Connecticut Department of Transportation
Title VI Implementation Plan

Federal Fiscal Year 2019
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INTRODUCTION

The Connecticut Department of Transportation (CTDOT), established in 1965, builds and improves Connecticut’s roads, and focuses on its mission to “provide a safe and efficient intermodal transportation network that improves the quality of life and promotes economic vitality for the State and the region.” With 2862 Departmental employees (as of September 11, 2018), CTDOT works diligently to further that mission in a fair and nondiscriminatory way. As a Recipient of federal financial assistance from the Federal Highway Administration (FHWA), CTDOT is required to comply with Title VI of the Civil Rights Act of 1964, which provides:

“[n]o person in the United States, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.”

Title VI served as the model for subsequent nondiscrimination laws based on receipt of federal funding, including Title IX of the Education Amendments of 1972 (sex) and Section 504 of the Rehabilitation Act of 1973 (disability). However, each of these laws is accompanied by its own regulations and requirements and is not interchangeable with Title VI.

The U.S. Department of Justice (DOJ), as the Federal government’s coordinating agency for Title VI, implemented its Title VI program in 28 C.F.R. Part 42 and issued guidance in two main documents: The Title VI Legal Manual and the Complaint Investigation Procedures Handbook.

Title VI authorizes and directs Federal agencies to enact “rules, regulations, or orders of general applicability” to achieve the statute’s objectives. The U.S. Department of Transportation (DOT) implemented its Title VI program in 49 C.F.R. Part 21. FHWA’s regulations can be found in 23 C.F.R. Part 200.

Title VI is further defined by Executive Orders 12898 (Environmental Justice or EJ), Executive Order 13166 (Limited English Proficiency or LEP):

- Executive Order 12898 - Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations.

- Executive Order 13166 - Improving Access to Services for Persons with Limited English Proficiency.

DISCRIMINATION UNDER TITLE VI

There are two types of discrimination prohibited under Title VI and its related statutes: (1) disparate treatment (i.e. intentional discrimination) and (2) disparate impact/effects. An intent claim alleges that similarly situated persons are treated differently because of their race, color, or national origin.

The second type of discrimination is disparate impact or disparate effects. This type of discrimination occurs when a facially neutral policy, procedure, or practice results in different or inferior services or
benefits to members of a protected group. In disparate impact, the focus is on the consequences of a
decision, policy, or practice rather than the intent.

CTDOT’s efforts to prevent such discrimination must address, but not be limited to, a program’s
impacts, access, benefits, participation, services, contracting and training opportunities, investigation
of complaints, allocation of funds, prioritization of projects. It applies to all departments within CTDOT,
especially those with a direct effect on the public such as planning, project design, environmental
review, right-of-way, construction, traffic operations, and communications.

Specific Forms of Discrimination Prohibited

- The denial of services, financial aid, or other benefits provided under a program.
- Distinctions in the quality, quantity, or manner in which a benefit is provided.
- Segregation or separation of persons in any part of the program.
- Restriction in the enjoyment of any advantages, privileges, or other benefits provided to others.
- Differing standards or requirements for participation.
- Methods of administration that directly or indirectly, or through contractual relationships would
defeat or impair the accomplishment of effective nondiscrimination.
- Discrimination in any activities or services related to a highway, infrastructure or facility built or
  repaired in whole or in part with federal funds.

In addition, CTDOT, as a state agency administering a continuing program which receives federal
financial assistance, must establish a Title VI compliance program for all subrecipients that obtain
federal assistance through it.

KEY DEFINITIONS

**Beneficiary:** Any person or group of persons (other than States) entitled to receive benefits, directly or
indirectly, from any federally assisted program, (e.g. relocatees, impacted citizens, communities, etc.)

**Disparate Impact:** Discrimination that occurs when a facially neutral policy, procedure, or practice
results in different or unequal treatment, and such policy or practice lacks a substantial legitimate
justification. Under USDOT regulations, recipients may not, directly or through contractual or other
arrangements, utilize criteria or methods of administration which have the effect of subjecting persons
to discrimination because of their race, color, or national origin, or have the effect of defeating or
substantially impairing accomplishment of the objectives of the program with respect to individuals of a
particular race, color, or national origin.

**Disparate Treatment:** Intentional discrimination, or disparate treatment, happens when a recipient acts,
least in part, because of the actual or perceived race, color, or national origin of the alleged victims of
discriminatory treatment. Discriminatory intent need not be the only motive, but a violation occurs
when the evidence shows that the entity adopted a policy at issue “because of,’ not merely ‘in spite of,’
its adverse effects upon an identifiable group.” While one must show that the recipient was motivated
by an intent to discriminate, the recipient’s decision makers do not have to have acted in “bad faith, ill
will or any evil motive....”
Federal financial assistance and Federal-aid (49 C.F.R. § 21.23(c)) includes:

1. Grants and loans of Federal funds;
2. The grant or donation of Federal property and interests in property;
3. The detail of Federal personnel;
4. The sale and lease of, and the permission to use (on other than a casual or transient basis), Federal property or any interest in such property without consideration or at a nominal consideration, or at a consideration which is reduced for the purpose of assisting the recipient, or in recognition of the public interest to be served by such sale or lease to the recipient; and
5. Any Federal agreement, arrangement, or other contract which has as one of its purposes the provision of assistance.

Local Public Agency (LPA) (23 C.F.R. § 635.102): any city, county, township, municipality, or other political subdivision that may be empowered to cooperate with the STA in highway matters.

Metropolitan Planning Organization (MPO): The policy board of an organization created and designated to carry out the metropolitan transportation planning process for each urbanized area with a population of more than 50,000 individuals (e.g. the Regional Transportation Council (RTC) of Southern Connecticut)—

(a) by agreement between the Governor and units of general purpose local government that together represent at least 75 percent of the affected population (including the largest incorporated city (based on population) as determined by the Bureau of the Census); or
(b) in accordance with procedures established by applicable State or local law.

Minority: CTDOT uses the race and ethnicity categories established by the Office of Management and Budget in its October 30, 1997 Federal Register Notice: Revisions to the Standards for the Classification of Federal Data on Race and Ethnicity. The race and ethnicity categories below are included in the definition of “Minority” provided by: the Council on Environmental Quality Environmental Justice Guidance Under the National Environmental Policy Act, the U.S. Department of Transportation (USDOT) Order 5610.2(a), and FHWA Order 6640.23A.

American Indian or Alaska Native. A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.

Asian. A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

Black or African American. A person having origins in any of the black racial groups of Africa. Terms such as "Haitian" or "Negro" can be used in addition to "Black or African American."
*Hispanic or Latino.* A person of Cuban, Mexican, Puerto Rican, Cuban, South or Central American, or other Spanish culture or origin, regardless of race. The term, "Spanish origin," can be used in addition to "Hispanic or Latino."

*Native Hawaiian or Other Pacific Islander.* A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

**Programs or Programs and Activities** (49 C.F.R. § 21.23(e)): all of the operations of any of the following entities, any part of which is extended Federal financial assistance:

1. (i) A department, agency, special purpose district, or other instrumentality of a State or of a local government; or
   
   (ii) The entity of such State or local government that distributes such assistance and each such department or agency (and each other State or local government entity) to which the assistance is extended, in the case of assistance to a State or local government;

2. (i) A college, university, or other postsecondary institution, or a public system of higher education; or
   
   (ii) A local educational agency (as defined in 20 U.S.C. 7801), system of vocational education, or other school system;

3. (i) An entire corporation, partnership, or other private organization, or an entire sole proprietorship—
   
   (A) If assistance is extended to such corporation, partnership, private organization, or sole proprietorship as a whole; or
   
   (B) Which is principally engaged in the business of providing education, health care, housing, social services, or parks and recreation; or
   
   (ii) The entire plant or other comparable, geographically separate facility to which Federal financial assistance is extended, in the case of any other corporation, partnership, private organization, or sole proprietorship; or

4. Any other entity which is established by two or more of the entities described above.

**Recipient** (49 C.F.R. § 21.23(f)): any State, territory, possession, the District of Columbia, or Puerto Rico, or any political subdivision thereof, or instrumentality thereof, any public or private agency, institution, or organization, or other entity, or any individual, in any State, territory, possession, the District of Columbia, or Puerto Rico, to whom Federal financial assistance is extended, directly or through another recipient, including any successor, assignee, or transferee thereof, but such term does not include any ultimate beneficiary.

**Statewide transportation improvement program (STIP):** A statewide prioritized listing/program of transportation projects covering a period of four years that is consistent with the long-range statewide
transportation plan, metropolitan transportation plans, and TIPs, and required for projects to be eligible for funding under title 23 U.S.C. and title 49 U.S.C. Chapter 53.”

**Sub-recipient**: A recipient entity that receives federal funding from a Primary recipient (e.g. CTDOT to carry out a federal program.

**Transportation improvement program (TIP)**: A prioritized listing/program of transportation projects covering a period of four years that is developed and formally adopted by an MPO as part of the metropolitan transportation planning process, consistent with the metropolitan transportation plan, and required for projects to be eligible for funding under title 23 U.S.C. and title 49 U.S.C. Chapter 53.
NONDISCRIMINATION STATEMENT OF POLICY

The Connecticut Department of Transportation (CTDOT) and its Director are committed to full compliance with Title VI of the Civil Rights Act of 1964 and all related regulations, laws, executive orders and directives. The Director, as the ultimate responsible person for Title VI compliance, and CTDOT, assures that no person CTDOT on the grounds of race, color, national origin will be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any CTDOT service, program or activity.

Any person who is not an employee of the State of Connecticut and who believes that they have been discriminated against because of CTDOT’s programs, policies or activities, may file a written complaint with the Title VI Coordinator at the address and telephone number listed below:

Title VI Coordinator
Connecticut Department of Transportation
2800 Berlin Turnpike
Newington, CT 06131
(860) 594-2169 Office
(860) 594-3016 Fax

CTDOT’s Title VI Program is managed by its Title VI Coordinator, who is a member of the Department’s Front Office Team and reports directly to the Commissioner on Title VI issues. The Title VI Coordinator will work closely with Division Heads to perform the routine data collection/data analysis and process reviews required under Title VI.

CTDOT’s Commissioner is committed to providing the Title VI Coordinator with the resources, authority and responsibility to effectively carry out his/her duties.

______________________________   __________________
Commissioner                    Date
ORGANIZATION AND STAFFING OF CIVIL RIGHTS OFFICE

Overview
The Office of Contract Compliance (OCC) reports administratively to the CTDOT Director of Contracts, Compliance, and Agreements and has been established in accordance with federal guidelines. The OCC administers and oversees the Department’s Title VI, Disadvantaged Business Enterprise (DBE), and Contractor Compliance Programs. The Office of Contract Compliance Manager is the Title VI Coordinator for CTDOT and reports directly to the Commissioner for Title VI matters, as indicated in the attached organizational chart. (See ATTACHMENT 1 for the CTDOT Organizational Chart; and ATTACHMENT 2 for the Office of Contract Compliance Organizational Chart).

Organization

Commissioner – The Commissioner of the CTDOT is responsible for ensuring implementation of the Department’s Title VI Plan. The Director, pursuant to 23 CFR § 200.9(a)(3), is responsible for CTDOT’s implementation of and compliance with Title VI and provides leadership, guidance, direction, and support for CTDOT’s Title VI program.

Deputy Commissioner – Assists the Commissioner in the implementation of a proactive and comprehensive Civil Rights Program and provides leadership, support and guidance to the OCC.

Title VI Coordinator – The Title VI Coordinator answers directly to the Deputy Commissioner and Commissioner on Title VI issues. The Title VI Coordinator has the responsibility for the strategic direction of CTDOT’s Title VI Program including program and activity delivery and oversight, evaluation of Title VI program activities and reports, community and interagency coordination, technical guidance and assistance, training, policy development and revision, and coordination of all agency-wide Title VI program implementation and information.

The Title VI Coordinator’s primary functions include the following:

- Oversee, guide, and direct CTDOT’s Title VI program;
- Participate in the development of CTDOT’s policy and strategic plans to ensure initiatives and goals are consistent with CTDOT’s Title VI Program;
- Serve as a liaison between CTDOT and Federal and state officials regarding civil rights issues;
- Work closely with community leaders and other stakeholders to ensure their concerns are heard regarding Title VI issues;
- Monitor, review and evaluate the effectiveness of CTDOT’s programs, policies, and activities for Title VI compliance;
- Develop Title VI information for dissemination to the general public and, in languages other than English;
- Monitor the OCC staffing level and call resource or program deficiencies to the Director’s attention;
- Provide guidance and instruction regarding compliance reviews and investigations and assist other divisions with Title VI compliance;
- Develop procedures to identify and eliminate discrimination and impediments to nondiscriminatory practices where such impediments are found;
- Establish procedures for promptly resolving Title VI deficiency status and reducing to writing the remedial action needed, within a period not to exceed 90 calendar days from the submission of the annual goal accomplishment report;
- Develop and implement procedures for the collection of statistical data (i.e., with respect to race, color, and national origin, of participants in, and beneficiaries of, State highway programs);
- Develop procedures for Title VI compliance reviews of program areas (environmental, planning, project development, right-of-way, traffic operation and control, construction, and research) to determine the program area’s effectiveness;
- Prepare or cause to be prepared, annual assurances for FHWA and Title VI activities and accomplishments report; and
- Represent CTDOT, at the direction of CTDOT senior leadership, at the Connecticut State Legislature and other official bodies providing expert advice and testimony regarding the highly complex and involved Title VI-related issues.

**Title VI Liaisons** - Each of the Title VI program areas has a designated liaison responsible for communicating and coordinating with the Title VI Coordinator or her designee in activities impacted by Title VI. These individuals are responsible for monitoring procedures and practices and implementing required policies and practices within his or her respective area(s) of responsibility to ensure CTDOT’s programs, policies, procedures and practices are applied fairly, equitably, and in a nondiscriminatory manner in accordance with Title VI and the related nondiscrimination laws detailed earlier in this Plan. These individuals provide program activity information to the Title VI Coordinator upon request, and in an annual report.

**Bureau Chiefs** - Bureau Chiefs are responsible for familiarizing themselves with the requirements of Title VI and the related nondiscrimination laws detailed earlier in this Plan, and for complying with CTDOT’s Title VI Program. They are responsible for assuring that issues or complaints regarding Title VI and related statutes are promptly reported to the Title VI Coordinator. They are also responsible for assisting the Civil Rights team members in their efforts to implement Title VI requirements related to their divisions, both internally and externally.

**District Engineers** - CTDOT is comprised of four districts. Each district is served by one District Engineer. The District Engineer is responsible for providing guidance to each district on Title VI compliance issues, ensuring that Title VI complaints received in the Districts are referred to the Title VI Coordinator, and assist in ensuring that CTDOT District programs, services, and activities are administered fairly in compliance with Title VI.

**Subrecipients** – CTDOT subrecipients are responsible for ensuring compliance with Title VI in their FHWA-related programs and activities. As discussed later in this Plan, subrecipient responsibilities include, but are not limited to:

- Maintaining and including signed standard Title VI assurances;
- Collecting relevant data and information for compliance with Title VI;
- Cooperating and communicating with CTDOT regarding CTDOT’s monitoring and enforcement activities; and
- Participating in Title VI training whenever possible.
PROGRAM AREA MONITORING AND INTERNAL REVIEW PROCESS

Planning Division

The Planning Division head has the primary responsibility for ensuring that multi-modal planning and the results of that planning are executed in accordance with Title VI. This process requires consideration of social, economic, and environmental effects of a proposed plan or program on identified groups to avoid biased or discriminatory programs. The Division also monitors the transportation planning activities of the various Metropolitan Planning Organizations (MPO’S). The Planning Division will appoint a Title VI Liaison for each unit in the Planning Division. Planning’s Title VI responsibilities include, but are not limited to, assisting the Title VI Coordinator with the following tasks:

- Implementing methods to collect demographic information to be used by Operating Bureaus to determine transportation benefits for both the Long-Range Transportation Plan (LRTP) and the Statewide Transportation Improvement Program Plan (STIP).
- Cooperating with the Communications Division and Title VI Coordinator regarding nondiscrimination in the public involvement process, including the analysis and removal of potential barriers to participation.
- Participating on the MPO recertification review process. Encouraging the MPOs to solicit and consider the views of minority populations in the Transportation Improvement Plan (TIP) process.
- Promptly refer Title VI complaints to the Title VI Coordinator and assist with the investigation of these complaints.
- Complete annual Title VI Accomplishment Report and fulfill Office of Contract Compliance data requests timely. Assist with post hearing surveys to obtain important demographic information.

Title VI Considerations for Internal Review:

The following items regarding the Planning Division will be periodically reviewed by the Title VI Coordinator as part of CTDOT’s internal Title VI review process:

1. Demographic data and information regarding the distribution of State and Federal funds in the aggregate for public transportation projects.

2. The process or strategies used to ensure Title VI issues are addressed in the planning process. This includes written procedures as well as implementation of those procedures.

3. Information on coordination with the Office of Contract Compliance to address the needs of individuals with limited English proficiency.

4. Ensure that formal and informal public comments are incorporated into the transportation decision-making process.

5. Data and information regarding MPO certification reviews, including:
   - Minority population concentrations and issues identified;
Standards, measures and benchmarks are reasonable to demonstrate significant disparity of impacts in accessibility to and delivery of transportation facilities/services;

- Groups provided with various opportunities to meaningfully engage in the regional transportation planning process;
- Strategies to address the needs of individuals with limited English proficiency; and
- Strategies to ensure that formal and informal public comments are incorporated into the transportation decision-making process.

6. Information regarding project prioritization procedures for MPOs as well as rural projects.

7. Title VI complaints received regarding transportation planning or the public involvement process.

8. Data concerning consultant contracts entered into for Planning Division activities, including the award amounts and demographic data on firm ownership.

Environmental Division

The Assistant Planning Director for the Environmental Planning Office (OEP) is responsible for analyzing the environmental effects and resulting impacts and mitigating measures of planned projects and providing guidance to project leads to help ensure they are executed in accordance with Title VI. This process requires consideration of the social, economic, and environmental effects of a proposed project to identify possible discriminatory issues, meeting the identified transportation needs and goals of a community, and ensuring the protection and enhancement of the environment. The OEP will appoint a Title VI Liaison. The Division’s Title VI responsibilities include, but are not limited to, assisting the Office of Contract Compliance with the following tasks:

- Cooperating with the Communications Division and Office of Contract Compliance regarding nondiscrimination in the public involvement process, including the analysis and removal of potential barriers to participation.
- Provide guidance to design leads to help ensure that the scoping process sufficiently considers potential impacts to minority populations.
- Ensure that potential impacts to minority populations are considered in the selection of the type of environmental review for each project.
- Provide guidance to help ensure that a reasonable study area is selected regarding community impacts.
- Provide guidance to help ensure that adequate mitigation is implemented when potentially disproportionate and adverse effects to minority populations are identified.
- In concert with the Communications Division, monitor compliance with E.O. 13166, Limited English Proficiency, to ensure access and understanding of transportation programs and activities for those with limited English proficiency during the EA, EIS and EIE process.
- Promptly refer Title VI complaints to the Civil Rights Officer and assist with the investigation of these complaints.
- Complete annual Title VI Accomplishment Report and fulfil Office of Contract Compliance data requests timely.
- Working with the Office of Contract Compliance and FHWA to develop an EJ policy that can be implemented during project preliminary project review for all projects.
Title VI Considerations for Internal Review:

The following items regarding the Environmental Division will be periodically reviewed by the Title VI Coordinator as part of CTDOT’s internal Title VI review process:

1. Data and information regarding the demographics of public meeting participation, including comparisons to the relevant population for each project.

2. Information on coordination with the Office of Contract Compliance to address the needs of individuals with limited English proficiency.

3. Information on coordination with the Office of Contract Compliance to ensure that formal and informal public comments are incorporated into the transportation decision-making process.

4. The public involvement strategies used for engaging minority and limited English proficiency populations in transportation decision-making and for reducing participation barriers.

5. A description of the methods used to ensure that issues/concerns raised by minority and populations were appropriately considered in the transportation decision-making process. This includes formal and informal records of public comments and integration into environmental documents.

6. The number and types of environmental reviews.

7. The methods for identifying minority populations for Title VI purposes.

8. Data and information regarding the potential impacts on minority populations with regard to:
   a. Air quality
   b. Noise
   c. Community cohesion
   d. Relocations
   e. Community services
   f. Mitigation measures

9. Title VI complaints received regarding the environmental review process.

Design Unit

The Design Unit has the responsibility for assuring that aspects of the design phase and the resulting final design are executed in accordance with Title VI. This process includes solicitation for proposals, consultant selection, preliminary design work, development of alternatives, and final design and requires an effective outreach strategy to solicit and incorporate the input of minority populations into design. The Design Unit will appoint a Title VI Liaison. The Design Unit’s Title VI responsibilities include, but are not limited to, assisting the Title VI Coordinator with the following tasks:
In conjunction with the Consultant Selection Office, ensure that all consultant and subconsultant agreements include Title VI contract provisions.

Ensure nondiscrimination with regard to procurement for consultant design agreements.

Ensure that Title VI is integrated into the Unit’s internal procedures and is reviewed and updated as necessary to maintain Title VI compliance;

Promptly refer Title VI complaints to the Title VI Coordinator and assist with the investigation of these complaints.

Monitor Design’s Title VI accomplishments and challenges and fulfil Title VI Coordinator data requests timely.

**Title VI Considerations for Internal Review:**

The following items regarding the Design Division will be periodically reviewed by the Title VI Coordinator as part of CTDOT’s internal Title VI review process:

1. Data concerning consultant contracts entered into for Design Division activities, including the award amounts and demographic data on firm ownership.

