



Community Participation Plan (CPP)



Salt Lake City Department of Airports
Effective January 1, 2024

Salt Lake City Department of Airports (SLCDA) Airport Sponsor Community Participation Plan (CPP)¹

1. Administration

The purpose of this Community Participation Plan (CPP) is to ensure that stakeholders or communities affected² by Salt Lake City Department of Airports (SLCDA) projects or operations are informed, able to participate, and have their input thoughtfully considered in the key stages during airport planning efforts, regardless of their race, color, national origin, sex, sexual orientation, gender identity, creed, age, or disability (hereafter, the “protected bases”). This plan is provided in accordance with Title VI of the Civil Rights Act of 1964 (Title VI) and related authorities.³ This plan and associated reports regarding our CPP efforts will be communicated to the public in formats accessible to persons with disabilities and limited English proficient (LEP) individuals.

The individual primarily responsible for implementing the SLCDA CPP is:

Responsible Official	Title, Office, and Responsibilities
1 Raymond Christy	The Airport Planner DBE Manager Raymond is responsible for the implementation of SLCDA’s Title VI Plan and DBE / ACDBE program.

Responsible official contact information is shared with the public through the following methods:

Website, In-person, and Other Communication Methods

1 Salt Lake City Department of Airports DBE webpage
2 Salt Lake City Department of Airport General Phone Number – 801 575-2401

In addition, SLCDA will ensure that members of the public are advised of our nondiscrimination obligations. This includes how to file discrimination complaints with SLCDA and the FAA. We will also display the FAA-provided Unlawful Discrimination Posters at required airport facilities. The SLCDA Title VI Plan is current and publicly available. See Notice section of SLCDA’s Title VI Plan.

SLCDA also makes this CPP available through the following methods when engaging members of the public concerning planning efforts:

Website, In-person, and Other Distribution Methods

1 SLCDA website under the DBE webpage

¹ See DOT Order 1000.12C, “The U.S. Department of Transportation (DOT) Title VI Program,” Ch. 2, Sec. 4. (Jun. 11, 2021). <https://www.transportation.gov/sites/dot.gov/files/2021-08/Final-for-OST-C-210312-002-signed.pdf>

² Within this CPP, the term “affected” also means *served*, in addition to *positively or negatively impacted*.

³ Related authorities include the Age Discrimination Act of 1975; Sec. 520 of the Airport and Airway Improvement Act of 1982; and the Civil Rights Restoration Act of 1987.

2. Goals and Objectives

The CPP applies to all airport planning and decision-making efforts, whether or not directly supported by Federal assistance. This includes surveys, public meetings (e.g., airport commission meetings), and hearings, not only meetings for a project requiring an environmental impact statement (EIS) or environmental assessment (EA).

SLCDA’s planning processes that lead to decisions for projects or operations or those of any sub-recipients are:

Planning Processes

1. South Valley Regional Airport Master Plan

2. Tooele Valley Airport Master Plan

3. Budget authorization for current budget fiscal year

4. SLC South Infrastructure Improvement Project - Environmental Assessment

5. 2022 Air Quality Approval Order

6. SLC Accessibility Program

SLCDA seeks public input for the above processes through the following methods:

Public Input Methods	Planning Process(es) that use each Method
A. Official Public Meetings and Open House	#1,2,4
B. Salt Lake City Council Meetings	#3
C. Ad Hoc Community Meetings	#6
D. Online Open House (Share information and Collect Comments)	#1,2,4
E. Online Public Comment Period	#5
F. Stakeholder Meetings	#1,2,6

3. Identification of and Focused Outreach to Affected Communities

See Community Statistics section (section # or page #) of SLCDAs Title VI Plan, for detailed discussion of Affected Communities.

The specific steps SLCDAs will take to communicate with, inform, educate, consult, or solicit input from, and expand opportunities for engagement with each Affected Community,⁴ are provided below.

Affected Community	Key Community Reps. (CBOs, leaders, etc.)	Focused Outreach Steps
Rose Park	Community Council Representative, State Senator and State House of Representative Local neighborhood events Proposed quarterly email to community council member.	a. Online and In-person Meetings with Individuals, Community groups, and community groups. b. Provide updated content for SLC city DEI newsletter

4. Effective Communication

SLCDA will ensure that public engagement is effective, meaningful, and free of linguistic, economic, historical, and cultural barriers to participation. Every effort will be taken to ensure clear, plain, and effective communication with Affected Communities, including materials in accessible formats for persons with disabilities and in languages other than English. See Limited English Proficiency (LEP) section (section # or page #) of SLCDAs Title VI Plan.

