

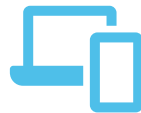


# PUBLIC PARTICIPATION PLAN

APRIL 2021



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

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## SECTION 1

# INTRODUCTION

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

[Read About Us >](#)

# SECTION 1

## INTRODUCTION

### 1.1 About Us

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

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

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

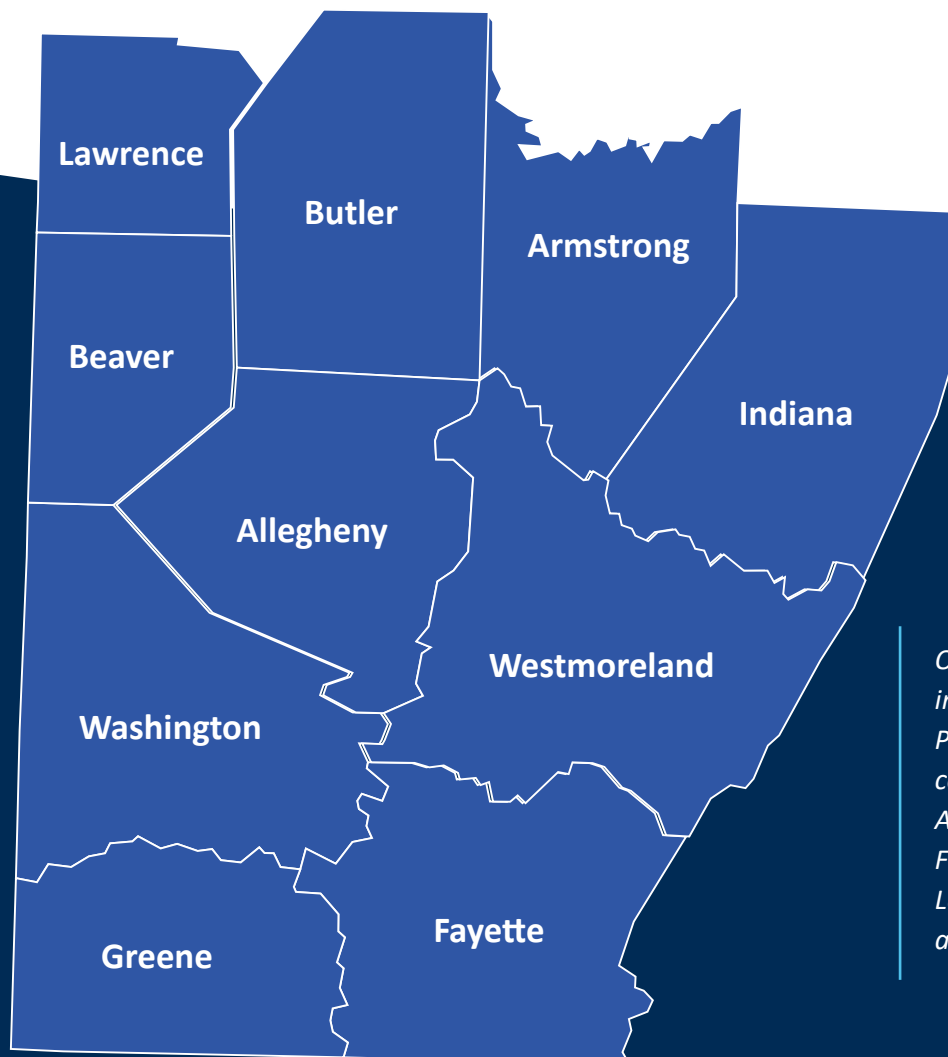




Visit us at:  
[spcregion.org](http://spcregion.org)

