



THE SECRETARY'S OFFICE

TITLE VI PROGRAM

JUNE 2020 - 2023

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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 non-discrimination laws and authorities. Title VI prohibits agencies receiving federal funds from discriminating against agencies or any groups in the United States on the basis of race, color, or national origin.

Within the MDOT umbrella the TSO and the 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

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responsible to ensure that the subrecipients are in compliance with all applicable federal regulations.

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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 Program does not address the equity analysis specified in Chapter IV of the Circular (FTA 4702.1B) nor does it address Section 13 of Chapter III of the Circular.

## II. POLICY STATEMENT

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

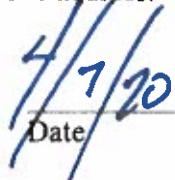
Accordingly, to ensure compliance with Title VI of the Civil Rights Act the Maryland Department of Transportation commits to promptly taking any measures necessary to effect compliance with Title VI of the Civil Rights Act.

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

Individuals with questions or requiring additional information relating to this policy or the program plan of the MDOT's Title VI Program should contact the Office of Diversity and Equity located at MDOT TSO Headquarters, 7201 Corporate Center Drive, Hanover, MD 21076; Telephone (410) 865-1128, toll-free (888) 713-1414. The notice to the public is posted in the lobby of the MDOT TSO Headquarters building, at the above address.



Gregory Slater  
Secretary



Date

### III. APPROVAL OF THE TITLE VI PROGRAM

I hereby acknowledge the receipt of the Maryland Department of Transportation's (MDOT) Title VI Program June 2020-2023. I have reviewed and approved the Program. I am committed to ensuring that no person is excluded from participation in, or denied the benefits of transportation related programs on the basis of race, color, or national origin, as protected by Title VI according to the Title VI requirements and guidelines for Federal Transit Administration recipients (FTA Circular 4702.1B).

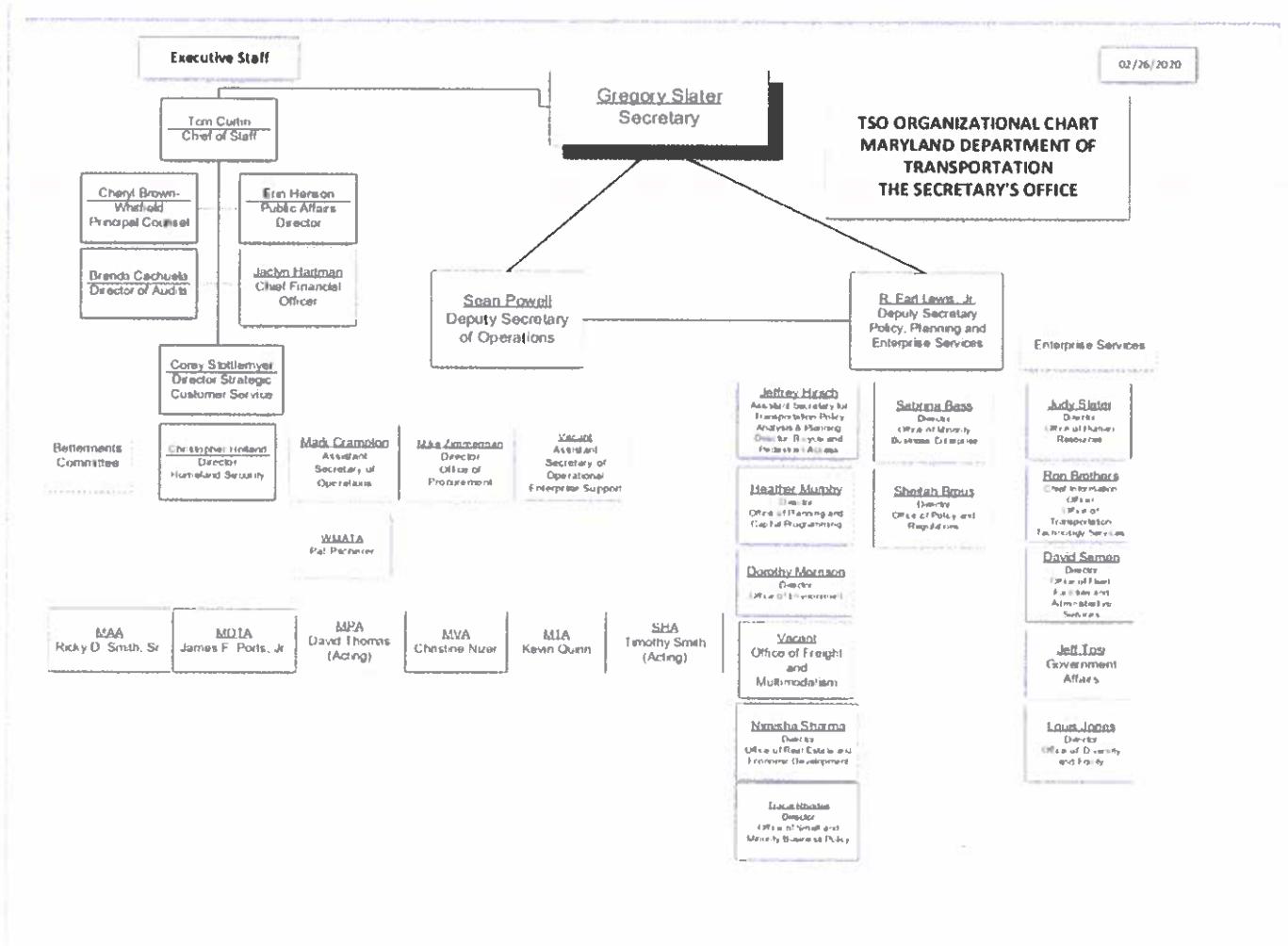


Gregory Slater  
Secretary

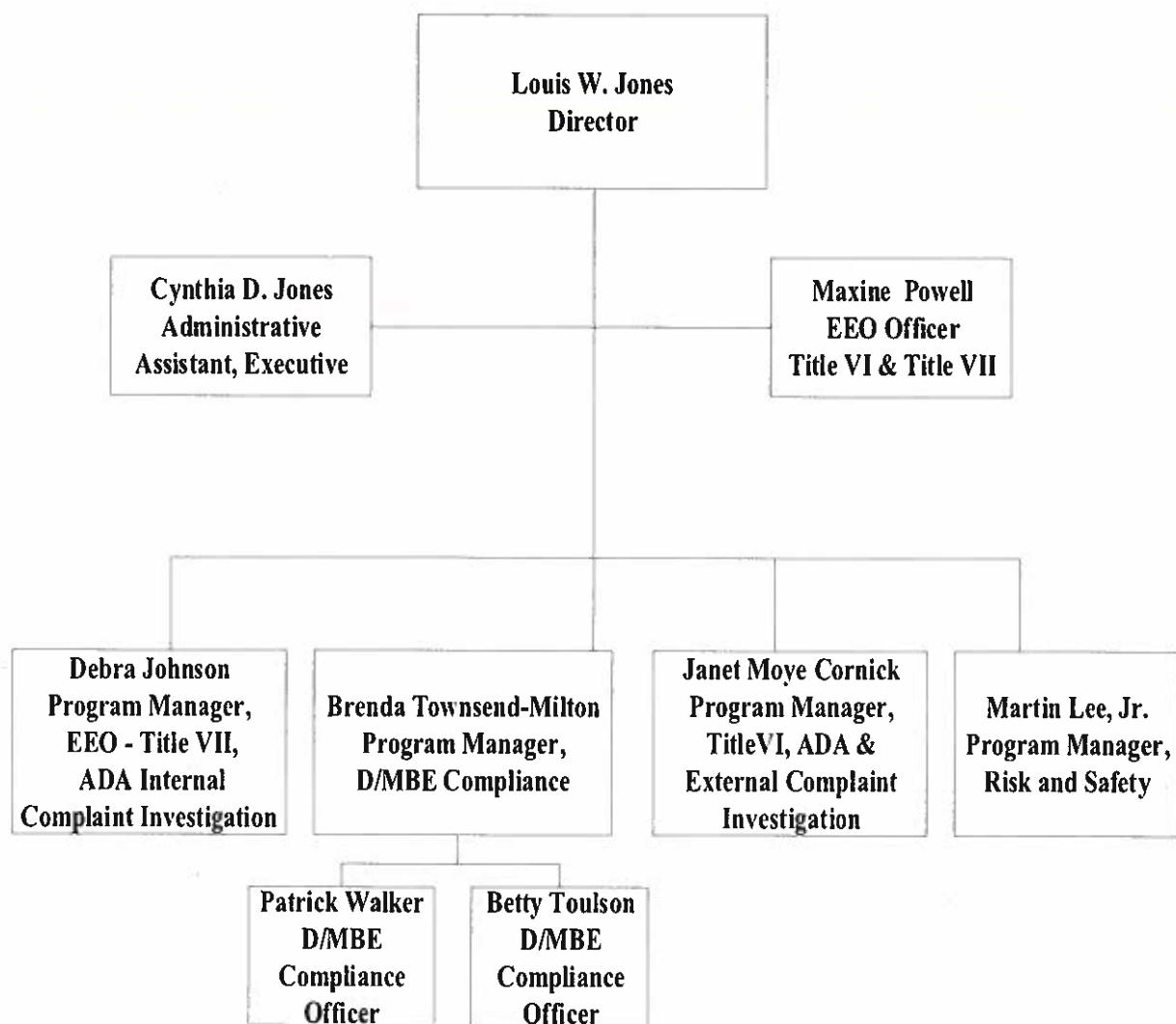
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## IV. ORGANIZATIONAL CHARTS

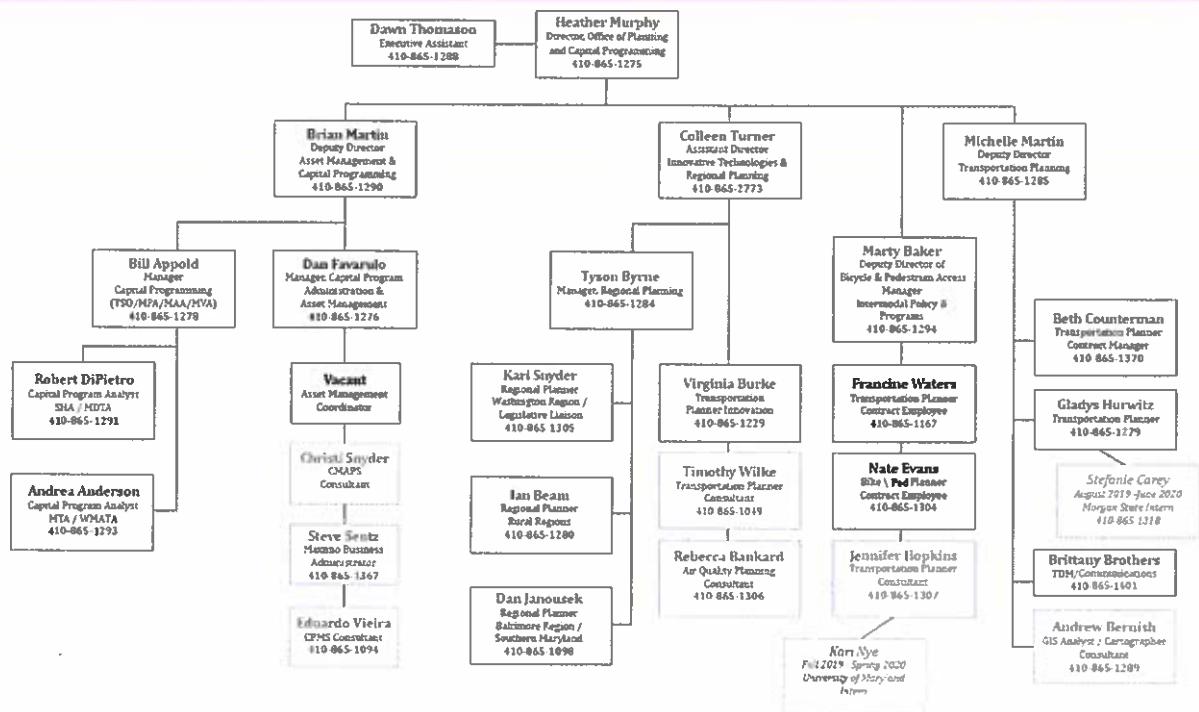
### MARYLAND DEPARTMENT OF TRANSPORTATION OFFICE OF THE SECRETARY ORGANIZATIONAL CHART



