

Capitol Region Council of Governments

Public Participation Plan



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Capitol Region Council of Governments
241 Main Street
Hartford, CT

Contents

Executive Summary	ii
1.0 Overview of the Public Participation Plan	1
1.1 Purpose of the Public Participation Plan	1
1.2 CRCOG's Public Participation Policies and Process	1
2.0 CRCOG's Role in Transportation Planning	3
2.1 CRCOG's Purpose and Composition	3
2.2 CRCOG's Member Municipalities	3
2.3 Role in Transportation Planning	4
3.0 Strategies for Public Participation	6
3.1 CRCOG's Approach to Public Participation	6
3.2 Opportunities for Public Participation	7
3.3 Stakeholder & Public Communications	8
3.4 Meeting Locations	10
4.0 Outreach to Underserved Populations	12
4.1 Executive Order 12898	12
4.2 Title VI of the Civil Rights Act of 1964	12
4.3 Outreach Methods	13
4.4 Accessibility	13
5.0 Reassessment of Public Participation Program	14
6.0 Appendices	15
6.1 Appendix A: Federal Requirements	15
6.2 Appendix B: Methodology for Updating the Public Participation Plan	16
6.3 Appendix C: Glossary	21

Executive Summary

The Capitol Region Council of Governments (CRCOG) is the federally designated Metropolitan Planning Organization (MPO) for the Greater Hartford region. MPOs are designated to conduct regional transportation planning and select projects for federal funding, allowing individuals who are affected by transportation decisions a say in how decisions are made. CRCOG conducts an extensive multi-modal transportation planning program that is guided by federal regulations and this Public Participation Plan. This plan explains the methods CRCOG uses to provide open and inclusive public participation in its transportation planning process.

This Public Participation Plan describes CRCOG's goals, policies, and procedures to ensure that all members of the public, including underserved populations, have access to information and opportunities to participate in the transportation planning process for the Hartford metropolitan area. CRCOG's Public Participation Plan was last updated in 2007, and this new plan incorporates current practices and federal requirements.

CRCOG's intent is to provide reasonable access to information, timely public notice, and support for early and continued involvement of stakeholders in the metropolitan transportation planning process.

This Public Participation Plan serves as a guide for citizens to understand CRCOG's public participation approach and how to become involved in shaping the future of transportation for the 38 communities in the Capitol Region.



The study team on the Gap Closure Trail Study leads participants in Plainville through a mapping exercise. Participants were asked to connect important locations in their community using thumbtacks and pieces of yarn in a process referred to as a “Star Analysis”.



Members of the public in New Britain draw potential bicycle and pedestrian routes between downtown New Britain and the center of Plainville during a collaborative workshop for the Gap Closure Trail Study. Participants were asked to trace routes, place stickers on activity centers, and circle potential roadblocks.

The Public Participation Plan is organized into the following sections:

Overview of the Public Participation Plan describes the purpose of the Public Participation Plan and CRCOG's process and procedures for public involvement. CRCOG involves the public in planning studies and in programming activities, such as project selection and project development.

CRCOG's Role in Transportation Planning describes CRCOG's mission and its member communities. As the MPO for the region, CRCOG conducts planning studies, sets the region's transportation vision and goals, and allocates federal transportation funds. CRCOG prepares three primary transportation plans including the Regional Transportation Plan (RTP), Transportation Improvement Program (TIP), and the Unified Planning Work Program (UPWP). CRCOG also has primary responsibility for selecting projects for funding under the Local Transportation Capital Improvement Program (LOTICIP). In addition, the public involvement process adopted by CRCOG for its TIP also satisfies the public involvement requirements of the Greater Hartford Transit District as an applicant for regular 5307 FTA Transit Capital Grant funds.

Strategies for Public Participation describes CRCOG's intent to ensure that the general public and stakeholders are aware of CRCOG's transportation planning efforts and have opportunities to comment and contribute to transportation decisions in their communities. CRCOG's public participation guidelines include providing adequate and timely notice of key decisions and public meetings, access to information, opportunities for input, and outreach to underserved populations. For each project, CRCOG identifies and engages key stakeholders, including residents, businesses, local municipalities, community groups, transportation providers and users, low-income communities, minority communities, and other interested parties.

CRCOG holds public meetings, workshops, and open houses to provide opportunities for the public to learn about transportation plans, projects, and programs. These events also allow CRCOG to gather input that can help inform transportation decisions. CRCOG encourages the public to comment and provides multiple ways for individuals to give input and share ideas. Oral and written comments may be provided at meetings, and written comments may be submitted by mail, email, fax, or through the website comment form. CRCOG follows specific guidelines to allow reasonable time for the public to comment on plans, projects, and programs. In addition, CRCOG provides a summary of responses to comments submitted by the public.



As part of its Comprehensive Transit Service Analysis, CRCOG held information sessions at bus stops. Bus riders were welcomed onto a CTtransit bus where they could view study materials and maps, discuss alternatives with study team members, and take a survey regarding their transit preferences.



The public outreach program for the Eastern Gateways Study included a series of "pop-ups" where study team members set up a table at community events, such as UConn's Earth Day celebration. This approach allowed CRCOG to publicize the study while soliciting feedback from community members at an event they were already attending.

CRCOG's Policy Board, which acts as the MPO, is composed of the Mayors, First Selectmen, and Council Chairmen from the 38 Capitol Region municipalities. CRCOG has established three standing committees and sub-committees that report to the Policy Board, including the Transportation Committee, the Cost Review and Schedule Sub-Committee, and the Bicycle/Pedestrian Sub-Committee. CRCOG committee and sub-committee meetings are open to the public, and meeting details are posted on CRCOG's website.

CRCOG utilizes many communication tools to notify the public of upcoming events and meetings, pending decisions, and opportunities to participate. These tools include stakeholder lists, meeting notices, and the CRCOG website.

CRCOG's website provides a comprehensive source of information on CRCOG and CRCOG's projects, programs, plans, technical information, and a calendar of events. The website features Google Translate to enable viewers to translate website content into multiple languages.

Outreach to Underserved Populations describes how, as a recipient of federal funding, CRCOG is required to meet guidelines addressing public outreach and engagement

requirements among low-income, minority, limited English proficient (LEP), disability, and Title VI populations. In general these groups are underrepresented in the transportation decision-making process. CRCOG values the diversity within the Region and works to ensure that all individuals have access to information and opportunities to participate in the transportation decision-making process.

Specific outreach methods are selected based on the needs of each individual plan, study, or project and may include partnering with municipalities, neighborhoods, and community organizations, email notifications to stakeholders, participating in community events to distribute project information, and posting information on CRCOG's website.

All CRCOG public meetings are held at ADA accessible facilities. CRCOG offers special assistance, including translation and interpretation services, if requested in advance of a meeting. CRCOG provides public information in electronically accessible formats on its website to enable non-sighted users to use the website and offers a translation feature on its website.

Reassessment of the Public Participation Program describes the annual review that CRCOG conducts to ensure that its public participation process provides full and open access to all and to continue to update its outreach approaches and tools with current best practices. CRCOG employs feedback from staff, public surveys and polls, metrics, and focus group discussions to gather feedback on successes and identify areas for improvement.



