

DEPARTMENT OF TRANSPORTATION
TITLE VI PROGRAM – 49 CFR PART 21



Chippewa Valley
REGIONAL AIRPORT

Prepared for
Chippewa Valley Regional Airport Commission
Eau Claire, WI

Prepared by
**Mead
& Hunt**

October 2024

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Preface

*Eau Claire County Wisconsin (**COUNTY**) owns the Chippewa Valley Regional Airport (**EAU**) located in Eau Claire, WI. The **COUNTY** has established an Airport Commission (**COMMISSION**) to operate EAU through a joint agreement with Chippewa County, Wisconsin, to provide review, advisory, and decision-making capacity regarding airport operations and compliance. In that capacity, the **COMMISSION** has established a Title VI program for **EAU** in accordance with Code of Federal Regulations (CFR) of the U. S. Department of Transportation (DOT), 49 CFR Part 21. All reference to Subparts and Section numbers throughout the Title VI program are in accordance with the 49 CFR Part 21 regulations.*

Chippewa Valley Regional Airport (EAU) Title VI Plan

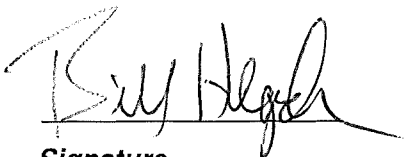
1. Title VI Policy Statement

Chippewa Valley Regional Airport (EAU) assures that no person shall on the grounds of race, color, national origin (including limited English proficiency (LEP)), sex (including sexual orientation and gender identity), creed, or age, as provided by Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987 (PL 100.259), Section 520 of the Airport and Airway Improvement Act of 1982, and related authorities (hereafter, "Title VI and related requirements"), be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity that receives U.S. Department of Transportation (DOT) funding. Title VI also prohibits retaliation for asserting or otherwise participating in claims of discrimination.

EAU further assures every effort will be made to ensure nondiscrimination in all of its programs and activities, whether those programs are federally funded or not. **EAU** agrees, among other things, to understand the communities surrounding or in the flight path, as well as customers that use the airport. Anytime communities may be impacted by programs or activities the **EAU** will take action to involve them and the general public in the decision-making process.

EAU requires nondiscrimination assurances, as prescribed by FAA, from each tenant, contractor, and concessionaire providing an activity, service, or facility at the airport. Assurances must be included in any related lease, contract, or franchise agreement between **EAU** and each tenant, contractor, and concessionaire, as well as in any similar agreements with their own sub-tenants and sub-contractors.

Title VI Coordinator Charity Zich, Airport Director, available at **715-839-6241** and **Charity.Zich@chippewavalleyairport.com** , is responsible for overseeing **EAU's** compliance with Title VI and the point of contact for all airport Title VI matters and related responsibilities, including those required by 49 CFR Part 21.



Signature

Bill Hilgedick

Airport Commission Director

September 30, 2024

Effective Date

September 30, 2027

3-Year Expiration Date

2. Administration

The Chippewa Valley Regional Airport Commission has reviewed and adopted this Title VI Plan for Chippewa Valley Regional Airport (EAU). This plan will be updated no less than once every 3 years. The plan will not be re-adopted following minor changes, such as updating the Airport Director or supporting staff's or Coordinator's name. Significant revisions to our policies or federal guidelines may warrant re-adoption by the EAU and resubmittal to FAA.

In addition to the Coordinator and EAU's leadership, the following people also assist with our Title VI program requirements:

Staff Supporting Title VI Program	EAU Program Admin/ Office
Charity Zich	Airport Director
Erin Switzer	Administrative Coordinator

EAU has the following airport program sub-recipients:

Sub-Recipients

None

As of the date of this plan, EAU has the following pending applications for Federal financial assistance:

Federal Source	Grant Number	Amount
FAA AIP	3-55-0019-TBD-2025	\$ 3,025,066
FAA AIP	3-55-0019-TBD-2026	\$ 1,339,241

EAU sub-recipients have the following pending applications for Federal financial assistance (either directly from the FAA, or passed through the State DOT):

Federal Source	Grant Number	Amount
None		

Updated information for pending and awarded grant applications will be available through the following methods:

Federal Source

Grant Award Information Available at:

FAA AIP

<https://www.faa.gov/airports/aip/>

3. Grant and Procurement Assurances

49 CFR § 21.7 (a)(1); 49 CFR Part 21 Appendix C (b)

EAU will complete standard grant assurances for Title VI and related requirements, in the form prescribed by FAA. See [https://www.faa.gov/airports/aip/grant assurances/#current-assurances](https://www.faa.gov/airports/aip/grant_assurances/#current-assurances).

Clauses/Covenants

- a. All contracts, leases, deeds, licenses, permits, and other similar instruments, must contain the contractual requirements and clauses, in the form prescribed by FAA. See [https://www.faa.gov/airports/aip/procurement/federal contract provisions/](https://www.faa.gov/airports/aip/procurement/federal_contract_provisions/). Note that unlike many other clauses, Civil Rights clauses are required in all contracts. Note also special clauses that are required for certain types of contracts, such as land acquisition.

EAU requires, Civil Rights clauses to be included in solicitations and contracts for all subcontractors, subleases, and any other agreements.

Description of Oversight Methods for Subcontracts

Subcontract template must be used in all subcontracts related to the airport program. Subcontracts are audited by the administrative team to verify they include the template language, for not less than 10 percent of contractors each year.

4. Title VI Coordinator Responsibilities

The Coordinator is responsible for ensuring that they and other staff supporting the Title VI are trained in Title VI requirements. Essential training topics include:

- Basic Title VI requirements
- Airport language assistance resources and practices
- Collecting and assessing demographic data
- Reporting Title VI complaints and other required FAA notifications.

See Training Section for more information for expected training for all staff.

Among other responsibilities, the Coordinator:

- Proactively ensures that **EAU** is in compliance with nondiscrimination requirements of Title VI and reports to **EAU** leadership on the status of Title VI compliances.
- Responds promptly to requests by FAA for data and records and for the scheduling of compliance reviews and other FAA meetings to determine compliance with Title VI and related requirements.
- Receives discrimination complaints covered by Title VI and related requirements, and forwards them to the FAA, within 15 days of receipt, together with any actions taken to resolve the matter.
- Provides the FAA with updates regarding its response and status of early resolution efforts to complaints concerning Title VI and related requirements (49 CFR Part 21, Appendix C(b)(3)), including resolution efforts.
- Annually reviews the airport's Title VI plan and disseminates information throughout staff and the EAU's leadership.
- Coordinates data collection to evaluate whether racial or ethnic groups are unequally benefited or impacted by airport programs. The data will be regularly assessed and readily available upon request (49 CFR § 21.9(b) & (c)). Data collection methods will include optional demographic questions in: airport customer satisfaction surveys, customer complaints, airport event sign-in sheets, and bids/proposals for airport contracts, and other methods described in the airport Community Participation Plan (CPP).
- Maintains demographic data for members of appointed planning and advisory bodies for the airport. Identifies any disparities compared to the community. Provides information to the membership selecting official/committee, particularly when vacancies occur.
- Maintains a copy of 49 CFR Part 21 for inspection by any person asking for it during normal working hours (49 CFR 21, Appendix C (b)(2)(i)).

