



# TITLE VI COMPLIANCE PLAN

*A Non-Discrimination Plan*

Adopted: 12/16/16

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## **Title VI Non-Discrimination Policy Statement**

The Northern Tier Regional Planning and Development Commission assures the U.S. Department of Transportation and the Pennsylvania Department of Transportation that no person shall on the basis of race, color, disability, sex, age, low income, nationality or Limited English Proficiency, as provided by Title VI of the Civil Rights Act of 1964 as amended, Section 504 of the Rehabilitation Act of 1973, the Civil Rights Restoration Act of 1987, and the Americans with Disability Act of 1990, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination or retaliation under any program or activity.

The NTRPDC further agrees to the following responsibilities with respect to its programs and activities:

1. Designate a Title VI contact responsible for the day-to-day oversight of the NTRPDC Title VI Program;
2. Designate an Equal Employment Opportunity contact responsible for the day-to-day oversight;
3. Designate an Equal Opportunity contact responsible for the day-to-day oversight;
4. Issue a policy statement signed by the Executive Director expressing the NTRPDC's commitment to the nondiscrimination provisions of Title VI;
5. Circulate the NTRPDC's Policy Statement throughout the membership, post on website and to one or more newspapers;
6. Develop a complaint process and attempt to resolve complaints of discrimination;
7. Participate in training offered on Title VI and other nondiscrimination requirements;
8. Have a process to collect racial and ethnic data on persons impacted by the NTRPDC's plans and programs.

THIS ASSURANCE is given in consideration of and for the purpose of obtaining any and all federal funds, grants, loans, properties, discounts or other federal assistance under all programs and activities and is binding. The person whose signature appears below is authorized to sign this assurance on behalf of the Northern Tier Regional Planning and Development Commission.

The policy is listed on the NTRPDC website at [www.northerntier.org](http://www.northerntier.org)

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**Kevin D.  
Abrams**

**Date**  
**Executive Director**

# TITLE VI COMPLIANCE PLAN

## RPO History & Composition

The Northern Tier Regional Planning and Development Commission (NTRPDC), serving as the Rural Planning Organization (RPO), guides the overall transportation planning and programming process in Bradford, Sullivan, Susquehanna, Tioga and Wyoming counties. The RPO, operating via an agreement with the Pennsylvania Department of Transportation (PennDOT), approves the development and implementation of highways, bridges, transit and other transportation facilities and services.

NTRPDC has established the Rural Transportation Advisory Committee to act in an advisory capacity on all regional transportation planning activities. The RTAC Committee consists of the county planners from the five-county region; representatives from PennDOT Districts 3-0, 4-0 and Central Office; public transit; local municipal officials; as well as local community groups with an interest in transportation, community and economic development throughout the region. Overall, the committee is charged with establishing policy and prioritizing all major capital projects throughout the region in accordance with the guiding principles for planning and programming, as well as developing the Transportation Improvement Program (TIP), and the Long Range Transportation Plan.

The Commission has taken a proactive approach to the public participation process and environmental justice activities to meet or surpass the requirements of Title VI of the Civil Rights Act of 1964. Public involvement is integral to good planning. Without meaningful public participation, there is a risk of making poor decisions, or decisions that could have unintended negative consequences. The NTRPDC Public Participation Plan (PPP) acts as a guide for public participation in the development of regional projects such as advancement of the Long-Range Transportation Plan (LRTP), the Transportation Improvement Program (TIP), and the provisions of a range of special studies.

## Title VI of the Civil Rights Act

Title VI of the Civil Rights Act of 1964 is the federal law that protects individuals from discrimination on the basis of their race, color, or national origin in programs that receive federal financial assistance.

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

There are many forms of illegal discrimination based on race, color, or national origin that can limit the opportunity of minorities to gain equal access to services and programs. In operating a federally assisted program, a recipient cannot, on the basis of race, color, or national origin, either directly or through contractual means: be denied program services, aids, or benefits; be provided a different service, aid, or benefit, or have them provided in a manner different than they are provided to others; or segregate or separately treat individuals in any matter related to the receipt of any services, aid, or benefit.

## **Executive Orders Environmental Justice or EJ**

Public participation must also take into consideration the Presidential Executive Order 12898, Environmental Justice. The Environmental Protection Agency defines Environmental Justice as the “fair treatment and meaningful involvement of people of all races, cultures and income with respect to development, implementation and enforcement of environmental laws, regulations, programs and policies.” Fair treatment means that no racial, ethnic or socioeconomic group should bear a disproportionate share of the negative environmental consequences resulting from the operation of industrial, municipal and commercial enterprises and from the execution of federal, state, local, and tribal programs and policies.

The Federal Highway Administration articulates three fundamental environmental justice principles:

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

Executive Order 12898 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. Each Federal agency, whenever practicable and appropriate, shall collect, maintain, and analyze information assessing and comparing environmental and human health risks borne by populations identified by race, national origin, or income. To the extent practical and appropriate, Federal agencies shall use this information to determine whether their programs, policies, and activities have disproportionately high and adverse human health or environmental effects on minority populations and low-income populations.*

Therefore, all recipients of Federal aid are required to certify, and the USDOT must ensure, nondiscrimination under *Title VI* of the *Civil Rights Act of 1964*. For the purposes of long-range transportation planning, Metropolitan Planning Organizations (MPOs) and Regional Planning Organizations (RPOs) must address EJ in the process of developing and advancing transportation programs and projects.

As defined by the *U.S. Department of Transportation Order on Environmental Justice*, adverse effects mean “... the totality of significant individual or cumulative human health or environmental effects, including interrelated social and economic effects, which may include, but are not limited to:

- Bodily impairment, infirmity, illness, or death.
- Air, noise, and water pollution and soil contamination.
- Destruction or disruption of manmade or natural resources.
- Destruction or diminution of aesthetic values.
- Destruction or disruption of community cohesion or a community’s economic vitality, destruction or disruption of the availability of public and private facilities and services, or

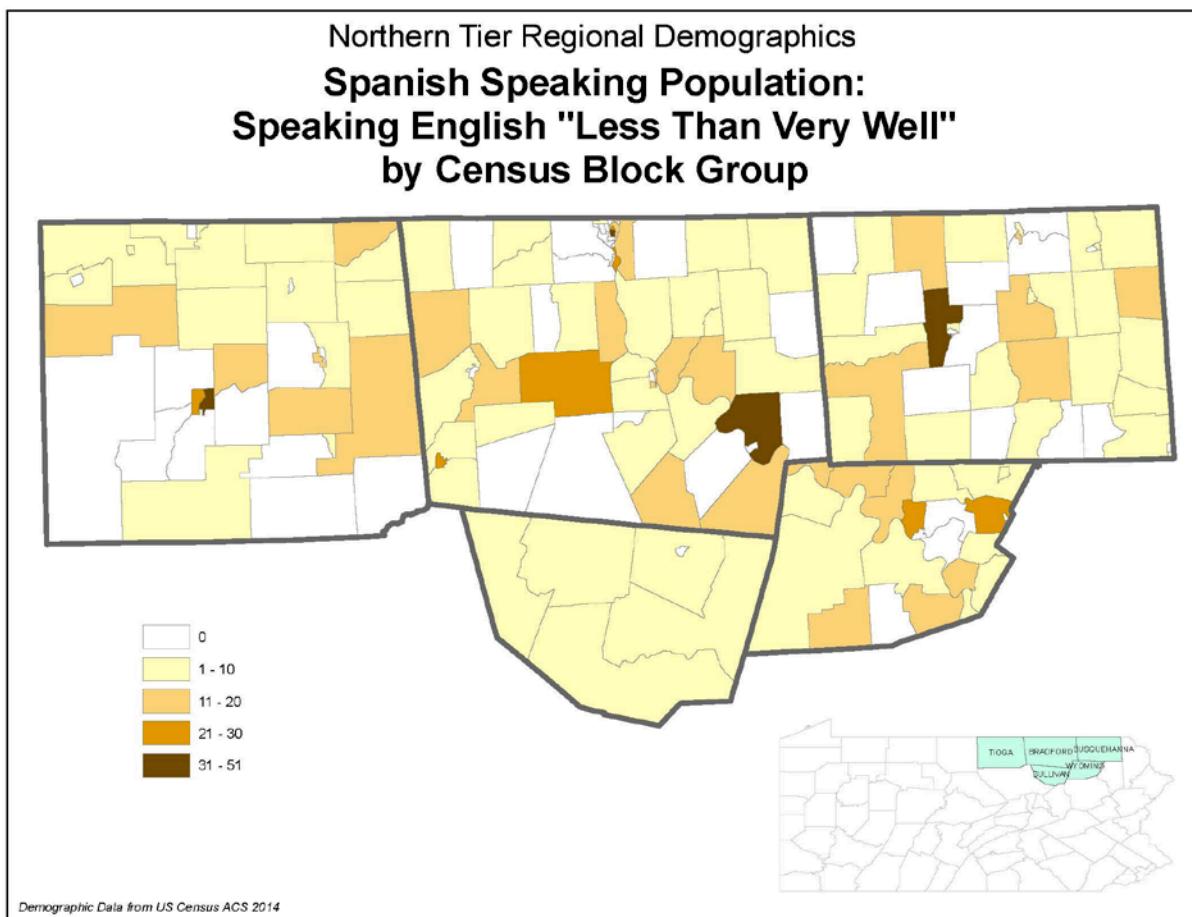
vibration.

- Adverse employment effects; displacement of persons, businesses, farms, or nonprofit organizations.
- Increased traffic congestion, isolation, exclusion, or separation of minority or low-income individuals within a given community or from the broader community.
- The denial of, reduction in, or significant delay in the receipt of, benefits of DOT programs, policies, or activities”.

### Limited English Proficiency (LEP)

“Limited English Proficient” or “LEP” persons are those individuals who do not speak English as their primary language, and who also have a limited ability to read, speak, write or understand English. The key commonality among LEP persons is their inability to communicate effectively in the English language, regardless of their native tongue. People who are multi-lingual, those that speak one or more languages in addition to being proficient in English, are not considered to be Limited English Proficient.

It has been determined that English is the primary language in the Northern Tier Region. For easy access for customers who do not speak English, a language line with an interpreter will be available. The telephone number is 1-888-804-2044.



