:

Capital Area RPC
ATTN: Title VI Coordinator
210 Martin Luther King Jr Blvd Rm 362
Madison WI, 53703

Título VI denuncia forma

Sección I:				
Nombre:				
Dirección:				
Teléfono (Hogar):		Teléfono (trabajo):		
Dirección de correo electrónico:				
¿ accessible requisitos de formato?	Impresión de gran tamaño		Cinta de audio	
	TDD		Otros	
Sección II:				
¿ are presentar esta queja en su nombre?		Si*	No	
* If respondió "Si" a esta pregunta, ir a la sección III.				
Si no, por favor suministrar el nombre y la relación de la persona a quien usted se queja:				
Por favor explique por qué ha presentado por un tercero: _____				
Por favor confirme que ha obtenido el permiso de la parte agraviada si radicara en nombre de un tercero.		Si	No	
Sección III:				
Creo que he experimentado la discriminación se basaba en (marque todas las que apliquen):				
<input type="checkbox"/> Raza <input type="checkbox"/> Color <input type="checkbox"/> Origen nacional				
Fecha de la supuesta discriminación (mes, día, año): _____				
Explicar lo más claramente posible lo que pasó y por qué usted cree que fueron discriminados. Describir a todas las personas que estuvieron involucradas. Incluir el nombre e información de contacto de la persona que discriminó (si lo conoce) así como nombres e información de contacto de testigos. Si se necesita más espacio, utilice el dorso de este formulario. _____ _____				
Sección IV				
¿Anteriormente ha presentado una queja del título VI con esta agencia?		Si	No	
Sección V				
¿Ha presentado esta queja con cualquier otro Federal, estatal o agencia local, o con cualquier Tribunal Federal o estatal? <input type="checkbox"/> Si <input type="checkbox"/> No				
En caso afirmativo, marque todas las que aplican:				
<input type="checkbox"/> Agencia Federal para el: _____				
<input type="checkbox"/> Tribunal Federal _____		<input type="checkbox"/> La Agencia Estatal de _____		
<input type="checkbox"/> Tribunal del estado _____		<input type="checkbox"/> Agencia local _____		
Sírvanse proporcionar información sobre una persona de contacto en la Agencia/corte donde se presentó la queja.				
Nombre:				

Título:
Agencia:
Dirección:
Teléfono:
Sección VI
Nombre de empresa o agencia denuncia es contra:
Persona de contacto:
Título:
Número de teléfono:

Usted puede conectar cualquier material escrito u otra información que crees que es pertinente a su queja.

Firma y fecha especificadas a continuación

Firma Fecha

Por favor, envíe este formulario en persona en la siguiente dirección, o envíe por correo este formulario a:

Capital Area RPC
ATTN: Title VI Coordinator
210 Martin Luther King Jr Blvd Rm 362
Madison WI, 53703

Title VI Complaint Form

eem I:				
Lub npe:				
Chaw nyob:				
Xov tooj (hauv tsev):			Xov tooj (hauj lwm):	
Tsab ntawv chaw nyob:				
Populations hom ntawv?	Loj		Lub kaw suab	
	TDD		Lwm yam	
Seem II:				
Yog koj ua daim ntawv no tsis txaus siab rau koj tus kheej?			Yog *	Tsis yog
* Yog koj teb tias "yog" rau lo lus nug no, koj mus rau Seem III.				
Yog tias tsis yog, thov muab lub npe thiab kev sib raug zoo ntawm tus neeg uas koj muaj complaining:				
Thov qhia seb yog vim li cas koj tau ua ntawv rau ib daim ntawv thib: _____				
Thov koj tshawb kom paub tseeb tias tau nej qhov kev tso cai ntawm aggrieved lub tog yog tias koj ua rau muaj lwm tus neeg.			Yog	Tsis yog
Seem III:				
Kuv ntseeg tias txoj kev ntxub ntxaug kuv hnov tau zoo raws li (kos txhua qhov uas siv tau):				
<input type="checkbox"/> Haiv neeg <input type="checkbox"/> Xim <input type="checkbox"/> Neeg txawv tebchaws Hnub kev cais ntaub (hli, hnub, xyoos): _____ Piav kom meej npaum li meej tau dab tsi tshwm sim thiab yog vim li cas koj ntseeg tias koj raug lim hiam. Piav tag nrho cov neeg uas tau muab kev koom tes. Xws li lub npe thiab hu rau cov lus qhia txog qhov (cov) neeg uas lim hiam koj (yog paub) as well as cov npe thiab hu qhia rau cov tibneeg ua povthawj. Yog xav tau chaw sau ntau ntxiv no, thov siv sab nraum daim ntawv no. _____ _____				
Seem IV				
Muaj koj yav tsab cai Title VI tsis txaus siab nrog lub koom haum no?			Yog	Tsis yog
Seem V				
Koj tau ua ntawv tsis txaus siab nrog rau tej teb chaw, xeev, los yog chaw khiav hauj lwm, los yog tej teb chaws los yog xeev lub tsev hais plaub? <input type="checkbox"/> Yog <input type="checkbox"/> Tsis yog				
Yog tias muaj, kos txhua yam:				
<input type="checkbox"/> Tsoom fww teb chaws qhov chaw ua hauj lwm: _____				
<input type="checkbox"/> Tseem fww lub tsev hais plaub _____ <input type="checkbox"/> Xeev lub koom haum _____				
<input type="checkbox"/> Lub xeev cov tsev hais plaub _____ <input type="checkbox"/> Koom haum hauv zos _____				
Thov muab cov ntaub ntawv hais txog ib tug neeg tiv tauj rau lub chaw ua hauj lwm/tsev hais plaub qhov twg cov				