**OFFICE OF DIVERSITY AND EQUITY  
ORGANIZATIONAL CHART**



## OFFICE OF PLANNING AND CAPITAL PROGRAMMING ORGANIZATIONAL CHART



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## V. DEFINITIONS

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

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

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

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

**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.

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**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

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## VII. TITLE VI RESPONSIBILITIES

### SECRETARY

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

### DIRECTOR

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

### TITLE VI PROGRAM MANAGER

The primary responsibilities of the Title VI Program Manager include:

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

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

- Oversees the distribution of funding to MDOT subrecipients for metropolitan planning work
- Works with subrecipients as a partner, board member and/or advisor during the development and approval of the subrecipients Title VI program

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- Assists ODE in monitoring subrecipient planning activities to ensure MPO compliance with Title VI requirements
- Develops the Public Participation Plan for TSO for Federal and State mandated documents STIP, MTP, and CTP

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

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

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## VIII. MONITORING AND COMPLIANCE

In accordance with Title VI and federal regulations, The Secretary's Office has developed the following Title VI Compliance Review and Monitoring Process to review, evaluate, and monitor all subrecipients and contractors that receive federal financial assistance to ensure they comply with Title VI.

The Compliance Review and Monitoring Process includes the following objectives:

- Ensure that subrecipients' programs, benefits, services and activities are operated, made available and equitably distributed;
- Ensure that the level and quality of programs, services, and activities are sufficient and are accessible to any person;
- Ensure that opportunities to participate in the transportation planning and decision-making process are provided to all persons;
- Ensure that decisions on the location of transportation related facilities, programs, and services are made equitably;
- Ensure that services and programs are administered in a fair and equitable manner to all customers;
- Determine to the extent possible that all employees understand their program delivery and equal employment opportunity responsibilities;
- Identify program delivery and equal opportunity deficiencies;
- Provide assistance and guidance to ensure the effective delivery of programs, services and activities in a fair and equitable manner; and
- Systematically evaluate the extent to which subrecipients conduct their programs and activities in a manner consistent with applicable USDOT Title VI Civil Rights requirements.

On-site Compliance Reviews of the Metropolitan Planning Organizations (MPO's) will be conducted bi-annually. The purpose of the on-site review is to ensure that the MPOs Title VI Programs are being implemented in accordance with the FTA and FHWA regulations, circulars, and other guidance. The compliance reviews focus on the MPOs Title VI Plans for the inclusion of the following elements.

- Subrecipients Notice to the Public
- Subrecipients instructions to the public on regarding how to file a Title VI discrimination complaint
- List of Title VI investigations, complaints, and lawsuits
- A Public Participation Plan that includes an outreach plan to engage minority and limited English proficient populations, as well as a summary of outreach efforts made
- A copy of subrecipients plan for providing language assistance to persons with limited English proficiency

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- List of any transit or transportation related boards or committees including the racial breakdown of the members
- A Title VI Implementation Plan including an assurance that the subrecipients will carry out the program in compliance with USDOT Title VI regulations

## TRAINING

The Secretary's Office, (MDOT) will work with the other Transportation Business Units and Maryland MPOs to sponsor, coordinate, and conduct Title VI training in Maryland for recipients of federal funds to ensure that they are knowledgeable of Title VI and the responsibilities and requirements for compliance. MDOT will continue to use the assistance of the Federal Transit Administration's National Training Institute as appropriate in conducting Title VI Training. The training will cover Title VI program specific information as required and it may be conducted in one of three methods:

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

## IX. LANGUAGE ASSISTANCE PLAN

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

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

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

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

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

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## 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 2013-2017 dataset which was released December 6, 2018.

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

The ACS 2013-2017 data indicate that in the State of Maryland 1,016,077 people, or 18.0 percent of the State's population, 5 years and older, speak a language other than English at home. Of these individuals 375,647, or 6.7 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 Population
Spanish or Spanish Creole	193,581	3.44%
Chinese (incl. Mandarin, Cantonese)	31,082	0.55%
Korean	21,331	0.38%
French (incl. Cajun)	12,603	0.22%
Vietnamese	11,653	0.21%
Amharic, Somali, or other Afro-Asiatic	9,103	0.16%
Yoruba, Twi, Igbo, or other of Western Africa	8,506	0.15%
Tagalog	8,182	0.15%
Russian	7,747	0.14%
Urdu	5,554	0.10%
Haitian	5,315	0.09%
Arabic	5,072	0.09%
Persian (incl. Farsi, Dari)	4,873	0.09%
Other Asian languages	4,837	0.09%
Nepali, Marathi, or other Indic	4,591	0.08%
Gujarati	3,648	0.06%
Hindi	3,619	0.06%
Portuguese or Portuguese Creole	3,366	0.06%
Greek	2,494	0.04%
Bengali	2,408	0.04%
Japanese	2,291	0.04%
Punjabi	2,268	0.04%
Thai, Lao, or other Tai-Kadai	2,155	0.04%
German	1,983	0.04%
Italian	1,861	0.03%
Other Indo-European languages	1,794	0.03%

Other and unspecified languages	1,703	0.03%
Swahili or other of Central, Eastern, and Southern Africa	1,678	0.03%
Ilocano, Samoan, Hawaiian, or other Austronesian	1,639	0.03%
Telugu	1,189	0.02%
Polish	1,117	0.02%
Tamil	1,008	0.02%
Khmer	1,005	0.02%
Malayalam, Kannada, or other Dravidian	1,001	0.02%
Ukrainian or other Slavic	987	0.02%
Yiddish, Pennsylvania Dutch or other West Germanic	665	0.01%
Hebrew	575	0.01%
Armenian	546	0.01%
Serbo-Croatian	482	0.01%
Other Native North American languages	90	0.00%
Hmong	45	0.00%
Navajo	0	0.00%

Source: ACS 2013-2017 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 (14.2%), Prince George's County (11.1%), and Howard County (7.6%) 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 <sup>1</sup>	Speaks Only English	Non-English Speakers <sup>2</sup>	LEP Population	% of Total Pop. that is LEP	% of Non-English Speakers that is LEP	% of State's LEP Pop. in Each County
Allegany	69,268	66,270	2,998	771	1.10%	25.70%	0.21%
Anne Arundel	529,604	471,564	58,040	20,352	3.80%	35.10%	5.42%
Baltimore	779,541	670,419	109,122	40,274	5.20%	36.90%	10.72%
Baltimore City	579,017	524,099	54,918	20,515	3.50%	37.40%	5.46%
Calvert	85,950	82,092	3,858	1,156	1.30%	30.00%	0.31%
Caroline	30,775	28,618	2,157	1,063	3.50%	49.30%	0.28%
Carroll	158,736	150,782	7,954	1,952	1.20%	24.50%	0.52%
Cecil	96,620	91,881	4,739	1,460	1.50%	30.80%	0.39%
Charles	146,488	135,246	11,242	3,523	2.40%	31.30%	0.94%
Dorchester	30,464	28,657	1,807	720	2.40%	39.80%	0.19%
Frederick	231,644	201,280	30,364	10,713	4.60%	35.30%	2.85%
Garrett	28,113	27,500	613	154	0.50%	25.10%	0.04%
Harford	236,131	219,628	16,503	4,815	2.00%	29.20%	1.28%
Howard	293,872	219,717	74,155	22,292	7.60%	30.10%	5.93%
Kent	18,824	17,791	1,033	484	2.60%	46.90%	0.13%
Montgomery	972,242	578,685	393,557	137,730	14.20%	35.00%	36.66%
Prince George's	845,327	640,053	205,274	93,645	11.10%	45.60%	24.93%
Queen Anne's	46,582	44,309	2,273	849	1.80%	37.40%	0.23%
St. Mary's	103,789	96,627	7,162	2,087	2.00%	29.10%	0.56%
Somerset	24,571	22,480	2,091	724	2.90%	34.60%	0.19%
Talbot	35,754	33,055	2,699	1,105	3.10%	40.90%	0.29%
Washington	140,821	130,731	10,090	3,204	2.30%	31.80%	0.85%
Wicomico	95,854	84,974	10,880	5,305	5.50%	48.80%	1.41%
Worcester	49,342	46,794	2,548	754	1.50%	29.60%	0.20%
<b>State Total</b>	<b>5,629,329</b>	<b>4,613,252</b>	<b>1,016,077</b>	<b>375,647</b>	<b>6.67%</b>	<b>36.97%</b>	<b>100.00%</b>

Source: ACS 2013-2017 Table B16001.

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

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

## Safe Harbor Requirements

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

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

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

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

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

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

Language	Number of Individuals that Speaks the Language	% of State Total Population that Speaks the Language	Number of LEP Individuals	% of State LEP Population that Speaks the Language
Spanish or Spanish Creole	436,910	7.76%	193,581	51.53%
Chinese (incl. Mandarin, Cantonese)	68,633	1.22%	31,082	8.27%
Korean	39,347	0.70%	21,331	5.68%
French (incl. Cajun)	50,331	0.89%	12,603	3.36%
Vietnamese	21,276	0.38%	11,653	3.10%
Urdu	20,664	0.37%	11,653	3.10%
Amharic, Somali, or other Afro-Asiatic languages	26,598	0.47%	9,103	2.42%
Yoruba, Twi, Igbo, or other languages of Western Africa	47,120	0.84%	8,506	2.26%
Tagalog (incl. Filipino)	33,226	0.59%	8,182	2.18%
Russian	21,676	0.39%	7,747	2.06%
Haitian	14,874	0.26%	5,315	1.41%
Arabic	18,125	0.32%	5,072	1.35%
Persian (incl. Farsi, Dari)	14,120	0.25%	4,873	1.30%
Nepali, Marathi, or other Indic languages	12,850	0.23%	4,591	1.22%

Source: ACS 2013-2017 Table B16001.

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

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

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

1. According to ACS 2013-2017 data about 894,713 persons, or 15.9 percent of Maryland's residents, are foreign born.<sup>4</sup>
2. About 1,016,077 people, or 18.0 percent of Maryland's population, speak a language other than English at home; 375,647 or 37.0 percent of these individuals speak English less than "very well" and, thus, are considered to have LEP.
3. While none of the individual languages spoken by persons considered as LEP in Maryland meet the 5% threshold for safe harbor, there are a total of 34 language groups that meet the 1,000-person threshold. Table 3 outlines the most prevalent languages other than English that are spoken in the State of Maryland, listed in order from largest to smallest LEP populations.