## Regional Demographics – 2014 (Estimates)

Race	Bradford County	Sullivan County	Susquehanna County	Tioga County	Wyoming County	NT Region
<b>Total Population</b>	62,510	6,400	42,708	42,358	28,229	182,205
<b>One Race</b>	61,829	6,337	42,384	41,772	27,895	180,217
<b>White</b>	60,929	6,070	41,833	41,199	27,482	177,513
<b>Black or African American</b>	323	166	233	252	187	1,161
<b>American Indian and Alaska Native</b>	61	20	108	72	10	271
- Cherokee tribal grouping	15	0	41	3	1	60
- Chippewa tribal grouping	7	0	0	0	1	8
- Navajo tribal grouping	5	0	0	14	0	19
- Sioux tribal grouping	0	0	0	0	0	0
<b>Asian</b>	389	36	100	218	135	878
- Asian Indian	107	8	12	51	5	183
- Chinese	79	11	27	58	89	264
- Filipino	71	3	20	18	7	119
- Japanese	28	9	10	11	5	63
- Korean	57	5	15	15	23	115
- Vietnamese	23	0	0	2	2	27
- Other Asian	24	0	16	63	4	134
<b>Native Hawaiian and Other Pacific Islander</b>	6	33	0	5	0	44
- Native Hawaiian	5	33	0	0	0	38
- Guamanian or Chamorro	0	0	0	5	0	5
- Samoan	1	0	0	0	0	1
- Other Pacific Islander	0	0	0	0	0	0
<b>Hispanic or Latino</b>	837	78	671	526	476	2,598
- Mexican	347	32	196	116	155	846
- Puerto Rican	214	8	313	161	128	824
- Cuban	47	18	21	11	16	113
- Other Hispanic or Latino	229	20	141	238	177	805
<b>Two or More Races</b>	681	63	324	586	334	1,988
- White and Black or African American	205	34	118	310	145	812
- White and American Indian and Alaska Native	340	23	86	152	132	733
- White and Asian	96	6	66	44	24	236
- Black or African American and American Indian and Alaska Native	11	0	3	3	0	17
- Some other race	121	12	110	26	81	350

## RPO Committee Make-up and Minority Representation

The RPO encourages the participation of minorities on decision-making bodies and Membership should be as diverse as the region. It is a priority that all citizens within the planning boundaries be given the opportunity to participate in the transportation planning process, including low – income individuals, the elderly, persons with disabilities, and persons with Limited English proficiency (LEP).

County	Organization	Caucasian/ White	Black or African American	Asian	American Indian & Alaska Native	Native Hawaiian & Other Pacific	Other	Two or More Races
Bradford	Bradford County Commissioner	X						
Bradford	Bradford County Planning Commission	X						
Bradford	Bradford County Citizen	X						
Sullivan	Sullivan County Commissioner	X						
Sullivan	Sullivan County Planning Commission	X						
Sullivan	Sullivan County Citizen	X						
Susquehanna	Susquehanna County Commissioner	X						
Susquehanna	Susquehanna County Citizen	X						
Susquehanna	Susquehanna County Citizen	X						
Tioga	Tioga County Commissioner	X						
Tioga	Tioga County Planning Commission	X						
Tioga	Tioga County Citizen	X						
Wyoming	Wyoming County Commissioner	X						
Wyoming	Wyoming County Planning Commission	X						
Wyoming	Wyoming County Citizen	X						
Brad/Sul/Tio	PennDOT District 3-0	X						
Susq/Wyo	PennDOT District 4-0	X						
Statewide	PennDOT Central Office	X						
Regional	Best Transportation Authority	X						

## **Disadvantaged Business Enterprise Program (DBE) Policy Statement**

The Northern Tier Regional Planning and Development Commission (NTRPDC) has established a Disadvantaged Business Enterprise (DBE) program in accordance with regulations of the U.S. Department of Transportation (DOT), 49 CFR Part 26. NTRPDC has received Federal financial assistance from the Department of Transportation, and as a condition of receiving this assistance, NTRPDC has signed an assurance that it will comply with 49 CFR Part 26.

It is the policy of NTRPDC to ensure that DBEs as defined in part 26, have an equal opportunity to receive and participate in DOT-assisted contracts. It is also our policy:

1. To ensure nondiscrimination in the award and administration of DOT – assisted contracts;
2. To create a level playing field on which DBEs can compete fairly for DOT-assisted contracts;
3. To ensure that the DBE Program is narrowly tailored in accordance with applicable law;
4. To ensure that only firms that fully meet 49 CFR Part 26 eligibility standards are permitted to participate as DBEs;
5. To help remove barriers to the participation of DBEs in DOT assisted contracts;
6. To assist in the development of firms that can compete successfully in the market place outside the DBE Program.

Regional Planning Program Manager has been delegated as the DBE Liaison Officer. In that capacity, she is responsible for implementing all aspects of the DBE program. Implementation of the DBE program is accorded the same priority as compliance with all other legal obligations incurred by the NTRPDC in its financial assistance agreements with the Department of Transportation.

NTRPDC has disseminated this policy statement to its Board Members and all of the components of our organization. We have distributed this statement to DBE and non-DBE business communities that perform work for us on DOT-assisted contracts. This statement will be posted on the NTRPDC website

**Kevin D.  
Abrams**

**Date  
Executive Director**

## **Title VI Complaint Procedure**

The Northern Tier Regional Planning and Development Commission's Title VI Complaint Procedure is written to specify the process employed by the NTRPDC to investigate complaints, while ensuring due process for complainants and respondents. The process does not preclude NTRPDC from attempting to informally resolve complaints.

This procedure applies to all external complaints relating to any program or activity administered by the NTRPDC and/or its sub recipients, consultants and contractors, filed under Title VI of the Civil Rights Act of 1964 as amended, (including Disadvantage 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, nationality or Limited English Proficiency. Additional statutes include, but not limited to, Section 504 of the Rehabilitation Act of 1973, the Civil Rights Restoration Act of 1987, and the Americans with Disability Act of 1990.

These procedures are part of an administrative process that does not provide for remedies that include punitive damages or compensatory remuneration for the Complainant. Intimidation or retaliation of any kind is prohibited by law.

### **How to File an Appeal:**

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

### **Complaints maybe mailed to:**

Deputy Director/Title VI Compliance Officer NTRPDC 312 Main Street Towanda PA 18848	Bureau of Equal Opportunity Pennsylvania Department of Transportation PO Box 3251 Harrisburg, Pennsylvania 17105-3251
Federal Highway Administration Pennsylvania Division Office 228 Walnut Street; Room 508 Harrisburg, Pa. 17101-1720	U.S. Department of Justice Office of Civil Rights 810 7 <sup>th</sup> Street, NW Washington, DC 0531
Federal Transit Administration Office of Civil Rights Title VI Prog Coordinator East Building, 5 <sup>th</sup> Floor TCR 1200 New Jersey Ave, SE Washington DC 20590	

Complaints shall be in writing and signed by the Complainant(s). If complaints are received by telephone or in person, the Deputy Director/Title VI Compliance Officer or other authorized representative shall formally interview the person to provide the basis for the written complaint. If necessary, the authorized person will assist the Complainant in writing the complaint. The written complaint must include the following information:

- Name, address and telephone number of Complainant
- Basis of the complaint (e.g., Race, Color, National Origin, Gender, Age, Disability or Retaliation)
- A detailed description of the circumstances of the incident that lead the Complainant to believe discrimination occurred.
- Names address and phones numbers of people who may have knowledge of the alleged incident or are perceived as parties in the complained-of-incident.
- Date or dates on which the alleged discrimination occurred
- Other agencies where the complaint was filed.

As an investigation moves forward, additional information may be required. If the NTRPDC receives a complaint, NTRPDC will acknowledge receipt of the complaint by notifying the Complainant and immediately transmitting the complaint to the proper state and federal agency (e.g. Federal Highway Administration, Federal Transit Administration, and PennDOT) for investigation and disposition pursuant to that agency's Title VI complaint procedures. The NTRPDC will maintain a log of all complaints received.

- Complaints filed under Title VI and nondiscrimination statutes against the State are investigated by the FHWA Headquarters Office of Civil Rights (HCR).
  - Thus, if the Department receives the complaint, it must be forwarded to the Division Office for logging and forwarding to HCR for investigation.
- Complaints filed under Title VI and nondiscrimination statutes against STA's sub-recipient or contractor are investigated by the STA.
  - Thus, if the RTPO receives a Title VI complaint against the RTPO, the complaint should be forwarded to the Department. The Department must investigate, but must provide FHWA PA Division with the investigative case file to obtain a LOF/decision. This is because the RTPO cannot be charged with investigating itself as that would present a conflict of interest; and, FHWA cannot delegate its decisional authority in relation to Title VI complaints.
  - If the RTPO receives a complaint against a sub-recipient the RTPO may investigate, or the complaint may be forwarded to the Department for investigation depending on the approved process. If the former process is used then the RTPO must provide the investigative case file to the Department who must review and as necessary, obtain additional information, and then forward to FHWA PA Division to obtain a LOF/decision. If the latter is chosen then the responsibility for investigation falls to the Department and the requirement to

forward to us does not change.

- Complaints filed under the ADA/Section 504 are investigated by the FHWA Division Offices and STAs.

During the investigation, the parties should attempt informal resolution. Informal resolution should not be used as a substitution for the investigation. This is because if the problem can be resolved it should be, the investigative report will reflect the same and may result in closing the complaint or less intense monitoring. But if it cannot be resolved then the complainant is not delayed or denied justice because of an administrative process. Thus if informal resolution is achieved, it is incumbent upon the parties to inform the investigating body.

### **Supporting Documentation**

The following list of supporting material accompany this Title VI Plan on NTRPDC's website

- Public Participation Plan
- Title VI Complaint Procedures
- Title VI Complaint Form
- Limited English Proficiency Plan (LEP)



# **Northern Tier RURAL TRANSPORTATION PLANNING ORGANIZATION**

Limited English  
Proficiency (LEP) Plan

Adopted  
12/16/16

## **Background**

The Northern Tier Regional Planning and Development Commission (Northern Tier), serving as the Rural Planning Organization (RPO), guides the overall transportation planning and programming process in Bradford, Sullivan, Susquehanna, Tioga and Wyoming counties. The RPO, operating via an agreement with the Pennsylvania Department of Transportation (PennDOT), approves the development and implementation of highways, bridges, transit and other transportation facilities and services. An important component of this planning process is an inventory of existing conditions that provide a baseline from which to plan for the region's transportation future. The RPO programs use federal funds to plan for future transportation projects, and therefore do not include any direct service or program that requires vital, immediate or emergency assistance, such as medical treatment or services for basic needs (like food or shelter).