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

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



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



## 1.2 How Can I Contact SPC?

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



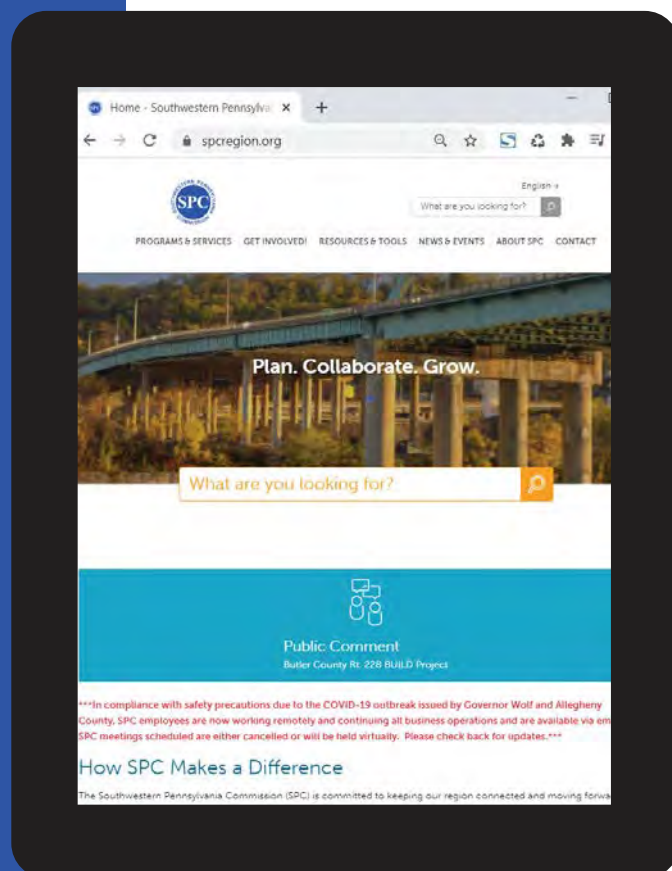
Public Involvement Specialist  
Southwestern Pennsylvania Commission  
Two Chatham Center, Suite 500  
112 Washington Place  
Pittsburgh, PA 15219-3451



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



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





### 1.3 What is the Public Participation Plan?

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

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

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

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



## 1.4 Public Participation Goals

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

### Goal 1:

#### Inform and Educate the Public

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

### Goal 2:

#### Reach Out and Build Connections

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

### Goal 3:

#### Engage the Public and Encourage Continued Participation

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

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



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



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

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

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

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

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

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

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

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



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



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



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



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



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



**Goal 5: Evaluate Public Participation Strategies**



SECTION 2

# FEDERAL GUIDANCE AND CONSULTATION

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

[See How >](#)

## SECTION 2

# FEDERAL GUIDANCE AND CONSULTATION

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

### 2.1 FEDERAL GUIDANCE

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

Below is an excerpt from SAFETEA-LU:

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

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





## 2.2 Consultation

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

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

These interested parties include:

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

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



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



SECTION 3

# ACCESS AND INFORMATION FOR ALL

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

[See How >](#)

## SECTION 3:

# ACCESS AND INFORMATION FOR ALL

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

### 3.1 Environmental Justice

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

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

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

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

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

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

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

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



## A. Targeted Outreach Areas

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

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

## 3.2 Limited English Proficiency

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

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

## A. LEP Assessment

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

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

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

### Regional LEP Estimates:

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



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

## B. Meaningful Access for LEP Persons

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

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

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

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

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

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

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

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

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

### 3.4 Tribal Consultation

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



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

This consultation may include one or more of the following:

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

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

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

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

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

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

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





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

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

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

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

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

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

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



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



SECTION 4

# HOW TO PARTICIPATE

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

See tools and techniques >

## SECTION 4: HOW TO PARTICIPATE

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

### 4.1 Information Sharing, Notifications and Requests

#### A. Public Involvement Specialist

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

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

#### B. Interested Parties

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

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

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

### D. Contact Lists

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

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

### E. Speakers Network

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

### F. Communications Channels

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

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

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

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

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

- **Conduct Surveys and Focus Groups**

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

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



## G. Regional Document Review Network

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

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

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

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

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

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

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

## I. Provide Visual Tools

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

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

## J. Publicize SPC Activities

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

### *Public Notice Policies*

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

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

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

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

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

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

Public notices provide the following information (where applicable):

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

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

## K. Response to Special Requests

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

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

## L. Right to Know Law Requests

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

## 4.2 Public Engagement Opportunities

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

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

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

### A. Public Participation Panels

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

### *Panel Roles*

Panel members have multiple roles, including to:

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

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

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

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

# Public Engagement Opportunities



## Public Participation Panel Meetings

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

## Planning Decision Points

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

## SPC Meetings and Public Meetings

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

## Commission Meetings

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



### **Membership**

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

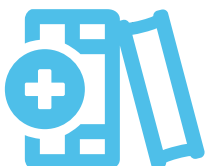
General guidance for Panel composition:

