

# **TITLE VI PROGRAM**

**for the**

## **Southwestern Pennsylvania Commission**



**June 2018**

**Southwestern Pennsylvania Commission**

**Two Chatham Center – Suite 500**

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# Southwestern Pennsylvania Commission

## 2018

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Cheryl Moon-Sirianni  
James Ritzman  
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Erin Molchany

### Pennsylvania Department of Community & Economic Development

Johnna Pro

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### Transit Operators Committee

Alan Blahovec

### Federal Highway Administration\*

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Theresa Garcia-Crews

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

Laura Mohollen

### Federal Aviation Administration\*

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

\*Nonvoting Members

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## **TABLE OF CONTENTS**

<b>Title VI Plan for the Southwestern Pennsylvania Commission.....</b>	<b>1</b>
Abstract.....	6
Policy Statement and Authorities .....	7
Communications and Public Participation.....	14
Planning and Programming .....	16
Environmental Justice.....	19
Consultant Contracts .....	19
Education and Training .....	20
Title VI/ADA Complaint Procedures .....	21
Title VI Complaint Form .....	24
ADA Complaint Form.....	26
Appeal Process.....	28
Investigating External Complaints of Discrimination .....	29
How to File a Complaint of Discrimination Directly to FTA/FHWA .....	29
<b>EXHIBITS</b>	
Exhibit 1: Nondiscrimination Authorities Addressed in the SPC Title VI Plan.....	8
Exhibit 2: Title VI and Environmental Justice Requirements Applicable to Transportation Planning.....	9
Exhibit 3: Required and Frequently Encountered Title VI and EJ Components in MPO Documents.....	18

## **APPENDICES**

Appendix 1: SPC Title VI Notice to the Public.....	30
Appendix 2: SPC Policy for Meeting ADA Requirements .....	31
Appendix 3: Limited English Proficiency (LEP) Plan .....	31
Appendix 4: SPC Public Participation Plan .....	52
Appendix 5: Demographic Profile of SPC Region .....	128
Appendix 6: Environmental Justice Report.....	141
Appendix 7: SPC Subrecipient Monitoring .....	171
Appendix 8: Translated Title VI/ADA Notices .....	192
Appendix 9: Translation/Interpretation Resources.....	203
Appendix 10: SPC Membership by Race .....	227

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.

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**Punjabi:**

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**for the**

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**Marathi:**

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**Bengali:**

অনুরোধ জানালা এই ডকুমেন্টটি অন্যান্য ফরম্যাটেও পাওয়া যায়।

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**Hindi:**

यह दस्तावेज़ अनुरोध पर वैकल्पिक फॉरमेट 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**

يہ دستاويز درخواست کيے جانے پر متبادل اشڪال 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۔



**Title VI Plan for the Southwestern Pennsylvania Commission**

**TABLE OF CONTENTS**

<b>Abstract</b>	<b>Page 2</b>
<b>Policy Statement and Authorities</b>	<b>Page 3</b>
<b>Communications and Public Participation</b>	<b>Page 10</b>
<b>Planning and Programming</b>	<b>Page 12</b>
<b>Environmental Justice</b>	<b>Page 15</b>
<b>Consultant Contracts</b>	<b>Page 15</b>
<b>Education and Training</b>	<b>Page 16</b>
<b>Title VI/ADA Complaint Procedures</b>	<b>Page 17</b>
<b>Title VI Complaint Form</b>	<b>Page 20</b>
<b>ADA Complaint Form</b>	<b>Page 22</b>

**EXHIBITS**

<b>Exhibit 1. Nondiscrimination Authorities Addressed in the SPC Title VI Plan</b>	<b>Page 4</b>
<b>Exhibit 2: Title VI and Environmental Justice Requirements Applicable to Transportation Planning</b>	<b>Page 5</b>
<b>Exhibit 3: Required and Frequently Encountered Title VI and EJ Components in MPO Documents</b>	<b>Page 14</b>

**APPENDICES**

<b>Appendix 1</b>	<b>SPC Title VI Notice to the Public</b>
<b>Appendix 2</b>	<b>SPC Policy for Meeting ADA Requirements</b>
<b>Appendix 3</b>	<b>Limited English Proficiency (LEP) Plan</b>
<b>Appendix 4</b>	<b>SPC Public Participation Plan</b>
<b>Appendix 5</b>	<b>Demographic Profile of SPC Region</b>
<b>Appendix 6</b>	<b>Environmental Justice Report</b>
<b>Appendix 7</b>	<b>SPC Subrecipient Monitoring</b>
<b>Appendix 8</b>	<b>Translated Title VI/ADA Notices</b>
<b>Appendix 9</b>	<b>Translation/Interpretation Resources</b>
<b>Appendix 10</b>	<b>SPC Membership by Race</b>

**Title VI Plan for the Southwestern Pennsylvania Commission**

**ABSTRACT**

Title VI of the Civil Rights Act of 1964 states, "*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.*"

Subsequent laws and Presidential Executive Orders added disability, sex, age, or income status to the criteria for which discrimination is prohibited. The Southwestern Pennsylvania Commission (SPC) Title VI Plan was developed to ensure that SPC is in compliance with nondiscrimination requirements as outlined in Title 23 CFR and 49 CFR and related laws and provides specific information on how to file a nondiscrimination complaint.

This plan also provides an overview of Environmental Justice (EJ) and Limited English Proficiency (LEP) concepts, definitions of Title VI and associated nondiscrimination acts, and how Title VI, EJ and LEP 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.

**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).

**Purpose**

The Southwestern Pennsylvania Commission (SPC), as a recipient; sub-recipient; and, in order to pass through federal financial assistance to certified sub-recipients is required to comply with Title VI and subsequent nondiscrimination laws, as well as provide an overview of how SPC addresses Executive Order 12898 on Environmental Justice (EJ) and Executive Order 13166 on Limited English Proficiency (LEP). The purpose of this Title VI Plan is to describe the measures taken by SPC to ensure compliance with the rules and regulations associated with Title VI and subsequent nondiscrimination laws, EJ and LEP.

**Metropolitan Planning Organization (MPO)**

SPC 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 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.

## **Policy Statement and Authorities**

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) and subsequent nondiscrimination laws and related authorities, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity.

## **INTRODUCTION**

Federal law relating to civil rights is found in legislation, federal regulations, executive orders and agency orders. The foundation of this policymaking is Title VI of the Civil Rights Act of 1964, which states “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.” U.S. Department of Transportation (U.S.DOT) Title VI Regulations (49 CFR §21; 23 CFR §200) established the process for enforcing Title VI protections within the U.S. DOT. More recently, the Federal Transit Administration (FTA) issued FTA Circular 4702.1A Title VI and Title VI-Dependent Guidelines for Federal Transit Administration Recipients (2007).

Parallel to these activities was a sequence of Presidential and U.S. DOT executive orders that establish the basis for Environmental Justice in transportation planning. These 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). Exhibits 1 through 3 contain key requirements for transportation planning and typical Title VI and Environmental Justice components of transportation planning documents.

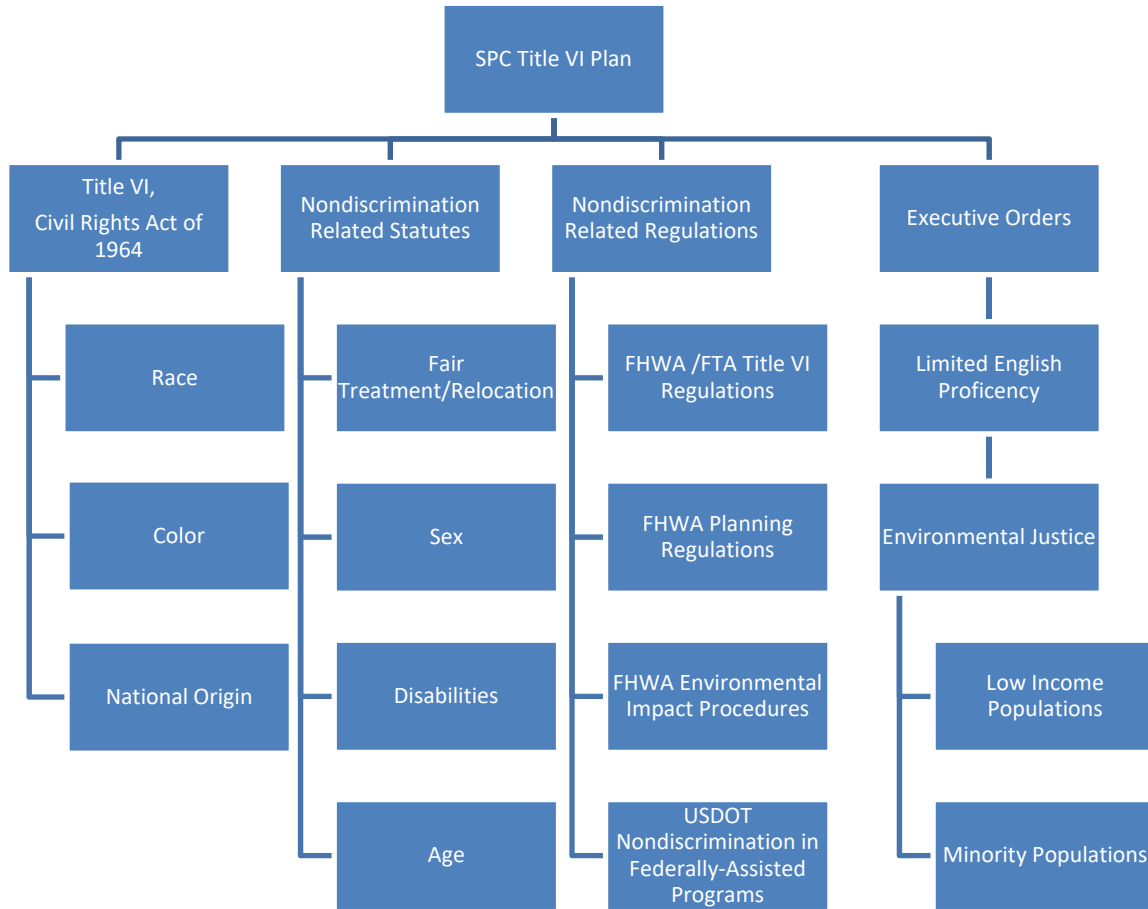
In addition to nondiscrimination, this document provides an overview of Environmental Justice and outreach strategies for minority, low-income, and LEP populations to comply with Executive Order 12898 and Executive Order 13166, which are included in detail as a separate chapter within the SPC Public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

## **Title VI and Other Nondiscrimination Laws**

Title VI is usually referred to in the context of federal nondiscrimination laws. Title VI is 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.

Exhibit 1. Nondiscrimination Authorities Addressed in the SPC Title VI Plan



**Exhibit 2: Title VI and Environmental Justice Requirements Applicable to Transportation Planning**

<b>Provision</b>	<b>Circular Reference</b>	<b>Citation</b>	<b>Reporting Requirement</b>
Title VI Complaint Procedures	Chapter IV, Part 2	49 CFR 21.9(b)	A copy of agency procedures for filing a Title VI complaint
Record of Title VI Investigations, Complaints or Lawsuits	Chapter IV, Part 3	49 CFR 21.9(b)	A list of any Title VI investigations, complaints or lawsuits filed with the agency since the time of the last submittal
Access to Services by Persons with Limited English Proficiency (LEP)	Chapter IV, Part 4	49 CFR 21.5(b); DOT LEP Guidelines	Either a copy of the agency's plan for providing meaningful activities and programs for persons with limited English proficiency based on DOT LEP guidance or a copy of the agency's alternative framework for providing access to activities and programs
Notifying beneficiaries Of their rights under Title VI	Chapter IV, Part 5	49 CFR 21.9(d)	A notice that the agency complies with Title VI procedures the public may follow to file a discrimination complaint
Inclusive Public Participation	Chapter IV Part 9	DOT Order 5610	A summary of public outreach and involvement activities undertaken since the last summary (usually one year) and a description of the steps taken to ensure that minority persons had meaningful access to these activities

Source: Federal Transit Administration Circular 4702.1B (October 1, 2012). Appendix A.

Since the Civil Rights Act of 1964, other nondiscrimination laws have been enacted to expand the range and scope of Title VI 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 taken into account 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 2 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.



## ***Title VI Plan***

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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.” 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 Title VI language in all written agreements and will monitor for compliance. SPC’s Executive Director is responsible for ensuring implementation of the organization’s Title VI Plan. The Title VI Coordinator, under the supervision of the Executive Director, is responsible for coordinating the overall administration of the Title VI Plan and assurances. Responsibility for oversight of Title VI compliance within the various SPC program areas falls to four Title VI Liaisons.

### **Responsibilities of Title VI Coordinator**

SPC’s Title VI Coordinator is SPC’s Human Resources Coordinator, Debbie Curry. As Title VI Coordinator, she manages the overall administration of the Title VI Program, Plan and Assurances. The Title VI Coordinator is responsible for supervising the Title VI Liaisons in implementing, monitoring and reporting on SPC’s compliance with Title VI regulations.

The 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 the Commission’s Title VI program to assess if administrative procedures are effective, staffing is appropriate, and adequate resources are available to ensure compliance.

## **Title VI Plan**

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- Work with Liaisons to develop and submit the Annual Title VI Report and Update to PennDOT and prepare for the Title VI Audit.
- Review important Title VI-related issues with the Executive Director, as needed.
- Log and forward all Title VI Complaints received to the appropriate federal agency.
- Assess communications and public involvement strategies to ensure adequate participation of impacted Title VI protected groups and address additional language needs, as necessary.

### **Responsibilities of Title VI Liaisons**

One staff member from each of the SPC program areas is assigned as that area's Title VI Liaison. Title VI 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 Plan and Title VI 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 – Tom Klevan, Transit Planning*

*Public Involvement – Shannon O’Connell, Communications Coordinator*

*Planning and Development – Todd Stranko, Business Finance Assistant Manager*

*Government Procurement – Kim Beaver, Contract Manager*

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 Title VI guidelines and procedures for the SPC Title VI Plan, and incorporating Title VI-related language and provisions into SPC documents, as appropriate.

### **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 citizens, 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
- 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
- Assembly of advisory committees representative of the community
- Use of technologies for the hearing-impaired
- Use of display booths, etc. at events sponsored by community groups

### **SPC Responsibilities**

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, 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 provided 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:

## **Title VI Plan**

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*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 Shannon O'Connell at (412) 391-5590, Ext. 334, or [soconnell@spcregion.org](mailto:soconnell@spcregion.org). 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.*

- Include the Title VI Statement to the Public (see Appendix 2) 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, rather than considering these issues as separate items. SPC's LRP includes multiple goals and objectives that address the needs of low-income and minority populations and special needs groups. Exhibit 3 summarizes the major documents adopted by SPC along with their characteristics and relationship to Title VI 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 3: Required and Frequently Encountered Title VI and EJ Components in MPO Documents**

<u>Document Name</u>	<u>Required Components</u>	<u>Frequently Encountered Components</u>
Unified Planning Work Program	<ul style="list-style-type: none"> <li>- Certification of Disadvantaged Business Enterprise (DBE) and Equal Employment Opportunity (EEO)</li> <li>-Assurance of Compliance with Title VI</li> </ul>	<ul style="list-style-type: none"> <li>- Tasks and funds for low-income and minority population outreach and involvement</li> <li>- Tasks related to LEP Populations</li> <li>-Tasks and funds for necessary data collection on low-income and minority populations</li> </ul>
Long Range Transportation Plan	<ul style="list-style-type: none"> <li>- Identify and provide information to “interested parties” about the Long Range Transportation Plan</li> <li>-Assurance of Compliance with Title VI</li> </ul>	<ul style="list-style-type: none"> <li>- Collection of data regarding low-income and minority populations and cultural resources</li> <li>- Analysis of locations of low-income and minority Populations</li> <li>- Goals and objectives on serving low-income and minority Populations</li> <li>-Project selection criteria for the cost-benefit plan that Incorporate projected impacts and benefits of infrastructure On low-income and minority populations</li> <li>-Selection of cost-feasible projects that minimize impacts on Low-income and minority populations and cultural resources</li> <li>-Discussion of mitigation efforts</li> <li>-Execution and documentation of public involvement efforts that target low-income and minority populations</li> <li>-Preparation of a Coordinated Public Transit-Human Services Transportation Plan</li> </ul>
Transportation Improvement Program	<ul style="list-style-type: none"> <li>- Identify and provide “interested parties” information about the TIP and its projects</li> <li>-Assurance of Compliance with Title VI</li> </ul>	<ul style="list-style-type: none"> <li>-Project selection criteria that incorporate projected impacts and benefits of infrastructure on low-income and minority populations</li> <li>-Public Involvement efforts that target low-income and minority populations</li> </ul>
Public Participation Plan	<ul style="list-style-type: none"> <li>-Compliance with previously adopted Non-Discrimination Statement</li> </ul>	<ul style="list-style-type: none"> <li>-Description of Limited English Proficiency program</li> <li>-Identification of methods to involve low-income and minority populations</li> </ul>

## **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 Title VI and related statutes.
- Staff participation in nondiscrimination training.
- Maintain and update nondiscrimination training as necessary.
- Maintain and update the SPC Title VI Plan as necessary.
- Participate in training relative to Title VI, environmental justice and LEP through PennDOT Central Office, and periodically apprise staff and consultants of any recent developments in Title VI/EJ/LEP as it relates to transportation planning.



**Title VI/ADA Complaint Procedures**

Title VI of the Civil Rights Act of 1964, as amended, prohibits discrimination on the basis of race, color, or national origin. Subsequent laws and Presidential Executive Orders added disability, sex, age, income status and limited English proficiency to the criteria for which discrimination is prohibited, in programs and activities receiving federal financial assistance. As a recipient of federal assistance, the SPC has adopted a Discrimination Complaint Procedure as part of its Title VI Plan to comply with Title VI, Title II of the Americans with Disabilities Act of 1990 (ADA)/Section 504 of the Rehabilitation Act of 1973 (Section 504), and associated statutes.

1. Any person who believes that he or she, individually, as a member of any specific class, or in connection with any disadvantaged business enterprise, has been subjected to discrimination prohibited by Title VI of the Civil Rights Act of 1964, as amended, Title II of the Americans with Disabilities Act of 1990 (ADA)/Section 504 of the Rehabilitation Act of 1973 (Section 504), or any nondiscrimination authority, may file a complaint with SPC. 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.
2. 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.
3. 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 Title VI Coordinator. If necessary, the 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.
4. Within 10 days, the SPC 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 Title VI and related statutes; and, advise the complainant of other avenues of redress available, such as the Pennsylvania Department of Transportation (PennDOT), the Federal Highway Administration (FHWA) or the Federal Transit Administration (FTA).
5. Within 10 days, a letter will be sent to the PennDOT Central Office, Civil Rights Division, and a copy to the FHWA Pennsylvania Division Office or other agency. This letter will list the names of the parties involved, the basis of the complaint, and the assigned investigator.
6. Generally, the following information will be included in every notification to the PennDOT Office of Civil Rights:
  - a. Name, address, and phone number of the complainant.
  - b. Name(s) and address(es) of alleged discriminating official(s).

**Title VI Plan**

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- c. Basis of complaint (i.e., race, color, national origin, sex, age, disability, income status, limited English proficiency).
  - 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.
7. Within 60 days, the SPC 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.
8. Within 90 days of receipt of the complaint, the SPC 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 appeal rights with PennDOT or the FHWA or other agency, if they are dissatisfied with the final decision rendered by SPC. SPC's Title VI Coordinator will also provide the PennDOT Civil Rights Central Office with a copy of the determination and report findings.
9. In the case a nondiscrimination complaint that was originated at SPC is turned over to and investigated by PennDOT, FHWA or another agency, the SPC Title VI Coordinator will monitor the investigation and notify the complainant of updates, in accordance with applicable regulations, policies and procedures.
10. 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.
11. 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.
12. SPC will retain Discrimination Complaint Forms and a log of all complaints filed with or investigated by SPC.
13. 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. This complaint may be mailed or delivered to:

Southwestern Pennsylvania Commission  
Title VI Coordinator  
Two Chatham Center, Suite 500  
112 Washington Place  
Pittsburgh, PA 15219

***Title VI Plan***

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You can reach the SPC 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  
Title VI Coordinator  
Two Chatham Center, Suite 500  
112 Washington Place  
Pittsburgh, PA 15219

**Southwestern Pennsylvania Commission**

**Title VI Complaint Form**

**Complainant's Name:**

Street Address:

City:

State:

Zip Code:

Telephone No. (Home):

(Business):

Email Address:

**Person discriminated against (if other than complainant):**

Name:

Street Address:

City:

State:

Zip Code:

Telephone No.:(Home):

(Business):

**The name and address of the agency, institution, or department you believe discriminated against you.**

Name:

Street Address:

City:

State:

Zip Code:

Date of incident resulting in discrimination:

Describe how you were discriminated against. What happened and who was responsible? If additional space is required, please either use back of form or attach extra sheets to form.

**Does this complaint involve a specific individual(s) associated with SPC? If yes, please provide the name(s) of the individual(s), if known.**

Where did the incident take place?

Are there any witnesses? If so, please provide their contact information:

Name:

Street Address:

**Title VI Plan**

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City: State: Zip Code:

Telephone No.:

Name:

Street Address:

City: State: Zip Code:

Telephone No.:

**Did you file this complaint with another federal, state or local agency; or with a federal or state court?**

Yes  No

**If answer is Yes, check each agency complaint was filed with:**

- |   |   |                                |
|---|---|--------------------------------|
| <input type="checkbox"/> Federal Agency | <input type="checkbox"/> State Court            | <input type="checkbox"/> Other |
| <input type="checkbox"/> Federal Court  | <input type="checkbox"/> Local Agency           |                                |
| <input type="checkbox"/> State Agency   | <input type="checkbox"/> Transit Agency (_____) |                                |

**Please provide contact person information for the agency you also filed the complaint with:**

Name:

Street Address:

City: State: Zip Code:

Date Filed:

Sign the complaint in the space below. Attach any documents you believe support your complaint.

Complainant's Signature \_\_\_\_\_

Signature Date: \_\_\_\_\_

For Internal Use Only: Log #: \_\_\_\_\_

**Southwestern Pennsylvania Commission**

**ADA Complaint Form**

**Complainant's Name:**

Street Address:

City:

State:

Zip Code:

Telephone No. (Home):

(Business):

Email Address:

**Person discriminated against (if other than complainant):**

Name:

Street Address:

City:

State:

Zip Code:

Telephone No.:(Home):

(Business):

**The name and address of the agency, institution, or department you believe discriminated against you.**

Name:

Street Address:

City:

State:

Zip Code:

Date of incident resulting in discrimination:

Describe how you were discriminated against. What happened and who was responsible? If additional space is required, please either use back of form or attach extra sheets to form.

**Does this complaint involve a specific individual(s) associated with SPC? If yes, please provide the name(s) of the individual(s), if known.**

Where did the incident take place?

Are there any witnesses? If so, please provide their contact information:

Name:

Street Address:

**Title VI Plan**

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City: State: Zip Code:

Telephone No.:

Name:

Street Address:

City: State: Zip Code:

Telephone No.:

**Did you file this complaint with another federal, state or local agency; or with a federal or state court?**

Yes  No

**If answer is Yes, check each agency complaint was filed with:**

- |   |   |                                |
|---|---|--------------------------------|
| <input type="checkbox"/> Federal Agency | <input type="checkbox"/> State Court            | <input type="checkbox"/> Other |
| <input type="checkbox"/> Federal Court  | <input type="checkbox"/> Local Agency           |                                |
| <input type="checkbox"/> State Agency   | <input type="checkbox"/> Transit Agency (_____) |                                |

**Please provide contact person information for the agency you also filed the complaint with:**

Name:

Street Address:

City: State: Zip Code:

Date Filed:

Sign the complaint in the space below. Attach any documents you believe support your complaint.

Complainant's Signature \_\_\_\_\_

Signature Date: \_\_\_\_\_

For Internal Use Only: Log #: \_\_\_\_\_

**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 the complaint with:

Pennsylvania Department of Transportation  
Bureau of Equal Opportunity  
PO Box 3251  
Harrisburg, PA 17101-3251

Federal Highway Administration  
Pennsylvania Division Office  
228 Walnut Street, Room 508  
Harrisburg, PA 17101-1720

Federal Transit Administration  
Office of Civil Rights  
Title VI Program Coordinator  
East Building, 5<sup>th</sup> Floor – TCR  
1200 New Jersey Ave., SE  
Washington, DC 20590

U.S. Department of Justice  
Office for Civil Rights  
810 7<sup>th</sup> Street, NW  
Washington, DC 20531



## **Investigating External Complaints of Discrimination**

The FHWA has jurisdiction to investigate complaints of discrimination filed under Title VI of the Civil Rights Act of 1964 (Title VI) and nondiscrimination statutes (i.e., the Federal-aid Highway Act of 1973 and the Age Discrimination Act of 1975), and Title II of the Americans with Disabilities Act of 1990 (ADA)/Section 504 of the Rehabilitation Act of 1973 (Section 504).

The FHWA and State Transportation Agency (STA) investigators gather relevant evidence in order to make an accurate finding of compliance or non-compliance with the law. At the completion of the investigation, the investigator prepares an Investigative Report and file which includes all the relevant facts and documents obtained during the investigation. The Investigative Report also includes a finding for each issue and recommendations for corrective action, if appropriate. The investigative file is forwarded to the FHWA Headquarters Office of Civil Rights for review and issuance of a Final Agency Decision. All Final Agency Decisions and dismissals are issued by the FHWA Headquarters Office of Civil Rights, including all ADA/Section 504 decisions that are processed by the FHWA. Decisions issued by the FHWA are final.

### **NOTES:**

- Complaints filed under Title VI and nondiscrimination statutes against STA are investigated by the FHWA Headquarters Office of Civil Rights.
- Complaints filed under Title VI and nondiscrimination statutes against STA's sub-recipient or contractor are investigated by the STA.
- Complaints filed under the ADA/Section 504 are investigated by the FHWA Division Offices and STAs.

### **HOW TO FILE A COMPLAINT OF DISCRIMINATION DIRECTLY TO FHWA OR FTA**

Any person, or any specific class of persons, either by themselves or by a representative, that believe they have been subjected to discrimination or retaliation prohibited under the statutes within the FHWA's jurisdiction may file a complaint with **the FHWA Headquarters Office of Civil Rights at 1200 New Jersey Avenue, SE. (HCR-40), Washington, DC 20590**. A person may also file a complaint directly with the Federal Transit Administration, at FTA Office of Civil Rights, 1200 New Jersey Avenue SE, Washington, DC 20590.

Complaints should be filed within 180-calendar days from the date of the alleged discriminatory act. Complaints should be in writing and provide an explanation of what happened, the complainant's contact information, basis of the complaint, identification of the respondent, sufficient information regarding the allegation(s), date(s) of the alleged act(s), and be signed by the complainant or the complainant's representative.

Complaints may be filed in person, via mail, fax, e-mail (which includes a copy of the signed/dated complaint as an attachment), or by other alternatives for any person requiring a reasonable accommodation.

## **Appendix 1**

### **SPC Title VI Notice to the Public**

In order to comply with 49 CFR Section 21.9(d), SPC shall provide information to the public regarding their Title VI obligations and apprise members of the public of the protections against discrimination afforded to them by Title VI. 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 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.”*

*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 Shannon O’Connell at (412) 391-5590, Ext. 334, or [soconnell@spcregion.org](mailto:soconnell@spcregion.org). 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.”*

**Appendix 2**

**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 Title VI/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).

**Appendix 3**

**Limited English Proficiency (LEP) 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

Rich Fitzgerald  
Lynn Heckman  
Clifford Levine  
Robert J. Macey  
David Miller

### Armstrong County

Vonne Andring  
Pat Fabian  
Richard Palilla  
Jason L. Renshaw  
George J. Skamai

### Beaver County

Tony Amadio  
Daniel Camp  
Sandie Egley  
Kelly Gray  
Charles Jones

### Butler County

Kevin Boozel  
Jack Cohen  
Kim Geyer  
Richard Hadley  
Leslie A. Osche

### Fayette County

Joe Grata  
Fred Junko  
Dave Lohr  
Vincent A. Vicites  
Angela Zimmerlink

### Greene County

Dave Coder  
Jeff Marshall  
Robbie Matesic  
Archie Trader  
Blair Zimmerman

### Indiana County

Michael Baker  
Sherene Hess  
Rodney D. Ruddock  
Byron G. Stauffer, Jr.  
James B. Struzzi

### Lawrence County

Steve Craig  
Robert Del Signore  
James Gagliano  
Amy McKinney  
Daniel J. Vogler

### Washington County

Larry Maggi  
Harlan Shober  
Michael A. Silvestri  
Diana Irey Vaughan  
Christopher Wheat

### Westmoreland County

Charles W. Anderson  
Robert J. Brooks  
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**

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聯系。

**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 ઢાંચામાં 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 SPCને કોલ કરો.

**Oriya:**

ଏହି ଡକ୍ୟୁମେଣ୍ଟର ଅନୁରୋଧରେ ବିକଳପିକା ଫର୍ମାଟରେ ଉପଲବ୍ଧ। କୌଣସି ଚାର୍ଜ ଛଡ଼ା ଏସପିସି ଅନୁବାଦ ଏବଂ ବ୍ୟାଖ୍ୟା ସେବା ପ୍ରଦାନ କରିବ। 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 কোনও চার্জ

ছাড়াই অনুবাদ এবং ব্যাখ্যা করার

পরষিবো প্রদান করবে।

আরও তথ্যের জন্য অনুগ্রহ করে (412)

391-5590 নম্বরে SPC কে ফোন করুন।

**Hindi:**

यह दस्तावेज़ अनुरोध पर वैकल्पिक फॉरमेट 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 ترجمانی کی خدمات مفت فراہم کرے گا۔

مزید معلومات کيے SPC کو (412) 391-5590 پر ڪال ڪريو۔



## **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**

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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.

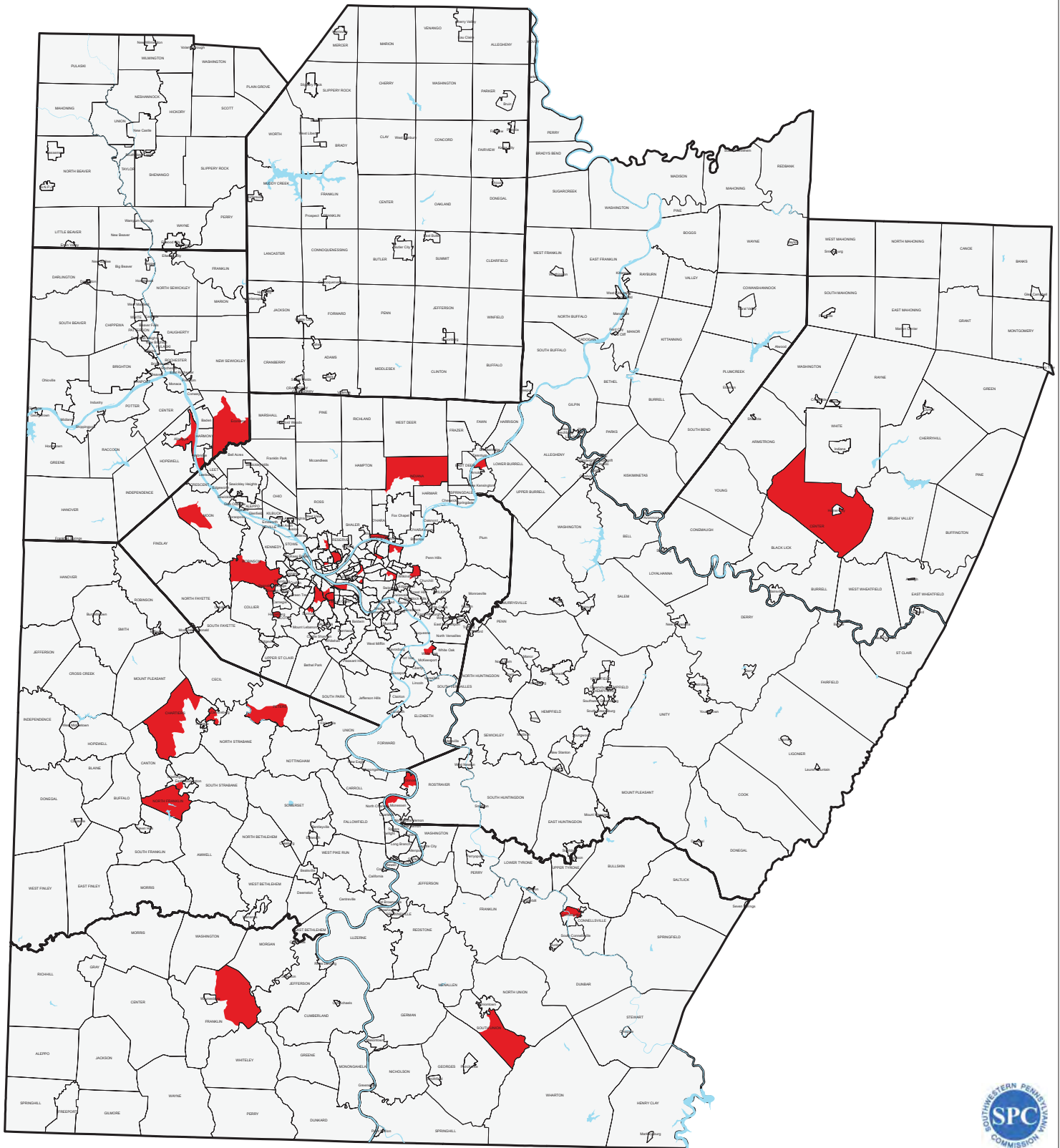
## Appendix A: LEP Language Group Mapping

Map 1: Spanish

Map 2: Chinese

Map 3: Indic Languages

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

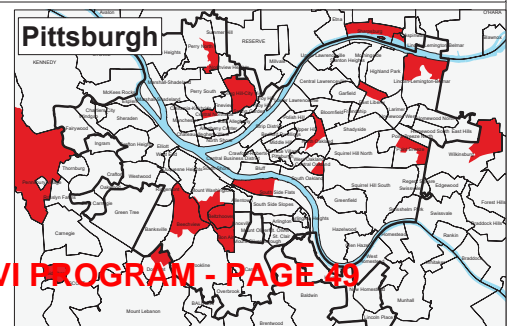
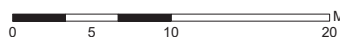


**Spanish Speaking Population That Speaks English Less Than "Very Well"**

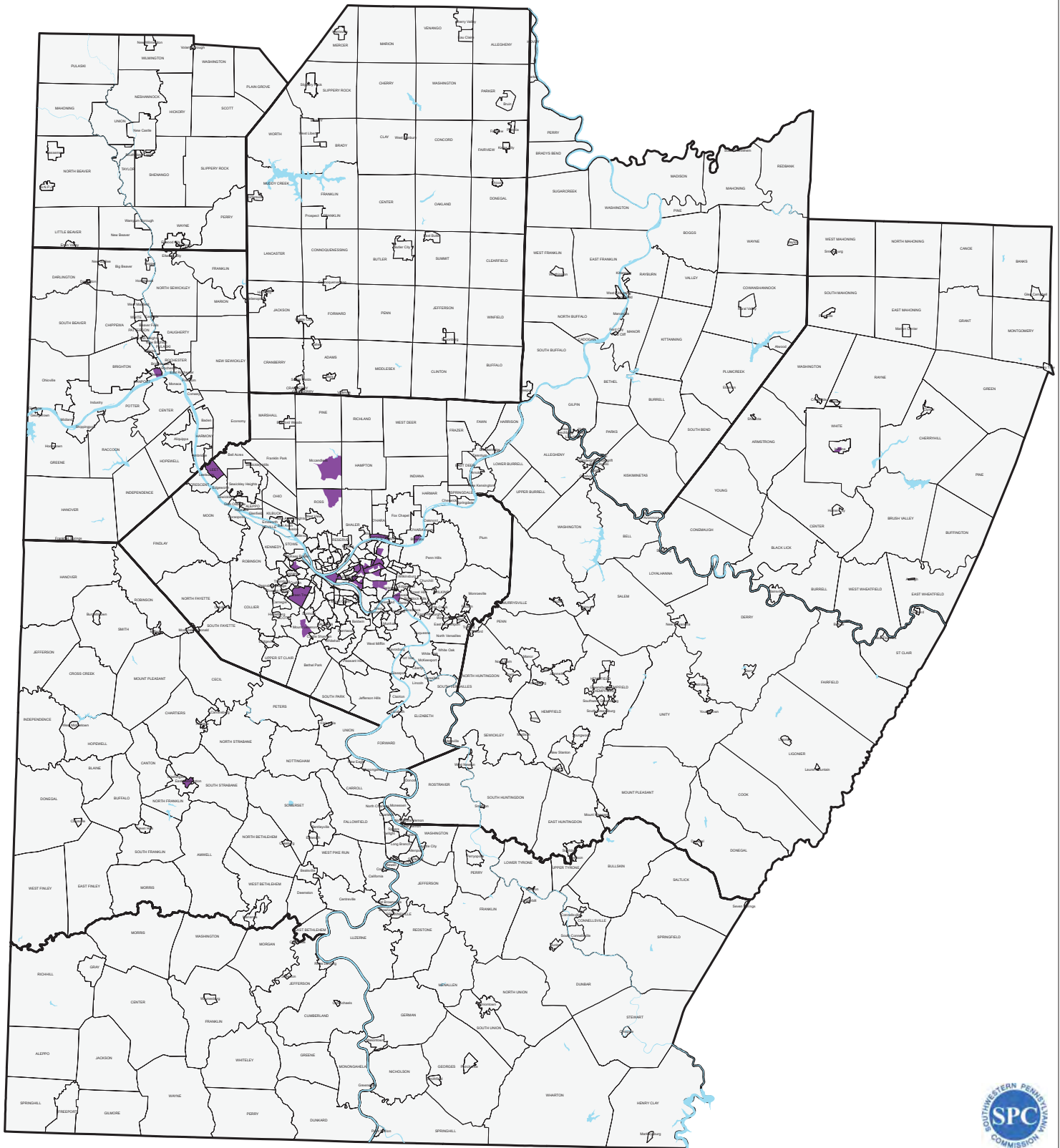
(Where the Percentage of Population that Speaks English Less Than "Very Well" is Greater Than or Equal to the Regional Average of 1.54%.)

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

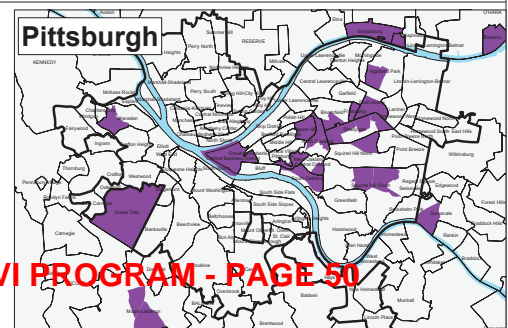
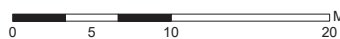


**Chinese Speaking Population That Speaks English Less Than "Very Well"**  
 (Where the Percentage of Population that Speaks English Less Than "Very Well" is Greater Than or Equal to the Regional Average of 1.54%.)

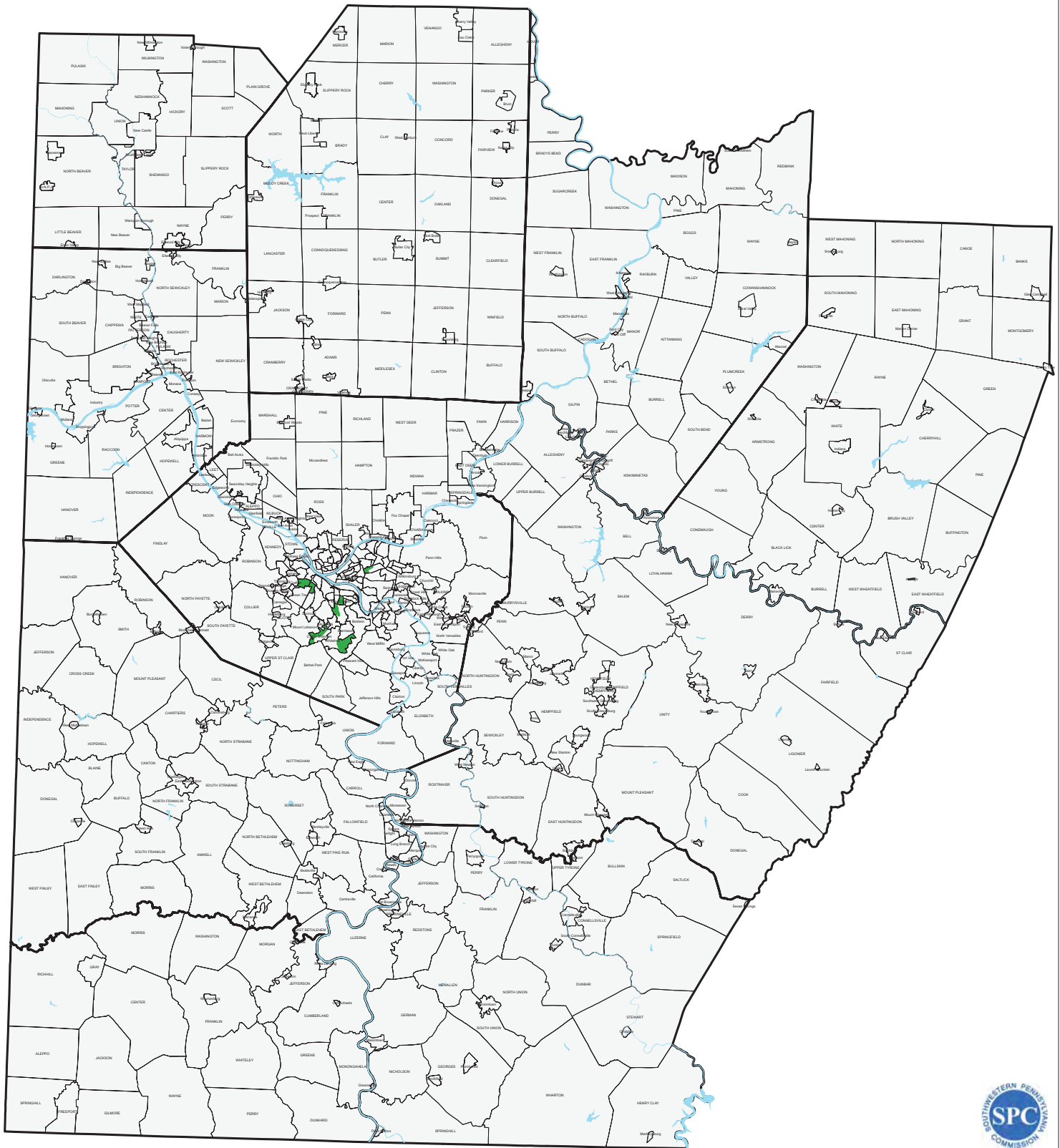
Source: 2010-2014 American Community Survey (ACS)  
 5-Year Estimates



No Factor



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

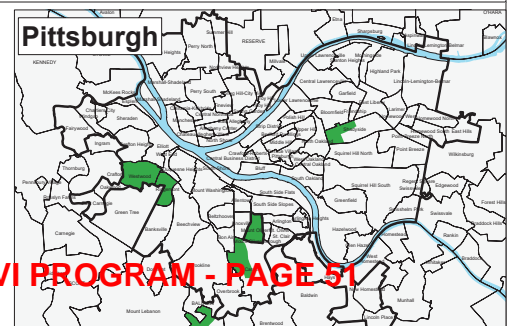
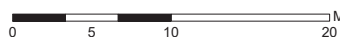


**Indic Speaking Population That Speaks English Less Than "Very Well"**

(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



**Title VI Plan for the Southwestern Pennsylvania Commission**

**Appendix 4**

**SPC Public Participation Plan**



# **PUBLIC PARTICIPATION PLAN**

**2015**



## **Southwestern Pennsylvania Commission**

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# Southwestern Pennsylvania Commission 2015

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Joseph Dubovi  
Kevin McCullough  
James Ritzman  
Joe Szczur

### Governor's Office

Erin Molchany

### Pennsylvania Department of Community & Economic Development

Johnna A. 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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# **PUBLIC PARTICIPATION PLAN**

**2015**



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.

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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.

