



OFFICE OF THE SECRETARY

TITLE VI IMPLEMENTATION PLAN

(In Accordance with Federal Transit Administration Regulations)

MAY 2, 2016



U.S. Department
of Transportation
**Federal Transit
Administration**

REGION III
Delaware, District of
Columbia, Maryland,
Pennsylvania, Virginia,
West Virginia

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May 6, 2016

Mr. Louis W. Jones, Director
Office of Diversity & Equity
Maryland Department of Transportation (MDOT Headquarters)
The Secretary's Office
7201 Corporate Center Drive
Hanover, MD 21076

Re: Title VI Program Concurrence
Maryland Department of Transportation (MDOT): Recipient ID (1403)

Dear Mr. Jones:

Thank you for submitting a Title VI program for the Maryland Department of Transportation (MDOT Headquarters) as required by the Federal Transit Administration (FTA) Circular 4702.1B. Your program is for the triennial period of August 1, 2014 to July 31, 2017 and our records show that the most recent program submission was on May 3, 2016. Upon review, we have determined that your program satisfies the Title VI program requirements.

Thank you for your ongoing cooperation meeting all of the FTA civil rights program requirements. At this time, we are concurring with your program. Please note that FTA concurrence with your program does not relieve you from the obligation to implement Title VI requirements per the guidance issued in the Circular. Your next triennial Title VI program update is due to FTA on **June 1, 2017**. Please submit a Title VI program to the Title VI program page of FTA's TrAMS system by that date. A copy of this letter will be attached to your Recipient Profile for your reference.

FTA is committed to providing technical assistance to help correct your program. Please check our website at http://www.fta.dot.gov/civil_rights.html for resources and training opportunities. If you have any questions, please do not hesitate to contact Ms. Lynn Bailey, your FTA Civil Rights Officer directly at (215) 656-7121 or at lynn.bailey@dot.gov.

Sincerely,

Aida B. Douglas, Civil Rights Program Analyst
FTA Office of Civil Rights

cc: Monica McCallum, Regional Division Chief, FTA Office of Civil Rights (Electronic)
Lynn Bailey, FTA Region III Civil Rights Officer (Electronic)
Dr. Janet Moye Cornick, MDOT Title VI Program Manager (Electronic)

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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 transportation business units (TBUs) 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 TBUs.

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 TBUs 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 TBUs under MDOT are required to comply with Title VI of the Civil Rights Act of 1964 and other federal nondiscrimination 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 TBUs, 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 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 TBUs, 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 Implementation Plan 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.

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 Compliance and Implementation Plan 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 nondiscrimination 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 implementation 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) 865-1128, (888) 713-1414 toll-free. The notice to the public is posted in the lobby of the MDOT TSO Headquarters building, at the above address.



Pete K. Rahn
Secretary

5-2-16

Date

III. APPROVAL OF THE TITLE VI IMPLEMENTATION PLAN

I hereby acknowledge the receipt of the Maryland Department of Transportation's (MDOT) Title VI Implementation Plan (March 22, 2016) ("Plan"). I have reviewed and approved the Plan. 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).



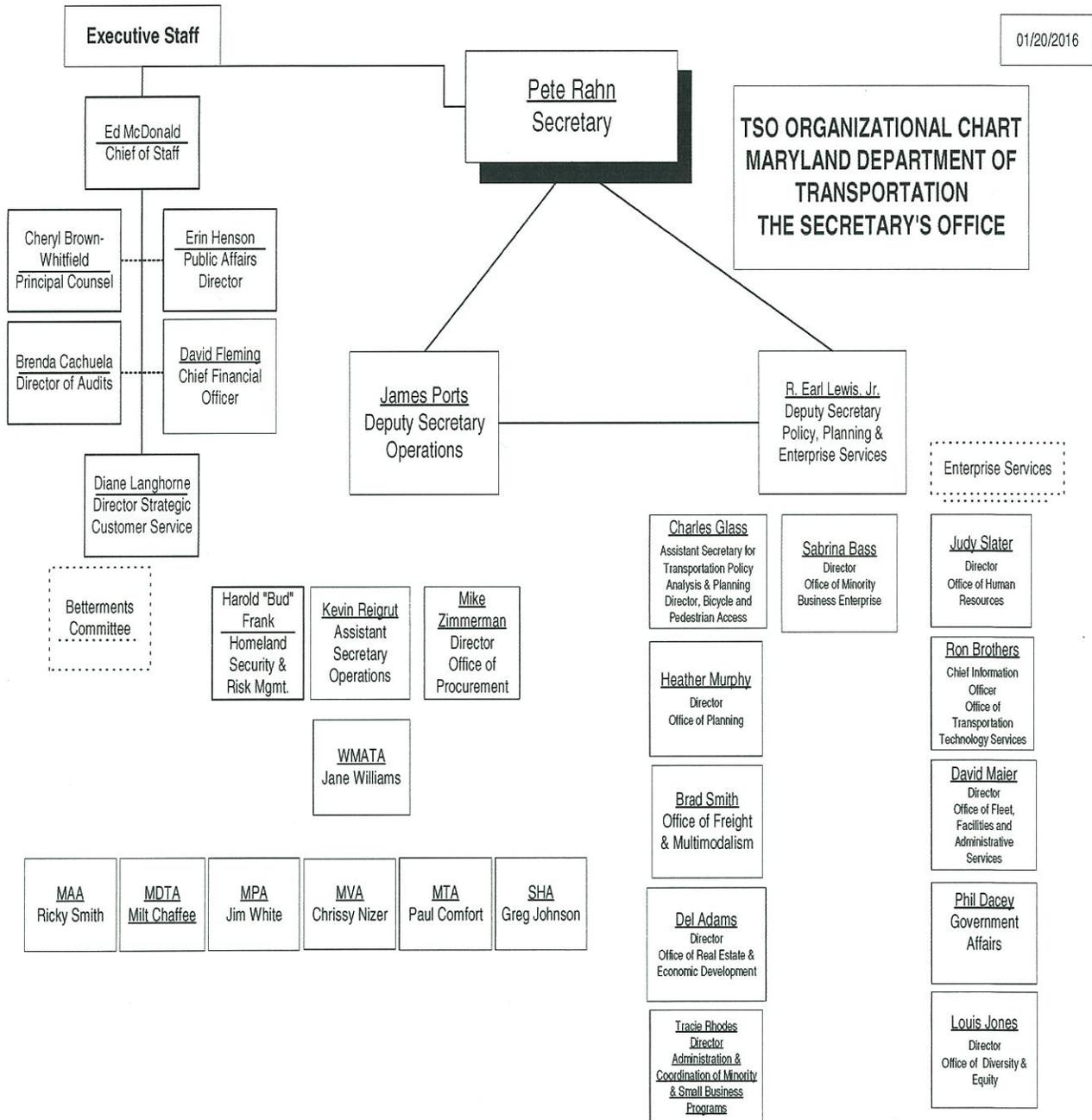
Pete K. Rahn
Secretary

5-2-16

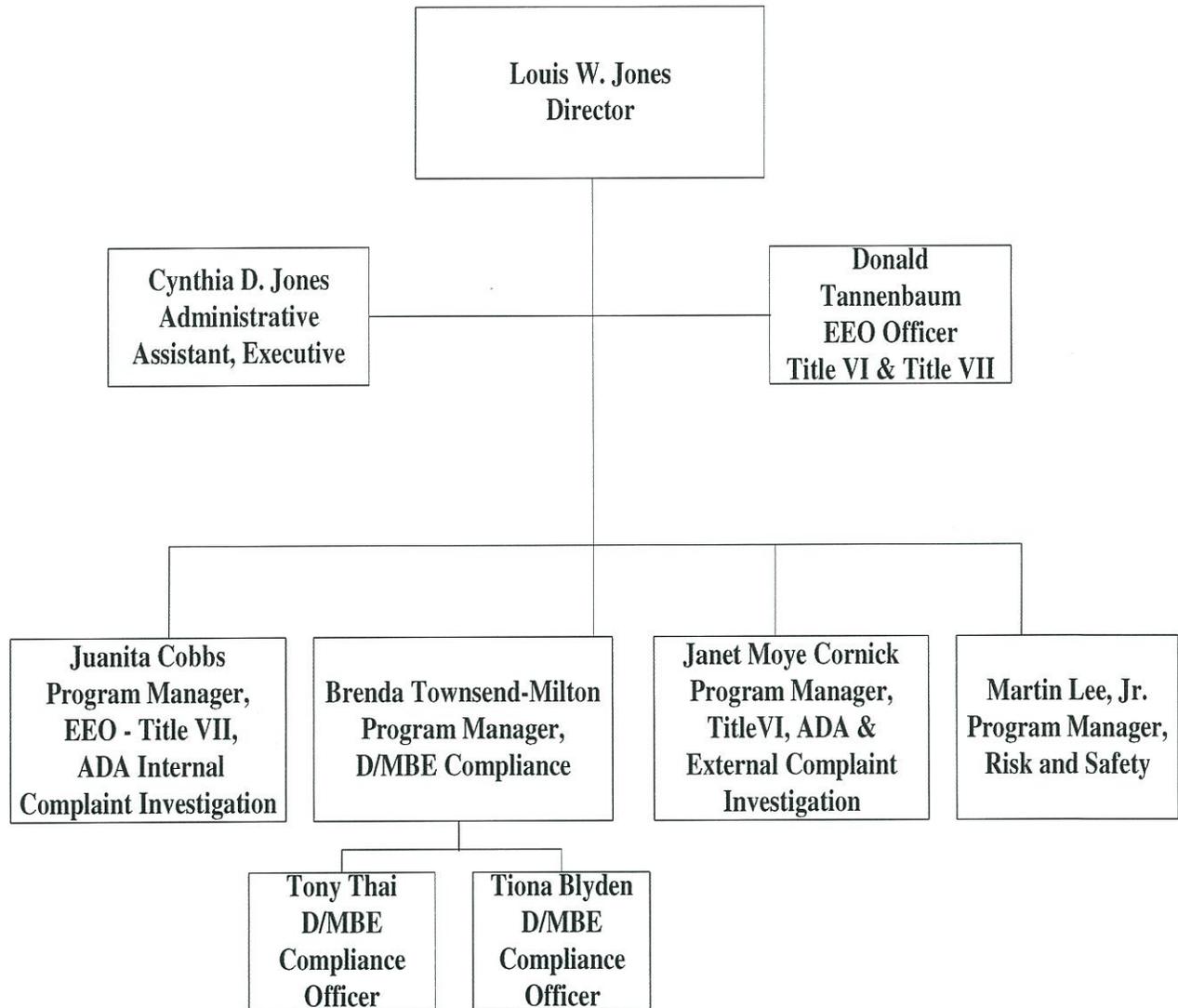
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IV. ORGANIZATION CHARTS

