

# **SOUTHWESTERN PENNSYLVANIA COMMISSION**

## **TITLE VI COMPLIANCE PLAN**



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January 2025**

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# Southwestern Pennsylvania Commission—Title VI Compliance Plan

## Introduction

### Purpose

The Southwestern Pennsylvania Commission (SPC), as a recipient; sub-recipient; and, pass-through entity of federal financial assistance to certified sub-recipients is required to comply with all federal Civil Rights and Anti-Discrimination laws, including Title VI of the 1964 Civil Rights Act, Executive Order 12898 on Environmental Justice (EJ), and Executive Order 13166 on Limited English Proficiency (LEP). This plan is intended to meet the requirements set forth by the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) to ensure nondiscrimination under Title VI and the aforementioned other federal statutes in federally funded activities. The plan also provides an overview of the Americans with Disabilities Act (ADA), Environmental Justice (EJ) and Limited English Proficiency (LEP) concepts, definitions and associated nondiscrimination acts, and how these are incorporated into the metropolitan transportation planning and programming process. Environmental Justice guidelines and outreach strategies for minority, low-income and LEP populations are included within the SPC Public Participation Plan.

### Mission and Governance

The SPC is a metropolitan planning organization (MPO) serving a 10-county Southwestern Pennsylvania region. As the MPO, SPC directs the use of state and federal transportation funds allocated to the region--approximately \$31 billion through 2045. SPC member governments include Allegheny, Armstrong, Beaver, Butler, Fayette, Greene, Indiana, Lawrence, Washington and Westmoreland Counties and the City of Pittsburgh. As such, it is a federally mandated transportation policy board comprised of representatives from local, state and federal governments, transit agencies and other stakeholders, and is responsible for transportation planning and programming for the ten-county region. Any transportation project or program to be constructed or conducted within the SPC region and to be paid for with federal funds must receive approval by SPC before any federal funds can be expended. In addition, any transportation project deemed to be regionally significant, regardless of the source(s) of funding, must receive SPC approval to proceed.

### Acknowledgements

This report was prepared by SPC in cooperation with the U.S. Department of Transportation (U.S.DOT), the Federal Highway Administration (FHWA), the Federal Transit Administration (FTA) and the Pennsylvania Department of Transportation (PennDOT).

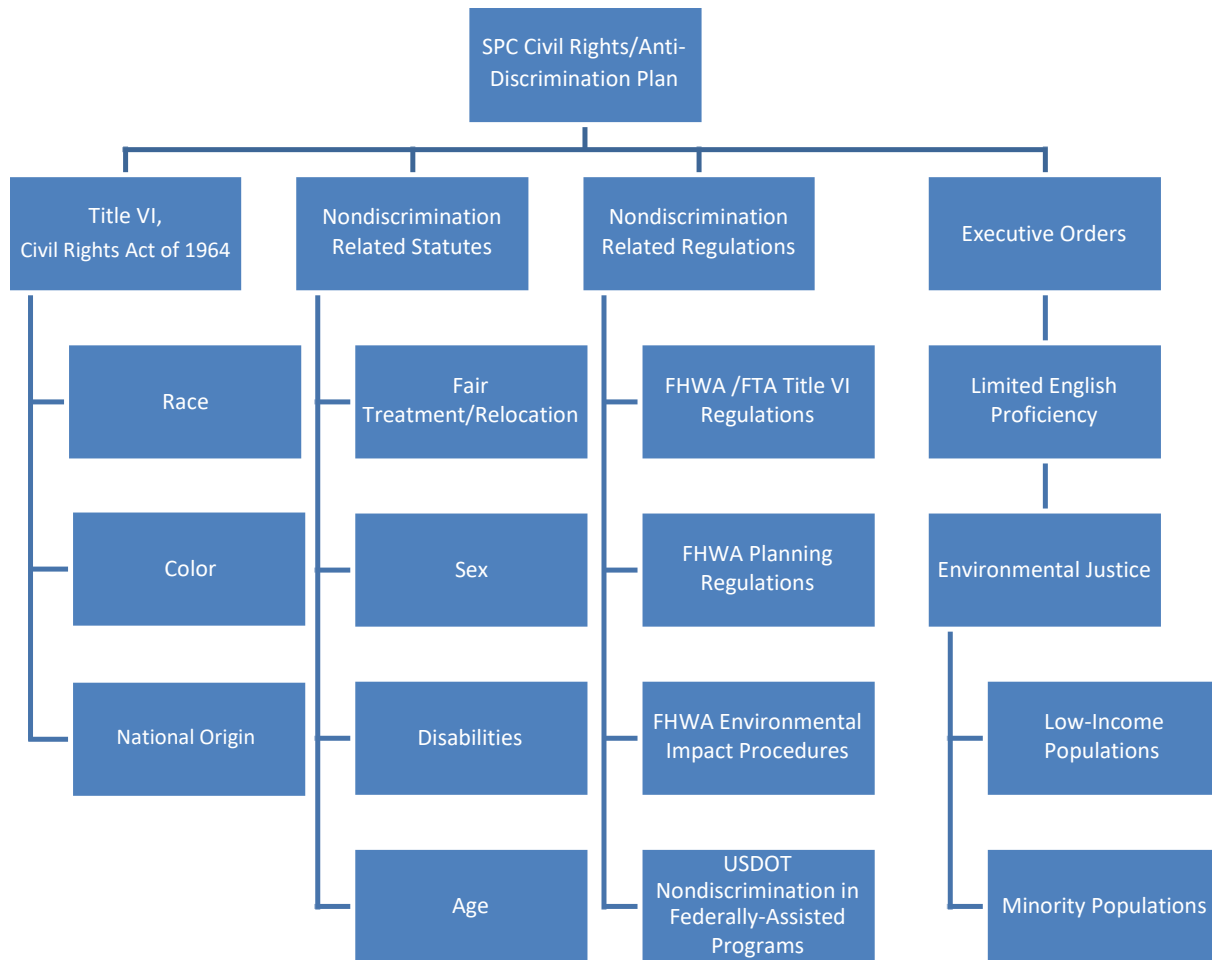
### Authorities and Definitions

Title VI is usually referred to in the context of federal nondiscrimination laws. Title VI is, however only one of eleven titles included in the Civil Rights Act of 1964. Title VI *“declares it to be the policy of the United States that discrimination on the ground of race, color, or national origin shall not occur in connection with programs and activities receiving federal financial assistance and authorizes and directs the appropriate federal departments and agencies to take action to carry out this policy.”* Any organization that receives Federal funds is bound to comply with Title VI.

The Americans with Disabilities Act of 1990, found in 49 CFR 27, along with Presidential and U.S. DOT executive orders that establish the basis for Environmental Justice in transportation planning provide the background for the ADA compliance and nondiscrimination components of this plan. Applicable laws include: Executive Order 12898: Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations (59 F.R. 7629, 1994), U.S. DOT Order 5610.2 (1997), which “describes the process that the [Department] will use to incorporate environmental justice principles into existing programs, policies, and activities”, and Federal Highway Administration (FHWA) Order 6640.23 calling for the integration of environmental justice principles into existing operations, programs, and funding streams. Other pertinent orders include Executive Order 13166: Improving Access to Services for Persons with Limited English Proficiency (F.R. 20938, Aug. 16, 2000). Exhibit 1 contains key requirements for transportation planning and typical civil rights components of transportation planning documents.

In addition to nondiscrimination, this document provides an overview of Environmental Justice and outreach strategies for minority, low-income, and LEP populations to comply with Executive Order 12898 and Executive Order 13166, which are included in detail as a separate chapter within the SPC Public Participation Plan.

**Exhibit 1. Nondiscrimination Authorities Addressed in the SPC Title VI Program**





Since the Civil Rights Act of 1964, other nondiscrimination laws have been enacted to expand the range and scope of civil rights coverage and applicability:

***The National Environmental Policy Act (NEPA) of 1969*** addresses both social and economic impacts of environmental justice. NEPA stresses the importance of providing for “all Americans, safe, healthful, productive and aesthetically pleasing surroundings,” and provides a requirement for taking a “systematic interdisciplinary approach” to aid in considering environmental and community factors in decision-making.

***The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970*** prohibits unfair and inequitable treatment of persons displaced or whose property will be acquired as a result of federal and federal-aid programs and projects.

***The Federal Aid Highway Act of 1973*** states that no person shall, on the grounds of sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal assistance under this title or carried on under this title.

***Section 504 of the Rehabilitation Act of 1973*** states that no qualified handicapped person shall, solely by reason of his handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity that receives or benefits from federal financial assistance. This Act protects qualified individuals from discrimination based on their disability.

***The Age Discrimination Act of 1975*** states that no person shall, on the basis of age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance. This act prohibits age discrimination in Federally Assisted Programs.

***The Civil Rights Restoration Act of 1987, P.L.100- 209*** amends Title VI of the 1964 Civil Rights Act to make it clear that discrimination is prohibited throughout an entire agency if any part of the agency receives federal assistance.

***The American Disabilities Act (ADA) of 1990*** prohibits discrimination against people with disabilities in employment, transportation, public accommodation, communications, and governmental activities.

***23 CFR Part 200*** – Federal Highway Administration regulations: Title VI Program and Related Statutes – Implementation and Review Procedures.

***49 CFR Part 21*** – Nondiscrimination in Federally-Assisted Programs.

***23 CFR Part 450*** – Federal Highway Administration planning regulations.

***23 CFR Part 771*** – Federal Highway Administration regulations, Environmental Impact Procedures.

In addition to the laws listed above, the following executive orders must be considered when ensuring compliance with federal nondiscrimination laws, directives, and mandates:

***Executive Order 12898: Environmental Justice*** (February 11, 1994) organized and explained the federal government’s commitment to promote Environmental Justice, and directed each federal agency to review its procedures and make environmental justice part of its mission. U.S. DOT Order

5610.2 (April 15, 1997) summarized and expanded upon Executive Order 12898 requirements and describes process for incorporating Environmental Justice principles into DOT programs, policies, and activities.

Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations directs federal agencies to develop strategies to help them identify and address disproportionately high and adverse human health or environmental effects of their programs, policies, and activities on minority and low-income populations. The Executive Order was also intended to provide minority and low-income communities with access to public information and opportunities for public participation in matters relating to human health or the environment.

Adverse effects as described in Executive Order 12898 is the totality of significant individual or cumulative human health or environmental effects, including interrelated social and economic effects, which may include, but are not limited to:

- Bodily impairment, infirmity, illness or death.
- Air, noise, and water pollution and soil contamination.
- Destruction or disruption of:
  - man-made or natural resources
  - aesthetic values
  - community cohesion or a community's economic vitality
  - the availability of public and private facilities and services
- Adverse employment effects.
- Displacement of persons, businesses, farms, or non-profit organizations.
- Increased traffic congestion, isolation, exclusion or separation of minority or low-income individuals within a given community or from the broader community.
- Denial of, reduction in, or significant delay in the receipt of benefits of MPO programs, policies, or activities.

Environmental Justice joins social and environmental movements by addressing the unequal environmental burden often borne by minority and low-income populations. The right to a safe, healthy, productive, and sustainable environment for all, where "environment" is considered in its totality to include the ecological (biological), physical (natural and built), social, political, aesthetic, and economic environments.

Environmental Justice helps to ensure that programs, policies, and activities that have adverse effects on communities do not affect minority and low-income populations disproportionately. To prevent discrimination as described in Executive Order 12898, *Federal Highway Administration Order 6640.23A, FHWA Actions to Address Environmental Justice in Minority Populations and Low-Income Populations* dated June 14, 2012, defines minority and low-income individuals and populations as follows:

*Minority* – a person who is:

- *Black* – a person having origins in any of the black racial groups of Africa.

- *Hispanic or Latino* – a person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.
- *Asian American* – a person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent.
- *American Indian and Alaskan Native* – a person having origins in any of the original peoples of North America, South America (including Central America), and who maintains cultural identification through tribal affiliation or community recognition.
- *Native Hawaiian and Other Pacific Islander* – a person having origins in any of the original peoples of Hawaii, Guam, Samoa or other Pacific Islands.

*Minority Population* – any readily identifiable groups of minority persons who live in geographic proximity, and if circumstances warrant, geographically dispersed/transient persons (such as migrant workers or Native Americans) who will be similarly affected by a proposed program, policy or activity.

*Low -Income* – a person whose household income is at or below the United States Department of Health and Human Services poverty guidelines.

*Low-Income Population* – any readily identifiable group of low-income persons who live in geographic proximity, and, if circumstances warrant, geographically dispersed/transient persons (such as migrant workers or Native Americans) who would be similarly affected by a proposed program, policy or activity.

Environmental Justice is incorporated through all phases of the SPC transportation planning and programming process. Environmental Justice guidelines for SPC have been developed and are included within the SPC Public Participation Plan, LRP, and the SPC Benefits and Burdens Assessment for the TIP and LRP. SPC’s Environmental Justice guidelines include maps identifying underserved communities, outreach strategies, benefits/burdens methodologies, and an evaluation component.

***Executive Order 13166 – Limited English Proficiency*** (August 11, 2000), ensures people who have limited English proficiency have meaningful access to services. Executive Order 13166 directed federal agencies and their recipients to improve access for persons with Limited English Proficiency to federally - conducted and federally assisted programs and activities. The SPC LEP Plan can be found in Appendix 3 of this document.

On August 11, 2000, President Clinton signed *Executive Order 13166: Improving Access to Services for Persons with Limited English Proficiency*, which requires federal agencies to examine the services they provide, identify any need for services to those with limited English proficiency (LEP), and develop and implement a system to provide those services so LEP persons can have meaningful access to them. The Executive Order also requires that federal agencies work to ensure that recipients of federal financial assistance provide meaningful access to their LEP applicants and beneficiaries.

Individuals who do not speak English as their primary language and who have a limited ability to read, speak, write or understand English can be limited English proficient, or “LEP.” For an LEP individual, language can present a barrier to accessing benefits and services, understanding and exercising important rights, complying with applicable responsibilities, or understanding other information provided by federally funded programs and activities. These individuals may be entitled to language assistance at no cost to them with respect to a particular type of service, benefit, or encounter.

The United States Department of Transportation guidelines require that recipients of federal financial assistance provide “meaningful access to programs and activities” by giving LEP persons adequate and understandable information and allowing them to participate in programs and activities, where appropriate. Recipients of federal funds must take reasonable steps to remove barriers for LEP

individuals. While designed to be a flexible and fact-dependent standard, the starting point is an individualized assessment that balances the following four factors:

1. Demography: number and/or proportion of LEP persons served and languages spoken in service area.
2. Frequency: rate of contact with service or program.
3. Importance: nature and importance of program/service/plan to people's lives.
4. Resources: available resources, including language assistance services.

The four-factor analysis is used to determine which language assistance services are appropriate to address the identified needs of the LEP population. More information regarding the identification of LEP individuals within the community as well as outreach strategies are included within the SPC Public Participation Plan.

SPC assures that every effort will be made to ensure nondiscrimination in all of its programs and activities, whether those programs and activities are federally funded or not. In the event SPC distributes federal-aid funds to another governmental entity, SPC will include non-discrimination language in all written agreements and will monitor for compliance. SPC's Deputy Executive Director for Finance and Operations is responsible for ensuring implementation of the organization's Civil Rights/Anti-Discrimination Program. The Title VI Coordinator, under the supervision of the Deputy Executive Director, is responsible for coordinating the overall administration of the Civil Rights/Anti - Discrimination Program and assurances. Responsibility for oversight of civil rights compliance within the various SPC program areas falls to four Civil Rights Liaisons.

## Title VI Public Notice

SPC will provide information to the public regarding the SPC's obligations under Title VI regulations and apprise members of the public of the protection against discrimination afforded to them by Title VI. At a minimum, the SPC shall disseminate this information to the public by posting the notice on its website, in our offices and in public places where the Title VI notice is relevant. See Appendix A for copies of SPC's Title VI poster.

The SPC will widely distribute its Title VI plan. The Title VI notices are also included with all newly printed or revised agency publications, brochures and pamphlets meant for public consumption. The following notice is standard wording for publications, brochures, flyers, etc.

The SPC is committed to compliance with Title VI of the Civil Rights Act of 1964 and all related regulations and relevant guidance. The SPC assures that no person in the United States shall, on the grounds of race, color or nation origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

To request additional information on the SPC's Civil Rights/Title VI policy, or to file a discrimination complaint, please contact SPC at (412) 391-5590 or email [TitleVI-Coordinator@spreregion.org](mailto:TitleVI-Coordinator@spreregion.org).

The Complaint Procedure is located on our website under "[Get Involved, Title VI Plan,](#)" and a hard copy can be obtained by email or from our office at:

**Southwestern Pennsylvania Commission Civil Rights/  
Title VI Coordinator**

42 21<sup>st</sup> Street, Suite 101 Pittsburgh, PA 15222-4422

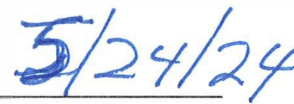
## Title VI Policy Statement

The Southwestern Pennsylvania Commission assures that no person shall on the grounds of race, color, national origin, disability, sex, age or income status, as provided by Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987 (Public Law 100.259), the Americans with Disabilities Act of 1990 and other related nondiscrimination laws and authorities, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any agency-sponsored program or activity.

In the event that SPC distributes federal aid funding to another entity, SPC will include Title VI language in all written agreements and monitor for compliance. Title VI compliance is a condition of the receipt of federal funds. SPC's Executive Director and Title VI Compliance Manager are authorized to ensure compliance with provisions of the policy and with the law, including the requirements of Title 23 Code of Federal Regulations (CFR) 200 and Title 49 CFR 21.

SPC acknowledges its responsibility for initiating and monitoring Title VI activities, preparing required reports and other responsibilities as required by Title 23 Code of Federal Regulations (CFR) 200 and by Title 49 CFR Part 21.

  
\_\_\_\_\_  
SPC Executive Director

  
\_\_\_\_\_  
Date

## Discrimination Complaint Procedures

Title VI of the Civil Rights Act of 1964, as amended, prohibits discrimination on the basis of race, color, or national origin. Subsequently, Title II of the Americans with Disabilities Act of 1990 (ADA)/Section 504 of the Rehabilitation Act of 1973 (Section 504), and associated statutes prohibits discrimination based on disability. As a recipient of federal assistance, the SPC has adopted a Discrimination Complaint Procedure and form as part of its Title VI Plan.

Any person who believes she or he, individually, as a member of any specific class, or in connection with any disadvantaged business enterprise, has been discriminated against on the basis of race, color, national origin, or disability status by the Southwestern Pennsylvania Commission (hereinafter referred to as "SPC") may file a complaint by completing and submitting the agency's Discrimination Complaint Form. A complaint may also be filed by a representative on behalf of such a person. All complaints will be referred to the SPC Title VI Coordinator for review and action. SPC investigates complaints received no more than 180 days after the alleged incident. SPC will process complaints that are complete.

1. In order to have the complaint considered under this procedure, the complainant must file the complaint no later than 180 days after:
  - a. The date of the alleged act of discrimination; or
  - b. Where there has been a continuing course of conduct, the date on which that conduct was discontinued. In this case, the recipient or his/her designee may extend the time for filing or waive the time limit in the interest of justice, specifying in writing the reason for so doing.
2. Complaints shall be in writing and shall be signed by the complainant and/or the complainant's representative. Complaints should set forth as fully as possible the facts and circumstances surrounding the claimed discrimination. In the event that a person makes a verbal complaint of discrimination to an officer or employee of the recipient, the person shall be interviewed by the Civil Rights/Title VI Coordinator. If necessary, the Civil Rights/Title VI Coordinator will assist the person in putting the complaint in writing and submit the written version of the complaint to the person for signature. The complaint shall then be handled in the usual manner.
3. Within 10 days, the SPC Civil Rights/Title VI Coordinator will acknowledge receipt of the allegation in writing; inform the complainant of action taken or proposed action to process the allegation; advise the respondent of their rights under related statutes; and, advise the complainant of their right to appeal a decision through SPC's Executive Committee.
4. In accordance with SPC's grantee relationship with the Pennsylvania Department of Transportation (PennDOT) SPC is required to inform PennDOT of all Civil Rights related complaints within 10 days of receipt. The letter will be sent to the PennDOT Central Office, Civil Rights Division, with a copy to the FHWA Pennsylvania Division Office and will generally include the following information:
  - a. Name, address, and phone number of the complainant.
  - b. Name(s) and address(es) of alleged discriminating official(s).
  - c. Basis of complaint (i.e., race, color, national origin).
  - d. Date of alleged discriminatory act(s).

- e. Date of complaint received by the recipient.
  - f. A statement of the complaint.
  - g. Other agencies (state, local or federal) where the complaint has been filed.
  - h. An explanation of the actions the recipient has taken or proposed to resolve the issue raised in the complaint.
5. Within 60 days, the SPC Civil Rights/Title VI Coordinator will conduct and complete an investigation of the allegation and based on the information obtained, will render a recommendation for action in a report of findings to the Executive Director. The complaint should be resolved by informal means whenever possible. Such informal attempts and their results will be summarized in the report of findings.
  6. Within 90 days of receipt of the complaint, the SPC Civil Rights/Title VI Coordinator will notify the complainant in writing of the final decision reached, including the proposed disposition of the matter. The notification will advise the complainant of his/her right to appeal with SPC's Executive Committee. SPC's Civil Rights/Title VI Coordinator will also provide the PennDOT Civil Rights Central Office with a copy of the determination and report findings.
  7. Upon appeal, SPC's Executive Committee, consisting of 17 members, will investigate and issue an independent decision on the complaint. The decision on appeal will be issued within 60 days after receipt of the appeal. This letter will contain complete information on how and where file an appeal of the SPC Executive Committee's finding.
  8. In accordance with federal law, the SPC will require that applicants of federal assistance notify the SPC of any law suits filed against the applicant or sub-recipients of federal assistance or alleging discrimination; and a statement as to whether the applicant has been found in noncompliance with any relevant civil rights requirements.
  9. The SPC will collect demographic data on staff, committees, and program areas in accordance with 23 CFR, 49 CFR and SPC's established procedures and guidelines.
  10. SPC will retain Discrimination Complaint Forms and a log of all complaints filed with or investigated by SPC.
  11. Records of complaints and related data will be made available by request in accordance with the Pennsylvania Freedom of Information Act.

Please provide the information on the following page(s) in order to process your complaint. Assistance is available upon request. You can reach the SPC Civil Rights/Title VI Coordinator at (412) 391-5590, or you can send email to: [TitleVI-Coordinator@spcregion.org](mailto:TitleVI-Coordinator@spcregion.org). This complaint may also be mailed or delivered to:

Southwestern Pennsylvania Commission  
Civil Rights/Title VI Coordinator  
42 21<sup>st</sup> Street, Suite 101  
Pittsburgh, Pennsylvania 15222-4422





www.spcregion.org

# DISCRIMINATION COMPLAINT FORM

Name		Phone		Name of Person(s) That Discriminated Against You			
Address (Street No., P.O. Box, Etc.)				Location		Position of Person (If Known)	
City		State	Zip	City		State	Zip
Discrimination Because of: <input type="checkbox"/> Race/Color* <input type="checkbox"/> Sex <input type="checkbox"/> Disability** <input type="checkbox"/> Age <input type="checkbox"/> National Origin* <input type="checkbox"/> Retaliation <input type="checkbox"/> Religion				Date(s) of Alleged Incident(s)			

Explain as briefly and clearly as possible what happened and how you were discriminated against. Indicate who was involved. Be sure to include how other persons were treated differently than you. Also, attach any written material pertaining to your case.

Signature	Date
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**Please submit this form to the following agency:**

**Southwestern Pennsylvania Commission**  
 Title VI Coordinator  
 42 21st Street, Suite 101  
 Pittsburgh, PA 15222  
 Phone: 412.391.5590

## Appeal Process

If the Complainant does not agree with the decision by the Respondent and cannot come to an informal agreement, the Complainant can directly file an appeal with the Southwestern Pennsylvania Commission Executive Committee:

Southwestern Pennsylvania Commission  
ATTN: Chair, Executive Committee  
21<sup>st</sup> Street, Suite 101  
Pittsburgh, PA 15222

The SPC's Executive Committee, consisting of 14 members, will investigate and issue an independent decision on the complaint. The decision on appeal will be issued within 60 days after receipt of the appeal. This letter will contain complete information on how and where file an appeal of the SPC Executive Committee's finding.

## Nondiscrimination Public Notice

In order to comply with 49 CFR Section 21.9(d), SPC shall provide information to the public regarding their civil rights obligations and apprise members of the public of the protections against discrimination afforded to them by civil rights regulations. The paragraph below will be inserted into all significant publications that are distributed to the public, such as the TIP and LRP. The text will be placed permanently on the SPC website (<http://www.spcregion.org>).

*“The Southwestern Pennsylvania Commission (SPC) hereby gives public notice that it is the policy of the Commission to assure full compliance with the Civil Rights Restoration Act of 1987, Executive Order 12898 on Environmental Justice, and related statutes and regulations in all programs and activities. Title VI requires that no person in the United States of America shall, on the grounds of race, color, or national origin be excluded from the participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which SPC receives federal financial assistance. Any person who believes they have been aggrieved by an unlawful discriminatory practice by SPC under Title VI has a right to file a formal complaint with the Commission. Any such complaint must be in writing and filed with SPC’s Title VI Coordinator within one hundred eighty (180) days following the date of the alleged discriminatory occurrence. For more information, or to obtain a Title VI Discrimination Complaint Form, please see our website at: [www.spcregion.org](http://www.spcregion.org) or call 412-391-5590.”*

The following statement will be included in all notices of public comment periods and public meetings:

*“The Southwestern Pennsylvania Commission (SPC) is committed to compliance with nondiscrimination requirements of civil rights statutes, executive orders, regulations and policies applicable to the programs and activities it administers. Accordingly, SPC is committed to ensuring that program beneficiaries receive public participation opportunities without regard to race, color, national origin, sex, age, disability or economic status. Meeting facilities are accessible to persons with disabilities and the location is reachable by public transit. SPC will provide auxiliary services for individuals with language, speech, sight or hearing needs, provided the request for assistance is made 3 days prior to the meeting. SPC will attempt to satisfy requests made with less than 3 days’ notice as resources allow. Please make your request for auxiliary services to SPC Public Involvement Coordinator Ronda Craig, [rcraig@spcregion.org](mailto:rcraig@spcregion.org), (412) 391-5590 x0372. If you believe you have been denied participation opportunities, or otherwise discriminated against in relation to the programs or activities administered by SPC, you may file a complaint using the procedures provided in our complaint process document or by contacting SPC’s Title VI Coordinator by calling (412) 391-5590. For more information, or to obtain a Title VI Discrimination Complaint Form, please see our website at: [www.spcregion.org](http://www.spcregion.org) or call 412-391-5590.”*

### SPC Policy for Meeting ADA Requirements

Title II of the Americans with Disabilities Act (ADA) of 1990, P.L. 101-336 provides *“no qualified individual with a disability shall, by reason of such disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination by a department, agency, special purpose district or other instrumentality of the state or local government.”*

All of SPC’s public meetings are held in ADA accessible facilities. Sign language interpreters or other auxiliary aid requests can be accommodated if requested in advance. Upon request, planning materials can be provided in alternative formats.