## TABLE OF CONTENTS

<b>SECTION 1: Introduction.....</b>	<b>1</b>
1.1 The Public Participation Plan.....	1
1.2 Background.....	1
1.3 SPC Contact Information.....	2
<b>SECTION 2: Goals for Public Participation.....</b>	<b>3</b>
<b>SECTION 3: Public Engagement Techniques.....</b>	<b>5</b>
3.1 Public Involvement Resource Program.....	5
3.2 Submission of Public Comments.....	9
<b>SECTION 4: Citizens, Partners, Stakeholders and Interested Parties .....</b>	<b>12</b>
4.1 Federal Guidance.....	12
4.2 Consultation in Developing the Public Participation Plan.....	12
<b>SECTION 5: Public Participation Panels.....</b>	<b>14</b>
5.1 Role and Relationship to the Southwestern Pennsylvania Commission.....	14
5.2 Membership .....	15
5.3 Panel Meeting Accessibility and Notice .....	16
5.4 Information Workshops .....	16
<b>SECTION 6: Ensuring Access for the Traditionally Underserved .....</b>	<b>17</b>
6.1 Environmental Justice.....	17
6.2 Limited English Proficiency (LEP).....	18
6.3 Americans with Disabilities Act (ADA).....	20
6.4 Tribal Consultation.....	21
6.5 Elderly, Non-Car Households and other Traditionally Underserved.....	22
6.6 Title VI Discrimination Complaints.....	22
<b>SECTION 7: Active Involvement in Public Meetings .....</b>	<b>24</b>
7.1 Public Comments at Commission Meetings.....	24
7.2 SPC Committees.....	24
<b>SECTION 8: Public Review and Comment Periods at Key Decision Points .....</b>	<b>25</b>
8.1 Taking an Active Role during Key Decision Points.....	25
8.2 Public Review and Comment Period Requirements.....	25
8.3 Additional Public Review and Comment Periods.....	26
8.4 The Regional Long Range Transportation Plan.....	26
8.5 The Transportation Improvement Program.....	28
8.6 Major Amendment to the TIP or Regional Plan.....	29

8.7 Air Quality Conformity Determination Report.....31  
8.8 The Public Participation Plan..... 31

**SECTION 9: Access to Information ..... 33**  
9.1 Actions, Tools and Methods ..... 33  
9.2 Response to Special Requests ..... 34  
9.3 Right to Know Law Requests ..... 34

**SECTION 10: Public Notices ..... 35**  
10.1 Public Notice Policies..... 35

**SECTION 11: Evaluation of the Public Participation Plan, Public Participation Panels and Public Meetings ..... 37**

**SECTION 12: Applicability..... 38**

**SECTION 13: Definitions ..... 39**

**SECTION 14: Continuing Efforts ..... 41**

**SECTION 15: Frequently Asked Questions ..... 42**  
15.1 What is a Public Participation Plan? ..... 42  
15.2 Why Update the Plan?..... 42  
15.3 Why is SPC Responsible for the Public Participation Plan? ..... 42  
15.4 What are the Objectives of the Public Participation Plan? ..... 42  
15.5 How do I Contact SPC? ..... 43

**APPENDICES**

**Appendix A: Document Review Network**

**Appendix B: Environmental Justice/Limited English Proficiency Resources**

**Appendix C: Tribal Liaisons**

**Appendix D: Title VI Discrimination Complaint Procedures**

# Public Participation Plan

## Section 1: Introduction

The Southwestern Pennsylvania Commission (SPC) is the designated Metropolitan Planning Organization (MPO) for the ten-county metropolitan area and is responsible for regional transportation planning activities. SPC works with interested parties to ensure effective and innovative transportation planning that is representative of and responsive to the needs of the entire region. To achieve this goal, SPC offers the public an active role in the development of transportation plans, programs, and projects, beginning in the early stages of planning processes.



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

This document, the Public Participation Plan, 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. This Public Participation Plan identifies strategies and tools to enhance effective public participation in SPC's transportation planning activities. Activities in this Public Participation Plan are also coordinated with the statewide transportation planning public involvement and consultation processes associated with statewide transportation planning processes.

This Public Participation Plan supersedes the previous Public Participation Plan (adopted June 2012).

### **1.2 Background**

The purpose of a Public Participation Plan is to ensure that the public participation activities of SPC's transportation planning processes comply with the proactive public involvement requirements of applicable federal regulations and guidelines on metropolitan transportation planning and programs.

The Public Participation Plan details the strategies and procedures SPC will utilize to achieve participation in regional transportation planning efforts. The Public Participation Plan applies to transportation planning activities for which participation by interested parties is a required component, and outlines SPC's transportation planning activities that comply with Federal Highway Administration (FHWA), Federal Transit Administration (FTA) and other applicable standards for collecting and addressing public comments.

SPC's commitment to participation in these activities is reflected in the SPC 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**.*

### **1.3 SPC Contact Information**

For more information on this Public Participation Plan or SPC's regional transportation planning activities, please contact the SPC Public Involvement Coordinator:

Public Involvement Coordinator  
Southwestern Pennsylvania Commission  
Two Chatham Center, Suite 500  
112 Washington Place  
Pittsburgh, PA 15219-3451  
Telephone: (412) 391-5590  
Fax: (412) 391-9160  
Email: [comments@spcregion.org](mailto:comments@spcregion.org)  
Website: [www.spcregion.org](http://www.spcregion.org)

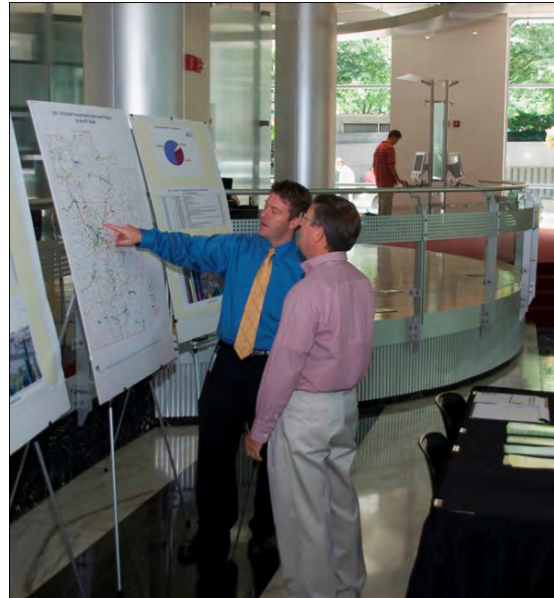


## **Section 2: Goals for Public Participation**

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

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

SPC works diligently to make information accessible to the public and to provide timely public notice. We will provide information to the public that is accurate, understandable and pertinent to regional transportation planning and engagement activities, and will do so through the use of varied communication tools. In addition to informing the public, SPC will make 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 will be enhanced through the use of visualization tools that will help the public understand and relate to SPC's various planning activities.



### **Goal 2: 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 and number of participants in previous engagement activities through building new relationships with organizations and communities that serve these populations.

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

SPC will encourage 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.

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

SPC will document all input received from the public. This documentation will provide a record of all comments and will assist SPC staff and committees in reviewing public input, which will then be used in the development of transportation plans and programs. The process of incorporating public input into transportation planning documents will be transparent and consistent with the provisions outlined in this Public Participation Plan. SPC will inform the public of the decision-making process for each planning activity in which public comment is solicited. This will be presented to the public at the beginning of each planning activity and throughout the engagement process.

**Goal 5: Evaluate Public Participation Strategies**

In order to sustain best practices in public participation, SPC will continually monitor the public engagement process and develop a framework for evaluating and improving this document and the strategies that guide how SPC engages the public.

### **Section 3: Public Engagement Techniques**

SPC utilizes a wide range of communication mechanisms and community engagement techniques to provide for meaningful participation from interested parties. In order to organize and demonstrate these techniques, SPC has assembled a Public Involvement Resource Program to assist members of the public, stakeholders, and other interested parties to find the necessary information to assist in meaningful participation in the planning process.

#### **3.1 Public Involvement Resource Program**

##### **A. Public Involvement Coordinator**

In order to better serve the needs of a diverse regional community and its corresponding stakeholders, SPC maintains a staff resource position to coordinate and communicate activities between parties interested in the transportation planning process. This Public Involvement Coordinator provides resources and education to the public in a specific and timely manner. The Public Involvement Coordinator plays a role as a liaison to the public, and responds to comments and inquiries regarding the MPO's programs and policies. The coordinator represents SPC at transportation-based activities in the community, and looks for specific opportunities to engage a wide variety of citizens, groups, and interested parties, including the disabled, elderly, low-income, minority and Limited English Proficiency populations.

##### **B. Identify and Build Relationships with Interested Parties**

In order to create and implement transportation plans with long lasting benefits, appropriate stakeholders must be identified. An interested party or stakeholder is defined as any person or group that is affected by a transportation plan, program, or project. In accordance with SAFETEA-LU, stakeholders will include "citizens, affected public agencies, representatives of transportation agency employees, freight shippers, providers of transportation, representatives of users of public transit, and other interested parties." Citizens include the general public, environmental health, neighborhood, citizen, and civic organizations, and traditionally underserved communities such as people with disabilities, and /or low-income, minority, elderly and Limited English Proficiency.

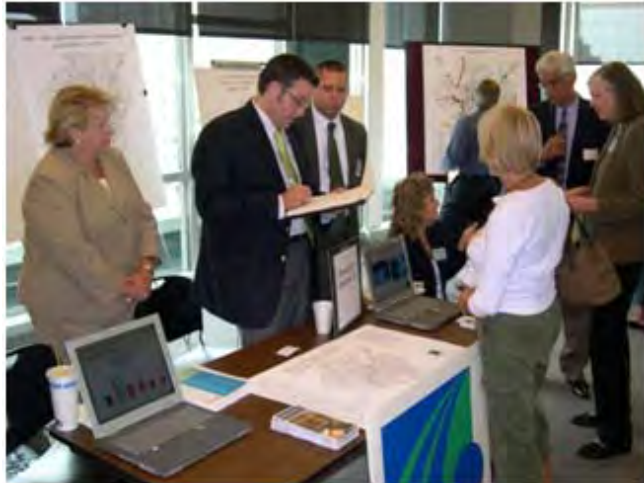
##### **C. Publicize SPC Activities**

Activities of SPC will be advertised by utilizing various media and social outlets. These activities may include distributing press releases to the media, inviting the public to meetings and posting public involvement activities on the SPC website. SPC staff will develop strategies appropriate to the scope and timeframe of the specific project or plan. Specifically, articles, news releases and/or media alerts will be disseminated to announce public review and comment periods for SPC's Long Range Transportation Plan, Transportation Improvement Program, Public Participation Plans and major amendments.

A current list of information outlets, known as our Document Review Network, will be established and maintained. The current list is available in Appendix A of this document.

**D. Coordinate with Partner Agencies and Community Liaisons**

In an effort to maximize public involvement, SPC staff will collaborate on outreach activities with those of our partner agencies, as well as civic and community organizations as these



professionals have long-standing relationships with the public and are aware of the various concerns expressed by the citizens they represent. Utilizing their resources to help raise awareness of SPC events and programs will promote increased levels of public participation.

Presentations may be made by SPC staff to interested civic organizations on Commission’s activities, the transportation planning process in general, or specific transportation projects.

Public outreach activities will include efforts to involve traditionally underserved groups (e.g., minorities, elderly, low-income, or Limited English Proficient persons) in the transportation planning process. These efforts may include, but are not limited to, the following:

- *Identifying areas in the SPC region with concentrations of minority, elderly, and low income populations*
- *Identifying organizations that work directly with traditionally underserved communities*
- *Posting notification of meetings, any public hearings, and open houses in newspapers, at the SPC website, through contact lists and communication network*
- *Publishing notification of meetings, any public hearings, and open houses in LEP Languages (see Section 10.2)*

**E. Develop and Implement a Plan to Reach Minority, Low-Income, Limited English Proficiency and Low-Literacy Populations**

SPC staff will make concerted efforts to engage communities that have traditionally not been participants in the transportation planning process. Traditional non-participants tend to include persons who are low-income, minority, elderly and disabled, have no vehicles, are low literate or have limited English proficiency. SPC staff will identify opportunities and strategies that will provide these communities greater access to the transportation planning process. These opportunities will allow SPC staff to build relationships with key leaders and organizations within the communities.

**F. Develop an Outreach and Education Program**

Public involvement is most effective when the general public is informed of the complex issues surrounding a project. When necessary, SPC will develop outreach and educational programs to inform various parties of the public involvement process for a particular project or to provide scope of details regarding a project.

**G. Establish a Speakers Network**

The Speakers Network will respond to requests from civic groups, professional organizations, neighborhood associations, and other groups for presentations about the regional transportation planning process and transportation plans. The network will consist of SPC staff, with assistance from staff members of PennDOT, regional transit agencies, member planning agencies, bicycle/pedestrian and freight communities.

**H. Maintain a Regional Document Review Network**

In order to provide the region's citizens with local access to our documents and plans, SPC maintains a Regional Document Review Network of libraries located throughout the 10-county SPC region. The libraries provide examination copies of SPC materials for review during our public comment periods. Using resources available through the Pennsylvania Department of Education ([www.educationbug.org](http://www.educationbug.org)), SPC maintains an up-to-date listing of recognized libraries in the SPC region.

SPC also makes documents available at county planning and development offices in each county in the 10-county region, as well as the City of Pittsburgh. A list of these locations is available in Appendix A of this document.

SPC also provides documents for public review online ([www.spcregion.org](http://www.spcregion.org))

**I. Website ([www.spcregion.org](http://www.spcregion.org))**

Transportation plans and activities are accessible through our website in conjunction with additional resource materials. The website is monitored and regularly updated with the latest information regarding the current status of specific plans and projects. Archives may also be accessed through the MPO website.

## J. Communications

SPC staff seeks to utilize all available forms of media in an effort to increase public involvement. Citizens and agencies have the opportunity to remain engaged in the public involvement process through updates provided by SPC's communications department. The following methods are employed in order to provide the best possible information to those looking for information:

- **Create and maintain new forms of technology and media**  
Strategies to encourage public input may include social networks/mediums such as Facebook. As members of the community have access to these types of social media, such methods may be used to augment current outreach methods to reach a broader audience.
- **Produce and Distribute Brochures**  
Brochures will be created to provide interested parties with information about SPC and the planning process. Copies of the brochure will be made available at public meetings, by written request, and online. Non-English language or special format versions of such materials will be made available upon request.
- **Conduct Surveys**  
Surveys allow SPC staff to directly collect feedback from the general public. SPC staff may also gather small groups of citizens to create focus groups that will provide feedback in regards to a specific topic or transportation plan. Non-English language or special format versions of surveys or other such materials will be made available upon request.



Example: Using an interactive kiosk terminal as survey tool

## K. Visualization Techniques

The world is an increasingly more visual place, especially in terms of education and information. SPC recognizes this, and has adapted 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:

- Maps
- Aerial photographs, alone or with mapping overlays

- Photographs, sketches, artist renderings, images, diagrams, charts and other graphics
- Printed and/or interactive maps that allow comparison of proposals
- Scenario planning exercises
- Online maps and photo galleries
- Web broadcasts
- Interactive kiosks

**L. Contact Lists**

Maintaining up-to-date contact information for individuals, stakeholders, the media, and interested organizations and groups is a priority. As new parties become involved in our planning and outreach efforts, SPC’s contact lists continue to expand and evolve. In order to collect this valuable information, SPC employs the following:

- Mailing list registration is available at public meetings
- Mailing list registration on its website or via email
- Working with existing stakeholders to suggest potential participants or encourage participation
- Working with professional, civic and community organizations to provide representatives, suggest participants, and encourage participation

**M. Ensure Public Input Opportunities at SPC meetings**

SPC makes a concerted effort to include the public in the planning process. All regular meetings of the Southwestern Pennsylvania Commission include an opportunity for public comment. A calendar of upcoming public meetings can be found at the SPC website:

(<http://www.spcregion.org/meet.shtml>) or by contacting SPC using the address provided below. All public comments are documented and become a part of the meeting minutes. In the event that the public is unable to make comments during a meeting time, comments may be submitted in written, verbal or electronic form.

**3.2 Submission of Public Comments**

SPC will accept written comments on transportation plans, programs and actions at any time. Verbal comments are accepted at advertised public meetings, as described in Sections 7 and 8 of this document.

**A. Submission of Written Comments**

SPC will accept comments submitted 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)

Written comments are considered by the Southwestern Pennsylvania Commission in the same manner as testimony presented orally at scheduled public meetings. Summaries of written testimony are forwarded to the SPC Commissioners for their review.

**B. Oral Testimony or Verbal Comments**

SPC provides multiple opportunities for the provision of oral testimony or verbal comments, as outlined more fully in Sections 7 and 8 of this document.

- All SPC meetings are open to the public, and members of the public will be provided an opportunity to provide comment during each meeting. A summary of the comments received will be incorporated into the formal meeting minutes.
- Periodically, SPC will also conduct a formal public comment period for the consideration of a specific project, program or plan. As detailed elsewhere in this Public Participation Plan, these public meetings are advertised on the SPC website, and in local or regional news media. Each advertised meeting will provide an opportunity for public testimony.
- When SPC is offering a project- or plan-related public comment period, a link to the current project or program will be made available on the SPC website homepage. That link will direct the interested individuals to relevant project, plan or program materials and information.
- Written comments are also accepted at these events.

All individuals wishing to testify in person about a specific project at an SPC meeting are requested to submit a written abstract at the time of the meeting.

Additional presentation materials can be brought to the SPC meetings. The project abstract and any supplemental presentation material will become part of the public record. Project abstract forms are available from the SPC website at <http://www.spcregion.org>.



SPC staff will be on-hand at each meeting to assist those wishing 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: Southwestern Pennsylvania Commission, Public Involvement Coordinator, at (412) 391-5590.

## **Section 4: Citizens, Partners, Stakeholders and Interested Parties**

### **4.1 Federal Guidance**

Federal guidance 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)*

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

In 2007, SPC developed a Public Participation Plan in consultation with a wide range of interested parties, as defined above. A preliminary discussion draft was developed as a means to begin the dialog, using guidance from existing SAFETEA-LU legislation, and training sponsored by the National Transit Institute (NTI).



The Public Participation Plan is a dynamic document, and periodic updates are required to ensure that the Plan reflects current conditions and practices.

In 2011 and 2012, SPC consulted interested parties in the development of this updated Public Participation Plan, including:

- 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
- Other Interested Parties

The final draft Public Participation Plan used feedback and suggestions from these interested parties before it was presented for formal public review and comment as described in Section 11.

## **Section 5: 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.

### **5.1 Role and Relationship to the Southwestern Pennsylvania Commission**

Panels are an established forum for citizens to provide input on the regional transportation planning process as well as major decisions of the Commission. The Panels are a key element of SPC's public participation and outreach program.

Panel members assist SPC staff and the Commission in developing community contacts and partnerships. The Panels serve as a means for two-way information flow, and are a prime source for local perceptions regarding the impacts of transportation issues affecting their communities. In addition, members recommend venues and topics for public meetings using their knowledge of facilities and events where citizens commonly gather to discuss issues.



The Panels play an active role in formal public review and comment periods on major transportation decisions of SPC. The Panel(s) most affected by the decision(s) are convened for that purpose. Panels may convene community meetings for the general public to assist in giving broader public input to major decisions. Individual Panels may elect to convene to consider or discuss issues of local interest.

Unless there is an emergency requiring Commission action within a shorter period of time, the Panels will have minimum period of 30 days to review documents and/or information concerning major decisions of the Commission and to provide comment to the Commission. During the 30-day timeframe, the affected Panel(s) will hold a public meeting to gather local input. SPC's staff and planning partners will be available as resources to assist the activities of the Panels.

## **5.2 Membership**

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.

Panel Chairpersons help to maintain their individual Panel's organization, sustain orderly procedure, and work to ensure that Panel member issues are addressed. Chairpersons work with SPC staff to organize formal input and inform the Commission of the Panel's comments. Chairpersons are nominated by recommendation from the appointing bodies based on merit and service to the Panel, and are approved via majority vote by Panel members.

From time to time regional workshops or forums may be convened for the Chairpersons from each Panel so they may discuss issues, educate members, and encourage consistency and continuous improvement.

In general:

- 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). For more information, please call SPC at (412) 391-5590.
- 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 on SPC's website at [www.spcregion.org](http://www.spcregion.org) or by calling (412) 391-5590.

### **5.3 Panel Meeting Accessibility and Notice**

SPC takes great strides to ensure that Panel meetings meet the requirements for accessibility and notice detailed in Section 10, Public Notices.

Proceedings of Panel meetings will be summarized and distributed to Panel members, posted on SPC's website at [www.spcregion.org](http://www.spcregion.org), and kept on file for review at SPC offices. Summaries will not be required for meetings conducted in an open-house or other such format where participants do not convene in a plenary session for presentation and/or discussion. A list of Panel members is available on SPC's website at [www.spcregion.org](http://www.spcregion.org), and kept on file at SPC offices.

### **5.4 Information Workshops**

In addition to public meetings, SPC staff may hold information workshops to provide the Panel(s) with information regarding the transportation planning process, to provide further information about a plan prior to a public meeting, or to discuss the 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.

## **Section 6: Ensuring Access for the Traditionally Underserved**

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. Each federal agency is required to identify any disproportionately high and adverse health or environmental effects of its programs on minority and low-income populations. In turn, Metropolitan Planning Organizations, such as the Southwestern Pennsylvania Commission, are charged with evaluating their plans and programs for Environmental Justice sensitivity, including expanding their outreach efforts to low-income, minority and other disadvantaged populations.

### **6.1 Environmental Justice**

Environmental Justice refers to the fair treatment and meaningful involvement of all people regardless of race, color, national origin, or income by identifying and addressing the effects of transportation projects on the public, especially high or adverse impacts to minority or low-income populations.

SPC’s Public Participation Plan also outlines planning process language that SPC will use to identify, seek out and engage Environmental Justice populations. The foundation for these efforts is stated in Title VI of the Civil Rights Act of 1964:

“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:

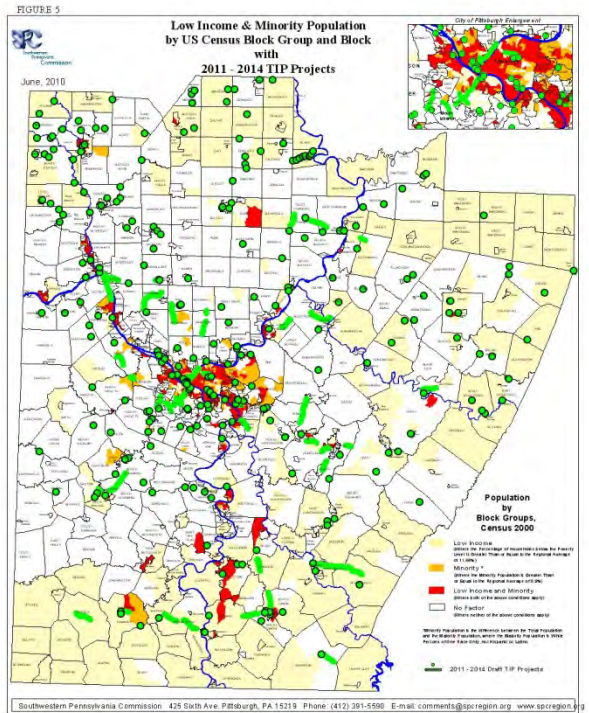
“Each Federal agency shall make achieving environmental justice part of its mission by identifying and addressing, as appropriate, disproportionately high and adverse human health or environmental effects of its programs, policies, and activities on minority populations and low-income populations.”

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

**A. Targeted Outreach Areas**

SPC’s public outreach process includes Public Participation Panels in each of the region’s ten counties. The Panels are designed to reflect the diversity of the region and its population in order to ensure broad participation and input throughout the planning process. SPC’s public participation and outreach strategies related to Environmental Justice / Limited English Proficiency are described in the following sections. Additional Environmental Justice / Limited English Proficiency technical analyses and activities are reported in a separate document, the *Report on Environmental Justice*, which is available on SPC’s website at [www.spcregion.org](http://www.spcregion.org), at SPC’s offices, or by calling (412) 391-5590.

SPC uses its data collection and analysis capabilities to ensure meaningful access to its public participation opportunities. Our staff carefully analyzes the relationship between the region’s populations and its regional investments, plans and programs. Geographic analysis assists SPC to identify environmental justice communities and target outreach to these areas. For example, SPC will use geographic analysis of targeted outreach areas to make certain that public meetings are held at accessible locations within our communities. Additionally, we will identify, where they exist, organizations that target these communities and distribute information to them to help reach these communities.



Example: Map Depicting Environmental Justice Block Areas used in 2011-2014 TIP Update

**6.2 Limited English Proficiency (LEP)**

“Limited English Proficient” or “LEP” persons are those individuals who have a limited ability to read, speak, write or understand English. The key commonality among LEP persons is their inability 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 considered to be Limited English Proficient.



**A. LEP Assessment**

As a recipient of federal financial assistance, SPC has an obligation to reduce language barriers that can prevent meaningful access to SPC’s programs, information and services by LEP individuals. As a part of this effort, is the completion of a “Limited English Proficiency Self-Assessment” or LEP Assessment, which is designed to balance four factors:

1. The number or proportion of LEP persons eligible to be served or likely to be encountered by the program or service
2. The frequency with which LEP individuals come in contact with the program and/or activities
3. The nature and importance of the program, activity or service provided to people’s lives
4. The resources available to the federal financial recipient and costs

**AVISO DE PERÍODO DE AUDIENCIA PÚBLICA Y REUNIONES PÚBLICAS**

**PROYECTO 2001-2014 PROGRAMA DE MEJORA DEL TRANSPORTE Y DOCUMENTOS CONEXOS**

La Southwestern Pennsylvania Commission (SPC) solicita la opinión del público acerca de los proyectos de importantes documentos que incidirán en el sistema de transporte de la región:

- Proyecto 2011-2014 del Programa de Mejora del Transporte (PMT), que identifica las mejoras prioritarias en las vías públicas y el tránsito programadas con respecto al progreso durante los próximos cuatro años
- Evaluación de Cargas y Beneficios de Justicia Medioambiental para el PMT de 2011-2014
- Determinación de la Conformidad de la Calidad del Aire para el PMT de 2011-2014 y el Plan 2035
- Enmienda del Plan de Fomento y Transporte de 2035 para Pensilvania sudoriental (Plan 2035) para reflejar las fases del proyecto y la información relativa a los costes incluida en el Proyecto del PMT 2011-2014.

A partir del 9 de junio de 2010, estos documentos estarán disponibles para su revisión pública a través de la siguiente dirección de Internet: [www.spcregion.org](http://www.spcregion.org) y en las oficinas de la Southwestern Pennsylvania Commission, en el Departamento de Planificación Urbana de Pittsburgh, en los Departamentos de Planificación de los condados y en numerosas bibliotecas públicas de Pensilvania sudoriental.

SPC también aceptará cualquier comentario preliminar sobre el desarrollo de la actualización de largo alcance siguiente del plan del transporte y de desarrollo, que ocurrirá durante el año próximo.

Los Paneles de Participación Pública de la SPC le animarán a asistir a una audiencia pública donde obtendrá más información acerca de dichos proyectos. Serán reuniones de puertas abiertas con una presentación de información de una duración aproximada de 30 minutos. Tendrá la oportunidad de estudiar mapas, hablar con representantes del PMT, PennDOT, operadores de tránsito y departamentos de planificación, y hacer comentarios.

Observe por favor que todas las reuniones comienzan en 6:00 P.M. Los individuos que ofrecen testimonio deben firmar adentro sobre llegada.

- 10 de junio, Centro del Gob. del condado de Lawrence, Sala de reuniones de los comisionarios, 430 Court Street, New Castle
- 10 de junio, Condado de Indiana, Highpoints at Indian Springs, 280 Indian Springs Road, Indiana
- 15 de junio, Condado de Fayette, Cámara de Comercio, 65 West Main Street, Uniontown
- 16 de junio, Condado de Washington, Sala 104, Courthouse Square, 100 West Beau Street, Washington
- 17 de junio, Juzgado del condado de Beaver, Sala de reuniones de los comisionarios, 810 Third Street, Beaver
- 23 de junio, Condado de Greene, Tercer piso, Stover Hall, Waynesburg College, Waynesburg
- 23 de junio, Centro del Gob. del condado de Butler, 1<sup>er</sup> piso, Sala de audiencias públicas, 124 W. Diamond St., Butler
- 24 de junio, La ciudad de Pittsburgh y el condado de Allegheny, 31<sup>er</sup> piso, Regional Enterprise Tower, 425 Sixth Ave., Downtown Pittsburgh
- 29 de junio, Sala de conferencias de los comisionarios del condado de Armstrong, 450 Market Street, Kittanning
- 30 de junio, Juzgado del condado de Westmoreland, Sala de reuniones de los comisionarios, Greensburg

En todas las reuniones, los representantes de la SPC recibirán los comentarios orales y escritos. Los comentarios escritos también se pueden enviar a través de la web por medio de la siguiente dirección: [www.spcregion.org](http://www.spcregion.org); por correo postal a: SPC Comments, 425 Sixth Avenue, Suite 2500, Pittsburgh, PA 15219; por fax al número: 412-391-9160; o por e-mail a: [comments@spcregion.org](mailto:comments@spcregion.org).

La recepción de comentarios terminará el 13 de julio de 2010 a las 4:00 p.m.

La Southwestern Pennsylvania Commission tomará en cuenta estos proyectos para su actuación en su reunión que tendrá lugar el 26 de julio, a las 4:30 p.m., en la Regional Enterprise Tower, 425 Sixth Avenue, 31st Floor, Pittsburgh, PA 15219.

La SPC está comprometida con el cumplimiento de los requisitos antidiscriminatorios de los estados de derechos civiles, mandatos ejecutivos, regulaciones y políticas aplicables. Los establecimientos en los que se celebran las reuniones cuentan con acceso para personas discapacitadas. Con previo aviso, se pueden hacer ajustes para personas con necesidades especiales relacionadas con habla, vista o audición. Si tiene una petición respecto a una necesidad especial, desea presentar una queja u obtener más información, favor de comunicarse con Matt Pavlosky al (412) 391-5590, extensión 361 o mediante correo electrónico a [mpavlosky@spcregion.org](mailto:mpavlosky@spcregion.org).

¿Alguna pregunta? Llame a Matt Pavlosky al 412-391-5590, extensión 361.

**INFORMACIÓN DEL SERVICIO DE TRÁNSITO**

Si desea obtener información relativa a los servicios de tránsito en el condado de Allegheny, póngase en contacto con el Servicio de Aduanas de las Autoridades Portuarias a través del siguiente número de teléfono: 412-442-2000. Si desea obtener información relativa a los servicios de tránsito en otros condados, visite la siguiente página web: [www.commuteinfo.org/comm\\_trans.shtml](http://www.commuteinfo.org/comm_trans.shtml) o llame al 1-888-819-4110.

La presente notificación satisface los requisitos del programa de proyectos del Programa de Fórmulas del Área Urbanizada de la Administración Federal de Tránsito.

Example: SPC Public Meeting Notice translated into Spanish

Review of Census data and Modern Language Association (MLA) research for the region’s LEP analysis shows that there are now four language groups in the SPC region that meet Department of Justice “safe harbor” thresholds. Spanish, estimated by MLA at approximately 4,400 LEP persons; Italian, approximately 1,900; French, approximately 1,200; and, German, approximately 1,100. More detailed analysis showing LEP populations by County and municipality is available in the region’s Limited English Proficiency Report (available on SPC’s website [www.spcregion.org](http://www.spcregion.org), at SPC offices, or by calling (412) 391-5590). Municipal estimates can vary nominally from county totals due to the estimation methodology of the sub-county MLA estimates. However, where there is a difference in the MLA data between the sum of the municipal totals and the county totals, SPC will use the higher total for planning purposes to ensure inclusion of potential LEP persons in its service area.

**B. Meaningful Access for LEP Individuals**

SPC takes reasonable steps to ensure that LEP persons have meaningful access to key transportation planning decisions and have opportunities to become involved in the regional transportation planning processes.

SPC will use one or more of the following tools to reasonably accommodate LEP individuals:

- Provide translated copies of materials in Spanish, Italian, German and French, the most common languages as identified in SPC's Limited English Proficiency Assessment, as well as other languages if requested. SPC contracts with interpretation and translation providers for these services, and can provide this assistance upon request.
- Oral interpretation services for public meetings. SPC contracts with interpretation and translation 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.
- In an effort to actively engage LEP and non-English persons, meeting announcements, press releases and public notices will be distributed to organizations that target these groups (included for reference in Appendix B and on SPC's website at [www.spcregion.org](http://www.spcregion.org)).
- Notices for public meetings and participation opportunities include statements announcing that SPC will provide assistance related to sight, language or hearing with three days advanced notice (see Section 10).
- SPC provides announcements to local minority media outlets and community service organizations regarding the availability of language translation services (included for reference in Appendix B and on SPC's website at [www.spcregion.org](http://www.spcregion.org)).
- SPC's vital documents will include statements that translations are available, in Spanish, Italian, German and French, and are free of charge upon request. SPC contracts with interpretation and translation providers for these services without cost to the requesting individual.
- For translation services requested after a planning activity has been completed, SPC can satisfy most service requests within ten business days.

### **6.3 Americans with Disabilities Act (ADA)**

SPC understands that public involvement requires selecting locations and meeting material that do not limit or prohibit individuals from taking part in the process. SPC will take the steps necessary to provide a positive participation experience for all individuals. To ensure compliance with the Americans with Disabilities Act (ADA), SPC's Public Meeting Notices and comment opportunities provide multiple input methods (see Section 10 and Section 11), and meetings are held at ADA-accessible locations.

SPC will make interpretative services available with considerate advanced notice. For sign language interpretation, an advanced notice of three business days is necessary to accommodate requests.

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

SPC may use one or more of the following tools to reasonably accommodate people with disabilities:

- Seek out locations that maximize accessibility to transit and van service
- Seek out locations utilizing the latest in mobility, perception, and access according to ADA standards
- Provide upon request, copies of materials in 14-point or larger type with advanced notice
- Provide upon request, Braille or raised-print notices and materials with advanced notice
- Provide upon request, with advanced notice, sign language interpreters
- Record materials to audio/visual media
- Verbalize information provided through visual presentations or written materials
- Upon request, structure seating to provide visibility for participants who lip-read
- Mount microphones at wheelchair height
- Provide hand-held microphones to participants
- Present meetings through video or teleconferencing, to allow offsite participation



### **6.4 Tribal Consultation**

SPC will consult with tribes who have ancestral homelands within the SPC region regarding decisions that may affect tribal rights and interests in regard to transportation planning. SPC is committed to government-to-government consultation with tribes on actions that affect identified tribal rights and issues.

Consultation means respectful, effective communication in a cooperative process before a decision is made or an action is taken. The goal is to achieve mutually beneficial priorities, programs and interests.

- SPC will inform all Tribal Liaisons regarding transportation plan documents and updates
- SPC will provide documentation, information, maps, and other visual aids to the Tribal Liaisons listed in Appendix B of this document
- SPC will accommodate requests for further detail or information in a reasonable and timely manner

A complete list of Tribal Liaisons with interests in the SPC region can be found in Appendix C to this document.

### **6.5 Elderly, Non-Car Households, and other Traditionally Underserved**

To sustain an effective approach to public involvement policy, SPC continuously develops and pursues methods to attract new audiences to their meetings—especially lower income, non-car, disabled and elderly populations, or what are referred to as “traditionally underserved”. Common barriers to underserved community participation deal mainly with accessibility: under-represented communities cite the lack of notification regarding upcoming meetings, and if they do, often have difficulty attending them, due to time and transportation constraints, as many members of these communities do not have access to a car and the meetings do not take place in areas served by public transportation. In addition, the Southwestern Pennsylvania region is home to one of the largest population concentrations of the elderly in the United States. This makes outreach efforts to the elderly community all the more important to gather the concerns and issues of a significant stakeholder community.

SPC recognizes these challenges and works to involve and inform members of a broad and diverse community with a proactive program of outreach methods. SPC’s Public Involvement Coordinator actively seeks out community groups which organize members of traditionally underserved communities, participates in meetings, and helps to provide information and resources through in-person participation.

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

Also upon request, SPC staff will offer the best available transportation resources to those who are unable to participate in public meetings. Public transit options, including ACCESS, and SPC’s own CommuteInfo program, and carpooling options will be presented to the individual by SPC staff. For further information regarding transportation options for SPC public meetings, please contact SPC.

### **6.6 Title VI Discrimination Complaints**

The SPC Title VI Complaint Procedure is written to specify the process employed by SPC to investigate complaints, while ensuring due process for complainants and respondents. The process does not preclude SPC from attempting to informally resolve complaints.

This procedure applies to all external complaints relating to any program or activity administered by SPC and/or its subrecipients, consultants and contractors, 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 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 for remedies that include punitive damages or compensatory remuneration for the Complainant. Intimidation or retaliation of any kind is prohibited by law. Please see Appendix D for SPC's Title VI Discrimination Complaint Procedure, including details on how and where to submit a complaint.

## **Section 7: Active Involvement in Public Meetings**

SPC welcomes comments and ideas related to regional issues from interested parties from the Southwestern Pennsylvania region. There are many opportunities and levels of involvement for citizens related to the regional planning process, and also for those who wish to address the Southwestern Pennsylvania Commission directly. With the exception of those meetings that are appropriate executive sessions, all regular meetings of the Southwestern Pennsylvania Commission are open to the public and include an opportunity for public comment.

### **7.1 Public Comments at Commission Meetings**

Individuals or interested parties who wish to speak at an SPC meeting will be asked to sign in at the meeting location. In the event that an individual is unable to make comments during a scheduled meeting time, comments may also be submitted in written, verbal or electronic form. Any questions regarding directions or special requests should be directed to the appropriate SPC staff member, and will be handled in a reasonable manner.

Speakers will be called upon in the order in which they signed in. Out of respect for everyone's time, individuals are asked to keep their comments to three (3) minutes, unless otherwise specified. Presenters are encouraged to provide any visual material or handouts for the attendees. Copying or replication of any handout materials for distribution is the responsibility of the individual. It is recommended that individuals not duplicate the prior comments of others preceding them.



Proceedings of meetings of the Commission will be available as meeting minutes or meeting summaries, which will be posted on SPC's website at [www.spcregion.org](http://www.spcregion.org), and available for review at SPC offices. Please call SPC at (412) 391-5590 for more information.

### **7.2 SPC Committees**

SPC has several committees that meet routinely, in which interested parties can attend and receive the same information given to representatives of the professional planning and transportation agencies involved in SPC activities. Committee meetings give interested parties an opportunity to learn the pertinent facts surrounding an issue. All regular committee meetings are open to the public.

## **Section 8: Public Review and Comment Periods at Key Decision Points**

### **8.1 Taking an Active Role During Key Decision Points**

SPC values the efforts stakeholders and the public make to participate in the regional planning process. Except in those cases where emergency action is required, SPC will provide at least 30 days for public review and comment (45 days in the case of the Public Participation Plan) before taking formal action on major decisions. The Public Participation Plan defines a major decision as the official adoption of:

- Regional Long Range Transportation Plan (regional plan)
- Transportation Improvement Program (TIP), which includes the Program of Projects for the region's sponsors of Federal Transit Administration-funded projects (see section 8.5). The participating transit agencies for which the MPO public participation process satisfies the Program of Projects requirements of the Urbanized Area Formula Program of the Federal Transit Administration include: Beaver County Transit Authority, Butler Transit Authority, Fayette Area Coordinated Transit, Mid Mon Valley Transit Authority, Port Authority of Allegheny County, Washington County Transportation Authority, Westmoreland County Transit Authority, Southwestern Pennsylvania Commission, and CommuteInfo, a program of the Southwestern Pennsylvania Commission.
- Air Quality Conformity Determination
- Public Participation Plan
- A Major Amendment to the regional plan or TIP (see Section 13)

### **8.2 Public Review and Comment Period Requirements**

SPC will inform the public and interested parties of public review and comment periods, using the Public Notice procedures described in Section 10, at least 30 days prior to the date scheduled for Commission adoption or major amendment of a regional long range transportation plan, Transportation Improvement Program (TIP), or Air Quality Conformity Determination.

Similarly, we will inform the public and interested parties of public review and comment periods, using the Public Notice procedures described in Section 10, at least 45 days prior to the date scheduled for Commission adoption of an updated Public Participation Plan.

Documents and information on which public comments are sought will be made available to stakeholders, other interested parties and the general public at locations in the area affected by the proposed action. These locations include those listed in SPC's "Document Review Network," a list of public libraries and other



*Example: An SPC Document Review Network display*

publicly accessible locations (included in Appendix A), as well as SPC's website, [www.spcregion.org](http://www.spcregion.org) ). Information on where and how to access public comment documents will be included in the Public Notice (see Section 10).

Prior to formal action by the Commission on the adoption of a regional Long Range Transportation Plan, Transportation Improvement Program (TIP), Air Quality Conformity Determination, Public Participation Plan, or major amendment, at least one public meeting will be held for the purpose of providing information and obtaining comment. This public meeting may be held as part of a regular meeting of the Commission, or as a separate public meeting. Details on the time and location of any and all public meetings held in association with a published Commission action on a Long Range Transportation Plan, Transportation Improvement Program (or amendment), or a Public Participation Plan will be included in the public notice.

### **8.3 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 appreciably during the initial public review and comment period, an additional 30-day public review and comment period will be provided prior to the Southwestern Pennsylvania Commission taking formal action.

If the draft Public Participation Plan changes appreciably during the initial public review and comment, an additional 45-day public review and comment period will be provided prior to the Commission taking formal action.

Any additional public review and comment periods will be conducted in accordance with procedures for regular public comment periods listed in Section 11.

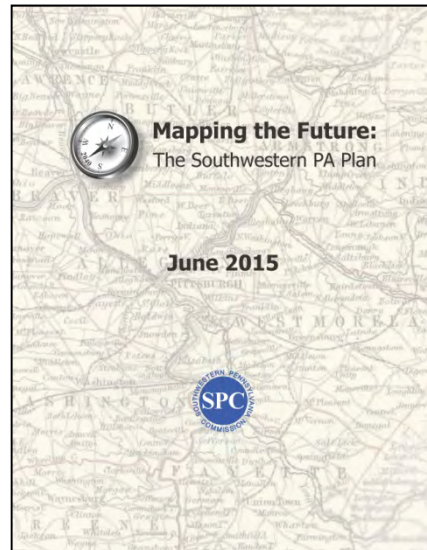
### **8.4 The Regional Long Range Transportation Plan**

The regional long range transportation plan (regional plan) is a long range (20+ years) strategy and capital improvement Plan developed to guide the effective investment of public funds in multi-modal transportation facilities in the context of the regional vision. The regional plan provides the context from which the region's Transportation Improvement Program (TIP), a short-range capital improvement program for implementing transportation projects, is drawn. The regional plan is updated, at a minimum, every four years in consultation with interested parties (see Section 4).

SPC's early and ongoing public participation process in developing the regional plan typically follow these steps:



- Step 1: Public Participation Panels utilized to gather initial input (when update cycles correspond, this can occur in concert with the TIP update--See Section 5 for more information).
- Step 2: Initial input compiled and used in the design of the next phase of outreach and participation, such as workshops and other public meetings.
- Step 3: Ongoing input used to develop draft regional plan materials in consultation with interested parties (see Section 4.2).
- Step 4: Draft regional plan materials will be presented for review and comment by the public and interested parties using the Public Review and Comment procedures for a 30-day public review and comment period described in Section 8.2. Draft materials will be made available during the 30-day public comment period on the SPC website at [www.spcregion.org](http://www.spcregion.org), and at SPC's offices. Notices detailing how to access draft documents will be provided to member government planning offices and public libraries in the Document Review Network (included for reference in Appendix A and on SPC's website at [www.spcregion.org](http://www.spcregion.org)). Information on where and how to access public comment documents will be included in the Public Notice (see Section 10). Vital draft regional plan documents will be made available in languages other than English and alternative formats upon request in accordance with the procedures for accommodating Limited English Proficient persons and persons with disabilities contained in this Public Participation Plan (see Section 6).
- Step 5: All comments received and the response to comments will be documented and provided to the Commission prior to taking action on the draft regional plan materials.
- Step 6: Draft documents may be revised to reflect comments received from the public.
- Step 7: The Commission takes action on the regional plan.
- Step 8: A Public Participation Report will be developed documenting all comments received and the response to comments, as well as documentation of the public participation and outreach activities.
- Step 9: Regional planning documents will be produced and made available on the SPC website at [www.spcregion.org](http://www.spcregion.org), at SPC's offices, or by calling SPC at (412) 391-5590. Vital regional plan documents will be made available in languages other than English and alternative formats upon request in accordance with the procedures for accommodating Limited English Proficient persons and persons with disabilities contained in this Public Participation Plan (see Section 6).



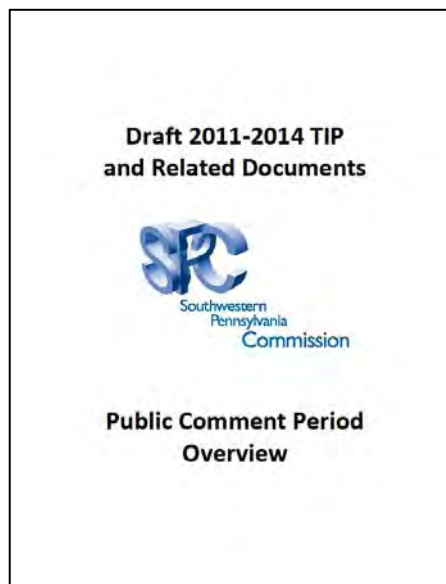
*Example: Mapping the Future: The Southwestern PA Plan*

## 8.5 The Transportation Improvement Program (TIP)

The Transportation Improvement Program is Stage I of the regional Long Range Transportation Plan, and as such identifies the region's highest priority transportation projects; develops a multi-year program of implementation; and identifies available federal and non-federal funding for the identified projects. The TIP covers a four-year period of investment and is updated every two years through a cooperative effort of local, state and federal agencies, including participation by the general public and consultation with interested parties (see Section 5). Transportation projects included on the TIP are to be consistent with the regional plan.

