



**MARYLAND DEPARTMENT  
OF TRANSPORTATION**

**THE SECRETARY'S OFFICE**

**TITLE VI PROGRAM**

**OCTOBER 1, 2023 - SEPTEMBER 30, 2026**

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## I. INTRODUCTION AND OVERVIEW OF SERVICES

The Maryland Department of Transportation (MDOT) is a customer-driven leader that delivers safe, sustainable, intelligent, and exceptional transportation solutions in order to connect our customers to life's opportunities. MDOT is a state department of transportation responsible for building, operating, and maintaining a safe and seamless transportation network that links Maryland with the rest of the country, and the world. MDOT directs and oversees the planning, construction and operation of Maryland's highway, transit, maritime, and aviation facilities.

There are six major modal administrations (Modes) that make up the MDOT. They are the Maryland State Highway Administration, Maryland Transit Administration, Maryland Aviation Administration, Maryland Port Administration, Maryland Motor Vehicle Administration, and Maryland Transportation Authority. The Secretary's Office (TSO) provides leadership, guidance, and oversight of the Modes.

This unique streamlined approach provides the State's leadership with the ability to develop a coordinated and balanced approach to transportation. Under the direction of the Secretary of Transportation, the Modes work together to assist each in the development of a seamless transportation system designed to fuel Maryland's economy and enhance the quality of life for all citizens.

The MDOT is a recipient of Federal financial assistance. As a recipient, all Modes under MDOT are required to comply with Title VI of the Civil Rights Act of 1964 and other federal non-discrimination laws and authorities. Title VI prohibits agencies receiving federal funds from discriminating against agencies or any groups in the United States on the basis of race, color, or national origin.

Within the MDOT umbrella the TSO and the Modes, act as separate direct and/or designated recipients of federal funds for those funding categories that each are responsible for utilizing. TSO is a direct recipient of Federal funding from the following three Federal funding categories: FHWA Metropolitan Planning (PL) funds, FTA Section 5303 Metropolitan Planning funds, and Section 5304 Statewide Planning funds. TSO applies for and receives an annual grant for the MPO funding to enable TSO to meet the federal requirements associated with MPOs. MDOT chooses to consolidate this application of these three Federal funding categories into one grant request made to FTA, called the "Consolidated Planning Grant" or also referred to by the FHWA title as PL funds.

TSO flexes the FHWA funds to FTA so that all MPO funds distributed to Maryland are received through FTA. The seven MPOs within Maryland are the eligible entities to receive Maryland's Federal PL funding. The MPOs are the subrecipients of the PL funds which are dispersed by TSO to the MPOs through a population-based formula. TSO has agreements with each MPO which define how the funding is reimbursed. TSO provides a 10% match to the MPOs to perform the functions identified in the Federal Metropolitan Planning Regulations. Upon the receipt of

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grant approval, TSO is then responsible for oversight of the distribution of that funding to the MPOs in concert with the Federal Metropolitan Planning Process and TSO is also responsible to ensure that the subrecipients are in compliance with all applicable federal regulations.

MDOT encourages, supports and will monitor its Modes, subrecipients, cities, counties, contractors, and planning agencies receiving federal aid funds. It is the MDOT's intent that the Title VI Program will be implemented in accordance with all federal regulations and supported by our customer driven mission. This Title VI Plan was developed to ensure that TSO is in compliance with the US Department of Transportation (USDOT), Federal Transit Administration (FTA) regulations 49 CFR Part 21.

TSO is committed to achieving full compliance with Title VI of the 1964 Civil Rights Act and all related non-discrimination laws. Through its policies, assurances and procedures, TSO makes every effort to ensure that no person is excluded from participation in, denied the benefits of, or otherwise subjected to discrimination in any TSO program or activity on the basis of race, color, or national origin.

Neither TSO nor its subrecipients provide fixed route transportation services. In addition, TSO does not build facilities. Therefore, this Title VI Program does not address the equity analysis specified in Chapter IV of the Circular (FTA 4702.1B) nor does it address Section 13 of Chapter III of the Circular.

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## II. POLICY STATEMENT

It is the policy of the Maryland Department of Transportation (MDOT), in accordance with Title VI of the Civil Rights Act of 1964, MDOT's Title VI Program to assure that "no person in Maryland shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any program or activity" for which the MDOT receives federal financial assistance (42 U.S.C. Section 2000d). Furthermore, it shall be the policy of the MDOT, as a recipient of federal-aid funding, to ensure non-discrimination in all of its programs and activities.

Accordingly, to ensure compliance with Title VI of the Civil Rights Act the Maryland Department of Transportation commits to promptly taking any measures necessary to effect compliance with Title VI of the Civil Rights Act.

The MDOT will include Title VI assurances in all written contracts and will monitor for compliance when distributing federal aid funds to other entities. The MDOT's Title VI Program Manager in the Office of Diversity and Equity is responsible for initiating and monitoring Title VI activities preparing required reports, and other MDOT responsibilities as required by Title 49 CFR Part 21.

Individuals with questions or requiring additional information relating to this policy or the program plan of the MDOT's Title VI Program should contact the Office of Diversity and Equity located at MDOT TSO Headquarters, 7201 Corporate Center Drive, Hanover, MD 21076; Telephone (410) 865-1021, Toll Free 888-964-6368. The notice to the public is posted in the lobby of the MDOT TSO Headquarters building, at the above address.

  
Paul J. Wiedefeld  
Secretary

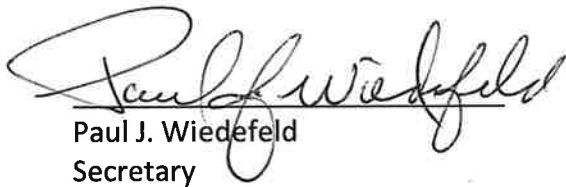
  
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### III. APPROVAL OF THE TITLE VI PROGRAM

I hereby acknowledge the receipt of the Maryland Department of Transportation's (MDOT) Title VI Program October 1, 2023 – September 30, 2026. I have reviewed and approved the Program. I am committed to ensuring that no person is excluded from participation in or denied the benefits of transportation related programs on the basis of race, color, or national origin, as protected by Title VI according to the Title VI requirements and guidelines for Federal Transit Administration recipients (FTA Circular 4702.1B).



Paul J. Wiedefeld  
Secretary



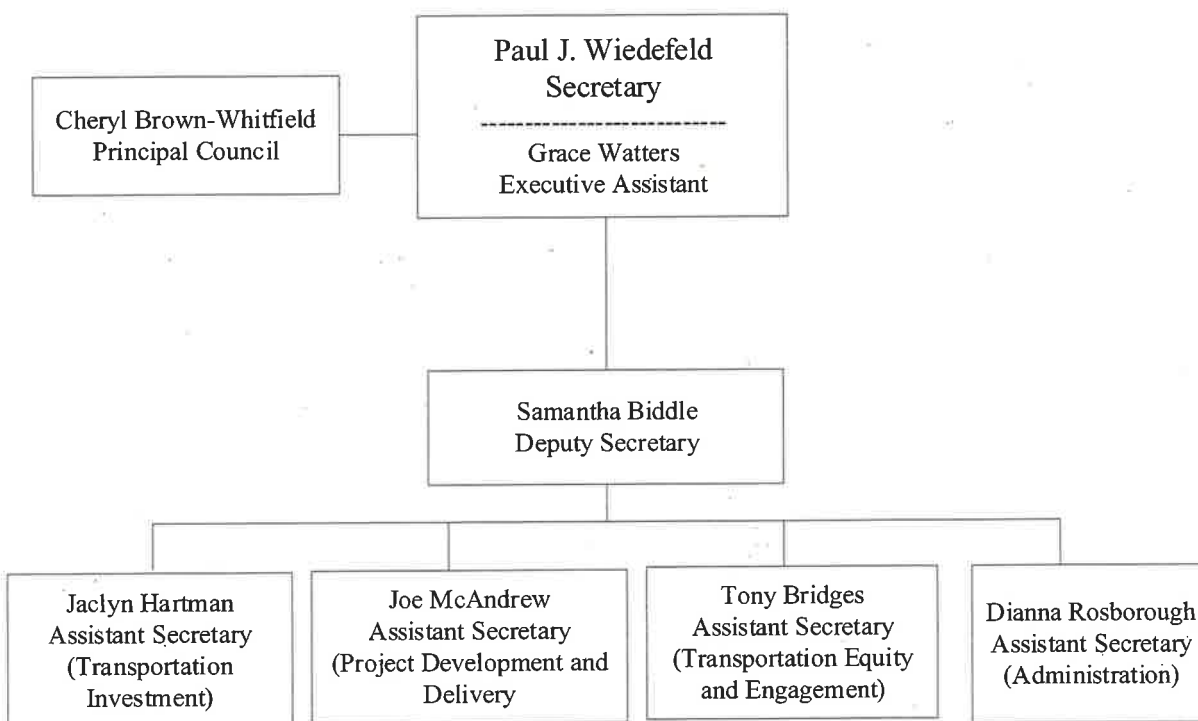
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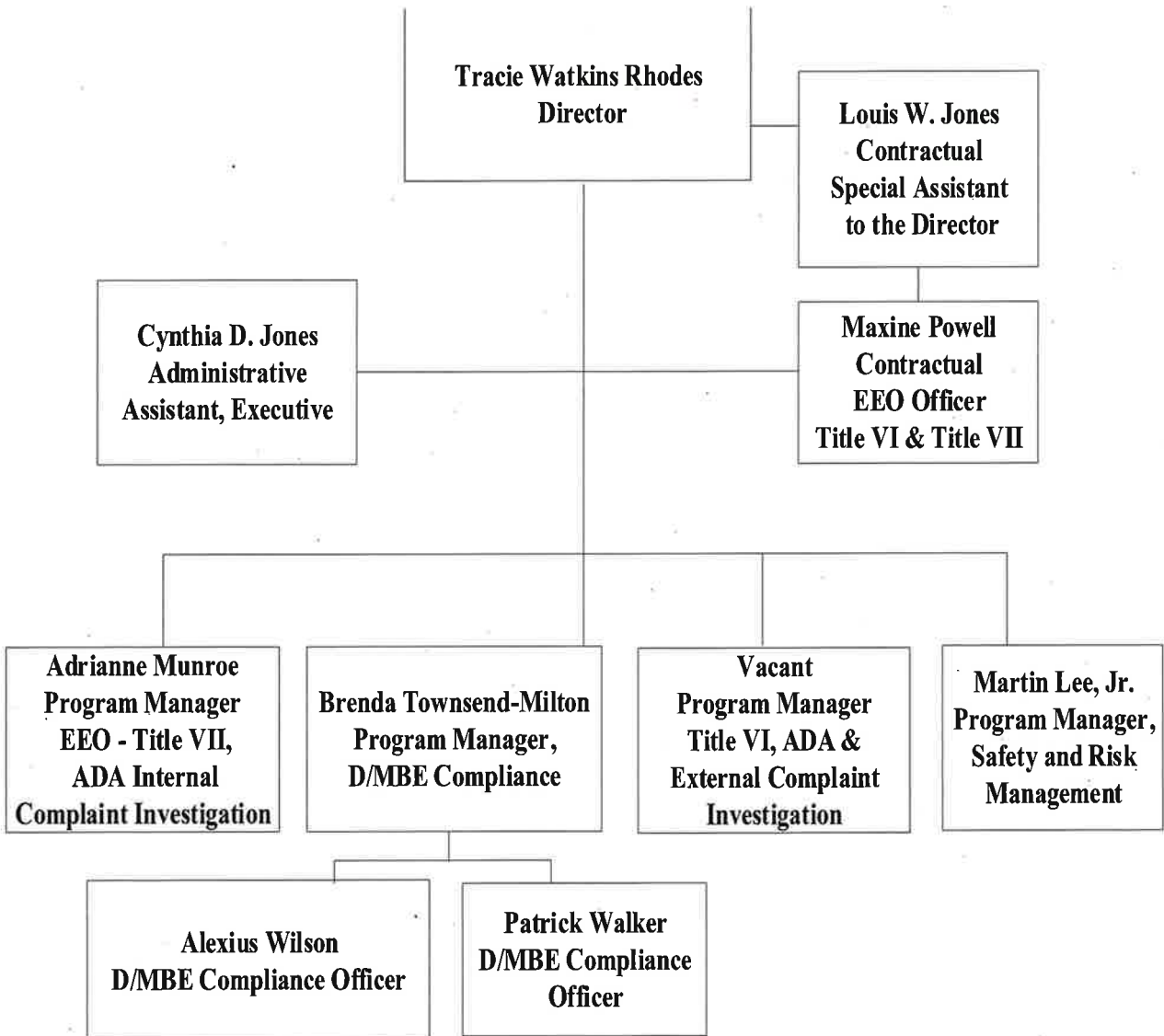
## IV. ORGANIZATIONAL CHARTS

### MARYLAND DEPARTMENT OF TRANSPORTATION OFFICE OF THE SECRETARY ORGANIZATIONAL CHART



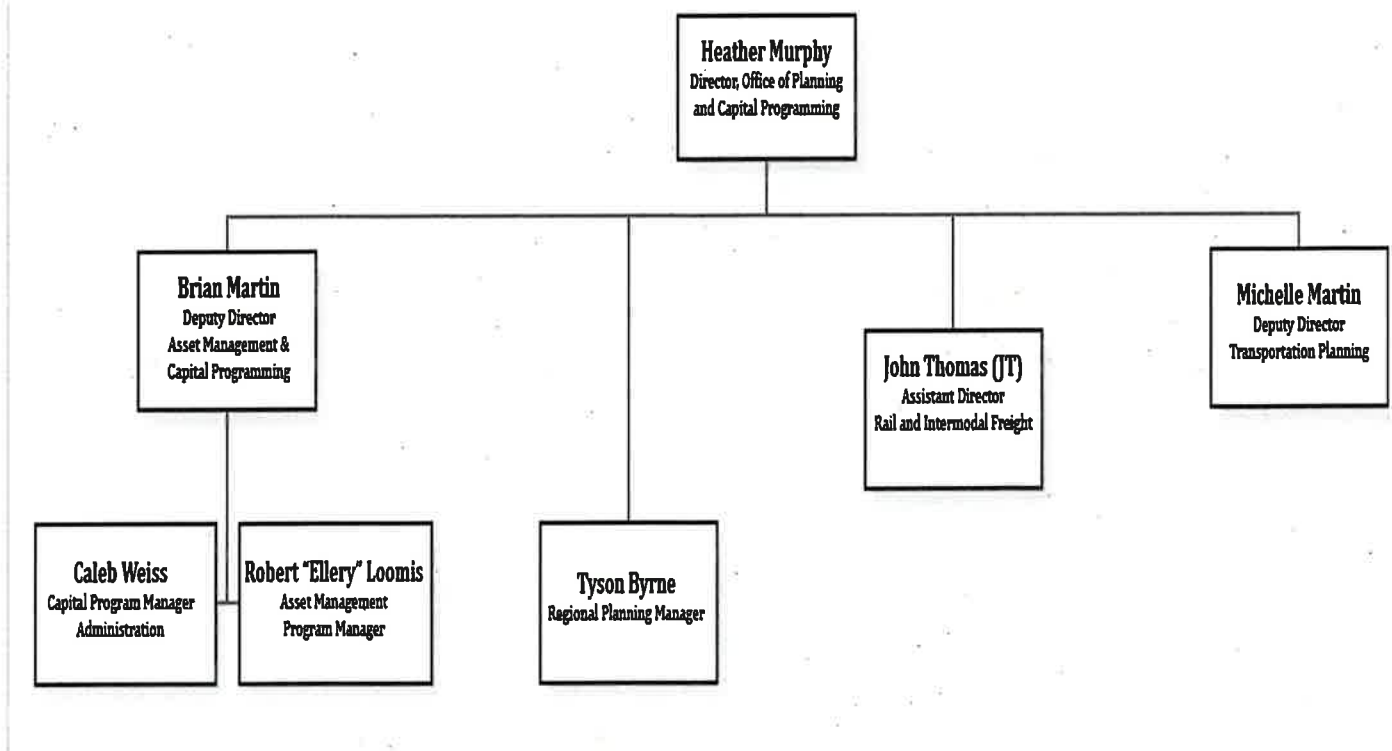


**OFFICE OF DIVERSITY AND EQUITY  
ORGANIZATIONAL CHART**





**OFFICE OF PLANNING AND CAPITAL PROGRAMMING  
ORGANIZATIONAL CHART – July 2023**



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## V. DEFINITIONS

**Citizen Participation** – An open process in which the rights of the community are informed, to provide comments to the government, and receive a response from the government through a full opportunity to be involved and express needs and goals.

**Compliance** – That satisfactory condition existing when a recipient has effectively implemented all of the Title VI requirements or can demonstrate that every good faith effort toward achieving this end has been made.

**Discrimination** – That act (or action), whether intentional or unintentional, through which a person in the United States, solely because of race, color, or national origin, has been subjected to unequal treatment under any program or activity receiving financial assistance from the Federal Highway Administration under Title 23 U.S.C.

**Metropolitan Planning Organization** – A policy board, designated by local officials and the Governor of the state, in a region created and designed to carry out the metropolitan transportation planning process for urbanized areas with populations greater than 50,000.

**Non-Compliance** – A recipient has failed to meet prescribed requirements and has shown an apparent lack of good faith effort in implementing all the Title VI requirements.

**Persons** – Where designation of person by race, color, or national origin is required, the following designations ordinarily may be used: “White not of Hispanic origin”, “Black not of Hispanic origin”, “Hispanic”, “Asian or Pacific Islander”, “American Indian or Alaskan Native.” Additional subcategories based on national origin or primary language spoken may be used, where appropriate, on either a national or a regional basis.