5. Communication Platforms

Diverse communication platforms will be utilized to effectively reach the broadest audience. We will use the following platforms to communicate project details, our nondiscrimination obligations, and contact information for the public to share project or operational feedback with our office and the FAA.

Social Media, Monitors, and Other Communication Platforms

1. Blogs / Posts to SLCDAs Instagram, Twitter and Facebook accounts

2. Translated Materials and Interpreters at public meetings

⁴ “Affected communities” means any readily identifiable group potentially impacted by an airport project or operation, such as the community immediately surrounding a project or a community in the flight path.

6. Records

This section includes the procedures SLCDCA will follow to document outreach efforts. Records for steps taken to provide outreach to Affected Communities will be maintained in the following locations:

Website, In-person, and Other Storage Methods

- 1. Comments from public outreach events are submitted online. Online comments are reviewed and answered to the public for those people who attended and those who did not.**
- 2. SLCDCA maintains a portal for all comments received from public outreach events.**

Records will be kept for community input. The records will document how SLCDCA considered, weighed, and incorporated input received. The records will include justifications for any decisions contrary to community feedback. The records will be stored in the following locations:

Website, In-person, and Other Storage Methods

- 1 Public comments at airport public outreach events will be retained via the online portal set up for public comments.**

Records for demographics of participants will also be kept. Requested demographic information will include race, national origin, sexual orientation, gender identity, creed, age, disability, languages spoken, and community membership.⁵ Demographic information will be requested by the following methods:

Demographic Information Collection Methods

- 1 Voluntary disclosure by attendees in sign-in sheets during master plan public hearings**

CPP records will be made available to the public using the same methods for other information outlined within this plan

7. Reporting Outcomes

Within 30 days of the end of each fiscal year, SLCDCA will create a CPP Report. The report will summarize the documented efforts of the CPP in a narrative statement describing:

1. The specific steps taken to produce meaningful engagement with Affected Communities.,
2. The documented results of those efforts, and
3. A summary of the Affected Communities' comments and how those views will be incorporated into the decision-making process.

The CPP Reports will be included with SLCDCA's Title VI Plan as it is updated.

⁵ This information is solicited to demonstrate compliance with Title VI and related requirements. See 49 CFR § 21.9(b); 49 U.S.C. § 47123; 28 CFR § 42.406; and FAA Order 1400.11.

Appendix 1

Community Statistics

Title VI regulations require Federal grant recipients to know their community demographics. See 49 CFR § 21.9(b). This information will enable SLCDCA to identify, understand, and engage with communities. In doing so, SLCDCA needs to know about communities eligible to be served, actually or potentially affected, benefited, or burdened by SLCDCA airport program.

Salt Lake City International Airport (“Airport”) is located 6 miles northwest of downtown Salt Lake City. The Airport is bounded on the south by Interstate 80, and on the east by Interstate 215. The Salt Lake International Center, an industrial complex, is located directly west of the Airport and Great Salt Lake is located to the north. Development adjacent to the Airport is aeronautical and non-aeronautical industrial and commercial uses. There are no residential areas immediately adjacent to the Airport. In addition, the flight path, including an aircraft’s trajectory and the path in the air following that exposes the underlying property below to a sound level over DNL 65, does not include any residential communities. However, SLCDCA has identified the Rose Park community as a potentially affected community. The Rose Park community is a residential community located east of Interstate 215 and is comprised of two zip codes: 84104 and 84116.

Affected Communities ⁶	Population
Rose Park (84104)	24,593
Rose Park (84116)	35,018

(Hereafter, the above communities will be referred to collectively as the “Affected Communities.”) We have identified the following facts about the Affected Communities:

Low Income Communities.⁷

A low-income area is an identifiable group of persons living in geographic proximity, whose median household income is at or below the Department of Health and Human Services poverty guidelines. Pursuant to Executive Order 12898, “Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations,” SLCDCA is collecting information about affected and potentially affected low-income communities. According to the U.S. Census Report, Table S1701: Poverty Status in the Past 12 Months, the overall poverty level for the Rose Park community, which is located over two zip codes (84104 and 84116) is an average of approximately 16.2%, which is similar to the rest of Salt Lake City at 14.7%. The poverty rates for the Affected Communities by zip code are as follows:

⁶ “Affected communities” means any readily identifiable group potentially impacted by an airport project or operation, such as the community immediately surrounding a project or a community in the flight path.