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

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

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

<sup>4</sup> ACS 2013-2017 Table B05006.

locations for the meetings and post the schedule on the MDOT website. At this point, the logistics are handled by the counties and tour meetings are hosted by the counties.

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

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

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

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

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

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

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

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

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websites: 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 websites or documents.

## Written Translation

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

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

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

## Oral Translation

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

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

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

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

## 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 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.

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

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## TSO Employee Training on LEP

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

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## X. DISCRIMINATION COMPLAINTS

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

## XI. DEMOGRAPHIC PROFILES

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

The 2013-2017 American Community Survey estimates Maryland's population grew by 264,078 between 2010 and 2017, a 4.56% gain. The total change was ranked 17th among the 50 states, while the percent change was ranked 23rd (and below the national growth rate of 5.3%).

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 2013-2017. For the purposes of this analysis, minority population is defined as everyone other than non-Hispanic white alone, and minority areas are defined in accordance with the FTA Circular as areas where the percentage of minority residents exceeds the percentage minority population for the area as a whole.

As shown on the map in Appendix 6, Maryland's 49.5% statewide minority population is heavily concentrated in a few jurisdictions. The jurisdictions with greater than the statewide average minority populations are:

- Prince George's County: 87.5%
- Baltimore City: 72.2%
- Charles County: 61.4%
- Montgomery County: 56.6%

The largest absolute increase in Maryland over 2010 to 2017 was in the Hispanic population (139,039), followed by non-Hispanic African Americans (111,940), Asians (75,743) and those classified as multi race (24,973).

In 2018, the non-Hispanic white total dropped by 22,382, 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 49.5% in 2018. At 50.9%, non-Hispanic whites still are the largest share of the State's population in 2018, followed by non-Hispanic African Americans (29.7%), Hispanics (10.1%), non-Hispanic Asians (6.6%) and non-Hispanics of multi-races (2.4%). In 2018 all regions, except the Upper Eastern Shore Region which only gained 370, experienced non-Hispanic white population loss. Baltimore County (-7,008) had the largest total loss and Frederick (753) was the largest gain in non-Hispanic whites by a County.

Three counties in Maryland continue to have a “minority-majority” status in 2018. Prince George’s County (87.5%), Charles County (61.4%), and Montgomery County (56.6%). Baltimore City (72.2%) is the only other jurisdiction with a “minority-majority” status. Maryland’s concentration of minorities remains in the Baltimore/Washington Corridor.

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.

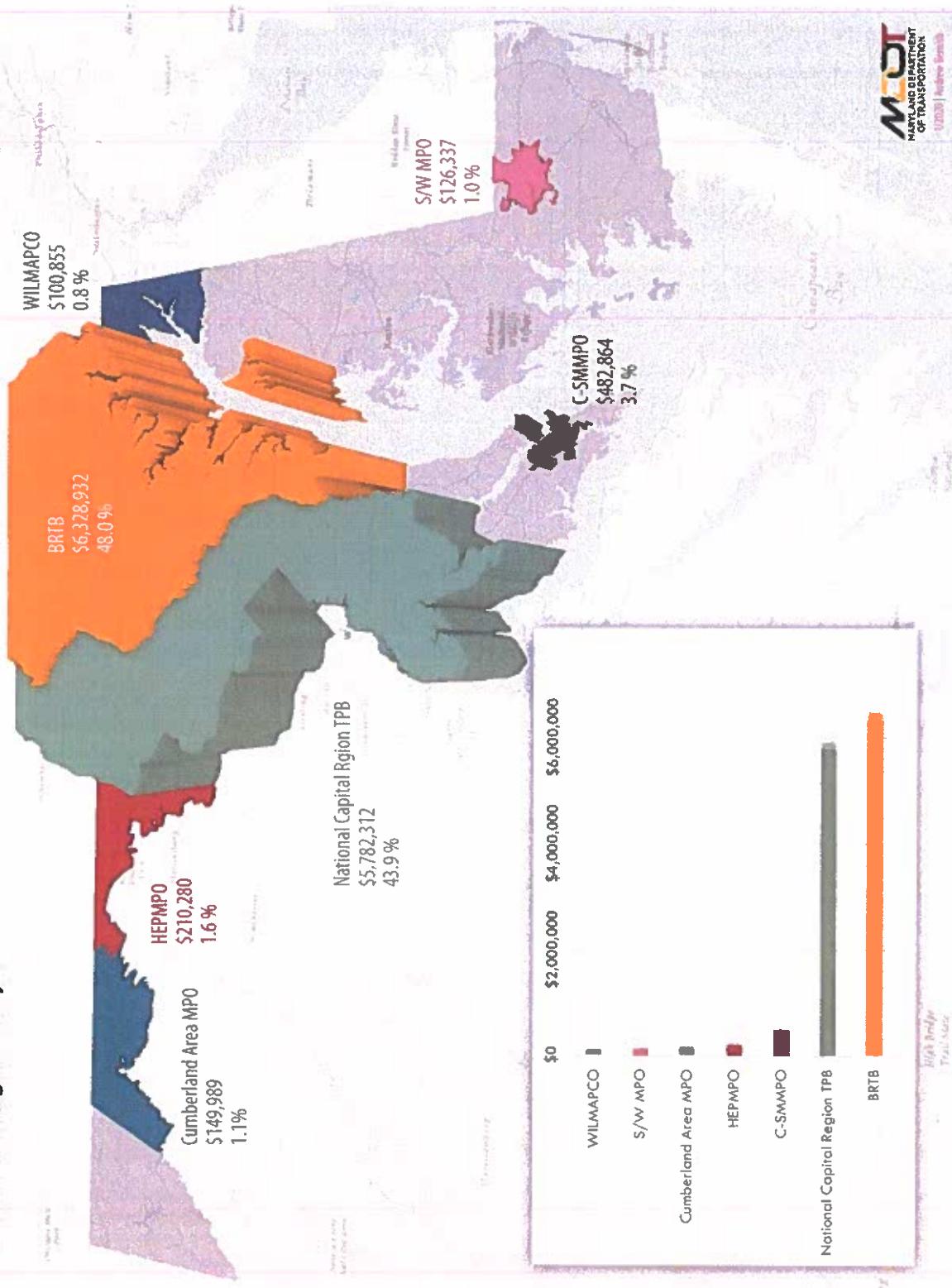
In order to determine if Maryland’s investments are consistent with Title VI it is important to identify the areas of the state with high percentages of minority population concentrations. The demographic profile focused on the minority population at the jurisdictional level. Data from the 2010 U.S. 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 FY2020. TSO transfers FHWA funds to FTA prior to drawing them down. The table below lists the distribution of PL funds to the MPOs for fiscal year 2020. These funds are used only for planning purposes, the MPOs do not own or operate any transit service.

#### Metropolitan Planning Funds Distribution FY 2020

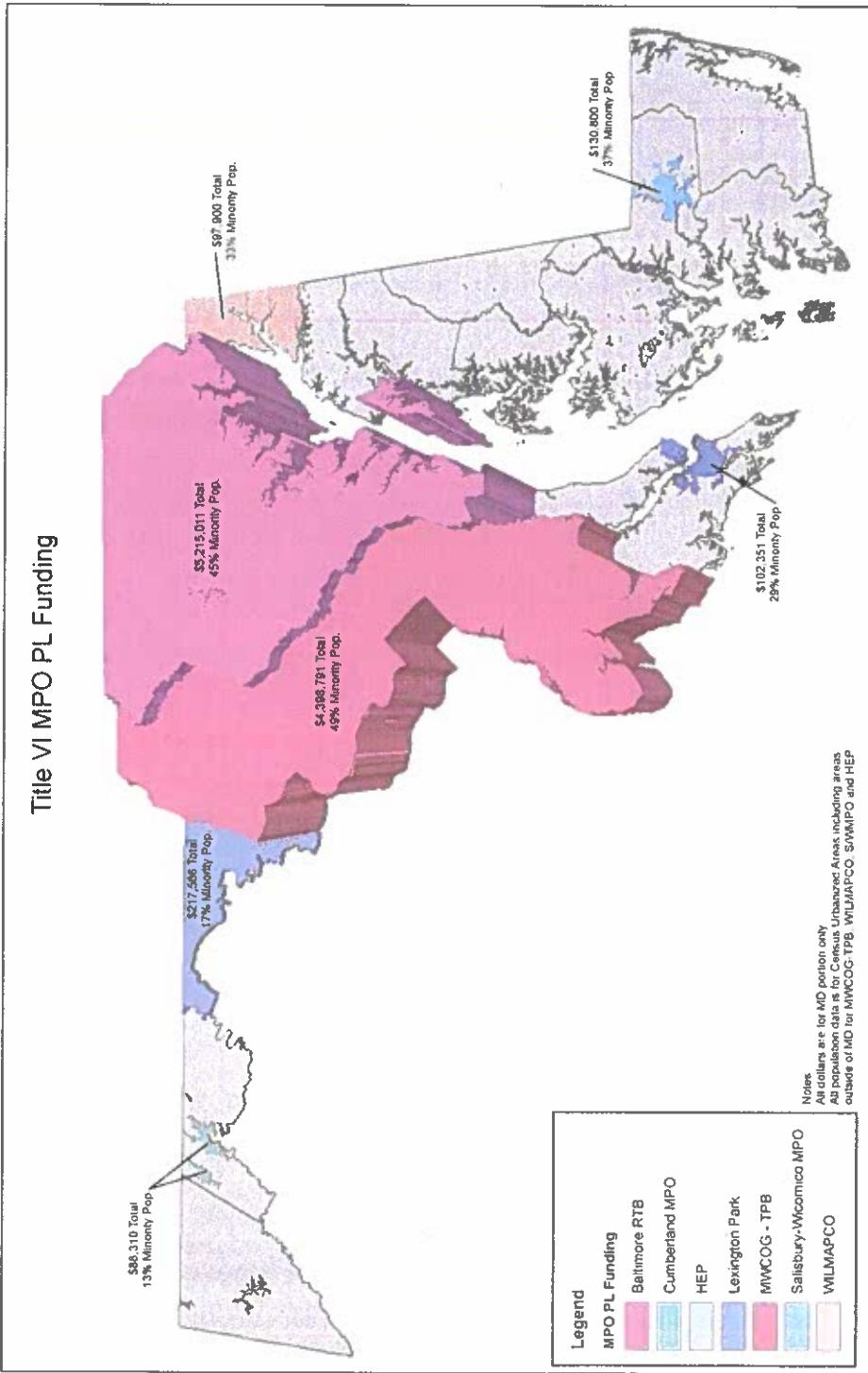
MPO	Federal Funding	State Funding	Local Funding	Total
BRTB	\$ 6,328,932	\$ 691,500	\$ 888,200	\$ 7,908,632
C-SMMPO	\$ 482,864	\$ 53,232	\$ 53,232	\$ 589,328
CAMPO	\$ 149,989	\$ 18,749	\$ 18,749	\$ 187,486
HEPMPO	\$ 210,280	\$ 26,285	\$ 26,285	\$ 262,850
TPB	\$ 5,782,312	\$ 722,789	\$ 722,789	\$ 7,277,890
S/WMPO	\$ 126,337	\$ 15,792	\$ 15,792	\$ 157,921
WILMAPCO	\$ 100,855	\$ 12,607	\$ 12,607	\$ 126,069

## Federal Funding for Maryland MPO's in FY 2020



## Metropolitan Planning Funds and Title VI

### Title VI MPO PL Funding



## XII. DISPARATE IMPACT ANALYSIS

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

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

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

For FHWA PL Funds the formula is administered as follows:

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

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

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

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

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

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

As the Transit Investment and Title VI Minority Census Tracts map illustrates, the distribution of State and federally funded investments in transit is very closely correlated with the Census tracts with higher minority populations. The greater Baltimore region and the greater Washington, D.C. region contain both 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 Bay Runner Shuttle.
- The region north of the Baltimore metro region also has a few high minority Census tracts. In addition to the LOTS, the bus route shown on the map is the Baltimore – Wilmington, Delaware Intercity Travel Link bus, which is sponsored by the MTA and operated by Greyhound.