SPC's early and ongoing public participation process in developing the TIP typically follows these steps:

- Step 1: Public Participation Panels utilized to gather initial input (when update cycles correspond, this can occur in concert with the regional plan update--See Section 11 for more information).
- Step 2: Initial input used in the design of the next phase of outreach and participation, such as workshops and other public meetings.
- Step 3: Ongoing input used to develop draft TIP materials in consultation with interested parties (see Section 4).
- Step 4: Draft TIP materials presented for review and comment by the public and interested parties using the Public Review and Comment procedures for a 30-day public review and comment period described in Section 8.2. Draft materials will be made available during the 30-day public comment period on the SPC website at [www.spcregion.org](http://www.spcregion.org), and at SPC's offices. Notices detailing how to access draft documents will be provided to member government planning offices and public libraries in the Document Review Network (included for reference in Appendix A and on SPC's website at [www.spcregion.org](http://www.spcregion.org)). Information on where and how to access public comment documents will be included in the Public Notice (see Section 10). Vital draft TIP materials will be made available in languages other than English and alternative formats upon request in accordance with the procedures for accommodating Limited English Proficient persons and persons with disabilities contained in this Public Participation Plan (see Section 6).
- Step 5: Draft TIP materials will include project listings for the Program of Projects for the region's sponsors of Federal Transit Administration-funded projects. Information on



*Example: Summary Review Document of the Draft 2011-2014 TIP*

where and how to access these public comment documents will be included in the public notice along with a statement that the public process satisfies the Program of Projects requirements of the Federal Transit Administration (see Section 10). The participating transit agencies for which the MPO public participation process satisfies the Program of Projects requirements of the Urbanized Area Formula Program of the Federal Transit Administration include: Beaver County Transit Authority, Butler Transit Authority, Fayette Area Coordinated Transit, Mid Mon Valley Transit Authority, Port Authority of Allegheny County, Washington County Transportation Authority, Westmoreland County Transit Authority, Southwestern Pennsylvania Commission, and CommuteInfo, a program of the Southwestern Pennsylvania Commission.

- Step 6: All comments received and the response to comments will be documented and provided to the Commission prior to taking action on the draft TIP materials.
- Step 7: Draft documents may be revised to reflect comments received from the public.
- Step 8: The Commission takes action on the TIP.
- Step 9: A Public Participation Report will be developed documenting all comments received and the response to comments, as well as documentation of the public participation and outreach activities.
- Step 10: TIP documents and its companion documents (Air Quality Conformity Determination Report and Public Participation Report) will be produced and made available on the SPC website at [www.spcregion.org](http://www.spcregion.org), at SPC's offices, or by calling SPC at (412) 391-5590. Vital TIP documents will be made available in languages other than English and alternative formats upon request in accordance with the procedures for accommodating Limited English Proficient persons and persons with disabilities contained in this Public Participation Plan (see Section 6).

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

Both the Transportation Improvement Program and the regional Long Range Transportation Plan are dynamic documents subject to change in funding, projects and priorities. Once a TIP or regional plan has been developed and approved, the program is subject to revisions as the budgeted transportation program experiences 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 total cost is programmed in the current approved TIP. SPC must modify the TIP or regional plan to adjust to the changing cost and schedule necessary to advance projects.

The definition of a major amendment varies by the type of plan or program to be amended. Definitions and procedures for regional plan and TIP major amendments are included in the regional plan and TIP documents, and are available on SPC's website at [www.spcregion.org](http://www.spcregion.org). Please contact SPC at (412) 391-5590 for more information.

If a proposed revision to the TIP or regional plan adds a project, deletes a project, or impacts the schedule or scope of work to an air quality significant project in a nonattainment or maintenance area, SPC will review the proposal and determine if a new air quality conformity determination is required prior to formal approval of the change. If the revision requires that a new conformity determination is necessary, an amendment to the regional Long Range Transportation Plan shall also be developed. Please see Section 8.7 for more information on the Air Quality Conformity Determination report.

SPC's public participation and public comment process for major amendments to the regional plan or TIP typically follows these steps:

- Step 1: SPC informs the public and interested parties of the public review and comment period for the proposed major amendment using the Public Notice procedures described in Section 10, at least 30 days prior to the date scheduled for Commission action on the proposed major amendment.
- Step 2: Proposed major amendment information presented for review and comment by the public and interested parties using the Public Review and Comment procedures for a 30-day Public Comment Period described in Section 8.2. Proposed major amendment information made available during the 30-day public comment period on the SPC website at [www.spcregion.org](http://www.spcregion.org), and at SPC's offices. Notices detailing how to access draft documents provided to member government planning offices and public libraries in the Document Review Network (included for reference in Appendix A and on SPC's website at [www.spcregion.org](http://www.spcregion.org)). Information on where and how to access public comment documents will be included in the public notice (see Section 10), along with a statement that the public process satisfies the Program of Projects requirements of the Federal Transit Administration (see Section 10). The participating transit agencies for which the MPO public participation process satisfies the Program of Projects requirements of the Urbanized Area Formula Program of the Federal Transit Administration include: Beaver County Transit Authority, Butler Transit Authority, Fayette Area Coordinated Transit, Mid Mon Valley Transit Authority, Port Authority of Allegheny County, Washington County Transportation Authority, Westmoreland County Transit Authority, Southwestern Pennsylvania Commission, and CommuteInfo, a program of the Southwestern Pennsylvania Commission.
- Step 3: All comments received and the response to comments documented and provided to the Commission prior to taking action on the proposed major amendment.
- Step 4: Draft documents may be revised to reflect comments received from the public.
- Step 5: The Commission takes action on the major amendment.
- Step 6: After federal and state approval of the requested changes, SPC will update the appropriate TIP or regional plan documents on the SPC website at [www.spcregion.org](http://www.spcregion.org). Updated documents will also be available at SPC's offices or by calling SPC at (412) 391-5590.

## **8.7 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 Transportation Improvement Program. The Air Quality Conformity Determination report documents the process used by SPC for making the transportation-related conformity determination for the regional long range transportation plan and Transportation Improvement Program (TIP) for ozone, particulate matter and carbon monoxide. The conformity determination is required by the federal Clean Air Act. SPC's 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.

The Air Quality Conformity Determination report is developed as part of the regional plan or TIP update, in which case public participation and public comment procedures for the regional plan or TIP will be followed as described in Section 8.4 and Section 8.5. The Air Quality Conformity Determination report is also updated as required by certain amendments to the TIP or regional plan, in which case public participation and public comment procedures for major amendments to the regional plan or TIP will be followed as described in Section 8.6.

## **8.8 The Public Participation Plan**

This Public Participation Plan describes the various objectives, strategies and tools to engage the public and encourage participation in the development of transportation plans and programs. SPC will periodically update the Public Participation Plan. This may be due to new official planning regulations and procedures, or after review and evaluation of the Public Participation Plan's effectiveness.

SPC's public participation and public comment process for updating the Public Participation Plan follows these general steps:

- Step 1: Revisions to the Public Participation Plan are developed in consultation with interested parties, including the Public Participation Panels, before the draft documents are submitted for the public review and comment process.
- Step 2: The draft Public Participation Plan is presented for public review and comment by the public and interested parties using the Public Review and Comment procedures for a 45-day Public Comment Period described in Section 8.2. The draft Public Participation Plan will be made available during the 45-day public comment period on the SPC website at [www.spcregion.org](http://www.spcregion.org) and at SPC's offices. Notices detailing how to access draft documents will be provided to member government planning offices and public libraries in the Document Review Network (included for reference in Appendix A and on SPC's website at [www.spcregion.org](http://www.spcregion.org)). Information on where and how to access public comment documents will be included in the public notice (see Section 10). The draft Public Participation Plan will be made available in languages other than English and

alternative formats upon request in accordance with the procedures for accommodating Limited English Proficient persons and persons with disabilities contained in this Public Participation Plan (see Section 6.2).

- Step 3: All comments received and the response to comments will be documented and provided to the Commission prior to taking action on the draft Public Participation Plan.
- Step 4: Draft documents may be revised to reflect comments received from the public.
- Step 5: The Commission takes action on the draft Public Participation Plan.
- Step 6: A Public Participation Report will be developed documenting all comments received and the response to comments, as well as documentation of the public participation and outreach activities.
- Step 7: The Public Participation Plan will be produced and made available on the SPC website at [www.spcregion.org](http://www.spcregion.org), at SPC's offices, or by calling SPC at (412) 391-5590. The Public Participation Plan will be made available in languages other than English and alternative formats upon request in accordance with the procedures for accommodating Limited English Proficient persons and persons with disabilities contained in this Public Participation Plan (see Section 6.2).

## **Section 9: Access to Information**

SPC will provide reasonable access to public information, including technical information and meeting notices:

- In electronically accessible formats on its website ([www.spcregion.org](http://www.spcregion.org))
- In its offices at Two Chatham Center, Suite 500, 112 Washington Place, Pittsburgh, PA 15219-3451

Where indicated in this Public Participation Plan, information detailing how to access information regarding draft documents available for public review and comment (see Section 8) will be provided to member government planning offices and public libraries in the Document Review Network (included for reference in Appendix A and on SPC's website at [www.spcregion.org](http://www.spcregion.org)).

### **9.1 Actions, Tools, and Methods**

SPC realizes that the public is the key to an effective planning process. SPC utilizes a wide range of actions, tools, and methods to provide an effective means of open dialogue and education regarding the transportation planning process. Examples include:

- The Public Resource Program (see Section 3)
- Public Participation Panels (see Section 5)
- SPC employs a full-time staff person to plan, develop and maintain our community and partner relationships
- Communication by mail, phone, fax, email, or person-to-person
- SPC's website containing documents, meeting schedules, agendas and minutes/summaries, transportation announcements, and educational tools
- SPC accepts input at public meetings and workshops that are held at convenient and accessible locations and times
- Partnering with community, civic and business groups to produce forums and input sessions
- Distribution of planning documents, annual reports, brochures, fact sheets, and maps documenting planning efforts
- Distribution of newsletters, public notices, and press releases
- Documentation and availability of public comments and responses in Public Participation Reports (see Section 9.1)
- Response Sheets: Mail-In forms to gain information on public preferences
- Internet Surveys: Web-based response polls
- Visualization techniques to help members of the general public understand potential outcomes of transportation programs or plans (see Section 3.2)
- Consultation with agencies and officials responsible for planning activities within the Metropolitan Planning Area that are affected by transportation (see Section 4.2)

## **9.2 Response to Special Requests**

Effective public involvement requires two-way communication between the public and SPC staff. In the effort to use limited staff resources efficiently, SPC will make information available to interested parties on a regular basis through the various processes and activities outlined in this Public Participation Plan. When SPC receives special requests to perform an analysis that is not considered as part of the planning process, or other special data or information, the agency will determine the reasonableness of the request. Criteria 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. SPC will determine reasonableness of and respond to all special requests on an individual basis.

## **9.3 Right to Know Law Requests**

The Pennsylvania Right to Know Law, 65 P.S. §67.101 et seq. (RTKL) establishes the standards for the provision of access to public information held by Commonwealth, Local, Legislative, and Judicial agencies in Pennsylvania. SPC's Right to Know Law Policy sets forth the guidelines, process and procedures with respect to requests made for access to SPC's records. SPC's Right to Know Law Policy is available on the SPC website at [www.spcregion.org](http://www.spcregion.org), at SPC's offices, or by calling SPC at (412) 391-5590.



## **Section 10: Public Notices**

Reaching out to 2.6 million citizens in 10 counties, in the most direct, yet cost-effective manner requires a multi-faceted approach. To ensure that the public has ample opportunity to take part in the regional planning process, SPC is committed to providing timely notification, complete information, and full public access to key decisions. Our efforts to ensure the most effective level of communication for all public notices are detailed in this section.

### **10.1 Public Notice Policies**

SPC publishes formal public notices to announce the following types of events and participation opportunities:

- The Commission’s annual meeting schedule—advertised annually
- Special or rescheduled Commission meetings—advertised 24 hours in advance
- Comment Periods—advertised in a newspaper of general circulation, and the SPC website, at least 30 days prior to the date the Commission is scheduled to take formal action on any major decisions (see Section 8)
- Meetings related to Comment Periods—advertised at least 7 days in advance (see Section 8 and Section 10)

Public notices for these events and participation opportunities are:

- Advertised in the form of paid display advertisements. One paid advertisement will be placed in a newspaper of general circulation in the region and one in a newspaper with circulation targeted to minority communities (included for reference in Appendix B and on SPC’s website at [www.spcregion.org](http://www.spcregion.org))
- Public notices are also distributed to other media outlets or organizations that serve targeted outreach groups identified in SPC’s Environmental Justice and Limited English Proficiency analyses (included for reference in Appendix B and on SPC’s website)
- Posted on the agency’s website at [www.spcregion.org](http://www.spcregion.org)
- Posted prominently at SPC’s offices

Public notices provide the following information (where applicable):

- Type or name of meeting/participation event/activity/public comment period
- Subject of meeting of meeting/participation event/activity/public comment period
- The date, time and location of meeting/participation event/activity
- Start and end dates for public comment periods
- Contact information (Address, Telephone Number, E-mail address and/or website)
- Brief summary of the proposed action, plan, program or amendment
- Where to obtain copies of the plan or materials (Document Review Network, offices and website.)
- Instructions on how to provide formal public comments

- If formal action on a major decision will be taken by the Commission, the date, time and location of the meeting where that action will be taken
- Offer to provide accommodations for people with Limited English Proficiency
- Offer to provide accommodations for people with disabilities
- Offer to provide accommodations related to sight, language or hearing
- A statement that the public process satisfies the Program of Projects requirements of the Federal Transit Administration. The participating transit agencies for which the MPO public participation process satisfies the Program of Projects requirements of the Urbanized Area Formula Program of the Federal Transit Administration include: Beaver County Transit Authority, Butler Transit Authority, Fayette Area Coordinated Transit, Mid Mon Valley Transit Authority, Port Authority of Allegheny County, Washington County Transportation Authority, Westmoreland County Transit Authority, Southwestern Pennsylvania Commission, and CommuteInfo, a program of the Southwestern Pennsylvania Commission.

**Section 11: Evaluation of Public Participation Plan, Public Participation Panels and Public Meetings**

- Public Participation Panels: Chairs of the Public Participation Panels will be asked periodically, on a cycle in advance of future regional plan and TIP updates, to participate in focus groups to discuss the effectiveness of the Panels, ways to engage members and encourage participation, and suggestions for improving the Panels.
- Public meetings: Special workshops and meetings scheduled for the general public and interested parties will include a means of providing feedback on the effectiveness of the process of communication and meeting format.
- After a 45 day public comment period, the SPC Executive Committee will review and recommend changes to the Public Participation Plan and SPC public engagement processes based upon input from the public, interested parties, and the Public Participation Panels.

**Section 12: Applicability**

This Public Participation Plan and any subsequent amendments shall be effective immediately upon adoption by the Southwestern Pennsylvania Commission. This Public Participation Plan supersedes the previous Public Participation Plan (adopted April 2012).

## **Section 13: Definitions**

**A. Air quality conformity determination:** A process in which transportation plans and programs are reviewed 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 are expected to improve the air quality.

**B. Interested Parties:** Interested parties as defined in 23 C.F.R. §450.316 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.

**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 (23CFR Part 450.322).

**D. Major amendment:** Any amendment to a long-range transportation plan or Transportation Improvement Program (TIP) that does not qualify as a minor amendment, or an amendment that meets the criteria for a minor amendment but is treated as a major amendment because of controversy or high visibility. Procedures for TIP modifications and amendments are provided in the TIP document.

**E. Major decision:** The adoption or major amendment of the long-range transportation 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, 40CFR Part 93). Procedures for TIP modifications and amendments are provided in the TIP document.

**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, SPC will make information available to interested parties on a regular basis through the various processes and activities outlined in this Public Participation Plan. When SPC receives special requests for an analysis that is not considered as part of the planning process, or other special data or information, the agency 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. SPC will determine reasonableness of and respond to all special requests on an individual basis.

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

**Section 14: Continuing Efforts**

- Further identification of and consultation with interested parties
- Continue to seek out EJ/LEP organizations and resources
- Update Limited English Proficiency Assessment
- Conduct review of ADA accessibility features of websites/meeting locations
- Continue to develop various forms of education media for all interested audiences
- Evaluate the effectiveness of the Public Participation Plan
- Consider methods to further promote the Public Participation Panel appointment opportunities to the general public and interested parties
- Advance methods of continuous engagement for Public Participation Panel and the general public

## **Section 15: Frequently Asked Questions**

### **15.1 What is a Public Participation Plan?**

The Southwestern Pennsylvania Commission's (SPC) Public Participation Plan identifies strategies and tools used to gather the public's input into SPC's transportation planning activities. The plan outlines SPC's adoption and amendment process for transportation plans, projects, and tasks; public comment periods; opportunities for public participation; public notice practices; and strategies for public participation.

### **15.2 Why Update the Plan?**

SPC routinely reviews and evaluates its public participation and outreach activities as the transportation planning landscape changes. Infrastructure improvement is more of a priority than ever, and even more challenging in the midst of challenging economic conditions. SPC's ability to adapt to these changes, educate our communities, and create opportunities for two-way dialogue amongst its partners and citizens, requires a comprehensive and cohesive approach.

### **15.3 Why is SPC responsible for the Public Participation Plan?**

The Southwestern Pennsylvania Commission (SPC) is the federally designated Metropolitan Planning Organization (MPO) for our ten county region, and is responsible for regional transportation planning activities. SPC communicates with interested parties to ensure that transportation planning is representative of and responsive to the needs of the entire region. SPC makes a concerted effort to provide the public an active role in the development of transportation plans, programs, and projects, beginning in the early stages of planning processes.

The Public Participation Plan ensures that the participation activities of SPC's transportation planning processes comply with the proactive public involvement requirements of Title 23 Code of Federal Regulations, Section 450.316, the participation plan requirements of the federal Safe, Accountable, Flexible, and Efficient Transportation Equity Act—A Legacy for Users (SAFETEA-LU) (Title 23 United States Code, Section 134(i)(5)), and other applicable federal regulations and guidelines on metropolitan transportation planning and programs.

### **15.4 What are the Objectives of Public Participation?**

- **Educate and inform** the public about transportation planning, projects, and issues within their communities and the region
- **Involve the public** in the transportation process



- Ensure that **information is easily accessible** to all interested parties in the community
- **Identify, seek out and engage** minority populations, low-income, populations, Limited English Proficient persons, and persons with disabilities
- **Enhance the decision-making process** to include the interest/needs of stakeholders through informed consent
- Continue to **evaluate, evolve, and improve** the public participation process

### **15.5 How Do I Contact SPC?**

For more information on this Public Participation Plan or SPC's regional transportation planning activities, please contact:

Public Involvement Coordinator  
Southwestern Pennsylvania Commission  
Two Chatham Center, Suite 500  
112 Washington Place  
Pittsburgh, PA 15219-3451  
Telephone: (412) 391-5590  
Fax: (412) 391-9160  
Email: [comments@spcregion.org](mailto:comments@spcregion.org)  
Website: [www.spcregion.org](http://www.spcregion.org)

If you have a Title VI Discrimination complaint, please see Appendix D for more information.

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**APPENDIX A**  
**DOCUMENT REVIEW NETWORK**

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**Document Review Network  
County Planning Offices**

Armstrong County Department of  
Planning and Development  
402 Market Street  
Kittanning, PA 16201

Allegheny County Department of  
Economic Development  
425 Sixth Avenue, Suite 800  
Pittsburgh, PA 15219

Butler County Planning Commission  
P. O. Box 1208  
Butler, PA 16003-1208

Beaver County Planning Commission  
810 Third Street  
Beaver, PA 15009

Greene County Department of  
Economic Development  
49 South Washington Street  
Waynesburg, PA 15370

Fayette County Office of Planning and Zoning  
61 East Main Street, 3rd Floor  
Uniontown, PA 15401

Lawrence County Planning Department  
430 Court Street  
Lawrence County Government Center  
New Castle, PA 16101

Indiana County Department of  
Economic Development and Planning  
801 Water Street  
Indiana, PA 15701-1705

Washington County Planning Commission  
Washington County Courthouse, Suite 701  
100 West Beau Street  
Washington, PA 15301

Pittsburgh Department of City Planning  
Fourth Floor  
200 Ross Street  
Pittsburgh, PA 15219

Westmoreland County Planning Department  
Fifth Floor, Suites 510 and 520  
40 North Pennsylvania Avenue  
Greensburg, PA 15601

**Document Review Network  
Public Libraries**

Mount Lebanon Public Library  
16 Castle Shannon Boulevard  
Pittsburgh, PA 15228

Eva K. Bowlby Memorial Library  
311 North West Street  
Waynesburg, PA 15370

Ellwood City Public Library  
510 Crescent Avenue  
Ellwood, PA 16117

Laughlin Memorial Free Library  
Eleventh Avenue and Maplewood Avenue  
Ambridge, PA 15003

New Castle Public Library  
207 E. North Street  
New Castle, PA 16101

Peoples Library  
880 North Barnes Street  
New Kensington, PA 15068

Carnegie Library of Pittsburgh  
419 Dinwiddie Street  
Pittsburgh, PA 15219

Carnegie Library of Pittsburgh  
Lawrenceville Branch  
279 Fisk Street  
Pittsburgh, PA 15201

Carnegie Library of Pittsburgh  
7101 Hamilton Avenue  
Pittsburgh, PA 15208

Carnegie Library of Pittsburgh  
Five Allegheny Square  
Pittsburgh, PA 15212

Carnegie Library of Pittsburgh  
418 Dinwiddie Street  
Pittsburgh, PA 15219

Carnegie Library of Pittsburgh  
West End Branch  
47 Wabash Avenue  
Pittsburgh, PA 15220

Carnegie Library of Pittsburgh  
South Side Branch  
East Carson and Twenty-Second Street  
Pittsburgh, PA 15203

Carnegie Library of Pittsburgh  
5801 Forbes Avenue  
Pittsburgh, PA 15217

Carnegie Library of Pittsburgh  
1201 Woods Run Avenue  
Pittsburgh, PA 15212

Carnegie Library of McKeesport  
1507 Library Avenue  
McKeesport, PA 15132-4796

Carnegie Library of Pittsburgh  
708-710 Brookline Boulevard  
Pittsburgh, PA 15226

Carnegie Library of Pittsburgh  
Carrick Branch  
1811 Brownsville Road  
Pittsburgh, PA 15210

Carnegie Library of Pittsburgh  
720 Sherwood Avenue  
Pittsburgh, PA 15204

Carnegie Library of Pittsburgh  
Library for the Blind & Physically Handicapped  
4724 Baum Boulevard  
Pittsburgh, PA 15213

Carnegie Free Library  
299 S. Pittsburgh Street  
Connellsville, PA 15425

Carnegie Mellon University Hunt Library  
4909 Frew Street  
Pittsburgh, PA 15213

Brownsville Free Library  
100 Seneca Street  
Brownsville, PA 15417

Shaler North Hills Library  
1822 Mount Royal Boulevard  
Glenshaw, PA 15116

B. F. Jones Memorial Library  
663 Franklin Avenue  
Aliquippa, PA 15001

Greater Canonsburg Public Library  
68 East Pike Street  
Canonsburg, PA 15317

Monroeville Public Library  
4000 Gateway Campus Blvd.  
Monroeville, PA 15146

Cranberry Public Library  
2525 Rochester Road, Suite 300  
Cranberry Twp., PA 16066

Belle Vernon Public Library  
505 Speer Street  
Belle Vernon, PA 15012

Carnegie Free Library  
1301 Seventh Avenue  
Beaver Falls, PA 15010

Indiana University of Pennsylvania  
Stapleton Library  
431 South Eleventh Street  
Indiana, PA 15705

Scottdale Public Library  
231 Pittsburgh Street  
Scottdale, PA 15683

Apollo Memorial Library  
219 North Pennsylvania Avenue  
Apollo, PA 15613

Carnegie Library of Pittsburgh  
Foundation Center  
4400 Forbes Avenue  
Pittsburgh, PA 15213



**Public Participation Plan 2015**

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Northland Public Library  
300 Cumberland Road  
Pittsburgh, PA 15237

Flenniken Memorial Library  
102 East George Street  
Carmichaels, PA 15320

Zelienople Public Library  
227 South High Street  
Zelienople, PA 16063

Peters Township Library  
616 East McMurray Road  
McMurray, PA 15317-3420

New Library  
207 East North Street  
New Castle, PA 16101

Jefferson Library  
925 Old Clairton Road  
Jefferson Hills, PA 15025-3158

Carnegie Library of Homestead  
510 E. 10th Avenue  
Munhall, PA 15120-1910

Mars Area Public Library  
107 Grand Avenue  
Box 415  
Mars, PA 16046

Andrew Carnegie Free Library  
300 Beechwood Avenue  
Carnegie, PA 15106

Penn Hills Library  
240 Aster Drive  
Pittsburgh, PA 15235

Chartiers Houston Community Library  
730 West Grant  
Houston, PA 15342

Bethel Park Public Library  
5100 West Liberty Avenue  
Bethel Park, PA 15102

Blairsville Free Library  
113 North Walnut Street  
Blairsville, PA 15717

Norwin Public Library  
100 Caruthers Lane  
Irwin, PA 15642-4008

Indiana Free Library  
845 Philadelphia Street  
Indiana, PA 15701

Saltsburg Free Public Library  
307 Point Street  
Saltsburg, PA 15681

Monessen Public Library  
326 Donner Avenue  
Monessen, PA 15062

Carnegie Library of Pittsburgh  
Hazelwood Branch  
4901 Second Avenue  
Pittsburgh, PA 15207

Carnegie Library of Pittsburgh  
East Liberty Branch  
5920 Ralph Munn Mall  
Pittsburgh, PA 15206

Carnegie Library of Pittsburgh  
Knoxville Branch  
400 Brownsville Road  
Pittsburgh, PA 15210

Carnegie Library of Pittsburgh  
Mount Washington Branch  
315 Grandview Avenue  
Pittsburgh, PA 15211

Kittanning Free Library  
280 North Jefferson Street  
Kittanning, PA 16201

Moon Township Public Library  
1700 Beaver Grade Road  
Moon Township, PA 15108

Western Allegheny Community Library  
8042 Steubenville Pike  
Oakdale, PA 15071

Monongehela Area Library  
813 West Main Street  
Monongahela, PA 15063

Wagner Memorial Library  
609 Pennsylvania Avenue  
Monaca, PA 15061-1805

Citizens Library  
55 South College Street  
Washington, PA 15301

Murrysville Community Library  
4130 Sardis Road  
Murrysville, PA 15668

Uniontown Public Library  
24 Jefferson Street  
Uniontown, PA 15401

Adams Memorial Library  
1112 Ligonier Street  
Latrobe, PA 15650

Community Valley  
1522 Bordview Boulevard  
Natrona Heights, PA 15065

Butler Area Public Library  
218 North McKean Street  
Butler, PA 16001

Burgettstown Community Library  
Two Kerr Street  
Burgettstown, PA 15021

Rostraver Public Library  
700 Plaza Drive  
Belle Vernon, PA 15012

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**APPENDIX B**  
**LIMITED ENGLISH PROFICIENCY**  
**RESOURCES**

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**Limited English Proficiency (LEP) Resources**

WRCT 88.3 FM  
1 WRCT Plaza  
5000 Forbes Avenue  
Pittsburgh, PA 15213

The Hispanic Center  
800 Allegheny Ave.  
Suite 127 & 118 A  
Pittsburgh, PA 15233

WEDO 810 AM  
1985 Lincoln Way  
White Oak, PA 15131-2415

Language Line Services  
Over-The-Phone Language Interpretation  
1 Lower Ragsdale Drive, Bldg. 2  
Monterey, CA 93940

Pittsburgh Metropolitan Area  
Hispanic Chamber of Commerce  
1536 Beechview Avenue  
Pittsburgh, PA 15216

Latin American Cultural Union  
P.O. Box 19403  
Pittsburgh, PA 15213

Orogol Associates, Inc.  
Translators and Interpreters  
654 Braddock Avenue  
Pittsburgh, PA 15112

La Jornada Latina  
6 Loop Street, Suite 4  
Pittsburgh, PA 15215

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**APPENDIX C**  
**TRIBAL LIAISONS**

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**TRIBAL LIAISONS**

**Absentee-Shawnee Tribe of Oklahoma**

Govt-Govt (cc. for Section 106 and projects):

George Blanchard, Governor  
2025 S. Gordon Cooper Drive  
Shawnee, OK 74801

Section 106/environment/NEPA:

Henryetta Ellis  
*Same address*

Cc: Governor

**Cayuga Nation**

Govt-Govt, Section 106 and projects:

Chief William Jacobs  
P.O. Box 803  
Seneca Falls, NY 13148

Environment/NEPA:

Timothy Two Guns  
*Same address*

**Delaware Nation**

Govt-Govt:

Kerry Holton, Tribal President  
P. O. Box 825  
Anadarko, OK 73005

Section 106 and projects:

Tamara Francis, THPO  
31064 State Highway 281  
Anadarko, OK 73005

Environment/NEPA:

Darrin Ahshapanek, EPA Director  
*Same address*

**Delaware Tribe**

Govt-Govt:

Paula Pechonick, Chief  
170 N Barbara Ave  
Bartlesville, OK 74003

Section 106 and projects:

Dr. Brice Obermeyer  
1420 C of E Drive  
Emporia, KS 66801

**Eastern Shawnee Tribe of Oklahoma**

Govt-Govt:

Glenna Wallace, Chief  
P. O. Box 350  
Seneca, MO 64865

Section 106 and projects:

Robin Dushane, Cultural Preservation  
Officer  
*Same address*

Environment/NEPA:

Roxane Weldon, EPA Director  
*Same address*

**Oneida Indian Nation**

Govt-Govt:

Raymond Halbritter, Nation  
Representative  
5218 Patrick Road  
Verona, NY 13478

Section 106 and projects:

Jesse Bergevin, Historian

1256 Union Street  
PO Box 662  
Oneida, NY 13421-0662

**Oneida Indian Nation (continued)**

cc: Laura Misita, Land Administrator  
5218 Patrick Road  
Verona, NY 13478

Environment/NEPA and legal issues:

Stephen J. Selden, Esq.  
General Council  
5218 Patrick Road  
Verona, NY 13478

**Oneida Nation of Wisconsin**

Govt to Govt:

Rick Hill, Chairman  
P. O. Box 365  
Oneida, WI 54155-0365

Section 106 and projects,

Environment/NEPA:

Corina Burke, THPO  
*Same address*

**Onondaga Nation**

Govt-Govt, Section 106 and projects,

Environment/NEPA:

Tony Gonyea, Faithkeeper  
Hemlock Rd 11a Box 319-B  
via Nedrow, NY 13120

**Seneca Nation of Indians**

Govt to Govt:

Robert Porter, President  
P.O. Box 231  
Salamanca, NY 14779

Section 106 and projects,

Environment/NEPA:

Lana Watt, THPO

Tribal Historic Preservation Office  
90 O:hi'yoh Way  
Salamanca, NY 14779

**Seneca-Cayuga Tribe of Oklahoma**

Govt-Govt, and cc. on Section 106 and projects:

LeRoy Howard, Chief  
P.O. Box 1283  
Miami, OK 74355

Section 106 and projects:

Paul Barton, Historic Preservation Officer  
23701 S. 655 Road  
Grove, OK 74344

Environment/NEPA:

Paul Barton, Environmental Director  
*Same address*

**St. Regis Mohawk Tribe**

Govt-Govt:

Chief Randy Hart  
412 State Route 37  
Hogansburg, NY 13655

Section 106 and projects:

Arnold Printup, Historic Preservation Officer  
*Same address*

Environment/NEPA:

Ken Jocks, Director  
Environmental Division  
RR #1, Box 8a  
Hogansburg, NY 13655

**Shawnee Tribe**

Govt-Govt (cc. for Section 106 and projects):

**Public Participation Plan 2015**

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Ron Sparkman, Chairman  
29 South 69a Highway  
Miami OK 74354

Phone: (716) 297-1148  
Fax: (716) 297-7355

Section 106 and projects,  
Environment/NEPA:

Kim Jumper, Tribal Historic Preservation  
Officer  
*Same address*  
cc. Tribal Chairman

cc. Section 106 and projects:\*

Stuart Patterson, Chief  
1983 Upper Mountain Road  
Tuscarora Nation  
Sanborn, NY 14132  
Phone: (716) 298-5114

**Stockbridge-Munsee Band of the  
Mohican Nation of Wisconsin**

Govt-Govt:

Kimberly Vele, Tribal President  
Route 1  
P.O. Box 70  
Bowler, WI 54416

\*As requested by Chief Henry, please  
address any correspondence to an  
individual to the:

Tuscarora Nation  
Chiefs Council

Section 106 and projects:

Sherry White, THPOr  
W13447 Camp 14 Road  
Bowler, WI 54416

Environment/NEPA:

Tuscarora Environmental Program  
Neil Patterson, Jr., Director  
2045 Upper Mountain Road  
Tuscarora Nation  
Sanborn, NY 14132

Environment/NEPA:

Greg Bunker  
*Same address*

\*This Tribal Liaisons listing is effective,  
December 2011.

**Tonawanda Seneca Nation**

Govt-Govt, Section 106, and

Environmental:

Chief Darwin Hill  
7027 Meadville Road  
Basom, NY 14013

Check [www.penndotcrm.org](http://www.penndotcrm.org) for most  
up-to-date tribal contact list

**Tuscarora Nation**

Govt-Govt, Section 106, and projects:\*

Leo Henry, Chief  
2006 Mt. Hope Road  
Via Lewiston, NY 14092

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**APPENDIX D**  
**TITLE VI DISCRIMINATION COMPLAINT  
PROCEDURES**

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**SOUTHWESTERN PENNSYLVANIA COMMISSION (SPC)  
TITLE VI DISCRIMINATION COMPLAINT PROCEDURE**

The SPC Title VI Complaint Procedure is written to specify the process employed by SPC to investigate complaints, while ensuring due process for Complainants and respondents. The process does not preclude SPC from attempting to informally resolve complaints.

This procedure applies to all external complaints relating to any program or activity administered by SPC and/or its subrecipients, consultants and contractors, 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 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 for remedies that include punitive damages or compensatory remuneration for the Complainant. Intimidation or retaliation of any kind is prohibited by law.

**SPC Complaint Procedure Process**

An individual, or his or her representative, who believes that he or she has been subject to discrimination or retaliation prohibited by Title VI and other nondiscrimination provisions, has a right to file a complaint. Complaints need to be filed within 180 calendar days of the alleged occurrence, when the alleged discrimination became known to the Complainant, or when there has been a continuing course of conduct, the date on which the conduct was discontinued or the latest instance of the conduct.

Complaints may be sent to:

**Title VI Compliance Officer**

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

**Title VI Coordinator**

Bureau of Equal Opportunity  
Pennsylvania Department of Transportation  
PO Box 3251  
Harrisburg, Pennsylvania 17105-3251

**Equal Opportunity Specialist**

U.S. Department of Transportation  
Federal Highway Administration  
228 Walnut Street; Room 508  
Harrisburg, Pennsylvania 17101-1720

**Civil Rights Officer**

U.S. Department of Transportation  
Federal Transit Administration  
Region III  
1760 Market Street, Suite 500  
Philadelphia, Pennsylvania 19103

**Title VI Coordinator**

Office for Civil Rights and Civil Liberties  
U.S. Department of Homeland Security  
Mail Stop 0800  
Washington, DC 20520

**Title VI Coordinator**

Office of Civil Rights  
Federal Aviation Administration  
800 Independence Avenue, SW  
Washington, DC 20591

**Title VI Coordinator**

Office of Civil Rights  
U.S. Environmental Protection Agency  
Mail Code 1201A  
1200 Pennsylvania Avenue, NW  
Washington, DC 20460

If necessary, an authorized person will assist the Complainant in writing the complaint. The written complaint must include the following information:

- Name, address and telephone number of the Complainant.
- Basis of the complaint, (e.g. Race, Color, National Origin, Sex, Age, Disability, Retaliation).

- A detailed description of the circumstances of the incident that led the Complainant to believe discrimination occurred.
- Name(s), title, and address of the person who discriminated against the Complainant.
- Name(s), address and phone numbers of people who may have knowledge of the alleged incident or are perceived as parties in the complained-of incident.
- Date or dates on which the alleged discrimination occurred.
- Other agencies where the complaint was filed.

As an investigation moves forward, additional information may be required.

If SPC receives a complaint, the Commission will acknowledge receipt of the complaint by notifying the Complainant and immediately transmitting the complaint to the proper state and federal agency (e.g., Federal Highway Administration, Federal Transit Administration, PennDOT) for investigation and disposition pursuant to that agency's Title VI complaint procedures.

The SPC Title VI Compliance Officer will maintain a log of all complaints received by the Commission. The SPC Title VI Discrimination Complaint Procedure is available on SPC's website at [www.spcregion.org](http://www.spcregion.org).

**Title VI Plan for the Southwestern Pennsylvania Commission**

**Appendix 5**

**Demographic Profile of SPC Region**



**Municipal Profile: General Population and Housing Characteristics 2010**



**SPC 10-county Region\***

<b>1. Major Totals</b>			<b>3. Population by 5-Year and Other Age Groups (in Years)</b>								
<b>Total population</b>	2,574,959		<u>Age Group</u>	<u>Number</u>	<u>Age Group</u>	<u>Number</u>	<u>Other Age Groups</u>	<u>Number</u>	<u>% of Total</u>		
<b>Total housing units</b>	1,197,719		Under 5	132,542	45 to 49	192,308	Total 18+	2,056,110	79.9%		
<b>Total households</b>	1,088,482		5 to 9	138,732	50 to 54	211,580	Males 18+	980,275	38.1%		
			10 to 14	149,219	55 to 59	193,173	Females 18+	1,075,835	41.8%		
			15 to 19	171,817	60 to 64	161,181	Total 21+	1,946,275	75.6%		
			20 to 24	168,496	65 to 69	118,512	Males 21+	925,073	35.9%		
			25 to 29	154,238	70 to 74	94,981	Females 21+	1,021,202	39.7%		
			30 to 34	142,090	75 to 79	82,204	Total 62+	536,290	20.8%		
			35 to 39	147,879	80 to 84	75,455	Males 62+	226,757	8.8%		
			40 to 44	167,619	Over 84	72,933	Females 62+	309,533	12.0%		
<b>2. Population by Gender</b>						<u>Median age (years)</u>					
<u>Gender</u>	<u>Number</u>	<u>% of Total</u>				42.5					
Males	1,246,235	48.4%									
Females	1,328,724	51.6%									
<b>4. Population: One Race Only</b>											
<u>Race</u>			<u>Number</u>	<u>% of Total</u>							
One race only total			2,535,020	98.4%							
White			2,275,711	88.4%							
Black or African American			203,972	7.9%							
American Indian & Alaska Native			3,173	0.1%							
Asian			42,495	1.7%							
Native Hawaiian & Other Pacific Islander			521	0.0%							
Some other race			9,148	0.4%							
<b>6. Population: Hispanic or Latino</b>											
			<u>Number</u>	<u>% of Total</u>							
Total Hispanic or Latino (of any race)			32,312	1.3%							
Mexican			11,982	0.5%							
Puerto Rican			6,694	0.3%							
Cuban			1,455	0.1%							
Other Hispanic or Latino			12,181	0.5%							
<b>8. Population: Not Hispanic or Latino</b>											
			<u>Number</u>	<u>% of Total</u>							
Total not Hispanic or Latino			2,542,647	98.7%							
White alone			2,256,308	87.6%							
<b>9a. Population in Households and Group Quarters</b>											
			<u>Number</u>	<u>% of Total</u>							
Total population			2,574,959	100.0%							
Population in households			2,501,608	97.2%							
Householder			1,088,482	42.3%							
Spouse			507,947	19.7%							
Child			674,506	26.2%							
Other relatives			102,448	4.0%							
Nonrelatives			128,225	5.0%							
Population in group quarters			73,351	2.8%							
Institutionalized population			30,585	1.2%							
Noninstitutionalized population			42,766	1.7%							
<b>10. Area in Square Miles</b>											
Total	7,117.4376	Land	7,042.6302	Water	74.8074						
<b>5. Population: Two or More Races</b>											
					<u>Number</u>	<u>% of Total</u>					
Total persons of two or more races					39,939	1.6%					
White & Black or African American					19,109	0.7%					
<b>7. Population: Race Alone or In Combination With One or More Other Races</b>											
<u>Race</u>			<u>Number</u>	<u>% of Total</u>							
White			2,311,342	89.8%							
Black or African American			229,145	8.9%							
American Indian & Alaska Native			13,159	0.5%							
Asian			50,570	2.0%							
Native Hawaiian/Othr Pacif Islndr			1,535	0.1%							
Some other race			12,518	0.5%							
NOTE: the numbers may add to more than the total population and the percentages may add to more than 100% because individuals may report more than one race											
<b>9b. Population in Group Quarters by Type</b>											
						<u>Institutional facilities:</u>					
						In correctional facilities for adults		12,508			
						In juvenile facilities		1,396			
						In nursing facilities/Skilled-nursing facilities		16,363			
						In other institutional facilities		318			
						<u>Noninstitutional facilities:</u>					
						In college/university student housing		33,042			
						In military quarters		6			
						In other noninstitutional facilities		9,718			

\*The SPC region includes the counties of Allegheny, Armstrong, Beaver, Butler, Fayette, Greene, Indiana, Lawrence, Washington, & Westmoreland



**Municipal Profile: General Population and Housing Characteristics 2010**



**SPC 10-county Region\***

<b>11. Households by Type</b>			<b>12. Households With Individuals of Specified Age</b>		
	<u>Number</u>	<u>% of Total</u>		<u>Number</u>	<u>% of Total</u>
Total households	1,088,482	100.0%	Households with individuals under 18 years old	287,932	26.5%
Family households (families)	675,922	62.1%	Households with individuals 65 years & over	320,854	29.5%
Husband-wife family	507,947	46.7%			
Male householder, no wife present	44,471	4.1%			
Female householder, no husband present	123,504	11.3%			
Nonfamily households	412,560	37.9%			
Householder living alone	344,505	31.7%			
Householder 65 years & over	140,249	12.9%			

<b>13. Average Size</b>		
Average household size	2.30	Average family size 2.90

<b>14a. Housing Occupancy</b>			<b>14b. Vacant Housing Units by Type</b>			
	<u>Number</u>	<u>% of Total</u>				
Total housing units	1,197,719	100.0%	For rent	31,830	For seasonal, recreational, or occasional use	10,641
Occupied housing units	1,088,482	90.9%	Rented, not occupied	2,074		
Vacant housing units	109,237	9.1%	For sale only	15,620	All other vacants	43,306
			Sold, not occupied	5,766		

<b>15. Housing Units, Household Population, and Average Household Size by Housing Tenure</b>					
	<u>Number of units</u>	<u>% of Total</u>	<u>Population in units</u>	<u>% of Total</u>	<u>Average household size</u>
Occupied housing units	1,088,482	100.0%	2,501,608	100.0%	2.30
Owner-occupied housing units	759,881	69.8%	1,858,724	74.3%	2.45
Renter-occupied housing units	328,601	30.2%	642,884	25.7%	1.96

**Comparison of selected data items for different areas**

<u>Data Item</u>	<u>This Area</u>	<u>SPC 10-cty Region</u>	<u>Pennsylvania</u>	<u>United States</u>
Sex ratio (males per 100 females)	93.8	93.8	95.1	96.7
Median age (in years)	42.5	42.5	40.1	37.2
% of population aged 65 & over	17.2%	17.2%	15.4%	13.0%
% of total population that is one race only	98.4%	98.4%	98.1%	97.1%
% of population that is Hispanic or Latino	1.3%	1.3%	5.7%	16.3%
% of population in group quarters	2.8%	2.8%	3.4%	2.6%
Average household size	2.30	2.30	2.45	2.58
% of total housing units that are vacant	9.1%	9.1%	9.9%	11.4%
% of occupied housing units that are owner-occupied	69.8%	69.8%	69.6%	65.1%
Population density (persons per square mile of land)	366	366	284	87
Household density (households per square mile of land)	155	155	112	33
% minority population	12.4%	12.4%	20.5%	36.3%

\*The SPC region includes the counties of Allegheny, Armstrong, Beaver, Butler, Fayette, Greene, Indiana, Lawrence, Washington, & Westmoreland



SPC 10-county Region\*

**16. School Enrollment by Level of School for the Population 3 Years and Over**

	<u>Number</u>	<u>% of Total</u>
Population 3 years and over enrolled in school	575,250	100.0%
Nursery school, preschool	37,076	6.4%
Kindergarten	27,308	4.7%
Elementary school (grades 1-8)	220,773	38.4%
High school (grades 9-12)	118,303	20.6%
College or graduate school	171,790	29.9%

**18. Marital Status for the Population 15 Years and Over**

	<u>Number</u>	<u>% of Total</u>
Population 15 years and over	2,161,299	100.0%
Never married	686,832	31.8%
Now married, except separated	1,056,618	48.9%
Separated	39,727	1.8%
Widowed	165,574	7.7%
Female	130,261	6.0%
Divorced	212,548	9.8%
Female	119,420	5.5%

**20. Veteran Status for the Civilian Population 18 Years and Over**

	<u>Number</u>	<u>% of Total</u>
Civilian population 18 years and over	2,070,497	100.0%
Civilian veterans	187,776	9.1%

**22. Place of Birth by Nativity and Citizenship Status**

	<u>Number</u>	<u>% of Total</u>
Total population	2,568,614	100.0%
Native	2,478,569	96.5%
Born in U.S.	2,464,113	95.9%
Born in state of residence	2,088,642	81.3%
Born in different state	375,471	14.6%
Born outside U.S.	14,456	0.6%
Foreign born	90,045	3.5%
Naturalized U.S. citizen	43,891	1.7%
Not a U.S. citizen	46,154	1.8%

**23. Place of Birth for the Foreign-Born Population Excluding Population Born at Sea**

	<u>Number</u>	<u>% of Total</u>
Total	90,045	100.0%
Europe	24,773	27.5%
Asia	43,778	48.6%
Africa	5,746	6.4%
Oceania	825	0.9%
Latin America	11,953	13.3%
Northern America	2,970	3.3%

**17. Educational Attainment for the Population 25 Years and Over**

	<u>Number</u>	<u>% of Total</u>
Population 25 years and over	1,837,735	100.0%
Less than 9th grade	40,785	2.2%
9th to 12th grade, no diploma	96,225	5.2%
High school graduate (includes equivalency)	644,892	35.1%
Some college, no degree	297,728	16.2%
Associate's degree	177,601	9.7%
Bachelor's degree	355,894	19.4%
Graduate or professional degree	224,610	12.2%
Percent high school graduate or higher	92.5%	
Percent bachelor's degree or higher	31.6%	

**19. Grandparents Living With Own Grandchildren Under 18 Years**

	<u>Number</u>	<u>% of Total</u>
Total	38,954	100.0%
Grandparent responsible for own grandchildren under 18 years	15,454	39.7%

**21. Geographical Mobility in the Past Year for Residence 1 Year Ago for Population 1 Year and Over**

	<u>Number</u>	<u>% of Total</u>
Total living in area 1 year ago	2,534,485	100.0%
Non-movers	2,235,845	88.2%
Moved to different house in U.S.	298,640	11.8%
Same county	190,584	7.5%
Different county	108,056	4.3%
Same state	58,572	2.3%
Different state	49,484	2.0%

This table provides geographical mobility for persons relative to their place of residence 1 year ago. The estimates do not include people who moved to Puerto Rico, other U.S. Island Areas, or Foreign Countries.

