



EAST CENTRAL WISCONSIN REGIONAL PLANNING COMMISSION

TITLE VI NON-DISCRIMINATION PROGRAM AND LIMITED ENGLISH PROFICIENCY PLAN

ADOPTED
OCTOBER 27, 2023

Title VI Non-Discrimination Program and Limited-English Proficiency (LEP) Plan

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This ECWRPC *Title VI Non-Discrimination Program and Limited-English Proficiency (LEP) Plan* and other ECWRPC documents, meeting minutes and agendas, and other information may also be obtained on our website at www.ecwrpc.org

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ABSTRACT

TITLE: Title VI Non-Discrimination Program and Limited English Proficiency (LEP) Plan

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SUBJECT: Title VI Compliance

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Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, or national origin in programs and activities receiving Federal financial assistance. This document reflects the manner in which the East Central Wisconsin Regional Planning Commission, as staff for the Appleton (Fox Cities) and Oshkosh Metropolitan Planning Organizations, will incorporate the policies of Title VI and related legal authorities into its procedures.

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Title VI Non-Discrimination Program

Introduction

Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, or national origin in any program or activity receiving federal financial assistance. Several other federal legal authorities supplement Title VI by extending protections based on age, sex, disability, limited English proficiency, and low-income status. In addition, the Civil Rights Restoration Act of 1987 clarified Title VI enforcement by mandating that Title VI requirements apply to all programs and activities of federal-aid recipients regardless of whether any particular program or activity involves federal funds. Taken together, these laws require recipients and subrecipients of federal funds to ensure all programs and services are delivered to the public without discrimination.

East Central Wisconsin Regional Planning Commission (ECWRPC), as a recipient of federal financial assistance, will ensure compliance with Title VI of the Civil Rights Act of 1964; 49 C.F.R. Part 21; [FTA Circular 4702.1b \(Title VI Requirements and Guidelines for Federal Transit Administration Recipients\)](#); (Department of Transportation Regulations for the Implementation of Title VI of the Civil Rights Act of 1964); 49 C.F.R Part 21; and related statutes and regulations. ECWRPC acknowledges it is subject to and will comply with Federal Highway Administration Title VI Assurances.

This plan explains the how the Regional Planning Commission incorporates the requirements of Title VI and related legal authorities into its operations. The plan will be used a reference for ECWRPC and an informational resource for the public. The plan will be updated every three years to reflect changes in Title VI compliance operations.

Organizational Responsibilities

Executive Director

ECWRPC's Executive Director will ensure compliance with Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d) and the U.S. Department of Transportation implementing regulations.

Name:	Melissa Kraemer Badtke
Email:	mbadtke@ecwrpc.org
Phone:	920.751.4770

Transportation Manager

ECWRPC's Transportation Manager will ensure implementation of ECWPRC's federally funded transportation program. The Transportation Manager has other duties and responsibilities in addition to Title VI and ADA. This position has a direct reporting relationship and access to ECWRPC's Commission Board, who has final approval and authority.

Name:	Melissa Kraemer Badtke
Email:	mbadtke@ecwrpc.org
Phone:	920.751.4770

Civil Rights Coordinator

ECWRPC's Civil Rights Coordinator ensures Title VI/ADA compliance in accordance with ECWRP's federally funded transportation program. The Civil Rights Coordinator has other duties and responsibilities in addition to Title VI/ADA compliance. This position has a direct reporting relationship and access to ECWRPC's Executive Director.

Name:	Kim Biedermann
Email:	kbiedermann@ecwrpc.org
Phone:	920.751.4770

The Civil Rights Coordinator is responsible for initiating, monitoring, and ensuring compliance ECWRPC's non-discrimination requirements, including the following activities:

- Program Administration
 - Ensure compliance with federal Title VI/ADA requirements.
 - Develop and implement ECWRPC's Title VI/ADA Plan.
 - Update and maintain Title VI/ADA program policies and procedures.
- Complaints
 - Review, track, investigate and close Title VI/ADA complaints.
- Employee Training
 - Educate staff on Title VI/ADA and requirements and procedures.
- Reporting
 - Prepare and submit Title VI/ADA reports per state and federal regulations.
- Public Dissemination
 - Notify the public of ECWRPC's Title VI/ADA program requirements via ECWRPC's website, in publicly available areas of the office, and on any other applicable documentation.
- Oversight
 - Ensure contractors and lessees adhere to Title VI/ADA requirements.

Content of Title VI Program

ECWRPC, as a subrecipient of FTA funds, must submit to the Wisconsin Department of Transportation, which is the primary recipients of transit funds:

- All **general requirements** set out in [FTA Circular 4702.1B](#);

- A **demographic profile of the metropolitan area** that includes identification of the locations of minority populations in the aggregate;
- A description of the **procedures** by which the mobility needs of minority populations are identified and considered within the planning process;
- **Demographic maps** that overlay the percent minority and non-minority populations by Census or ACS data, at Census tract or block group level, and charts that analyze the impacts of the distribution of State and Federal funds in the aggregate for public transportation purposes; and,
- An **analysis of impacts** that identify any disparate impacts on the basis of race, color, or national origin; legitimate justification for the policy that resulted in the disparate impacts; and alternatives that could be employed that would have a less discriminatory impact.

General Requirements

The general requirements outlined in [FTA Circular 4702.1B](#), *Title VI Requirements and Guidelines for Federal Transit Administrative Recipients* applicable to ECWRPC are as follows:

- A. Providing Title VI assurances and Implementation Plan Agreement
- B. Preparing and submitting a Title VI Program
- C. Notifying beneficiaries of protection under Title VI
- D. Developing Title VI/Non-Discrimination complaint procedures and complaint form
- E. Recording and reporting Title VI/Non-Discrimination investigations, complaints, and lawsuits
- F. Promoting inclusive public participation
- G. Minority representation on planning and advisory bodies
- H. Providing meaningful access to Limited-English Proficient (LEP) persons

A. PROVIDING TITLE VI ASSURANCES

The ECWRPC Title VI Assurances, as signed in 2022, are included with this program in [Appendix A](#).

B. PREPARING AND SUBMITTING A TITLE VI PROGRAM

The following is a list of required contents of the Title VI Nondiscrimination Program and where the information can be found.

- Evidence of [Policy Approval](#) and [Log of Policy Updates](#) ([Appendix A](#))
- [Contact Information/Program Administration](#) ([Appendix A](#))
- [Public Notice of Nondiscrimination](#) ([Appendix B](#))

- [Discrimination Complaint Procedure](#) and [Complaint Form](#) ([Appendix B](#))
- [Complaint Log](#) ([Appendix B](#))
- [Public Participation Plan](#)
- [Demographic Representation](#) on Planning and Advisory Bodies
- [Demographic Maps and Analysis of Impacts](#)
- [Limited-English Proficiency \(LEP\) Plan](#) and [LEP Tools](#)
- Translated Vital Documents in Hmong and Spanish

C. NOTIFYING BENEFICIARIES OF PROTECTION UNDER TITLE VI

[FTA Title VI Circular 4702.1B](#) requires ECWRPC as a recipient of federal financial assistance to notify the public of its obligations under U.S. DOT Title VI regulations and the protections against discrimination afforded to them by Title VI.

Title VI regulations require ECWRPC to inform the public of their rights under Title VI by posting a *Notice of Nondiscrimination*. The *Notice of Nondiscrimination* should be posted in the following locations: agency website, public area(s) of the agency office, and as applicable, inside vehicles, rider guides/schedules, and transit shelters/facilities.

The public notice must include a statement of nondiscrimination, information on how to request additional information about the agency's Title VI obligations, including information on how to file a complaint, the location of the complaint form, etc., and information on how to request Title VI information in another language.

ECWRPC's *Notice of Nondiscrimination* is provided in the following locations:

- Agency website: <https://www.ecwrpc.org/>
- Agency office: 400 Ahnaip Street, Suite 100, Menasha, WI 54952

In English versions of the *Notice of Nondiscrimination*, a sentence is included in Spanish and Hmong to contact the ECWRPC at 920.751.4770 if additional information is needed in another language.

To view a copy of 's *Notice of Nondiscrimination*, please see [Appendix B](#).

Since three of its counties meet the Safe Harbor Threshold for Spanish and Hmong, ECWRPC's *Notice of Nondiscrimination* will be translated into Hmong and Spanish.

D. DEVELOPING TITLE VI/NON-DISCRIMINATION COMPLAINT PROCEDURES AND COMPLAINT FORM

ECWRPC, as a subrecipient of federal financial assistance, must develop a procedure for investigating, tracking, and resolving Title VI/Nondiscrimination and LEP complaints and make the procedures available to the public upon request.

Any person, group or firm that believes it has been discriminated against on the basis of race, color, national origin, disability, sex, age, religion, income status or limited-English proficiency (LEP) by ECWRPC may file a civil rights complaint.

The scope of civil rights complaints covers all internal and external ECWRPC activities. Adverse impacts resulting in civil rights complaints can arise from many sources including the delivery of programs and services, or advertising, bidding, and contracts.

Complaints can originate from individuals or firms alleging inability to bid upon or obtain a contract with ECWRPC for the furnishing of goods and services. Examples may include advertising for bid proposals, prequalification, or qualification requirements, bid awards, and/or selection of contractors, subcontractors, vendors, consultants, etc.

Complaints can also originate as a result of project and program impacts on individuals or groups such as access to programs, activities, and services.

ECWRPC's *Complaint Procedure* and *Complaint Form* are shown in [Appendix B](#) and are made available in the following locations:

- Agency website at <https://www.ecwrpc.org/>
- Agency office at 400 Ahnaip Street, Suite 100, Menasha, WI 54952

ECWRPC's Complaint Procedure and Complaint Form are translated in Hmong and Spanish.

E. COMPLAINT LOG

Civil Rights Investigations

Recipients of federal financial assistance are required to maintain a list of any complaints alleging discrimination. The list shall include the date the civil rights complaint, investigation, or lawsuit was filed, a summary of the allegation(s), the status of the complaint, investigation, or lawsuit, actions taken by the recipient in response, and final findings related to the complaint, investigation, or lawsuit.

[Appendix B](#) includes ECWRPC's procedure and tracking mechanism to investigate, track, and resolve civil rights complaints.

Since the last update of this [Title VI/Nondiscrimination Program/LEP Plan](#), there have been no transportation-related civil rights investigations, complaints, or lawsuits filed with ECWRPC.

F. PROMOTING INCLUSIVE PUBLIC INVOLVEMENT

Recipients of federal financial assistance are required to develop a public involvement plan that includes outreach strategies and participation techniques to engage the public including minority, low-income, and limited English proficient (LEP) populations, as well as a summary of outreach efforts made since the last Title VI/ADA Nondiscrimination Plan.

While traditional means of seeking public involvement may not reach all individuals, or might not allow for meaningful avenues of input, the intent of this effort is to take reasonable actions to provide opportunities for historically under-served populations to participate in transportation decision making efforts.

Per [FTA Circular 4702.1B, Chapter VI-3 \(Planning\)](#), ECWRPC works to ensure its members of minority communities are provided with full opportunities to engage in the transportation planning process. This includes actions to eliminate language, mobility, temporal, and other obstacles to allow these populations to participate fully in the process.

Examples of ECWRPC's efforts to pursue meaningful and continued public participation are outlined in the three categories of transportation planning listed below in order to determine the region's transportation vision and future goals.

- Implementing policy (e.g., Public Participation Plan)
- Developing and amending plans and programs (e.g., Transportation Improvement Program, Comprehensive Plan)
- Conducting general transportation plans and studies (e.g., corridor studies and multimodal plans such as bicycle and pedestrian plans)

ECWRPC, as the Metropolitan Planning Organization for both the Appleton (Fox Cities) and Oshkosh urban areas, maintains and conducts its planning activities in accordance with a [Public Participation Plan \(PPP\)](#), available on the ECWRPC website. ECWRPC's Title VI Program is integrated into the PPP by reference.

G. DEMOGRAPHIC REPRESENTATION ON PLANNING AND ADVISORY BODIES

ECWRPC understands that diverse representation on boards, councils, and committees help results in sound policy reflective of the needs of the entire population. [FTA Title VI Circular 4702.1B](#) requires recipients which have transportation-related, non-elected boards, advisory council or committees, or similar bodies, to report membership of these committees broken down by race and include a description of efforts made to encourage the participation of minorities on these committees.

The Public Participation Plan outlines the organizational structure of ECWRPC. ECWRPC programming is divided into four core program areas: Transportation, Water Quality Management, Economic Development, and Regional Comprehensive Planning. Within the transportation program area, there are four committees: the Oshkosh MPO Technical Advisory Committee (TAC), the Appleton (Fox Cities) MPO TAC, the Appleton (Fox Cities) and Oshkosh MPO Bicycle and Pedestrian Advisory Committee (BPAC), and the Policy Board. ECWRPC, as the MPO for the Appleton (Fox Cities) and Oshkosh MPOs, also serves as the Policy Board for the MPOs. The Policy Board composition is outlined in the bylaws for the Commission.

ECWRPC staffs the Fond du Lac MPO; however, the Fond du Lac MPO has its own Policy Board; more information on the Fond du Lac MPO can be found in the [*Fond du Lac MPO Title VI Non-Discrimination and Limited-English Proficiency Plan*](#).

As the highest authority, the Policy Board makes the final approvals. The TACs serve in an advisor role by reviewing, prioritizing, and recommending policies, projects, plans, and programs to the ECWRPC Policy Board. The BPAC provides direction to agency staff and assists with direction on the Unified Work Program and Budget; however, it does not have any formal decision-making or policy-making authority.

The public is invited to attend any of the committee meetings. ECWRPC staff encourages participation by all groups on the advisory committees as outlined in the Public Participation Plan. Contacts are maintained in email distribution lists.

Demographic representation on ECWRPC committees is illustrated in Table 1. The makeup of the committee members is set forth in ECWRPC's bylaws, and ECWRPC recognizes that this composition is not reflective of the minority representation of the planning area. As such, ECWRPC seeks opportunities to engage community members in the planning process through public engagement and outreach. Additionally, there are opportunities to involve more people in ad hoc committees and focus groups, and ECWRPC staff put an emphasis on ensuring historically underserved populations or partner organizations have opportunities to be a part of these groups.

Table 1: Ethnic and Racial Composition of ECWRPC Committees and Planning Area

Committee	Race/Ethnicity							
	Hispanic or Latino	White Alone	Black or African American Alone	Asian Alone	American Indian or Alaska Native Alone	Native Hawaiian and Other Pacific Islander Alone	Some Other Race Alone	Two or More Races
Planning Area	4.6%	87.6%	1.5%	2.3%	1.4%	0%	0.2%	2.3%
Policy Board		100%						
Appleton (Fox Cities) MPO Transportation Advisory Committee (TAC)		100%						
Oshkosh MPO Transportation Advisory Committee (TAC)		100%						
Appleton (Fox Cities) and Oshkosh Bicycle and Pedestrian Advisory Committee		100%						
<i>Source: 2023 East Central Wisconsin Regional Planning Commission self-reported data and represents only data from those who responded to questionnaire and ACS 2017-2021 5-year Estimates Table DP05</i>								

H. PROVIDING MEANINGFUL ACCESS TO LIMITED-ENGLISH PROFICIENT PERSONS

As a recipient of federal USDOT funding, ECWRPC is required under [Title VI of the Civil Rights Act of 1964](#) and [Executive Order 13166](#) to develop and implement a plan to ensure accessibility to its programs and services for persons who are not proficient in the English Language.

Please see the [Limited-English Proficiency Plan](#) included in this document.

Demographic Profile, Procedures, and Impacts

As part of the Title VI Program, ECWRPC monitors and tracks statistical demographic data as it becomes available on race, age, language spoken, income level, persons with disabilities, and sex of the population of the entire ECWRPC region.

A. DEMOGRAPHIC PROFILE

There are 675,613 total residents within ECWRPC's region, broken down by county population in **Table 2**. A minority person in the ECWRPC planning area is defined as a person who identifies as Hispanic or Latinx and/or a racial group other than White Alone. The minority percentages by planning area community are provided in **Table 3 and Table 4**.

Table 2: ECWRPC Region Population Totals by County

Calumet	52,128
Fond du Lac	104,362
Green Lake	18,990
Marquette	15,515
Menominee	4,318
Outagamie	191,545
Shawano	40,836
Waupaca	51,769
Waushara	24,527
Winnebago	171,623
Region Total	675,613

Source: ACS 2017-2021 5-year Estimates Table C02003

* For data product purposes, "Two or More Races" refers to combinations of two or more of the following race categories: White, Black or African American, American Indian or Alaska Native, Asian, Native Hawaiian or Other Pacific Islander, or Some Other Race.

[FTA Circular 4702.1B](#), Title VI Requirements and Guidelines for Federal Transit Administration Recipients, discusses the need for MPO Title VI Plans to analyze the distribution of state and federal funds in aggregate for transportation purposes and to identify any disparate impact on the basis of race, color or natural origin.

Further, the U.S. Department of Transportation identifies three fundamental [Environmental Justice Strategies](#), which need to be addressed in the planning and programming of transportation projects:

- ✓ To avoid, minimize, or mitigate disproportionately high and adverse human health and environmental effects, including social and economic effects, on minority and low-income populations;
- ✓ To ensure the full and fair participation by all potentially affected communities in the transportation decision-making process; and
- ✓ To prevent denial of, reduction in, or significant delay in the receipt of benefits by minority and low-income populations.

The following sections examine the distribution of historically marginalized groups and discuss any potential impacts federally-funded projects have within these communities.

Underrepresented Racial and Ethnic Groups

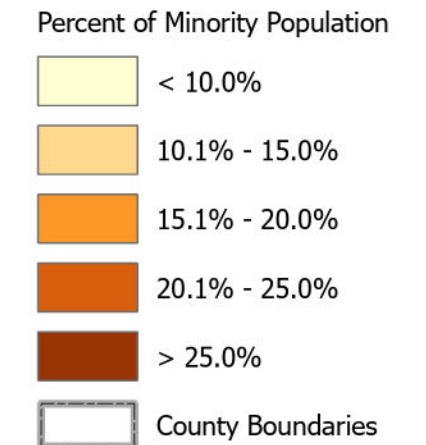
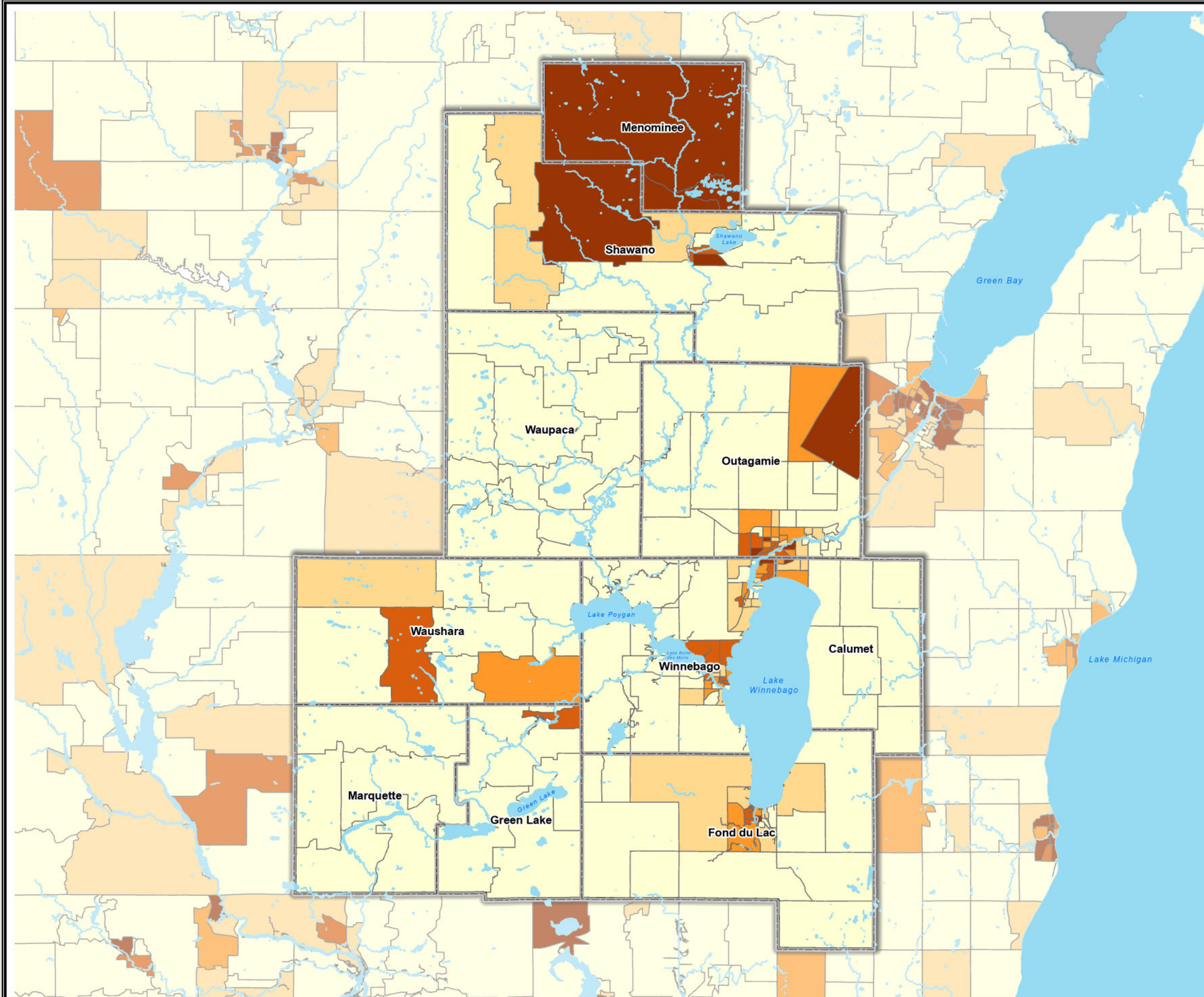
Public involvement is important at all stages of plan development. A focus on demographic groups helps guide resources equitably across the community. Upon adoption, this Title VI Non-Discrimination Plan will serve as a guide for the planning processes within the Appleton (Fox Cities) and Oshkosh Metropolitan Planning Organizations as well as across the entire ECWRPC service area. The policy will be available for review and advertised in a manner reasonably expected to reach the general population, including people of color, people who speak languages other than English, low-income persons, and other historically underserved populations. In 2021, approximately 89.5 percent of the population of ECWRPC's region consider themselves to be white (**Table 3**). **Map 1** illustrates data distribution of racial and ethnic populations by the ACS 2021 5-year Estimates by U.S. Census tract for the ECWRPC region. **Maps 1-A** and **1-B** depict the Appleton (Fox Cities) and Oshkosh MPO boundaries and the distribution of populations by race and ethnicity. In addition to the MPO boundaries, there are 2023-2026 TIP projects within a ½ mile and transit fixed routes with a ¼ mile buffer. Inclusion of these features allows for the ECWRPC and communities to examine the distribution of federal funds throughout the region. These maps also demonstrate areas where projects may have a disproportionate impact on communities. To date, ECWRPC has not received any complaints about the potential environmental justice impacts of TIP-programmed projects within the MPOs. Comments may be directed [here](#).