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

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

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### XIII. STATEWIDE TRANSPORTATION PLANNING PROCESS

FTA requires a description of the statewide transportation planning process that identifies the transportation needs of minority populations. State law requires additional clarity and standards to define how the MDOT evaluates and selects proposed major capital projects for inclusion in the Construction Program of the Consolidated Transportation Program (CTP). It requires MDOT and the local jurisdictions seeking project funding to demonstrate the relationship between prioritized projects and the long-term goals of the Maryland Transportation Plan (MTP), the Climate Action Plan Goals (as outlined in the Greenhouse Gas Reduction Plan) and local land use plans. TSO 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, Baltimore City and several counties, which submit Priority Letters in the state of Maryland, have majority-minority populations.

In some cases, counties reserve portions of their own funds in order to accelerate project implementation, conduct feasibility and planning studies, ensure that projects are kept on-track, and provide a funding match as required for certain types of projects. The TBUs 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

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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, 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 2013-2017 American Community Survey indicates as majority minority: Prince George's, Montgomery, and Charles counties, and the City of Baltimore. Their development of the Priority Letters and the associated annual consultation process conducted shows how MDOT considers priorities from majority minority counties when developing the CTP and STIP.

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#### XIV. PUBLIC PARTICIPATION PLAN

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

The TSO Public Participation Plan provides an overview of the department's mission and provides details on how TSO interacts with the public. The plan describes state and federal regulations, including a summary of the public participation activities. The plan identifies the major planning and implementation actions undertaken by the department, identifies major transportation planning partners in Maryland, and describes the three major types of public involvement that are used to ensure the traveling public is well-informed and is provided ample opportunities to participate in making decisions. A detailed Public Participation Plan is attached as Appendix 7.

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

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

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

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

**2019 SCHEDULE  
ANNUAL CONSULTATION MEETING**

Day	Date	County	Time	Location
Th	September 19	Balt. COUNTY	10:00 a.m.	<b>NEW LOCATION Towson University, Johnny Unitas Stadium, Minnegan Room, 8000 York Road, Towson MD 21252 (Parking in Lot 20)</b>
Th	September 26	Carroll	1:30 p.m.	Reagan Room (#003), County Office Building, 225 North Center Street, Westminster MD 21157
		Howard	5:00 p.m.	<b>Howard Building, Banneker Room, 3430 Court House Drive, Ellicott City MD 21043</b>
F	September 27	Harford	10:00 a.m.	Harford County Council Chambers, 212 South Bond Street, Bel Air MD 21014
		Balt. CITY	2:00 p.m.	City Hall, Curran Conference Room, 4 <sup>th</sup> Floor, 100 N. Holliday Street, Baltimore MD 21202
T	October 1	Queen Anne's	3:00 p.m.	Liberty Building, Commissioner's Hearing Room, 2 <sup>nd</sup> Floor, 107 North Liberty Street, Centreville MD 21617
		Kent	7:00 p.m.	Commissioner's Hearing Room, 400 High Street, Chestertown MD 21620 (thru ADA doors – 1 <sup>st</sup> door on right)
Th	October 3	Washington	10:00 a.m.	Washington County Library, 100 South Potomac Street, Hagerstown MD 21740
		Allegany	3:00 p.m.	County Office Complex, Room 100, 701 Kelly Road, Cumberland MD 21502
F	October 4	Garrett	10:00 a.m.	Commissioners Public Meeting Room, #209, 203 South 4 <sup>th</sup> Street, Oakland MD 21550 ( <i>enter on Alder Street</i> )
Th	October 10	Wicomico	7:00 p.m.	Wicomico County Youth and Civic Center, Flanders Room, 500 Glen Avenue, Salisbury MD 21804
F	October 11	Cecil	10:00 a.m.	County Administration Building, Elk Room, 200 Chesapeake Boulevard, Elkton MD 21921
T	October 15	Caroline	10:30 a.m.	Board of Education Building, 204 Franklin Street, Denton MD 21629
		Talbot	3:00 p.m.	Talbot County Community Center, Wye Oak Room, 10028 Ocean Gateway, Easton MD 21601
		Dorchester	7:00 p.m.	County Office Building, Room 110, 501 Court Lane, Cambridge MD 21613
T	<b>NEW DATE October 22</b>	St. Mary's County	10:30 a.m.	Chesapeake Building, Commissioners Hearing Room, 1 <sup>st</sup> Floor, 41770 Baldridge Street, Leonardtown MD 20650
T	October 29	Calvert	10:30 a.m.	Commissioners Hearing Room, County Courthouse, 2 <sup>nd</sup> Floor, 175 Main Street, Prince Frederick MD 20678
		Charles	<b>NEW TIME</b>	Government Building Conference Room (no number)

			<b>3:00 p.m.</b>	assigned), 200 Baltimore Street, LaPlata MD 20646
W	October 30	Frederick	7:00 p.m.	Winchester Hall, First Floor Hearing Room, 12 East Church Street, Frederick MD 21701
F	November 1	Prince George's	10:00 a.m.	County Admin. Bldg., Room 2027, 14741 Gov. Oden Bowie Drive, Upper Marlboro MD 20772
M	November 4	Anne Arundel	3:00 p.m.	Council Hearing Room, The Arundel Center, 44 Calvert Street, Annapolis MD 21401
		Montgomery	7:00 p.m.	County Office Building, Third Floor Hearing Room, 100 Maryland Avenue, Rockville MD 20850
T	November 5	Worcester	10:00 a.m.	Commissioners Meeting Room (Room 1101), Government Center, 1 West Market Street, Snow Hill MD 21863
		Somerset	2:00 p.m.	County Office Complex, Room 111, 11916 Somerset Avenue, Princess Anne MD 21853

Locations in bold are new for this year.

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## XV. EQUITY ANALYSIS

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

## XVI. APPENDICES

### Appendix 1

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

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

For more information on the Maryland Department of Transportation Civil Rights Plan, and the procedures to file a complaint, contact Dr. Janet Moye 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](mailto: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, 5<sup>th</sup> Floor-TCR, 1200 New Jersey Ave., SE, Washington, DC 20590.

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

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## Appendix 2

### TITLE VI COMPLAINT PROCEDURE

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

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

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

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

A person may also file a complaint directly with the Federal Transit Administration, at FTA Office of Civil Rights, 1200 New Jersey Avenue SE, Washington, DC 20590.

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

## Appendix 3

### TITLE VI COMPLAINT FORM

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

## TITLE VI COMPLAINT FORM – page 2

### Section IV

Have you previously filed a Title VI complaint with this agency?  Yes  No

### Section V

Have you filed a Title VI complaint with any other Federal, State, or local agency, or with any Federal or State Court?

Yes  No

If yes, check all that apply:

Federal Agency:  State Agency:

Federal Court:  Local Agency:

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
<b>Investigations</b>					
None					
<b>Lawsuits</b>					
None					
<b>Complaints</b>					
None					

## Appendix 5

### MINORITY MEMBERSHIP ON COMMITTEES

The minority membership of the MDOT TSO is identified below, however, it does not include a specifically transit-related committee. Within the MDOT umbrella, the TBUs act as separate direct and/or designated recipients of federal funds for those funding categories that each are responsible for utilizing. The funding for which this document is responsible primarily goes to MPOs who have their own Title VI Plans and report to their Board and Committees, therefore; all of their main boards are composed of elected officials representing the jurisdictions covered by the MPOs. Most MPOs have a version of a Public Advisory Committee which are generally recommended by each jurisdiction. Each member is vetted by the MPOs for diversity and inclusivity. Minority inclusion and representation is a priority in the selection process.

Commission/Committee	Total Members	Type	Caucasian	African American	Asian American
Maryland Transportation Commission	10	At Large	5	4	1
State Roads Commission	7	At Large	7	0	0
Maryland Bicycle and Pedestrian Advisory Committee	22	At Large 13 (7 vacant)	6	0	0
		State Agencies: 7	0	0	0
		9 (6 vacant)			

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

## Appendix 6

### Minority Population Share for Maryland's Jurisdictions, 2018

#### DEMOGRAPHIC PROFILES Minority Population Share for Maryland's Jurisdictions - 2018

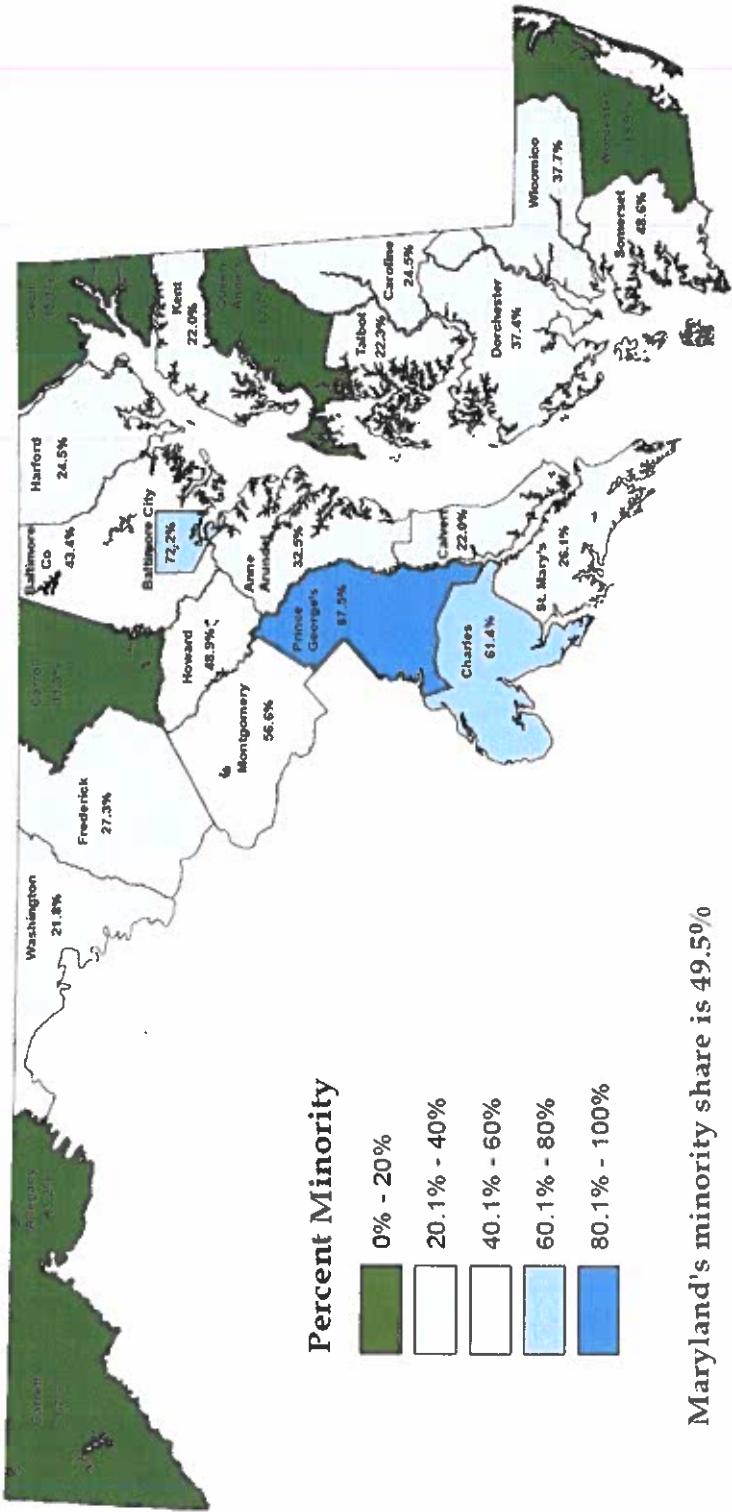


Table 6B Change in Total Population by Race for Maryland's Jurisdictions, April 1, 2010 to July 1, 2018