\*The SPC region includes the counties of Allegheny, Armstrong, Beaver, Butler, Fayette, Greene, Indiana, Lawrence, Washington, & Westmoreland



Municipal Profile: Selected Social Characteristics 2012-2016



SPC 10-county Region\*

24. Language Spoken at Home by Ability to Speak English for the Population 5 Years and Over

	Number	% of Total		
Total	2,437,607	100.00%		
Speak only English	2,313,002	94.89%		
Languages other than English	Number & % of Total that speak language at home		Number that speak English less than "very well" & % of Total	
Arabic	3,824	0.16%	1,533	0.06%
Chinese (inc. Mandarin, Cantonese)	12,134	0.50%	6,207	0.25%
French, Haitian, or Cajun	6,552	0.27%	1,344	0.06%
German or other West Germanic languages	12,864	0.53%	3,155	0.13%
Korean	3,088	0.13%	1,631	0.07%
Russian, Polish, or other Slavic languages	11,808	0.48%	3,185	0.13%
Spanish	27,162	1.11%	7,645	0.31%
Tagalog (inc. Filipino)	1,687	0.07%	325	0.01%
Vietnamese	1,887	0.08%	1,083	0.04%
Other Asian and Pacific Island languages	10,042	0.41%	3,207	0.13%
Other Indo-European languages	28,588	1.17%	8,377	0.34%
Other & unspecified languages	4,969	0.20%	1,207	0.05%
Languages other than English TOTAL	124,605	5.11%	38,899	1.60%

25. Ancestry (single & multiple)

	Number & % of Total		Number & % of Total		Number & % of Total	
Total	3,598,282	100.0%	Dutch	33,806 0.9%	Northern European	1,324 0.0%
Afghan	108 0.0%	Eastern European	6,452 0.2%	Norwegian	7,552 0.2%	
Albanian	704 0.0%	English	210,213 5.8%	Pennsylvania German	8,166 0.2%	
Alsatian	136 0.0%	Estonian	80 0.0%	Polish	220,902 6.1%	
American	109,463 3.0%	European	18,610 0.5%	Portuguese	2,021 0.1%	
Arab	16,433 0.5%	Finnish	1,934 0.1%	Romanian	4,014 0.1%	
Armenian	621 0.0%	French (except Basque)	44,991 1.3%	Russian	37,800 1.1%	
Assyrian/Chaldean/Syriac	40 0.0%	French Canadian	4,470 0.1%	Scandinavian	1,588 0.0%	
Australian	575 0.0%	German	713,735 19.8%	Scotch-Irish	53,562 1.5%	
Austrian	10,677 0.3%	German Russian	75 0.0%	Scottish	48,940 1.4%	
Basque	24 0.0%	Greek	15,687 0.4%	Serbian	11,400 0.3%	
Belgian	4,376 0.1%	Guyanese	152 0.0%	Slavic	5,210 0.1%	
Brazilian	1,291 0.0%	Hungarian	44,943 1.2%	Slovak	99,116 2.8%	
British	7,918 0.2%	Icelandic	46 0.0%	Slovene	9,413 0.3%	
Bugarian	563 0.0%	Iranian	1,375 0.0%	Soviet Union	40 0.0%	
Cajun	146 0.0%	Irish	468,594 13.0%	Subsaharan African	19,176 0.5%	
Canadian	2,359 0.1%	Israeli	605 0.0%	Swedish	21,983 0.6%	
Carpatho Rusyn	1,157 0.0%	Italian	418,218 11.6%	Swiss	6,553 0.2%	
Celtic	288 0.0%	Latvian	343 0.0%	Turkish	1,747 0.0%	
Croatian	31,168 0.9%	Lithuanian	12,348 0.3%	Ukrainian	23,458 0.7%	
Cypriot	36 0.0%	Luxemburger	92 0.0%	Welsh	28,607 0.8%	
Czech	18,029 0.5%	Macedonian	554 0.0%	W Indian exc Hispanic groups	5,476 0.2%	
Czechoslovakian	8,056 0.2%	Maltese	64 0.0%	Yugoslavian	2,796 0.1%	
Danish	2,423 0.1%	New Zealander	47 0.0%	Other/unclassified/unreported	763,413 21.2%	

\*The SPC region includes the counties of Allegheny, Armstrong, Beaver, Butler, Fayette, Greene, Indiana, Lawrence, Washington, & Westmoreland





SPC 10-county Region\*

**26. Disability Status of the Civilian Noninstitutionalized Population by Age Group and Type of Difficulty**

	Civilian noninstitutionalized population	WITH A DISABILITY BY TYPE OF DIFFICULTY						
		With a disability	Hearing	Vision	Cognitive	Ambulatory	Self-care	Independent living
Under 5 years	131,001	660	426	393	Not applicable			
5 to 17 years	365,127	24,824	2,049	2,654	20,611	1,965	4,029	Not applicable
18 to 34 years	551,785	37,120	4,649	5,472	24,497	7,720	4,506	14,426
35 to 64 years	1,031,172	140,042	29,697	21,505	53,640	75,992	23,795	48,958
65 to 74 years	245,882	57,241	21,633	7,731	11,044	34,063	8,107	16,678
75 years & over	211,110	100,284	46,117	17,913	25,621	63,332	24,186	49,463
Total	2,536,077	360,171	104,571	55,668	135,413	183,072	64,623	129,525

NOTE: persons may have more than one type of difficulty, therefore, the sum of the values for the named types of difficulty may not equal the value in column "With a disability"

**PERCENT OF CIVILIAN NONINSTITUTIONALIZED POPULATION WITH A DISABILITY BY TYPE OF DIFFICULTY**

	With a disability	Hearing	Vision	Cognitive	Ambulatory	Self-care	Independent living
Under 5 years	0.50%	0.33%	0.30%	Not applicable			
5 to 17 years	6.80%	0.56%	0.73%	5.64%	0.54%	1.10%	Not applicable
18 to 34 years	6.73%	0.84%	0.99%	4.44%	1.40%	0.82%	2.61%
35 to 64 years	13.58%	2.88%	2.09%	5.20%	7.37%	2.31%	4.75%
65 to 74 years	23.28%	8.80%	3.14%	4.49%	13.85%	3.30%	6.78%
75 years and over	47.50%	21.85%	8.49%	12.14%	30.00%	11.46%	23.43%
Total	14.20%	4.12%	2.20%	5.63%	7.61%	2.69%	6.35%

**Comparison of selected data items for different areas**

<u>Data Item</u>	<u>This Area</u>	<u>SPC 10-cnty Region</u>	<u>Pennsylvania</u>	<u>United States</u>
% of population 25 years and over who are high school graduates or higher	92.5%	92.5%	89.5%	87.0%
% of population 1 year and over who resided in area 1 year ago in same house	88.2%	88.2%	88.1%	85.2%
% of population 1 year and over who resided in area 1 year ago in different house in same county	7.5%	7.5%	7.3%	8.6%
% of civilian noninstitutionalized population with a disability	14.2%	14.2%	13.7%	12.5%

\*The SPC region includes the counties of Allegheny, Armstrong, Beaver, Butler, Fayette, Greene, Indiana, Lawrence, Washington, & Westmoreland



SPC 10-county Region\*

**27. Households With Selected Types of Income in Past 12 Months**

Type of income	Number of households with type of income	% of Total households	Average income (in 2016 inflation-adjusted dollars) per household by type of income
With earnings in the past 12 months	797,179	74.0%	\$76,773
With Social Security income in the past 12 months	383,911	35.7%	\$18,544
With Supplemental Security Income in the past 12 months	62,424	5.8%	\$9,819
With public assistance income in the past 12 months	32,655	3.0%	\$2,368
With retirement income in the past 12 months	232,292	21.6%	\$19,860
Total households	1,076,865	(This is total households, NOT the sum of the households above; a household may fall into more than one of the above "type of income" categories)	

**28. Families by Family Income in the Past 12 Months (in 2016 Inflation-Adjusted Dollars)**

	Number	% of Total		Number	% of Total
Families	663,665	100.0%	\$45,000 to \$49,999	27,386	4.1%
Less than \$10,000	25,984	3.9%	\$50,000 to \$59,999	56,111	8.5%
\$10,000 to \$14,999	16,494	2.5%	\$60,000 to \$74,999	76,667	11.6%
\$15,000 to \$19,999	18,335	2.8%	\$75,000 to \$99,999	102,806	15.5%
\$20,000 to \$24,999	23,446	3.5%	\$100,000 to \$124,999	75,090	11.3%
\$25,000 to \$29,999	25,703	3.9%	\$125,000 to \$149,999	46,190	7.0%
\$30,000 to \$34,999	27,861	4.2%	\$150,000 to \$199,999	44,416	6.7%
\$35,000 to \$39,999	26,440	4.0%	\$200,000 or more	41,555	6.3%
\$40,000 to \$44,999	29,181	4.4%			

**29. Poverty Status in the Past 12 Months of Families by Type and Persons by Age for Whom Poverty Status is Determined**

	Below poverty level	At or above poverty level	Total	% of Total below poverty
All families	55,885	607,780	663,665	8.4%
Married couple	17,040	488,252	505,292	3.4%
Male householder, no wife present	6,243	35,873	42,116	14.8%
Female householder, no husband present	32,602	83,655	116,257	28.0%
All persons	307,663	2,189,746	2,497,409	12.3%
Persons under 18 years	84,540	405,120	489,660	17.3%
Persons 18 to 64 years	187,035	1,363,722	1,550,757	12.1%
Persons over 64 years	36,088	420,904	456,992	7.9%

**30. Miscellaneous Income Data in the Past 12 Months (in 2016 Inflation-Adjusted Dollars)**

Median family income	Per capita income	Median earnings for the full-time, year-round civilian employed population 16 year and over with earnings, by sex:	
\$70,740	\$31,143	Males	Females
		Not available	Not available

\*The SPC region includes the counties of Allegheny, Armstrong, Beaver, Butler, Fayette, Greene, Indiana, Lawrence, Washington, & Westmoreland



SPC 10-county Region\*

**31. Employment Status for the Population 16 Years and Over**

	<u>Ages 16 to 64 years</u>		<u>Ages 65 years and over</u>		<u>Ages 16 years and over</u>		
	<u>Males</u>	<u>Females</u>	<u>Males</u>	<u>Females</u>	<u>Males</u>	<u>Females</u>	<u>Total</u>
Population	827,492	833,085	199,880	271,549	1,027,372	1,104,634	2,132,006
In labor force	651,106	596,773	40,730	36,367	691,836	633,140	1,324,976
In Armed Forces	629	237	Not applicable		629	237	866
Civilian labor force	650,477	596,536	40,730	36,367	691,207	632,903	1,324,110
Employed	606,241	560,721	38,877	35,241	645,118	595,962	1,241,080
Unemployed	44,236	35,815	1,853	1,126	46,089	36,941	83,030
Percent of civilian labor force	6.8	6.0	4.5	3.1	6.7	5.8	6.3
Not in labor force	176,386	236,312	159,150	235,182	335,536	471,494	807,030

**32. Industry for the Civilian Employed Population 16 Years and Over**

	<u>Number</u>	<u>% of Total</u>		<u>Number</u>	<u>% of Total</u>
Civilian employed population 16 years and over	1,241,080	100.0%	Finance & insurance, & real estate & rental & leasing	88,741	7.2%
Agriculture, forestry, fishing and hunting, and mining	19,717	1.6%	Professional, scientific, & management, & administrative & waste management services	128,815	10.4%
Construction	72,029	5.8%	Educational services, and health care and social assistance	328,394	26.5%
Manufacturing	127,740	10.3%	Arts, entertainment, & recreation, & accomodation & food services	108,070	8.7%
Wholesale trade	34,204	2.8%	Other services, except public administration	57,894	4.7%
Retail trade	146,408	11.8%	Public administration	38,744	3.1%
Transportation and warehousing, and utilities	69,151	5.6%			
Information	21,173	1.7%			

**33. Occupation for the Civilian Employed Population 16 Years and Over**

	<u>Number</u>	<u>% of Total</u>
Civilian employed population 16 years and over	1,241,080	100.0%
Management, business, science, and arts	483,028	38.9%
Service	214,823	17.3%
Sales and office	298,567	24.1%
Farming, fishing, and forestry	2,418	0.2%
Construction, extraction, installation, maintenance, & repair	99,785	8.0%
Production, transportation, and material moving	142,459	11.5%

**34. Class of Worker for the Civilian Employed Population 16 Years and Over**

	<u>Number</u>	<u>% of Total</u>
Civilian employed population 16 years and over	1,241,080	100.0%
Private for-profit wage and salary	900,834	72.6%
Private not-for-profit wage and salary	164,383	13.2%
Local government	61,063	4.9%
State and federal government	55,376	4.5%
Self-employed in own not incorporated business	58,197	4.7%
Unpaid family worker	1,227	0.1%

**NOTE: employment and worker data pertain to place of residence, not place of work**

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SPC 10-county Region\*

**35. Households by Household Income in the Past 12 Months (in 2016 Inflation-Adjusted Dollars)**

	<u>Number</u>	<u>% of Total</u>
Households	1,076,865	100.0%
Less than \$10,000	75,189	7.0%
\$10,000 to \$14,999	58,134	5.4%
\$15,000 to \$19,999	61,935	5.8%
\$20,000 to \$24,999	57,904	5.4%
\$25,000 to \$29,999	55,817	5.2%
\$30,000 to \$34,999	54,142	5.0%
\$35,000 to \$39,999	49,044	4.6%
\$40,000 to \$44,999	49,677	4.6%
\$45,000 to \$49,999	43,541	4.0%
\$50,000 to \$59,999	87,536	8.1%
\$60,000 to \$74,999	108,542	10.1%
\$75,000 to \$99,999	134,205	12.5%
\$100,000 to \$124,999	90,784	8.4%
\$125,000 to \$149,999	53,103	4.9%
\$150,000 to \$199,999	50,183	4.7%
\$200,000 or more	47,129	4.4%

Median household income in the past 12 months (in 2016 inflation-adjusted dollars) \$53,776

**36. Means of Transportation to Work for Workers 16 Years and Over**

	<u>Number</u>	<u>% of Total excluding worked at home</u>
Total excluding worked at home	1,166,359	100.0%
Car, truck, or van -- drove alone	946,458	81.1%
Car, truck, or van -- carpooled	102,391	8.8%
Public transportation (excluding taxicab)	61,801	5.3%
Bicycle	4,226	0.4%
Walked	41,408	3.6%
Taxicab, motorcycle, or other means	10,075	0.9%
Average travel time (in minutes) to work excluding worked at home	26.3	
Workers 16 years and over	1,215,389	100.0%

NOTE: workers include members of the Armed Forces and civilians who were at work last week

**NOTE: employment and worker data pertain to place of residence, not place of work**

**Comparison of selected data items for different areas**

<u>Data Item</u>	<u>This Area</u>	<u>SPC 10-cnty Region</u>	<u>Pennsylvania</u>	<u>United States</u>
% of civilian labor force (ages 16 and over) that is unemployed	6.3%	6.3%	7.2%	7.4%
% of commuters who drove alone excluding worked at home	81.1%	81.1%	79.8%	80.1%
Average travel time (in minutes) to work excluding worked at home	26.3	26.3	26.5	26.1
Median household income in the past 12 months (in 2016 inflation-adjusted dollars)	\$53,776	\$53,776	\$54,895	\$55,322

\*The SPC region includes the counties of Allegheny, Armstrong, Beaver, Butler, Fayette, Greene, Indiana, Lawrence, Washington, & Westmoreland



**Municipal Profile: Selected Housing Characteristics 2012-2016**



**SPC 10-county Region\***

<b>37. Housing Units in Structure</b>			<b>38. Year Structure Built</b>		
	<u>Number</u>	<u>% of Total</u>		<u>Number</u>	<u>% of Total</u>
Total housing units	1,201,611	100.0%	Total housing units	1,201,611	100.0%
1 unit, detached	817,908	68.1%	Built 2010 or later	15,541	1.3%
1 unit, attached	91,076	7.6%	Built 2000 to 2009	81,013	6.7%
2 units	50,647	4.2%	Built 1990 to 1999	93,554	7.8%
3 or 4 units	44,041	3.7%	Built 1980 to 1989	90,333	7.5%
5 to 9 units	41,005	3.4%	Built 1970 to 1979	147,059	12.2%
10 to 19 units	33,166	2.8%	Built 1960 to 1969	134,333	11.2%
20 to 49 units	28,062	2.3%	Built 1950 to 1959	200,415	16.7%
50 or more units	45,534	3.8%	Built 1940 to 1949	108,899	9.1%
Mobile home	50,012	4.2%	Built 1939 or earlier	330,464	27.5%
Boat, RV, van, etc.	160	0.0%	Subtotal: built before 1970	774,111	64.4%
<b>39. Rooms</b>			<b>40. Occupied Housing Units by Year Householder Moved into Unit</b>		
	<u>Number</u>	<u>% of Total</u>		<u>Number</u>	<u>% of Total</u>
Total housing units	1,201,611	100.0%	Total occupied housing units	1,076,865	100.0%
1 room	21,842	1.8%	Moved in 2015 or later	41,369	3.8%
2 rooms	19,187	1.6%	Moved in 2010 to 2014	276,125	25.6%
3 rooms	84,172	7.0%	Moved in 2000 to 2009	312,014	29.0%
4 rooms	156,980	13.1%	Moved in 1990 to 1999	167,501	15.6%
5 rooms	215,533	17.9%	Moved in 1980 to 1989	103,186	9.6%
6 rooms	266,432	22.2%	Moved in 1979 or earlier	176,670	16.4%
7 rooms	170,926	14.2%	<b>42. Value of Owner-Occupied Housing Units</b>		
8 rooms	121,921	10.1%		<u>Number</u>	<u>% of Total</u>
9 or more rooms	144,618	12.0%	Total owner-occupied housing units	753,752	100.0%
Median number of rooms	6.4		Less than \$50,000	87,091	11.6%
<b>41. House Heating Fuel for Occupied Housing Units</b>			\$50,000 to \$69,999	61,747	8.2%
	<u>Number</u>	<u>% of Total</u>	\$70,000 to \$89,999	83,484	11.1%
Total occupied housing units	1,076,865	100.0%	\$90,000 to \$99,999	36,905	4.9%
Utility gas	788,291	73.2%	\$100,000 to \$124,999	82,947	11.0%
Bottled, tank, or LP gas	21,684	2.0%	\$125,000 to \$149,999	70,191	9.3%
Electricity	158,570	14.7%	\$150,000 to \$174,999	79,112	10.5%
Fuel oil, kerosene, etc.	78,754	7.3%	\$175,000 to \$199,999	49,219	6.5%
Coal or coke	2,796	0.3%	\$200,000 to \$249,999	66,542	8.8%
Wood	17,412	1.6%	\$250,000 to \$299,999	45,485	6.0%
Solar energy	93	0.0%	\$300,000 to \$399,999	47,765	6.3%
Other fuel	6,336	0.6%	\$400,000 to \$499,999	19,451	2.6%
No fuel used	2,929	0.3%	\$500,000 to \$749,999	15,244	2.0%
			\$750,000 to \$999,999	4,444	0.6%
			\$1,000,000 or more	4,125	0.5%
			Median Value of Owner-Occupied Housing Units	\$133,798	

\*The SPC region includes the counties of Allegheny, Armstrong, Beaver, Butler, Fayette, Greene, Indiana, Lawrence, Washington, & Westmoreland



# Municipal Profile: Selected Housing Characteristics 2012-2016



## SPC 10-county Region\*

### 43. Vehicles Available for Occupied Housing Units

	<u>Number</u>	<u>% of Total</u>
Total occupied housing units	1,076,865	100.0%
No vehicles available	114,525	10.6%
1 vehicle available	384,146	35.7%
2 vehicles available	398,048	37.0%
3 vehicles available	129,413	12.0%
4 vehicles available	37,625	3.5%
5 or more vehicles available	13,108	1.2%

### 45. Occupants Per Room for Occupied Housing Units

	<u>Number</u>	<u>% of Total</u>
Total occupied housing units	1,076,865	100.0%
1.00 or less	1,067,841	99.2%
1.01 to 1.50	5,736	0.5%
1.51 or more	3,288	0.3%

### 46. Gross Rent of Renter-Occupied Housing Units

	<u>Number</u>	<u>% of Total</u>
Total renter-occupied housing units	323,113	100.0%
With cash rent	301,797	93.4%
Less than \$200	7,198	2.2%
\$200 to \$399	30,955	9.6%
\$400 to \$599	54,912	17.0%
\$600 to \$799	80,502	24.9%
\$800 to \$999	58,326	18.1%
\$1,000 to \$1,999	62,485	19.3%
\$2,000 or more	7,419	2.3%
No cash rent	21,316	6.6%
Median gross rent for renter-occupied housing units paying cash rent	\$743	

### 48. Selected Characteristics for Occupied Housing Unit

	<u>Number</u>	<u>% of Total</u>
Total occupied housing units	1,076,865	100.0%
Lacking complete plumbing facilities	4,779	0.4%
Lacking complete kitchen facilities	11,912	1.1%
No telephone service available	19,006	1.8%

### 44. Mortgage Status and Selected Monthly Owner Costs

	<u>Number</u>	<u>% of Total</u>
Total owner-occupied housing units	753,752	100.0%
Housing units with a mortgage	436,411	57.9%
Less than \$200	149	0.0%
\$200 to \$399	4,013	0.5%
\$400 to \$599	20,643	2.7%
\$600 to \$799	49,617	6.6%
\$800 to \$999	67,692	9.0%
\$1,000 to \$1,999	222,316	29.5%
\$2,000 to \$2,999	53,370	7.1%
\$3,000 or more	18,611	2.5%
Housing units without a mortgage	317,341	42.1%

### 47. Selected Monthly Owner Costs as a Percentage of Household Income in the Past 12 Months

	<u>Number</u>	<u>% of Total</u>
Total owner-occupied housing units	753,752	100.0%
Less than 20.0 percent	461,988	61.3%
20.0 to 24.9 percent	90,442	12.0%
25.0 to 29.9 percent	56,231	7.5%
30.0 to 34.9 percent	36,911	4.9%
35.0 percent or more	102,882	13.6%
Not computed	5,298	0.7%

### 49. Gross Rent as a Percentage of Household Income in the Past 12 Months

	<u>Number</u>	<u>% of Total</u>
Total renter-occupied housing units	323,113	100.0%
Less than 20.0 percent	90,736	28.1%
20.0 to 24.9 percent	37,021	11.5%
25.0 to 29.9 percent	33,682	10.4%
30.0 to 34.9 percent	24,723	7.7%
35.0 percent or more	109,012	33.7%
Not computed	27,939	8.6%

\*The SPC region includes the counties of Allegheny, Armstrong, Beaver, Butler, Fayette, Greene, Indiana, Lawrence, Washington, & Westmoreland

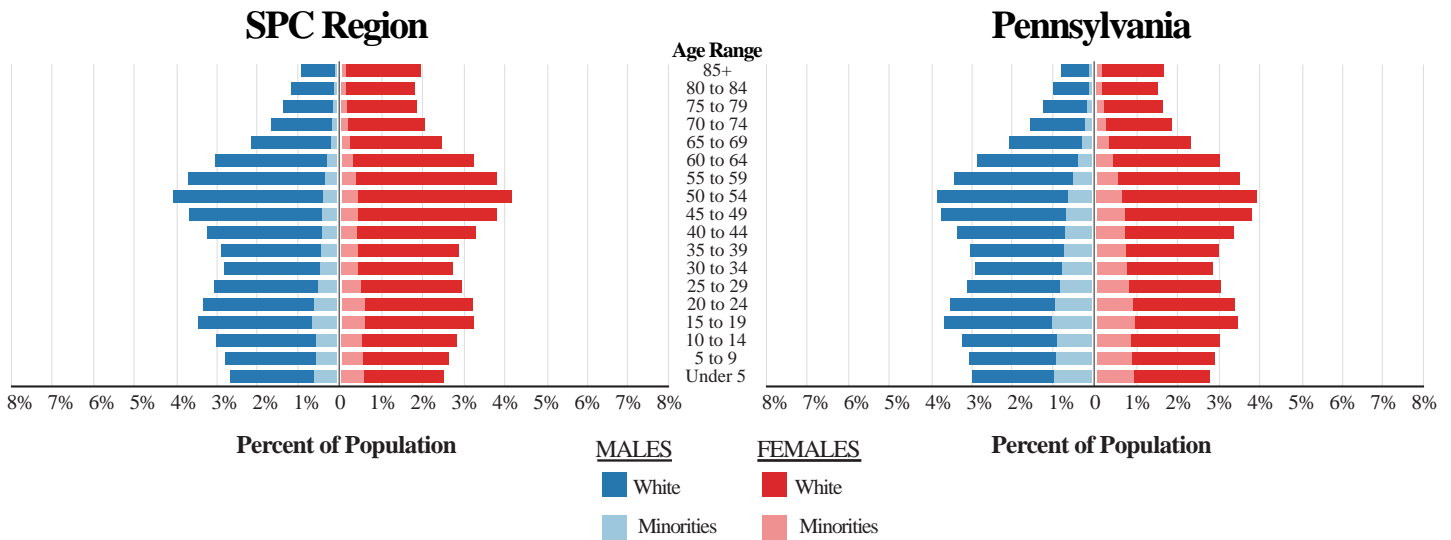


**Comparison of selected data items for different areas**

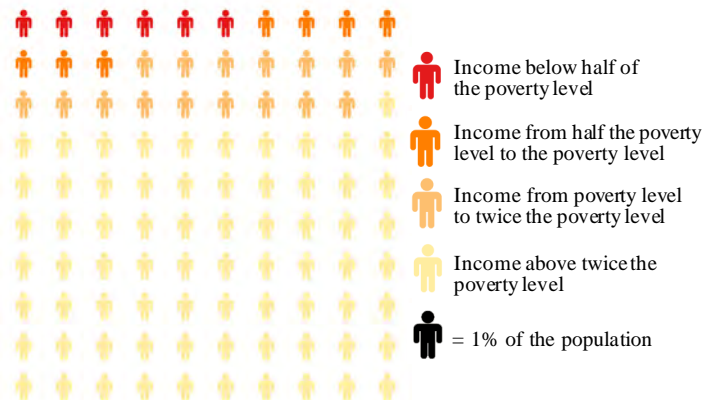
<b><u>Data Item</u></b>	<b><u>This Area</u></b>	<b><u>SPC 10-cnty Region</u></b>	<b><u>Pennsylvania</u></b>	<b><u>United States</u></b>
% of total housing units that are single-family units (Single-family units include 1 unit, attached; 1 unit, detached; mobile home; and boat, RV, van, etc.)	79.8%	79.8%	79.6%	73.9%
% of total housing units that were built before 1970	64.4%	64.4%	58.5%	39.7%
% of occupied housing units with no vehicles available	10.6%	10.6%	11.2%	9.0%
Median value of owner-occupied housing units	\$133,798	\$133,798	\$167,700	\$184,700
Median gross rent for renter-occupied housing units paying cash rent	\$743	\$743	\$859	\$949
% of owner-occupied housing units where the selected monthly owner costs are 30% or more of household income in the past 12 months	18.7%	18.7%	23.4%	24.9%
% of renter-occupied housing units where the gross rent is 30% or more of household income in the past 12 months	45.3%	45.3%	49.6%	45.1%

\*The SPC region includes the counties of Allegheny, Armstrong, Beaver, Butler, Fayette, Greene, Indiana, Lawrence, Washington, & Westmoreland

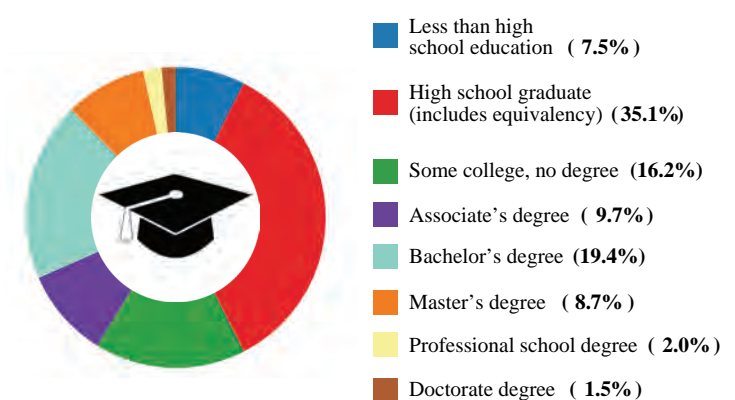
50. Population Distribution By Age



51. Ratio of Income to Poverty Level

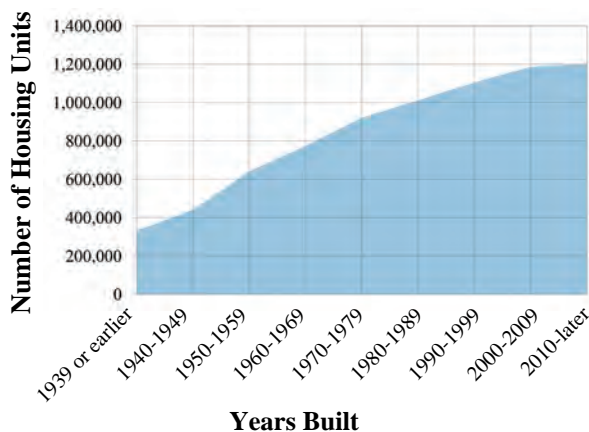


52. Educational Attainment

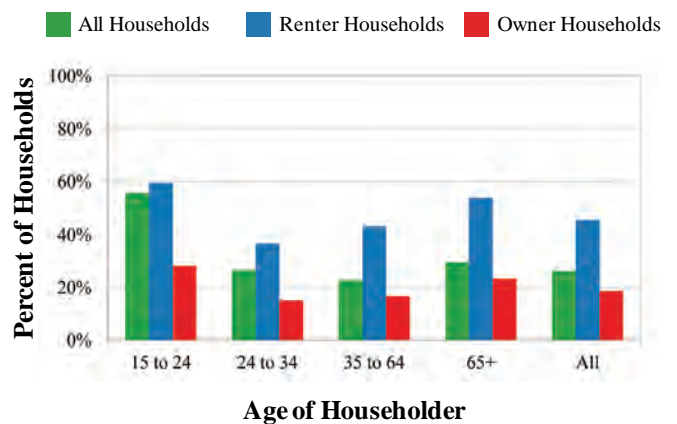


NOTE: Data are for the population age 25 years and over in terms of a percent.

53. Cumulative Residential Housing Units By Years Built



54. Housing Affordability



NOTE: Percent of households paying 30% or more of household income towards housing costs; calculations exclude the 'not computed' values.

\*The SPC Region includes the counties of Allegheny, Armstrong, Beaver, Butler, Fayette, Greene, Indiana, Lawrence, Washington, & Westmoreland



**Title VI Plan for the Southwestern Pennsylvania Commission**

**Appendix 6**

**Environmental Justice Report: Benefits and Burdens Analysis of the 2017-2020 Transportation Improvement Program**

# **2017-2020 Transportation Improvement Program**

## **Report on Environmental Justice**

**July 2016**



### **Southwestern Pennsylvania Commission**

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# Members of the Southwestern Pennsylvania Commission

## 2016

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Vice Chairman: Larry Maggi  
Secretary-Treasurer: Rich Fitzgerald

Executive Director: James R. Hassinger

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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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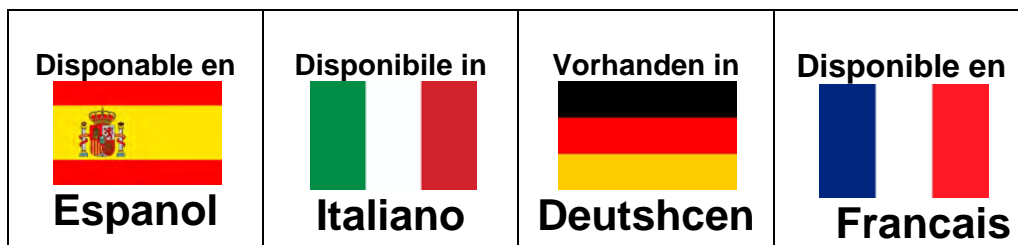
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Please call SPC at (412) 391-5590 for more information.



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.

## Background

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The U.S. Environmental Protection Agency's Office of Environmental Justice defines Environmental Justice (EJ) as: *"The fair treatment and meaningful involvement of all people regardless of race, color, national origin, or income with respect to the development, implementation, and enforcement of environmental laws, regulations and policies. Fair treatment means that no group of people, including racial, ethnic, or socioeconomic group should bear a disproportionate share of the negative environmental consequences resulting from industrial, municipal, and commercial operations or the execution of federal, state, local, and tribal programs and policies."*

Title VI of the Civil Rights Act of 1964, prohibits discrimination in federal programs on the basis of race, color or national origin. Title VI and subsequent laws<sup>1</sup> that extended civil rights protection to prohibit discrimination on the basis of sex, disability (physical and mental), and age are the roots of Executive Order 12898, *Federal Actions to Address Environmental Justice in Minority and Low-Income Populations*. The EJ Executive Order requires that federal agencies incorporate EJ analysis in their policies, programs, and activities by identifying and addressing disproportionately high and adverse human health and environmental impacts of its programs, policies and activities on minority and low-income populations. Executive Order 13166 requires that federal agencies undertake proactive efforts to ensure meaningful access to federally funded programs for persons with Limited English Proficiency (LEP).

In the context of transportation, effective and equitable decision-making depends on understanding and properly addressing the unique needs of different socioeconomic groups. U.S. Department of Transportation (USDOT) Order 5610.2(a), *Actions to Address Environmental Justice in Minority Populations and Low-Income Populations*, identifies three fundamental principles of EJ that guide USDOT actions:

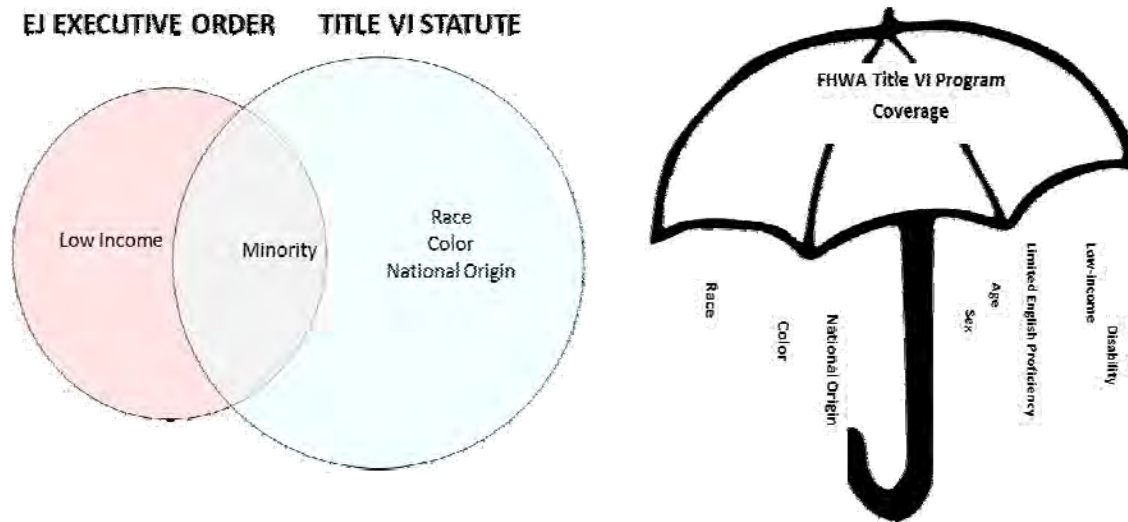
- To avoid, minimize, or mitigate disproportionately high and adverse human health and environmental effects, including social and economic effects, on minority populations and low-income populations;
- To ensure the full and fair participation by all potentially affected communities in the transportation decision-making process; and
- To prevent the denial of, reduction in, or significant delay in the receipt of benefits by minority and low-income populations.

Although the nondiscrimination principles of Executive Order 12898 and the Title VI statute intersect, they are two separate mandates and each has unique requirements.

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<sup>1</sup> Title IX of the Education Amendments, 1972  
Section 504 of the Rehabilitation Act of 1973; The Americans with Disabilities Act (ADA) of 1990  
The Age Discrimination Act of 1975

As illustrated in the graphic below, the federal Title VI/Nondiscrimination Program is broader than the Title VI statute and encompasses other nondiscrimination statutes and authorities under its umbrella, including Executive Order 12898 on EJ.



Source: Federal Highway Administration

## Approach

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Environmental Justice Directives mandate fair and equitable processes and outcomes and an effective, multifaceted environmental justice program that has both a participatory component and a data driven analysis component. This report summarizes multiple activities and analyses that have been conducted as part of the region’s planning process for developing Southwestern Pennsylvania’s 2017-2020 Transportation Improvement Program (TIP), in accordance with environmental justice.

### Public Participation

To foster community engagement in a region as large as Southwestern Pennsylvania, SPC develops and maintains an outreach program designed to bring information to the community, rather than expecting community residents to come to SPC. Public meetings for project-level improvements are held in the county affected by the proposed action. Public meetings for region-wide planning and programming efforts such as the long range plan (LRP) and Transportation Improvement Program (TIP) are held in each of the ten counties in the region. In that way, no resident is required to travel far from their home or work community in order to participate. All public meetings are held in locations that are easily accessible by all interested parties, regardless of physical limitations.

To encourage participation, SPC has established working groups, in each county, known as a Public Participation Panels. Public Participation Panel (PPP) membership is designed to be

reflective of the social and economic character of the county population. Community leaders, representatives of social service agencies, and area residents are represented on every Public Participation Panel in order to promote broad public awareness of participation opportunities.

In order to communicate with as many of the region's residents as possible, relationships have also been developed with our regional planning partners, local service organizations, faith-based groups, cultural advocacy groups and others to continually expand our outreach to assist in enabling all area residents to actively participate in the transportation planning process.

### **Accessibility of Information**

To make the regional planning process more accessible to the public, SPC has developed a Public Participation Portal on the agency's website. The Portal's purpose is to create an easy-to-access tool for the public where they can review information about regional projects and programs. Similar steps have been taken to enhance the readability of SPC's documents and reports. The SPC website ([www.spcregion.org](http://www.spcregion.org)) is continually expanded to enhance our ability to disseminate information efficiently and to gather public input effectively. Documents are made available for public review and direct links are provided to permit the public to submit input via forms and e-mail, as well as information on other ways to submit input. Illustrative graphics and information on obtaining translated documents and interpretation services are available to increase comprehension by non-native English speakers. In 2015, SPC adopted an updated Public Participation Plan for the region. This document provides guidance on SPC's increased use of web-based technology such as online forms and webinars to enhance the public involvement process.

### **Public Meetings**

Public Participation Panel meetings typically include an interactive workshop in which area residents are encouraged to discuss transportation plans and programs with SPC staff, county representatives, local transit service providers and PennDOT District staff; an informational session on transportation planning; and, an opportunity for the public to submit their formal comments.

To enhance participation in public meetings, SPC conducts the meetings in diverse types of communities and neighborhoods, ranging from urban centers, to small communities, to rural areas. During the development of the 2017-2020 TIP, SPC conducted a series of public meetings in each of the ten counties of the region. SPC has found that in less urbanized counties, a centralized meeting site, such as the county seat, can help facilitate participation by residents from all parts of the county. In addition, public meeting facilities are readily available in these central communities. In heavily urbanized Allegheny County, public meetings are held in the City of Pittsburgh's Central Business District, where public transportation service is most readily accessible. In accordance with SPC's Public Participation Plan, meetings are always scheduled at locations that are ADA accessible, and whenever possible, also served by fixed route public

transportation. Information on how to find public transportation is included in each of the meeting announcements.

SPC updates its meeting notification database regularly to include local service providers, community groups and others to help spread the word to area residents. This helps to increase interest in the public meetings, permits suggestions for future potential meeting sites, and frequently results in invitations to present program or project level information at scheduled meetings of community organizations and other groups.

To make public documents available to community residents, SPC also maintains a document review network that includes dozens of regional libraries, ten county planning offices and the offices of the City of Pittsburgh Department of City Planning. Meeting notices are published in regional newspapers and minority media.

### **Traditionally Underserved Populations**

Minority and low-income populations in the region are identified as environmental justice populations, but the consideration of fair and equitable distribution of transportation planning and programming includes other demographic groups that face challenges when engaging with the transportation process and receiving equitable benefits, including older adults, the disabled, households with no access to vehicles, and non-English speakers.

The enhancement of public involvement activities in reaching out to such population groups is continuous and on-going. The chairpersons of the 10 Public Participation Panels have been asked to help identify ways in which public information sharing, public meeting attendance, and participant diversity may be enhanced in their communities. SPC has initiated an outreach program to health and human service providers throughout the region in an effort to inform their clients of SPC's programs and opportunities for public input, and continues to work with the Allegheny County Task Force on Disabilities and other area community service agencies. In addition, SPC works with the City of Pittsburgh's immigration efforts via "Welcoming Pittsburgh", a consortium of local individuals creating a grassroots, comprehensive program to make Pittsburgh a welcoming destination spot for immigrants.

Some residents of the region speak a language other than English at home, and self-identify as speaking English "less than well." To better serve these non-English speaking residents, SPC makes essential information available in Spanish, French, German and Italian, as well as English. As identified in SPC's Public Participation Plan, these are the most predominant languages used in the region. Materials are available in other languages and formats upon request.



## Equity Analysis

As required by FHWA and USDOT EJ Orders, the environmental justice (equity) analysis of the transportation investments in Southwestern Pennsylvania's 2017-2020 Transportation Improvement Program (TIP), is used to determine whether the implementation of the TIP will have "disproportionately high and adverse" effects on minority and low-income populations.

A disproportionately adverse effect is one that (1) is predominately borne by a minority population and/or a low-income population; or (2) will be suffered by the minority population and/or low-income population and is appreciably more severe or greater in magnitude than the adverse effect that will be suffered by the non-minority population and/or non-low-income population.<sup>2</sup> Figure 1, found in Appendix A – Report on Environmental Justice Mapping, illustrates the spatial distribution of Environmental Justice Census Block Groups in Southwestern Pennsylvania.

Additionally, this Equity Analysis will map the locations of other traditionally underserved populations that are defined in the Title VI of the Civil Rights Act and subsequent nondiscrimination laws, as referenced on page 1 – the elderly (Figure 2), the disabled (Figure 3), and limited English proficiency populations (Figure 4). Lastly, as a reference, areas that have high concentrations of households with no access to an automobile will be mapped (Figure 5) in order to determine where these populations may benefit by non-roadway related improvements, programs and strategies.

To identify how the burdens and benefits of the transportation planning process and how transportation improvements are distributed within the region, a series of analyses were completed. The steps used in the completion of these analyses are summarized in this report. Common to all analyses were the use of USDOT definitions of minority and low-income populations. These definitions can be found in Appendix B of this document.

## Demographic Profile

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### Minority and Low-Income Populations

Using USDOT definitions, 12% of all residents of the region were minorities and 12.7% of all households in the region met the federal definition of below the poverty level<sup>3</sup>. By analyzing Census data, SPC was able to identify and map areas across the region where the percentage of minority residents and low-income households were equal to or greater than the regional averages.

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<sup>2</sup> Federal Highway Administration Environmental Reference Guide, US Department of Transportation, April 1, 2015, p. 13

<sup>3</sup> Source: 2010-2014 American Community Survey 5-Year Estimates

As illustrated in Figure 1, in many instances, low-income and minority populations may overlap, identifying areas that are over the regional average for both low-income and minority populations. Minority populations are found most frequently in older urban communities around the region and in the vicinity of colleges and universities. Low-income populations are sometimes found in older urban communities, but there is also a wide distribution of low-income households in the rural communities at the periphery of the region. These low-income and minority areas were identified as priority areas for analysis of transportation benefits and burdens.

### **Other Traditionally Underserved Populations**

In accordance with guidance from the FHWA Order on Environmental Justice, which encourages MPOs to identify and address the transportation needs of any individuals or groups who have been traditionally underserved by the existing transportation planning process, SPC included mapping for three additional population groups in its assessment of environmental justice: older adults, the physically disabled, and persons with Limited English Proficiency. These are population groups assured fair and equitable consideration in transportation planning and programming under Title VI Statute and Program Assurances.

According to the 2010-2014 American Community Survey 5-Year Estimates, there are 455,586 elderly persons, defined as persons aged 65 and over, in the region. This represents 17.7% of the region's population. As illustrated in Figure 2, the elderly were found to be widely distributed throughout the region, with some concentrations in the region's older urban centers, as well as in some of the rural communities at the periphery of the region.

