

SOUTHEASTERN CONNECTICUT COUNCIL OF GOVERNMENTS

5 Connecticut Avenue, Norwich, Connecticut 06360
(860) 889-2324/Fax: (860) 889-1222/Email: office@seccog.org

Southeastern Connecticut Council of Governments Language Assistance Plan July 2019

Introduction

The Southeastern Connecticut Council of Governments (SCCOG), functioning as the Metropolitan Planning Organization, is the federally-designated agency for transportation decision-making. SCCOG is committed to ensuring that no person is excluded from participation in, or denied the benefits of, transportation projects in the region as provided by Title VI of the Civil Rights Act of 1964 (Title VI), as amended. As the federally mandated organization responsible for the transportation policy development, planning, and programming, the organization and the process it follows guide how state and federal transportation funds are used in the southeast region.

Language Needs

The SCCOG region consists of 22 municipalities, 21 in New London County and one, Windham, in Windham County. The SCCOG region does not include the New London County municipalities of Lyme, Old Lyme and Voluntown. With a total population over 5 years of age of 268,449, the 5% Limited English Proficiency (LEP) threshold for populations speaking English less than very well is 13,422, with a Safe Harbor threshold of 1,000 individuals. Two foreign-language speaking populations live in the region that meet the Safe Harbor threshold: Spanish speakers, at 9,084 residents speaking English less than very well; and Chinese speakers, with 2,467 residents speaking English less than very well (Table 1). An additional language subgroup meets the 1,000 person Safe Harbor threshold, French/Haitian/Cajun, but available county-wide data shows that these speakers are divided among French and Haitian, each below the 1,000 person threshold (Table 2). Therefore, only Spanish and Chinese meet the Safe Harbor threshold for the SCCOG region.

Member Municipalities:

Bozrah * Colchester * East Lyme * Franklin * Griswold * Borough of Jewett City * City of Groton * Town of Groton * Lebanon * Ledyard * Lisbon * Montville * New London * North Stonington * Norwich * Preston * Salem * Sprague * Stonington * Stonington Borough * Waterford * Windham

Si necesita asistencia lingüística, por favor comuníquese a: 860-889-2324

Language Assistance

Notice to LEP Individuals

All meeting notices currently include statements in English, Spanish, and Chinese inviting speakers with language needs to request translation services in advance of the meeting:

If language assistance is needed, please contact SCCOG at 860-889-2324, office@seccog.org

Si necesita asistencia lingüística, por favor comuníquese a 860-889-2324, office@seccog.org.

如果您需要语言帮助，请致电 860-889-2324 或发送电子邮件至 office@seccog.org.

Oral Language Assistance

In compliance with the Title VI, Executive Order # 13166, SCCOG is working to make translation services available for persons with limited English proficiency. SCCOG has signed a memorandum of agreement with Thames Valley Council of Community Action (TVCCA) for interpretation services to assist people with limited English proficiency as needed. All meeting notices currently include statements in English, Spanish, and Chinese inviting speakers with language needs to request translation services in advance of the meeting. This text is included in meeting flyers, on SCCOG's website, and in Facebook communications. SCCOG staff has limited proficiency in Spanish to take inquiries and set up follow-up conversations with a translation service.

Website

The SCCOG website includes a Google Translate link to translate website materials into different languages including Spanish, Haitian Creole, and Chinese. This service can be used to translate webpages as well as .pdf materials.

Vital Documents

SCCOG maintains Spanish and Chinese translations of the following Vital Documents and makes them available on the SCCOG website, at www.seccog.org/policies, and upon request.

- Title VI Notice to the Public (this one-page document includes full text in English, Spanish, and Chinese, formatted for posting in SCCOG's office)
- Title VI Complaint Procedure
- Title VI Complaint Form

Future Resources/Processes Planned to Provide Language Assistance

In the future, we will make additional information about SCCOG activities available in Spanish and Chinese when there is likely to be interest in such translations. This may take the form of:

- Brief descriptions of meetings and/or projects on our website or as part of meeting notices
- One-page summaries of major documents such as the Regional Plan of Conservation and Development or Metropolitan Transportation Plan
- Additional material as warranted by the population affected by the planning activity.

