

SEDA-COG MPO PUBLIC PARTICIPATION PLAN

A Ready Reference Guide to Public Involvement for Planning Activities in the SEDA-COG Metropolitan Planning Organization (MPO) Region

Prepared for:

SEDA-COG MPO

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SEDA-Council of Governments (SEDA-COG)

Mission Statement

SEDA-COG is a regional multi-county development agency, which, under the guidance of a public policy board, provides leadership, expertise, and services to communities, businesses, institutions, and residents. SEDA-COG seeks to enhance growth opportunities in an environmentally sensitive manner while retaining the region's predominantly rural character. The organization is both a direct service provider and a link to other resources that can be applied to a wide range of community and economic needs. SEDA-COG is also an advocate for the interests of its communities at the state and federal levels.

SEDA-COG's strengths include a county-based policy board representing public and private interests, a high level of staff expertise, a commitment to innovation, and the flexibility to respond to new opportunities and challenges.

http://www.seda-cog.org

SEDA-COG Metropolitan Planning Organization

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TRANSPORTATION ACRONYMS

ACM Agency Coordination Meeting

ADA Americans with Disabilities Act of 1990

EJ Environmental Justice

FHWA Federal Highway Administration
FTA Federal Transit Administration
GIS Geographic Information System

LAP Language Assistance Plan
Limited English Proficiency

LRTP Long Range Transportation Plan

MPMS Multimodal Project Management System

MPO Metropolitan Planning Organization

PennDOT Pennsylvania Department of Transportation

PPP Public Participation Plan

SEDA-COG Susquehanna Economic Development Association-Council of Governments

STIP State Transportation Improvement Program

TIP Transportation Improvement Program

UZA Urbanized Area

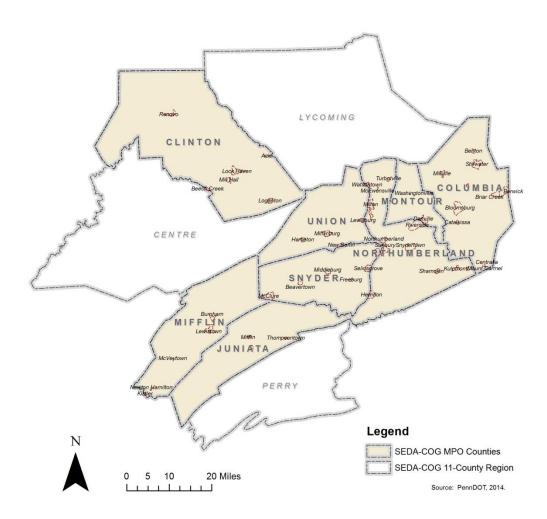
UPWP Unified Planning Work Program

USDOT United States Department of Transportation

1. OVERVIEW

About SEDA-COG

The Susquehanna Economic Development Association-Council of Governments (SEDA-COG) is a multi-faceted, public development organization serving 11 counties in central Pennsylvania to address economic development, community life, and public services. Policies are established by a 22-member Board and carried out by a professional staff with expertise in a wide range of fields. SEDA-COG is committed to working with the region's counties, communities, companies, and individuals to enhance growth opportunities in an environmentally sensitive manner, while retaining the region's predominantly rural character.



The SEDA-COG Metropolitan Planning Organization

The SEDA-COG Metropolitan Planning Organization (MPO) is the official transportation planning organization for eight (8) Central Pennsylvania Counties—Clinton, Columbia, Juniata, Mifflin, Montour, Northumberland, Snyder, Union—as designated by the Commonwealth of

Pennsylvania on March 27, 2013. Prior to that date, these counties were part of the SEDA-COG Rural Planning Organization (RPO). The 2010 decennial Census resulted in a new urbanized area (UZA) determination that required the formation of an MPO for the affected Bloomsburg-Berwick UZA. Local and state parties agreed to make the MPO coverage contain the entirety of the 8 counties listed above.

The SEDA-COG MPO operates via an agreement with PennDOT to approve studies and capital improvements for highways, bridges, transit, railroads, bicycle/pedestrian facilities, and other transportation concerns. Four primary documents are developed and approved by the MPO: the region's Long Range Transportation Plan (LRTP), Transportation Improvement Program (TIP), Public Participation Plan (PPP), and annual Unified Planning Work Program (UPWP). In executing its work, the MPO strives to help provide a balanced transportation system for the maximum benefit of people, businesses, and communities in the region.

Consistent with its bylaws, the SEDA-COG MPO's governing body consists of 17 voting members: one representative from each of the eight member counties (typically the county planning director); three representatives from PennDOT (Engineering District 2-0, Engineering District 3-0, and Central Office); one representative from transit; one representative from multimodal interests; one representative from the SEDA-COG Board; one representative from SEDA-COG's Transportation Program; one representative from the largest municipality (by population) in the Bloomsburg-Berwick UZA; and one representative from the 2nd largest municipality (by population) in the Bloomsburg-Berwick UZA. In addition to the 17 voting members, the MPO includes non-voting members. Such non-voting members receive MPO reports and agendas and may participate in MPO discussions. Non-voting members include, among others: Lycoming County officials, Centre County officials, Luzerne County officials, Federal Highway Administration officials, Federal Transit Administration officials, SEDA-COG staff, other state and federal resource agencies, and private citizens with an interest in transportation and economic development throughout the region.

MPO Transportation Planning Documents & Activities

The SEDA-COG MPO carries out the metropolitan planning process for the 8-county MPO region. In doing so, the MPO has adopted and regularly updates and amends a core set of plans and programs.

Document	Required	Next Update
	Update Cycle	Planned for Adoption
Long-Range Transportation Plan (LRTP)	5 years	2016
Transportation Improvement Program (TIP)	2 years	2016
Public Participation Plan (PPP)	Periodically	2014
Unified Planning Work Program	Biennially	2016
Coordinated Public Transit-Human Services	5 years	2019
Transportation Plan		

Much of the SEDA-COG MPO's public participation effort is associated with these plans, as they are the most influential and far-reaching in guiding transportation investments. Public participation is critical to the ongoing improvement and adaptation of these plans to the everchanging needs, priorities, and circumstances of the MPO region.

In addition, the MPO may generate other plans and technical studies, including: corridor improvement plans, bicycle and pedestrian plan, and air quality conformity analysis.

Long-Range Transportation Plan (LRTP)

The SEDA-COG MPO is required to conduct a continuous, cooperative, and comprehensive transportation planning process. Developing an LRTP is an integral part of this process. The LRTP identifies transportation conditions, needs, goals, projects, and policies for a minimum 20-year horizon. It is updated at 5-year intervals for the SEDA-COG MPO region. The most recent SEDA-COG MPO LRTP was adopted in December of 2011, and an LRTP update is planned for adoption in 2016.

The SEDA-COG MPO LRTP establishes the vision and objectives that guide public decisions affecting transportation facilities and services in the region. It serves as the blueprint for transportation and economic investments that address network deficiencies, safety issues, mobility constraints, accessibility limitations, and unsustainable development. The SEDA-COG MPO staff coordinates development of the LRTP with residents of the region, a diverse steering committee, and other local, state, and federal agencies.

Consistent with the LRTP's Plan Assessment section, the MPO staff provides an annual report on the performance measures included in the Plan. These performance measures are designed to examine the condition of our transportation system and gauge the effectiveness of the strategies developed for implementation.

Transportation Improvement Program (TIP)

The TIP is the regionally agreed-upon list of priority projects, which consists of the first four years of PennDOT's Twelve Year Program. The TIP consists of modal and multi-modal projects, including traditional highway/bridge and transit projects, along with bicycle/pedestrian, aviation, and freight-related improvements.

The TIP is comprehensively updated every two years in Pennsylvania, but between updates, it is a "living document" that is revised regularly by the MPO. TIP Amendments address major changes, such as the addition or deletion of a project or a substantial change in project cost, schedule, design concept, or overall project scope. TIP Administrative Modifications address minor changes and are approved publicly at meetings of the SEDA-COG MPO Board.

Public Participation Plan (PPP)

The PPP ensures that the SEDA-COG MPO's public involvement activities comply with applicable Federal and state metropolitan transportation planning regulations. The PPP was developed based on consultation with SEDA-COG and includes regional overview information and a

framework of goals, objectives, and strategies for accomplishing an effective and compliant public participation process in its transportation planning efforts. The PPP includes procedures for implementing public involvement as well as indicators for evaluating the performance of the plan and suggesting future improvements.

<u>Unified Planning Work Program (UPWP)</u>

The UPWP describes the annual program and scope of activities for the MPO. It identifies the transportation planning activities that the SEDA-COG MPO intends to accomplish during the program year utilizing federal, state and local resources. Included in the UPWP is a budget, which details how resources will be utilized. The UPWP is reviewed, updated, and re-adopted biennially.

Coordinated Public Transit-Human Services Transportation Plan

The Coordinated Public Transit-Human Services Transportation Plan (Coordinated Plan) examines the breadth of regional human services needs that trigger a need for public transit service. The plan is called out as a requirement for accessing certain Federal grant programs, particularly the Federal Transit Administration (FTA) Formula Grants for the Enhanced Mobility of Seniors and Individuals with Disabilities (49 U.S.C. 5310). The most recent Coordinated Plan was completed jointly with the Williamsport Metropolitan Planning Organization and was adopted in May 2014.