CRCOG's Transportation Committee is composed of representatives from member towns, the Greater Hartford Transit District, the Connecticut Coalition for Environmental Justice, and other regional interest groups. The committee meets monthly and advises the Policy Board on transportation issues and funding. All meetings are open to the public.

1.0 Overview of the Public Participation Plan

1.1 Purpose of the Public Participation Plan

The Capitol Region Council of Governments (CRCOG) promotes open and inclusive public participation in the metropolitan transportation planning process by providing access to accurate and timely information, as well as early and continued opportunities for input on decision making.

CRCOG is the Metropolitan Planning Organization (MPO) for the Greater Hartford region. As an MPO, CRCOG conducts an extensive multi-modal transportation planning program that is guided by federal regulations and this Public Participation Plan. CRCOG is responsible for providing a “continuing, cooperative, and comprehensive transportation planning process that results in plans and programs that consider all transportation modes and supports metropolitan community development and social goals” (Code of Federal Regulations 450.300). Additional information about applicable federal regulations can be found in Appendix A.

The Public Participation Plan describes CRCOG’s goals, policies, and procedures to ensure that all members of the public, including underserved populations, have access to information and opportunities to participate in the transportation planning process for the Hartford metropolitan area. The Public Participation Plan also serves as a guide to the public on how they can engage in regional transportation planning and decision making.

1.2 CRCOG’s Public Participation Policies and Process

CRCOG incorporates public involvement into all transportation projects and initiatives. Each public involvement program is tailored to the specific project. CRCOG’s policy for proactive public involvement:

- Ensures that the public and affected communities are provided ample opportunity to participate in the development of transportation plans and programs;
- Actively seeks out the involvement of the communities most affected by particular plans or projects;
- Involves the public early in the planning process;
- Provides timely public notice of projects, meetings, and opportunities to provide input; and
- Provides complete public information and access to CRCOG activities at key stages in the decision-making process.

Activities Subject to Public Participation

CRCOG will provide early and continuing public involvement opportunities throughout the transportation planning and programming process.

Planning Activities

Special emphasis will 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 will make an extra effort to involve the affected community through methods such as local advisory committees, public information meetings, and newsletters.

Programming Activities

Opportunities for the public to participate will also be provided through the project selection, programming, and project development phases. These activities include the selection of Local Transportation Capital Improvement Program (LOTICIP) projects, Surface Transportation Block Grant projects, Congestion Mitigation and Air Quality (CMAQ) projects, Transportation Alternatives Set-Aide projects, and the adoption or amendment of the Transportation Improvement Program (TIP).

Need for the 2017 Public Participation Plan Update

CRCOG's Public Participation Plan was first adopted in 2000 and has since been updated twice. In May 2005, an Environmental Justice Action Plan and sections on outreach to persons with Limited English Proficiency were added. The current version was adopted in February 2007 and incorporated additional legislative requirements.

This Public Participation Plan incorporates CRCOG's current policies and activities to guide outreach as well as current federal requirements. The methodology for updating this plan can be found in Appendix B.

2.0 CRCOG's Role in Transportation Planning

2.1 CRCOG's Purpose and Composition

CRCOG's Mission

As a Council of Governments, CRCOG is guided by the mayors, first selectmen, and town council chairs of its member municipalities who make up the governing Policy Board. CRCOG's members have collaborated for more than 50 years on projects to benefit the individual towns and the region as a whole.

CRCOG serves the Capitol Region and member municipalities by:

- Helping members improve governmental efficiency and save tax dollars through shared services and other direct service initiatives;
- Promoting efficient transportation systems, responsible land use and preservation of land and natural resources, and effective economic development;
- Strengthening the Capitol City of Hartford as the core of a strong region and as an economic, social, and cultural center;
- Advocating for the region and its towns with the State and Federal governments;
- Strengthening the regional community by helping coordinate regional agencies and programs; and
- Assisting local governments and citizens in articulating, advocating, and implementing the vision, needs, and values of their regional community.

2.2 CRCOG's Member Municipalities

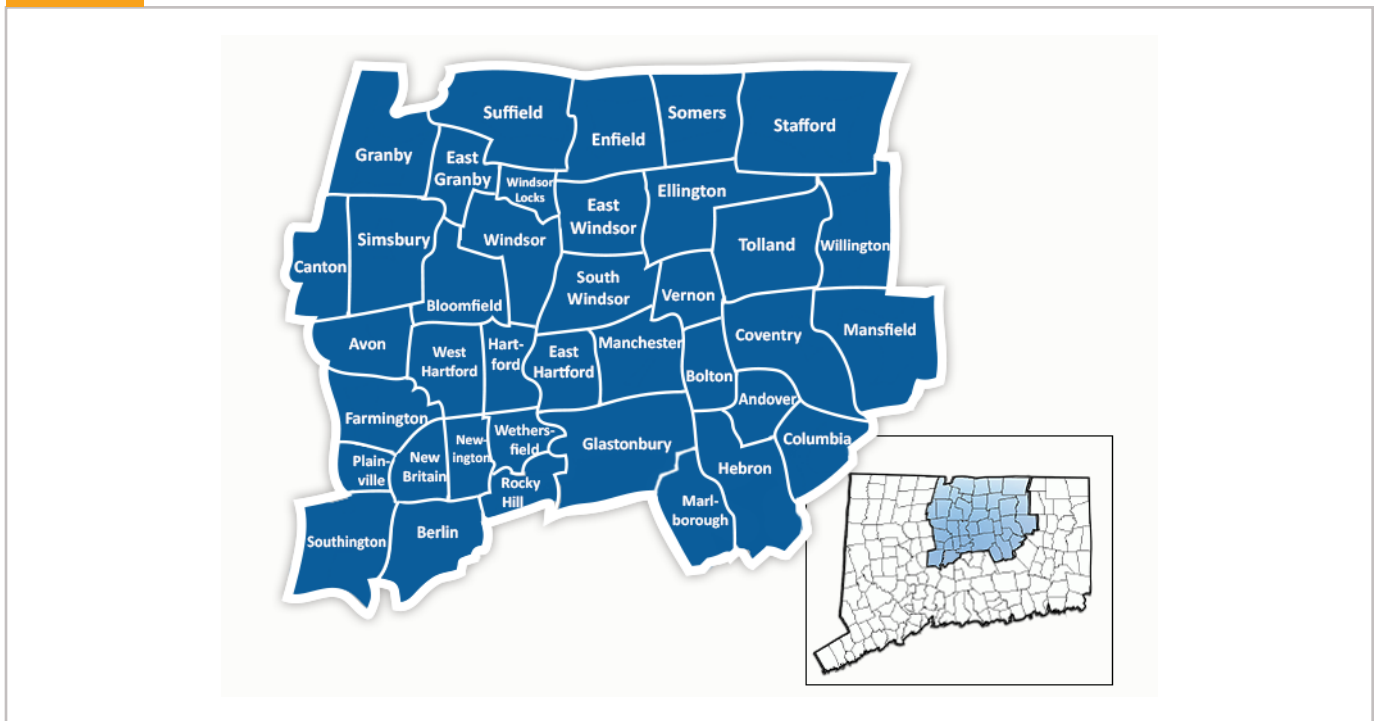
CRCOG is an association of 38 municipalities in the metropolitan Hartford area, which are identified in Figure 1.

