

Title VI Plan **City of Baraboo**

Adopted on: May 13, 2014

Adopted by: City of Baraboo Common Council

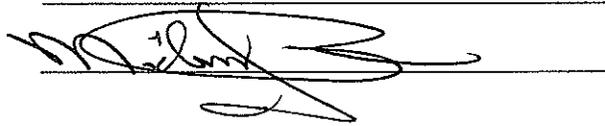
Revised on: (insert date)

This policy is hereby adopted and signed by:

City of Baraboo

Executive Name/Title: Michael J. Palm, Mayor

Executive Signature:



Policy Statement

The **City of Baraboo** as a recipient of Federal Transit Administration (FTA) grant dollars either directly from FTA or through the Wisconsin Department of Transportation (WisDOT) will comply with the Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d) and the U.S. Department of Transportation implementing regulations.

Title VI Plan Elements

The **City of Baraboo's** Title VI plan includes the following elements:

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

Note: Additional materials will be attached, if required.

TITLE VI Notice to the Public

The City of Baraboo's Notice to the Public is as follows:

Notifying the Public of Rights Under Title VI

THE CITY OF BARABOO

- ✓ The City of Baraboo operates its programs and services without regard to race, color, and national origin in accordance with Title VI of the Civil Rights Act. Any person who believes she or he has been aggrieved by any unlawful discriminatory practice under Title VI may file a complaint with the City of Baraboo.
- ✓ For more information on the City of Baraboo's civil rights program, and the procedures to file a complaint, contact 608-355-2700, email Kevin Stieve, at kstieve@cityofbaraboo.com; or visit our administrative office at 135 4th Street, Baraboo, WI 53913. For more information, visit www.cityofbaraboo.com.
- ✓ A complainant may file a complaint directly with the Federal Transit Administration by filing a complaint with the Office of Civil Rights, Attention: Title VI Program Coordinator, East Building, 5th Floor-TCR, 1200 New Jersey Ave., SE Washington, DC, 20590.
- ✓ If information is needed in another language, contact 608-355-2700.
Si se necesita informacion en otro idioma de contacto, 608-355-2700

The City of Baraboo's Notice to the Public is posted in the following locations:

- On the city's website at www.cityofbaraboo.com.
- On the City Hall lobby bulletin board.
- Inside taxi vehicles
- In rider materials published by Running, Inc.

Title VI Complaint Procedure

The **City of Baraboo's** Title VI Complaint Procedure is made available in the following locations: *(check all that apply)*

- On the City's website at www.cityofbaraboo.com.
 - City Clerk's Office at 135 4th Street, Baraboo, WI 53913.
-

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

The **City of Baraboo** investigates complaints received no more than 180 days after the alleged incident. The **City of Baraboo** will process complaints that are complete.

Once the complaint is received, the **City of Baraboo** will review it to determine if our office has jurisdiction. The complainant will receive an acknowledgement letter informing her/him whether the complaint will be investigated by our office.

The **City of Baraboo** has 30 days to investigate the complaint. If more information is needed to resolve the case, the city may contact the complainant.

The complainant has 10 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 10 business days, the city can administratively close the case. A case can be administratively closed also if the complainant no longer wishes to pursue their case.

After the investigator reviews the complaint, she/he will issue one of two (2) letters to the complainant: a closure letter or a letter of finding (LOF).

- ✓ A closure letter summarizes the allegations and states that there was not a Title VI violation and that the case will be closed.
- ✓ A letter of finding (LOF) summarizes the allegations and the interviews regarding the alleged incident, and explains whether any disciplinary action, additional training of the staff member, or other action will occur.

If the complainant wishes to appeal the decision, she/he has 30 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 308-355-2700.

Title VI Complaint Form

The **City of Baraboo's** Title VI Complaint Procedure is made available in the following locations:

- City of Baraboo website at www.cityofbaraboo.com.
- City Clerk's Office at 135 4th Street, Baraboo, WI 53913.

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

Section IV				
Have you previously filed a Title VI complaint with this agency?			Yes	No
Section V				
Have you filed this complaint with any other Federal, State, or local agency, or with any Federal or State court?				
<input type="checkbox"/> Yes <input type="checkbox"/> No				

If yes, check all that apply:	
<input type="checkbox"/> Federal Agency: _____	
<input type="checkbox"/> Federal Court _____	<input type="checkbox"/> State Agency _____
<input type="checkbox"/> State Court _____	<input type="checkbox"/> Local Agency _____
Please provide information about a contact person at the agency/court where the complaint was filed.	
Name: _____	
Title: _____	
Agency: _____	
Address: _____	
Telephone: _____	
Section VI	
Name of agency complaint is against: _____	
Contact person: _____	
Title: _____	
Telephone number: _____	

You may attach any written materials or other information that you think is relevant to your complaint.

