

September 19th, 2024

## City of Watertown Community Participation Plan

### 1. Administration

The purpose of this CPP is to ensure that stakeholders or communities affected<sup>1</sup> by **The City of Watertown** projects or operations can be informed and participate and have their input thoughtfully considered in the key stages during airport planning efforts, regardless of their race, color, national origin, sex, sexual orientation, gender identity, creed, age, or disability (hereafter, the “protected bases”). This plan is provided in accordance with Title VI of the Civil Rights Act of 1964 (Title VI) and related authorities.<sup>2</sup> This plan and associated reports regarding our CPP efforts will be communicated to the public in formats accessible to persons with disabilities and to limited English proficient (LEP) individuals.

The individuals primarily responsible for implementing the **City of Watertown** CPP are:

Responsible Official	Title, Office, and Responsibilities
1. Ian Meriwether-Chalfant	Airport Manager

Responsible officials’ contact information is shared with the public through the following methods:

Website <sup>3</sup> , In-person, and Other Communication Methods
1. Watertown Regional Airport website

In addition, **The City of Watertown** will ensure that members of the public are advised of our nondiscrimination obligations. This includes how to file discrimination complaints with **The City of Watertown** and the FAA. We will also conspicuously display the FAA-provided Unlawful Discrimination Posters at airport facilities. See Notice section of **The City of Watertown’s** Title VI Plan.

**The City of Watertown** also makes this CPP available through the following methods when engaging members of the public concerning planning efforts:

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<sup>1</sup> Within this CPP, the term “affected” also means *served*, in addition to *positively or negatively impacted*.

<sup>2</sup> Related authorities include the Age Discrimination Act of 1975; Sec. 520 of the Airport and Airway Improvement Act of 1982; and the Civil Rights Restoration Act of 1987.

<sup>3</sup> <https://book.flyaty.info/>

## Website<sup>4</sup>, In-person, and Other Distribution Methods

### 1. Airport Administration Office

## 2. Goals and Objectives

This CPP applies to all airport planning and decision-making efforts, whether or not directly supported by Federal assistance. This includes surveys, public meetings (e.g., airport commission meetings), and hearings, not only meetings for a project requiring an environmental impact statement (EIS) or environmental assessment (EA).

**The City of Watertown's** planning processes that lead to decisions for projects or operations or those of any sub-recipients are:

### Planning Processes

#### 1. Taxiway and Agriculture Area Improvement

2.

**The City of Watertown** seeks public input for the above processes through the following methods:

Public Input Methods	Planning Process(es) that use each Method
A. Airport Board Meetings	Open Meeting
B. City Council Meetings	Public Comment

### **3. Identification of and Focused Outreach to Affected Communities**

See Community Statistics section of **The City of Watertown's** Title VI Plan, for detailed discussion of Affected Communities.

The specific steps **The City of Watertown** will take to communicate with, inform, educate, consult or solicit input from, and expand opportunities for engagement with each Affected Community,<sup>5</sup> are provided below.

Affected Community	Key Community Reps. (CBOs, unions, leaders, etc.) <sup>6</sup>	Focused Outreach Steps
i. Watertown	Kelli Fritz	a. Public Service Announcements b. City Updates

### **4. Effective Communication**

**The City of Watertown** will ensure that public engagement is effective, meaningful, and free of linguistic, economic, historical, and cultural barriers to participation. Every effort will be taken to ensure clear, plain, and effective communication with Affected Communities, including ensuring materials are in accessible formats for persons with disabilities and in languages other than English. See Limited English Proficiency (LEP) section of **The City of Watertown's** Title VI Plan.

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<sup>5</sup> "Affected communities" means any readily identifiable group impacted or potentially impacted by an airport project or operation, such as the community immediately surrounding a project or a community in the flight path.

<sup>6</sup> Potential representatives include chamber of commerce, environmental advocacy groups, business leaders, and labor groups. These representatives should have a close association with the community, with particular emphasis on connection to racial and ethnic minority groups within the communities, including limited English proficient populations, as well as other constituencies historically underserved by transportation programs, such as low income populations, and others.

## **5. Communication Platforms**

Diverse communication platforms will be utilized to effectively reach the broadest audience. We will use the following platforms to communicate project details, our nondiscrimination obligations, and points of contact for the public to share project or operational feedback with our office and the FAA.