**Program** – Includes any project, or activity for the provision of services, financial aid, or other benefits to individuals. This includes education or training, work opportunities, health, welfare, rehabilitation, housing, or services, whether provided directly by the recipient of federal financial assistance or provided by others through contracts or other arrangements with the recipient.

**Recipient** – Any state, territory, possession, the District of Columbia, Puerto Rico, or any political subdivision, or instrumentality thereof, or any public or private agency, institution, or organization, or other entity, or any individual, in any state, territory, possession, the District of Columbia, or Puerto Rico, to whom federal assistance is extended, either directly or through another recipient, for any program. Recipient includes any successor, assignee, or transferee thereof. The term “recipient” does not include any ultimate beneficiary under any program.

**Secretary** – The Secretary of Maryland Department of Transportation

**Title VI Program** – The system of requirements developed to implement Title VI of the Civil Rights Act of 1964. References in this part to Title VI requirements and regulations shall not be limited only to Title VI of the Civil Rights Act of 1964. Where appropriate, this term also refers to the civil rights provisions of other Federal statutes to the extent that they prohibit discrimination on the grounds of race, color, or national origin in programs receiving federal financial assistance of the type subject to Title VI.

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## VI. ABBREVIATIONS

BRTB	Baltimore Regional Transportation Board
CAMPO	Cumberland Area MPO
CFR	Code of Federal Regulations
C-SMMPO	Calvert/St. Mary's County MPO
CTP	Consolidated Transportation Program
FHWA	Federal Highway Administration
FTA	Federal Transit Administration
HEPMPO	Hagerstown/Eastern Panhandle MPO
LEP	Limited English Proficiency
LOTS	Locally Operated Transit System
MDTA	Maryland Transportation Authority
MDOT	Maryland Department of Transportation
MPO	Metropolitan Planning Organization
MAA	Maryland Aviation Administration
MPA	Maryland Port Administration
MTA	Maryland Transit Administration
MTP	Maryland Transportation Plan
MVA	Motor Vehicle Administration
ODE	Office of Diversity and Equity
OPCP	Office of Planning and Capital Programming
PL	FHWA Metropolitan Planning Funds
SHA	Maryland State Highway Administration
STIP	Statewide Transportation Improvement Program
S/WMPO	Salisbury/Wicomico MPO
TPB	National Capital Region Transportation Planning Board
TSO	MDOT Secretary's Office
UPWP	Unified Planning Work Program
USC	United States Code
USDOT	United States Department of Transportation
WILMAPCO	Wilmington Area Planning Council



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## **VII. TITLE VI RESPONSIBILITIES**

### **SECRETARY**

The Secretary of the Maryland Department of Transportation has ultimate responsibility for assuring full compliance with the provisions of Title VI of the Civil Rights Act of 1964. The Secretary has delegated primary responsibility for developing and implementing a Title VI Program to the Director of the Office of Diversity and Equity (ODE).

### **DIRECTOR**

The Director of the Office of Diversity and Equity (ODE) is responsible for providing leadership, oversight, guidance, and direction to The Secretary's Office and other work units in the organization within The Secretary's Office (TSO) that have related tasks and accountability for Title VI. In addition, the Director oversees the Title VI Program of the six Modal Administrations (Modes), which include the Maryland Transit Administration (MTA) to whom Federal transit funds are distributed; Maryland Aviation Administration (MAA); Maryland Port Authority (MPA); Maryland Vehicle Administration (MVA); State Highway Administration (SHA); and the Maryland Transportation Authority (MDTA). The Title VI Program Manager assists the Director in Title VI issues and responsibilities.

### **TITLE VI PROGRAM MANAGER**

The primary responsibilities of the Title VI Program Manager include:

- Assist in the development and submission of the agency's Title VI Program Plan
- Review the Metropolitan Planning Organizations' (MPOs) Title VI Plans to ensure compliance with Federal regulations
- Provide technical assistance to the Modes' Title VI Coordinators, the Office of Planning and Capital Programming (OPCP) and the MPOs
- Attend and participate in Federal Compliance Reviews
- Ensure that all Complaints of Discrimination are processed, investigated, and resolved in a fair and timely manner
- Organize, direct, and manage training materials and sessions on Title VI and related statutes as needed
- Develop and conduct Title VI compliance reviews internally and externally

### **OFFICE OF PLANNING AND CAPITAL PROGRAMS (OPCP)**

- Oversees the distribution of funding to MDOT subrecipients for metropolitan planning work

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- Works with subrecipients as a partner, board member and/or advisor during the development and approval of the subrecipients Title VI program.
  - Assists ODE in monitoring subrecipient planning activities to ensure MPO compliance with Title VI requirements.
  - Assures public input opportunities during project planning and implementation.
  - Develops the Public Participation Plan for TSO in concert with Mode receiving Federal funding as well as State mandated documents STIP, MTP, and CTP.

#### **METROPOLITAN PLANNING ORGANIZATION (MPOs) SUBRECIPIENTS (7)**

- Develop a Title VI Plan including provision for public participation and language assistance.
- Keep accurate and complete records necessary to maintain their compliance with Title VI.

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## VIII. MONITORING SUBRECIPIENTS

### Review and Monitoring Process

The Maryland Department of Transportation (MDOT), Office of the Secretary (TSO), is the direct recipient of federal funding from the following three programs:

- FHWA Metropolitan Planning (PL) funds,
- FTA Section 5303 Metropolitan Planning funds, and
- FTA Section 5304 Statewide Planning funds.

FHWA PL funds and FTA Section 5303 funds are used to fund Maryland's Metropolitan Planning Organizations (MPOs). These funds are federally directed to the MPOs upon a federally approved formula distribution based on Population and Air Quality. The formula that is currently used remains unchanged since the passage of the Clean Air Act Amendments in 1990 and the Intermodal Surface Transportation Efficiency Act (ISTEA) in 1992. Essentially the distribution of funding is based on urbanized area population with a multiplier of 30% applied to the PL funds for areas that are in non-attainment for air quality conformity. These non-attainment areas happen to cover the vast majority of the Title VI populations in the State. These funds are not available to any entities that are not a federally mandated MPO. MDOT has not received any funding requests from any organization for these funds other than the annual Unified Planning Work Programs provided by the MPOs.

FTA Section 5304 funds are used by MDOT, through MDOT MTA, to mainly develop Transit Development Plans to assist Locally Operated Transit Systems with planning out service growth. MDOT does not solicit or offer these funds as competitive grants to outside agencies. MDOT MTA has a schedule of when plans are to be developed across the State of Maryland.

Compliance Reviews are conducted on all subrecipients and contractors that receive Federal financial assistance to ensure that they comply with Title VI requirements. The purpose of the review is to ensure that the MPO's Title VI Program is being implemented in accordance with the FTA regulations, circulars, and other guidance.

The Compliance Review and Monitoring Process includes the following objectives:

- Ensure that subrecipients' programs, benefits, services and activities are operated, made available and equitably distributed
- Ensure that the level and quality of programs, services, and activities are sufficient and are accessible to any person
- Ensure that opportunities to participate in the transportation planning and decision-making process are provided to all persons

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- Ensure that decisions on the location of transportation related facilities, programs, and services are made equitably
  - Ensure that services and programs are administered in a fair and equitable manner to all customers
  - Determine to the extent possible that all employees understand their program delivery and equal employment opportunity responsibilities.
  - Identify program delivery and equal opportunity deficiencies.
  - Provide assistance and guidance to ensure the effective delivery of programs, services, and activities in a fair and equitable manner.
  - Systematically evaluate the extent to which subrecipients conduct their programs and activities in a manner consistent with applicable USDOT Title VI Civil Rights requirements.

### **Compliance Process**

The compliance reviews will focus on the following elements:

- Subrecipients Notice to the Public
- Subrecipients instructions to the public on regarding how to file a Title VI discrimination complaint
- List of Title VI investigations, complaints, and lawsuits
- A public participation plan that includes an outreach plan to engage minority and limited English proficient populations, as well as a summary of outreach efforts made
- A copy of subrecipients plan for providing language assistance to persons with limited English proficiency
- List of any transit or transportation related boards or committees including the racial breakdown of the members
- A Title VI Implementation Plan including an assurance that the subrecipients will carry out the program in compliance with USDOT Title VI regulations

### **Title VI Training**

MDOT's TSO in collaboration with the Federal Transit Administration's National Training Institute (NTI) will conduct Title VI Training for the MPOs. MDOT will continue to use the assistance of the FTA's National Training Institute, Federal Highway Administration, Federal Motor Carrier Safety Administration, and Federal Aviation Administration, as appropriate, in conducting Title VI training. The training will cover Title VI program specific information as required and it may be conducted in one of three methods:

- Traditional classroom style
- One-on-one sessions
- Web based

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## IX. LANGUAGE ASSISTANCE PLAN

The Maryland Department of Transportation (MDOT), Office of the Secretary (TSO) is the direct recipient of federal funding from the following three programs:

- FHWA Metropolitan Planning (PL) funds,
- FTA Section 5303 Metropolitan Planning funds, and
- FTA Section 5304 Statewide Planning funds.

TSO chooses to consolidate funds from these three programs into one grant request to FTA by flexing FHWA funds to FTA so that all the MPO funds distributed to Maryland are received through the FTA. Thus, TSO is preparing this FTA Title VI Plan as the primary recipient of FTA planning funds that flow through TSO to the MPOs in the State.

Among other requirements outlined in the FTA C.4702.1B– *Title VI Requirements and Guidelines for Federal Transit Administration Recipients*, TSO is responsible for providing meaningful access to LEP Persons. The steps in this meaningful access are three-fold:

1. **Conduct a Four Factor Analysis** to determine the specific language services that are appropriate to provide.
2. **Determine Written Translations Needed Under “Safe Harbor Provision”** which outlines both which written materials are vital documents and thus need written translations and which languages they need to be translated into.
3. **Develop a Language Assistance Plan (LAP)** which outlines the language assistance services that are appropriate.

### Four Factor Analysis

This section includes the results of the Four Factor Analysis (including the Safe Harbor Provision) performed to identify LEP populations for whom TSO should be providing language assistance services. The results of the Four Factor Analysis were used to develop the TSO LAP.

#### Factor 1 – Number and Proportion of LEP Persons

This factor considers the number and proportion of persons with limited English proficiency on both a Statewide and county basis from each language group. This data has been extracted from the U.S. Census American Community Survey (ACS) 5-year estimate for 2017-2021 dataset which was released December 8, 2022.

## Number and Proportion of LEP Persons in the State of Maryland

The ACS 2017- 2021 data indicate that in the State of Maryland 1,125,826 people, or 19.5 percent of the State’s population, 5 years and older, speak a language other than English at home. Of these individuals 411,724, or 7.12 percent of the overall population, speak English less than “very well” and are considered to have limited English proficiency (LEP). Table 1 summarizes the LEP populations in Maryland by language, listed in order from largest to smallest LEP populations.

**Table 1: Persons that Speak English Less than “Very Well” in the State of Maryland**

Language	Number of LEP Individuals	% of State Total Population
Spanish or Spanish Creole	217,753	3.75%
Chinese (incl. Mandarin, Cantonese)	31,082	0.54%
Korean	21,331	0.37%
French (incl. Cajun)	16,382	0.28%
Vietnamese	11,653	0.20%
Amharic, Somali, or other Afro-Asiatic	9,103	0.16%
Yoruba, Twi, Igbo, or other of Western Africa	10,473	0.18%
Tagalog	8,182	0.14%
Russian	7,747	0.13%
Urdu	5,554	0.10%
Haitian	3,890	0.07%
Arabic	5,072	0.09%
Persian (incl. Farsi, Dari)	4,873	0.08%
Other Asian languages	4,837	0.08%
Nepali, Marathi, or other Indic	4,591	0.08%
Gujarati	3,648	0.06%
Hindi	3,619	0.06%
Portuguese or Portuguese Creole	3,366	0.06%
Greek	2,494	0.04%
Bengali	2,408	0.04%
Japanese	2,291	0.04%
Punjabi	2,268	0.04%
Thai, Lao, or other Tai-Kadai	2,155	0.04%
German	1,549	0.03%
Italian	1,564	0.03%
Other Indo-European languages	1,794	0.03%
Other and unspecified languages	1,703	0.03%

Swahili or other of Central, Eastern, and Southern Africa	1,678	0.03%
Ilocano, Samoan, Hawaiian, or other Austronesian	1,639	0.03%
Telugu	1,189	0.02%
Polish	1,117	0.02%
Tamil	1,008	0.02%
Khmer	1,005	0.02%
Malayalam, Kannada, or other Dravidian	1,001	0.02%
Ukrainian or other Slavic	987	0.02%
Yiddish, Pennsylvania Dutch or other West Germanic	450	0.01%
Hebrew	841	0.01%
Armenian	546	0.01%
Serbo-Croatian	482	0.01%
Other Native North American languages	90	0.00%
Hmong	45	0.00%
Navajo	0	0.00%

Source: ACS 2017-2021 Table B16001.

### Number and Proportion of LEP Population by County

The number and proportion of the population with LEP vary greatly among the counties in the State with the more urban counties having both the greatest percentage of their population and the absolute number of persons considered as LEP. Table 2 outlines the LEP population by county in Maryland.

As shown, Montgomery, Prince George's, Howard, Wicomico, and Baltimore Counties have the highest percentages of LEP individuals in the State. Montgomery County (14.8%), Prince George's County (13.0%), and Howard County (7.5%) have the highest percentages of persons with limited English proficiency. In addition, Wicomico County, Baltimore County, Frederick County and Caroline County have relatively high percentages of the State's LEP population residing in their jurisdictions.

**Table 2: LEP Population by County**

County	Total Population <sup>1</sup>	Speaks Only English	Non-English Speakers <sup>2</sup>	LEP Population	% of Total Pop. that is LEP	% of Non-English Speakers that is LEP	% of State's LEP Pop. in Each County
Allegany	65,615	63,257	2,358	583	0.90%	24.70%	0.14%
Anne Arundel	548,783	482,792	65,991	20,593	3.80%	31.20%	4.98%
Baltimore	801,113	681,641	119,472	40,040	5.00%	33.50%	9.68%
Baltimore City	555,698	498,441	57,257	19,981	3.60%	34.90%	4.83%
Calvert	87,743	83,688	4,055	1,031	1.20%	25.40%	0.25%
Caroline	31,212	28,605	2,607	1,246	4.00%	47.80%	0.30%
Carroll	162,858	154,092	8,766	2,527	1.60%	28.80%	0.61%
Cecil	97,610	91,283	6,327	2,366	2.40%	37.40%	0.57%
Charles	155,565	140,972	14,593	4,168	2.70%	28.60%	1.01%
Dorchester	30,760	28,998	1,762	736	2.40%	41.80%	0.18%
Frederick	251,832	215,726	36,106	11,509	4.60%	31.90%	2.78%
Garrett	27,610	26,832	778	192	0.70%	24.70%	0.05%
Harford	244,781	226,220	18,561	5,205	2.10%	28.00%	1.26%
Howard	310,261	229,120	81,141	23,209	7.50%	28.60%	5.61%
Kent	18,581	17,585	996	316	1.70%	31.70%	0.08%
Montgomery	993,027	580,503	412,524	146,634	14.80%	35.50%	35.44%
Prince George's	896,341	643,198	253,143	116,269	13.00%	45.90%	28.10%
Queen Anne's	47,224	44,815	2,409	804	1.70%	33.40%	0.19%
St. Mary's	106,160	98,835	7,325	2,707	2.50%	37.00%	0.65%
Somerset	23,715	22,364	1,351	366	1.50%	27.10%	0.09%
Talbot	35,944	33,082	2,862	1,051	2.90%	36.70%	0.25%
Washington	145,351	134,140	11,211	3,862	2.70%	34.40%	0.93%
Wicomico	97,084	86,026	11,058	5,263	5.40%	47.60%	1.27%
Worcester	50,211	47,038	3,173	1,066	2.10%	33.60%	0.26%
<b>State Total</b>	<b>5,785,079</b>	<b>4,659,253</b>	<b>1,125,826</b>	<b>411,724</b>	<b>7.12%</b>	<b>36.60%</b>	<b>100.00%</b>

Source: ACS 2017-2021 Table S1601.

<sup>1</sup>5 years old and over.

<sup>2</sup>Speak a language other than English at home; includes individuals who speak English "Very Well" and Less than "Very Well."



## Safe Harbor Requirements

Included in this analysis is a determination of which languages TSO should be translating written materials into under the DOJ's Safe Harbor Provision (safe harbor stipulates that TSO provide written translation of vital documents for each eligible LEP language group that constitutes five percent (5%) or 1,000 persons, whichever is less). As shown in Table 1, none of the individual languages spoken by persons considered as LEP in Maryland meet the 5% threshold for safe harbor. However, since the data are presented on a statewide basis, there are a total of 34 language groups that meet the 1,000-person threshold. Because of the large number of languages spoken Statewide, TSO translates specific written materials considered as "vital documents" into the ten most prevalent languages (Amharic, Chinese, Farsi (Persian), French, Korean, Russian, Spanish, Tagalog, Urdu, and Vietnamese) based on the information in Table 3 (excluding Other Western Africa languages, Haitian, and Arabic languages). Written copies of vital documents as identified herein also will be translated into any additional language upon request. TSO has added a language translation feature to its website to allow for the translation into all of the languages identified in Table 1. The MDOT website includes all vital documents translated into the top ten languages in Table 1 and can be translated into additional languages through the online translation tool or upon request. The vital documents are also available in hard copy at the front desk of the MDOT Headquarters building located at 7201 Corporate Center Drive, Hanover, Maryland 21076. For more information, you may visit the MDOT Office of Diversity and Equity (ODE) website at [www.mdot.maryland.gov/Diversity/TitleVI/Resources.html](http://www.mdot.maryland.gov/Diversity/TitleVI/Resources.html).

