CARPC Resolution No. 2020-02

CARPC Title VI/ADA Non-Discrimination Policy

WHEREAS the Capital Area Regional Planning Commission (CARPC) is a recipient of U.S. Department of Transportation grant dollars through the Wisconsin Department of Transportation (WisDOT); and

WHEREAS CARPC, as said subrecipient, must comply with Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d) and the U.S. Department of Transportation implementing regulations; and

WHEREAS; Section VI.B.1. of CARPC’s 2019 Title VI Agreement-Assurances states “The Subrecipient shall: Issue a policy statement, signed by the head of the Subrecipient, which expresses its commitment to the nondiscrimination provisions of the Title VI Acts and Regulations set out in Part III of this document”.

WHEREAS; CARPC reviews and updates the policy statement annually as indicated on page two of the document.

NOW, THEREFORE, BE IT RESOLVED that the Capital Area Regional Planning Commission hereby adopts the attached CARPC Title VI Plan (policy statement).

February 13, 2020
Date Adopted

Larry Palm, Chairperson

Kris Hampton, Secretary
Title VI Plan

Capital Area Regional Planning Commission

Adopted on: February 13, 2020

Adopted by: Capital Area Regional Planning Commission

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 (or Capital Area RPC), as a recipient of U.S. Department of Transportation grant dollars through the Wisconsin Department of Transportation (WisDOT), will comply with the Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d) and the U.S. Department of Transportation implementing regulations.

Title VI Plan Elements

The Capital Area Regional Planning Commission’s Title VI plan includes the following elements:

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

Note: Additional materials will be attached, if required.
The **Capital Area Regional Planning Commission** will review its policy at least once a year to determine if modifications are necessary.

### Policy Updates – Activity Log

<table>
<thead>
<tr>
<th>Date</th>
<th>Activity (Review/Update/Addendum/Adoption/Distribution)</th>
<th>Person Responsible</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>12/06/2018</td>
<td>Review plan and edit per three-year update requirement</td>
<td>Linda Firestone</td>
<td>Direct complaints now go to FHWA</td>
</tr>
<tr>
<td>01/23/2020</td>
<td>Review plan and edit per annual review policy</td>
<td>Sean Higgins</td>
<td>Contact information, posting locations, public outreach activities, LEP encounter log, , added Dane County equal employment opportunity policy notification of public rights</td>
</tr>
</tbody>
</table>
Title I Notice to the Public

The Capital Area Regional Planning Commission’s Notice to the Public is as follows:

Notifying the Public of Rights Under Title VI

THE CAPITAL AREA REGIONAL PLANNING COMMISSION

✓ The Capital Area Regional Planning Commission operates its programs and services without regard to race, religion, color, sex, disability, age, gender, sexual preference, marital status, physical appearance, national origin, cultural differences, developmental disability, ancestry, arrest or conviction record, or membership in the National Guard, State Defense Force, in accordance with Title VI of the Civil Rights Act and other Federal, State, and Local requirements. 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 Regional Planning Commission.

✓ Pursuant to Federal, State and requirements set forth by the County Board of Supervisors of the County of Dane, Chapter 19 of the Dane County Ordinances, it is our agency’s policy to provide equal employment opportunity to all employees and applicants for employment without regards to race, religion, color, sex, age, sexual preference, marital status, physical appearance, national origin, cultural differences, developmental disability, ancestry, arrest or conviction record, or membership in the National Guard, State Defense Force. All employees shall be treated equally with respect to, but not limited to, recruitment, hiring, compensation, promotions, layoff recalls, training, transfers, other benefits, and selection of apprenticeship insofar as it is within our control. To implement this policy, this agency will take affirmative action to reach a balanced workforce.

✓ For more information on the Capital Area Regional Planning Commission’s civil rights program, and the procedures to file a complaint, contact Sean Higgins at 603-474-6018 or email SeanH@CapitalAreaRPC.org.

✓ A complainant may file a complaint directly with the Federal Highway Administration by sending a complaint to Federal Highway Administration, U.S. Department of Transportation, Office of Civil Rights, 1200 New Jersey Avenue, SE, 8th Floor E81-105, Washington, DC 20590.

✓ If information is needed in another language, contact Sean Higgins at 608-266-4138.
  Si se necesita información en otro idioma de contacto Sean Higgins, 608-474-6018.
  Yog muaj lus qhia ntxiv rau lwm hom lus, hu rau 608-474-6018.