2. The number of public hearings/informational meetings held during the design phase and in what locations.

3. Description of your internal procedures that illustrate where and how Title VI compliance is integrated.

4. Title VI complaints received regarding transportation planning or the public involvement process.

**Right-of-Way**

The Right-of-Way Division Head has the responsibility for assuring that all Right-of-Way functions and the results of those activities are executed in accordance with Title VI. These activities include property appraisals, negotiations with property owners, acquisition of properties, and relocation of people and businesses. The Chief ROW Agent will be responsible for implementing any changes that may be necessary to insure Title VI compliance. The Right-of-Way Division will appoint a Title VI Liaison. The Division’s Title VI responsibilities include, but are not limited to, assisting the Title VI Coordinator with the following tasks:

- Ensure nondiscrimination with regard to procurement for appraisers and other right-of-way related agreements.
- Ensure equitable treatment of businesses and persons displaced by highway projects, regardless of race, color, or national origin. This includes appraisals, offers of just compensation, relocation counseling, relocation assistance packages, and other
- Ensure that necessary steps are taken to overcome language barriers during the right-of-way process regarding LEP persons.
- Ensure that Title VI compliance is integrated into ROW internal procedures and are reviewed and updated as necessary to maintain compliance during the right-of-way process.
• Promptly refer Title VI complaints to the Title VI Coordinator and assist with the investigation of these complaints.
• Monitor Right-of-Way’s Title VI accomplishments and challenges and fulfil CRO data requests timely.

Title VI Considerations for Internal Review:

The following items regarding the Right-of-Way Division will be periodically reviewed by the CRO as part of CTDOT’s internal Title VI review process:

1. Data and information related to the demographics of relocatees and other beneficiaries of the CTDOT Right-of-Way Division. This includes persons and businesses that receive relocation counseling and who attend informational meetings.

2. Data and information related to the appraisal process, including just compensation offers and supporting documentation.

3. Demographic data on the ownership of consultant firms used in the right of way/relocation process. This includes bidders, awardees, and contracts.

4. Efforts made to provide information in appropriate languages and/or number of times interpreters used.

5. Title VI complaints received regarding the right-of-way process, i.e., appraisals, negotiations, relocation assistance, and payments.

6. Significant Title VI accomplishments attained since last Title VI report and Title VI actions planned for the coming year.

Offices of Contracts and Agreements

The Bureau of Finance and Administration has the primary responsibility for assuring that highway-contracting procedures are executed in accordance with Title VI. The Bureau of Finance and Administration will appoint a Title VI Liaison. The Division’s Title VI responsibilities include, but are not limited to, assisting the Title VI Coordinator with the following tasks:

• Monitor Federal-aid construction contracts and subcontracts to ensure that they contain all required Title VI provisions and attachments;
• Ensure nondiscrimination with regard to on-call contracts and prequalification procedures;
• Ensure the collection of demographic data for firm owners on all contracts regarding bidders/proposers and awardees;
• Identify potential concerns/barriers for prequalification and licensing, within the bounds of state, federal, and local laws and regulations;
• Ensure that Title VI compliance is integrated into the Contracting Division’s internal procedures and is reviewed and updated as necessary to maintain compliance;
• Ensure that Title VI compliance is integrated into the Construction Division’s internal procedures and is reviewed and updated as necessary to maintain Title VI compliance,
including the assurance that Appendices A and E of the standard FHWA Assurances for Title VI and Other Nondiscrimination Statutes and Regulations document are included in all prime contracts/consultant agreements and that prime contractors are ensuring the Appendices are included in all sub-contracts regardless of tier;

- Promptly refer Title VI complaints to the Title VI Coordinator and assist with the investigation of these complaints; and
- Monitor Title VI accomplishments and challenges and fulfil Title VI Coordinator data requests timely.

**Title VI Considerations for Internal Review:**

The following items regarding the Offices of Contracts and Agreements will be periodically reviewed by the CRO as part of CTDOT’s internal Title VI review process:

1. The number of construction contracts awarded and the award amounts;
2. The number of professional services awarded and the award amounts;
3. A demographic breakdown of the business owners for all professional services contracts and on-call lists;
4. Access to all contract documents, including change orders and bids/proposals;
5. Description of internal procedures that illustrate where and how Title VI compliance is integrated;
6. Title VI complaints received regarding the contracting process; and
7. Significant Title VI accomplishments attained since last Title VI report and Title VI actions planned for the coming year.

**Construction**

The Office of Construction has the primary responsibility for assuring that highway-construction practices adhere to Title VI requirements. The Office of Construction will appoint a Title VI Liaison. The Division’s Title VI responsibilities include, but are not limited to, assisting the Title VI Coordinator with the following tasks:

- Monitor construction project work to ensure compliance with Title VI requirements;
- Ensure that policies and procedures for monitoring construction activities, reviewing and approving change orders, and inspections are applied in a nondiscriminatory manner;
- Ensure that Title VI compliance is integrated into the Construction Division’s internal procedures and is reviewed and updated as necessary to maintain Title VI compliance, including the assurance that Appendices A and E of the standard FHWA Assurances for Title VI and Other Nondiscrimination Statutes and Regulations document are included in all prime contracts/consultant agreements and that prime contractors are ensuring the Appendices are included in all sub-contracts regardless of tier;
• Administer and enforce the terms of construction contracts in a nondiscriminatory manner; and
• Promptly refer Title VI complaints to the Title VI Coordinator and assist with the investigation of these complaints.
• Monitor Title VI accomplishments and challenges and fulfil Title VI Coordinator data requests timely.

Title VI Considerations for Internal Review:

The following items regarding the Construction Division will be periodically reviewed by the Title VI Coordinator as part of CTDOT’s internal Title VI review process:

1. Data and information regarding mitigation commitments made during the environmental process and progress toward completion of the commitments;
2. Data and information regarding temporary traffic and pedestrian routing during the course of construction, as well as a demographic profile of the project area;
3. Description of your internal procedures that illustrate where and how Title VI compliance is integrated within such procedures;
4. Title VI complaints received regarding the construction process; and
5. Significant Title VI accomplishments attained since last Title VI report and Title VI actions planned for the coming year.

INTERNAL MONITORING PROGRAM

Review Plan Development

CTDOT maintains a robust, risk-based approach to internal compliance. During the fourth quarter of each federal fiscal year, the Title VI Coordinator and Title VI liaisons will meet to discuss potential reviews for the next fiscal year. The group will create a Title VI Review Plan as part of CTDOT’s annual Title VI Work Plan to include:

a. Review topics;
b. Review scopes;
c. Name points of contact in the program offices; and
d. Create a schedule for reviews.

After drafting, the Review Plan the Title VI Coordinator will submit the Review Plan to the relevant program office leadership and, when final, submit to FHWA by October 1 of each year as part of CTDOT’s Goals and Accomplishments Report.
When developing its Review Plan, CTDOT will prioritize reviews based on a number of criteria including, but not limited to:

- The magnitude of the activity/program’s impacts on the public;
- The size and complexity of the activity/program
- The available resources necessary to conduct the review;
- The length of time necessary to conduct the review; and
- Any information available regarding current compliance regarding the activity/program.

**Review Methodology**

Whenever possible, the Title VI Coordinator will ensure its reviews are a comprehensive and efficient as possible. To that end, the Title VI Coordinator’s reviews will involve three phases.

1. First, the Title VI Coordinator will conduct a desk audit, which entails a review of all relevant internal policies and procedures. The Title VI Coordinator will create a data and information request in writing that is communicated to the relevant program office Title VI liaisons with a reasonable time to respond.

2. Second, the Title VI Coordinator will assess the implementation of those policies and procedures through a random sampling of results on actual projects or project development activities. The OCC will create a written data and information request for the relevant program office Title VI liaisons with a reasonable timeframe.

3. Finally, the Title VI Coordinator will create a written report of its findings and potential recommendations for CTDOT. The draft report will be sent to the relevant program offices for review. When final, the Title VI Coordinator will submit the report to the Program Area Bureau Chiefs to implement the recommendations. The Title VI Coordinator will ensure that affected program offices are given a reasonable amount of time to implement any recommendations. After the OCC is satisfied that its recommendations are complete, the Title VI Coordinator will close the review.

**EXTERNAL REVIEW PROGRAM**

CTDOT works to ensure that its subrecipient MPOs, counties, and cities are in compliance with Title VI to the maximum extent feasible. CTDOT will ensure that:

- All subrecipients sign and the standard *FHWA Assurances for Title VI and Other Nondiscrimination Statutes and Regulations* document and submit the assurances to CTDOT annually;

- If there is a change in the leadership at a subrecipient, the new CEO will re-sign and resubmit the standard *FHWA Assurances for Title VI and Other Nondiscrimination Statutes and Regulations* document to the STA within 30 calendar days of assuming that position;
All subrecipients include the Title VI/Nondiscrimination Assurance Appendices A and E in all federal and non-federal contracts;

All subrecipients appoint a Title VI/Nondiscrimination Coordinator and provide CTDOT with up-to-date contact information for the Coordinator;

Subrecipients comply with CTDOT’s complaints procedures; and

Subrecipients cooperate with CTDOT reviews and data requests.

Each federal fiscal year, as part of CTDOT’s Title VI Work Plan, CTDOT will randomly select subrecipients to review. During this review process, CTDOT will communicate all data requests in writing and provide a written report with potential recommendations when the review is complete. CTDOT will give the subrecipient a reasonable amount of time to complete any tasks and close the review when the recommendations are complete. In conjunction with the Bureau of Policy and Planning, the Office of Contract Compliance will review all nine (9) of the State’s MPOs, beginning in November 2018.

Metropolitan Planning Organizations

The Metropolitan Planning Organizations (MPOs) are responsible for the transportation planning process within their urbanized areas. Each MPO must develop a four (4)-year Transportation Improvement Program (TIP) and develop and implement an annual Unified Planning Work Program (UPWP). The Bureau of Policy and Planning assists the MPOs in the transportation planning activities that require Title VI compliance and advises them on Title VI compliance issues.

The following are the MPOs for the State of Connecticut:

Capitol Region Council of Governments
Connecticut Metropolitan Council of Governments
Lower Connecticut River Valley Council of Governments
Naugatuck Valley Council of Governments
Northeastern Connecticut Council of Governments
Northwest Hills Council of Governments
South Central Regional Council of Governments
Southeastern Connecticut Council of Governments
Western Connecticut Council of Governments

Compliance Monitoring – MPO

CTDOT provides the MPOs with demographic information to identify minority populations and examine the distributions of the benefits/burdens of the transportation plans and activities on these groups.

CTDOT and the MPOs developed public outreach and participation plans that outline processes and strategies to ensure the service equities of the planning data collection and analyses for members on different socio-economic groups. CTDOT has a formal PIP that they follow.

CTDOT conducts public meetings and hearings and may have numerous boards and committees that are open to participation during the development of plans, programs, and projects that may involve various modes of travel. Federal, state, local government and private industry
representatives may be included in these processes to improve performance and eliminate participation barriers for minority populations.

- CTDOT’s and the MPO’s plans contain goals and strategies, to assist in identifying and addressing accomplishments and problem areas.
- CTDOT and the MPOs develop travel demand models for the large and small urban areas of the state to analyze travel patterns by demographics.
- MPOs include federally recognized Tribes as non-voting members of their Policy Boards to allow these groups to participate in the decision-making process.

**Annual Review:**

A biannual review of the MPOs will be conducted under the direction of the Title VI Coordinator to include:

- Strategies used to ensure that all components of the transportation planning process comply with Title VI;
- Demographic profile of each MPO’s metropolitan planning area that includes identification of minority populations;
- Process used by each MPO to identify the needs of populations and the demographic information used to assess the distribution of benefits across those populations;
- Process used by each MPO to identify the needs of minority populations and the demographic information used to assess the distribution of benefits across those populations;
- The process used by each MPO to assess the benefits/burdens of transportation system investments on minority populations on an analytic basis and the data source and tools used to support that analysis;
- Whether a public involvement strategy for engaging minority populations in transportation decision-making is in place for each MPO and the steps being taken to eliminate participation barriers;
- Examination of the public involvement process, whether it is evaluated and whether there have been efforts to improve performance, especially relative to minority populations;
- Examination of what efforts have been made to engage minority populations in the public outreach effort and whether the public outreach effort utilizes media targeted to underserved groups;
- What procedure each MPO has established for using issues/concerns raised by minority populations in the decision-making process;
- The demographics of attendees at public meetings/hearings as well as information regarding all aspects of public involvement to include advertising and LEP access;
- Data and information regarding Title VI training for internal staff and LPAs;
- Review of each MPO’s internal Title VI complaint procedure/policy;
- Procedures regarding the coordination of complaints filed with the MPO or the member LPAs;
- Whether annual report submitted by each MPO included any significant accomplishments during the review period and any significant actions planned for the coming year; and
- Review of each MPO’s significant Title VI accomplishments for the review period and Title VI actions planned for the upcoming biannual period.
Beginning in November 2018, the Office of Contract Compliance will initiate reviews on all nine of Connecticut’s MPOs.

**COMPLAINT DISPOSITION PROCEDURES**

The following procedures cover complaints filed under Title VI of the Civil Rights Act of 1964 and the Civil Rights Restoration Act of 1987. Any person who believes they, or any specific class of persons, to be subjected to prohibited discrimination prohibited may by themselves or by a representative file with a written complaint.\(^1\) A complaint must be filed not later than 180 days after the date of the alleged discrimination, unless the time for filing is extended by the FHWA. CTDOT will ensure that all complaints are sent to the appropriate authority for disposition.

Complaints alleging violations of Title VI by the CTDOT should be filed in writing directly with the following FHWA agencies:

- Federal Highway Administration – Connecticut Division  
  628-2 Hebron Avenue, Suite 303  
  Glastonbury, CT 06033

Or

- Federal Highway Administration  
  Office of Civil Rights,  
  HCR-20, Room E81-320  
  1200 New Jersey Avenue, SE  
  Washington, DC 20590

Complaints alleging violations of Title VI filed against a subrecipient to CTDOT (e.g. city, county, college or university, contractor, consultant, etc.) may be filed in writing with CTDOT at:

- **Connecticut Department of Transportation**  
  Attention: Debra Goss, Title VI Coordinator  
  2800 Berlin Turnpike  
  Newington, CT 06111

Additionally, complaints filed against subrecipients to CTDOT may be filed with FHWA or the U.S. Department of Justice at:

- Federal Coordination and Compliance Section - NWB  
  Civil Rights Division  
  U.S. Department of Justice  
  950 Pennsylvania Avenue, N.W.  
  Washington, D.C. 20530

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\(^1\) 49 C.F.R. § 21.11(b).
NOTE: Additional information regarding the Title VI complaint process will be made available to the public via CTDOT’s website at: www.ct.gov/dot

Complaint and investigation files are confidential and will be maintained by CTDOT. The contents of such files will only be disclosed to appropriate CTDOT personnel and federal authorities in accordance with Federal and State laws. CTDOT will retain files in accordance with records retention schedules and all Federal guidelines.
PROCESS TO IDENTIFY/ELIMINATE DISCRIMINATION

CTDOT review its programs for trends and patterns of discrimination from multiple sources:

- Outreach activities – internal and external input and feedback
- Compliance reviews
- Referrals from Title VI liaisons

Similarly, we address the discriminatory practices with a multi-faceted approach.

- With complaints, we use the investigative process to determine whether there has indeed been discriminatory action.
  - If we find no discrimination under Title VI, we try to help the complainant understand why we arrived at that finding.
  - If we find discrimination may have occurred, we analyze whether it was intentional or unintentional.
  - We evaluate options for redress of discriminatory practices.
  - We work with contractor to develop and implement an effective Corrective Action Plan.
- Training is a key tool we use to address discriminatory trends or patterns.
  - We provide training to the subrecipient or contractor engaged in the apparent discriminatory behavior to ensure that the trend or pattern does not continue.
  - We provide Title VI training to as many different audiences as possible, internal and external, to reduce the occurrence or likelihood of discrimination. That training includes a component that details the history and reason for the law to help those antagonistic to the law and its purpose to find it more acceptable. We believe that reduces the occurrence of discrimination.
  - We use examples, stripped of any identifying information, of behavior or practices we have observed that we believe to be potentially discriminatory with the contractor community. This has been effective in letting them know that we are cognizant of those potentially discriminatory trends and patterns and they are advised not to engage in them.
- We are continuously monitoring our programs and projects to identify any instances of discrimination, at the earliest point.

LIMITED ENGLISH PROFICIENCY

As part of its compliance with Title VI, CTDOT must ensure that Limited English Proficient (LEP) individuals have meaningful access to CTDOT programs and activities. As such, CTDOT has developed procedures—in accordance with USDOT guidance—to effect compliance regarding LEP.

LEP individuals are those individuals for whom English is not their primary language and have a limited ability to speak, read, write, and understand English. Failure to provide meaningful access to such
individuals may result in national origin discrimination, which is prohibited by Title VI. While designed to be a flexible and fact-dependent standard, the starting point is an individualized assessment that balances the following four factors:

1. The number or proportion of LEP persons eligible to be served or likely to be encountered by a program, activity, or service;

The Department analyzes ACS data annually to identify any changes in the statewide LEP populations. While there continue to be no languages that reach the 5% of the population threshold for LEP languages statewide, based on the most current ACS data (2012-2016), there are twenty-three (23) languages that reach the Safe Harbor threshold based on statewide LEP populations. The following LEP languages and the number of speakers for each language statewide are as follows:

<table>
<thead>
<tr>
<th>Total Population</th>
<th>3,399,758</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spanish</td>
<td>153,684</td>
</tr>
<tr>
<td>Portuguese</td>
<td>15,617</td>
</tr>
<tr>
<td>Polish</td>
<td>13,765</td>
</tr>
<tr>
<td>Chinese (incl. Mandarin, Cantonese)</td>
<td>13,199</td>
</tr>
<tr>
<td>Italian</td>
<td>9,565</td>
</tr>
<tr>
<td>Haitian</td>
<td>5,906</td>
</tr>
<tr>
<td>French (incl. Cajun)</td>
<td>5,276</td>
</tr>
<tr>
<td>Other Indo-European languages</td>
<td>5,196</td>
</tr>
<tr>
<td>Arabic</td>
<td>4,503</td>
</tr>
<tr>
<td>Russian</td>
<td>4,374</td>
</tr>
<tr>
<td>Vietnamese</td>
<td>4,073</td>
</tr>
<tr>
<td>Korean</td>
<td>3,445</td>
</tr>
<tr>
<td>Gujarati</td>
<td>2,711</td>
</tr>
<tr>
<td>Hindi</td>
<td>2,696</td>
</tr>
<tr>
<td>Greek</td>
<td>2,596</td>
</tr>
<tr>
<td>Tagalog (incl. Filipino)</td>
<td>2,521</td>
</tr>
<tr>
<td>Ukrainian or other Slavic languages</td>
<td>2,343</td>
</tr>
<tr>
<td>Serbo-Croatian</td>
<td>2,220</td>
</tr>
<tr>
<td>Bengali</td>
<td>2,074</td>
</tr>
<tr>
<td>Other languages of Asia</td>
<td>2,068</td>
</tr>
<tr>
<td>Urdu</td>
<td>2,003</td>
</tr>
<tr>
<td>Thai, Lao, or other Tai-Kadai languages</td>
<td>1,958</td>
</tr>
<tr>
<td>Telugu</td>
<td>1,866</td>
</tr>
<tr>
<td>Other and unspecified languages</td>
<td>1,843</td>
</tr>
<tr>
<td>Nepali, Marathi, or other Indic languages</td>
<td>1,797</td>
</tr>
<tr>
<td>Japanese</td>
<td>1,671</td>
</tr>
<tr>
<td>German</td>
<td>1,385</td>
</tr>
<tr>
<td>Tamil</td>
<td>1,363</td>
</tr>
<tr>
<td>Yoruba, Twi, Igbo, or other languages of Western Africa</td>
<td>1,249</td>
</tr>
<tr>
<td>Language</td>
<td>Total</td>
</tr>
<tr>
<td>------------------------------------------------------------------------</td>
<td>-----------</td>
</tr>
<tr>
<td>Khmer</td>
<td>1,230</td>
</tr>
<tr>
<td>Persian (incl. Farsi, Dari)</td>
<td>620</td>
</tr>
<tr>
<td>Amharic, Somali, or other Afro-Asiatic languages</td>
<td>603</td>
</tr>
<tr>
<td>Malayalam, Kannada, or other Dravidian languages</td>
<td>549</td>
</tr>
<tr>
<td>Punjabi</td>
<td>472</td>
</tr>
<tr>
<td>Swahili or other languages of Central, Eastern, and Southern Africa</td>
<td>433</td>
</tr>
<tr>
<td>Hebrew</td>
<td>362</td>
</tr>
<tr>
<td>Ilocano, Samoan, Hawaiian, or other Austronesian languages</td>
<td>257</td>
</tr>
<tr>
<td>Yiddish, Pennsylvania Dutch or other West Germanic languages</td>
<td>233</td>
</tr>
<tr>
<td>Armenian</td>
<td>77</td>
</tr>
<tr>
<td>Other Native languages of North America</td>
<td>60</td>
</tr>
<tr>
<td>Hmong</td>
<td>35</td>
</tr>
<tr>
<td>Navajo</td>
<td>0</td>
</tr>
<tr>
<td><strong>Total LEP</strong></td>
<td><strong>277,898</strong></td>
</tr>
</tbody>
</table>

2. **The frequency with which LEP individuals come in contact with the program;**
   The CTDOT reviews its Geographic Information System (GIS) Mapping which depicts the LEP populations within the service areas identified and refers to the CBO listing to select organization’s that best represent the impacted areas. The Department established a Language Assistance Call Line (LACL). The LACL resides in the Office of Contract Compliance and is monitored daily for new requests for language assistance. Persons who are hearing and/or speech impaired are directed to use the 711 Telecommunications Relay Service to call the Office of Contract Compliance. Notices to the public which previously included the phone number for the Office of Communications now include the phone number for the LACL. Callers to the LACL are instructed to leave a message and to provide contact information. Offices responsible for providing notices to the public to attend public meetings and/or hearings have been instructed to email a copy of the public notice the Office of Contract Compliance with the name and phone number of a contact person familiar with the meeting or hearing. Since its implementation, there have been no requests for language assistance.