See Notice, Compliance reviews, Audits, Lawsuits, and Other Investigations, and Complaints Sections of this plan.

The Coordinator has requested and received access to the Title VI portion of the FAA Civil Rights Connect System (<https://faa.civilrightsconnect.com/>).

5. Notice

49 CFR Part 21 Appendix C(b)(2)(ii)

EAU will conspicuously display the FAA-provided Unlawful Discrimination Poster in all public areas on airport property, including those with pedestrian activity. The Coordinator ensures that

these posters are visible, accessible, and maintained. The poster template is available at [https://www.faa.gov/about/office org/headquarters offices/acr/com civ support/non disc pr/](https://www.faa.gov/about/office_org/headquarters_offices/acr/com_civ_support/non_disc_pr/) and a completed copy is attached. See Section 15 Appendix.

EAU has posted the above Title VI policy statement at its staff offices.

EAU will distribute this Title VI Plan among its employees and airport contractors, concessionaires, lessees, and tenants. This plan will be distributed by **September 30, 2024**, by **sending email notifying employees, contractors, concessionaires, lessees, and tenants the plan is posted to EAU website.**

Posters are displayed in the terminal and other areas on airport property, including the following public locations:

Terminal/FBO/Concessions/ Other Locations	Quantity in Pre-Security Area	Quantity in Post-Security Area	Additional Quantities
Main Terminal Entrances	1		
Baggage Area			1
Ticket Area	1		1
Post Security		1	

Outreach to Affected Communities

EAU ensures that notices for public meetings reach all segments of the impacted community. The Title VI coordinator will identify the effective media platforms to share announcement and notices. Announcements are made to local media via email who distribute information locally. Interested people can also sign up for e-notifications via the **County** website. **EAU** contacts leaders and representatives in Affected Communities directly to confirm effective media platforms to reach all Affected Communities and provide important feedback on translated materials. The office maintains records of all such notices and the efforts made to reach each of the Affected Communities.

To ensure that the community is effectively informed of and able to participate in public hearings, **EAU** includes public notices translated into appropriate languages, including for any language spoken by a significant number or proportion of the Affected Community population that has limited English proficiency (LEP). Such social media postings and notices will include direction for obtaining an interpreter, free of charge, for public hearings involving federal projects. 28 CFR §

42.405(d). See Limited English Proficiency (LEP) Section.

6. Community Statistics

Title VI regulations require Federal grant recipients to know their community demographics. See 49 CFR § 21.9(b). By knowing this information, **EAU** will be able to identify, understand, and engage with communities. In doing so, **EAU** needs to know about communities eligible to be served, actually or potentially affected, benefit or are burdened by **EAU's** airport program.

The Communities immediately surrounding the airport or in the flight path that could be impacted by the airport projects include the neighborhoods of NW Airport Rd to the North; North Side EC to the East; North Side EC to the South; and Riverview to the West. All of these neighborhoods are included in the same zip code boundary which is 54703 therefore the demographic information in the following tables will utilize US Census data from ZCTA5 - 54703

Affected Communities	Population
ZCTA5 – 54703*	43,233

*The affected communities in ZCTA5-54703 include all neighborhoods.

Hereafter, the above communities will be referred to collectively as “the Affected Communities.”

We have identified the following facts about the Affected Communities:

Low Income Communities.

A low-income area is an identifiable group of persons living in geographic proximity, whose median household income is at or below the Department of Health and Human Services poverty guidelines. Pursuant to Executive Order 12898, “Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations,” **EAU** is collecting information about affected and potentially affected low-income communities. According to ***U.S. Census Report, S1701: Poverty Status in the Past 12 Months***, the overall poverty level for ZCTA5 – 54703 is approximately 15.3%. The poverty rate in the impacted area is higher compared with the rest of the state of Wisconsin which is 10.7%. The poverty rates for the specific Affected Communities are as follows:

Affected Communities	Poverty Rate
ZCTA5 - 54703	15.3%

Racial and Ethnic Communities.

Demographic data for race, color, and national origin was evaluated to identify racial and ethnic communities and populations in each Affected Community. The demographic composition by race, color, or national origin for the specific Affected Communities are as follows:

Affected Community: ZCTA5 - 54703

Total Affected Community Population: 43,233

Demographic Group within Affected Community	Number of People in Minority Group	Percent of Total Affected Community Population
White	37,342	86.4%
Black or African American	669	1.5%
American Indian or Alaska Native	169	0.4%
Asian	2,915	6.7%
Native Hawaiian or Other Pacific Islander	45	0.1%
Hispanic or Latino	1,492	3.5%
Some other Race	353	0.8%
Two or More Races	1,740	4.0%

Limited English Proficiency (LEP).

The goal of all language access planning and implementation is to ensure that **EAU** communicates effectively with limited English proficient (LEP) individuals. Effective language access requires self-assessment and planning. The next table lists non-English languages that are spoken in LEP households in the Affected Communities. The data source is American Community Survey.

The threshold we have used for identifying the languages with significant LEP populations is the DOT LEP Policy Guidance safe harbor threshold, which is 5% or 1,000, whichever is less. The safe harbor for our community is 1000 since the population of the area exceeds 20,000. Please refer to Section 14 at the end of this document to find data for all languages in our community.

Languages Spoken by LEP Population that Meet the Safe Harbor Threshold	Number	Margin of Error
None	-	-

Frequency of contact with LEP individuals at the airport and airport-related activities (all languages):

Languages Spoken by LEP Persons	A few times a year (12 or less days a year)	Several times a month (13 to 51 days a year)	At least once a week (52 to 364 days a year)	Every day (365 days a year)
Spanish		X		
French	X			
Portuguese	X			
German	X			
Arabic				
Hindi				
Chinese	X			
Japanese	X			
Korean	X			
Vietnamese		X		
Tagalog				
African				

Additional languages spoken by significant numbers of LEP persons in the Affected Communities, local schools, emergency service providers, and others, include: **None**

This information is updated annually through checking the following resources:

Data Sources for Languages Spoken in Affected Community	Website link to Data Source
U.S. Census Bureau	https://data.census.gov
Local public school data	https://www.ecasd.us
Eau Claire Area Economic Development Corporation	https://www.eauclaire-wi.com

Beneficiary Diversity.

Demographic information is collected from airport customers, attendees at community meetings, and businesses seeking opportunities at the airport, through voluntary disclosures.