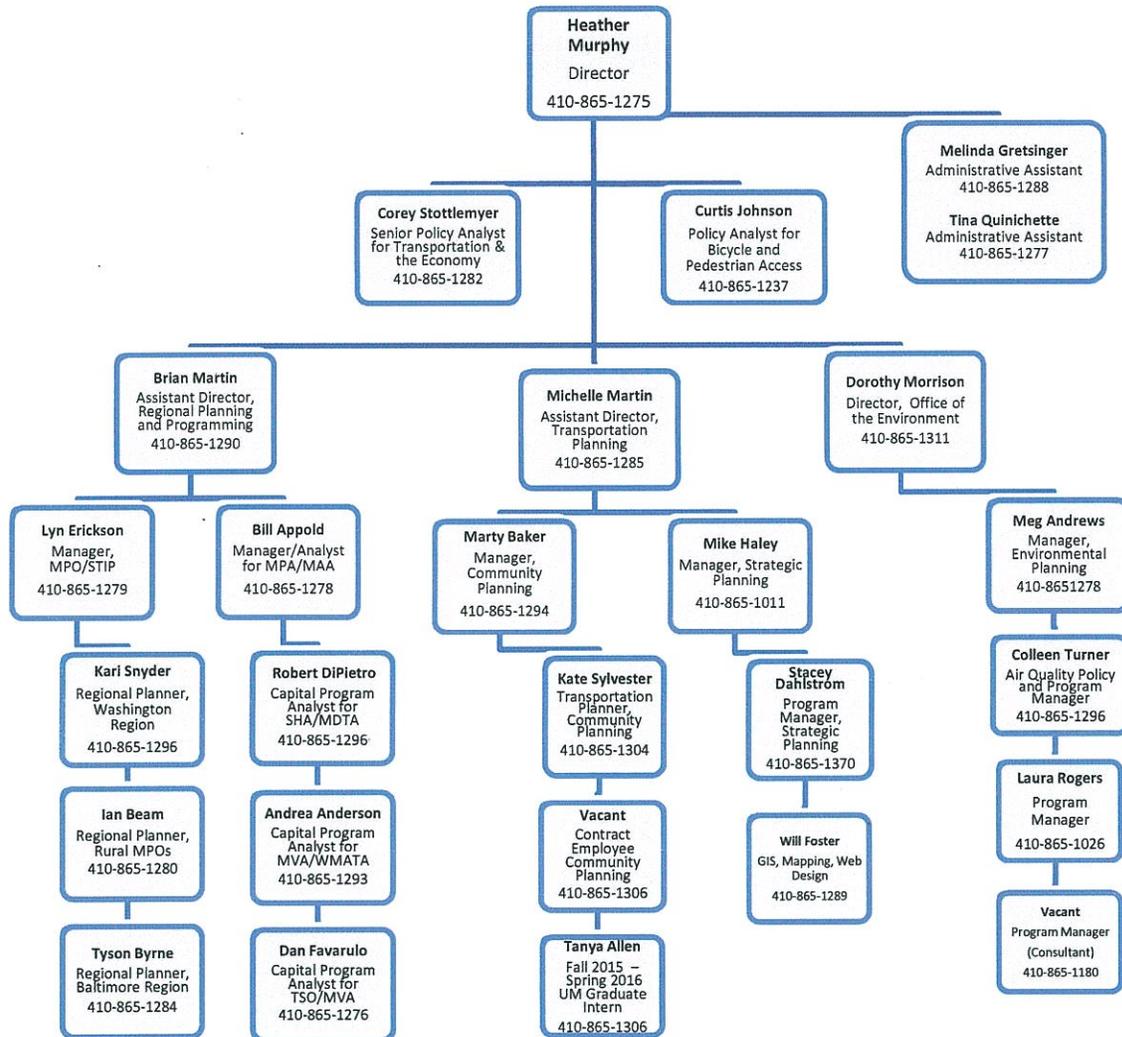
MARYLAND DEPARTMENT OF TRANSPORTATION OFFICE OF THE SECRETARY ORGANIZATION CHART



**OFFICE OF DIVERSITY AND EQUITY
ORGANIZATIONAL CHART**



OFFICE OF PLANNING AND CAPITAL PROGRAMMING ORGANIZATIONAL CHART



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.

Noncompliance – 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 or his/her designee.

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.

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
TBU	Transportation Business Unit
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

VII. RESPONSIBILITIES

This section will discuss the responsibilities of the Office of Diversity and Equity (ODE) and Office of Planning and Capital Programming (OPCP).

ODE Title VI Manager Responsibilities:

- Establish discrimination complaint procedures for prompt processing and disposition of the Title VI complaints
- Provide technical assistance to OPCP and MPOs
- Develop and conduct Title VI compliance reviews internally and externally
- Participate in federal compliance reviews
- Conduct and/or coordinate Title VI Training¹

Office of Planning and Capital Programming (OPCP) Responsibilities:

- Oversees the distribution of funding to MDOT subrecipients for metropolitan planning work
- Works with subrecipients as a partner, board member, and/or advisor during the development and approval of the subrecipients Title VI plans
- Assist ODE in monitoring subrecipient planning activities to ensure MPO compliance with Title VI requirements

¹ Title VI LEP Training and overview MDOT Title VI program was held March 22, 2016 at TSO.

VIII. 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 2010-2014 dataset which was released January 2016.

Number and Proportion of LEP Persons in the State of Maryland

The ACS 2010-2014 data indicate that in the State of Maryland 932,668 people, or 16.9 percent

of the State’s population, 5 years and older, speak a language other than English at home. Of these individuals 349,964, or 6.3 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	174,142	3.15%
Chinese	29,766	0.54%
Korean	21,344	0.39%
African languages (Amharic)	18,016	0.33%
Vietnamese	12,905	0.23%
French (incl. Patois, Cajun)	12,695	0.23%
Tagalog	10,644	0.19%
Russian	8,713	0.16%
Other Indic languages	6,896	0.12%
Other Asian languages	6,308	0.11%
Urdu	5,456	0.10%
Persian	4,756	0.09%
French Creole	3,854	0.07%
Portuguese or Portuguese Creole	3,496	0.06%
Arabic	3,363	0.06%
Gujarati	3,270	0.06%
Hindi	3,252	0.06%
German	2,450	0.04%
Greek	2,419	0.04%
Japanese	2,325	0.04%
Other Indo-European languages	2,248	0.04%
Italian	2,030	0.04%
Thai	1,458	0.03%
Other Pacific Island languages	1,390	0.03%
Polish	1,224	0.02%
Other Slavic languages	1,218	0.02%
Mon-Khmer, Cambodian	718	0.01%
Hebrew	573	0.01%
Serbo-Croatian	488	0.01%

Armenian	455	0.01%
Other West Germanic languages	437	0.01%
Laotian	424	0.01%
Hungarian	406	0.01%
Other and unspecified languages	299	0.01%
Other Native North American languages	281	0.01%
Yiddish	105	0.00%
Scandinavian languages	94	0.00%
Hmong	46	0.00%
Navajo	0	0.00%

Source: ACS 2010-2014 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 (9.2%), and Howard County (7.8%) have the highest percentages of persons with limited English proficiency. In addition Baltimore City, Anne Arundel County, and Frederick County have relatively high percentages of the State's LEP population residing in their jurisdictions.

Table 2: LEP Population by County

County	Total Population ¹	Speaks Only English	Non-English Speakers ²	LEP Population	% of Total Pop. that is LEP	% of Non-English Speakers that is LEP	% of State's LEP Pop. in Each County
Allegany	70,564	67,222	3,342	792	1.1%	23.7%	0.23%
Anne Arundel	515,174	461,254	53,920	17,944	3.5%	33.3%	5.13%
Baltimore	768,373	667,660	100,713	36,576	4.8%	36.3%	10.45%
Baltimore City	580,586	529,478	51,108	19,899	3.4%	38.9%	5.69%
Calvert	85,049	81,412	3,637	947	1.1%	26.0%	0.27%
Caroline	30,650	28,758	1,892	1,228	4.0%	64.9%	0.35%
Carroll	158,986	151,095	7,891	2,140	1.3%	27.1%	0.61%
Cecil	95,690	89,992	5,698	1,418	1.5%	24.9%	0.41%
Charles	141,695	131,456	10,239	3,046	2.1%	29.7%	0.87%

Dorchester	30,590	28,830	1,760	696	2.3%	39.5%	0.20%
Frederick	224,639	196,625	28,014	9,830	4.4%	35.1%	2.81%
Garrett	28,464	27,163	1,301	413	1.5%	31.7%	0.12%
Harford	233,700	217,548	16,152	4,597	2.0%	28.5%	1.31%
Howard	281,352	217,038	64,314	21,824	7.8%	33.9%	6.24%
Kent	19,078	18,064	1,014	436	2.3%	43.0%	0.12%
Montgomery	939,402	570,307	369,095	138,867	14.8%	37.6%	39.68%
Prince George's	825,192	649,305	175,887	76,242	9.2%	43.3%	21.79%
Queen Anne's	45,799	43,352	2,447	780	1.7%	31.9%	0.22%
St. Mary's	100,985	93,876	7,109	1,983	2.0%	27.9%	0.57%
Somerset	24,907	23,080	1,827	565	2.3%	30.9%	0.16%
Talbot	36,132	33,232	2,900	1,049	2.9%	36.2%	0.30%
Washington	140,131	130,416	9,715	3,071	2.2%	31.6%	0.88%
Wicomico	94,247	84,422	9,825	5,009	5.3%	51.0%	1.43%
Worcester	49,280	46,412	2,868	612	1.2%	21.3%	0.17%
State Total	5,520,665	4,587,997	932,668	349,964	6.3%	37.5%	100.00%

Source: ACS 2010-2014 Table B16001.

¹5 years old and over.

²Speak 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 26 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, French, Korean, Russian, Spanish, Tagalog, Urdu, and Vietnamese) base on the information in Table 3 (excluding the general descriptions for African languages (Amharic), Other Indic languages, and Other Asian 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.

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 that community/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 County²; and Gujarati, Hindi, and Portuguese in Howard County³. 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.⁴

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	388,382	7.0%	174,142	50%
Chinese	64,574	1.2%	29,766	9%
Korean	37,970	0.7%	21,344	6%
African languages	72,020	1.3%	18,016	5%
Vietnamese	21,924	0.4%	12,905	4%
French (incl. Patois, Cajun)	52,418	0.9%	12,695	4%
Tagalog	35,413	0.6%	10,644	3%
Russian	21,812	0.4%	8,713	2%
Other Indic languages	21,925	0.4%	6,896	2%
Other Asian languages	26,443	0.5%	6,308	2%
Urdu	17,286	0.3%	5,456	2%
Persian	13,983	0.3%	4,756	1%
French Creole	12,340	0.2%	3,854	1%

Source: ACS 2010-2014 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:

² More than 1,000 LEP individuals speak each of these languages in Montgomery County.

³ About 200-500 LEP individuals speak each of these languages in Howard County.