Please see ADA Complaint Procedures (pages 16-21) for information on how to file a complaint related to Title II of the Americans with Disabilities Act of 1990 (ADA)/Section 504 of the Rehabilitation Act of 1973 (Section 504).

Additional information on how SPC considers ADA in its public participation practices, please see the SPC Public Participation Plan.

## Title VI and Nondiscrimination Complaint Log

### **Transit-Related Title VI Investigations, Complaints, and Lawsuits**

The SPC has had no Title VI investigations, complaints or lawsuits since the inception of our Title VI plan. There have also been no civil rights or ADA investigations, complaints, or lawsuits since the inception of our Title VI and/or Civil Rights plan(s). If there is ever a Title VI complaint, it will be tracked using the complaint log. See Appendix B for Title VI and Nondiscrimination complaint log.

## Limited English Proficiency (LEP) Plan

The full Limited English Proficiency (LEP) Plan is located in Appendix D.

## Public Participation Plan

The full Public Participation Plan is located in Appendix E.

## How Minority Mobility Needs are Identified in the Planning Process

SPC addresses the mobility needs of minority populations by conducting an Environmental Justice analysis during the development of the TIP and LRP and by preparing and updating a demographic profile of the region using the most current and appropriate statistical information available on race, income, and other pertinent data. SPC developed and maintains a GIS database with the capability to analyze socioeconomic demographics, define target populations, and locate them spatially.

SPC maintains up to date mapping on identified communities of concern in our region, which is inclusive of but expands upon the federal Title VI and Environmental Justice mandates. These communities include census tracts or block groups (whichever is available) that exceed the regional average for: racial minority, ethnic minority, household in poverty, limited English-speaking, person with disability, older (65+) person, household without access to vehicle, and household without internet connection. During LRP and TIP development, SPC screens all proposed projects against Environmental Justice and Title VI populations (racial minority and households in poverty) as part of the project prioritization process. Then, when the proposed candidate project lists have been finalized, SPC maps investments with these populations to ensure that an equitable amount of funding is going to Environmental Justice communities, and that no undue burdens are being afforded. For example, SPC strives to ensure that asset condition is not disproportionately worse in Environmental Justice communities, or that safety and/or access to resources like transit are not disproportionately worse. Furthermore, SPC shares maps of all communities of concern with proposed TIP projects at public meetings, to ensure people have a chance to understand the ways transportation investments may impact their communities.

SPC develops, maintains, and enhances public involvement efforts that are oriented toward achieving a better understanding of the needs and concerns of minority populations. SPC's Public Participation Plan includes Environmental Justice guidelines and outreach strategies for minority populations during the development and implementation of SPC plans and programs (including the CommuteInfo program). SPC disseminates information to the public on the processes used and findings of Environmental Justice analyses.

## Environmental Justice Analysis (Demographic Maps with Distribution of State and Federal Funds)

SPC regularly updates mapping utilizing up-to-date census data to identify and re-identify communities who are underserved, overburdened, or have been historically disadvantaged in the transportation planning process. This data is used to track the equity of investments, as federally-mandated, during the TIP and LRP development process. The most recent Environmental Justice Analyses for the TIP and the LRP

are posted to the SPC website at <https://www.spcregion.org/programs-services/transportation/smartmoves-long-range-plan-transportation-improvement-program/>.

## Summary of Outreach Efforts

A summary of public outreach efforts by date and location that were undertaken during the most recent TIP and LRP development processes is located in Appendix G.

## Monitoring Subrecipients for Compliance with Title VI

All subrecipients are monitored by SPC's Finance Department for compliance with Title VI. The CommuteInfo vanpool program receives an annual allocation as a subrecipient of 5307 funds from the designated urban area grantee which is Pittsburgh Regional Transit. No competitive selection processes are conducted by SPC utilizing 5307 or other FTA funds.

Every two years, SPC administers a competitive selection process to identify projects for its allocated FHWA CMAQ funds. Since PennDOT stopped funding the Transportation Management Associations (TMAs), a portion of these funds have been awarded to the three regional TMAs, and once programmed these funds are flexed to FTA and administered by SPC. A record of these funding requests is located in Appendix H.

Should SPC enter into any further subrecipient agreements in the future, it will monitor subrecipients for compliance with Title VI.

## Membership Demographics

The SPC, is the region's forum for collaboration, planning, and public decision-making. As the official Metropolitan Planning Organization (MPO) for the ten -county region including the City of Pittsburgh and the counties of Allegheny, Armstrong, Beaver, Butler, Fayette, Greene, Indiana, Lawrence, Washington, and Westmoreland, SPC is responsible for planning and prioritizing the use of all state and federal transportation funds allocated to the region. The Commission has the authority and responsibility to make decisions affecting the 10-county region.

The Commission typically meets every other month, on the last Monday. Members serve multi-year terms and may be reappointed. The chair and vice-chair, elected by voting members, serve two-year terms.

The Commission is comprised of elected bodies from the ten member Counties and the City of Pittsburgh. SPC staff provides demographic data on the composition of the member Counties to those bodies in order to assist Commissioners considering selection of participants for the County-sponsored Public Participation Panels.

In addition to the Commission, CommuteInfo has a partner group that meets on a quarterly basis. The partner group consists of various regional areas, businesses, communities and nonprofits—representing an array of interests, missions, and perspectives (See Appendix C for list of CommuteInfo Partner organizations). These meetings serve as a forum for regional exchange of information, coordination of promotion for TDM, ridesharing and transit under the CommuteInfo regional brand. Partner organizations and individuals participate in the CommuteInfo regional Partners meetings to help provide feedback and direction for the overall CommuteInfo program – including the regional vanpool program. Partners do not provide governance but an advisory function to provide feedback and suggestions on all program initiatives. CommuteInfo staff is available to assist Partners in the promotion of TDM strategies to employers and organizations in which they have an interest – including assistance in the formation of vanpool groups.

A complete list of Executive Board members and Commission members is listed in Appendix F.

## Additional Information

### Responsibilities of Civil Rights/Title VI Coordinator

SPC's Civil Rights/Title VI Coordinator is SPC's Human Resources Director. The Civil Rights/Title VI Coordinator manages the overall administration of the Civil Rights/Anti-Discrimination Program, Plan and Assurances. The Civil Rights/Title VI Coordinator is responsible for supervising the Civil Rights Liaisons in implementing, monitoring and reporting on SPC's compliance with civil rights regulations.

The Civil Rights/Title VI Coordinator will:

- Meet with Liaisons as needed, but at least two times per year, to discuss progress, implementation and compliance issues.
- Periodically review SPC's Civil Rights/Anti-Discrimination Program to assess if administrative procedures are effective, staffing is appropriate, and adequate resources are available to ensure compliance.
- Review important civil rights related issues with the Deputy Executive Director, as needed.
- Log and forward all civil rights complaints received to the appropriate federal agency.
- Assess communications and public involvement strategies to ensure adequate participation of impacted protected groups and address additional language needs, as necessary.

### Responsibilities of Civil Rights Liaisons

One staff member from each of the SPC program areas is assigned as that area's Civil Rights Liaison. Civil Rights Liaisons, under supervision of the Title VI Coordinator, are responsible for the day-to-day administration of the Title VI program, including implementation of the program for compliance, program monitoring, reporting and education within their assigned program area. SPC has designated the following individuals to be responsible for the various units within SPC and to act as Liaisons with the Title VI Coordinator:

*Transportation Planning/Technical Services – Manager, Transit Programs*

*Public Involvement – Public Involvement Coordinator*

*Planning and Development – Manager, Commercial Lending*

*Manager Procurement – Manager, Finance*

SPC ensures compliance with all applicable nondiscrimination authorities and with regard to the following:

- Communications and Public Participation
- Planning and Programming
- Environmental Justice
- Consultant Contracts
- Education and Training

In addition to the responsibilities listed in this section, SPC staff responsibilities may include reviewing civil rights guidelines and procedures for the SPC Civil Rights/Anti-Discrimination Program, and incorporating civil rights related language and provisions into SPC documents, as appropriate.

## **SPC Areas of Responsibilities and Planning Efforts**

### Communications and Public Participation

As described in the SPC Public Participation Plan, since transportation has a direct and personal impact on the population of a region and is of critical importance to economic vitality and quality of life, SPC continually endeavors to provide residents, affected public agencies, and other interested parties with reasonable opportunities to be involved in the transportation planning process.

Communications and public participation efforts apply to and affect the SPC work program as a whole, particularly SPC efforts and responsibilities related to the Planning and Programming and Environmental Justice areas. The SPC Public Participation Plan includes specific information regarding outreach and communication strategies and detailed Environmental Justice guidelines.

Examples of methods used by SPC to reach protected populations included:

- Hosting MPO meetings in or near neighborhoods with a substantial number of residents who belong to protected populations or “communities of concern.” These communities are re-identified regularly through census equity mapping and during the Transportation Improvement Program (TIP) and Long-Range Transportation Plan (LRP) Environmental Justice Analyses.
- Proactive translation of planning and public involvement documents
- Willingness and ability to make MPO documents available to the sight-impaired, hearing-impaired, and those who are not proficient in the English language. For example, in addition to translating documents on-demand, SPC utilizes braille business cards with relevant contact information, and uses large-print mapping and signage at public participation events.
- Assembly of advisory committees’ representative of the community, through the public participation panels, as outlined in the Public Participation Plan.
- Use of display booths, etc. at events sponsored by community groups

SPC staff is responsible for evaluating and monitoring compliance with applicable nondiscrimination authorities in all aspects of the SPC public participation process. SPC staff members will:

- Ensure that all communications and public participation efforts comply with nondiscrimination authorities.
- Develop and distribute information on nondiscrimination and SPC programs to the general public.
- Prepare, or have prepared, translations of all vital documents and public meeting notices into three of the four identified LEP languages of Spanish, Traditional Chinese and Italian. Requests for translations of any of the fifteen languages that comprise the Indic language group will be provided as requested.
- Translations of documents into other non-English languages, Braille or other adaptive methodologies, upon request.

- Provide services for individuals with special needs – Upon advance notice, persons needing special accommodation for interpretive services for hearing or visual impairments, languages other than English, or other special needs can provide for public meetings. Notifications of opportunities for public participation will include contact information for people needing these or other special accommodations.
- Include the following statement in all of the SPC public notices:

*The Southwestern Pennsylvania Commission (SPC) is committed to compliance with nondiscrimination requirements of civil rights statutes, executive orders, regulations and policies applicable to the programs and activities it administers. Accordingly, SPC is committed to ensuring that program beneficiaries receive public participation opportunities without regard to race, color, national origin, sex, age, disability or economic status. Meeting facilities are accessible to persons with disabilities and the location is reachable by public transit. SPC will provide auxiliary services for individuals with language, speech, sight or hearing needs, provided the request for assistance is made 3 days prior to the meeting. SPC will attempt to satisfy requests made with less than 3 days' notice as resources allow. Please make your request for auxiliary services to SPC Public Involvement Coordinator Ronda Craig, [rcraig@spcregion.org](mailto:rcraig@spcregion.org), (412) 391-5590 x0372, If you believe you have been denied participation opportunities, or otherwise discriminated against in relation to the programs or activities administered by SPC, you may file a complaint using the procedures provided in our complaint process document or by contacting SPC's Title VI Coordinator by calling (412) 391-5590. For more information, or to obtain a Title VI or ADA Complaint Form, please see our website at: [www.spcregion.org](http://www.spcregion.org) or call 412-391-5590.*

- Include the Title VI and Nondiscrimination Statement to the Public on the SPC website.

### Planning and Programming:

SPC is responsible for developing long and short-range transportation plans and programs to provide efficient transportation services for the SPC region. A comprehensive transportation process is used which entails the monitoring and collection of various data pertaining to transportation issues. SPC coordinates with PennDOT, counties, and area transit agencies; seeks public participation; and provides technical support when needed. An outreach plan for Transportation Improvement Program (TIP) and long-range plan (LRP) updates is included within the Public Participation Plan.

### **SPC Responsibilities**

SPC staff is responsible for evaluating and monitoring compliance with applicable nondiscrimination authorities in all aspects of the SPC planning and programming processes. SPC staff will:

- Ensure that all aspects of the planning and programming process operation comply with nondiscrimination authorities.
- Prepare and update a demographic profile of the region using the most current and appropriate statistical information available on race, income, and other pertinent data.
- Make the document available to the public and member agencies on the SPC website or in hard copy format, if requested.
- Continue to ensure that staff makes concerted efforts to involve members of all social, economic, and ethnic groups in the planning process. SPC is working to integrate equity and civil rights considerations throughout all plans. SPC's LRP includes multiple goals and objectives



that address the needs of low-income and minority populations and special needs groups. Every new planning product/document that SPC produces should address equity and civil rights and make every effort to be inclusive of all people in the development process.

Exhibit 2 summarizes the major documents adopted by SPC along with their characteristics and relationship to civil rights or EJ considerations. Typical topics include:

- Provision of mobility to the transportation disadvantaged
- Enhanced transit service, which is assumed to benefit low-income populations more than others
- Improved access and mobility for transportation-disadvantaged populations
- Involvement of traditionally underserved or special needs populations, such as low-income, minority and Limited English Proficiency individuals

**Exhibit 2: Required and Frequently Encountered Civil Rights Components in MPO Documents**

Document Name	Required Components	Frequently Encountered Components
Unified Planning Work Program	- Certification of Disadvantaged Business Enterprise (DBE) and Equal Employment Opportunity (EEO) -Assurance of Compliance with Title VI	- Tasks and funds for low-income and minority population outreach and involvement - Tasks related to LEP Populations -Tasks and funds for necessary data collection on low-income and minority populations
Long Range Transportation Plan	- Identify and provide information to “interested parties” about the Long Range Transportation Plan -Assurance of Compliance with Title VI	- Collection of data regarding low-income and minority populations and cultural resources - Analysis of locations of low-income and minority Populations - Goals and objectives on serving low-income and minority Populations -Project selection criteria for the cost-benefit plan that Incorporate projected impacts and benefits of infrastructure On low-income and minority populations -Selection of cost-feasible projects that minimize impacts on Low-income and minority populations and cultural resources -Discussion of mitigation efforts -Execution and documentation of public involvement efforts that target low-income and minority populations -Preparation of a Coordinated Public Transit-Human Services Transportation Plan
Transportation Improvement Program	- Identify and provide “interested parties” information about the TIP and its projects -Assurance of Compliance with Title VI	-Project selection criteria that incorporate projected impacts and benefits of infrastructure on low-income and minority populations -Public Involvement efforts that target low-income and minority populations
Public Participation Plan	-Compliance with previously adopted Non-Discrimination Statement	-Description of Limited English Proficiency program -Identification of methods to involve low-income and minority populations

## Environmental Justice

The concept of Environmental Justice includes the identification and assessment of disproportionately high and adverse effects of programs, policies, or activities on minority and low-income population groups. Within the context of regional transportation planning, Environmental Justice considers the relative distribution of costs and benefits from transportation investment strategies and policies among different segments of society.

### **SPC Responsibilities**

SPC staff is responsible for evaluating and monitoring compliance with applicable nondiscrimination authorities in all aspects of the SPC efforts to address Environmental Justice.

SPC staff will:

- Ensure that all aspects of efforts to address Environmental Justice comply with nondiscrimination authorities.
- Conduct an Environmental Justice analysis during the development of the TIP and LRP.
- Prepare and update a demographic profile of the region using the most current and appropriate statistical information available on race, income, and other pertinent data and maintain a GIS database with the capability to analyze socioeconomic demographics, define target populations, and locate them spatially.
- Develop a process for assessing the distributional effects of transportation investments on accessibility of low-income and minority populations to jobs and services and on the availability of transportation alternatives in each region. Document the results for use in planning decision-making.
- Maintain and enhance public involvement efforts that are oriented toward achieving a better understanding of the needs and concerns of low-income and minority populations. SPC's Public Participation Plan includes Environmental Justice guidelines and outreach strategies for minority, low-income and LEP populations during the development and implementation of SPC plans and programs.
- Disseminate information to the public on the processes used and findings of Environmental Justice analyses.

## Consultant Contracts:

SPC is responsible for selection, negotiation, and administration of its consultant contracts. SPC operates under its internal contract procedures and complies with all relevant federal and state laws.

### **SPC Responsibilities**

SPC staff is responsible for evaluating and monitoring consultant contracts for compliance with nondiscrimination authorities. SPC staff will:

- Ensure inclusion of nondiscrimination language in contracts and Requests for Proposals (RFPs).

- Review consultants for compliance as described below:
  - Ensure that all consultants verify their compliance with nondiscrimination authorities, procedures and requirements.
  - If a recipient or sub-recipient is found to be not in compliance with nondiscrimination authorities, the Title VI Coordinator and relevant staff will work with the recipient or sub-recipient to resolve the deficiency status and write a remedial action if necessary.
- Review outreach activities to ensure small, disadvantaged or minority, women and disabled veteran-owned businesses are not excluded to participate in opportunities to compete for consulting contracts.

### **Education and Training:**

In an effort to continuously improve SPC's nondiscrimination program, training will be coordinated with FHWA and PennDOT, and made available to SPC staff on an ongoing basis to ensure up-to-date knowledge of Title VI and other nondiscrimination statutes.

### **SPC Responsibilities**

Under the category of education and training, nondiscrimination responsibilities include:

- Distribution of information to SPC staff on training programs regarding civil rights related statutes.
- Staff participation in nondiscrimination training.
- Maintain and update nondiscrimination training as necessary.
- Maintain and update the SPC Civil Rights/Anti-Discrimination Program as necessary.
- Participate in training relative to civil rights through PennDOT Central Office, and periodically apprise staff and consultants of any recent developments in civil rights as it relates to transportation planning.

## APPENDIX A – TITLE VI POSTERS

Translated Title VI Notices will be translated into SPC's LEP languages

### **Notifying the Public of Rights Under Title VI Southwestern Pennsylvania Commission (SPC)**

- SPC 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 SPC.
- For more information on SPC's civil rights program, and the procedures to file a complaint, contact 412-391-5590; email [TitleVI-Coordinator@spcregion.org](mailto:TitleVI-Coordinator@spcregion.org); or visit our administrative offices at 42 21<sup>st</sup> Street, Suite 101, Pittsburgh, PA 15222; or visit [www.spcregion.org](http://www.spcregion.org).
- If information is needed in another language, please contact 412-391-5590.

## **Notifying the Public of Rights Under Title VI Southwestern Pennsylvania Commission (SPC)**

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- For more information on SPC's civil rights program, and the procedures to file a complaint, contact 412-391-5590; email [TitleVI-Coordinator@spcregion.org](mailto:TitleVI-Coordinator@spcregion.org); or visit our administrative offices at 42 21<sup>st</sup> Street, Suite 101, Pittsburgh, PA 15222; or visit [www.spcregion.org](http://www.spcregion.org).
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- For more information on SPC's civil rights program, and the procedures to file a complaint, contact 412-391-5590; email [TitleVI-Coordinator@spcregion.org](mailto:TitleVI-Coordinator@spcregion.org); or visit our administrative offices at 42 21<sup>st</sup> Street, Suite 101, Pittsburgh, PA 15222, Pittsburgh, PA 15219; or visit [www.spcregion.org](http://www.spcregion.org).
- If information is needed in another language, please contact 412-391-5590.

# APPENDIX B – DISCRIMINATION COMPLAINT LOG

## Discrimination Complaint Log

Date \_\_\_\_\_

Name of Agency \_\_\_\_\_

Person who prepared report \_\_\_\_\_

Contact Information: Phone \_\_\_\_\_

Email \_\_\_\_\_

Date of Complaint	Complainant	Age	Race / Color	National Origin	Sex	Religion	Retaliation	Disability	Recipient	Date Investigation Completed	Disposition	Date of Disposition	Other Information	Referred to FTA

## APPENDIX C – COMMUTEINFO PARTNERING GROUPS

Murrysville Trail Alliance	Airport Corridor Transportation Association	City of Pittsburgh	University of Pittsburgh/WalkWorks
United States District Court U.S. Probation Office	PennDOT District 11	RubyRide	Walnut Capital
Mid Mon Valley Transit Authority	United Way of Southwestern Pennsylvania	Allegheny County Housing Authority	Duquesne University
Westmoreland County Chamber of Commerce	PennDOT D-10	University of Pittsburgh	City of Pittsburgh
Westmoreland County Transit Authority	City of Pittsburgh	Westmoreland County	UPMC
U.S. Department of Veterans Affairs	Port Authority	Small Business Administration	Fresh Foods Manufacturing Giant Eagle
Allegheny County Health Department PennDOT District 11 CTSP	Urban Redevelopment Authority	Group Against Smog and Pollution	Mackin Engineering
SPC	PennDOT District 11	FedEx	PennDOT District 11
Rand Pittsburgh	PADOT Central Office	University Relations and Diversity Program Manager	Freedom Transit
Pittsburgh Downtown Partnership	Fayette Area Coordinated Transportation	SPC	Pittsburgh Community Reinvestment Group (PCRG)
SPC	Breathe Project	Michael Baker	SPC
WCTA	Pennsylvania Public Utility Commission	City of Pittsburgh	Carnegie Mellon University
BikePGH	Michael Baker	Butler County Economic Development and Planning	Sustainable Pittsburgh
Oakland Planning & Development Corporation	Lawrence County	SPC	Moon Township
Department of Mobility & Infrastructure (DOMI)	Michael Baker	Allegheny Conference on Community Development	Port Authority
Westmoreland County Transit Authority	PennDOT District 11	City of Pittsburgh - Nighttime Economy	Green Building Alliance
Marshall Twp	Office of the Allegheny County Executive	SPC	SPC
Fayette County	JFCS Career Development Center	Pennsylvania Public Utility Commission	West
Westmoreland County Department of Planning and Development	Southwest Training Services	SMC Business Councils/Airport Area Chamber of Commerce	SPC
Healthy Ride	Builders Guild of Western Pennsylvania	SPC	Washington County Chamber of Commerce

PADOT Engineering District 10-0	PennDOT District 11	Quaker Valley Council of Governments	PA Department of Transportation, Engineering District 12-0
SPC	Allegheny County Economic Development	Sustainability Manager at 3R Building sustainability	Washington County
Walk Bike Shaler/Shaler Township Planning Commission	Pittsburgh Department of City Planning	SPC	City of Pittsburgh DOMI
Green Building Alliance	Brooke Hancock Jefferson Metropolitan Planning Commission	SPC	SPC
USDOJ - Western Pennsylvania District	Butler Transit Authority	Pennsylvania Public Utility Commission	SPC
Allegheny County Health Department	Pittsburgh Department of Mobility and Infrastructure	HWPS + PLACE (?)	Penn State Extension / Smart Growth
SPC	Walnut Capital	SPC	Department of Veterans Affairs - VA Pittsburgh Healthcare System
Oakland Planning & Development Corporation	Duquesne Light Corporation	Moon Township	Jewish Family & Children's Service of Pittsburgh
SPC	Carnegie Mellon University	Lark Enterprises	Friends of the Riverfront
Alliance for Nonprofit Resources	Family Services of Western Pennsylvania Transportation Loan Program	Allegheny County	SPC
Duquesne University	Pittsburgh Bike Share / Healthy Ride	Duquesne University	SPC
Westmoreland County Industrial Development Corporation	Sustainable Pittsburgh	Washington County Planning Commission	Brooke Hancock Jefferson Metropolitan Planning Commission
Presbyterian Senior Care Network	Oakland Transportation Management Agency (OTMA)	PennDOT District 11	Pittsburghers for Public Transit
UPMC Mercy Consultant	Carnegie Museums/BOMA	Butler County Department of Planning and Development	Port Authority
		Westmoreland Transit	Pittsburgh University



## APPENDIX D – FULL LIMITED ENGLISH PROFICIENCY PLAN

# **Limited English Proficiency (LEP) Plan for the Southwestern Pennsylvania Commission**



**March 2017**

**Southwestern Pennsylvania Commission**

Two Chatham Center – Suite 500

112 Washington Place

Pittsburgh, PA 15219

Voice 412.391.5590

Fax 412.391.9160

[comments@spcregion.org](mailto:comments@spcregion.org)

[www.spcregion.org](http://www.spcregion.org)

# Members of the Southwestern Pennsylvania Commission

## 2017

### Officers

Chairman: Charles W. Anderson  
Vice Chairman: Larry Maggi  
Secretary-Treasurer: Rich Fitzgerald

Executive Director: James R. Hassinger

### Allegheny County

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Tom Ceraso  
Gina Cerilli  
Ted Kopas

### City of Pittsburgh

Scott Bricker  
Rev. Ricky Burgess  
William Peduto  
Mavis Rainey  
Aurora Sharrard

### Pennsylvania Department of Transportation (2 Votes)

H. Daniel Cessna  
Joseph Dubovi  
Kevin McCullough  
James Ritzman  
Joe Szczur

### Governor's Office

Erin Molchany

### Pennsylvania Department of Community & Economic Development

Johnna Pro

### Port Authority of Allegheny County (1 Vote)

Ellen McLean  
Ed Typanski

### Transit Operators Committee

John Paul

### Federal Highway Administration\*

Renee Sigel

### Federal Transit Administration\*

Theresa Garcia-Crews

### U.S. Environmental Protection Agency\*

Laura Mohollen

### Federal Aviation Administration\*

### U. S. Economic Development Administration\*

\*Nonvoting Members

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**Limited English  
Proficiency (LEP) Plan  
for the  
Southwestern Pennsylvania  
Commission**



**March 2017**

Este documento está disponible en español.  
Llame por favor (412) 391-5590 para más información.

Dieses Dokument wird zum Deutschen auf Antrag übersetzt.  
Telephonieren Sie SPC an (412) 391-5590 zu mehr Information.

Questo documento è disponibile in italiano su richiesta.  
Telefoni lo SPC (412) 391-5590 per le più informazioni.

Ce document est disponible en français sur demande.  
Veuillez appeler le SPC (412) à 391-5590 pour plus d'information.