Description of Beneficiary Demographic Information Collection Methods

- *Airport Customer Service Office conducts biannual surveys of airport guests for customer satisfaction with airport concessions, restroom cleanliness, food offerings, and other elements and services. The survey includes a voluntary request for demographic information.*
- *Participants at small business workshops, pre-bid meetings, and other public meetings are asked to complete an anonymous survey that includes demographic information.*
- *Businesses that submit bids or offers are asked to complete an anonymous survey that includes demographic information, submitted through a data collection website.*

Staff and Advisory Board Diversity.

Demographic information is collected from airport program employees and members of planning and advisory boards, through voluntary disclosures.

Description of Employee and Advisory Board Demographic Information Collection Methods

- *Employees are asked to submit voluntary confidential demographic information at time of hiring. Job applicants are asked to submit the same information when submitting their job application through the job application website.*
- *Every 3 years, the airport administration sends an email to all board members asking them to voluntarily and anonymously enter demographic information through a survey.*

7. Potential or Known Community Impacts

Projects or services receiving federal financial assistance have the potential to touch so many aspects of American life. Thus, in general, no **EAU** activity must have a discriminatory disparate impact on the basis of race, color, national origin (including LEP), sex (including sexual orientation and gender identity), creed, or age. This means that policies or procedures that have a disparate impact would require a well-documented substantial legitimate nondiscriminatory justification, summarized below. Impacts to protected communities must be avoided or minimized to the extent possible. No project with a discriminatory impact on protected communities will be undertaken.

The following airport facilities are already in use or under construction and expected to be in use within the next 3 years:

Existing Airport Facilities	Affected Community Impacted by Operation of the Facility
Runway 4	None
Runway 14	None
Runway 22	None
Runway 32	None
Apron Area	None
Terminal Area	None
Taxiways	None

EAU is located in a rural setting approximately 1 mile northwest of Eau Claire, WI next to the Chippewa River. No facilities at **EAU** have an adverse impact to any nearby communities.

The following airport facility projects (including all alternatives) are in construction or expected to be in construction within the next 3 years:

Airport Facility Construction Projects	Affected Community Impacted by Construction of the Facility
Rehabilitate Taxiway	None
Equipment Purchase	None
Airport Lighting Project	None

We have analyzed the above existing facilities and facility construction projects for disparate impacts on the basis of race, color, or national origin (including LEP) in Affected Communities. The following have disparate impacts: None

8. Limited English Proficiency (LEP)

Executive Order 13166

In creating a Language Assistance Plan, **EAU** will consider the volume, proportion, or frequency of contact with LEP persons in determining the appropriate language assistance to provide.

In Community Statistics section, we identified the following languages spoken by LEP persons in Affected Communities:

Language
None

EAU also collects data for languages spoken by airport guests. Data sources include:

Data Sources for Languages Spoken by Airport Guests	Website link to Data Source
Airport Language line usage data	www.languageline.com
Airline-provided data	N/A
Assumption from flight origin / destination	N/A
Assistance requests to Airport Employees	N/A
TSA	N/A

Based on the above data, the following additional languages have been identified as likely to be spoken by LEP airport guests:

Language
French
Spanish
German
Russian
Polish
Italian

The Title VI Coordinator will also actively engage with community educators, community groups, places of work, business groups, social groups, and the like to confirm that translation and interpretation services are accurate and effective. Additionally, the Title VI Coordinator will inform leadership and staff of **EAU** of the responsibility to provide language access. We have made the following plans to provide translation services free of charge to ensure that individuals with LEP have access to the benefits of the airport:

Translation Services:

- All written notices contain a statement in the identified languages, when appropriate, of how to receive translated written materials.
- The following vendors have been identified for written translations:

Translation Vendors	Languages
Language Line will be used if help is needed beyond Google Translate	All above languages

- Information regarding translation services can be obtained at:

Location for Translation Assistance	Languages
Airport Administration Office Using Language Line if help is needed beyond Google Translate	All above languages
Airport Staff Using Language Line if help is needed beyond Google Translate – Various Locations	All above languages

Interpretation Services:

- The following vendors have been identified for interpretation services:

Interpretation Vendors	Languages
Language Line will be used if help is needed beyond Google Translate	All above languages

- Information regarding interpretation services can be obtained at:

Location for Interpretation Assistance	Languages
Airport Administration Office Using Language Line if help is needed beyond Google Translate	All above languages
Airport Staff Using Language Line if help is needed beyond Google Translate – Various Locations	All above languages

Description of Interpretation Assistance Processes

- The airport uses Google Translate as needed. If help is needed beyond Google Translate, the airport uses Language Line. The employees will coordinate access to Language Line with a supervisor.

9. Transportation

49 Part CFR 21 Appendix C (a)(1)(ix)

In the Community Statistics section of this plan, we identified Affected Communities and provided demographic and related data for the community populations. The minority and disadvantaged

community areas located within the Affected Communities are identified below. Other minority and disadvantaged community areas that are near the airport but not within Affected Communities are also identified below.

We have coordinated with local transit authority to encourage them to provide transit service access between the airport and these areas.

The following chart identifies existing and planned transit services connecting the airport employment centers with the identified minority and disadvantaged community areas.

Minority and/or Disadvantaged Community Areas	Transit Service	Planned or Existing
Eau Claire Transit	Fixed-route buses	Existing
Eau Claire Transit	Paratransit vans	Existing

10. Minority Businesses

49 CFR 21 Appendix C (a)(1)(x)

Bids for airport concessions and other business opportunities are solicited from area minority and woman-owned businesses through the following methods:

Airport Business Opportunity	Minority Business Outreach Methods
Cleaning Services	Advertised through public bidding process and on airport website. EAU will also use FAA Matchmaker system to post opportunities.

Selections are in compliance with Title VI, Part 21, and related requirements. Information on the award process and documentation for specific bid decisions is kept with Airport Administrative Office.

11. Training

New employee orientation incorporates Title VI training. Topics include:

- Title VI and related laws prohibit discrimination on the basis of race, color, national origin (including LEP), sex (including sexual orientation and gender identity), creed, or age.
- Title VI complaints must be forwarded to the Coordinator.
- Protections against retaliation for filing civil rights complaints or related actions.

- Title VI notices must be displayed throughout the airport public facilities.
- All contracts must include Title VI clauses.
- Language interpretation and translation services
- Cultural and community relations sensitivity training
- Anti-harassment training

Refresher information will be provided annually.

12. Compliance Reviews, Audits, Complaints, Lawsuits, and Other Investigations

FAA Notification. The Coordinator will notify FAA of any pending investigations and reviews, including:

- Compliance reviews or audits concerning civil rights requirements.
- Complaints, lawsuits, or other investigations alleging noncompliance with civil rights requirements.

As discussed in the Title VI Complaints Section, Title VI complaints must be forwarded to FAA contacts within 15 days of receipt. For all other civil rights investigations, **EAU** must notify FAA contacts of any new investigations prior to grant execution.

At regular intervals, the Coordinator will provide FAA contacts with status updates for the investigations and reviews, until completed. For each existing investigation or review completed within 5 years of this plan, the Coordinator will also provide a statement about the outcome, unless previously provided.