The Commission has taken a proactive approach to the public participation process and environmental justice activities to meet or surpass the requirements of Title VI of the Civil Rights Act of 1964 as amended, Section 504 of the Rehabilitation Act of 1973, the Civil Rights Restoration Act of 1987, and the Americans with Disability Act of 1990. Public involvement is integral to good planning. Without meaningful public participation, there is a risk of making poor decisions, or decisions that could have unintended negative consequences. The Northern Tier Public Participation Plan (PPP) would act as a guide for public participation in the development of regional projects such as advancement of the Long-Range Transportation Plan (LRTP), the Transportation Improvement Program (TIP),

a Regional Safety Analysis, and the provisions of Planning Studies. However, involvement by any citizen with the RPO or its committees is voluntary. The RPO must ensure that all segments of the population, including citizens with Limited English Proficiency, have been involved or have had the opportunity to be involved in the transportation planning process. Therefore, a Limited English Proficiency (LEP) Plan for the Northern Tier region will play an integral role in furthering public involvement for individuals who do not have the ability to read, speak, write, or understand English.

## **Introduction**

The United States Department of Labor (USDOL) guidance regarding persons with limited English proficiency requires recipients of federal financial assistance to ensure meaningful access to their programs and activities by persons with limited English proficiency (LEP) pursuant to Title VI of the Civil Rights Act of 1964, its implementing regulations, and Section 188 of the Workforce Investment Act of 1998. The guidance does not create new legal requirements or change existing requirements. It clarifies what the law already requires with respect to ensuring that information and services are accessible to LEP persons. Eligible LEP individuals must be able to access the full spectrum of services provided by recipients. The USDOL advises that recipients are required by Title VI to take “reasonable steps” to provide meaningful access to federally assisted programs and activities by LEP persons through language assistance that is reasonable, timely, and effective.

Executive Order 13166: Improving Access to Service for Persons with Limited English Proficiency, was signed in August of 2000 to clarify Title VI of the Civil Rights Act of 1964. Its purpose was to ensure accessibility to programs and services to eligible persons who are not proficient in the English language. The order states that:

*Each Federal agency shall prepare a plan to improve access to its federally conducted programs and activities by eligible LEP persons. Each plan shall be consistent with the standards set forth in the LEP Guidance, and shall include the steps the agency will take to ensure that eligible LEP persons can meaningfully access the agency's programs and activities.*

To be clear, any organization that receives federal financial assistance is required to follow this Executive Order. Federal financial assistance includes grants, training, use of equipment, donations of surplus property, and other assistance. Sub recipients are also covered, when federal funds are passed from one recipient to a sub recipient. Recipients of federal funds range from state and local agencies, to nonprofits and other organizations.

### **How Do I Know if I'm a LEP Individual?**

The Department of Justice defines LEP as "those individuals who have a limited ability to read, write, speak or understand English".

### **Who Enforces the LEP Rules?**

Most federal agencies have an office that is responsible for enforcing Title VI of the Civil Rights Act. To the extent that a recipient's actions are inconsistent with their obligations under Title VI, then such agencies will take the necessary corrective steps. In the case of the Northern Tier RTPO, the Federal Highway Administration (FHWA) acts as the office responsible for enforcing Title VI activities.

## **Where Can I Find RPO Material in My Language?**

The Northern Tier RPO makes all published plans available to the public on their website at [www.northerntier.org](http://www.northerntier.org) by clicking on the transportation link. Generally, under the Executive Order, entire websites do not need to be translated. Only the vital information within the website needs translated if it is determined that a “significant number or percentage of the eligible population needs services or information in a language other than English....” To avoid potentially underserving a member(s) of the region, the Northern Tier RPO has made all public plans available for translation on their website using Microsoft translator services. For easy access to individuals who do not speak English an interpreter service is available. The telephone number to speak to an interpreter is 1-888-804-2044. In addition, The Northern Tier RPO reception staff keeps an Interpre Talk sheet at the front desk. The Interpre Talk sheet is a print out of a number of languages, which a non-English speaking person can point to and identify their language. Reception then can seek translation help for that person in their language.

## **Determining Need**

As a recipient of Federal funding, the RPO must make reasonable steps to ensure meaningful access to the information and services it provides. There are four factors to consider in determining “reasonable steps”

1. Factor 1: The number and proportion of LEP persons in the eligible service area;
2. Factor 2: The frequency with which LEP persons encounter RPO programs;
3. Factor 3: The importance of the service provided by RPO programs;
4. Factor 4: The resources available and overall cost to the RPO.

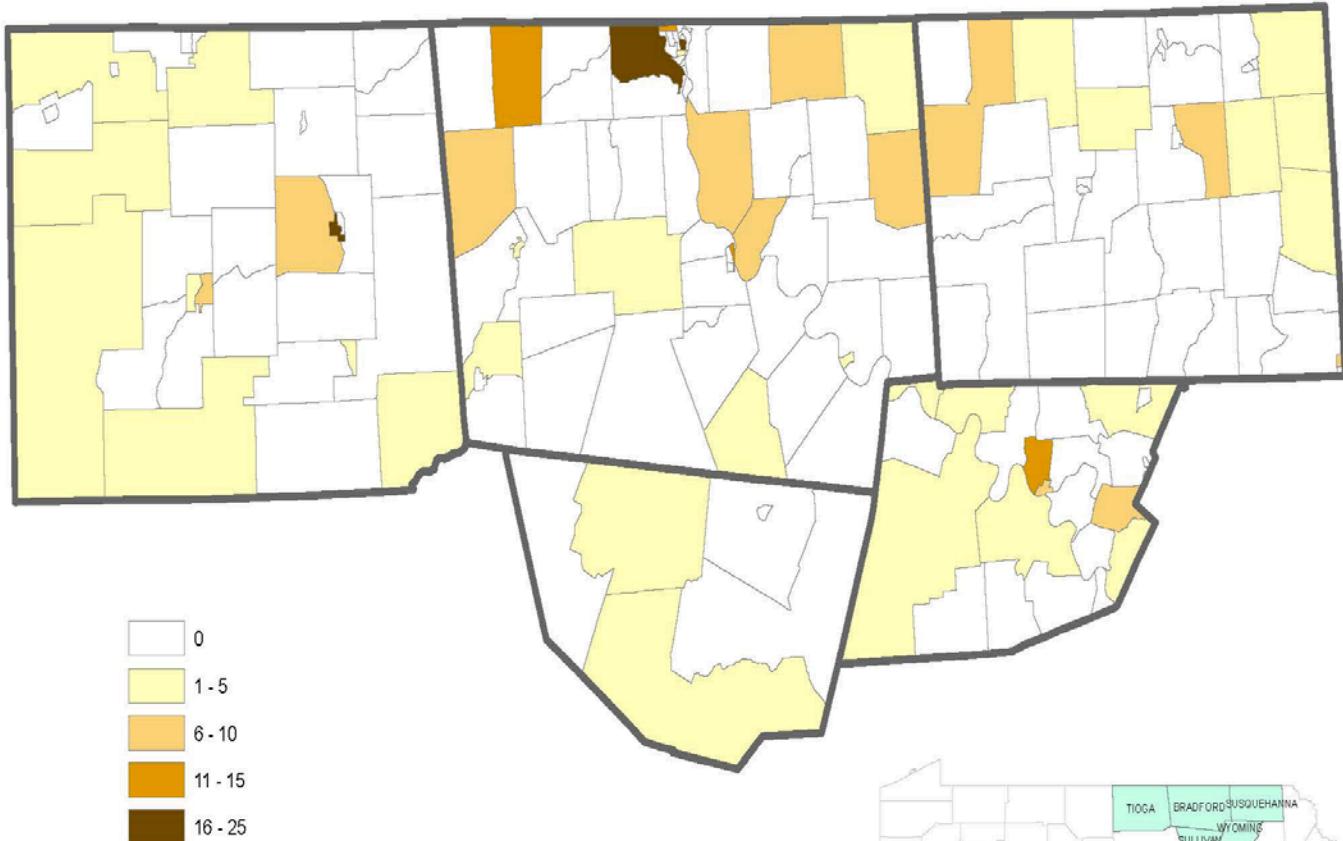
## **Northern Tier LEP Assessment**

### **Factor 1: The Number and Proportion of LEP Persons in the Eligible Service Area**

The maps below give spatial representation of the four major categories of individuals with Limited English Proficiency, along with a map representing the total number of Limited English Proficient individuals by Census block group regardless of the language spoken.