Table 3: ECWRPC Region Distribution of White and Minority Populations by County

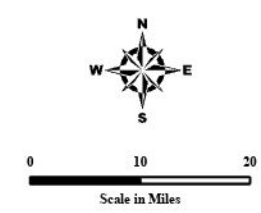
	Total Population Estimate	White alone	Black or African American alone	American Indian and Alaska Native alone	Asian alone	Native Hawaiian and Other Pacific Islander alone	Some other race alone	Two or more races:	Two races including Some other race	Two races excluding Some other race, and three or more races
Calumet County	52,128	48,126	445	216	1,266	1	439	1,635	826	809
	%	92.3	0.9	0.4	2.4	0.0	0.8	3.1	1.6	1.6
Fond du Lac County	103,890	94,899	1,773	326	1,548	88	1,663	3,593	1,330	2,263
	%	91.3	1.7	0.3	1.5	0.1	1.6	3.5	1.3	2.2
Green Lake County	18,990	17,990	192	32	60	0	193	523	210	313
	%	94.7	1.0	0.2	0.3	0.0	1.0	2.8	1.1	1.6
Marquette County	15,515	14,795	101	55	84	0	129	351	119	232
	%	95.4	0.7	0.4	0.5	0.0	0.8	2.3	0.8	1.5
Menominee County	4,318	483	17	3,620	6	0	4	188	0	188
	%	11.2	0.4	83.8	0.1	0.0	0.1	4.4	0.0	4.4
Outagamie County	189,620	167,768	2,680	2,537	6,677	47	3,176	6,735	2,107	4,628
	%	88.5	1.4	1.3	3.5	0.02	1.7	3.6	1.1	2.4
Shawano County	40,836	35,614	219	2,813	230	0	154	1,806	431	1,375
	%	87.2	0.5	6.9	0.6	0.0	0.4	4.4	1.1	3.4
Waupaca County	51,769	49,150	385	166	255	12	667	1,134	516	618
	%	94.9	0.7	0.3	0.5	0.0	1.3	2.2	1.0	1.2
Waushara County	24,527	22,350	460	184	97	0	838	598	228	370
	%	91.1	1.9	0.8	0.4	0.0	3.4	2.4	0.9	1.5
Winnebago County, WI	171,304	153,873	4,460	650	5,100	175	1,726	5,320	1,696	3,624
	%	89.8	2.6	0.4	3.0	0.1	1.0	3.1	1.0	2.1

Source: ACS 2017-2021 5-year Estimates C02003

Map 1 ECWRPC Minority Populations (by Census Tract)



Source: Base data provided by ECWRPC counties.
Population data obtained from the 2017-2021 ACS 5 Year Estimates - US Census



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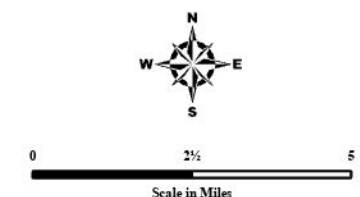


Map 1-A Appleton (Fox Cities) MPO Minority Populations (by Census Tract)

Transportation Improvement Program (TIP):
Short Range Projects 2023-2026

- TIP projects less than 1/2 mi.
 - TIP projects greater than 1/2 mi.
 - Fixed Transit Route
 - 1/4 Mile Transit Buffer
- Percent of Minority Population
- < 10.0%
 - 10.1% - 15.0%
 - 15.1% - 20.0%
 - 20.1% - 25.0%
 - > 25.0%
- Urbanized Area Boundary
 - Planning Area Boundary

Source: Base data provided by ECWRPC counties.
Population data obtained from the 2017-2021 ACS 5 Year Estimates - US Census



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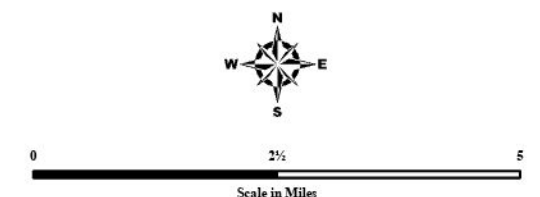


Map 1-B Oshkosh MPO Minority Populations (by Census Tract)

Transportation Improvement Program (TIP):
Short Range Projects 2023-2026

- TIP projects less than 1/2 mi.
- TIP projects greater than 1/2 mi.
- Fixed Transit Route
- 1/4 Mile Transit Buffer
- Percent of Minority Population
 - < 10.0%
 - 10.1% - 15.0%
 - 15.1% - 20.0%
 - 20.1% - 25.0%
 - > 25.0%
- Urbanized Area Boundary
- Planning Area Boundary

Source: Base data provided by ECWRPC counties.
Population data obtained from the 2017-2021 ACS 5 Year Estimates - US Census



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Hispanic and Latino Populations

Persons of Hispanic ethnicity (**Table 4**) make up 4.6 percent of the total population of ECWRPC's region in 2021. **Map 2** illustrates the distribution of the Hispanic or Latino population in the ECWRPC region by county, sourced from the American Community Survey for U.S. Census tract. **Maps 2-A** to **2-B** depict the Appleton (Fox Cities) and Oshkosh MPO boundaries with the distribution of the Hispanic or Latino population. In addition to the MPO boundaries, 2023-2026 TIP projects within a ½ mile buffer and transit fixed routes with a ¼ mile buffer are included. Inclusion of transit fixed routes and 2023-2026 TIP projects allow ECWRPC to determine the potential for disproportionate adverse impacts to the Hispanic or Latino population resulting from changes to these projects. Further analysis of the TIP projects in relation to the Hispanic or Latino population does not propose a disproportionately high adverse impact compared to the general population.

Comparing the race and ethnicity data from the previous Title VI Plan (2020), the ECWRPC region is gradually diversifying, noting that the white-only population is decreasing while those identifying as Hispanic or Latino is increasing. However, the new census-defined category of Two or More Races complicates this analysis. The 2020 Census was the first decennial census that allowed individuals to self-identify with more than once race. Between 2.2% and 4.4% of the population (the numbers vary from county by county) in the ECWRPC area identified as Two or More Races, which likely led to a larger than average reduction in the White-only population.

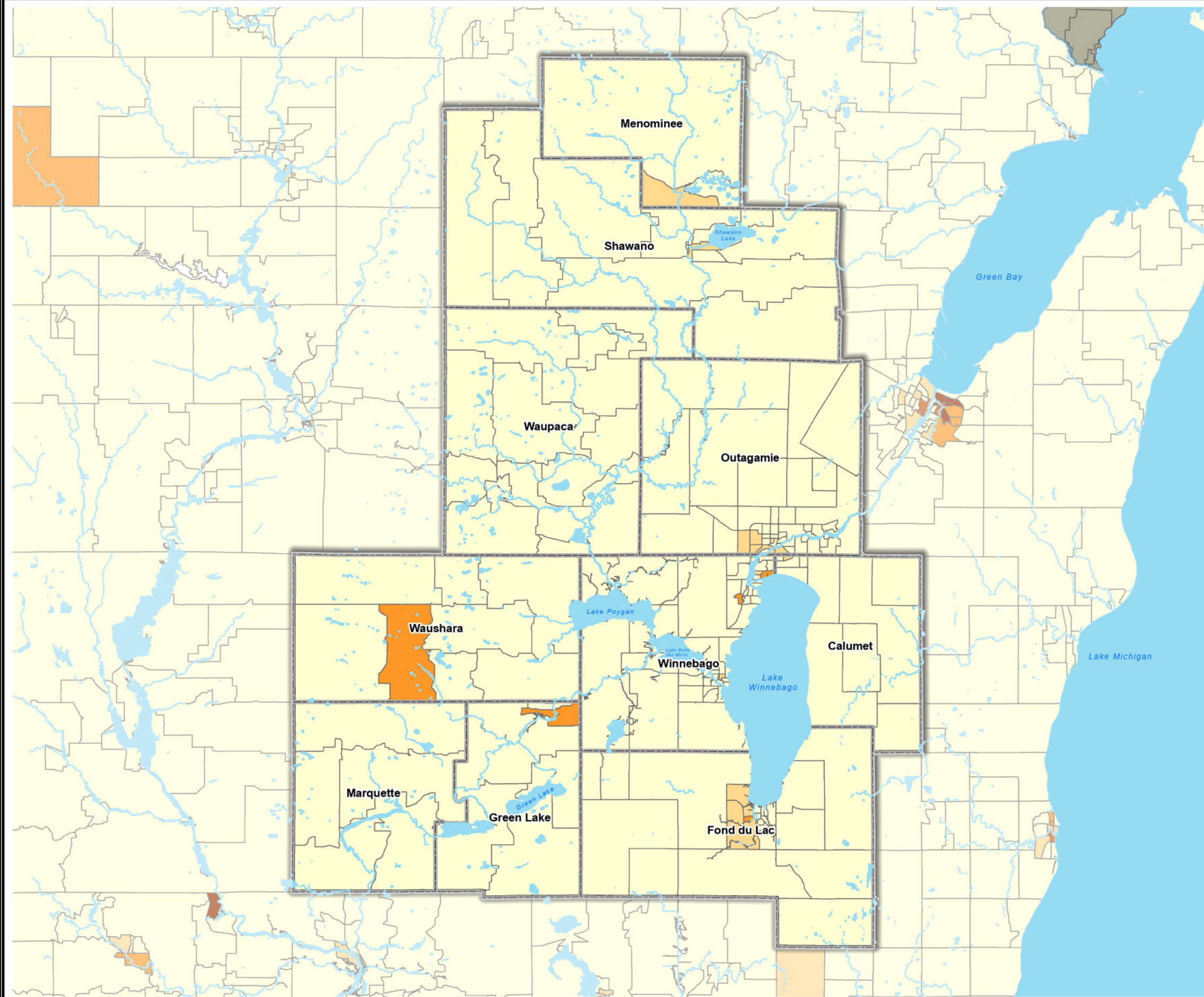
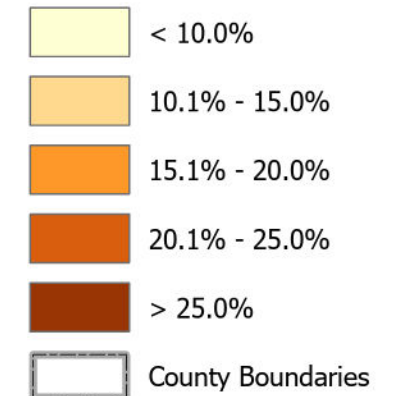
Table 4: ECWRPC Region Distribution of Hispanic or Latino Populations by County

	Total Population	Hispanic or Latino (of any race)	Mexican	Puerto Rican	Cuban	Other Hispanic or Latino	Not Hispanic or Latino	White alone	Black or African American alone	American Indian & Alaska Native alone	Asian alone	Native Hawaiian & Other Pacific Islander alone	Some other race alone	Two or more races	Two races including Some other race
Calumet County	52,128	2,405	2,128	62	15	200	49,723	46,862	445	206	1,266	1	90	853	173
	%	4.60	4.10	0.10	-	0.40	95.40	89.90	0.90	0.40	2.40	-	0.20	1.60	0.30
Fond du Lac County	103,890	5,861	4,165	205	36	1,455	98,029	91,705	1,766	296	1,497	88	394	2,283	225
	%	5.60	4.00	0.20	-	1.40	94.40	88.30	1.70	0.30	1.40	0.10	0.40	2.20	0.20
Green Lake County	18,990	1,018	775	90	60	93	17,972	17,361	190	32	60	-	30	299	27
	%	5.40	4.10	0.50	0.30	0.50	94.60	91.40	1.00	0.20	0.30	-	0.20	1.60	0.10
Marquette County	15,515	587	492	31	6	58	14,928	14,406	101	48	84	-	4	285	59
	%	3.80	3.20	0.20	-	0.40	96.20	92.90	0.70	0.30	0.50	-	-	1.80	0.40
Menominee County	4,318	348	298	36	-	14	3,970	437	17	3,319	6	-	3	188	-
	%	8.10	6.90	0.80	-	0.30	91.90	10.10	0.40	76.90	0.10	-	0.10	4.40	-
Outagamie County	189,620	8,771	6,179	698	41	1,853	180,849	164,124	2,499	2,273	6,612	42	332	4,967	520
	%	4.60	3.30	0.40	-	1.00	95.40	86.60	1.30	1.20	3.50	-	0.20	2.60	0.30
Shawano County	40,836	1,266	734	214	186	132	39,570	35,029	211	2,576	230	-	88	1,436	92
	%	3.10	1.80	0.50	0.50	0.30	96.90	85.80	0.50	6.30	0.60	-	0.20	3.50	0.20
Waupaca County	51,769	1,734	1,437	139	51	107	50,035	48,501	336	154	239	5	65	735	162
	%	3.30	2.80	0.30	0.10	0.20	96.70	93.70	0.60	0.30	0.50	-	0.10	1.40	0.30
Waushara County	24,527.00	1,602	1,338	118	13	133	22,925	21,786	460	94	97	-	52	436	74
	%	6.50	5.50	0.50	0.10	0.50	93.50	88.80	1.90	0.40	0.40	-	0.20	1.80	0.30
Winnebago County, WI	171,304	7,545	5,321	1,125	44	1,055	163,759	149,133	4,302	609	5,100	175	285	4,155	893
	%	4.40	3.10	0.70	-	0.60	95.60	87.10	2.50	0.40	3.00	0.10	0.20	2.40	0.50

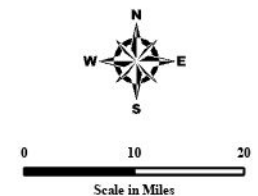
Source: ACS 2017-2021 5-year Estimates DP05

Map 2 ECWRPC Hispanic Populations (by Census Tract)

Percent of Population that is Hispanic or Latino



Source: Base data provided by ECWRPC counties.
Population data obtained from the 2017-2021 ACS 5 Year Estimates - US Census



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Map 2-A Appleton (Fox Cities) MPO Hispanic Populations (by Census Tract)

Transportation Improvement Program (TIP):
Short Range Projects 2023-2026

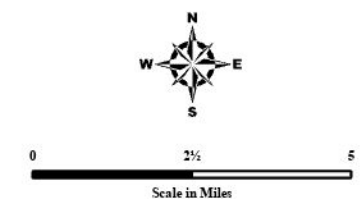
- TIP projects less than 1/2 mi.
- TIP projects greater than 1/2 mi.
- Fixed Transit Route
- 1/4 Mile Transit Buffer

Percent of Population that is Hispanic or Latino

- < 10.0%
- 10.1% - 15.0%
- 15.1% - 20.0%
- 20.1% - 25.0%
- > 25.0%

- Urbanized Area Boundary
- Planning Area Boundary

Source: Base data provided by ECWRPC counties.
Population data obtained from the 2017-2021 ACS 5 Year Estimates - US Census



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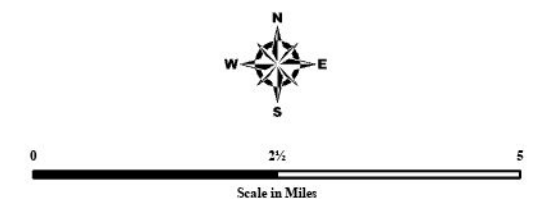


Map 2-B Oshkosh MPO Hispanic Populations (by Census Tract)

Transportation Improvement Program (TIP):
Short Range Projects 2023-2026

- TIP projects less than 1/2 mi.
- TIP projects greater than 1/2 mi.
- Fixed Transit Route
- 1/4 Mile Transit Buffer
- Percent of Population that is Hispanic or Latino
 - < 10.0%
 - 10.1% - 15.0%
 - 15.1% - 20.0%
 - 20.1% - 25.0%
 - > 25.0%
- Urbanized Area Boundary
- Planning Area Boundary

Source: Base data provided by ECWRPC counties.
Population data obtained from the 2017-2021 ACS 5 Year Estimates - US Census



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Low Income Populations

U.S. Census calculates a person's poverty status by comparing a person’s total family income in the last 12 months with the poverty threshold appropriate for that person's family size and composition. Poverty thresholds are determined by multiplying the 1982 poverty threshold (Poverty Thresholds in 1982, by Size of Family and Number of Related Children Under 18 Years Old (Dollars)) by the inflation factor. **Map 3** illustrates the distribution of population in poverty from the 2021 American Community Survey 5-Year Estimates by U.S. Census tract for the ECWRPC region. **Maps 3-A** and **3-B** further specify the boundaries of the Appleton (Fox Cities) MPO and the Oshkosh MPO over the distribution of population in poverty. **Map 4** visualizes households making less than \$25,000 for the region, with **Maps 4-A** and **4-B** similarly specifying the Appleton (Fox Cities) and Oshkosh MPO boundaries over that distribution.

In addition to the MPO boundaries, the maps show 2023-2026 TIP projects with a ½ mile buffer and transit fixed routes with a ¼ mile buffer. Inclusion of transit fixed routes and 2023-2026 TIP projects allow ECWRPC to examine the distribution of federal funds throughout the region and determine locations where projects may have a disproportionate impact on communities.

Table 5: ECWRPC Region Distribution of Populations in Poverty by County

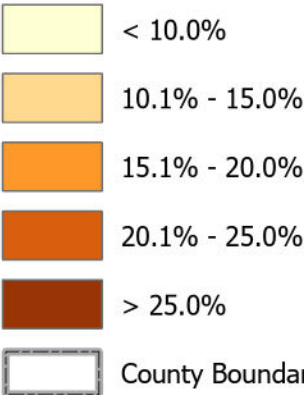
		Poverty Totals by Age									Poverty Totals by Sex	
	Population for whom poverty status is determined	Under 18 years	Under 5 years	5 to 17 years	Related children of householder under 18 years	18 to 64 years	18 to 34 years	35 to 64 years	60 years and over	65 years and over	Male	Female
Calumet County Population	51908	12216	2727	9489	12179	31867	9545	22322	11325	7825	26230	25678
Population Below Poverty	3147	935	200	735	898	1609	555	1054	797	603	1305	1842
% Population Below Poverty	6.1	7.7	7.3	7.7	7.4	5	5.8	4.7	7	7.7	5	7.2
Fond du Lac County Population	100453	21805	5282	16523	21679	60138	18912	41226	26000	18510	50293	50160
Population Below Poverty	8515	2815	844	1971	2689	4261	1937	2324	1992	1439	3757	4758
% Population Below Poverty	8.5	12.9	16	11.9	12.4	7.1	10.2	5.6	7.7	7.8	7.5	9.5
Green Lake County Population	18698	4136	1046	3090	4130	10515	3100	7415	5789	4047	9467	9231
Population Below Poverty	2364	844	244	600	838	1156	348	808	538	364	1019	1345
% Population Below Poverty	12.6	20.4	23.3	19.4	20.3	11	11.2	10.9	9.3	9	10.8	14.6
Marquette County Population	15366	2897	701	2196	2868	8647	2284	6363	5320	3822	7850	7516
Population Below Poverty	1620	416	73	343	387	903	274	629	468	301	756	864
% Population Below Poverty	10.5	14.4	10.4	15.6	13.5	10.4	12	9.9	8.8	7.9	9.6	11.5
Menominee County Population	4290	1393	336	1057	1385	2350	917	1433	860	547	2135	2155
Population Below Poverty	1124	576	144	432	568	540	233	307	61	8	552	572

% Population Below Poverty	26.2	41.3	42.9	40.9	41	23	25.4	21.4	7.1	1.5	25.9	26.5
Outagamie County Population	186198	43952	11408	32544	43818	114638	39141	75497	39498	27608	93475	92723
Population Below Poverty	12799	3857	1239	2618	3723	7100	3386	3714	2342	1842	5863	6936
% Population Below Poverty	6.9	8.8	10.9	8	8.5	6.2	8.7	4.9	5.9	6.7	6.3	7.5
Shawano County Population	40076	8469	2114	6355	8422	23318	6959	16359	11391	8289	20098	19978
Population Below Poverty	4068	1129	302	827	1082	2229	829	1400	984	710	1757	2311
Population Below Poverty	10.2	13.3	14.3	13	12.8	9.6	11.9	8.6	8.6	8.6	8.7	11.6
Waupaca County Population	50304	10369	2511	7858	10292	30273	8938	21335	13743	9662	25403	24901
Population Below Poverty	4665	1487	445	1042	1425	2429	870	1559	1034	749	2024	2641
% Population Below Poverty	9.3	14.3	17.7	13.3	13.8	8	9.7	7.3	7.5	7.8	8	10.6
Waushara County Population	23264	4418	1104	3314	4406	13089	3456	9633	7781	5757	11860	11404
Population Below Poverty	2515	709	211	498	697	1344	432	912	623	462	1101	1414
% Population Below Poverty	10.8	16	19.1	15	15.8	10.3	12.5	9.5	8	8	9.3	12.4
Winnebago County Population	163598	34567	9114	25453	34325	101914	38595	63319	37573	27117	81629	81969
Population Below Poverty	17739	4398	1294	3104	4171	11302	6916	4386	3083	2039	8471	9268
% Population Below Poverty	10.8	12.7	14.2	12.2	12.2	11.1	17.9	6.9	8.2	7.5	10.4	11.3

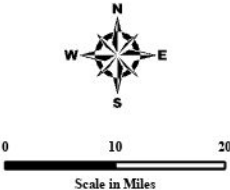
Source: 2021 ACS 5-Year Estimates - S1701

Map 3 ECWRPC Population in Poverty (by Census Tract)

Percent of Population Below Poverty Level



Source: Base data provided by ECWRPC counties.
Population data obtained from the 2017-2021 ACS 5 Year Estimates - US Census



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Map 3-A Appleton (Fox Cities) MPO Population in Poverty (by Census Tract)

Transportation Improvement Program (TIP):
Short Range Projects 2023-2026

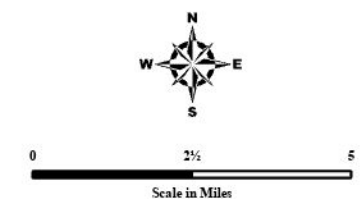
- TIP projects less than 1/2 mi.
- TIP projects greater than 1/2 mi.
- Fixed Transit Route
- 1/4 Mile Transit Buffer

Percent of Population Below Poverty Level

- < 10.0%
- 10.1% - 15.0%
- 15.1% - 20.0%
- 20.1% - 25.0%
- > 25.0%

- Urbanized Area Boundary
- Planning Area Boundary

Source: Base data provided by ECWRPC counties.
Population data obtained from the 2017-2021 ACS 5 Year Estimates - US Census



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Map 3-B Oshkosh MPO Population in Poverty (by Census Tract)

Transportation Improvement Program (TIP):
Short Range Projects 2023-2026

- TIP projects less than 1/2 mi.
- TIP projects greater than 1/2 mi.
- Fixed Transit Route
- 1/4 Mile Transit Buffer
- Percent of Population Below Poverty Level
 - < 10.0%
 - 10.1% - 15.0%
 - 15.1% - 20.0%
 - 20.1% - 25.0%
 - > 25.0%
- Urbanized Area Boundary
- Planning Area Boundary