CRCOG Governance and Policy Board

CRCOG is governed by a Policy Board that functions as the MPO. An MPO is designated to conduct regional transportation planning and to select projects to receive federal funding. The Policy Board establishes policy, sets CRCOG's work agenda, and votes on transportation decisions. The Policy Board is comprised of the chief elected official or designee from each of the member municipalities.

The current Policy Board is comprised of forty members, with two representatives from the City of Hartford and one from the CRCOG Foundation, a non-profit organization. The Policy Board is advised by the Transportation Committee, which is responsible for transportation-related work. CRCOG's Transportation Committee is composed of representatives from member towns, the Greater Hartford Transit District, the Connecticut Coalition for Environmental Justice, and other interest groups in the Region.

Figure 1: CROG Member Municipalities



2.3 Role in Transportation Planning

Transportation Functions as the MPO

CROG, as the MPO for the region, conducts planning studies and allocates federal transportation funds. Federal funds can be allocated for many different types of transportation projects, including bike and pedestrian improvements, roadway construction projects, intersection improvements, bridge repairs and replacements, and railroad crossing safety projects. CROG is also responsible for setting the region's transportation vision and goals as well as completing the long- and short-range plans needed to program federal transportation funds.

CROG's Primary Transportation Plans

CROG prepares three primary plans that guide the regional transportation planning process as described by federal requirements:

Regional Transportation Plan (RTP)

The Regional Transportation Plan (RTP) provides a 30-year vision of the regionally significant transportation investments for the Capitol Region. It identifies the highest priority transportation issues in the region and outlines projects and programs to address those issues. The RTP is updated every four years in conformance with federal transportation regulations.

Transportation Improvement Program (TIP)

The Transportation Improvement Program (TIP) is a list of all transportation projects in the Region scheduled to receive federal funds over the next four-year period. The TIP is prepared at least every four years and is amended frequently in

the interim. The TIP is prepared and compiled through a consultative process between the Connecticut Department of Transportation (CTDOT), CRCOG, and other agencies.

Unified Planning Work Program (UPWP)

The Unified Planning Work Program (UPWP) describes the annual transportation planning activities for the region and identifies the long- and short-range transportation planning objectives. The UPWP outlines the specific activities needed to achieve these objectives, the budget necessary to sustain the overall planning effort, and anticipated deliverables and schedules. Specific work tasks within the UPWP reflect items and concerns originating from transportation agencies at the federal, state, and local levels. The UPWP follows a continuing, cooperative, and comprehensive (3C) transportation planning process.

Local Transportation Capital Improvement Program (LOTICIP)

CRCOG has the primary responsibility for selecting projects to be funded under the Local Transportation Capital Improvement Program (LOTICIP) and the secondary responsibility for guiding projects into the Surface Transportation Block Grant, Congestion Mitigation and Air Quality (CMAQ), and Transportation Alternatives Set-Aside programs. LOTICIP projects are proposed by municipalities in the Region and then reviewed by the CRCOG Transportation Committee and Policy Board. Surface Transportation Block Grant projects are collaboratively identified and advanced by CRCOG and CTDOT. Projects for funding under the CMAQ and Transportation Alternatives Set-Aside programs are solicited for by CRCOG and coordinated with CTDOT. Public comment and outreach opportunities are available at CRCOG meetings and during the design process.

The CRCOG Transportation Committee has established criteria upon which projects are ranked under LOTICIP. These criteria are reconsidered prior to the time the request for proposals is sent to municipalities. Changes are made, when necessary, after consideration during regular Transportation Committee meetings which follow 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 reviewed by CRCOG staff for completeness and vetted with CTDOT if the project is on a state road. When progressing projects utilizing either LOTICIP, Surface Transportation Block Grant, CMAQ, or Transportation Alternatives Set-Aside funding, municipalities are required to conduct public outreach during the design process.

Section 5307 Grants

The public involvement process adopted by CRCOG for its TIP also serves to satisfy the public involvement requirements of the Greater Hartford Transit District (GHTD) as applicant for regular Section 5307 Federal Transit Administration (FTA) Transit Capital funds. This applies to the GHTD's annual purchase of replacement vehicles for programs such as local dial-a-ride services, regional ADA service, or commuter bus services. This does not apply to non-routine capital projects that require an environmental assessment or an environmental impact statement. For large projects, the GHTD conducts its own separate public involvement process.

3.0 Strategies for Public Participation

3.1 CRCOG's Approach to Public Participation

The intent of CRCOG's public participation program is to ensure that the general public and stakeholders are aware of CRCOG's transportation planning work and special projects and have opportunities to provide comment on, contribute to, and help shape transportation decisions in their communities.

CRCOG's proactive approach to public involvement seeks to inform and engage a representative cross-section of the population in the Region.

Public Participation Guidelines

The following principles guide CRCOG's public involvement program:

- Provide adequate and timely notice of key decisions and public meetings;
- Provide access to information on CRCOG's transportation planning initiatives and special projects;
- Provide opportunities for input and comment on initiatives, projects, and decision-making for the Region's transportation plans and programs;
- Provide opportunities for involvement to persons and groups that are typically under-represented in public outreach processes;
- Demonstrate consideration given to public comment;
- Educate the public on transportation issues and the regional transportation planning process; and
- Continue to improve the approach to public involvement through evaluation and reassessment.

Key Stakeholders

During the development of plans and projects, CRCOG makes an effort to engage key stakeholders, including:

Member communities

Residents

Businesses

Representatives of community groups

Representatives of disabled populations

Limited English Proficient (LEP) individuals

Low income communities

Minority communities

Land owners within and around a project area

Public and private transportation providers

Public transit users

Representatives of pedestrian and bicycle interests

Affected public agencies

Representatives of transportation agency employees or unions

Freight shippers and providers of freight services

Other interested parties

3.2 Opportunities for Public Participation

CRCOG has developed practices, policies, and procedures to provide opportunities for the public, and affected populations and communities in particular, to participate in the development of projects and initiatives as well as the region's transportation plans and programs.

CRCOG seeks to involve the public early and throughout the planning process with multiple opportunities for engagement, including standing committee and sub-committee meetings, public information meetings, and public comment periods.

Standing Committees and Sub-Committees

CRCOG has established the following standing committees and sub-committees that report to the Policy Board: Transportation Committee, Cost Review and Schedule Sub-Committee, and Bicycle/Pedestrian Sub-Committee. All CRCOG standing committee and sub-committee meetings are open to the public. The meeting calendar is posted on the CRCOG website, with the Secretary of the State, and with town clerks.