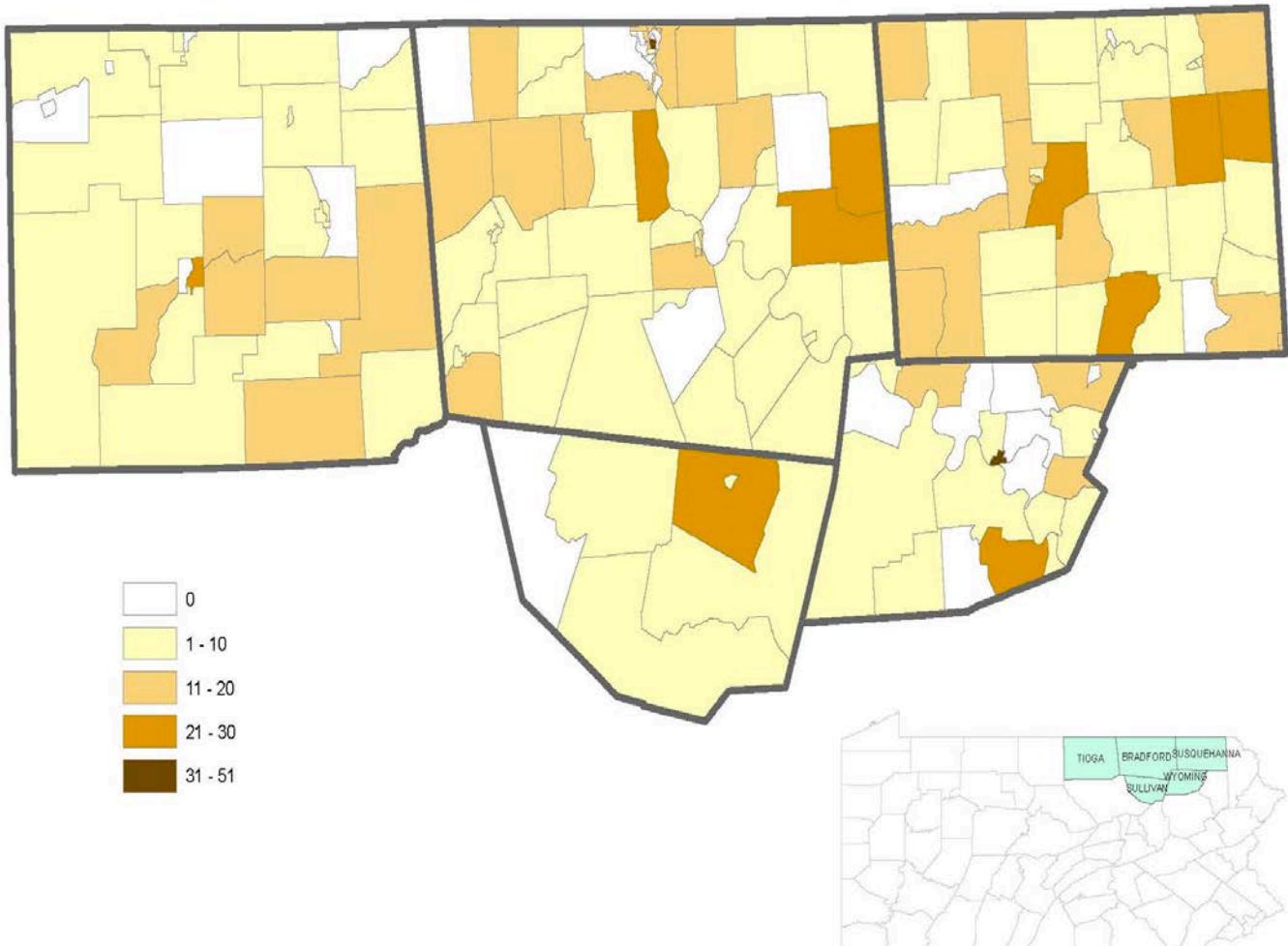
Further outreach and evaluation methods to ensure meaningful input from these individuals are outlined in subsequent sections of the Public Participation Plan.

Northern Tier Regional Demographics  
**Asian and Pacific Island Speaking Population:  
Speaking English "Less Than Very Well"  
by Census Block Group**

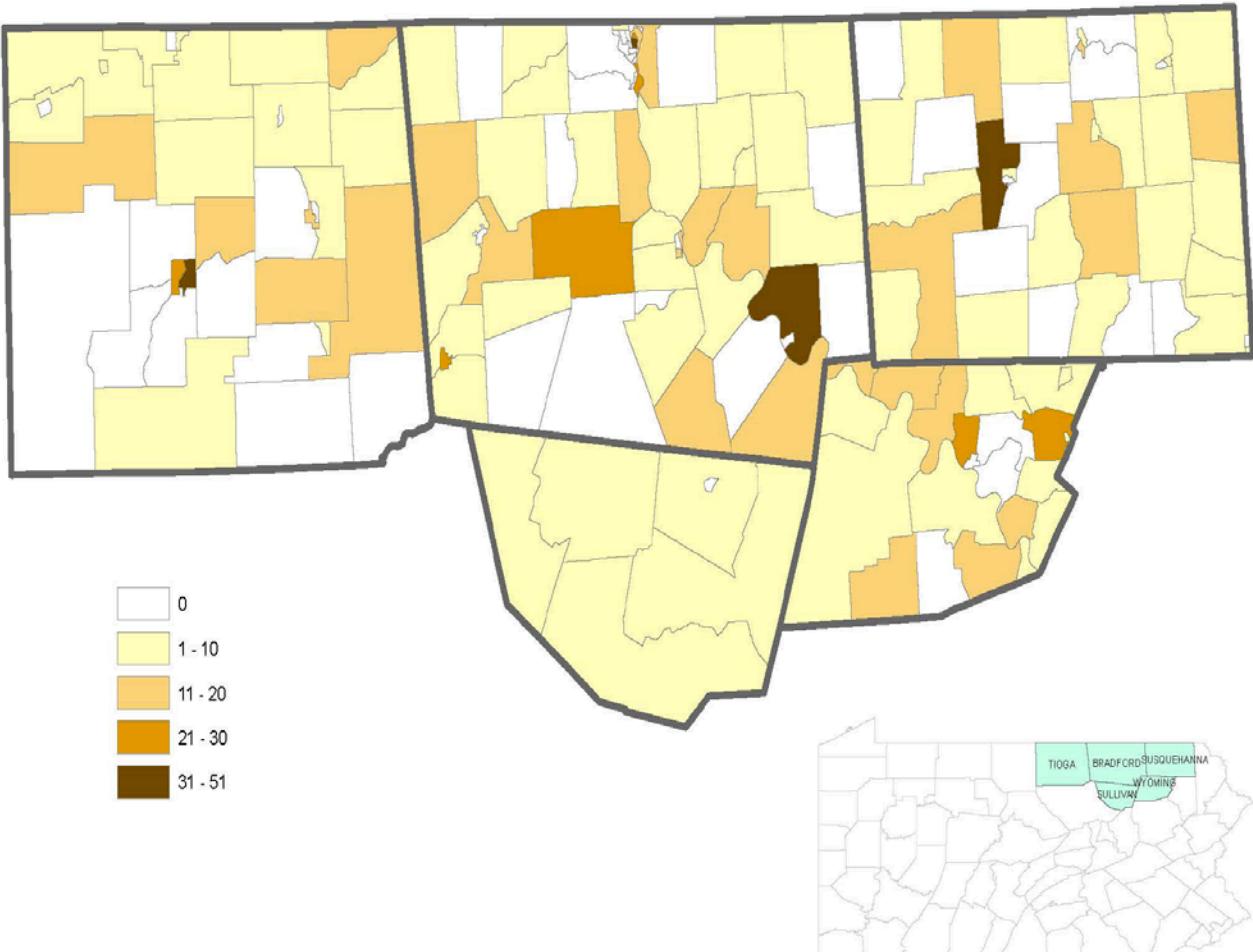


Demographic Data from US Census ACS 2014

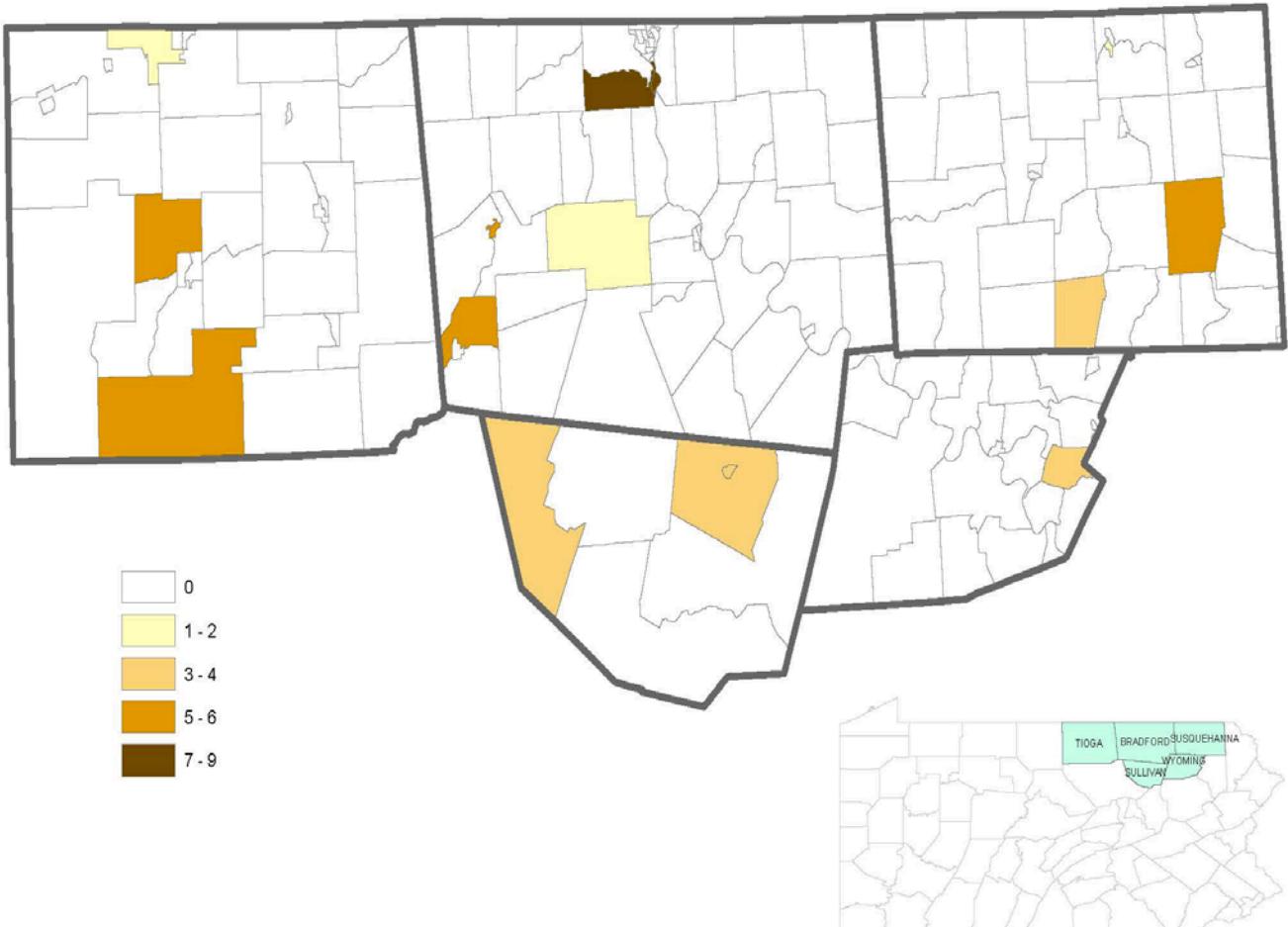
Northern Tier Regional Demographics  
**Indo-European Speaking Population:  
Speaking English "Less Than Very Well"  
by Census Block Group**



Northern Tier Regional Demographics  
**Spanish Speaking Population:  
Speaking English "Less Than Very Well"  
by Census Block Group**



Northern Tier Regional Demographics  
**Other Speaking Population:  
Speaking English "Less Than Very Well"  
by Census Block Group**



## **Factor 2: The Frequency with Which LEP Persons Encounter RPO Programs**

To date, no LEP persons have come in contact with any of the programs offered by the RPO.