⁴ About 300-600 LEP individuals speak each of these languages in Prince George’s County.

1. Title VI Notification to the Public
2. Title VI Complaint Procedures
3. Title VI Complaint Form
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 the aforementioned 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.

- According to ACS 2010-2014 data about 831,000 persons, or 15.1 percent of Maryland’s residents, are foreign born.⁵
- About 933,000 people, or 16.9 percent of Maryland’s population, speak a language other than English at home; 349,964 or 37.5 percent of these individuals speak English less than “very well” and, thus, are considered to have LEP.
- 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 26 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 short-comings 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.

⁵ ACS 2010-2014 Table B16005.

- **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 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. They have never been asked to provide language assistance at these meetings but they are open to the public and would 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.

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 three contracts for translations:

1. Schreiber Translations, Inc. Account ID is "MD254".
51 Monroe Street, Suite 101
Rockville, MD 20850
Tel.: (301) 424-7737
Fax: (301) 424-2336
Email: translation@schreibernet.com
www.schreibernet.com
(Written Documents)
2. LanguageLine Solutions Account Number ID 530739
Dial 1-866-874-3972 Indicate Language
Fax 800-821-9040
E-mail dcorona@languageline.com
(Via telephone)
3. 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 TBUs, the plan covers all of the FTA requirements associated with the PL funds for which TSO is the direct recipient.

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 Schreiber Translations 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 translations of any written materials it provides⁶ 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 Link Solutions 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 LanguageLine Solutions 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 (LanguageLine Solution - 1-866-874-3972). Lobby staff is trained to use I-Speak cards to identify persons with LEP and then (as above) use LanguageLine Solutions 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.

Monitoring and Updating This LAP

TSO will monitor, evaluate and update its LAP. As outlined above, TSO will be tracking requests for LEP assistance on the website, written translations and oral translations. This

⁶ If the counties provide their own materials, they are responsible for translation of those materials.

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 “ispeak” cards and how to use the LanguageLine to create a three-way translation relay.

IX. 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.

X. MONITORING PLAN

On-Site Compliance Reviews of the subrecipients (Metropolitan Planning Organizations'-MPOs) Title VI Program Plans will be conducted bi-annually (starting in 2016) by MDOT's Title VI Program Manager and a representative of the Office of Planning and Capital Programming. TSO held a statewide MPO meeting on March 7, 2016 which included a discussion of Title VI and TSO monitoring requirements. We mentioned the future on-site review process and have started the process of reviewing the MPO Title VI programs. The purpose of the on-site review is to ensure that the MPO's Title VI Program is being implemented in accordance with the Federal Transit Administration (FTA) regulations, circulars, and any other guidance. The compliance reviews will focus on the following elements:

1. Subrecipients Notice to the Public
2. Subrecipients instructions to the public on regarding how to file a Title VI discrimination complaint
3. List of Title VI investigations, complaints, and lawsuits
4. 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
5. A copy of subrecipients plan for providing language assistance to persons with limited English proficiency
6. List of any transit or transportation related boards or committees including the racial breakdown of the members
7. A Title VI Implementation Plan including an assurance that the subrecipients will carry out the program in compliance with USDOT Title VI regulations.

The MPOs will receive a Title VI questionnaire 60 calendar days prior to the on-site compliance review. The questionnaire will serve as the guide for the on-site compliance review. A written compliance review report with recommendations will be sent to the MPO within 60 calendar days following the on-site review.

MDOT's Title VI Program Manager, in collaboration with the Federal Transit Administration's National Training Institute (NTI) will conduct Title VI Training for the MPOs at least bi-annually (starting in 2016) to ensure that the MPOs are knowledgeable of Title VI and the responsibilities and requirements for compliance.

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 8 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 2010-2014 American Community Survey estimates Maryland's population grew by 202,622 between 2010 and 2014, a 3.51% gain. The total change was ranked 13th among the 50 states, while the percent change was ranked 22nd (and above the national growth rate of 3.27%).

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 American Community Survey 5-Year Estimates 2010-2014. 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 8, Maryland's 47.4% 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: 85.8%
- Baltimore City: 71.8%
- Charles County: 55.5%
- Montgomery County: 54.0%
- Somerset County: 49.0%

The largest absolute increase in Maryland over 2010 to 2014 was in the Hispanic population (22,052), followed by non-Hispanic African Americans (15,183), Asians (12,039) and those classified as multi race (3,235). (Note that all of the race data is for non-Hispanics.)

The non-Hispanic white total dropped by 21,413, 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 47.4% in 2014. At 52.6%, non-Hispanic whites still are the largest share of the State's population in 2014, followed by non-Hispanic African Americans (29.3%), Hispanics (9.3%), non-Hispanic Asians (6.3%) and non-Hispanics of multi-races (2.2%). Hispanics had the largest percentage point increase in the share of the State's population, 1.1 percentage points, going from 8.2% in 2010 to 9.3% in 2014.

All but the Southern Maryland Region experienced non-Hispanic white population loss. Calvert (840) and St. Mary's (2,605) counties gains offset Charles County's (-2,167) loss. Baltimore County (-12,411) had the largest total loss. Growth in non-Hispanic whites also took place in Anne Arundel (3,294), Frederick (2,503), Howard (940) and Queen Anne's (651) counties and the City of Baltimore (1,176). The rest of the urban jurisdictions had losses in non-Hispanic whites.

Two counties in Maryland joined Prince George's County with a "minority-majority" status in 2010. Montgomery County (50.7%) and Charles County (51.6%) in 2010 had a majority of their population made up of minorities and their share of minorities increased to 54.0% and 55.5% respectively by 2014.

All of Howard County's population change was also due to minority growth, but unlike other counties, the largest component of the increase was in non-Hispanic Asian (10,535). Non-Hispanic Asian growth makes up 47.2 percent of the County's population growth from 2010 to 2014. Montgomery County's (18,488) and Howard County's non-Hispanic Asian population increase account for 54.9 percent of the non-Hispanic Asian growth in Maryland. The information portrayed here was retrieved from the Maryland Department of Planning's Data Center website <http://planning.maryland.gov/msdc/home.shtml> on February 2, 2016.

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.

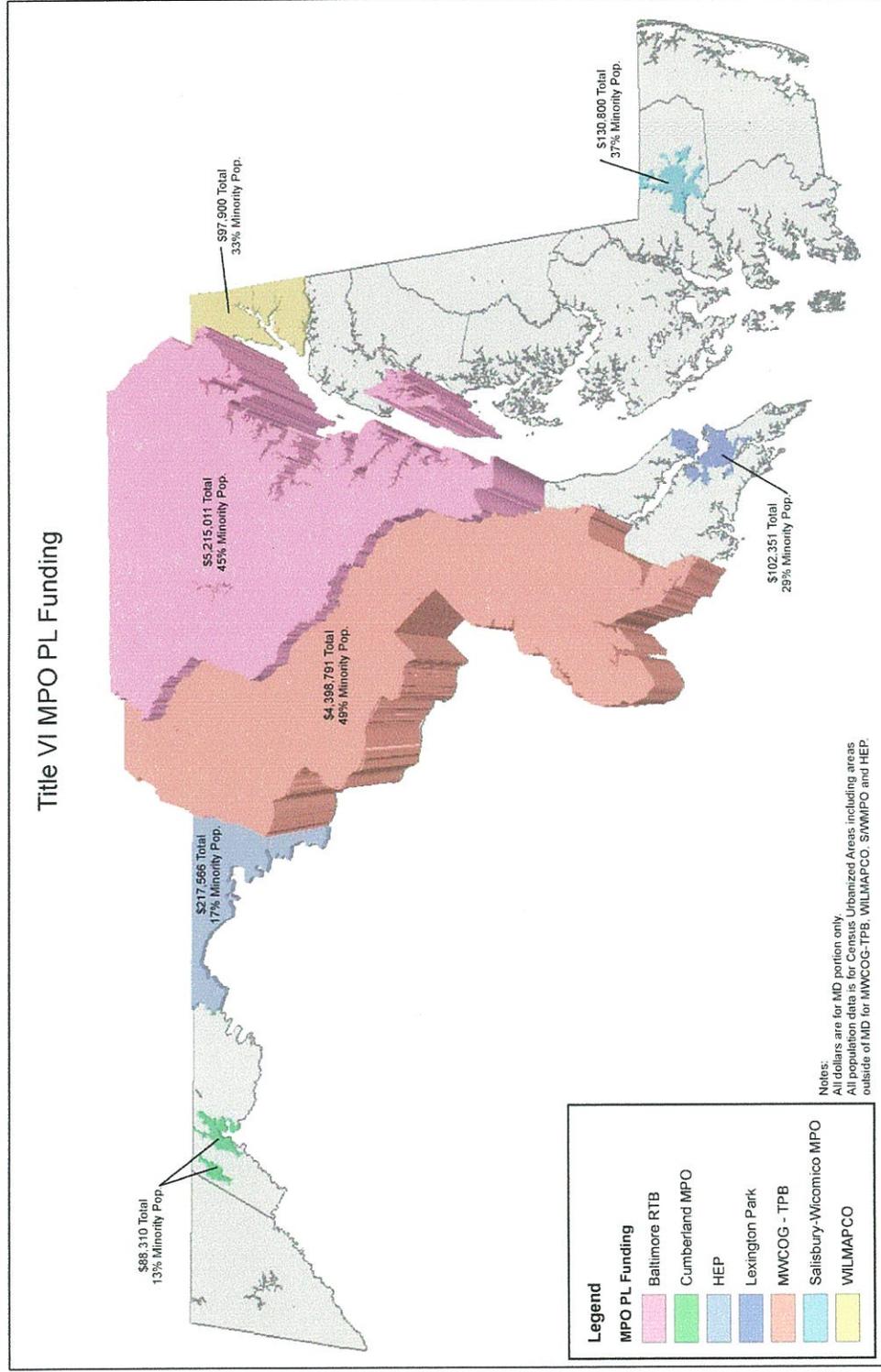
In order to determine if Maryland's investments are consistent with Title VI it is important to identify the areas of the state with high percentages of minority population concentrations. The demographic profile focused on the minority population at the jurisdictional level. Data from the 2010 U.S. 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 FY2015. TSO transfers FHWA funds to FTA prior to drawing them down. **Figure D2** lists the distribution of PL funds to the MPOs for fiscal year 2015. These funds are used only for planning purposes, the MPOs do not own or operate any transit service.