### **Social Media, Monitors, and Other Communication Platforms**

- 1. Marketing Surveys**
- 2. Facebook**
- 3. City of Watertown Website**

## **6. Records**

This section includes the procedures **The City of Watertown** will follow to document outreach efforts. Records for steps taken to provide outreach to Affected Communities will be maintained in the following locations:

### **Website<sup>7</sup>, In-person, and Other Storage Methods**

- 1. Airport Administration Office**

Records will be kept for community input. The records will document how **The City of Watertown** considered, weighed, and incorporated input received. The records will include justifications for any decisions contrary to community feedback. The records will be stored in the following locations:

### **Website<sup>8</sup>, In-person, and Other Storage Methods**

- 1. Airport Administration Office**

Records for demographics of participants will also be kept. Requested demographic information will include race, national origin, sexual orientation, gender identity, creed, age, disability, languages spoken, and community membership.<sup>9</sup> Demographic information will be requested by the following methods:

### **Demographic Information Collection Methods**

- 1. Voluntary Surveys**

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<https://book.flyaty.info/>

<sup>8</sup> <https://book.flyaty.info/>

<sup>9</sup> This information is solicited to demonstrate compliance with Title VI and related requirements. See 49 CFR § 21.9(b); 49 U.S.C. § 47123; 28 CFR § 42.406; and FAA Order 1400.11.

CPP records will be made available to the public using the same methods for other information outlined within this plan.

## **7. Reporting Outcomes**

**Within 30 days of the end of each fiscal year (FY),<sup>10</sup> The City of Watertown** will create a CPP Report for the completed FY. The report will summarize efforts taken under this CPP in a narrative statement describing:

1. The specific steps taken to produce meaningful engagement with Affected Communities the completed FY,
2. The results of those efforts for the completed FY, and
3. How the Affected Communities' comments and views are or will be incorporated into the decision-making process.

The CPP Reports will be included with **The City of Watertown's** Title VI Plan. If no current Title VI Plan exists, the CPP Reports will be added to its Title VI Assessment for each grant.

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<sup>10</sup> The first report is required after the first complete fiscal year, after this plan is adopted. Information for activities during a partial year immediately following adoption of the plan will be included with the first full year's report.

## Appendix 1

### Complete only if required by Section 3<sup>11</sup>

Title VI regulation require Federal grant recipients to know their community demographics. See 49 CFR § 21.9(b). By knowing this information, **The City of Watertown** will be able to identify, understand, and engage with communities. In doing so, the City of Watertown needs to know about communities eligible to be served, actually or potentially affected, benefited or burdened by **The City of Watertown** airport program.

Affected Communities <sup>12</sup>	Population
<i>Watertown</i>	22,655

(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<sup>13</sup>

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,” **The City of Watertown** is collecting information about affected and potentially affected low-income communities. According to *U.S. Census Report form S1701: Poverty Status in the Past 12 Months*, the overall poverty level for the **City of Watertown**, is approximately **12%**. The poverty rate remains **similar** compared with the rest of the **country**. The poverty rates for the specific Affected Communities are as follows.

Affected Communities	Poverty Rate
<i>Watertown</i>	12.3%

#### Racial and Ethnic Communities.

Demographic data for race, color, and national origin was evaluated to identify racial and ethnic

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<sup>11</sup> [In general, this appendix should only be completed if the airport does not have a current Title VI Plan that has been accepted by the FAA. Information does not need to be copied and pasted from the Title VI Plan].

<sup>12</sup> “Affected communities” means any readily identifiable group potentially impacted by an airport project or operation, such as the community immediately surrounding a project or a community in the flight path.