State / Region / Jurisdiction	Total	White	Black or African American	One Race Alone		Native Hawaiian and Pacific Islander	Two or More Races
				American Indian and Alaska Native	Asian		
Maryland	268,920	10,898	135,925	5,299	79,024	1,355	36,419
Baltimore Region	89,725	-21,050	51,783	1,203	41,212	475	16,102
Anne Arundel	38,400	10,002	17,803	435	5,526	99	4,535
Baltimore County	23,202	-27,567	33,864	431	11,451	123	4,900
Carroll	1,287	-1,691	971	103	907	67	930
Harford	9,150	253	5,330	138	1,852	29	1,528
Howard	36,073	-398	13,595	118	19,722	133	2,903
Baltimore City	18,367	-1,649	-19,780	-22	1,754	24	1,306
Suburban Washington Region	148,819	42,050	56,777	3,177	32,881	510	13,424
Frederick	22,257	10,920	5,797	198	3,065	78	2,199
Montgomery	80,603	11,390	34,898	1,126	25,557	170	7,462
Prince George's	45,959	19,740	16,082	1,853	4,259	262	3,763
Southern Maryland Region	25,723	3,13	19,938	318	2,128	161	2,865
Calvert	3,264	2,045	34	69	451	48	617
Charles	14,938	-6,225	18,527	198	1,019	96	1,323
St. Mary's	7,521	4,493	1,377	51	658	17	925
Western Maryland Region	-1,552	-7,956	3,613	147	1,047	65	1,532
Allegany	-4,072	-4,451	-246	35	238	11	341
Garrett	-976	-1,110	-3	21	37	0	79
Washington	3,496	-2,395	3,862	91	772	54	1,112
Upper Eastern Shore Region	2,791	-147	621	212	808	90	1,202
Caroline	226	-306	93	34	208	-1	198
Cecil	1,724	-195	972	56	375	7	509
Kent	-812	-766	-199	17	87	3	46
Queen Anne's	-2,462	2,046	-90	47	104	38	317
Talbot	-809	-921	-155	58	34	43	132
Lower Eastern Shore Region	3,414	-2,317	3,193	242	948	54	1,294
Dorchester	-625	-1,059	153	33	72	10	1,666
Somerset	-795	-632	-489	40	48	7	231
Wicomico	4,462	-825	3,796	111	641	32	707
Worcester	372	199	-267	58	187	5	190

Prepared by the Maryland Department of Planning, June 2019  
 Source: Population Division, U.S. Census Bureau  
 Release Date: June 20, 2019

The **Title VI Minority Census Tracts** map displays the minority census tracts greater than or equal to 49.5%. According to the American Community Survey 2013-2017 5-year Estimates, the State of Maryland has an overall 49.5% minority population, that is, everyone other than non-Hispanic white alone. Therefore, on the next three statewide maps:

- A minority population census has a minority population of greater than or equal to 49.5%, the overall percentage of minority population for Maryland.

Table 7. Total and Minority Populations and Minority Population Share, 2018 and 2010

State/Region/Jurisdiction	Population				Minority Population Share		
	July 1, 2018		April 1, 2010		2018	2010	Percentage Point Change (2018-2010)
	Total	Minority *	Total	Minority *			
<b>Maryland</b>	<b>6,042,718</b>	<b>2,991,906</b>	<b>5,773,798</b>	<b>2,607,678</b>	<b>49.5%</b>	<b>45.2%</b>	<b>4.3%</b>
<b>Baltimore Region</b>	<b>2,752,538</b>	<b>1,221,431</b>	<b>2,662,813</b>	<b>1,075,133</b>	<b>44.4%</b>	<b>40.4%</b>	<b>4.0%</b>
Anne Arundel	576,031	186,967	537,631	147,564	32.5%	27.4%	5.0%
Baltimore County	828,431	359,919	805,329	299,502	43.4%	37.2%	6.3%
Carroll	168,439	19,008	167,142	14,558	11.3%	8.7%	2.6%
Harford	253,956	62,121	244,826	50,582	24.5%	20.7%	3.8%
Howard	323,196	158,169	287,123	116,639	48.9%	40.6%	8.3%
Baltimore City	602,495	435,247	620,862	446,288	72.2%	71.9%	0.4%
<b>Suburban Washington Region</b>	<b>2,217,523</b>	<b>1,461,591</b>	<b>2,068,704</b>	<b>1,275,624</b>	<b>65.9%</b>	<b>61.7%</b>	<b>4.2%</b>
Frederick	755,648	69,902	733,391	51,391	27.3%	22.0%	5.3%
Montgomery	1,052,567	595,735	971,964	490,548	56.6%	50.5%	6.1%
Prince George's	909,308	795,954	863,349	733,685	87.5%	85.0%	2.6%
<b>Southern Maryland Region</b>	<b>366,170</b>	<b>148,868</b>	<b>340,447</b>	<b>118,087</b>	<b>40.7%</b>	<b>34.7%</b>	<b>6.0%</b>
Calvert	92,003	20,253	88,739	17,962	22.0%	20.2%	1.8%
Charles	161,503	99,163	146,565	75,488	61.4%	51.5%	9.9%
St. Mary's	112,664	29,452	105,143	24,637	26.1%	23.4%	2.7%
<b>Western Maryland Region</b>	<b>251,064</b>	<b>43,338</b>	<b>252,616</b>	<b>34,133</b>	<b>17.3%</b>	<b>13.5%</b>	<b>3.7%</b>
Allegany	70,975	9,389	75,047	8,825	13.2%	11.8%	1.5%
Garrett	29,163	1,068	30,139	810	3.7%	2.7%	1.0%
Washington	150,926	32,881	147,430	24,498	21.8%	16.6%	5.2%
<b>Upper Eastern Shore Region</b>	<b>242,732</b>	<b>43,084</b>	<b>239,941</b>	<b>38,174</b>	<b>17.7%</b>	<b>15.9%</b>	<b>1.8%</b>
Caroline	33,304	8,176	33,078	7,200	24.5%	21.8%	2.8%
Cecil	102,826	15,540	101,102	12,681	15.1%	12.5%	2.6%
Kent	19,383	4,267	20,195	4,401	22.0%	21.8%	0.2%
Queen Anne's	50,251	6,868	47,789	6,008	13.7%	12.6%	1.1%
Talbot	36,968	8,233	37,777	7,884	22.3%	20.9%	1.4%
<b>Lower Eastern Shore Region</b>	<b>212,691</b>	<b>73,594</b>	<b>209,277</b>	<b>66,527</b>	<b>34.6%</b>	<b>31.8%</b>	<b>2.8%</b>
Dorchester	31,998	11,974	32,623	11,021	37.4%	33.8%	3.6%
Sussex	25,675	12,471	26,470	12,651	48.6%	47.8%	0.8%
Wicomico	103,195	38,862	98,733	32,817	37.7%	33.2%	4.4%
Worcester	51,823	10,287	51,451	10,058	19.9%	19.5%	0.3%

\* Minority population equals total population minus non-Hispanic white alone population.

Prepared by the Maryland Department of Planning, June 2019

Source: Population Division, U.S. Census Bureau

Release Date: June 20, 2019

- A non-minority tract is one in which the percentage of minority residents is less than 49.5%.

The **Transit Investment and Title VI Minority Census Tracts** map displays the transit investments in Maryland from the FY2019-2024 MDOT Consolidated Transportation Program (CTP) Projects. The following table lists the existing large transit systems in Maryland run by

MTA and WMATA. The CTP listing for each project is included in the MTA section of the CTP available at the link below:

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

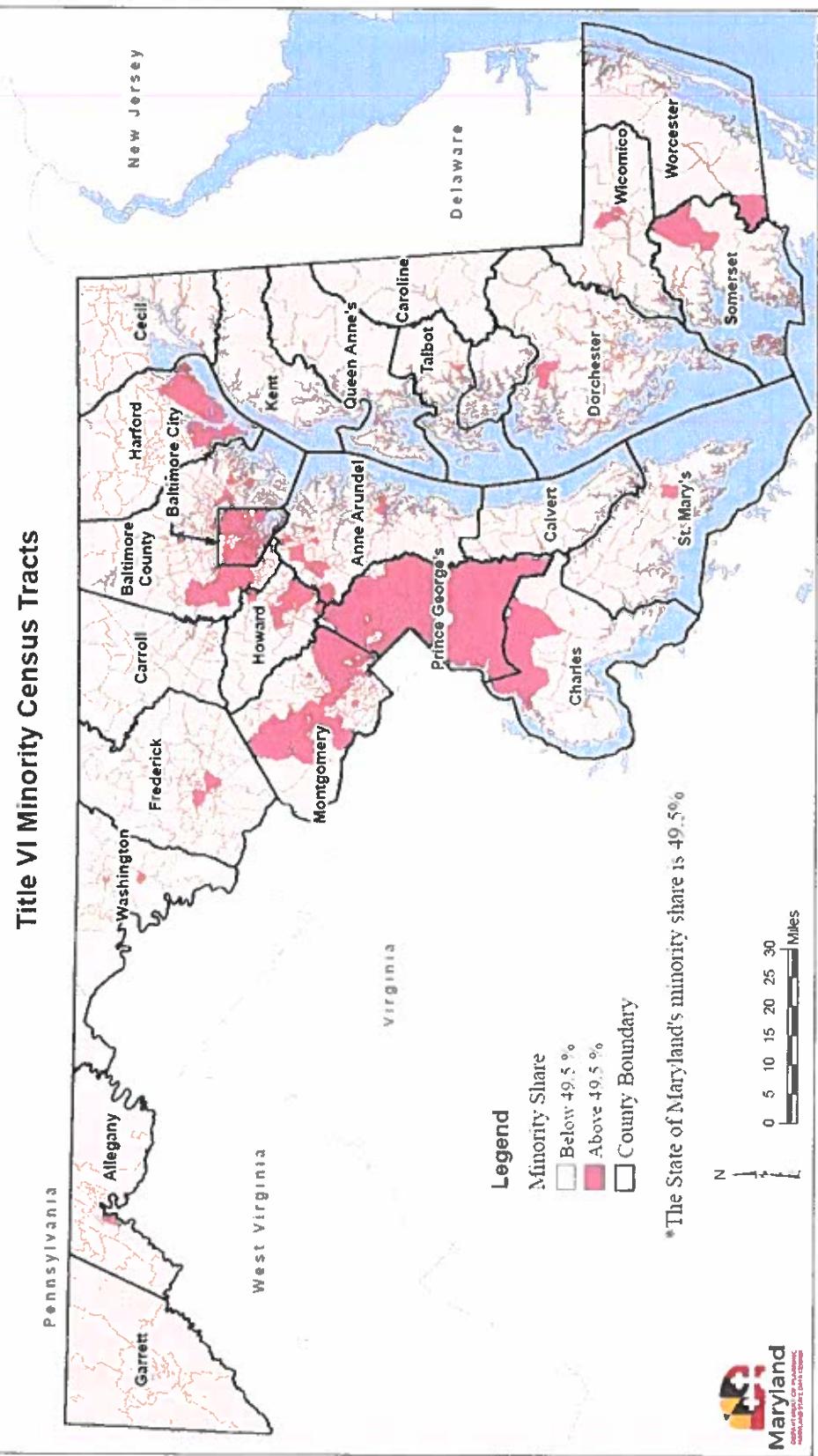
**Table: Transit Systems**

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

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

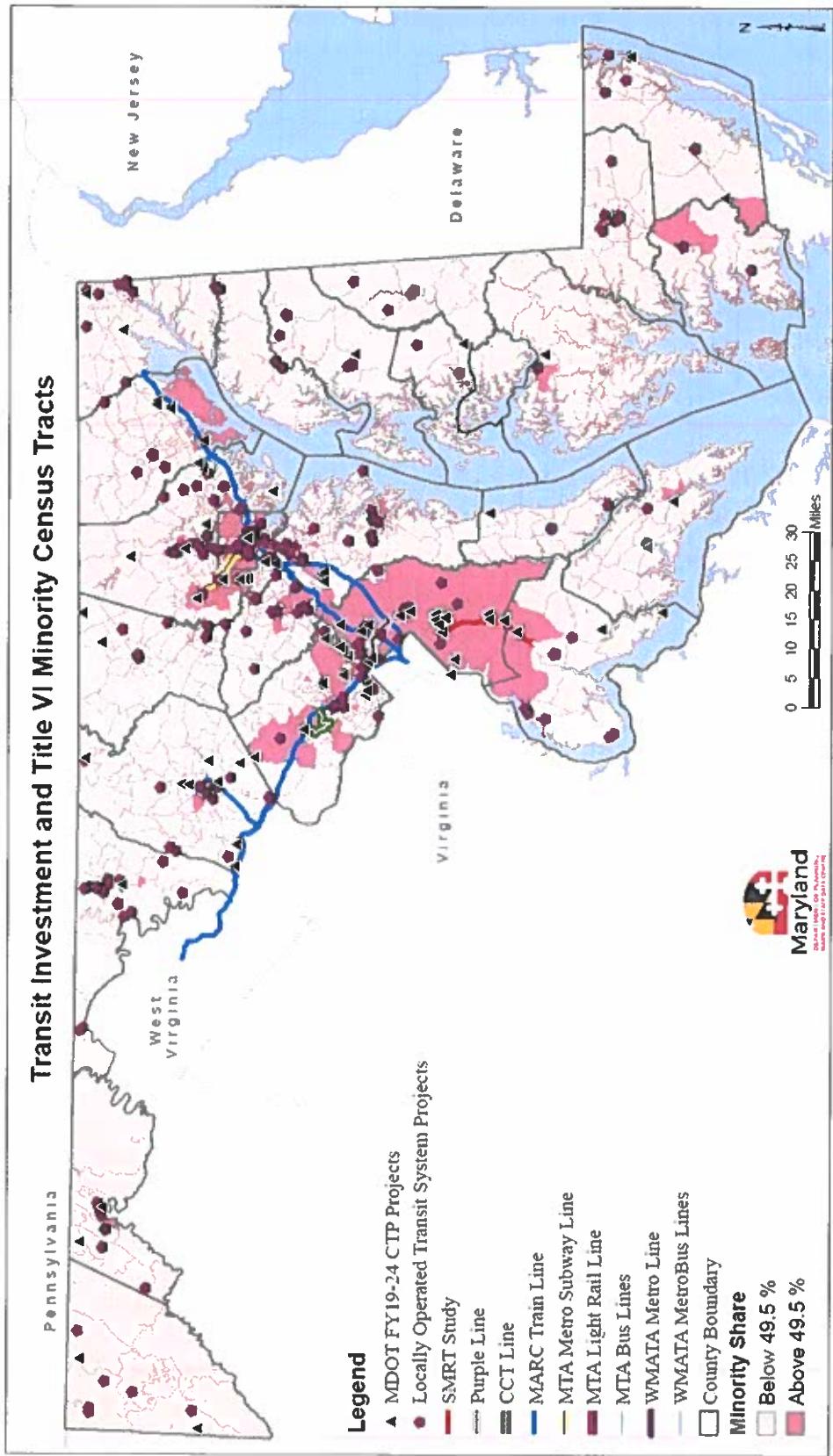
[http://www.mdot.maryland.gov/newMDOT/Planning/CTP/CTP\\_19\\_24\\_Final/Documents/000\\_Entire\\_CTP\\_Document\\_Combined.pdf](http://www.mdot.maryland.gov/newMDOT/Planning/CTP/CTP_19_24_Final/Documents/000_Entire_CTP_Document_Combined.pdf).

## Title VI Minority Census Tracts



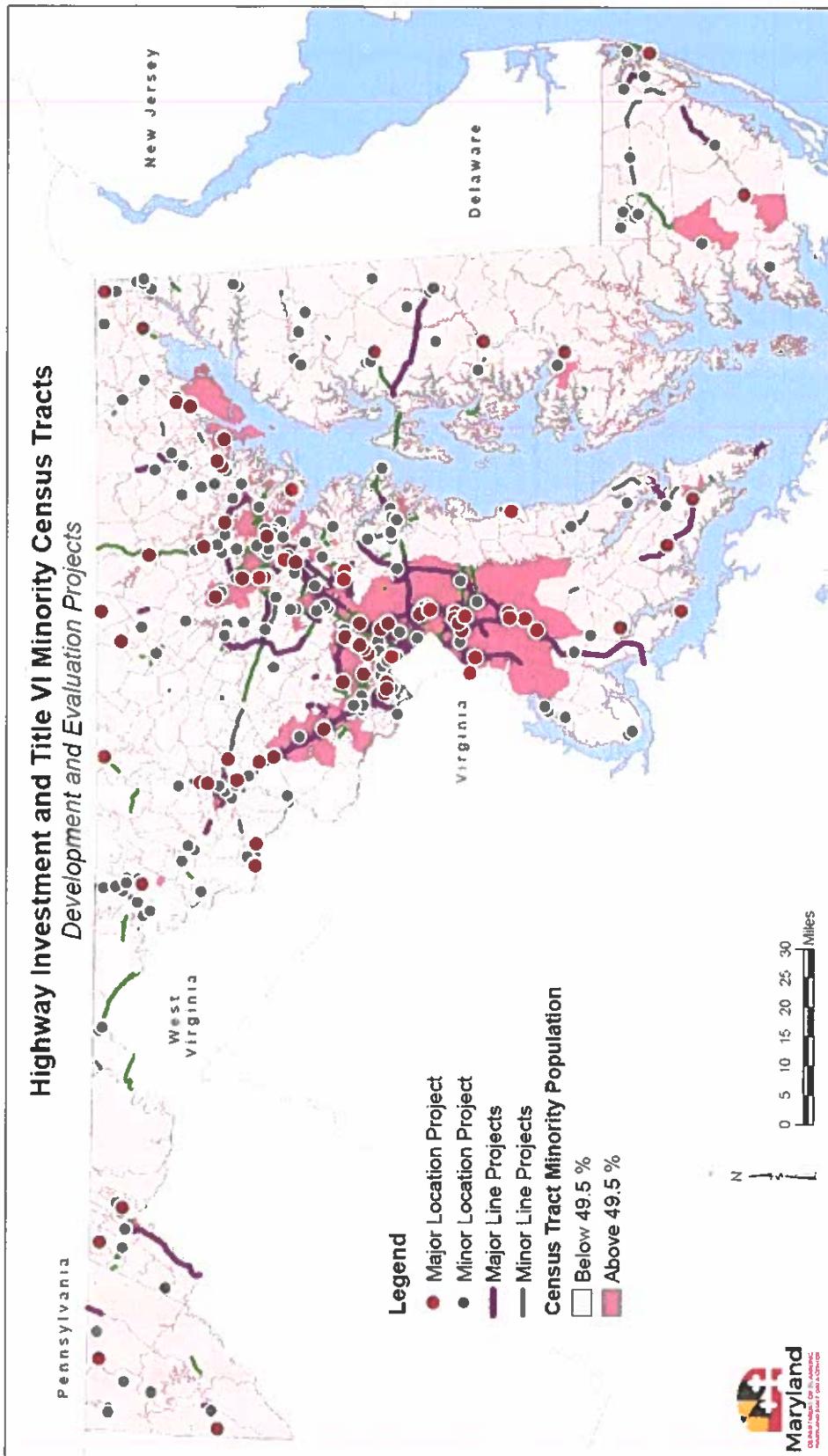
Map prepared by the Maryland Department of Planning Project: and State Data Center December 2019  
 Source: U.S. Census Bureau, 2013-2017 American Community Survey 5 Year Estimates  
 Notes:  
 1) Title VI refers to Title VI of the Civil Rights Act which protects people from discrimination based on race, color, and national origin in programs and activities receiving federal financial assistance.  
 2) Minority Population includes all individuals except those of one race who are White and not Hispanic or Latino.  
 3) State and Census Tract minority Population percentages are rounded to the nearest percentage point.  
 4) Map does not show the 12 Maryland Census Tracts that contain no land area and no population.

## Transit Investment and Title VI Minority Census Tracts



Map prepared by the Maryland Department of Planning Projects, and State Data Center December 2019  
 Sources: U.S. Census Bureau, 2015-2017 American Community Survey 5-Year Estimates  
 Notes: 1) "Title VI" refers to Title VI of the Civil Rights Act, which protects people from discrimination based on race, color, and national origin in programs and activities receiving federal financial assistance  
 2) Minority Population includes all individuals, except those of one race who are White and not Hispanic or Latino  
 3) State and census tract minority population percentages are rounded to the nearest percentage point  
 4) Map does not show the 12 Maryland Census Tracts that contain no land area and no population

## Highway Investment and Title VI Minority Census Tracts



## APPENDIX 7

### DETAILED PUBLIC PARTICIPATION PLAN



MARYLAND DEPARTMENT  
OF TRANSPORTATION

**Public Participation Plan**  
**Office of Planning and Capital Programming**

## TABLE OF CONTENTS

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## **Appendix: Maryland Metropolitan Planning Organizations**

## 1.0 Introduction

### 1.1 Purpose of the Public Participation Plan

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

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

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

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

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

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

Successful public participation programs consist of:

- Being committed to the process;
- Articulating the objectives of the process to the public;
- Understanding the stakeholders and their issues;

- Using a variety of public outreach activities; and
- Evaluating and refining the approach as needed.