ntawv tsis txaus siab tau tsab.
Lub npe:
Npe:
Lub koom haum:
Chaw nyob:
Xov tooj:
Seem VI
Tuam txhab lossis cov koom haum tsis txaus siab lub npe no tiv thaiv tsis tau:
Hu rau tus neeg:
Npe:
Xov tooj:

Koj yuav tau xa tej ntaub ntawv uas sau ntawv los yog lwm yam ntaub ntawv uas koj xav hais tias yam koj tsis txaus siab. Xee npe thiab hnuv tim uas yuav tsum tau ua hauv qab

Kos npe Hnuv tim

Thov xa daim ntawv no nyob rau ntawm qhov chaw nyob hauv qab no, los yog xa daim ntawv no mus:

Capital Area RPC
ATTN: Title VI Coordinator
210 Martin Luther King Jr Blvd Rm 362
Madison WI, 53703

List of Title VI Investigations, Complaints and Lawsuits

The Capital Area RPC maintains a list or log of all Title VI investigations, complaints and lawsuits, pertaining to its transit-related 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

Strategies and Desired Outcomes

To promote inclusive public participation, the Capital Area RPC will employ the following strategies, as appropriate:

- ✓ Provide for early, frequent and continuous engagement by the public.
- ✓ Select accessible and varied meeting locations and times.
- ✓ Employ different meeting sizes and formats.
- ✓ Provide childcare and food during meetings, if possible.
- ✓ Use social media in addition to other resources as a way to gain public involvement.
- ✓ Use radio, television or newspaper ads on stations and in publications that serve LEP populations. Outreach to LEP populations may also include audio programming available on podcasts.
- ✓ Expand traditional outreach methods by visiting ethnic stores/markets and restaurants, community centers, libraries, faith-based institutions, local festivals, etc.

Public Outreach Activities

The Capital Area RPC maintains a log/record of the various types of outreach activities it uses to promote inclusive public participation. On an annual basis, the Capital Area RPC reviews its log of outreach activities to determine if additional or different strategies are needed to promote inclusive public participation.

The direct public outreach and involvement activities conducted by the Capital Area RPC are summarized in the table below. Efforts include *meetings, surveys, focus groups, attendance at community events, etc.*

Information collected on the size, location, meeting format, number of attendees, etc. as well as the scope of the distribution method (i.e. posters were placed in all shopping centers in the affected area) will be used for future planning efforts. Examples of additional supporting materials include copies of meeting announcements, agendas, posters, attendee list, etc.