Other Planning Activities and Special Studies

Local Technical Assistance Program (LTAP) Municipal Outreach — SEDA-COG has partnered with PennDOT to provide the region's municipalities with free training through LTAP. LTAP offers various training courses dealing with roadway maintenance and safety. Technical assistance is also available. The goals of the LTAP program are:

- Increase municipal expertise
- Improve safety for client and public
- Increase professional communication
- Disseminate information
- Promote the implementation of research
- Provide tailored training materials
- Meet municipal government needs

Regional Gas Utilization Initiative – SEDA-COG is conducting a Regional Gas Utilization Initiative study to identify key investments in natural gas infrastructure that will help sustain existing and new industrial activity. The project will:

- Evaluate the feasibility of providing increased access to natural gas utility service.
- Examine options for establishing a decision-making body tasked with finding and constructing these investments.
- Identify potential funding mechanisms for implementing continuing investments.

2. PUBLIC PARTICIPATION

Public participation encompasses all of the activities that seek to reasonably inform and involve citizens, affected public agencies, operators of transportation services, and representative users of the transportation system in the transportation planning process. The ongoing development and maintenance of the transportation system is performed best when the users of the system participate in the planning process, bringing diversified viewpoints into the process that shapes how transportation investments will be made.

Plan Development with Interested Parties

Interested Parties were engaged both in developing the underpinning goals of this Public Involvement Plan and in editing/refining the various drafts. The following Interested Parties were involved during development of the DRAFT Plan:

Via Public Involvement Mini-Workshop, held on August 28, 2014:

- Steve Herman, SEDA-COG MPO
- Carey Mullins, PennDOT CPDM
- Jonathan Ranck, PennDOT District 3-0
- Vicki Rusnak, PennDOT District 2-0
- James Saylor, SEDA-COG MPO
- Brian Wall, PennDOT Central Office
- Cynthia Zerbe, Union-Snyder Transportation Alliance

Via Phone Interviews:

- William Gomes, Mifflin County Planning
- Shawn McLaughlin, Union County Planning

Via MPO Committee Meetings/Review, held on September 26, 2014

All MPO Committee Members

Public Participation Goals

SEDA-COG MPO's Public Participation Plan is guided by six (6) goals that set the framework for outreach and involvement into the MPO's transportation decision-making processes.

1. Extend the <u>reach</u> of the participation program. The MPO desires to grow the number of participants in the transportation planning process. This would include strengthening communication networks among local, regional and state planning partners to increase public access and transparency of information and operations. To this end, the MPO intends to expand the use of existing electronic and new media communications alongside the known effective traditional approaches to make the participation process more inviting and convenient.

- 2. **Encourage diversity of participants.** While the SEDA-COG MPO region has small but growing minority and ethnic populations, significant diversity already exists along the lines of age, physical ability (disability), and means (poverty). The MPO recognizes the benefit of stimulating involvement by a range of persons with a variety of perspectives and interests in the transportation system.
- 3. **Increase the <u>impact</u> of participation.** As participation is extended, the MPO aims to better manage and apply that feedback to the decision making process. This includes the internal conduits by which feedback is presented to decision-makers, as well as the response back to participants and all interested parties—so that there is better accountability and follow-up to ensure the effective influence of public participation.
- 4. Increase participant <u>satisfaction</u>. Participants in the planning process desire to come away feeling that they understood the material presented, were respected, and that their point of view made a difference and their effort was worthwhile. The MPO aims to enhance its use of comment forms and various modes of surveying to gage satisfaction with the participation process, including the content and quality of communication materials.
- 5. **Realize opportunities for <u>education</u>**. SEDA-COG desires to expand the baseline knowledge about transportation issues, how transportation investments are made, and the opportunities that citizens have to influence the planning process. The MPO will seek to raise awareness about the MPO's existence, function, and role in transportation decision-making through more attention to branding, linkages with agency partners, and an increasing presence in the communities served.
- 6. **Formalize the use of <u>performance</u>** indicators. The MPO will formalize a set of indicators for measuring and tracking the effectiveness of public involvement strategies to evaluate goals and support continuous improvement efforts.

Public Participation Objectives

The Objectives of the SEDA-COG MPO's Public Participation Plan incorporate all of the fundamental Federal guidance for public participation at the MPO level (23 C.F.R. § 450.316) as well as other MPO objectives. The Objectives have been fitted to each plan Goal, as follows:

1. Extend the <u>reach</u> of the participation program.

OBJECTIVE: Provide adequate public notice of public participation activities and time for public review and comment at key decision points, including but not limited to a reasonable opportunity to comment on the proposed long range transportation plan and the TIP.

OBJECTIVE: Coordinate with the statewide transportation planning public involvement and consultation processes for:

- Transit agencies that receive Federal funds
- Agencies and non-profit organizations (including representatives of the agencies and organizations) that receive Federal assistance from a source other than the USDOT to provide non-emergency transportation services
- Agencies that maintain/operate roadways or other transportation services on Federal Lands

OBJECTIVE: Make public information (technical information and meeting notices) available in electronically accessible formats and means, such as the World Wide Web.

OBJECTIVE: Hold public meetings at convenient and accessible locations and times.

2. Encourage diversity of participants.

OBJECTIVE: Seek out and consider the needs of those traditionally underserved by existing transportation systems, such as low-income and minority households, who may face challenges accessing employment and other services.

3. Increase the impact of participation.

OBJECTIVE: Provide an additional opportunity for public comment, if the final long range transportation plan or TIP differs significantly from the version that was made available for public comment by the MPO and raises new material issues which interested parties could not reasonably have foreseen from the public involvement efforts.

OBJECTIVE: Demonstrate explicit consideration and response to public input received during the development of the long range transportation plan and the TIP.

4. Increase participant <u>satisfaction</u>.

OBJECTIVE: Provide concise and well-organized plan materials within a transportation planning process that is well defined and easily understood.

OBJECTIVE: Employ visualization techniques to describe metropolitan transportation plans and TIPs.

5. Realize opportunities for education.

OBJECTIVE: Provide timely notice and reasonable access to information about transportation issues and processes.

6. Formalize the use of performance indicators.

OBJECTIVE: Periodically review the effectiveness of the procedures and strategies contained in the participation plan to ensure a full and open participation process.

3. STRATEGIES FOR PUBLIC PARTICIPATION

Through this Public Participation Plan (PPP) and subsequent updates, SEDA-COG will expand its existing community engagement activities through the incorporation of proposed new and traditional media strategies with existing ones. These strategies are designed to develop a more robust PPP that offers more access throughout the planning region.

Electronic, New Media Strategies

Regional planning organizations—particularly those like SEDA-COG, that are responsible for large geographic areas with dispersed, lower density populations—are looking to electronic and other non-traditional methods of communications to fulfill their plan goals. This update of the SEDA-COG MPO Public Participation Plan will promote and support the use of more electronic and "new media" resources (apps, social media, online surveying) to extend accessibility to broader community segments who are using smart phones and all types of mobile and desktop computers as their primary means of sending and receiving information. Through future updates, the Public Participation Plan will continue to evolve to reflect the evolving communication methods and trends of the communities served.

To fulfill the goals of this plan update, the following menu of electronic, new media and traditional strategies will be utilized:

SEDA-COG Website

The SEDA-COG Website (www.seda-cog.org) currently provides an online presence and multi-purpose platform for information dissemination and public feedback. The site is actively monitored and maintained by SEDA-COG staff, to keep the site current and implement new features.

Existing SEDA-COG Website Functionality:

- Identification and description of the MPO's role in metropolitan transportation planning and its By-Laws for operation.
- Clearinghouse for current and draft planning documents, including Long Range Transportation Plan, Transportation Improvement Program, Public Participation Plan, and Coordinated Public Transit-Human Services Transportation Plan.
- Links to transportation resources, particularly those relevant to regional transportation and visualization of the Transportation Improvement Program.
- Links to other transportation planning organizations, planning efforts, studies, and improvement projects throughout the region.
- Notification point for MPO Committee Meetings, other public meetings and public involvement activities associated with plan review and updates.
- Repository for MPO Committee Meeting agendas and minutes of past meetings.
- SEDA-COG Calendar of Events.
- Comment portal for online feedback.

Providing this broad online functionality will fulfill the MPOs mission to extend public access across SEDA-COG's large geographic area. The MPO will enhance the webpage resource by adding proposed interactive features, such as Expanded Functionality of SEDA-COG's Website

Proposed SEDA-COG Website Functionality:

- Added interactive features within the resources of the MPO and maintenance capabilities and expertise of the SEDA-COG IT staff (e.g., surveys, social media connections, and GIS-based mapping—within the available resources, maintenance capabilities and staff expertise of the MPO).
- Link the SEDA-COG website from planning partners' websites as part of an Agency Coordination Effort to establish an online planning informational network in the region. This will increase the number of access points through which the general public may locate planning update documents for review and comment.
- Online availability of public meeting information to supplement the current practice
 of conducting public meetings at physical locations. Information will be shown in a
 static display format in which planning documents are displayed online during a
 specified period for electronic public review and comment.

Google Analytics

Google Analytics is a service offered by Google that generates detailed statistics about a website's traffic and traffic sources. The basic service is free and provides a "dashboard" of general webpage usage data, with more in-depth data available through various reporting functions. The service requires minimal modification of the website coding. SEDA-COG has completed the necessary website modifications and is currently using the analytics data.