In addition, when TSO planning staff conduct public outreach, written materials used specifically for these activities will be translated into additional languages as needed for those communities/counties, most specifically for those counties with higher LEP populations (Montgomery, Prince George's, and Howard Counties). The top five languages in Montgomery, Prince George's, and Howard Counties are already included in Table 3, and account for three-quarters or more of the counties' LEP populations. Additional languages that may warrant translation of written materials include Portuguese, Japanese, Hindi, and Arabic in Montgomery County<sup>1</sup>; and Gujarati, Hindi, and Portuguese in Howard County.<sup>2</sup> In Prince George's County the top ten languages are already captured in Table 3. The next most prevalent languages are Other Indo-European languages, Hindi, Arabic, Other Pacific Island languages, and Portuguese.<sup>3</sup>

<sup>1</sup> More than 1,000 LEP individuals speak each of these languages in Montgomery County.

<sup>2</sup> About 200-500 LEP individuals speak each of these languages in Howard County.

<sup>3</sup> About 300-600 LEP individuals speak each of these languages in Prince George's County.

**Table 3: Most Prevalent Languages Other than English**

Language	Number of Individuals that Speaks the Language	% of State Total Population that Speaks the Language	Number of LEP Individuals	% of State LEP Population that Speaks the Language
Spanish or Spanish Creole	217,753	7.76%	193,581	51.53%
Chinese (incl. Mandarin, Cantonese)	72,246	1.22%	31,082	8.27%
Korean	37,565	0.70%	21,331	5.68%
French (incl. Cajun)	58,642	0.89%	12,603	3.36%
Vietnamese	20,434	0.38%	11,653	3.10%
Urdu	21,875	0.37%	11,653	3.10%
Amharic, Somali, or other Afro-Asiatic languages	35,682	0.47%	9,103	2.42%
Yoruba, Twi, Igbo, or other languages of Western Africa	58,466	0.84%	8,506	2.26%
Tagalog (incl. Filipino)	32,865	0.59%	8,182	2.18%
Russian	21,298	0.39%	7,747	2.06%
Haitian	13,462	0.26%	5,315	1.41%
Arabic	20,987	0.32%	5,072	1.35%
Persian (incl. Farsi, Dari)	15,487	0.25%	4,873	1.30%
Nepali, Marathi, or other Indic languages	15,629	0.23%	4,591	1.22%

Source: ACS 2017-2021 Table B16001.

As included in the LAP in the following section, TSO considers the following materials to be “vital documents” that need to be translated to languages other than English:

1. Title VI Notification to the Public
2. Title VI Complaint Procedures
3. Title VI Complaint Form; and
4. Press Release announcing the location and time for the “tour meetings” each year in early September.

The vital documents have been translated into the ten most prevalent languages identified in Table 3. In addition, the translation feature on the MDOT website will allow for translation into most, if not all of the languages spoken by LEP populations in the State. TSO can translate the vital documents into additional languages upon request. Since all vital documents are on the website, people have electronic access to the documents using a forementioned website or a

hard copy may be obtained from the front desk at the MDOT Headquarters building located at 7201 Corporate Center Drive, Hanover, Maryland 21076.

### Summary of LEP Population in Maryland

The following points summarize the assessment of the number and proportion of LEP persons in the State of Maryland.

1. According to ACS 2017-2021 data about 979,051 persons, or 16.9 percent of Maryland's residents, are foreign born.<sup>4</sup>
2. About 1,125,826 people, or 19.5 percent of Maryland's population, speak a language other than English at home; 411,724 or 36.6 percent of these individuals speak English less than "very well" and, thus, are considered to have LEP.
3. While none of the individual languages spoken by persons considered as LEP in Maryland meet the 5% threshold for safe harbor, there are a total of 34 language groups that meet the 1,000-person threshold. Table 3 outlines the most prevalent languages other than English that are spoken in the State of Maryland, listed in order from largest to smallest LEP populations.

### Factor 2 – Frequency with which LEP persons come into contact with TSO

Under Factor 2, TSO has assessed and attempted to quantify how LEP persons currently interact with TSO and whether LEP persons are underserved by TSO because of any shortcomings in these interactions. Persons with limited English proficiency come into contact with TSO in the following ways:

- **Visit the TSO** - Occasionally, people come to MDOT Headquarters, but these are generally for meetings with staff; rarely to meet with staff from the Office of the Secretary. Even so, for walk-ins, the front desk has a sign and phone number for Language Link to conduct oral language translation if needed.
- **Visit the TSO Website** – Citizens visit the TSO website looking for information on general MDOT programs.
- **Telephone TSO** – Citizens make telephone calls to the MDOT Headquarters including some calls to the Secretary's Office – staff report that they receive approximately two calls a month from a citizen who does not speak English to proficiency (largely for Spanish) but that these calls are largely from LEP individuals interested in MVA or SHA (not the Secretary's Office).
- **Statewide Planning Consultative Process** – TSO does not conduct project planning at the local level but does have a formal process used to consult with local and State elected officials and the public during the development of the long-range Maryland Transportation Plan (MTP), the Statewide Transportation Improvement Program (STIP), and the Consolidated Transportation Plan (CTP – effectively the State transportation

<sup>4</sup> ACS 2017-2021 Table S0506.

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budget). In the fall of every year, the Secretary and MDOT's business units visit each of the State's 23 counties and Baltimore City to present and solicit input on the draft CTP from local elected officials, state legislators and citizens—referred to as the “MDOT Tours”). TSO issues press releases at the beginning of the tour season with the dates and locations for the meetings and post the schedule on the MDOT website. At this point, the logistics are handled by the counties and tour meetings are hosted by the counties.

- **Advisory Committees** – TSO has three primary advisory/stakeholder groups. The State Roads Commission, Maryland Transportation Commission, and Maryland Bicycle and Pedestrian Advisory Committee. There has never been a request to provide language assistance at these meetings, but they are open to the public and language assistance would be provided if requested. The minority membership of the committees is presented in Appendix 5.

### **Factor 3 – Nature and Importance of TSO Programs to Lives of Marylanders**

Generally speaking, the more important the MDOT Program is to the lives of Marylanders, and the more frequent the contact with the public under each program, the more important it is to provide language assistance. MDOT is responsible for building, operating and maintaining a safe and seamless transportation network for its citizens but other business units within MDOT build operate and maintain these systems.

The FTA funding programs for which TSO is the direct recipient are planning funds and, thus, the staff administering these funds has minimal contact with the general public. Office of Planning and Capital Programming does not conduct project planning or programming activities and, while OPCP activities are important, its programs have a longer term and less immediate impact on the public.

The fact that TSO has minimal direct contact with citizens doesn't minimize the importance of providing language assistance when staff from TSO is interacting with the public. As outlined below, TSO has taken measures to ensure this interaction is meaningful for all citizens including those with limited English proficiency.

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#### **Factor 4 – Resources Available to TSO for LEP Outreach**

The last factor to be considered as input to the LAP is what resources are currently being utilized by TSO to reach LEP persons and what resources would be available if such services were expanded. This includes both the internal resources (e.g., staff who arrange for translations) and external resources (language translators). The TSO does not have a dedicated budget for language assistance but is committed to implementing this LAP and providing the necessary resources. The ODE has two contracts for translations:

1. Language Line Services, LLC. Account Number ID 530739  
Dial 1-866-874-3972 Indicate Language  
Fax 800-821-9040  
E-mail dcorona@languageline.com  
(Via telephone)
  
2. Ad Astra, Inc. Account Number 21768  
Request Line: 1-800-308-4807  
Request E-mail: interpreting@ad-astrainc.com  
Fax: 1-301-408-4448  
(On site)

#### **TSO Language Assistance Plan**

TSO's approach to public involvement is based on the principle that everyone who uses Maryland's transportation system is a customer and that high-quality public participation can only be carried out when customers are brought into the planning process early and kept involved throughout all phases of transportation decision-making. TSO is committed to the principle that all people should have access to and benefit from the services that TSO provides.

TSO has developed a Public Participation Plan (PPP) that meets the requirements of the federal statewide transportation planning process. It outlines how TSO encourages public participation in the development of the long range MTP, the STIP, and the CTP (MDOT transportation budget). Every time TSO consults with the public on these plans, the agency considers the needs of persons with Limited English Proficiency.

Based on the Four Factor Analysis, the TSO is pursuing the following components which constitute its LAP. It should be noted that, while some elements of TSO's LAP overlap with elements of the LAP plans for its individual Modes, the plan covers all the FTA requirements associated with the PL funds for which TSO is the direct recipient.

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## Electronic Translation

**Website** – TSO has added a feature to the website to allow for translation of documents or webpages into the languages spoken by more than 1,000 LEP individuals in the State as identified in Table 1. At a minimum, translations will be available for the following MDOT webpages: the MDOT main page, the TSO main page, all ODE pages (including Title VI) and any other pages leading to and including vital documents. TSO will track the frequency with which certain language groups use the translation feature to access certain MDOT webpages or documents.

## Written Translation

TSO has a contract with Ad Astra, Inc. to translate written materials.

**Safe Harbor Translation of Vital Documents** – TSO provides written translations of all vital documents into the top ten individual LEP languages in the State as identified in Table 3.

**Translation of Tour and other Meeting Materials** – TSO Planning Office provides translation of any written materials it provides<sup>5</sup> into any LEP language groups on an as needed basis.

## Oral Translation

TSO has contracts with Ad Astra, Inc. to provide on-site oral translations, and Language Line Services, LLC. to provide telephone translations into over 200 languages.

**Telephone** – TSO telephone staff will identify persons with limited English proficiency and seek to determine which language they speak. Staff may use Language Line Services, LLC to create three-way conference calls. TSO will track these services using the LEP Request Form.

**In-Person Headquarters Translations** – A notice offering language assistance and a toll-free number are posted at the front desk to the MDOT Headquarters building (Language Line Services, LLC; 1-866-874-3972). Lobby staff is trained to use I-Speak cards to identify persons with LEP and then (as above) use Language Line Services, LLC for phone translation. TSO will track these services using the LEP Request Form.

**In-Person Meeting Translations** – As with the translation of written materials, the TSO can provide oral translators for any LEP languages for meetings (including Advisory Committee meetings) on an as needed basis. These translations are tailored to the nature of the meetings and the needs in a particular county. If needed, translators for the tour meetings and most other local outreach meetings would be provided by the counties as the hosts of these events.

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<sup>5</sup> If the counties provide their own materials, they are responsible for translation of those materials.

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## **Monitoring and Updating This LAP**

TSO will monitor and update its LAP. As outlined above, TSO will be tracking requests for LEP assistance on the website, written translations, and oral translations. This information tracking will be used to evaluate the effectiveness of individual language assistance techniques on an on-going basis and as the agency updates this LAP. In addition, TSO will monitor the LAPs of the MPOs by collecting and reviewing their plans and providing guidance.

## **TSO Employee Training on LEP**

TSO staff is trained to provide timely and reasonable language assistance to LEP populations. Staff is trained in the use of "I Speak" cards and how to use the Language Line Services, LLC to create a three-way translation relay.

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## **X. DISCRIMINATION COMPLAINTS**

The Maryland Department of Transportation is committed to operating its programs in compliance with Title VI of the Civil Rights Act of 1964. Any person who believes he or she has been subjected to discrimination on the basis of race, color, or national origin may file a written complaint in accordance with MDOT's Title VI Complaint Procedures. Please refer to the Notice to the Public (Appendix 1), Title VI Complaint Procedure (Appendix 2) and Title VI Complaint Form (Appendix 3). These documents (Appendices 1-3) are available to members of the public on the MDOT Office of Diversity and Equity website [www.mdot.maryland.gov/Diversity/TitleVI/Resources.html](http://www.mdot.maryland.gov/Diversity/TitleVI/Resources.html).



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## XI. DEMOGRAPHIC PROFILES

FTA requires a demographic profile of the State that includes identification of the locations of minority populations in the aggregate. This plan includes demographic maps in the Appendix 6 that overlay the percent minority and non-minority populations as identified by Census or American Community Survey data at Census tract or block group level, and charts that analyze the impacts of the distribution of State and Federal funds in the aggregate for public transportation purposes, including Federal funds managed by the State as a designated recipient.

The 2020 Census reflects that Maryland's population grew by 403,672 between 2010 and 2020, a 7% gain. All of Maryland's population gain was due to the growth in minorities, as there was a decline in the non-Hispanic white population.

The Maryland Department of Planning (MDP) has compiled a set of demographic maps and summary statistics using data from the 2020 Census. For the purposes of this analysis, minority population is defined as everyone other than non-Hispanic white alone, and minority areas are defined in accordance with the FTA Circular as areas where the percentage of minority residents exceeds the percentage minority population for the area as a whole.

As shown on the map in Appendix 6, Maryland's 51.3% statewide minority population is heavily concentrated in a few jurisdictions. The jurisdictions with greater than the statewide average minority populations are:

- Prince George's County: 87.1%
- Baltimore City: 72.2%
- Charles County: 61.8%
- Montgomery County: 56.9%
- Howard County: 52.1

In 2020, the non-Hispanic white total population dropped by 351,410 while Maryland overall population grew by 403,672, continuing the trend set from 2000 to 2010. Put another way, the total minority share of the State's population grew from 45.2% in 2010 to 51.3% in 2020. This makes Maryland a "minority-majority" status as a state in 2020. At 48.7%, non-Hispanic whites still are the largest share of the State's population in 2020. In 2020 all regions and counties experienced non-Hispanic white population loss.

Four counties in Maryland and one city have a "minority-majority" status in 2020. The counties of Prince George's (87.1%), Charles (64.8%), Montgomery (56.9%), and Howard (52.1%) and Baltimore City (72.2%) are the only other jurisdictions with a "minority-majority" status. Maryland's concentration of minorities remains in the Baltimore/Washington Corridor.

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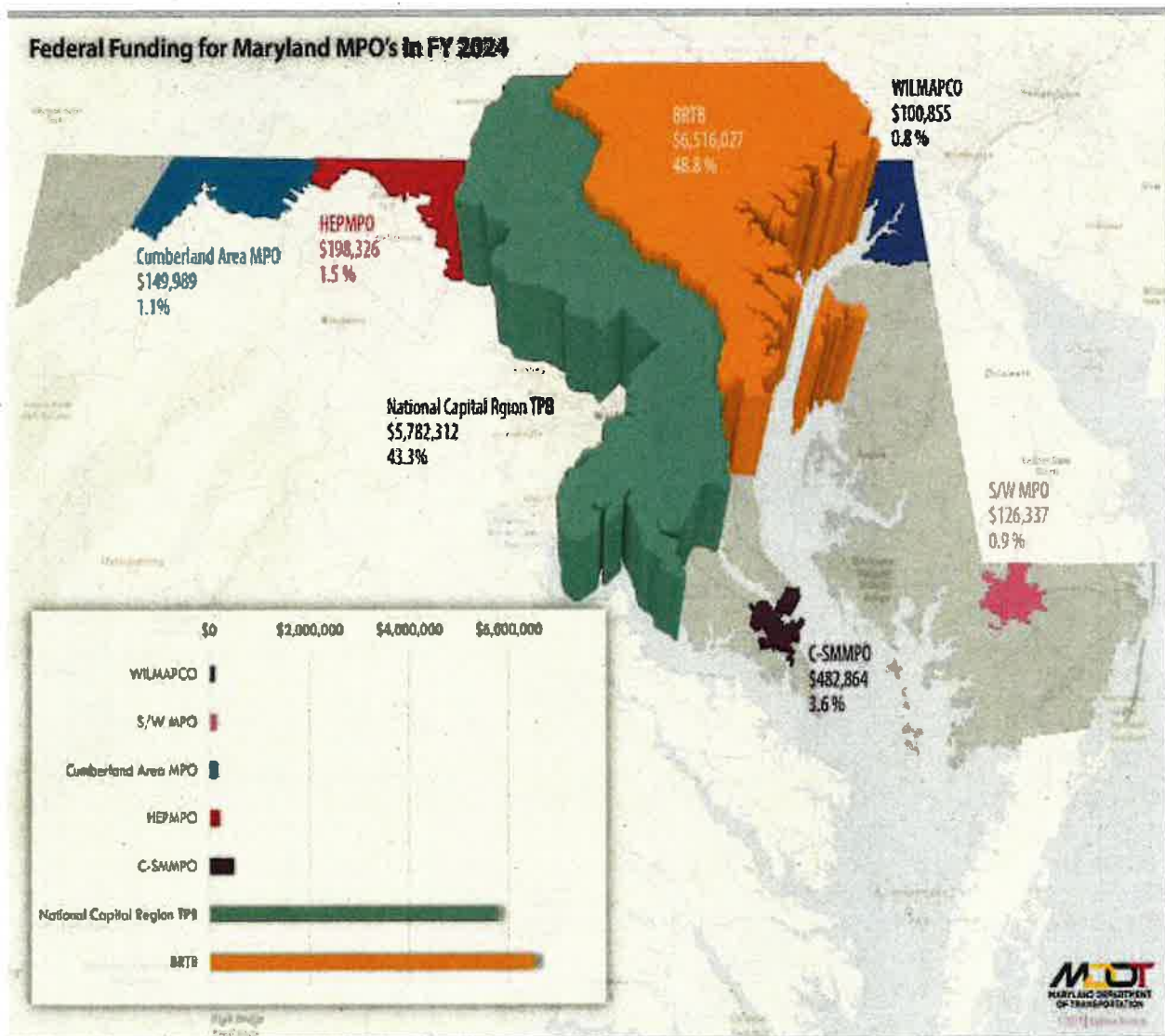
FTA requires demographic maps that overlay the percent minority and non-minority populations as identified by Census or American Community Survey data at Census tract or block group level, and charts that analyze the impacts of the distribution of State and Federal funds in the aggregate for public transportation purposes, including Federal funds managed by the State as a designated recipient.