- **Policy Board** – The Policy Board, which acts as the MPO, is composed of the Mayors, First Selectmen, and Council Chairmen of the 38 Capitol Region municipalities. The Policy Board is CRCOG's governing body and is responsible for establishing policy, setting the CRCOG agenda, and taking administrative actions on behalf of the Council.
- **Transportation Committee** – The Transportation Committee is composed of representatives from member towns, the Greater Hartford Transit District, the Connecticut Coalition for Environmental Justice, and other interest groups in the Region. The committee advises the Policy Board on transportation issues and funding.
- **Cost Review and Schedule Sub-Committee** – The Cost Review and Schedule Sub-Committee is composed of representatives from member towns and advises the Transportation Committee on matters relating to project delivery, funding programs, and allocations.
- **Bicycle/Pedestrian Sub-Committee** – The Bicycle/Pedestrian Sub-Committee is composed of representatives from member towns, municipal bicycle and pedestrian interests, and other regional stakeholders. This sub-committee advises the Transportation Committee on bicycle and pedestrian needs and initiatives.

Public Information Meetings, Public Open Houses, and Workshops

CRCOG holds public meetings and forums to provide opportunities for the public to learn more about transportation initiatives, projects, plans, and programs and to provide input that can help inform transportation planning and decision making for the Region.

- **Public Meetings** – Public meetings include informational presentations, display graphics, and an interactive question and answer session.
- **Open House Events** – Open House events are informal and provide the public with the opportunity to speak with CRCOG staff, view project information, and submit feedback.
- **Workshops** – Workshops typically include a presentation, followed by small, break-out working groups for discussion and feedback on specific topics.

Each of these events may include surveys or comment cards to provide opportunities for additional public input.



Attendees at a collaborative workshop place stickers on a board identifying the types of trips they think should be prioritized in the Gap Closure Trail Study, which seeks to find new connections between regional multi-use trails.

Public Comment Periods

CRCOG encourages public comment and provides a number of ways for the public to provide input, express opinions, and share ideas.

Public comment periods are a key opportunity to provide comments on transportation projects, plans, and programs. Oral and written comments may be provided at public meetings. Written comments may also be submitted by mail, e-mail, fax, or website comment form. Specific contact information will be made available for individual plans and projects. In addition, meetings conducted by CRCOG, including standing committee and sub-committee meetings, include an opportunity for public comment on the agenda.

- **Adequate Time for Public Comment** – CRCOG allows reasonable time for public review and comment at key decision points in the transportation planning process. Minimum notification periods are as follows:
 - Amendments to CRCOG's Public Participation Policy – 45 days
 - Adoption of the TIP and major TIP amendments – 30 days
 - Adoption of the Regional Transportation Plan and major amendments – 30 days
 - Policy Board and Committee meetings – 24 hours (Note: CRCOG makes every effort to post meeting notices five business days in advance)
- **Response to Comment** – CRCOG provides a summary of responses to significant public comments received during the development of a plan or document, such as the TIP. This summary may be produced as a separate report or included as a section in the final plan or document.

3.3 Stakeholder & Public Communications

CRCOG employs many communication tools to notify the public of upcoming events and meetings, key decisions, and opportunities to participate. These tools include:

Stakeholder Lists

CRCOG maintains a comprehensive stakeholder list representing a broad cross section of the population. This comprehensive list is updated frequently, and individuals are added upon request. Communications, including newsletters and project updates, are emailed to stakeholders on the master list. Paper copies are also available upon request.

For each project or study, CRCOG establishes a separate stakeholder list including those with a special interest and those who may be impacted by a particular project. These stakeholder lists are used to provide project communications by email, including meeting notices, project updates, and project documents.

JOIN CRCOG'S CONTACT LIST:

To receive CRCOG notices and project updates by email, please contact us with your areas of interest.

Email: info@crcog.org

Phone: (860) 522-2217

Fax: (860) 724-1274

Meeting Notification

In an effort to reach as wide of an audience as possible, CRCOG uses multiple methods to notify the public of its activities and opportunities for public involvement. Public notification methods are based on the needs of each project and program. Minimum requirements are listed below:

- **Schedule of Meetings** – For committees with regularly scheduled meetings, such as the Transportation Committee and Policy Board, the annual schedule of meetings will be filed with the Secretary of State and each town clerk's office and posted on CRCOG's website at the beginning of each calendar year.
- **Meeting Notices** – Meeting notices will be filed with town clerk's offices of affected towns and posted on CRCOG's website at least 24 hours in advance of the meeting date. Although CRCOG bylaws specify 24-hour notice, CRCOG makes every effort to post meeting notices five business days in advance. If the affected towns include a significant concentration of LEP individuals, meeting notices will include a statement in Spanish and/or Polish that translation assistance may be requested for meetings.

Language Access

All CRCOG meeting notices include a statement, in English, Spanish, and Polish, that translation and interpretation services may be requested in advance for a public meeting. CRCOG also contracts with a language assistance hotline in the event that unanticipated translation services are needed.

Legal Notices in Newspapers

When CRCOG initiates a formal 30-day or 45-day public comment period, notice of the opportunity to comment is placed in a legal ad in the area's major daily newspaper as well as other local, minority, or alternative language newspapers as appropriate. If the comment period includes a public meeting, the legal notice includes a statement, in English, Spanish, and Polish, that translation and interpretation services may be requested in advance. Notices are also submitted to the town clerk's offices in the project/planning area.

Mailings to Interested Parties

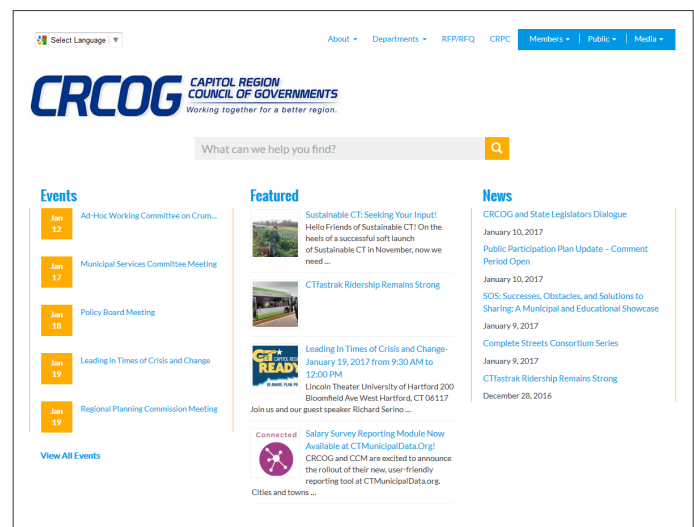
Upon request, CRCOG mails printed copies of meeting notices, project updates, newsletters, and other materials to individuals. These individuals are also added to the appropriate CRCOG mailing lists. Unless otherwise requested, meeting notices and project information are sent via email.

Additional methods for providing public notice may include:

- **Partner Organizations** – CRCOG may provide meeting notices and project information to municipal and organizational partners so that they can share among their networks.
- **Social Media** – CRCOG may post meeting notices and project information on its social media platforms in accordance with its Social Media Policy.
- **CRCOG Website Calendar** – CRCOG may maintain a calendar of meetings and activities on its website for public viewing, ensuring that meeting notices are posted in accordance with the timelines outlined in this plan.
- **Posting Flyers** – CRCOG may post meeting notices or flyers in public areas with heavy foot traffic such as libraries, coffee shops, and municipal buildings.