This document is available in alternate formats upon request.  
Please call SPC at (412) 391-5590 for more information.



The Southwestern Pennsylvania Commission (SPC) hereby gives public notice that it is the policy of the Commission to assure full compliance with Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987, Executive Order 12898 on Environmental Justice, and related statutes and regulations in all programs and activities. Title VI and other related statutes require that no person in the United States of America shall, on the grounds of race, color, sex, national origin, age, or disability, be excluded from the participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which SPC receives federal financial assistance. Any person who believes they have been aggrieved by an unlawful discriminatory practice by SPC under Title VI has a right to file a formal complaint with the Commission. Any such complaint must be in writing and filed with SPC's Title VI Coordinator within one hundred eighty (180) days following the date of the alleged discriminatory occurrence. For more information, or to obtain a Title VI Discrimination Complaint Form, please see our website at: [www.spcregion.org](http://www.spcregion.org) or call 412-391-5590.

## Introduction

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As a recipient of federal funds, the Southwestern Pennsylvania Commission (SPC) follows the United States Department of Transportation Policy Guidance (U.S. DOT 2005) regarding recipients' responsibilities to Limited English Proficient (LEP) persons. The purpose of this Limited English Proficiency Plan is to outline the responsibilities of the Southwestern Pennsylvania Commission (SPC) in regards to Limited English Proficient individuals and to define resources and establish a process for providing assistance to LEP individuals for SPC programs, activities, and services pursuant to Title VI of the Civil Rights Act of 1964 and Executive Order 13166.

## Background

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### The Southwestern Pennsylvania Commission

The Southwestern Pennsylvania Commission is the metropolitan planning organization (MPO) for the ten-county region of Southwestern Pennsylvania. SPC's member governments include Allegheny, Armstrong, Beaver, Butler, Fayette, Greene, Indiana, Lawrence, Washington and Westmoreland Counties and the City of Pittsburgh. As such, it is the federally mandated transportation policy board comprised of representatives from local, state and federal governments, transit agencies and other stakeholders, and is responsible for transportation planning and programming for the ten-county region. Any transportation project or program to be constructed or conducted within the SPC region and to be financed with federal transportation funds must receive approval by SPC before any federal funds can be expended. In addition, any transportation project deemed to be regionally significant, regardless of the source(s) of funding, must receive SPC approval to proceed.

### Public Involvement Plan

SPC is required by federal regulations to consider public input into the transportation planning process. SPC's Public Participation Plan (PPP) provides a framework for SPC's transportation planning processes in order to facilitate a proactive public participation process and comply with federal participation plan requirements. SPC's Public Participation Plan identifies strategies and tools to enhance effective public participation in SPC's transportation planning activities. Activities in the Public Participation Plan are also coordinated with the statewide transportation planning public involvement and consultation processes associated with statewide transportation planning processes.

SPC's goal is to foster significant and ongoing two-way communication with our region's residents. Education and public outreach are essential parts of our responsibility to inform the

public about the transportation planning process. This overall goal is achieved by implementing 5 specific principles that guide the Public Participation Plan and the overall public involvement process.

### **Inform and Educate the Public**

SPC works diligently to make information accessible to the public and to provide timely public notice. We provide information to the public that is accurate, understandable and pertinent to regional transportation planning and engagement activities, and we do so through the use of varied communication tools. In addition to informing the public, SPC makes every effort to educate the public about the planning process and provide supportive policy, program and technical information. Educating the public supports informed public contribution and continued engagement by the public. Education is enhanced through the use of visualization tools that help the public understand and relate to SPC's various planning activities.

### **Reach Out and Build Connections**

SPC continues to develop methods and opportunities for traditionally underserved portions of the population to participate in the transportation planning process, including minority, non-English speaking, and low-income groups. It is a continual priority to increase the diversity of participants in engagement activities through building new relationships with organizations and communities that serve these populations.

### **Engage the Public and Encourage Continued Participation**

SPC encourages continued public participation by ensuring an engagement process that is meaningful. This includes providing various ways to engage and communicate with the public, responding to all comments and questions in a timely manner, using our network of partners for help with responses as needed, and providing other opportunities for further engagement and education.

The concept of two-way communication between SPC and the public is a key element to developing our planning goals and outcomes. We encourage input, respond in a reasonable and timely manner, and include comments as feedback to decision-makers to shape the planning process. It is important to note that all regular meetings of the Southwestern Pennsylvania Commission feature a public comment opportunity.

### **Use Public Input to Shape Policies, Plans, and Programs**

SPC documents all input received from the public. This documentation provides a record of all comments and assists SPC staff and committees in reviewing public input, which is used in the development of transportation plans and programs. The process of incorporating public input into transportation planning documents is transparent and consistent with the provisions outlined in the Public Participation Plan. SPC informs the public of the decision-making process

for each planning activity in which public comment is solicited. This is presented to the public at the beginning of each planning activity and throughout the engagement process.

### **Evaluate Public Participation Strategies**

In order to sustain best practices in public participation, SPC continually monitors the public engagement process and has developed a framework for evaluating and improving it and the strategies that guide how SPC engages the public.

### **Public Participation Panels**

SPC provides a unique and active opportunity for participation by bringing planning directly to residents in each county through Public Participation Panels (Panels). Panels are a key element of SPC's public participation and outreach program. SPC works in partnership with a Panel of residents and business representatives in each county to provide citizens with direct, ongoing access to the regional planning and decision-making process. The Panels help promote public awareness of the regional transportation planning process and public participation opportunities to communities throughout Southwestern Pennsylvania.

- County Commissioners in each county (in Allegheny County, the County Executive and the Mayor of Pittsburgh) appoint Panel members in accordance with the general guidance for Panel composition stated below.
- The membership of the Panels is designed to be representative of the diverse population and interests in each county, with consideration given to federal guidance on Environmental Justice.
- Due to the diverse nature of the Panels, each Panel is provided general operational guidance, but may deviate from or reflect other Panels activities as necessary through consultation with SPC staff and the Commission.
- A minimum of fifteen members are appointed to each Panel.
- Terms of Panel members last for two years, corresponding to the TIP update cycle.
- Each county may choose to appoint either Co- Chairpersons or a Chairpersons and Vice-Chairpersons, which are collectively referred to as "Chairpersons".



- Persons interested in serving on a Panel are encouraged to contact their County Commissioners (in Allegheny County, the County Executive and the Mayor of Pittsburgh).
- SPC provides County Commissioners (in Allegheny County, the County Executive and the Mayor of Pittsburgh) with the most recent demographic profiles of their county's population. These demographic profiles are available via [SPC's website](#).

## **Federal Law and Policy**

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Individuals who do not speak English as their primary language and who have a limited ability to read, speak, write, or understand English can be Limited English Proficient, or LEP, and therefore, are entitled to language assistance under Title VI of the Civil Rights Act of 1964, with respect to a particular type of service, benefit, or encounter.

### **Title VI of the Civil Rights Act of 1964**

Title VI states that “No person in the United States shall, on the ground of race, color, or national origin be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance”.

### **Executive Order 13166: Improving Access to Service for Persons with Limited English Proficiency**

Executive Order 13166 requires federal agencies to examine the services they provide, identify any need for services to those with Limited English Proficiency (LEP), and develop and implement a system to provide those services so LEP individuals can have meaningful access to them. It is expected that agency plans will provide for such meaningful access consistent with, and without unduly burdening, the fundamental mission of the agency. The Executive Order also requires that the federal agencies work to ensure that recipients of federal financial assistance provide meaningful access to their LEP applicants and beneficiaries.

The U.S. Department of Transportation published policy guidance on December 14, 2005 (Federal Register Volume 70; Number 239). The guidance explicitly identified Metropolitan Planning Organizations (MPOs) as organizations that must follow this guidance.

## Determining Needs

SPC is required to take reasonable steps in ensuring meaningful access to the programs and activities by LEP individuals. The US DOT Policy Guidance gives flexibility to federal transportation funding recipients in determining the appropriate level of language assistance to LEP populations. The starting point in determining “reasonable steps” is to conduct an individualized assessment for SPC utilizing a Four Factor Analysis.

### Factor 1: The number or proportion of LEP persons eligible to be served or likely to be encountered by a MPO program, activity, or service

Using US Census Bureau 2010-2014 American Community Survey (ACS) 5-year estimates, the population of the Southwestern Pennsylvania region over the age of 5 years is 2,444,261. It was determined that approximately 5% (122,876) of that population speak a language other than English at home. Approximately 31% of the 122,876 persons over 5 years old that speak a language other than English at home speak English less than “very well”. This represents 1.5% of the total population of the region over 5 years old. Table 1 illustrates the number of LEP individuals at the county level.

County	Total Population	Speak a language other than English at home	Number of Non-English Speakers	Percent of Non-English Speakers
Allegheny	1,165,008	82,519	26,441	2.3%
Armstrong	64,929	1,054	317	0.5%
Beaver	161,307	4,970	1,413	0.9%
Butler	175,526	4,807	1,173	0.7%
Fayette	128,711	3,106	757	0.6%
Greene	36,315	1,293	248	0.7%
Indiana	83,993	4,694	1,624	1.9%
Lawrence	85,108	3,500	1,271	1.5%
Washington	197,732	6,669	1,986	1.0%
Westmoreland	345,632	10,264	2,474	0.7%
<b>TOTAL</b>	<b>2,444,261</b>	<b>122,876</b>	<b>37,704</b>	<b>1.5%</b>

American Community Survey Five Year Estimates (2010-2014): Summary Table DP14

Table 2 illustrates the language subpopulations most frequently spoken by LEP individuals in the region. As illustrated, individuals speaking Spanish or Creole make up the largest group, followed by Chinese, Italian, and Indic.

Table 2	
LEP Populations in the SPC by Language Spoken	
Language	Number of Non-English Speakers
Spanish or Creole	7,495
Chinese	5,201
Italian	3,238
Indic Languages	2,068

American Community Survey Five Year Estimates (2010-2014): Table B16001

The concentrations of these four language groups are mostly located in Allegheny County, specifically in and around the City of Pittsburgh, the Urban Core of the region. There are also pockets of Spanish-speaking LEP individuals found around the Cities of Washington, Uniontown, Connellsville and the Boroughs of Canonsburg, Charleroi, Donora, Indiana and Waynesburg. The maps in Appendix A depict the concentrations of LEP individuals for the four language groups (Table 2) in Census Tracts that are above the regional average of LEP concentrations (1.5%). It is important to note that the Italian language group has no concentrations above the regional LEP average for Census Tracts in the region, and therefore, no mapping is provided.

## **Factor 2: The frequency with which LEP individuals come in contact with the program**

The more frequent the contact with a particular language group, the more likely that enhanced language services are needed. If an LEP person from a specific language group utilizes a program or service on a daily basis, the federally funded agency has greater language assistance requirements than if the same person’s frequency of contact with the program or service is unpredictable or infrequent. However, federal aid recipients must bear in mind the possibility that the frequency of contact with LEP populations could increase when appropriate outreach to those LEP populations is enhanced.

The next factor to be considered in the LEP Assessment is the frequency with which LEP persons encounter the services and programs of the Southwestern Pennsylvania Commission.

The Southwestern Pennsylvania Commission provides transportation planning and programming services on behalf of the ten-county region, and serves as the regional forum for transportation decision making. Decisions made by the Commission affect the residents, including LEP individuals, of the ten-county service area. Public input is routinely sought in the development and advancement of key planning processes, including the Long Range Transportation Plan (LRTP), Transportation Improvement Program (TIP), Public Participation Plan (PPP) and other key initiatives. During these public comment periods, comments are solicited from interested parties. To date, no comments or requests for information have been received in a language other than English.

### **Factor 3: The nature and importance of the program, activity, or service provided by the MPO to the LEP community**

SPC utilizes state and federal funds to plan for improvements to the surface transportation system. This planning is multimodal and includes a wide range of strategies, programs, and services aimed at improving accessibility, mobility, safety, and quality of life for all users. No element of the SPC program requires the compulsory participation of area residents, nor does SPC administer or oversee any programs or services that impose involuntary restrictions on area residents. Involvement by any person with SPC or its committees and forums is completely voluntary.

SPC takes reasonable steps in ensuring that all segments of the population, including LEP persons, have the opportunity to be involved throughout the transportation planning process. Based on SPC's responsibility for coordinating the planning and programming of transportation investments in the Southwestern Pennsylvania region, potential interest in the planning process by the public, and any effects on the public's quality of life resulting from SPC functions; the following planning documents have been identified as the vital products of SPC's metropolitan planning process:

- 1. Public Participation Plan (PPP)** - provides a framework for SPC's transportation planning processes in order to facilitate a proactive public participation process and comply with federal participation plan requirements.
- 2. The Long-Range Transportation Plan (LRTP)** - establishes a regional vision and outlines the policy direction guides all planning and programming undertaken at SPC.
- 3. The Transportation Improvement Program (TIP)** - is a program of the highest priority transportation improvements and programs to be implemented in the next four years with federal, state and local funds.

## **Factor 4: The resources available to the MPO and costs to provide assistance services**

Based on the language data and assessment used in Factor 1, as well as financial constraints, full multi-language translations of large transportation plan documents is not considered to be warranted at this time. In that regard, SPC will make summaries of the Public Participation Plan (PPP), the Long-Range Transportation Plan (LRTP), and the Transportation Improvement Program (TIP) available in Spanish. As identified in Table 2, Spanish is the language the SPC staff is most likely to encounter.

SPC will provide translation and/or interpretation services, upon request, for the vital products of the Metropolitan Planning Process, identified in Factor 3. Furthermore, all public meeting notices and notices for public comment periods are classified as vital services requiring translation services. To facilitate this process, SPC uses a standardized template for public meeting and comment period notices.

SPC will continue to provide in both English and Spanish notifications for newspaper advertisements. SPC also offers the Google® Translator tool on its website. This tool allows for real-time, in place translation of the SPC website in more than 100 languages. (Important: The Google® Translator tool is provided on SPC's website as a convenience for site visitors and is not intended or used by SPC in place of providing professional translation and interpretation services.)

## **Meeting Requirements and Implementation**

---

The following section provides details about how SPC implements LEP provisions including providing assistance to LEP persons, disseminating LEP information to the public, training staff, and monitoring the LEP Plan.

### **Identifying LEP Persons in Need of Language Assistance**

SPC takes the following actions in order to identify LEP individuals during meetings, events and throughout the planning process:

- Record requests for language assistance and encounters with LEP individuals at meetings, events and throughout the public involvement process.
- Assign a staff member at a sign-in table to greet attendees at public meetings and SPC events in order to informally gauge the attendee's ability to speak and understand English.

- Utilize U.S. Census Bureau’s “[I Speak Cards](#)” at the sign-in table in order to assist in identifying language needs for future meetings and events.
- Post a notice of available language assistance on the SPC website and in the SPC office reception area.

## Language Assistance

SPC utilizes the following measures to reasonably provide interpretation and translation language assistance to LEP individuals:

### Interpretation

- When it is determined that an interpreter is needed, either in person or via telephone, SPC staff will first determine what language is required via the “I Speak Cards” or by utilizing a web-based tool such as Google® Translator. These tools offer the translation of web pages and documents as well as online and instant speech translations through a PC or a smart phone application.
- Provide oral interpretation services for public meetings. SPC contracts with interpretation (and translation) service providers for these services. A request for such service must be made in advance, preferably with 72 hours notice, as requested by our contracting service. Should a request be made with less than 72 hours notice, we will attempt to resolve the individual’s request with the best available resources and accommodations.

### Translation

- Provide translated copies of materials and plan summaries in Spanish, the most common language as identified in Factor 1 of the Four Factor Analysis. SPC will also provide translations into other languages, as requested. SPC contracts with interpretation and translation providers for these services, and can provide assistance upon request.
- Continue to offer a translator tool on SPC’s website for instant translations of website content. As referenced in Factor Four of the Four Factor Analysis, SPC currently offers the Google® Translator tool on its website. This tool allows for real-time, in place translation of the SPC website in more than 100 languages. (Important: The Google® Translator tool is provided on SPC’s website as a convenience for site visitors and is not intended or used by SPC in place of providing professional translation and interpretation services.)

## SPC Staff Training

SPC staff that interact with the public will be provided access to the LEP Plan and will be offered training on procedures and services available. Training topics may include:

- Title VI of the Civil Rights Act
- LEP program responsibilities
- Use of LEP language Assistance Cards (“I Speak Cards”)
- Language assistance resources offered
- Documentation of language assistance requests

## Providing Notice to LEP Individuals

Concluding the Four Factor Analysis, SPC has determined that it will provide language assistance services. It is important that the SPC notifies LEP persons of services available free of charge in a languages LEP persons will understand. Examples of notifications undertaken by SPC include:

- Signage in the SPC office reception area stating that free language assistance is available.
- Stating in outreach and vital documents that language services are available from SPC.
- Include translated meeting notices, and public notices, in three of identified languages from Factor 1, on the SPC website. Requests for any of the fifteen languages included in the Indic language group will be translated as requested.
- Distribute meeting notices, and public notices to organizations that target LEP groups.
- Include statements in notices for public meetings and participation opportunities announcing that SPC will provide assistance related to sight, language, or hearing with three day’s advance notice.
- Working through SPC’s Public Participation Panels and with community-based organizations to inform LEP individuals of SPC’s programs and service, including the availability of language assistance services.
- Include notices in local Spanish language newspaper.

- Include notices in non-English media outlets and community service organizations regarding the availability of language translation and interpretation services.

## **Monitoring and Updating the LEP Plan**

The Southwestern Pennsylvania Commission takes the following steps to monitor, review and update its LEP Plan, as needed, to ensure meaningful access to its programs and services by LEP individuals.

- Every four years, SPC will review and update, as necessary, the demographic data of the SPC region's LEP populations.
- Review the frequency of contact with LEP individuals (i.e., interpretation and translation requests and translated website views) and adjust strategies as necessary.
- Evaluate the availability of resources, including technological advances.
- Review any feedback received from LEP individuals on the effectiveness of SPC's language assistance services.
- Review the potential need for expansion of services and/or programs.
- Review the nature and importance of programs, services and activities to LEP individuals.



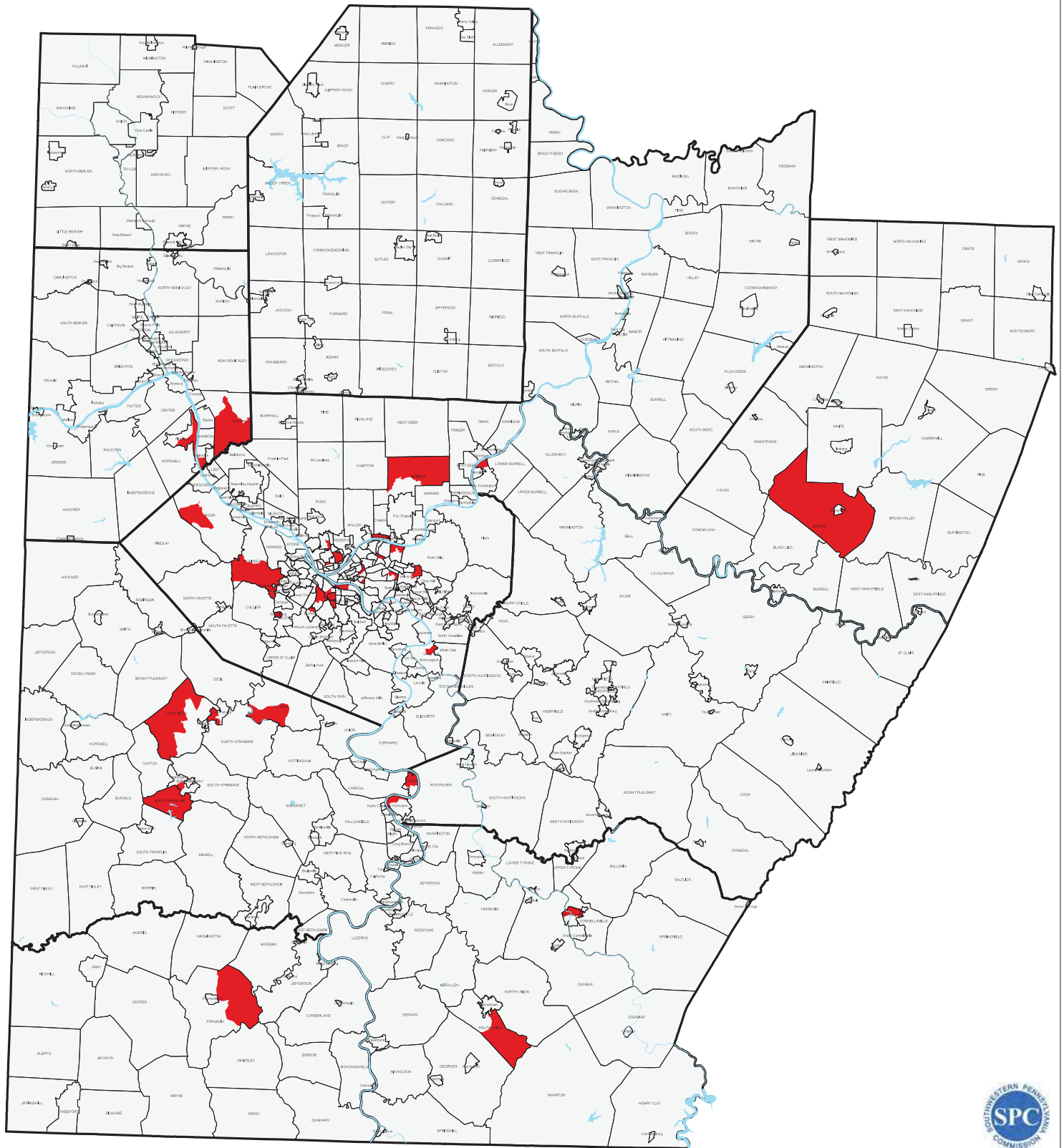
## **Appendix A: LEP Language Group Mapping**

Map 1: Spanish

Map 2: Chinese

Map 3: Indic Languages

# Spanish Speaking Population That Speaks English Less Than "Very Well" by Census Tract

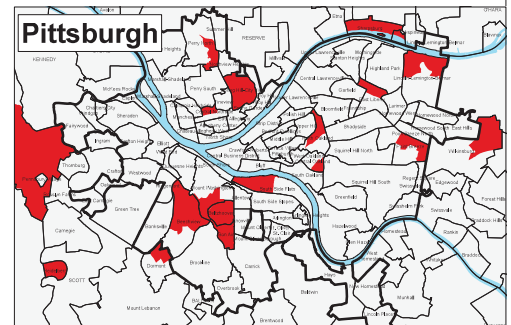
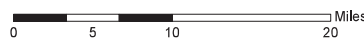


**Spanish Speaking Population That Speaks English Less Than "Very Well"**

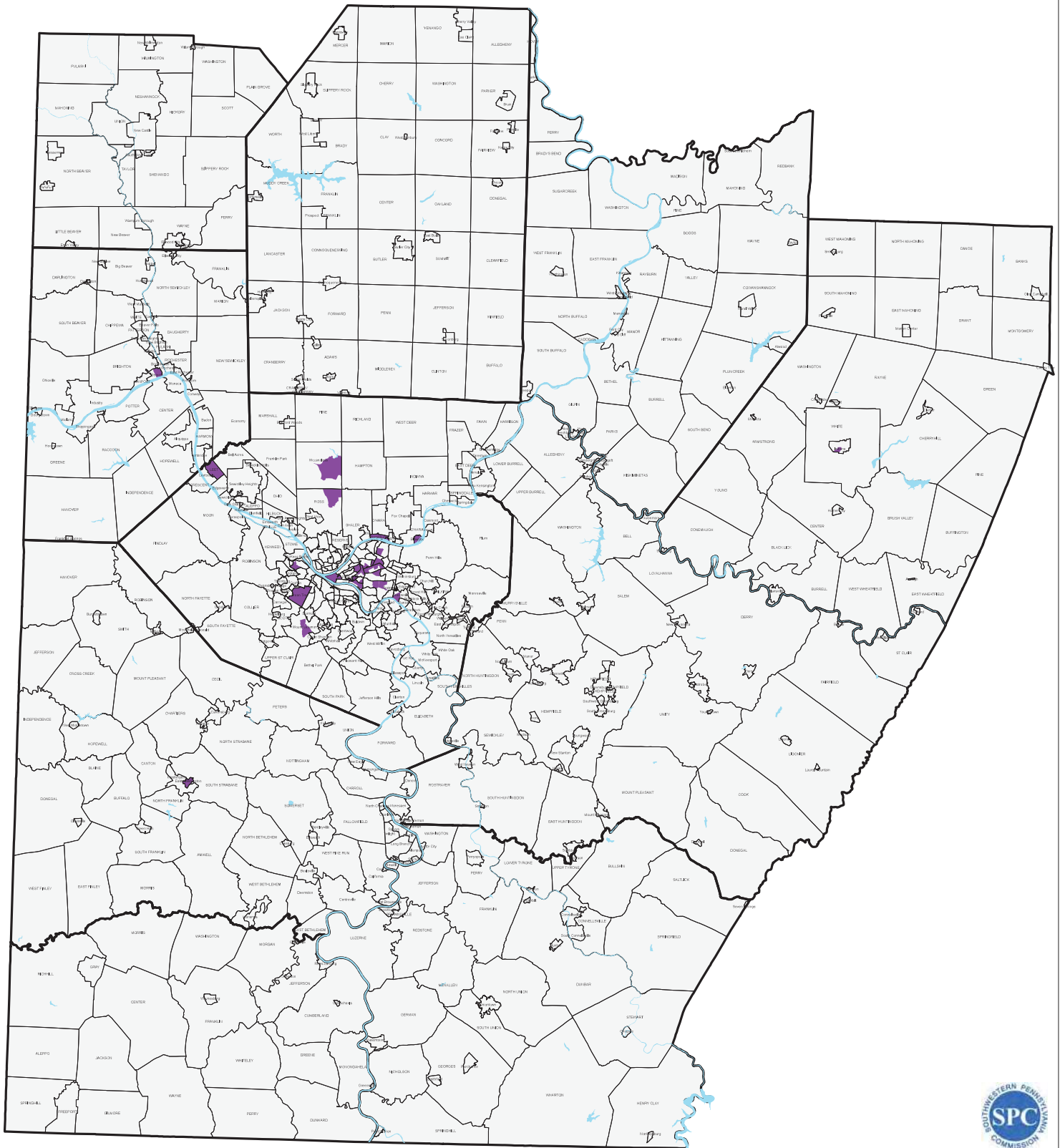
(Where the Percentage of Population that Speaks English Less Than "Very Well" is Greater Than or Equal to the Regional Average of 1.54%.)