Persons with disabilities are defined as identifying themselves as having a physical, emotional or other condition lasting six months or longer that limits their ability to function independently outside of the home. According to the 2010-2014 American Community Survey, 264,038 of the region's adult, non-institutionalized population were identified as having a "go outside the-home" disability. This represents 13% of the adult, non-institutionalized residents of the region. The regional distribution of those with a go-outside-the-home disability in Southwestern Pennsylvania is provided in Figure 3. As illustrated, there is less geographic clustering of the disabled population when compared to minority and low-income populations.

For most individuals in the region, languages other than English represent a second language, in that they also speak English "well" or "very well." The 2010-2014 American Community Survey, 5 Year Estimates Summary Report estimates that about 5% of the regional population speaks a language other than English at home. About 1.5% of the regional population identified themselves as speaking English "less than very well" according to the same report. These residents are widely distributed throughout the region.

## Population Change

According to the 2010-2014 American Community Survey Five Year Estimates published by the U.S. Census Bureau, the SPC region's total population has increased by 165 persons from the 2010 Decennial Census. However, when examined individually, counties within the region have realized population changes ranging from losing approximately 2,600 residents (Westmoreland County) to gaining over 5,800 residents (Allegheny County). With the exception of Greene County, minority populations in the region have declined since 2010. Table 1 summarizes the population change in the region since the 2010 Census.

County	2010 Census				2010-2014 ACS 5 Year Estimates			
	Total Population	Majority Population	Minority Population	Percent Minority Population	Total Population	Majority Population	Minority Population	Percent Minority Population
Allegheny	1,223,348	986,212	237,136	19.38%	1,229,172	996,737	232,435	18.91%
Armstrong	68,941	67,326	1,615	2.34%	68,343	66,840	1,503	2.20%
Beaver	170,539	154,196	16,343	9.58%	170,124	154,687	15,437	9.07%
Butler	183,862	176,259	7,603	4.14%	185,034	178,464	6,570	3.55%
Fayette	136,606	126,888	9,718	7.11%	135,376	125,855	9,521	7.03%
Greene	38,686	36,409	2,277	5.89%	38,171	35,245	2,926	7.67%
Indiana	88,880	83,864	5,016	5.64%	88,301	83,466	4,835	5.48%
Lawrence	91,108	84,872	6,236	6.84%	89,859	83,876	5,983	6.66%
Washington	207,820	194,171	13,649	6.57%	208,157	195,764	12,393	5.95%
Westmoreland	365,169	346,111	19,058	5.22%	362,587	344,938	17,649	4.87%
<b>SPC Region</b>	<b>2,574,959</b>	<b>2,256,308</b>	<b>318,651</b>	<b>12.37%</b>	<b>2,575,124</b>	<b>2,265,872</b>	<b>309,252</b>	<b>12.01%</b>

The largest minority groups in Southwestern Pennsylvania are African American (7.8%), Asian (1.9%) and Hispanic (1.4%).

Population sampling conducted by the Census Bureau in the annual American Community Survey (ACS) yields additional data on an annual basis for many population and housing criteria. Table 2 illustrates that between the 2010 decennial Census and the 2010-2014 American Community Survey 5-Year Summary Report, population estimates remained steady for the region.

	2010 Decennial Census	2010-2014 ACS	Difference
Total Population	2,574,959	2,575,124	+165

Table 3 displays the number of households below the poverty level as determined from the 2008-2012 American Community Survey 5-Year Estimates<sup>4</sup> and the 2010-2014 American Community Survey 5-Year Estimates, the most current source for this information. This data supports regional observations that there have been only small changes in regional population and composition over the past several years. SPC’s planning process will continue to monitor population change and conduct public outreach to ensure that all of the region’s citizens are treated equitably.

<b>Table 3</b>			
<b>Households Below Poverty Level for Southwestern Pennsylvania 2008-2014</b>			
	<b>2008-2012 ACS</b>	<b>2010-2014 ACS</b>	<b>Difference</b>
Total Households in Region	1,073,929	1,075,052	1,123
Households in Poverty	134,830	136,769	1,939
% of Total Households	12.6%	12.7%	0.1%

## **Equity Analysis of Transportation Investments**

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An assessment of the benefits and burdens was completed to analyze the location of all mappable roadway and bridge transportation improvement projects for the 2017-2020 Southwestern Pennsylvania Transportation Improvement Program (TIP) relative to locations of minority and low-income populations. This information, summarized in Figure 6, illustrates all of the mappable roadway and bridge investments (474 projects) in the region. These investments are broken into three broad categories: Bridge and Roadway Capital Maintenance, Operations and Safety and Community and Economic Development (which contains a broad range of projects including: roadway and bridge improvements, park-n-ride expansions, and bicycle and pedestrian facility improvements). Figures 7, 8 and 9 further analyze the transportation investments by investment category in relation to the location of minority and low-income populations.

In addition to location-specific improvements, the TIP contains a significant number of non-mappable projects, most notably the purchase of public transportation vehicles and capital maintenance to transit facilities. Also included in the TIP are bridge and roadway repair line items in which projects are defined at a later date. These line items act as contingencies for situations such as emergency repairs due to flooding, landslides or other unforeseen circumstances that may arise. These investments are not included in the EJ analysis because their locations are currently unspecified. Projects such as bus replacements and interstate highway improvements benefit the region as a whole and are expected to provide improved access and mobility to and within key employment centers including downtown Pittsburgh, as well as communities throughout the region.

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<sup>4</sup> The 2008-2012 ACS 5 Year Estimates are used due to household below the poverty level data was not collected during the 2010 Decennial Census. The 2008-2012 ACS data uses 2010 as mid-year.

The 2017-2020 TIP is the first phase of SPC’s long range plan (*Mapping the Future: The Southwestern PA Plan*). The TIP is the main implementation vehicle for the long range plan.

As noted in Table 4, approximately 309,252 of the region’s population are classified as a minority; 224,614 of those persons reside in a Census Block Group that exceeds the regional average percentage (12%) of minority population; those Census Block Groups are classified as EJ Block Groups. Similarly, there are 136,769 households in the region that are classified as below the poverty level; 94,325 of those households are within Census Block Groups that exceed the regional average percentage (12.7%) for households below the poverty level.

<b>Table 4</b> <b>Southwestern Pennsylvania 2017-2020 Transportation Improvement Program</b> <b>Investments In Relation to EJ Communities</b>							
Community Type	Regional Total	*EJ Census Block Group Total	% Represented in EJ Block Groups	**# of Projects	% of Projects	***Total Investment (\$1,521,183,065)	% of Total Investment
Low-Income Households	136,769	94,325	68.9%	241	50.8%	\$981,837,336	62.8%
Minority Population	309,252	224,614	72%	139	29.3%	\$583,028,981	37.3%
<small>*The EJ Census Block totals represent 8.8% of total households in the region and 8.7% of the total regional population (all races)  ** 474 mappable projects found in the 2017-2020 TIP  *** Total Investment is all mappable highway and bridge projects, not total amount invested in TIP</small>							

Within the SPC region, Allegheny County and the City of Pittsburgh contain the highest concentrations of minority and low-income populations. In Allegheny County, the 2017-2020 TIP contains 139 mappable projects, totaling \$632.5 million in roadway and bridge investments (40.3% of total amount of mappable, programmed funds); 47 of those projects, totaling \$280.7 million, are located within the City of Pittsburgh.

A key policy goal in SPC’s current long range plan (*Mapping the Future: The Southwestern PA Plan*) states that “Maintenance of the existing transportation system will be a regional priority.” Investment in the maintenance of regional transportation assets extends the lifespan of those assets, promotes sustainability, improves system performance, makes the system safer for all users, and maximizes the use of public resources. As clearly demonstrated in the 2017-2020 TIP, keeping the region’s transportation system in a state of good repair has been, and will continue to be, at the forefront of regional efforts. Maintaining the region’s existing roadway and bridges as well as keeping the public transportation system in a state of good repair benefits the region by increasing mobility, system reliability and safety. As illustrated in Figure 7, many of the roadway and bridge maintenance projects found in the 2017-2020 TIP are located in identified low-income and minority communities and the corridors which connect them, particularly within the City of Pittsburgh and Allegheny County.

The safety and reliability the region’s transportation system for all modes of transportation is a top priority. A consistently safe and reliable system is important for goods and service delivery

as well as the mobility and quality of life for all of the region's residents. As illustrated in Figure 8, a significant investment in the safety and reliability of the region's transportation system is made in areas low-income and minority communities and the corridors which connect them throughout the region.

In addition to serving essential transportation functions, investments in the transportation system can have significant community and economic benefits. One of the main policy goals in SPC's long range plan (*Mapping the Future*) is that revitalization and redevelopment of the region's existing communities is a priority. As illustrated in Figure 9, most of the improvements categorized as community and economic development projects are located in communities that are identified as low-income and/ or minority.

## Summary

All of the region's residents were invited to participate in the planning and development of the 2017-2020 Transportation Improvement Program for Southwestern Pennsylvania. Outreach to traditionally underserved populations including the elderly and the disabled was conducted, and vital documents associated with the TIP planning process are made available in the predominant non-English languages in the region. Translations to additional language and alternate format documents are also available upon request.

An analysis of the impacts of the projects identified in the 2017-2020 TIP demonstrates that the benefits of the regional transportation planning and programming process accrue to all residents of the region. No population groups were found to be disproportionately or adversely affected by implementation of 2017-2020 TIP. SPC continues to work with our regional partners in the advancement of environmental justice principles throughout the regional planning process.

All materials contained in this report are available in electronic format on SPC's website: [www.spcregion.org](http://www.spcregion.org), as is an extensive library of maps and data.



# **APPENDIX A**

## **Report on Environmental Justice Mapping**



## **List of Figures**

Figure 1, *Low-Income and Minority Population by Census Block Group*

Figure 2, *Population Age 65 Years and Older by Census Block Group*

Figure 3, *Population with a Go-Outside-the-Home Disability by Census Tract*

Figure 4, *Population Speaking English less Than “Very Well” by Census Tract*

Figure 5, *Households with No Vehicle Available by Census Block Group*

Figure 6, *All Mappable TIP Projects with Environmental Justice Areas*

Figure 7, *Roadway and Bridge Maintenance Projects with Environmental Justice Areas*

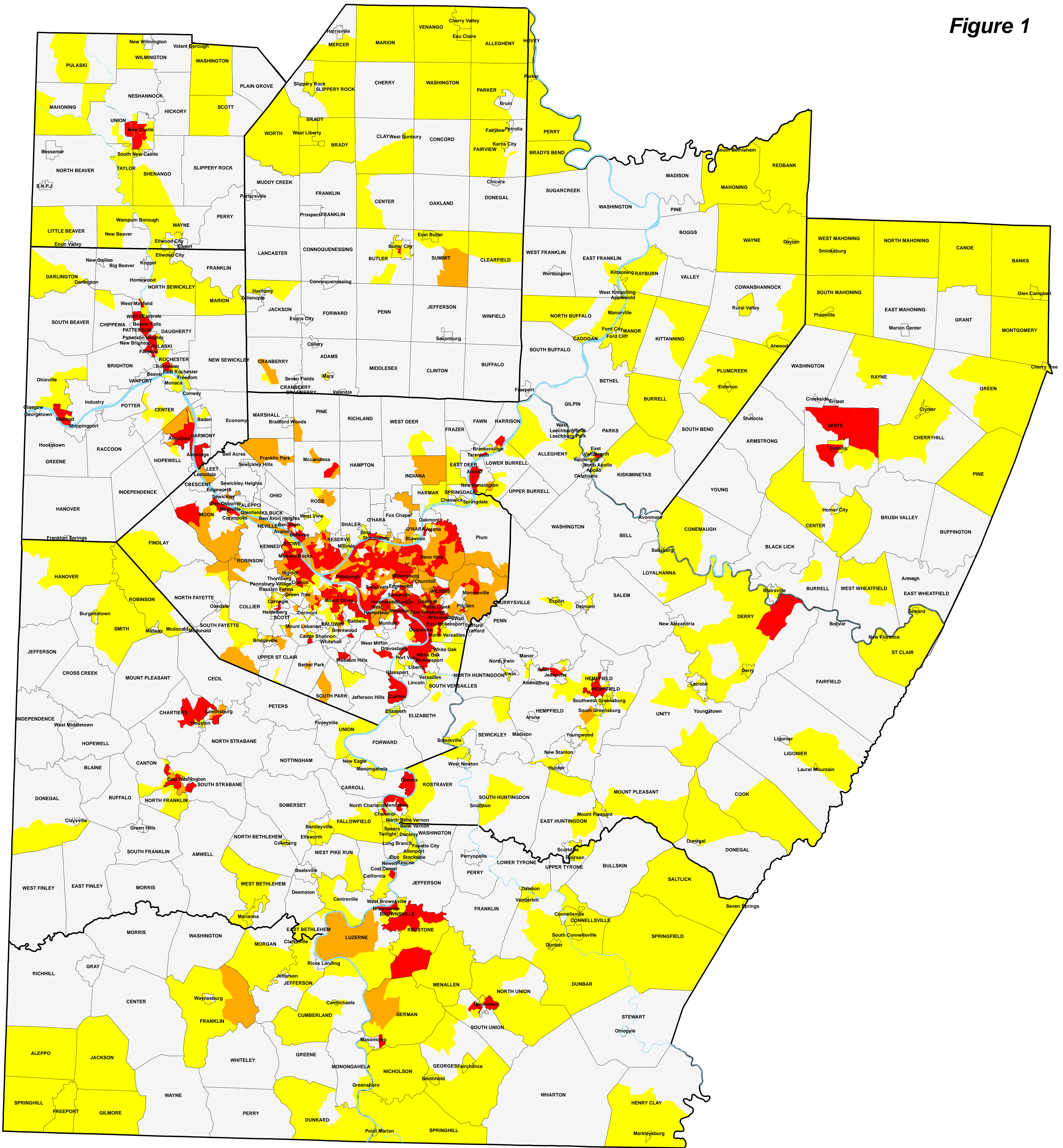
Figure 8, *Reliability and Safety Projects with Environmental Justice Areas*

Figure 9, *Community and Economic Development Projects with Environmental Justice Areas*

# Low Income and Minority Population by Block Group



Figure 1

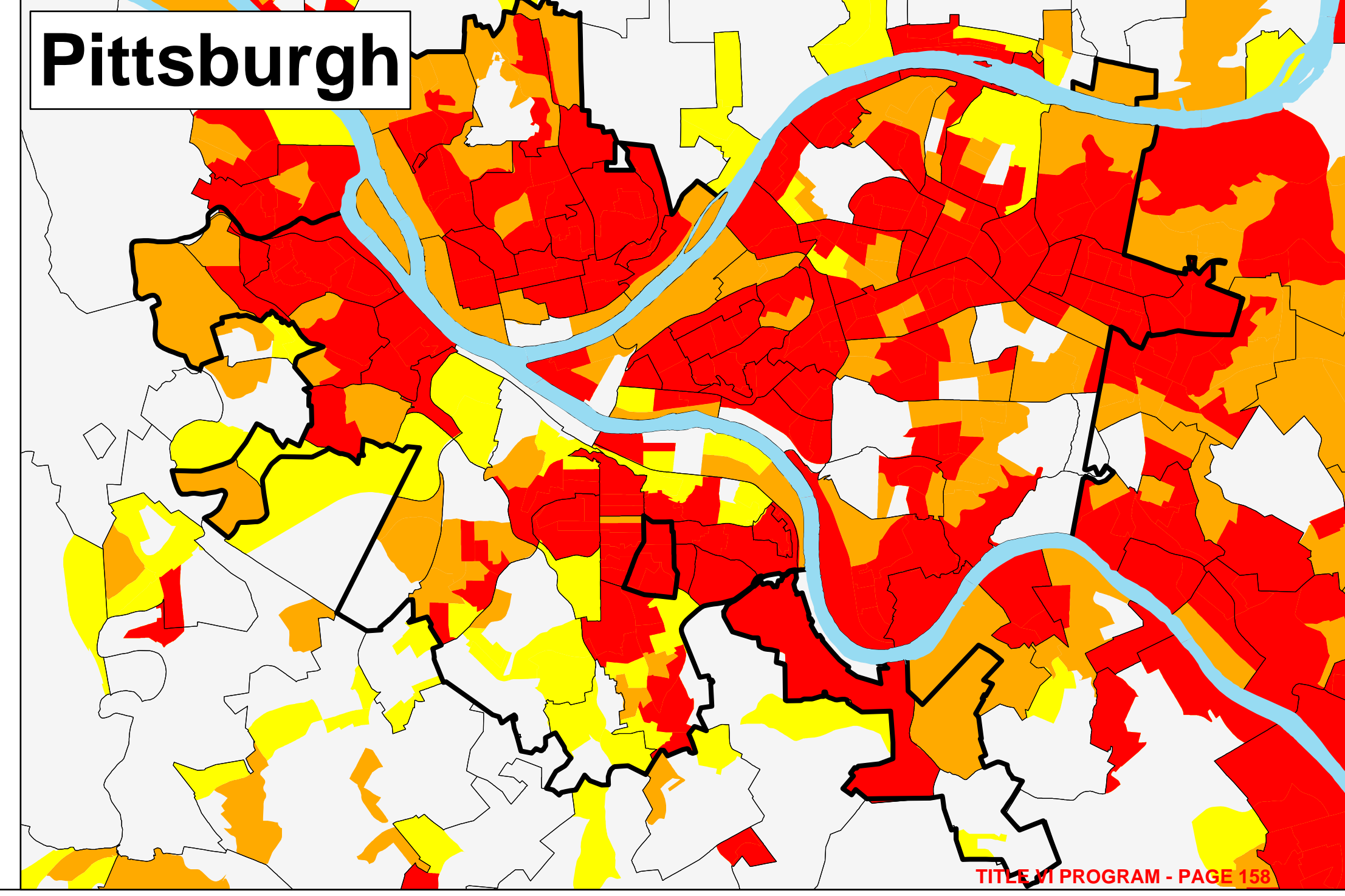
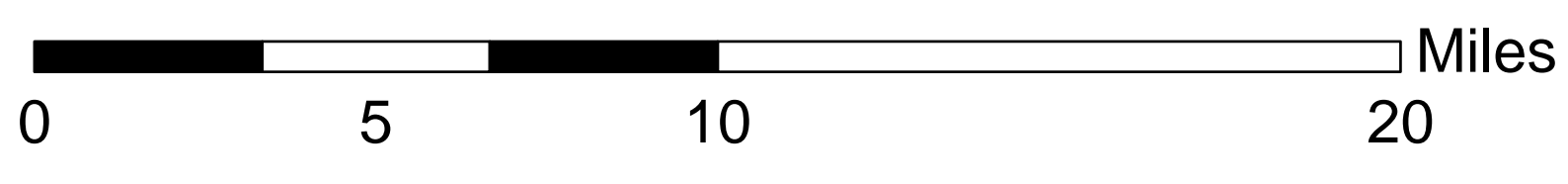
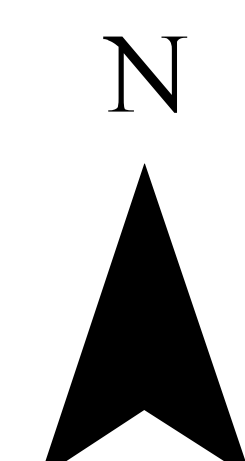


**Low Income Population**  
(Where the Percentage of Households below the Poverty Level is Greater than or Equal to the Regional Average of 12.7%)  
Source: 2010 - 2014 American Community Survey (ACS)  
5-year Estimates by Census Block Group

**Minority Population\***  
(Where the Minority Population is Greater than or Equal to the Regional Average of 12.0%)  
Source: 2010 - 2014 American Community Survey (ACS)  
5-year Estimates by Census Block Group

**Low Income and Minority Population**  
(Where both of the above conditions apply)

**No Factor**

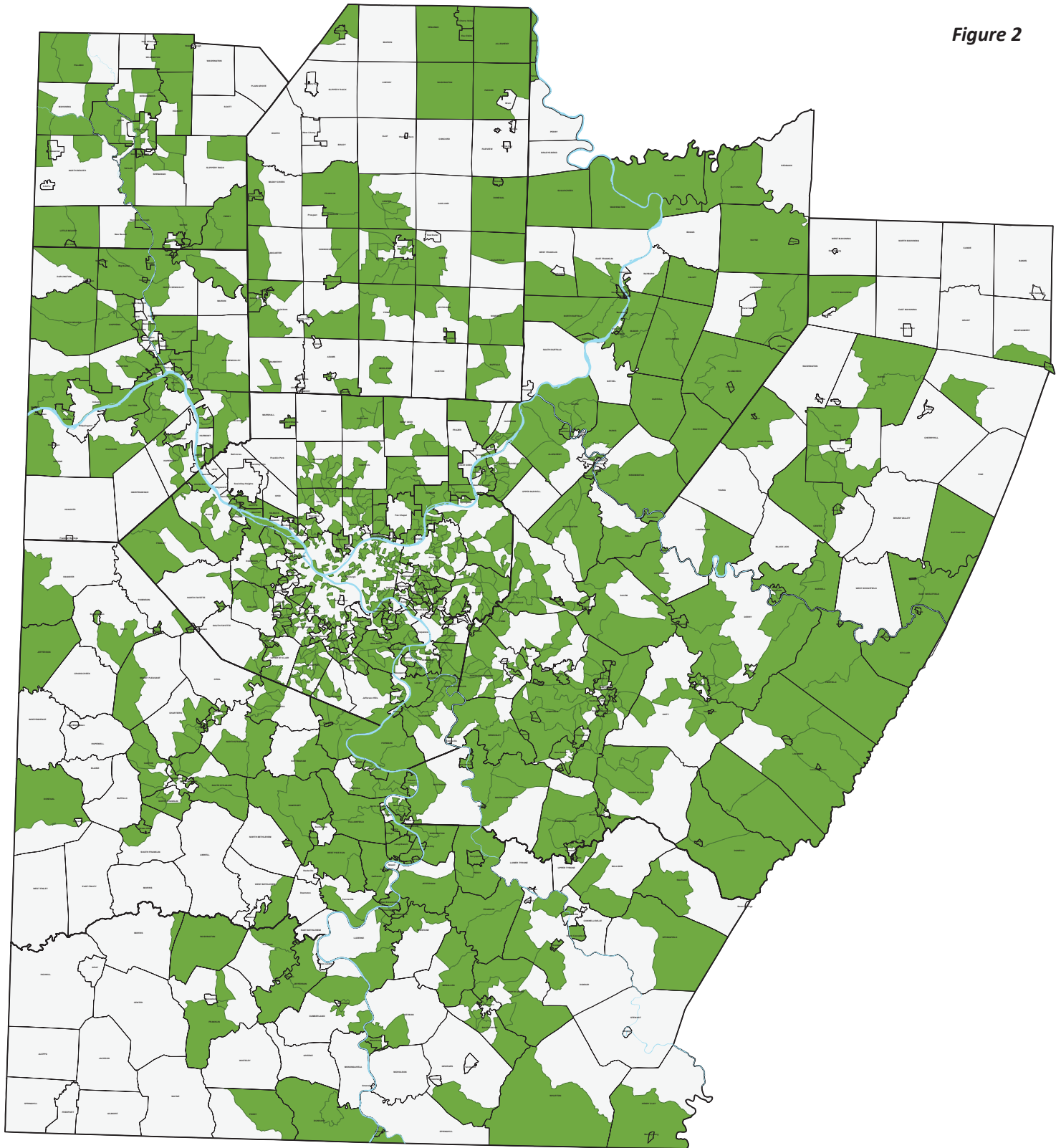


\*Minority Population is the difference between the Total Population and the Majority Population, where the Majority Population is White Persons of One Race Only, not Hispanic or Latino.

# Population Age 65 Years and Older by Block Group



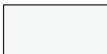
Figure 2



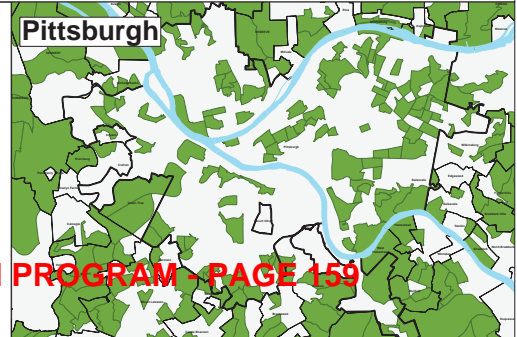
Population Age 65 and Older

(Where the Population Age 65 and Older is Greater than or Equal to the Regional Average of 17.7%)

Source: 2010 - 2014 American Community Survey (ACS)  
5-year Estimates by Census Block Group



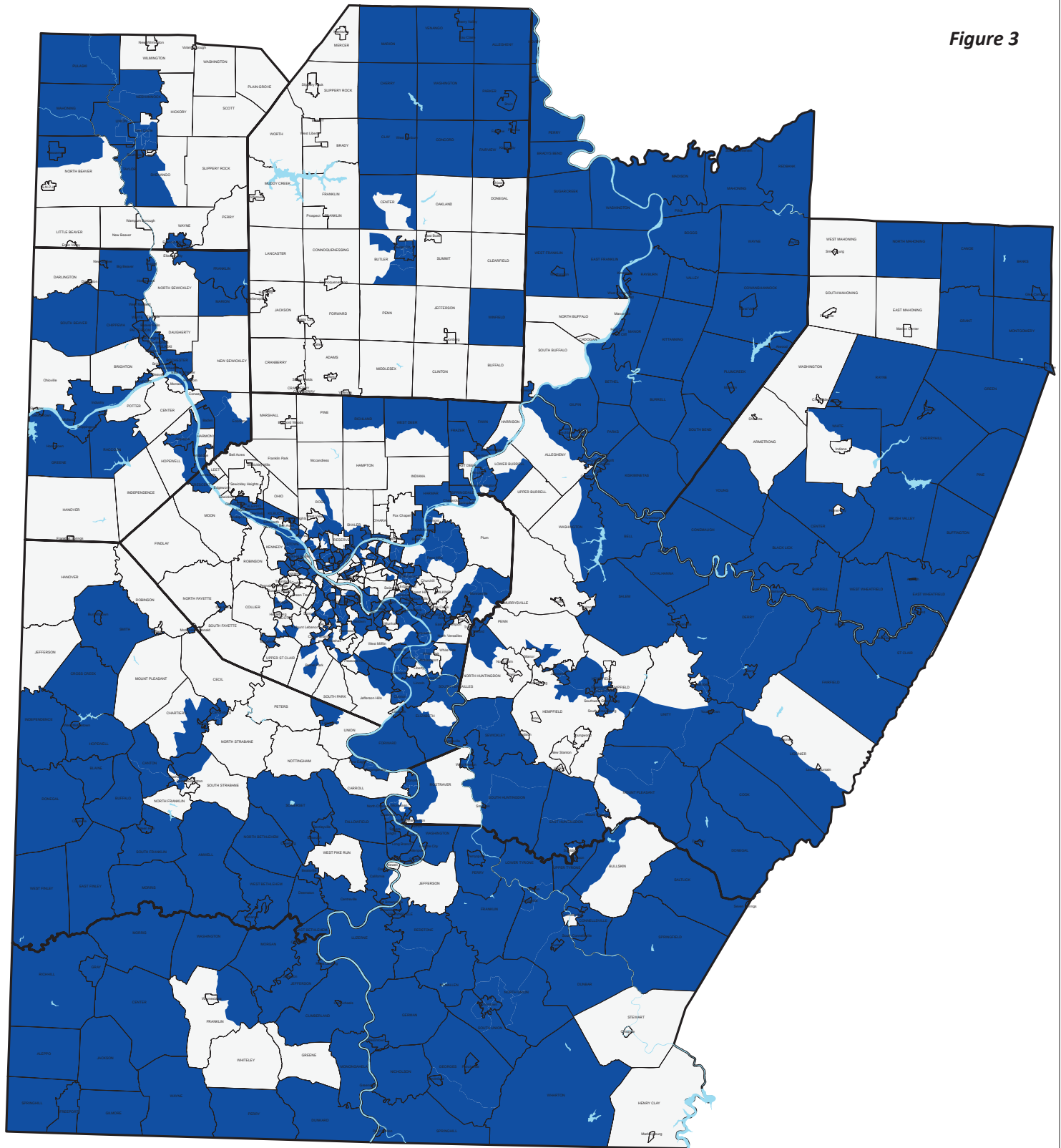
No Factor



# Population with a Go-Outside-the-Home-Disability by Census Tract



Figure 3



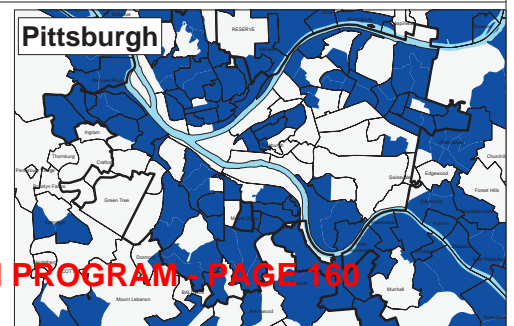
**Population with a Go-Outside-the-Home-Disability**  
(Where the Percentage of Population that has a Go-Outside-the-Home-Disability is Greater Than or Equal to the Regional Average of 13.9%.)

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

**No Factor**



0 5 10 20 Miles

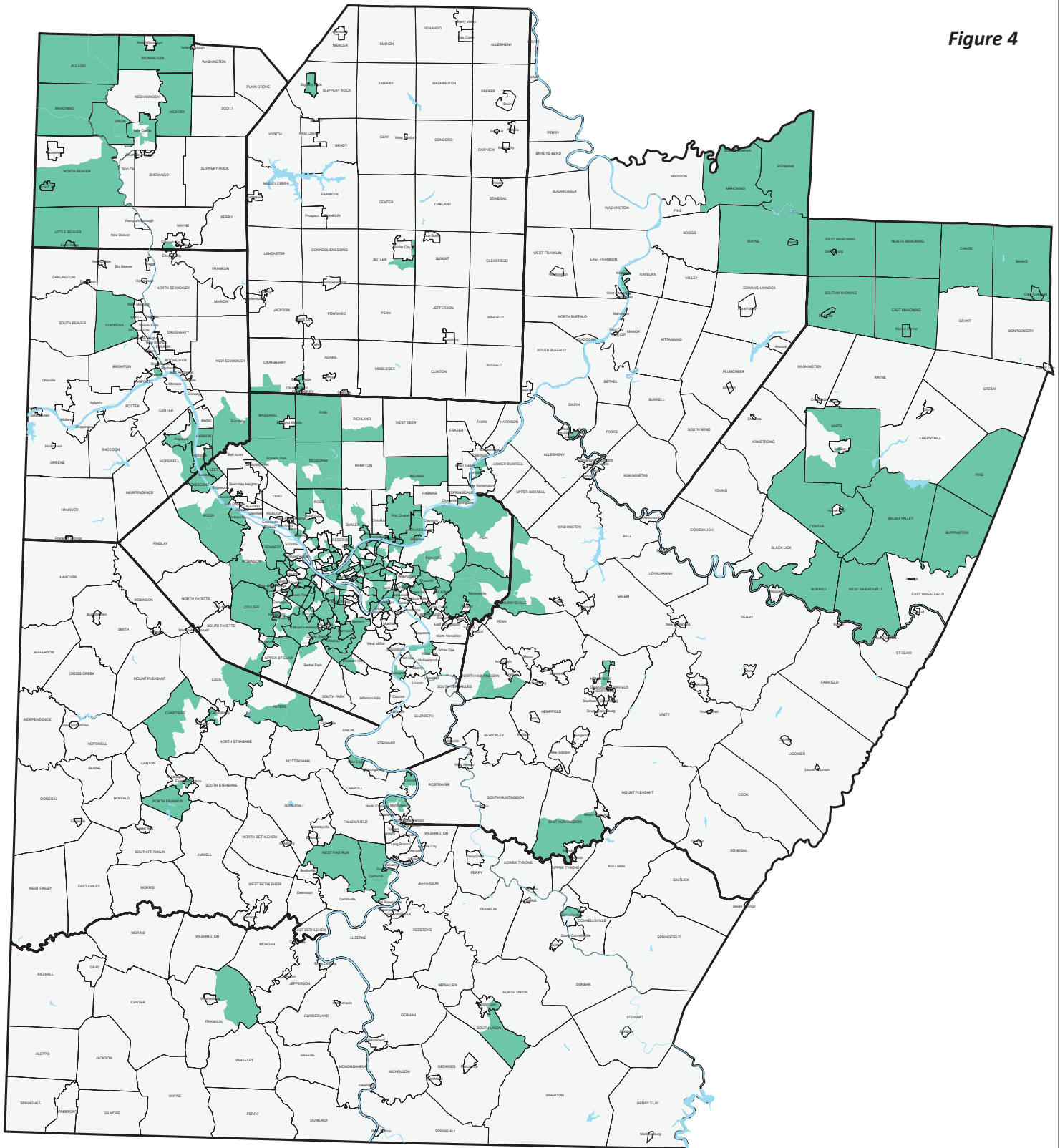


**TITLE VI PROGRAM - PAGE 160**

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



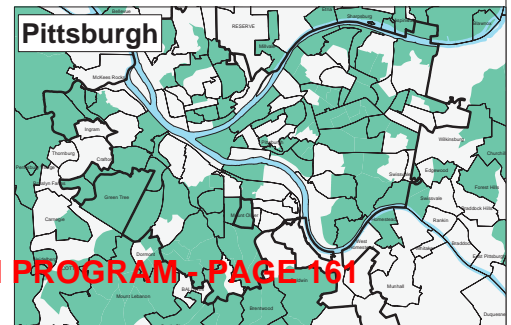
Figure 4



**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**

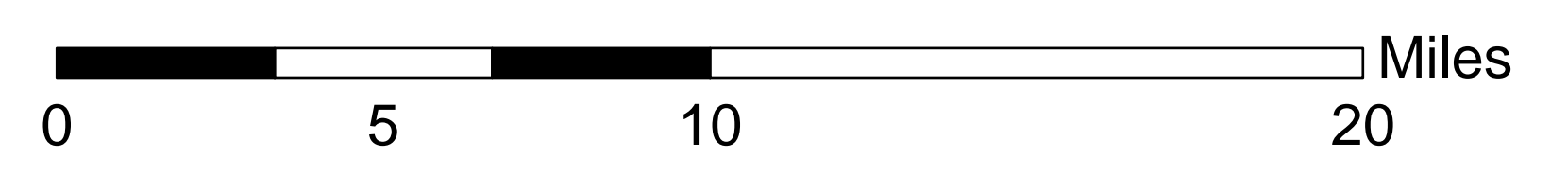
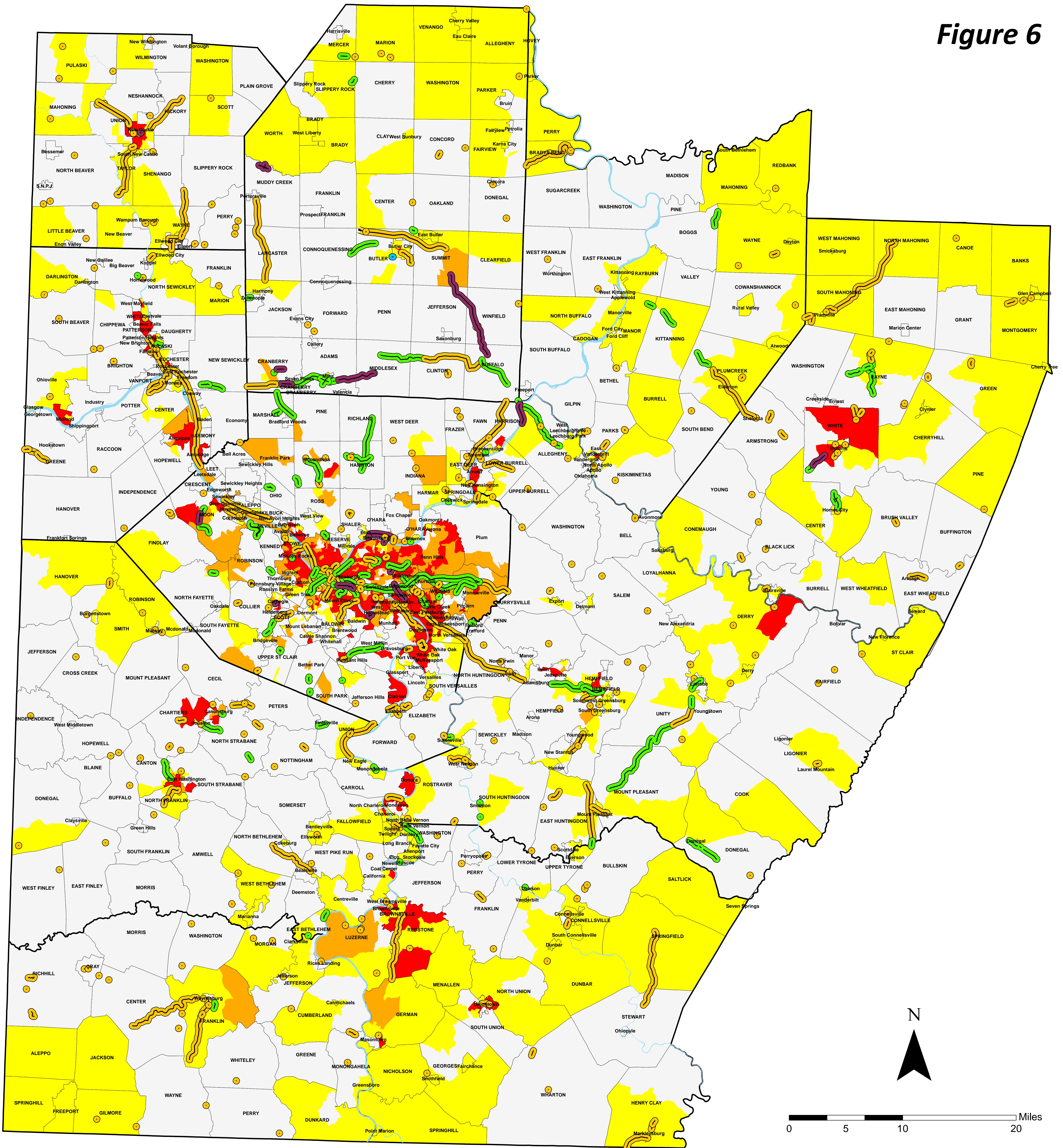




# Low Income and Minority Population with 2017 - 2020 TIP Projects

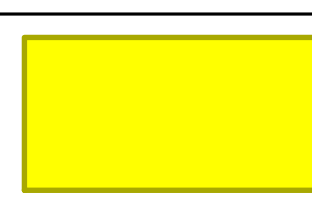


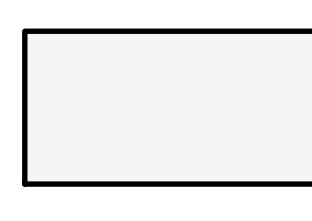


Figure 6

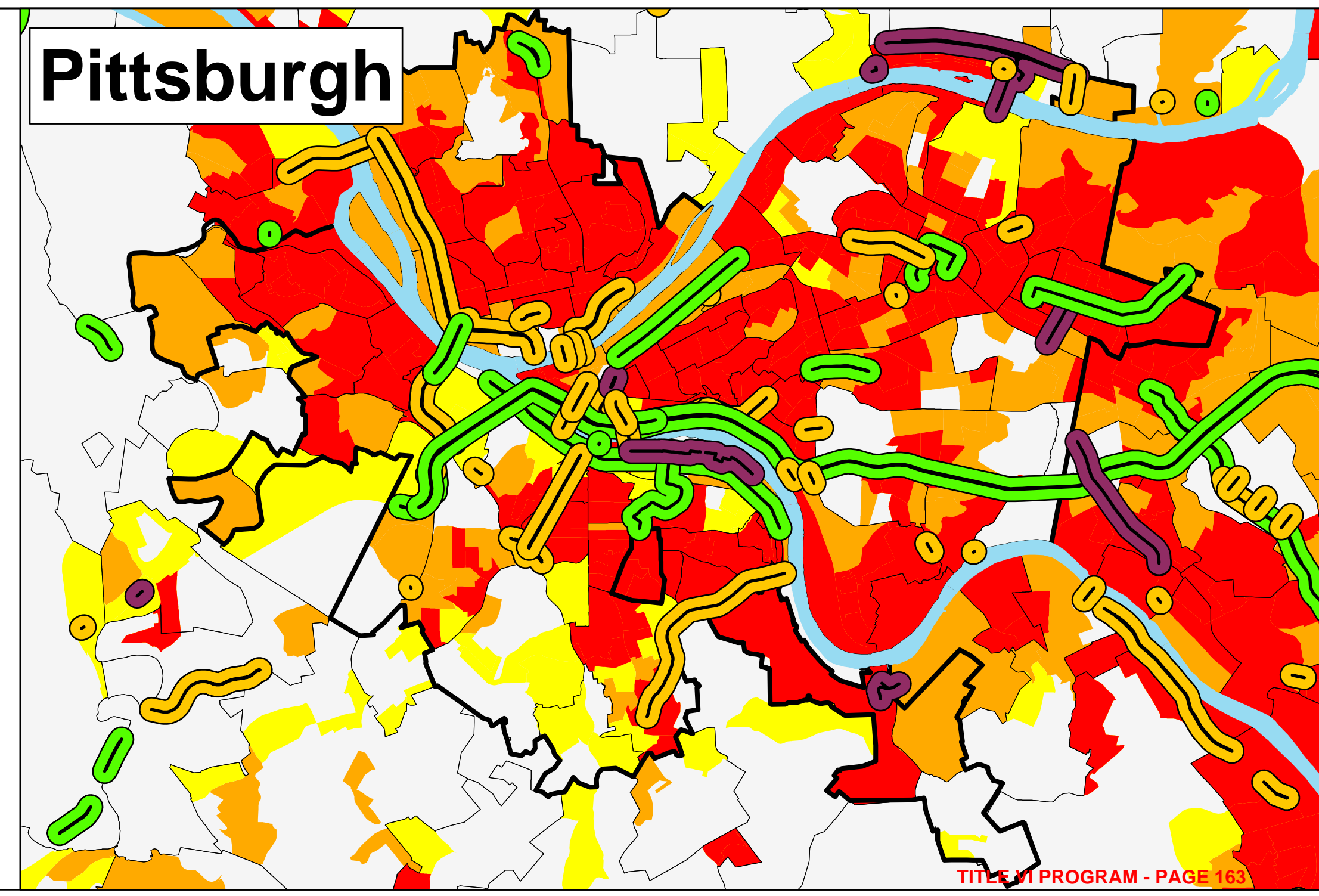


## TIP Projects Investment Categories

-  Maintenance (Bridge & Road)
-  Community & Economic Development
-  Operations & Safety
-  Transit

-  Low Income Population  
(Where the Percentage of Households below the Poverty Level is Greater than or Equal to the Regional Average of 12.7%)  
Source: 2010 - 2014 American Community Survey (ACS)  
5-year Estimates by Census Block Group
-  Minority Population\*  
(Where the Minority Population is Greater than or Equal to the Regional Average of 12.0%)  
Source: 2010 - 2014 American Community Survey (ACS)  
5-year Estimates by Census Block Group
-  Low Income and Minority Population  
(Where both of the above conditions apply)
-  No Factor

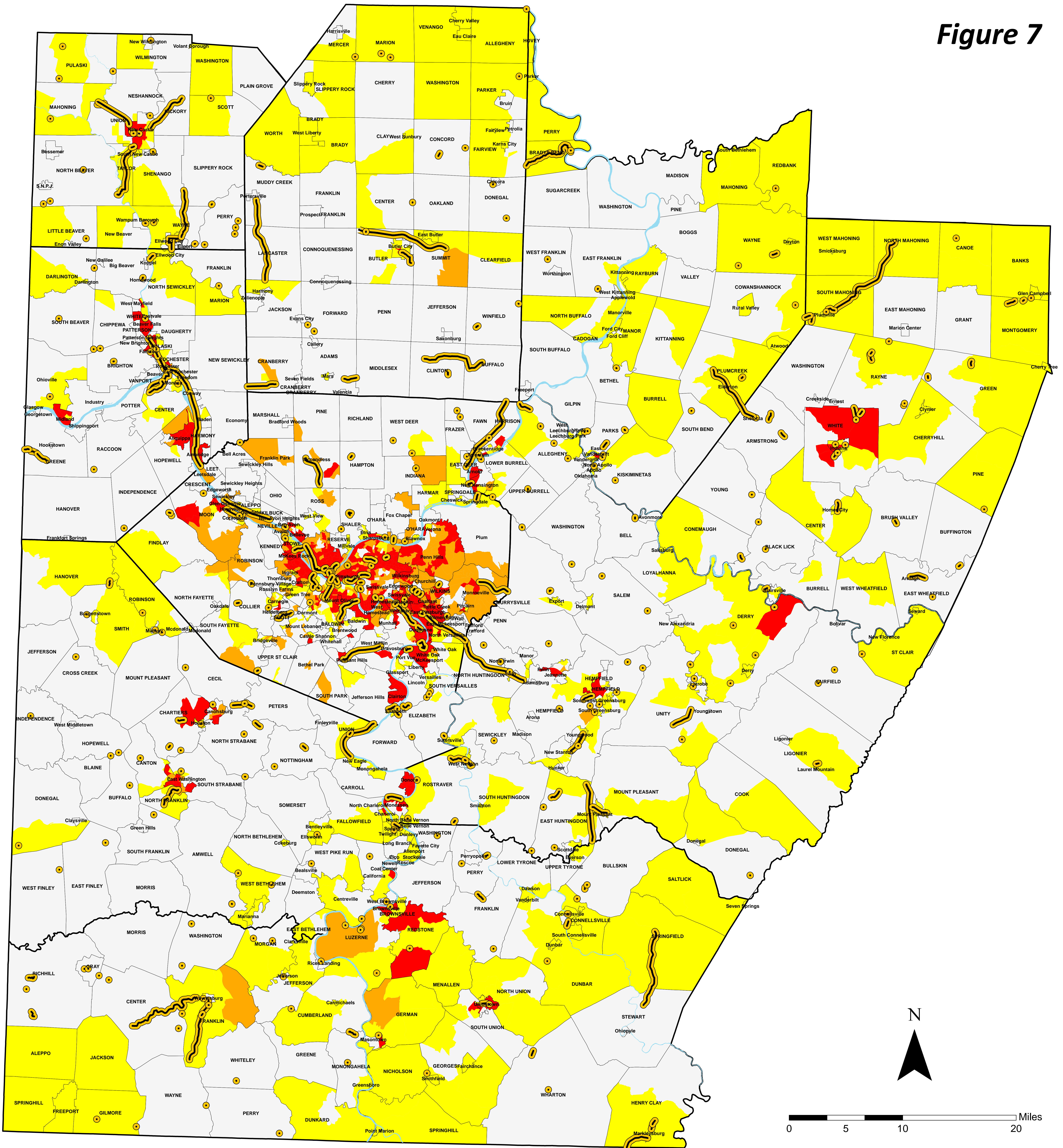
\*Minority Population is the difference between the Total Population and the Majority Population, where the Majority Population is White Persons of One Race Only, not Hispanic or Latino.