Google Translate

Google Translate is a free translation service that provides instant translations between dozens of different languages. It can translate words, sentences, and entire webpages in any combinations of supported languages. As of September 2014, 80 languages were supported. SEDA-COG has integrated Google Translate into its website, such that any HTML programmed webpage may be translated between English (base language) and any of the 80 supported languages. (It is worth noting that Google Translate will not translate PDF files between languages.) SEDA-COG has enabled a Google Translate option that automatically displays the translation banner to users who have previously selected a translation language that is different than the source language of the page. The Google Translate banner says "Translated to:" (in English) along with the translation language.

In keeping with current best practice, SEDA-COG intends to update the Google Translate function to show a flag icon alongside each language name for easier identification.

Other Electronic Outreach Methods - Existing

Email Blasts – The creation and regular maintenance of a well-organized contact database will support an effective email blast effort in which information is shared with large groups of recipients in an efficient and coordinated way. The SEDA-COG MPO primarily maintains the following:

Interested Parties Database

The MPO maintains an Interested Parties Database of contact information for those who wish to be notified directly of transportation planning activities, public meetings, and modifications to the MPO's primary planning documents. The Database is open to all citizens, as well as agencies, government entities, and their representatives. An Interested Party may be added to the database by:

- Contacting the MPO staff via phone or email with name and email address and requesting to be added to the Interested Parties Database.
- Completing the online Comments Form with name and email address and requesting to be added to the Interested Parties Database.
- Indicating on a Public Comment Form the request to be added to the Interested Parties Database.

The MPO maintains the Database regularly and completes a comprehensive review annually. A summary of the Database (in Distribution List format with emails and other contact information removed) is included in the Resource Appendix.

Mailing Lists

The MPO also maintains other mailing and emailing lists for more specific purposes where the Interested Parties Database is too broad or otherwise not appropriate. For instance, an individual who is participating in a Long Range Transportation Plan Update but does not wish to receive notifications about future TIP Updates or Amendments might wish to be added to the LRTP-specific mailing list only.

Other Electronic Outreach Methods – Proposed

- Online Survey Tools Although these tools are not explicitly required by Federal or state guidelines, they can be useful alternate methods to collect feedback.
 - <u>SurveyMonkey</u> is an online survey tool that offers a variety of templates to
 facilitate easy survey creation. It features easy question creation and custom
 branding to help identify a survey with a particular project or planning activity.
 With a single URL, responses can be gathered through links on websites, email,
 Facebook pages and Twitter feeds. Data collected can be sorted by cross tabs

and filters and reported in several ways including charts and graphs accessible via mobile app. The online interface/display is compliant for accessibility by persons with visual disabilities.

http://www.surveymonkey.com

- MetroQuest is an online survey tool utilized effectively for planning and transportation projects. The four to five page survey can be a separate webpage, or integrated/imbedded into an existing website. Using mapping and visual techniques, MetroQuest guides users through the process of learning about a planning project and providing valuable input. Below is a summary of the different types of screens and information that can be utilized:
 - **Surveys/Polls** Survey and other types of polling screen can be created to gather feedback and demographic information from the public.
 - **Ideas Submission** Polls or topic discussions can provide an open comment field for open ended feedback.
 - Mapping Input Mapping features allow users to place icons and identify specific projects or concerns. Specific roadways and travel routes may also be identified. The data may be saved and exported into GIScompatible formats.
 - Prioritization Activities The public can participate in prioritizing plan topics and or funding strategies.
 - Report Results Most comments, ideas, and poll results are provided.
 - Analytics Demographic data can be gathered using polls or surveys.
 - **Privacy** Data entered by each user is not shared immediately and is not open for comment by other users. A summary of the data provided may be shared when the survey is complete.

http://metroquest.com

- MindMixer is a public participation tool founded by urban planners to address the challenge of engaging the public on transportation projects. The site functions like a traditional website, but also offers the following features and capabilities:
 - Open/Close Topics for Comment Information can be posted to MindMixer for a pre-determined period of time during which select topics will be open for public comment. Content posted by the public is monitored 24/7 by MindMixer who blocks inappropriate language.
 - **Ideas Submission** A topic can be opened for ideation on the site. The public can submit ideas and/or "second" ideas offered by others.
 - **Prioritization Activities** The public can participate in prioritizing plan topics or funding opportunities.

- **Surveys/Polls** Any type of survey or poll can be created to gather information from the public.
- Report Results Comments, ideas, and poll results can be exported into a variety of workable formats (charts, maps, spreadsheets, etc.) to measure public feedback.
- Analytics Demographic data can be gathered by topic and reported to analyze who is commenting and from which municipality they reside.
- **Translation** MindMixer pages can currently be translated into 52 different languages.
- **Community Engagement** All comments or topics posted to the site are available for public view. This level of transparency can establish trust among the providers and the users and ultimately build relationships.

http://mindmixer.com

- Online Email Marketing Services Email marketing services offer a platform for designing, distributing, and tracking email correspondence. Many of the services link with the prominent social media sites (Twitter, Facebook, etc.) and feature "plug-ins" that allow the user to customize the email marketing service. Most services supply web code modules that, when integrated into a website, allows visitors to sign-up for mailing lists or notifications. For an MPO, this could automate maintenance tasks associated with the Interested Parties Database. Most services charge a monthly fee based on email volume or size of the distribution list, but a few offer a free tier of service.
 - MailChimp is the "SurveyMonkey" of email marketing services. It is one of the few offering a free tier of services (up to 12,000 emails per month and up to 2,000 subscribers). The free tier provides email design, distribution management, and analytics services similar to other sites. The analytics identify email open and click rates, and over time, MailChimp can provide suggestions for the best times and days to send emails to certain subscribers. PHMC is successfully using MailChimp to manage mailing lists and Interested Parties and allows subscribers to sign up according to topics of interest or geography.

http://mailchimp.com

Constant Contact is one of the largest, best-recognized, and well-established email marketing services. It is structured according the functionality needed—Email, Email Plus, and Personal Marketer—and the size of your contact list. Prices range from \$20 to \$400 per month; there is no free tier of service offered at this time. Because of the range of services provided, Constant Contact is used throughout the public and private sector by businesses and agencies large and small. One example of Constant Contact being used by a municipality is Ferguson Township in Centre County. The township maintains more than a

dozen different distribution lists and uses Constant Contact to offer email subscription for newsletters and notifications regarding meeting agendas, press releases, calendar of events, winter weather events, maintenance efforts, and roadway closures.

http://constantcontact.com

- Visualization Tools The following visualization tools are hosted by PennDOT, and links to the tools are present on the SEDA-COG webpage. The SEDA-COG MPO will use these tools in its ongoing planning activities and promote their use amongst planning partners.
 - PennDOT's TIP Visualization Portal provides the public with an informational portal for learning about and viewing improvements to state highways and bridges, as well as to aviation, public transit, and rail freight modes of transportation. The TIP Visualization Portal is a web-based GIS mapping application for highway and bridge projects on the Commonwealth's Twelve Year Transportation Program and Regional Transportation Improvement Programs (TIPs). Users can map and obtain information for highway and bridge projects on various geographical levels, including PennDOT Engineering District, County, Legislative District, Planning Partner, and Address.

http://www.dot7.state.pa.us/tip visualization/map.aspx

 PennDOT's MPMS-IQ (Multimodal Planning Management System-Interactive Query) application is the Department's "next generation" web portal that provides access to PennDOT project data as well as other state agency data related to transportation project development. Similar to the TIP Visualization Portal, MPMS-IQ is a web-based GIS mapping application that allows users to search for projects using criteria such as Location, Planning partner, Legislative district, PennDOT engineering district, and Highway Occupancy Permit (HOP). Projects can also be mapped individually by MPMS Project ID number or by Bridge Key.

http://www.dot7.state.pa.us/MPMS IQ/Mapping

PennDOT's PA ProjectPATH application was created through a partnership between Preservation Pennsylvania and PennDOT as a search, mapping, and visualization portal for transportation projects. The application draws data from three PennDOT databases—the Cultural Resources Document Tracking Database, MPMS database, and the Categorical Exclusion/Environmental Assessment (CE/EA) Expert System. Users can enter a place or municipality name in the search box, and the map application will center on that location.

Users can then click on the nearby projects and connect to the PennDOT Video Log to see the project site from street view.

http://search.paprojectpath.org

Traditional Outreach Strategies – Existing

MPO Meetings and Other Public Meetings

These provide an opportunity for the public to provide comments on MPO business and planning projects. The details of public meetings should be well-planned in advance (please see example Public Meeting Plan) to assist in the identification, development and creation of all materials, including advertisements, allocation of public meeting location space (please see example Public Meeting Site Review Checklist), and informational handouts and displays. Public meeting comment forms will be available in hardcopy at public meeting locations to receive public comment, and online during the associated public comment period. Substantive public comments will be identified and response will be indicated to demonstrate the influence of public participation and feedback upon planning processes.

