

**CAPITOL REGION  
TRANSPORTATION PLANNING PROGRAM**

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**PUBLIC PARTICIPATION PLAN**

Originally adopted by CRCOG Policy Board: June 21, 2000  
Revisions approved by CRCOG Policy Board: May 25, 2005 and on February 28, 2007

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**Capitol Region Council of Governments**

241 Main Street, Hartford, CT

**phone:** (860) 522-2217    **web:** [www.crcog.org](http://www.crcog.org)    **email:** [info@crcog.org](mailto:info@crcog.org)

# Public Participation Plan

## for the CRCOG Transportation Planning Program

**PUBLIC INVOLVEMENT POLICY<sup>1</sup>** It is the policy of the Capitol Region Council of Governments (CRCOG) to have a proactive public involvement process that provides complete information, timely public notice, and full public access to CRCOG activities at all key stages in the decision making process. It is also CRCOG policy to involve the public early in the planning process, and to actively seek out the involvement of communities most affected by particular plans or projects. Furthermore, it is a goal of the community involvement policy that the Region's transportation plans and programs be developed in a manner that assures that the public, and affected communities in particular, are afforded ample opportunity to participate in the development of such plans.

- 1. ACTIVITIES SUBJECT TO PUBLIC PARTICIPATION.** CRCOG shall provide early and continuing public involvement opportunities throughout the transportation planning and programming process.
  - A. Planning Activities. Special emphasis shall be given to engaging the public in planning studies that form the basis for later programming decisions. Planning activities include corridor studies and special regional studies, environmental assessment studies, and development of the Capitol Region Transportation Plan. These activities offer the public the earliest opportunity to participate in the development of project proposals that might eventually be programmed for funding. Thus, CRCOG shall make an extra effort to involve the affected community through methods such as local advisory committees, public information meetings, and newsletters.
  - B. Programming Activities. Opportunities for the public to participate shall also be provided through the project selection, programming, and project development phases. These activities include the selection of STP-Urban projects, and the adoption or amendment of Transportation Improvement Program (TIP).
- 2. DEFINITION OF PUBLIC & STAKEHOLDERS.** CRCOG shall make an effort to inform and engage both the general public and stakeholders as appropriate.
  - A. General Program. As part of its general planning and programming process, CRCOG will try to involve as broad a cross-section of the population and the region as possible. However, we recognize that there are certain segments of the population and certain organizations that either have a special interest in transportation or that we have a special obligation to reach out to. In this regard, we will try to involve the following: citizens, member municipalities, affected public agencies, representatives of transportation agency employees or unions, public and private providers of transportation, freight shippers, providers of freight transportation services, representatives of users of public transportation, representatives of users of pedestrian walkways and bicycle transportation facilities, representatives of persons with disabilities, and other parties who have expressed an interest in the process.
  - B. Capitol Region Transportation Plan. When developing a new or making a major modification to an existing Capitol Region Transportation Plan, CRCOG will consult "as appropriate" with State

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<sup>1</sup> The Public Involvement Policy was first adopted by the CRCOG Policy Board on June 21, 2000. On May 25, 2005, the Policy Board approved an updated and slightly revised version of the Public Involvement Policy. This Public Participation Plan reaffirms that Policy.

and local agencies responsible for land use management, natural resources, environmental protection, conservation, and historic preservation, with particular but not exclusive emphasis on potential environmental mitigation activities. This consultation will help CRCOG achieve its related goal of promoting consistency between planned transportation improvements and State and local planned growth and economic development patterns.

- C. Special Studies. For special studies that CRCOG conducts, it shall make an effort to identify and involve persons and groups that might be affected by potential changes to the particular transportation service or facility under review, in addition to those engaged through the general planning process. Examples include abutting property owners, neighborhoods associations, and businesses within the study area.
- D. Outreach to Special Groups – Environmental Justice (EJ). CRCOG shall also make a special effort to seek out and consider the needs of groups or communities traditionally not well served by existing transportation systems. These include, but are not limited to low-income households and minority households. To assure adequate participation of these groups, CRCOG has established an Environmental Justice Advisory Board (EJAB) whose members are either low-income or minority individuals, or represent low-income or minority groups. The EJAB was established to regularly review and comment upon CRCOG's transportation planning programs and products. In addition, a representative of the EJAB sits on and is a voting member of the CRCOG Transportation Committee.