# Low Income and Minority Population with 2017 - 2020 TIP Projects

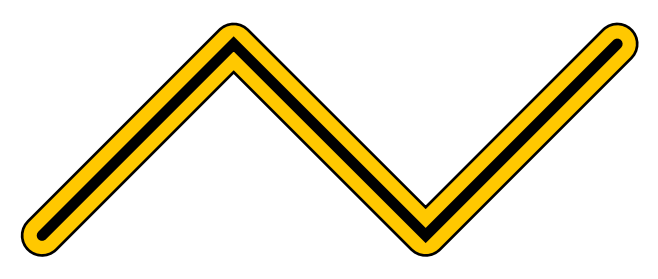


Figure 7



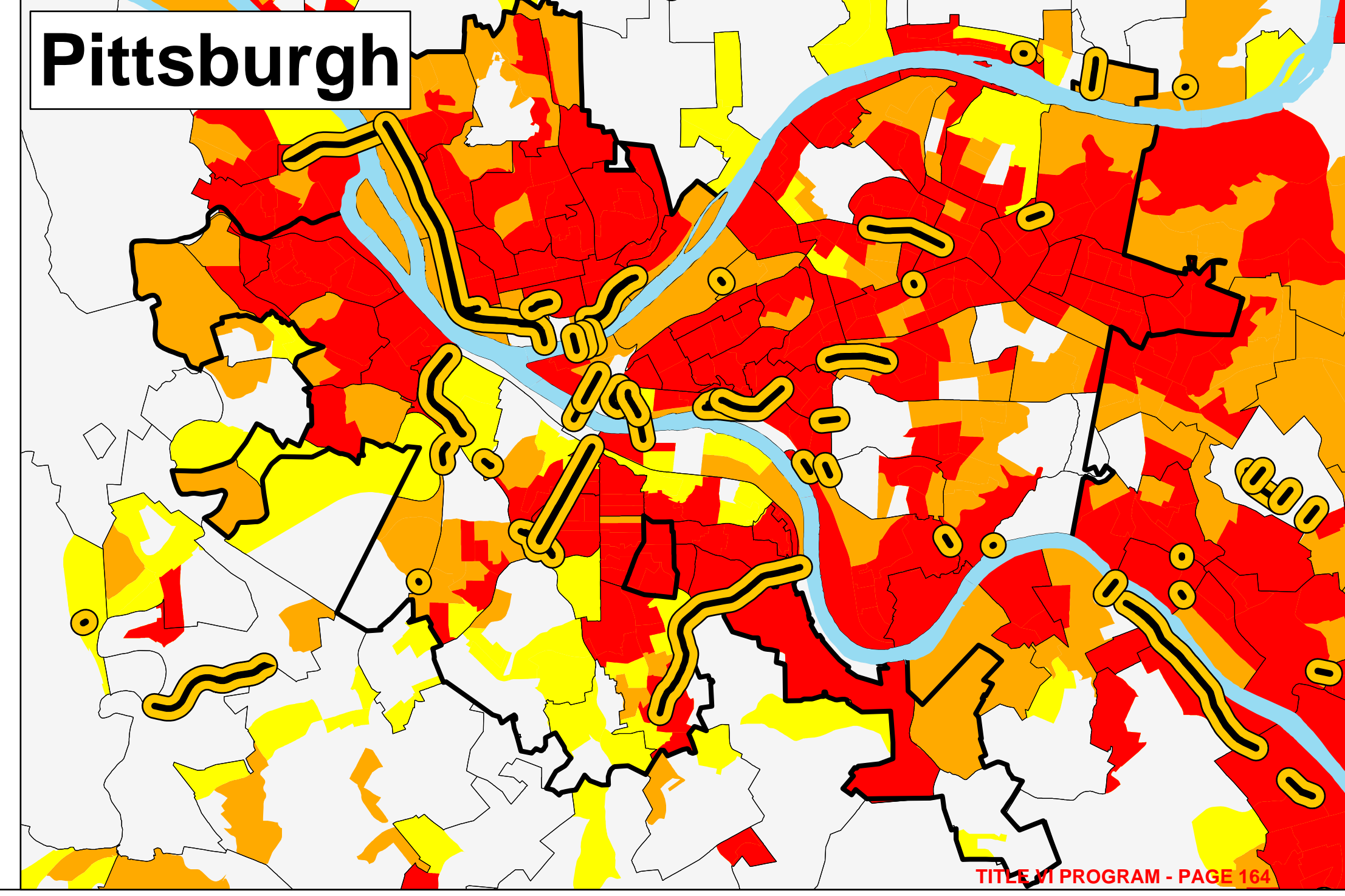
## TIP Projects

## Investment Category



## Maintenance (Bridge & Road)

- Low Income Population**  
(Where the Percentage of Households below the Poverty Level is Greater than or Equal to the Regional Average of 12.7%)  
Source: 2010 - 2014 American Community Survey (ACS)  
5-year Estimates by Census Block Group
- Minority Population\***  
(Where the Minority Population is Greater than or Equal to the Regional Average of 12.0%)  
Source: 2010 - 2014 American Community Survey (ACS)  
5-year Estimates by Census Block Group
- Low Income and Minority Population**  
(Where both of the above conditions apply)
- No Factor**

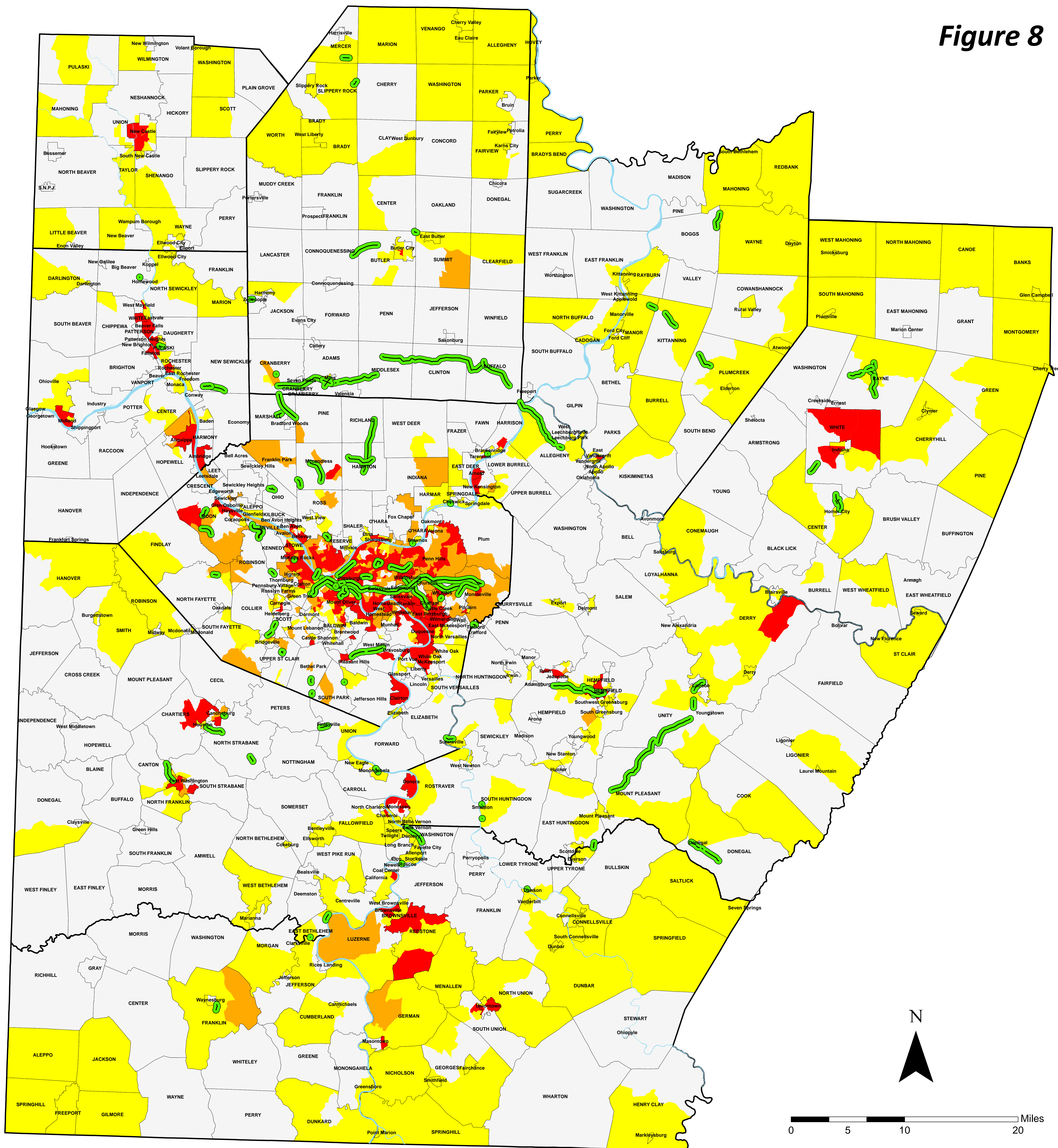


\*Minority Population is the difference between the Total Population and the Majority Population, where the Majority Population is White Persons of One Race Only, not Hispanic or Latino.



# Low Income and Minority Population with 2017 - 2020 TIP Projects

Figure 8

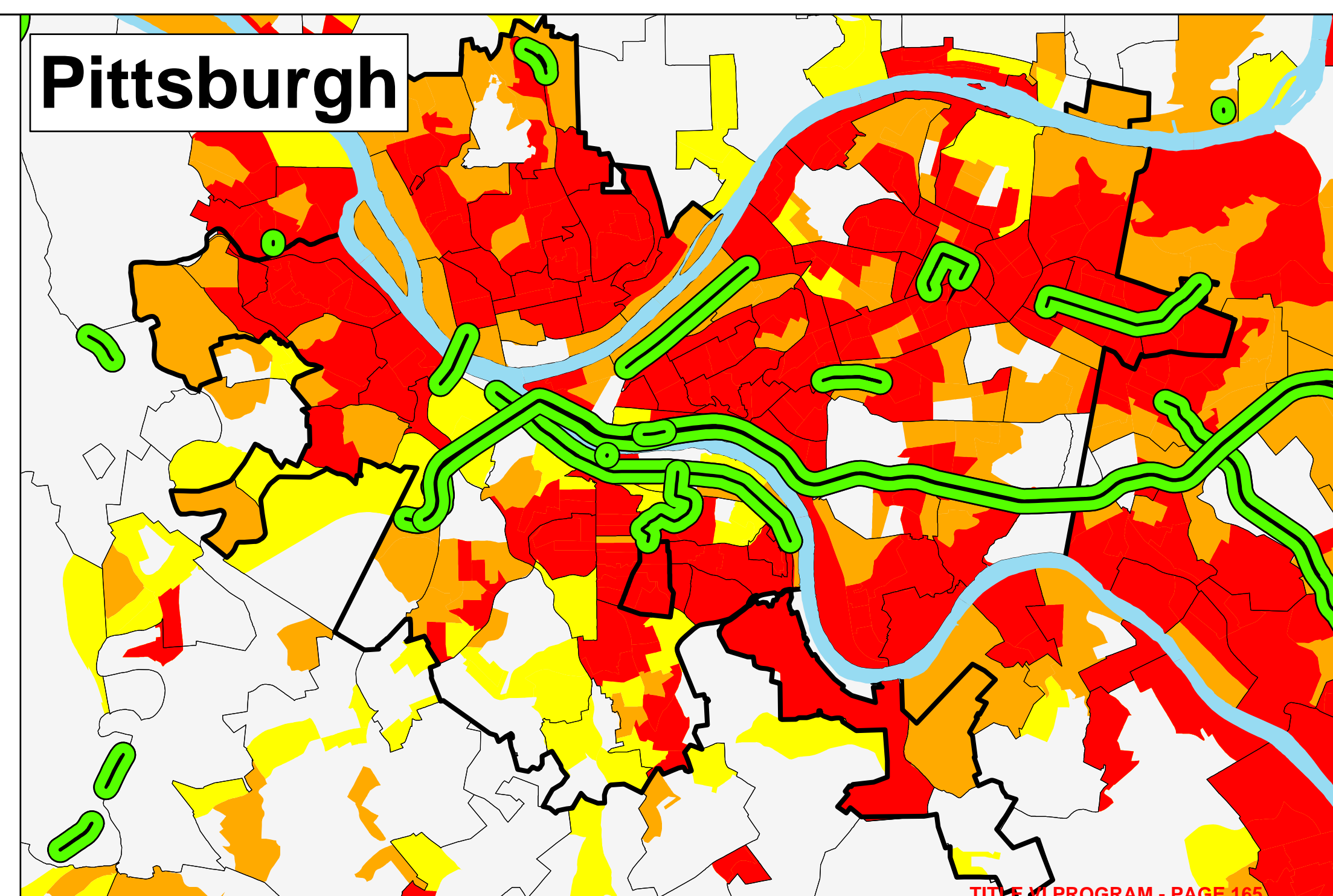


## TIP Projects

## Investment Category

## Reliability and Safety

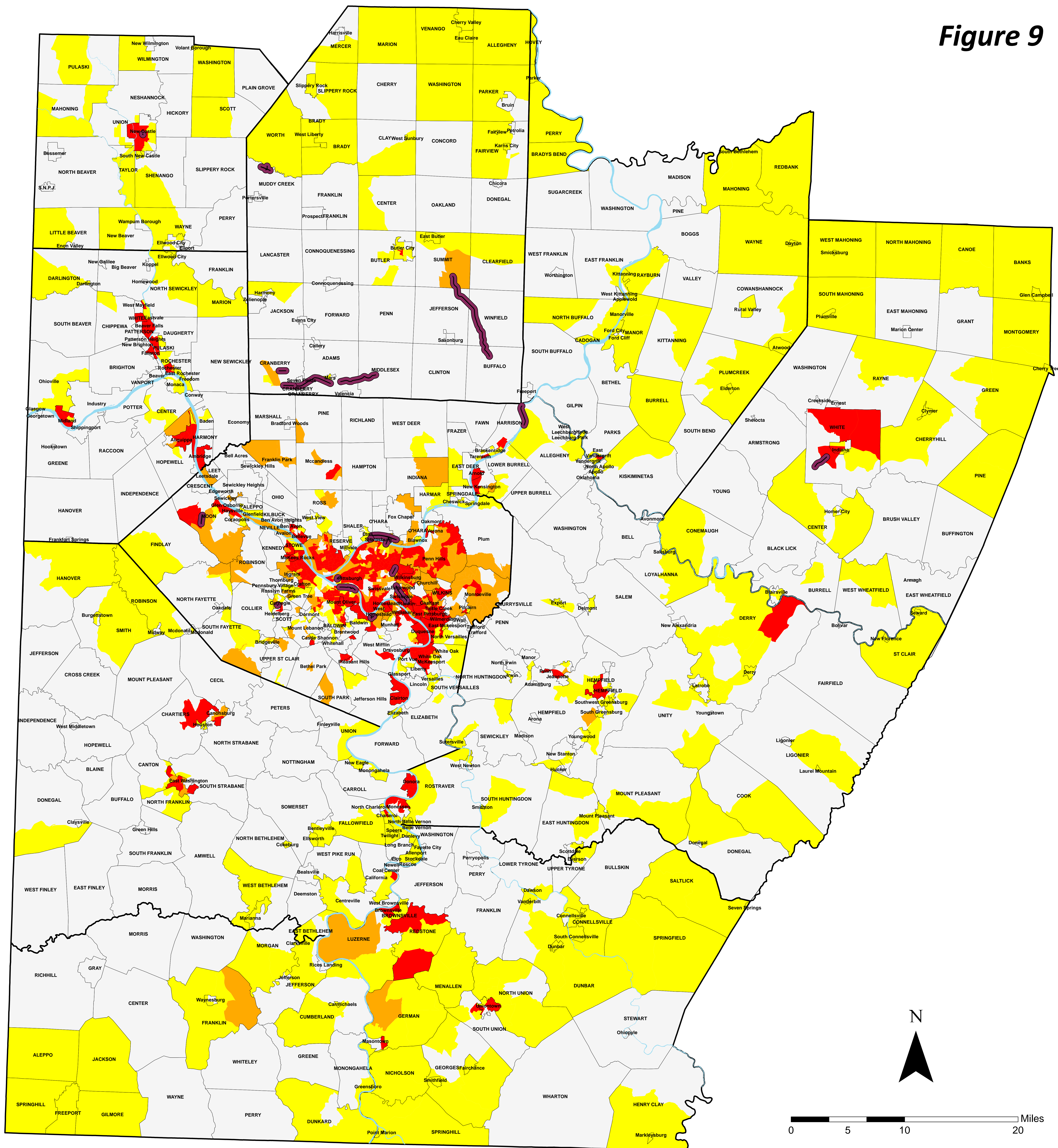
- Low Income Population**  
(Where the Percentage of Households below the Poverty Level is Greater than or Equal to the Regional Average of 12.7%)  
Source: 2010 - 2014 American Community Survey (ACS)  
5-year Estimates by Census Block Group
- Minority Population\***  
(Where the Minority Population is Greater than or Equal to the Regional Average of 12.0%)  
Source: 2010 - 2014 American Community Survey (ACS)  
5-year Estimates by Census Block Group
- Low Income and Minority Population**  
(Where both of the above conditions apply)
- No Factor**



\*Minority Population is the difference between the Total Population and the Majority Population, where the Majority Population is White Persons of One Race Only, not Hispanic or Latino.

# Low Income and Minority Population with 2017 - 2020 TIP Projects

Figure 9



## TIP Projects

## Investment Category



## Community & Economic Development



**Low Income Population**

(Where the Percentage of Households below the Poverty Level is Greater than or Equal to the Regional Average of 12.7%)

Source: 2010 - 2014 American Community Survey (ACS)  
5-year Estimates by Census Block Group



**Minority Population\***

(Where the Minority Population is Greater than or Equal to the Regional Average of 12.0%)

Source: 2010 - 2014 American Community Survey (ACS)  
5-year Estimates by Census Block Group



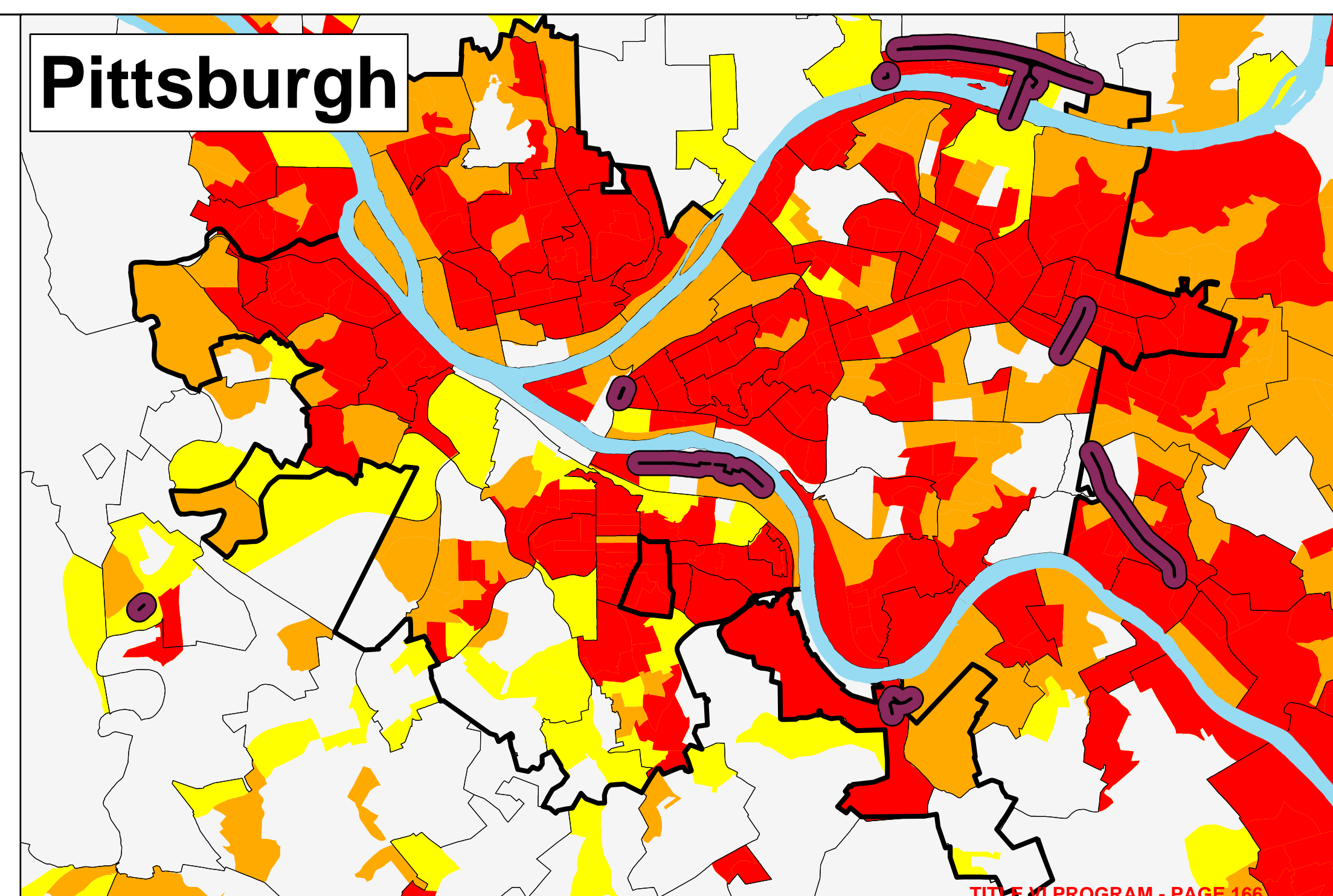
**Low Income and Minority Population**

(Where both of the above conditions apply)



**No Factor**

\*Minority Population is the difference between the Total Population and the Majority Population, where the Majority Population is White Persons of One Race Only, not Hispanic or Latino.





# **APPENDIX B**

# **USDOT Environmental Justice Definitions**

**Adverse effect** - FHWA and USDOT EJ Orders state that "adverse effects" means 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 human-made or natural resources; destruction or diminution of aesthetic values; destruction or disruption of community cohesion or a community's economic vitality; destruction or disruption of the availability of public and private facilities and services; vibration; adverse employment effects; displacement of persons, businesses, farms, or nonprofit organizations; increased traffic congestion, isolation, exclusion, or separation of minority or low income individuals within a given community or from the broader community; and, the denial of, reduction in, or significant delay in the receipt of benefits of FHWA/DOT programs, policies, or activities.

**Disproportionately high and adverse** - The FHWA and USDOT EJ Orders state that "disproportionately high and adverse" refers to an adverse effect that (1) is predominately borne by a minority population and/or a low-income population; or (2) will be suffered by the minority population and/or low-income population and is appreciably more severe or greater in magnitude than the adverse effect that will be suffered by the non-minority population and/or non-low income population.

**Low-income** – The FHWA and USDOT EJ Orders define a "low-income" individual as a person whose median household income is at or below the Department of Health and Human Services (HHS) poverty guidelines.

**Minority** – FHWA and USDOT EJ Orders define a "minority" individual as a person who is: (1) Black: a person having origins in any of the black racial groups of Africa; (2) Hispanic or Latino: a person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race; (3) Asian American: a person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent; (4) American Indian and Alaskan Native: a person having origins in any of the original people of North America, South America (including Central America), and who maintains cultural identification through Tribal affiliation or community recognition; or (5) Native Hawaiian and Other Pacific Islander: a person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

**Populations** – For the terms "minority" and "low-income," the FHWA and USDOT EJ Orders define a "population" as any readily identifiable group of minority and/or low-income persons who live in geographic proximity, and, if circumstances warrant, geographically dispersed/transient persons of those groups (such as migrant workers, homeless persons, or Native Americans) who will be similarly affected by a proposed FHWA/DOT program, policy, or activity.

**Underserved population** – (also "traditionally underserved population") refers to a broad category that includes minority and low-income populations but may also include many other demographic categories that face challenges engaging with the transportation process and reaping equitable benefits, such as children, the elderly, and the disabled.

**Title VI populations** – Although the nondiscrimination principles of Executive Order 12898 and the Title VI statute intersect, they are two separate mandates and each has unique requirements. Title VI statutes protect persons from discrimination solely on the basis of race, color, and national origin. The FHWA Title VI Program includes other nondiscrimination statutes and authorities under its umbrella to ensure that FHWA policies, programs, and activities do not discriminate based on race, color, national origin, income, sex, age, disability, or limited English proficiency.

**Title VI Plan for the Southwestern Pennsylvania Commission**

**Appendix 7**

**SPC Subrecipient Monitoring**

**SOUTHWESTERN PENNSYLVANIA  
COMMISSION**

**FEDERAL TRANSIT ADMINISTRATION (FTA)  
SUB-RECIPIENT/CONTRACTOR MONITORING PROCESS**

**Updated October 2015**

**Revised January 2016**

**2<sup>nd</sup> Revision – January 2017**



**PURPOSE:** The following internal process provides guidance for sub-recipient/contractor monitoring for Federal Transit Administration (FTA) grants for the 5307, CMAQ, JARC, and New Freedom programs. You will notice in this document that references to FTA sub-recipient/contractor monitoring process from various circulars and manuals have been incorporated into our internal process to provide supporting information. The SPC Grant Manager will have oversight responsibility for this process. Assistance and responsibility for this process will be provided by the SPC Project Manager(s) for FTA Funded Projects, the SPC Manager of Multi-Modal Planning and the SPC Director of Transportation Planning.

## **PROCEDURAL GUIDANCE FOR FEDERAL 5307, CMAQ, JARC AND NEW FREEDOM SUB-RECIPIENT/CONTRACTOR MONITORING:**

### **Key Elements for Federal JARC and New Freedom Sub-Recipient Monitoring**

- 1) **Grantee Pass-Through Responsibilities**
- 2) **Sub-Recipient (Sub-Grantee)/Contractor Responsibilities**
- 3) **SPC Sub-Recipient (Sub-Grantee)/Contractor Monitoring Activities**

Listed above are the key elements for sub-recipient/contractor monitoring for Federal Transit Administration (FTA) grants for the 5307, CMAQ, JARC, and New Freedom programs. The following detailed information further explains these key elements and what process, procedures, and supporting documentation (if any) is needed.

## **FTA 5307, CMAQ, JARC AND NEW FREEDOM SUB-RECIPIENT/CONTRACTOR MONITORING PROCESS:**

The Southwestern Pennsylvania Commission (SPC), as a direct recipient, is responsible for all federal grant funds received, including those funds passed-through or sub-awarded to our sub-recipients (sub-grantees). The sub-recipient (sub-grantee) agreements put in place pass through and pass down the requirements for compliance with all of the federal rules and regulations to the sub-recipients (sub-grantees). As the direct recipient SPC is responsible for monitoring and oversight of the sub-recipients (sub-grantees) that they are following all of the rules and regulations that are associated with the federal funding. The monitoring of the sub-recipients (sub-grantees) may take many different forms as appropriate, such as reviewing reports or audit results and conducting on-site visits. Several factors may influence the extent of the sub-recipient (sub-grantee) monitoring such as the size of the federal award, percentage of funds awarded to a sub-recipient (sub-grantee), the complexity of the applicable compliance requirements and the cost effectiveness of the various monitoring procedures.

**Grantee Pass-Through Responsibilities** – Per 2 CFR 200 –Subpart D Section 200.331 there are certain responsibilities that SPC as a pass-through entity must comply with:

1. Communicate to the sub-recipient (sub-grantee) all federal award information (e.g., Catalog of Federal Domestic Assistance (CFDA) title and number, award name, name of federal agency).
2. Advise sub-recipients (sub-grantees) of requirements imposed on them by federal laws, regulations, and the provisions of contracts or grant agreements as well as any supplemental requirements imposed by SPC.

3. Evaluate each subrecipients risk of noncompliance with federal statutes, regulations, and the terms and conditions of the subaward for purposes of determining the appropriate subrecipient monitoring which may include consideration of such factors as:
  - The subrecipients's prior experience with the same or similar subawards
  - The results of previous audits including whether or not the subrecipient receives a single audit in accordance with Subpart F – Audit Requirements of this part, and to the extent to which the same or similar subaward has been audited as a major program
  - Whether the subrecipient has new personnel or new or substantially changed systems
  - The extent and results of Federal awarding agency monitoring (e.g., if the subrecipient also receives Federal awards directly from a Federal awarding agency)
4. Monitor the sub-recipient's (sub-grantee's) activities to provide reasonable assurance that the sub-recipient (sub-grantee) administers federal awards in compliance with federal requirements as well as the provision of contracts or grant agreements and that the performance goals are achieved.
5. Ensure required audits are performed and the sub-recipient (sub-grantee) has taken prompt corrective action to resolve any audit findings.
6. Evaluate the impact of any sub-recipient (sub-grantee) activities (e.g., noncompliance) on SPC's ability to comply with federal regulations.

**Sub-Recipient (Sub-Grantee) Responsibilities** – There are also responsibilities that the sub-recipients (sub-grantees) have as well:

1. Provide SPC (and its independent auditors) access to records and financial statements to determine compliance with federal requirements.
2. Provide SPC with copies of documentation showing compliance with federal regulations (e.g., Title VI program, Drug and Alcohol program, DBE program, etc.).
3. Facilitate SPC's planned monitoring and oversight activities (e.g., on-site visits, reviews, limited scope audits).
4. Serve written notification to SPC when not required to undergo a single audit.
5. On request, inform SPC whether the relevant program would be audited as a major program using the risk-based approach (determined solely by the auditor) and, if not, the cost of having it audited as such (if desired by SPC, the sub-recipient (sub-grantee) must have the program audited as major).
6. Send a copy of its audit reporting package to SPC when a single audit is required and the schedule of findings on questioned costs discloses audit findings, or the summary schedule of prior audit findings reports on the status of audit findings, related to SPC's sub-award of federal funds.
7. Send written notification to SPC that an audit was conducted in accordance with 2 CFR 200 –Subpart F and that no audit findings and questioned costs (for the current or prior year) were related to the sub-award.

8. On request, send SPC a copy of the audit reporting package and any management letters issued by the auditor, even when not required to do so (e.g., no audit findings were related to the sub-award).
9. Take appropriate and timely corrective action to resolve audit findings (including the preparation of a corrective action plan), and comply with any management decision issued by SPC (due within 6 months of receiving the sub-recipient's (sub-grantee's) audit report).
10. Follow up on audit findings unless no longer valid because the findings occurred at least two years earlier, or if SPC did not follow up on the findings and a management decision was never issued.
11. Keep copies of audit reports and related documentation on file for at least three years following the audit period for review by SPC.
12. The above requirements also apply to any activities of the sub-recipients (sub-grantees).

**SPC Sub-Recipient (Sub-Grantee)/Contractor Monitoring Activities** – 2 CFR 200 now defines Sub-recipient Monitoring and Management beginning with Part D section 200.330 and ending with section 200.332. Application of some of the monitoring activities listed below may be based on size of federal awards, percentage of total program funds awarded to a sub-recipient (sub-grantee), the complexity of the applicable compliance requirements and the cost-effectiveness of the procedures.

1. On-Site Visits – These will be conducted by the SPC Grant Manager, SPC Project Manager for FTA Funded Projects and with the assistance of the SPC Manager of Multi-Modal Planning. These visits would be to review financial records, observe operations and check on any federally-funded facilities and/or equipment. These visits may be formally scheduled or impromptu. Some of the records and/or items to be reviewed during a site visit may include (but not be limited to) the following:
  - a. Time Records for anyone charging a federal project directly.
  - b. Procurement files – checking for all appropriate documentation/process for any federally-funded purchases.
  - c. Invoices/payments – checking to make sure payments were made in accordance with federal regulations.
  - d. Review of any federally-funded facilities, vehicles and/or equipment.

At a minimum, each sub-recipient (sub-grantee) should have a site visit conducted once every calendar year. Several factors may influence the frequency of the site visits such as the size of the federal award, the complexity of the project and applicable compliance requirements and the cost effectiveness of the visit(s).

A Sub-Recipient Monitoring Checklist will be completed for every on-site visit that is conducted (see Exhibit "B" for the checklist). The completed checklist will be filed with the appropriate sub-recipient (sub-grantee) agreement.

All meetings, phone conversations and email correspondence that involve the sub-recipient (sub-grantee) will be documented and copies put into the sub-recipient (sub-grantee) agreement files.

2. Desk Reviews - These will be conducted by the SPC Grant Manager, SPC Project Manager for FTA Funded Projects and with assistance from the SPC Manager of Multi-Modal Planning. The items listed below would be included in any desk review performed at SPC.
  - a. Review of monthly billings – The monthly program billings will be reviewed and approved for payment by the SPC Grant Manager. Included with each invoice is a monthly progress report and monthly statistics for each program. Copies of the monthly invoices are forwarded to the ATWIC Program Manager for information and performance evaluation. The invoices are reviewed for accuracy, supporting detail, adherence to budget and to ensure that the costs being charged are appropriate for the program(s).
  - b. Review of Single Audit reports – This would only apply to those sub-recipients (sub-grantees) that are subject to the single audit requirements. These single audit reports will be reviewed by the SPC Grant Manager. Four compliance items that are particularly relative to sub-recipient (sub-grantee) monitoring are as follows:
    - i. Activities allowed or unallowed (sub-recipient (sub-grantee) agreements must be related to allowable activities).
    - ii. Cash management (appropriate cash reports must be submitted by the sub-recipient (sub-grantee)).
    - iii. Eligibility (sub-awards must be made only to eligible sub-recipient (sub-grantee)).
    - iv. Procurement (necessary suspension and debarment certifications from sub-recipient (sub-grantee) must be complete).
  - c. A 2 CFR 200 –Subpart F Compliance Confirmation Form will be sent to each sub-recipient (sub-grantee) on an annual basis by the SPC Grant Manager. This form will enable the sub-recipient (sub-grantee) to self-certify their compliance with the Single Audit provisions of 2 CFR 200 – Subpart F. They will provide the information requested on the form and will certify their Single Audit status by answering one of the five questions posed for compliance and submitting the appropriate financial information required. The form will be signed by the appropriate person and returned to SPC. This information will be filed in the sub-recipient (sub-grantee) agreement files.
  - d. Review of FTA Triennial Review Reports - Copies of the most recent Triennial Review Reports will be requested from any sub-recipient (sub-grantee) that is subject to them along with the action plan to correct any findings contained in the report. This report will be used by the SPC Grant Manager to assist in the oversight/monitoring process of the sub-recipients (sub-grantees).

At a minimum, desk reviews should be performed on a quarterly basis. This review should include sub-recipient (sub-grantee) invoices and progress reports. This review may also include 2 CFR 200 –Subpart F audit reports, site visit reports (if any were conducted), etc.

**SPC Sub-Recipient (Sub-Grantee)/Contractor Compliance Issues Resolution** - SPC prefers to work with the sub-recipient (sub-grantee) and/or contractor to resolve any compliance issue(s) with federal statutes, regulations

or the terms and conditions of a federal award. The following resolution process will be utilized to attempt to resolve any sub-recipient (sub-grantee)/contractor compliance issues prior to moving on the other remedies/resolutions that may be available to SPC under the federal regulations.

Compliance Issues Resolution:

- i. The sub-recipient (sub-grantee)/contractor will be given written notice by SPC of the finding of the compliance issue(s) along with what will be required to bring the identified issue into compliance.
- ii. A time frame will be identified for satisfactory resolution of the compliance issue(s).
- iii. Assistance and training will be offered to the sub-recipient (sub-grantee)/contractor to bring the compliance issue(s) back into compliance.
- iv. At the end of the indentified time frame, the sub-recipient (sub-grantee)/contractor will be notified by letter as to whether or not the compliance issue has been resolved.
- v. If the identified compliance issue(s) has not been resolved, SPC will evaluate the degree of progress that has been made and determine whether or not to grant a time frame extension for the compliance issue(s) to be resolved. If it has been determined that satisfactory progress has not been made, then one or more of the remedies listed below may then be applied.

The above resolution process utilizes some of the additional specific award conditions indentified under 2 CFR 200 – Section 200.207 – Specific Conditions.

If SPC determines that non compliance has not been remedied by the above resolution process, SPC may take one or more of the following actions as identified under 2 CFR 200 – Section 200.338, as appropriate under the circumstances:

- Temporarily withhold cash payments pending correction of the deficiency by the sub-recipient (sub-grantee) or more severe enforcement action by SPC.
- Disallow (that is, deny both use of funds and any applicable matching credit for) all or part of the cost of the activity or action not in compliance.
- Wholly or partially suspend or terminate the federal award.
- Recommend suspension or debarment proceedings as authorized under 2 CFR Part 180 be initiated by the federal awarding agency.
- Withhold further federal awards for the project and/or program.
- Take other remedies that may be legally available.

**EXHIBITS:**

Exhibit “A” – 2 CFR 200 –Subpart F Compliance Confirmation Form – Page 9

Exhibit “B” – Sub-Recipient/Contractor Monitoring Checklist – Page 10

Exhibit “C” – SPC Staffing Plan for Sub-Recipient/Contractor Monitoring – Page 19

## Sub-Recipient Monitoring and Management from 2 CFR 200

### § 200.330 Subrecipient and contractor determinations.

The non-Federal entity may concurrently receive Federal awards as a recipient, a subrecipient, and a contractor, depending on the substance of its agreements with Federal awarding agencies and pass-through entities.

Therefore, a pass-through entity must make case-by-case determinations whether each agreement it makes for the disbursement of Federal program funds casts the party receiving the funds in the role of a subrecipient or a contractor.

The Federal awarding agency may supply and require recipients to comply with additional guidance to support these determinations provided such guidance does not conflict with this section.

(a) Subrecipients. A subaward is for the purpose of carrying out a portion of a Federal award and creates a Federal assistance relationship with the subrecipient. See § 200.92 Subaward. Characteristics which support the classification of the non-Federal entity as a subrecipient include when the non-Federal entity:

- (1) Determines who is eligible to receive what Federal assistance;
- (2) Has its performance measured in relation to whether objectives of a Federal program were met;
- (3) Has responsibility for programmatic decision making;
- (4) Is responsible for adherence to applicable Federal program requirements specified in the Federal award; and

(5) In accordance with its agreement, uses the Federal funds to carry out a program for a public purpose specified in authorizing statute, as opposed to providing goods or services for the benefit of the pass-through entity.

(b) Contractors. A contract is for the purpose of obtaining goods and services for the non-Federal entity's own use and creates a procurement relationship with the contractor. See § 200.22 Contract.

Characteristics indicative of a procurement relationship between the non-Federal entity and a contractor are when the non-Federal entity receiving the Federal funds:

- (1) Provides the goods and services within normal business operations;
- (2) Provides similar goods or services to many different purchasers;
- (3) Normally operates in a competitive environment;
- (4) Provides goods or services that are ancillary to the operation of the Federal program; and
- (5) Is not subject to compliance requirements of the Federal program as a result of the agreement, though similar requirements may apply for other reasons.

(c) Use of judgment in making determination. In determining whether an agreement between a pass-through entity and another non-Federal entity casts the latter as a subrecipient or a contractor, the substance of the relationship is more important than the form of the agreement. All of the characteristics listed above may not be present in all cases, and the pass-through entity must use judgment in classifying each agreement as a subaward or a procurement contract.

### § 200.331 Requirements for pass-through entities.

All pass-through entities must:

(a) Ensure that every subaward is clearly identified to the subrecipient as a subaward and includes the following information at the time of the subaward and if any of these data elements change, include the changes in subsequent subaward modification.

When some of this information is not available, the pass-through entity must provide the best information available to describe the Federal award and subaward. Required information includes:

(b) Federal Award Identification.

- (1) Subrecipient name (which must match registered name in DUNS);
- (2) Subrecipient's DUNS number (see § 200.32 Data Universal Numbering System (DUNS) *number*);
- (3) Federal Award Identification Number (FAIN);
- (4) Federal Award Date (see § 200.39 Federal award date);
- (5) Subaward Period of Performance Start and End Date;
- (6) Amount of Federal Funds Obligated by this action;
- (7) Total Amount of Federal Funds Obligated to the subrecipient;

- (8) Total Amount of the Federal Award;
  - (9) Federal award project description, as required to be responsive to the Federal Funding Accountability and Transparency Act (FFATA);
  - (10) Name of Federal awarding agency, pass-through entity, and contact information for awarding official,
  - (11) CFDA Number and Name; the pass-through entity must identify the dollar amount made available under each Federal award and the CFDA number at time of disbursement;
  - (12) Identification of whether the award is R&D; and
  - (13) Indirect cost rate for the Federal award (including if the de minimis rate is charged per § 200.414 Indirect (F&A) costs).
- (c) All requirements imposed by the pass-through entity on the subrecipient so that the Federal award is used in accordance with Federal statutes, regulations and the terms and conditions of the Federal award.
- (d) Any additional requirements that the pass-through entity imposes on the subrecipient in order for the pass-through entity to meet its own responsibility to the Federal awarding agency including identification of any required financial and performance reports;
- (e) An approved federally recognized indirect cost rate negotiated between the subrecipient and the Federal government or, if no such rate exists, either a rate negotiated between the pass-through entity and the subrecipient (in compliance with this Part), or a de minimis indirect cost rate as defined in § 200.414 Indirect (F&A) costs, paragraph (b) of this Part.
- (5) A requirement that the subrecipient permit the pass-through entity and auditors to have access to the subrecipient's records and financial statements as necessary for the pass-through entity to meet the requirements of this section, §§ 200.300 Statutory and national policy requirements through 200.309 Period of performance, and Subpart F—Audit Requirements of this Part; and
- (6) Appropriate terms and conditions concerning closeout of the subaward.
- (b) Evaluate each subrecipient's risk of noncompliance with Federal statutes, regulations, and the terms and conditions of the subaward for purposes of determining the appropriate subrecipient monitoring described in paragraph (e) of this section, which may include consideration of such factors as:
- (1) The subrecipient's prior experience with the same or similar subawards;
  - (2) The results of previous audits including whether or not the subrecipient receives a Single Audit in accordance with Subpart F—Audit Requirements of this Part, and the extent to which the same or similar subaward has been audited as a major program;
  - (3) Whether the subrecipient has new personnel or new or substantially changed systems; and
  - (4) The extent and results of Federal awarding agency monitoring (e.g., if the subrecipient also receives Federal awards directly from a Federal awarding agency).
- (c) Consider imposing specific subaward conditions upon a subrecipient if appropriate as described in § 200.207 Specific conditions.
- (d) Monitor the activities of the subrecipient as necessary to ensure that the subaward is used for authorized purposes, in compliance with Federal statutes, regulations, and the terms and conditions of the subaward; and that subaward performance goals are achieved. Pass-through entity monitoring of the subrecipient must include:
- (1) Reviewing financial and programmatic reports required by the pass-through entity.
  - (2) Following-up and ensuring that the subrecipient takes timely and appropriate action on all deficiencies pertaining to the Federal award provided to the subrecipient from the pass-through entity detected through audits, on-site reviews, and other means.
  - (3) Issuing a management decision for audit findings pertaining to the Federal award provided to the subrecipient from the pass-through entity as required by § 200.521 Management decision.
- (e) Depending upon the pass-through entity's assessment of risk posed by the subrecipient (as described in paragraph b of this section), the following monitoring tools may be useful for the pass-through entity to ensure proper accountability and compliance with program requirements and achievement of performance goals:

- (1) Providing subrecipients with training and technical assistance on program-related matters; and
- (2) Performing on-site reviews of the subrecipient's program operations;
- (3) Arranging for agreed-upon- procedures engagements as described in § 200.425 Audit services.
- (f) Verify that every subrecipient is audited as required by Subpart F— Audit Requirements of this Part when it is expected that the subrecipient's Federal awards expended during the respective fiscal year equaled or exceeded the threshold set forth in § 200.501 Audit requirements.
- (g) Consider whether the results of the subrecipient's audits, on-site reviews, or other monitoring indicate conditions that necessitate adjustments to the pass- through entity's own records.
- (h) Consider taking enforcement action against noncompliant subrecipients as described in § 200.338 Remedies for noncompliance of this Part and in program regulations.

**§ 200.332 Fixed amount subawards.**

With prior written approval from the Federal awarding agency, a pass- through entity may provide subawards based on fixed amounts up to the Simplified Acquisition Threshold, provided that the subawards meet the requirements for fixed amount awards in § 200.201 Use of grant agreements (including fixed amount awards), cooperative agreements, and contracts.