CRCOG Website

CRCOG's website provides a comprehensive source of information on CRCOG's projects, programs, initiatives, and documents as well as a calendar of events. CRCOG posts project reports and plans on



its website so that individuals can read online or download to their own computer. Documents are posted on CRCOG's website in accessible formats for compatibility with e-readers. Draft documents are posted for public review and comment in advance of a decision by the CRCOG Policy Board. Meeting presentations, handouts, and meeting notes are posted on the website. The website also features an interactive map of TIP projects that enables the public to learn about projects of interest.

A comment form and email registration form on the website allow viewers to submit comments and register for email updates.

CRCOG's website features Google Translate to enable viewers to translate website content into multiple languages.

CRCOG may also create a separate website for large projects or planning studies.

Access to Technical Information

CRCOG provides reasonable access to technical information. Plans and project information as well as a meeting calendar are posted on CRCOG's website. CRCOG also makes an effort to present information in non-technical language appropriate for a general audience.

Visualization

When feasible, CRCOG incorporates graphics and visualization techniques to illustrate and promote public understanding of plans, technical concepts, alternatives, and potential impacts. These techniques may include renderings, maps, photos, diagrams, infographics, models, or simulations. Visualization techniques may be included to enhance presentations, displays, handouts, or website content.

Additional Communication Tools

CRCOG may also consider additional methods to engage the public and to secure public input appropriate to the needs of individual plans or projects. Such methods may include:

- E-newsletters, published periodically, to increase awareness and inform readers of current transportation planning, projects, and activities as well as opportunities for involvement
- 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, to promote public participation efforts in their area
- Coverage by local government cable access stations
- Media outreach through press events and press releases to promote awareness by the media
- Participation in community events
- Conducting surveys via email to stakeholders or on its website
- Online meetings

3.4 Meeting Locations

CRCOG Standing Committee Meetings

CRCOG standing committee and sub-committee meetings are scheduled at convenient and accessible times and places. Meetings of the Policy Board, Transportation Committee, Bicycle/Pedestrian Sub-Committee, and Cost Review and Schedule Sub-Committee follow a regular schedule and are typically held on the same day, time, and location on

a monthly or quarterly basis and at an accessible and conveniently located building. If changes to this schedule are necessary, CRCOG provides advanced notice to the public.

CRCOG Public Meetings for Special Projects and Studies

CRCOG holds public meetings in accessible locations that are, when possible, convenient to transit. To promote public participation, CRCOG seeks the suggestions of stakeholders in selecting meeting locations and times that are convenient.



In an effort to make it easier for the public to provide input about a study, CRCOG and its study teams have attended community events. This approach brings the information to the public instead of requiring people to attend a separate project-specific meeting.

4.0 Outreach to Underserved Populations

As a recipient of federal funding, CRCOG is required to meet guidelines addressing public outreach and engagement requirements among low-income, minority, limited English proficient (LEP), disability, and Title VI populations. In general these groups are typically underserved and underrepresented in the transportation decision-making process. CRCOG values the diversity within the Region and works to ensure that all individuals have access to information and opportunities to participate in the transportation decision-making process.

4.1 Executive Order 12898

Executive Order 12898, Federal Actions to Address Environmental Justice in Minority and Low-Income Populations, directs federal agencies to “promote nondiscrimination in federal programs substantially affecting human health and the environment, and provide minority and low-income communities access to public information on, and an opportunity for public participation in, matters relating to human health or the environment.” The order directs agencies to ensure that:

- They do not discriminate on the basis of race, color, or national origin;
- They identify and address disproportionately high and adverse human health or environmental effects of their actions on minority and low-income communities; and
- They provide opportunities for community input, including input on potential effects and mitigation measures.

4.2 Title VI of the Civil Rights Act of 1964

The Executive Order is rooted in Title VI of the Civil Rights Act of 1964. The Federal Transit Administration’s Title VI guidance directs agencies to:

- Ensure that the level and quality of transportation service is provided without regard to race, color, or national origin;
- Identify and address, as appropriate, disproportionately high and adverse human health and environmental effects, including social and economic effects of programs and activities on minority populations and low-income populations;
- Promote the full and fair participation of all affected populations in transportation decision making;
- Prevent the denial, reduction, or delay in benefits related to programs and activities that benefit minority populations or low-income populations; and
- Ensure meaningful access to programs and activities by persons with limited English proficiency.

TRADITIONALLY UNDERSERVED POPULATIONS:

Underserved people include those with special cultural, racial, or ethnic characteristics. Cultural differences sometimes hinder full participation in transportation planning and project development.

People with disabilities may find access to transportation more difficult and their ability to participate in public involvement efforts more constrained. People with low incomes often lack both access and time to participate.

Poorly educated people may not be fully aware either of what transportation services are available or of opportunities to help improve them.

To address the various requirements and guidances, CRCOG has instituted several actions. The agency has developed and routinely updates an Atlas of Title VI Populations in the Capitol Region, which is a series of maps showing concentrations of minority, low-income, no car households, and LEP populations. At the beginning of every project or study, CRCOG uses the data from this atlas to assess demographics within the study area to identify traditionally underserved groups, including LEP, Environmental Justice (EJ), or Title VI populations. If any groups are identified, CRCOG develops an outreach plan that includes methods appropriate to engage these groups and to involve the broader community affected by the project.

4.3 Outreach Methods

Specific outreach methods are selected based on the needs of each individual plan, study, or project. Methods may include:

- Partnering with municipalities as well as neighborhood and community organizations within the project area to promote public awareness and engage interested individuals
- Email notifications to existing stakeholders
- Attending existing community events to distribute project information and engage interested individuals
- Holding press events and issuing media alerts
- Posting announcements on social media and on CRCOG's website
- Posting informational flyers in areas of heavy foot traffic

LIMITED ENGLISH PROFICIENCY:

The measure of Limited English Proficiency applies to individuals who speak English less than very well and who have limited abilities to read, speak, write, and/or understand English.

MINORITY INDIVIDUAL:

The U.S. Census Bureau classifies a minority individual as belonging to one of the following groups: American Indian or Alaskan Native, Asian American, Native Hawaiian or Other Pacific Islander, Black (not of Hispanic Origin), and Hispanic or Latino.

LOW-INCOME INDIVIDUAL:

A person whose household income is at or below the U.S. Department of Health and Human Services poverty guidelines.

4.4 Accessibility

Electronically Accessible Formats

CRCOG provides public information in electronically accessible formats. The CRCOG website is designed to comply with Section 508 of the US Rehabilitation Act requirements for accessibility, with features that allow non-sighted users to navigate and use the site, such as alternative text descriptions for visual elements. The website also offers a translation feature with multiple languages available.

Website Translation Technology

CRCOG's website features Google Translate to make website information available in multiple languages.

Access to Meetings

All CRCOG public informational meetings and public hearings are held at ADA accessible locations with handicapped parking. CRCOG makes every effort to ensure that meeting locations are also accessible by public transit (on a bus line).

Translation and Interpretation Services

CRCOG offers special assistance, including translation and interpretation services, upon request. Meeting notices include a statement in Spanish, Polish, and English on how to request translation and interpretation services in advance of a meeting.