Source: Base data provided by ECWRPC counties.
Population data obtained from the 2017-2021 ACS 5 Year Estimates - US Census



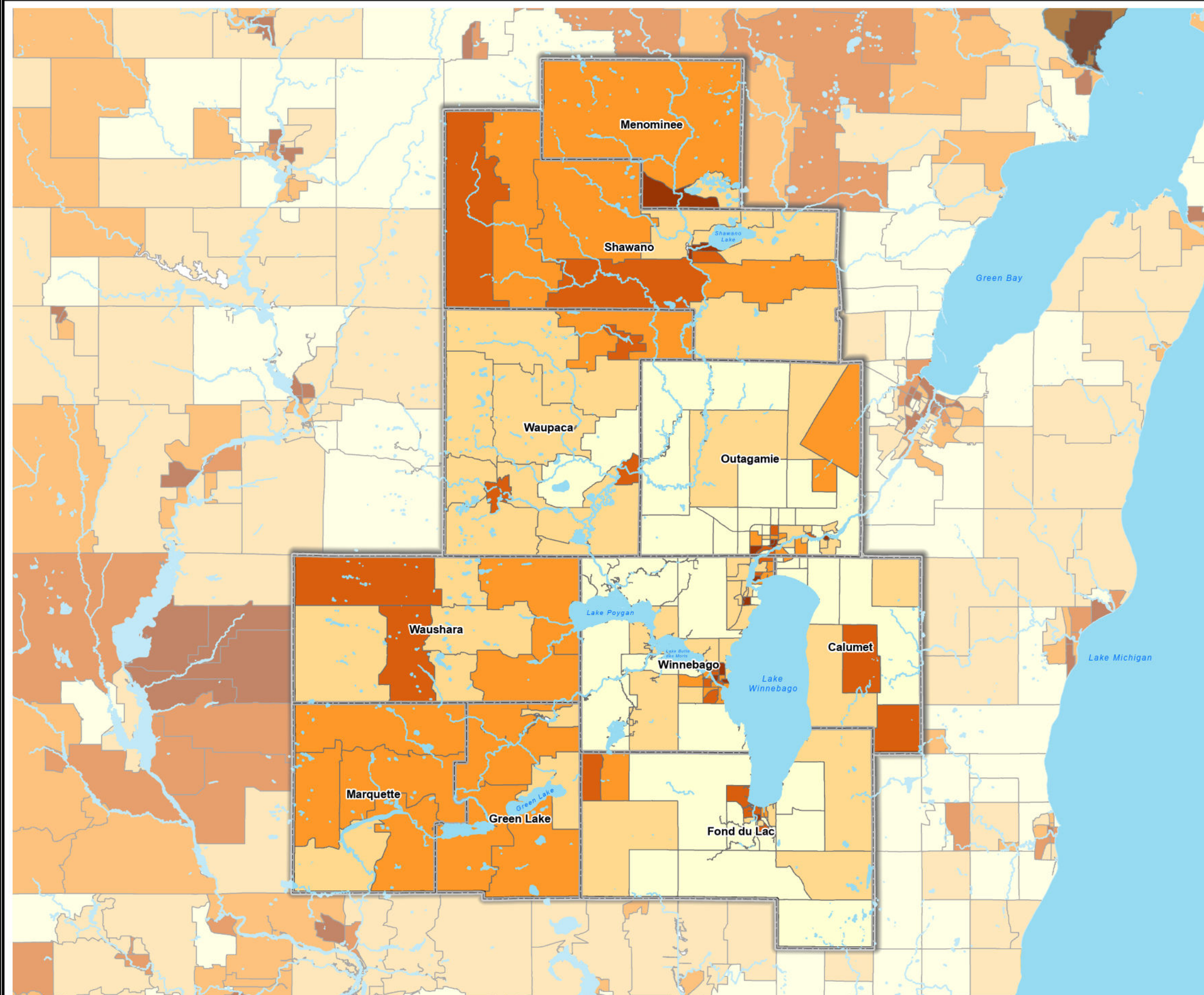
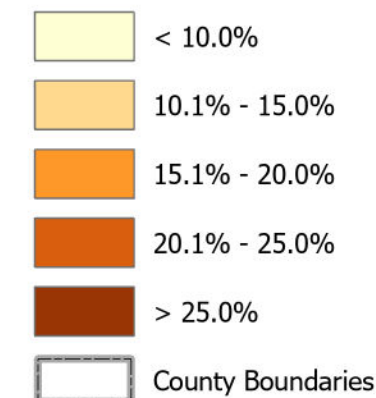
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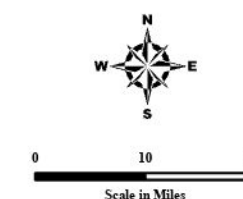


Map 4 ECWRPC Household Income <\$25,000 (by Census Tract)

Percent of Households with Income Less Than \$25,000



Source: Base data provided by ECWRPC counties.
Household data obtained from the 2017-2021 ACS 5 Year Estimates - US Census



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Map 4-A Appleton (Fox Cities) MPO Household Income <\$25,000 (by Census Tract)

Transportation Improvement Program (TIP):
Short Range Projects 2023-2026

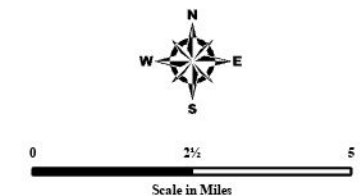
- TIP projects less than 1/2 mi.
- TIP projects greater than 1/2 mi.
- Fixed Transit Route
- 1/4 Mile Transit Buffer

Percent of Households with Income Less
Than \$25,000

- < 10.0%
- 10.1% - 15.0%
- 15.1% - 20.0%
- 20.1% - 25.0%
- > 25.0%

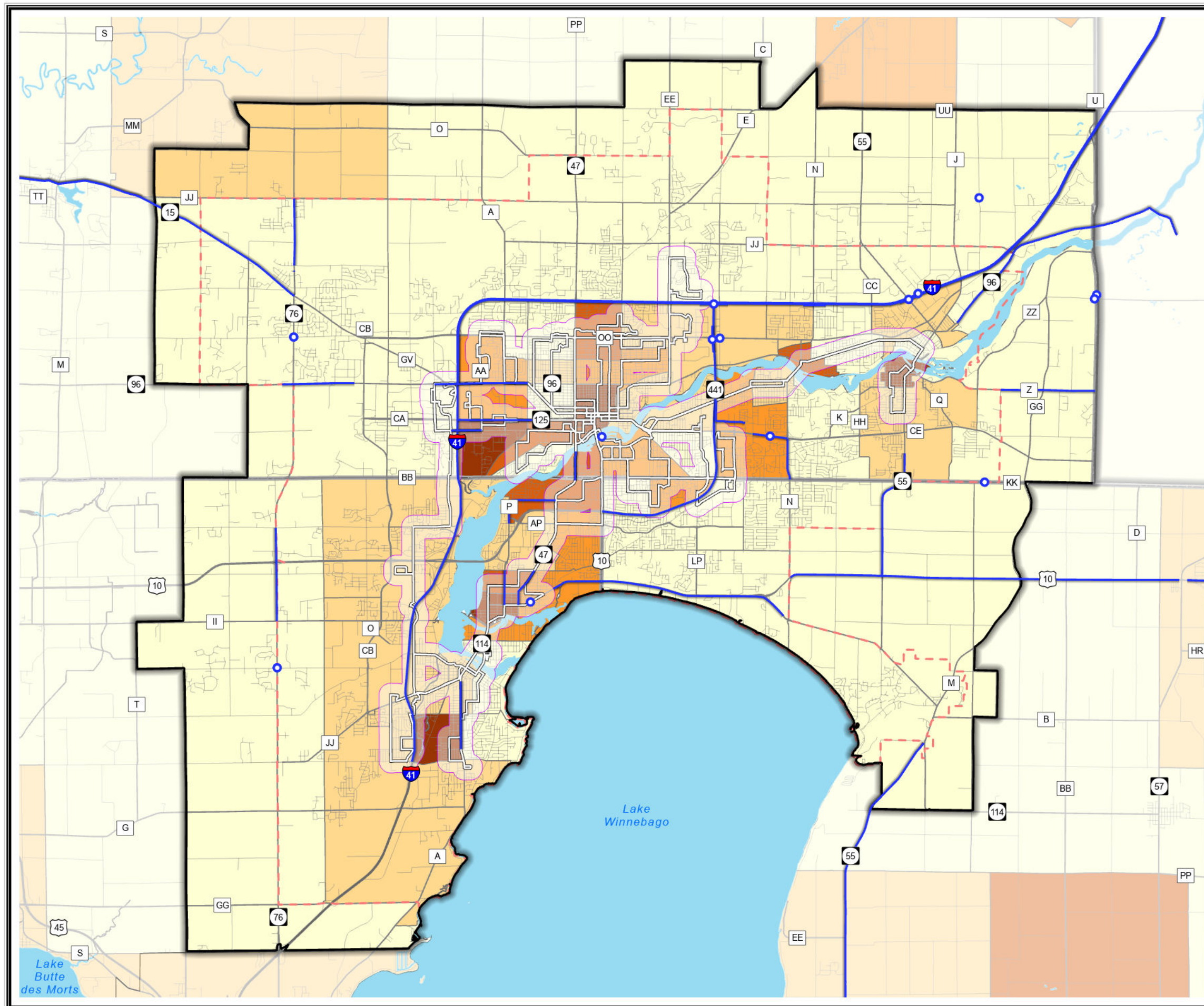
- Urbanized Area Boundary
- Planning Area Boundary

Source: Base data provided by ECWRPC counties.
Household data obtained from the 2017-2021 ACS 5 Year Estimates - US Census







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








Map 4-B Oshkosh MPO Household Income <\$25,000 (by Census Tract)

Transportation Improvement Program (TIP):
Short Range Projects 2023-2026

-  TIP projects less than 1/2 mi.
-  TIP projects greater than 1/2 mi.
-  Fixed Transit Route
-  1/4 Mile Transit Buffer

Percent of Households with Income Less
Than \$25,000

-  < 10.0%
-  10.1% - 15.0%
-  15.1% - 20.0%
-  20.1% - 25.0%
-  > 25.0%
-  Urbanized Area Boundary
-  Planning Area Boundary

Source: Base data provided by ECWRPC counties.
Household data obtained from the 2017-2021 ACS 5 Year Estimates - US Census



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School Enrollment

Maps 5-A to 5-G illustrate school enrollment data for the school districts throughout our region.

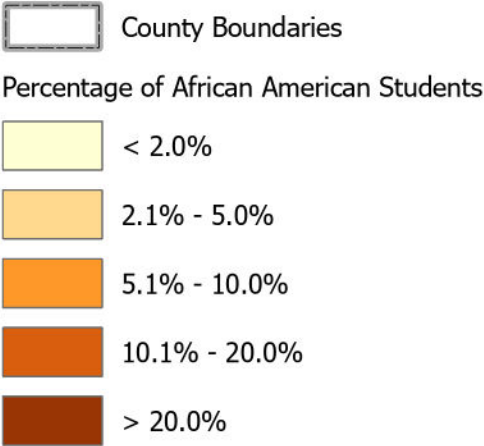
Enrollment data provides a unique perspective on the makeup and demographic trends across the East Central region. Schools throughout the region are reporting a diversifying population at the same time as the region experiences flat population growth, or in rural areas, slight population decline. These trends have near-term impacts for school systems and longer-term impacts on local housing, economic, and social situations.

Mobility Needs

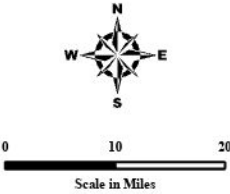
To ensure members of underrepresented racial, ethnic, and disabled communities are provided with full opportunities to engage in the planning process, ECWRPC takes the following actions:

- To every extent possible, locate meeting venues in proximity to transit access and bicycle/pedestrian facilities.
- Work with partner organizations to assist with outreach to underrepresented racial, ethnic, low-income, and differently-abled populations.
- To the extent practicable, offer translators and/or translation services.
- Work to host meetings at easy-to-access locations and/or “bring the meeting” to where people already are (such as libraries).

Map 5-A **ECWRPC School Enrollment** **African American Students** **(by School District)**



Source: Base data provided by ECWRPC counties.
School Enrollment data obtained from the Wisconsin Department of Public Instruction
2022-2023.

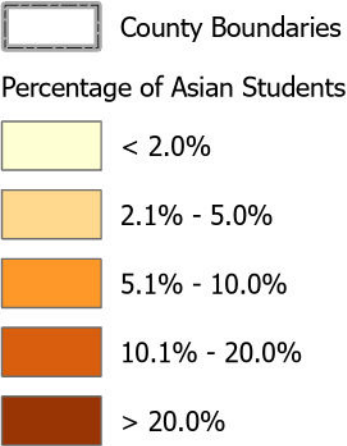


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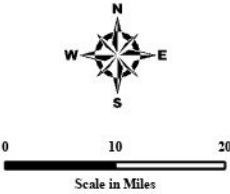
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Map 5-B **ECWRPC School Enrollment** **Asian Students** **(by School District)**



Source: Base data provided by ECWRPC counties.
School Enrollment data obtained from the Wisconsin Department of Public Instruction
2022-2023.



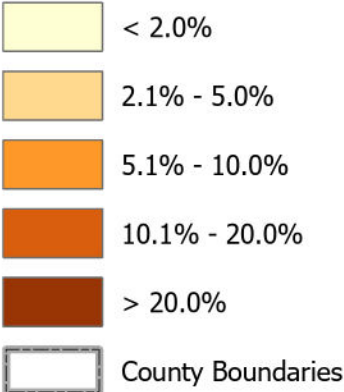
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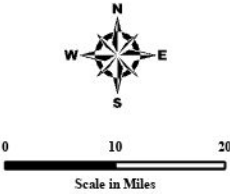


Map 5-C **ECWRPC School Enrollment** **Hispanic or Latino Students** **(by School District)**

Percentage of Hispanic or Latino Students



Source: Base data provided by ECWRPC counties.
 School Enrollment data obtained from the Wisconsin Department of Public Instruction
 2022-2023.



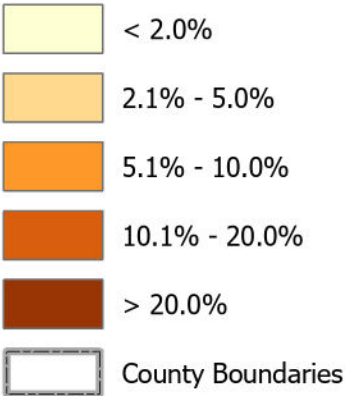
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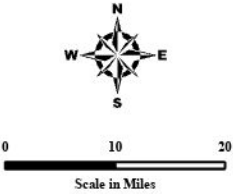


Map 5-D **ECWRPC School Enrollment** **Native American Students** **(by School District)**

Percentage of Native American Students



Source: Base data provided by ECWRPC counties.
 School Enrollment data obtained from the Wisconsin Department of Public Instruction
 2022-2023.



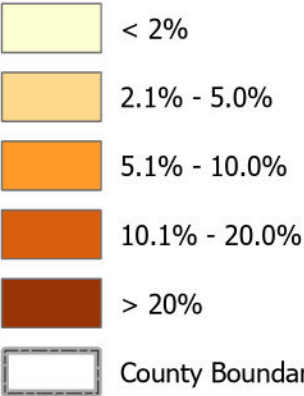
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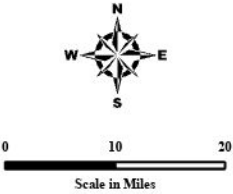


Map 5-E **ECWRPC School Enrollment** **Limited English Proficient Status** **(by School District)**

Percentage of Students with Limited English Proficient Status



Source: Base data provided by ECWRPC counties.
 School Enrollment data obtained from the Wisconsin Department of Public Instruction
 2022-2023.



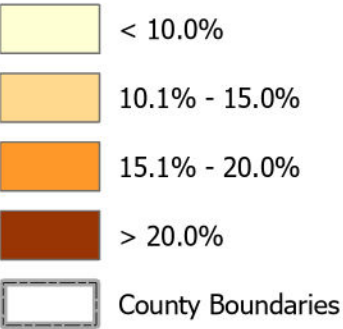
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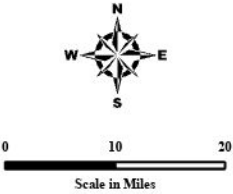


Map 5-F **ECWRPC School Enrollment** **Students with Disabilities** **(by School District)**

Percentage of Students with Disabilities



Source: Base data provided by ECWRPC counties.
 School Enrollment data obtained from the Wisconsin Department of Public Instruction
 2022-2023.



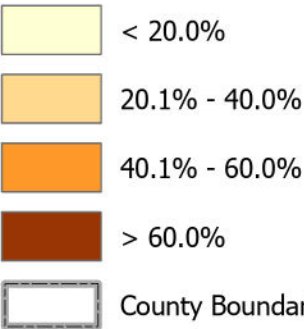
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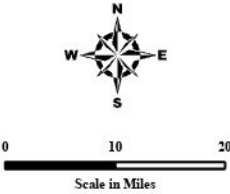


Map 5-G **ECWRPC School Enrollment** **Economically Disadvantaged** **Students (by School District)**

Percentage of Economically Disadvantaged Students



Source: Base data provided by ECWRPC counties.
 School Enrollment data obtained from the Wisconsin Department of Public Instruction 2022-2023.



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B. PROCEDURES FOR THE PLANNING PROCESS

The procedures by which the mobility needs of minority populations are identified and considered in ECWRPC planning processes include public engagement and GIS analysis:

- Public engagement involves inviting members of minority organizations to participate on in planning activities (e.g., public input meetings, focus groups). Since the Title VI Plan's update in 2020, significant progress has been made toward improving opportunities for public engagement. This includes ECWRPC adopting the *Equity in Engagement Toolkit and Guidebook* (2023) to guide engagement activities throughout transportation planning activities and purchasing Social Pinpoint, an online engagement platform.
- An environmental justice analysis using GIS is completed annually for the [Transportation Improvement Program \(TIP\)](#), which includes maps showing the proximity of transportation projects to tracts identified as having a high percentage of minority, LEP, and low-income persons, along with other transportation-disadvantaged populations (zero-vehicle households). This analysis is also done every five years for the update of the long-range land use transportation plans for the Appleton (Fox Cities) and Oshkosh MPOs. This analysis is also becoming a standard analysis for transportation-based plans, including the 2021 Appleton (Fox Cities) and Oshkosh MPO Bicycle and Pedestrian Plan and the Comprehensive Safety Action Plan (anticipated adoption in 2024).
- ECWRPC collaborates with partner organizations and staff and leaders throughout the communities within the service area. This collaboration ensures our planning efforts align with the vision of our communities, and the perspective from partner organizations and local staff provides further guidance on how to gather meaningful input from vulnerable populations.

C. ANALYSIS OF IMPACTS OF THE DISTRIBUTION OF STATE AND FEDERAL TRANSIT FUNDS

[FTA Circular 4702.1B](#), Title VI Requirements and Guidelines for Federal Transit Administration Recipients, discusses the need for MPO Title VI Plans to analyze the distribution of state and federal funds in aggregate for transportation purposes and to identify any disparate impact on the basis of race, color or natural origin.

Table 6 illustrates the distribution of state and federal transit funds as reported in the [2023-2026 Transportation Improvement Program](#) for the Fox Cities MPO, while **Table 7** represents the distribution of state and federal transit funds as reported in the [2023-2026 Transportation Improvement Program](#) for the Oshkosh MPO. While separate entities, both areas fall within the boundary of ECWRPC and thus are included.

Table 6: 2023-2026 TIP Distribution of State and Federal Funds – Appleton MPO

Table B-1: Transit Projects Fox Cities Transportation Management Area						
PROJECT DESCRIPTION	RECIPIENT	Jan-Dec 2023 (000)	Jan-Dec 2024 (000)	Jan-Dec 2025 (000)	Jan-Dec 2026 (000)	Jan-Dec 2027 (000)
Operating Assistance/Section 5307	VT					
Operating - Fixed Route						
Expenses		\$7,224	\$7,441	\$7,664	\$7,894	\$8,131
Revenues		\$859	\$868	\$876	\$885	\$894
Deficit		\$6,365	\$6,573	\$6,788	\$7,009	\$7,237
Federal Share	252-23-021	\$2,059	\$2,121	\$2,184	\$2,250	\$2,317
State Share		\$2,059	\$2,121	\$2,184	\$2,250	\$2,317
Other Local		\$79	\$79	\$79	\$79	\$79
Municipal Local Share		\$2,168	\$2,253	\$2,340	\$2,430	\$2,523
Preventative Maintenance - Fixed Route	VT					
Expenses		\$1,068	\$1,100	\$1,133	\$1,167	\$1,202
Federal Share (80%)	252-23-022	\$854	\$880	\$906	\$934	\$962
Municipal Local Share		\$214	\$220	\$227	\$233	\$240
Purchased Transp. - Paratransit	VT					
Expenses		\$3,677	\$3,787	\$3,901	\$4,018	\$4,138
Revenues		\$704	\$726	\$747	\$770	\$793
Deficit		\$2,973	\$3,062	\$3,154	\$3,248	\$3,346
Federal Share (Capital Cost of Contract)	252-23-023	\$201	\$207	\$213	\$220	\$226
Federal Share (Operating)	252-23-024	\$804	\$829	\$853	\$879	\$905
State Share		\$995	\$1,025	\$1,056	\$1,088	\$1,120
Contract Local		\$972	\$1,829	\$1,884	\$1,941	\$1,999
Enhance Mobility of Seniors/Section 5310	VT					
Expenses		\$632	\$650	\$670	\$690	\$711
Revenues		\$83	\$85	\$88	\$90	\$93
Deficit		\$549	\$565	\$582	\$600	\$618
Federal Share		\$277	\$285	\$294	\$303	\$312
State Share		\$135	\$139	\$143	\$147	\$152
Contract Local		\$137	\$141	\$145	\$150	\$154
Capital Projects	VT	2023	2024	2025	2026	2027
Section 5339		(000)	(000)	(000)	Illustrative (000)	(000)
Whitman Facility Renovation*	252-23-025				\$18,000	
Support Vehicle Replacement (2 in 2023)	252-23-026	\$100	\$50	\$50	\$50	
Electric Trolley Buses (2)	252-23-027	\$2,000				
Fare Collection System	252-23-029	\$250				
Demand Response Vehicle Fleet (5/yr)				\$500	\$500	\$500
Appleton Transit Center Joint Development					\$20,000	
Neenah Transit Center					\$2,000	
Section 5310						
Automatic Vehicle Location (AVL) System Replacement	252-23-030	\$200				
Whitman Facility Renovation*	252-23-050	\$192				
Section 5310 CRRSA Act						
Whitman Facility Renovation*	252-23-051	\$32				
Section 5310 ARP Act						
Whitman Facility Renovation*	252-23-052	\$32				
Section 5307 - Formula Funds						
Automatic Vehicle Location (AVL) System Replacement	252-23-028	\$225				
Section 5307 - CARES Act						
Whitman Facility Renovation*	252-23-031	\$5,425				
Section 5307 - ARP Act						
Whitman Facility Renovation*	252-23-032	\$3,370				
Total Cost:		\$11,826	\$50	\$550	\$40,550	\$500
Federal Share:		\$10,931	\$40	\$440	\$32,440	\$400
Local Share:		\$895	\$10	\$110	\$8,110	\$100

*CRRSA Act, CARES Act, ARP Act and FY21 Section 5310 funding cover 100% of costs. Total Whitman Facility Renovation cost is estimated at \$18 M. Project completion is contingent upon a future competitive grant award.