Signature and date required below

Signature Date

Please submit this form in person at the address below, or mail this form to:

City of Baraboo
 Kevin Stieve, Title VI Coordinator
 135 4th Street
 Baraboo, WI 53913

List of Transit Related Title VI Investigations, Complaints and Lawsuits

Subrecipient: City of Baraboo		
Contact Person: Kevin Stieve	Signature: <i>Kevin Stieve</i>	Date: 4-14-14

Check One:

There have been no investigations, complaint and/or lawsuits filed against us during the report period ending 12-31-13.

There have been investigations, complaints and/or lawsuits filed against us. *See list below. Attach additional information as needed.*

	Date (Month, Day, Year)	Summary (include basis of complaint: race, color, or national origin)	Status	Action(s) Taken
Investigations				
1.				
2.				
Lawsuits				
1.				
2.				
Complaints				
1.				
2.				

Public Participation Plan

Subrecipient: City of Baraboo		
Contact Person: Cheryl Giese	Signature: <i>Cheryl Giese</i>	Date: 4-14-14

Strategies and Desired Outcomes

To promote inclusive public participation, the **City of Baraboo** will use its resources available to employ the following strategies, as appropriate:

- ✓ Provide for early, frequent and continuous engagement by the public.
- ✓ Expand traditional outreach methods. Think outside the box: go to hair salons, barbershops, street fairs, faith-based institutions, libraries, etc.
- ✓ Select accessible and varied meeting locations and times
- ✓ Employ different meeting sizes and formats
- ✓ Provide childcare and food during meetings, if possible.
- ✓ Use social media in addition to other resources as a way to gain public involvement
- ✓ Use radio, television or newspaper ads on stations and in publications that serve LEP populations. Outreach to LEP populations may also include audio programming available on podcasts.

Documented Public Outreach

The direct public outreach and involvement activities conducted by the **City of Baraboo** are summarized in the table below. Efforts include *meetings, surveys, focus groups, etc.*

Information pertinent to each event and/or activity will be provided to WisDOT upon request. Examples include copies of: meeting announcements, agendas, posters, attendee list, etc.

Event Date	City of Baraboo Staffer(s)	Event	Date Publicized and Communication Method (Public Notice, Posters, Social Media)	Outreach Method (Meeting, Focus Group, Survey, etc)	Notes (Meeting size and format, location, Number of Attendees, etc.)
On going	City Clerk		Newspaper	Article/advertising	Service announcements
On going	City Clerk		Cable Channel	Information	Service announcements
On going	City Clerk		Posters	Information	Service announcements
On going	City Clerk		Facebook	Information	Service announcements
On going	City Clerk		Website	Information/agendas	Service announcements
On going	City Clerk		Posters	Local Retailers	Service announcements

Language Assistance Plan

Plan Components

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

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

Most individuals in Wisconsin read, write, speak and understand English. There are some individuals for whom 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, or "LEP."

The **City of Baraboo's** Language Assistance Plan includes the following elements:

1. The results of the *Four Factor Analysis*, including a description of the LEP population(s), served.
2. A description of how language assistance services are provided by language
3. A description of how LEP persons are informed of the availability of language assistance service
4. A description of how the language assistance plan is monitored and updated
5. A description of how employees are trained to provide language assistance to LEP persons
6. Additional information deemed necessary

Methodology

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

LEP Four Factor Analysis

- **Factor 1: Demography:** What is the number or proportion of LEP persons served and the languages spoken in the service area?

Overview

The first factor of the *Four Factor Analysis* is the basis of the Language Assistance Plan. It requires the **City of Baraboo** to review its US Census data to determine if it meets the *LEP Safe Harbor Threshold*.