Figure D2: Metropolitan Planning Funds Distribution FY 2015

MPO	Federal Funding	State Funding	Total
BRTB	\$ 4,635,565	\$ 579,446	\$ 5,215,011
C-SMMPO	\$ 90,978	\$ 11,373	\$ 102,351
CAMPO	\$ 78,498	\$ 9,812	\$ 88,310
HEPMPO	\$ 193,392	\$ 24,174	\$ 217,566
TPB	\$ 3,910,036	\$ 488,755	\$ 4,398,791
S/WMPO	\$ 116,266	\$ 14,534	\$ 130,800
WILMAPCO	\$ 92,857	\$ 5,043	\$ 97,900

Metropolitan Planning Funds and Title VI



XII. DISPARATE IMPACT ANALYSIS

FTA requires an analysis of impacts identified in **Section D. 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 the majority of the Census tracts with high minority populations and the majority of the transit investment; these two regions are also home to the majority of Maryland's population as a whole.

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 BayRunner 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.

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 held a statewide MPO meeting on March 7, 2016 which included a discussion 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 TBUs, 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 several counties, and Baltimore City, that submit these 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 TBU 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.

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 TBU 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 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 2010-2014 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.

XIV. PUBLIC PARTICIPATION PLAN

MDOT recognizes that an early and continuous public participation process is the key to keeping the public fully informed and involved in making decisions that affect Maryland's transportation systems. TSO strives to be as inclusive as possible, and employs a range of public outreach strategies that vary based on the relevant outreach needs. These strategies have included press releases, mass mailings, interviews, facilitated meetings, an interactive website, newsletters, social media, and online surveys.

TSO's public participation process begins during the development of MDOT's Statewide Transportation Plan, called the Maryland Transportation Plan (MTP), continues through the creation of Maryland's Statewide Transportation Improvement Program (STIP) and six-year Consolidated Transportation Program (CTP), and then finishes with the project development phase for implementation of specific transportation system improvements. The MDOT Annual Consultation Meetings Tour (MDOT Tour) is the major outreach activity of TSO for the development of the MTP, STIP and CTP.

As part of the MDOT Tour, the Secretary and business unit leaders meet with the public and discuss ways to improve transportation in the State. Annually, there are at least twenty-four public MDOT Tour meetings held across the State. These meetings are hosted by local jurisdictions and held at different local venues, including county buildings, community centers or organizations, local boards of education, and public libraries that are transit assessable locations with variable starting times to accommodate different work schedules.

In the past, TSO's public outreach included providing notice of the MDOT Tour meetings through the use of press releases, mass mailings, social media, and MDOT website postings. Appendix 7 documents TSO's past public outreach activities, including a press release of the MDOT Tour, schedules for the MDOT Tour meetings for the STIP/CTP from 2011 through 2015, and the Public Outreach Strategy for the 2014 MTP.

To encourage participation by minority and LEP populations throughout Maryland, TSO will place advertisements in local newspapers, including major and non-English language media, prior to public meetings to inform the public of these activities. TSO will also use, when appropriate, non-English language newspapers within the local jurisdictions for public outreach that is being conducted by TSO. TSO will continue to issue press releases, send mass mailings, use surveys, and post on the MDOT social media pages and the MDOT website. TSO will continue to work with the local jurisdictions to ensure that public meetings continue to be held at transit assessable locations with variable starting times to accommodate different work schedules. TSO will also continue to work with the local jurisdictions to engage minority and LEP populations. The MDOT Tour meeting schedule and directions are listed on the website at http://www.mdot.maryland.gov/newMDOT/Planning/CTP/2015_CTP_Tour/Index.html.

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 civil rights program, and the procedures to file a complaint, contact Dr. Janet Moyer Cornick, Title VI Program Manager, 1-888-713-1414; Maryland Relay Customer Service 1-800-552-7724 or 410-767-6960 (Voice); email jcornick@mdot.state.md.us; 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, 5th Floor-TCR, 1200 New Jersey Ave., SE, Washington, DC 20590.

A copy of this Notice to the Public has been posted in the lobby of the Maryland Department of Transportation Headquarters building, 7201 Corporate Center Drive, Hanover, Maryland 21076 and on the MDOT Website, <http://www.mdot.maryland.gov/Diversity/TitleVI/Resources.html>.

If information is needed in another language, contact Schreiber Translations, Inc., 1-800-822-3213, or Ad-Astra, 301-408-4242 or 1-800-308-4807.

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 Schreiber Translations, Inc., 1-800-822-3213, or Ad-Astra, 301-408-4242 or 1-800-308-4807.

Appendix 3

TITLE VI COMPLAINT FORM

Section I				
Name:				
Address:				
Telephone (Home)			Telephone (Work):	
Electronic Mail Address:				
Accessible Format Requirements?	Large Print		Audio Tape	
	TDD		Other	
Section II				
Are you filing this complaint on your own behalf?			Yes*	No
*If you answered "Yes" to this question, go to Section III.				
If not, please supply the name and relationship of the person for whom you are complaining:				
Please explain why you have filed for a third party: _____				
Please confirm that you have the permission of the aggrieved party if you are filing on behalf of a third party.			Yes	No
Section III				
I believe the discrimination I experienced was based on (check all that apply):				
<input type="checkbox"/> Race		<input type="checkbox"/> Color		<input type="checkbox"/> National Origin
Date of 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

Section IV	
Have you previously filed a Title VI complaint with this agency?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Section V	
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:	
Section VI	
Name of agency complaint is against:	
Contact person:	
Title:	
Telephone number:	

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

Signature and date required below.

Signature

Date

Please submit this form in person 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

Caption/Parties	MDOT Unit Handling	Date (MM/DD/YY)	Summary (basis of complaint – race, color or national origin)	Status	Action(s) Taken
Investigations					
NAACP, et. al. v. State, MDOT, MTA, & SHA	TSO	12/22/15	Administrative complaint to USDOT regarding cancellation of Red Line Project – alleges disparate impact against African Americans	USDOT Investigating	
Lawsuits					
Mills v. SHA, US District Court of Md.	SHA OAG	4/1/14	In Second Amended Complaint, Plaintiff asserted a Title VI count in his race discrimination case.	US District Court dismissed Title VI count. Case in process of settling based on allegations unrelated to Title VI claim.	N/A
Complaints					
P. J. Gryp of TMI Stripping	MAA	9/6/12	Allegation of gender discrimination by subcontractor	Closed	Investigation revealed allegations not substantiated
James Trucking	TSO/ODE SHA	10/2014	Unknown	Closed	Investigation revealed documented performance

Caption/Parties	MDOT Unit Handling	Date (MM/DD/YY)	Summary (basis of complaint – race, color or national origin)	Status	Action(s) Taken
					issues
Wales Trucking	TSO/ODE SHA	10/2014	Unknown	Closed	Investigation revealed documented performance issues
Three Kids Trucking	TSO/ODE SHA	10/2014	Unknown	Closed	

Appendix 5

MINORITY MEMBERSHIP ON COMMITTEES

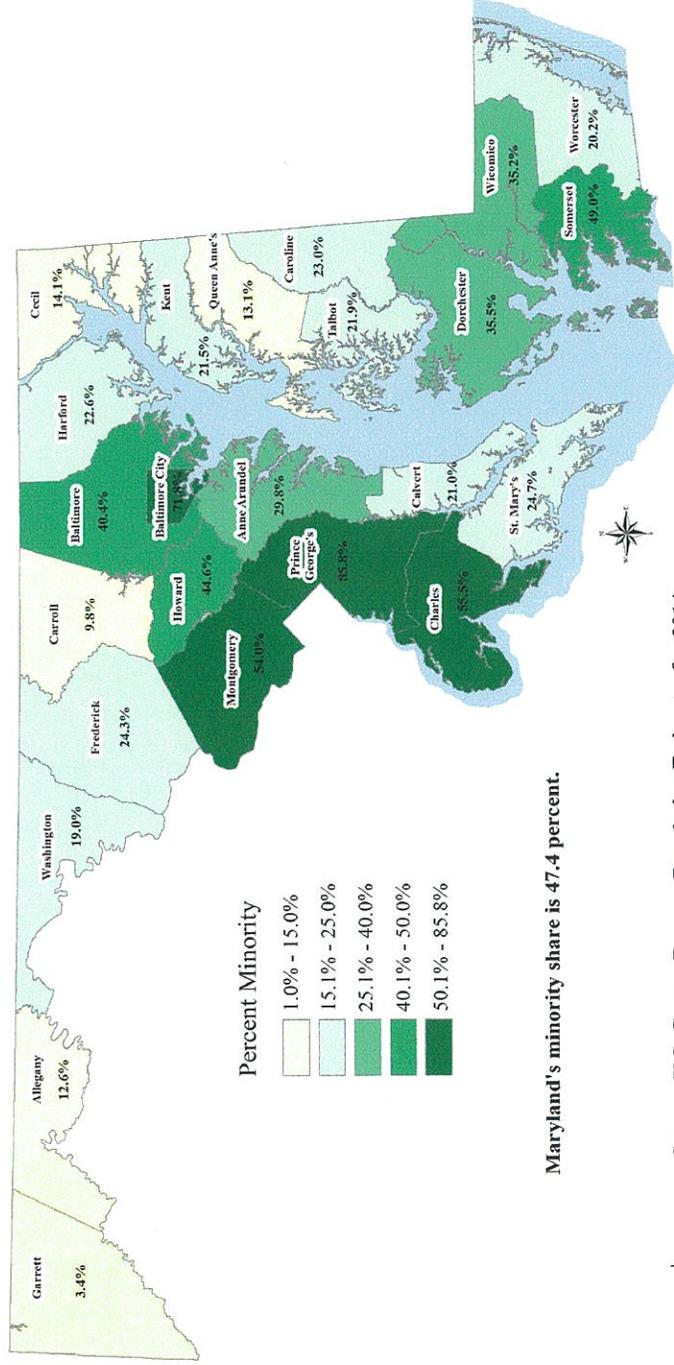
Commission/Committee	Total Members	Type	Caucasian	African American	Hispanic	Indian American
Maryland Transportation Commission	10	At Large	6	3	0	1
State Roads Commission	7	At Large	6	0	1	0
Maryland Bicycle and Pedestrian Advisory Committee	22	At Large: 13 (3 vacant)	10	0	0	0
		State Agencies: 9	7	2	0	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, Hispanic and Indian American representation.

Appendix 6

DEMOGRAPHIC PROFILES

C1 - Minority Population Share for Maryland's Jurisdictions, 2014
 Minority Population Share for Maryland's Jurisdictions - 2014



Maryland's minority share is 47.4 percent.