Table 7: 2023-2026 TIP Distribution of State and Federal Funds – Oshkosh MPO

PROJECT DESCRIPTION	RECIPIENT	TIP #	Jan-Dec 2023 (000)	Jan-Dec 2024 (000)	Jan-Dec 2025 (000)	Jan-Dec 2026 (000)	Jan-Dec 2027 (000)
Operating Assistance	GO Transit			Illustrative	Illustrative	Illustrative	Illustrative
Directly Operated - Fixed Route							
Expenses			\$4,215	\$4,341	\$4,472	\$4,606	\$4,744
Revenues			434	447	460	474	488
Deficit			3,781	3,894	4,011	4,132	4,256
Federal Share		253-23-009	1,286	1,302	1,342	1,382	1,423
State Share			969	999	1,028	1,059	1,091
Local - Municipal & County			1,526	1,593	1,641	1,691	1,741
Purchased Transp. - Paratransit	GO Transit						
Expenses			\$1,485	\$1,530	\$1,575	\$1,623	\$1,671
Revenues			416	428	441	455	468
Deficit			1,069	1,101	1,134	1,168	1,203
Federal Share		253-23-010	446	459	473	487	501
State Share			349	352	362	373	384
Local- Municipal & County			275	290	299	308	317
Capital Projects	GO Transit						
Admin. And Garage Facility Assessment		253-23-011	100				
Architectural and Engineering		253-23-012	100				
Expansion of Downtown Transit Center				4,000			
Transit Stop Accesibility Improvements		253-23-013	10	10	10	10	10
Bus Shelters						12	12
2 Electric Buses and Charging Infrastructure							2,000
Replace Hoist in Garage							100
Total Cost:			\$210	\$4,010	\$10	\$22	\$2,122
Federal Share:			\$168	\$3,208	\$8	\$18	\$1,698
Local Share:			\$42	\$802	\$2	\$4	\$424

The following list of Transportation Improvement Program projects is linked to the ECWRPC's [online map](#), as the projects relate to areas with a higher percentage of Environmental Justice populations (minority, low-income, LEP, or disabled). This not an all-inclusive list of TIP projects. These projects may have greater impacts on communities when they involve expansion or work beyond the roadway itself.

- **252-20-039:** Rehab, STH 441 from STH 441/US Hwy 10 to North Junction I-41
- **252-20-054:** Bridge Replacement, Olde Oneida St.
- **252-20-056:** Reconstruction, CTH P from STH 47 to Midway Rd.
- **252-22-052:** I-41 Expansion, I-41 from Appleton to De Pere
- **252-23-001:** Resurface, STH 125/W. College Ave from I-41 to Lindwood Ave.
- **253-19-037:** Resurface, US Hwy 45 Oshkosh to Fond du Lac
- **253-20-032:** Reconstruction, CTH I from Ripple Ave. – W. Waukau Ave
- **253-23-007:** Reconstruction, Bowen Street from Otter Ave. to East Parkway Ave.

To date, ECWRPC has not received any Environmental Justice complaints regarding these projects. ECWRPC continues to work with partner agencies to enhance communication with those who may be impacted by these projects.

Limited-English Proficiency (LEP) Plan

Overview

As a subrecipient of federal financial assistance, ECWRPC is required to prepare a Limited-English Proficiency (LEP) Plan to address its responsibilities relating to the needs of individuals with limited English language skills.

This plan has been prepared in accordance with [Title VI of the Civil Rights Act of 1964, 42 U.S.C 2000d, et seq.](#), and its implementing regulations which state that no person shall be subjected to discrimination on the basis of race, color, or national origin.

[Executive Order 13166 “Improving Access to Services for Persons with Limited English Proficiency,”](#) issued in 2000 clarified Title VI of the Civil Rights Act of 1964. It stated that individuals who do not speak English well and who have a limited ability to read, write, speak, or understand English are entitled to language assistance under Title VI in order to access public services or benefits for which they are eligible. While most individuals in Wisconsin read, write, speak, and understand English, there are some individuals for who English is not their primary language. If these individuals have a limited ability to read, write, speak, or understand English, they are considered Limited English Proficient (LEP).

The US DOT [“Policy Guidance Concerning Recipients’ Responsibilities to LEP Persons”](#) discusses the concept of “safe harbor” with respect to the requirements for translation of written materials. The *Safe Harbor Threshold* is calculated by dividing the county 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, of the population to be served) ECWRPC must provide translation of vital documents (e.g., Notice of Nondiscrimination, Complaint Procedure and Complaint Form) in written format for the non-English users.

Recipients of federal financial assistance are also required to implement LEP plans in accordance with guidelines of the federal agency from which the funds are provided. The Federal Transit Administration (FTA) published [FTA Circular 4702.1B – Title VI Requirements and Guidance for FTA Recipients](#), provides guidance and instructions for carrying out US DOT FTA Title VI regulations.

Plan Summary

East Central Wisconsin Regional Planning Commission (ECWRPC) has developed this *Limited-English Proficiency Plan* to identify reasonable steps for providing language assistance to persons with limited-English proficiency (LEP) who wish to access services provided by ECWRPC. This plan outlines how to identify a person who may need language assistance, how to notify LEP persons language assistance is available, the ways in which assistance may be provided, and staff training.

Plan Components

As a recipient of federal US DOT funding, ECWRPC is required to take reasonable steps to ensure meaningful access to programs and activities by LEP persons.

This plan includes the following elements:

- The results of the *Four Factor Analysis*, including a description of the LEP population(s), served.
- A description of services, monitoring, and training:
 - How language assistance services are provided.
 - How LEP persons are informed of the availability of language assistance services.
 - How the language assistance plan is monitored and updated.
 - How employees are trained to provide language assistance to LEP persons.

A. FOUR-FACTOR ANALYSIS

To prepare this plan, ECWRPC conducted a four-factor analysis which considers:

- **Demography** of LEP persons who may be served or are likely to encounter an **ECWRPC** program or service;
- **Frequency** of contact with LEP persons;
- **Importance** of program to LEP persons;
- **Resources and costs** to provide LEP assistance.

1. Number of individuals who are LEP eligible or likely to be encountered by your federally funded program

ECWRPC staff reviewed the American Community Survey 5-Year Data (2017-2021) for each county in the region to determine if they exceed the Safe Harbor Threshold for any language group and data by county.

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 percent or 1,000 individuals, whichever is less) ECWRPC must provide translation of vital documents in written format for the non-English users.

Of important note, East Central Wisconsin has a rich history of welcoming refugees from around the world into our communities, fostered by two World Relief offices, one in Appleton and one in Oshkosh. Since 2001, approximately 1,650 individuals from 20 different countries (Congo, Laos, and Burma being the top three) have made a new home in the region.

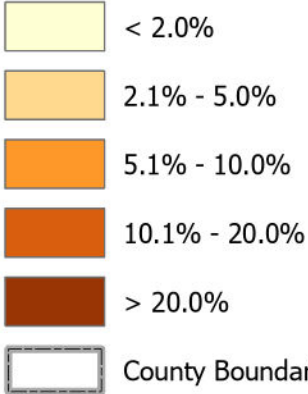
In the ten counties that make up the ECWRPC region, Fond du Lac, Outagamie and Winnebago counties exceed the Safe Harbor Threshold for Spanish and Hmong speakers who speak English “less than very well.” This means, at a minimum, ECWRPC has an obligation to insert a sentence in its Notice to Beneficiaries in both Spanish and Hmong that states “*if information is needed in another language*

contact (920) 751-4770.” In addition, ECWRPC will make available a copy of its Title VI Complaint Procedure and Complaint Form in both Spanish and Hmong. These translated documents will be available to all counties, even if they do not exceed the Safe Harbor Threshold. Listed below is an analysis of the American Community Survey LEP data by county.

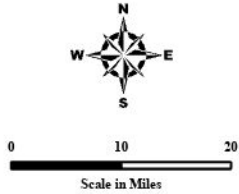
Map 6 depicts the language spoken at home by census tract for the ECWRPC region. **Maps 6-A and 6-B** depict the Appleton (Fox Cities) MPO and the Oshkosh MPO boundaries over language spoken at home. In addition to the MPO boundaries, there are 2023-2026 TIP projects and transit fixed routes with a ¼ mile buffer. Inclusion of transit fixed routes and 2023-2026 TIP projects allow ECWRPC to determine the potential for disproportionately high adverse impacts to individuals speaking English less than “very well.” Further analysis of the TIP projects in relation to individuals speaking English less than “very well” do not propose a disproportionately high adverse impact compared to the general population.

Map 6
ECWRPC Language
Spoken at Home
(by Census Tract)

Percent of population age 5 years and over
in limited English households



Source: Base data provided by ECWRPC counties.
Population data obtained from the 2017-2021 ACS 5 Year Estimates - US Census



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Map 6-A Appleton (Fox Cities) MPO Language Spoken at Home (by Census Tract)

Transportation Improvement Program (TIP):
Short Range Projects 2023-2026

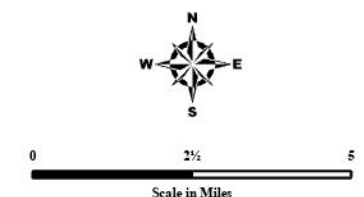
- TIP projects less than 1/2 mi.
- TIP projects greater than 1/2 mi.
- Fixed Transit Route
- 1/4 Mile Transit Buffer

Percent of population age 5 years and over in
limited English households

- < 2.0%
- 2.1% - 5.0%
- 5.1% - 10.0%
- 10.1% - 20.0%
- > 20.0%

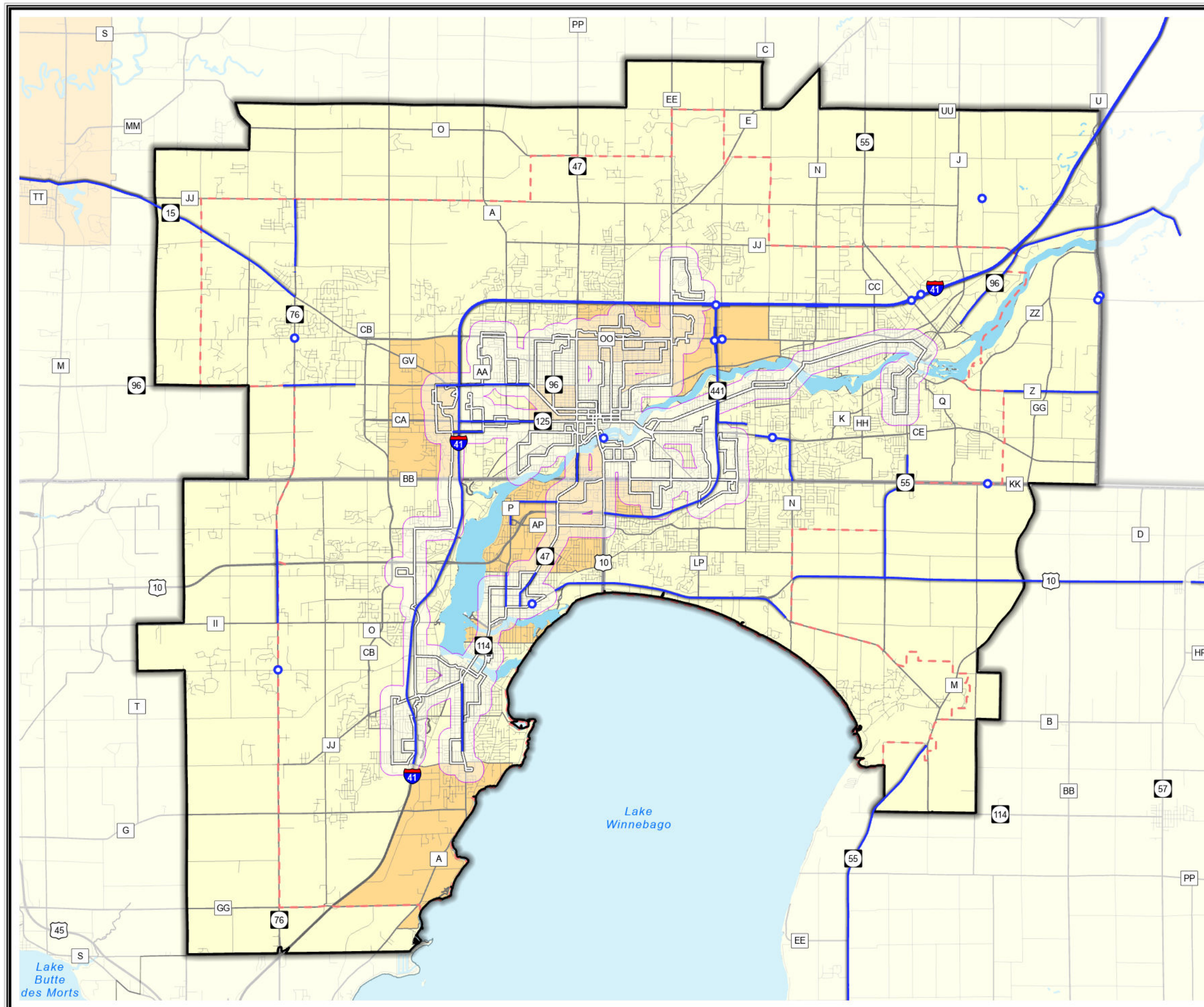
- Urbanized Area Boundary
- Planning Area Boundary

Source: Base data provided by ECWRPC counties.
Population data obtained from the 2017-2021 ACS 5 Year Estimates - US Census







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Map 6-B
Oshkosh MPO
Language Spoken at Home
(by Census Tract)

Transportation Improvement Program (TIP):
Short Range Projects 2023-2026

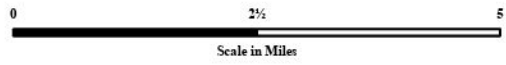
-  TIP projects less than 1/2 mi.
-  TIP projects greater than 1/2 mi.
-  Fixed Transit Route
-  1/4 Mile Transit Buffer

Percent of population age 5 years and over in
limited English households

-  < 2.0%
-  2.1% - 5.0%
-  5.1% - 10.0%
-  10.1% - 20.0%
-  > 20.0%

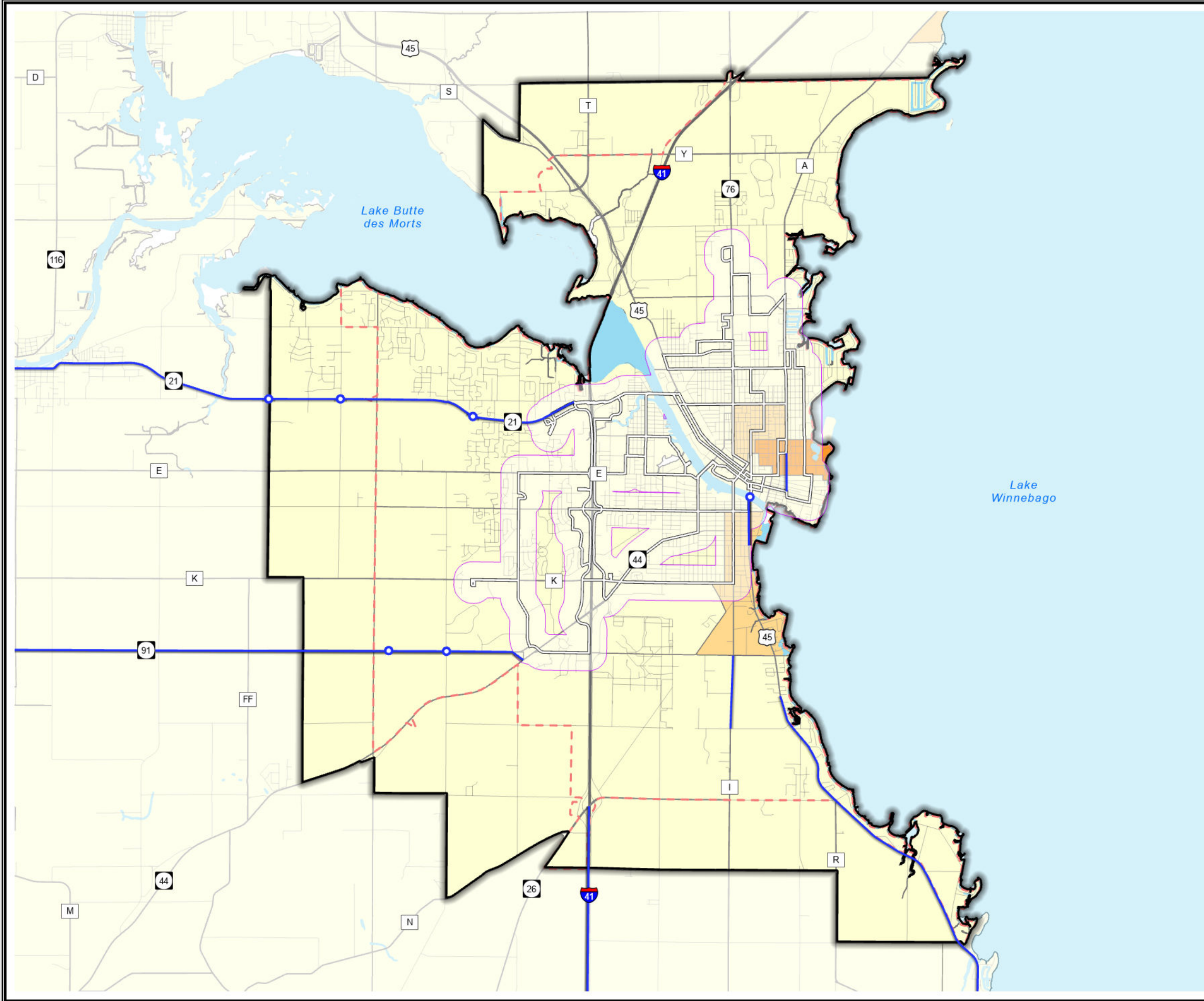
-  Urbanized Area Boundary
-  Planning Area Boundary

Source: Base data provided by ECWRPC counties.
Population data obtained from the 2017-2021 ACS 5 Year Estimates - US Census



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CALUMET COUNTY

The ACS reports there are numerous languages spoken in Calumet County, including Spanish, Hmong, Italian, German, Chinese, and Korean. After English, the second largest spoken language group is Spanish. **Table 8** depicts the population speaking English “less than very well” in Calumet County.

Calumet County’s total population (age five and above) that are of speaking age is 49,399. 2,690 people in Calumet County have identified themselves as speaking a language other than English, 741 of those respondents reported speaking English “less than very well.” None of the individual languages meet the Safe Harbor Threshold (1,000 persons or 5 percent of the population). This means ECWRPC is not required to provide written translation of vital documents for these language groups under the Title VI guidelines. ECWRPC does provide written translation of the vital documents in Spanish and Hmong to satisfy Safe Harbor Thresholds from other areas in East Central’s region.

Table 8: 2021 Calumet County Speaking English “Less Than Very Well”

	Estimate	Safe Harbor Threshold	
		5% of Total	1000 Individuals
Total:	49,399		
Speak only English	46,709		
Spanish or Spanish Creole:	1,316		
Speak English "very well"	907		
Speak English less than "very well"	409	0.83%	
French (incl. Patois, Cajun):	54		
Speak English "very well"	54		
Speak English less than "very well"	0	0%	
German or other West Germanic languages:	252		
Speak English "very well"	242		
Speak English less than "very well"	10	0.02%	
Russian, Polish, or other Slavic languages:	67		
Speak English "very well"	67		
Speak English less than "very well"	-	0%	
Other Indo-European languages:	320		
Speak English "very well"	237		

Table 8: 2021 Calumet County Speaking English “Less Than Very Well”

		Safe Harbor Threshold	
	Estimate	5% of Total	1000 Individuals
Speak English less than "very well"	83	0.17%	
Korean:	48		
Speak English "very well"	-		
Speak English less than "very well"	48	0.1%	
Chinese (incl. Mandarin, Cantonese):	5		
Speak English "very well"	2		
Speak English less than "very well"	3	0.01%	
Vietnamese:	3		
Speak English "very well"	3		
Speak English less than "very well"	-	0%	
Tagalog (incl. Filipino):	12		
Speak English "very well"	11		
Speak English less than "very well"	1	0.002%	
Other Asian and Pacific Island languages:	613		
Speak English "very well"	426		
Speak English less than "very well"	187	0.38%	

Source: 2017-2021 American Community Survey 5-Year Estimates, Table C16001

FOND DU LAC COUNTY

The ACS reports there are numerous languages spoken in Fond du Lac County, including Spanish, Hmong, Hindi, French, German, Greek, Russian, Chinese, Japanese, and Korean. After English, the second largest spoken language group is Spanish. **Table 9** depicts the populations speaking English “less than very well” in Fond du Lac County.

Fond du Lac County’s total population (age five and above) that are of speaking age is 98,495. There are 1,250 persons who identified as Spanish speaking and speak English “less than very well.” This number exceeds the Safe Harbor Threshold of 1,000 persons which means ECWRPC is required to translate vital documents in Spanish. None of the other languages meet the Safe Harbor Threshold (1,000 persons or 5 percent of the population), which means ECWRPC is not required to provide written translation of vital documents for these language groups. ECWRPC does provide written translation of the vital documents in Hmong to satisfy Safe Harbor Thresholds from other areas in East Central’s region.

Table 9: 2021 Fond du Lac County Speaking English “Less Than Very Well”

		Safe Harbor Threshold	
		5% of Total	1000 Individuals
Total:	98,495		
Speak only English	93,118		
Spanish:	3,222		
Speak English "very well"	1,972		
Speak English less than "very well"	1,250	1.27%	X
French, Haitian, or Cajun:	75		
Speak English "very well"	75		
Speak English less than "very well"	-	0%	
German or other West Germanic languages:	454		
Speak English "very well"	371		
Speak English less than "very well"	83	0.08%	
Russian, Polish, or other Slavic languages:	122		
Speak English "very well"	86		
Speak English less than "very well"	36	0.04%	
Other Indo-European languages:	213		
Speak English "very well"	156		

Table 9: 2021 Fond du Lac County Speaking English “Less Than Very Well”

		Safe Harbor Threshold	
	Estimate	5% of Total	1000 Individuals
Speak English less than "very well"	57	0.06%	
Korean:	23		
Speak English "very well"	23		
Speak English less than "very well"	-	0%	
Chinese (incl. Mandarin, Cantonese):	316		
Speak English "very well"	240		
Speak English less than "very well"	76	0.08%	
Vietnamese:	20		
Speak English "very well"	-		
Speak English less than "very well"	20	0.00%	
Tagalog (incl. Filipino):	111		
Speak English "very well"	86		
Speak English less than "very well"	25	0.03%	
Other Asian and Pacific Island languages:	580		
Speak English "very well"	433		
Speak English less than "very well"	147	0.15%	
Arabic:	39		
Speak English "very well"	39		
Speak English less than "very well"	-	0%	
Other and unspecified languages:	202		
Speak English "very well"	175		
Speak English less than "very well"	27	0.03%	

Source: 2017-2021 American Community Survey 5-Year Estimates, Table C16001

GREEN LAKE COUNTY

The ACS reports there are numerous languages spoken in Green Lake County, including Spanish, German, Tagalog, and other Pacific Island languages. After English, the second largest spoken language group is Spanish. **Table 10** depicts the populations speaking English “less than very well” in Green Lake County.