5.0 Reassessment of Public Participation Program

CRCOG conducts an annual review of the effectiveness of its public participation program to ensure that the process provides full and open access to all and to continue to update its outreach approaches and tools with current best practices. This annual review includes all public participation efforts undertaken within the previous year. The review focuses on identifying successful outreach approaches, areas for improvement, and recommendations for future efforts. The following techniques are included in this review:

- **Staff Assessment:** Feedback from CRCOG's staff can provide valuable input on techniques that worked well and areas for improvement. This staff assessment is accomplished through periodic facilitated roundtable discussions and documented in a summary report.
- **Public Surveys and Polls:** Surveys and polls conducted for projects and planning initiatives during the previous year provide important feedback on performance and public satisfaction. In addition, polls can help to gather public feedback on outreach approaches that are effective, barriers to participation, and suggestions for improvement. Surveys can be distributed at public meetings or community events or conducted online through the website or email to CRCOG's stakeholder contacts.
- **Metrics:** Website usage, social media trends, attendance levels at public meetings, and outreach events conducted for underserved groups are indicators of the success of CRCOG's outreach efforts. These metrics, reported and tracked over time, provide valuable feedback on the overall trends in CRCOG's outreach and areas for improvement.
- **Focus Group Discussion:** CRCOG could consider focus group discussions to provide additional feedback on the success of outreach programs. These focus groups could be conducted within a sampling of member communities to gather feedback on the effectiveness of public outreach on a particular project or program.



In addition to CRCOG staff and study team members, municipal officials are encouraged to attend meetings and interact with members of the public.



When possible, CRCOG seeks to coordinate public outreach efforts for related study efforts. For example, public meetings for CRCOG's Comprehensive Transit Service Analysis were held jointly with CTDOT's CTfastrak East Expansion Study so that interested members of the public could learn about both efforts at the same meeting.

6.0 Appendices

6.1 Appendix A: Federal Requirements

Federal requirements and guidelines for public participation in the metropolitan transportation planning process stems from a core set of laws and regulations:

- Fixing America's Surface Transportation Act (FAST Act), Moving Ahead for Progress in the 21st Century Act (MAP-21), and prior Surface Transportation legislation
- Title VI of the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, color, or national origin in any program or activity receiving Federal financial assistance, and Federal Transit Administration Circular 4702.1B, which provides guidance on effective practices for promoting inclusive participation
- Executive Order 12898 to Address Environmental Justice in Minority and Low Income Populations, which reinforced the provisions of Title VI and defined requirements for implementation, including providing opportunities for meaningful involvement regardless of race, color, national origin, or income
- Executive Order 13166: Improving Access to Services for Persons with Limited English Proficiency (LEP), which requires that federal funding recipients make information accessible to persons with limited English proficiency
- Americans with Disabilities Act of 1990 and Sections 504 and 508 of the Rehabilitation Act of 1973, as amended, which require that the locations for public participation activities and the information presented be accessible to persons with disabilities

The FHWA and FTA issued joint regulations for metropolitan transportation planning in a final rule on May 27, 2016 (23 CFR 450, Parts 450 and 771 and 49 CFR Part 613). The final rule reflects provisions of both MAP-21 and the FAST Act. It continues previous requirements for MPO public participation, including the requirement for a documented participation plan that defines a process for providing various parties with reasonable opportunities to be involved in the metropolitan planning process. The parties to be provided with involvement opportunities include:

- Individuals
- Affected public agencies
- Representatives of public transportation employees
- Public ports
- Freight shippers
- Providers of freight transportation services
- Private providers of transportation (including intercity bus operators and employer-based commuting programs)
- Representatives of users of public transportation
- Representatives of users of pedestrian walkways and bicycle transportation facilities
- Representatives of the disabled
- Other parties

The participation plan is to be developed in consultation with all interested parties and must meet specific requirements. These include:

- Providing adequate public notice and opportunity to comment at key decision points
- Providing timely notice and reasonable access to information on transportation issues
- Holding a public comment period of at least 30 days for the long-range plan and Transportation Improvement Program (TIP) and major amendments
- Using visualization techniques to describe the plan and TIP
- Making information available electronically
- Holding public meetings at convenient times and in convenient and accessible locations
- Demonstrating explicit consideration and response to public input received during the development of the plan and TIP
- Providing additional opportunity for public comment if the final plan or TIP differs significantly from the version that was made available for public comment
- Seeking out and considering the needs of those traditionally underserved by existing transportation systems, including but not limited to low-income and minority households
- Coordinating with statewide transportation planning public involvement and consultation processes
- Periodically reviewing the effectiveness of the procedures and strategies contained in the participation plan to ensure a full and open participation process
- Holding a public comment period of at least 45 days before the Public Participation Plan is adopted or revised

6.2 Appendix B: Methodology for Updating the Public Participation Plan

The 2017 Public Participation Plan update was based on the following:

Review of Federal Requirements

A review of federal regulations and guidelines for public involvement in transportation decision-making was undertaken to ensure compliance with current standards and requirements.

Best Practices Review

A national best practice scan was undertaken to identify emerging and proven practices for MPO public participation. A selected group of peer MPOs were interviewed to identify potential models of practice for CRCOG, including other Public Participation Plans that could serve as model documents and additional practices for inclusion in the Public Participation Plan.

While the Public Participation Plan details the required outreach efforts that CRCOG will undertake, the National Best Practices Review provides suggestions for going beyond requirements and serves as a guide for CRCOG to customize outreach programs.

Review of CRCOG's Current Practices

A review of CRCOG's existing public outreach material, including the 2007 Public Participation Plan, the Environmental Justice Challenge Grant Report and Action Plan, the Limited English Proficiency Discussion Paper, the Title VI Program

Description and Policy, and the Atlas of Title VI Populations in the Capitol Region was undertaken. These documents are available on CRCOG's website (<http://www.crcog.org>).

A group of CRCOG's Project Managers participated in a focus group to provide information on successful public outreach approaches, gaps in CRCOG's current practice, and suggestions for new outreach methods. In addition, CRCOG's recent public participation efforts, including outreach and engagement methods, were also reviewed.

Outreach to Underserved Populations

CRCOG is committed to ensuring that public participation is an inclusive process, and CRCOG makes a special effort to seek out and consider the needs of groups or communities traditionally not well represented in public outreach efforts. These include, but are not limited to, minority, low income, limited English proficiency, low literacy, and/or disability populations. This plan reflects CRCOG's commitment to an inclusive public process and incorporates suggestions from community stakeholders.