Placement of Paper Copy Plan Documents for Review

Paper copies of proposed and draft plans are placed in the following county, municipal, and agency offices throughout the SEDA-COG MPO region:

- SEDA-COG Office 201 Furnace Road, Lewisburg, PA 17837
- Clinton County Offices 232 East Main Street, Lock Haven, PA 17745
- Columbia County Offices 26 West Main Street, Bloomsburg, PA 17815
- Juniata County Offices Bridge and Main Streets, Mifflintown, PA 17059
- Mifflin County Offices 20 North Wayne Street, Lewistown, PA 17044
- Montour County Offices 29 Mill Street Danville, PA 17821
- Northumberland County Offices 399 South 5th Street, Sunbury, PA 17801
- Snyder County Offices 9 West Market Street, Middleburg, PA 17842
- Union County Offices 155 North 15th Street, Lewisburg, PA 17837
- Call A Ride Service, Inc. 249 West 3rd Street, Lewistown, PA 17044
- Lower Anthracite Transit System 137 West 4th Street, Mt Carmel, PA 17851
- MTR, Inc. 6725 Keefers Lane, Bloomsburg, PA 17815
- Montour County Transit 112 Woodbine Lane, Suite 1, Danville, PA 17821
- rabbittransit 61 Tyler Avenue, Elysburg, PA 17824
- STEP, Inc. 2138 Lincoln Street, Williamsport, PA 17701
- Union-Snyder Transportation Alliance 713 Bridge Street, Suite 11, Selinsgrove, PA 17870
- Town of Bloomsburg Office 301 East 2nd Street, Bloomsburg, PA 17815
- Borough of Berwick Office 1800 North Market Street, Berwick, PA 18603
- PennDOT District 2 Office 70 PennDOT Drive, Clearfield, PA 16830
- PennDOT District 3 Office 715 Jordan Avenue, Montoursville, PA 17754

Mailings

Informational materials and announcements are distributed to committee members, interested parties and the general public. Expansion of mailing lists to include email addresses for addresses will support the use of email and Instant Messaging alternatives.

Support Other Planning Efforts

The SEDA-COG MPO will coordinate with the statewide transportation planning, public involvement and consultation processes for transit agencies that receive Federal funds; agencies and non-profit organizations that receive Federal assistance (other than USDOT) to provide non-emergency transportation services; and agencies that maintain and operate roadways and other transportation services on Federal lands. This will be achieved through MPO Committee Surveys, the Interested Parties Database, MPO coordination activity, and the Coordinated Public Transit-Human Services Transportation Plan.

Print Media

Advertise MPO and Public Meetings in *The Daily Item* (at minimum) and other newspapers in the respective counties of the SEDA-COG MPO region. This includes placement of legal notices, advertisements and press releases.

Public Plans Displays

Major planning documents (primarily the TIP) are displayed at county government buildings, local libraries and in the offices of planning partners in the SEDA-COG region.

Demographic Profiles

The MPO seeks to maintain current profiles of the region's demographic composition (including GIS mapping that illustrates the profiles) for use. Wherever possible, identical datasets are used in different plans and documents, so that data consistency exists across the SEDA-COG MPO's various planning efforts. Profiles of particular interest for planning purposes include minority, low-income, elderly, disabled, and limited-English proficiency (LEP) populations.

Traditional Outreach Strategies - Proposed

Broadcast Media

Broadcast media outlets have become a fusion of traditional and new media, often delivering messages in two or more formats, with one being an online posting.

 Press Releases are a <u>required</u> component of the outreach process and should be issued 14 calendar days prior to a Public Meeting or upon the start of a Public Comment Period and should be sent to local newspapers, radio, and TV broadcast media outlets.

4. INDICATORS FOR PUBLIC PARTICIPATION

This Public Participation Plan adopts a series of indicators that serve as "performance measures" for the effectiveness of public participation strategies and the return on investment of time, talent, and financial resources devoted to outreach efforts. Evaluations of the indicators will be conducted annually and incorporated with other MPO performance measures. The annual indicator evaluations will be referenced in the biennial reviews of the Public Participation Plan.

The listing of indicators provided here is the minimum set of indicators that the SEDA-COG MPO commits to using in monitoring the performance of the PPP. Other indicators and measures may be developed to supplement this list or serve the unique needs of a specific planning effort, but these additional indicators will not be considered "required" until they are formally adopted in future updates of the PPP.

To assist in implementation of the PPP, the indicators listed here are paired with one or more "strategies" that are described in the previous chapter. In most cases, these pairings are set up such that the strategies are the primary source of the data for evaluating the indicators.

The following conventions are implied in the indicator specification:

- Indicators are frequently organized under a topic heading, particularly where two or more indicators are specified for a particular aspect of public participation.
- Certain indicators that gage satisfaction, usefulness, awareness, or understanding are intended to be measured on a continuum, for example:
 - Satisfaction: Very satisfied, Somewhat satisfied, Indifferent, Somewhat unsatisfied, Mostly unsatisfied.
 - Usefulness: Very useful, Somewhat useful, Indifferent, Somewhat useless, Mostly useless.

The performance measure for these indicators could then be formatted in terms of the percentage of participants who were, for example, "Very satisfied". As an alternate, the percentage might be calculated for the total participants who were either "Very satisfied" or "Somewhat satisfied".

• Indicators that generate "lists" (e.g., Source of notice about a public meeting) have a typical set of responses that may be evaluated across the planning program.

Indicator Specification

Strategies	Indicators	
Public Comment Forms	Advertisement methods:	
(paper forms distributed at public meetings)	Source of notice about the plan revisions, planning activity, or public macting.	
	planning activity, or public meeting	
Online Public Surveys	Satisfaction with adequacy of notice about	
(SurveyMonkey, electronic comment forms)	plan revisions	
	Meeting locations & accommodations:	
	Satisfaction with meeting	
	accessibility/accommodations	
	Average distance traveled from home to	
	meeting site for meeting participants	
	Participant diversity:	
	Demographic composition of meeting and	
	survey participants (race, ethnicity, income,	
	language, age, disability) Quality and organization of materials and visuals:	
	Understanding of materials presented	
	Satisfaction with the graphics and visuals	
	Comprehension and confidence in the public	
	participation process:	
	Understanding of process being followed	
	Satisfaction that the process is being followed	
	correctly	
	Adequacy of public comment period:	
	Satisfaction with the opportunities for public	
	review and comment.	
Interested Danties Database	Consulting (maintaining of allowing interests	
Interested Parties Database	Generation/maintenance of planning interest: • Total number of Interested Parties in	
	distribution lists	
	Year over year increase in the number of	
	Interested Parties in the distribution lists	
	Number of Interested Parties related to	
	statewide transportation planning and local	
	transit planning (where the transit agency	
	receives Federal funds)	
Project/Plan-Specific Web Portals	Effectiveness of Web Portal:	
(MetroQuest, MindMixer)	Total site hits	
Evaluation of portal analytics	List of top feeder sites/URLs	
	Number of registered users	
	Average time users spent on the portal	
	Total hits on the most accessed	
	pages/materials	

Strategies	Indicators
MPO Committee Surveys (SurveyMonkey)	 MPO Committee diversity: Demographic composition of MPO Committee (race, ethnicity, income, language, age, disability) MPO Committee use of public comment: Usefulness of participant feedback in their decision making effort
SEDA-COG website analytics (Google Analytics)	 Effectiveness of the MPO website: Total hits on the MPO page Total hits on the Transportation sub-pages (LRTP, TA, TIP, PPP, Regional Gas, LTAP, Freight, Transit) Total hits on web advertisements of plan updates/amendments/etc. Total hits on advertised plan updates during the public comment periods for plan updates/amendments/etc. Participant diversity: Total requests for Google Translate by language requested Total website hits on translated versions of posted documents
Event Site Checklist	Accessibility of Public Meetings: • Percentage of public meetings held in an ADA accessible location
Comment Tracking	 Extent of comment received: Total number of comments received during the primary comment period Total number of comments received during the additional comment period
Maintain Coordinated Public Transit-Human Services Transportation Plan and other transit and para-transit support functions	 Extent of MPO resources expended: Dollar value of MPO resources supplied Dollar value of staff time
Visualization Tools	 Use of Visualization Tools Number of hits on website links to visualization tools (TIP Visualization, MPMS-IQ)

Strategies	Indicators
 Targeted "Follow-Up" Surveys Surveys of participants who provided comments, using the contact information provided by respondents/participants. 	 Effectiveness of follow-up on participant feedback: Awareness of how their comments were addressed Satisfaction that their comments were addressed
 Agency Coordination Effort Surveys of municipalities and agencies Inventory of municipal and agency websites 	Recognition of coordinated planning: Number of municipal, community, and regional transportation agency sites posting the SEDA-COG logo and/or link to the SEDA-COG website

Evaluation Processes for the Public Participation Plan

The MPO will maintain the following processes for documenting and evaluating the effectiveness of the public involvement activities stipulated in the PPP:

- Maintenance of a Public Involvement Activity Portfolio
- Annual Evaluation of the Performance Measures
- Biennial Evaluation of the Plan

Public Involvement Activity Portfolio

The MPO retains concise documentation of its public involvement and participation activities that are stipulated in this PPP within a "portfolio" as a record of the Plan's implementation. The actual items collected for the portfolio reflect the PPP requirements of the planning activity completed, and will generally include:

- Public notices and announcements of comment periods and involvement activities
- Summaries of the proceedings of the public outreach activity
- Listings of participants
- Record of materials displayed, distributed, and/or made available
- Compilations and analysis of surveys conducted and comments received
- Interested Parties distribution lists and correspondence sent/received
- Record of media coverage of the event

<u>Annual Evaluation of Performance Measures</u>

In parallel with the reporting and evaluation of performance measures for other MPO functions—particularly the long range transportation plan—the MPO will also compile and summarize the indicators outlined in this plan on an annual basis.