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

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

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

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



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

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

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

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

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

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

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

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

## **B. Planning Decision Points**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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





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

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

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

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

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

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

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

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

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

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

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

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

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



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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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



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

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

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

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

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

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

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

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

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

## **Air Quality Conformity Determination Report**

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

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

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

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

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

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

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

#### *Plan Process*

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

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

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

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

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

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

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

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

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

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

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



# SPC Transportation Plans and Processes

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

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

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

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

### **Commission Meetings**

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

When it is time for public comment, we:

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

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

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

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

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

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

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

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

### **G. Virtual Options**

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



## 4.3 Providing Public Comment

### A. Written Comments

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

#### *Comments*

*Southwestern Pennsylvania Commission  
Two Chatham Center, Suite 500  
112 Washington Place  
Pittsburgh, PA 15219-3451  
Fax: (412) 391-9160  
Email: [Comments@spcregion.org](mailto:Comments@spcregion.org)*

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

### B. Oral Testimony or Verbal Comments

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

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

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

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



SECTION 5

# EVALUATING OUR STRATEGIES

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

See how >



## SECTION 5: EVALUATING OUR STRATEGIES



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

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



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

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



# APPENDICES

8-hour Ozone  
Designations



# APPENDIX A

## Definitions

*1-Hour Zone  
Designations*

## **Definitions**

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

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

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



# APPENDIX B

## Document Review Network

# DOCUMENT REVIEW NETWORK

## County Planning Offices

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## Public Libraries

### [Adams Memorial Library](#)

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

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

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

### [Apollo Memorial Library](#)

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

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

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

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

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

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

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

### [Blairsville Free Library](#)

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

### [Brownsville Free Library](#)

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

### [Burgettstown Community Library](#)

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

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

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

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

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

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

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

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

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

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

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



[Carnegie Library of Pittsburgh - Allegheny](#)

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

[Carnegie Library of Pittsburgh - Beechview](#)

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

[Carnegie Library of Pittsburgh - Brookline](#)

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

[Carnegie Library of Pittsburgh - Carrick](#)

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

[Carnegie Library of Pittsburgh - Downtown](#)

612 Smithfield Street  
Pittsburgh, PA 15222  
Phone: 412.622.3114

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

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

[Carnegie Library of Pittsburgh - Hazelwood](#)

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

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

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

[Carnegie Library of Pittsburgh - Homewood](#)

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

[Carnegie Library of Pittsburgh - Knoxville](#)

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

[Carnegie Library of Pittsburgh - Lawrenceville](#)

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

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

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

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

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

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

4400 Forbes Avenue  
Pittsburgh, PA 15213  
Phone: 412.622.3114

[Carnegie Library of Pittsburgh - Sheraden](#)

720 Sherwood Avenue  
Pittsburgh, PA 15204  
Phone: 412.331.1135

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

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

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

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

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

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

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

1201 Woods Run Avenue  
Pittsburgh, PA 15212  
Phone: 412.761.3730

[Chartiers-Houston Community Library](#)

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

[Citizens Library](#)

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

[Community Library of Allegheny Valley](#)

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

[Cranberry Public Library](#)

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

[Ellwood City Public Library](#)

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

[Eva K. Bowlby Memorial Library](#)

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

[Flenniken Memorial Library](#)

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

[Ford City Public Library](#)

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

[Frank Sarris Public Library](#)

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

[Freeport Area Library Association](#)

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

[Indiana Free Library](#)

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

[Indiana University of Pennsylvania  
Stapleton Library](#)

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

[Jefferson Library](#)

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

[Kittanning Free Library](#)

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

[Laughlin Memorial Free Library](#)

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

[Leechburg Public Library](#)

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

[Mars Area Public Library](#)

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

[Monongahela Area Library](#)

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

[Monaca Public Library](#)

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

[Moon Township Public Library](#)

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

[Monessen Public Library](#)

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

[Monroeville Public Library](#)

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

[Mount Lebanon Public Library](#)

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

[Murrysville Community Library](#)

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

[New Castle Public Library](#)

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

[Northland Public Library](#)