3. **The nature and importance of the program, activity, or service provided by the CTDOT to people's lives;**
   In certain situations the delivery of clear instructions is necessary. For example, in cases of emergency evacuation instruction, road closures and traffic changes should be provided in languages that meet the LEP Safe-Harbor threshold. It is important to provide information to the public on security awareness and emergency preparedness, road closures and changes in services or road use. In addition to the Notice to Beneficiaries; information relative to filing a Title VI complaint and the availability of information about the Department’s Title VI program, should include information on how to obtain information in languages other than English. This information should be in the languages identified as Safe-Harbor languages. CTDOT has updated its website to include instructions on how the public can request language assistance. These instructions are included in the top 11 statewide safe harbor languages.

4. **The resources available to CTDOT and costs.**
This last step of the Four Factor Analysis allows the Department to weigh the demand for language assistance against current and projected financial and personnel resources. This analysis helps determine if the language services currently provided are cost effective and helps to plan future investments, so that the most needed assistance is provided to the greatest number of LEP persons within the limits of the Department’s resources. The Department will continue to expend a reasonable portion of the budgetary dollars to meet compliance goals and fulfill the provisions of the language assistance plan. The Department recognizes that to continue to expand the program, new sources of internal and/or external funding might be needed depending upon the cost and scope of new strategies and actions.

**ACCOMPLISHMENT REPORT**

By October 1st of each year, CTDOT’s Office of Contract Compliance will provide the FHWA Connecticut Division Office with a report of Title VI accomplishments for the past year and goals for the next year. This report will include:

**Accomplishments**

1. Internal Reviews: A summary of internal reviews conducted, the results, and any actions taken as a result.

2. External Reviews: A summary of the external (subrecipient) reviews conducted, the results, and any actions taken as a result.

3. Training: A list of all Title VI training given by the CTDOT, the topics covered, and the number of attendees.

4. Complaints: A summary of all complaints received by CTDOT, and the outcomes for those complaints.

5. Interdisciplinary Meetings: A summary of all meetings and issues raised by CTDOT’s Title VI Liaisons.

**Goals**

1. A description of the reviews planned for the next year (both internal and external).

2. A description of any training sessions planned (both internal and external). And

3. Any other Title VI related activities CTDOT intends to undertake for the year.
PROCESS TO RESOLVE DEFICIENCIES IDENTIFIED BY FHWA

Despite our best efforts, we will sometimes fall short of the expectations established by Title VI and the implementing regulations. This is especially the case given our very limited staffing. In those cases, we will work with FHWA, to clearly identify the causes of the deficiency and establish a timeframe for correcting the deficiency.

COMPLIANCE AND ENFORCEMENT PROCEDURES

An integral part of the Title VI Program is the process whereby data is collected from the various program areas and analyzed to identify any patterns of discrimination. Annually, Title VI liaisons collect federal-aid program related data and provide this data to the Title VI Coordinator. Once the data is analyzed, if patterns of discrimination exist, the Title VI Coordinator, liaison, and program area staff will work to develop corrective actions to eliminate the discriminatory practices.

Relative to CTDOT subrecipients, reviews will be conducted to ensure the municipalities are complying with all Title VI requirements. If it is found that there are areas of non-compliance, corrective actions and a time-line for compliance will be established. If the subrecipient fails to comply with their corrective action plan, or fails to respond to requests to develop one, the Department may suspend funding until it is determined the subrecipient has put forth the necessary steps for compliance.

PUBLIC PARTICIPATION PLAN


LIST OF ATTACHMENTS

- **ATTACHMENT 1**: CTDOT Organizational Chart
- **ATTACHMENT 2**: Office of Contract Compliance Organizational Chart
- **ATTACHMENT 3**: Title VI Assurances
- **ATTACHMENT 4**: Title VI Complaint Form (English)
- **ATTACHMENT 5**: Title VI Complaint Form (Spanish)
- **ATTACHMENT 6**: CTDOT Public Participation Plan
The United States Department of Transportation (USDOT)  
Standard Title VI/Nondiscrimination Assurances  
DOT Order No. 1050.2A

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

Statutory/Regulatory Authorities

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin);
- 49 CFR Part 21 (entitled Nondiscrimination In Federally-Assisted Programs Of The Department Of Transportation—Effectuation Of Title VI Of The Civil Rights Act Of 1964);
- Section 162 (a) of the Federal-Aid Highway Act of 1973 (23 USC 324);
- Age Discrimination Act of 1975;
- Section 504 of the Rehabilitation Act of 1973;
- Americans With Disabilities Act of 1990;
- Civil Rights Restoration Act of 1987;
- 23 CFR Part 200;
- USDOT Order 1050.2;
- Executive Order #12898 (Environmental Justice); and
- Executive Order #13166 (Limited-English-Proficiency).

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

General Assurances

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

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

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

Specific Assurances

More specifically, and without limiting the above general Assurance, the Recipient agrees with and gives the following Assurances with respect to its Federal-aid Highway Program:

1. The Recipient agrees that each "activity," "facility," or "program," as defined in §§ 21.23 (b) and 21.23 (e) of 49 C.F.R. § 21 will be (with regard to an "activity") facilitated, or will be (with regard to
a "facility") operated, or will be (with regard to a "program") conducted in compliance with all requirements imposed by, or pursuant to the Acts and the Regulations.

2. The Recipient will insert the following notification in all solicitations for bids, Requests For Proposals for work, or material subject to the Acts and the Regulations made in connection with all Federal-aid Highway Programs and, in adapted form, in all proposals for negotiated agreements regardless of funding source:

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

3. The Recipient will insert the clauses of Appendix A and E of this Assurance in every contract or agreement subject to the Acts and the Regulations.

4. The Recipient will insert the clauses of Appendix B of this Assurance, as a covenant running with the land, in any deed from the United States effecting or recording a transfer of real property, structures, use, or improvements thereon or interest therein to a Recipient.

5. That where the Recipient receives Federal financial assistance to construct a facility, or part of a facility, the Assurance will extend to the entire facility and facilities operated in connection therewith.

6. That where the Recipient receives Federal financial assistance in the form, or for the acquisition of real property or an interest in real property, the Assurance will extend to rights to space on, over, or under such property.

7. That the Recipient will include the clauses set forth in Appendix C and Appendix D of this Assurance, as a covenant running with the land, in any future deeds, leases, licenses, permits, or similar instruments entered into by the Recipient with other parties:
   a. for the subsequent transfer of real property acquired or improved under the applicable activity, project, or program; and
   b. for the construction or use of, or access to, space on, over, or under real property acquired or improved under the applicable activity, project, or program.

8. That this Assurance obligates the Recipient for the period during which Federal financial assistance is extended to the program, except where the Federal financial assistance is to provide, or is in the form of, personal property, or real property, or interest therein, or structures or improvements thereon, in which case the Assurance obligates the Recipient, or any transferee for the longer of the following periods:
   a. the period during which the property is used for a purpose for which the Federal financial assistance is extended, or for another purpose involving the provision of similar services or benefits; or
   b. the period during which the Recipient retains ownership or possession of the property.

9. The Recipient will provide for such methods of administration for the program as are found by the Secretary of Transportation or the official to whom he/she delegates specific authority to give reasonable guarantee that it, other recipients, sub-recipients, sub-grantees, contractors, subcontractors, consultants, transferees, successors in interest, and other participants of Federal financial assistance under such program will comply with all requirements imposed or pursuant to the Acts, the Regulations, and this Assurance.

10. The Recipient agrees that the United States has a right to seek judicial enforcement with regard to any matter arising under the Acts, the Regulations, and this Assurance.

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

The Connecticut Department of Transportation gives this ASSURANCE in consideration of and for obtaining any Federal grants, loans, contracts, agreements, property, and/or discounts, or other Federal-aid and Federal financial assistance extended after the date hereof to the recipients by the U.S. Department of Transportation under the Federal-aid Highway Program. This ASSURANCE is binding on the Connecticut Department of Transportation, other recipients, sub-recipients, sub-grantees, contractors, subcontractors and their subcontractors, transferees, successors in interest, and any other participants in the Federal-aid Highway Program. The person(s) signing below is authorized to sign this ASSURANCE on behalf of the Recipient.

Connecticut Department of Transportation
(Name of Recipient)

by ________________________________
(Signature of Authorized Official)

Date: 9/18/18
APPENDIX A

THE TITLE VI CONTRACTOR ASSURANCES

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

1. **Compliance with Regulations**: The contractor will comply with the Regulations relative to nondiscrimination in federally assisted programs of the United States Department of Transportation Federal Highway Administration, as they may be amended from time to time, which are herein incorporated by reference and made a part of this contract.

2. **Nondiscrimination**: The contractor, with regard to the work performed by it during the contract, will not discriminate on the grounds of race, color, national origin, sex, age, disability, income or Limited English Proficiency in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The contractor will not participate directly or indirectly in the discrimination prohibited by the Acts and Regulations, including employment practices when the contract covers any activity, project, or program set forth in Appendix B of 49 CFR Part 21.

3. **Solicitations for Subcontracts, Including Procurements of Materials and Equipment**: In all solicitations, either by bidding, or negotiation made by the contractor for work to be performed under a subcontract, including procurements of materials, or leases of equipment, each potential subcontractor or supplier will be notified by the contractor of the contractor's obligations under this contract and Acts and the Regulations relative to Non-discrimination on the grounds of race, color, or national origin.

4. **Information and Reports**: The contractor will provide all information and reports required by the Acts, the Regulations, and directives issued pursuant thereto and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Recipient or the Federal Highway Administration to be pertinent to ascertain compliance with such Acts, Regulations, and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish this information, the contractor will so certify to the Recipient or the Federal Highway Administration, as appropriate, and will set forth what efforts it has made to obtain the information.

5. **Sanctions for Non-compliance**: In the event of the contractor's non-compliance with the Non-discrimination provisions of this contract, the Recipient will impose such contract sanctions as it or the Federal Highway Administration may determine to be appropriate, including, but not limited to:
   a. withholding contract payments to the contractor under the contract until the contractor complies; and/or
   b. cancelling, terminating, or suspending a contract, in whole or in part.
6. **Incorporation of Provisions:** The contractor will include the provisions of paragraphs one through six in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Acts, the Regulations and directives issued pursuant thereto. The contractor will take action with respect to any subcontract or procurement as the Recipient or the Federal Highway Administration may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, that if the contractor becomes involved in, or is threatened with, litigation by a subcontractor, or supplier because of such direction, the contractor may request the Recipient to enter into any litigation to protect the interests of the Recipient. In addition, the contractor may request the United States to enter into the litigation to protect the interests of the United States.
APPENDIX B

CLAUSES FOR DEEDS TRANSFERING UNITED STATES PROPERTY

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

NOW, THEREFORE, THE U.S. Department of Transportation as authorized by law and upon the condition that the Connecticut Department of Transportation will accept title to the lands and maintain the project constructed thereon in accordance with Title 23 United States Code § 107, the Regulations for the Administration of the Federal-assisted Highway Program, and the policies and procedures prescribed by the Federal Highway Administration of the U.S. Department of Transportation in accordance and in compliance with all requirements imposed by Title 49, Code of Federal Regulations, U.S. Department of Transportation, Subtitle A, Office of the Secretary, Part 21. Non-discrimination in Federally-assisted programs of the U.S. Department of Transportation pertaining to and effectuating the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252; 42 U.S.C. § 2000d to 2000d-4), does hereby remise, release, quitclaim and convey unto the Connecticut Department of Transportation all the right, title and interest of the U.S. Department of Transportation in and to said lands described to Exhibit A attached hereto and made a part hereof.

(HABENDUM CLAUSE)

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

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

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

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

The following clauses will be included in deeds, licenses, leases, permits, or similar instruments entered into by the Connecticut Department of Transportation pursuant to the provisions of Assurance 7(a):

A. The (grantee, licensee, lessee, permittee, etc., as appropriate) for himself/herself, his/her heirs, personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree (in the case of deeds and leases add "as a covenant running with the land") that:

1. In the event facilities are constructed, maintained, or otherwise operated on the property described in this (deed, license, lease, permit, etc.) for a purpose for which a United States Department of Transportation activity, facility, or program is extended or for another purpose involving the provision of similar services or benefits, the (grantee, licensee, lessee, permittee, etc.) will maintain and operate such facilities and services in compliance with all other requirements imposed by the Acts and Regulations (as may be amended) such that no person on the grounds of race, color, or national origin will be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination in the use of said facilities.

B. With respect to licenses, leases, permits, etc., in the event of breach of any of the above Non-discrimination covenants, the Connecticut Department of Transportation will have the right to terminate the (lease, license, permit, etc.) and to enter, re-enter, and repossess said lands and facilities thereon, and hold the same as if the (lease, license, permit, etc.) had never been made or issued.*

C. With respect to a deed, in the event of breach of any of the above Non-discrimination covenants, the Connecticut Department of Transportation will have the right to enter or re-enter the lands and facilities thereon, and the above described lands and facilities will there on revert to and vest in and become the absolute property of the Connecticut Department of Transportation and its assigns*

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

CLAUSES FOR CONSTRUCTION/USE/ACCESS TO REAL PROPERTY ACQUIRED UNDER THE ACTIVITY, FACILITY OR PROGRAM

The following clauses will be included in deeds, licenses, leases, permits, or similar instruments entered into by the Connecticut Department of Transportation pursuant to the provisions of Assurance 7(b):

A. The (grantee, licensee, lessee, permittee, etc., as appropriate) for himself/herself, his/her heirs, personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree (in the case of deeds and leases add "as a covenant running with the land") that (1) no person on the ground of race, color, or national origin, will be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination in the use of said facilities, (2) that in the construction of any improvements on, over, or under such land, and the furnishing of services thereon, no person on the ground of race, color, or national origin, will be excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination, (3) that the (grantee, licensee, lessee, permittee, etc.) will use the premises in compliance with all other requirements imposed by or pursuant to the Acts and Regulations, as amended, set forth in this Assurance.

B. With respect to (licenses, leases, permits, etc.), in the event of breach of any of the above Non-discrimination covenants, the Connecticut Department of Transportation will have the right to terminate the (license, permit, etc., as appropriate) and to enter or re-enter and repossess said land and the facilities thereon, and hold the same as if said (license, permit, etc., as appropriate) had never been made or issued.*

C. With respect to deeds, in the event of breach of any of the above Non-discrimination covenants, the Connecticut Department of Transportation will there upon revert to and vest in and become the absolute property of the Connecticut Department of Transportation and its assigns.*

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

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the “contractor”) agrees to comply with the following non-discrimination statutes and authorities; including but not limited to:

- Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. § 2000d et seq.), (prohibits discrimination on the basis of race, color, national origin), as implemented by 49 C.F.R. § 21.1 et seq. and 49 C.F.R. part 303;
- The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601) (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- Federal-Aid Highway Act of 1973 (23 U.S.C. § 324 et seq.) (prohibits discrimination on the basis of sex);
- Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794 et seq.) (prohibits discrimination on the basis of disability); and 49 C.F.R. part 27;
- The Age Discrimination Act of 1975, as amended (42 U.S.C. § 6101 et seq.) (prohibits discrimination on the basis of age);
- Airport and Airway Improvement Act of 1982 (Pub. L. 97-248 (1982)), as amended (prohibits discrimination based on race, creed, color, national origin, or sex);
- The Civil Rights Restoration Act of 1987 (102 Stat. 28) (“....which restore[d] the broad scope of coverage and to clarify the application of title IX of the Education Amendments of 1972, section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and title VI of the Civil Rights Act of 1964.”);
- Titles II and III of the Americans with Disabilities Act, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131 -- 12189), as implemented by Department of Justice regulations at 28 C.F.R. parts 35 and 36, and Department of Transportation regulations at 49 C.F.R. parts 37 and 38;
- The Federal Aviation Administration’s Non-discrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex);
- Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures non-discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations;
- Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100);
- Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. § 1681 et seq).

June 13, 2016
How can I file a discrimination complaint?

If you believe a United States Department of Transportation (USDOT) recipient has discriminated against you or others protected by Title VI of the Civil Rights Act of 1964, you may file a complaint. Complaints filed with CTDOT should be mailed to: Connecticut Department of Transportation, Attention Debra Goss, Title VI Coordinator, 2800 Berlin Turnpike, Newington, CT 06111, or emailed to Debra.Goss@ct.gov. For questions please call Debra Goss at 860-594-2169 or Tiffany Garcia, Associate Title VI Coordinator, at 860-594-2243.

Section I:

Complainant Name:__________________________________________________________

Street Address:_____________________________________________________________

City, State, Zip: ____________________________ Telephone Number: __________________

Accessible Format Requirements? □ Large Print □ Audio Tape □ TDD □ Other

If other, please specify_____________________________________________________

Section II:

Are you filing this complaint on your own behalf? □ Yes □ No If you answered Yes, please proceed to Section III.

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. □ Yes □ No

Section III

For Federal Transit Administration (FTA) Complaints – Discrimination based on:
□ Race □ Color □ National Origin

For Federal Highway Administration (FHWA) Complaints – Discrimination based on:
□ Race □ Color □ National Origin □ Sex □ Age □ Disability
Did the alleged discrimination take place on one of the CTDOT owned transit services? □ Yes □ No
If yes, please select the service: □ CTtransit □ CTfastrak □ Hartford Line □ Shore Line East

Please provide the date(s) and location(s) of the alleged discrimination, and the name(s) of the individual(s) who allegedly discriminated against you including their titles (if known).

________________________________________________________________________________________

________________________________________________________________________________________

Please provide the names, addresses, and telephone numbers of any witnesses.

________________________________________________________________________________________

________________________________________________________________________________________

Explain as clearly as possible what happened, how you feel you were discriminated against and who was involved. Please include how other persons were treated differently from you.

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

Section IV

Have you filed this complaint with any other Federal, State, or local agency, or with any Federal or State court?

□ Yes □ No  If yes, please provide contact information for a contact person at the agency/court where the complaint was filed.

Name: ___________________________ Title: ___________________________

Agency/Court: ___________________________

Address: ___________________________ Telephone Number: ___________________________

Section V

Name of the agency complaint is against: ___________________________

Contact Person: ___________________________ Title: ___________________________

Telephone Number: ___________________________

Complainant Signature: ___________________________ Date: ___________________________
You may use additional sheets of paper if necessary. 
Please include any written materials pertaining to your complaint.

Any person who believes they have been discriminated against on the basis of race, color, or national origin (FMCSA also accepts Title VI complaints for discrimination based on sex, age, disability, income status, and limited English proficiency (LEP)), by the Connecticut Department of Transportation (CTDOT), or one of the Department’s sub recipients, may file a Title VI complaint. Complaints must be filed, in writing, no more than 180 day(s) from the date(s) of the alleged incident, or the date when the person(s) became aware of the alleged discriminatory action.

All Title VI complaints filed directly with the CTDOT will be referred to the Department’s Title VI Coordinator. Complaints must be in writing, signed by the complainant or a representative, and include the complainant’s name, address, and telephone number, or other means by which the complainant may be contacted. Complaints shall explain as fully as possible the facts and circumstances surrounding the alleged discriminatory action, and identify the individual(s) and/or organization(s) responsible for the alleged discriminatory action. In cases where the complainant is assisted in converting an oral complaint into a written complaint, the complainant is required to sign the written complaint. All discrimination complaints will be acknowledged in writing. Complaints received by telephone will be reduced to writing and provided to the complainant for confirmation, revision, and signature before processing.

The Title VI designee or the individual receiving the written complaint will review the complaint to ensure that the required information is provided, the complaint is timely, and is written within the appropriate jurisdiction. The complaint will be accepted unless it is withdrawn, not filed within the allowed time period, or the complainant fails to provide required information after a written request for omitted/additional information.

In addition to filing a Title VI complaint with the CTDOT, a Title VI complaint may also be filed directly with the Federal Transit Administration (FTA) for transit related complaints, or with the Federal Highway Administration (FHWA) for highway program related complaints at the addresses listed below.

Federal Transit Administration  
Office of Civil Rights  
Attn: Complaint Team  
East Building, 5th Floor – TCR  
1200 New Jersey Avenue, SE  
Washington, DC 20590

Federal Highway Administration  
Office of Civil Rights  
1200 New Jersey Avenue, SE  
8th Floor E81-314  
Washington, DC 20590
타이틀 VI 불만 사항:
모든 개인이나 단체는 자신이 인종, 폐부재 또는 자격에 근거하여 차별을 받고 있다고 믿는 경우 타이틀 VI 불만을 제기할 수 있습니다. 타이틀 VI 불만 사항을 사용하여 케네디컷주 교통부(CDOT)에 타이틀 VI 불만을 제기할 수 있습니다. 이 사항은 또한 교통부가 타이틀 VI 불만을 조사할 때 따르는 절차에 대해서도 설명합니다. 다른 언어로 번역된 본 사항은 필요하시면 (860) 594-2243번으로 CDOT에 문의하십시오.

Lei VI - Formulário de reclamação
Quaisquer pessoas ou grupo de pessoas que considere ter sido alvo de discriminação com base em sua raça, cor ou nacionalidade pode registrar uma queixa relacionada à lei VI. O formulário é usado para registrar uma queixa junto ao Departamento de Transportes de Connecticut (CTDOT). Esse formulário também explica os procedimentos seguidos pelo Departamento durante a investigação de uma queixa relacionada à lei VI. Caso você precise de uma cópia desse formulário em outro idioma, entre em contato com o CTDOT através do telefone (860) 594-2243.