Green Lake County’s total population (age five and above) that are of speaking age is 17,935. 506 people that speak one of the other languages reported have identified themselves as speaking English “less than very well.” None of the languages meet the Safe Harbor Threshold (1,000 persons or 5 percent of the population), which means ECWRPC is not required to provide written translation of vital documents for these language groups. ECWRPC does provide written translation of the vital documents in Hmong and Spanish to satisfy Safe Harbor Thresholds from other areas in East Central’s region.

Table 10: 2021 Green Lake County Speaking English “Less Than Very Well”

		Safe Harbor Threshold	
		5% of Total	1000 Individuals
Total:	17,935		
Speak only English	16,532		
Spanish:	514		
Speak English "very well"	322		
Speak English less than "very well"	192	1.07%	
French, Haitian, or Cajun:	8		
Speak English "very well"	7		
Speak English less than "very well"	1	0.01%	
German or other West Germanic languages:	804		
Speak English "very well"	525		
Speak English less than "very well"	279	1.56%	
Russian, Polish, or other Slavic languages:	19		
Speak English "very well"	5		
Speak English less than "very well"	14	0.08%	
Other Indo-European languages:	55		
Speak English "very well"	35		

Table 10: 2021 Green Lake County Speaking English “Less Than Very Well”

		Safe Harbor Threshold	
	Estimate	5% of Total	1000 Individuals
Speak English less than "very well"	20	0.11%	
Other and unspecified languages:	3		
Speak English "very well"	3		
Speak English less than "very well"	0	0.00%	

Source: 2017-2021 American Community Survey 5-Year Estimates, Table C16001

MARQUETTE COUNTY

The ACS reports there are numerous languages spoken in Marquette County, including Spanish, French, Italian, Portuguese, German, Russian, Polish, Serbo-Croatian, Japanese, Korean, Hmong, Thai, Laotian, Tagalog, Navajo, and Hungarian. After English, the second largest spoken language group is Spanish.

Table 11 depicts the populations speaking English “less than very well” in Marquette County.

Marquette County’s total population (age five and above) that are of speaking age is 14,792. The total number of people who identified as speaking English “less than very well” is 148. None of the languages meet the Safe Harbor Threshold (1,000 persons or 5 percent of the population), which means ECWRPC is not required to provide written translation of vital documents for these language groups. ECWRPC does provide written translation of the vital documents in Hmong and Spanish to satisfy Safe Harbor Thresholds from other areas in East Central’s region.

Table 11: 2021 Marquette County Speaking English “Less Than Very Well”

		Safe Harbor Threshold	
		5% of Total	1000 Individuals
Total:	14,792		
Speak only English	14,305		
Spanish:	199		
Speak English "very well"	153		
Speak English less than "very well"	46	0.31%	
German or other West Germanic languages:	210		
Speak English "very well"	140		
Speak English less than "very well"	70	0.47%	
Russian, Polish, or other Slavic languages:	22		
Speak English "very well"	18		
Speak English less than "very well"	4	0.03%	
Other Indo-European languages:	13		
Speak English "very well"	11		
Speak English less than "very well"	2	0.01%	
Korean:	18		
Speak English "very well"	0		

Table 11: 2021 Marquette County Speaking English “Less Than Very Well”

		Safe Harbor Threshold	
	Estimate	5% of Total	1000 Individuals
Speak English less than "very well"	18	0.12%	
Tagalog (incl. Filipino):	16		
Speak English "very well"	8		
Speak English less than "very well"	8	0.05%	
Other Asian and Pacific Island languages:	2		
Speak English "very well"	2		
Speak English less than "very well"	0	0.00%	
Other and unspecified languages:	7		
Speak English "very well"	7		
Speak English less than "very well"	0	0.00%	

Source: 2017-2021 American Community Survey 5-Year Estimates, Table C16001

MENOMINEE COUNTY

The ACS reports there are numerous languages spoken in Menominee County, including Spanish, German, and other Native North American Languages. After English, the second largest spoken language group is the Native North American Languages. **Table 12** depicts the populations speaking English “less than very well” in Menominee County.

Menominee County’s total population (age five and above) that are of speaking age is 3,979. The total number of people who identified as speaking English “less than very well” is 18. None of the languages meet the Safe Harbor Threshold (1,000 persons or 5 percent of the population), which means ECWRPC is not required to provide written translation of vital documents for these language groups. ECWRPC does provide written translation of the vital documents in Hmong and Spanish to satisfy Safe Harbor Thresholds from other areas in East Central’s region.

Table 12: 2021 Menominee County Speaking English “Less Than Very Well”

		Safe Harbor Threshold	
		5% of Total	1000 Individuals
Total:	3,979		
Speak only English	3,831		
Spanish:	30		
Speak English "very well"	30		
Speak English less than "very well"	-	0.00%	
Other and unspecified languages:	118		
Speak English "very well"	100		
Speak English less than "very well"	18	0.45%	

Source: 2017-2021 American Community Survey 5-Year Estimates, Table C16001

OUTAGAMIE COUNTY

The ACS reports there are numerous languages spoken in Outagamie County, including Spanish, French, Italian, Portuguese, German, Scandinavian, Greek, Russian, Polish, Serbo-Croatian, Gujarati, Hindi, Urdu, Chinese, Japanese, Korean, Hmong, Thai, Laotian, Vietnamese, Tagalog, Arabic, and other Native North American Languages. After English, the second largest spoken language group is Spanish.

Table 13 depicts the populations speaking English “less than very well” in Outagamie County.

Outagamie County’s total population (age five and above) that are of speaking age is 178,060. The total number of people who identified as speaking English “less than very well” is 4,075. There are 1,543 persons who identified as Spanish speaking and speak English “less than very well”, and 1,791 persons who identified as Hmong speaking and speak English “less than very well.” These amounts exceed the Safe Harbor Threshold of 1,000 persons which means ECWRPC is required to translate vital documents in Spanish and Hmong. None of the other languages meet the Safe Harbor Threshold (1,000 persons or 5 percent of the population).

Table 13: 2021 Outagamie County Speaking English “Less Than Very Well”

		Safe Harbor Threshold	
		5% of Total	1000 Individuals
Total:	178,060		
Speak only English	166,778		
Spanish:	4,918		
Speak English "very well"	3,375		
Speak English less than "very well"	1,543	0.9%	X
French, Haitian, or Cajun:	181		
Speak English "very well"	176		
Speak English less than "very well"	5	0.0%	
German or other West Germanic languages:	700		
Speak English "very well"	669		
Speak English less than "very well"	31	0.0%	
Russian, Polish, or other Slavic languages:	169		
Speak English "very well"	145		
Speak English less than "very well"	24	0.0%	
Other Indo-European languages:	553		

Table 13: 2021 Outagamie County Speaking English “Less Than Very Well”

		Safe Harbor Threshold	
		5% of Total	1000 Individuals
	Estimate		
Speak English "very well"	438		
Speak English less than "very well"	115	0.1%	
Korean:	79		
Speak English "very well"	40		
Speak English less than "very well"	39	0.0%	
Chinese (incl. Mandarin, Cantonese):	302		
Speak English "very well"	148		
Speak English less than "very well"	154	0.1%	
Vietnamese:	232		
Speak English "very well"	83		
Speak English less than "very well"	149	0.1%	
Tagalog (incl. Filipino):	290		
Speak English "very well"	144		
Speak English less than "very well"	146	0.1%	
Other Asian and Pacific Island languages:	3,465		
Speak English "very well"	1,674		
Speak English less than "very well"	1,791	1.0%	X
Arabic:	18		
Speak English "very well"	18		
Speak English less than "very well"	0	0.0%	
Other and unspecified languages:	375		
Speak English "very well"	297		
Speak English less than "very well"	78	0.0%	

Source: 2017-2021 American Community Survey 5-Year Estimates, Table C16001

SHAWANO COUNTY

The ACS reports there are numerous languages spoken in Shawano County, including Spanish, French, Italian, Portuguese, German, Scandinavian, Russian, Polish, Chinese, Japanese, Hmong, Thai, Vietnamese, Tagalog, Arabic, and other Native North American Languages. After English, the second largest spoken language group is Spanish. **Table 14** depicts the populations speaking English “less than very well” in Shawano County.

Shawano County’s total population (age five and above) that are of speaking age is 38,659. The total number of people who identified as speaking English “less than very well” is 292. None of the languages meet the Safe Harbor Threshold (1,000 persons or 5 percent of the population), which means ECWRPC is not required to provide written translation of vital documents for these language groups. ECWRPC does provide written translation of the vital documents in Hmong and Spanish to satisfy Safe Harbor Thresholds from other areas in East Central’s region.

Table 14: 2021 Shawano County Speaking English “Less Than Very Well”

		Safe Harbor Threshold	
		5% of Total	1000 Individuals
Total:	38,659		
Speak only English	37,666		
Spanish:	355		
Speak English "very well"	215		
Speak English less than "very well"	140	0.36%	
French, Haitian, or Cajun:	56		
Speak English "very well"	54		
Speak English less than "very well"	2	0.01%	
German or other West Germanic languages:	275		
Speak English "very well"	180		
Speak English less than "very well"	95	0.25%	
Russian, Polish, or other Slavic languages:	39		
Speak English "very well"	32		
Speak English less than "very well"	7	0.02%	
Other Indo-European languages:	58		
Speak English "very well"	58		

Table 14: 2021 Shawano County Speaking English “Less Than Very Well”

		Safe Harbor Threshold	
	Estimate	5% of Total	1000 Individuals
Speak English less than "very well"	0	0.00%	
Korean:	34		
Speak English "very well"	29		
Speak English less than "very well"	5	0.01%	
Chinese (incl. Mandarin, Cantonese):	19		
Speak English "very well"	3		
Speak English less than "very well"	16	0.04%	
Tagalog (incl. Filipino):	9	0.02%	
Speak English "very well"	0	0.00%	
Speak English less than "very well"	9	0.02%	
Other Asian and Pacific Island languages:	78	0.20%	
Speak English "very well"	78	0.20%	
Speak English less than "very well"	0	0.00%	
Arabic:	6	0.02%	
Speak English "very well"	0	0.00%	
Speak English less than "very well"	6	0.02%	
Other and unspecified languages:	64	0.17%	
Speak English "very well"	52	0.13%	
Speak English less than "very well"	12	0.03%	

Source: 2017-2021 American Community Survey 5-Year Estimates, Table C16001

WAUPACA COUNTY

The ACS reports there are numerous languages spoken in Waupaca County, including Spanish, French, German, Scandinavian, Polish, Serbo-Croatian, Chinese, Japanese, Korean, Vietnamese, and other Native North American Languages. After English, the second largest spoken language group is Spanish. **Table 15** depicts the populations speaking English “less than very well” in Waupaca County.

Waupaca County’s total population (age five and above) that are of speaking age is 49,209. The total number of people who identified as speaking English “less than very well” is 552. None of the languages meet the Safe Harbor Threshold (1,000 persons or 5 percent of the population), which means ECWRPC is not required to provide written translation of vital documents for these language groups. ECWRPC does provide written translation of the vital documents in Hmong and Spanish to satisfy Safe Harbor Thresholds from other areas in East Central’s region.

Table 15: 2021 Waupaca County Speaking English “Less Than Very Well”

		Safe Harbor Threshold	
		5% of Total	1000 Individuals
Total:	49,209		
Speak only English	47,238		
Spanish:	1,413		
Speak English "very well"	1,032		
Speak English less than "very well"	381	0.77%	
French, Haitian, or Cajun:	50		
Speak English "very well"	48		
Speak English less than "very well"	2	0.00%	
German or other West Germanic languages:	341		
Speak English "very well"	238		
Speak English less than "very well"	103	0.21%	
Russian, Polish, or other Slavic languages:	54		
Speak English "very well"	25		
Speak English less than "very well"	29	0.06%	
Other Indo-European languages:	38		
Speak English "very well"	30		

Table 15: 2021 Waupaca County Speaking English “Less Than Very Well”

		Safe Harbor Threshold	
	Estimate	5% of Total	1000 Individuals
Speak English less than "very well"	8	0.02%	
Chinese (incl. Mandarin, Cantonese):	10		
Speak English "very well"	4		
Speak English less than "very well"	6	0.01%	
Vietnamese:	3		
Speak English "very well"	3		
Speak English less than "very well"	0	0.00%	
Tagalog (incl. Filipino):	4		
Speak English "very well"	0		
Speak English less than "very well"	4	0.01%	
Other Asian and Pacific Island languages:	29		
Speak English "very well"	24		
Speak English less than "very well"	5	0.01%	
Arabic:	25		
Speak English "very well"	14		
Speak English less than "very well"	11	0.02%	
Other and unspecified languages:	4		
Speak English "very well"	1		
Speak English less than "very well"	3	0.01%	

Source: 2017-2021 American Community Survey 5-Year Estimates, Table C16001

WAUSHARA COUNTY

The ACS reports there are numerous languages spoken in Waushara County, including Spanish, French, Italian, German, Russian, Scandinavian, Polish, Serbo-Croatian, Chinese, Japanese, Korean, Laotian, Tagalog, other Native North American, Arabic, and Hebrew. After English, the second largest spoken language group is Spanish. **Table 16** depicts the populations speaking English “less than very well” in Waushara County.

Waushara County’s total population (age five and above) that are of speaking age is 23,401. The total number of people who identified as speaking English “less than very well” is 486. None of the languages meet the Safe Harbor Threshold (1,000 persons or 5 percent of the population), which means ECWRPC is not required to provide written translation of vital documents for these language groups. ECWRPC does provide written translation of the vital documents in Hmong and Spanish to satisfy Safe Harbor Thresholds from other areas in East Central’s region.

Table 16: 2021 Waushara County Speaking English “Less Than Very Well”

		Safe Harbor Threshold	
		5% of Total	1000 Individuals
Total:	23,401		
Speak only English	21,592		
Spanish:	1,253		
Speak English "very well"	946		
Speak English less than "very well"	307	1.31%	
French, Haitian, or Cajun:	4		
Speak English "very well"	4		
Speak English less than "very well"	0	0.00%	
German or other West Germanic languages:	422		
Speak English "very well"	271		
Speak English less than "very well"	151	0.65%	
Russian, Polish, or other Slavic languages:	42		
Speak English "very well"	31		
Speak English less than "very well"	11	0.05%	
Other Indo-European languages:	31		
Speak English "very well"	28		

Table 16: 2021 Waushara County Speaking English “Less Than Very Well”

		Safe Harbor Threshold	
	Estimate	5% of Total	1000 Individuals
Speak English less than "very well"	3	0.01%	
Chinese (incl. Mandarin, Cantonese):	8		
Speak English "very well"	8		
Speak English less than "very well"	0	0.00%	
Vietnamese:	2		
Speak English "very well"	2		
Speak English less than "very well"	0	0.00%	
Tagalog (incl. Filipino):	19		
Speak English "very well"	5		
Speak English less than "very well"	14	0.06%	
Other Asian and Pacific Island languages:	8		
Speak English "very well"	8		
Speak English less than "very well"	0	0.00%	
Other and unspecified languages:	20		
Speak English "very well"	20		
Speak English less than "very well"	0	0.00%	

Source: 2017-2021 American Community Survey 5-Year Estimates, Table C16001

WINNEBAGO COUNTY

The ACS reports there are numerous languages spoken in Winnebago County, including Spanish, French, Italian, Portuguese, German, Scandinavian, Greek, Russian, Polish, Serbo-Croatian, Gujarati, Hindi, Urdu, Chinese, Japanese, Korean, Hmong, Thai, Laotian, Vietnamese, Tagalog, Arabic and other Native North American Languages. After English, the second largest spoken language group is Spanish. **Table 17** depicts the populations speaking English “less than very well” in Winnebago County.

Winnebago County’s total population (age five and above) that are of speaking age is 162,035. The total number of people who identified as speaking English “less than very well” is 3,599. There are 1,592 persons who identified as Spanish speaking and speak English “less than very well.” This number exceeds the Safe Harbor Threshold of 1,000 persons which means ECWRPC is required to translate vital documents in Spanish. None of the other languages meet the Safe Harbor Threshold (1,000 persons or 5 percent of the population), which means ECWRPC is not required to provide written translation of vital documents for these language groups. ECWRPC does provide written translation of the vital documents in Hmong to satisfy Safe Harbor Thresholds from other areas in East Central’s region.

Table 17: 2021 Winnebago County Speaking English “Less Than Very Well”

		Safe Harbor Threshold	
		5% of Total	1000 Individuals
Total:	162,035		
Speak only English	151,985		
Spanish:	3,910		
Speak English "very well"	2,318		
Speak English less than "very well"	1,592	0.98%	X
French, Haitian, or Cajun:	313		
Speak English "very well"	257		
Speak English less than "very well"	56	0.03%	
German or other West Germanic languages:	560		
Speak English "very well"	425		
Speak English less than "very well"	135	0.08%	
Russian, Polish, or other Slavic languages:	351		
Speak English "very well"	306		

Table 17: 2021 Winnebago County Speaking English “Less Than Very Well”

		Safe Harbor Threshold	
	Estimate	5% of Total	1000 Individuals
Speak English less than "very well"	45	0.03%	
Other Indo-European languages:	778		
Speak English "very well"	529		
Speak English less than "very well"	249	0.15%	
Korean:	121		
Speak English "very well"	59		
Speak English less than "very well"	62	0.04%	
Chinese (incl. Mandarin, Cantonese):	341		
Speak English "very well"	152		
Speak English less than "very well"	189	0.12%	
Vietnamese:	262		
Speak English "very well"	107		
Speak English less than "very well"	155	0.10%	
Tagalog (incl. Filipino):	83		
Speak English "very well"	72		
Speak English less than "very well"	11	0.01%	
Other Asian and Pacific Island languages:	2,733		
Speak English "very well"	1,828		
Speak English less than "very well"	905	0.56%	
Arabic:	292		
Speak English "very well"	176		
Speak English less than "very well"	116	0.07%	
Other and unspecified languages:	306		
Speak English "very well"	222		
Speak English less than "very well"	84	0.05%	

Source: 2017-2021 American Community Survey 5-Year Estimates, Table C16001

2. Frequency that individuals with LEP come into contact with the program

ECWRPC staff reviewed the frequency with which its Commission, staff, and contractors have, or could have, contact with LEP persons. This includes documenting phone inquiries or office visits. To date, ECWRPC has had no requests for interpreters and no requests for translated program documents. To date, ECWRPC staff and ECWRPC contractors have had very little contact with LEP persons.

ECWRPC staff will be oriented on what to do when they encounter a person who speaks English “less than very well.” ECWRPC will continue to track the number of encounters and consider adjusting as needed to provide outreach efforts to ensure meaningful access to all persons, specifically LEP and underrepresented racial, ethnic populations.

[Appendix C](#) includes the Log of LEP Encounters that is to be used to record LEP encounters when/if they occur. If a language barrier were to exist, ECWRPC would work to provide a reasonable accommodation. The “*I Speak*” *Language Identification Card* ([Appendix C](#)) is a tool used by ECWRPC staff to assist LEP individuals. The “*I Speak*” *Language Identification Card*¹ includes languages spoken in the ECWRPC planning area as identified by U.S. Census data. Languages can be added or removed to match the demographics of ECWRPC’s service area.

3. Nature and importance of program to individuals with LEP

Across the whole ECWRPC region, 94 percent of the population of speaking age (5 years and older) speak only English. This single-language history makes it important to be intentional about reaching out to all community members and leadership organizations to ensure information about public projects and services is conveyed in ways that do not exacerbate underrepresentation of people who speak any of the other languages spoken throughout the region, including Spanish and Hmong. ECWRPC staff has access to interpreter and translation services for documents and in-person events.

4. Resources available and costs to the program

ECWRPC has reviewed its available resources that could be used for providing LEP assistance. The resources include access to a staff member that speaks Spanish and Hmong language assistance through the Hmong American Partnership.

Even though ECWRPC does not have a separate budget for LEP outreach, it continuously explores ways to implement cost effective methods of notifying LEP persons. Outreach efforts include working with partner organizations to inform them of planning efforts and public engagement opportunities, participating at community events, and holding public input sessions at local libraries and at locations with access to transit and multimodal facilities.

¹ For additional languages visit the US Census Bureau website <http://www.lep.gov/ISpeakCards2004.pdf>.

B. HOW LANGUAGE SERVICES ARE PROVIDED

If a person does not speak English as their primary language and is LEP, that person may be entitled to language assistance with respect to ECWRPC's programs and services. Language assistance can include interpretation and/or translation from one language into another language.

Although there is a low percentage of LEP individuals within ECWRPC's region, ECWRPC will strive to offer the following measures:

- ECWRPC staff will take reasonable steps to provide the opportunity for meaningful access to LEP clients who have difficulty communicating in English.
- The following resources will be available to accommodate LEP persons:
 - interpretive services, within reason, will be provided for public meetings if advance notice is provided to ECWRPC and such services are readily available; and
 - ECWRPC will make translated versions (or provide for the interpretation of relevant sections) of all documents/publications available upon request, within a reasonable time frame and if resources permit.

C. HOW LEP PERSONS ARE INFORMED

ECWRPC does the following to inform LEP persons of the language availability of language assistance programs.

- Review outreach activities and the frequency of contact with LEP individuals to determine whether additional language assistance services are needed.
- Work with translation services as necessary to assist with the development of bilingual outreach materials.
- Utilize Wisconsin Relay 7-1-1, the State of Wisconsin resource to assist with communication needs: www.wisconsinrelay.com and www.wisconsinrelay.com/features.

D. HOW LEP PLAN IS MONITORED AND UPDATED

ECWRPC has an internal Equity and Opportunity workgroup that is dedicated to ensuring equal opportunity to ECWRPC-related services.

Review and updates will include the following:

- The number of documented LEP person contacts encountered annually.
- How the needs of LEP persons have been addressed.
- Determination of the current LEP population in the service area.
- Determine whether the need for translation services has changed.
- Determine whether local language assistance programs have been effective and sufficient to meet the need.
- Determine whether ECWRPC's financial resources are sufficient to fund the language assistance resources needed.
- Determine whether ECWRPC fully complies with the goals of this LEP process.
- Determine whether complaints have been received concerning the agency's failure to meet the needs of LEP individuals.

E. HOW STAFF ARE TRAINED

The following training will be provided to ECWRPC staff:

- Information on the ECWRPC Title VI Non-Discrimination Plan 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.