Although the numbers show that encountering a LEP individual through one of the programs is highly unlikely, the RPO will continue to remain aware of a possible encounter, and will work to continue updating the LEP plan as needed.

## **Factor 3: The Importance of the Service Provided by the RPO Programs**

The two plans that encompass all of the activities and subsequent programs offered by the RPO are the Transportation Improvement Program (TIP) and the Long Range Transportation Plan (LRTP). Both programs use federal funds to plan for future transportation projects. The impacts of transportation improvements resulting from these planning activities have an impact on all of the regions residents. Therefore, it has been determined that the services provided by the RPO programs are of extreme importance, and continued public involvement throughout the process is encouraged.

## **Factor 4: The Resources Available and Overall Cost to the RPO**

Given the importance of the programs offered, the RPO is committed to providing quality services to all citizens, including those with Limited English Proficiency through its various methods of outreach and resources. The RPO reception staff keeps an Interpre Talk sheet at the front desk. The Interpre Talk sheet is a print out of a number of languages, which a non-English speaking person can point to and identify their language. Reception can then seek translation help for that person in their language. As mentioned above, the RPO also offers

translation services for all of their plans and programs on their website. Because of certain financial restraints and the relatively small size of the LEP population in the region, “in-person” translation services are not considered warranted at this time but may be available if requested in advance.

### **Monitoring Progress**

It has been determined that the Regional Planning Program Manager, with assistance from the RPO committee members, has been identified as the LEP coordinator for the Northern Tier region. As such, the coordinator will be responsible for activities such as working with community-based organizations familiar with language needs of individuals, creating a process for surveying and/or collecting primary language data of participants, and arranging resources needed to provide meaningful access for LEP persons. With limited financial resources and staffing, the only individuals that will be trained to conduct such activities will be the Regional Planning Program Manager and the Community Development/ Deputy Director. Additional training will be provided if staffing levels change or it is deemed warranted. All updates to the LEP plan will occur in conjunction with updates to the Long Range Transportation Plan and/or the Public Participation Plan. To accommodate the cost, these summaries may be presented in alternative formats, such as brochures or newsletters, which are designed to capture all of the significant points of the full document. The RPO will continue efforts to collaborate with state and local agencies to provide language translation and interpretation services when practical and in consideration of the funding available. The translation of these documents will begin after the final English version has been completed.

### Free Translation Services

- Free Online translation services from Microsoft Translator is available on the Northern Tier RPO website ([www.northerntier.org](http://www.northerntier.org)) by clicking the "translate" link. Microsoft translator enables visitors to translate any page of text.

### Translation of Select Materials

- Due to the number and proportion of LEP individuals in the region being low and due to the costs of translation services being high, translation of all RPO written materials is not warranted or cost feasible at this time. Should the need for oral or written translation of any other document arise, the RPO will make every reasonable attempt to provide translation services

### Translation of Select Materials

- Designated staff members of the RPO office are prepared to use language identification cards when first encountering an individual with limited English proficiency. These point-to-point language cards help to identify the language an individual speaks.

# PUBLIC PARTICIPATION PLAN



Adopted 12-16-16

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# **PUBLIC PARTICIPATION PLAN**

**Northern Tier Regional Planning and Development Commission (NTRPDC)**

## **INTRODUCTION**

Northern Tier Regional Planning and Development Commission has developed this Public Participation Plan to outline the Public Outreach Process which is used in its regional planning efforts. This process is an essential tool in the planning process which helps identify key stakeholders, who in turn provide invaluable input to help develop current and future policies and programs. This plan was developed using policies and procedures from Federal, State and Local Government practices.

### **1. State and Federal Regulations and Requirements**

#### **A. Commonwealth of Pennsylvania, the Sunshine Law**

Act 84 of 1986 as amended June 15, 1993, February 26, 1996, and October 15, 1998 is an act requiring public agencies to hold certain meetings and hearings open to the public; and providing penalties. This act shall be known and may be cited as the Sunshine Law.

The General Assembly of Pennsylvania finds that secrecy in public affairs undermines the faith of the public in government. Highlights of the Sunshine Law are:

- Official action and deliberation by a quorum of the members of and agency shall take place at a meeting open to the public.
- Written minutes shall be kept of all open meetings of agencies.
- Public notice is not required in the case of an emergency meeting or a conference.
- The board or council has the option to accept all public comment at the beginning of the meeting.
- A person attending a meeting of an agency shall have the right to use recording devices to record all the proceedings.

#### **B. Public Laws**

Public involvement in the transportation planning and programming process has been a priority for federal, state and local officials since the passage of the Intermodal Surface Transportation Efficiency Act (ISTEA) in 1991 its successors, the Transportation Efficiency Act for the 21<sup>st</sup> Century (TEA-21), Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU), and the present Moving Ahead for Progress in the 21st Century Act (MAP-21). Therefore the Northern Tier Regional Planning and Development Commission (NTRPDC) Public Involvement & Environmental Justice policies must reflect the mandates of ISTEA, TEA-21, SAFETEA

LU and MAP-21. This Public Participation Plan will take into account any future changes in transportation legislation.

### C. Environmental Justice

Public involvement must also take into consideration of the following:

- The Presidential Executive Order 12898
- Department of Transportation Order 5610.2(a)
- FHWA Order 6640.23A

The Environmental Protection Agency defines Environmental Justice as the “fair treatment of people of all races, cultures and income with respect to development, implementation and enforcement of environmental laws, regulations, programs and policies.” Fair treatment means that no racial, ethnic or socioeconomic group should bear a disproportionate share of the negative environmental consequences resulting from the operation of industrial, municipal and commercial enterprises and from the execution of federal, state, local, and tribal programs and policies.

Environmental justice at FHWA means identifying and addressing disproportionately high and adverse environmental or human health effects of the agency’s programs, policies, and activities on minority populations and low-income populations to achieve a more equitable distribution of benefits and burdens from the agency’s activities.

### D. Title VI

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

Title VI of the Civil Rights Act of 1964 is the Federal law that protects individuals from discrimination on the basis of their race, color, or national origin in programs that receive federal financial assistance.

There are many forms of illegal discrimination based on race, color, or national origin that can limit the opportunity of minorities to gain equal access to services and programs. Among other things, in operating a federally assisted program, a recipient cannot, on the basis of race, color, or national origin, either directly or through contractual means:

- Deny program services, aids, or benefits;
- Provide a different service, aid, or benefit, or provide them in a manner different than they are provided to others; or

- Segregate or separately treat individuals in any matter related to the receipt of any services, aid, or benefit.

#### **E. Section 504 of the Rehabilitation Act of 1973**

Section 504 of the Rehabilitation Act of 1973 provides that no otherwise qualified individual with a disability in the United States shall, solely by reason of her or his disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance or under any program or activity conducted by any Executive agency or by the United States Postal Service. The American with Disabilities Act of 1990 is a broader civil rights statute that prohibits discrimination against people with disabilities in all areas of public life.

#### **F. Americans with Disabilities Act**

The Americans with Disabilities Act of 1990 (ADA) requires involving the community, particularly those with disabilities, in the development and improvement of public services and capital facilities. Meetings and hearings must be held in ADA-compliant buildings. Special accommodations must be made to assist those with disabilities to participate in meetings, planning and programming activities.

#### **G. Disadvantaged Business Enterprise Program (DBE)**

The Disadvantaged Business Enterprise Program (DBE) is a legislatively mandated USDOT program that applies to Federal-aid highway dollars expended on federally-assisted contracts issued by USDOT recipients such as State Transportation Agencies and other governmental entities. The U.S. Congress established the DBE program in 1982 to:

Ensure nondiscrimination in the award and administration of DOT-assisted contracts; (DBE Program);

Help remove barriers to the participation of DBEs in DOT-assisted contracts; and

Assist the development of firms that can compete successfully in the marketplace outside of the DBE program (DBE Supportive Services).

Firms or teams of firms contracting with Northern Tier Regional Planning and Development Commission must make a good faith effort to achieve the DBE goal in accordance with 49 CFR Part 26, Section 26.53. Northern Tier Regional Planning and Development Commission recognizes DBE certifications by the Pennsylvania Unified Certification Program ([www.paucp.com](http://www.paucp.com)).

## Limited English Proficiency (LEP)

“Limited English Proficient” or “LEP” persons are those individuals who do not speak English as their primary language, and who also have a limited ability to read, speak, write or understand English. The key commonality among LEP persons is their inability to communicate effectively in the English language, regardless of their native tongue. People who are multi-lingual, those that speak one or more languages *in addition to being proficient in English*, are not considered to be Limited English Proficient. (See Table VI.)

## 2. Public Participation Principles

Public Participation is a dynamic activity that requires commitment at all levels of the agency. This public participation plan was compiled using suggestions and guidelines from PennDOT’s Every Voice Counts publication. This document can be found here: <ftp://ftp.dot.state.pa.us/public/pubsforms/Publications/PUB%20737.pdf>

### A. Promote Respect

- All citizens and the views they promote are respected by the NTRPDC.

### B. Provide Opportunities for Involvement

- Avenues for involvement will be open, meaningful and organized to allow people to participate comfortably. Needs for accessibility, scheduling, location, information, material format and language will be addressed.
- Meetings will be structured to allow informed, constructive exchange.
- The direction and effectiveness of the public involvement effort will be constantly reviewed to ensure active public participation.

### C. Be Responsive to Participants

- NTRPDC meetings and events will facilitate discussion that corresponds to participants’ level of interest and available time.
- The NTRPDC will fully consider the results of all public involvement activities during decision making and document public responses.

### D. Offer Substantive Work

- Public processes will provide participants purposeful involvement, allowing useful feedback and guidance. Effective public participation is a

- two-way street – public input must come from informed opinions and ideas.
- A clearly defined purpose and set of objectives are needed for initiating a public dialogue on transportation plans, programs and projects.
- Participants will be encouraged to grapple with the many competing transportation interests, issues and needs in the region.

#### **E. Provide a Predictable Transportation Planning Process**

- The transportation planning process will be understandable and known well in advance, in order to make the process coherent and comprehensible.