форма жалобы на нарушение прав согласно части VI Закона США о гражданских правах
Жалобу на нарушение прав согласно части VI Закона США о гражданских правах может подать любой человек или группа, которые считают, что они были подвержены дискриминации по признаку расовой, национальной принадлежности или цвету кожи. Формой жалобы на нарушение прав согласно части VI Закона США о гражданских правах можно воспользоваться для подачи жалобы в Транспортное управление штата Коннектикут (CTDOT). В этой форме также описаны процедуры, которыми придерживается управление при расследовании жалоб на нарушение прав согласно части VI Закона США о гражданских правах. Чтобы получить эту форму на другом языке, свяжитесь с CTDOT по телефону (860) 594-2243.

Luật VI Mẫu Đơn Khấu Nại:

Title VI 投诉表:
Title VI 投诉表可由认为其因种族、肤色或国籍而遭到歧视的任何个人或团体提交。Title VI 投诉表可用于向康涅狄格州交通部 (CTDOT) 提交 Title VI 投诉。此表也阐明了交通部在调查 Title VI 投诉时将遵循的程序。如果需要以另一语言制作此表格，请联系 CTDOT，电话 (860) 594-2243.

Title VI 投诉表
任何个人或团体认为其因种族、肤色或国籍而受到歧视，均可提出Title VI投诉。公众可利用Title VI投诉表向康涅狄格州交通部 (CTDOT) 提交Title VI投诉，此表格亦解释了本部门必需遵循的调查程序。
如果需要以另一种语言制作此表格，请联系康涅狄格州交通部 (CTDOT)，电话 (860) 594-2243.

Title VI Modulo per denuncia:
Si può farne una dichiarazione relativa al Titolo VI da parte di un individuo o gruppo che pensi di essere stato discriminato in base a razza, colore o nazionalità. Il modulo per la denuncia può essere consultato presso il Dipartimento dei Trasporti del Connecticut (CTDOT). Questo modulo spiega anche le procedure che il Dipartimento adotta per investigare sulle denunce. Per richiedere il modulo in un'altro linguaggio, si prega di contattare il CTDOT al numero (860) 594-2243.

Skarga, o której mowa w Tytule VI ustawy o prawach obywatelskich:
Skargę zgodnie z Tytulem VI ustawy o prawach obywatelskich możełożyć każda osoba lub grupa osób, która sądzi, że jest ofiarą dyskryminacji ze względu na swoje etniczne pochodzenie, rasę lub narodowość. Formularz skargi, o którym mowa w Tytule VI ustawy, można wykorzystać, aby zgłosić taką skargę w Wydziale Transportu Connecticut (CTDOT). Formularz zawiera informacje o procedurach rozpatrywania skarg zgodnie z Tytulem VI ustawy stosowanych przez Wydział Transportu. Aby otrzymać ten formularz w innym języku, należy skontaktować się z Wydziałem Transportu Connecticut (CTDOT) pod numerem (860) 594-2243.

Föm Plent Tit VI:
Nenpôt mew ouwa snew ka depe oj Plent Tit VI sì li kwè yo te fé diakriminasyon kont li akòz ras, kaoulé, oswa peyi li soti. Yo ka itilize fòm plent Tit VI a pou depe oj Plent Tit VI ak Depatman Transpò Connecticut (Department of Transportation, CTDOT). Epitou, fòm sa a ekspilike demach Depatman an twi pou menen anòt se oj Plent Tit VI. Si ou bezwenn fòm lan nan yon lòt lang, tanpri kontakte CTDOT nan (860) 594-2243.
Formulaire de plainte du Titre VI :
Une personne ou un groupe peut déposer une plainte du Titre VI si celle-ci pense avoir été l’objet de discrimination en raison de sa race, sa couleur ou son origine nationale. Le formulaire de plainte du Titre VI peut être utilisé pour déposer une plainte du Titre VI auprès du Service des transports du Connecticut (CTDOT). Ce formulaire explique également les procédures suivies par le Service dans le cadre d’une enquête sur une plainte du Titre VI. Si vous souhaitez recevoir le formulaire dans une autre langue, veuillez contacter le CTDOT au (860) 594-2243.
¿Cómo puedo presentar una denuncia de discriminación?

Si usted cree que un beneficiario del Departamento de Transportación de los Estados Unidos (USDOT) ha hecho un acto de discriminación en contra de usted o de otros protegidos por el Título VI del Acto de Derechos Civiles de 1964, puede presentar una denuncia. La siguiente información es necesaria para ayudarnos a procesar su denuncia. El formulario deberá presentarse y dirigirse a Debra Goss, Title VI Coordinator, 2800 Berlin Turnpike, Newington, CT 06111, o por correo electrónico a Debra.Goss@ct.gov. Si necesita algún tipo de ayuda para llenar este formulario, por favor comuníquese con Debra Goss, la Coordinadora del Título VI, al 860-594-2169 o con Tiffany Garcia, Coordinadora Asociada del Título VI, al 860-594-2243.

Sección I:

Nombre: ____________________________________________

Dirección: __________________________________________

Ciudad, Estado, Código Postal: ____________________________

Número de Teléfono: ____________________________

¿Necesita un formato más accesible? ☐ Tipo grande de letra ☐ Grabación de audio
☐ Sistema para personas con discapacidad auditiva ☐ Otro

Si ha contestado otro, por favor especifique:
____________________________________________________

Sección II:

¿Presenta usted esta denuncia a nombre propio? ☐ Sí ☐ No  Si ha contestado Sí, por favor proceda a la Sección III.

Por favor, provea el nombre y la relación que tiene con la persona por quién presenta la queja:
____________________________________________________

Por favor, explique por qué presenta la queja en nombre de un tercero:
____________________________________________________

Por favor confirme que usted ha obtenido el permiso de la persona agravada. ☐ Sí ☐ No
Sección III

Para Denuncias a la Administración Federal de Tránsito (FTA):
Discriminación basada en: □ Raza  □ Color  □ Nacionalidad

Para Denuncias a la Administración Federal de Carreteras (FHWA):
Discriminación basada en: □ Raza □ Color □ Nacionalidad □ Sexo □ Edad □ Discapacidad

¿La supuesta discriminación ocurrió en uno de los servicios de tránsito propiedad de CTDOT? □ Sí □ No

Si ha contestado Sí, seleccione el servicio:
□ CTtransit □ CTfastrak □ Hartford Line □ Shore Line East

Por favor, proporcione la fecha(s) y lugar(es) del presunto acto de discriminación, y el nombre o nombres del individuo o los individuos que discriminaron en contra de su persona, incluyendo sus títulos profesionales (si los sabe)

Por favor provea los nombres, direcciones, y números de teléfono de cualquier testigo.

Explique lo más claramente posible que pasó y describa la supuesta discriminación además que a todas las personas involucradas. Por favor incluya cómo otras personas fueron tratadas de manera diferente de usted.

Sección IV

¿Ha presentado usted esta denuncia con otra agencia federal, estatal o local, o a alguna corte federal o estatal?

□ Sí □ No Si ha contestado Sí, por favor provea información sobre una persona de contacto en la agencia o corte donde se presentó la denuncia.

Nombre: __________________________________________ Cargo: ________________________________

Agencia/Corte: ________________________________________________________________

Dirección: ________________________________________________________________
Número de Teléfono: __________________________

Sección V

Nombre de la agencia contra cual se presenta la denuncia: ____________________________________________

Persona de Contacto: ___________________________________________, Cargo: __________________________

Número de Teléfono: __________________________________________

Firma del Denunciante: ___________________________ Fecha: ___________________________

_Usted puede agregar páginas adicionales si es necesario._

_Por favor adjunte cualquier material escrito que considere relevante para su denuncia._

Cualquier persona que crea que ha sido discriminada en base a su raza, color, nacionalidad (FMCSA también acepta denuncias por el Título VI basadas en sexo, edad, discapacidad, nivel de ingresos, y dominio limitado del Inglés (LEP), por el Departamento de Transportación de Connecticut (CTDOT) o uno de los beneficiarios del Departamento, puede presentar una denuncia bajo el Título VI. Las quejas deben presentarse por escrito, en no más de 180 días de la fecha del presunto incidente, o en la fecha cuando la persona o personas se dieron cuenta del presunto acto de discriminación.

Todas las denuncias bajo el Título VI presentadas directamente a CTDOT serán referidas al Coordinador del Título VI del Departamento. Las quejas deben ser por escrito, firmadas por el afectado o su representante, incluyendo el nombre, dirección, número de teléfono y otros medios de contacto del afectado. Las quejas deben explicar en una manera completa, los hechos y circunstancias relacionadas a la presunta situación discriminatoria, e identificar al individuo o los individuos y organización u organizaciones responsables por la presunta acción discriminatoria. En casos donde el denunciante necesite asistencia para convertir su denuncia verbal en forma escrita, el denunciante está obligado a firmar el documento escrito. Todas las denuncias de discriminación serán reconocidas por escrito. Las quejas recibidas por teléfono serán transcritas y presentadas al denunciante para su confirmación, revisión y firma del documento antes de ser procesadas.

El designado del Título VI recibiendo la queja escrita la revisará para asegurarse que la información requerida está incluida y escrita dentro de la jurisdicción apropiada. La queja será aceptada a no ser que sea retirada, no procesada dentro del tiempo permitido, o el denunciante falle en proveer información requerida después de que se les solicite por escrito información adicional o que no se incluyó.

Además de presentar la denuncia bajo el Título VI con CTDOT, la denuncia bajo el Título VI también puede ser presentada a la Administración Federal de Tránsito (FTA) por denuncias relacionadas a tránsito, o a la Administración Federal de Carreteras (FHWA) por denuncias relacionadas al programa de carreteras a las direcciones descritas abajo:

**Federal Transit Administration**
Office of Civil Rights
Attn. Complaint Team
East Building, 5th Floor – TCR
1200 New Jersey Avenue, SE
Washington, DC 20590

**Federal Highway Administration**
Office of Civil Rights
200 New Jersey Avenue, SE
8th Floor E81-314
Washington, DC 20590
PUBLIC INVOLVEMENT PROCEDURES (PIP)
INTRODUCTION

Federal Statewide Planning and Metropolitan Planning Regulations (23 CFR Part 450 and 771 & 49 CFR Part 613, May 27, 2016) require that state transportation agencies and Metropolitan Planning Organizations (MPOs) develop public involvement procedures. Pursuant to these regulations, the Connecticut Department of Transportation (Department) has established a proactive, inclusive, public involvement process that is accessible to the public and identifies and addresses transportation-related issues early in the project development process. This process provides complete information, timely public notice, full public access to key decisions, and supports early and continuing involvement of the public in developing planning documents and transportation improvement programs. This process also minimizes duplication of public involvement efforts and meets the needs of the public and resource and regulatory agencies to provide early and continuing input into the project development process.

The Department’s Mission Statement, Vision and Values; Public Involvement Policy and the procedures that the Department follows to carry out this policy are set forth and described in this draft document titled, The Connecticut Department of Transportation’s Public Involvement Procedures. The federal and state mandates that pertain to public involvement are identified and discussed in Chapter 1. The Plan identifies public involvement processes and procedures that the Department uses when engaging the public into its transportation decision-making process. This Plan incorporates methods to reach individuals who are low-income, minority and Limited English Proficient (LEP) or those with disabilities.

This plan is an active working document to be used by the Department to provide meaningful outreach and to insure that traditionally underrepresented and underserved persons have the ability to participate in the process. The plan will be evaluated and updated periodically to insure that it remains up to date and effective.

Connecticut Department of Transportation’s Mission Statement, Vision & Values

OUR MISSION:
The mission of the Connecticut Department of Transportation is to provide a safe and efficient intermodal transportation network that improves the quality of life and promotes economic vitality for the State and the region.

OUR VISION:
The vision of the Department of Transportation is to lead, inspire and motivate a progressive, responsive team, striving to exceed customer expectations.
OUR VALUES:

Measurable Results: We will endeavor to utilize the latest technology and preserve the integrity of our current assets to provide a safe, efficient, integrated, multimodal, transportation system that offers options for mobility.

Customer Service: We are committed to consulting with our internal and external stakeholders in an open and transparent decision-making process; and to being responsive by providing timely information on services and programs.

Quality of Life: We will strive to maintain and enhance the quality of life in the State and the region by maintaining the character of our communities, supporting responsible growth, and by enhancing and being sensitive to the environment.

Accountability & Integrity: We will prudently manage and invest the human and financial resources entrusted to the Department using sound criteria and efficient, cost-effective methods that put safety and preservation first.

Excellence: We will demand excellence in all we do to fulfill our mission by being solution-oriented and focused on project delivery. We will continuously re-evaluate our mission, values, performance and priorities to ensure that the Department and its employees are innovative and responsive to changing needs.
CHAPTER 1: FEDERAL & STATE MANDATES

Federal and State Laws, Regulations & Executive Orders

State transportation agencies must comply with the public outreach provisions of the following federal regulations and executive orders to use federal money to pay for transportation projects and services or require a federal approval or permit:

- Air Quality Conformity. 40 CFR Part 51, November 24, 1993;
- Management and Monitoring Systems. 23 CFR 500, December 1, 1993;
- Title VI of the Civil Rights Act of 1964, as amended (42 USC Section 2000d)
- Environmental Justice Executive Order 12898; and
- FHWA Work Zone Safety and Mobility Rule 23 CFR 630 subpart J.
- 49 CFR 21, Nondiscrimination in federally assisted programs of the Department of Transportation
- 23 CFR 200, Title VI Program and Related Statutes – Implementation and Review Procedures

These federal regulations require:

- Early and continuing public involvement opportunities during all stages of the planning and programming process,
- States and MPOs provide to additional parties’ early and continuous involvement opportunities in the transportation planning process, and that States and MPOs shall allow to comment on the long-range statewide transportation plan and the metropolitan transportation plans.
- A new emphasis on the nonmetropolitan transportation planning process, by
- requiring States to have a higher level of involvement with nonmetropolitan local officials and a structural change to the membership of the larger MPOs,
- Timely information about transportation issues and processes to the community affected by transportation plans, programs and projects,
- Reasonable public access to information used in the development of the plans and projects,
- Adequate public notice of public involvement activities and time for public review and comment at key decision points,
- Meaningful, ongoing and inclusive outreach specifically targeted to low income, minority and Limited English Proficiency individuals.
- A process for demonstrating explicit consideration and response to public input,
- A process for seeking out and considering the needs of those traditionally undeserved by existing transportation systems, such as low-income and minority households, and
- Periodic review of the effectiveness of the public involvement process.

The Statewide Planning and Metropolitan Planning Regulations (23 CFR Part 450 and 771 & 49 CFR Part 613, May 27, 2016) require that the Department and Metropolitan Planning Organizations (MPOs) develop public involvement procedures. These regulations require that the State carry out a continuing, comprehensive, and intermodal statewide transportation planning process to involve agencies and the public in efforts to define the design concept and scope of major transportation investments.

The regulations pertaining to Air Quality Conformity (40 CFR Part 51, November 24, 1993) and the Management and Monitoring Systems (23 CFR 500, December 1, 1993) mandate that the public involvement process for planning serve as the vehicle for public input to air-quality conformity determinations and the results of the management systems.

The Department’s public involvement procedures must also meet the following public involvement requirements: 23 U.S.C. 128, 42 USC 2000d, Executive Orders 12898, 13166, 11988, and 11990, 36 CFR 800, 49 CFR 622, 49 CFR 21, 23 CFR 200, 33 CFR 115.60 and 33 CFR 325 and 327. Section 6001 of P.L. 109 – 59, The Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU) amended Sections 134 and 135 of Title 23, U.S.C and is continued in the current 2015 FAST-Act. This section includes the requirements concerning the opportunity for comment by the public on both regional and state long-range transportation plans (LRPs) and Transportation Improvement Programs (TIPs). Section 6002 of SAFETEA-LU added Section 139 of Title 23, U.S.C., which requires opportunities for public involvement during development of the purpose and need for a project as well as for the Alternatives Analysis during the environmental review process and is continued in the FAST Act. These procedures are consistent with the Council on Environmental Quality’s (CEQ) regulations for implementing the National Environmental Policy Act (NEPA) (40 CFR, Parts 1500-1508), the Federal Highway Administration’s (FHWA) internal operating procedure required by NEPA (23 CFR 771, "Environmental Impact and Related Procedures"), and Sec 22a-1b of the Connecticut State Statues which covers the Connecticut Environmental Policy Act (CEPA) process.

Compliance with all of the provisions of FHWA Work Zone Safety and Mobility Rule is required as of October 12, 2007. This Rule identifies very specific requirements for public involvement in the planning, design and construction phases of a project, as well as during the subsequent operation of the facility.
Title VI of the Civil Rights Act of 1964, as amended, 42 USC 2000d, Limited English Proficiency Executive Order 13166 and the Environmental Justice Executive Order 12898 emphasize and require the integration of public involvement in planning and design when minority, low-income, and individuals with Limited English Proficiency, may be affected by a federally funded action. Adequate efforts must be utilized to reach and involve low income, minority, disabled or Limited English Proficient Populations during the planning process. A systematic and consistent approach to engaging those impacted (representing diverse cultural and economic backgrounds) is required by the tenets of environmental justice. Federal requirements for meeting these standards obligate recipients of federal funds to collect data about beneficiaries, to analyze that data, eliminate discrimination when it is found, and to take affirmative measures to ensure nondiscrimination (see 49CFR21.5(b)(7), 21.9(b) and 23CFR200.9(b)(4) and 200.9(b)(14)). Limited English Proficiency (LEP) requirements also mandate that recipients provide meaningful access to the population relative to what is provided to populations that are proficient in English.

**Stakeholder Involvement**

The Department will seek to involve transportation stakeholders in the development of policies and strategies. Such efforts will focus on specific transportation issues and will strive to include various interested parties; including intermodal transportation representatives, environmental organizations, academic advisors, economic development interests and representatives of other state agencies. The Department may form advisory committees of various sorts, as appropriate, which could include the following stakeholders:

- Federal officials
- other state officials (e.g., Department of Energy and Environmental Protection (DEEP), or the State Historic Preservation Office (SHPO)
- Local elected officials
- Town engineers/planners
- Regional officials
- Councils of governments
- Transit districts
- Pre-existing special interest groups or advocacy groups (e.g., Sierra Club, Commuter Rail Council, etc.)
- *Ad hoc* groups created for a specific project
- Abutting or nearby property owners
- Community Leaders
- Community and Faith Based Organizations
- Senior Centers
- Special interest groups for the disabled or mobility limited
- The traveling public, civic associations, business or economic development interests and any other interested parties
The Department will update the statewide LRP and STIP in consultation with governments of metropolitan and non-metropolitan areas, federally recognized Indian tribal governments and the Secretary of the Interior, transit agencies, local agencies responsible for land use management, natural resources, environmental protection, conservation, and historic preservation, and others who have an impact on the transportation system. When updating the statewide LRP and STIP, the Department will provide citizens, affected public agencies, representatives of transportation agency employees, freight shippers, private providers of transportation, representatives of users of public transit, providers of freight transportation services, representatives of users of pedestrian walkways and bicycle transportation facilities, the disabled, and other interested parties with a reasonable opportunity to comment on the proposed plan.

Tribal governments will be actively solicited to participate in the development of State plans and programs as independent government bodies. To further ensure their participation the Department will provide the following:

- Early involvement
- Timely information exchange
- Adequate notice
- Consideration of input
CHAPTER 2: DEPARTMENT REQUIREMENTS FOR PUBLIC ENGAGEMENT ACTIVITIES

Activities involving public participation require the Department to engage in meaningful and inclusive outreach, particularly to low income, minority and Limited English Proficiency populations. The requirements detailed in this chapter apply to all public engagement activities where the Department seeks to consult, inform and/or solicit comments from the general public; these include all public hearings, information meetings, open houses, workshops, online surveys, focus groups and other types of public forums.

The appropriate regional Council of Governments (COG) and local first elected official should be informed and given the opportunity to participate.

Please note, if your program or project has federal or state mandates relative to comment periods or publishing of notices, the timeline for completing the steps outlined below should be modified to ensure compliance with those requirements.

Public Engagement Requirements
The requirements outlined in this section should be followed when conducting activities that require public engagement. Incorporating these requirements will ensure that outreach activities are compliant with Title VI.

As part of the Department’s requirements under Title VI, the Office of Contract Compliance (OCC) is responsible for monitoring and reporting on the Department’s outreach efforts, specifically targeted outreach to underrepresented populations. The steps outlined below are also detailed in the Public Engagement Checklist, to be completed for each public engagement activity and submitted to the (OCC). These checklists will assist the OCC in determining the effectiveness of the Department’s outreach efforts and compliance with its Title VI program.

It is the responsibility of the Bureau Chief to determine the process and frequency for submitting the Bureau’s checklist to the OCC.

This chapter provides a chronological framework of the steps required when performing public outreach. There may be steps that are not applicable to the engagement activity that you are planning, if you determine that one of the steps does not apply to your activity, you will have an opportunity to note your justification on the public engagement checklist.

TIP: Creating a public outreach plan, outlining detailed outreach milestones, with targeted completion dates, can also be helpful in
achieving meaningful and inclusive public participation. An example of a Public Outreach Plan is attached.

Preparing for the Public Engagement Activity:

1.) Identify the population and composition of the individuals/communities impacted by the CTDOT program, service or activity.

2.) Review the CTDOT Title VI maps, to determine if there are low income, minority or Limited English Proficiency (LEP) populations in the affected area.

The CTDOT Title VI maps can be accessed from the Department’s internet site by clicking on Maps under the Publications tab. Under the section, Title VI Demographic Mapping and Information, you will find statewide Limited English Proficiency (LEP) maps, minority maps and poverty maps.