Source: U.S. Census Bureau, Population Estimates for 2014.
 Map prepared by the Maryland Department of Planning,
 Planning Data & Analysis/State Data Center

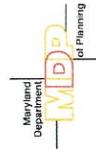


Table 6B. Change in Total Population by Race for Maryland's Jurisdictions, April 1, 2010 to July 1, 2014

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	Two or More Races
Maryland	202,622	48,103	77,631	2,525	53,510	928	19,825
Baltimore Region	74,271	10,114	29,110	732	24,973	470	8,872
Anne Arundel	22,477	9,021	7,835	241	2,877	142	2,361
Baltimore County	21,952	-6,412	17,653	298	7,665	114	2,634
Carroll	692	-669	534	19	389	3	416
Harford	5,279	977	1,859	115	1,638	11	679
Howard	22,199	3,365	6,429	29	10,535	94	1,747
Baltimore City	1,672	3,832	-5,200	30	1,869	106	1,035
Suburban Washington Region	109,842	38,510	36,862	1,107	25,275	235	7,853
Frederick	10,290	5,055	2,221	72	1,686	78	1,178
Montgomery	58,641	15,764	19,376	689	18,488	13	4,311
Prince George's	40,911	17,691	15,265	346	5,101	144	2,364
Southern Maryland Region	15,303	4,255	7,950	152	1,381	110	1,455
Calvert	1,876	1,386	-49	18	214	21	286
Charles	8,196	-731	7,233	129	702	64	799
St. Mary's	5,231	3,600	766	5	465	25	370
Western Maryland Region	-410	-3,685	1,796	97	632	31	719
Allegany	-2,135	-2,420	-56	24	134	5	178
Garrett	-418	-548	18	1	67	0	44
Washington	2,143	-717	1,834	72	431	26	497
Upper Eastern Shore Region	1,237	-395	559	115	455	59	444
Caroline	-528	-727	17	19	134	7	22
Cecil	1,275	241	559	32	167	10	266
Kent	-377	-323	-102	14	21	2	11
Queen Anne's	1,006	762	56	22	56	1	109
Talbot	-139	-348	29	28	77	39	36
Lower Eastern Shore Region	2,379	-696	1,354	322	794	23	582
Dorchester	-40	-298	97	30	67	4	60
Somerset	-611	-613	-218	28	84	4	104
Wicomico	2,806	326	1,457	201	510	12	300
Worcester	224	-111	18	63	133	3	118

Prepared by the Maryland Department of Planning, from the Population Division, U.S. Census Bureau, June, 2015.

The **Title VI Minority Census Tracts** map, **Figure D1**, displays the minority census tracts greater than or equal to 45.2%. According to the 2010 U.S. Census, the State of Maryland has an overall 45.2% 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 45.2%, the overall percentage of minority population for Maryland.

State/Region/Jurisdiction	July 1, 2014			April 1, 2010			Percentage Point Change in Minority Share (2010 to 2013)
	Total	Minority Population*	Minority Share	Total	Minority Population*	Minority Share	
Maryland	5,976,407	2,831,703	47.4%	5,773,785	2,607,668	45.2%	2.2%
Baltimore Region	2,737,070	1,158,143	42.3%	2,662,799	1,075,119	40.4%	1.9%
Anne Arundel	560,133	166,748	29.8%	537,656	147,565	27.4%	2.3%
Baltimore County	826,925	333,740	40.4%	804,973	299,377	37.2%	3.2%
Carroll	167,830	16,446	9.8%	167,138	14,558	8.7%	1.1%
Harford	250,105	56,417	22.6%	244,826	50,582	20.7%	1.9%
Howard	309,284	137,878	44.6%	287,085	116,619	40.6%	4.0%
Baltimore City	622,793	446,914	71.8%	621,121	446,418	71.9%	-0.1%
Suburban Washington Region	2,178,552	1,391,695	63.9%	2,068,710	1,275,632	61.7%	2.2%
Frederick	243,675	59,178	24.3%	233,385	51,391	22.0%	2.3%
Montgomery	1,030,447	556,321	54.0%	971,806	490,400	50.5%	3.5%
Prince George's	904,430	776,196	85.8%	863,519	733,841	85.0%	0.8%
Southern Maryland Region	355,742	132,110	37.1%	340,439	118,085	34.7%	2.5%
Calvert	90,613	19,004	21.0%	88,737	17,968	20.2%	0.7%
Charles	154,747	85,843	55.5%	146,551	75,480	51.5%	4.0%
St. Mary's	110,382	27,263	24.7%	105,151	24,637	23.4%	1.3%
Western Maryland Region	252,204	38,547	15.3%	252,614	34,133	13.5%	1.8%
Allegany	72,952	9,173	12.6%	75,087	8,825	11.8%	0.8%
Garrett	29,679	1,020	3.4%	30,097	810	2.7%	0.7%
Washington	149,573	28,354	19.0%	147,430	24,498	16.6%	2.3%
Upper Eastern Shore Region	241,188	40,800	16.9%	239,951	38,178	15.9%	1.0%
Caroline	32,538	7,488	23.0%	33,066	7,186	21.7%	1.3%
Cecil	102,383	14,422	14.1%	101,108	12,681	12.5%	1.5%
Kent	19,820	4,270	21.5%	20,197	4,401	21.8%	-0.2%
Queen Anne's	48,804	6,381	13.1%	47,798	6,026	12.6%	0.5%
Talbot	37,643	8,239	21.9%	37,782	7,884	20.9%	1.0%
Lower Eastern Shore Region	211,651	70,408	33.3%	209,272	66,521	31.8%	1.5%
Dorchester	32,578	11,552	35.5%	32,618	11,015	33.8%	1.7%
Somerset	25,859	12,674	49.0%	26,470	12,651	47.8%	1.2%
Wicomico	101,539	35,738	35.2%	98,733	32,817	33.2%	2.0%
Worcester	51,675	10,444	20.2%	51,451	10,038	19.5%	0.7%

* Minority population is everyone other than non-Hispanic white.

Prepared by the Maryland Department of Planning, from the Population Division, U.S. Census Bureau, June 25, 2015.

- A non-minority tract is one in which the percentage of minority residents is less than 45.2%.

The **Transit Investment and Title VI Minority Census Tracts** map displays the transit investments in Maryland from the FY2015-2020 MDOT Consolidated Transportation Program (CTP) Projects. **Figure D1** 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/Office_of_Planning_and_Capital_Programming/CTP/CTP_15_20/CTP_Documents/2015_Final_CTP.pdf)