Source: 2010-2014 American Community Survey (ACS) 5-Year Estimates

**No Factor**



# Chinese Speaking Population That Speaks English Less Than "Very Well" by Census Tract

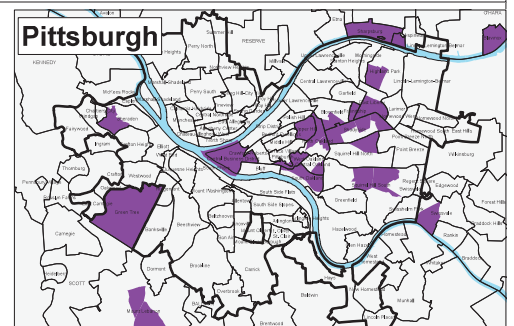


**Chinese Speaking Population That Speaks English Less Than "Very Well"**

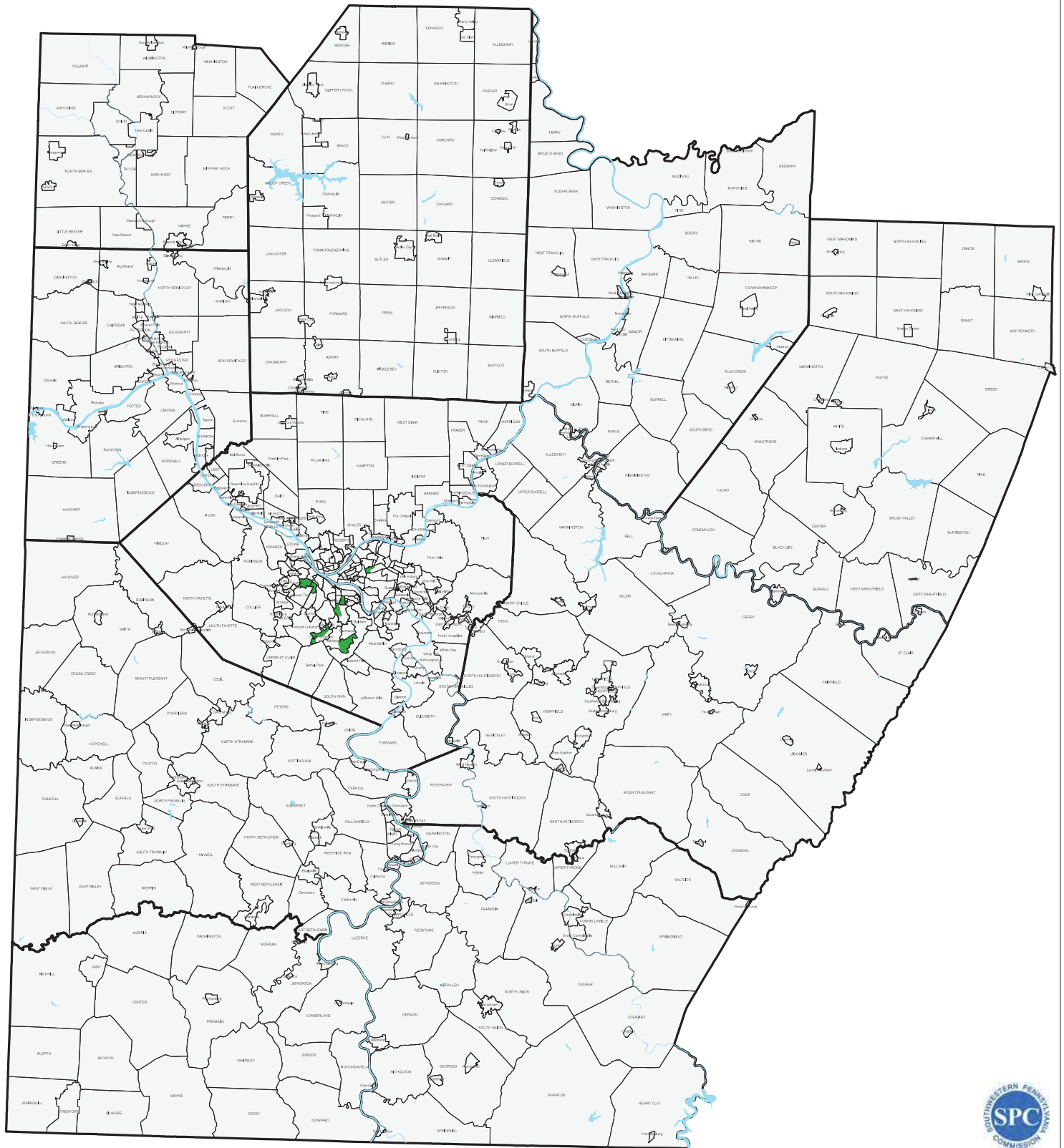
(Where the Percentage of Population that Speaks English Less Than "Very Well" is Greater Than or Equal to the Regional Average of 1.54%.)

Source: 2010-2014 American Community Survey (ACS) 5-Year Estimates

**No Factor**



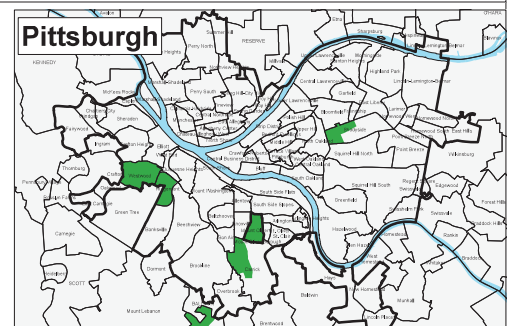
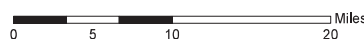
# Indic Speaking Population That Speaks English Less Than "Very Well" by Census Tract



**Indic Speaking Population That Speaks English Less Than "Very Well"**  
 (Where the Percentage of Population that Speaks English Less Than "Very Well" is Greater Than or Equal to the Regional Average of 1.54%.)

Source: 2010-2014 American Community Survey (ACS) 5-Year Estimates

No Factor



## APPENDIX E – FULL PUBLIC PARTICIPATION PLAN





# PUBLIC PARTICIPATION PLAN

APRIL 2021

Updated January 2025



42 21st Street  
Suite 101  
The Terminal  
Pittsburgh, PA 15222



[comments@spcregion.org](mailto:comments@spcregion.org)  
[spcregion.org](http://spcregion.org)



Voice 412.391.5590  
Fax 412.391.9160

The Southwestern Pennsylvania Commission (SPC) hereby gives public notice that it is the policy of the Commission to assure full compliance with Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987, Executive Order 12898 on Environmental Justice, and related statutes and regulations in all programs and activities. Title VI and other related statutes require that no person in the United States of America shall, on the grounds of race, color, sex, national origin, age, or disability, be excluded from the participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which SPC receives federal financial assistance. Any person who believes they have been aggrieved by an unlawful discriminatory practice by SPC under Title VI has a right to file a formal complaint with the Commission. Any such complaint must be in writing and filed with SPC's Title VI Coordinator within one hundred eighty (180) days following the date of the alleged discriminatory occurrence. For more information, or to obtain a Title VI Discrimination Complaint Form, please see our website at: [spcregion.org](http://spcregion.org) or call 412-391-5590.

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## SECTION 1

# INTRODUCTION

The Southwestern Pennsylvania Commission (SPC) is the designated Metropolitan Planning Organization (MPO) for the ten-county Southwestern Pennsylvania region.

[Read About Us >](#)

# SECTION 1

## INTRODUCTION

### 1.1 About Us

The Southwestern Pennsylvania Commission (SPC) is the designated Metropolitan Planning Organization (MPO) for the ten-county Southwestern Pennsylvania region. As the official MPO, we are responsible for regional transportation planning activities. As such, we direct the use of state and federal transportation funds — approximately \$23 billion through 2045. We don't do this alone. We work with interested parties to ensure our planning and programming efforts represent the needs of the entire region. How we do that is documented in this plan, the *Public Participation Plan*.

---

**Interested parties** include citizens, affected public agencies, representatives of public transportation employees, freight shippers, providers of freight transportation services, private providers of transportation, representatives of users of public transportation, representatives of users of pedestrian walkways and bicycle transportation facilities, representatives of the disabled, and other interested parties.

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**Transportation planning and programming** consider all transportation modes important to you and the regional system. Transportation planning sets goals and evaluates transportation needs for the entire region. Transportation programming chooses and allocates funds to projects that meet the identified needs of the region.

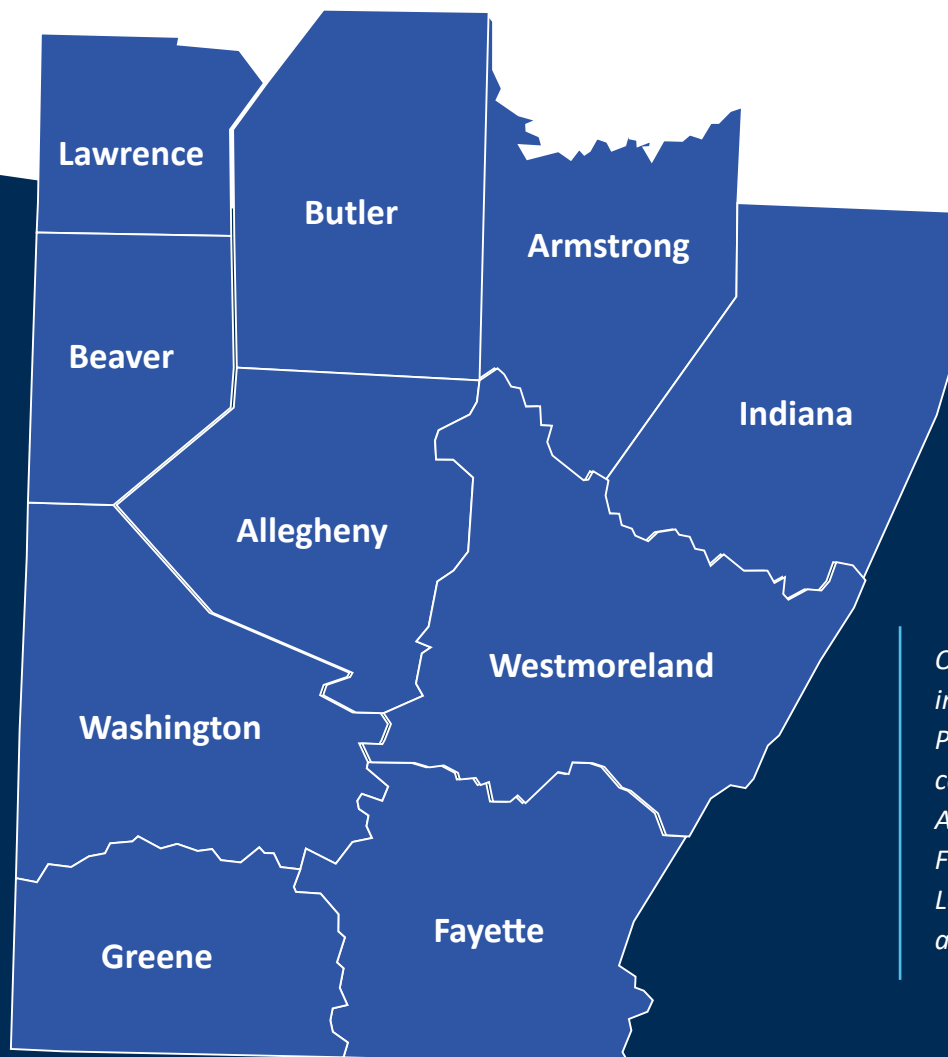




Visit us at:  
[spcregion.org](http://spcregion.org)

## Our commitment to these activities is reflected in our Mission Statement:

*The Southwestern Pennsylvania Commission is the cooperative forum for regional collaboration, planning, and public decision-making. The Commission develops plans and programs for public investments; fulfills federal and state requirements for transportation, economic development, and local government assistance programs; and operates with **public involvement and trust.***



*Our ten-county region includes the City of Pittsburgh and the counties of Allegheny, Armstrong, Beaver, Butler, Fayette, Greene, Indiana, Lawrence, Washington, and Westmoreland.*



## 1.2 How Can I Contact SPC?

You can contact our Public Involvement Specialist for more information on this Public Participation Plan or our regional transportation planning activities:



Public Involvement Specialist  
Southwestern Pennsylvania  
Commission

42 21st Street, Suite 101  
The Terminal Buiding  
Pittsburgh, PA 15222

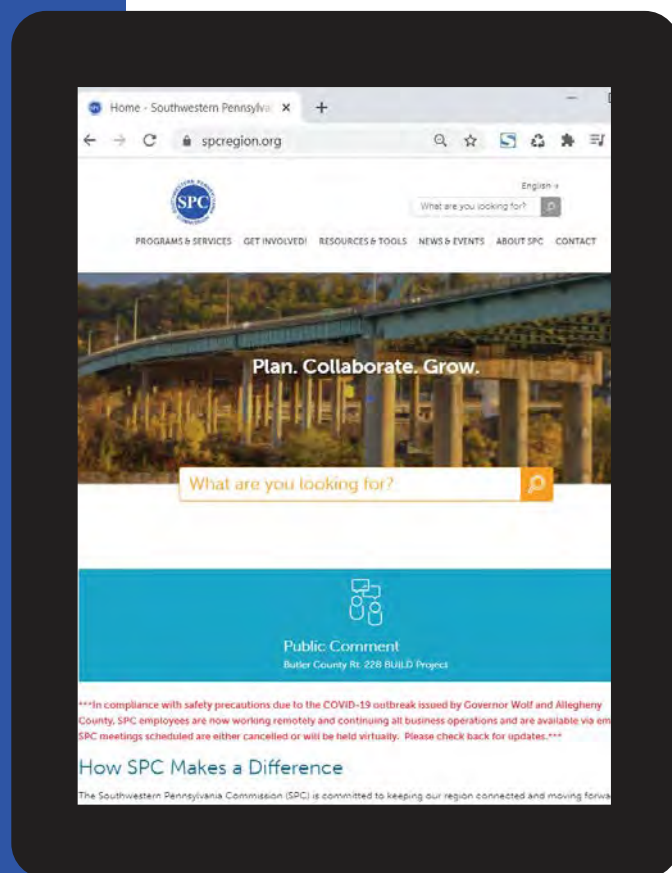


Telephone: (412) 391-5590  
Fax: (412) 391-9160



Email: [comments@spcregion.org](mailto:comments@spcregion.org)

Website: [spcregion.org](http://spcregion.org)







### 1.3 What is the Public Participation Plan?

This document provides an outline of the tools and techniques we use to inform and engage the public throughout our transportation planning and programming processes. The plan must comply with federal participation plan regulations and guidelines for metropolitan transportation planning and programs ([See Section 2.1](#)). This guidance helps to ensure that our Public Participation Plan provides opportunities and access for all individuals to provide input on key transportation planning, policy and investment decisions. The document can be referenced at any time by the public and other planning agencies to learn how to participate, see our methods for sharing information, and identify opportunities to provide input.

Activities outlined in this Public Participation Plan are also coordinated with statewide transportation planning and participation efforts ([Statewide Public Participation Plan](#)).

The effectiveness of the Public Participation Plan is regularly evaluated. When necessary, the plan is updated, made available for public comment, and adopted. [See Section 4.2D](#) for more details.

**This guidance helps to ensure that our Public Participation Plan provides opportunities and access for all individuals to provide input on key transportation planning, policy and investment decisions.**

## 1.4 Public Participation Goals

**Our overall public participation goal is to educate and communicate with our region's residents. We accomplish this overall goal by executing the five goals outlined below.**

### Goal 1:

#### Inform and Educate the Public

We provide accessible information to the public and provide timely public notice. We provide clear, accurate, and relevant information using varied communication tools. In addition to informing, we also educate the public about the planning process and provide supportive policy, program, and technical information. Finally, we enhance the public's understanding with tools that help them visualize and relate to our various planning activities. This allows the public to provide more informed feedback.

### Goal 2:

#### Reach Out and Build Connections

We continue to reach out and connect with the traditionally underserved portions of the population to invite them to participate. The traditionally underserved includes minority, non-English speaking, Limited English Proficient, and low-income groups. We continue to prioritize diversity in engagement by building new relationships with organizations and communities that serve these populations.

### Goal 3:

#### Engage the Public and Encourage Continued Participation

We continuously engage with the public to encourage meaningful participation. This process includes:

- Providing various ways to engage and communicate with the public
- Responding to comments and questions in a timely manner
- Using our network of partners for help with responses as needed



**The Public refers to all individuals or groups in the SPC region.**



## We inform the public of the decision-making processes each time we request public comment on a planning activity.

We present this to the public at the beginning of each planning activity and throughout the engagement process. We document all public input.

Communicating with the public is a key element to developing our planning goals and outcomes. We encourage input, respond in a reasonable and timely manner, and include comments as feedback to decision-makers to shape the planning process. It is important to note that our regular meetings are open to the public and feature a public comment opportunity.

### **Goal 4: Use Public Input to Shape Policies, Plans, and Programs**

We inform the public of the decision-making processes each time we request public comment on a planning activity. We present this to the public at the beginning of each planning activity and throughout the engagement process. We document all public input. This documentation provides a record of all comments and

assists our staff and committees as they consider comments. We then use the documented comments to help develop transportation plans and programs. Our process of incorporating public input into the transportation planning process is transparent and consistent with the provisions outlined in this Public Participation Plan.

### **Goal 5: Evaluate Public Participation Strategies**

We continually monitor the public engagement process to sustain best practices in public participation. We use an outline for evaluating and improving this document and the strategies that guide how we engage the public.



**Our process of incorporating public input into the transportation planning process is transparent and consistent.**





**Goal 1: Inform and Educate the Public**



**Goal 2: Reach Out and Build Connections**



**Goal 3: Engage the Public and Encourage Continued Participation**



**Goal 4: Use Public Input to Shape Policies, Plans, and Programs**



**Goal 5: Evaluate Public Participation Strategies**





SECTION 2

# FEDERAL GUIDANCE AND CONSULTATION

Our Public Participation Plan must comply with federal guidance associated with transportation planning and programming.

[See How >](#)

## SECTION 2

# FEDERAL GUIDANCE AND CONSULTATION

Our Public Participation Plan must comply with federal guidance associated with transportation planning and programming. We also consult with interested parties to gather feedback before the plan is adopted.

### 2.1 FEDERAL GUIDANCE

Consideration for public participation in the transportation planning and programming process was included in legislation as early as 1991 with the passage of the Intermodal Surface Transportation Efficiency Act (ISTEA) and its successor, the Transportation Efficiency Act for the 21st Century (TEA-21). The requirement for MPOs to establish a Public Participation Plan was identified in 2005 with the passage of the [Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users \(SAFETEA-LU\)](#).

Below is an excerpt from SAFETEA-LU:

*The MPO shall develop and use a documented participation plan that defines a process for providing citizens, affected public agencies, representatives of public transportation employees, freight shippers, providers of freight transportation services, private providers of transportation, representatives of users of public transportation, representatives of users of pedestrian walkways and bicycle transportation facilities, representatives of the disabled, and other interested parties with reasonable opportunities to be involved in the metropolitan planning process. (§ 450.316(a) Interested parties, participation, and consultation)*

Recent legislation including the Moving Ahead for Progress in the 21st Century (MAP-21); and the current [Fixing America's Surface Transportation Act \(FAST Act\)](#) have further refined and expanded the requirements of MPOs in planning processes and public participation. SPC regularly monitors all state and federal guidance related to MPOs and adjusts processes and policies accordingly.





## 2.2 Consultation

In 2007, we developed the first Public Participation Plan with help from a wide range of interested parties. We developed the first draft to begin the dialog, using guidance from SAFETEA-LU legislation and training sponsored by the National Transit Institute (NTI).

The Public Participation Plan is a dynamic document, and periodic updates ensure that the Plan reflects current conditions and practices. For subsequent updates in 2011, 2012, 2015 and 2021, interested parties were consulted in updating the Public Participation Plan.

These interested parties include:

- The Public
- Affected Public Agencies
- Representatives of Public Transportation Employees
- Freight Shippers
- Providers of Freight Transportation Services
- Private Providers of Transportation
- Representatives of Users of Public Transportation
- Representatives of Users of Pedestrian Walkways and Bicycle Transportation Facilities
- Representatives of the Disabled
- Other Interested Parties

We used feedback and suggestions from these interested parties to update the final draft Public Participation Plan. Then we presented it for formal public review and comment as described in [Section 4](#).



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**We used feedback and suggestions from these interested parties to update the final draft Public Participation Plan.**





SECTION 3

# ACCESS AND INFORMATION FOR ALL

We seek to increase the number of participants and meaningful input throughout the planning process.

[See How >](#)

## SECTION 3:

# ACCESS AND INFORMATION FOR ALL

We seek to increase the number of participants and meaningful input throughout the planning process. This includes traditionally underserved populations. Our priority is to build new relationships with community organizations to increase the diversity and number of participants who engage in activities.

### 3.1 Environmental Justice

Title VI of the Civil Rights Act of 1964 and the 1994 President’s Executive Order on Environmental Justice #12898 state that no person or group shall be excluded from participation in, or denied the benefits of, any program or activity utilizing federal funds. Federal law requires each federal agency or organization receiving federal funds to identify any disproportionately high and adverse health or environmental effects of its programs on minority and low-income populations. This means we must evaluate our plans and programs for Environmental Justice sensitivity. This includes expanding our outreach efforts to low-income, minority, and other disadvantaged populations.

Environmental Justice (EJ) refers to the fair treatment and meaningful involvement of all people regardless of race, ethnicity, income, national origin, or educational level with respect to the development, implementation, and enforcement of environmental laws, regulations, and policies.

This Public Participation Plan outlines the planning process that we use to identify, seek out, and engage Environmental Justice populations. Title VI of the Civil Rights Act of 1964 states the foundation of these efforts:

***“No person in the United States shall, on the basis of race, color, or national origin be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program receiving Federal financial assistance.”***

--Title VI of the Civil Rights Act of 1964  
(42 U.S.C. 2000)

The President’s 1994 Executive Order on Environmental Justice states:

***“Each Federal agency shall make achieving environmental justice part of its mission by identifying and addressing, as appropriate, disproportionately high and adverse human health or environmental effects of its programs, policies, and activities on minority populations and low-income populations.”***

--Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations & Low-Income Populations, 1994

## A. Targeted Outreach Areas

Our public outreach process includes Public Participation Panels in each of the region's ten counties (see [Section 4.2.A](#)). The Panels reflect the diversity of the region and its population to ensure broad participation and input throughout the planning process. The following pages describe our public participation and outreach strategies related to Environmental Justice/Limited English Proficiency. To provide additional Environmental Justice/Limited English Proficiency information every two-years we prepare a [Report on Environmental Justice](#). You can view the Report on Environmental Justice on our website at [spcregion.org](http://spcregion.org), at our offices, or by calling (412) 391-5590.

We use the Report on Environmental Justice to evaluate access to public participation opportunities. Our staff carefully analyzes the relationship between the region's populations and its regional investments, plans, and programs. We identify environmental justice communities and target outreach to these areas through geographic analysis. For example, we use geographic analysis of targeted outreach areas to be sure we hold public meetings at accessible locations within our communities. Additionally, we reach out to organizations that target these communities and distribute information to them.

## 3.2 Limited English Proficiency

"Limited English Proficient" or "LEP" persons are those with a limited ability to read, speak, write, or understand English. LEP persons are not able to communicate effectively in the English language,

regardless of their proficiency in another language. People who are multi-lingual, or those that speak one or more languages in addition to being proficient in English, are not LEP.

## A. LEP Assessment

As a recipient of federal financial assistance, we must reduce language barriers that can prevent meaningful access to our programs, information, and services by LEP individuals. As part of this effort we complete a "Limited English Proficiency Self-Assessment" or LEP Assessment, designed to balance four factors:

1. *Demography: number and/or proportion of LEP persons served and languages spoken in service area.*
2. *Frequency: rate of contact with service or program.*
3. *Importance: nature and importance of program/service/plan to people's lives.*
4. *Resources: available resources, including language assistance services. The number and/or proportion of LEP persons served and languages spoken in the service area.*

We reviewed US Census Bureau 2010-2014 American Community Survey (ACS) 5-year estimates and found four language groups in our region that meet [Department of Justice "safe harbor" thresholds](#).

### Regional LEP Estimates:

- 7,495 Spanish or Creole LEP persons
- 5201 Chinese LEP persons
- 3,238 Italian LEP persons
- 2,068 Indic Languages LEP persons



You can view a more detailed analysis showing LEP populations by county and municipality (search *Limited English Proficiency Report*) on our website [spcregion.org](http://spcregion.org), at our offices, or by calling (412) 391-5590.

## B. Meaningful Access for LEP Persons

We strive to provide LEP populations with meaningful access to key transportation planning decisions and opportunities to become involved in the regional planning processes. We use one or more of the following tools to reasonably accommodate LEP individuals:

- Provide translated copies of materials in Spanish or Creole, Chinese, Italian, Indic Languages and others if requested.
- Work with a third party to provide interpretation and translation during public meetings upon request with 72 hours advanced notice. If you request assistance with less than 72 hours' notice, we will attempt to resolve the request with the best available resources and accommodations.

- Send meeting announcements, press releases, and public notices to organizations that serve LEP and non-English-speaking persons (included for reference in Appendix C and on our website at [spcregion.org](http://spcregion.org)).
- State in notices that we provide assistance related to sight, language, or hearing with 72 hours advanced notice for public involvement activities (see [Section 4.1J](#)).
- State in all vital documents that translation is available in Spanish, Italian, Traditional Chinese and Indic. Translations are free of charge upon request. We contract with interpretation and translation providers for these services without cost to the requesting individual.
- We can satisfy most service requests within ten business days for translation services requested after a completed planning activity.



### 3.3 Americans with Disabilities Act (ADA)/ Section 504/508 Compliance

We select locations and provide meeting materials that do not limit or prohibit individuals from taking part in the process to provide a positive participation experience for all individuals.

#### A. Meaningful Access for Persons with Disabilities

Section 504 of the Rehabilitation Act of 1973 states that no qualified handicapped person shall, solely by reason of his handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity that receive or benefits from federal financial assistance. Section 508 extends accessibility protections to information and communications technology. To comply with Section 504/508, we may use one or more of the following tools to reasonably accommodate people with disabilities:

- Use locations and times that maximize accessibility to transit and van service
- Use locations with the latest in mobility, perception, and access according to ADA standards
- Provide copies of materials in 14-point or larger type with advanced notice
- Provide Braille or raised-print notices and materials with advanced notice

- Provide sign language interpreters with advanced notice
- Record materials to audio/visual media
- Verbalize information provided through visual presentations or written materials
- Structure seating to provide visibility for participants who lip-read upon request
- Mount microphones at wheelchair height
- Provide hand-held microphones to participants
- Present meetings through video or teleconferencing to allow off site participation
- Assess accessibility of information posted on SPC websites

For more information, please see SPC's Title VI Program.