_TIP: To determine if there are additional low income, minority or LEP populations, which are not reflected on the Title VI maps, you can consult with the planning agencies or identified stakeholders in the affected project or service area._

3.) Research and identify community based organizations, faith based organizations and community leaders within the project/service area. The Office of Contract Compliance maintains a Community Based Organization Directory that can be accessed online on the Department’s website.

_TIP: Researching additional organizations and community leaders is strongly encouraged. While the Office of Contact Compliance attempts to keep the directory current, high employee turnover and email address changes within the community based organizations can result in dated contact information._

Scheduling the Public Engagement Activity:

4.) Determine the time and location of the public engagement

_TIP: Consult with community leaders, community based organizations, and faith-based organization which may be central in providing input on determining the time and location of the public engagement activity._

5.) Multiple meetings could be scheduled at various locations and times, if doing so will ensure meaningful access and participation.
6.) When possible, select locations near public transportation options.

7.) All public engagement activities should be held at a venue that is ADA accessible.

8.) Once you have determined the date, time, and location of the public meeting or hearing, notify the Office of Communications so the event can be added to the Department’s Calendar of Events and posted on the website.

**Drafting and Distributing the Public Notice:**

9.) All public notices should detail the availability of free language assistance and the availability of reasonable accommodations. The notice should include the contact information and procedures for requesting the services, including the deadline. If possible, the public should be provided at least five calendar days to request language assistance or accessibility accommodations.

The Department has recently contracted with Voiance, to provide over the phone interpretation services. In the event an LEP individual calls to request language accommodations any CTDOT employee with an assigned Voiance PIN can access the system and engage in a three way telephone conversation with a certified translator. To find out who in your office is a Voiance PIN holder, or to request to be assigned a Voiance PIN, please contact your Bureau Chief.

10.) All public notices should provide instruction for those who are hearing impaired to call 711, (Telecommunications Relay Service) to contact the Department to request accommodations. To utilize the system, the hearing impaired individual calls 711, connects to an operator, and the 711 operator calls the Department and interprets the call. The service is free to both the caller and the Department, and can be accessed by the hearing impaired caller via a text phone (TTY). The following is an example of the language that should be included on all public notices.

*The meeting facility is ADA accessible. Language assistance may be requested by contacting the Department’s Office of Communications at (860) 594-3062 at least five (5) business days prior to the meeting. Persons having a hearing and/or speech disability may dial 711 for Telecommunications Relay Service (TRS). Language assistance is provided at no cost to the public, and efforts will be made to respond to timely requests for assistance.*

11.) The public notice should be published with sufficient processing time for free language and accessibility accommodation requests.

12.) If LEP populations have been identified, develop translated version(s) of the public notice, or other related announcements, based on the identified LEP populations. Translation vendors can be found under the DAS state contract. If you determine there is a need for
translation, you may contact the Office of Contract Compliance for technical assistance or vendor referrals.

13.) If you have determined that your project/service area includes LEP populations, identify non-English media (print, TV, radio, website, etc.) to publish the notice to the public. The following resources may be utilized to identify sources with a strong presence of individuals who have limited English proficiency, as well as those that target minority and or low income populations.

- CTDOT’s Office of Contract Compliance
- Community Leaders
- Community and Faith Based Organizations
- Councils of Governments (COGs)
- Neighborhood Revitalization Zones
- Public Libraries
- Schools/Universities
- Chambers of Commerce

The State’s Freedom of Information Act requires that notice of each public meeting shall be posted not less than twenty-four hours before the meeting on the Department’s Internet website. Also, the notice shall be filed with the Secretary of the State not less than twenty-four hours prior to the meeting. The notice shall specify the time, place and purpose of the public meeting.

14.) The public notice should be provided to individuals, organizations, and other stakeholders that represent Title VI populations in the affected area. They should be provided with a copy of the public notice, in English and any translated versions, to share with their members and or clients. Options for distribution include email, postal mail, or telephone.

**Prior to and During the Public Engagement Activity:**

15.) Prior to the public engagement activity, any timely requested language assistance services or accessibility accommodation arrangements should be made. The required accommodations can be identified through the following resources:

- Direct Requests
- Past Experiences
- Community Demographics
- Feedback from Community Leaders and Community and Faith Based Organizations
- The Office of Contract Compliance

16.) The following Title VI considerations should be addressed during set-up and during the
public engagement activity:

- Based on requested or identified language needs, has signage in other languages been posted?
- Is the space reserved for language interpreters clearly visible to the entire audience?
- Are the following Title VI materials available at the welcome desk?
  - I Speak Cards
  - Translated versions of written materials (i.e. fact sheets, comment cards, etc.)
  - ADA Compliant documents (i.e. braille, large font, etc.)
  - Title VI Notice to Beneficiaries (in English and any identified LEP languages)

17.) The subject matter of transportation-related public engagements can often be based on highly technical studies; care should be taken to communicate complex information in a clear and simple manner to members of the public who have widely varying backgrounds, including varied education levels.

**TIP:** Here is a [link](#) produced by the Navy and Marine Corps Public Health Center that provides guidance on writing effective executive summaries of highly technical documents.

**TIP:** The key points and tips, such as avoiding industry jargon, replacing complex words with simple words, and keeping the use of acronyms to a minimum, apply not only to the development of executive summaries, but also to the development of documents that are generated to convey information to the public.

**TIP:** Any spoken presentation of complex topics should be as simple as possible to effectively communicate the subject matter across the varying background and education levels of attendees. This guidance document describes good strategies and tips for presenting technical information to a non-technical audience.

18.) At the official start of a public hearing or informational meeting, if there is a formal presentation a general statement should be provided, regarding non-discrimination, and the services available to assist with preparing written comments and/or for completing forms such as demographic surveys.
An example of this statement would be as follows:

“No person in the United States shall, on the basis of race, color, or national origin be excluded from participation in, denied the benefits of, or be subject to discrimination under any program, activity or benefit receiving federal financial assistance. Please note that brochures notifying you of your rights under Title VI can be found at the [location, i.e. back of the room, at the entrance, etc.]. They are provided in English [and additional languages if applicable]. We also have a voluntary Title VI demographic survey, it is voluntary but your participation is appreciated and helps us to ensure that all persons are included in our public outreach program.”

19.) If there is a demographic survey available, attendees should be encouraged to complete the voluntary demographics survey. While no member of the public can be required to complete the survey, encouraging completion to determine the effectiveness of our outreach is beneficial to the Department (sample language is included above).

Demographic surveys, in English and Spanish, can be obtained by contacting the Office of Contract Compliance.

20.) For all public engagement activities, all public comments are received and considered.

At a public hearing, the Department shall receive and record verbal comments delivered in front of those in attendance. Although public hearings are generally conducted to receive public comments, the Department may choose to respond to questions received during the hearing. The Department should also be prepared to receive written comments that are hand-delivered at the public hearing, mailed to the Department, or submitted electronically to the Department.

During either a public hearing or other form of public forum where there is a formal question and answer session and the public speaks one at a time, the Department will document the questions and responses. If an immediate answer cannot be provided, the Department may respond to the public separately or as part of a future public forum.

Post Public Engagement Activity:

21.) The Department shall consider all public comments (written and verbal) expressed during a public hearing, informational meeting, or other form of public engagement activity in the decision making process. The Department should review public comments to determine if a response is required.

22.) If there is a state or federal requirement regarding meeting minutes, the meeting minutes shall be available for public inspection and posted on the Department’s Internet website.
Department will make, keep and maintain a record of the proceedings of the meeting.

*TIP: If the public engagement activity included a comment period, as the comment period deadline approaches, a follow up email could be sent to identified and contacted community/faith based organizations and community leaders to remind them of the approach of the end of the comment period.*

*TIP: The community leaders and community/faith based organizations identified and contacted prior to the meeting or hearing, and asked to assist in the Department’s targeted outreach efforts, could be acknowledged for their assistance with a call or email.*

23.) Submit the Public Outreach Checklists, with attachments, to the Office of Contract Compliance (OCC). The process and frequency for providing the OCC with copies of the checklists and attachments is at the discretion of the Bureau Chiefs.

The Office of Contract Compliance suggests the checklists be submitted to the Division’s Title VI Liaison, and then submitted to the Office of Contract Compliance on a monthly basis.
# PUBLIC ENGAGEMENT CHECKLIST

This checklist should be completed and submitted to the Office of Contract Compliance after each public engagement activity including, but not limited to, public meetings, or hearings, to ensure meaningful and inclusive public participation.

## Preparing for the Public Engagement Activity

- Have you identified the population and composition of the individuals or communities impacted by the CT DOT program, service, or activity?  
- Have you reviewed the CT DOT Title VI Maps? (The Title VI Maps can be accessed from the CT DOT internet site by clicking Maps under the Publications tab) to determine if there are low income, minority, or Limited English Proficiency populations in the affected area?  
- Have you researched and identified community and faith based organizations and community leaders within the affected area?

## Scheduling the Public Engagement Activity

- Have you scheduled the public engagement activities during times and at locations that are easily accessible to low income and minority communities?  
- Is the venue ADA accessible?  
- Is the venue accessible with public transportation?  
- Have you notified the Office of Communications and the Secretary of State about the public engagement activity?

## Drafting and Distributing the Public Notice

- Does the public notice detail the availability of language services and reasonable accommodations?  
- Does the public notice include the contact information and a deadline for requesting free language services and accessibility accommodations? Including a reference to Title VI?  
- If LEP populations were identified, did you translate the public notice and other related announcements based on the identified LEP Populations? If yes, please attach copies of the translated announcement to this checklist.  
- If LEP populations were identified, did you identify targeted media that reaches the identified low income, minority and LEP populations?  
- Have you published the public notice with sufficient processing time for free language and accessibility accommodation requests?  
- Have you forwarded the English and translated public notice to all identified Community/Faith Based Organizations and community leaders?  

## Prior to and During the Public Engagement Activity

- Have you made arrangements for any requested language assistance or accommodations?  
- Have you translated meeting materials into identified LEP languages?  
- Did you provide the following: (a) Oral Documents at the public engagement activity? (b) Written Documents at the public engagement activity? (c) Written Documents at the public engagement activity? (d) Written Documents at the public engagement activity?

## After the Public Engagement Activity

- Have you posted meeting minutes within seven days of the public meeting or hearing on the CT DOT internet site?  
- Have you acknowledged community and faith based organizations and community leaders for their outreach assistance?  
- Have you reminded community and faith based organizations and community leaders of the approach of the end of the comment period?
**Comparison of Public Hearing and Public Information Meeting**

While public engagement activities may include open houses, forums, workshops, online surveys, focus groups etc., the following chart outlines the legal requirements for a public hearing and a public information meeting.

<table>
<thead>
<tr>
<th><strong>Public Hearing</strong></th>
<th><strong>Public Information Meeting</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Is held to obtain public input. It is generally not a question and answer format.</td>
<td>Is held to provide information and obtain public input.</td>
</tr>
<tr>
<td>Some are required by regulations; others are granted on a case-by-case basis.</td>
<td>In most cases, will satisfy public involvement requirements.</td>
</tr>
<tr>
<td>Is governed by rules concerning who speaks and for how long.</td>
<td>Is more of an exchange of information between interested parties. May be an open discussion during which attendees may ask questions. May be a question and answer format.</td>
</tr>
<tr>
<td>Is overseen by a moderator.</td>
<td>Is usually run by the project manager or a designated chairperson of the meeting.</td>
</tr>
<tr>
<td>A transcript of the public input is produced and entered into the public record.</td>
<td>Minutes of the meeting are prepared. Public comments are not entered into the public record verbatim.</td>
</tr>
</tbody>
</table>

**ADA Accommodations & Accessible Meeting Locations**

Guidelines for Meeting Planner’s Responsibilities in reference to Requests for Accommodations:

1. All meetings should be publicized 3 weeks in advance whenever practical, but in accordance with Connecticut General Statutes (CGS) Chapter 238 Section13a-58. Public notices should provide instruction for those who are hearing impaired to call 711 (Telecommunications Relay Service) to contact the Department to request accommodations. To utilize the system, the hearing impaired person calls 711, connects to an operator, and the 711 operator calls the Department and interprets the call. The service is free to both the caller and the Department, and can be accessed by the hearing impaired caller via a text phone (TTY). The following is an example of the language that should be included on the public notice:
“The meeting facility is ADA accessible. Language assistance may be requested by contacting the Department’s Office of Communications at (860) 594-3062 at least 5 business days prior to the meeting. Persons with hearing and/or speech disabilities may dial 711 for Telecommunications Relay Service (TRS). Language assistance is provided at no cost to the public and efforts will be made to respond to timely requests for assistance.”

2. Meeting rooms should be ADA accessible with integrated seating available for those who use wheelchairs or power assistive devices where practical. Reserved seating should be made available up front for deaf or hearing impaired so that they may see the interpreter, closed captions, or be able to lip read. Aisles should be at least 3 feet wide and clear of objects/tripping hazards.

3. Individuals requiring materials in alternative formats, translation materials/presentation materials must request them at least one week prior to the event. Large print versions or electronic versions of all printed materials will be made available at all public meetings upon advance request (font size 16 pt. with the highest contrast – Black/White.) These materials should include the same information as the original handouts.

4. Foreign language and audible versions of materials can also be made available when requested at least 1 week prior to the actual meeting date. All reasonable format requests will be honored upon request within 7 calendar days of the requests. If the request is made at the meeting or after the meeting, every attempt shall be made to provide the materials within 7 days of the request. Attendees making the requests will not be charged for any cost affiliated with the creation of alternate formats of meeting materials.

5. When sign language interpreters are present during a meeting, their presence and function should be announced at the opening of the meeting.

6. The location of accessible restrooms and areas of refuge (for safety) should be announced at the opening of the meeting.

7. All videos and DVDs shown should be closed captioned.

8. Office of Communications should follow-up with attendees who have made requests for accommodations the day before the meeting to ensure them that their requests will be honored to the extent possible.
CHAPTER 3: PUBLIC INVOLVEMENT DURING A STUDY OR DEVELOPMENT OF TRANSPORTATION PLANNING DOCUMENTS

Public Involvement Procedures for the Statewide Long-Range Transportation Plan

The long-range statewide transportation plan (LRP), which is required by Title 23 USC, Section 135(f) as amended by Moving Ahead for Progress in the 21st Century (MAP-21 and Fixing America’s Surface Transportation Act (FAST Act), is the federally recognized transportation plan for the State of Connecticut. It is a policy document that is intended to present a long-term, intermodal vision of the state’s transportation system and serve as a framework for preparing future, more project-specific plans such as the Department’s federally mandated statewide transportation improvement program (STIP). The Department updates the State of Connecticut’s (LRP) generally every five years, or more frequently based on the vision for the twenty (20) year planning horizon or system needs. The Department undertakes a public engagement effort to solicit public input when updating this plan. The process for soliciting public input consists of the following phases.

Solicitation of Public Input Prior to the Development of a Draft LRP

The Department announces a public comment period and holds listening sessions in various locations throughout the state to solicit public input on transportation issues and concerns in Connecticut. The public comment period is at least 45 days in length and listening sessions are held in the middle of this period. At each listening session, the Department’s staff delivers a visual presentation that explains the purpose of the LRP, outlines the process and mandates for developing it, identifies key factors and issues that influence transportation-related decisions and investments in Connecticut, and identifies opportunities for providing public input into the updating of the plan. Following the presentation, the public may provide input and ask questions. Representatives from appropriate Department offices attend the listening sessions to hear the public’s comments and questions with respect to modes or components of the transportation system for which their bureau or office is responsible and, if there is sufficient time, respond to people’s questions. Copies of the following documents are made available for public perusal at the listening sessions: a copy of the current LRP and other pertinent documents. Copies of various handouts are also provided; such material may include the following: brochures that provide information on the LRP, the process and schedule for updating it and opportunities to provide input; a list of the titles and web site addresses of documents referenced in the visual presentation; a list of major planned and ongoing studies and projects; copies of maps showing the locations of the studies and projects; and forms (“Input, Ideas, and Comments” sheet) that the public can use to submit their written comments at the meeting or to mail in their comments at a later date during the comment period.
Input is sought from the staff of Connecticut’s Metropolitan Planning Organizations (MPOs) and the Council of Governments (COGs) when determining the dates, times, and locations of the LRP listening sessions. The facilities at which the listening sessions are held must be ADA accessible. In areas of the state where public transportation is provided, the listening sessions are held at facilities and at times to enable people to use public transportation to attend the sessions. Up to one week in advance of the date of a listening session, people may request that the Department make reasonable accommodations for them. Assistance for the deaf and hearing impaired is arranged upon request; requests for other reasonable accommodations, including the provision of language assistance for individuals with limited English proficiency, are considered and granted.

The dates, times and locations of the meetings are posted on the Department’s web site calendar, which includes an option to request reasonable accommodations at a public meeting. The event posting on the calendar includes a link to the Department’s LRP web page, which includes more detailed information on the LRP and the process for updating it. The dates, times and locations of the listening sessions are published at least once, in display ads in newspapers with regional and state coverage, including two with distributions to minority populations in Connecticut and Massachusetts. The display ads also include information on the LRP, the Department’s process for updating it, contact information for submitting comments, and a telephone number and e-mail address for requesting reasonable accommodations at a listening session. This information is also included in press releases that are issued by the Department’s Office of Communications to newspapers, radio stations and television stations, before, during and just before the end of the public comment period and in brochures that are mailed and/or e-mailed to various interested parties prior to the beginning of the public comment period. LRP staff and other Department staff also notify interested parties by making the LRP brochures available at various meetings and events they attend and making announcements about the LRP listening sessions and public comment period at such events. Councils of Governments and other appropriate organizations in Connecticut are asked to assist in notifying people of the opportunities to provide input into the updating of the LRP by posting information on their web sites and providing links to the Department’s LRP web page.

The interested parties to which LRP informational brochures are sent include MPOs; COGs, federal transportation agencies, transit districts, representatives of federally recognized Indian tribes in Connecticut, transit operators, freight shippers, and other groups and individuals that are identified in federal laws, regulations and executive orders pertaining to statewide transportation planning; heads of appropriate State agencies, boards and commissions; first elected officials in all Connecticut municipalities; State legislators, members of Connecticut’s Congressional Delegation, public and academic libraries in Connecticut, centers for senior/disabled persons, representatives of bicycle and pedestrian advocacy groups, environmental organizations, chairpersons of Neighborhood Revitalization Zones in Connecticut, individuals that have asked to be added to the Department’s LRP
mailing list and other appropriate individuals and groups that the LRP staff members become aware of.

**Solicitation of Public Input on the Draft LRP**
The Draft LRP is posted on the Department’s web site and interested parties are notified of the availability of the document and informed of the timeframe and ways in which they can provide input on the document. If possible, a streaming media presentation that provides an overview of the contents of the document and the process used to develop it is created and posted on the Department’s web site. Hard copies of the draft document are made available for public review at the Department’s headquarters in Newington, Connecticut and at the offices of each of the MPOs and COGs. Comments on the draft document are accepted during a public review and a comment period of at least 45 days. During the comment period, at least two public information meetings are held to provide the public with an overview of the contents of and the process used to develop the draft document and to provide an opportunity for interested parties to ask questions and provide input on the document. At the public information meetings a visual presentation is used to provide an overview of the contents of the draft document and the process used to develop it. One meeting is scheduled during the day; another meeting is held in the evening. Representatives of appropriate Department offices attend both meetings and are available to answer questions. Accommodations for the deaf and hearing impaired are provided if such accommodation is requested in advance of the meeting date. Other reasonable accommodations, including language assistance, may be requested, in advance of the meeting via telephone or e-mail or via a “request special accommodations link” that has been built into the public events calendar on the Department’s web page; such requests are considered and granted if reasonable and possible. Written comments on the Draft LRP may be submitted at the public information meetings or via e-mail or mail during the public comment period.

Interested parties are contacted and updated on the LRP update process via electronic mail, statements at monthly/quarterly meetings of various organizations, and direct mailings, including an extensive mailing of informational brochures. The brochures provide information on the purpose of the LRP, the process for updating it, opportunities to review the draft document and comment on it, and the anticipated publication dates of the draft and final documents. The brochures are printed in a format suitable for posting on community boards, are posted at selected rail and bus stations, are distributed to municipalities, public and academic libraries, and various regional, State and federal personnel, as well as other interested parties including, but not limited to, transit operators, federally recognized Indian tribes in Connecticut, airport managers, bicycle enthusiasts, and motor transport representatives, and are forwarded to senior/disabled centers throughout the state.

Legal notices announcing the availability of the Draft LRP for public review and comment, opportunities to review and provide input on the draft document, and contact information for
submitting comments are published in media publications with regional and state coverage, including two publications with distributions to minority populations in Connecticut and Massachusetts.

The Department issues press releases to newspaper, television, and radio organizations, including organizations serving minority and low-income populations before, during and just before the end of the public review and comment period on the Draft LRP. The press releases announce the availability of the Draft LRP for public review and comment; provide information on opportunities to learn about, review and comment on the draft document; provide contact information for requesting special accommodations, including language assistance, at public information meetings; promote attendance; and provide reminders of the deadline for submitting comments on the Draft document.

After the final document is published, it is posted on the Department’s web site and hard copies and/or electronic copies are sent to the State Library for distribution to designated depository libraries and to the Department’s library. Notification that includes the Department’s LRP web page address is issued to inform the general public of the availability of the final LRP. Organizations and individuals that are listed on the Department’s LRP Distribution List are notified via e-mail or U.S. mail of the availability of the final document.