13. Title VI Complaints

49 CFR 21.111; 49 CFR 21 Appendix C (b)(3); 28 CFR 42.406(d)

Scope. These procedures are for complaints of discrimination under Title VI and related laws (hereafter "Title VI Complaints." In order to be a Title VI Complaint, the complaint must:

1. Allege discrimination on the basis of race, color, national origin (including LEP), sex (including sexual orientation and gender identity), creed, or age or violations administrative requirements under Title VI or related laws.
2. Not only be for employment matters
3. Allege misconduct by **EAU**, including airport employees, contractors, concessionaires, lessees, or tenants.

4. Concern an airport facility or actions by **EAU** including airport employees, contractors, concessionaires, lessees, or tenants.

Rights. Any person who believes that he or she has been subjected to discrimination on the basis of race, color, national origin (including LEP), sex (including sexual orientation and gender identity), creed, or age has the right to file a complaint with **EAU**. Alternatively, they can file a formal complaint with an outside agency, such as the U.S. Departments of Justice or Transportation, or the Federal Aviation Administration (FAA), or seek other legal remedies.

Receipt of Complaint. The Coordinator will log in the complaint and promptly send copies of the complaint to Airport Administration Office.

Complaints must be filed within 180 days of the discriminatory event, must be in writing, and must be delivered to:

Charity Zich, Airport Director
Chippewa Valley Regional Airport
3800 Starr Avenue
Eau Claire, WI 54703
(715) 839-6241
Charity.Zich@chippewavalleyairport.com

If a complaint is initially made by phone, it must be supplemented with a written complaint before 180 days after the discriminatory event has passed. If a verbal complaint is received, the complainant should be given a copy of the Airport Discrimination Complaint Procedures and instructed to submit a written complaint. Accommodation will be provided upon request to individuals unable to file a written complaint due to a disability.

Initial Procedure. The Coordinator may meet with the complainant to clarify the issues, obtain additional information, and determine if informal resolution might be possible in lieu of an investigation. If successfully resolved, the Coordinator will issue a closure letter to the complainant, record the disposition in the complaints log, and report the resolution to FAA.

Discrimination Complaint Referral Procedure

Internal Complaint Referral. All Title VI complaints must be promptly forwarded to the Coordinator within 3 business days.

Initial FAA Notification. A copy of each Title VI complaint will be forwarded to the FAA within 15 days of initial receipt (not the date that the Coordinator was notified). The Coordinator will forward

a copy of the complaint and a statement describing all actions taken to resolve the matter, and the results thereof to the FAA Civil Rights staff. (Note: complaints based on disability do not have to be forwarded to FAA.) To transmit complaint information to the FAA, the Coordinator will upload the complaint to the FAA Civil Rights Connect System. The Coordinator will also seek technical assistance from FAA, as needed, throughout complaint intake, investigation, and resolution process.

Investigation Procedure

Assignment of Investigator. The Coordinator will immediately begin the investigation or designate an investigator.

Cooperation with FAA. The Coordinator will promptly investigate all Title VI complaints, including those referred by the FAA for investigation. If the FAA is investigating a complaint against EAU, the Coordinator will avoid interfering with the FAA investigation, cooperate with the FAA when needed, and share factual information with the FAA.

Prompt Investigation. The Coordinator will make every effort to complete discrimination complaint investigations within 60 calendar days after the complaint is received. Some investigations may take longer with a justification for the delay and assurance that the investigation is being completed as quickly as possible.

Contact with Complainant. The Coordinator will meet with the complainant to clarify the issues and obtain additional information, and also speak with community members and potential witnesses, as appropriate.

Investigation Report. After completing the investigation, the Coordinator will prepare a written report.

Consultation with Legal Counsel. In each case, the Coordinator will consult with Legal Counsel regarding the investigation and the report. Airport Legal Counsel will ensure that the report is consistent with the DOT and FAA Title VI nondiscrimination requirements.

Prompt Resolution of Disputes. The Coordinator will emphasize voluntary compliance and quickly and fairly resolve disputes with complainants, or with contractors, tenants, or other persons, through dispute resolution, negotiation, and/or mediation.

Forwarding Report and Response to Complainant. At the completion of the investigation, the complainant and respondent will receive a letter of findings and determination of the investigation and any applicable resolution. The letter transmitting the findings, and any applicable resolution will state **EAU's** conclusion regarding whether unlawful discrimination occurred, and will describe the complainant's appeal rights. A summary of the investigation report, any appeal, or follow-up

actions will be sent to the FAA via FAA Civil Rights Connect System.

Appeal Rights. The complainant must be notified of their right to appeal the findings or determinations, and of the procedures and requirements for an appeal:

- The written appeal must be received **within 14** business days after receipt of the written decision.
- The complainant may appeal in writing to the County HR Director.
- The written appeal must contain all arguments, evidence, and documents supporting the basis for the appeal.
- The County HR Director will issue a final written decision in response to the appeal.

Avoiding Future Discrimination. In addition to taking action with respect to any specific instances of discrimination, **EAU** will identify and implement measures to reduce the chances of similar discrimination in the future.

Intimidation and Retaliation Prohibited. **EAU** employees, contractors, and tenants will not intimidate or retaliate against a person who has filed a complaint alleging discrimination.

For information on filing a complaint with DOT/FAA, please contact **Title VI Coordinator**.

This complaint procedure is shared with the public through the following methods:

Website, In-person, and Other Distribution Methods

1 Airport website, Title VI page

14. Population / Language Data


Poverty Status in the Past 12 Months	
	
<p>Note: The table shown may have been modified by user selections. Some information may be missing.</p>	
DATA NOTES	
TABLE ID:	S1701
SURVEY/PROGRAM:	American Community Survey
VINTAGE:	2022
DATASET:	ACSST5Y2022
PRODUCT:	ACS 5-Year Estimates Subject Tables
UNIVERSE:	None
MILA:	U.S. Census Bureau. "Poverty Status in the Past 12 Months." American Community Survey, ACS 5-Year Estimates Subject Tables, Table S1701, 2022, https://data.census.gov/table/ACSST5Y2022.S1701?g=860XX00US54703 . Accessed on August 29,
FTP URL:	None
API URL:	https://api.census.gov/data/2022/acs/acs5/subject
USER SELECTIONS	
GEOS	ZCTA5 54703
EXCLUDED COLUMNS	None
APPLIED FILTERS	None
APPLIED SORTS	None
PIVOT & GROUPING	
PIVOT COLUMNS	None
PIVOT MODE	Off
ROW GROUPS	None
VALUE COLUMNS	None
WEB ADDRESS	https://data.census.gov/table/ACSST5Y2022.S1701?g=860XX00US54703
TABLE NOTES	<p>Although the American Community Survey (ACS) produces population, demographic and housing unit estimates, the decennial census is the official source of population totals for April 1st of each decennial year. In between censuses, the Census Bureau's Population Estimates Program produces and disseminates the official estimates of the population for the nation, states, counties, cities, and towns and estimates of housing units for states and counties.</p>