In order to determine if Maryland's investments are consistent with Title VI, it is important to identify the areas of the state with high percentages of minority population concentrations. The demographic profile focused on the minority population at the jurisdictional level. Data from the 2020 U.S. Census has been used to shade Census tracts that are classified according to a binary format of either minority or non-minority. Please refer to the Appendix for maps and descriptive information on how they were created.

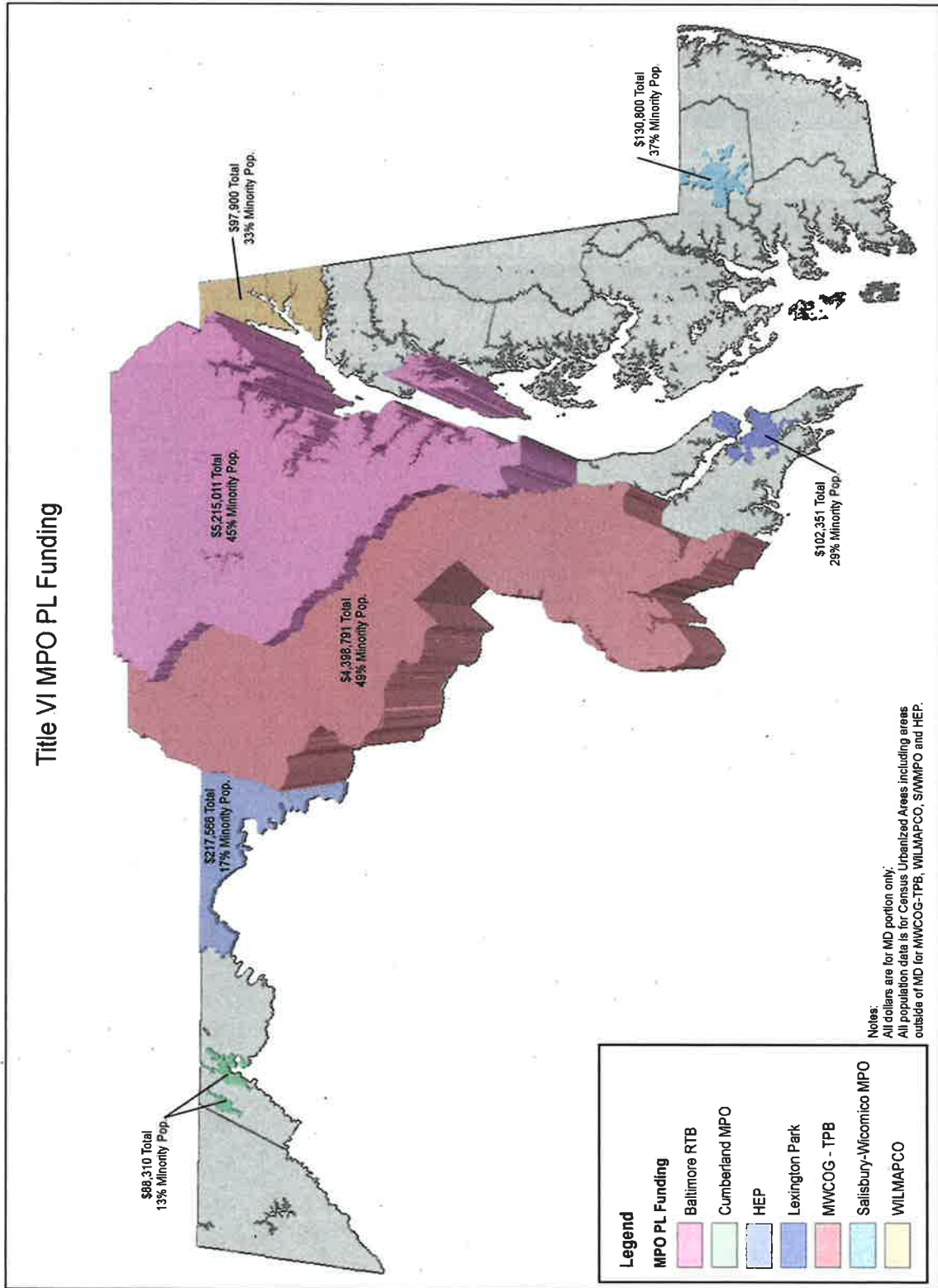
**The Metropolitan Planning Funds and Title VI Minority Census Tracts** map displays the distribution of **FTA Section 5303 and FHWA Planning (PL)** funds in Maryland in FY2024. TSO transfers FHWA funds to FTA prior to drawing them down. The table below lists the distribution of PL funds to the MPOs for fiscal year 2020. These funds are used only for planning purposes, the MPOs do not own or operate any transit service.

### Metropolitan Planning Funds Distribution FY 2024

MPO	Federal Funding	State Funding	Local Funding	Total
<b>BRTB</b>	\$ 6,516,027	\$ 814,503	\$ 814,503	\$ 8,145,034
<b>C-SMMPO</b>	\$ 482,864	\$ 53,232	\$ 53,232	\$ 589,328
<b>CAMPO</b>	\$ 149,989	\$ 18,749	\$ 18,749	\$ 187,486
<b>HEPMPO</b>			\$ 33,994	
	\$ 198,326	\$ 33,994		\$ 339,942
<b>TPB</b>	\$ 5,782,312	\$ 722,789	\$ 722,789	\$ 6,870,398
<b>S/WMPO</b>	\$ 126,337	\$ 15,792	\$ 15,792	\$ 163,954
<b>WILMAPCO</b>	\$ 100,855	\$ 12,607	\$ 12,607	\$ 130,470



**Metropolitan Planning Funds and Title VI**



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## XII. DISPARATE IMPACT ANALYSIS

FTA requires an analysis of impacts identified in the **Demographic Maps** that identifies any disparate impacts on the basis of race, color, or national origin, and, if so, determines whether there is a substantial legitimate justification for the policy that resulted in the disparate impacts, and if there are alternatives that could be employed that would have a less discriminatory impact.

Based on the high percentage minority population Census Tracts, it is essential that the federal investments are providing a beneficial rather than negative impact for those areas. TSO only distributes PL funds from FTA through MDOT to the Maryland MPOs. These combined PL funds are distributed to the States based on a formula set by the USDOT. Likewise, TSO distributes the PL funding to the MPOs on a formula basis.

The formula that is currently used remains unchanged since the passage of the Clean Air Act Amendments in 1990 and the Intermodal Surface Transportation Efficiency Act (ISTEA) in 1992. The distribution of funding is based on urbanized area population with a multiplier of 30 percent applied to the PL funds for areas that are in non-attainment for air quality conformity. FHWA and FTA distributions are calculated separately and then combined.

For FHWA PL Funds the formula is administered as follows:

1. Urbanized area population figures as provided by the most recent US Census are tabulated by area.
2. For areas that are in non-attainment for air quality conformity, the population figures are multiplied by a factor of 1.3.
3. Percentages of the factored population figures for each urban area are developed by dividing the factored population figures by Maryland's total urbanized population.
4. Maryland's total FHWA PL funding allocation is multiplied by each area's factored percentage to determine the FHWA funding amounts for each MPO.

For FTA Section 5303 Funds the formula is administered as follows:

1. Urbanized area population figures as provided by the most recent US Census are tabulated by area.
2. Percentages of the factored population figures for each urban area are developed by dividing the factored population figures by Maryland's total urbanized population.
3. Maryland's total FTA Section 5303 Funds funding allocation is multiplied by each area's factored percentage to determine the FTA funding amounts for each MPO.

The FHWA and FTA funding amounts by area are added to determine the total federal planning fund distribution. The Federal share provides 80 percent of the funding to support the MPOs Unified Planning Work Programs and the state and local governments each provide a 10 percent match.

In an effort to capture the larger picture, TSO developed maps for MPOs, Transit and Highway investments in relation to Title VI Minority Census Tracts (see Appendix 6).

As the MPO Investment and Title VI Minority Census Tracts map illustrates, the distribution of state and federally funded investments in MPOs is very closely correlated with the Census tracts with higher minority populations. The greater Baltimore region and the greater Washington, D.C. region contain both the majority of the Census tracts with high minority populations and the majority of the investment; these two regions are also home to the majority of Maryland's population as a whole. The few outliers are a couple of high minority Census tracts with much lower population overall in rural areas of the Eastern Shore.

As the Transit Investment and Title VI Minority Census Tracts map illustrates, the distribution of State and federally funded investments in transit is very closely correlated with the Census tracts with higher minority populations. The greater Baltimore region and the greater Washington, D.C. region contain both most of the Census tracts with high minority populations and most of the transit investment; these two regions are also home to most Maryland's population.

It is important to take note of a few outliers on the map on the Transit Investment and Title VI Minority Census Tracts map, as follows:

- The Eastern Shore has a few high minority Census tracts, but a much lower population overall. In addition to the locally operated transit systems (LOTS), the bus route shown on the map is the Baltimore – Ocean City Intercity Travel Link bus, which is sponsored by the MTA and operated by Greyhound.
- Western Maryland also has a few high minority Census tracts, but a much lower population overall. In addition to the LOTS, the bus route shown on the map is the Baltimore – Grantsville Intercity Travel Link bus, which is sponsored by the MTA and operated by Bay Runner Shuttle.
- The region north of the Baltimore metro region also has a few high minority Census tracts. In addition to the LOTS, the bus route shown on the map is the Baltimore – Wilmington, Delaware Intercity Travel Link bus, which is sponsored by the MTA and operated by Greyhound.

Highway transit investments, shown on Highway Investment and Title VI Minority Census Tracts map, are more widely distributed across the state, however counties such as Montgomery County and Prince George's County that have higher percentages of minority population have a greater number of projects and highway investments.

It is clear that the PL funding dispersed to MPOs, in addition to the funds utilized by MTA and SHA, reflect that there is a balanced program across the state with no clear disparate impacts to minority populations.

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### **XIII. STATEWIDE TRANSPORTATION PLANNING PROCESS**

FTA requires a description of the statewide transportation planning process that identifies the transportation needs of minority populations. State law requires additional clarity and standards to define how the MDOT evaluates and selects proposed major capital projects for inclusion in the Construction Program of the Consolidated Transportation Program (CTP). It requires MDOT and the local jurisdictions seeking project funding to demonstrate the relationship between prioritized projects and the long-term goals of the Maryland Transportation Plan (MTP), the Climate Action Plan Goals (as outlined in the Greenhouse Gas Reduction Plan) and local land use plans. TSO holds quarterly statewide MPO meetings which include regular discussions of Title VI and TSO monitoring requirements.

The CTP is the State of Maryland's six-year capital improvement program for transportation approved each year by the legislature. The CTP reflects MDOT's priorities based on the MTP, Maryland's Long-Range Transportation Plan. The MTP provides a framework for transportation investments based on the priorities and needs of the State, local jurisdictions and Maryland's citizens. The mission of the MDOT is a customer-driven leader that delivers safe, sustainable, intelligent, and exceptional transportation solutions in order to connect our customers to life's opportunities.

The Statewide Transportation Improvement Program (STIP) is Maryland's federally required program of transportation projects based on the State's long-range transportation plan. The public involvement for the STIP occurs at the state, local, and regional levels. The final STIP goes through several series of public comment phases before its final submission to the USDOT for approval. The STIP contains all of the projects in the CTP that will be implemented using federal funding.

The STIP components are identified through a cooperative process between MDOT, the Modals, SHA District Engineers, county elected officials, and county staff. MPOs conduct regular meetings to coordinate transportation planning efforts. The Highway Needs Inventory and Priority Letters contain specific project lists. The Priority Letter represents each county's own internal ranking of projects deemed most important based on local need and local input. This is an effective way for counties to convey to MDOT the need for specific transportation projects and investments. Priority Letters involve requests for a wide variety of project funding – from transit improvements, highway reconstruction, and sidewalk construction to bridge improvements, bike path development, and highway safety projects. As previously stated, Baltimore City and several counties, which submit Priority Letters in the state of Maryland, have majority-minority populations.

In some cases, counties reserve portions of their own funds in order to accelerate project implementation, conduct feasibility and planning studies, ensure that projects are kept on-track, and provide a funding match as required for certain types of projects. The Modals share (highway, transit, etc.) of the projects listed in Priority Letters ranges from county to county. In

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more heavily populated and densely developed counties, there is a stronger focus on public transportation and improving access to public transportation from roadway networks. Counties with smaller populations and lower densities tend to focus on highway and arterial improvements, although most counties request some element of transit funding.

During the development of the CTP/STIP, the MDOT requests the Priority Letters from the counties; takes the priorities from the counties; and develops a Draft CTP. Once the official draft CTP/STIP is complete, MDOT conducts the Annual Consultation Process, also known as the Fall Tour, where the Secretary of Transportation and the Modal Administrators visit each of the State's 23 counties and Baltimore City to present and solicit input on the draft CTP/STIP. In preparation for the Tour, MDOT conducts staff level meetings with each of the Counties and Baltimore City called the Pre-Tour to solicit staff input prior to the actual Tour. At the Tour, local elected officials, State legislators, and citizens are generally present at these meetings. After the Fall Tour, MDOT reviews any comments and concerns and uses this input, along with updated revenue forecasts, to develop the final CTP/STIP. The MDOT will review and continue to improve outreach to Title VI populations during this consultation process.

There are three counties and one city in Maryland that the 2017-2021 American Community Survey indicates as majority minority: Prince George's, Montgomery, and Charles counties, and the City of Baltimore. Their development of the Priority Letters and the associated annual consultation process conducted shows how MDOT considers priorities from majority minority counties when developing the CTP and STIP.



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## XIV. PUBLIC PARTICIPATION PLAN

MDOT, as discussed earlier, has several transportation business units that all do a variety of outreach to LEP and minority populations. TSO focuses on statewide planning and the 500,000-foot level large picture of the state, while SHA, MTA, and our MPO partners focus more on the local and regional levels. Each of these organizations has their own public participation plans as well at TSO.

The TSO Public Participation Plan provides an overview of the department's mission and provides details on how TSO interacts with the public. The plan describes state and federal regulations, including a summary of the public participation activities. The plan identifies the major planning and implementation actions undertaken by the department, identifies major transportation planning partners in Maryland, and describes the three major types of public involvement that are used to ensure the traveling public is well-informed and is provided ample opportunities to participate in making decisions. In addition, Section XIII describes the Statewide Transportation Planning Process that the TSO Public Participation Plan covers.

TSO produces a limited number of documents that necessitate public outreach. With these limited opportunities to engage the public, TSO strives to be as inclusive as possible. TSO has employed a range of public outreach strategies that have included press releases, mass mailings, interviews, facilitated meetings, interactive website, newsletters, social media, and online surveys. Not all approaches are used on all activities as described in the plan. Highlights of some of the activities are included below. TSO is committed to developing an outreach program that will even more specifically target the LEP and Title VI populations.

During each fiscal year, TSO solicits the transportation priorities list from each of the 24 major jurisdictions in the State of Maryland. This solicitation occurs both formally (letters, press releases) and informally (meetings, daily staff interaction). Several of the jurisdictions, including three of the most populous jurisdictions, are considered majority-minority areas. These include Baltimore City, Prince George's County, and Montgomery County. Other majority-minority jurisdictions include Charles County in southern Maryland, while Somerset County on the Eastern Shore is within 1% of being in the same category. TSO has received at least one Transportation Priority Letter from each of these majority-minority jurisdictions during the past four fiscal years.

The annual MDOT Tour is the major outreach activity of the MDOT-TSO, and this outreach addresses the MDOT Annual Attainment Report, the MDOT Consolidated Transportation Program and the MDOT Statewide Transportation Improvement Program. With the Secretary's Tour the Secretary and appropriate business unit leaders discuss the relevant documents and the state of the Department. In support of the Tour meetings, TSO traditionally employs press releases, mass mailings, social media, and website postings.

The actual meetings are hosted by the individual jurisdictions, and MDOT will work with the

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host jurisdiction to engage the LEP and minority populations. MDOT will continue to aggressively work with the jurisdictions to engage the LEP and minority populations, particularly to approach communities in which there are proposed projects.