It is sometimes necessary to conduct an outreach effort to EJ communities, beyond that which is normally expended. At a minimum, CRCOG shall (with the assistance of the EJAB) identify groups that it needs to involve, add them to the appropriate mailing lists, and define methods for engaging them in relevant programs or projects. This requirement for special outreach efforts shall apply to both sections A and B above.

CRCOG efforts in this regard shall be consistent with the Environmental Justice Executive Order (EO 12898) dated February 11, 1994, and other related guidance from the Federal Highway Administration and Federal Transit Administration. Also, in June 2002, the CRCOG Policy Board adopted the Environmental Justice Action Plan. The recommendations of that Plan have been incorporated into this Policy, and the Action Plan itself is incorporated as Appendix A. Appendix A has been updated with this Public Participation Plan to reflect accomplishments in CRCOG's outreach to environmental justice communities.

- E. Outreach to Special Groups – Persons with Limited English Proficiency (LEP). CRCOG shall also make a special effort to seek out and consider the needs of individuals or communities with Limited English Proficiency.<sup>2</sup> To assure adequate outreach to persons with LEP, CRCOG conducted an analysis of the specific languages spoken by persons with LEP and the spatial distribution of non-English speaking groups throughout the Region. A report, entitled Reducing Language Barriers, was prepared early in 2005 and it includes specific guidelines on how to make CRCOG programs more accessible to persons who do not speak English. The guidelines are intended to be flexible and to be revised based on experience and with the approval of the Transportation Committee and Environmental Justice Advisory Board. However, the guidelines shall adhere to the basic principles outlined below.

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<sup>2</sup> Federal regulations define Persons with Limited English Proficiency as individuals with a primary or home language other than English who must, due to limited fluency in English, communicate in that primary or home language if the individuals are to have an equal opportunity to participate effectively in or benefit from any aid, service or benefit in federally funded programs and activities.

The focus of CRCOG programs to engage LEP persons should be on Spanish, since Spanish speakers far outnumber any other language group.

With regard to regionwide planning activities such as the adoption of the Regional Transportation Plan, transit studies, or an updated TIP, CRCOG will make outreach to Spanish-speaking residents a more routine undertaking. Meeting notices will be published in Spanish, with an opportunity to request translator services highlighted in the notice. Important reports will be summarized and translated into Spanish.

With regard to special activities focused on a specific neighborhood or corridor, maps depicting the distribution of non-English speaking persons will be consulted at the beginning of any such project to determine what, if any, special outreach in any language other than English should be undertaken. If it is determined that a special outreach is warranted, CRCOG will consult with neighborhood groups such as ethnic and religious associations to determine the best method for reaching and involving those non-English speaking residents.

CRCOG efforts in this regard shall be consistent with the signed Executive Order 13166, "Improving Access to Services for Persons with Limited English Proficiency" dated August 11, 2000, and other related guidance from the Federal Highway Administration and Federal Transit Administration.

- 3. ADEQUATE TIME FOR PUBLIC COMMENT.** CRCOG shall allow reasonable time for public review and comment at key decision points. These include, but are not limited to, action on the Capitol Region Transportation Plan and the Transportation Improvement Program (TIP). Minimum notification periods shall be as follows:

- Amendments to CRCOG's Public Participation Policy – 45 days
- Adoption of the TIP & major TIP amendments – 30 days
- Adoption of the Capitol Region Transportation Plan & major amendments – 30 days
- Policy Board & Committee meetings – 7 days

- 4. METHODS OF NOTIFYING THE PUBLIC.** CRCOG shall use appropriate methods to notify the public of its activities and of opportunities for public involvement. Determination of which methods to use must be done for each individual planning project or study. However, the minimum requirements are listed below.