Biennial Evaluation of the Plan

The MPO will evaluate its PPP and review the Public Involvement Activity Portfolio and Performance Measures biennially, using the checklists provided in **Appendix R.5**:

- Plan/Planning Activity Review Each plan or plan activity is reviewed using the onepage checklist and materials found in the Activity Portfolio. The checklist could be completed as an "after-action" exercise immediately after the plan or activity is completed.
- Need for Public Participation Plan Update This checklist identifies the most common circumstances that would trigger the need for a public participation plan update. Based on the review, the "degree" of the update would be determined. The solicitation of public comment and/or the need for new adoption votes will only result from significant PPP updates or requirements in new federal/state policy and legislation.
- Open Ended Review This form offers only one starter question, and is directed toward "big picture thinking" about the PPP's effectiveness and improvement. The review is intended to be a repository of ideas and future aspirations for SEDA-COG's public participation plan.

The MPO staff will facilitate and document the review, and the findings will be used immediately to improve the quality of public involvement activities. The documentation of the review may include listings of the planning activities completed, accomplishments and milestones that the MPO has achieved, etc.

5. PUBLIC PARTICIPATION PLAN MATRIX

The Public Participation Plan Matrix on the following pages consolidates the goals, objectives, strategies and indicators (performance measures) that are described earlier in this PPP. The Matrix is a ready reference table designed to provide a concise overview of the PPP goals and objectives, combined with a summary listing of the related public involvement strategies that support each set of goals and objectives.

Overall goals for public participation are listed in the first column to the left of the matrix. The goals identify the primary points of emphasis for the reach, diversity, impact, satisfaction, education and performance of SEDA-COG's public participation efforts.

Objectives listed in the second column involve general actions that address each goal, and individual strategies identified in the third column list the strategies or action items specific to each corresponding objective. Implementing the public participation strategies will affect the desired change as identified in the goals and objectives.

Indicators contained in the far right column identify performance measures that will be utilized to gauge the effectiveness of each public participation strategy. Monitoring the performance indicators will enable SEDA-COG to identify the effectiveness of each strategy and thus the overall efficacy of its Public Participation Plan. Based on performance results, SEDA-COG will refine its goals, objectives, strategies and indicators in future biennial updates intended to continuously improve the PPP.

SEDA-COG MPO Public Participation Plan Plan Matrix of Goals, Objectives, Strategies and Indicators

Goals	Objectives	Strategies	Indicators
1. Extend the reach of the participation program.	Provide adequate public notice of public participation	Public Comment Forms	Advertisement methods:
The MPO desires to grow the number of participants in the transportation planning process.	activities and time for public review and comment at key decision points, including but not limited to a reasonable	(paper forms distributed at public meetings)	Source of notice about the plan revisions, planning activity, or public meeting
This would include strengthening communication	opportunity to comment on the proposed long range	Online Public Surveys	Satisfaction with adequacy of notice about plan revisions
networks among local, regional and state planning	transportation plan and the TIP.	(SurveyMonkey, electronic comment forms)	Adequacy of public comment period:
partners to increase public access and transparency of information and operations. To			Satisfaction with the opportunities for public review and comment
this end, the MPO intends to expand the use of		Interested Parties Database	Generation/maintenance of planning interest:
existing electronic and new media communications			Total number of Interested Parties in distribution lists.
alongside the known effective traditional		Project/Plan-Specific Web Portals	Effectiveness of Web Portal:
approaches to make the participation process		(MetroQuest, MindMixer)	Total site hits
more inviting and convenient.		Evaluation of portal analytics	List of top feeder sites/URLs
			Number of registered users
			Average time users spent on the portal
			Total hits on the most accessed pages/materials
	Coordinate with the statewide transportation planning	MPO Committee Survey	MPO Committee diversity:
	public involvement and consultation processes for:	,	Demographic composition of MPO Committee (race,
	Transit agencies that receive Federal funds.		ethnicity, income, language, age, disability)
	Agencies and non-profit organizations that	Interested Parties Database	Generation/maintenance of planning interest:
	receive Federal assistance from a source other	Interested Parties Database	Number of Interested Parties related to statewide
than the USDOT to provide non-emergency transportation services.		transportation planning and local transit planning (where	
		the transit agency receives Federal funds)	
	Agencies that maintain/operate roadways or other transportation services on Federal Lands.	Maintain Coordinated Public Transit-Human Services	Extent of MPO resources expended:
		Transportation Plan and other transit and para-transit support	Dollar value of MPO resources supplied
		functions	Dollar value of twil o resources supplied Dollar value of staff time
		Turretions	Dollar value of staff tillie
	Make public information (technical information and	SEDA-COG Website Analytics	Effectiveness of the MPO website:
	meeting notices) available in electronically accessible	(Google Analytics)	Total hits on the MPO page
	formats and means, such as the World Wide Web.		Total hits on the Transportation sub-pages (LRTP, TA, TIP,
			PPP, Regional Gas, LTAP, Freight, Transit)
			Total hits on web advertisements of plan
		updates/amendments/etc.	
	Hold public meetings at convenient and accessible locations and times.		Total hits on advertised plan updates during the public
			comment periods for plan updates/amendments/etc.
		Event Site Checklist	Accessibility of Public Meetings:
			Percentage of public meetings held in an ADA accessible
			location
		Public Comment Forms	Meeting locations & accommodations:
		(paper forms distributed at public meetings)	Satisfaction with meeting accessibility/accommodations
			Average distance traveled from home to meeting site for
		Online Public Surveys	meeting participants
		(SurveyMonkey, electronic comment forms)	

SEDA-COG MPO PUBLIC PARTICIPATION PLAN
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SEDA-COG MPO Public Participation Plan Plan Matrix of Goals, Objectives, Strategies and Indicators (continued)

Goals	Objectives	Strategies	Indicators
2. Encourage <u>diversity</u> of participants. While the SEDA-COG MPO region has a small but growing minority and ethnic populations, significant diversity already exists along the lines of age, physical ability (disability), and means	Seek out and consider the needs of those traditionally underserved by existing transportation systems, such as low-income and minority households, who may face challenges accessing employment and other services.	Public Comment Forms (paper forms distributed at public meetings) Online Public Surveys (SurveyMonkey, electronic comment forms)	Participant diversity:
(poverty). The MPO recognizes the benefit of stimulating involvement by a range of persons with a variety of perspectives and interests in the transportation system.		SEDA-COG Website Analytics (Google Analytics)	Participant diversity: Total requests for Google Translate by language requested Total website hits on translated versions of posted documents
		MPO Committee Surveys (SurveyMonkey)	 MPO Committee diversity: Demographic composition of MPO Committee (race, ethnicity, income, language, age, disability)
Increase the impact of participation. As participation is extended, the MPO will aim to better manage and apply that feedback to the	Demonstrate explicit consideration and response to public input received during the development of the long range transportation plan and the TIP.	MPO Committee Surveys (SurveyMonkey)	MPO Committee use of public comment: • Usefulness of participant feedback in their decision making effort
decision making process. This includes the internal conduits by which feedback is presented to decision-makers, as well as the response back to participants and all interested parties—so that		 Targeted "Follow-Up" Surveys Surveys of participants who provided comments, using the contact information provided by respondents/participants. 	 Effectiveness of follow-up on participant feedback: Awareness of how their comments were addressed Satisfaction that their comments were addressed
there is better accountability and follow-up.	Provide an additional opportunity for public comment, if the final long range transportation plan or TIP differs significantly from the version that was made available for public comment by the MPO and raises new material issues which interested parties could not reasonably have foreseen from the public involvement efforts.	Comment Tracking	 Extent of comment received: Total number of comments received during the primary comment period Total number of comments received during the additional comment period
4. Increase participant <u>satisfaction</u> . Participants in the planning process desire to come away feeling that they understood the material presented, were respected, their point of view makes a difference, and their effort was	Provide concise and well-organized plan materials within a transportation planning process that is well defined and easily understood.	Public Comment Forms (paper forms distributed at public meetings) Online Public Surveys (SurveyMonkey, electronic comment forms)	Comprehension and confidence in the public participation process: • Understanding of process being followed • Satisfaction that the process is being followed correctly
worthwhile. The MPO aims to enhance its use of comment forms and various modes of surveying to gage and improve satisfaction with the participation process, including the content and quality of communication materials.	Employ visualization techniques to describe long range transportation plans and TIPs.	Public Comment Forms (paper forms distributed at public meetings) Online Public Surveys (SurveyMonkey, electronic comment forms)	 Quality and organization of materials and visuals: Understanding of materials presented Satisfaction with the graphics and visuals
		Visualization Tools	 Use of Visualization Tools Number of hits on website links to visualization tools (TIP Visualization, MPMS-IQ)

SEDA-COG MPO PUBLIC PARTICIPATION PLAN
FINAL – 12/11/2014

SEDA-COG MPO Public Participation Plan Plan Matrix of Goals, Objectives, Strategies and Indicators (continued)

