

# 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 March 2022

### 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 265,553, the 5% Limited English Proficiency (LEP) threshold for populations speaking English less than very well is 13,277, 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 10,131 residents speaking English less than very well; and Chinese speakers, with 2,370 residents speaking English less than very well (Table 1). An additional language sub-group 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.

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**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

## 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](mailto:office@seccog.org)

Si necesita asistencia lingüística, por favor comuníquese a 860-889-2324, [office@seccog.org](mailto: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](mailto: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. PDFs may be translated with Google Translate by uploading them at [translate.google.com](https://translate.google.com).

### 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](http://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

- Full Public Notices for major documents in both Chinese and Spanish (e.g. Transportation Improvement Plan)
- Brief project summaries in appropriate languages for SCCOG projects in areas with significant LEP populations (e.g. Spanish and English summary of 2019 SUBASE Joint Land Use Study affecting Groton and New London, with high number of Spanish speakers)

### Future Resources/Processes Planned to Provide Language Assistance

In the future, we will continue to 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 staff are briefed on Title VI policies upon hire and are provided with any updates to policies and language information. SCCOG staff are encouraged to attend trainings related to Title VI requirements and to share updates and training materials. Most recently, SCCOG’s Title VI Coordinator Amanda Kennedy attended an FHWA training session hosted by CT DOT in 2019.

Table 1. Limited-English-Proficiency Residents, SCCOG Region and Municipalities. 2015-2019 American Community Survey, C16001.

Geography	Total Residents	5% LEP Threshold #	Safe Harbor #	Guiding Threshold	Spanish: Speak English "Less than Very Well"	French/Haitian/ Cajun: Speak English "Less than Very Well"	Chinese: Speak English "Less than Very Well"	LEP Languages
SCCOG Region	265,533	13,277	1000	1,000	<b>10,131</b>	<b>1,117</b>	<b>2,370</b>	<b>SPANISH CHINESE</b> <i>*See Table 2 re French/Haitian Cajun</i>
Bozrah	2,443	122	1000	122	0	0	0	None
Colchester	15,034	752	1000	752	40	15	0	None
East Lyme	18,207	910	1000	910	169	4	173	None
Franklin	1,701	85	1000	85	15	0	0	None
Griswold	10,985	549	1000	549	0	17	27	None
Groton	36,375	1,819	1000	1,000	755	139	199	None
Lebanon	6,984	349	1000	349	0	34	0	None
Ledyard	13,502	675	1000	675	48	0	57	None
Lisbon	4,140	207	1000	207	9	22	8	None
Montville	18,169	908	1000	908	481	140	351	None
New London	25,702	1,285	1000	1,000	<b>3,517</b>	326	30	<b>SPANISH</b>
North Stonington	4,995	250	1000	250	0	0	0	None
Norwich	37,008	1,850	1000	1,000	<b>1,555</b>	330	<b>1,013</b>	<b>SPANISH CHINESE</b>
Preston	4,381	219	1000	219	0	9	140	None
Salem	3,955	198	1000	198	6	0	0	None
Sprague	2,738	137	1000	137	16	0	0	None
Stonington	17,722	886	1000	886	72	32	47	None
Waterford	17,987	899	1000	899	139	10	180	None
Windham	23,505	1,175	1000	1,000	<b>3,309</b>	39	145	<b>SPANISH</b>

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

<b>B16001 ACS 2015-2019 Language Spoken at Home</b>	<b>New London County (North) PUMA, Connecticut</b>	<b>New London County (South) PUMA, Connecticut</b>	<b>Windham County PUMA, Connecticut</b>	<b>New London &amp; Windham County PUMAs</b>
<b>Label</b>	<b>Estimate</b>	<b>Estimate</b>	<b>Estimate</b>	<b>Sum</b>
Total:	128,491	125,601	110,887	364,979
Margin of Error, Total	428	431	128	987
LEP 5% Threshold	6,425	6,280	5,544	18,249
Safe Harbor Threshold	1,000	1,000	1,000	1,000
<b>French (incl. Cajun):</b>				
Speak English less than "very well"	136	152	120	408
Margin of Error, Speak English less than "very well"	68	93	64	225
5% Threshold	NO	NO	NO	NO
Safe Harbor Threshold	NO	NO	NO	NO
<b>Haitian:</b>				
Speak English less than "very well"	431	369	12	812
Margin of Error, Speak English less than "very well"	192	266	25	483
5% Threshold	NO	NO	NO	NO
Safe Harbor Threshold	NO	NO	NO	NO