#### **F. Outreach & Communication**

- Effective outreach strategies must be tailored to fit the identified audience and the issue at hand. Notification procedures must effectively target the identified audience.
- Outreach and education will be continuous and repetitive in order to increase public knowledge and involvement.
- Efforts to reach new constituencies will include outreach to low-income, senior, youth, minority, refugee and accessibility-issued communities. These efforts must be tailored to ensure meaningful participation of these constituents.
- The NTRPDC will be mindful of the evolution of communications tools and continue to evaluate new tools to expand outreach methods along with gathering input from all stakeholders.
- Informational materials will be clear, concise and address participants' questions.

### **3. Community/Region Profile**

Data from the 1980, 1990, 2000 and 2010 Censuses shows an increase in population by a little more than +1% from 174,550(1980) to 176,653(1990) to 181,008(2000) to 182,791(2010) people. Keep in mind these numbers may not reflect transient populations associated with the Marcellus Shale exploration occurring within the region. Of this population, 97% are white persons, 0.6% are African Americans, and 1.2% are persons of Hispanic or Latino origin. Additionally, the combined total of American Indian, Alaska Native, Asian, Native Hawaiian and other Pacific Islander residents is approximately

0.6% of the region's population. Persons age 65 years and older make up 17.9% of the region's population. The following Tables I. through V. portray this data. Poverty status can be found on Table III.

Within the region the older resident population of 60 years and above has increased while the younger resident population, 0-59 years, has decreased. These population trends may indicate that the population is aging as a whole and/or people of the younger generation are leaving the region once they reach adulthood. Other factors may need to be considered.

**Population: Northern Tier Region by County**

County	1980	1990	2000	2005 Est.	2010	Change
Bradford	62,919	60,967	62,761	62,544	62,622	0.1%
Sullivan	6,349	6,104	6,556	6,369	6,428	0.9%
Susquehanna	37,876	40,380	42,238	41,700	43,356	4.0%
Tioga	40,973	41,126	41,373	41,888	41,981	0.2%
Wyoming	26,433	28,076	28,080	28,230	28,276	0.2%
<b>TOTAL</b>	<b>174,550</b>	<b>176,653</b>	<b>181,008</b>	<b>180,731</b>	<b>182,663</b>	<b>1.1%</b>

Source: American Fact Finder, Bureau of the Census 2010

**Table II.**

**Population: By Age and Sex 2010**

	Population by Sex		Population by Age Group				
			0-4	5-19	20-59	60-64	65+
<b>Bradford</b>	Male:	30,828					
	Female:	31,794	6.00%	19.00%	50.50%	6.70%	17.70%
<b>Sullivan</b>	Male:	3,307					
	Female:	3,121	4.00%	15.40%	48.10%	8.40%	24.10%
<b>Susquehanna</b>	Male:	21,795					
	Female:	21,561	5.00%	18.60%	51.00%	7.20%	18.10%
<b>Tioga</b>	Male	20,573					
	Female	21,408	5.30%	19.20%	51.10%	6.60%	18.00%
<b>Wyoming</b>	Male:	14,134					
	Female:	14,142	5.40%	19.10%	52.50%	6.90%	16.10%

Source: American Fact Finder, U.S. Department of Commerce, Bureau of Census, 2010 Census of Population and Housing

**Table III.**

<b>Population: Social and Economic Factors Median Income and Poverty</b>			
<b>Population</b>			
	<b>Total Persons</b>	<b>Total Non-Family</b>	<b>Total Families</b>
Pennsylvania	12,702,379	1,757,597	3,261,307
Bradford	62,622	8,018	17,303
Sullivan	6,428	1,031	1,746
Susquehanna	43,356	5,666	12,132
Tioga	41,981	5,451	11,276
Wyoming	28,276	3,576	7,661
<b>Income</b>			
	<b>Non Family</b>	<b>Family</b>	<b>Household</b>
Pennsylvania	\$29,221	\$65,980	\$52,267
Bradford	\$23,662	\$54,618	\$44,650
Sullivan	\$21,758	\$50,679	\$38,981
Susquehanna	\$26,529	\$55,794	\$46,815
Tioga	\$21,829	\$51,374	\$42,607
Wyoming	\$26,078	\$58,108	\$48,626
<b>Below Poverty Level</b>			
	<b>Individual</b>	<b>Families</b>	
Pennsylvania	13.1%	9.1%	
Bradford	14.1%	9.9%	
Sullivan	13.9%	6.2%	
Susquehanna	12.2%	8.9%	
Tioga	15.7%	11.1%	
Wyoming	12.3%	8.3%	

Source: American Fact Finder, 2010 Census

\*The poverty threshold for individuals in 2010 is \$11,137. Households below poverty threshold in 2010 is \$14,676.

\*Nonfamily indicates a householder living alone or not with relatives.

Table V.					
Population: By Race					
	Population	White	Black or African American	Hispanic or Latino Ethnicity	Other
Pennsylvania	12,702,379	81.9%	10.8%	5.7%	1.6%
Bradford	62,622	97.5%	0.5%	1.1%	0.9%
Sullivan	6,428	95.9%	2.6%	1.4%	0.1%
Susquehanna	43,356	98.0%	0.4%	1.3%	0.3%
Tioga	41,981	97.3%	0.8%	1.0%	0.9%
Wyoming	28,276	97.4%	0.7%	1.5%	0.4%

Source: U.S. Department of Commerce, Bureau of Census, 2010 Census of Population and Housing

Table VI.

Limited English Proficiency					
	Bradford	Sullivan	Susquehanna	Tioga	Wyoming
<b>Population (5 years and above)</b>	58,910	6,177	41,037	39,839	26,740
<b>English Only</b>	57,029	6,008	40,082	38,965	25,951
<b>Spanish</b>	716	103	353	347	309
Speak English Less Than "Very Well"	301	84	81	80	79
<b>Other Indo-European</b>	951	44	469	393	371
Speak English Less Than "Very Well"	342	20	120	94	52
<b>Asian/Pacific Islander</b>	154	13	109	93	102
Speak English Less Than "Very Well"	91	6	35	44	58
<b>Other Languages</b>	60	9	24	41	7
Speak English Less Than "Very Well"	6	0	0	11	0

Additional information about each county can be found in the attached **County Profile Pages. (Appendices A-F)**

The overwhelmingly predominant language spoken in the region is English as indicated over the last four censuses. NTRPDC will undertake an analysis of the region to determine whether other languages are spoken in sporadic locations throughout the region. This study will be completed if and when future census data suggests it will be necessary. Upon completion of this analysis the PPP will be amended accordingly to reflect the outcome and needs generated.

## **4. Major NTRPDC Activities and Public Participation**

### **A. Northern Tier Long Range Transportation Plan (LRTP)**

<b>Northern Tier Long Range Transportation Plan (LRTP)</b>	
<b>Participation Element</b>	<b>Vehicle</b>
Document Availability	Via website (Executive Summary), mail, County Planning Commission Offices, NTRPDC Offices
Comment Opportunities	All public comments received during the comment period will be considered including letters, emails, phone calls, etc.
Public Meeting	One meeting prior to recommending adoption by the NTRPO RTAC to the NTRPDC Executive Committee. Meeting minutes will document public comments/input and consideration of these comments/input will be reflected in the follow up documentation or through changes to the LRTP.
Initial Notice Period/Type	Thirty (30) calendar days prior to the Public Comment period ending, published in The Daily Review, The Wellsboro Gazette, The Sullivan Review, The Susquehanna County Independent, The New Age Examiner. Any other opportunities to publicize in known gathering places or events along with short articles in township newsletters and NTRPDC's quarterly newsletter.
Public Meeting Notice Period / Type	Ten (10) calendar days prior to meeting and following the Public Comment Period, published in The Daily Review, The Wellsboro Gazette, The Sullivan Review, The Susquehanna County Independent, The New Age Examiner. Any other opportunities to publicize in known gathering places or events along with short articles in township newsletters and NTRPDC's quarterly newsletter.
Amendment Notice Period/Type	Thirty (30) calendar days prior to the Public Comment period ending, published in The Daily Review, The Wellsboro Gazette, The Sullivan Review, The Susquehanna County Independent, The New Age Examiner
Evaluation Technique	Number of participants at meetings, number of comments received, counts on website.

### **B. Transportation Improvement Program (TIP)**

<b>Transportation Improvement Program (TIP)</b>
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<b>Participation Element</b>	<b>Vehicle</b>
Document Availability	Forty (40) Public Libraries throughout the region, Mansfield University Library, Regional Legislators Offices, County Commissioners Offices, PENNDOT District 3.0 & District 4.0 Offices, NTRPDC Offices
Comment Opportunities	All public comments received during the comment period will be considered including letters, emails, phone calls, etc.
Public Meeting	One meeting prior to recommending adoption by the NTRPO RTAC to the NTRPDC Executive Committee. Meeting minutes will document public comments/input and consideration of these comments/input will be reflected in the follow up documentation or through changes to the LRTP.
Initial Notice Period/Type	Thirty (30) calendar days prior to the Public Comment period ending, published in The Daily Review, The Wellsboro Gazette, The Sullivan Review, The Susquehanna County Independent, The New Age Examiner. Any other opportunities to publicize in known gathering places or events along with short articles in township newsletters and NTRPDC's quarterly newsletter.
Public Meeting Notice Period / Type	Ten (10) calendar days prior to meeting and following the Public Comment Period, published in The Daily Review, The Wellsboro Gazette, The Sullivan Review, The Susquehanna County Independent, The New Age Examiner. Any other opportunities to publicize in known gathering places or events along with short articles in township newsletters and NTRPDC's quarterly newsletter.
Amendment Notice Period/Type	Depending on the project type and cost of amendment, different processes are required. See policy adopted July 2006.
Evaluation Technique	Number of participants at meetings, number of comments received, counts on website.

## C. Public Participation Plan

<b>Public Participation</b>	
<b>Participation Element</b>	<b>Vehicle</b>
Document Availability	Via website, mail, NTRPDC Offices, county offices
Comment Opportunity	Minimum public comment period of 45 calendar days for initial adoption of draft public participation plan. All public comments received during the comment period will be considered including letters, emails, phone calls, etc.
Public Meeting	One at initial adoption. Meeting minutes will document public comments/input and consideration of these comments/input will be reflected in the follow up documentation or through changes to the LRTP.
Initial Notice Period/Type	Minimum public comment period of 45 calendar days. Any other opportunities to publicize in known gathering places or events along with short articles in township newsletters and NTRPDC's quarterly newsletter.
Amendment Notice Period/Type	Minimum public comment period of 45 calendar days

Evaluation Technique	Number of participants at meetings, number of comments received
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#### **D. Municipal Outreach Activity**

The NTRPDC facilitates two public/private partnership driven Equipment Shows for municipal officials and their employees. These shows have been in existence for over 15 years each. Each show has annually attracted over 350 attendees from numerous counties within the NTRPO region and from surrounding counties.