Monitoring and Updating the Plan

The need for additional proactive translation of outreach and project materials will be individually evaluated for each planning activity that may disproportionately impact LEP individuals. SCCOG will re-evaluate region-wide language needs every three years in advance of its Title VI compliance review with CT DOT. SCCOG's Language Assistance Plan will be revised as language needs change; as additional guidance on Title VI compliance is made available by FHWA, FTA, or CT DOT; and as new communications technologies enter common use by LEP populations and the general public.

Staff Training

SCCOG's Title VI Coordinator briefs new staff on Title VI policies and procedure at onboarding. Staff will be provided a refresher approximately every two years after the Coordinator attends any training sessions. Staff will also be updated with changes to policy and procedures as needed. Most recently, SCCOG's lead transportation planner Kate Rattan attended a session run by CT DOT in 2017.

Table 1. Limited-English-Proficiency Residents, SCCOG Region and Municipalities.

Geography	Estimate; Total:	Margin of Error; Total:	5% LEP Threshold	Safe Harbor Threshold	Estimate - Spanish	Margin of Error	Estimate; Chinese (incl. Mandarin, Cantonese)	Margin of Error	Estimate ; - French, Haitian, or Cajun:	Margin of Error
SCCOG Region	268,449	3,117	13,422	1,000	9,084	2,321	2,467	1,442	1,163	858
Bozrah	2,481	48	124	124	0	12	0	12	0	12
Colchester	15,185	151	759	759	18	21	0	19	22	25
East Lyme	18,228	145	911	911	187	86	147	91	0	19
Franklin	1,829	98	91	91	1	2	0	12	0	12
Griswold	10,835	279	542	542	72	108	45	64	0	19
Groton	36,798	264	1,840	1,000	712	269	106	74	68	77
Lebanon	6,983	123	349	349	1	3	0	17	31	36
Ledyard	13,809	243	690	690	116	108	0	19	0	19
Lisbon	4,136	59	207	207	0	12	10	15	23	21
Montville	18,717	203	936	936	401	161	522	181	82	72
New London	26,094	216	1,305	1,000	2,432	389	86	98	300	161
No Stonington	5,093	102	255	255	0	17	0	17	0	17
Norwich	37,374	339	1,869	1,000	1,156	394	849	265	564	232
Preston	4,473	83	224	224	0	12	165	153	9	15
Salem	3,882	172	194	194	9	18	0	12	0	12
Sprague	2,802	74	140	140	3	4	0	12	0	12
Stonington	17,830	119	892	892	64	57	98	89	28	33
Waterford	18,416	211	921	921	258	146	262	186	0	19
Windham	23,484	188	1,174	1,000	3,654	502	177	106	36	45

Table 2. Additional Detail re French/Haitian/Cajun Speakers.

ACS 17 5 Yr B16001 LANGUAGE SPOKEN AT HOME BY ABILITY TO SPEAK ENGLISH FOR THE POPULATION 5 YEARS AND OVER Universe: Population 5 years and over more information 2013-2017 American Community Survey 5-Year Estimates	New London County (North) PUMA, Connecticut	New London County (South) PUMA, Connecticut	Windham County PUMA, Connecticut	New London County (North & South PUMAs)	New London County & Windham County PUMAs
Geography					
Estimate; Total:	130,068	127,079	110,890	257,147	368,037
Margin of Error; Total:	358	360	126	718	844
LEP 5% Threshold	6,503	6,354	5,545	12,857	18,402
Safe Harbor Threshold	1,000	1,000	1,000	1,000	1,000
Estimate; Total: - French (incl. Cajun): - Speak English less than "very well"	222	124	101	346	447
Margin of Error; Total: - French (incl. Cajun): - Speak English less than "very well"	117	89	58	206	264
Estimate; Total: - Haitian: - Speak English less than "very well"	509	281	44	790	834
Margin of Error; Total: - Haitian: - Speak English less than "very well"	224	181	45	405	450