Event Date	Capital Area RPC Staffer(s)	Event	Date Publicized and Communication Method (Public Notice, Posters, Social Media)	Outreach Method (Meeting, Focus Group, Survey, etc).	Notes
January 9, 2017	Steve Steinhoff	CARPC Executive Committee Meeting	January 6, 2017 Website, 2 public bulletin boards, and email	Meeting	
January 12, 2017	Steve Steinhoff	CARPC Public Hearing / CARPC Meeting	December 9, 2016 (PHN) January 6, 2017 (meeting) Website, 2 public bulletin boards, and email	Meeting/public hearing	
February 6, 2017	Steve Steinhoff	CARPC Executive Committee Meeting	February 2, 2017 Website, 2 public bulletin boards, and email	Meeting	
February 9, 2017	Steve Steinhoff	CARPC Meeting	February 2, 2017 Website, 2 public bulletin boards, and email	Meeting	

Event Date	Capital Area RPC Staffer(s)	Event	Date Publicized and Communication Method (Public Notice, Posters, Social Media)	Outreach Method (Meeting, Focus Group, Survey, etc).	Notes
March 6, 2017	Steve Steinhoff	CARPC Executive Committee Meeting	March 2, 2017 Website, 2 public bulletin boards, and email	Meeting	
March 9, 2017	Steve Steinhoff	CARPC Public Hearing / CARPC Meeting	February 6, 2017 (PHN) March 2, 2017 (meeting) Website, 2 public bulletin boards, and email	Meeting/public hearing	Meeting held locally for community being discussed (Sun Prairie)
March 20, 2017	Steve Steinhoff	Presentation to South Madison Planning Council	March 4, 2017 Website and email	Public meeting	Presentation of "Geography of Opportunity" report highlights
March 30, 2017	Steve Steinhoff	Joint Meeting of CARPC and MATPB	March 27, 2017 Website, 2 public bulletin boards, and email	Meeting	
April 10, 2017	Steve Steinhoff	CARPC Executive Committee Meeting	April 6, 2017 Website, 2 public bulletin boards, and email	Meeting	
April 13, 2017	Steve Steinhoff	CARPC Public Hearing / CARPC Meeting	March 14, 2017 (PHN) April 6, 2017 (meeting) Website, 2 public bulletin boards, and email	Meeting/public hearing	
May 8, 2017	Steve Steinhoff	CARPC Executive Committee Meeting	May 5, 2017 Website, 2 public bulletin boards, and email	Meeting	
May 11, 2017	Steve Steinhoff	Joint Meeting of CARPC and Dane County Lakes & Watershed Commission	May 5, 2017 Website, 2 public bulletin boards, and email	Meeting	
May 11, 2017	Steve Steinhoff	CARPC Public Hearing / CARPC Meeting	April 11, 2017 (PHN) May 5, 2017 (meeting) Website, 2 public bulletin boards, and email	Meeting/public hearing	
June 5, 2017	Steve Steinhoff	CARPC Executive Committee Meeting	June 2, 2017 Website, 2 public bulletin boards, and email	Meeting	
June 8, 2017	Steve Steinhoff	CARPC (2) Public Hearings / CARPC Meeting	May 9, 2017 (PHN) June 2, 2017 (meeting) Website, 2 public bulletin boards, and email	Meeting/public hearing	
July 10, 2017	Steve Steinhoff	CARPC Executive Committee Meeting	July 7, 2017 Website, 2 public bulletin boards, and email	Meeting	
July 13, 2017	Steve Steinhoff	CARPC Meeting	July 7, 2017 Website, 2 public bulletin boards, and email	Meeting	
July 21, 2017	Steve Steinhoff	CARPC Budget and Personnel Panel	July 18, 2017 Website, 2 public bulletin boards, and email	Committee meeting	
August 7, 2017	Steve Steinhoff	CARPC Executive Committee Meeting	August 3, 2017 Website, 2 public bulletin boards, and email	Meeting	
August 10, 2017	Sean Higgins	August Educational on Farmland Preservation Planning	July 31, 2017 Website, 2 public bulletin boards, and email	Informational forum	Meeting held locally in Town of Dunn
August 10, 2017	Steve Steinhoff	CARPC Meeting	August 3, 2017 Website, 2 public bulletin boards, and email	Meeting	
September 11, 2017	Steve Steinhoff	CARPC Executive Committee Meeting	September 7, 2017 Website, 2 public bulletin boards, and email	Meeting	