## 2022 SCHEDULE ANNUAL CONSULTATION MEETING

Day	Date	County	Time	Location
F	9/16/22	Cecil	10:00 AM	County Administration Building, Elk Room, 200 Chesapeake Boulevard, Elkton, MD 21921 <b>Watch live at:</b> <a href="http://www.ccgov.org/council">www.ccgov.org/council</a>
		Baltimore CITY	3:30 PM	City Hall, Board of Estimates Room, 2 <sup>nd</sup> Floor, 100 N. Holliday Street, Baltimore, MD 21202 <b>Join the <a href="#">Webex meeting</a>, or Dial (US Toll): 1-408-418-9388</b> Webinar Number: 2348 353 3029, Password: Public (782542 from phones)
T	9/20/22	Kent	6:00 PM	400 High Street, Chestertown, MD 21620 <b>Watch live at:</b> <a href="https://www.kentcounty.com/commissioners/meeting-live-video">https://www.kentcounty.com/commissioners/meeting-live-video</a>
W	9/21/22	Charles	3:00 PM	Charles County Government Building, 200 Baltimore Street, LaPlata, MD 20646 <b>Watch live at:</b> <a href="http://www.CharlesCountyMD.gov/our-county/ccgtv-live-stream">www.CharlesCountyMD.gov/our-county/ccgtv-live-stream</a> or <b>listen live at:</b> 301-645-0500
Th	9/22/22	Wicomico	7:00 PM	Wicomico County Civic Center, DaNang Room, 500 Glen Avenue, Salisbury, MD 21804 <b>Watch live at:</b> <a href="http://www.pac14.org/">http://www.pac14.org/</a>
M	9/26/22	Harford	1:00 PM	Harford County Council Chambers, 212 S. Bond Street, Bel Air, MD 21014
T	9/27/22	St. Mary's	9:00 AM	Commissioners Meeting Room, Chesapeake Building, 41770 Baldrige Street, Leonardtown, MD 20650 <b>Watch live at:</b> <a href="https://www.youtube.com/user/StMarysCoMDGov">https://www.youtube.com/user/StMarysCoMDGov</a>
Th	9/29/22	Prince George's	10:00 AM	Wayne K. Curry Administration Building, 1 <sup>st</sup> Floor Council Hearing Room, 1301 McCormick Drive, Largo, MD 20774 <b>Watch live at:</b> <a href="https://pgccouncil.us/LIVE">https://pgccouncil.us/LIVE</a> Persons wishing to speak should register on the Council's Public Hearings/Sign-up to Speak page: <a href="https://pgccouncil.us/Speak">https://pgccouncil.us/Speak</a> and the meeting link will be sent to them in advance of the meeting
		Howard	6:00 PM	G. Howard Bldg., 3430 Court House Drive, Ellicott City, MD 21043 <b>Watch live at:</b> <a href="https://cc.howardcountymd.gov/Online-Tools/Watch-Us">https://cc.howardcountymd.gov/Online-Tools/Watch-Us</a>
T	10/4/22	Worcester	10:00 AM	Worcester County Government Center, One West Market Street, Snow Hill, MD 21863-1195 <b>Watch live at:</b> <a href="http://www.co.worcester.md.us/event/commissioners-meeting-october-4">http://www.co.worcester.md.us/event/commissioners-meeting-october-4</a>
		Talbot	3:00 PM	Talbot County Community Center, Wye Oak Room, 10028 Ocean Gateway, Easton, MD 21601 <b>Join the <a href="#">Zoom meeting</a></b> <b>Or Dial:</b> 301-715-8592 Meeting ID: 895 8609 8500, Passcode: 570973

T	10/11/22	Anne Arundel	10:00 AM	<p>Anne Arundel County Council Chambers, 44 Calvert Street, 1<sup>st</sup> Floor, Annapolis, MD 21401</p> <p><b>Watch</b> live on local cable channels or via Arundel TV, visit: <a href="http://www.aacounty.org/services-and-programs/government-television">www.aacounty.org/services-and-programs/government-television</a></p> <p>For concerns with accessibility, contact the Administrative Officer at least 72 hours in advance of the meeting: <a href="mailto:CouncilAdmin@aacounty.org">CouncilAdmin@aacounty.org</a> or by phone 410-222-1401</p>
		Montgomery County	7:00 PM	<p>Montgomery Council Office Building, 100 Maryland Avenue, 3<sup>rd</sup> Floor Council Hearing Room, Rockville, MD 20850</p> <p><b>Watch</b> live at: <a href="https://www.youtube.com/channel/UCbZz9T0h3xWo2ZWaEveO-9g?view_as=subscriber">https://www.youtube.com/channel/UCbZz9T0h3xWo2ZWaEveO-9g?view_as=subscriber</a></p>
W	10/12/22	Baltimore COUNTY	2:00 PM	<p><b>NEW LOCATION: Towson University, University Union Building, Room 322, 281 University Avenue, Towson, MD 21204 (parking in Towsontown Parking Garage on University Ave. – map apps will guide – no street address)</b></p> <p><b>Watch</b> live at: <a href="https://www.youtube.com/user/BaltimoreCounty">https://www.youtube.com/user/BaltimoreCounty</a></p>
Th	10/13/22	Carroll	2:00 PM	<p>County Office Building, Reagan Room #003, 225 N. Center Street, Westminster, MD 21157</p> <p><b>PHOTO ID REQUIRED TO ENTER BUILDING</b></p> <p><b>Watch</b> live at: <a href="#">Carroll County Government YouTube Channel</a> or through the <a href="#">Carroll County Government Meeting Portal</a></p>
M	10/24/22	Frederick	7:00 PM	<p>Winchester Hall, 1<sup>st</sup> Floor Hearing Room, 12 E. Church Street, Frederick, MD 21701</p> <p>To <b>join by phone</b>, dial 855-925-2801, Meeting Code: 8774</p> <p><b>Join</b> the meeting at: <a href="https://publicinput.com/C0230">https://publicinput.com/C0230</a></p>
T	10/25/22	Calvert	10:00 AM	<p>Commissioners Hearing Room, 175 Main Street, Prince Frederick, MD 20678</p> <p><b>Join</b> the <a href="#">Zoom meeting</a></p> <p>Meeting ID: 899-4188-8251, Passcode: #</p> <p>Or <b>Dial</b> 301-715-8592, Meeting ID: 899-4188-8251</p>
		Queen Anne's	3:00 PM	<p>Queen Anne's County Commissioners Meeting Room, Liberty Building, 107 N. Liberty Street, Centreville, MD 21617</p> <p><b>Join</b> the <a href="#">Zoom meeting</a></p> <p>Meeting ID: 337 639 6733, Passcode: Studio7</p> <p>Or <b>Dial</b>: 201-715-8592</p> <p>Meeting ID: 337 639 6733, Passcode: 440058</p>
T	11/1/22	Caroline	9:00 AM	<p>Caroline County Board of Education, 204 Franklin Street, Denton, MD 21629</p> <p><b>Listen</b> live at: <a href="https://us06web.zoom.us/j/300062187">https://us06web.zoom.us/j/300062187</a></p>
		Somerset	2:00 PM	<p>11916 Somerset Avenue, Room 111, Princess Anne, MD 21853</p> <p><b>Watch</b> live on <a href="#">MS Teams</a>.</p>
		Dorchester	7:00 PM	<p>County Office Building, Room 110, 501 Court Lane, Cambridge, MD 21613</p> <p><b>Listen</b> live to the meeting, <b>Dial</b>: 701-802-5222</p> <p>When prompted enter the Pin number: 873725#</p>
Th	11/3/22	Washington	10:00 AM	<p>Washington County Public Safety Training Center, 1850 Public Safety</p>

				Place, Hagerstown, MD 21740 <b>Watch live at:</b> <a href="https://www.facebook.com/WashingtonCountyMD/">https://www.facebook.com/WashingtonCountyMD/</a>
		Allegany	2:00 PM	LaVale Library, 815 National Highway, LaVale, MD 21502 <b>Join the <a href="#">Zoom Meeting</a></b> <b>Or Dial:</b> 301-715-8592 <b>Meeting ID:</b> 876 2110 8608
F	11/4/22	Garrett	10:00 AM	Frederick A. Thayer III Courthouse, Room 209, 203 South Fourth Street, Oakland, MD 21550 <b>Watch live at:</b> <a href="https://www.facebook.com/garrettcountygovernment/">https://www.facebook.com/garrettcountygovernment/</a>

***Please note that these are County meetings, and the County decides the meeting format. As always, these meetings are subject to change. Please check back closer to the meeting you plan to attend to ensure the meeting is still in-person and/or the meeting date/time hasn't changed.***

**Items highlighted in YELLOW are changes to the date, time**

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## XV. EQUITY ANALYSIS

The Title VI Equity Analysis is not applicable to the Maryland Department of Transportation, the Office of the Secretary (TSO). TSO does not build facilities.

## XVI. APPENDICES

### Appendix 1

#### **NOTICE TO THE PUBLIC UNDER TITLE VI MARYLAND DEPARTMENT OF TRANSPORTATION**

The Maryland Department of Transportation operates its programs and services without regard to race, color and national origin in accordance with Title VI of the Civil Rights Act. Any person who believes she or he has been aggrieved by any unlawful discriminatory practice under Title VI may file a complaint with the Maryland Department of Transportation.

For more information on the Maryland Department of Transportation Title VI Plan and the procedures to file a complaint, contact the Title VI Program Manager (410) 865-1021 or email [trhodes@mdot.state.md.us](mailto:trhodes@mdot.state.md.us); for Maryland Relay Customer Service 1-800-552-7724 or 410-767-6960 (Voice) or visit the Maryland Department of Transportation's Office of Diversity and Equity at 7201 Corporate Center Drive, Hanover, MD 21076. For more information, visit <http://www.mdot.maryland.gov/Diversity/TitleVI/Resources.html>.

A complainant may file a complaint directly with the Federal Transit Administration by filing a complaint with the Office of Civil Rights, Attention: Title VI Program Coordinator, East Building, 5<sup>th</sup> Floor-TCR, 1200 New Jersey Ave., SE, Washington, DC 20590.

If information is needed in another language, contact Ad Astra, Inc., 301-408-4242 option 4 or 1-800-308-4807.

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## Appendix 2

### TITLE VI COMPLAINT PROCEDURE

Any person who believes she or he has been discriminated against on the basis of race, color, or national origin by the Maryland Department of Transportation may file a Title VI complaint by completing and submitting the agency's Title VI Complaint Form. The Maryland Department of Transportation investigates complaints received no more than 180 days after the alleged incident. The Maryland Department of Transportation will process complaints that are complete.

Once the complaint is received, the Maryland Department of Transportation will review it to determine if our office has jurisdiction. The complainant will receive an acknowledgement letter informing her or him whether the complaint will be investigated by our office.

The Maryland Department of Transportation has 60 days to investigate the complaint. If more information is needed to resolve the case, the Maryland Department of Transportation may contact the complainant. The complainant has 15 days from the date of the letter to send the requested information to the investigator assigned to the case. If the investigator is not contacted by the complainant or does not receive the additional information within 15 days, the Maryland Department of Transportation can administratively close the case. A case can be administratively closed also if the complainant no longer wishes to pursue the case.

After the investigator reviews the complaint, she or he will issue one of two letters to the complainant: a closure letter or a letter of finding (LOF). A closure letter summarizes the allegations and states that there was not a Title VI violation and that the case will be closed. An LOF summarizes the allegations and the interviews regarding the alleged incident, and explains whether any disciplinary action, additional training of the staff member or other action will occur. If the complainant wishes to appeal the decision, she or he has 10 days after the date of the closure letter or the LOF to submit a written request to the Secretary of the Maryland Department of Transportation or the Secretary's designee as specified in the closure letter or the LOF.

A person may also file a complaint directly with the Federal Transit Administration, at FTA Office of Civil Rights, 1200 New Jersey Avenue SE, Washington, DC 20590. If information is needed in another language, contact Ad-Astra, 301-408-4242 or 1-800-308-4807.



**Appendix 3**

**TITLE VI COMPLAINT FORM**

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

**TITLE VI COMPLAINT FORM – page 2**

<b>Section IV</b>		
Have you previously filed a Title VI complaint with this agency?	Yes	No
<b>Section V</b>		
Have you filed a Title VI complaint with any other Federal, State, or local agency, or with any Federal or State Court?		
<input type="checkbox"/> Yes		<input type="checkbox"/> No
If yes, check all that apply:		
<input type="checkbox"/> Federal Agency:	<input type="checkbox"/> State Agency:	
<input type="checkbox"/> Federal Court:	<input type="checkbox"/> Local Agency:	
<input type="checkbox"/> State Court:		
Please provide information about a contact person at the agency or court where the complaint was filed.		
Name:		
Title:		
Agency:		
Address:		
Telephone:		
<b>Section VI</b>		
Name of agency complaint is against:		
Contact person:		
Title:		
Telephone number:		

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

Signature and date required below.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Please submit this form in person or by mail to the address below:  
 Maryland Department of Transportation  
 Title VI Program Manager  
 Office of Diversity and Equity  
 7201 Corporate Center Drive  
 Hanover, Maryland 21076

**Appendix 4**

**LIST OF COMPLAINTS, INVESTIGATIONS, LAWSUITS**

<b>Caption/Parties</b>	<b>MDOT Unit Handling</b>	<b>Date (MM/DD/YY)</b>	<b>Summary (basis of complaint – race, color or national origin)</b>	<b>Status</b>	<b>Action(s) Taken</b>
<b>Investigations</b>					
<b>None</b>					
<b>Lawsuits</b>					
<b>None</b>					
<b>Complaints</b>					
<b>None</b>					



Appendix 5

**MINORITY MEMBERSHIP ON COMMITTEES**

The Minority Membership of the MDOT TSO is identified below does not include a specifically Transit-related committee. Within the MDOT umbrella the Modes, act as separate direct and/or designated recipients of federal funds for those funding categories that each are responsible for utilizing. The MTA specifically has committees that are directly related to the Transit activities.

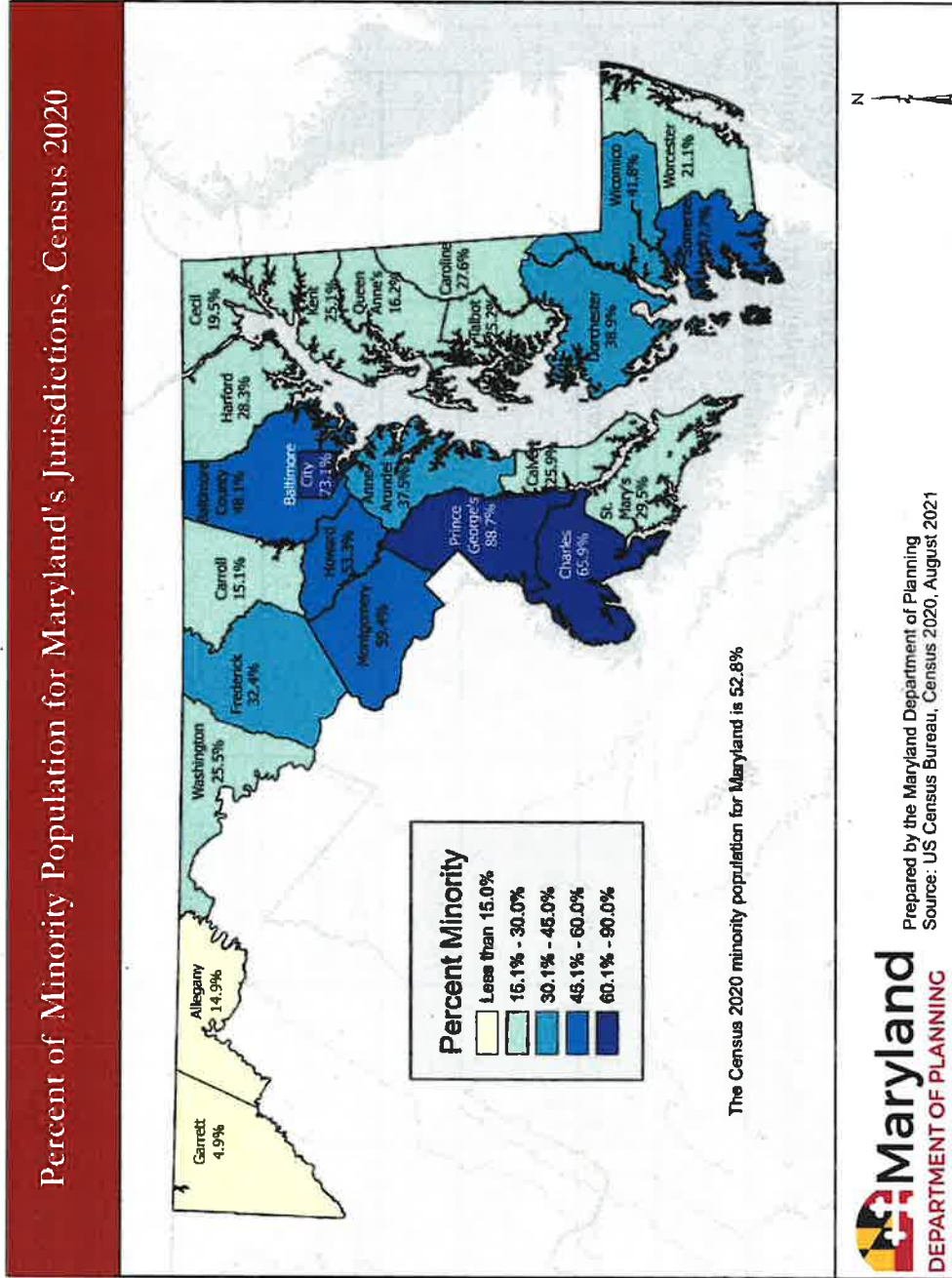
Commission/Committee	Total Members	Type	Caucasian	African American	Asian American
Maryland Transportation Commission	14	At Large	11	2	1
State Roads Commission	7	At Large	7	0	0
Maryland Bicycle and Pedestrian Advisory Committee	17	At Large 3 (7 vacant)	6	0	0
		State Agencies: 9 (2 vacant)	7	0	0

Note, as the DOT of a diverse State, TSO strives to assure that “no person in Maryland shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any program or activity”. If one reviews the chart above, it is apparent that there is diversity including, African American and Asian American representation.

The funding for which this document is responsible primarily goes to MPOs who have their own Title VI Plans and report on their Board and Committees, but all of their main boards are composed of elected officials representing the jurisdictions covered by the MPO. Most MPOs have a version of a Public Advisory Committee which are generally recommended by each jurisdiction but vetted at the MPO for diversity and inclusivity. Minority inclusion and representation is a priority in the selection process.