- A. Schedule of Meetings. For committees with regularly scheduled meetings (Transportation Committee and Policy Board), the annual schedule of meetings shall be filed with the Secretary of State and each town clerk's office at the beginning of each calendar year.
- B. Meeting Notices. A notice of each committee or subcommittee meeting shall be filed with every town clerk's office. The notice shall include a statement, in Spanish, that translator services may be requested in advance. For studies or committees that involve only a few towns, the notice shall be filed only in the town halls of the affected communities. If a predetermination is made that the study or committee may affect a significant non-English speaking population, the meeting notice will include a statement, in that language, that translator services may be requested in advance.
- C. Public Comment. Every meeting conducted by CRCOG will include on the agenda an opportunity for public comment.
- D. Mailing Lists. CRCOG shall maintain mailing lists for each committee or study. Notices of meetings shall be sent to all persons on the mailing list. Anyone may request that his or her

- name be added to a particular mailing list, by indicating the appropriate list and providing either an email address or a regular mail address.
- E. CRCOG Website. CRCOG shall maintain a calendar of meetings and activities on its website. The website shall also include copies of appropriate reports and plans that individuals can read online or download to their own computer. Draft documents will be made available on the CRCOG website in advance of any decision to be made by the CRCOG Policy Board.
  - F. Legal Notices in Newspapers. Anytime CRCOG initiates a formal 30-day or 45-day public comment period, notice of the opportunity to comment shall be posted in a legal ad in the area's major daily newspaper; and other local, minority, or alternative language newspapers as appropriate.
  - G. Interested Parties. CRCOG shall mail meeting notices to persons who have expressed a special interest in CRCOG's overall transportation program, or specific studies. CRCOG shall add persons who have expressed such an interest to the appropriate CRCOG mailing list.
  - H. Additional Methods. CRCOG shall give consideration to alternative methods of involving the public appropriate to the project. Such methods may include, but are not limited to newsletters, advertising in minority and alternative language newspapers, distributing information through public libraries and community groups (especially those serving EJ and LEP communities, the elderly and persons with disabilities), using local government cable access stations, using open house format meetings, involving focus groups for specially selected topics, preparing press releases, and holding events at special locations like shopping malls. A staff handbook outlining these and other opportunities for additional public involvement has been developed. The handbook is a non-binding aid to assist in developing a customized public involvement program for each transportation planning effort.
- 5. MEETING LOCATIONS.** All meetings will be scheduled at convenient and accessible times and places. Regularly scheduled meetings of the Transportation Committee and Policy Board are normally held at 12 noon at an accessible and conveniently located building. Sufficient notice will be given to the public and interested citizens when occasional modifications to this schedule are necessary. Scheduling of public information meetings held for special planning studies, both time and place, will be determined based on the suggestions of appropriate stakeholders.
- 6. VISUALIZATION.** In an effort to better describe each plan or program under consideration by the citizens and interested groups, CRCOG will employ appropriate visualization techniques. These techniques would often include handouts, maps and graphics on presentation boards, and/or electronic presentations (such as PowerPoint.) When available and appropriate, CRCOG may also use visualization software, transportation models, and animation.
- 7. DOCUMENTATION OF PUBLIC COMMENT & RESPONSE.** CRCOG shall document public comments received during the course of a study or an amendment of the Capital Region Transportation Plan or TIP. CRCOG shall also document how it responded to public comments.
- A. Comments Received. Documentation of comments may be accomplished in a manner appropriate to the project and the nature of the comments. Documentation may consist of meeting minutes, a file of letters, or a special memo that summarizes the comments. A written summary is preferred at key points in the decision-making process: when members of the relevant study committee must decide to narrow the range of alternatives, select a