Event Date	Capital Area RPC Staffer(s)	Event	Date Publicized and Communication Method (Public Notice, Posters, Social Media)	Outreach Method (Meeting, Focus Group, Survey, etc).	Notes
September 14, 2017	Steve Steinhoff	CARPC Public Hearing(3) / CARPC Meeting	August 15, 2017 (PHN) September 7, 2017 (meeting) Website, 2 public bulletin boards, and email	Meeting/public hearing	
October 9, 2017	Steve Steinhoff	CARPC Executive Committee Meeting	October 6, 2017 Website, 2 public bulletin boards, and email	Meeting	
October 12, 2017	Steve Steinhoff	CARPC Public Hearing / CARPC Meeting	September 12, 2017 (PHN) October 6, 2017 (meeting) Website, 2 public bulletin boards, and email	Meeting/public hearing	
November 9, 2017	Steve Steinhoff	CARPC Public Hearing / CARPC Meeting	October 10, 2017 (PHN) Website, 2 public bulletin boards, and email	Meeting/public hearing	
February 22, 2017	Mike Rupiper	Waubesa Wetlands Study Plan Technical Advisory Committee Meeting	February 8, 2017 Website, 2 public bulletin boards, and email	Committee meeting	
June 14, 2017	Mike Rupiper	Waubesa Wetlands Study Plan Technical Advisory Committee Meeting	April 2017 Website, 2 public bulletin boards, and email	Committee meeting	
February 20, 2017	Mike Rupiper	Stormwater Technical Advisory Committee Meeting	February 14, 2017 Website, 2 public bulletin boards, and email	Committee meeting	
March 20, 2017	Mike Rupiper	Stormwater Technical Advisory Committee Meeting	March 16, 2017 Website, 2 public bulletin boards, and email	Committee meeting	
April 17, 2017	Mike Rupiper	Stormwater Technical Advisory Committee Meeting	April 12, 2017 Website, 2 public bulletin boards, and email	Committee meeting	

Language Assistance Plan

Plan Components

As a recipient of federal US DOT funding, the Capital Area RPC is required to take reasonable steps to ensure meaningful access to our programs and activities by limited-English proficient (LEP) persons.

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

The Capital Area RPC Language Assistance Plan includes the following elements:

1. The results of the *Four Factor Analysis*, including a description of the LEP population(s), served.
2. A description of how language assistance services are provided by language.

3. A description of how LEP persons are informed of the availability of language assistance service.
4. A description of how the language assistance plan is monitored and updated.
5. A description of how employees are trained to provide language assistance to LEP persons.
6. Additional information deemed necessary.

Methodology

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

LEP Four Factor Analysis

Factor 1: Demography: Identifies the number or proportion of LEP persons served and the languages spoken in the service area.

The first factor of the *Four Factor Analysis* is the basis of the Language Assistance Plan. It requires the Capital Area RPC to review its U.S. Census data to determine if it meets the *LEP Safe Harbor Threshold*.

U.S. Census and American Community Survey (ACS) Data²

The Capital Area RPC did the following:

1. Inserted a copy of the Capital Area RPC county LEP data in the Title VI plan. This data was found at the WisDOT website <http://wisconsin.gov/Documents/doing-bus/local-gov/astnce-pgms/transit/compliance/title6-lep.pdf> or the US Census Bureau American Fact Finder website <http://factfinder.census.gov/faces/nav/jsf/pages/index.xhtml>
2. Analyzed the LEP demographic data for the Capital Area RPC program and/or service area by calculating the *Safe Harbor Threshold* for two to three of the largest language groups identified other than English.
 - a. 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.
 - i. 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

¹ DOT LEP guidance <https://www.transportation.gov/civil-rights/civil-rights-awareness-enforcement/dots-lep-guidance>

² The ACS publishes data in many forms on the Census Bureau American Fact Finder website <http://factfinder2.census.gov/faces/nav/jsf/pages/searchresults.xhtml>

less of the population to be served) the Capital Area RPC must provide translation of vital documents in written format for the non-English users.

- ii. Examples of written translation of vital documents include the Title VI policy statement and/or Notice to the Public (Appendix 2), Title VI Complaint Procedure (Appendix 3), Title VI Complaint Form (Appendix 4), and ADA paratransit eligibility forms.
3. Explained the results of the analysis of the county LEP data in the demographic section of the *Four Factor Analysis*.

Factor 2: Frequency: Identifies the frequency staff comes into contact with LEP persons.

LEP persons are persons identified as speaking English less than very well, not well or not at all. Just because a person speaks a language other than English doesn't mean they don't speak English or are identified as LEP.