**Posting of Information on LRP Web Page**
Throughout the public outreach process for the LRP, the following items, which are pertinent to the development of the LRP, are posted on the Department’s web site: the current LRP, informational brochures, display ads, legal notices, press releases, notifications, material distributed during the listening sessions and public meetings on the Draft LRP, and contact information. The presentations provided at the listening sessions and the public information meetings on the Draft LRP are posted on the Department’s web site in several formats, including a version with audio and a version with speaker’s notes to accommodate persons with sight or hearing disabilities. Whenever possible, press releases are posted on the State of Connecticut’s master web site and on the various individual web sites maintained by the MPOs and COGs in Connecticut. The final LRP is posted on the Department’s web site.

**Public Involvement Procedures for the Statewide Transportation Improvement Program**
The Statewide Transportation Improvement Program (STIP), which is required by Title 23 USC, Section 135 (g) as amended by Moving Ahead for Progress in the 21st Century (MAP-21 and Fixing America’s Surface Transportation Act (FAST Act), is a four-year financial document that lists all projects expected to be funded in that four-year period. This document must be updated at least every four years; however, the Department strives to update it every two years. The Department’s public outreach process for the STIP is as follows:
A public involvement process is followed to ensure an opportunity for all to participate. The
draft STIP is developed in cooperation with MPOs and COGs in the State and made available for public review. The draft STIP is placed on the Department’s web page for review. A legal notice is placed in Connecticut’s major daily newspapers. This notice states in detail that the STIP will be available for public review, public informational meetings will be held, and that the Department will receive comments. A press release is also prepared containing detailed information found in the legal notice, background information on the STIP, and examples of projects included in STIP. This press release is issued to Connecticut newspapers, radio stations and television stations. A brochure detailing the availability of the STIP and announcing the Public Informational Meeting is sent to all individuals and businesses that have expressed interest in the transportation planning process. This Interested Parties list may include, but is not limited to, local citizens, affected public agencies, affected federal agencies, representatives of public transportation employees, freight shippers, private providers of transportation, representatives of users of public transportation, representatives of users of pedestrian walkways and bicycle transportation facilities, and federally recognized Indian tribes in Connecticut.

Each MPO and COG is asked to coordinate a public review of its Transportation Improvement Program (TIP) with a public review of the Department’s STIP. The Department’s staff attends all MPO informational meetings on the TIP/STIP and are available to receive comments and answer questions. Two informational meetings on the STIP are held at the Department’s headquarters. One meeting is scheduled during the day with the second meeting is scheduled at night to accommodate individuals with different schedules. The Department’s headquarters is situated on a bus route and is ADA accessible. A visual presentation is given to explain the process for developing the STIP and to highlight major projects in the STIP. Time is allotted for questions and comments.

The draft STIP is made available for public review and comment for a period of at least 30 days. After review and consideration of all public comments, a final version of the STIP is prepared and submitted to the FHWA and the FTA for approval. All comments will be considered and the final STIP may be modified to accommodate the comments. All who submit written comments are notified of the availability of the final approved document. The approved STIP is placed on the Department’s web page.

Public Involvement Procedures for Air Quality Conformity Analysis
In Connecticut, the Department is responsible for performing an Air Quality Conformity analysis for all areas of the State. The Department will conduct an Air Quality Conformity analysis when new TIPs are developed, when MPOs develop new Metropolitan Transportation Plans (MTP) and when an amendment to a TIP is needed. Interagency coordination will occur as specified in the Air Quality Conformity analysis procedures document. Once a new analysis is completed, the document and back-up information is sent to each MPO for its review and for the MPO to provide an opportunity for the public to review
and comment on the document. Each MPO will follow their public involvement procedures to notify the public that a new Air Quality Conformity analysis has been prepared. This document will be made available for a 30-day comment period, and a public meeting on this document will be held in conjunction with the public meeting on MPO’s TIP and/or MTP. The public may also attend an MPO’s monthly meeting to deliver comments before the MPO’s Policy Board acts on the Air Quality Conformity determination. All comments received on an Air Quality Conformity document will be incorporated by reference in the MPO’s approval submittal to the CTDOT who, in turn will forward to FHWA and FTA.

Public Involvement Procedures of MPOs

The Department recognizes the important role that MPOs play in transportation planning for Connecticut. The Department participates in the cooperative transportation planning process within the MPO's jurisdiction. An effective metropolitan planning process must incorporate input from both local and state jurisdictions as well as the public. Therefore, the Department relies on MPOs to seek public involvement in the development of their comprehensive metropolitan transportation plans (MTP) and TIPs.

Each MPO has developed procedures to provide opportunities for the public to provide input on its regional MTP (which must cover a period of at least 20 years), TIP, and major transportation planning studies that are undertaken. The Department utilizes the MPO public involvement process as an important vehicle for soliciting public comments on Connecticut’s STIP. The Department acknowledges the unique nature of each metropolitan area and has determined that the endorsed MPO public participation plans meet the planning public involvement requirements of 23 CFR 450.316 for transportation projects within the MPO area.

The MPO procedures include mechanisms for the public to express their views and to obtain information. The MPO procedures also provide a general approach for involving the public in transportation planning studies.

The MPO procedures detail how the transportation needs of persons and groups who are "traditionally underserved by existing transportation systems" are identified and addressed per Executive Order 12898 (12/11/94) on "Federal Actions to Address Environmental Justice in Minority Populations and Low Income Populations.” For example, some MPOs may institute advisory committees to represent transportation-disadvantaged groups and communities such as transit patrons, the elderly, handicapped, low income and minorities.

When substantial written and verbal comments are received on an MPO’s draft MTP or TIP as a result of the public involvement process or the interagency consultation process, or public input is sought on the Air Quality Conformity analysis as required by the conformity regulations, a summary, analysis, and a report on the disposition of the comments shall be
made part of the draft MTP and TIP. The Department will assist the MPO in responding to comments and questions.

The Department and the MPOs will coordinate the development of MPOs’ plans and the statewide LRP through the cooperative transportation planning process that the Department and the MPOs conduct. The Department’s participation in the MPO planning process ensures that statewide issues are considered in the MPOs’ planning process. The Department will review and consider the contents of the each MPO’s MTP as part of the process of developing the statewide LRP.

Public Involvement Procedures for Amending TIPs and the STIP
Public involvement for amendments to the TIP will be facilitated by the MPO. All amendments to the TIP need to be included on the MPOs agenda for endorsement by the MPO’s Policy Board. This agenda is sent to all interested parties and made available to the public. Each MPO and COG board provides an opportunity for the public to deliver comments at its meeting. Department staff attends these meetings and are available for questions and comments. Any comments received on TIP and STIP amendments will be included with CTDOT’s transmittal of the amendment to the FHWA and the FTA requesting approval. Once approved by the FHWA and the FTA, the updated STIP is posted on the Department’s web page.

Examples of revisions that are not considered significant and, therefore, do not require that the Department provide an additional opportunity for the public to comment, include minor changes in project cost and moving projects among the first four years of the STIP/TIP.

Public Involvement Procedures for Planning Studies
During the scoping of planning studies early coordination is done with the affected COGs and towns to determine the amount of public outreach that will be required for the study. A description of this outreach effort is included in the scope of services for the study to ensure that the public is kept informed and has ample opportunity to relay their concerns and questions on the study. These outreach efforts typically consist of the establishment of an Advisory Committee (AC) or a Stakeholders Group (SG). Public Informational Meetings (PIM), study web sites and distribution of study documents for public review. ACs are established so that their memberships represent all the stakeholder groups in the study. This representation typically consists of other State and Federal agencies (e.g. OPM, DEEP, DECD, FHWA, FTA, FAA), municipalities, MPOs and public representation, as well as other stakeholders. This membership is not “set in stone” and can change as the study progresses. The AC is a critical piece of the study, as its members are typically charged with the sharing of information with the stakeholder groups they represent and bringing the groups’ concerns to the attention of those conducting the study.
Public Informational Meetings (PIM) are held as appropriate throughout the study process to relay information to the general public and solicit their input to the study. The PIM also offers a forum for the Department to learn and respond to community concerns. These meetings are typically held in an open house format to allow individuals to speak one–on–one with Department personnel regarding their concerns and questions with respect to the study.

Websites are used to disseminate information to the public in an easy and cost effective manner. Depending on the size and scope of the study, a study web site may be created for the sole purpose of providing information to and soliciting comments from all stakeholders. It also offers a way to update interested parties on the status of study activities and notify them of upcoming meetings. Once studies are completed the final reports are posted on the Department’s web site for future reference.

Hard copies of study documents, working papers, draft and final documents are made available at town halls, COGs’ offices, local public libraries and at the Department’s headquarters in Newington, Connecticut. This provides the public with multiple options to access and view the study reports.
CHAPTER 4: PUBLIC INVOLVEMENT IN THE ENVIRONMENTAL PHASE OF PROJECTS

Public Outreach under the National Environmental Policy Act and the Connecticut Environmental Policy Act

The transportation planning process is continuous, and public involvement should begin early and continue throughout the duration of the project. Public outreach should be initiated at the onset of the development of any proposed action, prior to conducting detailed analysis. The extent of public outreach for each proposed action depends on the magnitude of the proposed action and the potential effects a proposed action may have upon the environment. The type of environmental documentation required will also dictate the requirements for public outreach in accordance with the National Environmental Policy Act (NEPA) and the Connecticut Environmental Policy Act (CEPA).

During the preliminary stages, each proposed transportation project undergoes an internal environmental review process to determine the type of environmental documentation required for the project. This decision is determined by the funding source and the level of potential impact to the environment as a result of the project. If a project is being funded in whole or in part with federal monies, or if the project requires a federal permit, one of three levels of environmental documentation must be prepared under NEPA. The environmental review process determines if a project shall require a 1) Federal Environmental Impact Statement (EIS), 2) Categorical Exclusion (CE), or 3) Federal Environmental Assessment (EA). It should be noted that a Federal EA is a decision making tool to determine if a project warrants a Finding of No Significant Impact (FONSI), or if an EIS should be prepared. If the project is state-funded only, criteria set forth in the Department’s Environmental Classification Document (ECD) will determine whether or not a State Environmental Impact Evaluation (EIE) shall be prepared under CEPA. For projects that are funded with both federal and state funds, a single environmental document (e.g., EIS/EIE or EA/EIE) is prepared that addresses both NEPA and CEPA requirements.

NEPA Documentation

Each project must incorporate public outreach; the level of outreach required is determined by the significance of the project and the level of documentation required. According to 23 CFR 771.111, public involvement/public hearing procedures must provide for:

- Coordination of public involvement activities and public hearings with the entire NEPA process.

Early and continuing opportunities during project development for the public to be involved in the identification of social, economic, and environmental impacts, as well as impacts associated with relocation of individuals, groups, or institutions.
One or more public hearings or the opportunity for hearing(s) to be held by the Department at a convenient time and place for any Federal-aid project which requires significant amounts of right-of-way, substantially changes the layout or functions of connecting roadways or of the facility being improved, has a substantial adverse impact on abutting property, otherwise has a significant social, economic, environmental or other effect, or for which the FHWA determines that a public hearing is in the public interest.

Provide reasonable notice to the public of either a public hearing or the opportunity for a public hearing. Such notice will indicate the availability of explanatory information. The notice shall also provide information required to comply with public involvement requirements of other laws, Executive orders, and regulations.

Explanation at the public hearing of the following information, as appropriate:
- The project’s purpose, need, and consistency with the goals and objectives of any local urban planning,
- The project’s alternatives and major design features,
- The social, economic, environmental, and other impacts of the project,
- The relocation assistance program and right-of-way acquisition process; and
- The Department’s procedures for receiving both verbal and written comments from the public.

Submit to FHWA a transcript of each public hearing and a certification that a required hearing or hearing opportunity was offered. The transcript will be accompanied by copies of all written statements from the public, not submitted at the public hearing or during an announced period after the public hearing.

NEPA documentation is required for each transportation project that is funded with federal monies. The three classes of actions which prescribe the level of NEPA documentation and public involvement required for each project are as follows:
- Class I – Environmental Impact Statement (EIS)
- Class II – Categorical Exclusion (CE)
- Class III – Environmental Assessment (EA)

**Environmental Impact Statement (EIS)**
An EIS is required for actions that significantly affect the environment. When the decision to prepare an EIS is made, a Notice of Intent (40 CFR 1508.22) is issued for publication in the Federal Register, beginning the scoping process. The scoping process is used to identify a range of alternatives, to determine the significant issues to be addressed in the EIS, and to foster public outreach. Early in the process a public scoping meeting shall be held in the project area. The Department shall publish a legal notice in area newspapers two weeks prior to the public scoping meeting to inform the public of the date, time, and location of the meeting. If the project will take place in an area that is home to a population with significant
Limited English Proficiency, the Department will publish the notice in a periodical written in that particular language. Additionally, any language assistance will be provided at the public scoping meeting per request. The public will be allowed to submit comments to the Department for a period of thirty days following the public scoping meeting. A Coordination Plan for coordinating public and agency participation in and comment on the environmental review process for a project or category of projects is required for all projects that require an EIS. For projects requiring an EIS, a joint Federal EIS/Connecticut Environmental Impact Evaluation (EIE) can be done to satisfy both NEPA and CEPA, provided the project follows both the public outreach guidelines for NEPA and CEPA.

**Draft EIS**

Once a draft EIS is prepared and published, the document must be filed with the Environmental Protection Agency (EPA) and made available to the public no later than the date which it is filed with the EPA. At this time, the EPA will publish a notice of availability of the draft document in the *Federal Register* to establish a period of not less than 45 days for public comment on the draft EIS. Similar to the notice of the public scoping meeting, the Department will publish a legal notice that may also be in languages other than English (if it is determined that the project will affect populations with limited English proficiency) in area newspapers to inform the public of the public hearing and where the document is available for inspection. Additionally, the notice will appear in the Environmental Monitor (a web based environmental clearinghouse) in order to comply with CEPA since all EIS documents conducted by the Department will be considered a joint Federal EIS/Connecticut EIE document. At least one public hearing will be held for all transportation projects which involve the development of an EIS. Appropriate level of outreach will occur to group areas that represent populations protected by Environmental Justice. As with the public scoping meeting, language assistance will be available for any member of the public submitting such a request. The draft EIS shall be transmitted to public officials, interested groups, and members of the public known to have an interest in the proposed action or the draft EIS. Additionally, the draft EIS shall be available for public inspection at relevant town clerks’ offices, public libraries, and regional planning offices, as well as at the Department, and the lead Federal sponsoring office as well as on the Department’s web site for a minimum of thirty days in advance of the public hearing to comply with both NEPA and CEPA public involvement regulations. Therefore, both the notice in the *Federal Register* and in the newspaper(s) shall appear at least thirty days in advance of the hearing; the public will have at least fifteen days to submit comments following the public hearing. Often, this will be extended to 30 days.

**Final EIS**

After circulation of the draft EIS and consideration of all comments received, a final EIS shall be prepared. The final EIS shall be transmitted to any persons that made substantive comments on the draft EIS or requested a copy, no later than the time that the document is filed with the EPA and the notice of availability is published in the *Federal Register*. Once the
final EIS is filed with the EPA, the Department shall publish a notice of availability of the document in local newspapers and make the final EIS available for public review at relevant town clerks’ offices, public libraries, as well as the Department, and on the Department’s web site. After the final EIS is filed with the EPA and the notice of availability of the final EIS is published in the Federal Register, the lead federal agency will complete and sign a Record Of Decision (ROD) no sooner than thirty days after the publication of the final EIS notice or ninety days after the publication of the notice of the draft EIS, whichever is later. A ROD is a NEPA compliance document that provides the basis for the decision made, describes the environmental factors considered, the preferred plan, and the alternatives considered in the EIS and summarizes any mitigation measures that will be incorporated into the project.

**Categorical Exclusion (CE)**

A CE is required for actions that do not individually or cumulatively have a significant affect on the environment. For proposed actions classified as CE’s under NEPA and/or requiring no Environmental Impact Evaluation under CEPA, informing the public of the anticipated activity can be accomplished through the municipality and media strategies, such as posting information on the Department’s web site, and publishing notices of anticipated activities in local media. The Department may also hold a public information meeting or a public hearing.

Information posted on the Department’s web site and in local media shall include a description of the proposed activity, an anticipated schedule for construction, and a Department contact for additional information. A notice may also be published in languages other than English, if it is determined that the project will affect populations with limited English proficiency. Public information meetings and public hearings may be held during the Survey / Design / Rights-Of-Way Phases of projects to advise the public of the associated CE process.

**Environmental Assessment (EA)**

Under NEPA, an EA is prepared for each action that is not a CE, yet does not clearly require the preparation of an EIS, or where an EA would assist in determining if an EIS is required. An EA will either result in the preparation of an EIS or a FONSI. The vast majority of projects are funded with both federal and State funds. If a project requires an EA and uses any state funds, the EA may also be published as a joint Federal EA/Connecticut EIE under CEPA. On occasion, however, a project requiring an EA may not require an EIE. These determinations are made on a project-by-project basis and the decision to undertake an EIE takes place using guidance from the Department’s Environmental Classification Document. If a joint document is done, the Department takes the responsibility of circulating the joint EA/EIE to satisfy the appropriate public involvement requirements for both an EA under NEPA and an EIE under CEPA. Although there is no need to circulate an EA for comment under federal regulations, a notice of availability of an
EA/EIE or a stand-alone EA shall be sent by the Department to the affected units of Federal, State, and local government. The document must be made available for public inspection at the appropriate federal regional office, the Department and on the Department’s web site. Additionally, a joint EA/EIE will be made available to relevant town clerks’ offices, and public libraries. Although public hearings are not required during the NEPA phase for EAs, the Department will determine on a project by project basis whether to hold a public hearing. If a hearing is not held, the public may request that one be held; information on how to request a hearing is included in the notice of EA/EIE availability. For projects requiring a joint EA/EIE, it has been Department practice to hold a public hearing.

The FHWA federal regulations (23 CFR 771.111(h)(2)(iii)) require one or more public hearings or the opportunity for hearing(s) to be held by the Department at a convenient time and place for any Federal-aid project which requires significant amounts of right-of-way, substantially changes the layout or functions of connecting roadways or of the facility being improved, has a substantial adverse impact on abutting property, otherwise has a significant social, economic, environmental or other effect, or for which the lead Federal agency determines that a public hearing is in the public interest.

If a joint EA/EIE is written, the public outreach will follow the same path to satisfy an EIE under CEPA as well as NEPA. If the EA is a stand-alone document it must be made available to the public at the hearing (if one is held) and for a minimum of 15 days in advance of the public hearing (if one is held) at the locations listed above. The notice of the public hearing shall be placed in local newspapers and shall announce the availability of the document and where it may be obtained and reviewed. Comments must be submitted to the Department within 30 days of the availability of the EA.

If no significant impacts are identified, the Department shall recommend a FONSI to the lead Federal agency. Once a FONSI is issued, a notice of availability must be sent to the affected units of Federal, State, and local government and the document shall be made available upon request from the public. If a FONSI is issued for actions listed in 771.115(a), copies of the EA shall be made available for public review for a minimum of 30 days before the final decision to prepare a FONSI can be approved. This public availability shall be announced by a notice in newspapers similar to a public hearing notice. After a FONSI has been issued, by the lead federal agency, copies shall be sent to the affected units of federal, state, and local governments and the document shall be available upon public request. If it is determined that the level of impacts warrants an EIS, then the procedures previously outlined for the preparation of an EIS shall be followed.

**Rerevaluations**

If the NEPA process is complete and 1) three years have passed since any federal action has taken place; or 2) the project scope has changed, as required by 23 CFR 771.129, the
FHWA, in cooperation with the Department, shall reevaluate the project’s environmental documents. This reevaluation will determine whether changes in the project or new information after the NEPA process is complete warrant additional public involvement. If a project is funded by another lead federal agency such as the FAA, coordination shall take place with that agency to determine the reevaluation process. Reevaluations do not have a public involvement requirement. If it is determined that the NEPA process needs to be re-opened, public involvement requirements would apply according to the type of environmental document and would follow the relevant outreach as mentioned above.

**CEPA Documentation**

The purpose of CEPA is to identify and evaluate the impacts of proposed State actions that could have a potential to significantly impact the environment. Criteria set forth in the Department’s Environmental Classification Document (ECD) will determine whether or not a State Environmental Impact Evaluation (EIE) shall be prepared under CEPA.

**Scoping**

Before preparing an EIE, the Department shall conduct an early public scoping process to help ensure that relevant environmental concerns are considered in an adequate and timely manner. The Department shall achieve this by publishing a scoping notice in the *Environmental Monitor*, an online publication, to solicit comments from the public and other State agencies regarding the scope of alternatives and environmental impacts that should be considered for further study. The Department must also publish in the *Environmental Monitor* a notice of the opportunity to petition for a public scoping meeting; or the date, time and location of any such meeting already scheduled. Members of the public and any interested State agency representatives may submit comments on the nature and extent of any environmental impacts of the proposed action during the thirty days following the publication of the scoping notice in the *Environmental Monitor*. A public scoping meeting shall be held at the discretion of the Department; or if twenty-five persons or an association having not less than twenty-five persons requests such a meeting within ten days of the publication of the notice in the *Environmental Monitor*. If a public scoping meeting is already scheduled, it shall be held at least ten days after the scoping notice appears in the *Environmental Monitor* and shall provide the following:

- Description of the proposed action
- Description of the purpose and need of the proposed action
- List of the criteria for a site for the proposed action
- List of potential sites for the proposed action
- Resources of any proposed site for the proposed action
- Environmental limitations of such sites
- Potential alternatives to the proposed action; and
- Additional information the Department deems necessary
Any comments or information received during the early scoping process must be addressed in the EIE, and any substantive issues raised must be evaluated. If, after a scoping notice has been posted and comments from the public and regulatory agencies have been received, the Department determines that the action will not require an EIE; then the Department will post a post scoping notice including memorandum of findings. This will include all comments received and responses, as well as any environmental analyses performed. The memorandum of findings will then indicate that an EIE is not warranted and that the post scoping notice will conclude the CEPA process for that project.