⁷ Low-income data must be collected to assist in our compliance with Environmental Justice requirements (not Title VI requirements). For example, this data will be utilized in our Community Participation Plan (CPP) to help ensure the meaningful involvement of low income communities in airport programs and activities.

Affected Communities	Poverty Rate
Rose Park (84104)	14.2%
Rose Park (84116)	18.1%

The “percent below poverty level” column is from Table S1701, American Community Survey (ACS) 5-Year Estimate to populate the data for the Poverty Rate column in the above table.

Racial and Ethnic Communities.

Demographic data for race, color, and national origin was evaluated to identify racial and ethnic communities and populations in each Affected Community. The demographic composition by race, color, or national origin for the specific Affected Communities are as follows:⁸

Potentially Affected Community: Rose Park (84104)

Total Affected Community Population: 24,593

Demographic Group within Affected Community	Number of People in Minority Group	Percent of Total Affected Community Population
White	11,496	10.5%
Black or African American	1,136	42.3%
American Indian or Alaska Native	570	3.9%
Asian	940	10.0%
Native Hawaiian or Other Pacific Islander	1,428	0%
Hispanic or Latino	11,881	16.5%
More than one	1,687	11.1%

Potentially Affected Community: Rose Park (84116)

Total Affected Community Population: 35,018

Demographic Group within Affected Community	Number of People in Minority Group	Percent of Total Affected Community Population
White	16,180	14.4%
Black or African American	1,260	33.2%
American Indian or Alaska Native	649	63.0%
Asian	3,016	7.3%
Native Hawaiian or Other Pacific Islander	2,339	4.3%
Hispanic or Latino	13,757	23.8%
More than one	3,467	14.9%

⁸ Recommend using demographic groups from the U.S. Census.

Limited English Proficiency (LEP).

The goal of all language access planning and implementation is to ensure that SLCD A communicates effectively with limited English proficient (LEP) individuals. Effective language access requires self-assessment and planning. The next table lists non-English languages⁹ that are spoken in LEP households in the Affected Communities. The data source is American Community Survey, 5-year Estimates. SLCD A utilized B16001 Table; Language Spoken At Home by Ability to Speak English, 2015.

The threshold we have used for identifying the languages with significant LEP populations is the DOT LEP Policy Guidance safe harbor threshold, which is 5% or 1,000, whichever is less.¹⁰ The safe harbor for our community is **1,000**. Please refer to the end of this document to find data for all languages in our

Languages Spoken by LEP Population Meet the Safe Harbor Threshold (84104)	Number	Margin of Error
Spanish	3996	+/-661

Languages Spoken by LEP Population Meet the Safe Harbor Threshold (84116)	Number	Margin of Error
Spanish	5366	+/-951

The language listed above meets the Safe Harbor Threshold criteria. Below SLCD A has identified other languages spoken at the Airport. This was determined by the tabulation of translation (December 2022 through January 2023) services provided by our vendor LanguageLine Solutions. However, SLCD A does not track the frequency of languages spoken by LEP persons at the Airport: community.

Additional Languages Spoken

Languages Spoken by LEP Persons	A few times a year (12 or less days a year)	Several times a month (13 to 51 days a year)	At least once a week (52 to 364 days a year)	Every day (365 days a year)
Spanish				
Chinese (Mandarin)				
French				
Russian				
Korean				

⁹ Recommend using language groups from the U.S. Census and using data for the “Speak English less than ‘very well’” category for each language over the threshold.

¹⁰ See the DOT LEP Policy Guidance at <https://www.federalregister.gov/d/05-23972/p-133>. The safe harbor provisions apply to the translation of written documents only; however, it provides a consistent starting point for identifying significant LEP populations.

Vietnamese				
German				
Burmese				
Ukrainian				
Urdu				
Turkish				

SLCDA will update this information annually¹¹ through checking the following resources:

Data Sources for Languages Spoken in Affected Community	Website link to Data Source
U.S. Census Bureau	https://data.census.gov/cedsci/table?q=B16001&tid=1Y2019.B16001

Beneficiary Diversity.

SLCDA will develop a plan over the next 12 months to collect demographic information from airport customers, attendees at community meetings, and businesses seeking opportunities at the airport, through voluntary disclosures.