¹ DOT LEP guidance <https://www.civilrights.dot.gov/page/dots-lep-guidance>

US Census and American Community Survey (ACS) Data²

The **City of Baraboo** did the following:

1. Inserted a copy of the **City of Baraboo's** county LEP data in the Title VI plan. This data was found at the WisDOT website at:
<http://www.dot.wisconsin.gov/localgov/docs/title6-lep.pdf>
 2. Analyzed the LEP demographic data for the **City of Baraboo's** program and/or service area by calculating the *Safe Harbor Threshold* for two to three of the largest language groups identified other than English.
 - a. The *Safe Harbor Threshold* is calculated by dividing the population estimate for a language group that "Speaks English less than very well" by the total population of the county.
 - i. The *LEP Safe Harbor Threshold* provision stipulates that for each LEP group that meets the LEP language threshold (5% or 1,000 individuals, whichever is less) the **City of Baraboo** must provide translation of vital documents in written format for the non-English users.
 - ii. Examples of written translation of vital documents include the Title VI policy statement and/or Notice to the Public (Appendix 2), Title VI Complaint Procedure (Appendix 3), Title VI Complaint Form (Appendix 4), and ADA paratransit eligibility forms.
 3. Explained the results of the analysis of the county LEP data in the demographic section of the *Four Factor Analysis*.
- ✓ **Factor 2: Frequency:** How often does your staff (and/or contractor/lessee) come into contact with LEP persons?

Overview

LEP persons are persons identified as speaking English less than very well, not well or not at all. Just because a person speaks a language other than English doesn't mean they don't speak English or are identified as LEP. The summary below discusses the frequency with which **City of Baraboo** staff, and/or its contractor/lessee come into contact with LEP persons. It also provides information on the how staff is instructed to meet the needs of LEP persons.

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

- ✓ **Factor 3: Importance:** How does the program, service or activity affect people's lives?

Overview

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

- ✓ **Factor 4: Resources and Costs:** What funding and other resources are available for LEP outreach?

Overview

The summary below discusses the low cost methods used by the **City of Baraboo** to provide outreach to LEP persons as well as train staff (and/or its contractor/lessee) on Title VI and LEP principles.

Additional Required Elements

In addition to the *Four Factor Analysis (listed below as item #1)*, the City of Baraboo will address the following elements:

- Item #2:* A description of how language assistance services are provided by language
- Item #3:* A description of how LEP persons are informed of the availability of language assistance service
- Item #4:* A description of how the language assistance plan is monitored and updated
- Item #5:* A description of how employees are trained to provide language assistance to LEP persons

And, any additional information deemed necessary.

City of Baraboo – Summary of the Language Assistance Plan Components

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

Factor 1 – Demography

The **City of Baraboo** contracts with Running Inc. to provide shared-ride taxi (SRT) service. The contractor/transit provider provides service for the **City of Baraboo** and surrounding area in Sauk County. Information on the shared-ride taxi service is available on the City's website at www.cityofbaraboo.com. The US Census Bureau reports there are numerous languages spoken in the City of Baraboo. Some of the languages include Spanish, French, German, Polish, Chinese and Vietnamese. After English, the second largest language group identified is Spanish.

The Safe Harbor Threshold is calculated by dividing the population estimate for a language group that "speaks English less than very well" by the total population of the county. The LEP Safe Harbor Threshold provision stipulates that for each LEP group that meets the LEP language threshold (5% or 1000 individuals, whichever is less) the City of Baraboo must provide translation of vital documents in written format for non-English users.

In the City of Baraboo, with a population estimate of 19,012, 647 have identified themselves as Spanish and 512 "speak English less than well". This is 2.69% of the total population and below the Safe Harbor Threshold of 1000 persons. This means the City of Baraboo is not required to provide written translation of its vital documents in Spanish at this time. All of the other language groups previously mentioned are also below the Safe Harbor Threshold. This means the City of Baraboo is not required to provide written translation of vital documents for these language groups.

Factor 2 – Frequency

The **City of Baraboo's** contractor/transit provider provides rides to 41,000 persons per year. While formal data has not been collected, the contractor has indicated it has encountered less than 1% of Baraboo fares for Limited English Proficient (LEP) persons. Our contractor/transit provider has an open door policy and will provide rides to any person who requests a ride. If an individual has speech limitations, the transit provider's dispatchers have access to Language Interpreter Services and can work with the driver or passenger to resolve issues and ensure the individual receives access to the transit service. In addition, the transit provider has several dispatchers on staff who speak limited Spanish.

Factor 3 – Importance

The **City of Baraboo** and our contractor/transit provider understands an LEP person with language barrier challenges also faces difficulties obtaining health care, education or access to employment. A public transit system is a key link to connecting LEP persons to these essential services.