The Capital Area Regional Planning Commission’s Notice to the Public is posted in the following locations: (check all that apply)

✓ Agency website www.CapitalAreaRPC.org/about/title-vi
✓ Public areas of the agency office (common area, public meeting rooms, etc.)
Title VI Complaint Procedure

The Capital Area Regional Planning Commission's Title VI Complaint Procedure is made available in the following locations: (check all that apply)

✓ Agency website www.CapitalAreaRPC.org/About/title-vi, either as a reference in the Notice to Public or in its entirety
✓ Hard copy posted on the bulletin board 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 Regional Planning Commission may file a Title VI complaint by completing and submitting the agency's Title VI Complaint Form.

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

Once the complaint is received, the Capital Area Regional Planning Commission 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 Regional Planning Commission 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 city 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 no: 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 file a complaint directly with the Federal Highway Administration by sending a complaint to Federal Highway Administration, U.S. Department of Transportation, Office of Civil Rights, 1200 New Jersey Avenue, SE, 8th Floor E81-105, Washington, DC 20590.

If information is needed in another language, then contact Sean Higgins at 608-474-6018.
Procedimiento de queja title VI

Alguna 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. El 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, el 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.

El 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 dos cartas al demandante: una carta de cierre o una carta de entrar (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.

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

Un persona también puede presentar una queja directamente ante la Administración Federal de Carreteras, Departamento de Transporte de los Estados Unidos, Oficina de Derechos Civiles, 1200 New Jersey Avenue, SE, 8th Floor E81-105, Washington, DC 20590.

Se necesita if información en otro idioma, comuníquese con Capital Area RPC: 608-474-6018, 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 hnb tom qab cov ntaub xwm. The Capital Area RPC yuav txheej txheem lus tsis txaus siab uas yuav tlav 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 hnb 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 hnb ua hauj lwm ntawm hnb ntawm tsab ntawv xa cov ntaub ntawv thov kom tus neeg taug lw rau rooj 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 hnb ua hauj lwm, lub tuam txhab yuav nov kaw qhov rooj. Ib rooj plaub yuav tsum nov kaw kjog 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 rooj.

✓ A tsab ntawv ntawm kev nrhiav (LOF) summarizes tus liam thiab cov kev sib tham txog qhov xwm ncig, thiab plav txog seb kev qhuab, ntxiv kev kawm ntawm rau cov neeg ua hauj lwm, los yog lwm yam ntawv yuav tshawm sim.

Yog tus tsis txaus siab kom rov hais dua qhov kev txiav txim xav, nws muaj 20 hnb tom qab hnb 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 fvw teb chaws Federal Highway Administration, U.S. Department of Transportation, Office of Civil Rights, 1200 New Jersey Avenue, SE, 8th Floor E81-105, Washington, DC 20590.

If cov lus qhia uas yuav tsum tau ua lwm hom lus, hu rau Capital Area RPC: 608-474-6018, npaj txhais tau cov kev pab cuam.
Title VI Complaint Form

The Capital Area Regional Planning Commission's Title VI Complaint Procedure is made available in the following locations: (check all that apply)

- Agency website, either as a reference in the Notice to Public or in its entirety
- Hard copy in the Capital Area Regional Planning Commission's office
- Available in appropriate languages for LEP populations, meeting the Safe Harbor Threshold.

<table>
<thead>
<tr>
<th>Section I:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name:</td>
</tr>
<tr>
<td>Address:</td>
</tr>
<tr>
<td>Telephone (Home):</td>
</tr>
<tr>
<td>Electronic Mail Address:</td>
</tr>
<tr>
<td>Accessible Format Requirements?</td>
</tr>
<tr>
<td>TDD</td>
</tr>
</tbody>
</table>

**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):

- [ ] Race
- [ ] Color
- [ ] 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 Regional Planning Commission
ATTN: Title VI Coordinator
100 State St, Suite 400
Madison WI 53703
Sección I:

Nombre: 
Dirección: 
Teléfono ( Hogar): 
Teléfono (trabajo): 
Dirección de correo electrónico: 
¿ Accessible requisitos de formato? 
Impresión de gran tamaño: 
TDD: 
Cinta de audio: 
Otras: 

Sección II:

¿ Are presentar esta queja en su nombre? 
Sí | No 
* If responded "Sí" 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 agravada si radicara en nombre de un tercero: 
Sí | No 