#### **E. Special Studies: Scoping, Technical Assistance, Corridor Studies**

These studies and plans are specialized and require individualized public involvement strategies. NTRPDC relies on PENNDOT to develop and implement public involvement strategies for projects. NTRPDC through consultant selection and the Request for Proposal process and document stresses public involvement “early and often” in every special planning program and project. The NTRPDC will continue to make this an integral part of the RFP and contract development process.

### **5. Outreach Techniques**

#### Current Outreach Techniques

Technique	Description	Promotion	Evaluation
Website	Provides limited general information about NTRPO	Long Range Transportation Plan Executive Summary	Number of hits and downloads
Legal Notices	Classified advertisements in the Daily Review, Sullivan Review, Susquehanna County Independent, Wellsboro Gazette, New Age Examiner	Public Meetings	Attendance at public meetings
Public Meetings	To solicit public comments on final products/projects and plan amendments	Final Comment	Participation at the public meetings

Although these efforts have been somewhat successful, there is a feeling that more could be done to increase public participation. The following suggestions are offered:

- Form a Public Participation Committee to oversee, recommend and suggest methods to improve public participation.
- Issues have to be important to people's lives, "What's in it for me?" People are busy and need to understand the benefits of their participation.
- People may think that their input won't make a difference; the NTRPDC has to show otherwise.
- How does the NTRPDC directly impact citizens?
- Planning feels nebulous.
- People have to be involved and complete tasks to maintain interest.

Along with these thoughts, the following suggestions are put forth by the NTRPO to enhance the NTRPDC public participation efforts:

<b>Technique</b>	<b>Description</b>	<b>Promotion</b>	<b>Evaluation</b>
Information Center located at the NTRPDC Offices and on the Website.	Central repository for documents, publications and other information for public inspection.	Provides a central place to find NTRPO information	Visits, calls, emails.
Website	Create a NTRPO specific section on the NTRPDC Website.	Provide timely information relevant to the region. LRP, TIP, Public Input via survey, etc.	Number of hits, requests and downloads
Informational Brochures	General Topics for informational purposes	TIP Process, LRP, The planning and programming process, project selection, etc.	Number of brochures distributed and requested.

The NTRPDC has been much less successful in engaging minority and low-income communities. To improve our efforts in the environmental justice arena, we identify the following strategy to engage minority and low-income communities in transportation decision making:

- Work with the Public Participation Committee to target "Avenues of Outreach." Example: Working with the regional housing authorities to hold meetings and events at their facilities.
- The public input process should be tailored to use adaptive or innovative approaches that overcome linguistic, institutional, cultural, economic, historical or other potential barriers to effective participation in the decision making process.

- Developing a database of contact information of underserved populations by identifying community leaders in these underserved populations and add them to the mailing list and regional email list.
- Work with community groups, if present within the region, to publicize events and activities.

## **6. Public Meetings & Privacy Policy**

### **A. Public Meetings**

In order to maximize participation, public involvement meetings should be held at a variety of times and at a variety of venues. For topic or geographically specific meetings, meetings should be held at locations convenient to the group targeted for involvement.

The NTRPDC encourages municipalities and state agencies to coordinate their outreach plans, when possible, with the NTRPDC workshops and meetings to consolidate public involvement activities.

For monthly RTAC meetings, members and alternates are sent meeting notification, agendas, and appropriate documents at least one week prior to the actual meeting date, except in the case of special meetings. RTAC agendas and meeting minutes are mailed to all county commissioners, legislators and others as requested. Information should be available ahead of the meeting and should include: agendas, meeting background information, previous meeting minutes, public notices, public comment period information and a contact person.

The Americans with Disabilities Act of 1990 (ADA) requires involving the community, particularly those with disabilities, in the development and improvement of public services and capital facilities. Meetings and hearings must be held in ADA compliant buildings. Special accommodations must be made to assist those with disabilities to participate in meetings, planning and programming activities:

- Where possible, meetings will be held in places that are convenient to alternate transportation modes.
- Special assistance, if required, will be made available, upon request at least ten (10) calendar days prior to the event. All public meeting notices and advertisements shall state the following, “If you require special assistance to attend or participate in this meeting or need additional information please contact the NTRPDC Representative noted below ten days prior to the meeting event so that the special assistance can be accommodated.”

- NTRPDC will include language in its public notices and advertisements relating to nondiscrimination and avenues of redress if an individual feels they have been discriminated against. All public meeting notices and advertisements shall state the following, “Under Title VI of the Civil Rights Act of 1964. If you feel you have been denied participation in, or denied benefits of, or been subject to discrimination, in regard to this project development or otherwise discriminated against because of race, ethnic or socioeconomic status. You may contact Kim D. Barnes, Deputy Director, NTRPDC.”
- Identify alternative meeting sites, such as churches, schools and senior centers to reach traditionally underserved populations.

#### **B. Privacy Policy**

With the launch of the newly updated NTRPDC website, a privacy policy should be developed to protect any information gathered by website cookies or downloads.

In terms of public meetings, all public sign-in sheets must print the following disclaimer: “If personal information is requested and volunteered by the user, state law and federal Privacy Act of 1974 may protect it. However, this information is a public record once you provide it, and may be subject to public inspection and copying if not protected by federal or state law.”

## **7. Evaluation Procedures for Public Participation**

NTRPDC will evaluate the procedures for public involvement constantly. In order for meaningful and inclusive involvement, constant evaluation through a “after action review” is necessary. After action reviews (AAR) allow constant evaluation and constant revaluation of public participation principles and outreach attempts. These AAR findings will be incorporated into subsequent involvement events and if significant used as amendments and updates to the PIP.

NTRPDC will update the PPP on a five (5) years cycle concurrent with the Transportation Improvement Program (TIP) update cycle.

## **How to Get Involved**

Want to get involved in the NTRPDC's activities? We periodically arrange public forums, public meetings and special presentations to select groups and interested civic groups. We maintain a mailing list and are contemplating development of a newsletter. Our meetings are notified via the Daily Review (Bradford County), Sullivan Review (Sullivan County), New Age Examiner (Wyoming County), Susquehanna Independent (Susquehanna County), Wellsboro Gazette (Tioga County).

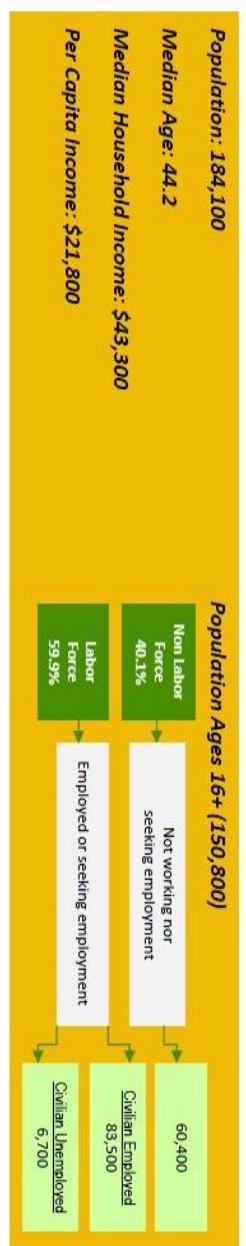
The RTAC currently meets the second Monday of the month at 10 am, at the NTRPDC Offices (312 Main Street, Towanda, PA). We recommend confirming all meetings with the NTRPDC staff or via the website ([www.northerntier.org](http://www.northerntier.org)). All meetings are open to the public and a public comment period is available at all meetings.

Northern Tier Regional Planning and Development Commission  
312 Main Street, Towanda, PA 18848  
570.265.9103 (phone) 570.265.7585 (fax)  
888.868.8800 (toll free phone)  
[www.northerntier.org](http://www.northerntier.org) [info@northerntier.org](mailto:info@northerntier.org)

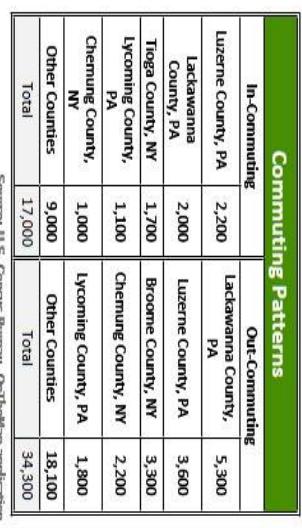
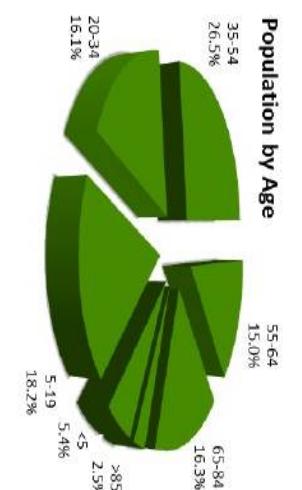
Our offices are handicapped accessible. This document, as well as others by our agency, can be made available in alternative media formats for people with disabilities.