As part of the outreach process for this update of the Public Participation Plan, CRCOG conducted a focus group meeting, interviews, and email outreach with 41 regional groups and associations that represent traditionally underserved populations. The following groups were invited to participate in this effort:

REGIONAL GROUPS AND ASSOCIATIONS

Interviews	Email Outreach
Connecticut Coalition for Environmental Justice	Archdiocese of Hartford
CT Office of Protection and Advocacy for Persons with Disabilities	Artists' Collective
NAACP	Bristol Community Organization, Inc.
The Conference of Churches	Capital Workforce Partners
	Community Renewal Team
Focus Group Invitees	Connecticut Association for Human Services
Broad-Park Development Corporation	Connecticut Community Non-Profit Alliance
Center for Latino Progress	CT Coalitions of Mutual Assistance Associations
Farmington Avenue Alliance	HARC
Guakia	Hartford Communities That Care
Hartford 2000	Hartford Gay and Lesbian Health Collective
Hispanic Health Council	Human Services (Manchester)
Latino and Puerto Rican Affairs Commission	JUNTA for Progressive Action
Latino Community Services	Knox Park Foundation
Mi Casa	Literacy Volunteers of Greater Hartford
Spanish American Merchants Association	MetroHartford Alliance
Upper Albany Main Street	NEAT Center at Oak Hill
Upper Albany Neighborhood Collaborative	Northeastern Environmental Justice Collaborative / New England Environmental Justice Network
	Polish American Foundation
	SNEHA, Inc (West Hartford)
	Trinfo Café
	United Way of Central and Northeastern CT
	Urban League of Greater Hartford
	Youth, Family & Social Services (Willington)
	YWCA Hartford Region

Opportunities for Public Comment

Public outreach efforts related to the preparation of this Public Participation Plan are described below.

TIMELINE

January 10, 2017	DRAFT Public Participation Plan posted on CRCOG Website Hardcopies of DRAFT Plan made available at the New Britain Public Library and the Hartford Public Library (Downtown) Notice posted on CRCOG website (English, Spanish, Polish) Notice sent to regional community groups (English, Spanish, Polish)
January 11, 2017	Public comment period opens (minimum 45 days) Legal Notice: Hartford Courant (English) Notice to Town Clerks and libraries
January 12, 2017	Legal Notice: Identidad Latina (Spanish)
January 19, 2017	Legal Notice: Hartford Courant (English) Legal Notice: Hartford News (English/Spanish) Legal Notice: Identidad Latina (Spanish) Press Release
January 20, 2017	Legal Notice: New Britain White Eagle (Polish)
January 24, 2017	Public Meeting – New Britain Public Library, Community Room 20 High Street, New Britain 4:30-6:30 PM, presentation at 5:30 PM
January 26, 2017	Public Meeting – Hartford Public Library, Center for Contemporary Culture 500 Main Street, Hartford 4:30-6:30 PM, presentation at 5:30 PM
February 21, 2017	Transportation Committee Meeting, opportunity for public comment 12 noon, South Congregational Church, 277 Main Street, Hartford
February 22, 2017	Policy Board Meeting, opportunity for public comment 12 noon, MIRA Recycling Center, 211 Murphy Road, Hartford
March 20, 2017	Transportation Committee Meeting, presentation and opportunity for public comment 12 noon, MIRA Recycling Center, 211 Murphy Road, Hartford
March 22, 2017	Policy Board Meeting, opportunity for public comment 12 noon, MIRA Recycling Center, 211 Murphy Road, Hartford
April 10, 2017	Deadline for public comments to receive full consideration
April 24, 2017	Transportation Committee Meeting, opportunity for public comment Endorsement 12 noon, MIRA Recycling Center, 211 Murphy Road, Hartford
April 26, 2017	Policy Board Meeting, opportunity for public comment Adoption 12 noon, MIRA Recycling Center, 211 Murphy Road, Hartford

Federal regulations require at least a 45-day period for public comment prior to the adoption or amendment of a Public Participation Plan. For this update of the CRCOG Public Participation Plan, the time period from the first legal notice of opportunities to comment (January 11, 2017) until consideration for adoption by the Policy Board (April 26, 2017) was 105 days.

Following endorsement for public comment by the CRCOG Transportation Committee on January 9, 2017, the DRAFT Public Participation Plan and a notice of opportunities to comment were posted to the CRCOG website on January 10, 2017. Notices were available in English, Spanish, and Polish. Hardcopies of the DRAFT Public Participation Plan were made available at the New Britain Public Library and the Hartford Public Library (Downtown), and notice of opportunities for comment was sent to 41 regional community groups.

A legal notice, officially opening the public comment period, was published in the Hartford Courant (English) on January 11, 2017. Additional legal notices ran as follows: Identidad Latina (Spanish – January 12 and 19, 2017), Hartford News (English/Spanish – January 19, 2017), Hartford Courant (English – January 19, 2017), and the New Britain White Eagle (Polish – January 20, 2017).

On January 11, 2017, notice of opportunities for comment was sent to the 38 Town Clerks and libraries in the Region. On January 19, 2017, the notice was sent as a press release to more than 55 media outlets, including local and regional print and online newspapers, cable television access channels, and radio stations. This press release was also sent to approximately 280 individuals who are members or interested parties of various CRCOG boards and committees related to topics including transportation, bicycle/pedestrian interests, and municipal services.

CRCOG staff gave a presentation on the DRAFT Public Participation Plan at public meetings on January 24, 2017 and January 26, 2017 in New Britain and Hartford, respectively. Opportunities for additional public comment included public comment forums at Transportation Committee meetings on February 21, March 20, and April 24 as well as at Policy Board meetings on February 22, March 22, and April 26. The Transportation Committee meeting on March 20, 2017 also included a presentation on the DRAFT Public Participation Plan.

Comments and Disposition

Comments on the DRAFT Public Participation Plan and CRCOG's outreach policies were received from five individuals at the public meetings. Additional written comments were received from one individual. A summary of the comments received and CRCOG's disposition of those comments is provided below:

Comment	Disposition
How do you plan to reach disabled communities and get the message out to people with disabilities?	CRCOG outreached to the Connecticut Office of Protection and Advocacy for Persons with Disabilities as part of this update. CRCOG also asked each member town to share information with their local boards and commissions. For specific initiatives and studies, CRCOG will continue to work with affected municipalities to engage all individuals in the planning process.
How do I get a copy of the stakeholder list?	A list of the stakeholder groups outreached to as part of this effort are included in Appendix B.
Do you advertise in local papers?	CRCOG sends press releases to more than 55 media outlets, including local and regional print and online newspapers, cable television access channels, and radio stations.
Do you use PSAs (public service announcements) for notification on television?	CRCOG conducts PSAs when this method of outreach is requested. No PSAs were conducted as part of this update.