### 3.4 Tribal Consultation

We consult tribes with ancestral homelands within our region regarding decisions that may affect tribal rights and interests regarding transportation planning. We are committed to government-to-government consultation with tribes on actions that affect identified tribal rights and issues. Consultation means respectfully and effectively communicating in a cooperative process before deciding or acting. Our goal is to achieve mutually beneficial priorities, programs, and interests.



**We select locations and provide meeting materials that do not limit or prohibit individuals from taking part in the process.**



This consultation may include one or more of the following:

- Inform all Tribal Liaisons regarding transportation plan documents and updates
- Provide documentation, information, maps, and other visual aids to the Tribal Liaisons
- Accommodate requests for further detail or information in a reasonable and timely manner

You can find a complete list of Tribal Liaisons with interests in our region in [Appendix D](#) of this document.

### 3.5 Elderly, Non-Car Households, and other Traditionally Underserved

We seek to attract new audiences to our meetings—especially low-income, non-car, disabled, and elderly populations. These groups are considered “traditionally underserved.” Common barriers to traditionally underserved communities are largely related to accessibility. When we notify these communities about upcoming meetings, it may be difficult for them to attend due to time and transportation constraints. Many members of these communities do not have access to a car. In addition, our elderly population is one of the largest concentrations in the United States. Therefore, outreach efforts to the elderly community are even more important.

We recognize these challenges and try to involve and inform members of a broad and diverse community with proactive outreach methods. Our Public Involvement Specialist:

- Actively seeks out community groups with members of traditionally underserved communities
- Participates in their community meetings
- Helps to provide information and resources through in-person participation

Upon request, we provide reasonable accommodation regarding requests for documentation, maps, and resource materials for members of the public.





**Upon request, we provide reasonable accommodation regarding requests for documentation, maps, and resource materials for members of the public.**

Our CommuteInfo Program can provide information on available transportation resources to those who need assistance to travel to public meetings upon request. To find more information regarding transportation options for public meetings, please contact us at 1-888-819-6110 or visit [commuteinfo.org](http://commuteinfo.org).

### **3.6 Title VI Discrimination Complaints**

Our Title VI Complaint Procedure explains the process we use to investigate complaints, while treating all complainants and respondents fairly. This procedure applies to all external complaints relating to any program or activity administered by:

- SPC or our subrecipients, consultants, and contractors
- and**
- Filed under Title VI of the Civil Rights Act of 1964 (including its Disadvantaged Business Enterprise and Equal Employment Opportunity components), as well as other related laws that prohibit discrimination on the basis of race, color, disability, sex, age, low income, national origin or Limited English Proficiency

Additional statutes include, but are not limited to, Section 504/508 of the Rehabilitation Act of 1973, the Civil Rights Restoration Act of 1987, and the Americans with Disabilities Act of 1990.

These procedures are part of an administrative process that does not provide punitive damages or compensation for the Complainant. The law prohibits intimidation or retaliation of any kind. Please see Appendix E for our Title VI Discrimination Complaint Procedure, including details on how and where to submit a complaint.



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**We seek to attract new audiences to our meetings—especially low-income, non-car, disabled, and elderly populations. These groups are considered “traditionally underserved.”**



SECTION 4

# HOW TO PARTICIPATE

We use a wide range of communication tools and engagement techniques to obtain meaningful participation.

See tools and techniques >

## SECTION 4: HOW TO PARTICIPATE

We use a wide range of communication tools and engagement techniques to obtain meaningful participation. Our Public Participation Plan outlines these tools and techniques and assists members of the public, stakeholders, and other interested parties to find the necessary information to participate in the planning process.

### 4.1 Information Sharing, Notifications and Requests

#### A. Public Involvement Specialist

To better serve the needs of a diverse regional community and its corresponding stakeholders, we have a Public Involvement Specialist on staff. The Public Involvement Specialist:

- Communicates activities to parties interested in the transportation planning process
- Provides resources and educates the public in a specific and timely manner
- Acts as a contact for the public
- Responds to comments and inquiries regarding SPC's programs and policies
- Represents SPC at transportation-based activities in the community
- Looks for specific opportunities to engage a wide variety of individuals, groups, and interested parties, including the disabled, elderly, low-income, minority, and Limited English Proficiency populations

#### B. Interested Parties

To create and implement transportation plans with long lasting benefits, we identify appropriate stakeholders. An interested party or stakeholder is any person or group affected by a transportation plan, program, or project. In accordance with the FAST Act, interested parties will include "citizens, affected public agencies and staff, representatives of public transportation employees, providers of freight transportation services, private providers of transportation services, representatives of users of public transportation, representatives of bicycle and pedestrian walkways facilities, representatives of the disabled, and other interested parties. Citizens include the general public; environmental health, neighborhood, and civic organizations; and traditionally underserved communities such as people with disabilities, and/or low-income, minority, elderly, and Limited English Proficiency."



### C. SPC Website ([spcregion.org](http://spcregion.org))

We utilize our organization's website to regularly update the public with the latest information regarding our planning efforts and the status of specific plans and projects. You can view transportation plans, activities, and archives through our website in conjunction with additional resources.

### D. Contact Lists

We maintain up-to-date contact information for individuals, stakeholders, the media, and interested organizations and groups. As new parties become involved in our planning and outreach efforts, we expand our lists. To collect this valuable information, we use the following techniques:

- Mail and email list registration at public meetings
- Mail and email list registration on website or via email
- Working with existing stakeholders and professional, civic and community organizations to suggest potential participants or encourage their members to participate

### E. Speakers Network

SPC is available to provide speakers on the regional transportation planning process and transportation plans at the request of civic groups, professional organizations, neighborhood associations, and other groups. Our Speakers Network includes our staff, with assistance from PennDOT, regional transit agencies, member planning agencies, and bicycle/pedestrian and freight communities.

### F. Communications Channels

Our communications department provides frequent updates to engage the public. We use multiple forms of media to increase public involvement and the following methods to provide information to those looking for it:

- **Create and maintain new forms of technology and media**

We use social media platforms such as [Facebook](#), [Twitter](#), and [YouTube](#) to quickly and easily reach our community members. These methods enhance outreach and we update them as more members of the community access social media.

- **Produce and Distribute Brochures/Fact Sheets/Videos**

We use brochures, fact sheets and videos to inform interested parties about SPC and our planning process. You can access current materials at public meetings, by written request, or on our website. We provide non-English language or special format versions upon request.

- **Conduct Surveys and Focus Groups**

We collect feedback directly from the public through surveys. We also obtain feedback on specific topics or transportation plans during focus groups. We provide non-English language or special format versions upon request.

**For more information on SPC's EJ program, please see [spcregion.org](http://spcregion.org) for the most current EJ reports.**

## G. Regional Document Review Network

We provide local access to our documents and plans using the following methods:

- We maintain a Regional Document Review Network of libraries located throughout our 10-county region. We provide notification on how to access materials for public review during our public comment periods. We maintain an up-to-date listing of recognized libraries in the SPC region using [educationbug.org](http://educationbug.org).
- We also provide notification to our county planning and development offices in each of our 10 counties, as well as the City of Pittsburgh. You can find a list of these locations in Appendix B of this document.
- We provide documents for public review online at our website ([spcregion.org](http://spcregion.org)).

## H. Reaching Minority, Low-Income and Other Potentially Disadvantaged Populations

SPC ensures that low-income, minority, and other potentially disadvantaged populations are correctly identified and subsequently engaged in each step of the transportation planning process. This allows SPC and its planning partners to appropriately weigh the effects of transportation plans and programs on the populations they serve. Input from the public and relevant organizations is incorporated at each stage of the transportation planning process, from the assessment of regional needs to the production of the final plan report.

We identify opportunities and strategies that will provide these communities greater access to the transportation planning process. Efforts to involve these groups may include, but are not limited to the following:

- Identifying areas in our region with concentrations of low-income, minority, and other potentially disadvantaged populations
- Identifying organizations that work directly with these communities
- Posting notification of meetings, public hearings, and open houses in newspapers, on our website, in newsletters, through contact lists, and our partners' communication networks
- Publishing notification of meetings, public hearings, public comment periods, and open houses in LEP languages (see [Section 3.2](#))
- Issuing guidance to our member governments and providing Census data for use in ensuring their Public Participation Panel appointments are reflective of the demographic profile of their jurisdictions
- Regularly updating our EJ analysis to ensure that low-income, minority and other potentially disadvantaged populations are correctly identified

These steps help to build relationships with key leaders and organizations and ensures the plan/program proposed does not unjustly burden any group. For more information, please see [spcregion.org](http://spcregion.org) for the most current EJ reports.

## I. Provide Visual Tools

The world is an increasingly more visual place, especially in terms of education and information. We recognize this and adapt methods to help citizens understand different proposals, impacts, and possible outcomes related to regional transportation programs and plans. Visualization techniques used to illustrate these concepts may include:

- Static and interactive mapping with a variety of base layers (aerial, street map, topographic, etc.) to portray various transportation, demographic and socioeconomic information
- Photographs, sketches, artist renderings, images, diagrams, charts, and other graphics
- Scenario planning exercises
- Web broadcasts
- Interactive kiosks
- Interactive data visualization tools such as Tableau and ArcGIS Story Maps

## J. Publicize SPC Activities

We advertise our activities using various media and social outlets. These advertisements may include distributing press releases to the media, posting on social media, sending meeting invitations, and posting public involvement activities on our website. We develop appropriate strategies for the scope and timeframe of the specific project or plan.

### *Public Notice Policies*

Reaching out to 2.6 million citizens in 10 counties, in a direct, yet cost-effective manner requires a multi-faceted approach. To ensure that the public has plenty of opportunity to participate in the regional planning process, we provide timely notification, complete information, and full public access to key decisions.

We publish formal public notices to announce the following types of events and participation opportunities:

- Our annual meeting schedule—advertised annually
- Special or rescheduled Commission meetings—advertised 24 hours in advance
- Comment periods—advertised at least 30 days prior to the date the Commission schedules a formal act on any major decisions (see [Section 4.2C](#))
- Meetings related to Public Comment periods—advertised at least 7 days in advance (see [Section 4.2C](#))

**Major Decisions** include the adoption or major amendment of the Long-Range Transportation Plan (regional plan), Transportation Improvement Program (TIP), Air Quality Conformity Determination, or other significant transportation plan or program.

We share the public notices for these events using the methods listed below:

- We use paid legal and/or display advertisements. We place one paid advertisement in a newspaper of general circulation and one in a newspaper with circulation targeted to minority communities (included for reference in Appendix C and on SPC's website at [spcregion.org](http://spcregion.org)).
- We also distribute public notices to other media outlets or organizations that serve targeted outreach groups identified in our Environmental Justice and Limited English Proficiency analyses (included in [Appendix C](#) and on SPC's website at [spcregion.org](http://spcregion.org)).
- We post the notice on the agency's website at [spcregion.org](http://spcregion.org).
- We post the notice at SPC's offices.

Public notices provide the following information (where applicable):

- Type or event or activity
- Subject of event or activity
- Date, time, and location of event or activity
- Start and end dates for public comment periods
- Contact information (Address, Telephone Number, email address and/or website)
- Brief summary of the proposed action, plan, program, or amendment
- How to access the draft plan or materials
- Instructions to provide formal public comments

- Offer to provide accommodations for people with Limited English Proficiency, people with disabilities, and accommodations related to sight, language or hearing
- Statement that the public process satisfies the Program of Projects requirements of the Federal Transit Administration requirements for the transit agencies within the SPC region

## K. Response to Special Requests

We periodically receive special requests to perform an analysis that isn't considered as part of the planning process, or other special data or information. We determine the reasonableness of each request by the preparation time, costs to respond, and the relevancy to the transportation planning process and the agency mission. Then we respond to all special requests on an individual basis.

**Reasonableness** (as used in this document) parameters will evolve around the preparation time and costs to respond, as well as the relevancy to the transportation planning process and the agency mission.

## L. Right to Know Law Requests

The Pennsylvania [Right to Know Law](#), 65 P.S. §67.101 et seq. establishes the standards for the provision of access to public information held by Commonwealth, Local, Legislative, and Judicial agencies in Pennsylvania. Our Right to Know Law Policy sets forth the guidelines, process, and procedures with respect to requests made for access to our records. You can find the Right to Know Law Policy on the [SPC website](#) or by calling SPC at (412) 391-5590.



## 4.2 Public Engagement Opportunities

We encourage public participation through a meaningful engagement process. This process includes providing various ways to engage and communicate with the public during:

- Public Participation Panel Meetings
- Planning Decision Points
- SPC Meetings and Public Meetings
- Commission Meetings

Traditionally, we have conducted these activities in-person; however, we use virtual/online options to accommodate unforeseen health and safety issues (i.e., COVID-19 pandemic) and/or provide alternative options for participants. The following pages outline the methods we use to gather public input and how the public can take a more active role in transportation planning.

### A. Public Participation Panels

Public Participation Panels are a key part of our outreach program. Each county in our region has a Panel with a minimum of 15 members. Together, the Panels include more than 300 members throughout Southwestern Pennsylvania. County Commissioners appoint Panel members, intended to reflect the diversity of their area. We work in partnership with the Panels to provide the public with direct, ongoing access to the regional planning and decision-making processes.

### *Panel Roles*

Panel members have multiple roles, including to:

- Provide input on the regional transportation planning process and the Commission's major decisions
- Develop community contacts and partnerships
- Provide two-way information flow with the public
- Provide local perspectives on impacts of transportation issues affecting their communities
- Recommend venues and topics for public meetings

The Panels also assist in the formal public review and comment periods on major transportation decisions. The Panel(s) most affected by the decision(s) meet to discuss the decision or issue. They may hold in-person or virtual community meetings for the general public to give broader public input to major decisions.

Unless there is an emergency requiring the Southwestern Pennsylvania Commission to act within a shorter period, we give the Panels a minimum of 30 days to review and comment on documents and/or information concerning major decisions. During the 30-day timeframe, the affected Panel(s) hold a public meeting to gather local input. Our staff and planning partners are available as resources to assist the Panel members.

The [Public Participation Panels Guidebook](#) is available to all Panel members and outlines the roles and responsibilities of the Panels and Panel members.

# Public Engagement Opportunities



## Public Participation Panel Meetings

Each county in our region has a Public Participation Panel with a minimum of 15 members appointed by County Commissioners. Panel meetings are held for them to provide input on transportation planning processes and major decisions.

## Planning Decision Points

Before acting on major transportation planning decisions, SPC provides at least 30 days for public review and comment. Information on how to access documents is provided on our website and via our Document Review Network.

## SPC Meetings and Public Meetings

Our regular SPC meetings and Public Meetings always include opportunities for public comment. You can find an online calendar of upcoming public meetings on our website: [spcregion.org/events/](https://spcregion.org/events/).

## Commission Meetings

We hold Commission Meetings quarterly that are open to the public for comment. If a person is unable to comment during a scheduled meeting time, they can submit their comments in written, verbal, or electronic form.



### **Membership**

Every two years, county commissioners (in Allegheny County, the County Executive and the Mayor of Pittsburgh) appoint Panel members using the general guidance for Panel composition stated below.

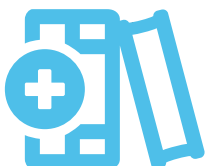
General guidance for Panel composition:

- Panel members represent the diverse population and interests in each county. The appointing bodies consider the federal guidance on Environmental Justice when appointing members. These demographic profiles are available on SPC’s website at [spcregion.org](http://spcregion.org) or by calling (412) 391-5590.
- Each Panel includes a minimum of fifteen members.
- Members serve two-year terms, corresponding with the TIP update cycle.

- Each county chooses to appoint either Co-Chairpersons or Chairpersons and Vice- Chairpersons, collectively called “Chairpersons”. Each Panel will approve selections.
- Persons interested in serving on a Panel should contact their County Commissioners (in Allegheny County, the County Executive and the Mayor of Pittsburgh). For more information, please call our office at (412) 391-5590.

Chairpersons maintain their Panel’s organization, plan and run meetings, and address Panel member issues. They work with our staff to organize formal input and inform the Commission of the Panel’s comments.

As needed, we hold regional workshops for all Panel Chairpersons to discuss issues, educate members, encourage consistency, and continuously improve.



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The [Public Participation Panels Guidebook](#) is available to all Panel members.

### ***Panel Meetings & Informational Workshops***

We ensure that Panel meetings comply with accessibility and notice standards as detailed in [Section 4.1J](#).

**In addition to regular Panel meetings, we may hold information workshops to:**

- Provide the Panel(s) with information regarding the transportation planning process
- Provide further information about a plan prior to a public meeting
- Discuss Panel(s) organization and direction of the Panel(s)

These forums or workshops are informal and allow the panel members to engage with subject matter in a relaxed format. These workshops and Panel meetings may be held virtually to provide additional opportunities for public participation.

### ***Panel Work Groups***

We may assemble topical work groups from among Panel members. These work groups may focus on specific transportation-related topics (i.e., bike/ped safety, transit or tourism) and include representatives from across the 10-county region.

## **B. Planning Decision Points**

We value the effort of stakeholders and the public to participate in the regional planning process. We provide at least 30 days for public review and comment (45 days in the case of the Public Participation Plan) before acting on major decisions. The Public Participation Plan defines a major decision as the official adoption of:

- Regional Long Range Transportation Plan
- Transportation Improvement Program (TIP)
- Major Amendment to the regional plan or TIP
- Air Quality Conformity Determination
- Public Participation Plan

See page 33 for more details on our plans and processes.

## **C. Public Review and Comment Period Requirements**

We follow the Public Notice Procedures described in [Section 4.1J](#) to inform the public and interested parties of public review and comment periods.

We provide notice at least 30 days before the scheduled Commission adoption of a major amendment to a regional long range transportation plan, Transportation Improvement Program (TIP), or Air Quality Conformity Determination. Similarly, we provide public notice at least 45 days prior to the scheduled Commission adoption of an updated Public Participation Plan.

We provide notification on how to access materials for public review during our public comment periods. We maintain an up-to-date listing of recognized libraries

A **Major Amendment** is any amendment to a long-range transportation plan or Transportation Improvement Program (TIP).



in the SPC region using [educationbug.org](http://educationbug.org). We also provide notification on how to access documents to our county planning and development offices in each of our 10 counties, as well as the City of Pittsburgh. You can find a list of these locations in Appendix B of this document. We also provide documents for public review online at our website ([spcregion.org](http://spcregion.org)). Information on where and how to access public comment documents is in the Public Notices (see [Section 4.1J](#)).

We hold a minimum of one public meeting before the Commission acts on any major decision. This public meeting may be part of a regular Commission meeting or as a separate public meeting. We include the time and location of all public meetings on major decisions in the public notice.

#### **D. Additional Public Review and Comment Periods**

If the draft Regional Long Range Transportation Plan, Transportation Improvement Program (TIP), Air Quality Conformity Determination, or major amendment changes significantly during the initial public review and comment period, we hold an additional 30-day public review and comment period before the Commission acts.

If the draft Public Participation Plan changes significantly during the initial public review and comment period, we hold an additional 45-day public review and comment period before the Commission acts.

We conduct additional public review and comment periods with the same procedures for regular public comment periods listed in this section.

#### ***The Regional Long-Range Transportation Plan***

The Regional Long-Range Transportation Plan (regional plan) is a long range (20+ years) strategy and capital improvement plan. It guides the investment of public funds in multimodal transportation facilities in the context of the regional vision, goals and strategies. The regional plan also helps develop the region's Transportation Improvement Program (TIP), a short-range capital improvement program for implementing the highest priority transportation projects over a four-year period. We update the regional plan, at a minimum, every four years with input from interested parties.



**Our public participation process for the regional plan typically follows these steps:**

**Step 1:** *Public Participation Panels gather initial input (when update cycles correspond, this can occur with the TIP update).*

**Step 2:** *We compile the initial input and use it to design the next phase of outreach and participation, such as workshops and other public meetings.*

**Step 3:** *We use ongoing input to develop draft regional plan materials with help from interested parties.*

**Step 4:** *We provide notification on how to access draft regional plan materials for review and comment by the public and interested parties. This process includes a 30-day public comment period on the draft regional plan materials, utilizing the procedures noted in [Section 4.2C](#).*

**Step 5:** *We document all comments and the response to comments and then provide them to the Commission for review.*

**Step 6:** *We revise draft documents, as needed, to reflect comments received from the public.*

**Step 7:** *The Commission reviews and votes on the regional plan.*

**Step 8:** *We develop a Public Participation Report to document all comments received, the responses to comments, and the public participation and outreach activities.*

**Step 9:** *We will produce the adopted and approved regional plan document and make it available to the public.*

Throughout the process, long range plan materials will be available on our website, [spcregion.org](http://spcregion.org) and at our offices. We will provide long range plan materials

in additional languages as requested and in accordance with procedures for accommodating Limited English Proficient persons and persons with disabilities (see [Section 3.2](#) and [3.3](#) for details). [Section 4.1J](#) describes public notices detailing how to access the materials and submit comments.

You can find the regional planning documents on our website at [spcregion.org](http://spcregion.org), at our offices, or by calling (412) 391-5590. We will provide hard copies upon request. We provide vital regional plan documents in languages other than English and in alternative formats upon request (see [Section 3.2](#)).



### ***The Transportation Improvement Program (TIP)***

The Transportation Improvement Program (TIP) represents the first four years of the regional Long Range Transportation Plan (20+ year plan). The TIP identifies:

- The region's highest priority transportation projects, including roadway, bridge, transit, active transportation, freight and safety projects
- A four year program of implementation
- Available federal and non-federal funding for the identified projects

We update the TIP every two years through cooperation with local, state, and federal agencies; and input from the general public and interested parties.

The TIP will include project listings for the region's sponsors of Federal Transit Administration-funded projects, referred to as the Program of Projects. The participating agencies for which the MPO public participation process satisfies the Program of Projects requirements include: Beaver County Transit Authority, Butler Transit Authority, Fayette Area Coordinated Transit, IndiGO, Mid Mon Valley Transit Authority, New Castle Area Transit, Port Authority of Allegheny County, Town and Country Transit, Washington County Transportation Authority, Westmoreland County Transit Authority, Southwestern Pennsylvania Commission, and CommuteInfo, a program of SPC.

Throughout the process, TIP materials will be available on [our website](#) and at our offices. We will provide TIP materials in additional languages as requested and in accordance with procedures for accommodating Limited English Proficient persons and persons with disabilities (see [Section 3.2](#) and [3.3](#) for details). [Section 4.1J](#) describes public notices detailing how to access the materials and submit comments.

### **Our public participation process for the TIP typically follows these steps:**

***Step 1:** Public Participation Panels gather initial input (when update cycles correspond, this can occur with the regional plan update).*

***Step 2:** We use initial input to design the next phase of outreach and participation, such as workshops and other public meetings.*

***Step 3:** We use ongoing input to develop draft TIP materials with assistance from interested parties.*

***Step 4:** We draft TIP materials and we provide notification on how to access them for review and comment by the public and interested parties. This process will provide a 30-day public comment period on the draft TIP materials, utilizing the procedures noted in [Section 4.2C](#).*

***Step 5:** We document all comments and the responses to comments and then provide them to the Commission.*

***Step 6:** We revise draft documents, as needed, to reflect comments received from the public.*

***Step 7:** The Commission reviews and votes on the TIP.*

***Step 8:** We will develop a Public Participation Report to document all comments received, the responses to comments and public participation activities that occurred.*

***Step 9:** We will produce the approved TIP documents and companion documents (Air Quality Conformity Determination Report, Environmental Justice Report and Public Participation Report) and make them available to the public.*





## **Major Amendments to the TIP or Regional Plan**

Both the TIP and the regional plan are dynamic documents. After the Commission approves the documents, they may change due to budgeted changes in project scheduling and estimated costs. The Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) will only authorize projects and approve grants for projects where the phase costs by year are in the current approved TIP. A major amendment is any amendment to the TIP or regional plan.

### **Our public participation process for Major Amendments typically follows these steps:**

***Step 1:** We inform the public and interested parties of the public review and comment period. We follow the Public Notice procedures described in [Section 4.1C](#).*

***Step 2:** We draft the amendments and provide notification on how to access them for review and comment by the public, interested parties, and participating transit agencies listed under [Section 4.2D](#). We hold a 30-day public comment period on the Major Amendment, utilizing procedures noted in [Section 4.2.C](#).*

***Step 3:** We document all comments and the response to comments and then provide them to the Commission.*

***Step 4:** We revise draft documents, as needed, to reflect public comments received from the public.*

***Step 5:** The Commission votes on the Major Amendment.*

***Step 6:** After federal and state approval of the requested changes, we update the appropriate documents and make them available to the public.*

## **Air Quality Conformity Determination Report**

The Air Quality Conformity Determination report is a companion document to the regional long range transportation plan and to the TIP. The Air Quality Conformity Determination report documents the process we use for making the transportation-related conformity determination for ozone, particulate matter and carbon monoxide. The Federal Clean Air Act requires the conformity determination. Our conformity finding is based upon criteria and procedures described in EPA's Transportation Conformity Rule (40 CFR Part 93) and satisfies all applicable conformity requirements.

**Air Quality Conformity Determination** is a review of transportation plans and programs to ensure that they comply with federal clean air requirements. (Changes to the transportation system collectively must not worsen air quality; in areas where air quality does not meet federal standards, transportation plans and programs need to improve the air quality.)

We develop the Air Quality Conformity Determination report as part of the regional plan or TIP update. [Section 4.2D](#) describes the public participation and public comment procedures for the regional plan or TIP. We also update the Air Quality Conformity Determination report as required by certain amendments to the TIP or regional plan. In that case we follow the public participation and public comment procedures for major amendments to the regional plan or TIP as described in [Section 4.2D](#).

### ***The Public Participation Plan***

We also make this document available for public comment before adoption by the Commission. We periodically update the Public Participation Plan when:

- We receive new official planning regulations and procedures
- After we review and evaluate the Public Participation Plan's effectiveness

This Public Participation Plan and subsequent amendments are effective immediately upon adoption by the Southwestern Pennsylvania Commission. This Public Participation Plan supersedes the previous Public Participation Plan (adopted June 2015).