Appendix 6

Minority Population Share for Maryland's Jurisdictions, 2020



Change of Total Population by Race for Maryland's Jurisdictions, 2020-2010 Census										
State/Region/Jurisdiction	Total	White Alone	Black or African American Alone	American Indian and Alaska Native Alone	Asian Alone	Native Hawaiian and Other Pacific Islander Alone	Some Other Race	Two or More Races		
Maryland	408,672	-351,410	120,174	17,425	102,097	90	294,109	317,993		
Baltimore Region	131,945	-151,177	32,626	2,123	57,476	-141	66,104	124,934		
Anne Arundel	50,605	-27,822	20,989	689	7,152	-35	15,727	33,905		
Baltimore County	49,506	-68,061	46,055	902	14,891	-13	21,397	34,337		
Cannell	5,757	-6,661	1,150	68	1,357	-13	1,775	6,081		
Harford	16,098	-8,635	6,648	98	2,347	-1	3,190	12,451		
Howard	45,232	-19,194	15,087	324	25,067	11	7,272	16,665		
Baltimore City	-35,253	-20,804	-57,303	42	6,652	-68	16,743	19,495		
Suburban Washington Region	232,397	-142,607	59,499	8,505	39,383	175	122,934	144,504		
Frederick	38,332	-836	7,654	435	4,624	82	7,751	18,622		
Montgomery	90,284	-100,575	29,762	3,397	26,056	68	48,939	80,617		
Prince George's	103,761	-41,196	22,083	4,577	6,703	5	66,244	45,265		
Southern Maryland Region	32,738	-18,070	23,436	269	2,427	117	5,526	19,051		
Calvert	4,046	-2,295	170	-24	321	35	720	5,120		
Charles	20,066	-15,090	22,004	279	1,340	65	3,581	7,887		
St. Mary's	8,626	-684	1,264	14	766	17	1,225	6,024		
Western Maryland Region	-667	-18,505	2,816	171	1,236	21	3,353	9,911		
Allegany	-6,981	-8,604	-687	30	174	-9	282	1,833		
Garrett	-1,291	-1,919	-55	-10	9	7	92	585		
Washington	7,275	-7,982	3,568	151	1,053	23	2,979	7,493		
Upper Eastern Shore Region	3,665	-11,312	59	110	584	-68	3,291	11,007		
Caroline	227	-1,917	-151	23	162	-34	685	1,459		
Cecil	2,617	-5,363	1,519	0	150	-25	1,064	5,292		
Kent	-999	-1,595	-248	-1	86	-6	48	717		
Queen Anne's	2,076	-107	-467	7	120	7	618	1,918		
Talbot	-256	-2,310	-580	81	66	-10	876	1,621		
Lower Eastern Shore Region	3,924	-9,739	1,742	243	985	-14	2,901	7,806		
Dorchester	-87	-1,937	98	20	54	0	495	1,183		
Somerset	-1,850	-1,094	-1,687	30	70	-6	304	533		
Wicomico	4,855	-6,359	4,117	202	681	-5	1,894	4,325		
Worcester	1,006	-349	-786	-9	180	-3	208	1,765		

Source: U.S. Census Bureau's 2020 and 2010 Census Data

Prepared by the Maryland Department of Planning from U.S. Census Bureau's P.L. 94-171 data. Released August 12, 2021





State/Region/Jurisdiction	Population				Minority Population Share		
	April 1, 2020		April 1, 2010		2020	2010	Percentage Point Change (2020-2010)
	Total	Minority	Total	Minority			
<b>Maryland</b>	<b>6,177,224</b>	<b>3169350</b>	<b>5,773,552</b>	<b>2414268</b>	<b>51.3%</b>	<b>41.8%</b>	<b>9.5%</b>
<b>Baltimore Region</b>	<b>2,794,636</b>	<b>1303774</b>	<b>2,662,691</b>	<b>1020652</b>	<b>46.7%</b>	<b>38.3%</b>	<b>8.3%</b>
Anne Arundel	588,261	210627	537,656	132200	35.8%	24.6%	11.2%
Baltimore County	854,535	402411	805,029	284844	47.1%	35.4%	11.7%
Carroll	172,891	24270	167,134	11852	14.0%	7.1%	6.9%
Harford	260,924	70796	244,826	46063	27.1%	18.8%	8.3%
Howard	332,317	172988	287,085	108562	52.1%	37.8%	14.2%
Baltimore City	585,708	422682	620,961	437131	72.2%	70.4%	1.8%
<b>Suburban Washington Region</b>	<b>2,300,979</b>	<b>1528863</b>	<b>2,068,582</b>	<b>1153859</b>	<b>66.4%</b>	<b>55.8%</b>	<b>10.7%</b>
Frederick	271,717	82247	233,385	43079	30.3%	18.5%	11.8%
Montgomery	1,062,061	604278	971,777	413419	56.9%	42.5%	14.4%
Prince George's	967,201	842338	863,420	697361	87.1%	80.8%	6.3%
<b>Southern Maryland Region</b>	<b>373,177</b>	<b>162703</b>	<b>340,439</b>	<b>111895</b>	<b>43.6%</b>	<b>32.9%</b>	<b>10.7%</b>
Calvert	92,783	22848	88,737	16506	24.6%	18.6%	6.0%
Charles	166,617	108030	146,551	72874	64.8%	49.7%	15.1%
St. Mary's	113,777	31825	105,151	22515	28.0%	21.4%	6.6%
<b>Western Maryland Region</b>	<b>251,617</b>	<b>48254</b>	<b>252,614</b>	<b>30746</b>	<b>19.2%</b>	<b>12.2%</b>	<b>7.0%</b>
Allegany	68,106	9729	75,087	8106	14.3%	10.8%	3.5%
Garrett	28,806	1285	30,097	657	4.5%	2.2%	2.3%
Washington	154,705	37240	147,430	21983	24.1%	14.9%	9.2%
<b>Upper Eastern Shore Region</b>	<b>243,616</b>	<b>49031</b>	<b>239,951</b>	<b>34054</b>	<b>20.1%</b>	<b>14.2%</b>	<b>5.9%</b>
Caroline	33,293	8814	33,066	6670	26.5%	20.2%	6.3%
Cecil	103,725	18919	101,108	10919	18.2%	10.8%	7.4%
Kent	19,198	4624	20,197	4028	24.1%	19.9%	4.1%
Queen Anne's	49,874	7584	47,798	5401	15.2%	11.3%	3.9%
Talbot	37,526	9090	37,782	7036	24.2%	18.6%	5.6%
<b>Lower Eastern Shore Region</b>	<b>213,199</b>	<b>76725</b>	<b>209,275</b>	<b>63062</b>	<b>36.0%</b>	<b>30.1%</b>	<b>5.9%</b>
Dorchester	32,531	12403	32,618	10553	38.1%	32.4%	5.8%
Somerset	24,620	11544	26,470	12300	46.9%	46.5%	0.4%
Wicomico	103,588	42163	98,733	30949	40.7%	31.3%	9.4%
Worcester	52,460	10615	51,454	9260	20.2%	18.0%	2.2%

Source: U.S. Census Bureau's 2020 Census Data

Prepared by the MDOT from the U.S. Census Bureau's P.L. 94-171 data. Released August 12, 2021

The **Title VI Minority Census Tracts** map displays the minority census tracts greater than or equal to 49.5%. According to the American Community Survey 2017-2021 5-year Estimates, the State of Maryland has an overall 49.5% minority population, that is, everyone other than non-Hispanic white alone. Therefore, on the next three statewide maps:

- A minority population census has a minority population of greater than or equal to 49.5%, the overall percentage of minority population for Maryland.
- A non-minority tract is one in which the percentage of minority residents is less than 49.5%.

The **Transit Investment and Title VI Minority Census Tracts** map displays the transit investments in Maryland from the FY2019-2024 MDOT Consolidated Transportation Program (CTP) Projects. The following table lists the existing large transit systems in Maryland run by MTA and WMATA. The CTP listing for each project is included in the MTA section of the CTP available at the link below:

[http://www.mdot.maryland.gov/newMDOT/Planning/CTP/CTP\\_19\\_24\\_Final/Documents/000\\_Entire\\_CTP\\_Document\\_Combined.pdf](http://www.mdot.maryland.gov/newMDOT/Planning/CTP/CTP_19_24_Final/Documents/000_Entire_CTP_Document_Combined.pdf)

**Table: Transit Systems**

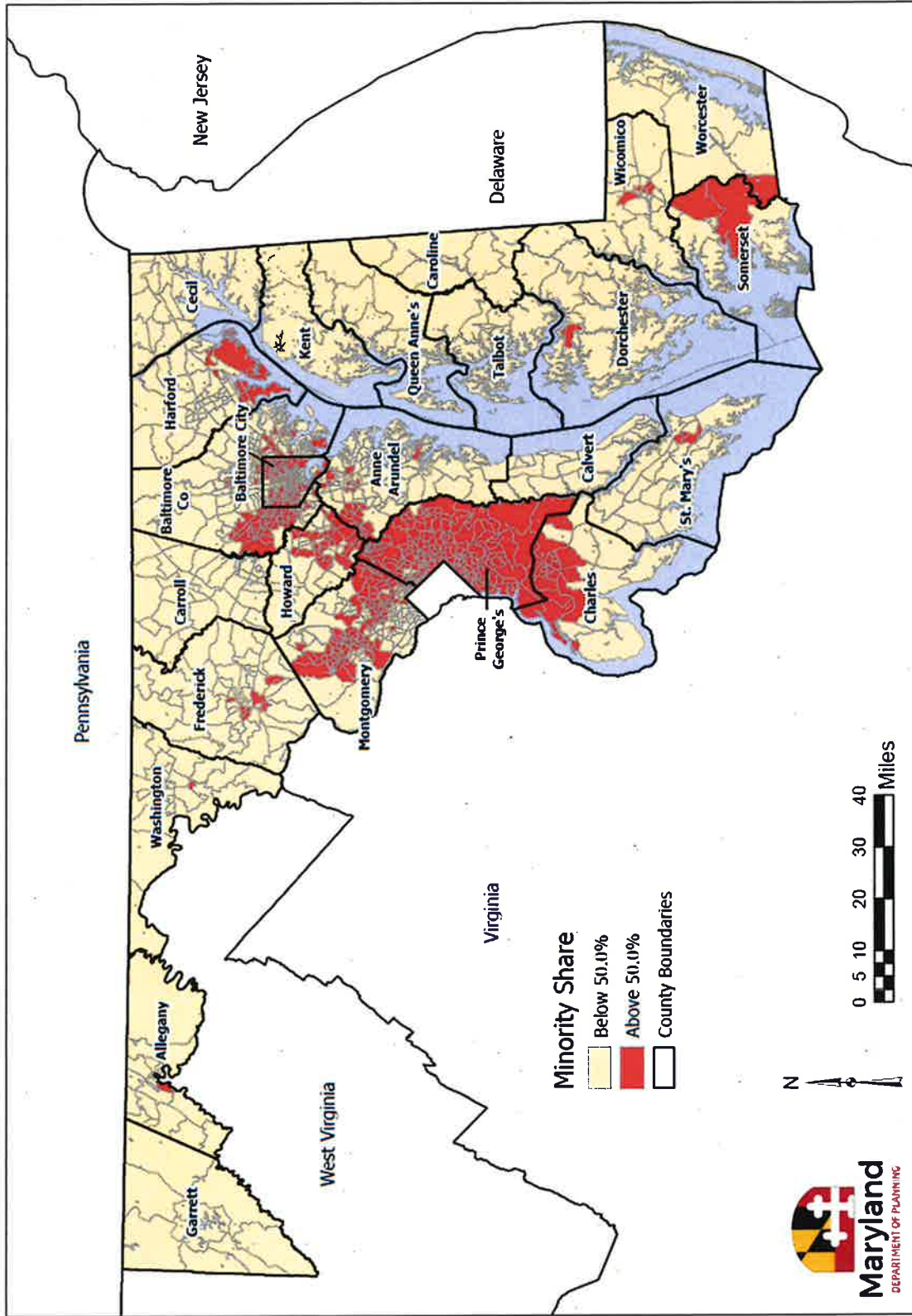
Service	Line
MTA Metro	Green Line
MTA Light Rail	Yellow/Blue Line
MTA Bus	All lines
MARC Commuter Rail	Brunswick Line, Camden Line, Penn Line
WMATA Metrorail	Red Line, Yellow/Green Line, Orange Line, Blue/Silver Line
WMATA MetroBus	All lines

The **Highway Investment and Title VI Minority Census Tracts** map displays the highway investments in Maryland from the FY2019-2024 MDOT Consolidated Transportation Program (CTP) Projects. This map lists all major highway capital projects sponsored by the Maryland State Highway Administration (SHA). The CTP listing for each major project by County is provided in the SHA section of the CTP available at the following link:

[http://www.mdot.maryland.gov/newMDOT/Planning/CTP/CTP\\_19\\_24\\_Final/Documents/000\\_Entire\\_CTP\\_Document\\_Combined.pdf](http://www.mdot.maryland.gov/newMDOT/Planning/CTP/CTP_19_24_Final/Documents/000_Entire_CTP_Document_Combined.pdf)

Title VI Minority Census Tracts

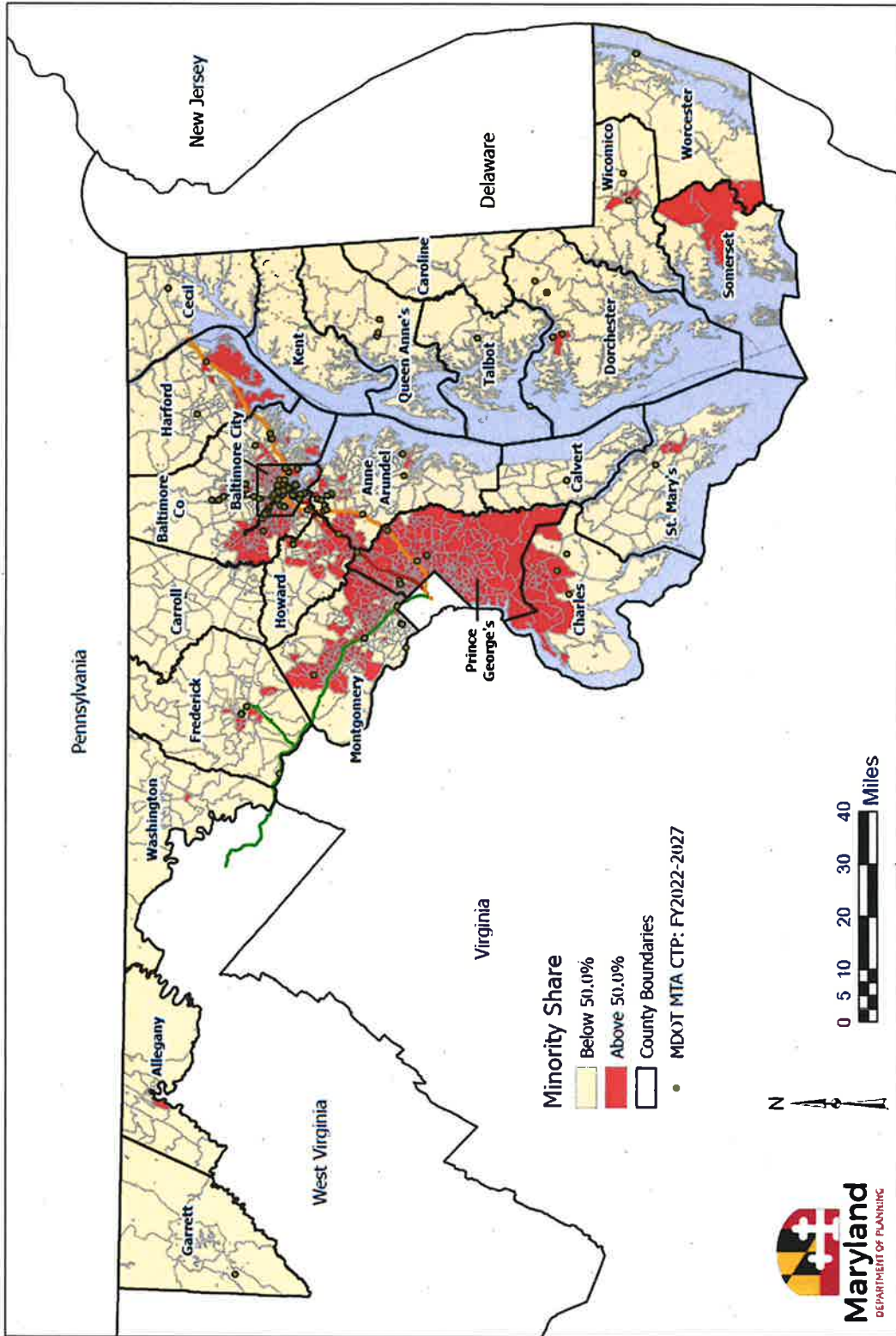
Title VI Minority Census Tracts



Prepared by the Maryland Department of Planning, Infrastructure and Development, June 2023  
 Source: U.S. Census Bureau, 2017-2021 American Community Survey 5-year Estimates  
 Notes: 1) "Title VI" refers to Title VI of the Civil Rights Act, which protects people from discrimination based on race, color, and national origin in programs and activities receiving federal financial assistance.  
 2) "Minority Share" includes all individuals except those of one race who are White and not Hispanic or Latino.  
 3) State and Census Tract minority population percentages are rounded to the nearest percentage point.