Sección III:

Creo que ha experimentado la discriminación se basaba en (marque todas las que apliquen): 
[ ] Raza 
[ ] Color 
[ ] Origen nacional 
Fecha de la supuesta discriminación (mes, día, año): 
Explico 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? 
Sí | No 

Sección V

¿Ha presentado esta queja con cualquier otro Federal, estatal o agencia local, o con cualquier Tribunal Federal o estatal? 
[ ] Sí 
[ ] No 
En caso afirmativo, marque todas las que aplican: 
[ ] Agencia Federal para el: 
[ ] Tribunal Federal: 
[ ] La Agencia Estatal de: 
[ ] Tribunal del estado: 
[ ] Agencia Local: 
Sirvase proporcionar información sobre una persona de contacto en la Agencia/corte donde se presentó la queja. 
Nombre: 

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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
100 State St, Suite 400
Madison, WI 53703
Title VI Complaint Form

<table>
<thead>
<tr>
<th>eem l:</th>
<th>Lub npe:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chaw nyob:</td>
<td>Xov tooj (hauv tsev): Xov tooj (hauj lwm):</td>
</tr>
<tr>
<td>Tsab ntaaw chaw nyob:</td>
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<table>
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<tr>
<th>Populations hom ntaaw?</th>
<th>Loj</th>
<th>Lub kaw suak</th>
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<tr>
<td>TDD</td>
<td>Lwm yam</td>
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</tbody>
</table>

<table>
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<tr>
<th>Seem II:</th>
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<tbody>
<tr>
<td>Yog koi u daim ntaaw no tais txaus slab rau koi tus kheej?</td>
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<tr>
<td>* Yog koi teh tiab <em>yog</em> rau lo lus rug no, koi mus rau Seem III.</td>
</tr>
<tr>
<td>Yog tias tais yog, thow muab lub npe thiab kev sib raug zoo ntaawm tus neeg uas koi mua j complaining:</td>
</tr>
<tr>
<td>Thov qhia seb yog vin li cas koi tau ua ntaaw rau lb daim ntaaw thib:</td>
</tr>
<tr>
<td>Thow koi jahawb kom paub tseeb tias tau nej ghov kev tso cai ntaawm aggrieved lub tog yog tias koi ua rau muaj lwm tus neeg.</td>
</tr>
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</table>

<table>
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<tr>
<th>Seem III:</th>
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</thead>
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<tr>
<td>Kuv ntaaeg tias txoj kev ntxub ntxaug kuv hnow tau zoo raws li (kos bhuua qhov uas siv tau):</td>
</tr>
<tr>
<td>[ ] Haiv neeg</td>
</tr>
<tr>
<td>Hnub kev cai s ntaub (hil, hnub, xycos):</td>
</tr>
<tr>
<td>Plav kom meej npxaum li meej tauabi tel thiwh sim thiab yog vin li cas koi ntaaeg tias koi raug im lam. Plav tag nhro cov neeg uas tau muab kev koom tes. Xws li lub npe thiab hu rau cov lus qhia bok ghov (cow) neeg uas lim hiam koi (yog paub) as well as cov npe thiab hu qhia rau cov tibeeg uas poufthaw. Yog xev tau chaw sau ntau rtkiv no, thov siv s lab nraum daim ntaaw no.</td>
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<table>
<thead>
<tr>
<th>Seem IV</th>
</tr>
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<tbody>
<tr>
<td>Muaj koi yav tsab cai Title VI tais baus slab nrog lub koom haum no?</td>
</tr>
<tr>
<td>Yog</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Seem V</th>
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<tr>
<td>Koj tau ua ntaaw tels baus slab nrog rau tej teb chaw, xeev, loe yog chaw khaiv hauj lwn, los yog tej teb chaws los yog xeev lub tsev hais plaub?</td>
</tr>
<tr>
<td>Yog tias muaj, kos bhuua yam:</td>
</tr>
<tr>
<td>[ ] Tsoom fww teb chaws ghov chaw ua hauj lwm:</td>
</tr>
<tr>
<td>[ ] Tseem fww lub tsev hais plaub</td>
</tr>
<tr>
<td>[ ] Xeev lub koom haum</td>
</tr>
<tr>
<td>[ ] Luaxeev cov tsev hais plaub</td>
</tr>
<tr>
<td>[ ] Koom haum hauv zos</td>
</tr>
<tr>
<td>Thow muab cov ntaub ntaaw hais txog lb tug neeg liv tauj rau lub chaw ua heej lwn/nsev hais plaub ghov twg cov</td>
</tr>
</tbody>
</table>