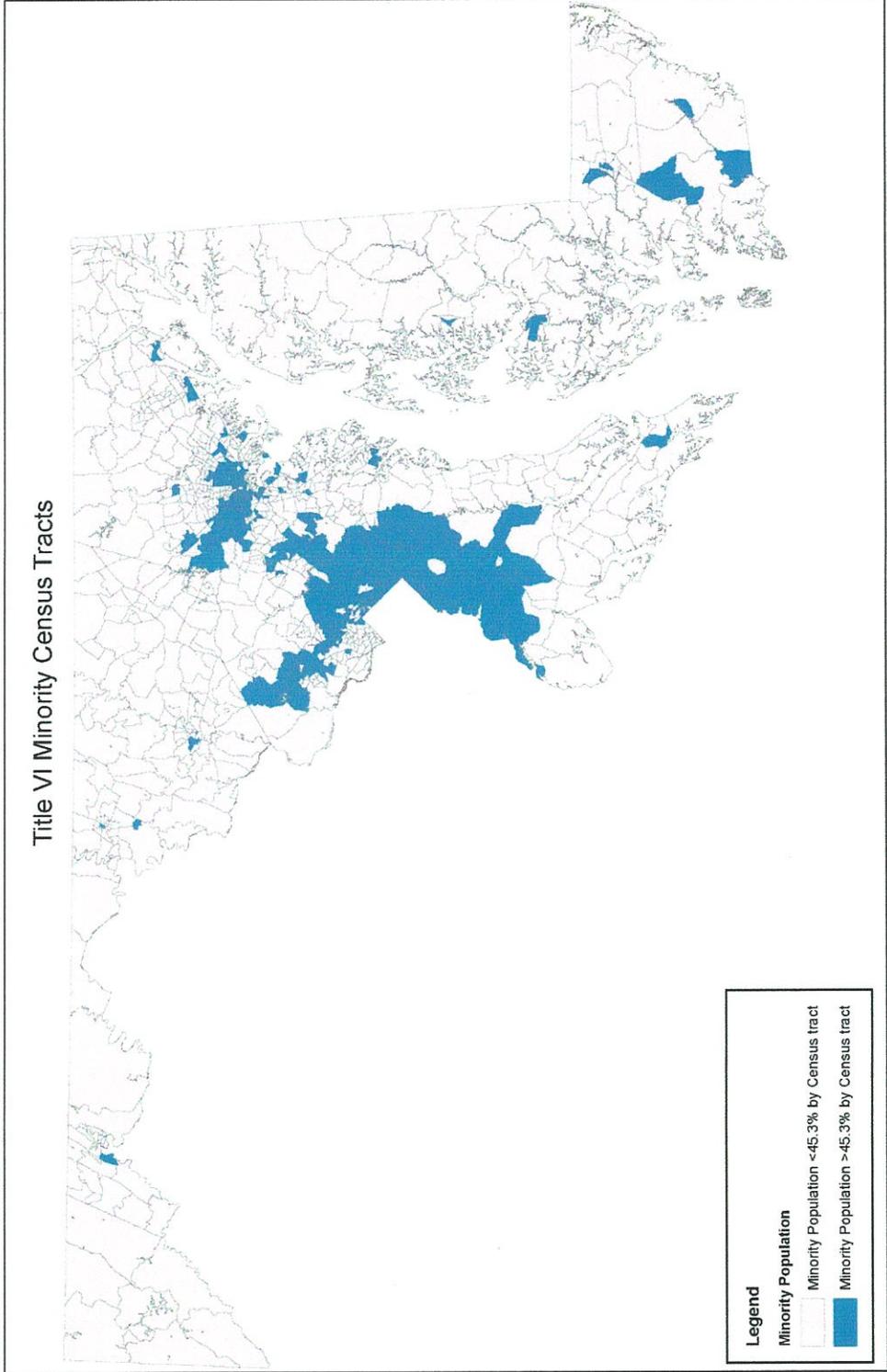
Figure D1: Transit Systems

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

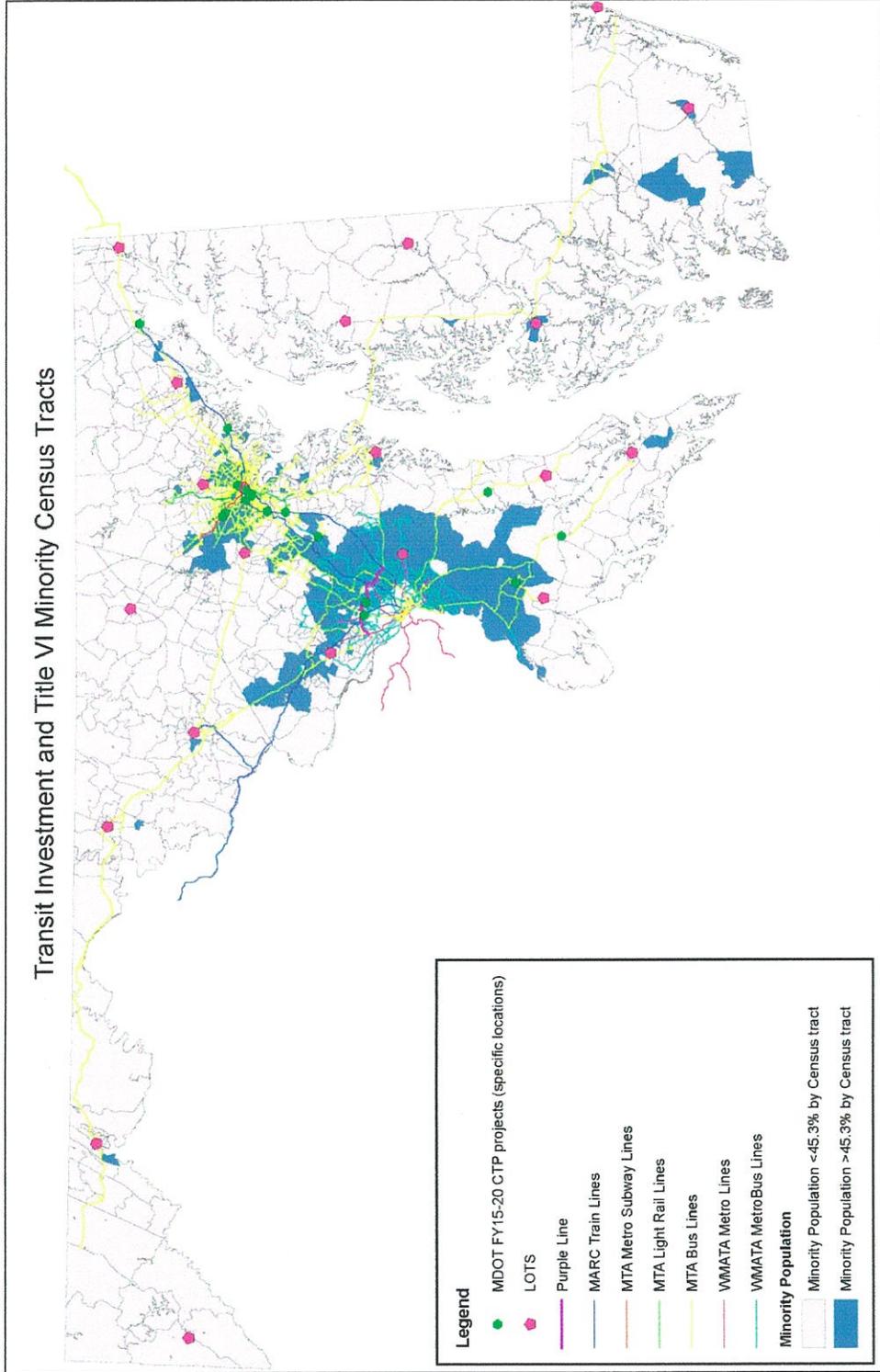
The **Highway Investment and Title VI Minority Census Tracts** map displays the highway investments in Maryland from the FY2015-2020 MDOT Consolidated Transportation Program (CTP) Projects. **Figure D3** lists all major highway capital projects sponsored by the Maryland State Highway Administration (SHA). 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/Office_of_Planning_and_Capital_Programming/CTP/CTP_15_20/CTP_Documents/2015_Final_CTP.pdf).

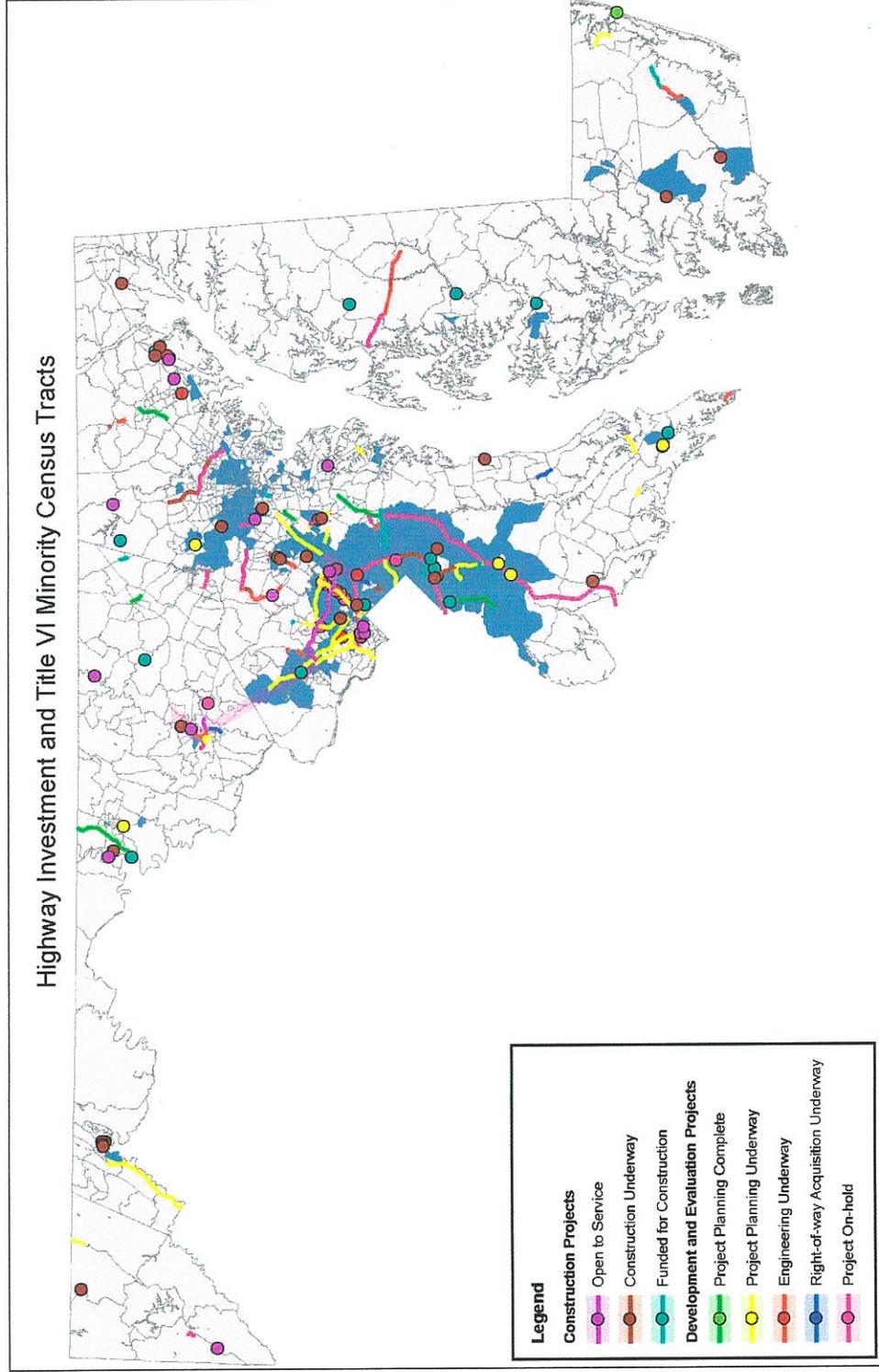
D1 - Title VI Minority Census Tracts



D2 - Transit Investment and Title VI Minority Census Tracts



D3 - Highway Investment and Title VI Minority Census Tracts



Appendix 7

PAST OUTREACH EFFORTS



Maryland Department of Transportation
The Secretary's Office

Larry Hogan
Governor
Boyd K. Rutherford
Lt. Governor
Pete K. Rahn
Secretary

FOR IMMEDIATE RELEASE:
September 10, 2015

Contact:
Erin Henson ehenson@mdot.maryland.gov
MDOT Public Affairs
410-865-1025

****MEDIA ADVISORY****

**MARYLAND DEPARTMENT OF TRANSPORTATION OFFICIALS
BEGIN ANNUAL STATEWIDE TOUR
TO DISCUSS TRANSPORTATION PRIORITIES**

- WHO:** Maryland Transportation Secretary Pete K. Rahn and other department officials
- WHAT:** Annual tour of 23 Maryland counties and Baltimore City to update local officials and the public on the state's six-year capital investment program. At each stop, the Transportation Secretary will seek the input on the Draft FY 2016 - FY 2021 Consolidated Transportation Program (CTP), which details the Maryland Department of Transportation's (MDOT) six-year capital budget. To view the full draft CTP, click here: <http://ow.ly/RZkhR>. To view highlights from the draft CTP, click here: <http://ow.ly/RZiPd>.
- WHERE:** Statewide meetings occur at various locations in all 23 Maryland counties and Baltimore City. Please visit our website for a complete list of dates, times and locations at: <http://ow.ly/RZkxb>.
- WHEN:** CTP tour meetings will take place beginning September 17 with the first two meetings in Cecil and Wicomico counties and conclude with the final meetings on November 10 in Worcester and Somerset counties. Please visit our website for a complete list of dates, times and locations at: <http://ow.ly/RZkxb>.
- WHY:** Each fall, MDOT presents its draft six-year capital program to every county and Baltimore City for review and comment. MDOT then prepares a final budget to present to the General Assembly in January. MDOT's six-year draft budget invests \$15.5 billion across the State in transit, highways, Motor Vehicle Administration facilities, the Helen Delich Bentley Port of Baltimore and the Baltimore/Washington International Thurgood Marshall Airport. This current six-year budget includes Governor Larry Hogan's \$1.97 billion investment to upgrade highways and bridges from one end of the State to the other in order to: ensure safe and reliable travel, reduce congestion and support economic development. This budget also includes transit investments in every corner of our State ranging from major projects to locally operated transit grants. Above and beyond this \$15.5 billion investment, the Maryland Transportation Authority, an independent financial authority, provides \$1.85 billion in toll facilities throughout the State.