Environmental Impact Evaluation
If an EIE is prepared, the document is circulated to other State agencies, and is made available for public review at the office of the local town clerk, the local and State Library, and the Department. The Department must publish a notice of the availability of the EIE in a general circulation newspaper in the affected town at least once a week for three consecutive weeks, as well as in the Environmental Monitor. If it is determined that the project may affect a population with significant Limited English Proficiency, notices will be posted in periodicals written in that particular language if such periodicals exist. The mandatory 45-day public review and comment period begins on the day that the notice is published in the Environmental Monitor. These notices can also announce a public hearing if the Department has scheduled one. A public hearing is required if twenty-five persons or an association having not less than twenty-five persons requests a public hearing within ten days of the publication of the EIE availability notice in the Environmental Monitor. It is Department policy, however, to hold a public hearing for all EIE documents. As previously mentioned, if Federal funds are present, the Department will publish a joint NEPA/CEPA document in most cases. A summary of public comments and the public hearing record is included in the Record of Decision (ROD).

Public Involvement specific to Cultural Resource Impacts
Section 106 of the National Historic Preservation Act of 1966 was enacted in an effort to maintain a balance between preservation concerns and federal undertakings. Section 106 requires federal agencies to consider the impacts their projects will have on historic properties and cultural resources. The law generally requires that consultation take place between the federal agency, the State Historic Preservation Office (SHPO) (or a Tribal Historic Preservation Office (THPO) if the project occurs upon Tribal lands), representatives of any federally-recognized Native American Tribal nations with a historical connection to the relevant area, stake holding parties with a vested interest in resources affected, and the general public at large, for any undertaking that has the potential to affect historic properties. Section 106 also allows the Advisory Council on Historic Preservation (ACHP) an opportunity to comment on such projects.

The Section 106 Process
In order to initiate the Section 106 process, the federal agency supporting an action must
determine whether the proposed project is an undertaking that could potentially affect historic properties. If the undertaking has no potential to cause effects, there are no further obligations under Section 106. If it is determined, however, that the undertaking has the potential to affect historic properties, further investigation is needed. A reasonable and good faith effort to carry out appropriate identification efforts, which may include background research, consultation, and site visits must be made, in order to determine whether any resources within the effected area of potential undertaking are listed, or are eligible for the National Register of Historic Places. In some cases it will be necessary to carry out a formal Phase I cultural resource field survey. The Office of Environmental Planning (OEP) can make arrangements for a consultant to carry out this work upon request. The Department’s cultural resources expert may need to contact SHPO, relevant Tribes, and/or other stake-holding parties for consultation in order to make or recommend a determination of effect.

The federal agency will ultimately reach one of three possible findings regarding the entire project’s impact on archaeological and historical resources:

- No Historic Properties Affected,
- No Adverse Effect, or
- Adverse Effect

Section 106 Public Participation Requirements

The general public is specifically named as a participant in the Section 106 process under the implementing regulations (see 36 CFR 800.2 – Participants in the Section 106 Process). The federal agency official is responsible for providing information to the public and interested parties on the federal action and shall seek and consider the views of the public and other interested parties on the federal action in a manner that reflects the complexity of the undertaking and its effects on historic properties. In the case of FHWA projects, this responsibility is usually delegated to the Department (CTDOT). The agency may use procedures for public involvement carried out under the National Environmental Policy Act, or other State-level legislation, to satisfy public involvement requirements under Section 106, so long as such procedures provide adequate opportunity for public participation consistent with principles mandated under 36 CFR 800, outlined below.

Public participation under Section 106 should be afforded according to the level of anticipated impact to historic properties. The general principles are outlined in the Section 106 implementing regulations as follows:

- **No Historic Properties Affected**
  - Documentation supporting the Section 106 determination of no historic properties affected shall be made available for public inspection prior to approving the undertaking (36 CFR 800.4(d)(1)).
• **No Adverse Effect to Historic Properties**
  o Documentation supporting the Section 106 determination of effect shall be made available to the public *upon request* (emphasis added), subject to confidentiality provisions 36 CFR 800.5(d) (1).

• **Adverse Effect to Historic Properties**
  o Documentation supporting the Section 106 determination of effect shall be made available to the public. Opportunity for members of the public to express their views on resolving the adverse effects of the undertaking shall be provided. There shall be appropriate mechanisms in place to ensure that the public’s views are considered in planning to resolve the adverse effects (36 CFR 800.6(a)(4)).

Section 106 public outreach requirements can almost always be satisfied through coordination of the historic properties analysis and determination process with otherwise scheduled project-related public outreach by the engineering/design team. Public informational meetings on the project should specifically explain the proposed action’s effect on historic properties and cultural resources to the extent they are known at the time of the meeting. The public and interested parties should be given time to address concerns at the meeting and afterward by written comment to the federal or state agency (see 36 CFR 800.2(d) – *The Public*). In the case that only one public information meeting will be held for a project, OEP recommends delaying that meeting until at least a preliminary determination of effect has been made, so that it can be presented at the meeting. In cases where there is no public information meeting planned for an undertaking, and the finding is one of no historic properties affected, or no adverse effect, simple mention in a local newspaper of the Section 106 determination should be adequate.

**Public Coordination under Section 4(f) of the DOT Act**
The FHWA, the FTA and all other U.S. DOT agencies cannot approve the use of land in a significant publicly owned park, recreation area, wildlife or waterfowl refuge, or any significant historic site unless the following conditions apply:

1. There is no feasible and prudent alternative to the use of land.
2. The action includes all possible planning to minimize harm to the property resulting from use; or
3. The use, including any measures to minimize harm will have a *de minimis* impact on the property.

It is the responsibility of the Office of Environmental Planning in the Bureau of Policy and Planning, in cooperation with the lead federal agency, to determine whether a Section 4(f) resource will be affected by a federally funded transportation project.
Section 4(f) is concerned with the use of significant public lands or historic properties. “Use” of a Section 4(f) property occurs when land is either permanently incorporated into a transportation facility, when there is a temporary occupancy of land that is adverse, or when there is no incorporation of the resource, but the project’s proximity impacts are so severe that they are substantially impaired (constructive use).

There are three types of Section 4(f) Evaluations that are used, depending on the impact of the respective project. They are as follows:

1. **Individual Section 4(f) Evaluation.** When it is determined that the impact to the Section 4(f) resource will be significant, an Individual Section 4(f) Evaluation must be reviewed by the Department of Interior and approved by the lead Federal agency’s legal counsel. The impacts must be made known to the public during any public outreach that is held during the NEPA process. This is often done through public information meetings in coordination with the design/engineering team within the Department.

2. **Programmatic Section 4(f) Evaluation.** This may only be used if project circumstances satisfy all of the conditions for the applicable Nationwide Programmatic 4(f) Evaluation, and when it is determined that the impact will be less significant than that of an individual Section 4(f) Evaluation. These programmatic Section 4(f) Evaluations are prepared in coordination with the FHWA and need only be approved by the FHWA Division office. No other Federal Agency has a Programmatic Section 4(f) process. Public awareness of the impacts is made known during any public outreach held during the NEPA process. This is often done through public information meetings in coordination with the design/engineering team within the Department.

3. **Section 4(f) De Minimis Impacts** In August 2005, Section 4(f) legislation was amended to simplify the process and approval of projects that have only de minimis impacts on Section 4(f) resources. Once it is determined that a Section 4(f) resource qualifies as a de minimis impact, analysis of avoidance alternatives are not mandatory and the Section 4(f) evaluation process is finalized. If the impacts are to a public park, recreation area, or refuge, the public must be made aware of the impacts and given time to comment. This can be accomplished through public information meetings, public notice, or advertisements in a local newspaper. After the public comment period expires, a letter must be obtained by the Officials with Jurisdiction over the resource concurring that the impacts are in fact minor and will not adversely affect the resource in any way. The Section 106 public involvement process is followed for the use of historic resources.
CHAPTER 5: PUBLIC INVOLVEMENT DURING THE SURVEY/DESIGN/RIGHTS-OF-WAY PHASES OF PROJECTS

The Department is responsible for public involvement during the development and implementation phases of projects. Specific procedures for public involvement will vary with the scope and location of the project, as well as with other factors including whether or not it is a municipally administered design and/or construction contract. Such procedures will be governed by the Department’s current Public Involvement Guidance Manual and the Department’s Work Zone Safety and Mobility Policy and Implementation Plan, which are incorporated by reference. Project managers will be aware of the various mandates at various stages of the survey, design and rights of way phased of a project and will fully comply with them.

Once a project has been identified and initiated for design, notification should be made by the lead agency/office to the general public, of the intent to initiate the action. This notification should include a description of the proposed activity, schedule and a Department/Municipal contact for additional information.

The public involvement processes shall be proactive and provide timely public notice, full public access to agency/municipal personnel during the decision-making process, opportunities for early and continuing involvement, and detailed information, so the public can evaluate the project’s importance, anticipated costs, impacts and benefits. The public involvement process will assure the public has the opportunity to help shape the substance of the project. Activities will be consistent with 23 CFR 771.

The design of a transportation facility is typically undertaken in stages of completion (i.e. Preliminary Engineering studies, Preliminary Design, Semi-Final Design, and Final Design). The Department/Municipality may conduct public meetings or other public outreach methods prior to and at any time during the development of the project, depending on the public involvement strategies deemed appropriate for the project. At a minimum, there will be at least one opportunity for a public hearing to be held for any federal-aid project which requires significant amounts of right-of-way, substantially changes the layout or functions of connecting roadways or of the facility being improved, has a substantial adverse impact on abutting property, otherwise has a significant social, economic, environmental or other effect, or for which the Department determines that a public hearing is in the public interest.

The Department will discuss the need for a public meeting and type (public information meeting or public hearing) required with the local elected official or his /her representative. Coordination with public officials should take place prior to public meetings, with the goal of addressing any concerns. The opportunity for public comment and participation can be made at this time for the action’s sponsors to identify any additional specific issues and concerns.
that need to be addressed. This can be accomplished through a variety of strategies. Locations for holding the meeting and posting the legal notice will be coordinated, in addition to any special local cultural considerations and the need for interpretation for communities / property owners not proficient with the English language. If the Department and the local elected official believe a public meeting is not warranted, the Department will document the determination and concurrence by the local elected official in the project files.

Direct notification should also be made to property owners at the start of land survey activities, and subsurface investigations including environmental testing (when entry onto private property is required). This notification is the responsibility of the office overseeing or performing the activity on private property. The notification would also advise the property owner of the Department’s "right of entry" policy and provide an outline of the procedure. The notification must also request an authorizing signature on a form provided by the sponsoring agency acknowledging the property owner’s understanding of the information provided.

Project Managers will document issues and commitments made during the survey/design/right of way processes and make those responsible for completing the project aware of the issues and commitments.

For actions that require the acquisition of additional rights-of-way, owners of affected properties shall be contacted individually to review those effects with a representative from the DOT Office of Rights-of-Way. This will also be stated during the public engagement activity and noted that ROW acquisitions must follow the Uniform Relocation Act.

For projects determined to be “significant” under the Department’s Work Zone Safety and Mobility Policy and Implementation Plan, a Transportation Management Plan (TMP), including an appropriate Public Outreach/Public Involvement (PO/PI) program will be developed.
CHAPTER 6: PUBLIC INVOLVEMENT DURING THE CONSTRUCTION, OPERATIONS & MAINTENANCE PHASES OF PROJECTS

Public Involvement during the Construction Phase

Once the construction phase of a project is initiated, the responsibility for continued project involvement and commitment to implementing context-sensitive solutions is transferred to the Department’s Office of Construction. It is important to accomplish the final posting of documented public involvement information to ProjectWise by the Project Design Unit to the Office of Construction as soon as the plans, specifications and estimate for the contract are approved for a project letting. Informal and early coordination between the design and construction phases of projects is also encouraged and necessary, especially for significant and/or controversial projects. It is important to maintain some level of public outreach and involvement during the project construction phase. In addition to the public involvement that was established during the project planning and design phase, it now becomes important to also reach out to the traveling public that will be affected during project construction. Two critical stakeholders during the construction phase include:

1. The Community – The continuation of outreach should involve those persons, groups, officials, agencies, etc. that were involved in the planning and design phases of the project. They have an extended interest in the project through the construction period, and after, to ensure that commitments are maintained. It is important to continue to keep the community informed using appropriate outreach tools.

2. The Traveling Public – This group consists of those persons, groups, etc. that were not necessarily involved with the project in the planning, design and/or environmental phases of the project. However, the construction of the project will now affect them through direct and/or indirect disruption to the transportation network. The affected public is inclusive of the general traveling public as well as emergency services personnel, trucking companies, transit operators, etc. It is very important to keep this group informed and seek their input to promote positive public relations for the Department, help achieve desired traffic flow and re-routing, maintain work zone safety, and generally reduce the impacts of the construction.

The October 2007 FHWA Work Zone Safety and Mobility Rule identifies very specific requirements for public involvement in the planning, design and construction phases of a project, as well as during the subsequent operation of the facility. The Work Zone Safety and Mobility Rule, as codified in 23CFR630, Subpart J, requires the sponsor agency (the Connecticut Department of Transportation) to develop a Transportation Management Plan (TMP) for “significant” projects. An important key element of the TMP is development and
implementation of an effective public information and outreach campaign to mitigate negative construction zone impacts related to congestion and safety for workers and the traveling public. A significant project is defined as a project that, alone or in combination with other concurrent projects nearby, is anticipated to cause sustained work zone impacts (i.e., mobility or congestion and worker/traveling public safety) that are greater than what is considered tolerable in engineering judgment. For those significant projects there must be a Transportation Management Plan and corresponding public involvement element. The public involvement component must include communication strategies that inform affected road users, the general public, area residents and businesses and public entities about the proposed and ongoing project, anticipated work zone impacts and changing project and travel conditions. During the construction phase of a project, it is important to keep the Department of Transportation’s Office of Communications and Operations Centers advised regularly on project conditions that will affect the traveling public. The information provided will be used for updating the Travel Information Gateway section of the Department’s website, issuing press releases, and keeping the media and public informed about on-going construction projects, as well as real time advisories via the Department’s permanent variable message board system.

To assist in facilitating the dissemination of public information during project development and implementation, as well as during subsequent maintenance activities, the FHWA has developed the “Work Zone Public Information and Outreach Strategies Guide”. The informative guide is aimed at assisting transportation agencies in the planning and implementation of effective public involvement and outreach plans for all projects. The comprehensive Guide covers all aspects of public outreach from determining the scope of the plan through evaluating the effectiveness. Effective methods and strategies on how to communicate with the targeted audience during construction are identified and explained in the Guide. These strategies include:

- **Branding** – Establishing a trademark for the project work zone campaign
- **Media Outreach** – Radio, TV and newspapers reports for all major operational work and special events,
  - Consider providing announcements in the language of Limited English Proficiency (LEP) populations, where applicable, in specific locations
- **Websites** –
  - Project information site – (can be continued from Design/NEPA phase)
  - Department website regularly reports work zone areas that affect traffic patterns
- **E-mail Alert** – Direct contact with subscribers and the Department is developing the 511 service which provides current information about travel conditions, allowing travelers to make better choices
- **Social Media** including Facebook and Twitter.
  - Inform the public of Mobile Phone Apps for live traffic updates and transit schedules that are affected by work zone areas

Printed Materials – Project brochures for distribution
• Project Information Phone Line/Highway Advisory Radio – Free calls to get updates
• Site Specific signage including but not limited to, Changeable Message Signs– On-site resources for drivers
• Public Meetings, Workshops, Community Events – Opportunities for project and work zone information for the public, including Listening Workshops
  o Hold meetings at convenient locations and times for all affected individuals, ensuring meeting locations are easily accessible by transit
  o Consider having a translator present for LEP communities
• Project Information Center – On- or near-site accessible locations, possibly the project field office
• Videos – Readily available for widespread use
• Highway Operations Center, which services the public 24 hours a day, 7 days a week, 365 days a year

The importance of good public involvement and outreach in the construction of a project cannot be over-emphasized. Not only does it ensure regulatory compliance, but it will provide for a safer and, potentially less congested, work zone. It will also promote goodwill for the Department by keeping the public informed and involved during the critical, highly-visible construction phase of a project.

Public Involvement during the Highway Operations and Operations Support Phases
The operation support for Connecticut’s transportation system is a critical link between the Department and the public. These functions are evident on a daily basis with a direct link that benefits the public, local officials, community groups, highway users, law enforcement personnel, and others. After the construction phase of a project is completed, the operation and operation support phase begins. For nearly completed projects, there should be an assurance that all environmental commitments and mitigation measures are in place. Information on those measures should be transferred from the Office of Construction’s District Office to the Department’s Highway Operations District Maintenance staff. No legal public involvement requirements are applicable during the operation and operational support phases, but methods for ongoing communication with the public and procedures for Department project follow-up should be established between District’s Construction and Maintenance Staff. Most of the public involvement in these phases will most likely be in the form of written questions and/or complaints from the public. The best way to respond to these issues is to ensure that the public is adequately and proactively informed about a specific project or projects and that all communications are responded to promptly and effectively. All of these questions can be answered by having access to the project documents and having discussions with the previously involved Project Design and District Construction Staff. Having accurate and thorough project information and continued sensitivity to public
concerns throughout the operations and operational support phase will enable the Department’s District Maintenance staff to respond to public inquiries in a timely and efficient manner. By following these guidelines, the Department can minimize miscommunication with or the confusion of individuals who may be impacted by a transportation project. In order to ensure effective use of public involvement techniques and input, it is important to document all activities, participants, agreements and discussion points and make this information available to the public. The documentation must be complete and take place at the time of the public involvement activity (i.e., public hearing, transcript and sign-in) or shortly thereafter in an official file document. **It is critical to indicate that the letter, intent and spirit of the referenced regulations are being followed.** The Department’s responses to comments, as well as other information received through the public involvement process, should also be maintained in this record file by uploading to ProjectWise. The public should be informed as to where to access documentation on a project-by-project basis.

**Public Involvement during the Maintenance Phases**

The Department’s Office of Maintenance conducts on a daily basis throughout the state numerous activities that can affect travelers, residences and businesses. These activities can range from pothole repair to roadway resurfacing. Public outreach for maintenance activities that will result in a long-term (one day or more) disturbance of traffic movement can be conducted using the following process:

- A letter is sent to Town Officials from the Department’s District Maintenance Director advising them of the termini and incidentals that will be completed as part of the resurfacing project.
- Town Officials are contacted by the Department’s District representatives to confirm that they received the letter and to discuss any concerns or answer any questions they may have.
- The Council of Governments (COGs) are notified of the details of resurfacing projects by staff in the Department’s Bureau of Policy and Planning.

A copy of the resurfacing list is also sent to:

- The Bituminous Producers Association and The Connecticut Construction Industries Association,
- Utility Companies
- The Department’s Office of Communications is also provided with a copy of the list, and a press release is published prior to the start of work.
CHAPTER 7: PUBLIC INVOLVEMENT FOR THE BUREAU OF PUBLIC TRANSPORTATION

The Bureau of Public Transportation has a wide ranging mandate which includes day-to-day operations of rail and bus transit services, capital project planning and implementation, conduct of planning studies, and management and oversight of other federally funded programs.

Public Transit Service Provision

The Bureau of Public Transportation maintains ongoing communication with customers using traditional as well as more modern methods of communication. Customer interaction can take place through our telephone information centers, or by writing letters in hardcopy or contacting us via email, where we have distinct email mailboxes for service complaints and comments.

Consumer input can also be solicited or is provided at certain other community outreach events that take place. Corporate outreach is led by our CTrides program. Other meetings and opportunities for input are provided at advisory councils in other transit and paratransit service areas around the state, including ADA Advisory Councils in areas where ADA paratransit is provided by the state contractors. Rail feedback is also solicited through the Connecticut Commuter Rail Council which holds monthly public meetings in the rail service areas.

Fare and Service Changes

The department has very specific processes whenever fare changes or significant service changes are proposed. When proposed changes reach the specified thresholds, a Service and Fare Equity analysis (SAFE) must be conducted and presented to the public at public meetings in the service area. The details of the mandated outreach effort are outlined below.

Title VI Future Fare and Service Equity Analyses

The Connecticut Department of Transportation (CTDOT) will conduct equity analyses whenever fare changes and/or major service changes, defined by the SAFE Policy, are planned. Equity analyses will be conducted prior to notifying the public of the proposed change regardless of whether the changes will cause positive or negative impacts to riders.
CTDOT will utilize a four step process as detailed below:

1) CTDOT will develop the narrative of fare and/or service changes. These narratives are prepared as part of the normal service review process and analysis of proposed changes, or as part of the financial analysis package for a fare increase that is done as part of the budgeting process.

2) CTDOT will analyze the proposed major service and/or fare changes and to determine if the change falls under CTDOT’s adverse effects definition provided in the SAFE Policies. If it is determined a disparate impact or disproportionate burden exists, based on the established thresholds of the SAFE Policies, we will examine whether alternatives exist to maintain the effect of the service and/or fare change, while taking steps to avoid, minimize, or mitigate impacts where practicable. If there is no alternative that avoids, minimizes, or mitigates the disparate impact or disproportionate burden to the minority/low-income populations an explanation and justification of the proposed changes will be prepared to present at the public hearings.

3) CTDOT will conduct a comprehensive community outreach process, to afford the public with opportunities to provide input, alternatives, or request clarification prior to the adoption of major service changes that may result in a disparate impact or disproportionate burden, and, in accordance with long-standing practice, any fare level or structure change regardless of if there is a determination of disparate impact or disproportionate burden.