Comment	Disposition
Is CRCOG federally funded?	Approximately 70% of CRCOG's funding is federal, with the balance comprised of state, local, and grant sources.
How do you define "stakeholders"?	For each project or study, CRCOG identifies individuals and groups that represent interested parties and serve as stakeholders for that effort. Ultimately, though, all residents of CRCOG member towns are stakeholders in the work that the agency conducts.
How are funds allocated to towns?	CRCOG's Policy Board and Transportation Committee are responsible for selecting projects for funding.
Is this information on Facebook or Twitter?	CRCOG does not currently have Facebook or Twitter, but this Plan does allow for the use of social media in the future. Information about the Public Participation Plan update was made available on the CRCOG website.
Outreach would be most effective if done where people are going about their lives (bus stops, libraries, shopping centers, etc). People are too busy to attend additional meetings/events.	For each project or study, CRCOG determines the most effective approaches to engage the public. This can include outreach at community events and public forums, as well as more traditional public meetings.
CRCOG should make it easier to sign up for their newsletters.	To sign up for CRCOG's agency-wide newsletter, individuals can complete the "Contact Us" form on the website. We will look into ways to make it easier for individuals to sign up.
Use social media to get the word out to the public about events. Nobody reads legal notices in newspapers.	CRCOG is required to publish legal notices when updating its Public Participation Plan. Additional outreach efforts relating to this effort are described in Appendix B. CRCOG does not currently have Facebook or Twitter, but this Plan does allow for the use of social media in the future.
The word "major" occurs throughout the document. What is "major" to one, i.e. the public, may not be so to CRCOG. This word should be broadly defined.	The term "major" is generally used within the Public Participation Plan to describe efforts that are large in terms of scale, scope, and/or Regional significance. Where appropriate within the Plan, the term "major" will be clarified. In the instance of "Major TIP Amendment," however, the term has a specific definition that is included in the glossary.
The Plan states that CRCOG "actively seeks out the involvement of the communities most affected by particular plans or projects." The word "actively" is false. Also, because CRCOG is a Regional [public] agency, any interested person or party should be able to "participate" in any plan or project. Similarly, there needs to be better relaying of information from adjoining Regions. CRCOG is NOT an island in the sea.	CRCOG does actively seek the involvement of community members and other stakeholders via the outreach techniques described throughout the Public Participation Plan. Participation in planning and project activities is not limited by geography. While initial outreach may be based on proximity to a project or study area, efforts are made to share information throughout the region (e.g. through staff updates to the Transportation Committee and posts on the CRCOG website) so that any interested individuals can learn about ongoing projects/studies and participate in the planning process. CRCOG also partners with neighboring MPOs on plans and projects that transcend Regional boundaries, including but not limited to transit and freight.
The Plan states that CRCOG "involves the public early in the planning process." What is "early"? Such should be defined as "from the very beginning."	CRCOG involves the public in its planning efforts as soon as it is feasible. In some instances, initial technical work on a plan or project needs to be prepared before it can be shared with the public in a way that can be easily consumed and will therefore allow for meaningful input and discussion. As such, we feel that the use of the term "early" is appropriate.

Comment	Disposition
The Plan states that CRCOG “provides timely public notice of projects, meetings.” In general, this is true, however such needs to be 100%, with absolutely NO whispering in the dark.	CRCOG is committed to ensuring that timely public notice is given regarding projects and meetings. CRCOG’s notice standards are explained in Sections 3.2 and 3.3 of the Public Participation Plan.
The Plan states that CRCOG “provides complete public information and access to CRCOG activities at all key stages in the decision-making process.” Sadly this is false. Such should read: Makes unfettered access [e.g., post on web site] to all information with respect to CRCOG’s activities at all stages in the decision making process.	CRCOG makes every effort to provide complete public information and access to CRCOG activities throughout the decision-making process. As such, we feel that the language within the Plan is accurate as written.

Endorsement and Adoption

The CRCOG Transportation Committee endorsed the draft Public Participation Plan on April 24, 2017. The CRCOG Policy Board adopted the plan on April 26, 2017.

6.3 Appendix C: Glossary

Americans with Disabilities Act (ADA)	The Americans with Disabilities Act ensures equal opportunity for people with disabilities in employments, public accommodations, and transportation.
Administrative Adjustments	Administrative adjustments to the TIP are made when the change involves a simple matter, such as shifting 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 cost. CTDOT makes the determination as to whether a change is an administrative adjustment.
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 will be posted on the CRCOG website. The categories in the CTDOT list will be consistent with the TIP.
Congestion Mitigation and Air Quality (CMAQ)	The Congestion Mitigation and Air Quality (CMAQ) Improvement Program is a federal program that funds transportation projects and programs that contribute to attainment or maintenance of the national ambient air quality standards (NAAQS) for ozone, carbon monoxide, and particulate matter. The CMAQ program supports the goals of improving air quality and relieving congestion.
Environmental Justice (Executive Order 12898)	Established in 1994 under Executive Order 12898, “Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations,” intent is to ensure that federally funded projects do not adversely affect minority and low income populations.
FAST Act	The FAST Act, or Fixing America’s Surface Transportation Act, provides long-term funding certainty for surface transportation so that State and local governments can move forward with critical transportation projects. The Act also makes changes to many Federal transportation programs, including streamlining the approval processes for new transportation projects and providing new safety tools.

Limited English Proficiency (LEP)	Limited English Proficiency refers to persons who speak English less than very well and have limited ability to read, speak, write, or understand English.
Local Transportation Capital Improvement Program (LOTICIP)	The 2013 Connecticut Public Act 12-239, directs the Connecticut Department of Transportation (CTDOT) to create a state funded Local Transportation Capital Improvement Program (LOTICIP). CTDOT subsequently developed LOTICIP program guidelines which established the program responsibilities for municipalities, planning regions, and CTDOT. LOTICIP was initiated to provide municipalities with a funding source and supplant the portion of STP-Urban funds that CTDOT is now planning to utilize for projects on State roadways.
Major TIP Amendment	A revision to the Transportation Improvement Program for which the Connecticut Department of Transportation (CTDOT) 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 it is likely to have a significant air quality impact.
Metropolitan Planning Organization (MPO)	Regional organization designated to develop transportation plans and programs in urbanized areas of 50,000 or more.
Minor TIP Amendment	A minor amendment is a minor revision to a Transportation Improvement Program (TIP) or transportation plan. The public involvement requirements for minor amendments will be satisfied by following the standard procedures for Board and Committee meetings. These procedures require listing on the Transportation Committee and Policy Board agendas, distribution of the agendas to town clerks and respective committee mailing lists, and posting on the CRCOG website seven days in advance of the meeting.
Regional Transportation Plan (RTP)	The Regional Transportation Plan is one of the primary documents an MPO is legally mandated to prepare. The RTP establishes the region's broad transportation goals and strategies and includes a list of regionally significant projects the region expects to implement over the next 20-15 years. The RTP also includes a financial plan with the funding sources and estimated costs of projects.
Surface Transportation Block Grant	Under the FAST Act, the Surface Transportation Block Grant Program provides flexible federal aid for local transportation programs.
Title VI of the Civil Rights Act of 1964	Title VI of the Civil Rights Act of 1964 prohibits discrimination based on race, color, or national origin. Specifically, 42 U.S.C. Section 2000d states that "No person in the United States shall, 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." CRCOG, as a recipient of federal funding, must comply with Title VI.
Transportation Improvement Program (TIP)	The Transportation Improvement Program is a prioritized listing of all federally funded transportation projects that will be undertaken in the Capitol Region over a four year period. The TIP is developed and formally adopted as part of the metropolitan transportation planning process, required for projects to be eligible for funding under title 23 U.S.C and title 49 U.S.C. Chapter 53.
Unified Planning Work Program (UPWP)	The Unified Planning Work Program is a statement of work identifying the planning priorities and activities to be carried out within a metropolitan planning area. A UPWP describes the planning initiatives, timeframe for completion, cost, and sources of funding.