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

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

MDOT is committed to:

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

## 2.1 MDOT's Approaches to Public Participation

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

### Public Involvement Approaches

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

## 2.1.1 Public information

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

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

## Public Participation Plan



### 2.1.2 Public participation

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

#### Public Participation

Typically involves minor policy development, planning and project development activities including state and federal requirements

##### GOALS

- Provide balanced objective information to assist the public in understanding the problem, alternatives and opportunities and/or solutions
- Obtain public feedback
- Work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered.

##### TYPICAL APPROACHES

<ul style="list-style-type: none"><li>• Fact Sheets/Brochures</li><li>• Interactive Web Sites</li><li>• Newsletters</li></ul>	<ul style="list-style-type: none"><li>• Press Releases</li><li>• Open Houses</li><li>• Public Meetings</li></ul>	<ul style="list-style-type: none"><li>• Online Surveys</li><li>• Social Media</li><li>• Mass mailing</li></ul>
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##### EXAMPLES

Maryland Statewide Transportation Improvement Program (STIP)

Maryland Transportation Plan

Maryland Consolidated Transportation Program

##### MINIMUM NOTICE REQUIREMENTS

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

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

## 2.1.3 Public consultation

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

### Public Consultation

Typically involves major policy development, planning and project development activities including state and federal requirements

#### GOALS

- Provide balanced objective information to assist the public in understanding the problem, alternatives and opportunities and/or solutions
- Obtain public feedback
- Work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered
- Partner with the affected community or stakeholder groups in each aspect of the decision including defining the problem, developing alternatives and identifying the preferred solution.

#### TYPICAL APPROACHES

<ul style="list-style-type: none"><li>• Fact Sheets/Brochures</li><li>• Web Sites</li><li>• Newsletters</li><li>• Press Releases</li><li>• Open Houses</li></ul>	<ul style="list-style-type: none"><li>• Public Meetings</li><li>• Focus Groups</li><li>• Surveys</li><li>• Public Hearings</li><li>• Workshops and Charettes</li></ul>	<ul style="list-style-type: none"><li>• Citizens Advisory Committees</li><li>• Task Forces</li><li>• Stakeholder Committees</li><li>• Webinars</li></ul>
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#### EXAMPLES

- Major Project Planning Studies
- Major Reconstruction Projects
- New Construction
- Multi-modal Connections
- Development of New Policies

#### MINIMUM NOTICE REQUIREMENTS

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

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

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

### 2.2 Maryland Transportation Plan Public Participation

The Maryland statewide long-range Transportation Plan or MTP is being updated in 2018 per state and federal requirements. The MTP update includes internal coordination and input from staff throughout the Maryland Department of Transportation, along with outreach throughout the entire State. The outreach has included transportation priority questions in a statewide survey on transportation to random citizens conducted by the University of Baltimore Schafer Center, and a statewide MetroQuest survey on the transportation priorities and strategies advertised on the Plan web site ([www.mdot.maryland.gov/MTP](http://www.mdot.maryland.gov/MTP)) and through social media, including a banner on the MDOT web pages, Twitter and Facebook, along with Facebook advertisement to ensure statewide and demographic coverage. We also utilized an E-blast sent to all State, regional and local planners (including the MPOs to distribute to their targeted audiences), the State NAACP Office, education leaders and elected officials to distribute to their constituents, especially minority and LEP populations, to announce the Plan update, share the survey and alert folks on how they can participate in the Plan update. Throughout the development of the Plan, we will continue to E-Blast updates to our comprehensive mailing list, along with updating our web site, briefings to the regional Metropolitan Planning Organizations, hosting a webinar on the draft plan development and staffing a Governor's Advisory Committee on performance measures for the Annual Attainment Report on Transportation System Performance. The Advisory Committee includes local and State membership, as well as diverse urban, rural and demographic individuals from around the State. This outreach is to encourage the participation of a wide-range of Maryland's citizens, many of whom might not typically participate in traditional transportation planning outreach efforts.

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

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

The public participation for the STIP occurs at the state, local and regional levels. At the state-level and non-metropolitan area level the identification of projects for inclusion in the STIP occurs at annual Consolidated Transportation Program Tour Meetings (Tour) that are held each fall season and through the development of County Priority letters. In the metropolitan regions, the MPOs' process for project selection in the STIP incorporates the projects in the MPO TIPs. A majority of our outreach on the STIP is through our MPOs which cover 97.7% of the disparate populations of the State. In

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coordination with the MPOS, our efforts focus on the TIPs that are developed by the MPOs. In the metropolitan areas, the TIP outreach is based upon each MPO Public Participation Plans and their proved outreach methods to reach minority and LEP populations. In appendix 1 is a summary of the MPOs in the State of Maryland.

### **2.3.1 Consolidated Transportation Program**

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

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

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

Maryland's 23 counties, the City of Baltimore and municipalities have the opportunity to submit an annual "Transportation Priorities Letter" to help inform the Department of local governments' needs as the draft Consolidated Transportation Program (CTP) is developed each year. Priority Letters identify the desired state capital investments deemed most important by local governments, and convey a general consensus position of each jurisdiction's state and local elected officials. The letters are requested by MDOT's Office of Planning and Capital Programming asking that each jurisdiction submit their letters in May of each year so that their request for state funding for their transportation priorities can be considered by the Secretary of Transportation and the Business Units for inclusion in the draft CTP.

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

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transit funding. Priority letters are typically received in the spring-summer as the draft CTP/STIP is developed.

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

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

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

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

# Public Participation Plan



## Appendix 1

### Maryland Metropolitan Planning Organizations

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

- List of any transit or transportation related boards or committees including the racial breakdown of the members; and
- A Title VI Program Plan including an assurance that the subrecipients will carry out the program in compliance with USDOT Title VI regulations.

In 2017, the Office of Diversity and Equity and the Office of Planning and Capital Programming staff performed on-site compliance reviews of six of the seven MPOs.

## TRAINING

MDOT The Secretary's Office will work with the other MDOT Transportation Business Units and Maryland MPOs to sponsor, coordinate, and conduct Title VI Training in Maryland for recipients of federal funds to ensure that they are knowledgeable of Title VI and the responsibilities and requirements for compliance. MDOT will continue to use the assistance of the Federal Transit Administration's National Training Institute as appropriate in conducting Title VI Training. On October 26<sup>th</sup> and 27<sup>th</sup> 2016 as well as May 23<sup>rd</sup> and 24<sup>th</sup> 2017 training was held covering Title VI. MPO staff attending both trainings.

In 2018, MDOT will be exploring on-line Title VI Training for its employees and subrecipients.

**For Immediate Release:**

**\*\*MEDIA ADVISORY\*\***

**MARYLAND DEPARTMENT OF TRANSPORTATION OFFICIALS  
TO LAUNCH ANNUAL STATEWIDE TRANSPORTATION  
INVESTMENT TOUR ON MONDAY IN QUEEN ANNE'S COUNTY**

**September 20, 2017**

**WHO:**

Maryland Department of Transportation (MDOT) Office of the Secretary and representatives from MDOT's business units will launch their annual statewide tour to discuss transportation investments. MDOT business units to be represented on the tour are: MDOT Motor Vehicle Administration, MDOT Maryland Transit Administration, MDOT State Highway Administration, MDOT Maryland Aviation Administration, MDOT Maryland Port Administration, and Maryland Transportation Authority.

**WHAT:**

Launch of MDOT's annual tour of 23 Maryland counties and Baltimore City to update local officials and the public on the Hogan Administration's Draft FY 2018-2023 Consolidated Transportation Program (CTP), which details MDOT's \$14.7 billion six-year capital budget. State transportation officials will outline the program and answer questions about each county's transportation priorities. To view the draft CTP, click here: [mdot.maryland.gov/newMDOT/Planning/CTP/Index.html](http://mdot.maryland.gov/newMDOT/Planning/CTP/Index.html).

**WHEN:**

**Launch Meeting: 2:00 p.m., Monday, September 25, 2017 – Queen Anne's County CTP**

**Fall Schedule: September 25 in Maryland's 23 counties & Baltimore City**

For a complete list of dates, times, locations and directions, click here: [ow.ly/IEDN30e8SF3](http://ow.ly/IEDN30e8SF3).

**WHERE:**

**Launch Meeting: September 25, 2017, Queen Anne's County CTP**

Queen Anne's County Commissioners Hearing Room

Liberty Building - 2<sup>nd</sup> Floor (Seat of Queen Anne's County Government)

107 North Liberty Street

Centreville, MD 21617

**Fall Schedule: September 25 - November 13 in Maryland's 23 counties & Baltimore City**

Statewide meetings will occur at various locations. The tour will start September 25 in Queen Anne's County in the Liberty Building and conclude November 13 in Harford County in the Council Chambers. For a complete list of dates, times, locations and directions, click here: [ow.ly/IEDN30e8SF3](http://ow.ly/IEDN30e8SF3).

**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. The Hogan Administration's six-year Draft FY 2018-2023 CTP invests \$14.7 billion in Maryland's transportation network. Above and beyond this funding, the Maryland Transportation Authority is investing \$2.6 billion in our toll roads and bridges. To view the draft CTP, click here: [mdot.maryland.gov/newMDOT/Planning/CTP/Index.html](http://mdot.maryland.gov/newMDOT/Planning/CTP/Index.html).

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# # #

## **MDOT's Minority-Serving Media Outlets 2017-2018**

What follows is a list of the 44 media outlets that are either minority-focused and/or serve majority-minority populations and regularly receive news releases from the Maryland Department of Transportation The Secretary's Office:

### **Minority-focused outlets:**

AFRO-Baltimore – African-American newspaper  
AFRO-Washington – African-American newspaper  
Baltimore Jewish Life – Jewish newsletter  
Baltimore Jewish Times – Jewish newspaper  
El Tiempo - Hispanic newspaper  
Korean Times – Korean newspaper  
Washington Hispanic – Newspaper  
WACA-AM – Hispanic radio serving Washington, and Prince George's & Montgomery counties  
WDCW-TV – Ch 50, CW affiliate, markets toward African-Americans  
WEAA-FM – Morgan State University radio, markets toward African-Americans  
WERQ 92Q-FM – Urban radio, markets toward African-Americans  
WLZL-FM - Hispanic radio  
WKDV-AM – Hispanic radio  
WPGC-FM - Urban radio, markets toward African-Americans  
WOLB-AM - Urban radio, markets toward African-Americans

### **Media Outlets - Baltimore**

Associated Press - International wire service  
Baltimore Brew – Community newspaper  
Baltimore Times – Community newspaper  
The Baltimore Sun – Regional newspaper  
Baltimore Business Journal – Regional newspaper  
Baltimore Magazine – Regional magazine  
WBAL-TV  
WBAL-AM Radio  
WBFF-TV  
WJZ-TV  
WMAR-TV

### **Media Outlets – Greater Washington: Prince Georges & Montgomery Counties**

MyMCMedia - Montgomery Community Media (public access television and broadband media)  
PGCTV – Local television station with high African-American viewership  
PGSuite - Prince George's Suite Magazine  
The Sentinel - Prince George newspaper

**MDOT's Minority-Serving Media Outlets 2017-2018**  
**Page 2**

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**Media Outlets - Washington**

ABC7 (WJLA-TV)  
AP – International wire service  
Bloomberg Business News  
CBS Radio  
CBS-TV (WUSA9)  
FOX-TV (WTTG)  
NBC News Radio  
NBC Washington (WRC-TV)  
Washington City Paper  
The Washington Examiner  
The Washington Post  
The Washington Times  
WMAL-AM  
WTOP-FM

**For Immediate Release:**

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**MDOT OFFICIALS MET WITH MONTGOMERY COUNTY  
AS PART OF ANNUAL STATEWIDE TOUR TO DISCUSS  
TRANSPORTATION PRIORITIES**

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***Deputy Transportation Secretary Announced Local Grants and Key  
Project Updates***

***November 2, 2017***

**(Rockville, MD)** – Deputy Transportation Secretary Jim Ports today met with Montgomery County officials to discuss the Draft FY 2018-2023 Consolidated Transportation Program (CTP), which details the Maryland Department of Transportation's (MDOT) draft six-year capital budget. Today's meeting was part of MDOT's annual tour of 23 Maryland counties and Baltimore City to update local officials and the public on the Hogan Administration's \$14.7 billion investment over the next six years in transit, highways, Motor Vehicle Administration facilities, the Helen Delich Bentley Port of Baltimore and the Baltimore/Washington International Thurgood Marshall Airport (BWI Marshall). Officials also discussed the Maryland Transportation Authority's \$2.6 billion additional investments in Maryland's toll roads and bridges.