A Connecticut Department of Transportation news release announcing the public hearings with the dates and locations of each hearing will be posted to the CTDOT website at least two weeks prior to the public hearings. In addition, legal notices will be published in newspapers. Interior notices regarding the public hearings and the opportunity for public comment will be placed on board buses and at New Haven Line rail stations and the Shore Line East rail stations as appropriate for the changes proposed.

To ensure sufficient public participation from minority and low-income communities the Department will conduct outreach to Community Based Organizations (CBOs) and Faith Based Organizations (FBOs). This will involve emailing all CBOs and FBOs within the affected service areas (for statewide service changes and fare changes, all CBOs and FBOs in the Department’s database will be contacted) with the public hearing information and a copy of the news release. The email announcement will include details on how their members can request language assistance at the hearings and the date by which it should be requested to allow CTDOT sufficient time to make the necessary arrangements for the hearings. The Department will also refer to the LEP and Safe Harbor maps and include information, in the safe harbor languages identified in the targeted service area(s), on how to request interpretation and translation services of documents describing the proposed changes and the SAFE analysis conducted for the proposed changes.
In addition to contacting the CBOs and FBOs the Department will provide this information to all Council of Governments (COG). During the two weeks leading up to the public hearings, the Department will periodically send reminders and any updates to all CBOs, FBOs and COGs.

These notices are considered to be vital documents and CTDOT will adhere to its Language Assistance Plan to ensure that Limited English Proficient (LEP) populations within the affected service area(s) are informed of the proposed service or fare changes and can participate in community discussions. CTDOT will refer to the LEP and Safe Harbor maps to determine what languages should be considered when written materials are produced. Documents detailing the proposed changes will be translated into identified LEP languages including Safe Harbor languages that are requested in response to the notices announcing the hearings.

During the hearing the Department will explain the purpose of the hearing and the proposed changes. CTDOT will discuss strategies used to minimize and mitigate any disparate impacts or disproportionate burdens found during the analyses (should any exist). The moderator will open the hearings to provide the public with the opportunity to ask questions and make comments. All questions and comments pertaining to the proposed changes will be documented and addressed as appropriate for the final hearing record.

After all scheduled public hearings have been held, a final email will be sent to CBOs, FBOs, COGs, and individuals who provided an email on the public hearing sign in sheet, thanking those who attended and providing details on how to submit comments during the comment period for those who were unable to attend or unable to provide comments during the hearings.

4) CTDOT will review all comments and feedback received during the public hearings and makes any necessary revisions to the proposed changes. If the major service changes and/or fare changes must be implemented, despite disparate impacts or disproportionate burdens, the Department will demonstrate that it has a substantial legitimate justification and has analyzed the alternatives to determine that the proposed service and/or fare changes have had their impacts minimized to the extent possible.

**Capital Projects Implementation**

When an environmental review is required for any capital project, such activities are delegated to the environmental planning office. All public involvement activities in the environmental phase of projects are then conducted in accordance with Chapter 4 of this report. As with any other projects, a stakeholders group is carefully selected, but with public
transportation projects, care is taken to ensure that the stakeholders groups included transit advocacy and interest groups and the public who use public transportation.

As projects progress into the design and construction phases, there is additional public participation recommended or required. For all projects, the public involvement process that is followed mirrors the processes spelled out earlier in this report, or it is conducted directly by departmental staff or their consultants and will comply with the public involvement process laid out in chapter 5 for design of project.

During construction, which is typically managed by Bureau of Construction staff or consultants, the same public processes are followed as for any departmental project as described in chapter 6.

Planning Studies

Planning studies managed by Bureau staff follow the same public outreach and involvement steps described in Chapter 3 though the composition of the advisory groups of stakeholders may vary somewhat from the groups given as examples in Chapter 3 due to the different nature of certain transit planning studies.

State-Managed Programs

The federal authorization includes several programs that are mandated to be managed or overseen by the state departments of transportation. These programs are funded under the Section 5310 Elderly Individuals and Individuals with Disabilities program and Section 5311 Non-Urbanized Areas programs. While 5310 funding is allotted to the large urbanized areas and local recipients could manage those programs, in Connecticut the management has always been deferred to the state and completely managed by the state for both large and small urbanized and the non-urbanized areas.

Section 5310 - Federal Transit Administration Elderly Individuals and Individuals with Disabilities

Public participation is carried out for the Federal Transit Administration Elderly Individuals and Individuals with Disabilities program (Section 5310), in coordination with metropolitan planning organization and grantees. Projects that are awarded funding must be derived from the locally coordinated public transit – human services transportation plan.

Outreach - CTDOT created a one page application notice to briefly explain the program and how to apply. When distributing the application notice, the Office of Transit and Ridesharing requests updated contact lists for Community and Faith-based organizations from the Office of Contract Compliance. The application notice is distributed via e-mail to prior recipients,
interested parties that have asked to be included in the distribution, community and faith-based organizations, transportation providers, and council of governments. The application is also posted to Biznet, which is a state administered portal for information on state contracts, solicitations, and vendor information.

During TIP/STIP approval, a list of approved projects is provided for review and comment.

The CTDOT website has a page on the Section 5310 program to provide application information and explain reporting requirements. CTDOT staff is available for technical assistance on completing the application or reporting via phone or email.

**Monitoring** - Applicants must explain how they will inform people with limited English proficiency, seniors, and people with disabilities about the availability of the services they will provide. They also must provide data on the race of the population they will serve. To verify compliance, during site visits staff reviews how the grantee provides information about the services they provide, how they inform people of their rights under Title VI, and how they put into practice their public participation plan and language assistance plan.

**Section 5311 – Federal Transit Administration Formula Grants for Non-Urbanized Areas**

Every four years CTDOT solicits Section 5311 Grant Applications from current Section 5311 Subrecipients as well as private bus companies operating intercity service in non-urbanized areas. The grant application is posted on the CTDOT website for public view. Any entity which currently is not a subrecipient is welcome to submit their proposal and complete application. In their Section 5311 Four Year Grant Application, subrecipients must provide data on what percentages of the population they serve are minorities, low income, and LEP populations.

CTDOT staff is available for technical assistance on completing the application via phone or email or a visit at the subrecipient/applicant office.

**Outreach** – CTDOT invites and encourages rural transit operators to participate in Quarterly Transit Meetings, facilitated by CTDOT staff and attended by rural and urban transit districts, private bus operators, and other interested parties. Information is disseminated to participants on a broad range of transportation issues such as, budgets, insurance, bus operations, capital equipment, service enhancements, and federal/state program regulations. They also serve as an opportunity for transit operators to bring forth and discuss any issues affecting their agency or bus services being provided to the general public.
Through the Section 5311 Four Year Grant Application process, CTDOT requests its subrecipients to describe their public involvement efforts and community outreach.

**Monitoring** - Each Section 5311 subrecipient is required to have a Public Participation Plan in place which is reviewed and approved by CTDOT. Section 5311 Subrecipients’ Public Participation Plans contain at the minimum information about:

a) Scheduling meetings at times and locations that are convenient and accessible for minority and LEP communities,
b) Employing different meeting sizes and formats,
c) Coordinating with community- and faith-based organizations, educational institutions, and other organizations to implement public engagement strategies that reach out specifically to members of affected minority and/or LEP communities,
d) Considering radio, television, or newspaper ads on stations and in publications that serve LEP populations. Outreach to LEP populations could also include audio programming available on podcasts.
e) Providing opportunities for public participation through means other than written communication, such as personal interviews or use of audio or video recording devices to capture oral comments.
CHAPTER 8: PUBLIC INVOLVEMENT AND REVIEW

The public involvement process has been completed to ensure an opportunity for all to participate in our process. The PIP was made available for public review and comment from June 15, 2017 through July 31, 2017, as required under 23 CFR 450.210.

A Legal Notice has been placed in the following 12 Connecticut newspapers:

<table>
<thead>
<tr>
<th>The Connecticut Post</th>
<th>The New Haven Register</th>
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<tbody>
<tr>
<td>The New London Day</td>
<td>The Torrington Register Citizen</td>
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<tr>
<td>Inquiring News CT</td>
<td>The Northeast News Today</td>
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<tr>
<td>The Hartford Courant</td>
<td>The Waterbury Republican-American</td>
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<tr>
<td>La Voz Hispana</td>
<td>The Willimantic Chronicle</td>
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<tr>
<td>The Manchester Journal Inquirer</td>
<td>The Middletown Press</td>
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The Legal Notice stated in detail that the PIP would be available for public review, public informational meetings would be held and that the Department would receive comments. It also stated that the PIP would be available for review at the Department, at each of the COGs, and at the Department’s website. A copy of this notice is included in Appendix B.

A Brochure detailing the availability of the PIP for review and comment was sent to over 800 individuals and businesses (using our Title VI, EJ and LEP contact database), all State legislators, the CT Congressional delegation and State of CT Department heads. This brochure was also sent to the MPOs/RPOs throughout the state and was requested that it be forwarded to their interested parties list and first elected officials. A copy of this brochure is included in Appendix B.

CTDOT held two informational meetings on the PIP on July 11, 2017. Approximately 19 individuals (CTDOT excluded) attended these sessions. A presentation was given on the PIP document and time was allotted for public comments to be heard. No public participants asked questions or made comments on the PIP. Two comments were received by email. These comments were both from FHWA and found the PIP to be comprehensive in that it covers all program area. FHWA also offered ideas on how the Department can improve outreach to the public. Based on these comments, this final document has been slightly modified to accommodate FHWA’s feedback.
APPENDIX A: LIST OF ACRONYMS
## LIST OF ACRONYMS

### A-B

<table>
<thead>
<tr>
<th>Acronym</th>
<th>Description</th>
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<tbody>
<tr>
<td>AC</td>
<td>Advisory Committee</td>
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<td>ACHP</td>
<td>Advisory Council on Historic Preservation</td>
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<tr>
<td>ADA</td>
<td>Americans with Disabilities Act</td>
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### C

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<thead>
<tr>
<th>Acronym</th>
<th>Description</th>
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<tr>
<td>CBO</td>
<td>Community based organizations</td>
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<tr>
<td>CE</td>
<td>Categorical Exclusion</td>
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<tr>
<td>CEPA</td>
<td>Connecticut Environmental Policy Act</td>
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<td>CEQ</td>
<td>Council on Environmental Quality</td>
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<td>CFR</td>
<td>Code of Federal Regulation</td>
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<td>COG</td>
<td>Council of Governments</td>
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<td>CT</td>
<td>Connecticut</td>
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<tr>
<td>CTDOT</td>
<td>Connecticut Department of Transportation</td>
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### D

<table>
<thead>
<tr>
<th>Acronym</th>
<th>Description</th>
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<tbody>
<tr>
<td>DECD</td>
<td>Connecticut Department of Economic and Community Development</td>
</tr>
<tr>
<td>DEEP</td>
<td>Connecticut Department of Energy and Environmental Protection</td>
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<tr>
<td>DOT</td>
<td>Department of Transportation</td>
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</tbody>
</table>

### E

<table>
<thead>
<tr>
<th>Acronym</th>
<th>Description</th>
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<tbody>
<tr>
<td>EA</td>
<td>Environmental Assessment</td>
</tr>
<tr>
<td>ECD</td>
<td>Environmental Classification Document</td>
</tr>
<tr>
<td>e.g.</td>
<td>exempli gratia (for example)</td>
</tr>
<tr>
<td>EIE</td>
<td>Environmental Impact Evaluation</td>
</tr>
<tr>
<td>EIS</td>
<td>Environmental Impact Statement</td>
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<tr>
<td>EPA</td>
<td>United States Environmental Protection Agency</td>
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### F

<table>
<thead>
<tr>
<th>Acronym</th>
<th>Description</th>
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<tbody>
<tr>
<td>FAA</td>
<td>Federal Aviation Administration</td>
</tr>
<tr>
<td>FAST Act</td>
<td>Fixing America’s Surface Transportation Act</td>
</tr>
<tr>
<td>FBO</td>
<td>Faith based organizations</td>
</tr>
<tr>
<td>FHWA</td>
<td>Federal Highway Administration</td>
</tr>
<tr>
<td>FONSI</td>
<td>Finding of No Significant Impact</td>
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<tr>
<td>FTA</td>
<td>Federal Transit Administration</td>
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### G-K

<table>
<thead>
<tr>
<th>Acronym</th>
<th>Description</th>
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<tbody>
<tr>
<td>Gov</td>
<td>Government</td>
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<tr>
<td>Abbreviation</td>
<td>Description</td>
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<tr>
<td>--------------</td>
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</tr>
<tr>
<td>LEP</td>
<td>Limited English Proficiency</td>
</tr>
<tr>
<td>LRP</td>
<td>Long-Range Transportation Plan</td>
</tr>
<tr>
<td>MAP21</td>
<td>Moving Ahead for Progress in the 21st Century</td>
</tr>
<tr>
<td>MPO</td>
<td>Metropolitan Planning Organizations</td>
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<tr>
<td>MTP</td>
<td>Metropolitan Transportation Plan</td>
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<tr>
<td>NEPA</td>
<td>National Environmental Policy Act</td>
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<tr>
<td>OEP</td>
<td>Office of Environmental Planning</td>
</tr>
<tr>
<td>OCC</td>
<td>Office of Contract Compliance</td>
</tr>
<tr>
<td>OPM</td>
<td>Office of Policy and Management</td>
</tr>
<tr>
<td>PIM</td>
<td>Public Information Meetings</td>
</tr>
<tr>
<td>P.L.</td>
<td>Public Law</td>
</tr>
<tr>
<td>PO/PI</td>
<td>Public Outreach/Public Involvement</td>
</tr>
<tr>
<td>ROD</td>
<td>Record of Decision</td>
</tr>
<tr>
<td>SAFE</td>
<td>Service and Fare Equity Analysis</td>
</tr>
<tr>
<td>SAFETEA-LU</td>
<td>Safe, Accountable, Flexible, and Efficient Transportation Equity Act: A Legacy for Users</td>
</tr>
<tr>
<td>SG</td>
<td>Stakeholders Group</td>
</tr>
<tr>
<td>SHPO</td>
<td>State Historic Preservation Office</td>
</tr>
<tr>
<td>STIP</td>
<td>Statewide Transportation Improvement Program</td>
</tr>
<tr>
<td>THPO</td>
<td>Tribal Historic Preservation Office</td>
</tr>
<tr>
<td>TIPs</td>
<td>Transportation Improvement Programs</td>
</tr>
<tr>
<td>TMP</td>
<td>Transportation Management Plan</td>
</tr>
<tr>
<td>TRS</td>
<td>Telecommunications Relay Service</td>
</tr>
<tr>
<td>TTY</td>
<td>Text phone</td>
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</table>
U-Z
U.S. or US United States
APPENDIX B: PUBLIC INVOLVEMENT REVIEW AND ENVIRONMENTAL JUSTICE
In accordance with the provisions of Title 23, Section 135 of the United States Code; as amended by the Fixing America’s Surface Transportation Act (FAST Act); the Connecticut Department of Transportation (CTDOT) has prepared a draft Statewide Transportation Improvement Program (STIP).

The draft STIP lists all highway and public transit projects proposed to be undertaken utilizing Federal Highway and Federal Transit Administration funding. The STIP encompasses various projects that CTDOT intends to pursue during the next four years and covers all towns within the State.

CTDOT has updated their Public Involvement Procedure manual (PIP). This manual establishes a public partnership in the development of transportation programs and projects.

The STIP and PIP will be available for review for a forty-five day public comment period between June 15, 2017 and July 31, 2017 at:

Connecticut Department of Transportation
Statewide Transportation Improvement Program (STIP) Unit, Room 2338
2800 Berlin Turnpike
Newington, Connecticut 06111
Or
Your local Metropolitan Planning Organizations.

The Draft 2018 STIP and the updated PIP are also available online at this address: [http://www.ct.gov/dot/STIP](http://www.ct.gov/dot/STIP). It is suggested that you call first to schedule an appointment at these locations. To make an appointment at CTDOT, please call (860) 594-2040.

Two public informational meetings to further address the STIP have been scheduled. The CTDOT public information meeting will be held on Tuesday July 11, 2017 at the DOT Headquarters located at 2800 Berlin Turnpike, Newington, Connecticut. The first meeting will begin promptly at 1:00 p.m., and the second will begin promptly at 7:00 p.m. DOT staff will be available one-half hour (1/2) prior to each meeting to informally discuss these documents.

Parking is available in front of the building. People with disabilities can access the building from the main entrance of the building. Individuals who wish to attend this meeting and need special accommodations or language assistance should contact the Department’s Office of Communications at (860) 594-3062 (voice only) or at DOTAccommodations@ct.gov by June 28, 2017. Application for special accommodation can also be accessed through the calendar on the Department’s website.

All written comments and associated documentation must be clearly legible and submitted on reproducible 8½ x 11-inch paper. Comments must be received on or before July 31, 2017. Comments should be addressed to:

Mrs. Maribeth Wojenski
Transportation Assistant Planning Director
Bureau of Policy and Planning, Connecticut Department of Transportation
P.O. Box 317546
Newington, Connecticut 06131-7546
Additional Opportunities for Public Review and Comment

**Capitol Region COG**
Hartford, CT
860-522-2217
www.ercog.org

**Connecticut Metropolitan COG**
Bridgeport, CT
203-366-8437
www.cmtrm.org

**Lower CT River Valley COG**
Essex, CT
860-581-8554
www.rivercog.org

**Naugatuck Valley COG**
Waterbury, CT
203-757-0535
www.nvcaogct.org

**Northeastern CT COG**
Dayville, CT
860-774-1253
www.neccog.org

**Northwest Hills COG**
Goshen, CT
860-491-9884
www.northwesthills cog.org

**South Central Regional COG**
New Haven, CT
203-234-7555
www.srco.org

**Southeastern CT COG**
Norwich, CT
860-889-2324
www.seccog.org

**Western CT COG**
Sandy Hook, CT
203-316-5150
www.westcog.org

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**Public Informational Meeting**

♦ **2018 Statewide Transportation Improvement Program (STIP)**

♦ Public Involvement Procedures (PIP)
2018 STATEWIDE TRANSPORTATION IMPROVEMENT PROGRAM (STIP)

In accordance with the provisions of Title 23, section 135 of the United States code, as amended by Fixing America's Surface Transportation (FAST) Act, enacted December 4, 2015, the Connecticut Department of Transportation (CDOT) has developed a draft Statewide Transportation Improvement Program (STIP) covering all areas of the state. The STIP lists all federally funded transportation improvements, by federal funding category and by region, which are scheduled to occur over the next four years. It includes capital and operational improvements to the various modes which make up the transportation system, including highway, bus, rail and bicycle facilities. The STIP is used to implement the goals and objectives identified in the Long-Range Regional and State Transportation Plans. The portion of the STIP for the urban regions of the State is based on the Transportation Improvement Programs adopted by the Metropolitan Planning Organizations. For the rural regions of the State, the STIP is developed in cooperation with the Rural Regional Planning Organizations.

PUBLIC INVOLVEMENT PROCEDURES (PIP) DOCUMENT

Federal Statewide Planning and Metropolitan Planning Regulations (23 CFR Part 459 and 771 & 49 CFR Part 613, May 27, 2016) require that state transportation agencies and Metropolitan Planning Organizations (MPOs) develop public involvement procedures. Pursuant to these regulations, the Connecticut Department of Transportation has established a proactive, public involvement process that is accessible to the public and identifies and addresses transportation-related issues early in the project development process. This process provides complete information, timely public notice, full public access to key decisions, and supports early and continuing involvement of the public in developing planning documents and transportation improvement programs. This process also minimizes duplication of public involvement efforts and meets the needs of the public and resource and regulatory agencies to provide early and continuing input into the project development process.

PUBLIC INFORMATIONAL MEETINGS

On July 11, 2017, two Informational Meetings will be held at the Connecticut Department of Transportation, 2800 Berlin Turnpike, Newington, CT. The first meeting will begin promptly at 1pm and the second meeting will begin at 7pm. These meetings will provide a forum for a full and open discussion of the Draft Statewide Transportation Improvement Program (STIP) and the Public Involvement Procedures (PIP) Document. At these meetings, the public will have an opportunity to review, comment and discuss any aspect of the STIP/PIP. This forum will also provide the project sponsors with information from the public regarding their desires and concerns. Department of Transportation staff will be available one-half hour prior to each meeting to informally discuss the STIP/PIP. Staff will answer specific questions about any of the proposed projects. Please use this meeting as an opportunity to ask questions and provide input to these very important transportation planning efforts. Additional information for public review of the STIP/PIP are listed on the reverse side of the brochure. The meeting facility is ADA accessible. Language assistance may be requested by contacting the Department’s Office of Communications at (860) 594-3062 at least 5 business days prior to the meeting. Persons with hearing and/or speech disabilities may dial 711 for Telecommunications Relay Service (TRS). Language assistance is provided at no cost to the public and efforts will be made to respond to timely requests for assistance.

REVIEW PROCEDURE

A copy of the Draft 2018 STIP and PIP will be available for review at specific locations for a forty-five day public comment period between June 15, 2017 and July 31, 2017. These documents are available for review at the CDOT Administration Building in Newington and at each of the Council of Governments. It is suggested that an appointment be scheduled in order to adequately accommodate all interested parties. To schedule an appointment at CDOT, please call (860) 594-2040. To schedule an appointment at one of the Council of Governments, please call them directly.

The Draft 2018 STIP is available online at:
http://www.ct.gov/ctdot/STIP

The Draft PIP is also available online at:
http://www.ct.gov/ctdot/PIP

Comments... Written comments must be received on or before July 31, 2017. Comments should be addressed to:
Maribeth Wojenski
Transportation Assistant Planning Director
Bureau of Policy and Planning
Connecticut Department of Transportation
P.O. Box 317546
Newington, CT 06111

Please include your name, address and if applicable, the name of the company or organization you represent with your request.