Transit Investment and Title VI Minority Census Tracts

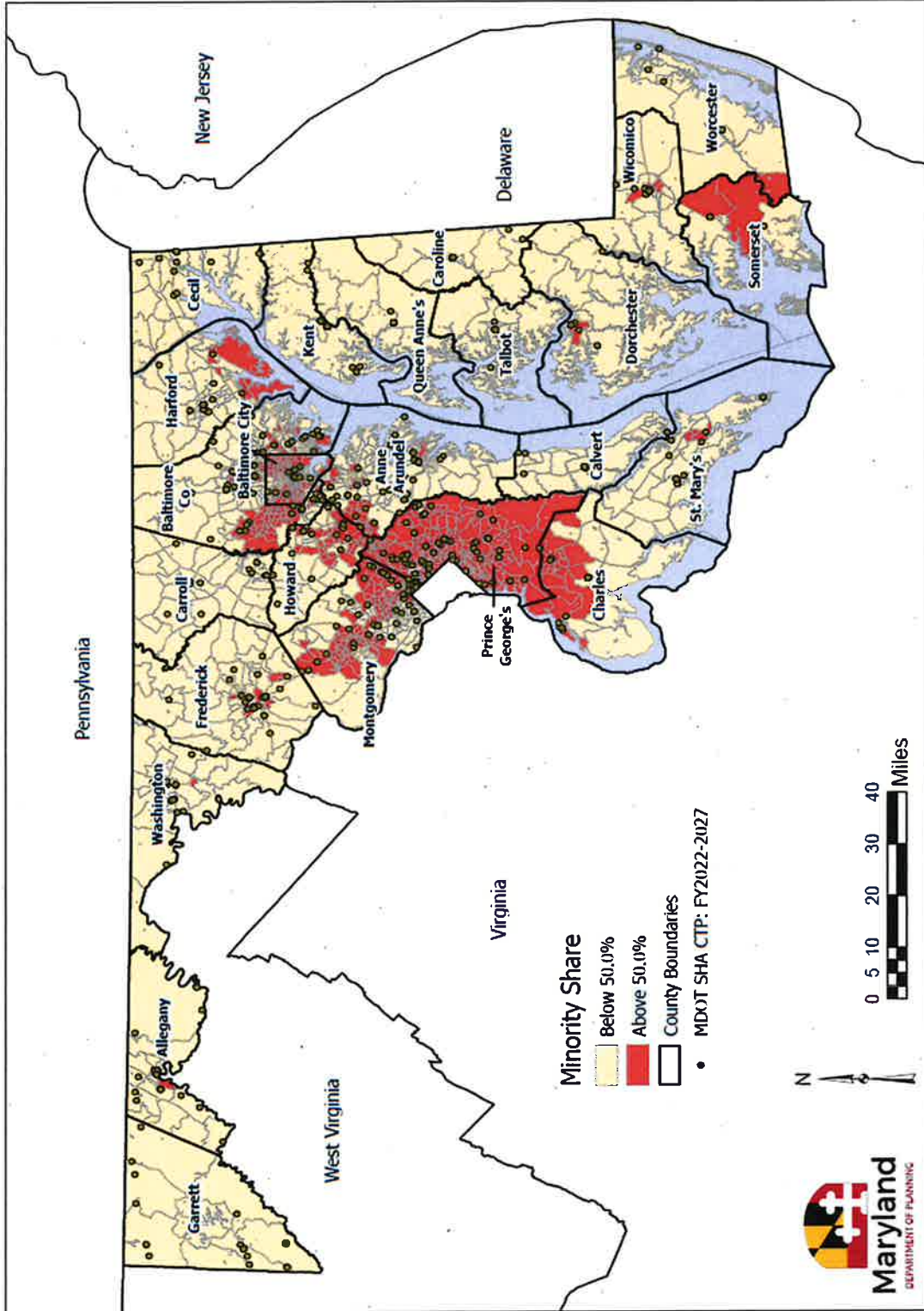
Transit Investment and Title VI Minority Census Tracts



Prepared by the Maryland Department of Planning Infrastructure and Development, June 2023  
 Source: U.S. Census Bureau, 2017-2021 American Community Survey 5-year Estimates  
 Notes: 1) "Title VI" refers to Title VI of the Civil Rights Act, which protects people from discrimination based on race, color, and national origin in programs and activities receiving federal financial assistance.  
 2) "Minority Share" includes all individuals except those of one race who are White and not Hispanic or Latino.  
 3) State and Census Tract minority population percentages are rounded to the nearest percentage point.

Highway Investment and Title VI Minority Census Tracts

Highway Investment and Title VI Minority Census Tracts



Prepared by the Maryland Department of Planning Infrastructure and Development, June 2023  
 Source: U.S. Census Bureau, 2017-2021 American Community Survey 5-year Estimates  
 Notes: 1) "Title VI" refers to Title VI of the Civil Rights Act, which protects people from discrimination based on race, color, and national origin in programs and activities receiving federal financial assistance.  
 2) "Minority Share" includes all individuals except those of one race who are White and not Hispanic or Latino.  
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**Public Participation Plan**

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## 1.0 Introduction

### 1.1 Purpose of the Public Participation Plan

The Maryland Department of Transportation The Secretary's Office's (MDOT TSO) Office of Planning and Capital Programming has developed this Public Participation Plan (PPP). The primary purpose for the PPP is outline a process to engage minority and limited English proficient populations. This is done by encouraging participation in the development of OPCP's three main federally or state mandated documents: the Maryland Statewide Transportation Improvement Program (STIP), the Maryland Transportation Plan (MTP), and the Consolidated Transportation Program (CTP). Two MDOT Transportation Business Units, MDOT Maryland State Highway Administration (MDOT SHA) and MDOT Maryland Transit Administration (MDOT MTA), provide public input opportunities during project implementation.

This PPP supports MDOT's initiative to involve all aspects of the public in transportation decision making and respond to federal laws and regulations that emphasize public engagement. The PPP guides public engagement for the MDOT for the next 3 to 5 years and ensures that future transportation planning and programming reflect the public's documented needs. This PPP supports the MDOT mission statement and commitment to public participation.

### **Maryland Department of Transportation's Mission:**

*"The Maryland Department of Transportation is a customer-driven leader that delivers safe, sustainable, intelligent and exceptional transportation solutions in order to connect our customers to life's opportunities."*

Public participation is a process that includes many different strategies. OPCP formalizes in this document the public participation process employed to be as inclusive as possible. This plan ensures that OPCP's public participation process is:

- Proactive;
- Inclusive;
- Provides early and continuous participation opportunities; and
- Open and collaborative.

Successful public participation programs consist of:

- Being committed to the process.
- Articulating the objectives of the process to the public;
- Understanding the stakeholders and their issues;
- Using a variety of public outreach activities; and
- Evaluating and refining the approach as needed.

Transportation helps shape an area's economic health and quality of life. Not only does the transportation system provide for the mobility of people and goods, it also influences patterns of growth and economic activity by providing access to land. The performance of the system affects public policy concerns like air quality, environmental resource consumption, social equity, land use, urban growth, economic development, safety, and security. Transportation planning recognizes the critical links between transportation and other societal goals and requires strategies for operating, managing, maintaining, and financing the area's transportation system in such a way as to advance the area's long-term goals.

Depending on the nature of, and interest in an activity of a project, public participation can vary from informal public information to more formal approaches such as the development of project-specific public participation plans. The public participation plans often include stakeholder committees and other transportation planning partners such as the state's Regional Planning Councils, Metropolitan Planning Organizations, and other stakeholders. MDOT has developed a free-flowing process that includes a variety of tools designed to ensure that people have access to as much information as possible and opportunities to participate in decisions affecting Maryland's transportation system.

MDOT is committed to:

- Informing the public,
- Proactively seeking and encouraging the public's early and continuing input and participation when developing policies, plans, programs, studies, projects, operations and maintenance activities,
- Adhering to the principles of Environmental Justice and Title VI of the U.S. Civil Rights Act,
- Being consistent with the objectives of the Maryland Transportation Plan, MDOT's statewide long-range multimodal transportation plan,
- Improving customer service through training and effective external communication with stakeholders and the public,
- Enhancing public awareness and participation,
- Being fair, responsive, and accountable to traditional and non-traditional stakeholders,
- Communicating effectively with the public, and
- Making the best possible transportation decisions to affect an efficient multimodal transportation system that meets the MDOT mission and needs of the people of Maryland.



## 2.1 MDOT's Approaches to Public Participation

Overall, MDOT recognizes that every planning and project development activity that it considers creates some public impact. An early and continuous public Participation process is the key to keeping the public fully informed and participatory in making decisions that affect Maryland's transportation system. As such, the public is one of MDOT's most important partners. MDOT's public Participation commitment requires a continuous and equitable free-flowing process that generally includes one or more of the following types of public Participation, depending on the scope of the effort and the anticipated level of public interest such as providing public information, public participation and public consultation and collaboration.

### Public Involvement Approaches

- ❖ **Public information.** Public information is the delivery of facts without prejudice. As such, it is usually intended to be a one-way communication, generally striving to inform the public about ongoing issues or developments.
- ❖ **Public participation.** Public participation involves the release of public announcements and information as noted above under public information, but it is also followed up with solicitation of public comment and participation for use in decision-making. As such, it is a form of two-way communication that must include decision-makers and all affected parties and interested stakeholders. As such, it is a form of two-way communication that must include decision-makers and all affected parties and interested stakeholders.
  - **Informal participation:** Generally, a minimum of one week public notice is given for public participation events and the public comment period is usually open for no less than 15 days. In many instances the public comment period is open throughout the life of a planning or development effort.
  - **Formal participation:** Formal policy development or rulemaking as well as legal processes, such as Environmental Assessments or Environmental Impact Statements, require specific minimum public comment periods. MDOT follows those requirements and makes the distinction that this type of comment period is one that is formal or has its roots in law or regulation.
- ❖ **Public Consultation/Collaboration** is the most open method of two-way communication. In the public consultation approach, basic information is provided sufficient to identify the problem or issue at hand in order to elicit significant feedback and new ideas from the public and/or affected population. Public consultation is initiated at the earliest possible point, it continues throughout the problem identification and solution development process, and it generates a collaborative, team approach to problem solving.

**2.1.1 Public Information**

Typical MDOT public information products and activities include traveler safety and other public information announcement and informational brochures, and the posting of legal notices, news releases, construction advisories, travel advisories, and other information-only products. Types of activities include roadside vegetation management, winter plowing, road closures due to storm events, roadside ditching, posting roads and bridges to heavy loads and other routine maintenance and operations activities. Though not intended to generate two-way communications, MDOT responds to questions and comments received. Depending on the action to be taken, MDOT strives to provide public announcements to all media as far in advance to the action as is possible. For operational issues that require immediate response, this might be as little as 24-hour notice. Generally speaking, such announcements are made several days prior to a planned action.

Public Information		
Typically involves construction, maintenance and operations activities carried out by the MDOT's Business Units.		
GOAL		
<ul style="list-style-type: none"> <li>Provides balanced, objective information to assist in understanding the problem and actions needed. Not designed for interaction but may generate reaction to which MDOT responds.</li> </ul>		
TYPICAL APPROACHES		
<ul style="list-style-type: none"> <li>Fact Sheets/Brochures</li> <li>Web Sites</li> <li>Newsletters</li> <li>Press Releases</li> </ul>	<ul style="list-style-type: none"> <li>Travel Advisories</li> <li>Posted Project Roadway Signs</li> <li>Variable Message Signs</li> <li>Legal Notices</li> </ul>	<ul style="list-style-type: none"> <li>Construction Detours</li> <li>Road Postings</li> <li>511 Announcements</li> <li>Resurfacing/Paving Projects</li> </ul>
EXAMPLES		
Construction Detours, Road Postings, 511 Announcements, and Resurfacing projects		
MINIMUM NOTICE REQUIREMENTS		
<p><b>For emergency response purposes:</b> as soon as possible.</p> <p><b>For planned construction activity or road closure/detour:</b> no less than 2 days; preferably 7 calendar days.</p>		

### 2.1.2 Public Participation

MDOT frequently provides project-or activity-specific information and encourages participation from stakeholders and other interested parties. Public meetings are the most common way to encourage such two-way communication. However, interested or potentially affected persons cannot always attend meetings, so MDOT also uses webinars and other public outreach methods both to provide information and to seek public opinions. The Internet is becoming a popular tool to facilitate public participation because it allows people to view materials and comment at their own pace.

Public Participation		
Typically involves minor policy development, planning and project development activities including state and federal requirements		
GOALS		
<ul style="list-style-type: none"> <li>Provide balanced objective information to assist the public in understanding the problem, alternatives and opportunities and/or solutions</li> <li>Obtain public feedback</li> <li>Work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered.</li> </ul>		
TYPICAL APPROACHES		
<ul style="list-style-type: none"> <li>Fact Sheets/Brochures</li> <li>Web Sites</li> <li>Newsletters</li> </ul>	<ul style="list-style-type: none"> <li>Press Releases</li> <li>Open Houses</li> <li>Public Meetings</li> </ul>	<ul style="list-style-type: none"> <li>Surveys</li> </ul>
EXAMPLES		
Maryland Statewide Transportation Improvement Program (STIP) Maryland Transportation Plan Maryland Consolidated Transportation Program		
MINIMUM NOTICE REQUIREMENTS		
<b>Public Notice before any public meeting:</b> 7-14 calendar days unless different time-frame outline in rule or law. <b>Public comment period on draft or final document:</b> 14-45 calendar days.		

**2.1.3 Public consultation**

MDOT typically uses this approach with large-scale modernization, capacity or expansion projects that are expected to generate substantial public interest. MDOT seeks to solicit significant public feedback and new ideas from the onset as it works to identify a transportation problem and develop solutions. Such significant and early Participation produces a collaborative approach to project development activities, such as reconstruction of a town’s “Main Street”, the addition of a new trail, or an intermodal facility and problem-solving that results in a full team effort in defining the problem and developing its resolution.

<b>Public Consultation</b>		
Typically involves major policy development, planning and project development activities including state and federal requirements		
<b>GOALS</b>		
<ul style="list-style-type: none"> <li>• Provide balanced objective information to assist the public in understanding the problem, alternatives and opportunities and/or solutions</li> <li>• Obtain public feedback</li> <li>• Work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered</li> <li>• Partner with the affected community or stakeholder group in each aspect of the decision including defining the problem, developing alternatives and identifying the preferred solution.</li> </ul>		
<b>TYPICAL APPROACHES</b>		
<ul style="list-style-type: none"> <li>• Fact Sheets/Brochures</li> <li>• Web Sites</li> <li>• Newsletters</li> <li>• Press Releases</li> <li>• Open Houses</li> </ul>	<ul style="list-style-type: none"> <li>• Public Meetings</li> <li>• Focus Groups</li> <li>• Surveys</li> <li>• Public Hearings</li> <li>• Workshops and Charettes</li> </ul>	<ul style="list-style-type: none"> <li>• Citizens Advisory Committees</li> <li>• Task Forces</li> <li>• Stakeholder Committees</li> <li>• Webinars</li> </ul>
<b>EXAMPLES</b>		
Major Project Planning Studies Major Reconstruction Projects New Construction Multi-modal Connections Development of New Policies		
<b>MINIMUM NOTICE REQUIREMENTS</b>		

## Public Participation Plan



**Public Notice before any public meeting:** 7-14 calendar days unless different time-frame outline in rule or law.

**Public comment period on draft or final document:** 14-45 calendar days.

**Public Hearing:** Notification of Public Hearing is published in a newspaper having general circulation in the project area and the surrounding vicinity, and in a newspaper having substantial circulation in the area, such as a local community newspaper. Newspapers that serve minority populations or LEP communities are used as appropriate. An advertisement is published 30 days and again 15 days prior to the Public Hearing. Advertisements/notices are also placed on the MDOT or its Business Unit's website and may be announced via other appropriate news media (e.g., radio or television)

## 2.1.4 Minimum Public Comment Periods

### Minimum Public Comment Periods

Product	Revision	Amendment	Update	Replace/New
Statewide Long-Range Transportation Plan <sup>1</sup>	14 days	30 days	45 days	60 days
Statewide Transportation Improvement Program (STIP)	0 days <sup>2</sup>	14-30 days <sup>3</sup>	30 days	60 days
Annual Attainment Report	0 days	14-30 days	30 days	60 days
Transportation (Air) Conformity <sup>1</sup>	14 days	30 days	45 days	60 days
Corridor Plan or Transit Oriented Development Plan	14 days	14 days	30 days	60 days
Project Planning Study	As per NEPA/MEPA	As per NEPA/MEPA	As per NEPA/MEPA	As per NEPA/MEPA
Project Final Design	Not applicable	Not applicable	Not applicable	Not applicable
Project Construction	Not applicable	Not applicable	Not applicable	Not applicable

<sup>1</sup> Federally-required document

<sup>2</sup> Administrative Modifications Only

<sup>3</sup> Dependent upon amount of existing public Participation associated with the STIP Amendment

## 2.2 Maryland Transportation Plan Public and Stakeholder Participation

The 2014 Maryland Transportation Plan was the result of extensive outreach and coordination with state agencies, local jurisdictions, and the public. The Plan reflects the priorities of the people of Maryland and has the support of many partners whose collective efforts will be needed to fully realize the Plan's vision for transportation.

Conducting stakeholder outreach is critical to developing any long-range transportation plan. In developing the MTP, MDOT will continue to employ outreach techniques that both communicated agency information and gathered stakeholder input by consulting with numerous state, regional, and local agencies and reviewing their strategic planning documents in order to create synergies among current planning efforts throughout the state.

The goal of the Public Participation process for the Maryland Transportation Plan (MTP) is to ensure that the planning process is inclusive, sensitive, and responsive to the diverse issues of concern to stakeholders and the general public. At a minimum, federal legislation, as spelled out in the FAST Act, requires that the public Participation process shall:

- Create early and continuous opportunities to provide timely information to citizens, stakeholders, and other interested parties;
- Allow reasonable public access to technical and policy information;
- Provide adequate public notice of public Participation activities and time for public review and comment at key decision points;
- Hold public meetings at convenient times and in accessible locations;
- Use visualization techniques to describe and promote understanding of the MTP;
- Make information available in electronic and accessible formats;
- Take explicit consideration of, and respond to, public input;
- Develop a process for seeking out and considering the needs of those traditionally underserved by existing transportation systems; and
- Periodically review the effectiveness of the public Participation process to ensure that the process provides full and open access to all interested parties and revising the process as appropriate.

To meet these requirements, a strategic, flexible, and dynamic participation process is required to guide the outreach and engagement activities throughout the MTP development. The process will need to be fluid to allow for midcourse corrections and it must be transparent so that everyone is educated and informed of the MTP development progress and understands how their input has been incorporated as appropriate to create a public Participation process that is accessible and inclusive.

This partnership encouraged the Participation of a wide range of Maryland's citizens, many of whom might not typically participate in traditional transportation planning outreach efforts. Through interviews, facilitated meetings, an interactive website, newsletters, and an on-line survey, MDOT gathered input from its many customers on issues of statewide importance. These contributions led to a refined mission and vision statement for MDOT and a set of goals and objectives that form the framework of the MTP.