Table: ACSST5Y2022.S1701

	<p>Information about the American Community Survey (ACS) can be found on the ACS website. Supporting documentation including code lists, subject definitions, data accuracy, and statistical testing, and a full list of ACS tables and table shells (without estimates) can be found on the Technical Documentation section of the ACS website.</p>
	<p>Sample size and data quality measures (including coverage rates, allocation rates, and response rates) can be found on the American Community Survey website in the Methodology section.</p>
	<p>Source: U.S. Census Bureau, 2018-2022 American Community Survey 5-Year Estimates</p>
	<p>Data are based on a sample and are subject to sampling variability. The degree of uncertainty for an estimate arising from sampling variability is represented through the use of a margin of error. The value shown here is the 90 percent margin of error. The margin of error can be interpreted roughly as providing a 90 percent probability that the interval defined by the estimate minus the margin of error and the estimate plus the margin of error (the lower and upper confidence bounds) contains the true value. In addition to sampling variability, the ACS estimates are subject to nonsampling error (for a</p>
	<p>Dollar amounts are adjusted to respective calendar years. For more information, see: Change to Income Deficit.</p>
	<p>The 2018-2022 American Community Survey (ACS) data generally reflect the March 2020 Office of Management and Budget (OMB) delineations of metropolitan and micropolitan statistical areas. In certain instances, the names, codes, and boundaries of the principal cities shown in ACS tables may differ from the OMB delineation lists due to differences in the effective dates</p>
	<p>Estimates of urban and rural populations, housing units, and characteristics reflect boundaries of urban areas defined based on 2020 Census data. As a result, data for urban and rural areas from the ACS do not necessarily reflect the results of ongoing observations. Explanation of Symbols:- The estimate could not be computed because there were an insufficient number of sample observations. For a ratio of medians estimate, one or both of the median estimates falls in the lowest interval or highest interval of an open-ended distribution. For a 5-year median estimate, the margin of error associated with a median was larger than the median itself. N The estimate or margin of error cannot be displayed because there were an insufficient number of sample cases in the selected geographic area. (X) The estimate or margin of error is not applicable or not available. median- The median falls in the lowest interval of an open-ended distribution (for example "2,500-")median+ The median falls in the highest interval of an open-ended distribution (for example "250,000+").** The margin of error could not be computed because there were an insufficient number of sample observations.*** The margin of error could not be computed because the median falls in the lowest interval or highest interval of an open-ended distribution.***** A margin</p>
<p>COLUMN NOTES</p>	<p>None</p>

Table: ACSST5Y2022.S1701

		ZCTA5 54703			
		Total		Below poverty level	
Label	Estimate	Margin of Error	Estimate	Margin of Error	
Population for whom poverty status is determined	43,233	±1,422	6,609	±816	
AGE					
Under 18 years	8,030	±592	827	±298	
Under 5 years	2,212	±274	187	±98	
5 to 17 years	5,818	±504	640	±238	
Related children of householder under 18 years	7,948	±603	745	±292	
18 to 64 years	28,808	±1,099	5,304	±741	
18 to 34 years	13,520	±949	4,289	±655	
35 to 64 years	15,288	±691	1,015	±269	
60 years and over	9,045	±550	559	±153	
65 years and over	6,395	±460	478	±148	
SEX					
Male	21,178	±916	2,663	±569	
Female	22,055	±891	3,946	±690	
RACE AND HISPANIC OR LATINO ORIGIN					
White alone	37,342	±1,289	5,967	±790	
Black or African American alone	669	±240	113	±80	
American Indian and Alaska Native alone	169	±93	33	±35	
Asian alone	2,915	±665	229	±186	
Native Hawaiian and Other Pacific Islander alone	45	±54	22	±39	
Some other race alone	353	±244	0	±20	
Two or more races	1,740	±380	245	±122	

Table: ACSSTSY2022.S1701

Label	Percent below poverty level	
	Estimate	Margin of Error
Population for whom poverty status is determined	15.3%	±1.9
AGE		
Under 18 years	10.3%	±3.8
Under 5 years	8.5%	±4.4
5 to 17 years	11.0%	±4.2
Related children of householder under 18 years	9.4%	±3.7
18 to 64 years	18.4%	±2.5
18 to 34 years	31.7%	±4.4
35 to 64 years	6.6%	±1.7
60 years and over	6.2%	±1.8
65 years and over	7.5%	±2.3
SEX		
Male	12.6%	±2.6
Female	17.9%	±2.9
RACE AND HISPANIC OR LATINO ORIGIN		
White alone	16.0%	±2.1
Black or African American alone	16.9%	±12.0
American Indian and Alaska Native alone	19.5%	±23.5
Asian alone	7.9%	±6.5
Native Hawaiian and Other Pacific Islander alone	48.9%	±51.1
Some other race alone	0.0%	±5.5
Two or more races	14.1%	±7.0

Table: ACSST5Y2022.S1701

ZCTA5 54703					
Label	Total		Below poverty level		Margin of Error
	Estimate	Margin of Error	Estimate	Margin of Error	
Hispanic or Latino origin (of any race)	1,492	±345	287	±161	
White alone, not Hispanic or Latino	36,768	±1,336	5,719	±775	
EDUCATIONAL ATTAINMENT					
Population 25 years and over	27,462	±939	1,982	±317	
Less than high school graduate	1,116	±225	203	±98	
High school graduate (includes equivalency)	7,418	±656	667	±184	
Some college, associate's degree	10,110	±745	912	±281	
Bachelor's degree or higher	8,818	±728	200	±90	
EMPLOYMENT STATUS					
Civilian labor force 16 years and over	25,994	±1,112	3,786	±524	
Employed	25,276	±1,100	3,628	±499	
Male	12,878	±751	1,437	±448	
Female	12,398	±723	2,191	±483	
Unemployed	718	±193	158	±101	
Male	281	±141	31	±41	
Female	437	±138	127	±94	
WORK EXPERIENCE					
Population 16 years and over	36,164	±1,173	5,886	±767	
Worked full-time, year-round in the past 12 months	16,341	±983	728	±287	
Worked part-time or part-year in the past 12 months	11,491	±851	3,491	±620	

Table: ACSST5Y2022.S1701

		Percent below poverty level	
Label	Estimate	Margin of Error	
Hispanic or Latino origin (of any race)	19.2%	±10.0	
White alone, not Hispanic or Latino	15.6%	±2.0	
EDUCATIONAL ATTAINMENT			
Population 25 years and over	7.2%	±1.2	
Less than high school graduate	18.2%	±8.3	
High school graduate (includes equivalency)	9.0%	±2.5	
Some college, associate's degree	9.0%	±2.6	
Bachelor's degree or higher	2.3%	±1.0	
EMPLOYMENT STATUS			
Civilian labor force 16 years and over	14.6%	±1.9	
Employed	14.4%	±1.9	
Male	11.2%	±3.3	
Female	17.7%	±3.3	
Unemployed	22.0%	±13.7	
Male	11.0%	±14.5	
Female	29.1%	±19.3	
WORK EXPERIENCE			
Population 16 years and over	16.3%	±2.1	
Worked full-time, year-round in the past 12 months	4.5%	±1.7	
Worked part-time or part-year in the past 12 months	30.4%	±4.7	