Page 11 of 25
Koj yuav taų xa tej ntaub ntwv uas sau ntwv los yeg lwu yam ntaub ntwv uas koj xav hals tias yam koj tsis txaus siab.
Xee npe thlab hniub tim uas yuav tsam taų ua hauv qab

Thov xa daim ntwv no nyob rau ntwwm qhov chaw nyob hauv qab no, los yeg xa daim ntwv no mus:
Capital Area RPC
ATTN: Title VI Coordinator
100 State St, Suite 400
Madison, WI 53703
List of Title VI Investigations, Complaints and Lawsuits

The Capital Area Regional Planning Commission maintains a list or log of all Title VI investigations, complaints and lawsuits.

Check One:

- There have been no investigations, complaint and/or lawsuits filed against the Capital Area Regional Planning Commission during the report period.
- [X] There have been investigations, complaints and/or lawsuits filed against the Capital Area Regional Planning Commission. See list below. Attach additional information as needed.

<table>
<thead>
<tr>
<th>Date (Month, Day, Year)</th>
<th>Summary (include basis of complaint: race, color, or national origin)</th>
<th>Status</th>
<th>Action(s) Taken</th>
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<tbody>
<tr>
<td>Investigations</td>
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</tr>
<tr>
<td>1.</td>
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<tr>
<td>2.</td>
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<tr>
<td>Lawsuits</td>
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<tr>
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<td>2.</td>
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<tr>
<td>Complaints</td>
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<td></td>
</tr>
<tr>
<td>1.</td>
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<td></td>
<td></td>
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<tr>
<td>2.</td>
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</tbody>
</table>
Public Participation Plan

Strategies and Desired Outcomes

To promote inclusive public participation, the Capital Area Regional Planning Commission 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 Regional Planning Commission 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 Regional Planning Commission 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 Regional Planning Commission 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.