**Exhibit "A" – 2 CFR 200 – Subpart F Compliance Confirmation Form**

**Sub-Recipient 2 CFR 200 –Subpart F Compliance Confirmation for the Fiscal Year July 1, 2015 through June 30, 2016, Southwestern Pennsylvania Commission**

Subcontract #10-25; CFDA #20516; Airport Corridor Transportation Association – RideACTA and Mobility Management

Legal Entity Name: \_\_\_\_\_  
Legal Name of Parent Entity: \_\_\_\_\_  
DUNS+4 Number: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Contact’s Email Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
Fax: \_\_\_\_\_ Mailing Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Congressional District (required for all U.S. sub-recipients): \_\_\_\_\_

**Please check the appropriate item and provide any required reports, as applicable:**

We are not subject to the audit requirements of 2 CFR 200 –Subpart F because our organization expended less than \$750,000 in Federal funds during our fiscal year ended \_\_\_\_\_. However, we have included a copy of our audited financial statements for that fiscal year with this certification.

We are not subject to the audit requirements of 2 CFR 200 –Subpart F because we are a for-profit organization. However, we have included a copy of our financial statements and management letter for our fiscal year ended \_\_\_\_\_.

We have completed our 2 CFR 200 –Subpart F audit for fiscal year \_\_\_\_\_ to \_\_\_\_\_. There were no material weaknesses, material instances of noncompliance, or findings related to any subawards from Southwestern Pennsylvania Commission. We have included a copy of the A-133 audit report for your information.

We have completed our 2 CFR 200 –Subpart F audit for fiscal year \_\_\_\_\_ to \_\_\_\_\_. Material weaknesses, material instances of noncompliance, and/or findings related to subawards from Southwestern Pennsylvania Commission were noted. A copy of the audit report and our corrective action plan is included.

We have not yet completed our 2 CFR 200 –Subpart F audit for fiscal year \_\_\_\_\_ to \_\_\_\_\_. We expect the audit to be completed on or about \_\_\_\_\_. We will send either written notification or a copy of the audit report within thirty days of its completion.

*I certify that the above-marked information accurately represents the organization of which I am an authorized representative. Further, I certify that all relevant material findings in the audit report, if complete, have been disclosed.*

Signature \_\_\_\_\_  
Date \_\_\_\_\_  
Name and Title (please print) \_\_\_\_\_

**Any questions please contact Kim Beaver (412) 391-5590 x-348 or KBeaver@spcregion.org Please return form to Southwestern Pennsylvania Commission, Attention: Grant Manager, Two Chatham Center, Suite 500, 112 Washington Place, Pittsburgh, PA 15219-3451.**

**Exhibit "B" – Sub-Recipient/Contractor Monitoring Checklist**

**Southwestern Pennsylvania Commission  
Sub-Grantee/Contractor Compliance Review Checklist**



**Compliance Review Date:** \_\_\_\_\_

**Sub-Grantee/Contractor Name:** \_\_\_\_\_

**Location:** \_\_\_\_\_

**Sub-Grantee/Contractor Contact:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Reviewer:** \_\_\_\_\_

**Active Federal Grants:**

_____	_____	_____	_____
(Grant Number)	(Total Amount)	(Grant Number)	(Total Amount)

_____	_____	_____	_____
(Grant Number)	(Total Amount)	(Grant Number)	(Total Amount)

**Persons Interviewed:**

_____	_____	_____	_____
(Name)	(Title)	(Phone)	(EMAIL)

_____	_____	_____	_____
(Name)	(Title)	(Phone)	(EMAIL)

_____	_____	_____	_____
(Name)	(Title)	(Phone)	(EMAIL)

**1. COORDINATION**

Yes No After Receiving the Federal Grant, has the Sub-Grantee continued to participate in efforts to coordinate transportation services.

Yes No Does sub-grantee have any Interagency Agreements?

**2. DRIVER TRAINING**

Yes No Does the Sub-Grantee/Contractor provide training to agency personnel for the safe operation of vehicles, accessibility equipment, and the proper treatment of persons with disabilities? Is it documented and who maintains the records?

Yes No Does the sub-grantee/contractor have a written safety policy and plan? If so, how is it implemented and managed?

Yes No Does the sub-grantee/contractor have a safety awards program?

**3. VEHICLE USE**

Yes No Are the taxis/vans being used for the Federal program under which it was funded, and is it consistent with the application?

Yes No Are the taxis/vans transporting their agency clients only?

Yes No Annual Reporting Forms (VEHICLE REPORT AND PHYSICAL INVENTORY) are on file at SPC, and are complete and current.

Yes No Does the mileage indicated on the latest Annual Vehicle Report approximately agree with

the actual mileage on the vehicle?

**4. PROPERTY RECORDS**

Yes No Sub-Grantee/Contractor vehicle and equipment records are consistent with SPC inventory records.

Yes No Titles are on file with Sub-Grantee/Contractor in the Sub-Grantee's/Contractor's name, and have no liens against them.

Yes No Grant Contract(s) is on file with Sub-Grantee/Contractor.

**5. VEHICLE/ACCESSIBILITY EQUIPMENT MAINTENANCE AND REPAIR**

Yes No Sub-Grantee/Contractor has current written maintenance plan.

Yes No The maintenance plan covers accessibility equipment.

Yes No Are sub-grantee's/contractor's preventative maintenance schedules reasonable (when compared to manufacturer's recommendations)?

Yes No Sub-Grantee's/Contractor's maintenance records reflect compliance with sub-grantee's preventative maintenance schedules. **(Sample the greater of 3 vehicles or 10% of the grantee's federally funded vehicle fleet)**

Yes No Sub-Grantee's/Contractor's drivers complete a daily pre-trip inspection of vehicles.

Yes No Does the sub-grantee's/contractor's pre-trip inspection include accessibility equipment?

Yes No Are features of vehicle that make it accessible to persons with disabilities in operative condition (including lift and securement devices)?

**6. INSURANCE (Sample the greater of 3 vehicles or 10% of the grantee's federally funded vehicle fleet)**

Yes No Sub-Grantee/Contractor has valid Certificate of Insurance on file. Please provide a copy.

**7. CONTROL OF EQUIPMENT**

Yes No Sub-Grantee/Contractor maintains control of and responsibility for vehicle(s), equipment and/or facilities.

Yes No Vehicles, equipment and/or facilities are being properly maintained?

Yes No Have any federally funded vehicles, equipment and/or facilities been disposed of?

**8. FINANCIAL**

Yes No Does the sub-grantee/contractor have a financial management system in place to track and record the program expenditures?

Yes No Are time distribution records maintained for all employees?

Yes No Does the sub-grantee have an indirect cost rate that is approved and current?

**9. DBE COMPLIANCE**

Yes No Written DBE program required?

**10. ADA COMPLIANCE**

- Yes No When an accessibility feature is out of order, the sub-grantee/contractor takes reasonable steps to accommodate individuals with disabilities who would otherwise use the feature (this requirement does not prohibit isolated or temporary interruptions in service or access due to maintenance or repairs).
- Yes No Any ADA-related complaints or lawsuits filed against the sub-grantee/contractor?
- Yes No Does the sub-grantee/contractor have written policies regarding transporting of service animals and respirators or portable oxygen?

**11. CIVIL RIGHTS AND EEO CERTIFICATIONS**

- Yes No Annual Civil Rights Report and EEO Certification is on file and is complete and current?
- Yes No Compliance with Title VI requirements such as; notifying customers of their rights under Title VI; having Title VI complaint procedures; taking reasonable steps to ensure access to Limited English Proficiency (LEP) populations; and seeking out the viewpoints of minority, low-income and LEP populations when conducting public outreach and involvement activities.
- Yes No Does sub-grantee/contractor have EEO Certification posted in conspicuous places and make available to employees and applicants for employment notices setting forth an EEO policy?
- Yes No Has sub-grantee/contractor had any EEO or Title VI complaints filed?

**12. DRUG & ALCOHOL**

Yes No Drug & Alcohol program required?

Yes No Do Drug & Alcohol testing policies contain all required elements and are approved by the governing body of the agency?

Yes No Are Drug & Alcohol records and testing records being properly maintained?

**13. PROCUREMENT**

Yes No Does the sub-grantees procurement system comply with all applicable Federal laws (Buy America, etc.)? Review Procurement documents including purchase orders, procurement methodology (i.e. Type of Procurement utilized), independent cost estimate (ICE), cost/price analysis and pre-award and post-delivery inspection checklists (if applicable).

Yes No Were all federally funded procurement(s) competitively bid? If not, is there documentation to support the non-competitive bid?

Yes No Do all federally funded contracts contain the applicable federal clauses?

Yes No For any contract exceeding \$100,000, are there signed lobbying certifications on file?

**14. HALF FARE**

Yes No Does sub-grantee/contractor receive 5307 funds to operate fixed route service?

Yes No If yes, is half fare offered for applicable services during off peak hours?

Yes No Is definition of off peak hours reasonable?

Yes No Identification requirements allow eligible persons to obtain the half fare?

**15. GRANT REPORTING**

Yes No Are monthly and/or quarterly project progress reports provided?

**16. SECURITY**

Yes No Recipient of 5307 funding?

Yes No If yes, have the security expenses been reported as part of the region's 1% requirement?

**17. PLANNING/PROGRAM OF PROJECTS**

Yes No If sub-grantee is located in TMA, did sub-grantee participate in the last planning/certification review?

Yes No If yes, are there any outstanding corrective actions that pertain to the sub-recipient?

**18. MISC INFORMATION**

- Please provide any materials that have been developed in connection with the federally funded project(s) (Brochure, etc.)
- Please provide the following Program data.
  - 1) Increases or enhancements related to geographic coverage, service quality and/or service times that impact availability of transportation services for individuals with disabilities as a result of the JARC/New Freedom projects implemented in the current reporting year.
  - 2) Actual or estimated number of rides (as measured by one way trips) provided for individuals with disabilities as a result of the JARC/New Freedom projects implemented in the current



reporting year.

Listing of vehicles that have been purchased with federal funding:

Vin #	Year/Model	Mileage	Vehicle #

**SUMMARY TABLE**

<b>Review Area</b>	<b>Finding</b>	<b>Deficiency</b>	<b>Corrective Action</b>	<b>Response Days/Date</b>	<b>Date Closed</b>
Coordination					
Driver Training					
Vehicle Use					
Property Records					
Vehicle/Accessibility Equipment Maintenance and Repair					
Insurance					
Control of Equipment					
Financial					
Grant Reporting					
DBE					
ADA Compliance					
Civil Rights and EEO					
Procurement					
Drug & Alcohol					
Misc. Information					
Security					
Vehicle Checklist					

*ND = Not Deficient    D = Deficient    NR = Not Reviewed    NA = Not Applicable*

## **Staffing Plan for Contractor/Sub-Recipient Monitoring – Exhibit “C”**

### **Overall Responsibility**

The SPC Finance Director has overall responsibility for this process and has the authority to delegate the actual responsibilities for the process as indicated below:

### **Oversight Responsibility**

The SPC Grant Manager will have oversight responsibility for this process. Assistance and responsibility for this process will be provided by the SPC Project Manager(s) for FTA Funded Projects and assistance will be provided by the SPC Manager of Multi-Modal Planning and the SPC Director of Transportation Planning.

### **Grantee Pass-Through Responsibilities**

The SPC Grant Manager will have oversight responsibility for this area. Assistance will be provided by the appropriate SPC Project Manager involved in the specific FTA project.

### **Sub-Recipient (Sub-Grantee) Responsibilities**

The SPC Grant Manager will have oversight responsibility for this area. Assistance will be provided by the appropriate SPC Project Manager involved in the specific FTA project.

### **SPC Sub-Recipient (Sub-Grantee)/Contractor Monitoring Activities**

On-Site Visits - These will be conducted by the SPC Grant Manager, SPC Project Manager for FTA Funded Projects and with assistance from the SPC Manager of Multi-Modal Planning.

Desk Reviews - These will be conducted by the SPC Grant Manager, SPC Project Manager for FTA Funded Projects and with assistance from the SPC Manager of Multi-Modal Planning.

A 2 CFR 200 –Subpart F Compliance Confirmation Form will be sent to each sub-recipient (sub-grantee) on an annual basis by the SPC Grant Manager.

Review of FTA Triennial Review Reports - This report will be used by the SPC Grant Manager to assist in the oversight/monitoring process of the sub-recipients (sub-grantees).

**Title VI Plan for the Southwestern Pennsylvania Commission**

**Appendix 8**

**Translated Title VI/ADA Notices**

### **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

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.

### 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.

### **Procedimientos de denuncias en virtud del Título VI/ADA**

El Título VI de la Ley de Derechos Civiles de 1964, en su texto reformado, prohíbe la discriminación por motivos de raza, color u origen nacional. Las leyes subsiguientes y las órdenes ejecutivas presidenciales agregaron la discapacidad, el sexo, la edad, el nivel de ingresos y el dominio limitado del inglés a los criterios por los cuales se prohíbe la discriminación, en programas y actividades que reciben asistencia financiera federal. Como receptor de asistencia federal, la SPC ha adoptado un Procedimiento de Denuncias por Discriminación como parte de su Plan del Título VI para cumplir con el Título VI, Título II de la Ley de Estadounidenses con Discapacidades de 1990 (ADA, por sus siglas en inglés)/Sección 504 de la Ley de Rehabilitación de 1973 (Sección 504), y los estatutos asociados.

1. Cualquier persona que considere que él o ella, individualmente, como miembro de cualquier clase específica, o en relación con cualquier empresa comercial en desventaja, ha sido objeto de discriminación, el cual está prohibido por el Título VI de la Ley de Derechos Civiles de 1964, en su texto reformado, el Título II de la Ley de Estadounidenses con Discapacidades de 1990 (ADA)/Sección 504 de la Ley de Rehabilitación de 1973 (Sección 504), o cualquier autoridad contra la discriminación, puede presentar una denuncia ante la SPC. Un representante también puede presentar una denuncia a nombre de dicha persona. Todas las denuncias serán remitidas al Coordinador del Título VI de la SPC para su revisión y acción.
2. Con el fin de que la denuncia sea estudiada conforme a este procedimiento, el denunciante debe presentar la denuncia a más tardar 180 días después de la fecha de presentación de la solicitud:
  - a. La fecha del supuesto acto de discriminación; o
  - b. Cuando ha habido una línea de conducta continua, la fecha en que esa conducta fue interrumpida. En este caso, el receptor o la persona que él/ella designe podrá prorrogar el plazo para la presentación de la solicitud o renunciar al mismo en interés de la justicia, especificando por escrito el motivo de la prórroga.
3. Las denuncias deberán presentarse por escrito y estar firmadas por el denunciante y/o su representante. Las denuncias deben exponer de la manera más completa posible los hechos y circunstancias que rodean la discriminación alegada. En caso de que una persona presente una denuncia verbal de discriminación a un funcionario o empleado del receptor, la persona será entrevistada por el Coordinador del Título VI. Si es necesario, el Coordinador del Título VI ayudará a la persona a presentar la denuncia por escrito y presentará la versión escrita de la denuncia a la persona para que la firme. La denuncia será atendida de la manera habitual.
4. Dentro de 10 días, el Coordinador del Título VI de la SPC confirmará la recepción de la alegación por escrito; informará al denunciante de la acción tomada o propuesta para procesar la alegación; informará al denunciante de sus derechos bajo el Título VI y los estatutos relacionados; e informará al denunciante de otras vías de resarcimiento disponibles, tales como el Departamento de Transporte de Pensilvania (PennDOT, por sus siglas en inglés), la Administración Federal de Carreteras (FHWA, por sus siglas en inglés) o la Administración Federal de Transporte (FTA, por sus siglas en inglés).
5. Dentro de 10 días, una carta será enviada a la Oficina Central del PennDOT, División de Derechos Civiles, y una copia a la Oficina de la División de la FHWA Pennsylvania u otra agencia. Esta carta incluirá los nombres de las partes involucradas, el fundamento de la denuncia y el investigador asignado.



6. Generalmente, la siguiente información será incluida en cada notificación a la Oficina de Derechos Civiles del PennDOT:
  - a. Nombre, dirección y número de teléfono del denunciante.
  - b. Nombre(s) y dirección(es) de presunto(s) funcionario(s) discriminante(s).
  - c. Fundamento de la denuncia (es decir, raza, color, nacionalidad, sexo, edad, discapacidad, nivel de ingresos, dominio limitado del inglés).
  - d. Fecha de presunto(s) acto(s) discriminatorio(s).
  - e. Fecha de recepción de la denuncia por el receptor.
  - f. Una declaración de la denuncia.
  - g. Otras agencias (estatales, locales o federales) donde se ha presentado la denuncia.
  - h. Una explicación de las acciones que el receptor ha tomado o propuesto para resolver el asunto planteado en la denuncia.
  
7. Dentro de 60 días, el Coordinador del Título VI de la SPC llevará a cabo y completará una investigación de la alegación y, basándose en la información obtenida, presentará una recomendación de medidas a tomar en un informe de resultados al Director Ejecutivo. La denuncia debe ser resuelta por medios informales siempre que sea posible. Tales intentos informales y sus resultados serán resumidos en el informe de resultados.
  
8. Dentro de los 90 días siguientes a la recepción de la denuncia, el Coordinador del Título VI de la SPC notificará por escrito al denunciante de la decisión final tomada, incluida la propuesta de resolución del asunto. La notificación informará al denunciante de sus derechos de apelación ante el PennDOT o la FHWA u otra agencia, si no están satisfechos con la decisión final emitida por la SPC. El Coordinador del Título VI de la SPC también proporcionará a la Oficina Central de Derechos Civiles del PennDOT una copia de la decisión y del informe de resultados.
  
9. En el caso de que una denuncia contra la discriminación presentada en la SPC fuese entregada e investigada por el PennDOT, la FHWA u otra agencia, el Coordinador del Título VI de la SPC supervisará la investigación y notificará al denunciante de las actualizaciones, de acuerdo con los reglamentos, políticas y procedimientos aplicables.
  
10. De acuerdo con la ley federal, la SPC requerirá que los solicitantes de asistencia federal notifiquen a la SPC de cualquier demanda presentada contra el solicitante o los subreceptores de asistencia federal o que aleguen discriminación; y una declaración sobre si se ha determinado que el solicitante no cumple con los requisitos pertinentes de derechos civiles.
  
11. La SPC recopilará datos demográficos sobre el personal, los comités y las áreas del programa de acuerdo con el 23 CFR, el 49 CFR y los procedimientos y pautas establecidos por la SPC.
  
12. La SPC conservará los Formularios de Denuncias por Discriminación y un registro de todas las denuncias presentadas o investigadas por la SPC.
  
13. Los registros de denuncias y datos relacionados se pondrán a disposición de quienes los soliciten de acuerdo con la Ley de Libertad de Información de Pennsylvania.

Por favor, proporcione la información en la(s) siguiente(s) página(s) para procesar su denuncia. La asistencia está disponible bajo solicitud. Esta denuncia puede ser enviada por correo o enviada a:

***Plan del Título VI***

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Comisión del Suroeste de Pennsylvania (SPC)  
Coordinador del Título VI  
Two Chatham Center, Suite 500  
112 Washington Place  
Pittsburgh, PA 15219

Usted puede comunicarse con el Coordinador del Título VI de la SPC al (412) 391-5590, o puede enviar un correo electrónico a: [TitleVI-Coordinator@spcregion.org](mailto:TitleVI-Coordinator@spcregion.org). Esta denuncia puede ser enviada por correo o enviada a:

Comisión del Suroeste de Pennsylvania (SPC)  
Coordinador del Título VI  
Two Chatham Center, Suite 500  
112 Washington Place  
Pittsburgh, PA 15219

**Comisión del Suroeste de Pennsylvania (SPC)**

**Formulario de Denuncias del Título VI/ADA**

**Nombre del Denunciante:**

Dirección Física:

Ciudad:

Estado:

Código Postal:

Teléfono No. (Casa):

(Empresa):

Dirección de Correo Electrónico:

**Persona discriminada (si no es el denunciante):**

Nombre:

Dirección Física:

Ciudad:

Estado:

Código Postal:

Teléfono No. (Casa):

(Empresa):

**El nombre y dirección de la agencia, institución o departamento que usted considera que lo discriminó.**

Nombre:

Dirección Física:

Ciudad:

Estado:

Código Postal:

Fecha del incidente que resultó en discriminación:

Describa cómo fue discriminado usted. ¿Qué pasó y quién fue el responsable? Si se requiere espacio adicional, por favor utilice el dorso del formulario o adjunte hojas adicionales al formulario.

**¿Esta denuncia involucra a una o varias personas específicas asociadas con la SPC? En caso afirmativo, por favor, indique el/los nombre(s) de la(s) persona(s), en caso de conocerlo(s).**

¿Dónde se produjo el incidente?

¿Hay algún testigo? De ser así, por favor, proporcione su información de contacto:

Nombre:

**Plan del Título VI**

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Dirección Física:

Ciudad:

Estado:

Código Postal:

Teléfono No.:

Nombre:

Dirección Física:

Ciudad:

Estado:

Código Postal:

Teléfono No.:

**¿Presentó usted esta denuncia ante otra agencia federal, estatal o local; o ante un tribunal federal o estatal?**

Sí  No

**Si la respuesta es Sí, seleccione cada una de las agencias a las cuales se presentó la denuncia:**

Agencia Federal

Tribunal Estatal

Otro

Tribunal Federal

Agencia Local

Agencia Estatal

Agencia de Transporte (\_\_\_\_\_)

**Por favor, proporcione la información de la persona de contacto de la agencia con la que usted también presentó la denuncia:**

Nombre:

Dirección Física:

Ciudad:

Estado:

Código Postal:

Fecha de Presentación:

Firme la denuncia en el siguiente espacio. Adjunte cualquier documento que usted considere que respalde su denuncia.

Firma del Denunciante: \_\_\_\_\_

Fecha de la Firma: \_\_\_\_\_

Solo para Uso Interno:

Registro #: \_\_\_\_\_

**Proceso de Apelación**

Si el Denunciante no está de acuerdo con la decisión del Denunciado y no puede llegar a un acuerdo informal, el Denunciante puede presentar la denuncia directamente ante:

Departamento de Transporte de Pennsylvania  
Oficina de Igualdad de Oportunidades  
Apartado Postal 3251  
Harrisburg, PA 17101-3251

Administración Federal de Carreteras  
Oficina de la División de Pensilvania  
228 Walnut Street, Room 508  
Harrisburg, PA 17101-1720

Administración Federal de Transporte  
Oficina de Derechos Civiles  
Coordinador del Programa del Título VI  
East Building, 5<sup>th</sup> Floor – TCR  
1200 New Jersey Ave., SE  
Washington, DC 20590

Departamento de Justicia de los Estados Unidos  
Oficina de Derechos Civiles  
810 7<sup>th</sup> Street, NW  
Washington, DC 20531

## **Investigación de Denuncias Externas de Discriminación**

La FHWA tiene jurisdicción para investigar las denuncias de discriminación presentadas bajo el Título VI de la Ley de Derechos Civiles de 1964 (Título VI) y los estatutos contra la discriminación (es decir, la Ley Federal de Ayuda en Carreteras de 1973 y la Ley de Discriminación por Edad de 1975), y el Título II de la Ley de Estadounidenses con Discapacidades de 1990 (ADA)/Sección 504 de la Ley de Rehabilitación de 1973 (Sección 504).

Los investigadores de la FHWA y de la Agencia Estatal de Transporte (STA, por sus siglas en inglés) reúnen las pruebas pertinentes para llegar a una conclusión precisa sobre el cumplimiento o incumplimiento de la ley. Al término de la investigación, el investigador prepara un informe de investigación y un expediente que incluye todos los hechos y documentos pertinentes obtenidos durante la investigación. El Informe de Investigación también incluye un hallazgo para cada asunto y recomendaciones para la aplicación de medidas correctivas, si corresponde. El expediente de la investigación se envía a la Oficina de Derechos Civiles de la sede central de la FHWA para su revisión y emisión de una Decisión Final de la Agencia. Todas las decisiones finales de la agencia y las desestimaciones son emitidas por la Oficina de Derechos Civiles de la sede de la FHWA, incluyendo todas las decisiones de la ADA/Sección 504 que son procesadas por la FHWA. Las decisiones de la FHWA son definitivas.

### **NOTAS:**

- Las denuncias presentadas bajo el Título VI y las leyes contra la discriminación de la STA son investigadas por la Oficina de Derechos Civiles de la sede de la FHWA.
- Las denuncias presentadas bajo el Título VI y los estatutos contra la discriminación del subreceptor o contratista de la STA son investigadas por la STA.
- Las denuncias presentadas bajo la ADA/Sección 504 son investigadas por las Oficinas de la División de la FHWA y las STA.

## **CÓMO PRESENTAR UNA DENUNCIA DE DISCRIMINACIÓN DIRECTAMENTE A LA FHWA O A LA FTA**

Cualquier persona, o cualquier clase específica de personas, ya sea por sí mismas o por un representante, que considere que han sido objeto de discriminación o represalias prohibidas por los estatutos dentro de la jurisdicción de la FHWA puede presentar una denuncia ante **la Oficina de Derechos Civiles de la sede central de la FHWA en 1200 New Jersey Avenue, SE. (HCR-40), Washington, DC 20590**. Una persona también puede presentar una denuncia directamente ante la Administración Federal de Transporte, en la Oficina de Derechos Civiles de la FTA, 1200 New Jersey Avenue SE, Washington, DC 20590.

Las denuncias deben ser presentadas dentro de los 180 días naturales a partir de la fecha del supuesto acto discriminatorio. Las denuncias deben presentarse por escrito y contener una explicación de lo ocurrido, la información de contacto del denunciante, el fundamento de la denuncia, la identificación del denunciado, información suficiente sobre la(s) denuncia(s), la(s) fecha(s) del/de los acto(s) denunciado(s), y estar firmadas por el denunciante o su representante.

Las denuncias pueden ser presentadas en persona, por correo, fax, correo electrónico (que incluye una copia de la denuncia firmada o fechada como anexo), o por otras alternativas para cualquier persona que requiera una adaptación razonable.

Title VI Plan for the Southwestern Pennsylvania Commission

**Appendix 9**

**Translation/Interpretation Resources**

## Albanian

Approved for Administrative Hearings only	Philadelphia	Philadelphia	Barxha, Jonilda Mobile: 215-847-2236 E-mail: <a href="mailto:barxha@msn.com">barxha@msn.com</a>	Yes	Tu-W-F anytime M & Thu 5pm-9pm Sa-Su anytime Statewide
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## American Sign Language (Specialist Certificate: Legal - SC:L)

<b>Master</b>	Allegheny	Allison Park	Sharer, Joanne L. Business: 412-400-2021 E-mail: <a href="mailto:slippresident@gmail.com">slippresident@gmail.com</a> Agency: SLIP, Inc. Agency e-mail: <a href="mailto:sliprequests@gmail.com">sliprequests@gmail.com</a>	Yes	Anytime (24/7) Central, Western
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<b>Master</b>	Allegheny	Pittsburgh	Flaggs, Jennifer Business: 412-654-4023 E-mail: <a href="mailto:jenflagsterp@gmail.com">jenflagsterp@gmail.com</a>	No	Anytime (24/7) Statewide
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<b>Master</b>	Bucks	Bensalem	Steckel, Anna Business: 215-208-7619 E-mail: <a href="mailto:anniepa@comcast.net">anniepa@comcast.net</a>	No	M-F 9am-5pm Southeastern
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<b>Master</b>	Camden, NJ	Sicklerville	Ellis, Donna E-mail: <a href="mailto:ellisdonna66@gmail.com">ellisdonna66@gmail.com</a>	No	Anytime (24/7) Statewide
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<b>Master</b>	Columbia	Bloomsburg	Bergen, Marybeth Business: 570-441-1191 E-mail: <a href="mailto:mbergen@mail.com">mbergen@mail.com</a>	No	Anytime (24/7) Central, Eastern
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<b>Master</b>	Columbia	Catawissa	Cosper, Pamela Business: 570-204-4028 E-mail: <a href="mailto:pammiec@ptd.net">pammiec@ptd.net</a>	Videophone	M-F 9am-12am Sa-Su 9am-12am Statewide
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<b>Master</b>	Perry	Duncannon	Bentley-Sassaman, Jessica Mobile: 717-215-2671 E-mail: <a href="mailto:jessebsass@yahoo.com">jessebsass@yahoo.com</a>	No	M-F 9am-5pm Statewide
Performs deaf/blind/tactile					

<b>Master</b>	Philadelphia	Philadelphia	Harris, Joy Business: 215-582-3654 E-mail: <a href="mailto:joyaharris@me.com">joyaharris@me.com</a> Agency: DHCC Agency phone: 610-604-0452 Agency e-mail: <a href="mailto:ird@dhcc.org">ird@dhcc.org</a>	Yes	Anytime (24/7) Statewide
Performs deaf/blind/tactile					

<b>Master</b>	Philadelphia	Philadelphia	Nice, Rebecca Mobile: 215-498-4456 E-mail: <a href="mailto:rebeccanice@niceinterpreters.com">rebeccanice@niceinterpreters.com</a>	Yes	Anytime (24/7) Statewide
Performs deaf/blind/tactile					



**American Sign Language (Specialist Certificate: Legal - SC:L)**

**Master** P. Georges, MD Laurel Krpan, John Videophone Anytime (24/7)  
**(SC:L/CDI)** Business: 240-241-7191 Statewide  
Mobile: 443-367-1695 (text)  
E-mail: [jkrpan@aol.com](mailto:jkrpan@aol.com)

**Master** Sussex, DE Milton Whitney, Pamela Yes Anytime (24/7)  
Business: 302-383-1500 Statewide  
E-mail: [pamwhitney@comcast.net](mailto:pamwhitney@comcast.net)

**Master** York Rossville Robinson, Stephanie No Anytime (24/7)  
Business: 717-514-8894 Central, Eastern  
E-mail: [stelr.interpreting@gmail.com](mailto:stelr.interpreting@gmail.com)  
Performs deaf/blind/tactile

**American Sign Language (Certified Deaf Interpreter - CDI)**

**Master** P. Georges, MD Laurel Krpan, John Videophone Anytime (24/7)  
**(SC:L/CDI)** Business: 240-241-7191 Statewide  
Mobile: 443-367-1695 (text)  
E-mail: [jkrpan@aol.com](mailto:jkrpan@aol.com)

**Certified** Delaware Drexel Hill Quigley, Creighton Yes Anytime (24/7)  
Business: 484-462-7034 Videophone/relay Statewide  
Mobile: 484-466-1015 (text)  
E-mail: [ckquigley@me.com](mailto:ckquigley@me.com)  
Performs deaf/blind/tactile

**Certified** Lackawanna Dalton Frels, Carl No Anytime (24/7)  
Business: 570-309-0233 Statewide  
Mobile: 484-554-0563  
E-mail: [carlfrels@gmail.com](mailto:carlfrels@gmail.com)  
Performs deaf/blind/tactile

**Certified** Montgomery Royersford Shostak, Debi Videophone Anytime (24/7)  
Text only: 610-241-2909 Statewide  
Video Phone: 484-938-1696  
E-mail: [idebi@ymail.com](mailto:idebi@ymail.com)

**Certified** Philadelphia Philadelphia Nice, John Videophone Anytime (24/7)  
Mobile: 215-715-2413 (text) Statewide  
E-mail: [johnnice@niceinterpreters.com](mailto:johnnice@niceinterpreters.com)  
Performs deaf/blind/tactile

**American Sign Language (Combined Certificate of Interpretation and Transliteration - CI/CT)**

**Certified** Adams East Berlin Amato, Alexandra Yes Anytime (24/7)  
Mobile: 240-305-4021 South-Central  
E-mail: [alexsworld@aol.com](mailto:alexsworld@aol.com)

**Certified** Adams Gettysburg Monn, Elizabeth Ann No M-F 5pm-12am  
Business: 717-334-3454 Sa-Su 9am-12am  
Mobile: 717-253-2429 South Central  
E-mail: [drbethann@comcast.net](mailto:drbethann@comcast.net)  
Performs deaf/blind/tactile

**American Sign Language (Combined Certificate of Interpretation and Transliteration - CI/CT)**

<b>Certified</b>	Allegheny	Pittsburgh	Stone, Joan Mobile: 412-877-8150 E-mail: <a href="mailto:jp.stone@comcast.net">jp.stone@comcast.net</a>	Yes Videophone	M-F 5pm-12am Sa-Su 5pm-12am Western
<b>Certified</b>	Berks	Reading	Setley, Elizabeth Business: 610-685-4520 Mobile: 610-823-2139 E-mail: <a href="mailto:gerbeth959@comcast.net">gerbeth959@comcast.net</a> Agency: BDHHS Agency e-mail: <a href="mailto:bsetley@dbhhs.org">bsetley@dbhhs.org</a>	Yes	Anytime (24/7) Eastern, Central
<b>Certified</b>	Cambria	Johnstown	Gallagher, Joyce Agency: Sign Language Specialist of Western PA, Inc. Agency Phone: 814-659-5755 Agency e-mail: <a href="mailto:slsruwa@atlanticbb.net">slsruwa@atlanticbb.net</a>	Yes	Anytime (24/7) Western, Southwestern
<b>Certified</b>	Carbon	Beaver Meadows	Piehot, Pamela Business: 570-401-6419 E-mail: <a href="mailto:ppiehot@ptd.net">ppiehot@ptd.net</a>	No	M-F 9am-5pm Sa-Su 9am-5pm Northeastern
<b>Certified</b>	Cumberland	Mechanicsburg	Wolgemuth, Jenice Business: 717-579-9241 E-mail: <a href="mailto:jenicewolgemuth@comcast.net">jenicewolgemuth@comcast.net</a>	No	M-F 9am-5pm M-F 5pm-12am Sa-Su 9am-5pm Cumberland, York, Dauphin, Adams, Perry, Franklin
<b>Certified</b>	Dauphin	Hershey	Nicarry, Sharon Agency: ASL Services Agency phone: 717-755-3212 E-mail: <a href="mailto:nicarry7@gmail.com">nicarry7@gmail.com</a>	No	Anytime (24/7) Statewide
<b>Certified</b>	Gloucester, NJ	Turnersville	Beyer, Janice Agency: Integrity Interpreting Agency Phone: 856-694-6525 Agency e-mail: <a href="mailto:Rachel@integrityinterp.com">Rachel@integrityinterp.com</a> Agency: Communication Connections Agency phone: 610-272-4948 Agency e-mail: <a href="mailto:tccbizz@aol.com">tccbizz@aol.com</a> Agency: DHCC Agency phone: 610-604-0455 Agency e-mail: <a href="mailto:IRD@dhcc.org">IRD@dhcc.org</a>	No	M-F 9am-5pm M-F 5pm-12am M-F 12am-9am Southeastern
<b>Certified</b>	Lancaster	Lancaster	Fairbanks, Greta E-mail: <a href="mailto:gretafairbanks@comcast.net">gretafairbanks@comcast.net</a> Agency: All Hands Interpreting Agency phone: 717-627-0222 Agency e-mail: <a href="mailto:contact@allhandsis.com">contact@allhandsis.com</a>	No	Anytime (24/7) South-Central, Southeastern

**American Sign Language (Combined Certificate of Interpretation and Transliteration - CI/CT)**

<b>Certified</b>	Lawrence	New Castle	Cummins, Tracy Business: 724-333-0538 E-mail: <a href="mailto:aslfastfingers@gmail.com">aslfastfingers@gmail.com</a>	Yes	Anytime (24/7) Statewide
<b>Certified</b>	Luzerne	Hazleton	Andras, Martha Mobile: 570-956-4595 E-mail: <a href="mailto:mandras@verizon.net">mandras@verizon.net</a>	No	Anytime (24/7) Berks, Carbon, Lackawanna, Lehigh, Luzerne, Monroe, Northampton, Schuylkill
<b>Certified</b>	Montgomery	Pottstown	Campbell, Sarah Agency: DHCC Agency phone: 610-604-0452 Agency e-mail: <a href="mailto:ird@dhcc.org">ird@dhcc.org</a>	No	M-F 9am-5pm Southeastern
<b>Certified</b>	Montgomery	Plymouth Meeting	Ledder, Rebecca Business: 610-766-1903 E-mail: <a href="mailto:rebled13@verizon.net">rebled13@verizon.net</a>	No	Anytime (24/7) Statewide
<b>Certified</b>	Northampton	Bethlehem	Flynn, Tushanna Business: 610-442-3005 E-mail: <a href="mailto:tushanna@rcn.com">tushanna@rcn.com</a>	No	M-F 9am-5pm Eastern
<b>Certified</b>	Northampton	Bethlehem	Hartley, Heidi Agency: Words for the Eyes Agency phone: 610-737-7471 Agency e-mail: <a href="mailto:interpreting@words4eyes.com">interpreting@words4eyes.com</a> Agency: DHCC Agency phone: 610-604-0452 Agency e-mail: <a href="mailto:ird@dhcc.org">ird@dhcc.org</a>	No	Limited availability Eastern
<b>Certified</b>	Philadelphia	Philadelphia	Johnson, Charity Business: 215-336-1445 E-mail: <a href="mailto:charityajohnson@gmail.com">charityajohnson@gmail.com</a>	No	T-W-Thu 9am-3pm Southeastern
<b>Certified</b>	Philadelphia	Philadelphia	Mazick, Brandice Mobile: 215-840-4348 E-mail: <a href="mailto:brandice.mazick67@gmail.com">brandice.mazick67@gmail.com</a>	No	M-F 9am-5pm Sa-Su 9am-5pm Southeastern
<b>Certified</b>	Rochester, NY	Rochester	Rodrigues, Jennifer Business: 570-854-5580 E-mail: <a href="mailto:jenirodurigues@me.com">jenirodurigues@me.com</a>	Yes	Anytime (24/7) Central, Southeastern
<b>Certified</b>	Schuylkill	Tamaqua	McHale, Brian Business: 570-778-8996 E-mail: <a href="mailto:btmch@email.com">btmch@email.com</a>	Yes Videophone/relay	Anytime (24/7) Eastern, Central

**American Sign Language (Combined Certificate of Interpretation and Transliteration - CI/CT)**

**Certified**      Union, NJ      Union      Filipowicz, Peter      No      Anytime (24/7)  
Mobile: 908-347-6874      Statewide  
E-mail: [peterfilipowiczci@verizon.net](mailto:peterfilipowiczci@verizon.net)

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**American Sign Language (Comprehensive Skills Certificate - CSC)**

**Certified**      Montgomery      Glenside      Shapiro, Cindy      No      M-F 9am-5pm  
Business: 215-886-8616      Bucks, Chester,  
E-mail: [cindyfshapiro@gmail.com](mailto:cindyfshapiro@gmail.com)      Delaware, Berks,  
Montgomery,  
Philadelphia

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**Certified**      Philadelphia      Philadelphia      Muir-Gelb, Janet      Yes      M-F 5pm-12am  
Business: 215-728-6948      Videophone      Sa-Su 5pm-12am  
Mobile: 267-240-4096      Southeastern  
E-mail: [janet0256@comcast.net](mailto:janet0256@comcast.net)  
Agency: DHCC  
Agency phone: 610-604-0452  
Agency e-mail: [janineg@dhcc.org](mailto:janineg@dhcc.org)  
Agency: TCC  
Agency phone: 610-272-4948  
Agency e-mail: [amanda@tccrs.com](mailto:amanda@tccrs.com)

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**American Sign Language (National Interpreter Certification - NIC)**

**Certified**      Allegheny      Pittsburgh      Bahler, Amber      Yes      Anytime (24/7)  
Business: 412-818-4616      Statewide  
Performs deaf/blind/tactile      E-mail: [amberbahler@gmail.com](mailto:amberbahler@gmail.com)

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**Certified**      Allegheny      Allison Park      Filip, Danielle      Yes      Anytime (24/7)  
Mobile: 412-335-0305      Central, Western  
Agency: Sign Language Interpreting Professionals  
Agency Phone: 412-400-2021  
Agency e-mail: [SLIPrequests@gmail.com](mailto:SLIPrequests@gmail.com)

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**Certified**      Allegheny      Pittsburgh      Lee, Bichri      Yes      Anytime (24/7)  
Business: 814-421-1817      Statewide  
Performs deaf/blind/tactile      E-mail: [bichrilee@gmail.com](mailto:bichrilee@gmail.com)

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**Certified**      Allegheny      Pittsburgh      Morgan, Catherine      No      Anytime (24/7)  
Mobile: 412-491-9761      Western  
Performs deaf/blind/tactile      E-mail: [cmorganservices@gmail.com](mailto:cmorganservices@gmail.com)

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**Certified**      Allegheny      Pittsburgh      Pelc, Sarah      Yes      Anytime (24/7)  
Mobile: 618-599-8939      Central, Western  
E-mail: [spelc8@gmail.com](mailto:spelc8@gmail.com)

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**American Sign Language (National Interpreter Certification - NIC)**

<b>Certified</b>	Allegheny	Pittsburgh	Showalter, Logan Agency: Hearing and Deaf Services Agency Phone: 412-281-1375 Agency e-mail: <a href="mailto:interpret@hdscenter.org">interpret@hdscenter.org</a>	Yes	Anytime (24/7) Allegheny
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<b>Certified</b>	Berks	Boyertown	Fisher, Lori Mobile: 610-823-2161 E-mail: <a href="mailto:lori.fisher@rocketmail.com">lori.fisher@rocketmail.com</a>	Yes	M-F 5pm-12am Sa-Su 9am-12am Lebanon, Berks, Montgomery, Lehigh
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<b>Certified</b>	Blair	Duncansville	Ritchey, Rebecca Mobile: 814-207-1887 E-mail: <a href="mailto:rritchey@pennhighlands.edu">ritchey@pennhighlands.edu</a>	Yes	Anytime (24/7) Central
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<b>Certified</b>	Bucks	Levittown	Rutledge, Christina Mobile: 609-571-5046 E-mail: <a href="mailto:Chris.rutledge@hotmail.com">Chris.rutledge@hotmail.com</a>	No	Anytime (24/7) Southeastern
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<b>Certified</b>	Cambria	Johnstown	Bennett, Ashley Business: 814-659-5755 Mobile: 814-341-8704 E-mail: <a href="mailto:aejust522@yahoo.com">aejust522@yahoo.com</a>	No	Anytime (24/7) Statewide
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<b>Certified</b>	Cambria	Ebensburg	DeArmin, Gale Business: 814-241-4776 E-mail: <a href="mailto:GaleKBowen@gmail.com">GaleKBowen@gmail.com</a>	No	Anytime (24/7) Central, Southwestern
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<b>Certified</b>	Cambria	Johnstown	Replogle, Pamela Mobile: 814-421-1985 E-mail: <a href="mailto:pareplogle@yahoo.com">pareplogle@yahoo.com</a>	No	Anytime (24/7) Bedford, Blair, Cambria, Centre, Fayette, Indiana, Westmoreland
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<b>Certified</b>	Dauphin	Hershey	Blank, Kate Agency: ASL Services in York, PA Agency phone: 717-755-3212 E-mail: <a href="mailto:k8blank@gmail.com">k8blank@gmail.com</a>	Yes	Anytime (24/7) Southeastern, South-Central,
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<b>Certified</b>	Gloucester, NJ	Glassboro	Matthews, Rachel Mobile: 609-364-2593 E-mail: <a href="mailto:rachel0218@gmail.com">rachel0218@gmail.com</a>	No	M-F 9am-5pm Southeastern
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<b>Certified</b>	Gloucester, NJ	Woolwich Township	Van Cleve, Alicia Mobile: 913-956-9799 E-mail: <a href="mailto:aliciavancleve@gmail.com">aliciavancleve@gmail.com</a>	No	M-F 9am-5pm Southeastern
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**American Sign Language (National Interpreter Certification - NIC)**

**Certified** Lancaster Lancaster Abreu, Nancy Yes Anytime (24/7)  
Business: 717-799-7540 Central, Eastern  
Performs deaf/blind/tactile E-mail: [professional\\_interpreter@yahoo.com](mailto:professional_interpreter@yahoo.com) Southwestern

**Certified** Philadelphia Philadelphia McGowan, Jennifer No Anytime (24/7)  
Agency: DHCC Statewide  
Agency phone: 610-604-0452  
Agency e-mail: [ird@dhcc.org](mailto:ird@dhcc.org)

**Certified** Philadelphia Philadelphia Steckel, Joshua No M-F 9am-5pm  
Mobile: 215-817-6914 M-F 5pm-12am  
E-mail: [josteckel@yahoo.com](mailto:josteckel@yahoo.com) Southeastern

**Certified** York York Hardway, Annie No M-F 9am-5pm  
Agency: ASL Services South-Central  
Agency phone: 717-755-3212 Southeastern  
E-mail: [office@aslservicespa.com](mailto:office@aslservicespa.com)

**American Sign Language (Certificate of Interpretation - CI)**

Qualified Delaware Glen Mills Kelley, Doreen Yes Anytime (24/7)  
Mobile: 610-742-1507 Southeastern  
E-mail: [dkelley@signinterpreting.org](mailto:dkelley@signinterpreting.org)

**American Sign Language (Certificate of Transliteration - CT)**

Qualified Allegheny Pittsburgh Noble, Eileen Videophone Anytime (24/7)  
Mobile: 724-494-7833 Statewide  
E-mail: [success4eb@aol.com](mailto:success4eb@aol.com)  
Agency: HDS  
Agency phone: 412-2281-1375

Qualified Lebanon Jonestown Zinsky, Lentha Videophone M-F 9am-5pm  
Business: 717-304-3375 Sa-Su 9am-5pm  
E-mail: [lenthazinsky@gmail.com](mailto:lenthazinsky@gmail.com) Central, Northeastern

**Amharic**

Registered Essex, NJ South Orange Yilma, Aster Yes Anytime (24/7)  
Mobile: 973-652-5585 Eastern  
E-mail: [asteryilma@gmail.com](mailto:asteryilma@gmail.com)