- preferred alternative, or make a decision of similar nature. The written summary of comments made at public information meetings shall be given to the committee members prior to any committee action.
- B. Response to Comments. CRCOG shall provide a descriptive summary of how it responded to significant public comments during the development of a plan or document such as the TIP. The summary may be produced as a separate report or included as a short section in the final plan or document.
- 8. ADOPTION OF A “FINAL” TRANSPORTATION PLAN.** The following describes the minimum public involvement program required during the review of a draft Capitol Region Transportation Plan, or a draft of a major amendment to the Plan. These steps must be taken before CRCOG acts to adopt the draft document as the final Plan.
- A. Legal Notice. A legal notice, summarizing opportunities for commenting on the draft Transportation Plan or draft major amendment, shall be printed in the Hartford Courant and other local newspapers as appropriate, in English and in Spanish. The notice shall include a statement that translator services may be requested in advance. The notice shall also be submitted to the offices of every town clerk in the Region.
- B. World Wide Web. The draft Transportation Plan itself (or draft major amendment) and the legal notice, or a more lengthy notice if appropriate, will be made available on the CRCOG website a minimum of 30 days in advance of the final decision by the CRCOG Policy Board. The final Plan will also be posted to the CRCOG website as soon as possible after its adoption, and made available there at least until an updated or new Plan is adopted.
- C. Comment Period and Public Meeting. CRCOG shall allow 30 days for public comments and shall hold a public information meeting during the 30-day period. Opportunity for public comment on the plan shall also be provided at every Transportation Committee and Policy Board meeting during the comment period.
- D. Summary & Disposition of Comments. A summary of significant comments and the disposition of the comments shall be provided in the final document.
- 9. ADOPTION OF A TIP.** The following describes the minimum public involvement program required during the review of a draft Capitol Region TIP, or the draft of a major amendment. These steps must be taken before CRCOG acts to adopt a draft document as the final or official document.
- A. Legal Notice. A legal notice, summarizing opportunities for commenting on the draft TIP or draft major amendment, shall be printed in the Hartford Courant and other local newspapers as appropriate, in English and in Spanish. The notice shall include a statement that translator services may be requested in advance. The notice shall also be posted in the offices of every town clerk in the Region.
- B. World Wide Web. The draft TIP itself (or draft major amendment) and the legal notice, or a more lengthy notice if appropriate, will be made available on the CRCOG website a minimum of 30 days in advance of the final decision by the CRCOG Policy Board. The final TIP will also be posted to the CRCOG website as soon as possible after its adoption, and a current version made available there at least until a new TIP is adopted.
- C. Comment Period and Public Meeting. CRCOG shall allow 30 days for public comments and shall hold a public information meeting during the 30-day period. Opportunity for public

comment on the TIP shall also be provided at every Transportation Committee and Policy Board meeting during the comment period.

- D. Summary & Disposition of Comments. A summary of significant comments and the disposition of the comments shall be provided in the final document.

Definition of Major TIP Amendment. A major TIP amendment is defined as one for which the Connecticut Department of Transportation (ConnDOT) must prepare an air quality conformity report. State and federal guidelines require that an air quality conformity report must be prepared if one or more projects is of sufficient size, or of a certain type, that is apt to have a significant air quality impact.

Minor Amendments. The public involvement requirements for minor amendments shall be satisfied by following the standard procedures for Board and Committee meetings. So long as the proposed minor amendment is listed on the respective Transportation Committee and Policy Board agendas, and those agendas have been sent to the town clerks and respective committee mailing lists and posted on the CRCOG website seven days in advance of the meeting, the public involvement requirements shall be satisfied.

Administrative Adjustments. Administrative adjustments to the TIP are made when the change involves a simple matter such as moving a project from one year to another, a change in funding source, an increase in federal funds with no change in scope, or a decrease in the cost. ConnDOT makes the determination as to whether a change is a simple administrative adjustment (called administrative actions by ConnDOT.) Since these changes are minor in nature and since the projects have already been reviewed by the public through the earlier TIP adoption process described above, the CRCOG Policy Board has authorized the CRCOG Director of Transportation Planning to approve these administrative changes directly.