The public outreach report starts on the next page.
<table>
<thead>
<tr>
<th>Event Date</th>
<th>Capital Area RPC Staffer(s)</th>
<th>Event</th>
<th>Date Publicized</th>
<th>Communication Method (Public Notice, Posters, Social Media)</th>
<th>Outreach Method (Meeting, Focus Group, Survey, etc.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/7/2019</td>
<td>Firestone Rupiper Steinhoff</td>
<td>CARPC Executive Committee Meeting</td>
<td>1/3/2019</td>
<td>Website, 2 public bulletin boards, and emails</td>
<td>Meeting</td>
</tr>
<tr>
<td>1/9/2019</td>
<td>Firestone Rupiper Steinhoff</td>
<td>Joint CARPC/MPO Meeting</td>
<td>1/3/2019</td>
<td>Website, 2 public bulletin boards, and emails</td>
<td>Meeting</td>
</tr>
<tr>
<td>1/10/2019</td>
<td>Firestone Rupiper Steinhoff</td>
<td>CARPC Meeting</td>
<td>1/3/2019</td>
<td>Website, 2 public bulletin boards, and emails</td>
<td>Meeting</td>
</tr>
<tr>
<td>2/11/2019</td>
<td>Firestone Steinhoff</td>
<td>CARPC Executive Committee Meeting</td>
<td>2/7/2019</td>
<td>Website, 2 public bulletin boards, and emails</td>
<td>Meeting</td>
</tr>
<tr>
<td>2/14/2019</td>
<td>Firestone Rupiper Steinhoff</td>
<td>CARPC Meeting</td>
<td>2/7/2019</td>
<td>Website, 2 public bulletin boards, and emails</td>
<td>Meeting</td>
</tr>
<tr>
<td>3/11/2019</td>
<td>Firestone Fuller Rupiper Shanahan Steinhoff</td>
<td>CARPC Executive Committee Meeting</td>
<td>3/7/2019</td>
<td>Website, 2 public bulletin boards, and emails</td>
<td>Meeting</td>
</tr>
<tr>
<td>3/14/2019</td>
<td>Firestone Fuller Higgins Rupiper Steinhoff</td>
<td>CARPC Meeting</td>
<td>3/7/2019</td>
<td>Website, 2 public bulletin boards, and emails</td>
<td>Meeting</td>
</tr>
<tr>
<td>4/8/2019</td>
<td>Firestone Fuller Rupiper Shanahan Steinhoff</td>
<td>CARPC Executive Committee Meeting</td>
<td>4/5/2019</td>
<td>Website, 2 public bulletin boards, and emails</td>
<td>Meeting</td>
</tr>
<tr>
<td>4/11/2019</td>
<td>Firestone Fuller Higgins Rupiper Steinhoff</td>
<td>CARPC Meeting</td>
<td>4/5/2019</td>
<td>Website, 2 public bulletin boards, and emails</td>
<td>Meeting</td>
</tr>
<tr>
<td>5/6/2019</td>
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<td>CARPC Executive Committee Meeting</td>
<td>5/2/2019</td>
<td>Website, 2 public bulletin boards, and emails</td>
<td>Meeting</td>
</tr>
<tr>
<td>5/9/2019</td>
<td>Firestone Higgins Rupiper Steinhoff</td>
<td>CARPC Meeting</td>
<td>5/2/2019</td>
<td>Website, 2 public bulletin boards, and emails</td>
<td>Meeting</td>
</tr>
<tr>
<td>6/10/2019</td>
<td>Firestone Rupiper Steinhoff</td>
<td>CARPC Executive Committee Meeting</td>
<td>6/6/2019</td>
<td>Website, 2 public bulletin boards, and emails</td>
<td>Meeting</td>
</tr>
<tr>
<td>6/13/2019</td>
<td>Firestone Higgins Rupiper Steinhoff</td>
<td>CARPC Meeting</td>
<td>6/6/2019</td>
<td>Website, 2 public bulletin boards, and emails</td>
<td>Meeting</td>
</tr>
<tr>
<td>7/8/2019</td>
<td>Firestone Higgins Rupiper Steinhoff</td>
<td>CARPC Executive Committee Meeting</td>
<td>7/3/2019</td>
<td>Website, 2 public bulletin boards, and emails</td>
<td>Meeting</td>
</tr>
<tr>
<td>7/11/2019</td>
<td>Firestone Higgins Jeffers Rupiper Steinhoff Vandermuss</td>
<td>CARPC Meeting</td>
<td>7/3/2019</td>
<td>Website, 2 public bulletin boards, and emails</td>
<td>Meeting</td>
</tr>
<tr>
<td>8/5/2019</td>
<td>Firestone Higgins Steinhoff</td>
<td>CARPC Executive Committee Meeting</td>
<td>8/1/2019</td>
<td>Website, 2 public bulletin boards, and emails</td>
<td>Meeting</td>
</tr>
<tr>
<td>Date</td>
<td>Attendees</td>
<td>Type</td>
<td>Date</td>
<td>Website, 2 public bulletin boards, and emails</td>
<td>Purpose</td>
</tr>
<tr>
<td>------------</td>
<td>-------------------------</td>
<td>---------------------------</td>
<td>------------</td>
<td>-----------------------------------------------</td>
<td>-----------</td>
</tr>
<tr>
<td>8/8/2019</td>
<td>Higgins, Rupiper, Steinhoff</td>
<td>CARPC Meeting</td>
<td>8/1/2019</td>
<td>Website, 2 public bulletin boards, and emails</td>
<td>Meeting</td>
</tr>
<tr>
<td>9/12/2019</td>
<td>Higgins, Rupiper, Steinhoff, Vandermuss</td>
<td>CARPC Meeting</td>
<td>9/4/2019</td>
<td>Website, 2 public bulletin boards, and emails</td>
<td>Meeting</td>
</tr>
<tr>
<td>9/12/2019</td>
<td>Higgins, Rupiper, Steinhoff</td>
<td>CARPC Executive Committee Meeting</td>
<td>9/4/2019</td>
<td>Website, 2 public bulletin boards, and emails</td>
<td>Meeting</td>
</tr>
<tr>
<td>10/10/2019</td>
<td>Higgins, Rupiper, Steinhoff</td>
<td>CARPC Meeting</td>
<td>10/4/2019</td>
<td>Website, 2 public bulletin boards, and emails</td>
<td>Meeting</td>
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<tr>
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<td>CARPC Executive Committee Meeting</td>
<td>10/4/2019</td>
<td>Website, 2 public bulletin boards, and emails</td>
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</tr>
<tr>
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<td>CARPC Executive Committee Meeting</td>
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<td>Website, 2 public bulletin boards, and emails</td>
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</tr>
<tr>
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<td>CARPC Meeting</td>
<td>11/7/2019</td>
<td>Website, 2 public bulletin boards, and emails</td>
<td>Meeting</td>
</tr>
<tr>
<td>12/9/2019</td>
<td>Higgins, Rupiper, Steinhoff</td>
<td>CARPC Executive Committee Meeting</td>
<td>12/5/2019</td>
<td>Website, 2 public bulletin boards, and emails</td>
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<td>12/12/2019</td>
<td>Higgins, Rupiper, Steinhoff, Vandermuss</td>
<td>CARPC Meeting</td>
<td>12/5/2019</td>
<td>Website, 2 public bulletin boards, and emails</td>
<td>Meeting</td>
</tr>
</tbody>
</table>
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Language Assistance Plan