"The annual CTP Tour lets us engage with our customers about their transportation priorities," said Deputy Secretary Ports. "We actively dialogue with Marylanders throughout the year, and this lets us talk face-to-face with them about transportation issues that are important to us all."

MDOT team members representing the agency's business units were: Deputy MDOT Transportation Secretary Ports, Deputy Secretary R. Earl Lewis, and Government Affairs Director Jeff Tosi from The Secretary's Office; Administrator Chrissy Nizer from the MDOT Motor Vehicle Administration (MDOT MVA); Chief Engineer Paul Shank ); Administrator Kevin Quinn from the Maryland Transit Administration (MDOT MTA); Administrator Greg Slater and District Engineer Brian Young from the MDOT State Highway Administration (MDOT SHA); and from the Maryland Transportation Authority (MDTA).

Speaking on behalf of Secretary Pete K. Rahn, Deputy Secretary Ports outlined key updates on the transportation investments. Statewide, there are 846 airport, highway, transit, port, bicycle, and motor vehicle construction projects underway with a value of \$9 billion.

In addition to these projects, Deputy Secretary Ports announced funding for Montgomery County's local priorities, including \$35.4 million in Highway User Revenues, which includes the additional \$4.9 million in grants recently awarded by Governor Larry Hogan. He also discussed highway safety grants recently announced by Governor Hogan and administered through MDOT MVA, including \$240,000 for the Montgomery County Police Department; \$27,000 for the Gaithersburg Police Department; \$25,000 for the Rockville Police Department; and \$10,000 for the Montgomery County Sheriff's Office.

MDOT MTA makes a significant investment in transit in Montgomery County through the operation of MARC Train service, Commuter Bus service and by contributing \$49.5 million in operating and capital grants to support the local RideOn transit operation. That includes funds for the replacement of heavy duty transit buses and ongoing preventive maintenance.

Deputy Secretary Ports also touted the latest records at the Port of Baltimore, including the port handling 10.1 million tons of general cargo – from autos and heavy machinery to containers – in FY 2017. The port remains number one in the nation for autos and roll on/roll off machinery, and just one year after welcoming the first mega ship from the newly expanded Panama Canal, port container business is up 10 percent. He also highlighted key Montgomery County companies count on the port to conduct business here in Maryland, including Architectural Ceramics, Hughes Network Systems and CMI Moulding.

At BWI Marshall, he highlighted steadily growing passenger traffic with new airlines and service to new domestic and international markets. In FY 2017, BWI Marshall set a new all-time annual record for passenger traffic with nearly 25.7 million passengers, and it has seen strong growth continue with 26-straight monthly passenger records through August.

On the highway side, Deputy Secretary Ports said that under Governor Hogan's leadership, Maryland is making record investments in highways and bridges. Of the 69 structurally deficient bridges the Hogan Administration identified in June 2015, 41 have been rehabilitated or replaced and are no longer structurally deficient. The remaining 28 are in various stages of design and actively moving toward construction or repair.

Deputy Secretary Ports also provided an update on important major projects and system preservation projects in Montgomery County, where MDOT SHA is working on the I-270 congestion relief project that also impacts Frederick County. The \$100 million Innovative Congestion Management project will cut up to 30 minutes off the morning southbound I-270 commute. Enhancements include moving the HOV lane to the shoulder, restriping to improve flow at pinch points, active traffic management and new technologies. Work just started on the important piece that will provide three lanes off southbound I-270 to westbound I-495 and modify the Capital Beltway to have the merge from the left of the mainline – better merging the two interstates to accommodate heavier traffic flow.

Governor Hogan officially broke ground in mid-July on one of his signature investments, the \$98 million interchange construction at Watkins Mill Road in Gaithersburg. Work will be complete and open to traffic in summer 2020. Also, next spring, MDOT SHA will begin a \$30 million project to reconstruct MD 97 around Brookeville. The project will improve congestion in the town and improve traffic operations to Georgia Avenue. Construction is scheduled to begin summer 2018, building a two-lane highway that will be complete spring 2021.

Among many other resurfacing projects, MDOT SHA recently completed a \$10.1 million safety and resurfacing project on the Inner Loop of the Capital Beltway between the I-270 east spur and Seminary Road.

As safety remains the top priority for the state, Deputy Secretary Ports pointed out that MDOT SHA installed a High-intensity Activated Crosswalk (HAWK) signal on MD 410 (East West Highway) at the

entrance to Bethesda Chevy Chase High School, the first HAWK beacon on a Maryland state roadway.

At MDTA, Governor Hogan's toll rate reductions have saved Marylanders \$122 million since 2015. Toll rate reductions will continue to save Maryland citizens and businesses approximately \$54 million annually. With lower tolls, more people are using MDTA's toll facilities, driving up revenues higher than expected, allowing the state to replace the Nice Bridge and study a new Bay Bridge crossing. *E-ZPass* usage among Montgomery County residents has increased by 9.6 percent since December of last year. There are now 209,970 *E-ZPass* accountholders in Montgomery County, who continue to save more than 50 percent in travel time by using the ICC compared to other parallel routes.

A Tier 1 National Environmental Policy Act (NEPA) study of location and funding options for a third Chesapeake Bay crossing began in January 2017 and will take up to 48 months to complete. MDTA anticipates advertising a design-build contract for the new Nice Bridge in 2018, starting construction in 2020, and opening a new, wider and safer bridge in 2023. Using practical-design and value-engineering approaches, MDTA has reduced project costs by more than \$200 million below early study estimates. The new bridge will be built north of and parallel to the existing 1.7-mile bridge and will include two lanes of traffic in each direction.

Deputy Secretary Ports also applauded Montgomery County officials for crafting a Strategic Highway Safety Plan to help save lives. The 522 roadway fatalities Maryland experienced in 2016 is unacceptable, and Ports said a highway safety plan would help target the most common causes of roadway fatalities in Maryland: impaired driving; speeding; not wearing seat belts; distracted driving; and not using crosswalks.

Officials and residents met today in the Montgomery County Office Building in Rockville. The tour launched September 25 in Queen Anne's County and will conclude November 13 in Harford County. Meetings are planned at various locations in all 23 Maryland counties and Baltimore City. For a complete list of dates, times, locations and directions, click here: [ow.ly/IEDN30e8SF3](http://ow.ly/IEDN30e8SF3). To view the draft CTP, visit: [mdot.maryland.gov/newMDOT/Planning/CTP](http://mdot.maryland.gov/newMDOT/Planning/CTP).

Each fall, MDOT presents its draft six-year capital program to every county and Baltimore City for review and comment. Following input from the 24 local jurisdictions, MDOT prepares a final budget to present to the General Assembly in January.

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**2017 SCHEDULE  
ANNUAL CONSULTATION MEETING**

Day	Date	County	Time	Location
M	September 25	Queen Anne	2:00 p.m.	Commissioners Hearing Room, 2 <sup>nd</sup> Floor, Liberty Building, 107 North Liberty Street, Centreville, MD 21617
T	September 26	Kent	6:00 p.m.	County Government Center, 400 High Street, Chestertown, MD 21620
M	October 2	Frederick	7:00 p.m.	1 <sup>st</sup> Floor Hearing Room, Winchester Hall, 12 East Church Street, Frederick, MD 21701
Th	October 5	Washington	10:00 a.m.	Washington County Free Library, 100 South Potomac Street, Hagerstown, MD 21740
		Allegany	1:00 p.m.	Room 100, County Office Complex, 701 Kelly Road, Cumberland, MD 21502
F	October 6	Garrett	11:00 a.m.	Commissioner's Meeting Room, Room 209, 203 4 <sup>th</sup> Street, Oakland, MD 21550 ( <i>Enter on Alder Street</i> )
T	October 10	Worcester	10:00 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
		Wicomico	7:00 p.m.	Flanders Conference Room, Youth and Civic Center, 500 Glen Avenue, Salisbury, MD 21804
Th	October 12	Carroll	2:00 p.m.	Reagan Room (Room 003), County Office Building, 225 North Center Street, Westminster, MD 21157
F	October 13	Cecil	10:30 a.m.	Elk Room, Cecil County Administrative Building, 200 Chesapeake Blvd., Elkton, MD 21921
T	October 24	Calvert	10:30 a.m.	Commissioners Hearing Room, County Courthouse, 2 <sup>nd</sup> Floor, 175 Main Street, Prince Frederick, MD 20678
		St Mary's	1:30 p.m.	Commissioners Meeting Room, 1 <sup>st</sup> Floor, Chesapeake Building, 41770 Baldridge Street, Leonardtown, MD 20650
		Charles	6:00 p.m.	Conference Room, Charles County Government Building, 200 Baltimore Street, LaPlata, MD 20646
Th	October 26	Baltimore	2:00 p.m.	Council Chambers, Historic Courthouse, 400 Washington Avenue, Towson, MD 21204
Th	November 2	Prince George's	2:00 p.m.	County Council Conference, Room #2027, County Administration Building, 2 <sup>nd</sup> Floor, 14741 Gov. Oden Bowie Drive, Upper Marlboro, MD 20772
		Montgomery	7:00 p.m.	3 <sup>rd</sup> Floor Hearing Room, County Office Building, 100 Maryland Avenue, Rockville, MD 20850
F	November 3	Baltimore City	10:00 a.m.	Curran Conference Room, 4 <sup>th</sup> floor, City Hall, 100 North Holiday Street, Baltimore, MD 21202 ( <i>Parking Garage is available at East Fayette Street and Guilford Avenue</i> )
M	November 6	Anne Arundel	3:00 p.m.	Council Hearing Room, The Arundel Center, 44 Calvert Street, Annapolis, MD 21401
T	November 7	Caroline	10:30 a.m.	Board of Education Building, 204 Franklin Street, Denton, MD 21629
		Talbot	3:00 p.m.	<b>Bradley Meeting Room, South Wing, Courthouse, 11 North Washington Street, Easton, MD</b>
		Dorchester	7:00 p.m.	Room 110, County Office Building, 501 Court Lane, Cambridge MD 21613
Th	November 9	Howard	7:00 p.m.	George Howard Building, Banneker Room, 3430 Court House Drive, Ellicott City, MD 21043
M	November 13	Harford	10:00 a.m.	Harford County Council Chambers, 212 South Bond Street, Bel Air, MD 21014

9/21/17—Locations/times in **red** are changes from earlier schedules. Locations in **bold** are new for this year.