However, when the Director feels that the change is apt to be of concern to the Town in which the project is being constructed, the Town is notified. Occasionally the Director refuses to authorize the adjustment, at least until the concerns of the Town have been addressed. If an adjustment is expected to be controversial, the Director sends the adjustment to the Transportation Committee along with any other TIP amendments that month.

Annual Listing of Projects. An annual listing of projects, including investments in pedestrian walkways and bicycle transportation facilities, for which Federal funds have been obligated in the preceding year shall be made available on the CRCOG website. The listing is developed by the CT Department of Transportation and will be consistent with the categories identified in the TIP.

- 10. PUBLIC INFORMATION REQUIREMENTS FOR SECTION 5307 GRANTS.** The public involvement process adopted by CRCOG for its TIP shall also serve to satisfy the public involvement requirements of the Greater Hartford Transit District as applicant for regular Section 5307 (FTA Transit Capital) funds. This applies to the District's annual purchase of replacement vehicles for programs such as the town dial-a-ride services, the regional ADA service, or the commuter bus services. This does not apply to non-routine capital projects that require an environmental assessment or environmental impact statement. For major projects the District shall conduct its own separate public involvement process.
- 11. STP-URBAN PROGRAM.** CRCOG has the primary responsibility for selecting projects to be funded under the STP-Urban Program. Projects are proposed by municipalities in the Region and then reviewed by the CRCOG Transportation Committee and Policy Board. These municipalities must provide, with their application, a town council resolution supporting their proposed project(s). The

requirement for a town council resolution means that the proposal is listed on the publicly posted agenda of the town council meeting, and discussed in a public session of the town council.

CRCOG Transportation Committee has established criteria upon which these projects are reviewed and ranked. These criteria are reconsidered prior to the time the request for proposals is sent to the towns. Changes are made, when necessary, after consideration during regular Transportation Committee meetings, following regular Transportation Committee meeting notification requirements.

The Transportation Committee approves projects based on available funding and rankings. This approval process is conducted at regular Transportation Committee meetings and therefore is subject to the public involvement process for those meetings.

Subsequent to CRCOG selection, projects are then submitted to and reviewed by the Connecticut Department of Transportation (ConnDOT). Preliminary ‘conceptual’ plans and more refined estimates are prepared.

Upon completion of ConnDOT’s review, municipalities are required to hold a formal public informational meeting. These meetings give local residents an opportunity for early participation in the project planning. After successful completion of the public informational meeting, the municipality is required to submit written documentation to ConnDOT. Only after the public information meeting is held and ConnDOT’s process is completed does CRCOG amend the TIP to add the project to the federal program.

**12. ACCESS TO TECHNICAL INFORMATION.** CRCOG shall provide reasonable public access to technical and policy information used in the development of the Capitol Region Transportation Plan, the Capitol Region Transportation Improvement Program (TIP), and related studies, plans, and programs.

**13. REASSESSMENT OF PUBLIC PARTICIPATION PROGRAM.** CRCOG shall conduct an annual review of the effectiveness of the public participation process to ensure that the process provides full and open access to all. This will include a review of all public participation efforts undertaken within the previous year, assessing both what worked and what might be improved, and developing a list of recommendations for future efforts, if appropriate.

# Appendix A

## Environmental Justice: Action Plan for improving the CRCOG Transportation Planning Program

Proposed Update: draft February 15, 2007

### 1. ENVIRONMENTAL JUSTICE ADVISORY BOARD

- Continue to convene a special advisory board to review CRCOG's programs and products
  - Review annual TIP update
  - Review of annual transportation planning work program
  - Review of Regional Transportation Plan updates.
  - Advise & assist CRCOG in special outreach efforts

### 2. TRANSPORTATION COMMITTEE

- Continue to have a representative of the Environmental Justice Advisory Board member on the Transportation Committee