During the development of future MTP updates, MDOT will continue to conduct extensive, multi-tiered public outreach processes to engage Maryland's citizens and key stakeholders throughout the development of the MTP update. Under the current Transportation Authorization (FAST Act) and the coinciding Final Rule for Statewide and Metropolitan Planning issued in the February 14, 2007, Federal Register, the states are required to carry out the Coordinated, Comprehensive and Continuing 3-C process for transportation planning with input from the public, MPOs, local governments and other key stakeholders.

## ***2.2.1 MTP Steering Committee***

At the onset of the plan update process MDOT begins by developing a Steering Committee made up MDOT and Business Unit staff to solicit input and provide guidance on critical policy emphasis areas and vet approaches to stakeholder participation strategies.

Briefing materials are prepared for elected officials to ensure that they are able to participate in the development of the MTP, prior to engaging them in their input. The outreach may also include media announcements and interview spots on local news shows and announcements in newspapers and on



radio and television to announce key milestones and public participation opportunities. Development of outreach materials that effectively educate decision-makers and the general public regarding implications of the statewide transportation plan, relationship of this plan to related statewide plans, and potential mechanisms for its implementation is very important to the successful development of this plan.

### ***2.2.2 Stakeholder Interviews***

Interviews will be used to gather information from key stakeholders who have more detailed information to convey than what can be gained through public meetings. The list of interviewees will be developed with the assistance of the Advisory Committee.

### ***2.2.3 Agency Coordination***

Another key component of the stakeholder participation process includes coordination with federal, state, regional and local partners to establish a common transportation vision for the state's transportation network and its relation to land use, population, and economic development. Key stakeholders include, but not be limited to MPO Board members, MDOT Transportation Business Units and authorities, local and state elected officials, other state agencies (Maryland Department of Planning, Maryland Department of the Environment, etc.), and major stakeholders that would be identified through the Steering Committee.

### ***2.2.4 Public Workshops***

Public workshops and open-houses are held to provide information to and solicit input from the public and stakeholders including presentations at the CTP Tour meetings to ensure there is outreach to all of Maryland's 23 counties. Brochures and flyers are prepared to hand out at each of these workshops, open-houses, and presentations. In addition, MDOT holds public meetings at each of Maryland's seven Metropolitan Planning Organizations in order to present the plan and solicit citizen's input. Interactive opportunities such as this will allow citizens and stakeholders to learn about transportation in Maryland and provide their feedback on issues, goals, and objectives that are important to them and their communities. This outreach could also include visioning exercises and visualization methods.

## **2.3 Maryland Statewide Transportation Improvement Program Public Participation (STIP)**

The public participation for the STIP occurs at the state, local and regional levels. At the state-level and non-metropolitan area level the identification of projects for inclusion in the STIP occurs at annual Consolidated Transportation Program Tour Meetings (Tour) that are held each fall season and through the development of County Priority letters. In the metropolitan regions, the MPOs' process for project selection in the STIP incorporates the projects in the MPO TIPs.

### ***2.3.1 Consolidated Transportation Program***

The annual Consolidated Transportation Program Tour process is where the Secretary of Transportation and Transportation Business Units meet with the local elected officials, state delegation, and the citizens from each of Maryland's 23 counties to share information on the state's transportation funding program and receive feedback on transportation priorities which MDOT considers when they development of the final CTP. The CTP includes projects funded for the current fiscal year and for five fiscal years in the future.

Chapter 725 in Maryland State Law, adopted in 2010, enhances transparency and accountability in the proposal, evaluation and selection of proposed major capital projects proposed for construction in the Consolidated Transportation Program (CTP). The law requires proposing entities to clarify the relationship between their prioritized capital projects proposed for construction and the state goals for transportation as articulated in the Maryland Transportation Plan (MTP) and how the project supports local land use plans and goals. Major capital projects include a new, expanded or significantly improved facility or service that generally involves planning, environmental studies, design, right-of-way acquisition, construction or purchase of essential equipment related to the facility or service.

With the understanding that providing transparency is an important part of being good stewards of our transportation system, the Department wants to assist proposing entities with guidance regarding the information needed to comply with the requirements of Chapter 725 in composing your priority requests. Therefore, the Department is providing guidance on how to provide supplemental information to support these county transportation priority letters.

#### ***Transportation Priority Letters***

Formal local and public input is provided through "county priority letters" and input received during the annual CTP tour. Input is received from the Metropolitan Planning Organizations (MPOs), generally through the content of their constrained long-range transportation plans. In addition, the Department of Budget and Management provides recommendations on the final program to the Secretary in early December as a part of the budget process. Input is also received throughout the year from the Governor's office and specific guidance is received on the draft and final programs.

Maryland's 23 counties, the City of Baltimore and municipalities have the opportunity to submit an annual "Transportation Priorities Letter" to help inform the Department of local governments' needs as the draft Consolidated Transportation Program (CTP) is developed each year. Priority Letters identify the desired state capital investments deemed most important by local governments and convey a general consensus position of each jurisdiction's state and local

elected officials. The letters are requested by MDOT's Office of Planning and Capital Programming asking that each jurisdiction submit their letters in May of each year so that their request for state

funding for their transportation priorities can be considered by the Secretary of Transportation and the Business Units for inclusion in the draft CTP.

Priority Letter represents each county's own internal ranking of projects deemed most important based on local need and local input. This is an effective way for counties to convey to MDOT the need for specific transportation projects and investments. Priority Letters involve requests for a wide variety of project funding – from transit improvements, highway reconstruction, and sidewalk construction to bridge improvements, bike path development, and highway safety projects. In some cases, counties reserve portions of their own funds in order to accelerate project implementation, conduct feasibility and planning studies, ensure that projects are kept on-track, and provide a funding match as required for certain types of projects. The modal share (highway, transit, etc.) of the projects listed in Priority Letters ranges from county to county. In more heavily populated and densely developed counties, there is a stronger focus on public transportation and improving access to public transportation from roadway networks. Counties with smaller populations and lower densities tend to focus on highway and arterial improvements, although most counties request some element of transit funding. Priority letters are typically received in the spring-summer as the draft CTP/STIP is developed.

### ***CTP Tour Annual Consultation Process***

Once the official draft CTP/STIP is complete, MDOT conducts the Annual Consultation Process, also known as the CTP Tour, where the Secretary of Transportation and the Modal Administrators visit each of the state's 23 counties and Baltimore City to present and solicit input on the draft CTP/STIP. In preparation for the Tour, MDOT conducts staff level meetings with each of the Counties and Baltimore City called the Pre-Tour to solicit staff input prior to the actual Tour. At the Tour itself, local elected officials, state legislators, and citizens are generally present at these meetings. After the CTP Tour, MDOT reviews any comments and concerns and uses this input, along with updated revenue forecasts, to develop the final CTP/STIP.

Once the final CTP has been developed after public input, it is submitted to the General Assembly for its approval. The final CTP is used in creating the MPO TIPs – all information is the same. Once the final CTP and each TIP have been approved, they are brought together into the current STIP. It should also be noted that the STIP also includes projects and plans of two independent agencies – MDTA and WMATA. Each of these authorities is eligible for federal funding under Title 23 USC and Title 49 USC Chapter 53.

To further make the transportation planning process accessible to the public, MDOT makes the Maryland Transportation Plan, the CTP, and the STIP available online for the public's information and use at <http://www.mdot.state.md.us>. All MPOs also post their TIP online with other appropriate reports, studies, surveys, press releases, and pamphlets.

## **2.4 MDOT Public Participation Documents and Additional Consultation Opportunities**

MDOT also engages in a range of consultative activities with representatives of local agencies and elected officials from Maryland's non-metropolitan areas. In fact, a number of organizations and groups representing Maryland's rural counties and transportation interests regularly present before the General Assembly and Secretary of Transportation to communicate their needs and lobby for specific projects and funding initiatives, such as the Transportation Association of Maryland (TAM) – a statewide advocate of public, private, and non-profit transit agencies. Other activities include SHA District Offices, where continuous relationships with local agencies and officials help to identify highway, transit, and other transportation capital needs for inclusion in the STIP and CTP. MDOT also attends Maryland Municipal League meetings and the Maryland Association of Counties meetings as another way to foster transportation planning coordination.

### **2.4.1 MTA Title VI Implementation Plan**

The Maryland Department of Transportation Maryland Transit Administration's (MDOT MTA) Title VI Plan is prepared in compliance with 49 CFR Section 21.9(b) with guidance provided by the Federal Transit Administration-Region III Office, Philadelphia, PA. This plan provides specific information that explains MDOT MTA Title VI activities pertaining to organization and staffing, monitoring and review processes, complaint procedures, Title VI Policy, annual work plan and applicable attachments (brochures, procedures).

The provisions of the Title VI Plan apply to all recipients of federal assistance with and throughout MDOT MTA. A recipient includes any public, private entity or individual receiving the benefits of a federally-aided transportation assistance program. The program applies to all phases of MDOT MTA operations.

### **2.4.2 Statewide Human Services Transportation Plan**

The MDOT MTA works in conjunction with the Maryland Coordinating Committee for Human Services Transportation, and the development of the Statewide Human Services Transportation Plan guided by a State Coordinated Planning Committee of stakeholders. This committee will meet at key points and serve as a sounding board, provide input into the regional plans and help create the state-level plan. The State Coordination Plan will incorporate the FTA required elements, and follow this outline:

- Background information on the plan and FTA requirements
- Review of the planning process

- 
- Assessment of current conditions using the Framework for Action tool
  - State program guidance for management of the Section 5310, JARC and New Freedom Programs, including compliance requirements.
  - State applications for the Section 5310, JARC and New Freedom Programs
  - Evaluation criteria based on FTA guidance and the state's adopted performance measures
  
  - State agency coordination arrangements and actions based on current Five-Year Human Services Transportation Plan
  - Summary and appendix of the six regional plans

### ***2.4.3 Maryland Coordinating Committee for Human Service Transportation***

This is a Governor's Committee that meets quarterly to discuss transportation issues. Representatives on the Committee include: MDOT TSO & MDOT MTA staff, the Maryland Departments of Human Resources, Education, Aging, and Health and Mental Hygiene, as well as local transit providers.

### ***4.5.4 Transportation Association of Maryland (TAM)***

The Transportation Association of Maryland (TAM) is a statewide advocacy organization of public, private and non-profit transit providers committed to improving mobility for Marylanders. TAM

provides a variety of outreach efforts and meets annually with General Assembly members. MTA is a principal member of TAM and participates in the various training, education and professional development programs offered by the organization.

#### **2.4.5 Maryland Transportation Commission (MTC)**

The Maryland Transportation Commission (MTC) was formed in 1971 to conduct studies on the State transportation system (Chapter 526, Acts of 1970) and advises the Secretary of Transportation and Department Administrators on policy and programs. The Commission has seventeen members, including ten appointed members and seven regional members. Ten members are appointed to three-year terms by the Governor with the advice of the Secretary of Transportation. The seven regional members of the State Roads Commission serve ex officio. The Governor names the Chair (Code Transportation Article, secs. 2-201 through 2-205). Meetings are held on the 1st Wednesday of every month at 10:30 AM and take place at the Maryland Department of Transportation Headquarters, unless otherwise noted.

#### **2.4.6 Maryland Bicycle and Pedestrian Advisory Committee (MBPAC)**

The present-day Maryland Bicycle and Pedestrian Advisory Committee (MBPAC) formed in December 1991 as the Bicycle Advisory Committee (Chapter 624, Acts of 1991). In July 2000, the Committee became the Bicycle and Pedestrian Advisory Committee (Chapter 670, Acts of 2000). The Committee advises State government agencies on issues directly related to bicycling and pedestrian activity including funding, public awareness, safety and education.

The twenty-two member committee is appointed by the Governor, combining the experience of citizens with the expertise of State officials. Committee members represent geographical regions throughout the State and specific interests, including those of visually and mobility impaired individuals. Nine State agencies are represented, including:

- Maryland Department of Business and Economic Development
- Maryland Department of Disabilities
- Maryland Department of Health and Mental Hygiene
- Maryland Department of Natural Resources
- Maryland Department of Planning
- Maryland Department of Transportation
- Maryland-National Capital Park and Planning Commission
- Maryland State Department of Education
- Maryland State Police

### ***2.4.7 State Highway Administration Districts Coordination***

The state's 23 counties are grouped into seven SHA Districts for construction and maintenance functions. A District Engineer leads each office and maintains very close contact with local elected officials and county representatives. Each District office also has maintenance, traffic, & construction engineers assigned to each County.

### ***2.4.8 Regional Planning Coordination & Technical Assistance***

MDOT's Office of Planning & Capital Programming in cooperation with SHA, MTA, MDTA and MAA provides multi-modal planning and coordination in both the metropolitan and the rural areas.

### ***2.4.9 Locally Operated Transit Systems Program (LOTS)***

The Maryland Transit Administration provides technical and financial assistance to the State's Locally Operated Transit Systems. The MTA works with each of the local transit systems to develop and fund annual projects and services.

### ***2.4.10 Rural Transportation Assistance Program (RTAP)***

The Maryland Transit Administration administers this federally funded program designed to provide training and technical assistance to transit operators in non-urbanized areas. RTAP provides scholarships for out-of-state training, a lending library and is currently developing a Driver Certification Program.

**Appendix 1**  
**Maryland Metropolitan Planning Organization**

Metropolitan Planning Organization	Member Jurisdictions			
<p><b>Baltimore Regional Transportation Board (BRTB)</b>  <b>Designation Year:</b> 1992  <b>2010 Census Population:</b> 2,662,204</p>	<ul style="list-style-type: none"> <li>• Baltimore City</li> <li>• City of Annapolis</li> <li>• Anne Arundel County</li> <li>• Baltimore County</li> </ul>	<ul style="list-style-type: none"> <li>• Carroll County</li> <li>• Harford County</li> <li>• Howard County</li> </ul>		
<p><b>Cumberland Area MPO (CAMPO)</b>  <b>Designation Year:</b> 75,091  <b>2010 Census Population:</b> 75,091</p>	<ul style="list-style-type: none"> <li>• City of Cumberland, MD</li> <li>• City of Frostburg, MD</li> <li>• Allegany County, MD</li> </ul>			
<p><b>Hagerstown-Eastern Panhandle MPO (HEPMPO)</b>  <b>Designation Year:</b> 1986  <b>2010 Census Population:</b> 323,989</p>	<ul style="list-style-type: none"> <li>• City of Hagerstown, MD</li> <li>• Portion of Washington County, MD</li> <li>• Urbanized Area Portion of Franklin County, PA</li> </ul>			
<p><b>National Capital Region Transportation Planning Board (TPB)</b>  <b>Designation Year:</b> 1965  <b>2010 Census Population:</b> 4,991,324</p>	<ul style="list-style-type: none"> <li>• Washington, D.C.</li> </ul> <table border="0" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> <p align="center"><b><u>Maryland</u></b></p> <ul style="list-style-type: none"> <li>• Charles County</li> <li>• Frederick County</li> <li>• Montgomery County</li> <li>• Prince George's County</li> </ul> <p><b><u>Cities of:</u></b></p> <ul style="list-style-type: none"> <li>• Bowie</li> <li>• College Park</li> <li>• Frederick</li> <li>• Gaithersburg</li> <li>• Greenbelt</li> <li>• Rockville</li> <li>• Takoma Park</li> </ul> </td> <td style="width: 50%; vertical-align: top;"> <p align="center"><b><u>Virginia</u></b></p> <ul style="list-style-type: none"> <li>• Fairfax County</li> <li>• Loudoun County</li> <li>• Prince William County</li> </ul> <p><b><u>Cities of:</u></b></p> <ul style="list-style-type: none"> <li>• Alexandria</li> <li>• Arlington County</li> <li>• Fairfax</li> <li>• Falls Church</li> <li>• Manassas</li> <li>• Manassas Park</li> </ul> </td> </tr> </table>		<p align="center"><b><u>Maryland</u></b></p> <ul style="list-style-type: none"> <li>• Charles County</li> <li>• Frederick County</li> <li>• Montgomery County</li> <li>• Prince George's County</li> </ul> <p><b><u>Cities of:</u></b></p> <ul style="list-style-type: none"> <li>• Bowie</li> <li>• College Park</li> <li>• Frederick</li> <li>• Gaithersburg</li> <li>• Greenbelt</li> <li>• Rockville</li> <li>• Takoma Park</li> </ul>	<p align="center"><b><u>Virginia</u></b></p> <ul style="list-style-type: none"> <li>• Fairfax County</li> <li>• Loudoun County</li> <li>• Prince William County</li> </ul> <p><b><u>Cities of:</u></b></p> <ul style="list-style-type: none"> <li>• Alexandria</li> <li>• Arlington County</li> <li>• Fairfax</li> <li>• Falls Church</li> <li>• Manassas</li> <li>• Manassas Park</li> </ul>
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<p><b>Salisbury-Wicomico MPO (S/WMPO)</b>  <b>Designation Year:</b> 2004  <b>2010 Census Population:</b> 76,494</p>	<ul style="list-style-type: none"> <li>• City of Salisbury, MD</li> <li>• City of Fruitland, MD</li> <li>• Urbanized Area of Wicomico County, MD</li> <li>• Town of Delmar, DE</li> </ul>			
<p><b>Wilmington Area Planning Council (WILMAPCO)</b>  <b>Designation Year:</b> 1971  <b>2010 Census Population:</b> 639,457</p>	<ul style="list-style-type: none"> <li>• City of Wilmington, DE</li> <li>• New Castle County, DE</li> <li>• Cecil County, MD</li> </ul>			
<p><b>Calvert-St. Mary's MPO (C-SMMPO)</b>  <b>Designation Year:</b> Designation Pending  <b>2010 Census Population:</b> 58,875</p>	<ul style="list-style-type: none"> <li>• Urbanized Area Portion of Calvert County and St. Mary's County, MD</li> </ul>			