<sup>13</sup> Low-income data must be collected to assist in our compliance with Environmental Justice requirements (not Title VI requirements). For example, this data will be utilized in our Community Participation Plan (CPP) to help ensure the meaningful involvement of low income communities in airport programs and activities.

communities and populations in each Affected Community. The demographic composition by race, color, or national origin for the specific Affected Communities are as follows<sup>14</sup>:

**Affected Community: Watertown**  
**Total Affected Community Population: 22,655**

<b>Demographic Group within Affected Community</b>	<b>Number of People in Minority Group</b>	<b>Percent of Total Affected Community Population</b>
<i>White</i>	20,488	90%
<i>Black or African American</i>	101	.004%
<i>American Indian or Alaska Native</i>	577	.025%
<i>Asian</i>	181	.007%
<i>Native Hawaiian or Other Pacific Islander</i>	3	.0001%
<i>Hispanic or Latino</i>	627	.027%
<i>Population of two or more races</i>	640	.028%

**Limited English Proficiency (LEP).**

The goal of all language access planning and implementation is to ensure that **The City of Watertown** communicates effectively with limited English proficient (LEP) individuals. Effective language access requires self-assessment and planning. The next table lists non-English languages<sup>15</sup> that are spoken in LEP households in the Affected Communities. The data source is **US Census Bureau**.

The threshold we have used for identifying the languages with significant LEP populations is the DOT safe harbor threshold, which is 5% or 1,000, whichever is less.<sup>16</sup> The safe harbor for our community is:

Please refer to the end of this document to find data for all languages in our community.

<b>Languages Spoken by LEP Population that Meet the Safe Harbor Threshold</b>	<b>Number</b>	<b>Margin of Error</b>
<i>None</i>	N/A	N/A

**Reference Table B16001: Language Spoken at Home by Ability to Speak English**

<sup>14</sup> Recommend using demographic groups from the U.S. Census.

<sup>15</sup> Recommend using language groups from the U.S. Census, and using data for the “Speak English less than ‘very well’” category for each language over the threshold.

<sup>16</sup> See the DOT LEP Policy Guidance at <https://www.federalregister.gov/d/05-23972/p-133>. The safe harbor provisions apply to the translation of written documents only; however, it provides a consistent starting point for identifying significant LEP populations.

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

<b>Languages Spoken by LEP Persons</b>	<b>A few times a year (12 or less days a year)</b>	<b>Several times a month (13 to 51 days a year)</b>	<b>At least once a week (52 to 364 days a year)</b>	<b>Every day (365 days a year)</b>
<i>Spanish</i>	None	None	None	None

Additional languages spoken by significant numbers of LEP persons in the Affected Communities, local schools, emergency service providers, and others, include:

**Additional Languages Spoken**

<i>None</i>
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This information is updated annually<sup>17</sup> through checking the following resources:

<b>Data Sources for Languages Spoken in Affected Community</b>	<b>Website link to Data Source</b>
<i>U.S. Census Bureau</i>	<a href="https://data.census.gov/cedsci/table?q=B16001&amp;tid=ACSDT1Y2019.B16001">https://data.census.gov/cedsci/table?q=B16001&amp;tid=ACSDT1Y2019.B16001</a>
<i>U.S. Census Bureau</i>	<a href="https://data.census.gov/table/ACSST5Y2022.S1701?g=060XX00US4602969300">https://data.census.gov/table/ACSST5Y2022.S1701?g=060XX00US4602969300</a>

#### 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 conducts customer satisfaction surveys that have options for voluntary demographic information*
- *Airline collects anonymous demographic information.*

#### 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.*
- *Anonymous marketing surveys that include voluntary demographic information.*

## **Appendix 2**

### **Complete only if required by Section 4<sup>18</sup>**

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

<sup>17</sup> Data should be kept up-to-date, but this plan does not need to be updated for incremental data changes during the Plan's 3-year period.

<sup>18</sup> [In general, this appendix should only be completed if the airport does not have a current Title VI Plan that has been accepted by the FAA. Information does not need to be copied and pasted from the Title VI Plan].

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

Language
<i>Spanish</i>

The City of Watertown also collects data for languages spoken by airport guests.<sup>19</sup> Data sources include:

Data Sources for Languages Spoken by Airport Guests	Website link to Data Source
<i>Airline-provided data</i>	<i>N/A</i>

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

Language
<i>Spanish</i>

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 the **City of Watertown** 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
<i>None.</i>	<i>N/A</i>

- Information regarding translation services can be obtained at:

Location for Translation Assistance	Languages
<i>None</i>	<i>N/A</i>

<sup>19</sup> We aim to provide appropriate language assistance services to every LEP person encountered. This includes instances when LEP statistical data for a particular language was not available beforehand, or the safe harbor threshold for written translation was not met.