## 2013 DEMOGRAPHIC PROFILE

### Northern Tier



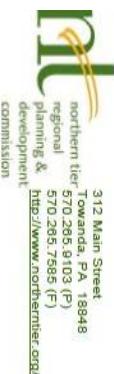
Educational Attainment	
Population Ages 25+	129,700
<b>Less than 9th Grade</b>	<b>3.3%</b>
9th to 12th No Diploma	9.9%
High School Graduate	47.0%
Some College, No Degree	15.8%
Associate Degree	7.9%
Bachelor's Degree	10.3%
Graduate or Professional Degree	5.7%
<b>High School Graduate or Higher</b>	<b>86.7%</b>
<b>Bachelor's Degree or Higher</b>	<b>16.0%</b>



Based on population ages 25+

Race and Ethnicity	
<b>White</b>	<b>97.5%</b>
Black	0.6%
Asian	0.4%
Native American	0.2%
Hawaiian / Pacific Islander	0.0%
Two or More	1.0%
Other Race	0.3%
Hispanic	1.5%
<b>Not Hispanic</b>	<b>98.5%</b>

Based on total population

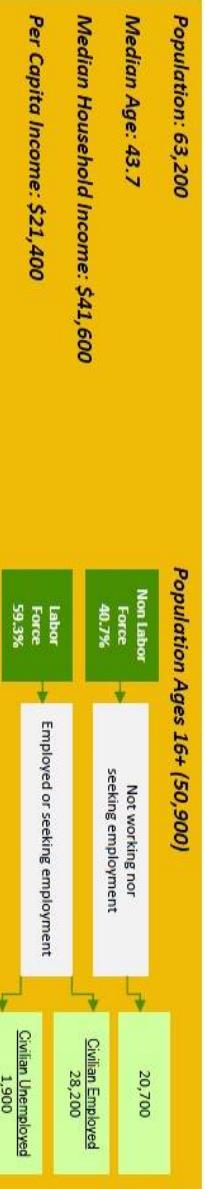


Northern Tier Bradford, Sullivan, Susquehanna, Tioga, and Wyoming Counties  
Sources: Research360, based on 2013 estimates  
Prepared by the Central Pennsylvania Workforce Development Corporation (CPWDC), April 2014

## Appendix B

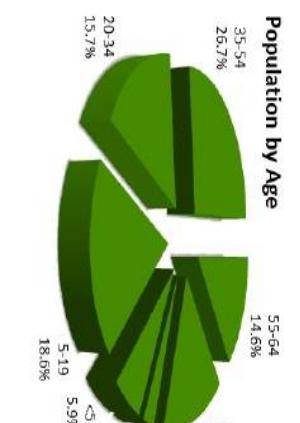
### 2013 DEMOGRAPHIC PROFILE

#### Bradford County



Educational Attainment	
Population Ages 25+	44,400
Less than 9th Grade	3.8%
9th to 12th No Diploma	10.7%
High School Graduate	48.5%
Some College, No Degree	14.1%
Associate Degree	7.3%
Bachelor's Degree	20.5%
Graduate or Professional Degree	5.1%
<b>High School Graduate or Higher</b>	<b>85.5%</b>
<b>Bachelor's Degree or Higher</b>	<b>15.6%</b>

Based on population ages 25+



Source: U.S. Census Bureau, OnTheMap application  
Based on 2011 estimates for primary jobs



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Prepared by the Central Pennsylvania Workforce Development Corporation (CPWDC), April 2014  
Source: ResearchUSA, based on 2013 estimates

## Appendix C

### 2013 DEMOGRAPHIC PROFILE

### Sullivan County

**Population:** 6,500  
**Median Age:** 50.5  
**Median Household Income:** \$37,800  
**Per Capita Income:** \$22,000



### Population by Age



### Commuting Patterns

	In-Commuting	Out-Commuting
Bradford County, PA	200	Lycoming County, PA 400
Lycoming County, PA	100	Bradford County, PA 300
Luzerne County, PA	100	Wyoming County, PA 200
Wyoming County, PA	100	Luzerne County, PA 100
Columbia County, PA	100	Columbia County, PA 100
Other Counties	300	Other Counties 500
Total	800	Total 1,600

Source: U.S. Census Bureau, OnTheMap application  
Based on 2011 estimates for primary jobs

### Educational Attainment

Population Ages 25+	4,900
Less than 9th Grade	3.7%
9th to 12th No Diploma	10.2%
High School Graduate	51.4%
Some College, No Degree	15.2%
Associate's Degree	8.2%
Bachelor's Degree	7.1%
Graduate or Professional Degree	4.2%
<b>High School Graduate or Higher</b>	<b>86.1%</b>
<b>Bachelor's Degree or Higher</b>	<b>11.3%</b>

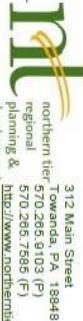
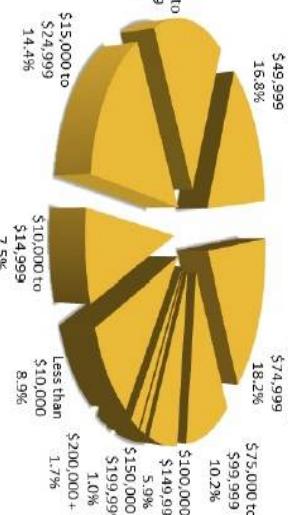
Based on population ages 25+

### Race and Ethnicity

Race and Ethnicity	Percentage
White	95.9%
Black	2.6%
Asian	0.3%
Native American	0.4%
Hawaiian / Pacific Islander	0.0%
Two or More	0.7%
Other Race	0.1%
Hispanic	1.9%
Not Hispanic	98.1%

Based on total population

### Household Income



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Prepared by the Central Pennsylvania Workforce Development Corporation (CPWDC), April 2014  
Source: Research360, based on 2013 estimates

## Appendix D

### 2013 DEMOGRAPHIC PROFILE

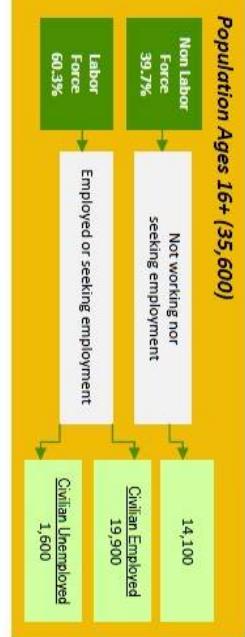
### Susquehanna County

**Population: 43,000**

**Median Age: 45.9**

**Median Household Income: \$45,100**

**Per Capita Income: \$23,100**



### Population by Age

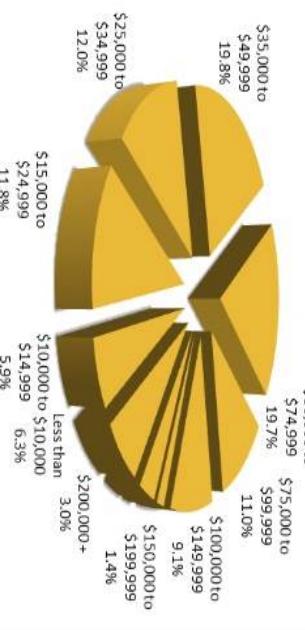


### Commuting Patterns

	In-Commuting	Out-Commuting
Lackawanna County, PA	600	Broome County, NY
		2,500
Broome County, NY	300	Lackawanna County, PA
		2,300
Wayne County, PA	300	Wyoming County, PA
		1,200
Bradford County, PA	800	Luzerne County, PA
		700
Wyoming County, PA	300	Bradford County, PA
		700
Other Counties	1,000	Other Counties
		6,200
Total	2,800	Total
		13,800

Sources: U.S. Census Bureau, OnTheMap application  
Based on 2011 estimates for primary jobs

### Household Income



Based on total population



Source: Research360, based on 2013 estimates  
Prepared by the Central Pennsylvania Workforce Development Corporation (CPWDC), April 2014

## Appendix E

### 2013 DEMOGRAPHIC PROFILE

### Tioga County

**Population:** 42,900

**Median Age:** 42.8

**Median Household Income:** \$41,300

**Per Capita Income:** \$20,100

Population Ages 16+ (35,300)		
	Non Labor Force	Employed or seeking employment
40.7%	Not working nor seeking employment	Civilian Employed
59.3%	Labor Force	Civilian Unemployed

Source: U.S. Census Bureau, OnTheMap application  
Based on 2011 estimates for primary jobs

### Educational Attainment

Population Ages 25+	29,400
Less than 9th Grade	3.3%
9th to 12th No Diploma	9.6%
High School Graduate	43.3%
Some College, No Degree	17.7%
Associate Degree	8.4%
Bachelor's Degree	11.0%
Graduate or Professional Degree	6.7%
<b>High School Graduate or Higher</b>	<b>87.1%</b>
<b>Bachelor's Degree or Higher</b>	<b>17.7%</b>

Based on population ages 25+.

### Population by Age



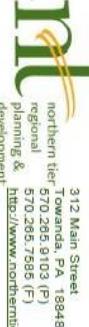
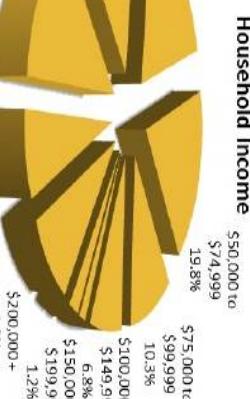
Commuting Patterns		
	In-Commuting	Out-Commuting
Bradford County, PA	800	Bradford County, PA
Lycoming County, PA	600	Steuben County, NY
Steuben County, NY	900	Chemung County, NY
Potter County, PA	500	Lycoming County, PA
Potter County, PA	300	Potter County, PA
McKean County, PA	200	Other Counties
Other Counties	2,300	Other Counties
<b>Total</b>	<b>4,600</b>	<b>Total</b>
		6,100

Source: U.S. Census Bureau, OnTheMap application  
Based on 2011 estimates for primary jobs

### Race and Ethnicity

Race and Ethnicity	Percentage
White	97.3%
Black	0.8%
Asian	0.4%
Native American	0.2%
Hawaiian / Pacific Islander	0.0%
Two or More	1.0%
Other Race	0.2%
Hispanic	1.3%
Not Hispanic	98.7%

Based on total population.



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Source: Research360, based on 2013 estimates  
Prepared by the Central Pennsylvania Workforce Development Corporation (CPWDC), April 2014

## Appendix F

### 2013 DEMOGRAPHIC PROFILE

### Wyoming County



Educational Attainment	
Population Ages 25+	19,900
Less than 9th Grade	2.4%
9th to 12th No Diploma	8.5%
High School Graduate	48.0%
Some College, No Degree	16.4%
Associate Degree	7.9%
Bachelor's Degree	11.1%
Graduate or Professional Degree	5.6%
<i>High School Graduate or Higher</i>	89.1%
<i>Bachelor's Degree or Higher</i>	16.8%

Based on population ages 25+.



Source: U.S. Census Bureau, OnTheMap application  
Based on 2011 estimates for primary jobs

Race and Ethnicity	
White	97.4%
Black	0.7%
Asian	0.3%
Native American	0.2%
Hawaiian / Pacific Islander	0.0%
Two or More	0.9%
Other Race	0.4%
Hispanic	1.8%
Not Hispanic	98.2%

Based on total population

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Prepared by the Central Pennsylvania Workforce Development Corporation (CPWDC), April 2014