#### *Plan Process*

You can find the Public Participation Plan (and Public Participation Report) on our website at [spcregion.org](http://spcregion.org), at our offices, or by calling (412) 391-5590. The Public Participation Plan is available upon request in languages other than English and in alternative formats (see [Section 3.2](#)).

**Our public participation process for the Public Participation Plan typically follows these steps:**

***Step 1:*** We revise the Public Participation Plan with help from interested parties, including the Public Participation Panels.

***Step 2:*** We hold a 45-day public comment period on the draft Public Participation Plan. We use the procedures noted in [Section 4.2C](#).

***Step 3:*** We document all comments and the response to comments and then provide them to the Commission.

***Step 4:*** We revise draft documents, as needed, to reflect public comments received.

***Step 5:*** The Commission votes on the draft Public Participation Plan.

***Step 6:*** We develop a Public Participation Report to document all comments received, the response to comments, and the public participation and outreach activities.

### **Consultation in Developing the Public Participation Plan**

In 2007, we developed the first Public Participation Plan with help from a wide range of interested parties. We developed the first draft to begin the dialog, using guidance from the SAFETEA-LU legislation and training sponsored by the National Transit Institute (NTI).

The Public Participation Plan is a dynamic document, and periodic updates ensure that the Plan reflects current conditions and practices. The interested parties listed in [Section 2.2](#) were consulted during subsequent updates in 2011, 2012, 2015 and 2021. We used feedback and suggestions from these interested parties to update the final draft Public Participation Plan. Then we presented it for formal public review and comment as described above.



# SPC Transportation Plans and Processes

	Transportation Improvement Project (TIP)	Long Range Transportation Plan (LRTP)	Air Quality Conformity Determination Report	Public Participation Plan (PPP)
Timeframe	4 years	20+ years	4 year	
Goals	<p>Identify the region's highest priority transportation projects</p> <p>Develop a multi-year implementation program</p> <p>Identify available federal and non-federal funding for the identified projects</p>	<p>Guide the investment of public funds in multimodal transportation facilities</p> <p>Provide the context for the region's TIP</p>	<p>Ensure all transportation projects and programs are consistent with air quality goals set by the EPA</p> <p>Confirm consistent goals in the TIP and LRTP for ozone, particulate matter, and carbon monoxide</p>	<p>Describe objectives, strategies, and tools to engage the public and encourage participation in the development of transportation plans and programs</p>
Update Frequency	2 years	4 years	2 years	As needed
Typical Public Participation Opportunities	<ul style="list-style-type: none"> <li>-Public meeting</li> <li>-Public workshops</li> <li>-Survey</li> <li>-30-day public comment period on draft document</li> <li>• Online</li> <li>• Local government offices</li> <li>• Libraries</li> </ul>	<ul style="list-style-type: none"> <li>-Public meeting</li> <li>-Public workshops</li> <li>-Survey</li> <li>-30-day public comment period on draft document</li> <li>• Online</li> <li>• Local government offices</li> <li>• Libraries</li> </ul>	<ul style="list-style-type: none"> <li>-Public meeting</li> <li>-Public workshops</li> <li>-Survey</li> <li>-30-day public comment period on draft document</li> <li>• Online</li> <li>• Local government offices</li> <li>• Libraries</li> </ul>	<ul style="list-style-type: none"> <li>-Public meeting</li> <li>-45-day public comment period on draft document</li> <li>• Online</li> <li>• Local government offices</li> <li>• Libraries</li> </ul>
Opportunities are Shared through Public Notices	<ul style="list-style-type: none"> <li>• Newspaper</li> <li>• SPC website</li> <li>• Press release</li> <li>• Partner agencies</li> <li>• SPC offices</li> </ul>	<ul style="list-style-type: none"> <li>• Newspaper</li> <li>• SPC website</li> <li>• Press release</li> <li>• Partner agencies</li> <li>• SPC offices</li> </ul>	<ul style="list-style-type: none"> <li>• Newspaper</li> <li>• SPC website</li> <li>• Press release</li> <li>• Partner agencies</li> <li>• SPC offices</li> </ul>	<ul style="list-style-type: none"> <li>• Newspaper</li> <li>• SPC website</li> <li>• Press release</li> <li>• Partner agencies</li> <li>• SPC offices</li> </ul>

**Public Participation Panels are involved in every update.**

### ***SPC Meetings and Public Meetings***

Our SPC meetings and public meetings include opportunities for public comment. You can find an online calendar of upcoming public meetings on our website: (<https://spcregion.org/events/>). We document all public comments and they become a part of the meeting minutes. If the public is unable to comment during a meeting time, they may submit comments in written, verbal, or electronic form.

### **Commission Meetings**

We hold Commission meetings periodically which are open to the public. People or parties who want to speak at a Commission meeting will be asked to sign in at in-person meetings or identify themselves in a virtual meeting. If a person is unable to comment during a scheduled meeting time, they can submit their comments in written, verbal, or electronic form. Our staff members are available to answer questions regarding directions or special requests in a reasonable manner.

When it is time for public comment, we:

- Call speakers in the order they signed in (if applicable)
- Ask speakers to keep their comments to three (3) minutes, unless otherwise specified
- Encourage speakers or presenters to provide visual aids or handouts for the attendees

The speaker is responsible for copying handouts for distribution. Speakers should not duplicate the comments of others preceding them.

We post Commission meeting minutes or summaries, including public comments, on our website at [spcregion.org](https://spcregion.org). You can also review them at our offices or call (412) 391-5590 for more information.

### **E. Partner Agencies and Community Liaisons**

We collaborate with partner agencies and civic and community organizations that have long-standing relationships with the public. They are aware of the various concerns expressed by the communities they represent. We use their resources to raise awareness of our events and programs to increase our levels of public participation.

Our staff regularly presents information to interested civic and community organizations about our activities, the transportation planning process in general, and specific transportation projects.

### **F. Project-Specific Outreach**

Our projects or studies can include complex issues that may require targeted public outreach efforts. When necessary, we will develop outreach and educational programs to inform various parties of project details and gather public feedback.

### **G. Virtual Options**

Virtual meetings and online public participation opportunities have become commonplace. SPC will utilize this technology to increase participation in public meetings by offering virtual opportunities, separately or in combination with in-person events. Providing virtual platforms for public participation can help remove accessibility barriers for persons with disabilities and other potentially underserved groups.





## 4.3 Providing Public Comment

### A. Written Comments

We accept written comments on transportation plans, programs, and actions at any time via letter, fax, or email to the address below:

#### *Comments*

*Southwestern Pennsylvania Commission  
Two Chatham Center, Suite 500  
112 Washington Place  
Pittsburgh, PA 15219-3451*

*Fax: (412) 391-9160*

*Email: [Comments@spcregion.org](mailto:Comments@spcregion.org)*

We consider written comments in the same manner as testimony presented orally at scheduled public meetings. We forward summaries of written testimony to the SPC Commissioners for their review.

### B. Oral Testimony or Verbal Comments

We provide multiple opportunities for oral testimony or verbal comments, as outlined more fully in [Section 4.2](#) of this document.

- We accept public comments at SPC Commission meetings. We incorporate a summary of the comments received into the formal meeting minutes.
- Periodically, we hold formal public meetings for specific projects, programs, or plans. Each meeting includes an opportunity for verbal public testimony or comments.

We request that individuals wishing to testify in person about a specific project, submit a written abstract at the time of the meeting. You can find project abstract forms on our website at [spcregion.org](http://spcregion.org). The public may bring additional presentation materials beyond the project abstract. We include supplemental presentation material in the public record.

Our staff is available at each meeting to assist those who want to deliver testimony. If you need an accommodation due to a disability, or have questions pertaining to these guidelines or format of the public meetings, please contact our Public Involvement Specialist at (412) 391-5590.



SECTION 5

# EVALUATING OUR STRATEGIES

We continually monitor the public engagement process to sustain best practices in public participation.

See how >

## SECTION 5: EVALUATING OUR STRATEGIES



**We continually monitor the public engagement process to sustain best practices in public participation. Our evaluation process includes the following:**

- An outline for evaluating and improving this document and the strategies that guide how we engage the public.
- Public Participation Panels: We periodically ask the chairpersons to participate in focus groups. During focus groups they discuss the effectiveness of the Panels, ways to engage members and encourage participation, and suggestions for improving the Panels. We collect input from the Panels related to other plans, projects or studies through meetings, workshops or surveys as needed.
- Public meetings: The public can provide feedback on the effectiveness of our communication and meeting format during special workshops and meetings.
- The Commission reviews comments after a 45-day public comment period for the update of the Public Participation Plan. Then they recommend changes to the Public Participation Plan and our public engagement processes.



**In addition to the above evaluation, we implement the following actions to improve our public engagement processes:**

- Identify and consult with interested parties
- Seek out EJ/LEP organizations and resources
- Update our Limited English Proficiency Assessment
- Review ADA accessibility features of websites/meeting locations
- Develop various forms of education media for all interested audiences
- Evaluate the effectiveness of the Public Participation Plan
- Promote Public Participation Panel appointment opportunities to the general public and interested parties
- Seek new ways to engage the Public Participation Panels and general public, including social media, virtual meetings and other online tools





# APPENDICES

8-hour Ozone  
Designations



# APPENDIX A

## Definitions

*1-Hour Zone  
Designations*

## **Definitions**

- A. **Air Quality Conformity Determination:** Review of transportation plans and programs to ensure that they comply with federal clean air requirements. (Changes to the transportation system collectively must not worsen air quality; in areas where air quality does not meet federal standards, transportation plans and programs need to improve the air quality.)
- B. **Interested Parties:** (as defined in 23 C.F.R. §450.316) Citizens, affected public agencies, representatives of public transportation employees, freight shippers, providers of freight transportation services, private providers of transportation, representatives of users of public transportation, representatives of users of pedestrian walkways and bicycle transportation facilities, representatives of the disabled, and other interested parties.
- C. **Long Range Transportation Plan:** A transportation plan addressing at least a twenty-year planning horizon, including both long-range and short-range strategies/actions of an integrated, intermodal transportation system that facilitates the efficient movement of people and goods and meets Federal requirements (23 C.F.R. § 450.322).
- D. **Major Amendment:** Any amendment to a Long Range Transportation Plan (regional plan) or Transportation Improvement Program (TIP).
- E. **Major Decision:** The adoption or major amendment of the Long Range Transportation Plan (regional plan), Transportation Improvement Program (TIP), Air Quality Conformity Determination, or other significant transportation plan or program.
- F. **Minor TIP or Long Range Transportation Plan Amendment:** Correction of clerical errors; changes that are air quality neutral (projects and project types which are not required to be included in regional air quality conformity assessments for transportation plans and programs as listed in Sections 126 and 127 of EPA's Transportation Conformity Rule, 40 C.F.R. § 93).
- G. **The Public:** All individuals or groups in the SPC region. This includes individuals, affected public agencies, representatives of transportation agency employees, public and private providers of transportation, persons with disabilities, and Environmental Justice populations, including low income and minority populations.
- H. **Reasonableness:** In order to assist public involvement while also using limited staff resources efficiently, we make information available to interested parties on a regular basis through the various processes and activities outlined in this Public Participation Plan. When we receive special requests for an analysis that is not part of the planning process, or other special data or information, we will determine the reasonableness of the request. Parameters for determining reasonableness (as used in this document) will evolve around

the preparation time and costs to respond, as well as the relevancy to the transportation planning process and the agency mission. We determine reasonableness of and respond to all special requests on an individual basis.

- I. **Transportation Improvement Program (TIP):** A staged, four-year, fiscally-constrained, intermodal program of transportation projects that is consistent with the long-range transportation plan. The TIP includes a prioritized program of projects and its financing plan based on estimated funding available. The TIP is the first stage of the regional Long Range Transportation Plan and is updated every two years.





# APPENDIX B

## Document Review Network

# DOCUMENT REVIEW NETWORK

## County Planning Offices

### [Allegheny County Department of Economic Development](#)

One Chatham Center, Suite 900  
112 Washington Place  
Pittsburgh, PA 15219  
Phone: 42-350-1000  
Email: [acic@alleghenycounty.us](mailto:acic@alleghenycounty.us)

### [Armstrong County Department of Planning and Development](#)

402 Market Street  
Kittanning, PA 16201  
Phone: 724-548-3223  
Email: [planning@co.armstrong.pa.us](mailto:planning@co.armstrong.pa.us)

### [Butler County Planning Commission](#)

1241 West Diamond Street  
P. O. Box 1208  
Butler, PA 16003-1208  
Phone: 724-284-0364  
Email: [MGordon@co.butler.pa.us](mailto:MGordon@co.butler.pa.us)

### [Beaver County Planning Commission](#)

810 Third Street  
Beaver, PA 15009  
Phone: 724-770-4421  
Email: [lgrable@beavercountypa.gov](mailto:lgrable@beavercountypa.gov)

### [Fayette County Office of Planning and Zoning](#)

61 East Main Street, 3rd Floor  
Uniontown, PA 15401  
Phone: 724-430-1211  
Email: [srosiek@fayettepa.org](mailto:srosiek@fayettepa.org)

### [Greene County Department of Planning & Community Development](#)

93 E. High Street, 2<sup>nd</sup> Floor Waynesburg, PA 15370  
Phone: 724-852-5300  
Email: [rcleveland@co.greene.pa.us](mailto:rcleveland@co.greene.pa.us)

### [Indiana County Department of Economic Development and Planning](#)

801 Water Street  
Indiana, PA 15701-1705  
Phone: 724-465-3870  
Email: [jkrug@ceo.co.indiana.pa.us](mailto:jkrug@ceo.co.indiana.pa.us)

### [Lawrence County Planning Department](#)

430 Court Street  
Lawrence County Government Center  
New Castle, PA 16101  
Phone: 724- 656-2144  
Email: [amckinney@co.lawrence.pa.us](mailto:amckinney@co.lawrence.pa.us)

### [Pittsburgh Department of City Planning](#)

200 Ross Street, 4<sup>th</sup> Floor  
Pittsburgh, PA 15219  
Phone: 412-255-2200  
Email: [planpgh@gmail.com](mailto:planpgh@gmail.com)

### [Washington County Planning Commission](#)

Washington County Courthouse, Suite 701  
100 West Beau Street, Suite 701  
Washington, PA 15301  
Phone: 724-228-6811  
Email: [cessnal@co.washington.pa.us](mailto:cessnal@co.washington.pa.us)

### [Westmoreland County Planning Department](#)

Fifth Floor, Suites 510 and 520  
40 North Pennsylvania Avenue  
Greensburg, PA 15601  
Phone: (724) 830-3600  
Email: [wcpplanning@co.westmoreland.pa.us](mailto:wcpplanning@co.westmoreland.pa.us)

## Public Libraries

### [Adams Memorial Library](#)

1112 Ligonier Street  
Latrobe, PA 15650  
Phone: 724-539-1972  
Email: [library@adamslib.org](mailto:library@adamslib.org)

### [Andrew Carnegie Free Library](#)

300 Beechwood Avenue  
Carnegie, PA 15106  
Phone: 412-276-3456  
Email: [forbes.mj@gmail.com](mailto:forbes.mj@gmail.com)

### [Apollo Memorial Library](#)

219 North Pennsylvania Avenue  
Apollo, PA 15613  
Phone: 724-478-4214  
Email: [apollo@armstronglibraries.org](mailto:apollo@armstronglibraries.org)

### [Belle Vernon Public Library](#)

505 Speer Street  
Belle Vernon, PA 15012  
Phone: 724-929-6642  
Email: [bvlibrary@comcast.net](mailto:bvlibrary@comcast.net)

### [Bethel Park Public Library](#)

5100 West Liberty Avenue  
Bethel Park, PA 15102  
Phone: 412-835-2207  
Email: [bethelpark@einetwork.net](mailto:bethelpark@einetwork.net)

### [B. F. Jones Memorial Library](#)

663 Franklin Avenue  
Aliquippa, PA 15001  
Phone: 724-375-2900  
Email: [info@bfjoneslibrary.org](mailto:info@bfjoneslibrary.org)

### [Blairsville Free Library](#)

113 North Walnut Street  
Blairsville, PA 15717  
Phone: 724-459-6077

### [Brownsville Free Library](#)

100 Seneca Street  
Brownsville, PA 15417  
Phone: 724-785-7272  
Email: [brpublib@gmail.com](mailto:brpublib@gmail.com)

### [Burgettstown Community Library](#)

2 Kerr Street  
Burgettstown, PA 15021  
Phone: (724) 947-9780  
Email: [librarian@burglibrary.org](mailto:librarian@burglibrary.org)

### [Butler Area Public Library](#)

218 North McKean Street  
Butler, PA 16001  
Phone: (724) 287-1715  
Email: [baplreference@bcfls.org](mailto:baplreference@bcfls.org)

### [Carnegie Free Library of Beaver Falls](#)

1301 Seventh Avenue  
Beaver Falls, PA 15010  
Phone: 724-846-4340  
Email: [rcrisci@beaverlibraries.org](mailto:rcrisci@beaverlibraries.org)

### [Carnegie Free Library of Connellsville](#)

299 South Pittsburgh Street  
Connellsville, PA 15425  
Phone: 724-628-1380  
Email: [cargnie@carnegiefreelib.org](mailto:cargnie@carnegiefreelib.org)

### [Carnegie Free Library of Swissvale](#)

1800 Monongahela Ave  
Pittsburgh, PA 15218  
Phone: 412-731-2300  
Email:  
[carnegiefreelibraryofswissvale@gmail.com](mailto:carnegiefreelibraryofswissvale@gmail.com)

### [Carnegie Library of Homestead](#)

510 E. 10th Avenue  
Munhall, PA 15120  
Phone: 412-462-3444  
Email: [clyons@carnegiofhomestead.org](mailto:clyons@carnegiofhomestead.org)



[Carnegie Library of Pittsburgh - Allegheny](#)

1230 Federal Street  
Pittsburgh, PA 15212  
Phone: 412-237-1890

[Carnegie Library of Pittsburgh - Beechview](#)

1910 Broadway Avenue  
Pittsburgh, PA 15216  
Phone: 412-563-2900

[Carnegie Library of Pittsburgh - Brookline](#)

708 Brookline Boulevard  
Pittsburgh, PA 15226  
Phone: 412-561-1003

[Carnegie Library of Pittsburgh - Carrick](#)

1811 Brownsville Road  
Pittsburgh, PA 15210  
Phone: 412-882-3897

[Carnegie Library of Pittsburgh - Downtown](#)

612 Smithfield Street  
Pittsburgh, PA 15222  
Phone: 412.622.3114

[Carnegie Library of Pittsburgh - East Liberty](#)

130 S. Whitfield Street  
Pittsburgh, PA 15206  
Phone: 412-363-8232

[Carnegie Library of Pittsburgh - Hazelwood](#)

5006 Second Avenue  
Pittsburgh, PA 15207  
Phone: 412-421-2517

[Carnegie Library of Pittsburgh - Hill District](#)

2177 Centre Avenue  
Pittsburgh, PA 15219  
Phone: 412-281-3753

[Carnegie Library of Pittsburgh - Homewood](#)

7101 Hamilton Avenue  
Pittsburgh, PA 15208  
Phone: 412-731-3080

[Carnegie Library of Pittsburgh - Knoxville](#)

400 Brownsville Road  
Pittsburgh, PA 15210  
Phone: 412-381-6543

[Carnegie Library of Pittsburgh - Lawrenceville](#)

279 Fisk Street  
Pittsburgh, PA 15201  
Phone: 412-682-3668

[Carnegie Library of Pittsburgh - Library for the Blind and Physically Handicapped](#)

4724 Baum Blvd.  
Pittsburgh, PA 15213  
Phone: 412-687-2440 or 800-242-0586

[Carnegie Library of Pittsburgh - Mt. Washington](#)

315 Grandview Avenue  
Pittsburgh, PA 15211  
Phone: 412-381-3380

[Carnegie Library of Pittsburgh - Oakland \(Main\)](#)

4400 Forbes Avenue  
Pittsburgh, PA 15213  
Phone: 412.622.3114

[Carnegie Library of Pittsburgh - Sheraden](#)

720 Sherwood Avenue  
Pittsburgh, PA 15204  
Phone: 412.331.1135

[Carnegie Library of Pittsburgh - South Side](#)

2205 East Carson Street  
Pittsburgh, PA 15203  
Phone: 412-431-0505

[Carnegie Library of Pittsburgh - Squirrel Hill](#)

5801 Forbes Avenue  
Pittsburgh, PA 15217  
Phone: 412-422-9650

[Carnegie Library of Pittsburgh - West End](#)

47 Wabash Street  
Pittsburgh, PA 15220  
Phone: 412-921-1717

[Carnegie Library of Pittsburgh - Woods Run](#)

1201 Woods Run Avenue  
Pittsburgh, PA 15212  
Phone: 412.761.3730

[Chartiers-Houston Community Library](#)

730 West Grant Street  
Houston, PA 15342  
Phone: 724-745-4300  
Email: [chclbusiness@gmail.com](mailto:chclbusiness@gmail.com)

[Citizens Library](#)

55 South College Street  
Washington, PA 15301  
Phone: 724-222-2400  
Email: [citlib@citlib.org](mailto:citlib@citlib.org)

[Community Library of Allegheny Valley](#)

1522 Broadview Boulevard  
Natrona Heights, PA 15065  
Phone: 724-226-3491  
Email: [clavlibraryharrison@gmail.com](mailto:clavlibraryharrison@gmail.com)

[Cranberry Public Library](#)

2525 Rochester Road, Suite 300  
Cranberry Twp., PA 16066  
Phone: 724-776-9100  
Email: [cranberry@bcfls.org](mailto:cranberry@bcfls.org)

[Ellwood City Public Library](#)

415 Lawrence Avenue  
Ellwood, PA 16117  
Phone: 724-758-6458  
Email:  
[ellwood\\_library@lawrencecountylibrary.org](mailto:ellwood_library@lawrencecountylibrary.org)

[Eva K. Bowlby Memorial Library](#)

311 North West Street  
Waynesburg, PA 15370  
Phone: 724-627-9776  
Email: [reference@evakbowlby.org](mailto:reference@evakbowlby.org)

[Flenniken Memorial Library](#)

102 East George Street  
Carmichaels, PA 15320  
Phone: 724-966-5263  
Email: [director@flenniken.org](mailto:director@flenniken.org)

[Ford City Public Library](#)

1136 4th Ave  
Ford City, PA 16226  
Phone: 724-763-3591  
Email: [fordcity@armstronglibraries.org](mailto:fordcity@armstronglibraries.org)

[Frank Sarris Public Library](#)

35 North Jefferson Avenue  
Canonsburg, PA 15317  
Phone: 724-745-1308  
Email: [info@franksarrislibrary.org](mailto:info@franksarrislibrary.org)

[Freeport Area Library Association](#)

428 Market Street  
Freeport, PA 16229  
Phone: 724-295-3616  
Email: [fala@salsgiver.com](mailto:fala@salsgiver.com)

[Indiana Free Library](#)

845 Philadelphia Street  
Indiana, PA 15701  
Phone: 724-465-8841

[Indiana University of Pennsylvania  
Stapleton Library](#)

431 South Eleventh Street  
Indiana, PA 15705  
Phone: 724-357-2330  
Email: [erik.nordberg@iup.edu](mailto:erik.nordberg@iup.edu)

[Jefferson Library](#)

925 Old Clairton Road  
Jefferson Hills, PA 15025-3158  
Phone: 412-655-7741  
Email: [milnerj@einetwork.net](mailto:milnerj@einetwork.net)

[Kittanning Free Library](#)

280 North Jefferson Street  
Kittanning, PA 16201  
Phone: 724-543-1383

[Laughlin Memorial Free Library](#)

99 Eleventh Street  
Ambridge, PA 15003  
Phone: 724-266-3857  
Email: [jmulcahy@beaverlibraries.org](mailto:jmulcahy@beaverlibraries.org)

[Leechburg Public Library](#)

215 1st Street  
Leechburg, PA 15656  
Phone: 724-236-0080  
Email: [leechburgpubliclibrary@yahoo.com](mailto:leechburgpubliclibrary@yahoo.com)

[Mars Area Public Library](#)

107 Grand Avenue  
Box 415  
Mars, PA 16046  
Phone: 724-625-9048  
Email: [cboland@marslibrary.org](mailto:cboland@marslibrary.org)

[Monongahela Area Library](#)

813 West Main Street  
Monongahela, PA 15063  
Phone: 724-258-5409  
Email: [monongahelalib@gmail.com](mailto:monongahelalib@gmail.com)

[Monaca Public Library](#)

998 Indiana Avenue, 2<sup>nd</sup> Floor  
Monaca, PA 15061  
Phone: 724-775-9608  
Email: [psmith@beaverlibraries.org](mailto:psmith@beaverlibraries.org)

[Moon Township Public Library](#)

1700 Beaver Grade Road, #100  
Coraopolis, PA 15108  
Phone: 412-269-0334  
Email: [moontwp@einetwork.net](mailto:moontwp@einetwork.net)

[Monessen Public Library](#)

326 Donner Avenue  
Monessen, PA 15062  
Phone: 724-684-4750  
Email: [Monessen.Public.Library@gmail.com](mailto:Monessen.Public.Library@gmail.com)

[Monroeville Public Library](#)

4000 Gateway Campus Blvd.  
Monroeville, PA 15146  
Phone: 412-372-0500  
Email: [henlinen@einetwork.net](mailto:henlinen@einetwork.net)

[Mount Lebanon Public Library](#)

16 Castle Shannon Boulevard  
Pittsburgh, PA 15228  
Phone: 412-531-1912  
Email: [events@mtlebanonlibrary.org](mailto:events@mtlebanonlibrary.org)

[Murrysville Community Library](#)

4130 Sardis Road  
Murrysville, PA 15668  
Phone: 724-327-1102  
Email: [murrysville@wlnonline.org](mailto:murrysville@wlnonline.org)

[New Castle Public Library](#)

207 E. North Street  
New Castle, PA 16101  
Phone: 724-658-6659  
Email: [scollins@ncdlc.org](mailto:scollins@ncdlc.org)

[Northland Public Library](#)

300 Cumberland Road  
Pittsburgh, PA 15237  
Phone: 412-366-8100  
Email: [northland@einetwork.net](mailto:northland@einetwork.net)

[Norwin Public Library](#)

100 Caruthers Lane  
Irwin, PA 15642  
Phone: 724-863-4700  
Email: [dfalk@norwinpubliclibrary.net](mailto:dfalk@norwinpubliclibrary.net)

[Penn Hills Library](#)