Table: ACSST5Y2022.S1701

		ZCTA5 54703			
		Total		Below poverty level	
Label	Estimate	Margin of Error	Estimate	Margin of Error	
Did not work	8,332	±602	1,667	±406	
ALL INDIVIDUALS WITH INCOME BELOW THE FOLLOWING POVERTY RATIOS					
50 percent of poverty level	3,348	±593	(X)	(X)	
125 percent of poverty level	7,333	±787	(X)	(X)	
150 percent of poverty level	8,936	±916	(X)	(X)	
185 percent of poverty level	11,660	±1,083	(X)	(X)	
200 percent of poverty level	12,539	±1,137	(X)	(X)	
300 percent of poverty level	20,538	±1,298	(X)	(X)	
400 percent of poverty level	27,286	±1,572	(X)	(X)	
500 percent of poverty level	33,138	±1,599	(X)	(X)	
UNRELATED INDIVIDUALS FOR WHOM POVERTY STATUS IS DETERMINED					
Male	13,589	±1,118	4,975	±772	
Female	6,212	±804	2,004	±561	
15 years	7,377	±810	2,971	±635	
16 to 17 years	15	±25	15	±25	
18 to 24 years	62	±48	62	±48	
25 to 34 years	5,456	±823	3,622	±638	
35 to 44 years	2,172	±420	282	±114	
45 to 54 years	1,394	±264	303	±194	
55 to 64 years	1,113	±324	148	±90	
65 to 74 years	1,475	±221	241	±107	
75 years and over	1,100	±278	116	±63	
Mean income deficit for unrelated individuals (dollars)	802	±169	186	±81	
	7,341	±545	(X)	(X)	

Table: ACSST5Y2022.S1701

Label	Percent below poverty level	
	Estimate	Margin of Error
Did not work	20.0%	±4.4
ALL INDIVIDUALS WITH INCOME BELOW THE FOLLOWING POVERTY RATIOS		
50 percent of poverty level	(X)	(X)
125 percent of poverty level	(X)	(X)
150 percent of poverty level	(X)	(X)
185 percent of poverty level	(X)	(X)
200 percent of poverty level	(X)	(X)
300 percent of poverty level	(X)	(X)
400 percent of poverty level	(X)	(X)
500 percent of poverty level	(X)	(X)
UNRELATED INDIVIDUALS FOR WHOM POVERTY STATUS IS DETERMINED		
Male	36.6%	±4.5
Female	32.3%	±7.0
15 years	40.3%	±5.8
16 to 17 years	100.0%	±60.1
18 to 24 years	100.0%	±27.0
25 to 34 years	66.4%	±7.3
35 to 44 years	13.0%	±4.3
45 to 54 years	21.7%	±12.2
55 to 64 years	13.3%	±7.9
65 to 74 years	16.3%	±6.7
75 years and over	10.5%	±6.0
Mean income deficit for unrelated individuals (dollars)	23.2%	±8.8
	(X)	(X)

Table: ACSST5Y2022.S1701

ZCTA5 54703					
Total			Below poverty level		
Label	Estimate	Margin of Error	Estimate	Margin of Error	
Worked full-time, year-round in the past 12 months	5,466	±776	545	±264	
Worked less than full-time, year-round in the past 12 months	5,388	±666	3,268	±636	
Did not work	2,735	±356	1,162	±277	
Population in housing units for whom poverty status is determined	43,042	±1,431	6,485	±812	

Table: ACSST5Y2022.S1701

		Percent below poverty level	
Label	Estimate	Margin of Error	
Worked full-time, year-round in the past 12 months	10.0%	±4.4	
Worked less than full-time, year-round in the past 12 months	60.7%	±6.6	
Did not work	42.5%	±8.0	
Population in housing units for whom poverty status is determined	15.1%	±1.9	

LANGUAGE SPOKEN AT HOME BY ABILITY TO SPEAK ENGLISH FOR THE POPULATION 5 YEARS AND OVER



Note: The table shown may have been modified by user selections. Some information may be missing.

DATA NOTES	
TABLE ID:	B16001
SURVEY/PROGRAM:	American Community Survey
VINTAGE:	2015
DATASET:	ACSDT5Y2015
PRODUCT:	ACS 5-Year Estimates Detailed Tables
UNIVERSE:	Population 5 years and over
MLA:	U.S. Census Bureau. "LANGUAGE SPOKEN AT HOME BY ABILITY TO SPEAK ENGLISH FOR THE POPULATION 5 YEARS AND OVER." American Community Survey, ACS 5-Year Estimates Detailed Tables, Table B16001, 2015, https://data.census.gov/table/ACSDT5Y2015.B16001?q=B16001&g=860XX00US54703 . Accessed on August 29, 2024.
FTP URL:	https://www2.census.gov/programs-surveys/acs/summary_file/2015/data/
API URL:	https://api.census.gov/data/2015/acs/acs5
USER SELECTIONS	
TABLES	B16001
GEOS	ZCTA5 54703
EXCLUDED COLUMNS	None
APPLIED FILTERS	None
APPLIED SORTS	None
PIVOT & GROUPING	
PIVOT COLUMNS	None
PIVOT MODE	Off
ROW GROUPS	None
VALUE COLUMNS	None
WEB ADDRESS	https://data.census.gov/table/ACSDT5Y2015.B16001?q=B16001&g=860XX00US54703
TABLE NOTES	

Table: ACSDT5Y2015.B16001

	<p>Supporting documentation on code lists, subject definitions, data accuracy, and statistical testing can be found on the American Community Survey website in the Data and Documentation section.</p>
	<p>Sample size and data quality measures (including coverage rates, allocation rates, and response rates) can be found on the American Community Survey website in the Methodology section. Tell us what you think. Provide feedback to help make American Community Survey data more useful for you.</p>
	<p>Although the American Community Survey (ACS) produces population, demographic and housing unit estimates, it is the Census Bureau's Population Estimates Program that produces and disseminates the official estimates of the population for the nation, states, counties, cities and towns and estimates of housing units for states and counties.</p> <p>Explanation of Symbols: * An "*" entry in the margin of error column indicates that either no sample observations or too few sample observations were available to compute a standard error and thus the margin of error. A statistical test is not appropriate.</p> <ul style="list-style-type: none"> * An "-" entry in the estimate column indicates that either no sample observations or too few sample observations were available to compute an estimate, or a ratio of medians cannot be calculated because one or both of the median estimates falls in the lowest interval or upper interval of an open-ended distribution. * An "-" following a median estimate means the median falls in the lowest interval of an open-ended distribution. * An "+" following a median estimate means the median falls in the upper interval of an open-ended distribution. * An "*" entry in the margin of error column indicates that the median falls in the lowest interval or upper interval of an open-ended distribution. A statistical test is not appropriate. * An "*" entry in the margin of error column indicates that the estimate is controlled. A statistical test for sampling variability is not appropriate. * An "N" entry in the estimate and margin of error columns indicates that data for this geographic area cannot be displayed because the number of sample cases is too small. <p>Estimates of urban and rural population, housing units, and characteristics reflect boundaries of urban areas defined based on Census 2010 data. As a result, data for urban and rural areas from the ACS do not necessarily reflect the results of ongoing</p>