**Belarusian**

Registered Philadelphia Philadelphia Petrova, Natalia Yes M-F 5pm-12am  
Mobile: 610-909-3861 S-Su 9am-12am  
E-mail: [natalia.petrova@comcast.net](mailto:natalia.petrova@comcast.net) Statewide

**Bulgarian**

Registered	York	Shrewsbury	Lubenov-Johns, Pavlina Mobile: 443-983-5343 E-mail: <a href="mailto:pavlinajohns@yahoo.com">pavlinajohns@yahoo.com</a>	Yes	M-F 9am-5pm Statewide
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**Burmese**

Registered	Cumberland	Mechanicsburg	Naha, Htaeon Mobile: 717-480-7088 E-mail: <a href="mailto:anantajitn@gmail.com">anantajitn@gmail.com</a>	Yes	Anytime (24/7) Statewide
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**Chinese-Cantonese**

Certified	Montgomery	Cheltenham	Li, Yongmei Mobile: 646-456-5090 E-mail: <a href="mailto:lisanhu@yahoo.com">lisanhu@yahoo.com</a>	Yes	Anytime (24/7) Central, Eastern
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**Chinese-Mandarin**

Certified	Centre	Bellefonte	Wang, Aixue Business: 814-708-4520 Mobile: 814-769-3935 E-mail: <a href="mailto:wax5046@gmail.com">wax5046@gmail.com</a>	Yes	M-F 9am-5pm Statewide
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Certified	Monmouth, NJ	Holmdel	Wang, Lian Mobile: 732-763-4405 E-mail: <a href="mailto:lw9452@gmail.com">lw9452@gmail.com</a>	No	M-F 9am-5pm Eastern
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Certified	Montgomery	Cheltenham	Li, Yongmei Mobile: 646-456-5090 E-mail: <a href="mailto:lisanhu@yahoo.com">lisanhu@yahoo.com</a>	Yes	Anytime (24/7) Central, Eastern
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Qualified	Philadelphia	Philadelphia	He, Zhudi Business: 215-626-0998 E-mail: <a href="mailto:stanhe93@gmail.com">stanhe93@gmail.com</a>	Yes	Anytime (24/7) Statewide
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**Chinese-Shanghai Wu**

Registered	Monmouth, NJ	Holmdel	Wang, Lian Mobile: 732-763-4405 E-mail: <a href="mailto:lw9452@gmail.com">lw9452@gmail.com</a>	No	M-F 9am-5pm Eastern
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**Chinese-Shanghai Wu**

Registered	Philadelphia	Philadelphia	He, Zhudi Business: 215-626-0998 E-mail: <a href="mailto:stanhe93@gmail.com">stanhe93@gmail.com</a>	Yes	Anytime (24/7) Statewide
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### **Czech**

Registered	Lebanon	Annville	Kovarik, Jaromir Business: 717-272-6725 Mobile: 717-383-6985 E-mail: <a href="mailto:jaromir.kovarik@kthl.net">jaromir.kovarik@kthl.net</a>	Yes	Anytime (24/7) Statewide
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### **Farsi**

Registered	Harford, MD	Abingdon	Ghaemi, Amber Business: 443-987-2206 E-mail: <a href="mailto:amberghaemi@yahoo.com">amberghaemi@yahoo.com</a>	Yes	Anytime (24/7) Statewide
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### **French**

Master	New York, NY	New York	Sherr, Daniel Business: 212-924-1486 E-mail: <a href="mailto:danielsherr@cs.com">danielsherr@cs.com</a>	Yes	Anytime (24/7) Statewide
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Certified	Lancaster	Lancaster	Waplinger, Isabel Business: 717-569-0737 Mobile: 717-823-7180 E-mail: <a href="mailto:iwaplinger@gmail.com">iwaplinger@gmail.com</a>	Yes	Anytime (24/7) Statewide
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Certified	Philadelphia	Philadelphia	Yakubov, Kamil Mobile: 267-265-4261 E-mail: <a href="mailto:kamil@fidelitylanguagesolutions.com">kamil@fidelitylanguagesolutions.com</a>	Yes	Anytime (24/7) Statewide
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### **Greek**

Approved for Administrative Hearings only	Montgomery	Collegeville	Parientes, Sofia Business: 610-308-9828 E-mail: <a href="mailto:sofia_parientes@yahoo.com">sofia_parientes@yahoo.com</a>	Yes	Anytime (24/7) Statewide
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### **Gujarati**

Registered	Chester	Glenmoore	Patel, Vina Business: 610-719-5784 Mobile: 484-680-3675 E-mail: <a href="mailto:vpatel1228@gmail.com">vpatel1228@gmail.com</a>	Yes	Anytime (24/7) Statewide
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Approved for Administrative Hearings only	Montgomery	Lansdale	Desai, Ishani Mobile: 267-318-8600 E-mail: <a href="mailto:ishani@desaiinterpreting.com">ishani@desaiinterpreting.com</a>	Yes	Anytime (24/7) Statewide
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### **Haitian Creole**

Certified	Kent, DE	Camden	Danjont, Guy Mobile: 302-359-2011 E-mail: <a href="mailto:gdanjont@aol.com">gdanjont@aol.com</a>	Yes	Anytime (24/7) Statewide
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### **Haitian Creole**

<b>Certified</b>	Philadelphia	Philadelphia	Poinson, Louis Mobile: 215-931-3238 E-mail: <a href="mailto:lhpoinson@gmail.com">lhpoinson@gmail.com</a>	Yes	Anytime (24/7) Statewide
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Qualified	Montgomery	Ardmore	Cerin-Jules, Lunise Mobile: 267-467-4219 E-mail: <a href="mailto:ninisejules@gmail.com">ninisejules@gmail.com</a>	Yes	M-F 9am-5pm M-F 5pm-12am Sa-Su 9am-5pm Statewide
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### **Hebrew**

Registered	Montgomery,MD	Rockville	Eckdish, Rutie Business: 301-340-2546 Mobile: 240-644-2546 E-mail: <a href="mailto:sogifted@gmail.com">sogifted@gmail.com</a>	Yes	Anytime (24/7) Statewide
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### **Hindi**

Registered	Chester	Glenmoore	Patel, Vina Business: 610-719-5784 Mobile: 484-680-3675 E-mail: <a href="mailto:vpatel1228@gmail.com">vpatel1228@gmail.com</a>	Yes	Anytime (24/7) Statewide
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Registered	Philadelphia	Philadelphia	Sharma, Sandhya E-mail: <a href="mailto:sandhyasharma@verizon.net">sandhyasharma@verizon.net</a>	Yes	M-F 9am -5pm Southeastern
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Registered	Washington, DC	Washington, DC	Gupta, Rekha Business: 202-255-9917 E-mail: <a href="mailto:rekhargupta@yahoo.com">rekhargupta@yahoo.com</a>	Yes	Anytime (24/7) Statewide
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### **Italian**

<b>Certified</b>	Delaware	Broomall	Paris, Massimo Business: 610-356-6778 Mobile: 610-716-3738 E-mail: <a href="mailto:mssmprs@yahoo.com">mssmprs@yahoo.com</a>	Yes	Anytime (24/7) Statewide
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<b>Certified</b>	Monmouth, NJ	Red Bank	Mustile, Carmela Business: 732-576-1825 Mobile: 732-642-1455 E-mail: <a href="mailto:cmustile@verizon.net">cmustile@verizon.net</a>	No	M-F 9am-5pm Sa-Su 9am-5pm Philadelphia
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### **Kyrgyz**

Registered	Allegheny	Pittsburgh	Yuldashev, Farhod Mobile: 407-923-2944 E-mail: <a href="mailto:fyuldashev@pitt.edu">fyuldashev@pitt.edu</a>	Yes	M-F 5pm-12am Others by appointment Allegheny
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**Lithuanian**

Registered      Baltimore, MD      Cockeysville      Vitenas, Katrina      Yes      Anytime  
Mobile: 410-218-1914      Statewide  
E-mail: [kvitenas@gmail.com](mailto:kvitenas@gmail.com)

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**Marathi**

Registered      Chester      Glenmoore      Patel, Vina      Yes      Anytime (24/7)  
Business: 610-719-5784      Statewide  
Mobile: 484-680-3675  
E-mail: [vpatel1228@gmail.com](mailto:vpatel1228@gmail.com)

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**Mongolian**

Registered      Dauphin      Harrisburg      Header, Tsetsgee      Yes      Anytime (24/7)  
Business: 717-671-1966      Statewide  
Mobile: 717-329-9496  
E-mail: [legdee@yahoo.com](mailto:legdee@yahoo.com)

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**Nepali**

Registered      Philadelphia      Philadelphia      Sharma, Narayan      Yes      M-F 9am-5pm  
Mobile: 267-588-7957      Sa-Su 9am-5pm  
E-mail: [sharmanarayanp2011@gmail.com](mailto:sharmanarayanp2011@gmail.com)      Southeastern,  
South Central

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Registered      Philadelphia      Philadelphia      Sharma, Sandhya      Yes      M-F 9am-5pm  
E-mail: [sandhyasharma@verizon.net](mailto:sandhyasharma@verizon.net)      Southeastern

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**Pashto**

Approved for      Philadelphia      Philadelphia      Pervez, Salima      Yes      Sa-Su 9am-5pm  
Administrative      Business: 267-342-3453      Eastern  
Hearings only      E-mail: [pervezsalima@gmail.com](mailto:pervezsalima@gmail.com)

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**Polish**

**Master**      Bergen, NJ      Garfield      Fruchtman, Jack      Yes      Anytime (24/7)  
Business: 973-546-1300      Statewide  
Mobile: 201-819-8350  
E-mail: [jfrucht@optonline.net](mailto:jfrucht@optonline.net)

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**Master**      Bergen, NJ      N. Arlington      Malinowski, Halina      Yes      M-F 9am-5pm  
Business: 201-674-0882      M-F 5pm-12pm  
E-mail: [hmalinowski\\_4@hotmail.com](mailto:hmalinowski_4@hotmail.com)      Sa-Su 9am-5pm  
Eastern

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## Polish

<b>Master</b>	Middlesex, NJ	South Amboy	Kubisiak, Dagmara Business: 201-757-9159 E-mail: <a href="mailto:dagmarakkubisiak@gmail.com">dagmarakkubisiak@gmail.com</a>	Yes	Anytime (24/7) Statewide
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<b>Master</b>	New York, NY	New York	Siergiejuk, Andrzej Business: 917-455-5064 E-mail: <a href="mailto:info@tristatelink.com">info@tristatelink.com</a>	Yes	Anytime (24/7) Statewide
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<b>Certified</b>	Bergen, NJ	Wallington	Skowronska, Mirosława Business: 973-614-9950 Mobile: 201-755-9718 E-mail: <a href="mailto:slawka123@optonline.net">slawka123@optonline.net</a>	Yes	Anytime (24/7) Statewide
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<b>Certified</b>	Kings, NY	Brooklyn	Zaic, Jakub Business: 917-453-5212 E-mail: <a href="mailto:zajatrans@hotmail.com">zajatrans@hotmail.com</a>	Yes	Anytime (24/7) Statewide
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Qualified	Montgomery	Wynnewood	Bronstein, Jola Business: 610-812-8039 E-mail: <a href="mailto:kotek21@yahoo.com">kotek21@yahoo.com</a>	Yes	Anytime (24/7) Southeastern
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## Portuguese

<b>Certified</b>	Burlington, NJ	Riverside	Verduin, Christina Mobile: 856-630-2815 E-mail: <a href="mailto:verduinchris@gmail.com">verduinchris@gmail.com</a>	Video	M-F 9am-5pm Eastern
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Qualified	Queens, NY	Woodside	Castaldini, Elizabeth Rahne Mobile: 646-247-3190 E-mail: <a href="mailto:eranhec@yahoo.com">eranhec@yahoo.com</a>	Yes	M-F 9 am-5pm Sa-Su 9am-5pm Eastern
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TEMPORARILY UNAVAILABLE

## Punjabi

Registered	Orange, NY	Warwick	Alagh, Kamal Mobile: 845-649-9589 E-mail: <a href="mailto:kamalalagh@gmail.com">kamalalagh@gmail.com</a>	Yes	Anytime (24/7) Statewide
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Registered	Washington, DC	Washington, DC	Gupta, Rekha Business: 202-255-9917 E-mail: <a href="mailto:rekhargupta@yahoo.com">rekhargupta@yahoo.com</a>	Yes	Anytime (24/7) Statewide
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Approved for Administrative Hearings only	Philadelphia	Philadelphia	Pervez, Salima Business: 267-342-3453 E-mail: <a href="mailto:pervezsalima@gmail.com">pervezsalima@gmail.com</a>	Yes	Sa-Su 9am-5pm Eastern
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**Romanian**

Registered	Allegheny	Bethel Park	Francu, Doina Business: 412-854-0156 Mobile: 412-726-9014 E-mail: <a href="mailto:doina.francu@gmail.com">doina.francu@gmail.com</a>	Yes	Anytime (24/7) Statewide
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Registered	Berks	Wyomissing	Costea, Magdalena Business: 610-371-8822 Mobile: 484-638-0430 E-mail: <a href="mailto:magdacostea@yahoo.com">magdacostea@yahoo.com</a>	Yes	Anytime (24/7) Eastern, Central
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Registered	Montgomery	Ardmore	Roth, Liviu-Lee Business: 610-645-5255 Mobile: 610-246-9613 E-mail: <a href="mailto:liviulee6@netscape.net">liviulee6@netscape.net</a>	Yes	Anytime (24/7) Statewide
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**Russian**

Certified	Bucks	Yardley	Annable, Ludmila Mobile: 215-380-4498 E-mail: <a href="mailto:ludmilaannable@gmail.com">ludmilaannable@gmail.com</a>	Yes	Anytime (24/7) Statewide
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Certified	Camden, NJ	Cherry Hill	Hay, Tatiana Business: 609-969-0356 E-mail: <a href="mailto:tatianahay@aol.com">tatianahay@aol.com</a>	Yes	Anytime (24/7) Statewide
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Certified	Howard, MD	Columbia	Volsky, Roman Business: 410-740-8794 Mobile: 410-499-0580 E-mail: <a href="mailto:rvolsky@nbtranslations.com">rvolsky@nbtranslations.com</a>	Yes	Anytime (24/7) Statewide
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Certified	Kent, DE	Dover	Stakhovskaya, Alyona Mobile: 302-538-0294 E-mail: <a href="mailto:astakhovskaya@hotmail.com">astakhovskaya@hotmail.com</a>	Yes	M-F 5pm-12am Sa-Su 9am-5pm Statewide
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Certified	Monmouth, NJ	Howell	Bren-Buzil, Valentina Mobile: 732-322-3190 E-mail: <a href="mailto:asphodyl@aol.com">asphodyl@aol.com</a>	Yes	Anytime (24/7) Statewide
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Certified	Montgomery, MD	Derwood	Lagutin, Steven Mobile: 301-917-4614 E-mail: <a href="mailto:lagutin_s@hotmail.com">lagutin_s@hotmail.com</a>	Yes	Anytime (24/7) Statewide
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Certified	Philadelphia	Philadelphia	Petrova, Natalia Mobile: 610-909-3861 E-mail: <a href="mailto:natalia.petrova@comcast.net">natalia.petrova@comcast.net</a>	Yes	M-F 5pm-12am Sa-Su 9am-12 am Statewide
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## Russian

<b>Certified</b>	Philadelphia	Philadelphia	Yakubov, Kamil Mobile: 267-265-4261 E-mail: <a href="mailto:kamil@fidelitylanguagesolutions.com">kamil@fidelitylanguagesolutions.com</a>	Yes	Anytime (24/7) Statewide
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Qualified	Philadelphia	Philadelphia	Seletsky, Elizabeth Mobile: 610-731-3350 E-mail: <a href="mailto:elizabethseletsky@hotmail.com">elizabethseletsky@hotmail.com</a>	Yes	Anytime (24/7) Statewide
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Qualified	Philadelphia	Philadelphia	Sidorovskaya, Natalia Business: 267-243-3197 E-mail: <a href="mailto:nalechka@gmail.com">nalechka@gmail.com</a>	Yes	Anytime (24/7) Statewide
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## Sicilian

Registered	Delaware	Broomall	Paris, Massimo Business: 610-356-6778 Mobile: 610-716-3738 E-mail: <a href="mailto:mssmprs@yahoo.com">mssmprs@yahoo.com</a>	Yes	Anytime (24/7) Statewide
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Registered	Monmouth, NJ	Red Bank	Mustile, Carmela Business: 732-576-1825 Mobile: 732-642-1455 E-mail: <a href="mailto:cmustile@verizon.net">cmustile@verizon.net</a>	No	M-F 9am-5pm Sa-Su 9am-5pm Philadelphia
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## Spanish

<b>Master Federal Certification</b>	Beaver	Beaver	Lahr, Ana Mobile: 724-601-4226 E-mail: <a href="mailto:ana.lahr@gmail.com">ana.lahr@gmail.com</a>	Yes	Anytime (24/7) Statewide
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<b>Master Federal Certification</b>	Delaware	Chadds Ford	Dalziel, Carlota Mobile: 484-437-2453 E-mail: <a href="mailto:rc4dalziel@comcast.net">rc4dalziel@comcast.net</a>	No	Anytime (24/7) Statewide
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<b>Master Federal Certification</b>	New York, NY	New York	Sherr, Daniel Business: 212-924-1486 E-mail: <a href="mailto:danielsherr@cs.com">danielsherr@cs.com</a>	Yes	Anytime (24/7) Statewide
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<b>Certified</b>	Allegheny	Pittsburgh	Arenas, Carmen Mobile: 412-215-9097 E-mail: <a href="mailto:carmenarenas8@gmail.com">carmenarenas8@gmail.com</a>	Yes	Anytime (24/7) Western, Central
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<b>Certified</b>	Allegheny	Gibsonia	Febres-Cordero, Carmen Business: 412-303-5015 E-mail: <a href="mailto:febres@consolidated.net">febres@consolidated.net</a>	Yes	Anytime (24/7) Statewide
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**Spanish**

<b>Certified</b>	Allegheny	Pittsburgh	Gordillo, Yolanda Business: 412-456-2078 Mobile: 412-709-8210 E-mail: <a href="mailto:translation.ygordillo@gmail.com">translation.ygordillo@gmail.com</a>	Yes	Anytime (24/7) Statewide
<b>Certified</b>	Allegheny	Pittsburgh	Murguía, Sara Business 1: 412-224-2786 Business 2: 412-432-4129 Mobile: 412-224-7642 E-mail: <a href="mailto:murguias@ymail.com">murguias@ymail.com</a>	Yes	Anytime (24/7) Western South-Central
<b>Certified</b>	Allegheny	Pittsburgh	Pardo, Vivian Agency: Echo International Agency phone: 412-261-1101 Agency e-mail: <a href="mailto:eshearer@echointernational.com">eshearer@echointernational.com</a>	Yes	M-F 9am-5pm M-F 12am-9am Sa-Su 9am-5pm Western
<b>Certified</b>	Allegheny	Pittsburgh	Pintado-Espiet, Maribel Mobile: 617-458-2897 E-mail: <a href="mailto:mpintadoespier@gmail.com">mpintadoespier@gmail.com</a>	Yes	Anytime (24/7) Central Western
<b>Certified</b>	Berks	Reading	Gran, Thomas Mobile: 484-512-0237 E-mail: <a href="mailto:tfcran@gmail.com">tfcran@gmail.com</a>	Yes	Anytime (24/7) Eastern, Central
<b>Certified</b>	Berks	Reading	Schlamowitz, Sonia Business: 484-219-0953 Mobile: 610-463-7838 E-mail: <a href="mailto:sschlamowitz@countyofberks.com">sschlamowitz@countyofberks.com</a>	Yes	Staff Interpreter Sa-Su 9am-5pm Statewide
<b>Certified</b>	Bucks	Doylestown	Froehlich, Erika Mobile: 267-614-7432 E-mail: <a href="mailto:interprelink@verizon.net">interprelink@verizon.net</a>	No	Staff Interpreter M-F 5pm-12am Sa-Su-9am-5pm Statewide
<b>Certified</b>	Bucks	Fairless Hills	Ramirez, Octavio Mobile: 267-393-1943 Business: 215-945-9828 E-mail: <a href="mailto:octavioramirez@hotmail.com">octavioramirez@hotmail.com</a>	Yes	Anytime (24/7) Statewide
<b>Certified</b>	Bucks	Bensalem	Stolee, Mariana Business: 215-244-9375 Mobile: 215-460-3436 E-mail: <a href="mailto:mariana@stoleeservices.com">mariana@stoleeservices.com</a>	Yes	M-F 9am-5pm Bucks, Montgomery, Philadelphia
<b>Certified</b>	Burlington, NJ	Tabernacle	Barreto, Elizabeth Mobile: 609-760-0537 E-mail: <a href="mailto:barreto357@comcast.net">barreto357@comcast.net</a>	Yes	M-F 9am-5pm Southeastern

**Spanish**

<b>Certified</b>	Camden, NJ	Runnemede	Giacobbe, Pamela Mobile: 707-974-3336 E-mail: <a href="mailto:pagi125@gmail.com">pagi125@gmail.com</a>	Yes	M-F 9am-8pm Sa-Su 9am-5pm Southeastern
<b>Certified</b>	Chester	Landenberg	DeMucha, Paola Mobile: 302-561-5789 E-mail: <a href="mailto:demuchapaola@gmail.com">demuchapaola@gmail.com</a>	Yes	Anytime (24/7) Statewide
<b>Certified</b>	Chester	West Grove	Hylak, Bridget Business: 610-869-3660 Mobile: 610-724-8605 E-mail: <a href="mailto:bridgethylak@gmail.com">bridgethylak@gmail.com</a>	Yes	Anytime (24/7) Statewide
<b>Certified</b>	Chester	Chadds Ford	Larrea, Edgar Business: 610-345-0404 Mobile: 610-633-2753 E-mail: <a href="mailto:elarrea@verizon.net">elarrea@verizon.net</a>	Yes	Anytime (24/7) Eastern, South-Central
<b>Certified</b>	Cumberland	Camp Hill	Terrazas-Diaz, Martha N. Business: 717-737-1459 Mobile: 717-497-5186 E-mail: <a href="mailto:mnterrazas@gmail.com">mnterrazas@gmail.com</a>	Yes	M-F 9am-5pm Sa-Su 9am-5pm South-Central, Southeastern
<b>Certified</b>	Lebanon	Lebanon	Medina Jessica Mobile: 717-673-2738 E-mail: <a href="mailto:jessmedina17046@yahoo.com">jessmedina17046@yahoo.com</a>	Yes	Sa-Su 9am-5pm Statewide
<b>Certified</b>	Delaware	Drexel Hill	Garland, Viviana Business: 610-990-1851 E-mail: <a href="mailto:walltranslations@gmail.com">walltranslations@gmail.com</a>	No	Anytime (14/7) Southeastern
<b>Certified</b>	Delaware	Ridley Park	Marmugi, Ugo Mobile: 610-639-7705 E-mail: <a href="mailto:ugomarmugi@yahoo.com">ugomarmugi@yahoo.com</a>	Yes	Anytime (24/7) Statewide
<b>Certified</b>	Delaware	Newtown Square	Pritchard, Daniel Business: 610-359-9443 Mobile: 610-952-1445 E-mail: <a href="mailto:Pritchard.daniel@comcast.net">Pritchard.daniel@comcast.net</a>	Yes	Anytime (24/7) Statewide
<b>Certified</b>	Delaware	Havertown	Spearing, Cecilia Mobile: 484-437-8452 E-mail: <a href="mailto:ceciliaspearing@verizon.net">ceciliaspearing@verizon.net</a>	Yes	Anytime (24/7) Bucks, Chester, Delaware, Montgomery, Philadelphia
<b>Certified</b>	Frederick, MD	Frederick	Casado, Wilson Mobile: 443-915-3730 E-mail: <a href="mailto:misaelcasado2004@gmail.com">misaelcasado2004@gmail.com</a>	Yes	M-F 9am-5pm M-F 5pm-12am Statewide

**Spanish**

<b>Certified</b>	Hunterdon, NJ	Flemington	Pedraza, Angela Patricia Business: 908-333-5811 E-mail: <a href="mailto:patriciapedrazamar@gmail.com">patriciapedrazamar@gmail.com</a>	Yes	Anytime (24/7) Eastern
<b>Certified</b>	Lancaster	Lititz	Ericson, Maria Mobile: 864-363-4447 E-mail: <a href="mailto:mariluericson@gmail.com">mariluericson@gmail.com</a>	Yes	Anytime (24/7) Statewide
<b>Certified</b>	Lancaster	Lancaster	Huber, Richard Business: 717-344-1150 E-mail: <a href="mailto:rdhuber@hotmail.com">rdhuber@hotmail.com</a>	Yes	Staff Interpreter Contact for availability Statewide
<b>Certified</b>	Lancaster	Lititz	Martin, Ingrid Mobile: 717-278-1567 E-mail: <a href="mailto:ingrid565@yahoo.com">ingrid565@yahoo.com</a>	Yes	M-F 8am-5pm Adams, Berks, Chester, Cumberland Dauphin, Lancaster, Lebanon, York, Schuylkill
<b>Certified</b>	Lancaster	Lancaster	Meck, Luz Mobile: 717-799-0524 E-mail: <a href="mailto:luzmeck@gmail.com">luzmeck@gmail.com</a>	Yes	Anytime (24/7) Statewide
<b>Certified</b>	Lancaster	Lancaster	Perez, Francisca Business: 717-380-0758 (prefers text) E-mail 1: <a href="mailto:fepmuneca@msn.com">fepmuneca@msn.com</a> E-mail 2: <a href="mailto:franciscaperez24680@msn.com">franciscaperez24680@msn.com</a>	Yes	Anytime (24/7) Statewide
<b>Certified</b>	Lancaster	Elizabethtown	Tabarez, Meg Leslie Business: 717-367-1105 Mobile: 732-207-5971 E-mail: <a href="mailto:mleslie.tabarez@gmail.com">mleslie.tabarez@gmail.com</a>	Yes	Anytime (24/7) Statewide
<b>Certified</b>	Lancaster	Akron	Thatcher-Murcia, Rebecca Mobile: 717-314-6741 E-mail: <a href="mailto:rtmurcia@gmail.com">rtmurcia@gmail.com</a>	No	Anytime (24/7) Statewide
<b>Certified</b>	Lancaster	Lancaster	Waplinger, Isabel Mobile: 717-823-7180 E-mail: <a href="mailto:iwaplinger@gmail.com">iwaplinger@gmail.com</a>	Yes	Anytime (24/7) Statewide
<b>Certified</b>	Lehigh	Allentown	Chehoud, Grace Mobile: 610-462-1942 E-mail: <a href="mailto:grace.chehoud@gmail.com">grace.chehoud@gmail.com</a>	Yes	Anytime (24/7) Eastern
<b>Certified</b>	Lehigh	Allentown	Gutiérrez, Carla Mobile: 610-393-6479 E-mail: <a href="mailto:carlag245@gmail.com">carlag245@gmail.com</a>	No	M-F 9am-5pm Eastern



**Spanish**

<b>Certified</b>	Lehigh	Macungie	Haag, Eileen Mobile: 610-392-4361 E-mail: <a href="mailto:spanish_communication@yahoo.com">spanish_communication@yahoo.com</a>	Yes	Anytime (24/7) Statewide
<b>Certified</b>	Lehigh	Allentown	Macias, Javier Mobile: 412-708-3080 E-mail: <a href="mailto:javier2636@hotmail.com">javier2636@hotmail.com</a>	Yes	Anytime (24/7) Statewide
<b>Certified</b>	Lehigh	Allentown	Nivar, David Business: 484-744-7231 E-mail: <a href="mailto:nvr004@gmail.com">nvr004@gmail.com</a>	Yes	Anytime (24/7) Statewide
<b>Certified</b>	Luzerne	Sugarloaf	Kennedy, Thelma Business: 570-825-1582 E-mail: <a href="mailto:thelma.kennedy@luzernecounty.org">thelma.kennedy@luzernecounty.org</a>	No	Staff Interpreter Sa-Su 9am-5pm Northeastern
<b>Certified</b>	Luzerne	White Haven	Olsen, Joussy Mobile: 570-436-7588 E-mail: <a href="mailto:joussyolsen@yahoo.com">joussyolsen@yahoo.com</a>	Yes	M-F 7am-5pm Eastern, Central
<b>Certified</b>	Mifflin	Lewistown	Merola-Souders, Josephina Business: 717-250-3501 E-mail: <a href="mailto:josiejames75@yahoo.com">josiejames75@yahoo.com</a>	Yes	Anytime (24/7) Statewide
<b>Certified</b>	Monroe	Saylorsburg	Hilborn, Marion Mobile: 570-460-5698 E-mail: <a href="mailto:mariana@ptd.net">mariana@ptd.net</a>	No	M-F 9am-5pm Eastern
<b>Certified</b>	Monroe	Henryville	Rivera, Soraya Business: 570-620-9729 Mobile: 516-319-8784 E-mail: <a href="mailto:rivera_interpreter@hotmail.com">rivera_interpreter@hotmail.com</a>	Yes	M-F 9am-5pm Eastern
<b>Certified</b>	Montgomery	Huntingdon Valley	Alemán, Sagrario Business: 215-947-2257 Mobile: 215-694-4089 E-mail: <a href="mailto:alemanandassociates@att.net">alemanandassociates@att.net</a>	Yes	M-F 9am-5pm Sa 9am-5 pm Eastern
<b>Certified</b>	Montgomery	Glenside	Castellanos, Sylvia Business: 215-881-6709 E-mail: <a href="mailto:sylviacastellanos@gmail.com">sylviacastellanos@gmail.com</a>	Yes	Anytime (24/7) Eastern
<b>Certified</b>	Montgomery	Gilbertsville	Leniz, Miriam Business: 908-307-3350 E-mail: <a href="mailto:miriamleniz@reagan.com">miriamleniz@reagan.com</a>	Yes	Anytime (24/7) Montgomery, Berks

**Spanish**

<b>Certified</b>	Montgomery	Collegeville	Parientes, Sofia Business: 610-308-9828 E-mail: <a href="mailto:sofia_parientes@yahoo.com">sofia_parientes@yahoo.com</a>	Yes	Anytime (24/7) Statewide
<b>Certified</b>	Montgomery	Blue Bell	Tellez, Rodolfo Mobile: 610-563-5226 E-mail: <a href="mailto:rudytellez5@comcast.net">rudytellez5@comcast.net</a>	Yes	Anytime (24/7) Statewide
<b>Certified</b>	Montgomery	Collegeville	Urdaneta, Andrés Mobile: 267-625-6323 E-mail: <a href="mailto:andres@painterpreter.com">andres@painterpreter.com</a>	Yes	Anytime (24/7) Statewide
<b>Certified</b>	Montgomery	Gladwyne	Weir, Maria Mobile: 610-745-4919 E-mail: <a href="mailto:maria@mariaweir.com">maria@mariaweir.com</a>	Yes	M-F 9am-5pm Statewide
<b>Certified</b>	Montgomery, MD	Rockville	Fritz, David Mobile: 301-343-3120 E-mail: <a href="mailto:davfritz@yahoo.com">davfritz@yahoo.com</a>	No	Anytime (24/7) Statewide
<b>Certified</b>	New Castle, DE	Wilmington	Borja-Rodriguez, Ana Mobile: 302-588-3838 E-mail: <a href="mailto:anakborja@gmail.com">anakborja@gmail.com</a>	No	Anytime (24/7) Southeastern
<b>Certified</b>	New Castle, DE	Wilmington	Figueira, Jennifer Business: 302-593-3203 E-mail: <a href="mailto:jfspanishlegal@gmail.com">jfspanishlegal@gmail.com</a>	Yes	Anytime (24/7) Chester, Delaware
<b>Certified</b>	New Castle, DE	Newark	Lane, Laurie Mobile: 302-584-2267 E-mail: <a href="mailto:spanishinterpreterde@gmail.com">spanishinterpreterde@gmail.com</a>	Yes	Anytime (24/7) Southeastern,
<b>Certified</b>	Northampton	Hellertown	Gomez, Monique Mobile: 484-554-2562 E-mail: <a href="mailto:moniquegomez8@gmail.com">moniquegomez8@gmail.com</a>	Yes	Staff Interpreter M-F 5pm-12am Sa-Su 9am-5pm Eastern
<b>Certified</b>	Philadelphia	Philadelphia	Aguilar, Javier Mobile: 215-805-8603 E-mail: <a href="mailto:javio911@hotmail.com">javio911@hotmail.com</a>	Yes	Staff Interpreter M-F 5pm-12am Sa-Su 9am-12am Statewide
<b>Certified</b>	Philadelphia	Philadelphia	Basulto-Romero, Elizabeth Mobile: 610-223-9036 E-mail: <a href="mailto:elibasulto@hotmail.com">elibasulto@hotmail.com</a>	Yes	Staff Interpreter M-F 5pm-12am Sa-Su 9am-12am Eastern

**Spanish**

<b>Certified</b>	Philadelphia	Philadelphia	Chegezy, Elizabeth Ann Mobile: 610-417-0084 E-mail: <a href="mailto:elizabeth.chegezy@gmail.com">elizabeth.chegezy@gmail.com</a>	Yes	Anytime (24/7) Statewide
<b>Certified</b>	Philadelphia	Philadelphia	Doggett, Gwentyth Mobile: 267-237-5708 E-mail: <a href="mailto:gwendoggett@gmail.com">gwendoggett@gmail.com</a>	Yes	M-F 9am-5pm South-Central, Eastern
<b>Certified</b>	Philadelphia	Philadelphia	Emdur, Raquel Mobile: 267-909-6544 E-mail: <a href="mailto:raquelviolin@hotmail.com">raquelviolin@hotmail.com</a>	Yes	Anytime (24/7) Southeastern
<b>Certified</b>	Philadelphia	Philadelphia	Galasso, Michele Business: 215-850-0851 E-mail: <a href="mailto:michele@atlasinterpreting.com">michele@atlasinterpreting.com</a> Agency: Atlas Interpreting	Yes	M-F 9am-5pm Philadelphia
<b>Certified</b>	Philadelphia	Philadelphia	Garcia, Enrique Business: 215-238-9858 Mobile: 814-574-7856 E-mail: <a href="mailto:garcia939@yahoo.com">garcia939@yahoo.com</a>	Yes	Staff Interpreter M-F 5pm-12am Sa-Su 9am-5pm Eastern, Central
<b>Certified</b>	Philadelphia	Philadelphia	Horner, Paul Business: 267-320-9624 E-mail: <a href="mailto:saltapablo@gmail.com">saltapablo@gmail.com</a>	Yes	M-F 9am -5pm Philadelphia
<b>Certified</b>	Philadelphia	Philadelphia	Nixon, Leticia Mobile: 267-582-4850 E-mail: <a href="mailto:leticia.nixon@gmail.com">leticia.nixon@gmail.com</a>	Yes	Staff Interpreter Sa-Su 9am-5pm Southeastern
<b>Certified</b>	Philadelphia	Philadelphia	Roura, Magdaliz Business: 215-205-7692 E-mail: <a href="mailto:magdaliz.spanish@gmail.com">magdaliz.spanish@gmail.com</a>	Yes	Anytime (24/7) Statewide
<b>Certified</b>	Philadelphia	Philadelphia	Yakubov, Kamil Mobile: 267-265-4261 E-mail: <a href="mailto:kamil@fidelitylanguagesolutions.com">kamil@fidelitylanguagesolutions.com</a>	Yes	Anytime (24/7) Statewide
<b>Certified</b>	P. Georges, MD	Laurel	Pedraza, Eduardo Mobile: 443-324-5941 E-mail: <a href="mailto:pedrazaed@hotmail.com">pedrazaed@hotmail.com</a>	No	Anytime (24/7) Eastern, Central
<b>Certified</b>	Polk, IA	Johnston	Salvat, Alina Business: 302-563-4890 Mobile: 302-563-4891 <a href="mailto:alina.salvat@icloud.com">alina.salvat@icloud.com</a>	Yes	Contact for availability Statewide

**Spanish**

<b>Certified</b>	Ulster, NY	Pine Bush	Sanchez, Efren Business: 559-385-9200 E-mail: <a href="mailto:ejshintepreting@gmail.com">ejshintepreting@gmail.com</a>	Yes	M-F 9am-5pm Statewide
<b>Certified</b>	Warren, NJ	Phillipsburg	Prato-Espejo, Gerda Business: 978-387-6057 E-mail: <a href="mailto:gerdaprato@gmail.com">gerdaprato@gmail.com</a>	Yes	Anytime (24/7) Eastern
<b>Certified</b>	Washington	Scenery Hill	Watsula, Maria Business: 724-945-5577 Mobile: 609-505-4050 E-mail: <a href="mailto:mariawatsula@gmail.com">mariawatsula@gmail.com</a>	Yes	Anytime (24/7) Western, Central, Southeastern
<b>Certified</b>	York	York	Marrero, Juanita Business: 717-309-0355 E-mail: <a href="mailto:marrero.juanita@yahoo.com">marrero.juanita@yahoo.com</a>	No	Anytime (24/7) Eastern, South-Central
<b>Certified</b>	York	York	Olivo, Kenluis Mobile: 484-769-9866 E-mail: <a href="mailto:ken@translationspa.com">ken@translationspa.com</a>	Yes	Staff Interpreter Contact for availability Central, Eastern
<b>Qualified</b>	Allegheny	Pittsburgh	DeCicco, Philip Mobile: 609-955-1687 E-mail: <a href="mailto:philipj18@gmail.com">philipj18@gmail.com</a>	Yes	Anytime (24/7) Southwestern
<b>Qualified</b>	Crawford	Meadville	Sykes, Greg Mobile: 814-724-9389 E-mail: <a href="mailto:gregcheersykes@icloud.com">gregcheersykes@icloud.com</a>	Yes	Anytime (24/7) Statewide
<b>Qualified</b>	Lackawanna	Jefferson Township	Reyes-Mateo, Cesar Mobile: 814-243-4077 E-mail: <a href="mailto:pompello2000@yahoo.com">pompello2000@yahoo.com</a>	Yes	Anytime (24/7) Statewide
<b>Qualified</b>	Lancaster	Lancaster	Reyes, Alexander Mobile: 717-327-1895 E-mail: <a href="mailto:areyes287@gmail.com">areyes287@gmail.com</a>	Yes	Anytime (24/7) Statewide
<b>Qualified</b>	Lehigh	Macungie	Berral-Braithwaite, Maria Mobile: 484-641-7595 E-mail: <a href="mailto:mberral@icloud.com">mberral@icloud.com</a>	Yes	Anytime (24/7) Statewide
<b>Qualified</b>	Monroe	Stroudsburg	Gydosh, Deneen Business: 570-977-8965 E-mail: <a href="mailto:dgydosh@gmail.com">dgydosh@gmail.com</a>	Yes	M-F 9am-5pm Eastern
<b>Qualified</b>	Philadelphia	Philadelphia	Peaslee Borda, Corneille Mobile: 215-559-9118 E-mail: <a href="mailto:corneillepeaslee@gmail.com">corneillepeaslee@gmail.com</a>	Yes	Anytime (24/7) Southeastern

### Spanish

Qualified	Philadelphia	Philadelphia	Jarvela, Donna Mobile: 215-767-3713 E-mail: <a href="mailto:DFJarvela@gmail.com">DFJarvela@gmail.com</a>	Yes	Anytime (24/7) Southeastern
Qualified	Philadelphia	Philadelphia	Lieberman, J. M. E-mail: <a href="mailto:JMLInterpreter4u@gmail.com">JMLInterpreter4u@gmail.com</a>	Yes	M-F 9am-5pm Sa-Su 9am-5pm Philadelphia
Conditional	Adams	Gettysburg	Contreras, Amelia Mobile: 717-825-9010 E-mail: <a href="mailto:contreras50@gmail.com">contreras50@gmail.com</a>	Yes	Anytime (24/7) Statewide

### Swahili

Registered	Allegheny	Pittsburgh	Anyango-Kivuva, Leonora Business: 412-654-4914 E-mail: <a href="mailto:lakivuva@hotmail.com">lakivuva@hotmail.com</a>	Yes	M-F 9am-5pm Sa-Su 9am-5pm Statewide
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### Turkish

Certified	Burlington, NJ	Delran	Koksal, Huseyin Business: 856-313-0738 E-mail: <a href="mailto:koksalgroup@gmail.com">koksalgroup@gmail.com</a>	Yes	Anytime (24/7) Statewide
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### Ukrainian

Registered	Howard, MD	Columbia	Volsky, Roman Business: 410-740-8794 Mobile: 410-499-0580 E-mail: <a href="mailto:rvolsky@nbtranslations.com">rvolsky@nbtranslations.com</a>	Yes	Anytime (24/7) Statewide
Registered	Monmouth, NJ	Howell	Bren-Buzil, Valentina Mobile: 732-322-3190 E-mail: <a href="mailto:asphodyl@aol.com">asphodyl@aol.com</a>	Yes	Anytime (24/7) Statewide
Registered	Montgomery	Horsham	Rojek, Irina Mobile: 267-342-1001 E-mail: <a href="mailto:irina.rojek@gmail.com">irina.rojek@gmail.com</a>	Yes	Anytime (24/7) Eastern
Registered	Philadelphia	Philadelphia	Iwaskiw, Leo Business: 215-969-4101 E-mail: <a href="mailto:ukiramr6@aol.com">ukiramr6@aol.com</a>	No	Anytime (24/7) Statewide
Registered	Philadelphia	Philadelphia	MacLean, Tetiana Business: 484-324-8108 E-mail: <a href="mailto:uinterpreter@gmail.com">uinterpreter@gmail.com</a>	Yes	Anytime (24/7) Statewide

**Urdu**

Registered	Washington, DC	Washington, DC	Gupta, Rekha Business: 202-255-9917 E-mail: <a href="mailto:rekhargupta@yahoo.com">rekhargupta@yahoo.com</a>	Yes	Anytime (24/7) Statewide
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Approved for Administrative Hearings only	Chester	Glenmoore	Patel, Vina Business: 610-719-5784 Mobile: 484-680-3675 E-mail: <a href="mailto:vpatel1228@gmail.com">vpatel1228@gmail.com</a>	Yes	Anytime (24/7) Statewide
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Approved for Administrative Hearings only	Philadelphia	Philadelphia	Pervez, Salima Business: 267-342-3453 E-mail: <a href="mailto:pervezsalima@gmail.com">pervezsalima@gmail.com</a>	Yes	Sa-Su 9am-5pm Eastern
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**Uzbek**

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Registered	Allegheny	Pittsburgh	Yuldashev, Farhod Mobile: 407-923-2944 E-mail: <a href="mailto:fyuldashev@pitt.edu">fyuldashev@pitt.edu</a>	Yes	M-F 5pm-12am Others by appointment Allegheny
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Title VI Plan for the Southwestern Pennsylvania Commission

**Appendix 10**

**SPC Membership by Race**

<b>Southwestern Pennsylvania Commission Membership</b>		
<b>Name/Appointing Body</b>	<b>White</b>	<b>Black</b>
<b>Allegheny County</b>		
Rich Fitzgerald	✓	
Lynn Heckman	✓	
Clifford Levine	✓	
Robert Macey	✓	
David Miller	✓	
<b>City of Pittsburgh</b>		
Scott Bricker	✓	
Ricky Burgess		✓
William Peduto	✓	
Mavis Rainey		✓
Aurora Sharrard	✓	
<b>Armstrong County</b>		
Vonne Andring	✓	
Pat Fabian	✓	
Jason Renshaw	✓	
George Skamai	✓	
Appointment Pending		
<b>Beaver County</b>		
Tony Amadio	✓	
Daniel Camp, III	✓	
Sandie Egley	✓	
Kelly Gray	✓	
Charles Jones		✓
<b>Butler County</b>		
Kevin Boozel	✓	
Kim Geyer	✓	
Mark Gordon	✓	
Richard Hadley	✓	
Leslie Osche	✓	
<b>Fayette County</b>		
Joe Grata	✓	
Fred Junko	✓	
Dave Lohr	✓	
Vince Vicites	✓	
Angela Zimmerlink	✓	



<b>Southwestern Pennsylvania Commission Membership</b>		
<b>Greene County</b>		
Dave Coder	✓	
Jeff Marshall	✓	
Robbie Matesic	✓	
Archie Trader	✓	
Blair Zimmerman	✓	
<b>Indiana County</b>		
Michael Baker	✓	
Sherene Hess	✓	
Rodney Ruddock	✓	
Byron Stauffer	✓	
James Struzzi	✓	
<b>Lawrence County</b>		
Steve Craig	✓	
Robert Del Signore	✓	
Jim Gagliano	✓	
Amy McKinney	✓	
Dan Vogler	✓	
<b>Washington County</b>		
Diana Irey Vaughan	✓	
Larry Maggi	✓	
Scott Putnam	✓	
Harlan Shober	✓	
Christopher Wheat	✓	
<b>Westmoreland County</b>		
Charles Anderson	✓	
Robert Brooks	✓	
Tom Ceraso	✓	
Gina Cerilli	✓	
Ted Kopas	✓	
<b>PennDOT (Two Votes)</b>		
Joseph Dubovi III	✓	
Kevin McCullough	✓	
Cheryl Moon Sirianni	✓	
James Ritzman	✓	
Joe Szczur	✓	

<b>Southwestern Pennsylvania Commission Membership</b>		
<b>Name/Appointing Body</b>	<b>White</b>	<b>Black</b>
<b>Governor's Office</b>		
Erin Molchany	✓	
<b>Pennsylvania Department of Community and Economic Development</b>		
Johnna Pro	✓	
<b>Port Authority of Allegheny County (One Vote)</b>		
Katharine Kelleman	✓	
Edward Typanski	✓	
<b>Transit Operator</b>		
Alan Blahovec	✓	