1037 Stotler Road  
Pittsburgh, PA 15235  
Phone: 412-795-3507  
Email: [phlibrary@einetnetwork.net](mailto:phlibrary@einetnetwork.net)

[Peoples Library](#)

880 Barnes Street  
New Kensington, PA 15068  
Phone: 724-339-1021

[Peters Township Library](#)

616 East McMurray Road  
McMurray, PA 15317-3420  
Phone: 724-941-9430  
Email: [ptlib@ptlibrary.org](mailto:ptlib@ptlibrary.org)

[Rostraver Public Library](#)

700 Plaza Drive  
Belle Vernon, PA 15012  
Phone: 724-379-5511  
Email: [rostraver@wlnonline.org](mailto:rostraver@wlnonline.org)

[Saltsburg Free Public Library](#)

417 Walnut Street  
Saltsburg, PA 15681  
Phone: 724-702-0261  
Email: [saltsburgfreelibrary@gmail.com](mailto:saltsburgfreelibrary@gmail.com)

[Scottdale Public Library](#)

106 Spring Street  
Scottdale, PA 15683  
Phone: 724-887-6140  
Email: [scottdalepubliclibrary@gmail.com](mailto:scottdalepubliclibrary@gmail.com)

[Shaler North Hills Library](#)

1822 Mount Royal Boulevard  
Glenshaw, PA 15116  
Phone: 412-486-0211  
Email: [shalerref@einetnetwork.net](mailto:shalerref@einetnetwork.net)

[Uniontown Public Library](#)

24 Jefferson Street  
Uniontown, PA 15401  
Phone: 724-437-1165  
Email: [info@uniontownlib.org](mailto:info@uniontownlib.org)

[Worthington West Franklin Community Library](#)

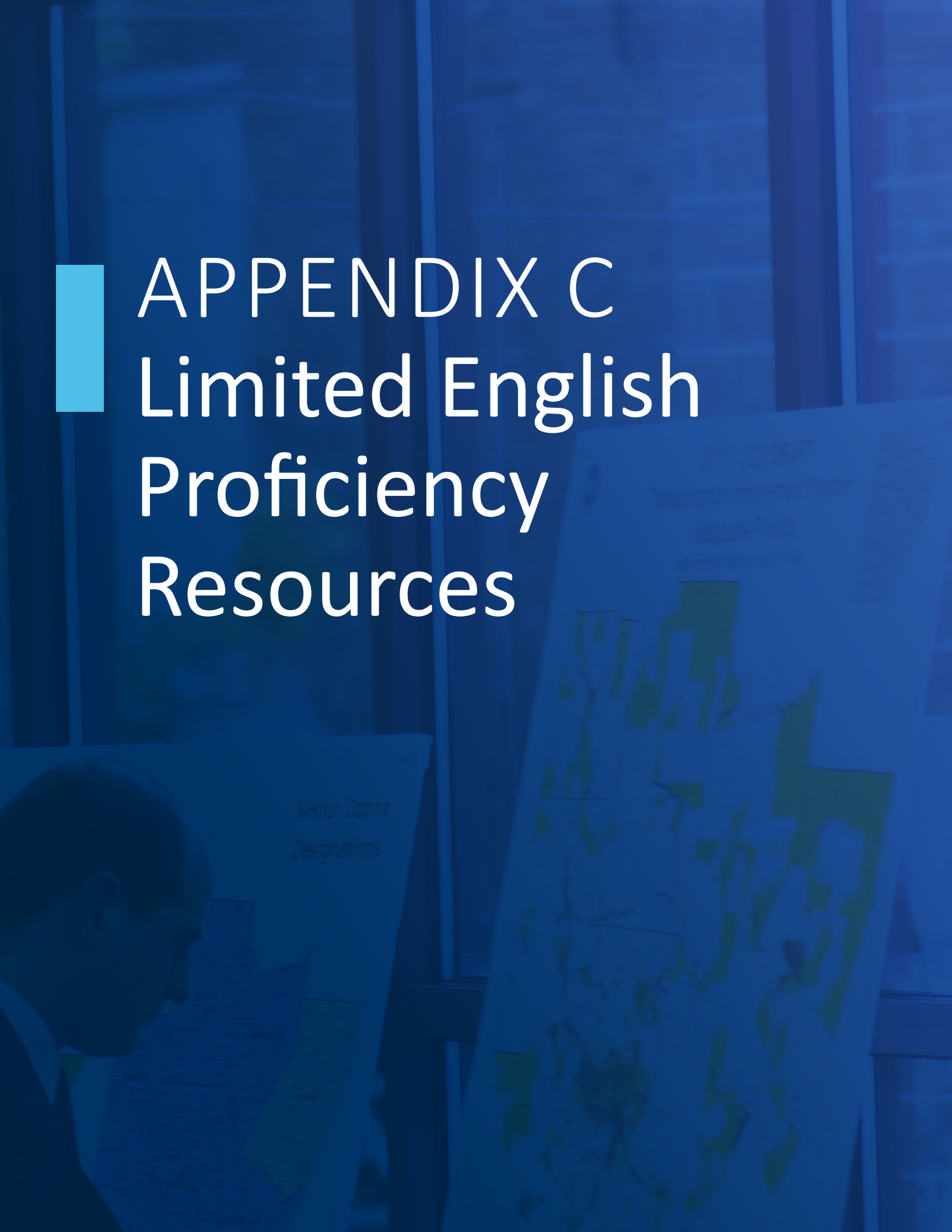
214 East Main Street  
Worthington, Pa. 16262  
Phone: 724-297-3762  
Email: [wwlibrary@comcast.net](mailto:wwlibrary@comcast.net)

[Western Allegheny Community Library](#)

181 Bateman Road  
Oakdale, PA 15071  
Phone: 724-695-8150  
Email: [westallegheny@einetnetwork.net](mailto:westallegheny@einetnetwork.net)

[Zelienople Public Library](#)

227 South High Street  
Zelienople, PA 16063  
Phone: 724-452-9330  
Email: [zelienople@bcfls.org](mailto:zelienople@bcfls.org)



# APPENDIX C

## Limited English Proficiency Resources

# LIMITED ENGLISH PROFICIENCY RESOURCES

## [Bhutanese Community Association of Pittsburgh \(BCAP\)](#)

3000 Brownsville Road  
Pittsburgh, PA 15227  
Website: [www.bcap.us](http://www.bcap.us)  
Email: [contact@bcap.us](mailto:contact@bcap.us)  
Phone: 412-668-3197

## [Casa San Jose](#)

(Beechview)  
2116 Broadway Avenue  
Pittsburgh, PA 15216  
Website: [casasanjose.org](http://casasanjose.org)  
Email: [info@casasanjose.org](mailto:info@casasanjose.org)  
Phone: 412-343-3111

(East Liberty)  
116 South Highland Avenue  
15206 Pittsburgh, PA 15206  
Website: [casasanjose.org](http://casasanjose.org)  
Email: [eloffice@casasanjose.org](mailto:eloffice@casasanjose.org)  
Phone: 412-339-6666

(Ambridge)  
725 Glenwood Avenue  
Ambridge, PA 15003  
Website: [casasanjose.org](http://casasanjose.org)  
Email: [milena@casasanjose.org](mailto:milena@casasanjose.org)  
Phone: 412-330-9096

## [COESA: Brazilian Association in Pittsburgh](#)

1555 Broadway Avenue  
Pittsburgh, PA 15216  
Website: [coesabrazil.org](http://coesabrazil.org)  
Email: [contact@coesabrazil.org](mailto:contact@coesabrazil.org)  
Phone: 412- 420-0742

## [Familia & Comunidad Westmoreland](#)

Greensburg, PA  
Website: [famycom.org](http://famycom.org)  
Email: [info@famycom.org](mailto:info@famycom.org)  
Phone: 724-672-3783

## [French Cultural Center](#)

719 Melbourne St  
Pittsburgh, PA 15217  
Website:  
[sites.google.com/view/francophonesandbo-x-new](https://sites.google.com/view/francophonesandbo-x-new)  
Email: [cfpittsburgh@gmail.com](mailto:cfpittsburgh@gmail.com)

## [Global Switchboard](#)

305 34<sup>th</sup> Street  
Pittsburgh, PA 15201  
Website: [theglobalswitchboard.org](http://theglobalswitchboard.org)  
Email: [admin@theglobalswitchboard.org](mailto:admin@theglobalswitchboard.org)  
Phone: 412-471-7852

## [Istituto Mondo Italiano](#)

7604 Charleston Avenue  
Pittsburgh, PA 15218  
Website:  
<https://www.istitutomondoitaliano.org/>  
Email: [mondoitaliano@earthlink.net](mailto:mondoitaliano@earthlink.net)  
Phone: 412-478-2681

## [Language Line Services](#)

Over-The-Phone Language Interpretation  
1 Lower Ragsdale Drive, Building 2  
Monterey, CA 93940  
Website: [www.language.com](http://www.language.com)  
Email: [CustomerCare@LanguageLine.com](mailto:CustomerCare@LanguageLine.com)  
Phone: 800-752-6096



### Latino Community Center

212 9<sup>th</sup> Street, 5<sup>th</sup> Floor  
Pittsburgh, PA 15222  
Website: [www.latinocommunitycenter.org](http://www.latinocommunitycenter.org)  
Email: [info@latinocommunitycenter.org](mailto:info@latinocommunitycenter.org)  
Phone: 412-335-7446

### Latin American Cultural Union

1555 Broadway Avenue, 2<sup>nd</sup> Floor  
Pittsburgh, PA 15216  
Website: [www.lacunet.org](http://www.lacunet.org)  
Email: [lacunetinfo@gmail.com](mailto:lacunetinfo@gmail.com)  
Phone: 412-345-1047

### La Mega Media

6401 Penn Avenue, Suite 300  
Pittsburgh, PA 15206  
Website: [www.lamegamedia.com](http://www.lamegamedia.com)  
Phone: 412-999-0808

### Pittsburgh Metro Area Hispanic Chamber of Commerce

1555 Broadway Avenue, Second Floor  
Pittsburgh, PA 15219  
Website: [www.pmahcc.org](http://www.pmahcc.org)  
Email: [chamber@pmahcc.org](mailto:chamber@pmahcc.org)  
Phone: 412-533-9300

### Somali Bantu Community Association of Pittsburgh

305 34<sup>th</sup> Street  
Pittsburgh, PA 15201  
Website:  
[www.facebook.com/pittsburghsbcap](http://www.facebook.com/pittsburghsbcap)  
Email: [aweys.mwaliya@gmail.com](mailto:aweys.mwaliya@gmail.com)  
Phone: 412-519-5339

### WEDO 810 AM

1985 Lincoln Way  
White Oak, PA 15131-2415  
Website: [www.wedo810.com](http://www.wedo810.com)  
Email: [wedoradio@comcast.net](mailto:wedoradio@comcast.net)  
Phone: 412-823-7000

### WRCT 88.3 FM (Barrio Latino on the Air)

1 WRCT Plaza  
5000 Forbes Avenue  
Pittsburgh, PA 15213  
Website: [www.wrct.org](http://www.wrct.org)  
Email: [info@wrct.org](mailto:info@wrct.org)  
Phone: 412-621-0728

### YWCA Butler

120 W. Cunningham Street  
Butler, PA 16001  
Website: [www.ywcabutler.org](http://www.ywcabutler.org)  
Email:  
Phone: 724-287-5709

### YWCA Greater Pittsburgh

Downtown - 305 Wood Street  
Pittsburgh, PA 15222  
Homewood – 6907 Frankstown Avenue  
Pittsburgh, PA 15208  
Website: [www.ywcapgh.org](http://www.ywcapgh.org)  
Email: [ywca@ywcapgh.org](mailto:ywca@ywcapgh.org)  
Phone: 412-391-5100

### YWCA Westmoreland County

424 North Main Street  
Greensburg, PA 15601  
Website: [www.ywcawestmoreland.org](http://www.ywcawestmoreland.org)  
Email: [info@ywcawestmoreland.org](mailto:info@ywcawestmoreland.org)  
Phone: 724-834-4339





# APPENDIX D

## Tribal Liaisons

8-Hour Ozone  
Designations

**Absentee-Shawnee Tribe of Indians of Oklahoma**

[electronic submissions]:  
Edwina Butler-Wolfe, Governor  
2025 S. Gordon Cooper Drive Shawnee, OK  
74801  
Phone: (405) 275-4030 ext. 6308  
Email: [edwinab@astribe.com](mailto:edwinab@astribe.com)

**Cayuga Nation**

[paper submissions]:  
Clint Halftown  
P.O. Box 803  
Seneca Falls, NY 13148  
Phone: (315) 568-0750  
Email: [clint.halftown@gmail.com](mailto:clint.halftown@gmail.com)

**Delaware Nation, Oklahoma**

[electronic submissions]:  
Deborah Dotson, Tribal President  
P.O. Box 825  
31064 State Highway 281, Bldg 100  
Anadarko, OK 73005  
Phone: (405) 247-2448  
Email: [ec@delawarenation.com](mailto:ec@delawarenation.com)

**Delaware Tribe of Indians**

[cc: electronic submissions]:  
Chet Brooks, Chief  
601 High St.  
Bartlesville, OK 74006  
Phone: (918) 336-5272  
Email: [cbrooks@delawaretribe.org](mailto:cbrooks@delawaretribe.org)

**Delaware Tribe of Indians (cont.)**

[electronic submissions]:  
Susan Bachor, Historic Preservation  
Representative  
126 University Circle  
Stroud Hall, Rm 437  
East Stroudsburg, PA 18301  
Phone: (570) 422-2023  
Email: [sbachor@delawaretribe.org](mailto:sbachor@delawaretribe.org)

[cc: electronic submissions]:  
Brice Obermeyer, THPO  
Delaware Tribe Historic Preservation Office  
Roosevelt Hall, Rm 212

1 Kellog Drive  
Emporia, KS 66801  
Email: [bobermeyer@delawaretribe.org](mailto:bobermeyer@delawaretribe.org)

**Eastern Shawnee Tribe of Oklahoma**

[electronic submissions]:  
Glenna Wallace, Chief  
Eastern Shawnee Tribe of Oklahoma  
P. O. Box 350  
Seneca, MO 64865  
Phone: (918) 666-2435  
Email: [gjwallace@estoo.net](mailto:gjwallace@estoo.net)

**Oneida Indian Nation**

[paper submissions]:  
Raymond Halbritter, Nation  
Representative  
2037 Dream Catcher Plaza  
Oneida, NY 13421  
Phone: (315) 829-8900  
Email: [info@oneida-nation.org](mailto:info@oneida-nation.org)

**Oneida Nation**

[paper submissions]:  
Tehassi Hill, Chair  
P. O. Box 365  
N7210 Seminary Rd  
Oneida, WI 54155-0365  
Phone: (920) 869-2214

**Onondaga Nation**

[paper submissions]:  
Sidney Hill, Chief  
4040 Route 11  
Nedrow, NY 13120  
Phone: (315) 469-0302  
Email: [admin@onondaganation.org](mailto:admin@onondaganation.org)

**Seneca Nation of Indians**

[paper submissions]:  
Rickey Armstrong, Sr., President  
90 O:hi'yoh Way  
Salamanca, NY 14779  
Phone: (716) 945-1790

**Seneca-Cayuga Nation**

[electronic submissions]:  
William L. Fisher, Chief

P.O. Box 453220  
23701 S. 655 RD  
Grove, OK 74344  
Phone: (918) 787-5452 Ext. 6012  
Email: [wfisher@sctribe.com](mailto:wfisher@sctribe.com)

**Saint Regis Mohawk Tribe**

[paper submissions]:  
Chief Beverly Kiohawiton Cook  
71 Margaret Terrance Memorial Way  
Akwasasne, NY 13655  
Phone: (518) 358-3141

**Shawnee Tribe**

[electronic submissions]:  
Cassie Harper, Tribal Administrator  
P.O. Box 189  
29 South Highway 69a Miami OK 74355  
Phone: (918) 542-2441  
Email: [cassie@shawnee-tribe.com](mailto:cassie@shawnee-tribe.com)

**Stockbridge Munsee Community,  
Wisconsin**

[electronic submissions]:  
Shannon Holsey, Tribal President  
N8476 MohHeConNuck Road  
Bowler, WI 54416  
Phone: (715) 793-4387  
Email: [shannon.holsey@mohican-nsn.gov](mailto:shannon.holsey@mohican-nsn.gov)

**Tonawanda Band of Seneca**

[electronic submissions]:  
Roger Hill, Chief  
P.O. Box 795  
7027 Meadville Road  
Basom, NY 14013  
Phone: (716) 542-4244  
Email: [tonseneca@aol.com](mailto:tonseneca@aol.com)

**Tuscarora Nation**

[paper submissions]:  
Leo Henry, Chief  
2006 Mt. Hope Road  
Lewiston, NY 14092  
Phone: (716) 297-1148



# APPENDIX E

## Title VI Discrimination Complaint Procedures

This document is available in alternate formats upon request. SPC will provide translation and interpretation services upon request at no charge. Please call SPC at (412) 391-5590 for more information.

Italiano

Questo documento è disponibile in formati alternativi su richiesta. SPC fornirà servizi di traduzione e interpretazione su richiesta senza alcun costo. Per piacere, chiami SPC al numero (412) 391-5590 per maggiori informazioni.

Espanol

El presente documento está disponible en formatos alternativos bajo solicitud. SPC ofrece servicios de traducción e interpretación gratis bajo solicitud. Comuníquese con SPC al (412) 391-5590 para obtener más información.

中文

本文件可根據要求以其他格式提供。SPC將根據要求提供免費筆譯和口譯服務。詳情請致電 (412) 391-5590與SPC聯繫。

**Nepali:**

यो फाराम अनुरोध गरिएमा वैकल्पिक ढाँचाहरूमा उपलब्ध छन्। अनुरोध गरेमा बिना शुल्क SPC ले अनुवादन र दोभाषे सेवा उपलब्ध गराउँछ। थप जानकारीको लागि SPC (412) 391-5590 मा फोन गर्नुहोस्।

**Gujarati:**

આ દસ્તાવેજ વિનંતી પર વૈકલ્પિક ફોર્મટ્સમાં ઉપલબ્ધ હોય છે. SPC કોઈપણ શુલ્ક લીધા વિના વિનંતી પર અનુવાદ અને અર્થઘટન સેવાઓ પૂરી પાડશે. વધુ માહિતી માટે કૃપા કરી (412) 391-5590 પર SPC ને કોલ કરો.

**Oriya:**

ଏହି ଡକ୍ୟୁମେଣ୍ଟର ଅନୁରୋଧରେ ବିକଳପିକ ଫର୍ମାଟରେ ଉପଲବ୍ଧ। କୌଣସି ଚାର୍ଜ୍ କିମ୍ବା ଫିସ୍ ବିନା ଅନୁବାଦ ଏବଂ ବ୍ୟାଖ୍ୟା ସେବା ପ୍ରଦାନ କରାଯିବ। ଦୟାକରି ଅଧିକ ସୂଚନା ପାଇଁ ଏସପିସି (412) 391-5590 ରେ କଲ୍ କରନ୍ତୁ।

**Punjabi:**

ਇਹ ਦਸਤਾਵੇਜ਼ ਬੇਨਤੀ ਕਰਨ 'ਤੇ ਵਿਕਲਪਕ ਰੂਪਾਂ ਵਿੱਚ ਉਪਲਬਧ ਹੈ। SPC ਬਿਨਾਂ ਕਿਸੇ ਖਰਚ 'ਤੇ ਬੇਨਤੀ 'ਤੇ ਅਨੁਵਾਦ ਅਤੇ ਦੁਆਰਾ ਸੇਵਾਵਾਂ ਪ੍ਰਦਾਨ ਕਰੇਗਾ। ਵਧੇਰੇ ਜਾਣਕਾਰੀ ਲਈ ਕਿਰਪਾ ਕਰਕੇ SPC ਨੂੰ (412) 391-5590 'ਤੇ ਕਾਲ ਕਰੋ।

**Sinhalese:**

ඉල්ලීම මත මෙම ලේඛනය විකල්ප ආකෘතිවලින් ලබාගත හැකිය.

SPC විසින් කිසිදු ගාස්තුවක් අය කිරීමකින් තොරව භාෂා පරිවර්තන හා භාෂණ පරිවර්තන සේවාවන් සපයනු ඇත. කරුණාකර වැඩි දුර විස්තර සඳහා (412) 391-5590 ඔස්සේ SPC අමතන්න.

**Marathi:**

हा दस्तऐवज विनंतीनुसार पर्यायी स्वरूपांमध्ये उपलब्ध आहे. विनंतीनुसार SPC भाषांतर आणि अर्थविवरण सेवा विनामूल्य प्रदान करेल. अधिक माहितीसाठी कृपया SPC ला (412) 391-5590 येथे कॉल करा.

**Bengali:**

অনুরোধ জানালা এই ডকুমেন্টটি অন্যান্য ফরম্যাটেও পাওয়া যায়। অনুরোধ জানালা SPC কে কোনও চার্জ ছাড়াই অনুবাদ এবং ব্যাখ্যা করার পরিসেবা প্রদান করবে।

আরও তথ্যের জন্য অনুগ্রহ করুন (412) 391-5590 নম্বরে SPC কে ফোন করুন।

**Hindi:**

यह दस्तावेज़ अनुरोध पर वैकल्पिक फॉर्मेट में उपलब्ध है। एस पी सी (SPC) अनुवाद और व्याख्या सेवाएं अनुरोध पर बिना शुल्क उपलब्ध कराएगी। कृपया अधिक जानकारी के लिए (412) 391-5590 पर एस पी सी (SPC) को कॉल करें।

**Sindhi:**

درخواست جي صورت ۾ هي دستاويز متبادل ٻولي ۾ دستياب آهي. درخواست جي صورت ۾ SPC ترجمي ۽ ترجماني جون مفت خدمتون فراهم ڪندي. مهرباني ڪري وڌيڪ معلومات لاءِ (412) 391-5590 تي SPC کي ڪال ڪريو.

**:Urdu**

یہ دستاويز درخواست کيے جانے پر متبادل اشكال ميں دستياب ہے۔ SPC درخواست کيے جانے پر ترجمہ اور ترجماني کي خدمات مفت فراہم کرے گا۔ مزید معلومات کيے SPC کو (412) 391-5590 پر ڪال کریں۔



### **SPC Title VI Notice To Public**

The Southwestern Pennsylvania Commission (SPC) hereby gives public notice that it is the policy of the Commission to assure full compliance with Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987, Executive Order 12898 on Environmental Justice, and related statutes and regulations in all programs and activities. Title VI and other related statutes require that no person in the United States of America shall, on the grounds of race, color, sex, national origin, age, or disability, be excluded from the participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which SPC receives federal financial assistance. Any person who believes they have been aggrieved by an unlawful discriminatory practice by SPC under Title VI has a right to file a formal complaint with the Commission. Any such complaint must be in writing and filed with SPC's Title VI Coordinator within one hundred eighty (180) days following the date of the alleged discriminatory occurrence. For more Information call 412-391-5590.



### **SPC Title VI Notice To Public**

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### **SPC titolo VI avviso pubblico**

La Commissione di Pennsylvania sud-occidentale (SPC) dà con il presente avviso pubblico che è la politica della Commissione per assicurare la piena conformità con il titolo VI del Civil Rights Act del 1964, il Civil Rights Act di restauro del 1987, ordine esecutivo 12898 sulla giustizia ambientale e relativi statuti e regolamenti in tutti i programmi e le attività. Titolo VI e altri statuti correlati richiedono che nessuna persona in Stati Uniti d'America è, per motivi di razza, colore, sesso, nazionalità, età o disabilità, esclusi dalla partecipazione, essere negata i benefici di o altrimenti essere oggetto di discriminazione in qualsiasi programma o attività per cui SPC riceve assistenza finanziaria federale. Qualsiasi persona che crede che essi hanno state lese da una pratica discriminatoria illecita di SPC ai sensi del titolo VI ha un diritto di presentare un reclamo formale con la Commissione. Tali reclami devono avvenire per iscritto e archiviato con titolo VI coordinatore di SPC entro centottanta 180 giorni successivi alla data della presunta occorrenza discriminatoria. Per ulteriori informazioni o per ottenere il modulo di denuncia di discriminazione un titolo VI, si prega di consultare il nostro sito Web a: [www.spcregion.org](http://www.spcregion.org) o chiamare 412-391-5590.

### **SPC título VI aviso público**

La Comisión de Pennsylvania al sudoeste (SPC) se da aviso público que es la política de la Comisión para asegurar la completa conformidad con el Título VI de la ley de derechos civiles de 1964, el acto de la restauración de los derechos civiles de 1987, orden ejecutiva 12898 en justicia ambiental y relacionados con los estatutos y reglamentos en todos los programas y actividades. Título VI y otras leyes conexas requieren que ninguna persona en los Estados Unidos de América, por motivos de raza, color, sexo, origen nacional, edad o discapacidad, se excluirá de la participación en, ser negada los beneficios de o que esté sujeta a discriminación bajo cualquier programa o actividad para que el SPC recibe asistencia financiera federal. Cualquier persona que crea que haber sido agraviadas por una práctica discriminatoria ilegal por SPC bajo el Título VI tiene derecho a presentar una denuncia formal ante la Comisión. Cualquier denuncia debe ser por escrito y presentado con título VI Coordinador de SPC dentro de ciento ochenta 180days siguientes a la fecha de la supuesta aparición discriminatoria. Para obtener más información, o para obtener un formulario de queja de discriminación título VI, vea por favor nuestro Web site en: [www.spcregion.org](http://www.spcregion.org) o llamar al 412-391-5590.

## SPC Titel VI Mitteilung an die Öffentlichkeit

Die Southwestern Pennsylvania Kommission (SPC) gibt hiermit öffentliche Bekanntmachung, dass es die Politik der Kommission zur Übereinstimmung mit Titel VI den Civil Rights Act von 1964, der Civil Rights Restoration Act von 1987, Executive Order 12898 auf ökologische Gerechtigkeit zu versichern, und ähnliche Gesetze und Verordnungen in allen Programmen und Aktivitäten. Titel VI und andere zugehörige Satzung erfordern, dass keine Person in den Vereinigten Staaten von Amerika, aus Gründen der Rasse, Farbe, Geschlecht, nationaler Herkunft, Alter oder Behinderung, ausgeschlossen von der Teilnahme an, die Vorteile verweigert oder Diskriminierung unter ein Programm oder eine Aktivität, die für die SPC staatliche finanziellen Unterstützung erhält sonst ausgesetzt werden. Jede Person, die glaubt, dass sie durch eine rechtswidrige diskriminierende Praktiken von SPC nach Titel VI gekränkt worden sind hat ein Recht auf eine formale Beschwerde bei der Kommission einreichen. Eine solche Beschwerde muss schriftlich erfolgen und mit SPC Titel VI Koordinator innerhalb ein hundert achtzig (180) Tage nach dem Zeitpunkt des angeblichen diskriminierende Vorkommens. Für weitere Informationen oder ein Titel VI Diskriminierung Beschwerde-Formular erhalten, finden Sie in unserer Website unter: [www.spcregion.org](http://www.spcregion.org) oder telefonisch unter 412-391-5590.