###

**2011 SCHEDULE
ANNUAL CONSULTATION MEETINGS**

Date	County	Time	Location
September 15	Montgomery	7:00 PM	County Office Building, 3 rd Fl. Hearing Room, 100 Maryland Avenue, Rockville, MD 20850
September 20	Calvert	10:30AM	County Courthouse, Commissioners Hearing Room, 2 nd Floor, 175 Main Street, Prince Frederick, MD 20678
	St. Mary's	2:00 PM	Chesapeake Building, Commissioners Meeting Room, 1 st Fl. Leonardtown, MD 20650
September 22	Frederick	7:00 PM	Winchester Hall, 1 st Fl. Hearing Room, 12 E. Church Street, Frederick, MD 21701
September 29	Harford	2:00 PM	The HEAT Center, 1201 Technology Drive, Aberdeen, MD 21001-1213
October 3	Anne Arundel	3:00 PM	The Arundel Center, Council Hearing Room, 44 Calvert Street, Annapolis, MD 21401
October 5	Prince George's	2:00 PM	Cheverly Town Hall, 6401 Forest Road, Cheverly, MD 20785
October 6	Washington	10:00 AM	County Administrative Building, Workshop Conference Room, 2 nd Floor, 100 W. Washington Street, Hagerstown, MD 21740
	Allegany	3:00 PM	County Office Complex, 701 Kelly Road, Room 100, Cumberland, MD 21502
October 7	Garrett	10:00 AM	Commissioner's Meeting Room, 203 4 th Street, Oakland, MD 21550
October 11	Caroline	10:30 AM	Caroline County Board of Education, Board of Education's Hearing Room, 204 Franklin Street, Denton, MD 21629
	Talbot	3:30 PM	Bradley Meeting Room, Courthouse, South Wing, 11 N. Washington Street, Easton, MD 21601
	Dorchester	7:00 PM	County Office Building, Room 110, 501 Court Lane, Cambridge, MD 21613
October 19	Charles	6:00 PM	Charles County Government Building, 200 Baltimore Street, LaPlata, MD 20646
October 27	Baltimore County	2:00 PM	Old County Courthouse, 400 Washington Avenue, Towson, MD 21204
October 27	Howard	7:00 PM	George Howard Building, Banneker Hearing Room, 3430 Courthouse Drive, Ellicott City, MD 21043
November 1	Queen Anne's	2:30 PM	Liberty Building, Commissioner's Hearing Room, 2 nd Fl., 107 N. Liberty Street, Centerville, MD 21617
	Kent	6:15 PM	County Government Center, 400 High Street, Room 100, Chestertown, MD 21620
November 3	Carroll	1:30 PM	County Office Building, Public Hearing Room, 225 N. Center Street, Room 003, Westminster, MD 21157
November 4	Cecil	2:30 PM	County Administrative Building, Elk Room, 200 Chesapeake Blvd., Elkton, MD 21921
November 14	Baltimore City	10:00 AM	City Hall, Curran Conference Room, 100 N. Holiday Street, Baltimore, MD 21202
November 15	Worcester	10:30 AM	County Government Center, Commissioner's Meeting Room, 1 West Market Street, Room 1101, Snow Hill, MD 21863
	Somerset	2:00 PM	County Office Complex, Room 111, 11916 Somerset Avenue, Princess Anne, MD 21853
	Wicomico	7:00 PM	Youth and Civic Center, 500 Glen Avenue, Flanders 3, 4, and 5 Conference Room, Salisbury, MD 21804

*Please note that the location in bold has changed from last year's location.
Undated September 9, 2011

**2012 SCHEDULE
ANNUAL CONSULATION MEETINGS**

Date	County	Time	Location
September 18	Caroline	10:30 a.m.	Caroline County Board of Education, Board of Education's Hearing Room, 204 Franklin Street, Denton, MD 21629
September 24	Harford	2:00 p.m.	The HEAT Center, 1201 Technology Drive, Room 130, Aberdeen, MD 21001-1213
October 2	St. Mary's	1:30 p.m.	Chesapeake Building, Commissioners Meeting Room, 1st Fl. Leonardtown, MD 20650
	Charles	6:00 p.m.	Charles County Government Building, 200 Baltimore Street, LaPlata, MD 20646
October 3	Prince George's	2:00 p.m.	Largo-Kettering Library, 9601 Capital Lane, Largo, MD 20772
October 4	Montgomery	7:00 p.m.	County Office Building, 3rd Fl. Hearing Room, 100 Maryland Ave., Rockville, MD 20850
October 11	Washington	10:00 a.m.	County Administrative Building, Workshop Conference Room, 2nd Floor., 100 W. Washington Street, Room 255, Hagerstown, MD 21740 <i>(Some parking behind building and along W. Washington St. – All must enter via the front entrance of building at 100 W. Washington St.)</i>
	Allegany	3:00 p.m.	County Office Complex, 701 Kelly Road, Room 100, Cumberland, MD 21502
October 12	Garrett	10:00 a.m.	Commissioner's Meeting Room, 203 4th Street, Room 209, Oakland, MD 21550 <i>(Enter on Alder Street)</i>
October 15	Anne Arundel	3:00 p.m.	The Arundel Center, Council Hearing Room, 44 Calvert Street, Annapolis, MD 21401
October 16	Worcester	10:30 a.m.	County Government Center, Commissioners Meeting Room, 1 West Market Street, Room 1101, Snow Hill, MD 21863
	Somerset	2:00 p.m.	County Office Complex, Room 111, 11916 Somerset Ave, Princess Anne, MD 21853
	Wicomico	7:00 p.m.	Youth and Civic Center, 500 Glen Avenue, Flanders 3, 4, and 5 Conference Room, Salisbury, MD 21804
October 18	Baltimore	2:00 p.m.	Old County Courthouse, 400 Washington Avenue, Towson, MD 21204
October 23	Calvert	10:45 a.m.	County Courthouse, Commissioners Hearing Room, 2nd Floor, 175 Main Street, Prince Frederick, MD 20678
November 2	Cecil	2:30 p.m.	Elkton Central Library, 301 Newark Avenue, Elkton MD 21921 <i>(Parking is available across the street at the Singlerly Fire Company on the west side of building)</i>
November 5	Baltimore City	10:00 a.m.	City Hall, Curran Conference Room, 100 N. Holiday Street, Baltimore, MD 21202 <i>(Parking Garage is available at E. Fayette St. and Guilford Ave.)</i>
November 8	Howard County	7:00 p.m.	Howard County Government, Bancker Room, 3430 Court House Drive, Ellicott City MD 21043
November 13	Queen Anne's	1:30 p.m.	Liberty Building, Commissioners Hearing Room, 2nd Fl., 107 N. Liberty Street, Centerville, MD 21617
	Talbot	4:00 p.m.	Talbot County Free Library, 100 West Dover Street, Easton, MD 21601
	Dorchester	7:00 p.m.	County Office Building, Room 110, 501 Court Lane, Cambridge MD 21613
November 15	Carroll	1:30 p.m.	County Office Building, Public Hearing Room, 225 N. Center Street, Room 003, Westminster, MD 21157
November 27	Kent	7:00 p.m.	County Government Center, 400 High Street, Room 100, Chestertown, MD 21620
November 28	Frederick	7:00 p.m.	Winchester Hall, 1st Fl. Hearing Room, 12 E. Church Street, Frederick, MD 21701 <i>(Parking will be available in the Winchester Hall side parking lot. Please don't park in the spaces reserved for the County Commissioner)</i>

*Please note that the location in bold has changed from last year's location.
Updated 11/21/12

**2013 SCHEDULE
ANNUAL CONSULTATION MEETINGS**

Date	County	Time	Location
September 16	Anne Arundel	3:00 p.m.	The Arundel Center, Council Hearing Room, 44 Calvert Street, Annapolis, MD 21401
September 19	Carroll	1:30 p.m.	County Office Building, 225 North Center Street, Reagan Room, Westminster, MD 21157
September 23	Howard	7:00 p.m.	North Laurel Community Center & Park, 9411 Whiskey Bottom Road, Laurel, MD 20723
September 24	Charles	6:00 p.m.	Charles County Government Building, 200 Baltimore Street, LaPlata, MD 20646
September 25	Wicomico	7:00p.m.	Youth and Civic Center, 500 Glen Avenue, Flanders 3, 4, and 5 Conference Room, Salisbury, MD 21804
October 3	Washington	10:00 a.m.	County Administrative Building, Workshop Conference Room, 2 nd Floor, 100 West Washington Street, Room 255, Hagerstown, MD 21740
	Allegany	3:00 p.m.	County Office Complex, 701 Kelly Road, Room 100, Cumberland, MD 21502
October 4	Garrett	10:00 a.m.	Commissioner's Meeting Room, 203 4 th Street, Room 209, Oakland, MD 21550
October 7	Baltimore City	10:30 a.m.	City Hall, Curran Conference Room, 100 North Holiday Street, Baltimore, MD 21202 (<i>Parking Garage is available at East Fayette Street and Guilford Avenue</i>)
October 8	Queen Anne's	2:00 p.m.	Liberty Building, Commissioners Hearing Room, 2 nd Floor, 107 North Liberty Street, Centerville, MD 21617
	Kent	7:00 p.m.	County Government Center, 400 High Street, Room 100, Chestertown, MD 21620
October 9	Harford	2:00 p.m.	Harford County Council Chambers, 212 South Bond Street, Bel Air, MD 21014
October 17	Montgomery	7:00 p.m.	County Office Building, 3 rd Floor Hearing Room, 100 Maryland Avenue, Rockville, MD 20850
October 22	Talbot	4:00 p.m.	Talbot County Free Library, 100 West Dover Street, Easton MD 21601
October 23	Baltimore	1:30 p.m.	Council Chambers, Historic Courthouse, 400 Washington Avenue, Towson, MD 21204
October 29	Calvert	10:30 a.m.	County Courthouse, Commissioners Hearing Room, 2 nd Floor, 175 Main Street, Prince Frederick, MD 20678
	St. Mary's	3:00 p.m.	Chesapeake Building, Commissioners Meeting Room, 1 st Floor, Leonardtown, MD 20650
October 31	Frederick	1:00 p.m.	Winchester Hall, 1 st Floor Hearing Room, 12 East Church Street, Frederick, MD 21701 (<i>Parking will be available in the Winchester Hall side parking lot. Please don't park in the spaces reserved for the County Commissioner</i>)
November 1	Cecil	2:30 p.m.	Cecil County Public Library, 301 Newark Avenue, Elkton, MD 21921 (<i>Parking is available across the street at the Singlerly Fire Company on the west side of building</i>)
November 5	Worcester	10:30 a.m.	County Government Center, Commissioners Meeting Room, 1 West Market Street, Room 1101, Snow Hill, MD 21863
	Somerset	2:00 p.m.	County Office Complex, Room 111, 11916 Somerset Avenue, Princess Anne, MD 21853
	Dorchester	7:00 p.m.	County Office Building, Room 110, 501 Court Lane, Cambridge MD 21613
November 6	Prince George's	2:00 p.m.	Auditorium of the Prince George's Department of Parks and Recreation, Maryland-National Capital Park and Planning Commission, 6600 Kenilworth Avenue, Riverdale, MD 20737
November 14	Caroline	6:00 p.m.	Caroline County Board of Education, Board of Education's Hearing Room, 204 Franklin Street, Denton, MD 21629

*Please note that the location in bold has changed from last year's location.