The summary below discusses the frequency with which Capital Area RPC staff, and/or its contractor/lessee come into contact with LEP persons. It also provides information on the how staff is instructed to meet the needs of LEP persons. Capital Area RPC staff persons are encouraged to use LEP resource materials to assist LEP persons.

Factor 3: Importance: Explains how the program, service or activity affects people's lives.

The summary below discusses how the Capital Area RPC program and services impact the lives of person's within the community. The Capital Area RPC will specify the community organizations that serve LEP persons, if available.

Factor 4: Resources and Costs: Discusses funding and other resources available for LEP outreach.

The summary below discusses the low cost methods the Capital Area RPC uses to provide outreach to LEP persons as well as train staff on Title VI and LEP principles.

Additional Required Elements

In addition to the *Four Factor Analysis (listed below as item #1)*, the Capital Area RPC addresses the following elements:

- Item #2:* A description of how language assistance services are provided by language
- Item #3:* A description of how LEP persons are informed of the availability of language assistance service
- Item #4:* A description of how the language assistance plan is monitored and updated

Item #5: A description of how employees are trained to provide language assistance to LEP persons

And, any additional information deemed necessary.

Capital Area RPC – Summary of the Language Assistance Plan Components

Item #1 – Results of the Four Factor Analysis <i>(including a description of the LEP population(s) served)</i>
--

Factor 1 – Demography

The Capital Area RPC represents the geographical area of Dane County.

The US Census Bureau – American Fact Finder (2011-2015 5 year estimates) reports there are numerous languages spoken in Dane County. Some of these languages include Spanish, Chinese, and Hmong. After English, the second largest language group is Spanish.

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), the Capital Area RPC must provide translation of vital documents in written format for non-English speaking persons.

Dane County currently has a population of 479,462 persons. There are three language groups that exceed the safe harbor threshold of 1,000 persons. Of that 24,821 have identified themselves as Spanish speaking. Of the 24,821 individuals that speak Spanish, 10,806 people are identified as Spanish speaking and “speaks English less than well”. There are 11,883 individuals that speak Hmong and 5,260 are identified as speaking Hmong and “speaks English less than well.” And, of the 5,372 individuals that speak Chinese, 2,551 people are identified as speaking Chinese and “speaks English less than well”.

This means the Capital Area RPC is required to provide written translation of vital documents in Spanish, Hmong and Chinese. At this time, Capital Area RPC has its vital documents (complaint procedure and form) translated in Spanish and Hmong. Capital Area RPC will track LEP encounters for individuals speaking Chinese and will work to translate its vital documents in Chinese, as warranted. All of the other language groups listed above are also below the Safe Harbor Threshold. This means, at this time, the Capital Area RPC is also not required to provide written translation of vital documents in these languages.

Even though the Capital Area RPC is below the Safe Harbor Threshold, and is not required to provide written translation of vital documents, when working in an area with larger percent of limited English population the Capital Area RPC will provide translated notices and reports. If a public hearing is hosted in a community with population that exceeds the threshold of more than 5%, an opportunity for oral translation will be made available, as requested.

In the future, if the Capital Area RPC 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.

Factor 2 – Frequency

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

Log of LEP Encounters

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

The “I Speak” Language identification card listed below is a document that can be used by the Capital Area RPC staff to assist LEP individuals. Additional languages can be added as needed to match the demographic changes of the Capital Area RPC’s service area.

“I Speak” Language Identification Card

Mark this Box if you speak...	Language Identification Chart	Language
<input type="checkbox"/>	Mark this box if you read or speak English	English
<input type="checkbox"/>	Marque esta casilla si lee o habla español	Spanish
<input type="checkbox"/>	Kos lub voj no yog koj paub twm thiab hais lus Hmoob	Hmong
<input type="checkbox"/>	如果说中国在方框内打勾	Chinese
<input type="checkbox"/>	Xin ñaùnh daáu vaøo oâ naøy neáu quyù vò bieát ñoïc vaø nouì ñöðïc Vieät Ngöð.	Vietnamese
<input type="checkbox"/>	당신이한국어말할경우이 상자를표시	Korean
<input type="checkbox"/>	Markahan itong kuwadrado kung kayo ay marunong magbasa o magsalita ng Tagalog.	Tagalog
<input type="checkbox"/>	Kreuzen Sie dieses Kästchen an, wenn Sie Deutsch lesen oder sprechen	German
<input type="checkbox"/>	Отметить этот флажок, если вы говорите по-русски	Russian
<input type="checkbox"/>	Означите ову кућицу ако говорите српски	Serbian
<input type="checkbox"/>	आप हिंदी बोलते हैं तो इस बक्से को चिह्नित करें	Hindi
<input type="checkbox"/>	پر نشان لگائیں تو اس باکس بولتے ہیں اردو اگر آپ	Urdu