## SPC titre VI avis public

Le Commission du sud-ouest de la Pennsylvanie (CPS) donne par les présentes avis public que c'est la politique de la Commission pour assurer la pleine conformité avec le titre VI du Civil Rights Act de 1964 droits civiques Restoration Act de 1987, décret 12898 sur la Justice environnementale et concernant les lois et les règlements dans tous les programmes et activités. Titre VI et autres lois connexes exigent que nul dans les États-Unis d'Amérique est, fondée sur la race, couleur, sexe, nationalité, âge ou invalidité, exclus de la participation, se voir refuser les avantages d'ou autrement soumis à discrimination sous n'importe quel programme ou l'activité pour laquelle SPC reçoit une aide financière fédérale. Toute personne qui croit qu'ils ont été lésés par une pratique discriminatoire illégale par SPC relevant du titre VI a le droit de déposer une plainte officielle auprès de la Commission. Une telle plainte doit être écrite et déposé auprès titre VI coordinateur de la CPS au sein de cent quatre-vingts 180 jours suivant la date de l'événement discriminatoire alléguée. Pour plus d'informations, ou pour obtenir un formulaire de plainte de Discrimination titre VI, veuillez consulter notre site Web à: [www.spcregion.org](http://www.spcregion.org) ou appelez 412-391-5590.

## Discrimination Complaint Procedures

Title VI of the Civil Rights Act of 1964, as amended, prohibits discrimination on the basis of race, color, or national origin. Subsequently, Title II of the Americans with Disabilities Act of 1990 (ADA)/Section 504 of the Rehabilitation Act of 1973 (Section 504), and associated statutes prohibits discrimination based on disability. As a recipient of federal assistance, the SPC has adopted a Discrimination Complaint Procedure and form as part of its Title VI Plan.

Any person who believes she or he, individually, as a member of any specific class, or in connection with any disadvantaged business enterprise, has been discriminated against on the basis of race, color, national origin, or disability status by the Southwestern Pennsylvania Commission (hereinafter referred to as "SPC") may file a complaint by completing and submitting the agency's Discrimination Complaint Form. A complaint may also be filed by a representative on behalf of such a person. All complaints will be referred to the SPC Title VI Coordinator for review and action. SPC investigates complaints received no more than 180 days after the alleged incident. SPC will process complaints that are complete.

1. In order to have the complaint considered under this procedure, the complainant must file the complaint no later than 180 days after:
  - a. The date of the alleged act of discrimination; or
  - b. Where there has been a continuing course of conduct, the date on which that conduct was discontinued. In this case, the recipient or his/her designee may extend the time for filing or waive the time limit in the interest of justice, specifying in writing the reason for so doing.
2. Complaints shall be in writing and shall be signed by the complainant and/or the complainant's representative. Complaints should set forth as fully as possible the facts and circumstances surrounding the claimed discrimination. In the event that a person makes a verbal complaint of discrimination to an officer or employee of the recipient, the person shall be interviewed by the Civil Rights/Title VI Coordinator. If necessary, the Civil Rights/Title VI Coordinator will assist the person in putting the complaint in writing and submit the written version of the complaint to the person for signature. The complaint shall then be handled in the usual manner.
3. Within 10 days, the SPC Civil Rights/Title VI Coordinator will acknowledge receipt of the allegation in writing; inform the complainant of action taken or proposed action to process the allegation; advise the respondent of their rights under related statutes; and, advise the complainant of their right to appeal a decision through SPC's Executive Committee.
4. In accordance with SPC's grantee relationship with the Pennsylvania Department of Transportation (PennDOT) SPC is required to inform PennDOT of all Civil Rights related complaints within 10 days of receipt. The letter will be sent to the PennDOT Central Office, Civil Rights Division, with a copy to the FHWA Pennsylvania Division Office and will generally include the following information:
  - a. Name, address, and phone number of the complainant.
  - b. Name(s) and address(es) of alleged discriminating official(s).
  - c. Basis of complaint (i.e., race, color, national origin).
  - d. Date of alleged discriminatory act(s).

- e. Date of complaint received by the recipient.
  - f. A statement of the complaint.
  - g. Other agencies (state, local or federal) where the complaint has been filed.
  - h. An explanation of the actions the recipient has taken or proposed to resolve the issue raised in the complaint.
5. Within 60 days, the SPC Civil Rights/Title VI Coordinator will conduct and complete an investigation of the allegation and based on the information obtained, will render a recommendation for action in a report of findings to the Executive Director. The complaint should be resolved by informal means whenever possible. Such informal attempts and their results will be summarized in the report of findings.
  6. Within 90 days of receipt of the complaint, the SPC Civil Rights/Title VI Coordinator will notify the complainant in writing of the final decision reached, including the proposed disposition of the matter. The notification will advise the complainant of his/her right to appeal with SPC's Executive Committee. SPC's Civil Rights/Title VI Coordinator will also provide the PennDOT Civil Rights Central Office with a copy of the determination and report findings.
  7. Upon appeal, SPC's Executive Committee, consisting of 17 members, will investigate and issue an independent decision on the complaint. The decision on appeal will be issued within 60 days after receipt of the appeal. This letter will contain complete information on how and where file an appeal of the SPC Executive Committee's finding.
  8. In accordance with federal law, the SPC will require that applicants of federal assistance notify the SPC of any law suits filed against the applicant or sub-recipients of federal assistance or alleging discrimination; and a statement as to whether the applicant has been found in noncompliance with any relevant civil rights requirements.
  9. The SPC will collect demographic data on staff, committees, and program areas in accordance with 23 CFR, 49 CFR and SPC's established procedures and guidelines.
  10. SPC will retain Discrimination Complaint Forms and a log of all complaints filed with or investigated by SPC.
  11. Records of complaints and related data will be made available by request in accordance with the Pennsylvania Freedom of Information Act.

Please provide the information on the following page(s) in order to process your complaint. Assistance is available upon request. You can reach the SPC Civil Rights/Title VI Coordinator at (412) 391-5590, or you can send email to: [TitleVI-Coordinator@spcregion.org](mailto:TitleVI-Coordinator@spcregion.org). This complaint may also be mailed or delivered to:

Southwestern Pennsylvania Commission  
Civil Rights/Title VI Coordinator  
42 21<sup>st</sup> Street, Suite 101  
Pittsburgh, Pennsylvania 15222-4422



www.spcregion.org

# DISCRIMINATION COMPLAINT FORM

Name		Phone		Name of Person(s) That Discriminated Against You			
Address (Street No., P.O. Box, Etc.)				Location		Position of Person (If Known)	
City		State	Zip	City		State	Zip
Discrimination Because of: <input type="checkbox"/> Race/Color* <input type="checkbox"/> Sex <input type="checkbox"/> Disability** <input type="checkbox"/> Age <input type="checkbox"/> National Origin* <input type="checkbox"/> Retaliation <input type="checkbox"/> Religion				Date(s) of Alleged Incident(s)			

Explain as briefly and clearly as possible what happened and how you were discriminated against. Indicate who was involved. Be sure to include how other persons were treated differently than you. Also, attach any written material pertaining to your case.

Signature	Date
-----------	------

**Please submit this form to the following agency:**

**Southwestern Pennsylvania Commission**  
 Title VI Coordinator  
 42 21st Street, Suite 101  
 Pittsburgh, PA 15222  
 Phone: 412.391.5590

## Appeal Process

If the Complainant does not agree with the decision by the Respondent and cannot come to an informal agreement, the Complainant can directly file an appeal with the Southwestern Pennsylvania Commission Executive Committee:

Southwestern Pennsylvania Commission  
ATTN: Chair, Executive Committee  
21<sup>st</sup> Street, Suite 101  
Pittsburgh, PA 15222

The SPC's Executive Committee, consisting of 14 members, will investigate and issue an independent decision on the complaint. The decision on appeal will be issued within 60 days after receipt of the appeal. This letter will contain complete information on how and where file an appeal of the SPC Executive Committee's finding.





# APPENDIX F

## Evaluation Form



## EVALUATION FORM

Southwestern Pennsylvania Commission (SPC) uses this form to document the review of the Public Participation Plan and to recommend necessary updates.

**Initial Evaluation Completed by:** \_\_\_\_\_

**Date:** \_\_\_\_\_

### NEED FOR PUBLIC PARTICIPATION PLAN UPDATE

1. Are there new Federal or State legislation, guidance, regulation, or Executive Orders that add, remove, or modify our public participation requirements?  
 Yes                       No
  
2. Does a pending update or revision to another primary planning document (LRTP, TIP, etc.) require us to update the Public Participation Plan for consistency?  
 Yes                       No
  
3. Has FHWA or FTA issued a "corrective action" to SPC, identifying a deficiency in the Public Participation Plan?  
 Yes                       No
  
4. Does the current Public Participation Plan involve provisions, stipulations, or commitments that we don't consistently achieve or implement?  
 Yes                       No
  
5. Does current public participation involve processes that we consistently implement but are not included in the Public Participation Plan?  
 Yes                       No
  
6. Have surveys or measures of "satisfaction" indicated consistent dissatisfaction with the plan itself or any of the plan elements?  
 Yes                       No

### OPEN-ENDED REVIEW

To make the Public Participation Plan more effective, easier to implement, more understandable, or better organized, please answer the following questions:

1. What elements of the current Public Participation Plan require refinement, clarification, or revision?

2. What materials, resources, tools, or other elements should we include to improve the effectiveness of the Public Participation Plan?

3. Should we update the Public Participation Plan?

Yes

No

If we should update the plan, what degree of update should we pursue?

- Full update/plan replacement (substantial changes to all parts)
- Selective update (substantial changes to certain parts)
- Minor administrative revisions (non-substantive corrections, clarifications and changes that have no impact on content or processes)

# APPENDIX F – LIST OF EXECUTIVE BOARD AND COMMISSION MEMBERS

## Southwestern Pennsylvania Commission

### Members:

**Allegheny County**

Sara Innamorato †  
Jesse Di Renna  
Daniel Grzybek  
Gil Berry  
Chris Sandvig

**Armstrong County**

John Strate  
Anthony Shea  
Pat Fabian †  
Darin Alviano  
Michael Baker

**Beaver County**

Daniel Camp †  
Tony Amadio  
Jack Manning  
Kelly Gray  
Charles Jones

**Butler County**

Leslie A. Osche †  
Kevin Boozel  
Kim Geyer  
Amber Davis  
Mark Gordon

**Fayette County**

Scott Dunn  
Vincent A. Vicites †  
Dave Lohr  
Fred Junko  
Robert Lesnick

**Greene County**

Jared Edgreen  
Betsy McClure †  
Blair Zimmerman  
Jeff Marshall  
Rich Cleveland

**Indiana County**

Mike Keith  
Robin Gorman †  
Sherene Hess  
Mark Hilliard  
Byron G. Stauffer, Jr.

**Lawrence County**

Daniel J. Vogler  
Chris Sainato  
Dan Kennedy †  
Brad Berlin  
Amy McKinney

**Washington County**

Nick Sherman †  
Electra Janis  
Larry Maggi  
Robert Griffith  
John Timney

**Westmoreland County**

Sean Kertes †  
Douglas Chew  
Ted Kopas  
Tom Ceraso  
Robert Regola

**City of Pittsburgh**

Ed Gainey †  
Scott Bricker  
Aadil Ginwala  
Joylette Portlock  
Barb Warwick

**Pennsylvania Department of Transportation (2 Votes)**

Brian Allen  
Rachel Duda  
Brandon Leach  
Kristin Mulkerin †  
Jason Zang

**Governor's Office**

Laura Sohinki †

**Pennsylvania Department of Community & Economic Development**

Johnna Pro †

**Port Authority of Allegheny County (1 Vote)**

Katharine Kelleman  
Ed Typanski

**Transit Operators Committee**

Sheila Gombita

**Federal Highway Administration\***

Alicia Nolan

**Federal Transit Administration\***

Theresa Garcia-Crews

**U.S. Environmental Protection Agency\***

Laura Mohollen

**Federal Aviation Administration\*****U. S. Economic Development Administration\***

\*Nonvoting Members † Executive Committee Members

### Executive Board Officers:

**Pat Fabian, Chair**

Armstrong County Commissioners

**Vince Vicites, Vice-Chair**

Fayette County Commissioners

**Betsy McClure, Secretary-Treasurer**

Greene County Commissioners

# APPENDIX G – SUMMARY OF OUTREACH EFFORTS

Purpose	Date	Location Name	Time	In-Person, Virtual, or Hybrid	Address	Limited English Proficiency Community	Minority Community	Combined
2025 TIP Spring Meetings	5/8/2024	CareerLink Building,	3-5pm	In-Person	300 Indian Springs Rd, Indiana, PA 15701	Y	N	Y_N
2025 TIP Spring Meetings	5/9/2024	Beaver County Courthouse	11:00-1:00 pm	In-Person	810 3rd St, Beaver, PA 15009	N	N	N_N
2025 TIP Spring Meetings	5/10/2024	SPC Offices	1:30-3:30pm	Hybrid	42 21st Street, Pittsburgh, PA 15222	N	Y	N_Y
2025 TIP Spring Meetings	5/13/2024	Westmoreland County Courthouse	1:00-3:00pm	In-Person	2 N Main St, Greensburg, PA 15601	N	N	N_N
2025 TIP Spring Meetings	5/14/2024	Kittanning Twp Volunteer Fire Dept.	2:00-4:00 pm	In-Person	13126 State Route 422, Kittanning, PA 16201	N	N	N_N
2025 TIP Spring Meetings	5/16/2024	VIRTUAL	6:00-8:00pm	Virtual	Virtual			
2025 TIP Spring Meetings	5/21/2024	Former Gallatin Bank Building	2:00-4:00pm	In-Person	2 W Main St, Uniontown, PA 15401	Y	Y	Y_Y
2025 TIP Spring Meetings	5/22/2024	Courthouse Square Building	3:00-5:00pm	In-Person	100 W Beau St, Washington, PA 15301	Y	Y	Y_Y
2025 TIP Spring Meetings	5/29/2024	PennDOT Greene County Maintenance Bldg	5:00-7:00pm	In-Person	129 Jefferson Rd, Waynesburg, PA 15370	Y	Y	Y_Y
2025 TIP Spring Meetings	6/3/2024	VIRTUAL	4:30-6:30pm	Virtual	Virtual			
2025 TIP Spring Meetings	6/4/2024	Neshannock Township Municipal Bldg.	11:30-1:00pm	In-Person	3131 Mercer Rd, Neshannock, PA 16105	Y	N	Y_N
2025 TIP Fall Meetings	10/26/2023	CareerLink Building	3-5pm	In-Person	300 Indian Springs Rd, Indiana, PA 15701	Y	N	Y_N
2025 TIP Fall Meetings	10/30/2023	Greene County Fairgrounds,	11-1pm	In-Person	107 Fairgrounds Rd, Waynesburg, PA 15370	Y	Y	Y_Y
2025 TIP Fall Meetings	11/1/2023	Allegheny County Courthouse, County	3:30-5pm	In-Person	436 Grant St, Pittsburgh, PA 15219	Y	Y	Y_Y
2025 TIP Fall Meetings	11/2/2023	Westmoreland County Square Courthouse,	2-4pm	In-Person	2 N Main St, Greensburg, PA 15601	N	N	N_N
2025 TIP Fall Meetings	11/9/2023	(formerly the Gallatin Bank Building),	5:30-7:30pm	In-Person	2 W Main St, Uniontown, PA 15401	Y	Y	Y_Y
2025 TIP Fall Meetings	11/13/2023	Beaver County Courthouse,	12:30-2:30pm	In-Person	810 3rd St, Beaver, PA 15009	N	N	N_N
2025 TIP Fall Meetings	11/21/2023	Washington County Courthouse,	3-5pm	In-Person	100 W Beau St, Washington, PA 15301	Y	Y	Y_Y
2025 TIP Fall Meetings	11/29/2023	Virtual	5-7pm	Virtual	Virtual			
2025 TIP Fall Meetings	12/4/2023	Gallo's Italian Villa,	11:30-1:00pm	In-Person	2420 Wilmington Rd, New Castle, PA 16105	Y	N	Y_N
2025 TIP Fall Meetings	12/6/2023	Middlesex Twp. Municipal Building	6-8pm	In-Person	135 Brownhill Rd, Valencia, PA 16059	Y	N	Y_N
2025 TIP Fall Meetings	12/8/2023	Butler Community College at Armstrong (BC3),	3-5pm	In-Person	1100 4th Avenue, Ford City, PA 16226	N	N	N_N
2023 LRTP Update Spring Meeting	5/11/2023	VIRTUAL	2-4 PM	Virtually	Virtual			
2023 LRTP Update Spring Meeting	5/15/2023	Courthouse Square Building	3-5 PM	In Person	100 W Beau St, Washington, PA 15301	Y	Y	Y_Y
2023 LRTP Update Spring Meeting	5/18/2023	CareerLink Building	3-5 PM	In Person	300 Indian Springs Rd, Indiana, PA 15701	Y	N	Y_N
2023 LRTP Update Spring Meeting	5/22/2023	Hutchison Community Center Pearson Park	11:30-1:00 PM	In Person	179 Pearson Park Dr, Neshannock Township, PA 16105	N	N	N_N
2023 LRTP Update Spring Meeting	5/23/2023	Butler Community College at Armstrong (BC3),	3-5 PM	In Person	1100 4th Avenue, Ford City, PA 16226	N	N	N_N
2023 LRTP Update Spring Meeting	5/25/2023	VIRTUAL	Virtually	Virtually	Virtual			
2023 LRTP Update Spring Meeting	5/30/2023	Westmoreland County Courthouse	5-7 PM	In Person	2 N Main St, Greensburg, PA 15601	N	N	N_N
2023 LRTP Update Spring Meeting	5/31/2023	Former Gallatin Bank Building	5:30-7:30 PM	In Person	2 W Main St, Uniontown, PA 15401	Y	Y	Y_Y
2023 LRTP Update Spring Meeting	6/1/2023	Greene County Career and Technology Center	5-7 PM	In Person	60 Zimmerman Dr, Waynesburg, PA 15370	Y	Y	Y_Y
2023 LRTP Update Spring Meeting	6/6/2023	VIRTUAL	5-6:30 PM	Virtually	Virtual			
2023 LRTP Update Spring Meeting	6/8/2023	VIRTUAL	6-7:30 PM	Virtually	Virtual			
2023 LRTP Update Fall Meeting	10/25/2022	Courthouse Square Building	3:30-5:30 PM	In Person	100 W Beau St, Washington, PA 15301	Y	Y	Y_Y
2023 LRTP Update Fall Meeting	11/1/2022	Fayette County Chamber of Commerce	5:30-7:30 PM	In Person	65 W Main St, Uniontown, PA 15401	Y	Y	Y_Y
2023 LRTP Update Fall Meeting	11/2/2022	Greene County Government Building,	3:30-5:30 PM	In Person	93 E High St, Waynesburg, PA 15370	N	N	N_N
2023 LRTP Update Fall Meeting	11/3/2022	Annex Building	3-5 PM	In Person	450 Market St, Kittanning, PA 16201	N	N	N_N
2023 LRTP Update Fall Meeting	11/10/2022	The Confluence	11:30-1:00 PM	In Person	214 East Washington St, New Castle, PA 16101	N	Y	N_Y
2023 LRTP Update Fall Meeting	11/17/2022	VIRTUAL	5-7 PM	Virtually	Virtual			
2023 LRTP Update Fall Meeting	11/30/2022	VIRTUAL	5-7 PM	Virtually	Virtual			
2023 LRTP Update Fall Meeting	12/1/2022	CareerLink Building	3-5 PM	In Person	300 Indian Springs Rd, Indiana, PA 15701	Y	N	Y_N
2023 LRTP Update Fall Meeting	12/6/2022	VIRTUAL	5-7 PM	Virtually	Virtual			
2023 LRTP Update Fall Meeting	12/7/2022	VIRTUAL	4-6 PM	Virtually	Virtual			
2023 TIP Spring Meetings	5/18/2022	District 10 VIRTUAL		VIRTUAL	Virtual			
2023 TIP Spring Meetings	5/26/2022	District 11 VIRTUAL		VIRTUAL	Virtual			
2023 TIP Spring Meetings	6/1/2022	District 12 VIRTUAL		VIRTUAL	Virtual			
2023 TIP Fall Meetings	11/17/2021	District 10 VIRTUAL		VIRTUAL	Virtual			
2023 TIP Fall Meetings	11/4/2021	District 11 VIRTUAL		VIRTUAL	Virtual			

Purpose	Date	Location Name	Time	In-Person, Virtual, or Hybrid	Address	Limited English Proficiency Community	Minority Community	Combined
2023 TIP Fall Meetings	11/16/2021	District 12 VIRTUAL		VIRTUAL	Virtual			
2021 TIP Spring Meetings	5/20/2020	District 10 VIRTUAL		VIRTUAL	Virtual			
2021 TIP Spring Meetings	5/28/2020	District 12 VIRTUAL		VIRTUAL	Virtual			
2021 TIP Spring Meetings	6/2/2020	District 11 VIRTUAL		VIRTUAL	Virtual			
2021 TIP Fall Meetings	10/22/2019	Beaver County Courthouse		In Person	810 3rd St, Beaver, PA 15009	N	N	N_N
2021 TIP Fall Meetings	10/28/2019	Crane Grill Conference Room		In Person	3009 Wilmington Rd, New Castle, PA 16105	Y	N	Y_N
2021 TIP Fall Meetings	10/30/2019	CareerLink Building,		In Person	300 Indian Springs Rd, Indiana, PA 15701	Y	N	Y_N
2021 TIP Fall Meetings	11/4/2019	SPC Conference Center		In Person	112 Washington Place, Pittsburgh, PA 15219	Y	Y	Y_Y
2021 TIP Fall Meetings	11/7/2019	Fayette Chamber of Commerce,		In Person	65 W Main St, Uniontown, PA 15401	Y	Y	Y_Y
2021 TIP Fall Meetings	11/12/2019	Washington County Courthouse,		In Person	100 W Beau St, Washington, PA 15301	Y	Y	Y_Y
2021 TIP Fall Meetings	11/18/2019	Greene County Office Building		In Person	93 E High St, Waynesburg, PA 15370	N	N	N_N
2021 TIP Fall Meetings	11/19/2019	Butler County Government Center,		In Person	124 West Diamond St, Butler, PA 16001	N	N	N_N
2021 TIP Fall Meetings	11/20/2019	Westmoreland County Courthouse		In Person	2 N Main St, Greensburg, PA 15601	N	N	N_N
2021 TIP Fall Meetings	12/5/2019	Armstrong County Government Offices		In Person	450 Market St, Kittanning, PA 16201	N	N	N_N

Note:  
 In Limited English Proficient (In\_LEP) Area, Y=Yes, N= No  
 In Minority Population (In\_MP) Area, Y= Yes, N = No  
 LEP and Minority Population areas are determined by using  
 US Census ACS 2019-2023 5-Year Est. (by Tract)  
 SPC Regional LEP = 1.7% and SPC Region Minority Population = 16.2%



## APPENDIX H – RECORD OF FUNDING REQUESTS

Year Requested	Funding Years	Project Title	Project Sponsor	Project Category	County	Total Project Cost	CMAQ Funds Requested	Funded?
2021	FFY 2023 FFY 2024 FFY 2025	TMA TDM Programming & Outreach*	Southwestern Pennsylvania Commission	Transportation Demand Management	Allegheny	\$2,288,409	\$1,830,727	Y

\*\*

\* Note: The Three TMAs each receive \$203,414.11 per federal fiscal year in CMAQ funds, they are: Oakland Transportation Management Association (OTMA), Pittsburgh Downtown Partnership (PDP), and Airport Corridor Transportation Authority (ACTA).

\*\* Plan to re-apply to CMAQ funding for FY 2026.

## APPENDIX I – BOARD APPROVAL OF SPC TITLE VI COMPLIANCE PLAN

SOUTHWESTERN PENNSYLVANIA COMMISSION

RESOLUTION NO. 01-25

A RESOLUTION OF THE SOUTHWESTERN PENNSYLVANIA COMMISSION ("SPC") to approve adoption of the updated Title VI Compliance Plan to keep SPC in compliance with Title VI of the Civil Rights Act and other nondiscrimination mandates.

WHEREAS, The Southwestern Pennsylvania Commission (SPC), as a recipient; sub-recipient; and, pass-through entity of federal financial assistance to certified sub-recipients is required to comply with all federal Civil Rights and Anti-Discrimination laws, including Title VI of the 1964 Civil Rights Act, Executive Order 12898 on Environmental Justice (EJ), and Executive Order 13166 on Limited English Proficiency (LEP); and

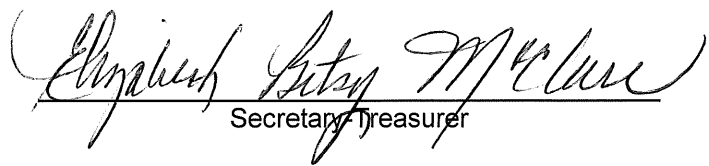
WHEREAS, this plan is intended to meet the requirements set forth by the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) to ensure nondiscrimination under Title VI and the aforementioned other federal statutes in federally funded activities; and

WHEREAS, the plan also provides an overview of the Americans with Disabilities Act (ADA), Environmental Justice (EJ) and Limited English Proficiency (LEP) concepts, definitions and associated nondiscrimination acts, and how these are incorporated into the metropolitan transportation planning and programming process.

NOW, THEREFORE, BE IT RESOLVED, that the Southwestern Pennsylvania Commission approves adoption of the Title VI Compliance Plan;

I, Betsy McClure HEREBY CERTIFY that I am Secretary-Treasurer of the SOUTHWESTERN PENNSYLVANIA COMMISSION: that the foregoing resolution was adopted, in accordance with the By-Laws, by the Members of said Commission on the 24<sup>th</sup> day of January 2025, via email, and that said Resolution is now in full force and effect.

IN TESTIMONY WHEREOF I hereto subscribe my name as Secretary-Treasurer.

  
Secretary-Treasurer