Goals	Objectives	Strategies	Indicators
5. Realize opportunities for education. SEDA-COG desires to expand the baseline knowledge about transportation issues, how transportation investments are made, and the opportunities that	Provide timely notice and reasonable access to information about transportation issues and processes.	Interested Parties Database	 Generation/maintenance of planning interest: Year over year increase in the number of Interested Parties in the distribution lists
citizens have to influence the planning process. The MPO will seek to raise awareness about the MPO's existence, function, and role in transportation decision-making through more attention to branding, linkages with agency		Public Comment Forms (paper forms distributed at public meetings) Online Public Surveys (SurveyMonkey, electronic comment forms)	Adequacy of public comment period: Satisfaction with the opportunities for public review and comment
partners, and an increasing presence in the communities served.		Agency Coordination Effort Surveys of municipalities and agencies Inventory of municipal and agency websites	Recognition of coordinated planning: • Number of municipal, community, and regional transportation agency sites posting the SEDA-COG logo and/or link to the SEDA-COG website
Formalize the use of <u>performance</u> indicators. The MPO will formalize a set of indicators for	Periodically review the effectiveness of the procedures and strategies contained in the participation plan to ensure a full and open participation process.	MPO PPP Review	Conduct biennial PPP review of the PPP on TIP Update cycle (every 2-years)
measuring and tracking the effectiveness of public involvement strategies to evaluate goals and support continuous improvement efforts.		Regional Performance Measures Report	Conduct yearly MPO staff-level evaluation of the indicators of PPP effectiveness, and incorporate the indicators into the annual Indicators Report

6. PUBLIC PARTICIPATION PROCESS CHECKLISTS

This section contains a series of "checklists" designed to offer-step-by-step public participation guidance to support specific SEDA-COG planning activities. These planning activities include the development of: Long Range Transportation Plans (LRTP) and Updates; LRTP Amendments; Transportation Improvement Program (TIP) Updates, Amendments and Administrative Modifications; and, Public Participation Plan (PPP) Updates.

The following "Process Checklists" lay out the key steps of SEDA-COG's public participation process for their primary plans, plan updates, amendments, and modifications. Each Process Checklist is built with steps that are generally chronological, although certain elements of each step may happen earlier or later in the process. Statutory and regulatory requirements—such as timeframes for public comment and involvement of FHWA—are provided at their minimum or better values, and their source (*Federal* or *State*) are indicated, where applicable.

Process Checklists are provided for the following:

- Long Range Transportation Plan (LRTP) & Updates
- Long Range Transportation Plan (LRTP) Amendment
- Transportation Improvement Program (TIP) Update
- Transportation Improvement Program (TIP) Major Amendments
- Transportation Improvement Program (TIP) Amendments
- Transportation Improvement Program (TIP) Administrative Modifications

Each Process Checklist is provided on its own page or pages.

Long Range Transportation Plan (LRTP) & Updates

Applies to the adoption of a new LRTP or a regular 5-year update

- Conduct a review of the MPO's current Public Participation Plan and appropriate the plan for the LRTP effort or implement an update, as required to comply with new transportation legislation, regulations, executive orders, and guidance (see Public Participation Plan Update).
- 2 Implement a public involvement program that is consistent with the MPO's adopted PPP to support the LRTP development.
 - Ensure that FHWA and FTA are provided with an opportunity to participate in the LRTP development process. (Federal)
- 3 Release DRAFT LRTP document for public and agency comment.
 - Provide a reasonable opportunity for comment on the plan, including a public comment period of 30 calendar days, unless the MPO Committee elects a shorter period.
 - Provide DRAFT LRTP document to FHWA and FTA for review prior to the beginning of the public comment period.
 - Make document available in an accessible electronic format on the SEDA-COG website.
 - Make document available in a hard copy format at the SEDA-COG Office, county government offices, public transit agency offices, and PennDOT District 2-0 & 3-0 Offices.

Optional and non-required activities to support LRTP public participation:

- Upon the discretion of the MPO, the MPO staff may meet with local stakeholders and county staff and commissioners at their regularly scheduled and advertised meetings.
- 4 Notify public and agencies of opportunities to comment.
 - Publish notifications prior to the beginning of the public comment period start date and at least 14 calendar days prior to the public meeting date:
 - o Legal Notice to appear in *The Daily Item* newspaper, at a minimum.
 - o Press Release distributed to other newspapers and broadcast media outlets.
 - o Interested Parties notified via email using distribution list.
 - Web notification on the SEDA-COG webpage in an accessible electronic format.
 - Conduct at least one (1) public meeting at an accessible location.
- 5 Document the public participation effort and record in the Activity Portfolio.
 - Document the participation activities conducted (Meeting Venue Checklist, Public Participation Meeting tracking form).
 - Compile comments received and generate responses to unique and significant comments that indicate how the comment was incorporated or why a different approach was taken.
 - Incorporate comments and Comment Responses into the FINAL LRTP document.
 - Post comment responses on the SEDA-COG website (or LRTP web portal, if applicable) in an accessible electronic format within 14 calendar days of the close of the public comment period.
 - Provide notification (by email) of the Comment Responses to the Interested Parties and all those who commented and provided email contact information.

Long Range Transportation Plan (LRTP) & Updates (continued)

- 6 If the final version of the LRTP differs significantly from the version that was made available for public comment, provide an additional 7 calendar day public comment period.
 - Provide notification (by email) of the additional public comment period to the Interested Parties and all those who commented previously and provided email contact information prior to the beginning of the public comment period start date.
 - Provide revised document to FHWA and FTA for review prior to the beginning of the additional public comment period.
 - Make document available in an accessible electronic format on the SEDA-COG website.
- Conduct Pennsylvania-required inter-agency consultation through presentation at an Agency Coordination Meeting (ACM). (State)
 - Request presentation time at a regularly scheduled ACM meeting.
- 8 Adopt the LRTP.
 - MPO adopts the final version of the LRTP by vote of the MPO committee at a regularly scheduled public meeting.
 - Make the final version of the LRTP available on the SEDA-COG website in an accessible electronic format.
 - Post notice of the LRTP adoption to the SEDA-COG webpage.

Long Range Transportation Plan (LRTP) Amendment

Applies to modifications of the MPO LRTP that occur between LRTP Update cycles. Where the update is triggered by a TIP Amendment, the public participation activities may be conducted jointly. The public participation effort should follow the more stringent requirements (TIP amendment or LRTP amendment).

- 1
- Release the DRAFT LRTP Amendment(s).
 - Provide a reasonable opportunity for comment on the plan, including a public comment period of 30 calendar days, unless the MPO Committee elects a shorter period.
 - Provide DRAFT LRTP document to FHWA and FTA for review prior to the beginning of the public comment period.
 - Make document available in an accessible electronic format on the SEDA-COG website.
 - Make document available in a hard copy format at the SEDA-COG Office, county government offices, public transit agency offices, and PennDOT District 2-0 & 3-0 Offices.

Optional and non-required activities to support LRTP public participation:

- Upon the discretion of the MPO, the MPO staff may meet with local stakeholders and county staff and commissioners at their regularly scheduled and advertised meetings.
- 2

Determine the need to provide targeted outreach for project amendments that disproportionately burden populations or concentrations of Minority, In-Poverty, LEP or Disabled Persons.

TRIGGER: Burdensome action or project in an area defined by one or both of the following:

- a. In a project area where the <u>likely affected</u> Minority, In-Poverty, LEP or Disabled persons exceeds 1,000 persons or,
- b. In a Census tract where the concentration of Minority, In-Poverty, LEP, or Disabled persons exceeds two times the regional average for that population.
 - ** If a West Germanic LEP population is the trigger, the outreach may be waived if representatives of the West Germanic-speaking community indicate that the outreach activity is not desired.
 - ** Targeted outreach will be required in the event that the trigger results from an institutionalized population (e.g., within a prison, penitentiary, etc.).
- High LEP Outreach Activities:
 - Conduct a targeted outreach activity within the project area to engage the affected population.
 - Advertise the activity in the LEP language.
 - Make amendment(s) available in an accessible electronic format on the SEDA-COG website in the affected LEP language (if possible).
- High Minority, In-Poverty, or Disabled Outreach Activities:
 - Conduct a targeted outreach activity within the project area to engage the affected population.
 - Advertise the activity through at least two (2) agencies, community organizations, or advocacy groups that serve the affected population.
 - Make amendment(s) available in print copy format at the nearest municipal office to the project area.

Long Range Transportation Plan (LRTP) Amendment (continued)

- 3 Notify public and agencies of opportunities to comment.
 - Publish notifications prior to the beginning of the public comment period start date and at least 14 calendar days prior to the public meeting date:
 - o Legal Notice to appear in *The Daily Item* newspaper, at a minimum.
 - Press Release distributed to other newspapers and broadcast media outlets.
 - o Interested Parties notified via email using distribution list.
 - Web notification on the SEDA-COG webpage in an accessible electronic format.
 - Conduct at least one (1) public meeting at an accessible location.
- 4 Document the public participation effort and record in the Activity Portfolio.
 - Document the participation activities conducted (Meeting Venue Checklist, Public Participation Meeting tracking form).
 - Compile comments received and generate responses to unique and significant comments that indicate how the comment was incorporated or why a different approach was taken.
- If the final version of the LRTP Amendment differs significantly from the version that was made available for public comment, provide an additional 7 calendar day public comment period.
 - Provide notification (by email) of the additional public comment period to the Interested Parties and all those who commented previously and provided email contact information prior to the beginning of the public comment period start date.
 - Provide revised document to FHWA and FTA for review prior to the beginning of the additional public comment period.
 - Make document available in an accessible electronic format on the SEDA-COG website.
- 6 Adopt the LRTP Amendment(s).
 - MPO adopts the final version of the LRTP Amendment(s) by vote of the MPO committee at a regularly scheduled public meeting.
 - Make the final version of the LRTP Amendment(s) available on the SEDA-COG website in an accessible electronic format.
 - Post notice of the LRTP Amendment(s) to the SEDA-COG webpage.