Table: ACSDT5Y2015.B16001

	<p>While the 2011-2015 American Community Survey (ACS) data generally reflect the February 2013 Office of Management and Budget (OMB) definitions of metropolitan and micropolitan statistical areas; in certain instances the names, codes, and boundaries of the principal cities shown in ACS tables may differ from the OMB definitions due to differences in the effective Methodological changes to data collection in 2013 may have affected language data for 2013. Users should be aware of these changes when using multi-year data containing data from 2013. For more information, see: Language User Note.</p>
	<p>Data are based on a sample and are subject to sampling variability. The degree of uncertainty for an estimate arising from sampling variability is represented through the use of a margin of error. The value shown here is the 90 percent margin of error. The margin of error can be interpreted roughly as providing a 90 percent probability that the interval defined by the estimate minus the margin of error and the estimate plus the margin of error (the lower and upper confidence bounds) contains the true value. In addition to sampling variability, the ACS estimates are subject to nonsampling error (for a</p>
	<p>Source: U.S. Census Bureau, 2011-2015 American Community Survey 5-Year Estimates</p>
<p>COLUMN NOTES</p>	
<p>None</p>	

Table: ACSDT5Y2015.B16001

		ZCTA5 54703	
Label	Estimate	Margin of Error	
Total:	39,910	±797	
Speak only English	38,116	±883	
Spanish or Spanish Creole:	176	±79	
Speak English "very well"	108	±58	
Speak English less than "very well"	68	±63	
French (incl. Patois, Cajun):	21	±21	
Speak English "very well"	4	±7	
Speak English less than "very well"	17	±20	
French Creole:	0	±18	
Speak English "very well"	0	±18	
Speak English less than "very well"	0	±18	
Italian:	46	±48	
Speak English "very well"	5	±9	
Speak English less than "very well"	41	±47	
Portuguese or Portuguese Creole:	0	±18	
Speak English "very well"	0	±18	
Speak English less than "very well"	0	±18	
German:	285	±202	
Speak English "very well"	231	±147	
Speak English less than "very well"	54	±72	
Yiddish:	0	±18	
Speak English "very well"	0	±18	

Table: ACSDT5Y2015.B16001

		ZCTA5 54703	
Label	Estimate	Margin of Error	
Speak English less than "very well"	0	±18	
Other West Germanic languages:	11	±16	
Speak English "very well"	11	±16	
Speak English less than "very well"	0	±18	
Scandinavian languages:	19	±18	
Speak English "very well"	19	±18	
Speak English less than "very well"	0	±18	
Greek:	0	±18	
Speak English "very well"	0	±18	
Speak English less than "very well"	0	±18	
Russian:	11	±19	
Speak English "very well"	0	±18	
Speak English less than "very well"	11	±19	
Polish:	9	±13	
Speak English "very well"	9	±13	
Speak English less than "very well"	0	±18	
Serbo-Croatian:	0	±18	
Speak English "very well"	0	±18	
Speak English less than "very well"	0	±18	
Other Slavic languages:	0	±18	
Speak English "very well"	0	±18	
Speak English less than "very well"	0	±18	

Table: ACSDT5Y2015.B16001

ZCTA5 54703		
Label	Estimate	Margin of Error
Armenian:	0	±18
Speak English "very well"	0	±18
Speak English less than "very well"	0	±18
Persian:	0	±18
Speak English "very well"	0	±18
Speak English less than "very well"	0	±18
Gujarati:	0	±18
Speak English "very well"	0	±18
Speak English less than "very well"	0	±18
Hindi:	0	±18
Speak English "very well"	0	±18
Speak English less than "very well"	0	±18
Urdu:	85	±118
Speak English "very well"	0	±18
Speak English less than "very well"	85	±118
Other Indic languages:	0	±18
Speak English "very well"	0	±18
Speak English less than "very well"	0	±18
Other Indo-European languages:	30	±37
Speak English "very well"	30	±37
Speak English less than "very well"	0	±18
Chinese:	0	±18
Speak English "very well"	0	±18

Table: ACSDT5Y2015.B16001

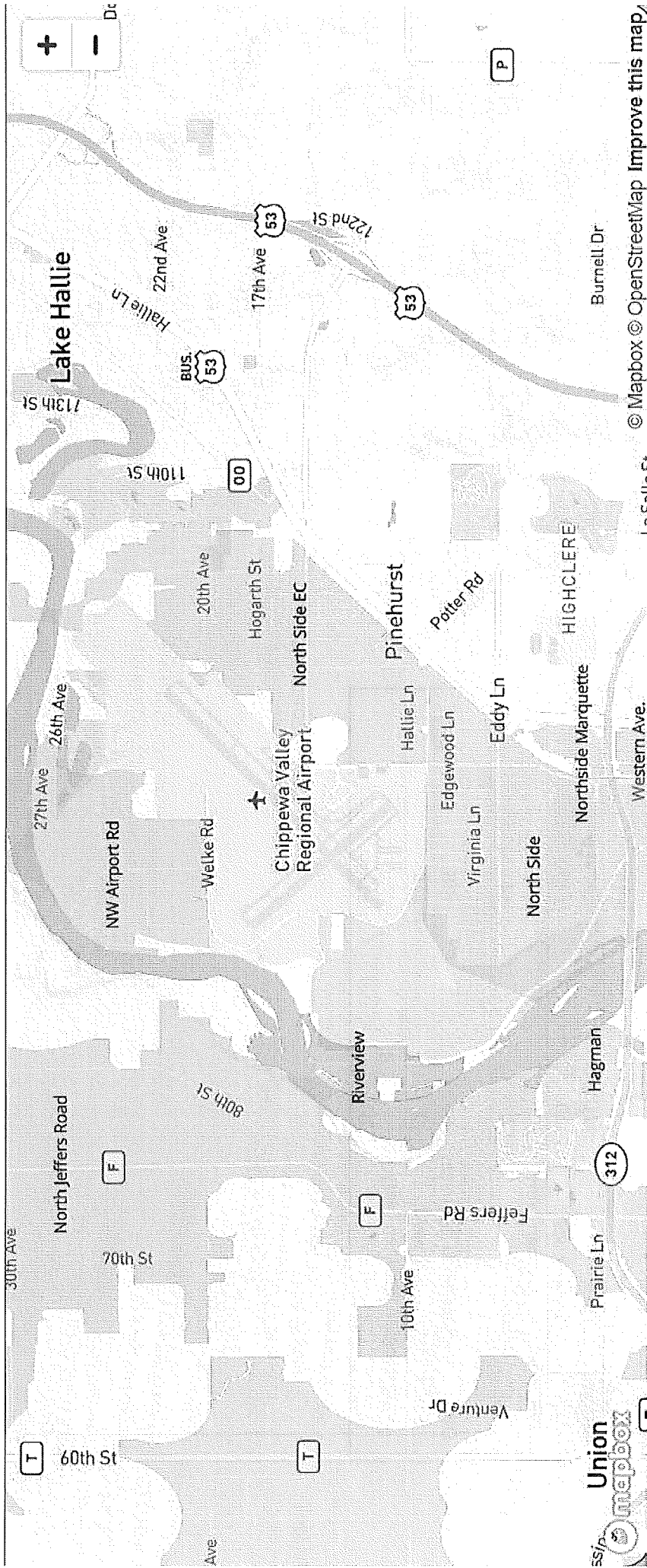
		ZCTA5 54703	
Label	Estimate	Margin of Error	
Speak English less than "very well"	0	±18	
Japanese:	9	±15	
Speak English "very well"	9	±15	
Speak English less than "very well"	0	±18	
Korean:	23	±19	
Speak English "very well"	23	±19	
Speak English less than "very well"	0	±18	
Mon-Khmer, Cambodian:	0	±18	
Speak English "very well"	0	±18	
Speak English less than "very well"	0	±18	
Hmong:	899	±253	
Speak English "very well"	348	±139	
Speak English less than "very well"	551	±182	
Thai:	0	±18	
Speak English "very well"	0	±18	
Speak English less than "very well"	0	±18	
Laotian:	0	±18	
Speak English "very well"	0	±18	
Speak English less than "very well"	0	±18	
Vietnamese:	34	±41	
Speak English "very well"	19	±28	
Speak English less than "very well"	15	±16	