### 3. SPECIAL OUTREACH EFFORTS

- Continue & improve special outreach efforts used for special studies (examples below)
  - Local Advisory Committees. Local advisory committees formed for special studies should include neighborhood representation.
  - Neighborhood Groups. Work with established neighborhoods groups in areas affected by particular studies or plans.
  - Go to Community Meetings. Make presentations at regularly scheduled meetings of community groups, church groups, etc.
  - Small Group Meetings. Do not limit outreach to large formal meetings. Make use of small, informal meetings or focus groups – especially early in a study.
- Improve outreach efforts for more standard CRCOG tasks such as update of the TIP and the Regional Transportation Plan.
  - Maintain special EJ mailing list for standard mailings - TIP, Transportation Plan, etc.
  - Use other outreach efforts as appropriate (examples below)
    - Newspapers. appropriate community newspapers for posting of public notices.
    - Spanish Language. Provide notices in Spanish language format.
    - Community Access TV. Make more use of community access TV

### 4. TIP (TRANSPORTATION IMPROVEMENT PROGRAM)

- Conduct an assessment of transportation burdens & benefits for the annual update of the TIP.
- The TIP & assessment of burdens & benefits will be reviewed by the EJ Advisory Board.
- Provide notification of the TIP update process to CRCOG's regional EJ mailing list and to the Connecticut Coalition for Environmental Justice.
- Schedule the public meeting at an appropriate time and place

**5. REGIONAL TRANSPORTATION PLAN**

- Conduct an assessment of transportation burdens & benefits for each update of the Transportation Plan.
- The Plan & assessment of burdens & benefits will be reviewed by the EJ Advisory Board.
- Provide notification of the Plan update process CROCOG's regional EJ mailing list and to the Connecticut Coalition for Environmental Justice.
- Conduct a special outreach effort to involve members of minority and low-income groups.
- Continue to include a discussion of environmental justice issues in the Regional Transportation Plan. Continue to seek input from the EJAB into the development of the list of issues.

**6. STP-URBAN PROGRAM**

- Continue to use environmental justice as a criterion in the selection of STP-Urban projects.

**7. TRANSIT USERS ADVISORY GROUP**

- Continue to support a transit users advisory group or forum to provide more opportunity for transit users to comment on the bus service.

## Appendix B

### Opportunities for Public Comment – 2007 Revision

Public outreach efforts related to the 2007 update of the Public Participation Plan are described below. If additional comments are received prior to the expected adoption of the Plan on February 28, 2007, those comments will be addressed and documented in the Final Plan.

November 21, 2006:	Posted on CRCOG website
<b>November 27, 2006:</b>	<b>Public comment period opens (minimum 45 days)</b> Legal notice: Hartford Courant (English) Legal notice: Hartford News (English & Spanish)
December 5, 2006	Notice to Town Clerks Notice to extensive special mailing list: Newsrelease to local access cable stations and other media
December 11, 2006:	Transportation Committee meeting, special presentation & opportunity for public comment 12 noon, CRRA Recycling Center, 211 Murphy Road, Hartford
January 2 & 3, 2007:	Newsrelease, notice to town clerks, mailing, etc. regarding January meetings (esp. date change, but also as a reminder)
January 4, 2007	Attended Hartford Environmental Justice Network and gave presentation on PPP
January 8, 2007	Hartford Courant legal notice
January 10, 2007	Hartford News & El Reportero legal notice
January 22, 2007:	Transportation Committee meeting, opportunity for public comment 12 noon, CRRA Recycling Center, 211 Murphy Road, Hartford
January 31, 2007:	Policy Board meeting, opportunity for public comment, 12 noon, CRRA Recycling Center, 211 Murphy Road, Hartford
February 26, 2007:	Transportation Committee meeting, opportunity for public comment 12 noon, CRRA Recycling Center, 211 Murphy Road, Hartford
<b>February 28, 2007:</b>	Policy Board meeting, opportunity for public comment, ADOPTION 12 noon, CRRA Recycling Center, 211 Murphy Road, Hartford

Federal regulations require a minimum a 45-day period for public comment prior to the adoption or amendment of a public participation plan. The time period from the first notice of opportunities to comment (11/27/06) on this update of the CRCOG Public Participation Plan until consideration for adoption by the Policy Board (2/28/07) was 93 days.