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

[Norwin Public Library](#)

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

[Penn Hills Library](#)

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

[Peoples Library](#)

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

[Peters Township Library](#)

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

[Rostraver Public Library](#)

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

[Saltsburg Free Public Library](#)

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

[Scottdale Public Library](#)

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

[Shaler North Hills Library](#)

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

[Uniontown Public Library](#)

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

[Worthington West Franklin Community Library](#)

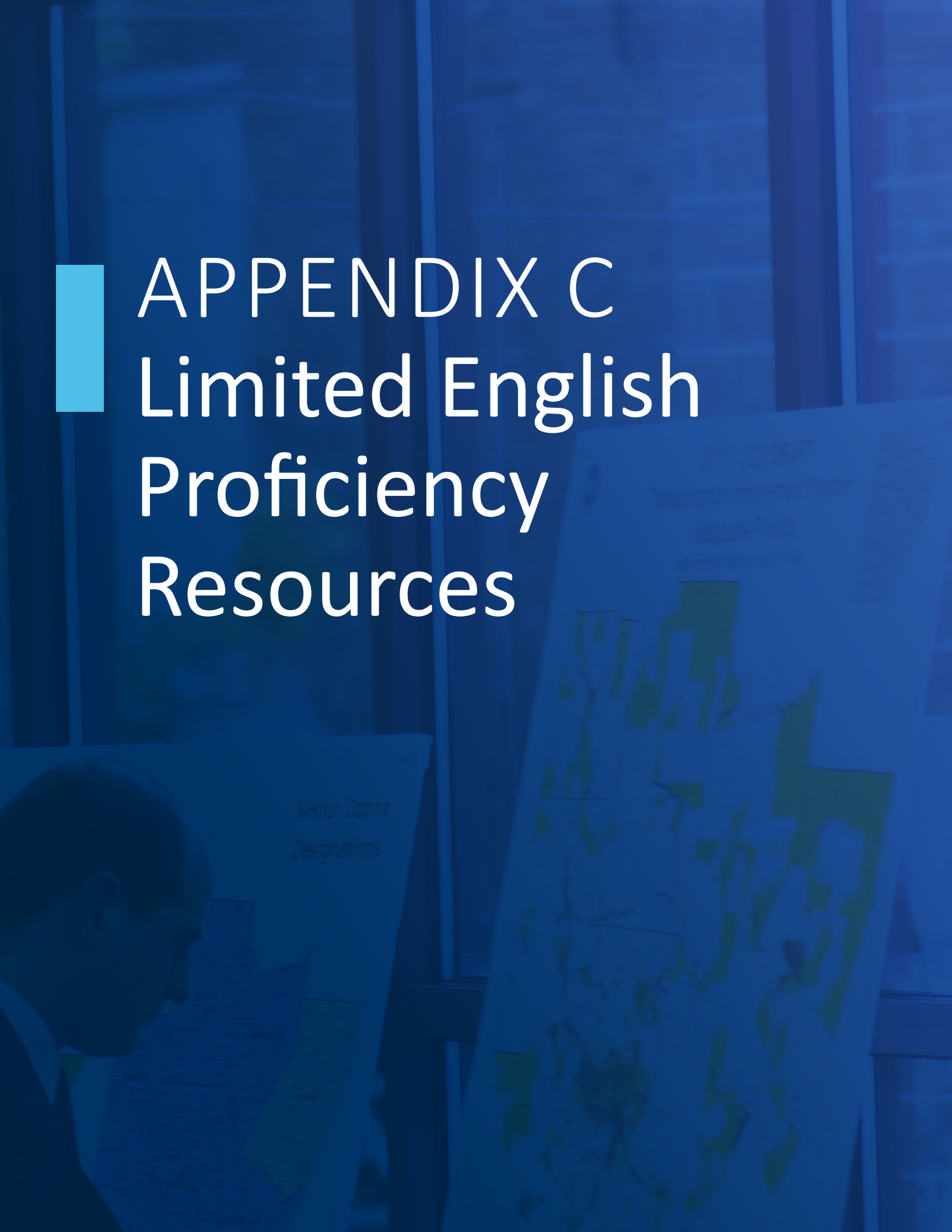
214 East Main Street  
Worthington, Pa. 16262  
Phone: 724-297-3762  
Email: [wwlibrary@comcast.net](mailto:wwlibrary@comcast.net)