Table: ACSDT5Y2015.B16001

		ZCTA5 54703	
Label	Estimate	Margin of Error	
Other Asian languages:	0	±18	
Speak English "very well"	0	±18	
Speak English less than "very well"	0	±18	
Tagalog:	40	±50	
Speak English "very well"	14	±24	
Speak English less than "very well"	26	±43	
Other Pacific Island languages:	70	±103	
Speak English "very well"	37	±57	
Speak English less than "very well"	33	±48	
Navajo:	0	±18	
Speak English "very well"	0	±18	
Speak English less than "very well"	0	±18	
Other Native North American languages:	15	±25	
Speak English "very well"	15	±25	
Speak English less than "very well"	0	±18	
Hungarian:	0	±18	
Speak English "very well"	0	±18	
Speak English less than "very well"	0	±18	
Arabic:	0	±18	
Speak English "very well"	0	±18	
Speak English less than "very well"	0	±18	
Hebrew:	0	±18	

Table: ACSDT5Y2015.B160001

		ZCTA5 54703	
Label	Estimate	Margin of Error	
Speak English "very well"	0	±18	
Speak English less than "very well"	0	±18	
African languages:	11	±20	
Speak English "very well"	10	±20	
Speak English less than "very well"	1	±4	
Other and unspecified languages:	0	±18	
Speak English "very well"	0	±18	
Speak English less than "very well"	0	±18	





15. Completed Unlawful Discrimination Poster

Unlawful Discrimination

It is unlawful for airport operators and their lessees, tenants, concessionaires and contractors to discriminate against any person because of race, color, national origin, sex, creed, or disability in public services and employment opportunities. Allegations of discrimination should be promptly reported to the Airport Manager or:

Federal Aviation Administration
Office of Civil Rights, ACR-1
800 Independence Avenue, S.W.
Washington, D.C. 20591

Federal regulations on unlawful discrimination are available for review in the Airport Manager's Office.

Coordinator: Charity Zich - Airport Director
Phone: 715.839.6241
Address: 3800 Starr Avenue
Eau Claire, WI 54703

Discriminacion Ilegal

Se prohíbe a los operadores de aeropuertos y a sus arrendatarios, inquilinos, concesionarios y contratistas discriminar contra cualquier persona por motivo de raza, color, nacionalidad de origen, sexo, creencias religiosas, impedimento físico o discapacidad en lo que respecta a servicios públicos y oportunidades de empleo. Las alegaciones de discriminación deberán ser dirigidas inmediatamente al Administrador del Aeropuerto o a:

Federal Aviation Administration
Office of Civil Rights, ACR-1
800 Independence Avenue, S.W.
Washington, D.C. 20591

Los reglamentos sobre discriminación ilegal están a la disposición de los interesados para su examen en la oficina del Administrador del Aeropuerto.

Coordinator: Charity Zich - Director del Aeropuerto
Teléfono: 715.839.6241
Dirección: 3800 Starr Avenue
Eau Claire, WI 54703



U.S. Department of Transportation
Federal Aviation Administration

16. Title VI Complaint Form



TITLE VI Complaint Form

Chippewa Valley Regional Airport (EAU) assures that no person shall on the grounds of race, color, national origin, sex or creed as provided by Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987 (PL 100.259), and the Section 520 of the Airport and Airway Improvement Act of 1982 be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity.

To file a complaint, the complainant can stop by the Airport Administration Office, use the website <https://www.chippewavalleyairport.com> :

These instructions are also included on the Title VI Posters.

Complainant's Name: _____

Address: _____ City: _____

State: _____ Zip Code: _____

Telephone: _____ Email: _____

**Preferred method of how to contact you.*

Who is responsible for the discriminatory action(s): _____

Name of Organization: _____

Name of Individual (if known): _____

Location of Discrimination: _____

What is the discrimination based on?

- Race
- Color
- Sex
- Creed
- National Origin
- Age

Date of the alleged discrimination: _____ Time: _____

Describe the alleged discrimination. Explain what happened and whom you believe was responsible (additional sheets of paper may be attached to this form).

List names and contact information of persons who may have knowledge of the alleged discrimination.

What remedy are you seeking?

Have you filed this complaint with any other Federal, State or local agency? If so, whom.

Please sign and date. The complaint will not be accepted if it has not been signed. You may attach any written materials or other supporting information that you think is relevant to your complaint. Please submit the complaint form to the agencies as soon as possible but no more than 180 days after the alleged occurrence.

Signature

Date

The Title VI Complaint form may be submitted directly to the following agencies:

Title VI Coordinator – Charity Zich – Airport Director
Chippewa Valley Regional Airport
3800 Starr Avenue
Eau Claire, WI 54703
715-839-6241
Charity Zich <Charity.Zich@chippewavalleyairport.com>

*Within 15 days of receiving the completed form the Title VI Coordinator is required to submit the form to:

Federal Aviation Administration
Office of Civil Rights
via
FAA.CivilRightsConnect.com