**Interpretation Services:**

- The following vendors have been identified for interpretation services:

<b>Interpretation Vendors</b>	<b>Languages</b>
<i>None</i>	<i>N/A</i>

- Information regarding interpretation services can be obtained at:

<b>Location for Interpretation Assistance</b>	<b>Languages</b>
<i>Glacial Lakes Multi Cultural Center</i>	<i>Many</i>

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**Description of Interpretation Assistance Processes**

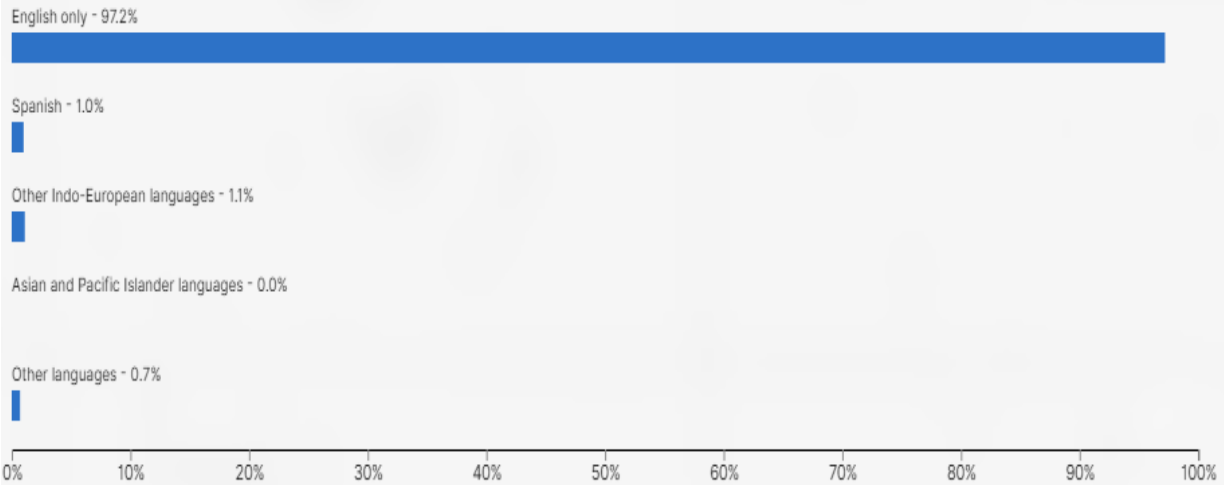
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- *Airport administration will refer individuals with interpretation needs to glacial lakes multicultural center.*

## Types of Language Spoken at Home

in Watertown city, Codington County, South Dakota

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[Show Table](#) ☐ Display Margin of Error

S1601 | 2022 American Community Survey 5-Year Estimates

## Poverty

**12.3%**  $\pm$  2.1%

Poverty, All people in Watertown city, Codington County, South Dakota

**11.0%**  $\pm$  1.7%

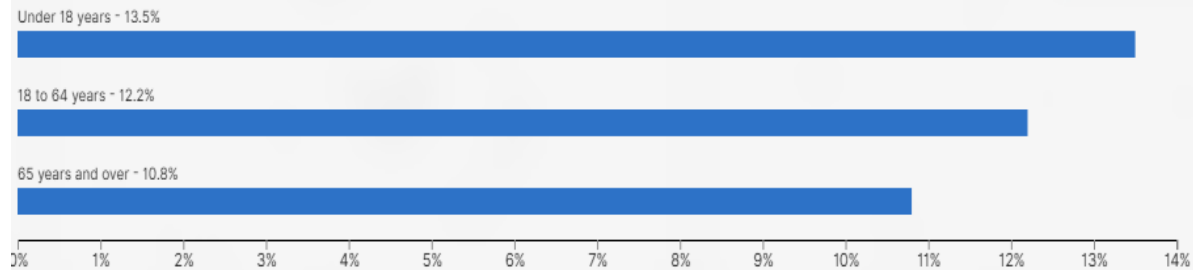
Poverty, All people in Codington County, South Dakota

S1701 | 2022 American Community Survey 5-Year Estimates

### Poverty by Age

in Watertown city, Codington County, South Dakota

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[Show Table](#) ☐ Display Margin of Error

S1701 | 2022 American Community Survey 5-Year Estimates