[Western Allegheny Community Library](#)

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

[Zelienople Public Library](#)

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



APPENDIX C  
Limited English  
Proficiency  
Resources

# LIMITED ENGLISH PROFICIENCY RESOURCES

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

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

## [Casa San Jose](#)

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

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

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

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

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

## [Familia & Comunidad Westmoreland](#)

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

## [French Cultural Center](#)

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

## [Global Switchboard](#)

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

## [Istituto Mondo Italiano](#)

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

## [Language Line Services](#)

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

### Latino Community Center

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

### Latin American Cultural Union

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

### La Mega Media

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

### Pittsburgh Metro Area Hispanic Chamber of Commerce

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

### Somali Bantu Community Association of Pittsburgh

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

### WEDO 810 AM

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

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

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

### YWCA Butler

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

### YWCA Greater Pittsburgh

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

### YWCA Westmoreland County

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

A man in a suit is looking at a map on a flipchart. The map shows a geographical area with various colored regions. The background is a blue-tinted office setting with a window and a desk.

# APPENDIX D

## Tribal Liaisons

8-Hour Ozone  
Designations



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

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

**Cayuga Nation**

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

**Delaware Nation, Oklahoma**

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

**Delaware Tribe of Indians**

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

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

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

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

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

**Eastern Shawnee Tribe of Oklahoma**

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

**Oneida Indian Nation**

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

**Oneida Nation**

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

**Onondaga Nation**

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

**Seneca Nation of Indians**

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

**Seneca-Cayuga Nation**

[electronic submissions]:  
William L. Fisher, Chief

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

**Saint Regis Mohawk Tribe**

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

**Shawnee Tribe**

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

**Stockbridge Munsee Community,  
Wisconsin**

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

**Tonawanda Band of Seneca**

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

**Tuscarora Nation**

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



# APPENDIX E

## Title VI Discrimination Complaint Procedures

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

Italiano

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

Espanol

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

中文

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

**Nepali:**

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

**Gujarati:**

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

**Oriya:**

ଏହି ଡକ୍ୟୁମେଣ୍ଟର ଅନୁରୋଧରେ ବିକଳପତ୍ତିକ ଫର୍ମାଟରେ ଉପଲବ୍ଧ। କୌଣସି ଚାର୍ଜ୍ କିମ୍ବା ଫିସ୍ ବିନା ବିନା ଅନୁବାଦ ଏବଂ ଦୋଭାଷା ସେବା ପ୍ରଦାନ କରାଯାଏ। ଦୟାକରି ଅଧିକ ସୂଚନା ପାଇଁ ଧୂଳି (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 ਦੋਭਾਸ਼ੀਆ ਸੇਵਾਵਾਂ ਪ੍ਰਦਾਨ ਕਰੇਗਾ। ਵਧੇਰੇ ਜਾਣਕਾਰੀ ਲਈ ਕਿਰਪਾ ਕਰਕੇ SPC ਨੂੰ (412) 391-5590 'ਤੇ ਕਾਲ ਕਰੋ।

**Sinhalese:**

ඉල්ලීම මත මෙම ලේඛනය විකල්ප ආකෘතිවලින් ලබාගත හැකිය.

SPC විසින් කිසිදු ගාස්තුවක් අය කිරීමකින් තොරව භාෂා පරිවර්තන හා භාෂණ පරිවර්තන සේවාවන් සපයනු ඇත.

කරුණාකර වැඩි දුර විස්තර සඳහා (412) 391-5590 ඔස්සේ SPC අමතන්න.

**Marathi:**

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

**Bengali:**

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

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

**Hindi:**

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

**Sindhi:**

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

**:Urdu**

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

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

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

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

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

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

### **SPC título VI aviso público**

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

## SPC Titel VI Mitteilung an die Öffentlichkeit

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

## SPC titre VI avis public

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

**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 #: \_\_\_\_\_

**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.

**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:

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.



# APPENDIX F

## Evaluation Form



## EVALUATION FORM

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

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

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

### NEED FOR PUBLIC PARTICIPATION PLAN UPDATE

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

### OPEN-ENDED REVIEW

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

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

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

3. Should we update the Public Participation Plan?

Yes

No

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

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