F. DISSEMINATION OF LEP PLAN

ECWRPC staff will make good faith efforts to notify the public that a LEP Plan and language assistance is available by:

- Posting notices in English, Spanish, and Hmong on the ECWRPC website.
- Posting the Plan to the ECWRPC website.
- Emailing our Public Notice List that the *Title VI Non-Discrimination Program and Limited-English Proficiency Plan* is available. The email includes statements for assistance in English, Spanish, and Hmong.

The *Title VI Non-Discrimination Program and Limited-English Proficiency Plan* is currently only available online as a PDF. When the website is updated in 2024, ECWRPC staff will work to provide the LEP Plan as HTML so that LEP persons can access the Plan using the Translate tool included in our website.

APPENDIX A



RESOLUTION NO. 38-23

ADOPTING THE 2023 TITLE VI NON-DISCRIMINATION PROGRAM AND LIMITED ENGLISH PROFICIENCY PLAN FOR THE EAST CENTRAL WISCONSIN REGIONAL PLANNING COMMISSION

WHEREAS, the Commission is a Sub-Recipient of federal aid funds and must assure that all of the requirements provided by Title VI of the Civil Rights Act of 1964 and the Civil Rights Restoration Act of 1987 are met, so that no person shall, on the grounds of race, color or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity, and;

WHEREAS, the Sub-Recipient further assures every effort will be made to ensure non-discrimination in all of its programs and activities, whether those programs or activities are federally funded or not, and;

WHEREAS, the Commission established a Title VI Coordinator position in 2009 with the authority and responsibility for initiating and monitoring recipient Title VI Program activities, preparing reports and other responsibilities as required by 23 Code of Federal Regulations (CFR) 200 and 49 Code of Federal Regulation 21, and;

WHEREAS, pursuant to 23 CFR 200, the Commission has prepared a Title VI Program Plan that includes assurances consistent with 49 CFR Part 21.7 and the Sub-Recipient's organizational chart illustrating the level and placement of the Title VI Coordinator, and;

WHEREAS, the recommendations submitted by the Wisconsin Department of Transportation have been incorporated into the final Commission Title VI Non-discrimination Program and Americans with Disabilities Act Plan.

NOW THEREFORE BE IT RESOLVED BY THE EAST CENTRAL WISCONSIN REGIONAL PLANNING COMMISSION

Section 1: That the Commission adopts the 2023 Title VI Non-Discrimination Program and Limited English Proficiency Plan submitted to the Wisconsin Department of Transportation required for all Sub-Recipients to assure that every segment of the population has equal access to services and programs provided by the Commission as prescribed by Title VI of the Civil Rights Act and Title II of the Americans with Disabilities Act.

Effective Date: October 27, 2023

Submitted By: Transportation Committee

Prepared By: Kim Biedermann, Principal Transportation Planner | Title VI Coordinator



Jeff Nooyen Chair – Outagamie Co.



Attest: Melissa Kraemer-Badtke-ECWRPC Executive Director

10-27-2023 Date Approved



Wisconsin

PO Box 630848 Cincinnati, OH 45263-0848

GANNETT

PROOF OF PUBLICATION

NING COMM EAST CENTRAL WI PLAN
Commission
East Central Wi Planning Comm
400 Ahnaip St Ste 100
Menasha WI 54952-3388

STATE OF WISCONSIN, COUNTY OF BROWN

I being duly sworn, doth depose and say that I am an authorized representative of the Appleton Post Crescent, a newspaper published at Appleton, Wisconsin; and that an advertisement of which the annexed is a true copy, taken from said paper, has been published in said newspaper in the issues dated:

09/17/2023

That said newspaper was regularly issued and circulated on those dates and that the fees charged are legal.

Sworn to and subscribed before on 09/17/2023


Legal Clerk


Notary, State of WI, County of Brown
4-6-27

My commission expires

Publication Cost: \$54.53

Order No: 9283913

of Copies:

Customer No: 1012891

1

PO #: Fox Cities

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DENISE ROBERTS
Notary Public
State of Wisconsin

NOTICE OF PUBLIC REVIEW
OPPORTUNITY FOR EAST CENTRAL
WISCONSIN REGIONAL PLANNING
COMMISSION'S TITLE VI NON-
DISCRIMINATION PLAN AND LIMITED
ENGLISH PROFICIENCY PROGRAM
East Central WI Regional Planning
Commission (ECWRPC) is now
accepting comments on the Title VI Non-
Discrimination Plan and Limited English
Proficiency Program. Comments will be
accepted from September 17, 2023 to
October 16, 2023.

The Title VI Non-Discrimination Plan is
intended to ensure that no person shall,
on the grounds of race, color, or national
origin as provided by Title VI of the Civil
Rights Act of 1964 and the Civil Rights
Restoration Act of 1987 (P.L. 100.259),
be excluded from participation in, be
denied the benefits of, or be otherwise
subjected to discrimination under any
ECWRPC-sponsored program or activity.
A Title VI Non-Discrimination Plan
protects anyone intended to be the
beneficiary of, applicant for, or participant
in a federally-assisted program.
ECWRPC assures every effort will be
made to ensure non-discrimination in all
of its programs and activities, whether
those programs and activities are
federally funded or not.

The Limited English Proficiency Program
has been prepared to address East
Central's responsibilities as a recipient of
federal financial assistance as they relate
to the needs of individuals with limited
English language skills. The plan has
been prepared in accordance with Title VI
of the Civil Rights Act of 1964, 42 U.S.C.
2000d, et seq, and its implementing
regulations, which state that no person
shall be subjected to discrimination on
the basis of race, color, or national origin.
East Central Wisconsin Regional
Planning Commission Title VI Non-
Discrimination Plan and Limited English
Proficiency Program can be located on
ECWRPC's website at
<https://www.ecwrpc.org/about-ecwrpc/title-vi/>. Comments can be
provided to staff@ecwrpc.org.
Run: September 17, 2023 WNAXLP



Wisconsin
GANNETT

PO Box 630848 Cincinnati, OH 45263-0848

PROOF OF PUBLICATION

NING COMM EAST CENTRAL WI PLAN
Commission
East Central Wi Planning Comm
400 Ahnaip St Ste 100
Menasha WI 54952-3388

STATE OF WISCONSIN, COUNTY OF BROWN

Being duly sworn, doth depose and say that she/he is an authorized representative of the Oshkosh Northwestern, a daily newspaper published in the city of Oshkosh, in Winnebago County, Wisconsin; and that an advertisement of which the annexed is a true copy, taken from said paper, has been published in said newspaper in the issues dated:

09/17/2023

That said newspaper was regularly issued and circulated on those dates and that the fees charged are legal.

Sworn to and subscribed before on 09/17/2023

Legal Clerk

Notary, State of WI, County of Brown

My commission expires

Publication Cost: \$41.34

Order No: 9284009

Customer No: 1012891

PO #: Fox Cities

of Copies:

1

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State of Wisconsin

NOTICE OF PUBLIC REVIEW
OPPORTUNITY FOR EAST CENTRAL
WISCONSIN REGIONAL PLANNING
COMMISSION'S TITLE VI NON-
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The Limited English Proficiency Program
has been prepared to address East
Central's responsibilities as a recipient of
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East Central Wisconsin Regional
Planning Commission Title VI Non-
Discrimination Plan and Limited English
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ECWRPC's website at
<https://www.ecwrpc.org/about-ecwrpc/title-vi/>. Comments can be
provided to staff@ecwrpc.org.
Run: September 17, 2023 WNAXLP

Log of Policy Updates

ECWRPC will review its policy on an annual basis to determine if modifications are necessary. **Table 18** is current as of this approval and will be used to record future updates.

Table 18: Log of Policy Updates

Date	Activity (Review/Update/Addendum/ Adoption/Distribution)	Person Responsible	Remarks/Notes
10/27/2023	Update approved by Policy Board; noticed and posted to website	Kim Biedermann, Craig Moser, Chris Colla	Plan revisions include reviewing and analyzing LEP encounters, US Census data, providing a status update on investigations, and lawsuits, public outreach efforts.
10/18/2020	Update approved by Policy Board; noticed and posted to website	Kim Biedermann	Plan revisions include reviewing and analyzing LEP encounters, US Census data, providing a status update on investigations, and lawsuits, public outreach efforts.
9/20/2017	Update approved by Policy Board; noticed and posted to website	Nick Musson	Plan revisions include reviewing and analyzing LEP encounters, US Census data, providing a status update on investigations, and lawsuits, public outreach efforts.
4/25/2014	First Plan approved by Policy Board; noticed and posted to website.	Nick Musson	

Contact Information and Program Administration

ECWRPC Title VI/ADA Coordinator

ECWRPC Title VI / ADA Tus Kws Lis Haujlwm

Coordinador de Título VI / ADA de MPO/RPC

Kim Biedermann, Principal Transportation Planner

400 Ahnaip Street, Suite 100

Menasha, WI 54952

920.751.4770

kbiedermann@ecwrpc.org

APPENDIX B



**FHWA SUBRECIPIENT
TITLE VI/NONDISCRIMINATION ASSURANCES
FFY 2024**

Introduction

All recipients of federal funds must comply with Title VI of the Civil Rights Act of 1964 and other Nondiscrimination statutes that afford legal protections. The Wisconsin Department of Transportation (WisDOT) is a recipient of Federal Highway Administration (FHWA) financial assistance committed to ensuring nondiscrimination in all WisDOT programs and activities as demonstrated in our signed assurances and Title VI Implementation Plan. Because WisDOT directly or indirectly extends FHWA funds to you, your organization is an FHWA Subrecipient that is required to provide the same Title VI commitment, assurances and plan.

WisDOT is responsible for annual monitoring and reporting of the activities of its FHWA Subrecipients to verify compliance with Title VI of the Civil Rights Act of 1964 and other nondiscrimination statutes and regulations (hereinafter termed “Acts and Regulations”) and to validate continued eligibility for FHWA financial assistance. The contents of this two-part ***TITLE VI ASSURANCES and IMPLEMENTATION PLAN AGREEMENT*** are the framework that assures organizational awareness, an implementation plan, and effectuating compliance with the Acts and Regulations.

This document must be signed by the highest responsible official in the Subrecipient’s organization, typically the Executive Director, because the signed copy of this document is a binding legal agreement between WisDOT and the Subrecipient organization.

- The first Section entitled ***Part 1: Title VI Assurances*** is consistent with US Department of Transportation Order Number 1050.2A, *Standard Title VI/Non-Discrimination Assurances*.
 - Be advised that the official signing these Assurances must appoint and/or identify an individual as Title VI Coordinator as required by 23 Code of Federal Regulations (CFR) 200 and 49 CFR 21, who shall be responsible for data collection and analysis, and data submission to WisDOT. Your signature on the attached document confirms that the listed appointee has the authority and resources to fulfill the requirements of the *WisDOT Title VI Implementation Plan*.
- The second Section entitled ***Part 2: Implementation Plan Agreement*** outlines your organization’s Title VI activities, data collection, and reporting; the signed agreement serves as your organization’s *submission of its implementation plan*.

Note that signature and submission of the attached documents are only applicable to FHWA Title VI compliance. If your organization is subject to Title VI compliance requirements for other USDOT operating administrations or other federal fund recipients, you are encouraged to review the requirements of each entity to ensure active implementation and assure compliance with appropriate, separate submissions.

INSTRUCTIONS for Part 1: TITLE VI ASSURANCES

1. Fill-in all blanks with the appropriate information (search for the word “Click” to find all blanks).
2. The following *Assurances* must be signed, on page 7, by the highest responsible official in your agency/organization.
3. Promptly submit the following document, completed, signed and scanned to the Wisconsin Department of Transportation, attention Taqwanya Smith taqwanya.smith@dot.wi.gov

If you need assistance, please contact Taqwanya Smith by email taqwanya.smith@dot.wi.gov or phone at (608) 266-8129.

The following pages are the required Title VI Assurances to be signed and returned.

**FHWA SUBRECIPIENT
TITLE VI/NONDISCRIMINATION ASSURANCES
FFY 2024**

The following **Part 1: Title VI Assurances** document is a legally binding agreement between the Wisconsin Department of Transportation (WisDOT) and East Central Wisconsin Regional Planning Commission, a WisDOT Subrecipient of Federal Highway Administration (FHWA) funds.

SUBRECIPIENT TITLE VI COORDINATOR FOR FHWA ACTIVITIES AND MONITORING:

NAME: Kim Biedermann **Title:** Principal Planner/Title VI Coordinator

ORGANIZATION: East Central Wisconsin Regional Planning Commission

MAILING ADDRESS: 400 Ahnaip Street, Suite 100; Menasha, WI 54952

EMAIL ADDRESS: kbiedermann@ecwrpc.org

PHONE: 920-751-4770 **Fax :** *[Click and type here to enter text]*

Name of the signatory on **Part 1: Title VI Assurances** (see Page No. 7): Melissa Kraemer Badtke,
Executive Director of East Central Wisconsin Regional Planning Commission

Does your organization require the approval of a Board or Commission to execute this **Part 1: Title VI Assurances** *(click on box to insert "X")*? Yes ☐ No ☒

If yes, provide date of expected Board or Commission approval: *[Click and type here to enter text]*

**FHWA SUBRECIPIENT
TITLE VI/NONDISCRIMINATION ASSURANCES
FFY 2024**

Title VI Policy Statement

The [Click and type name of Subrecipient agency/organization], a WisDOT Subrecipient of FHWA funds, (hereinafter referred to as the “Subrecipient”) assures that no person shall, on the grounds of race, color, national origin or sex as provided by Title VI of the Civil Rights Act of 1964, Section 162 (a) of the Federal Aid Highway Act of 1973 (23 U.S.C. 324), and the Civil Rights Restoration Act of 1987 (P.L. 100.259) be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity. The Subrecipient further assures every effort will be made to ensure non-discrimination in whether those programs and activities are federally-funded or not.

In other words, this organization has implemented procedures, policies and actions to ensure nondiscrimination in all of its programs and activities; and offers the signature of its highest official as a reasonable guarantee of compliance with all nondiscrimination laws and requirements.

Authorities

The above Title VI Policy Statement and the following provisions of these **Assurances** are provided under a range of federal Acts and Regulations [see 23 CFR 200.5(p)]. References to Title VI requirements and regulations are not solely limited Title VI of the Civil Rights Act of 1964. Where appropriate, “Title VI requirements” also refer to the civil rights provisions of other federal statutes and related implementation regulations to the extent that they prohibit discrimination on the grounds of race, color, national origin or sex in all its programs, activities and operations receiving federal financial assistance. The Title VI authorities are:

Nondiscrimination Acts

- **Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d) provides:** No person in the United States shall, on the ground of race, color, or national origin be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.
- **Section 162 (a) of the Federal Aid Highway Act of 1973 (23 U.S.C. 324) provides:** No person shall, on the ground of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal assistance under this Title or carried on under this Title.
- **The Civil Rights Restoration Act of 1987 (P.L. 100-209), provides:** Clarification of the original intent of Congress in Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, and Section 504 of the Rehabilitation Act of 1973. The Act restores the broad, institution-wide scope and coverage of the nondiscrimination statutes to include all programs and activities of Federal-aid recipients, sub-recipients, and contractors/consultants, whether such programs and activities are federally assisted or not.

Nondiscrimination Regulations

- 23 CFR 200, Title VI Program and Related Statutes-Implementation and Review Procedures
- 49 CFR 21, Nondiscrimination in Federally-Assisted Programs of the Department of Transportation-Effectuation of Title VI of the Civil Rights Act of 1964
- USDOT Order 1050.2A, *Standard Title VI/Non-Discrimination Assurances*

Part 1: TITLE VI ASSURANCES

USDOT Standard Title VI/Non-Discrimination Assurances

The United States Department of Transportation (USDOT)

Standard Title VI/Non-Discrimination Assurances

DOT Order No. 1050.2A

The ***East Central Wisconsin Regional Planning Commission*** (herein referred to as the "Recipient"), **HEREBY AGREES THAT**, as a condition to receiving any Federal financial assistance from the U.S. Department of Transportation (DOT), through ***Federal Highway Administration***, is subject to and will comply with the following:

Statutory/Regulatory Authorities

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin);
- 49 C.F.R. Part 21 (entitled *Non-discrimination in Federally-Assisted Programs Of The Department Of Transportation—Effectuation Of Title VI Of The Civil Rights Act Of 1964*);
- 28 C.F.R. section 50.3 (U.S. Department of Justice *Guidelines for Enforcement of Title VI of the Civil Rights Act of 1964*);

Federal Highway Administration may include additional Statutory/Regulatory Authorities here.

The preceding statutory and regulatory cites hereinafter are referred to as the "Acts" and "Regulations," respectively.

General Assurances

In accordance with the Acts, the Regulations, and other pertinent directives, circulars, policy, memoranda, and/or guidance, the Recipient hereby gives assurance that it will promptly take any measures necessary to ensure that:

"No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of or be otherwise subjected to discrimination under any program or activity, "for which the Recipient receives Federal financial assistance from DOT, including the (***Federal Highway Administration***).

The Civil Rights Restoration Act of 1987 clarified the original intent of Congress, with respect to Title VI and other Non-discrimination requirements (The Age Discrimination Act of 1975, and Section 504 of the Rehabilitation Act of 1973), by restoring the broad, institutional-wide scope and coverage of these nondiscrimination statutes and requirements to include all programs and activities of the Recipient, so long as any portion of the program is Federally assisted.

Federal Highway Administration may include additional General Assurances in this section or reference an addendum here.

Specific Assurances

More specifically, and without limiting the above general Assurance, the Recipient agrees with and gives the following Assurances with respect to its Federally assisted **(Appleton (Fox Cities) MPO and Oshkosh MPO (PL) and Regional Transportation Program (SPR))**:

1. The Recipient agrees that each "activity," "facility," or "program," as defined in 21.23 (b) and 21.23 (e) of 49 C.F.R. 21 will be (with regard to an "activity") facilitated or will be (with regard to a "facility") operated, or will be (with regard to a "program") conducted in compliance with all requirements imposed by, or pursuant to the Acts and the Regulations.
2. The Recipient will insert the following notification in all solicitations for bids, Requests For Proposals for work, or material subject to the Acts and the Regulations made in connection with all **(Appleton (Fox Cities) MPO and Oshkosh MPO (PL) and Regional Transportation Program (SPR))** and, in adapted form, in all proposals for negotiated agreements regardless of funding source:

"The **(East Central Wisconsin Regional Planning Commission)**, in accordance with the provisions of **Title VI of the Civil Rights Act of 1964** (78 Stat. 252, 42 U.S.C. 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award. "

3. The Recipient will insert the clauses of Appendix A of this Assurance in every contract or agreement subject to the Acts and the Regulations.
4. The Recipient will insert the clauses of Appendix B of this Assurance, as a covenant running with the land, in any deed from the United States effecting or recording a transfer of real property, structures, use, or improvements thereon or interest therein to a Recipient.
5. That where the Recipient receives Federal financial assistance to construct a facility, or part of a facility, the Assurance will extend to the entire facility and facilities operated in connection therewith.
6. That where the Recipient receives Federal financial assistance in the form, or for the acquisition of real property or an interest in real property, the Assurance will extend to rights to space on, over, or under such property.
7. That the Recipient will include the clauses set forth in Appendix C of this Assurance, as a covenant running with the land, in any future deeds, leases, licenses, permits, or similar instruments entered into by the Recipient with other parties:
 - a. for the subsequent transfer of real property acquired or improved under the applicable activity, project, or program; and
 - b. for the construction or use of, or access to, space on, over, or under real property acquired or improved under the applicable activity, project, or program.

8. That this Assurance obligates the Recipient for the period during which Federal financial assistance is extended to the program, except where the Federal financial assistance is to provide, or is in the form of, personal property, or real property, or interest therein, or structures or improvements thereon, in which case the Assurance obligates the Recipient, or any transferee for the longer of the following periods:
 - a. the period during which the property is used for a purpose for which the Federal financial assistance is extended, or for another purpose involving the provision of similar services or benefits; or
 - b. the period during which the Recipient retains ownership or possession of the property.
9. The Recipient will provide for such methods of administration for the program as are found by the Secretary of Transportation or the official to whom he/she delegates specific authority to give reasonable guarantee that it, other recipients, sub-recipients, sub-grantees, contractors, subcontractors, consultants, transferees, successors in interest, and other participants of Federal financial assistance under such program will comply with all requirements imposed or pursuant to the Acts, the Regulations, and this Assurance.
10. The Recipient agrees that the United States has a right to seek judicial enforcement with regard to any matter arising under the Acts, the Regulations, and this Assurance.

Federal Highway Administration may include additional Specific Assurances in this section.

By signing this ASSURANCE, ***[East Central Wisconsin Regional Planning Commission]*** also agrees to comply (and require any sub-recipients, sub-grantees, contractors, successors, transferees, and/or assignees to comply) with all applicable provisions governing the ***[Wisconsin Department of Transportation's]*** access to records, accounts, documents, information, facilities, and staff. You also recognize that you must comply with any program or compliance reviews, and/or complaint investigations conducted by the ***[Wisconsin Department of Transportation]***. You must keep records, reports, and submit the material for review upon request to ***[Wisconsin Department of Transportation]***, or its designee in a timely, complete, and accurate way. Additionally, you must comply with all other reporting, data collection, and evaluation requirements, as prescribed by law or detailed in program guidance.

[East Central Wisconsin Regional Planning Commission] gives this ASSURANCE in consideration of and for obtaining any Federal grants, loans, contracts, agreements, property, and/or discounts, or other Federal-aid and Federal financial assistance extended after the date hereof to the recipients by the U.S. Department of Transportation under the **(Appleton (Fox Cities) MPO and Oshkosh MPO (PL) and Regional Transportation Program (SPR))**. This ASSURANCE is binding on ***[Wisconsin]***, other recipients, sub-recipients, sub-grantees, contractors, subcontractors and their subcontractors', transferees, successors in interest, and any other participants in the **(Appleton (Fox Cities) MPO and Oshkosh MPO (PL) and Regional Transportation Program (SPR))**. The person(s) signing below is authorized to sign this ASSURANCE on behalf of the Recipient.