Description of Beneficiary Demographic Information Collection Methods Being Developed

- SLCDA will develop a form to voluntarily capture demographic from Airport users.
- This information will be used at small business workshops, pre-bid meetings, and other public meetings are asked to complete an anonymous survey that includes demographic information.
- Businesses that submit bids or offers will be asked to voluntarily complete an anonymous survey that includes demographic information, submitted through a data collection website.

Staff and Advisory Board Diversity.

Demographic information will be collected from airport program employees and members of planning and advisory boards, through voluntary disclosures.

Description of Beneficiary Demographic Information Collection Methods Being Developed

- SLCDA will ask employees to submit voluntary confidential demographic information at time of hiring.
- Every 3 years, the Airport administration will ask airport advisory board members asking to voluntarily and anonymously enter demographic information through an online survey. SLCDA will begin this practice October 1, 2023, and each year moving forward.

¹¹ Data should be kept up-to-date, but this plan does not need to be updated for incremental data changes during the Plan’s 3-year period.

Appendix 2

Executive Order 13166

In creating a Language Assistance Plan, the SLCDCA will consider the volume, proportion, or frequency of contact with LEP persons in determining the appropriate language assistance to provide. In the Community Statistics section, we identified the following languages spoken by LEP persons in the Affected Communities and accessing the Airport, as measured by the translation services provided:

Language
Spanish
Chinese (Mandarin)
French
Russian
Korean
Vietnamese
German
Burmese
Ukrainian
Urdu
Turkish

SLCDA collects data for languages spoken by airport guests¹² through use of its translation services. Data sources include:

Data Sources for Languages Spoken by Airport Guests	Website link to Data Source
Airport language line usage data	www.language.com

Based on the above data, the following additional languages have been identified as likely to be spoken by LEP airport guests:

Language
None

¹² We aim to provide appropriate language assistance services to every LEP person encountered. This includes instances when LEP statistical data for a particular language was not available beforehand, or the safe harbor threshold for written translation was not met.

The Title VI Coordinator will also actively engage with community educators, community groups, places of work, business groups, social groups, and the like to confirm that translation and interpretation services are accurate and effective. Additionally, the Title VI Coordinator will inform leadership and staff of the SLCDCA of the responsibility to provide language access. We currently provide translation services free of charge to ensure that individuals with LEP have access to the benefits of the Airport:

Translation Services:

- All written notices contain a statement in the identified languages, when appropriate, of how to receive translated written materials.
- The following vendors have been identified for written translations:

Translation Vendors	Languages
LanguageLine Solutions	All above languages

Information regarding translation services can be obtained at: Public Information booth (Terminal 2nd Floor, pre-security, Concourse Main Area, 2nd Floor, post security), SLC Police desk, and Concourse Main Area, 2nd Floor, post security). SLCDCA website has the functionality to translate airports webpages into different languages.

Interpretation Services:

- The following vendors have been identified for interpretation services:

Interpretation Vendors	Languages
LanguageLine Solutions	All above languages

Information regarding interpretation services can be obtained at Public Information booth (Terminal 2nd Floor, pre-security, Concourse Main Area, 2nd Floor, post security), SLC Police desk, and Concourse Main Area, 2nd Floor, post security). Also, SLCDCA maintains a current list of employees with their department location that speak languages. This list is available through Airport Control.

Location for Interpretation Assistance	Languages
Airport Language Assistance page	All above languages
Airport information desks	All above languages, using Language Solutions, Inc.

Description of Interpretation Assistance Processes

- **LEP Caller Assistance Services** SLCDA has contracted with LanguageLine Solutions for interpreter services for passengers and tenant usage, who are identified as a LEP person. The service is free of charge. When a request is received for the interpreter service, the representative is instructed to determine the language required. The interpreter is briefed and given any special instructions. The representative, caller and interpreter are on the call until the end of the conversation.
- **One-on-One Interpreter Services:** Any person at SLCDA that identified themselves as a LEP individual needing assistance, *i.e.*, Passengers, Public Information booth, tenants, and concessionaires can call, free of charge, SLCDA Control (801-575-2401) to request one-on-one assistance. A specialist is sent to determine the foreign language interpreter that is needed from the list of airport employees that speak a foreign language(s). If an on-duty airport employee cannot be found, SLCDA will call the interpreter service to assist with an identified LEP person. SLCDA Control Center maintains a list of employees and the languages they speak, which is updated frequently with new information.