The draft document and a notice of opportunities to comment on the draft Plan was posted to the CRCOG website on November 21, following endorsement for public comment by the Transportation Committee on November 20. A legal notice, officially opening the public comment period, was published in the Hartford Courant and in the Hartford News (in both English and Spanish) on November 27, 2006. On December 5, a notice of the opportunities for comment was faxed to the town clerks in the Region; was sent as a newsrelease to more than 35 media outlets and 7 cable TV access channels; and was either

emailed or mailed to more than 300 persons involved in various transportation planning subcommittees at CRCOG, including bike/ped, transit, environmental justice, freight, and human services transportation and other interested parties on December 5, 2006.

CRCOG staff gave a presentation on the draft document at the December 11, 2006 Transportation Committee meeting. A similar presentation was given at the January 4, 2007 meeting of the Hartford Environmental Justice Network. Comments were received and questions answered.

Opportunities for additional public comment included public comment forums (which also included a short staff presentation on the draft Plan) at the January 22 Transportation Committee and at the January 31 Policy Board meeting. Public comments could also be made at the February 26 Transportation Committee meeting and the February 28 Policy Board meeting.

### Comments and Disposition

Comments on the draft Public Participation Plan were received from 10 individuals. In addition, several comments were made at the HEJN meeting. A summary of the comments received and our disposition of those comments is provided below:

Comment	Disposition
Encouraged us to change the document to refer to "persons with disabilities" rather than "the disabled". Also, encouraged us to include people with disabilities to serve on CRCOG committees that plan for, monitor and evaluate disabled services.	Changed the document to reflect the preferred language.  In a written response to this person, we informed her of existing & previous programs that do have persons with disabilities actively involved. Also, invited her to suggest other people who might wish to be added to our mailing lists for future undertakings.
Requested to be notified of future opportunities for involvement in CRCOG programs	This gentleman was already a member of our Locally Coordinated Human Services Transportation planning committee. He was assured that he would continue to receive meeting notices, and in a follow-up email was notified that a meeting would be scheduled in the near future.
Complimented us on the draft Plan.	Emailed a thank you in response
HEJN meeting: also complimented us on the Plan. Suggestions for additional outreach: local media identified, use transit racks to distribute notices, publish legal notices on identified day of the week. Suggestions for additional projects: educate motoring public about pedestrian safety & motorized wheelchair safety.	Thanked respondent for compliment.  Suggestions for additional outreach will be incorporated into individualized outreach plans for specific projects.  Suggestions for additional projects were passed along to the Bicycle & Pedestrian planner.
3 requests to be added to mailing list for Transportation Committee	Done
Emailed comment that the CRRA meeting location was not convenient for persons who had to travel there by bus	Responded that meeting locations for specific elements of the transportation-planning program are individually determined according to the needs of the persons most likely to be interested in the

	topic (for example, meetings concerning transit services are frequently located in downtown Hartford at the center of the system.)
Requested large font version of the draft Plan, and to be added to the Transportation Committee mailing list	Done
Comment that the PPP is too long.	Responded that we need to meet legal requirements and the best way to do that is to write them down.
Comment that the words “as appropriate” and “reasonable” should be made more specific.	Responded: 1) some of the words were legislatively required, and 2) the intent of the PPP is to maintain some flexibility.
Commissioner on the City of Hartford’s Commission on Disability Issues offered assistance with designing a program of outreach to persons with disabilities, including facilitating contact with appropriate agencies	Responded that such assistance is welcome at any time. The PPP does state that outreach to persons with disabilities would be undertaken but that specific outreach methods are not included to allow for continued flexibility. Follow-up dialogue between CRCOG and the Commissioner is planned.

**Endorsement and Adoption**

The CRCOG Transportation Committee endorsed the draft Public Participation Plan on February 26, 2007 and the CRCOG Policy Board adopted the Plan on February 28, 2007.