East Central Wisconsin Regional Planning Commission

(Name of Sub-Recipient)

By



(Signature of Authorized Official)

DATED: 10/4/2023

Appendix A

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the "contractor") agrees as follows:

1. **Compliance with Regulations:** The contractor (hereinafter includes consultants) will comply with the Acts and the Regulations relative to Non-discrimination in Federally-assisted programs of the U.S. Department of Transportation, *(Federal Highway Administration)*, as they may be amended from time to time, which are herein incorporated by reference and made a part of this contract.
2. **Non-discrimination:** The contractor, with regard to the work performed by it during the contract, will not discriminate on the grounds of race, color, or national origin in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The contractor will not participate directly or indirectly in the discrimination prohibited by the Acts and the Regulations, including employment practices when the contract covers any activity, project, or program set forth in Appendix B of 49 CFR Part 21. *[Include Federal Highway Administration specific program requirements.]*
3. **Solicitations for Subcontracts, Including Procurements of Materials and Equipment:** In all solicitations, either by competitive bidding, or negotiation made by the contractor for work to be performed under a subcontract, including procurements of materials, or leases of equipment, each potential subcontractor or supplier will be notified by the contractor of the contractor's obligations under this contract and the Acts and the Regulations relative to Non-discrimination on the grounds of race, color, or national origin. *[Include Federal Highway Administration specific program requirements.]*
4. **Information and Reports:** The contractor will provide all information and reports required by the Acts, the Regulations, and directives issued pursuant thereto and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Recipient or the *(Federal Highway Administration)* to be pertinent to ascertain compliance with such Acts, Regulations, and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish the information, the contractor will so certify to the Recipient or the *(Federal Highway Administration)*, as appropriate, and will set forth what efforts it has made to obtain the information.
5. **Sanctions for Noncompliance:** In the event of a contractor's noncompliance with the Nondiscrimination provisions of this contract, the Recipient will impose such contract sanctions as it or the *(Federal Highway Administration)* may determine to be appropriate, including, but not limited to:
 - a. withholding payments to the contractor under the contract until the contractor complies; and/or
 - b. cancelling, terminating, or suspending a contract, in whole or in part.
6. **Incorporation of Provisions:** The contractor will include the provisions of paragraphs one through six in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Acts, the Regulations and directives issued pursuant thereto. The contractor will take action with respect to any subcontract or procurement as the Recipient or the *(Federal Highway Administration)* may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, that if the contractor becomes involved in, or is threatened with litigation by a subcontractor, or supplier because of such direction, the contractor may request the Recipient to enter into any litigation to protect the interests of the Recipient. In addition, the contractor may request the United States to enter into the litigation to protect the interests of the United States.

Appendix B

CLAUSES FOR DEEDS TRANSFERRING UNITED STATES PROPERTY

The following clauses will be included in deeds effecting or recording the transfer of real property, structures, or improvements thereon, or granting interest therein from the United States pursuant to the provisions of Assurance 4:

NOW, THEREFORE, the U.S. Department of Transportation as authorized by law and upon the condition that the (East Central Wisconsin Regional Planning Commission) will accept title to the lands and maintain the project constructed thereon in accordance with (Name of Appropriate Legislative Authority), the Regulations for the Administration of (Naming of Appropriate Program), and the policies and procedures prescribed by the (Federal Highway Administration) of the U.S. Department of Transportation in accordance and in compliance with all requirements imposed by Title 49, Code of Federal Regulations, U.S. Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Non-discrimination in Federally-assisted programs of the U.S Department of Transportation pertaining to and effectuating the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252; 42 U.S.C. §2000d to 2000d-4), does hereby remise, release, quitclaim and convey unto the (Title of Sub-Recipient) all the right, title and interest of the U.S. Department of Transportation in and to said lands described in Exhibit A attached hereto and made a part hereof.

(HABENDUM CLAUSE)

TO HAVE AND TO HOLD said lands and interests therein unto (East Central Wisconsin Regional Planning Commission) and its successors forever, subject, however, to the covenants, conditions, restrictions and reservations herein contained as follows, which will remain in effect for the period during which the real property or structures are used for a purpose for which Federal financial assistance is extended or for another purpose involving the provision of similar services or benefits and will be binding on the (East Central Wisconsin Regional Planning Commission), its successors and assigns.

The (East Central Wisconsin Regional Planning Commission), in consideration of the conveyance of said lands and interests in lands, does hereby covenant and agree as a covenant running with the land for itself, its successors and assigns, that (1) no person will on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination with regard to any facility located wholly or in part on, over, or under such lands hereby conveyed [,] [and] * (2) that the East Central Wisconsin Regional Planning Commission will use the lands and interests in lands and interests in lands so conveyed, in compliance with all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, U.S. Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-assisted programs of the U.S. Department of Transportation, Effectuation of Title VI of the Civil Rights Act of 1964, and as said Regulations and Acts may be amended[, and (3) that in the event of breach of any of the above-mentioned non-discrimination conditions, the Department will have a right to enter or re-enter said lands and facilities on said land, and that above described land and facilities will thereon revert to and vest in and become the absolute property of the U.S. Department of Transportation and its assigns as such interest existed prior to this instruction]. *

(*Reverter clause and related language to be used only when it is determined that such a clause is necessary in order to make clear the purpose of Title VI.)

Appendix C

CLAUSES FOR TRANSFER OF REAL PROPERTY ACQUIRED OR IMPROVED UNDER THE ACTIVITY, FACILITY, OR PROGRAM

The following clauses will be included in deeds, licenses, leases, permits, or similar instruments entered into by the **(East Central Wisconsin Regional Planning Commission)** pursuant to the provisions of Assurance 7(a):

- A. The (grantee, lessee, permittee, etc. as appropriate) for himself/herself, his/her heirs, personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree [in the case of deeds and leases add "as a covenant running with the land"] that:
 - 1. In the event facilities are constructed, maintained, or otherwise operated on the property described in this (deed, license, lease, permit, etc.) for a purpose for which a U.S. Department of Transportation activity, facility, or program is extended or for another purpose involving the provision of similar services or benefits, the (grantee, licensee, lessee, permittee, etc.) will maintain and operate such facilities and services in compliance with all requirements imposed by the Acts and Regulations (as may be amended) such that no person on the grounds of race, color, or national origin, will be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination in the use of said facilities.
- B. With respect to licenses, leases, permits, etc., in the event of breach of any of the above Non-discrimination covenants, **(East Central Wisconsin Regional Planning Commission)** will have the right to terminate the (lease, license, permit, etc.) and to enter, re-enter, and repossess said lands and facilities thereon, and hold the same as if the (lease, license, permit, etc.) had never been made or issued. *
- C. With respect to a deed, in the event of breach of any of the above Non-discrimination covenants, the **(East Central Wisconsin Regional Planning Commission)** will have the right to enter or re-enter the lands and facilities thereon, and the above described lands and facilities will there upon revert to and vest in and become the absolute property of the **(East Central Wisconsin Regional Planning Commission)** and its assigns. *

(*Reverter clause and related language to be used only when it is determined that such a clause is necessary to make clear the purpose of Title VI.

**FHWA SUBRECIPIENT
TITLE VI IMPLEMENTATION PLAN AGREEMENT
FFY 2024**

Introduction

All recipients of federal funds must comply with Title VI of the Civil Rights Act of 1964 and other Nondiscrimination statutes that afford legal protections. The Wisconsin Department of Transportation (WisDOT) is a recipient of Federal Highway Administration (FHWA) financial assistance and committed to ensuring nondiscrimination in all WisDOT programs and activities as demonstrated in our signed assurances and Title VI Implementation Plan. Because WisDOT directly or indirectly extends FHWA funds to you, your organization is an FHWA Subrecipient that is required to provide the same Title VI commitment, assurances and plan.

WisDOT is responsible for annual monitoring and reporting of the activities of its FHWA Subrecipients to verify compliance with Title VI of the Civil Rights Act of 1964 and other nondiscrimination statutes and regulations (hereinafter termed “Acts and Regulations”) and for validating continued eligibility for FHWA financial assistance. The contents of this ***TITLE VI ASSURANCES and IMPLEMENTATION PLAN AGREEMENT FFY 2024*** (hereinafter “***2024 ASSURANCES AND AGREEMENT***”) are the framework that assures organizational awareness, an implementation plan, and effectuating compliance with the Acts and Regulations.

- The first Section entitled ***Part 1: Title VI Assurances*** is consistent with US Department of Transportation Order Number 1050.2A, *Standard Title VI/Non-Discrimination Assurances*.
- The ***Part 1: Title VI Assurances*** are due to be completed, signed and returned to the WisDOT Title VI Office by:

September 29, 2023

- The second Section entitled ***Part 2: Title VI Implementation Plan Agreement*** outlines your organization’s Title VI activities, data collection, and reporting; the signed agreement serves as your organization’s submission of a Title VI **Implementation Plan**.

The following pages of this document contain only the ***Part 2: Title VI Implementation Plan Agreement*** and must be signed by the highest responsible official in the Subrecipient’s organization, typically the Executive Director by:

September 29, 2023

- A signed copy of this ***Part 2: Title VI Implementation Plan Agreement*** is a binding legal agreement between WisDOT and the Subrecipient organization.

Note that signature and submission of the attached documents are only applicable to FHWA Title VI compliance. If your organization is subject to Title VI compliance requirements for other USDOT operating administrations or other federal fund recipients (such as the Federal Transit Administration), you are encouraged to review the requirements of each entity to ensure active implementation and assure compliance with appropriate, separate submissions.

INSTRUCTIONS for the Part 2: Title VI Implementation Plan Agreement

1. Fill-in all blanks with the appropriate information (search for the word “Click” to find all blanks).
2. The ***Part 2: Title VI Implementation Plan Agreement*** must be signed on Page No. 13, by the Executive Director or the highest responsible official in your agency/organization.
3. Promptly submit the completed, signed and scanned ***Part 2: Title VI Implementation Plan Agreement*** to the Wisconsin Department of Transportation, Title VI Office at: taqwanya.smith@dot.wi.gov.

If you need assistance, please contact Taqwanya Smith by email taqwanya.smith@dot.wi.gov or phone at (608) 266-8129.

The following pages are the required Part 2: Title VI Implementation Plan Agreement to be signed and returned.

**FHWA SUBRECIPIENT
TITLE VI IMPLEMENTATION PLAN AGREEMENT
FFY 2024**

The following **Part 2: Title VI Implementation Plan Agreement** is a legally binding agreement between the Wisconsin Department of Transportation (WisDOT) and East Central Wisconsin Regional Planning Commission, a WisDOT Subrecipient of Federal Highway Administration (FHWA) funds.

SUBRECIPIENT TITLE VI COORDINATOR FOR FHWA ACTIVITIES AND MONITORING:

NOTE: IF YOU RECENTLY PROVIDED THE TITLE VI COORDINATOR NAME AND CONTACT INFORMATION IN *PART 1: TITLE VI ASSURANCES*, YOU MAY SKIP TO #1 BELOW THE GREY BOX.

NAME: Kim Biedermann Title: Principal Planner/Title VI Coordinator

EMPLOYING ORGANIZATION: East Central Wisconsin Regional Planning Commission

MAILING ADDRESS: 400 Ahnaip Street, Suite 100; Menasha, WI 54952

EMAIL ADDRESS: kbiedermann@ecwrpc.org

PHONE: 920-751-4770 Fax : *[Click and type here to enter text]*

1. Name of the signatory of **Part 2: Title VI Implementation Plan Agreement** (see Page No. 13): Melissa Kraemer Badtke, Executive Director of East Central Wisconsin Regional Planning Commission
2. Does your organization require the approval of a Board or Commission to execute this **Part 2: Title VI Implementation Plan Agreement** (click on box to insert "X")? Yes ☐ No ☒
3. If yes, provide date of expected Board or Commission approval: *[Click and type here to enter text]*

Title VI Policy Statement

The East Central Wisconsin Regional Planning Commission, a WisDOT Subrecipient of FHWA funds, (hereinafter referred to as the "Subrecipient") assures that no person shall, on the grounds of race, color, national origin or sex as provided by Title VI of the Civil Rights Act of 1964, Section 162 (a) of the Federal Aid Highway Act of 1973 (23 U.S.C. 324), and the Civil Rights Restoration Act of 1987 (P.L. 100-259) be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity. The Subrecipient further assures every effort will be made to ensure nondiscrimination in all of its programs and activities whether those programs and activities are federally-funded or not.

In other words, this organization has implemented procedures, policies and actions to ensure nondiscrimination in all of its programs and activities; and offers the signature of its highest official as a reasonable guarantee of compliance with all nondiscrimination laws and requirements.

Authorities

The above Title VI Policy Statement and the following **Part 2: Title VI Implementation Plan Agreement** is based on a range of federal Acts and Regulations [see 23 CFR 200.5(p)]. References to Title VI requirements and regulations are not solely limited to Title VI of the Civil Rights Act of 1964. Where appropriate, "Title VI requirements" also refer to the civil rights provisions of other federal statutes and related implementation regulations to the extent that they prohibit discrimination on the grounds of race, color, national origin or sex in all its programs, activities and operations receiving federal financial assistance. The Title VI authorities (hereinafter referred to as "Acts and Regulations") are:

Nondiscrimination Acts

- **Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d) provides:** No person in the United States shall, on the ground of race, color, or national origin be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.
- **Section 162 (a) of the Federal Aid Highway Act of 1973 (23 U.S.C. 324) provides:** No person shall, on the ground of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal assistance under this Title or carried on under this Title.
- **The Civil Rights Restoration Act of 1987 (P.L. 100-209), provides:** Clarification of the original intent of Congress in Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, and Section 504 of the Rehabilitation Act of 1973. The Act restores the broad, institution-wide scope and coverage of the nondiscrimination statutes to include all programs and activities of Federal-aid recipients, sub-recipients, and contractors/consultants, whether such programs and activities are federally-assisted or not.

Nondiscrimination Regulations

- 23 CFR 200, Title VI Program and Related Statutes-Implementation and Review Procedures
- 49 CFR 21, Nondiscrimination in Federally-Assisted Programs of the Department of Transportation-Effectuation of Title VI of the Civil Rights Act of 1964
- USDOT Order 1050.2A, *Standard Title VI/Non-Discrimination Assurances*

Part 2:
Title VI Implementation Plan Agreement

Title VI Program Implementation

The following sections represent elements of a “Subrecipient Title VI Implementation Plan”, as required by FHWA, to sufficiently document methods used to administer a Title VI Program. Subrecipients of FHWA funds distributed by WisDOT (the recipient) are required to meet requirements of a **Title VI Implementation Plan** as set forth by WisDOT within this **Part 2: Title VI Implementation Plan Agreement**.

This **Part 2: Title VI Implementation Plan Agreement** shall serve as the East Central Wisconsin Regional Planning Commission’s required Title VI Implementation Plan pursuant to 23 CFR 200 and 49 CFR 21.

A. Organization and Staffing

In FFY 2024 the East Central Wisconsin Regional Planning Commission **should**:

1. have a designated SUBRECIPIENT TITLE VI COORDINATOR pursuant to 23 CFR 200, who has a responsible position in the organization and easy access to the head of the Subrecipient organization, and who is responsible for implementing the Subrecipient’s Title VI Program. The head of the organization and the SUBRECIPIENT TITLE VI COORDINATOR may be the same individual, however, staffing must be adequate to implement the Title VI Program requirements.
2. provide WisDOT with a copy of the Subrecipient’s organizational chart illustrating the level and placement of the Title VI Coordinator relative to the head of the organization upon signing the ***Part 1-Title VI Assurances*** portion of this ***2024 ASSURANCES AND AGREEMENT***.
3. notify WisDOT, in writing, of any changes to the Subrecipient’s organizational chart, Subrecipient Title VI Coordinator, or Subrecipient Title VI Coordinator contact information.
4. ensure the SUBRECIPIENT TITLE VI COORDINATOR will be responsible for initiating and monitoring Title VI activities, preparing required reports, and additional activities as appropriate to the Subrecipient’s Title VI Program, the Acts and Regulations and this **Part 2: Title VI Implementation Plan Agreement**.

B. Plan and Program Area Review Procedures

In FFY 2024 the East Central Wisconsin Regional Planning Commission **should**:

1. annually submit to WisDOT, a brief description of your work/ program areas, the Title VI responsibilities in each work/program area, and your specific internal procedures (an Implementation Plan) for conducting work/program area reviews of Title VI compliance within your organization.
2. conduct Title VI reviews of Subrecipient program areas and activities for Title VI impacts. Examples of activities that should be reviewed for Title VI compliance:
 - a) public outreach and inclusion in transportation planning and projects
 - b) planning that recommends possible real estate acquisitions and relocations
 - c) contracts with contractors/consultants stating Title VI requirements
 - d) racial composition of decision-making Boards or Commissions
3. take affirmative action to communicate and correct any identified Title VI deficiencies.
4. annually report the number and results of your internal Title VI compliance reviews to the WisDOT, Title VI Office in your annual ***Title VI Goals and Accomplishments Report*** or within the ***WisDOT Title VI Compliance Review for FHWA Subrecipients*** (hereinafter ***WisDOT Subrecipient Title VI Review***).

C. Consultant Review Procedures

In FFY 2024 the East Central Wisconsin Regional Planning Commission should:

1. annually submit the process for determining how many and which contractors/consultants will be reviewed each year and your specific procedures for ensuring Title VI compliance within all contractor/consultant entities or organizations hired by, and receiving federal financial aid, from your organization. For example, state how many consultants you will review for specific measures of compliance such as the proper posting of meeting notices in appropriate locations for the project, in appropriate languages, and meetings held in locations and at times when Title VI protected classes are able to attend.
2. advise contractors and consultants to include, where applicable, policies, procedures and directives to comply with Title VI requirements.
3. advise contractors/consultants on procedure or policy changes, where needed, for Title VI compliance as your subrecipient.
4. annually report the number of contractor/consultant Title VI compliance review(s) and the results of the reviews to the WisDOT, Title VI Office in your annual ***Title VI Goals and Accomplishments Report*** or within the ***WisDOT Subrecipient Title VI Review***.

D. Data Collection Procedures

Data collection and analysis information may be copied from your *Unified Planning Work Program* and/or your Federal Transit Administration (FTA) *Title VI Plan/LEP Plan* and submitted to the WisDOT Title VI Office as is annually appropriate, for the fulfillment of FHWA Title VI Program compliance.

In FFY 2024 the East Central Wisconsin Regional Planning Commission should:

1. annually submit specific processes and procedures for collecting, analyzing, using and reporting data on Title VI data to the WisDOT Title VI Office.
 - a. report where [what work area(s)] collect data relevant to Title VI, the method, sources and type of data collected, and a description of the purpose for doing an analysis of the data.
 - b. each year, submit the number and names of work areas and data collection processes you will be reviewing in the following year.
2. collect and analyze data on the number and locations of individuals or groups in Title VI protected classes who are or may become impacted by the plans, programs and activities conducted by the Subrecipient based on race, color, national origin, sex, and limited English proficiency.
 - a. collect and analyze data from various sources, for example: the U.S. Census, the American Community Survey and additional local or state resources.
3. collect and analyze data on the number and locations of individuals or groups in Title VI protected classes who are participants in or beneficiaries of, programs and activities conducted by the Subrecipient.
4. collect and analyze data at the appropriate geographic level (such as census tracts, block groups and census blocks) to identify where disproportionate impacts to protected classes could result, whether intentionally or unintentionally, from plans or projects conducted by your organization
5. annually report and present the data collection and analysis performed by your agency/organization and the results and impacts of performing the analysis to the WisDOT, Title VI Office in your annual ***Title VI Goals and Accomplishments Report*** or within the ***WisDOT Subrecipient Title VI Review***.

E. Training Procedures

This section is intended to ensure that employees of Subrecipient organizations are receiving sufficient training to be able to understand, identify, and carry out activities for Title VI compliance.

In FFY 2024 the East Central Wisconsin Regional Planning Commission should:

1. annually submit specific internal procedures for choosing and conducting training for staff members, the types of training offered and required of staff (see 2. through 5., below) and the number of training events to be conducted.
2. require employees to complete training programs upon hire and thereafter as needed, on Title VI and related statutes, regulations and procedures or additional nondiscrimination topics, as needed.
3. provide all employees of your organization with training in the proper procedures and handling of Title VI and other nondiscrimination complaints.
4. provide employees working with the public and within relevant business areas with training in the proper procedures for providing services, outreach, inclusion, and the removal of obstacles in participation by individuals and groups with limited English proficiency.
5. provide Title VI data collection and analysis training to employees to ensure effective implementation of the Data Collection Procedures.
6. annually submit training documentation to WisDOT, including the name and type of training events offered and obtained, dates employees participated, titles of employees who participated, and the total number of employees who participated in each training to the WisDOT Title VI Office in your annual ***Title VI Goals and Accomplishments Report*** or within the ***WisDOT Subrecipient Title VI Review***.

F. Dissemination of Title VI Information

The East Central Wisconsin Regional Planning Commission should:

1. annually submit specific internal procedures for dissemination of Title VI Information and for community outreach and public education, and for the review and documentation of this activity.
2. issue and distribute throughout your organization and to the public, a Title VI Policy Statement, signed by the head of the Subrecipient organization, which expresses its commitment to the nondiscrimination provisions of the Title VI Acts and Regulations.
3. issue and distribute throughout your organization and to the public, a Title VI Complaint Policy containing information and instructions on filing a Title VI complaint.
4. post and publish or provide links to your Title VI Policy Statement and your Title VI Complaint Policy, in appropriate languages based on the presence of, or potential impacts on, populations with limited English proficiency in the following locations:
 - a) throughout your organization
 - b) location(s) where your organization's business is conducted
 - c) on your website and social media sites
 - d) in meeting announcements in the newspaper and on posters
 - e) posted at public meeting locations
5. annually submit a copy of your organization's Title VI Policy Statement to the WisDOT Title VI Office, with documentation on where the policy was distributed, the intended audience, and in what languages it was provided (refer to p. 3, section "Title VI Policy Statement").

6. annually submit the number, type and location of outreach and public education events or literature to the WisDOT Title VI Office within your annual ***Title VI Goals and Accomplishments Report*** or within the ***WisDOT Subrecipient Title VI Review***.

G. Limited English Proficiency Accommodations and Procedures

National origin discrimination under Title VI includes discrimination on the basis of limited English proficiency (LEP). To ensure compliance with Title VI, Subrecipients must take reasonable steps to ensure that LEP persons have meaningful access to programs, plans and activities consistent with Executive Order #13166. Subrecipients are encouraged to visit <http://www.lep.gov> for assistance and information regarding LEP obligations.

In FFY 2024, the East Central Wisconsin Regional Planning Commission should:

1. annually submit procedures and guidance for the provision of LEP services and outreach, as well as data collection and analysis procedures.
2. ensure compliance with Title VI by taking reasonable steps to ensure that LEP persons have meaningful access to your programs. Provide documentation on language assistance services provided by your organization, such as, interpretation and translation services.
3. collect data on LEP individuals or groups that may be impacted by your plans or activities.
4. ensure that LEP persons impacted by the Subrecipient organization's policies, plans or activities are provided with adequate information and opportunities for public involvement and input opportunities within their native language.
5. consider the need for language services for LEP persons served or encountered both in developing your budgets and in conducting your programs and activities.
6. annually submit to the WisDOT Title VI Office, documentation showing the number and type of language services provided during the previous fiscal year, and results of data collection and analysis of LEP populations, such as:
 - a) American Community Survey data on Languages spoken at home and ability to speak English or
 - b) maps showing location of LEP persons, as it applies in specific geographic areas that are impacted by your planning and project recommendationswithin your annual ***Title VI Goals and Accomplishments Report*** or within the ***WisDOT Subrecipient Title VI Review***.