Updated 10/11/13

2014 SCHEDULE
ANNUAL CONSULTATION MEETINGS

	Date	County	Time	Location
T	September 16	Worcester	10:30 a.m.	County Government Center, Commissioners Meeting Room, 1 West Market Street, Room 1101, Snow Hill, MD 21863
		Somerset	2:00 p.m.	County Office Complex, Room 111, 11916 Somerset Avenue, Princess Anne, MD 21853
		Wicomico	7:00 p.m.	Youth and Civic Center, 500 Glen Avenue, Flanders 3, 4, and 5 Conference Room, Salisbury, MD 21804
Th	September 18	Carroll	1:30 p.m.	County Office Building, Reagan Room (Room 003), 225 North Center Street, Westminster, MD 21157
T	September 23	Queen Anne's	2:00 p.m.	Liberty Building, Commissioners Hearing Room, 2 nd Floor, 107 North Liberty Street, Centerville, MD 21617
		Kent	6:00 p.m.	County Government Center, 400 High Street, Room 100, Chestertown, MD 21620
T	September 30	Cecil	10:30 a.m.	Elk Room, Cecil County Administrative Building, 200 Chesapeake Blvd., Elkton
W	October 1	Frederick	1:00 p.m.	Winchester Hall, 1 st Floor Hearing Room, 12 East Church Street, Frederick, MD 21701 <i>(Parking will be available in the Winchester Hall side parking lot. Please don't park in the spaces reserved for the County Commissioner)</i>
Th	October 2	Montgomery	7:00 p.m.	County Office Building, 3 rd Floor Hearing Room, 100 Maryland Avenue, Rockville, MD 20850
M	October 6	Anne Arundel	3:00 p.m.	The Arundel Center, Council Hearing Room, 44 Calvert Street, Annapolis, MD 21401
Th	October 9	Howard	7:00 p.m.	Roger Carter Community Center, Oella Community Room, 3000 Milltowne Drive, Ellicott City, MD 21043
T	October 14	Caroline	10:30 a.m.	Board of Education Building, 204 Franklin Street, Denton
		Talbot	5:00 p.m.	Talbot County Free Library, 100 W. Dover St., Easton, MD 21601
W	October 15	Harford	3:30 p.m.	Harford County Council Chambers, 212 South Bond Street, Bel Air, MD 21014
Th	October 16	Washington	10:00 a.m.	Washington County Free Library, 100 S Potomac Street, Hagerstown, MD 21740
		Allegany	3:00 p.m.	County Office Complex, 701 Kelly Road, Room 100, Cumberland, MD 21502
F	October 17	Garrett	10:00 a.m.	Commissioner's Meeting Room, 203 4 th Street, Room 209, Oakland, MD 21550 <i>(Enter on Alder Street)</i>
Th	October 23	Prince George's	2:00 p.m.	Auditorium of the Prince George's Department of Parks and Recreation Building, Maryland-National Capital Park and Planning Commission, 6600 Kenilworth Avenue, Riverdale, MD 20737
M	October 27	Baltimore City	10:30 a.m.	City Hall, Curran Conference Room, 100 North Holiday Street, Baltimore, MD 21202 <i>(Parking Garage is available at East Fayette Street and Guilford Avenue)</i>
T	October 28	Calvert	10:30 a.m.	County Courthouse, Commissioners Hearing Room, 2 nd Floor, 175 Main Street, Prince Frederick, MD 20678
		St. Mary's	1:30 p.m.	Chesapeake Building, Commissioners Meeting Room, 1 st Floor Leonardtown, MD 20650
		Charles	6:00 p.m.	Charles County Government Building, 200 Baltimore Street, LaPlata, MD 20646
Th	October 30	Baltimore	1:30 p.m.	Council Chambers, Historic Courthouse, 400 Washington Avenue, Towson, MD 21204
M	November 3	Dorchester	7:00 p.m.	County Office Building, Room 110, 501 Court Lane, Cambridge MD 21613

Updated 8/28/14 – Locations in bold are new for this year. Red is a change in location from the draft schedule

2015 SCHEDULE
ANNUAL CONSULTATION MEETING

Day	Date	County	Time	Location
Th	September 17	Cecil	10:00 a.m.	Elk Room, Cecil County Administrative Building, 200 Chesapeake Blvd., Elkton, MD 21921
		Wicomico	7:00 p.m.	Flanders 3, 4, and 5 Conference Room, Youth and Civic Center, 500 Glen Avenue, Salisbury, MD 21804
F	September 18	Harford	3:00 p.m.	Harford County Council Chambers, 212 South Bond Street, Bel Air, MD 21014
M	September 21	Anne Arundel	3:00 p.m.	Council Hearing Room, The Arundel Center, 44 Calvert Street, Annapolis, MD 21401
T	September 22	Queen Anne's	2:00 p.m.	Commissioners Hearing Room, 2 nd Floor, Liberty Building, 107 North Liberty Street, Centerville, MD 21617
		Kent	6:00 p.m.	Room 100, County Government Center, 400 High Street, Chestertown, MD 21620
T	October 6	Caroline	11:00 a.m.	Board of Education Building, 204 Franklin Street, Denton, MD 21629
		Talbot	4:00 p.m.	Wye Oak Room, Talbot County Community Center, 10028 Ocean Gateway (RT 50), Easton, MD 21601
		Dorchester	7:00 p.m.	Room 110, County Office Building, 501 Court Lane, Cambridge MD 21613
Th	October 8	Washington	10:00 a.m.	Washington County Free Library, 100 South Potomac Street, Hagerstown, MD 21740
		Allegany	3:00 p.m.	Room 100, County Office Complex, 701 Kelly Road, Cumberland, MD 21502
F	October 9	Garrett	10:00 a.m.	Commissioner's Meeting Room, Room 209, 203 4 th Street, Oakland, MD 21550 (<i>Enter on Alder Street</i>)
Th	October 15	Carroll	2:00 p.m.	Reagan Room (Room 003), County Office Building, 225 North Center Street, Westminster, MD 21157
		Frederick	7:00 p.m.	1 st Floor Hearing Room, Winchester Hall, 12 East Church Street, Frederick, MD 21701
T	October 20	Calvert	10:30 a.m.	Commissioners Hearing Room, County Courthouse, 2 nd Floor, 175 Main Street, Prince Frederick, MD 20678
		St Mary's	1:30 p.m.	Commissioners Meeting Room, 1 st Floor, Chesapeake Building, 41770 Baldrige Street, Leonardtown, MD 20650
		Charles	6:00 p.m.	Conference Room, Charles County Government Building, 200 Baltimore Street, LaPlata, MD 20646
Th	October 22	Prince George's	2:00 p.m.	County Council Conference, Room #2027, County Administration Building, 2nd Floor, 14741 Gov. Oden Bowie Drive, Upper Marlboro, MD 20772
		Montgomery	7:00 p.m.	3 rd Floor Hearing Room, County Office Building, 100 Maryland Avenue, Rockville, MD 20850
F	October 23	Howard	7:00 p.m.	Howard County Council Chambers, 3430 Courthouse Drive, Ellicott City, MD 21043
Th	October 29	Baltimore	2:00 p.m.	Council Chambers, Historic Courthouse, 400 Washington Avenue, Towson, MD 21204
F	November 6	Baltimore City	1:30p.m	Curran Conference Room, City Hall, 100 North Holiday Street, Baltimore, MD 21202 (Parking Garage is available at East Fayette Street and Guilford Avenue)
T	November 10	Worcester	10:30 a.m.	Commissioners Meeting Room, County Government Center, 1 West Market Street, Room 1101, Snow Hill, MD 21863
		Somerset	2:00 p.m.	Room 111, County Office Complex, 11916 Somerset Avenue, Princess Anne, MD 21853

Locations in bold are new for this year.

PUBLIC INVOLVEMENT FOR MARYLAND TRANSPORTATION PLAN

Maryland Transportation Plan (MTP) Public Outreach Strategy

October 16, 2012

1. **Stakeholder List**

- a. 2,000 +/- Marylanders, including Planning Directors, Public Works Directors, transportation stakeholders, PlanMaryland/MDP stakeholders, Maryland Planning Commissioners, local elected officials, State elected officials on transportation subcommittees
- b. Will receive email updates on the key milestones of the study, the survey, and invitations to public outreach opportunities. An introductory email will be sent to stakeholders announcing the MTP update and asking for their feedback. The stakeholder list will be updated continuously throughout the MTP effort.
- c. May include some direct stakeholder outreach phone calls (up to 20) to obtain specific feedback, etc. as needed, from key entities.

2. **Web Site** – will be the primary means of communication; will be updated at key milestones and provide access to all major MTP documents.

3. **Social Media** – will use twitter and facebook to direct public to the MTP website, the public survey, etc.

4. **Newsletters** – will be used to summarize progress at key milestones, be posted on the web site and distributed to the stakeholder list.

5. **Pre-Tour and Annual CTP Tour Meetings** – Share information on the MTP update and status with staff at the Pre-Tour meetings and with elected officials at the annual CTP Tour Meetings. (A 2 page handout has been distributed at the 2012 Pre-Tour/Tour Meetings).

6. **Public Survey** – will be an interactive survey using MetroQuest. The survey will:

- a. Educate the public on the MTP and ask them to rank their transportation priorities, including an option for respondents to add their own priority:
 - i. Relieve Congestion
 - ii. Preserve the Existing System
 - iii. Improve Safety
 - iv. Provide Expanded Travel Choices
 - v. Support Economic Development
 - vi. Enhance the Environment
- b. After ranking priorities, respondents could choose from among the following on a “Strategies” tab to address their priorities:

- i. Maintain existing highways and bridges in a state of good repair
- ii. Make safety improvements on existing highways and bridges
- iii. Build new highways and/or more highway lanes
- iv. Improve existing bus, Metrorail, and rail services and facilities
- v. Create new bus, Metrorail, and rail routes and stations
- vi. Create more sidewalks and bicycle paths
- vii. Improve Maryland's airports
- viii. Improve freight movement throughout the State
- ix. Encourage better coordination of transportation and land use
- x. Improve the security of all types of transportation
- xi. Improve and develop around transit stations (making more compact development),

c. Ask questions about the public's thoughts on our current transportation system, including some brief demographic information and asking for thoughts about the system, modes, investment levels, etc.

d. Have a "Stay Involved" tab to thank the public for participating, offer the opportunity to add themselves to the MTP email list, and direct them to the MTP website for more information, etc.

7. Attainment Report – Advisory Committee – required by statute; will meet four times to review key milestones and advise MDOT on the MTP's goals and objectives (with a particular focus on associated performance measures).

8. Stakeholder Roundtables – will include four initial meetings to solicit feedback from our stakeholder list (as defined earlier). Each meeting will be on a weekday morning and last no longer than 2 ½ hours and include no more than 100 people. Invitations will be extended to the general public if sufficient capacity exists.

- a. Agenda is likely to include
 - i. Introduction / MTP background (brief overview)
 - ii. Overview of current conditions and trends
 - iii. Breakout group discussions on key topics (including discussions on issues, priorities, possible investment scenarios and how performance can be measured, etc.); 45 minutes+
 - iv. Report outs from each breakout group
- b. Proposed meetings will occur in SHA District 3 (Greenbelt), SHA District 2 (Chestertown), SHA District 7 (Frederick) and MDOT HQ in the last week of November and early December.
- c. Each central Maryland meeting should have no more than 100 participants. Email invitations will first go out to the stakeholder list and they will be given a certain date by which to RSVP. If there are still spaces available after this date, an announcement will be made on the website and members of the general public will be allowed to RSVP up to the 100-person limit.