Plan Components

As a recipient of federal US DOT funding, the Capital Area Regional Planning Commission 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 Regional Planning Commission's 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 Regional Planning Commission has conducted a Four Factor Analysis1 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 Regional Planning Commission to review its US Census data to determine if it meets the LEP Safe Harbor Threshold.

US Census and American Community Survey (ACS) Data2

The Capital Area Regional Planning Commission did the following:

1. Inserted a copy of the Capital Area Regional Planning Commission's county LEP data in the Title VI plan. This data was found at the WisDOT website https://wiscsindot.gov/Documents/doing-bus/local-gov/astnec-pgms/transit/compliance/title6-lep.pdf

2. Analyzed the LEP demographic data for the Capital Area Regional Planning Commission's program and/or service area by calculating the Safe Harbor Threshold for two to three of the largest language groups identified other than English.

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

2 The Census Bureau publishes American Community Survey (ACS) and other data at https://www.data.gov/.
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 less of the population to be served) the Capital Area Regional Planning Commission 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, Title VI Complaint Procedure, and the Title VI Complaint Form.

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 Regional Planning Commission staff come into contact with LEP persons. It also provides information on how staff is instructed to meet the needs of LEP persons. Capital Area Regional Planning Commission 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 Regional Planning Commission’s program and services impact the lives of person’s within the community. The Capital Area Regional Planning Commission 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 Regional Planning Commission 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 Regional Planning Commission 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 Regional Planning Commission –
Summary of the Language Assistance Plan Components

Item #1 – Results of the Four Factor Analysis (including a description of the LEP population(s) served)

Factor 1 – Demography

The US Census Bureau – American Community Survey (2012-2016 5 year estimate) reports there are numerous languages spoken in Dane County. Some of these languages include Spanish, German, Russian, Japanese, Hmong, and Vietnamese. 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 then very well" by the total population of the county. The LEP Safe Harbor Threshold provision stipulates that for each LEP group that meets the LEP language threshold (5% or 1,000 individuals, whichever is less), the Capital Area Regional Planning Commission must provide translation of vital documents in written format for non-English speaking persons.

In 2016 Dane County had an estimated population of 530,257 people, with 56,956 Dane County citizens being speakers of a non-English language. The most common non-English languages are Spanish, Chinese, and Hmong.

- Spanish: 24,339 citizens who identified themselves as speaking Spanish, including 10,317 citizens speaking English “less than well.”
- Chinese: 6,325 citizens who identified themselves as speaking Chinese, including 3,003 citizens speaking English “less than well.”
- Hmong: 5,260 citizens who identified themselves as speaking Hmong, including 1,300 citizens speaking English “less than well.”

This means the Capital Area Regional Planning Commission is required to provide written translation of vital documents in Spanish, Hmong, and Chinese. At this time, the Capital Area Regional Planning Commission 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 Regional Planning Commission is also not required to provide written translation of vital documents in these languages.