H. Review of Internal Policies and Directives

The East Central Wisconsin Regional Planning Commission should:

1. annually submit procedures and guidance for review of your organization's policies and internal directives to the WisDOT, Title VI Office.
2. conduct Title VI reviews of your organization's policies, procedures and directives and consider possible unintentional impacts that could impact individuals and groups protected under Title VI.
3. revise policies, procedures and directives to include Title VI requirements and to reduce possible unintentional impacts on individuals and groups protected under Title VI.
4. monitor consultants/contractors for possible impacts of their policies, procedures and directives on Title VI protected classes as it relates to their work performed for you on federally-funded projects or plans. Advise contractors/consultants on changes, where needed, for Title VI compliance as your subrecipient.

5. annually submit documentation of your review of internal directives including how many and what directives were reviewed, and the conclusions and improvements made as a result of your reviews to the WisDOT, Title VI Office.
6. Report number and results of reviews of internal directives within the annual ***Title VI Goals and Accomplishments Report*** or in the ***WisDOT Subrecipient Title VI Review***.

I. Complaint Policy and Procedures

FHWA requires federal-aid recipients and subrecipients to follow specific procedures for collecting and forwarding complaints alleging discrimination under Title VI. WisDOT also has specific requirements for the handling of, and reporting on, Title VI complaints that are submitted to the Subrecipient. These requirements are provided in the "Complaint Processing Procedures" section below. Subrecipients must submit internal complaint policies and procedures to meet FHWA Title VI compliance.

In FFY 2024, The East Central Wisconsin Regional Planning Commission shall adopt the standard FHWA/WisDOT Title VI complaint policy provided in the following section or must submit proof of an alternative complaint policy that contains all FHWA Title VI requirements (such as an alternative Policy submitted in your FTA Title VI Plan).

Title VI Complaint Policy

East Central Wisconsin Regional Planning Commission adopts the following Title VI complaint policy for FFY 2024 (do not fill in the name of your organization if you will be submitting an alternative Complaint Policy):

Any person who believes that he or she, individually, as a member of any specific class, or in connection with any Disadvantaged Business Enterprise (DBE), has been subjected to discrimination by the above named Subrecipient or contractors/consultants to the Subrecipient, based on race, color, national origin (including limited English proficiency) may submit a complaint with the Wisconsin Department of Transportation, Office of Business Opportunity and Equity Compliance (WisDOT, OBOEC) Title VI Office, or with the Federal Highway Administration.*

*See contact information on Page No. 11

In FFY 2024, East Central Wisconsin Regional Planning Commission shall adhere to the following provisions:

1. annually submit your organization's internal complaint policies and procedures, and your process for disposition of Title VI Complaints.
2. ensure that a Title VI complaint form (or other reasonable method of submitting a timely and complete complaint) is readily available to the public at all locations where your organization conducts business.
3. develop or use a standard Title VI complaint form containing directions and submission information.
4. accept complaints written on a complaint form, written free-form or given verbally in person or over the telephone by a Complainant, or by a representative of the Complainant. A complaint may also be submitted in Braille or other reasonable format.
5. accept complaints submitted by U.S. Post, by email, on computer disk, flash drive, audio tape, or through other reasonable methods.
6. Subrecipient must, upon request, accept complaints in alternate formats from persons with disabilities.

Subrecipient Complaint Processing Procedures

In FFY 2024, the East Central Wisconsin Regional Planning Commission shall implement the following Title VI complaint processing procedures:

1. Subrecipient employees must keep detailed records of all interactions with Complainants and potential Complainants throughout the organization.
2. All Title VI/Nondiscrimination complaints received throughout the Subrecipient organization must be immediately forwarded to the SUBRECIPIENT TITLE VI COORDINATOR.
3. Upon receiving a Title VI complaint, the SUBRECIPIENT TITLE VI COORDINATOR shall:
 - a) date stamp the complaint
 - b) log all complaints received by the Subrecipient with:
 - the date the complaint was received
 - the name of the Complainant (if available)
 - the nature of the complaint (if available)
 - the date and location where the complaint was forwarded
 - a record of any action or communication regarding the complaint
 - c) notify the Complainant that their complaint has been received, when and where the complaint has been forwarded, and the appropriate contact information for follow up.
4. The SUBRECIPIENT TITLE VI COORDINATOR shall annually submit a log of all Title VI complaints received, and any additional pertinent records to the WisDOT, Title VI Office.
5. The SUBRECIPIENT TITLE VI COORDINATOR shall advise Complainants, verbally, in writing, or within instructions appearing on a complaint form, that:
 - a) complaints should be in writing
 - b) a complaint typically must be filed within 180 days of the alleged discriminatory act in order for USDOT/FHWA to take action.
6. Additionally, the SUBRECIPIENT TITLE VI COORDINATOR shall advise Complainants verbally, in writing, or within instructions appearing on a complaint form, that Title VI/Nondiscrimination complaints should contain the following information:
 - a) name, address and phone number of the complainant
 - b) the date of alleged act(s) of discrimination or where there has been a continuing course of conduct, the date on which the discriminatory conduct last occurred
 - c) name(s) and address(es) of alleged discriminating party or parties
 - d) the basis of discrimination (race, color, or national origin)
 - e) a statement of the nature of the complaint
 - f) other agencies where the complaint has been filed
 - g) an explanation of the actions the Complainant recommends to resolve the issue raised in the complaint
 - h) The complaint must be signed by the Complainant or a representative of the complainant.
7. Upon receiving and logging a Title VI complaint, the SUBRECIPIENT TITLE VI COORDINATOR shall immediately forward the complaint, and any additional accompanying documentation or information, to the WisDOT, OBOEC, Title VI Office (see contact information below*).
8. If requested or appropriate, the SUBRECIPIENT TITLE VI COORDINATOR shall inform the Complainant that the:
 - a) the Subrecipient, WisDOT and FHWA Division Offices do not investigate Title VI complaints

- b) all complaints are routed through the FHWA, Headquarters Office of Civil Rights (FHWA, HCR) for processing
- c) FHWA HCR determines whether to accept, dismiss, or transfer the complaint for investigation.
- d) the Complainant, the FHWA Division Office, WisDOT, and the Subrecipient (where applicable) will be notified when a determination has been made accept, dismiss, or transfer the complaint for investigation by the FHWA HCR.

Subrecipients Forward Title VI Complaints To:

Postal Mail	Wisconsin Department of Transportation OBOEC, Title VI Office Attn: Taqwanya Smith 4822 Madison Yards Way, 5 th Floor South PO Box 7986 Madison, WI 53707-7986
Email	taqwanya.smith@dot.wi.gov
Phone	(608) 266-8129

*FHWA Title VI and Americans with Disabilities/Section 504 complaint forms can be found and submitted online at: <https://www.fhwa.dot.gov/civilrights/file/>

For additional USDOT Operating Administrations contact information, go to the following link:
<https://www.transportation.gov/civil-rights/complaint-resolution/contacts>

9. In the event that a verbal complaint of discrimination is made to an officer or employee of the Subrecipient organization other than the SUBRECIPIENT TITLE VI COORDINATOR, the officer or employee shall immediately refer the Complainant to the SUBRECIPIENT TITLE VI COORDINATOR. The SUBRECIPIENT TITLE VI COORDINATOR will obtain the name and contact information of the Complainant and will inform the Complainant how to submit a complaint, and will provide assistance, if necessary.
10. The Subrecipient shall provide Title VI complaint handling training to all employees who might participate in complaint intake, handling, processing, or forwarding (see section E. "Training Procedures" above).
11. annually submit a report of the complaint information provided in the log of complaints (see number 3. Above) to the WisDOT, Title VI Office (see contact information above).

J. Compliance and Enforcement Procedures

The East Central Wisconsin Regional Planning Commission **should**:

1. annually complete and submit all information requested within the annual ***WisDOT Title VI Compliance Review for FHWA Subrecipients (WisDOT Subrecipient Title VI Review)*** to the WisDOT, Title VI Office.
 - a) The ***WisDOT Subrecipient Title VI Review*** is designed to provide a framework for Subrecipients to submit all information required by FHWA and as provided in this ***2024 ASSURANCES AND AGREEMENT***.

2. submit an outline of compliance and enforcement procedures to address deficiencies or noncompliance within your internal program areas and with contractors/consultants to the WisDOT, Title VI Office. Include a procedure for reviewing your organizational policies and directives, and how your policies and directives may intentionally or unintentionally impact Title VI protected classes.
3. take affirmative action to correct any deficiencies found by WisDOT or the United States Department of Transportation (USDOT) within a reasonable time period, not to exceed 90 days, in order to implement Title VI compliance in accordance with this **2024 ASSURANCES AND AGREEMENT** and the Acts and Regulations. The head of the Subrecipient shall be held responsible for implementing Title VI requirements.
4. develop and submit methods of administration, as required in A. through I. above, to fulfill the FHWA requirements of a *Title VI Implementation Plan*.
5. Annually submit additional information, as required by this **2024 ASSURANCES AND AGREEMENT** by submitting information that meets the following requirements of a ***Title VI Goals and Accomplishments Report*** or within the ***WisDOT Subrecipient Title VI Review***.

a) Accomplishments Report

List major accomplishments made regarding Title VI activities to include:

- the number and types of Title VI issues that were identified and actions taken to prevent discrimination.
- activities and efforts that the SUBRECIPIENT TITLE VI COORDINATOR and program area personnel have undertaken in the previous FFY to monitor Title VI Program implementation (refer to Sections A. through I. above)
- a description of the scope and conclusions of special reviews (internal or external) conducted by the SUBRECIPIENT TITLE VI COORDINATOR
- a log of the number and type of complaints received by the Subrecipient (see Section I. above)
- Include a summary and status report on any Title VI complaints filed with the Sub-Recipient.

b) Annual Goals

Outline Title VI monitoring and review activities planned for the coming year; state by whom each activity will be accomplished, the purpose of the activity, and target date for completion.

Sanctions

In the event the East Central Wisconsin Regional Planning Commission fails or refuses to comply with the terms of this **TITLE VI ASSURANCES and IMPLEMENTATION PLAN AGREEMENT FFY 2024**, WisDOT may take any or all of the following actions:

1. Cancel, terminate, or suspend this agreement in whole or in part;
2. refrain from extending any further assistance to the Subrecipient under the program from which the failure or refusal occurred, or any other program, until sufficient evidence of past correction of noncompliance and/or satisfactory assurance of future compliance has been received from the Subrecipient.
3. take such other action that may be deemed appropriate under the circumstances, until compliance or remedial action has been accomplished by the Subrecipient.
4. refer the case to the U.S. Department of Justice for appropriate legal proceedings.

(continued on next page)

Signatures

By signing this **Part 2: Implementation Plan Agreement**, the East Central Wisconsin Regional Planning Commission's responsible official (named below) agrees, and is guaranteeing responsibility for the execution and implementation of this **Part 2: Implementation Plan Agreement**, and agrees that East Central Wisconsin Regional Planning Commission is initiating or planning for the performance of tasks and procedures that are required in this Agreement, and implementing or is seeking assistance from the Wisconsin Department of Transportation to perform all tasks and procedures of **Part 2: Implementation Plan Agreement** as provided herein.

Wisconsin Department of Transportation:

Signature

Director

Title

Office of Business Opportunity and Equity Compliance

Bureau/Office

Date

Subrecipient Executive Director or Responsible Official:

Melissa Kraemy Badtke

Executive Director or Responsible Official Signature

Director

Title

East Central Wisconsin Regional Planning Commission

Subrecipient Agency/Organization

[Click and type here to enter text]

10/4/2023

Date

Public Notice of Non-Discrimination

Notice of Nondiscrimination

East Central Wisconsin Regional Planning Commission

- ✓ East Central Wisconsin Regional Planning Commission (ECWRPC) is committed to ensuring that no person is excluded from, participation in, denied the benefits of, or otherwise subjected to discrimination on the basis of race, color, national origin, disability, sex, age, religion, income status or limited English proficiency (LEP) in any and all programs, activities or services administered by ECWRPC in accordance with Title VI of the Civil Rights Act of 1964 and related nondiscrimination authorities.
- ✓ Any person who believes they've been aggrieved by any unlawful discriminatory practice may file a complaint with ECWRPC.
- ✓ For more information on ECWRPC's civil rights program, and the procedures to file a complaint, contact 920.751.4770 (for hearing impaired, please use Wisconsin Relay 711 service), email staff@ecwrpc.org, or visit our administrative office at 400 Ahnaip Street, Suite 100, Menasha, WI 54952. For more information, visit www.ecwrpc.org.
- ✓ A complaint may also be filed directly with any of the following:
 - Wisconsin Department of Transportation (WisDOT), Taqwanya Smith, Senior Title VI and ADA Coordinator, Phone: (608) 266-8129, TTY (800) 947-3529, Fax: (608)267-3641, Email: taqwanya.smith@dot.wi.gov, 4822 Madison Yards Way, 5th Floor South, Madison, WI 535705. For more information, visit the [WisDOT Title VI-ADA website](#).
 - U.S. Department of Transportation, Federal Highway Administration (FHWA), Office of Civil Rights. 1200 New Jersey Avenue, SE, 8th Floor E81-105, Washington, DC 20590, Phone: (202) 366-0693, email: FHWA.TitleVIcomplaints@dot.gov
 - U.S. Department of Transportation, Federal Transit Administration (FTA), Office of Civil Rights, 1200 New Jersey Avenue SE, Washington, DC 20590, Phone: 1-888-446-4511 or 711(Relay), email: FTACivilRightsCommunications@dot.gov
- ✓ If information is needed in another language, contact 920.751.4770.
Si se necesita informacion en otro idioma de contacto, 920.751.4770.
Yog muaj lus qhia ntxiv rau lwm hom lus, hu rau 920.751.4770.

Complaint Procedure

ECWRPC's Complaint Procedure is made available in the following locations:

- Agency website, in its entirety – www.ecwrpc.org
- ECWRPC office – 400 Ahnaip Street, Suite 100, Menasha, WI 54952

If information is needed in another language, contact 920.751.4770.

Si se necesita informacion en otro idioma de contacto, 920.751.4770.

Yog muaj lus qhia ntiv rau lwm hom lus, hu rau 920.751.4770.

Overview

East Central Wisconsin Regional Planning Commission (ECWRPC) is committed to ensuring that no person is excluded from, participation in, denied the benefits of, or otherwise subjected to discrimination on the basis of race, color, national origin, disability, sex, age, religion, income status or limited English proficiency (LEP) in any and all programs, activities or services administered by ECWRPC in accordance with Title VI of the Civil Rights Act of 1964 and related nondiscrimination authorities.

Right to File Complaints

ECWRPC uses the following procedures for prompt processing of all civil rights complaints relating to any program, activity or service administered by ECWRPC or its contractors, consultants, lessors receiving Federal financial assistance. These procedures do not deny the right of the Complainant to file formal complaints with other state or federal agencies or seek private counsel for complaints alleging discrimination.

Any individual, group of individuals, or entity that believes they have been subjected to discrimination or retaliation prohibited by Title VI nondiscrimination provisions by ECWRPC may file a complaint with the following:

1. ECWRPC, Kim Biedermann, Title VI Coordinator at 920.751.4770, (for hearing impaired, please use Wisconsin Relay 711 service - <https://wisconsinrelay.com>; email staff@ecwrpc.org; or visit our office at 400 Ahnaip Street, Suite 100, Menasha, WI 54952.
2. Wisconsin Department of Transportation (WisDOT), Taqwanya Smith, Senior Title VI and ADA Coordinator, Phone: (608) 266-8129, TTY (800) 947-3529, Fax: (608)267-3641, Email: taqwanya.smith@dot.wi.gov, 4822 Madison Yards Way, 5th Floor South, Madison, WI 535705. For more information, visit the [WisDOT Title VI-ADA website](#).
3. U.S. Department of Transportation, Federal Highway Administration (FHWA), Office of Civil Rights. 1200 New Jersey Avenue, SE, 8th Floor E81-105, Washington, DC 20590, Phone: (202) 366-0693, email: FHWA.TitleVIcomplaints@dot.gov

4. U.S. Department of Transportation, Federal Transit Administration (FTA), Office of Civil Rights, 1200 New Jersey Avenue SE, Washington, DC 20590, Phone: 1-888-446-4511 or 711(Relay), email: FTACivilRightsCommunications@dot.gov

Procedures

Any person who believes they've been discriminated against on the basis of race, color, national origin, disability, sex, age, religion, income status or limited English proficient (LEP) by ECWRPC may file a complaint by completing and submitting ECWRPC's Complaint Form.

The Complaint Form may also be used to submit general complaints to ECWRPC.

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

Once the complaint is received, ECWRPC will review the complaint and work to resolve the complaint informally, if possible.

If the complaint warrants a formal civil rights complaint process, ECWRPC will follow the steps listed in this complaint procedure. ECWRPC may also use this formal procedure to address general complaints. If ECWRPC determines it has jurisdiction the complainant will receive an acknowledgement letter stating the complaint will be investigated by ECWRPC as a civil rights complaint.

ECWRPC has 30 business days to investigate the civil rights complaint. If more information is needed to resolve the case, ECWRPC 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 ECWRPC 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, one of two (2) letters will be issued 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/ADA 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, the complainant has 15 business 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 920.751.4770.

Si se necesita informacion en otro idioma de contacto, 920.751.4770.

Yog muaj lus qhia ntxiv rau lwm hom lus, hu rau 920.751.4770.

Complaint and Comment Form

ECWRPC is committed to assisting public transportation providers in 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 to kbiedermann@ecwrpc.org or in person at the address below.

East Central Wisconsin Regional Planning Commission

400 Ahnaip Street, Suite 100

Menasha, WI 54952

You may also call us at 920.751.4770. Please make sure to provide your contact information in order to receive a response.

Section A: Accessible Format Requirements

Please check the preferred format for this document

<input type="checkbox"/> Large Print	<input type="checkbox"/> TDD or Relay	<input type="checkbox"/> Audio Recording	<input type="checkbox"/> Other (if selected please state what type of format you need in the box below)
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[Click or tap here to enter text.](#)

Section B: Contact Information

Name Click or tap here to enter text.	Telephone Number (including area code) Click or tap here to enter text.
Address Click or tap here to enter text.	City Click or tap here to enter text.
State Click or tap here to enter text.	Zip Code Click or tap here to enter text.
Email Address Click or tap here to enter text.	
Are you filing this complaint on your own behalf?	<input type="checkbox"/> Yes <input type="checkbox"/> No

If no, please provide the name and relationship of the person for whom you are complaining and why you are completing the form on their behalf in the box below.

Click or tap here to enter text.

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 C: Type of Comment

What type of comment are you providing? Please check which category best applies.

<input type="checkbox"/> Complaint	<input type="checkbox"/> Suggestion	<input type="checkbox"/> Compliment	<input type="checkbox"/> Other
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Which of the following describes the nature of the comment? Please check one or more of the check boxes.

<input type="checkbox"/> Race	<input type="checkbox"/> Color	<input type="checkbox"/> National Origin	<input type="checkbox"/> Religion
<input type="checkbox"/> Age	<input type="checkbox"/> Sex	<input type="checkbox"/> Service	<input type="checkbox"/> Income Status
<input type="checkbox"/> Limited English Proficient (L.E.P)		<input type="checkbox"/> Americans with Disability Act (A.D.A)	

Section D: Comment Details

Please answer the questions below regarding your comment

Did the incident occur on the following type of service? <i>Please check any box that may apply.</i>	<input type="checkbox"/> Paratransit	<input type="checkbox"/> Shared Ride Taxi	<input type="checkbox"/> Bus
What was the date of the occurrence?	Click to add date in the following format: Day, month, year		
What was the time of the occurrence?	Click to add the time		
What is the name or identification of the employee or employees involved?	Click or tap here to enter text.		
What is the name or identification of others involved, if applicable?	Click or tap here to enter text.		
What was the number or name of the route you were on, if applicable?	Click or tap here to enter text.		
What was the direction or destination you were headed to when the incident occurred, if applicable?	Click or tap here to enter text.		
Where was the location of the occurrence?	Click or tap here to enter text.		

Was the use of a mobility aid involved in the incident?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Please add any additional descriptive details about the incident.	Click or tap here to enter text.	

In the box below, please explain as clearly as possible what happened and why you believe you were discriminated against.

Click or tap here to enter text.

Section E: Follow-up

May we contact you if we need more details or information?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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If yes, how would you best liked to be reached? Please select your preferred form of contact below

<input type="checkbox"/> Phone	<input type="checkbox"/> Email	<input type="checkbox"/> Mail
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If you would prefer to be contacted by phone, please list the best day and time to reach you.

Click here to add your preferred time	Click here to add your preferred day
---------------------------------------	--------------------------------------

Section F: Desired Outcome

Please list below, what steps you would like taken to address the conflict or problem.

Click or tap here to enter text.

If applicable, please list below all additional agencies you have filed this complaint with such as Federal, State, Local agencies, or with any Federal or State Court. Please include the contact information to where the complaint was sent.

Click or tap here to enter text.

Section G: Signature

Please attach any documents you have which support the allegation. Then date and sign this form and send it to East Central Wisconsin Regional Planning Commission.

Name **Date:**

Signature

Complaint Log

ECWRPC maintains a list or log to track and resolve all complaints, investigations, and lawsuits.

Check One:

X	Because the ECWRPC has had no Title VI-related filings against it, the log of complaints, investigations, and lawsuits illustrated in Table 8 has no entries.
	There have been investigations, complaints and/or lawsuits filed against us. <i>See list below. Attach additional information as needed.</i>

Note: The performance measure for tracking when an investigation begins and when its administratively closed is documented in the **Complaint Log** table below. **MPO/RPC** will strive to complete the investigation within the timeframe specified in its **Complaint Procedure**.

Table 19: Log of Complaints, Investigations, and Lawsuits

Type Complaint Investigation Lawsuit	Date Complaint Received (Month, Day, Year)	Complainant's Contact Information Name/Phone/ Email/Address	Basis of Complaint ²	Summary Complaint Description	Action Taken/ Final Outcome if Resolved List dates of action steps including the dates complaint/ investigation begins and is administratively closed.	Status

¹ Complaint, Investigation, or Lawsuit. The protected classes under Title VI are Race, Color and Nation Origin; the protected class under Title II is disability.

² Specify Race, Color, National Origin, Disability, Religion, Sex, Age, Service, Income Status, Limited English Proficient (LEP), Safety, Other.

APPENDIX C



Appendix C: Limited English Proficient (LEP) Tools

“I Speak” Language Identification Card

Mark this Box if you speak...	Language Identification Chart	Language
	I speak English	English
	Yo hablo español	Spanish
	Kug has lug Moob	Hmong
	我說中文	Chinese (Simplified)
	E nói tiếng Việt	Vietnamese
	나는 한국어를	Korean
	Marunong akong mag-Tagalog	Tagalog
	Ich spreche Deutsch	German
	Я говорю по-русски	Russian
	o magsalita ng Tagalog	Tagalog
	मैं हिंदी बोलते हैं	Hindi
	میں نے اردو بولتے ہیں	Urdu

website <http://www.lep.gov/ISpeakCards2004.pdf>

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

Language Translation Request Log

Date	Language Spoken By Individual <i>(if available)</i>	Name and Phone Number of Individual <i>(if available)</i>	Service Requested	Follow Up Actions (Was Translation Services Provided?)	Staff Member Providing Assistance	Notes