Transportation Improvement Program (TIP) Update

Applies to the regular update of the TIP/STIP and Twelve-Year Plan (TYP) according to the statewide program.

- 1 Release the DRAFT TIP.
 - Provide the public with a reasonable opportunity to comment on the DRAFT TIP, including a public comment period of 30-days (minimum). (State).
 - Provide the DRAFT TIP Update to FHWA and FTA for review prior to the beginning of the public comment period.
 - Make DRAFT TIP available in an accessible electronic format on the SEDA-COG website.
 - Make DRAFT TIP available in a hard copy format at the SEDA-COG Office, county government offices, public transit agency offices, and PennDOT District 2-0 & 3-0 Offices.

Optional and non-required activities to support TIP public participation:

- Upon the discretion of the MPO, the MPO staff may meet with local stakeholders and county staff and commissioners at their regularly scheduled and advertised meetings.
- 2 Notify public and agencies of opportunities to comment.
 - Publish notifications prior to the beginning of the public comment period start date and at least 14 calendar days prior to the public meeting date:
 - o Legal Notice to appear in *The Daily Item* newspaper, at a minimum.
 - Press Release distributed to other newspapers and broadcast media outlets.
 - Interested Parties notified via email using distribution list.
 - Web notification on the SEDA-COG webpage in an accessible electronic format.
 - Conduct at least one (1) public meeting at an accessible location.
- 3 Document the public participation effort and record in the Activity Portfolio.
 - Document the participation activities conducted (Meeting Venue Checklist, Public Participation Meeting tracking form).
 - Compile comments received and generate responses to unique and significant comments that indicate how the comment was incorporated or why a different approach was taken.
 - Post comment responses on the SEDA-COG website in an accessible electronic format within 14 calendar days of the close of the public comment period.
 - Provide notification (by email) of the Comment Responses to the Interested Parties and all those who commented and provided email contact information.
- If the final version of the TIP Update differs significantly from the version that was made available for public comment, provide an additional 7 calendar day public comment period.
 - Provide notification (by email) of the additional public comment period to the Interested Parties and all those who commented previously and provided email contact information prior to the beginning of the public comment period start date.
 - Provide revised DRAFT TIP to FHWA and FTA for review prior to the beginning of the additional public comment period.
 - Make revised DRAFT TIP available in an accessible electronic format on the SEDA-COG website.
- **5** Adopt the TIP.
 - MPO adopts the final version of the TIP by vote of the MPO committee at a regularly scheduled public meeting.
 - Make final version of the TIP available on the SEDA-COG website in an accessible electronic format.
 - Post notice of the TIP adoption to the SEDA-COG webpage.

Transportation Improvement Program (TIP) Major Amendments

Applies to interim modifications of the MPO TIP that occur between TIP Update cycles and qualify as "Major" Amendments":

- Involves flexing Highway funds to Transit projects.
- Includes a candidate project deemed to be high profile by the MPO Committee.
- Adds a new project(s) from a Federal discretionary funding initiative.
- Adds a new project/project phase(s), increases a current project phase, deletes a project/projects phase(s), or decreases a current project phase where the modification exceeds \$10 million. Exceptions that would be handled as Amendments include Bridge/Pavement Preservation projects or events requiring Urgent Remedial Measures.
- 1 Release the Proposed TIP Major Amendment(s).
 - Provide a reasonable opportunity for comment on the amendment(s), including a public comment period of 30 calendar days, unless the MPO Committee elects a shorter period.
 - Provide amendment(s) to FHWA and FTA for review prior to the beginning of the public comment period.
 - Make amendment(s) available in an accessible electronic format on the SEDA-COG website.
 - Make amendment(s) available in a hard copy format at the SEDA-COG Office, county government offices, public transit agency offices, and PennDOT District 2-0 & 3-0 Offices.

Optional and non-required activities to support TIP public participation:

Upon the discretion of the MPO, the MPO staff may meet with local stakeholders and county staff and commissioners at their regularly scheduled and advertised meetings.

2 Determine the need to provide targeted outreach for project amendments that disproportionately burden populations or concentrations of Minority, In-Poverty, LEP or Disabled Persons.

TRIGGER: Burdensome action or project in an area defined by one or both of the following:

- a. In a project area where the <u>likely affected</u> Minority, In-Poverty, LEP or Disabled persons exceeds 1,000 persons or,
- b. In a Census tract where the concentration of Minority, In-Poverty, LEP, or Disabled persons exceeds two times the regional average for that population.
 - ** If a West Germanic LEP population is the trigger, the outreach may be waived if representatives of the West Germanic-speaking community indicate that the outreach activity is not desired.
 - ** Targeted outreach will be required in the event that the trigger results from an institutionalized population (e.g., within a prison, penitentiary, etc.).
- High LEP Outreach Activities:
 - Conduct a targeted outreach activity within the project area to engage the affected population.
 - Advertise the activity in the LEP language.
 - Make amendment(s) available in an accessible electronic format on the SEDA-COG website in the affected LEP language (if possible).
- High Minority, In-Poverty, or Disabled Outreach Activities:
 - Conduct a targeted outreach activity within the project area to engage the affected population.
 - Advertise the activity through at least two (2) agencies, community organizations, or advocacy groups that serve the affected population.
 - Make amendment(s) available in print copy format at the nearest municipal office to the project area.

Transportation Improvement Program (TIP) Major Amendments (continued)

- 3 Notify public and agencies of opportunities to comment.
 - Publish notifications at least 30 calendar days prior to the public comment period ending date and at least 7 days prior to any public meeting date:
 - o Legal Notice to appear in *The Daily Item* newspaper, at a minimum.
 - Press Release distributed to other newspapers and broadcast media outlets.
 - o Interested Parties notified via email using distribution list.
 - Web notification on the SEDA-COG webpage in an accessible electronic format.
 - Conduct at least one (1) public meeting at an accessible location.
- 4 Document the public participation effort.
 - Document the participation activities conducted (Meeting Venue Checklist, Public Participation Meeting tracking form).
 - Compile comments received and generate responses to unique and significant comments that indicate how the comment was incorporated or why a different approach was taken.
 - Post comment responses on the SEDA-COG website in an accessible electronic format within 14 calendar days of the close of the public comment period.
 - Provide notification (by email) of the Comment Responses to the Interested Parties and all those who commented and provided email contact information.
- If the final version of the Proposed TIP Amendment(s) differs significantly from the version that was made available for public comment, provide an additional 7 calendar day public comment period.
 - Provide notification (by email) of the additional public comment period to the Interested Parties and all those who commented previously and provided email contact information prior to the beginning of the public comment period start date.
 - Provide revised TIP Amendment(s) to FHWA and FTA for review prior to the beginning of the additional public comment period.
 - Make revised TIP Amendment(s) available in an accessible electronic format on the SEDA-COG website.
- 6 Adopt the Proposed TIP Major Amendment(s).
 - MPO adopts the final version of the TIP Amendment(s) by vote of the MPO committee at a regularly scheduled public meeting.
 - Make the final version of the TIP Amendment(s) available on the SEDA-COG website in an accessible electronic format.
 - Post notice of the TIP Amendment(s) to the SEDA-COG webpage.

Transportation Improvement Program (TIP) Amendments

Applies to interim modifications of the MPO TIP that occur between TIP Update cycles and qualify as Amendments:

- Adds a new project or removes an existing project utilizing federal funds. Exceptions that would be handled as Administrative Modifications include:
 - A project that utilizes federal funds from an approved reserve line item where the project cost modification does not exceed \$5 million.
 - o A project being added from a Statewide Managed Program.
 - o A project being added in response to an emergency.
- Adds a new project phase(s), increases a current project phase, deletes a project phase(s), or decreases a current project phase that utilizes federal funds where the modification exceeds \$5 million but does not exceed \$10 million.
- Adds federal funds to a 100% non-federal funded project, exception being projects from the Statewide Managed Programs.
- Results in a major change in the scope of work or schedule to a project.
- Creates a new federal funded line item.
- 1 Release the Proposed TIP Amendment(s).
 - Provide the proposed TIP amendment(s) to FHWA and FTA for review.
 - Make TIP amendment(s) available in an accessible electronic format on the SEDA-COG website.
 - Notify MPO Committee of the TIP amendment(s) via meeting packet distributed prior to committee meetings.
- 2 Notify Interested Parties of the TIP Amendment(s) via email.
- 3 No public review or comment period required.
- 4 Adopt the TIP Amendment(s)
 - SEDA-COG MPO adopts the final version of the TIP Amendment(s) by vote of the MPO committee at a regularly scheduled public meeting.
 - Make the final version of the TIP Amendment(s) available on the SEDA-COG website in an accessible electronic format.

Transportation Improvement Program (TIP) Administrative Modifications

Applies to interim modifications of the MPO TIP that occur between TIP Update cycles and qualify as Administrative Modifications.

- 1 No public review or comment period required.
- Notify MPO Committee of the Administrative Modification(s) via meeting packet distributed prior to committee meetings.
- 3 SEDA-COG MPO adopts the Administrative Modification(s) by approval of MPO staff.
 - SEDA-COG MPO adopts the Administrative Modification(s) by vote of the MPO committee at a regularly scheduled public meeting.
 - Make the Administrative Modification(s) available as part of the MPO Committee Meeting Summary, on the SEDA-COG website in an accessible format.