The **City of Baraboo** has identified activities and services which would have serious consequences to individuals if language barriers prevented access to information or the benefits of those programs. The activities and services include providing emergency evacuation instructions in our facilities, stations and vehicles and providing information to the public on security awareness or emergency preparedness.

The **City of Baraboo's** assessment of what programs, activities and services that are most critical included contact with community organization(s) that serve LEP persons, as well as contact with LEP persons themselves to obtain information on the importance of the modes or the types of services that are provided to the LEP populations.

Factor 4 – Resources and Costs

Even though the **City of Baraboo** does not have a separate budget for LEP outreach, the city has worked with our contractor/transit provider to implement low cost methods of reaching LEP persons. For example, the **City of Baraboo** and our contractor/transit provider have employees who speak limited Spanish and have access to interpreter services. This has ensured that riders may request materials printed and on-line in Spanish. In addition, the **City of Baraboo** and our contractor/transit provider are willing to work with local advocacy groups to reach LEP populations.

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

The **City of Baraboo** and contractor/transit provider has a person on staff with limited abilities to speak Spanish. In addition, we work with our contractor/transit provider to ensure mechanisms are in place to reach LEP persons in the service area. If brochures and other printed materials are published they will be available at Spanish market places within the City.

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

The **City of Baraboo** and its contractor/transit provider desires to inform LEP persons of the availability of language assistance service by striving to employ multilingual staff, and creating and posting announcements, posters and other information pertinent to taxi service.

The **City of Baraboo** will continue to reach out to LEP populations by visiting ethnic local stores or markets catering to immigrants/non-English speaking populations.

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

The **City of Baraboo** meets with our contractor/transit provider on an annual basis to ensure the Title VI requirements are met. The last approval and site-visit of the contractor/transit provider was on February 25, 2014.

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

The city's transit provider has included LEP training as part of the orientation training for their dispatchers. In addition, information for language interpretation services is posted at each dispatch station.

As part of our annual check in meeting, the **City of Baraboo** meets with its contractor/transit provider to discuss updates to the **City of Baraboo's** Language Assistance Plan.

Minority Representation Information

A. Minority Representation Table

The City of Baraboo does not have a committee related to transit. These activities are overseen by the elected City Council members.

B. Efforts to Encourage Minority Participation

The **City of Baraboo** understands diverse representation on committees, councils and boards results in sound policy reflective of its entire population. As such, the **City of Baraboo** encourages participation of all its citizens. As of January 2014, there are no appointed or volunteer committees related to transit.



B16001

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

Universe: Population 5 years and over

2008-2012 American Community Survey 5-Year Estimates

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.

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.

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.

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	Estimate	Margin of Error
Total:	19,012	+/-542
Speak only English	17,932	+/-597
Spanish or Spanish Creole:	647	+/-329
Speak English "very well"	135	+/-75
Speak English less than "very well"	512	+/-332
French (incl. Patois, Cajun):	61	+/-34
Speak English "very well"	51	+/-29
Speak English less than "very well"	10	+/-16
French Creole:	0	+/-17
Speak English "very well"	0	+/-17
Speak English less than "very well"	0	+/-17
Italian:	22	+/-34
Speak English "very well"	22	+/-34
Speak English less than "very well"	0	+/-17
Portuguese or Portuguese Creole:	0	+/-17
Speak English "very well"	0	+/-17
Speak English less than "very well"	0	+/-17
German:	70	+/-57
Speak English "very well"	60	+/-55
Speak English less than "very well"	10	+/-11
Yiddish:	0	+/-17
Speak English "very well"	0	+/-17
Speak English less than "very well"	0	+/-17
Other West Germanic languages:	0	+/-17
Speak English "very well"	0	+/-17
Speak English less than "very well"	0	+/-17
Scandinavian languages:	0	+/-17
Speak English "very well"	0	+/-17
Speak English less than "very well"	0	+/-17
Greek:	35	+/-37
Speak English "very well"	18	+/-28
Speak English less than "very well"	17	+/-26
Russian:	40	+/-51
Speak English "very well"	40	+/-51
Speak English less than "very well"	0	+/-17
Polish:	46	+/-41