Factor 2 – Frequency

The Capital Area Regional Planning Commission staff and Commissioners will be trained on what to do when encountering a person that speaks English less than well. The Capital Area Regional Planning Commission 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 Regional Planning Commission’s programs and services.
## Log of LEP Encounters

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Language Spoken By Individual (if available)</th>
<th>Name and Phone Number of Individual (if available)</th>
<th>Service Requested</th>
<th>Follow Up Required</th>
<th>Staff Member Providing Assistance</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
</tbody>
</table>

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

"I Speak" Language Identification Card

<table>
<thead>
<tr>
<th>Mark this Box if you speak...</th>
<th>Language Identification Chart</th>
<th>Language</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mark this box if you read or speak English</td>
<td>English</td>
<td></td>
</tr>
<tr>
<td>Marque esta casilla si lee o habla español</td>
<td>Spanish</td>
<td></td>
</tr>
<tr>
<td>Kos lub voj no yog koj paub twm thiab hais lus Hmoob</td>
<td>Hmong</td>
<td></td>
</tr>
<tr>
<td>如果您在方框内打勾</td>
<td>Chinese</td>
<td></td>
</tr>
<tr>
<td>Xin ñáùnh daú vaøo oà naøy néáu quyú vò bieáát ñooìc vaøo noùi ñóòìc Vieát Ngōō.</td>
<td>Vietnamese</td>
<td></td>
</tr>
<tr>
<td>당신이한국어말할경우이 성자를표시</td>
<td>Korean</td>
<td></td>
</tr>
<tr>
<td>Markahan ilong kwadrado kung kayo ay marunong magbasa o magsalita ng Tagalog.</td>
<td>Tagalog</td>
<td></td>
</tr>
<tr>
<td>Kreuzen Sie dieses Kästchen an, wenn Sie Deutsch lesen oder sprechen</td>
<td>German</td>
<td></td>
</tr>
<tr>
<td>Отметить этот флажок, если вы говорите по-русски</td>
<td>Russian</td>
<td></td>
</tr>
<tr>
<td>Означите ову кулицу ако говорите српски</td>
<td>Serbian</td>
<td></td>
</tr>
<tr>
<td>आप हिंदी बोलते हैं तो इस बक्से को चिह्नित करें</td>
<td>Hindi</td>
<td></td>
</tr>
<tr>
<td>پر ناشن لکھنی توا اس پاکس بولنی پین اردو افکر آپ</td>
<td>Urdu</td>
<td></td>
</tr>
</tbody>
</table>

Note: For additional languages visit the US Census Bureau website [http://www.census.gov/lepub2004.pdf](http://www.census.gov/lepub2004.pdf)

Factor 3 – Importance

The Capital Area Regional Planning Commission understands that 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 persons have the opportunity to participate in the planning process.

Factor 4 – Resources and Costs

Even though the Capital Area Regional Planning Commission does not have a separate budget for LEP outreach, the agency has worked with GeoGroup Translation Services to translate written materials.

Capital Area Regional Planning Commission 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 a word with an average spending of $150 for translation and finishing.

Training of Capital Area Regional Planning Commission staff as 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 materials.
**Item #2 – Description of How Language Assistance Services are Provided, by Language**

The Capital Area Regional Planning Commission 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 populations.

Additionally, the Capital Area Regional Planning Commission has developed relationships with community leaders, 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 Regional Planning Commission 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 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 Regional Planning Commission 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 Regional Planning Commission reviews its plan on an annual basis or more frequently as needed. In particular, the Capital Area Regional Planning Commission 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 delivery 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 Regional Planning Commission staff are oriented on the principles of Title VI and the Capital Area Regional Planning Commission's 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 Table

The table below depicts the Capital Area Regional Planning Commission’s non-elected committees.

<table>
<thead>
<tr>
<th>Body</th>
<th>Caucasian</th>
<th>Hispanic</th>
<th>Asian American</th>
<th>African American</th>
<th>Hmong</th>
</tr>
</thead>
<tbody>
<tr>
<td>County Population</td>
<td>72.2%</td>
<td>18.3%</td>
<td>5.6%</td>
<td>12.7%</td>
<td>&lt;1%</td>
</tr>
<tr>
<td>Commission</td>
<td>100%</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
</tr>
<tr>
<td>Staff</td>
<td>89%</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
<td>11%</td>
</tr>
</tbody>
</table>

B. Efforts to Encourage Minority Participation

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

As vacancies for employment occur, the Capital Area Regional Planning Commission will make efforts to encourage and promote diversity.

Commissioners of the Capital Area Regional Planning Commission are appointed by various agencies. As vacancies occur those appointees are responsible for 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 Regional Planning Commission will continue to reach out to community, ethnic and faith-based organizations to connect with all populations. In addition, the Capital Area Regional Planning Commission will create ways to make participation realistic and reasonable, such as scheduling meetings at times best suited to its members and providing transportation and childcare, if needed for its members.

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