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

Factor 3 – Importance

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

Factor 4 – Resources and Costs

Even though the Capital Area RPC does not have a separate budget for LEP outreach, the agency has worked with GeoGroup Translation services to translate written material .

Capital Area RPC staff conducts outreach activities to LEP communities throughout the year to inform communities about planning projects and initiatives led by the agency. The average cost for translation of material is approximately \$.06 cents a word with an average spending of \$150 for translation and finishing.

Training of Capital Area RPC staff and interns to Title VI and LEP requirements is conducted internally once a year. At this point, no additional training costs are incurred with the exception of printing/photocopying of material.

Item # 2 – Description of how Language Assistance Services are Provided, by Language
--

The Capital Area RPC staff determine when there is a potential need for language translation services and communicates the need with a representative from the GeoGroup for immediate translation. Once material is translated it is distributed at community hubs that serve targeted population.

In addition, the Capital Area RPC has developed relationships with community centers and programs that serve Latino and Hmong populations as a way of gathering input.

Item # 3 - Description of how LEP Persons are Informed of the Availability of Language Assistance Service

The Capital Area RPC does the following to inform LEP persons of the availability of language assistance services:

- ✓ Review outreach activities and the frequency of contact with LEP individuals to determine whether additional language assistance services are needed.
- ✓ Utilize the community partners to assist with the development of bilingual outreach materials, including pictograms and other symbols.
- ✓ Prioritize the hiring of bilingual staff, as needed.

The Capital Area RPC uses a variety of low cost outreach methods such as visiting ethnic stores/markets and restaurants, community centers, libraries, faith-based institutions and local festivals. The cost is relatively low but the ability to reach the LEP population is high.

Item # 4 – Description of how the Language Assistance Plan is Monitored and Updated

The Capital Area RPC reviews its plan on an annual basis or more frequently as needed. In particular, the Capital Area RPC will evaluate the information collected on encounters with LEP persons as well as public outreach efforts to determine if adjustments should be made to the delivering of programs and services to ensure meaningful access to minority and LEP persons.

Item # 5 - Description of how Employees are Trained to Provide Language Assistance to LEP Persons

Capital Area RPC employees are oriented on the principles of Title VI and the Capital Area RPC Language Assistance Plan. New employees will be provided guidance on the needs of clients served and how best to meet their needs.

Minority Representation Information

A. Minority Representation Table³

The table below depicts the Capital Area RPC non-elected committees.

Body	Caucasian	Hispanic	African American	Asian
County	83%	6.2%	5.4%	5.3%
Commission	100%	0%	0%	0%
Staff	77%	0%	13%	0%

B. Efforts to Encourage Minority Participation

The Capital Area RPC understands diverse representation on committees, councils and boards results in sound policy reflective of its entire population. As such, the Capital Area RPC encourages participation of all its citizens.

As vacancies for employment occur, Capital Area RPC will make efforts to encourage and promote diversity among applicants.

The commission is appointed by various agencies. As vacancies occur those appointees are responsible in providing the best qualified and representative candidate. The agency will promote amongst appointing authorities the need for diversification as the commission moves forward.

To encourage participation on committees and councils that may support the agency, the Capital Area RPC will continue to reach out to community, ethnic and faith-based organizations to connect with all populations. In addition, the Capital Area RPC will use create ways to make participation realistic and reasonable, such as scheduling meetings at times best suited to its members and providing transportation and child care, if needed for its members.

³ County data by race is available at the WisDOT website <http://wisconsindot.gov/Documents/doing-bus/local-gov/astnce-pgms/transit/compliance/title6-race.pdf> or the US Censure Bureau American Fact Finder website <http://factfinder.census.gov/faces/nav/jsf/pages/index.xhtml>