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	Estimate	Margin of Error
Speak English "very well"	29	+/-34
Speak English less than "very well"	17	+/-20
Serbo-Croatian:	0	+/-17
Speak English "very well"	0	+/-17
Speak English less than "very well"	0	+/-17
Other Slavic languages:	13	+/-20
Speak English "very well"	6	+/-10
Speak English less than "very well"	7	+/-11
Armenian:	0	+/-17
Speak English "very well"	0	+/-17
Speak English less than "very well"	0	+/-17
Persian:	0	+/-17
Speak English "very well"	0	+/-17
Speak English less than "very well"	0	+/-17
Gujarati:	0	+/-17
Speak English "very well"	0	+/-17
Speak English less than "very well"	0	+/-17
Hindi:	0	+/-17
Speak English "very well"	0	+/-17
Speak English less than "very well"	0	+/-17
Urdu:	0	+/-17
Speak English "very well"	0	+/-17
Speak English less than "very well"	0	+/-17
Other Indic languages:	0	+/-17
Speak English "very well"	0	+/-17
Speak English less than "very well"	0	+/-17
Other Indo-European languages:	0	+/-17
Speak English "very well"	0	+/-17
Speak English less than "very well"	0	+/-17
Chinese:	22	+/-35
Speak English "very well"	10	+/-18
Speak English less than "very well"	12	+/-19
Japanese:	0	+/-17
Speak English "very well"	0	+/-17
Speak English less than "very well"	0	+/-17
Korean:	0	+/-17
Speak English "very well"	0	+/-17
Speak English less than "very well"	0	+/-17
Mon-Khmer, Cambodian:	0	+/-17
Speak English "very well"	0	+/-17
Speak English less than "very well"	0	+/-17
Hmong:	0	+/-17
Speak English "very well"	0	+/-17
Speak English less than "very well"	0	+/-17
Thai:	7	+/-11
Speak English "very well"	7	+/-11
Speak English less than "very well"	0	+/-17
Laotian:	0	+/-17
Speak English "very well"	0	+/-17
Speak English less than "very well"	0	+/-17
Vietnamese:	26	+/-101
Speak English "very well"	12	+/-48
Speak English less than "very well"	14	+/-53
Other Asian languages:	18	+/-27
Speak English "very well"	18	+/-27
Speak English less than "very well"	0	+/-17
Tagalog:	17	+/-25
Speak English "very well"	0	+/-17
Speak English less than "very well"	17	+/-25

	ZC-TA5 53913	
	Estimate	Margin of Error
Other Pacific Island languages:	0	+/-17
Speak English "very well"	0	+/-17
Speak English less than "very well"	0	+/-17
Navajo:	2	+/-4
Speak English "very well"	2	+/-4
Speak English less than "very well"	0	+/-17
Other Native North American languages:	49	+/-35
Speak English "very well"	49	+/-35
Speak English less than "very well"	0	+/-17
Hungarian:	5	+/-7
Speak English "very well"	0	+/-17
Speak English less than "very well"	5	+/-7
Arabic:	0	+/-17
Speak English "very well"	0	+/-17
Speak English less than "very well"	0	+/-17
Hebrew:	0	+/-17
Speak English "very well"	0	+/-17
Speak English less than "very well"	0	+/-17
African languages:	0	+/-17
Speak English "very well"	0	+/-17
Speak English less than "very well"	0	+/-17
Other and unspecified languages:	0	+/-17
Speak English "very well"	0	+/-17
Speak English less than "very well"	0	+/-17

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 discussion of nonsampling variability, see Accuracy of the Data). The effect of nonsampling error is not represented in these tables.

While the 2008-2012 American Community Survey (ACS) data generally reflect the December 2009 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 dates of the geographic entities.

Estimates of urban and rural population, housing units, and characteristics reflect boundaries of urban areas defined based on Census 2000 data. Boundaries for urban areas have not been updated since Census 2000. As a result, data for urban and rural areas from the ACS do not necessarily reflect the results of ongoing urbanization.

Source: U.S. Census Bureau, 2008-2012 American Community Survey

Explanation of Symbols:

1. 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.
2. An "L" 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.
3. An "L" following a median estimate means the median falls in the lowest interval of an open-ended distribution.
4. An "U" following a median estimate means the median falls in the upper interval of an open-ended distribution.
5. 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.
6. An "*****" entry in the margin of error column indicates that the estimate is controlled. A statistical test for sampling variability is not appropriate.
7. 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.
8. An "(X)" means that the estimate is not applicable or not available.