Public Participation Plan (PPP) Update

Applies to periodic updates of the PPP.

- 1 Conduct a review of the MPO's current Public Participation Plan.
 - Task MPO staff or a sub-group of the MPO Committee to review the current PPP and identify need and scope of updates required.
- 2 Implement updates to the Public Participation Plan.
 - Determine whether the update will be completed by staff or with consultant help.
- **3** Release the DRAFT PPP for public and agency comment.
 - Provide the public with a reasonable opportunity to comment on the plan, including a public comment period of 45-days (Federal).
 - Provide the DRAFT PPP document to FHWA and FTA for review prior to the beginning of the public comment period.
 - Make DRAFT PPP available in an accessible electronic format on the SEDA-COG website.
 - Make DRAFT PPP available in a hard copy format at the SEDA-COG Office, county government offices, public transit agency offices, and PennDOT District 2-0 & 3-0 Offices.
- 4 Notify public and agencies of opportunities to comment.
 - Publish notifications prior to the beginning of the public comment period start date and at least 14 calendar days prior to the public meeting date:
 - Legal Notice to appear in The Daily Item newspaper, at a minimum.
 - o Press Release distributed to other newspapers and broadcast media outlets.
 - Interested Parties notified via email using distribution list.
 - o Web notification on the SEDA-COG webpage in an accessible electronic format.
 - Conduct at least one (1) public meeting at an accessible location.
- **5** Document the public participation effort and record in the Activity Portfolio.
 - Document the participation activities conducted (Meeting Venue Checklist, Public Participation Meeting tracking form).
 - Compile comments received and generate responses to unique and significant comments that indicate how the comment was incorporated or why a different approach was taken.
 - Incorporate comments and Comment Responses into the FINAL PPP document.
 - Post comment responses on the SEDA-COG website in an accessible electronic format within 14 calendar days of the close of the public comment period.
 - Provide notification (by email) of the Comment Responses to the Interested Parties and all those who commented and provided email contact information.
- 6 If the final version of the PPP differs significantly from the version that was made available for public comment, provide an additional 7 calendar day public comment period.
 - Provide notification (by email) of the additional public comment period to the Interested Parties and all those who commented previously and provided email contact information prior to the beginning of the public comment period start date.
 - Provide revised PPP document to FHWA and FTA for review prior to the beginning of the additional public comment period.
 - Make revised PPP document available in an accessible electronic format on the SEDA-COG website.

Public Participation Plan (PPP) Update (continued)



SEDA-COG MPO adopts the PPP.

- MPO adopts the FINAL PPP by vote of the MPO committee at a regularly scheduled public meeting.
- Make the FINAL PPP document available on the SEDA-COG website in an accessible electronic format.
- Post notice of the PPP adoption to the SEDA-COG webpage, and notify Interested Parties through electronic mailings.

7. MPO CONTACT INFORMATION

How to Get Involved

The SEDA-COG MPO provides information to the public via standard mailings, e-mail, and the SEDA-COG website. Public forums, public meetings, and special presentations are scheduled as needed or as requested by organizations. Persons wanting want to get involved in the activities of the MPO, can do the following:

- Visit the Transportation section of the SEDA-COG website at: www.seda-cog.org/transportation/Pages/Home.aspx
- View MPO meeting schedules, agendas, and minutes that are posted in the Metropolitan Planning Organization section at: www.seda-cog.org/transportation/Pages/MetropolitanPlanningOrganization.aspx
- Sign up for the MPO Interested Parties Database and email list by:
 - Contacting the MPO staff by phone at (570) 524-4491.
 - Submitting your name and email address through the Comment page at: www.seda-cog.org/transportation/Pages/Comments.aspx
- View notices of MPO public meetings, which are advertised in the legal notices of *The Daily Item* newspaper, at a minimum.
 - The MPO generally <u>meets on a bi-monthly basis</u>, from 9:00 AM to 12:00 noon at the SEDA-COG office (201 Furnace Road, Lewisburg, PA).
 - All MPO meetings are <u>open to the public</u>, and an opportunity for public comment is included on every MPO meeting agenda.
 - We recommend confirming all MPO meetings with SEDA-COG staff or via the website at:

www.seda-cog.org/transportation/Pages/MPOMeetingSchedule.aspx

Contact

For more information about this Public Participation Plan please contact:

James Saylor, Program Director SEDA-COG Transportation Planning 201 Furnace Road Lewisburg, PA 17837

Phone: (570) 524-4491

Email: <u>jsaylor@seda-cog.org</u>

SUPPORTING APPENDIX

Appendix S.1	Statutes and Regulations for Public Participation
Appendix S.2	General Demographic Analysis
Appendix S.3	Demographic Analysis for Environmental Justice and Other Traditionally
	Underserved Populations
Appendix S.4	Documentation of Public Participation and Comment for the Public
	Participation Plan Update

APPENDIX S.1

STATUTES AND REGULATIONS FOR PUBLIC PARTICIPATION

Federal Acts & Regulations

Public participation 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 21st Century (TEA-21); the 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 SEDA-COG MPO Public Participation Plan and Environmental Justice policies must reflect the mandates of ISTEA, TEA-21, SAFETEA-LU, MAP-21, and subsequent Federal legislation.

In particular, the Federal regulation requiring an MPO's development of a public participation plan is found in 23 C.F.R. § 450.316.

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 transportation planning process.

http://www.gpo.gov/fdsys/pkg/CFR-2011-title23-vol1/xml/CFR-2011-title23-vol1-sec450-316.xml

Title VI & Environmental Justice (EJ)

Public participation must also take into consideration Presidential Executive Order 12898, Environmental Justice. 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. Appendix S.3 includes a map of environmental justice populations identified for the region's PPP update, based on the U.S. Census Bureau's American Community Survey data.

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.

Title VI of the Civil Rights Act

"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.

Americans with Disabilities Act (ADA)

The Americans with Disabilities Act of 1990 (ADA) prohibits discrimination on the basis of disability by public entities in services, programs and activities. Public entities are required to make programs accessible to individuals with disabilities including conducting meetings and hearings in ADA-compliant buildings. Special accommodations must be provided to ensure communications are equally effective for persons with disabilities in order to participate in meetings, planning and programming activities.

Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency

Signed by the President on August 11, 2000, this Executive Order requires Federal agencies to examine the services they provide, identify any need for services to those with limited English

proficiency (LEP), and develop and implement a system to provide those services so LEP persons can have meaningful access to them. It is expected that agency plans will provide for such meaningful access consistent with, and without unduly burdening, the fundamental mission of the agency. The Executive Order also requires that the Federal agencies work to ensure that recipients of Federal financial assistance provide meaningful access to their LEP applicants and beneficiaries.

A follow-up memorandum from the Office of the Attorney General was issued on February 17, 2011 to direct a renewed commitment to language access. The memorandum cites "uneven" implementation of comprehensive language access programs, particularly in the face of limited resources and personnel.

Commonwealth of Pennsylvania Acts & Regulations

Sunshine Law (65 PA C.S. § 701-716)

Act 84 of 1986 (as amended in 1993, 1996, and 1998) established that all official actions and deliberations of municipal or agency governing bodies held for the purpose of making a decision take place at meetings that are open to the public. The openness keeps residents more informed and allows for increased public confidence in our governing bodies. The General Assembly of Pennsylvania finds that secrecy in public affairs undermines the faith of the public in government. Major provisions of the original Act are:

- All meetings or hearings of every agency at which formal action is taken are public meetings and shall be open to the public. The board or council has the option to accept all public comment at the beginning of the meeting.
- No formal action shall be valid unless formal action is taken during a public meeting.
- No public meeting of any agency shall be begun, adjourned, recessed or interrupted for the purpose of an executive session except for labor negotiations and certain disciplinary actions.
- The minutes of a public meeting of an agency shall be promptly recorded and open for examination and inspection by citizens of the Commonwealth. A person attending a meeting of an agency shall have the right to use recording devices to record all the proceedings.
- Every agency shall hold public meetings at specified times and places of which previous notice must be given by posting notice of the public meetings at the principal office of the agency or the building where the meeting is to be held.
- Public notice of meeting times and locations shall be published in a newspaper of general circulation at least once each year.

http://www.legis.state.pa.us/WU01/LI/LI/CT/HTM/65/65.HTM

APPENDIX S.2

GENERAL DEMOGRAPHIC ANALYSIS

Table S.2.1 gives county, MPO, and state population statistics since the 2000 Census. Approximately 375,000 people live in the SEDA-COG MPO region, according to the 2011 Census American Community Survey. The MPO's population increased at a rate of 3.3% since the 2000 Census. The largest levels of population growth were seen in Union and Columbia Counties during the 11-year period. The highest rates of growth on a percentage basis were seen in Union and Juniata Counties. The MPO as a whole and five of the eight MPO counties had growth rates that exceeded the PA statewide average. Minimal to zero population growth in certain MPO counties is likely due to the ongoing economic downturn and closing of several large manufacturers in the region.

Table S.2.1. Population of SEDA-COG MPO Counties

County/Area	2011 Estimate	2010 Census	2000 Census	Change 2000-2010	% Change 2000-2010
Clinton	39,015	39,238	37,914	1,324	3.5%
Columbia	67,020	67,295	64,151	3,144	4.9%
Juniata	24,439	24,636	22,821	1,815	8.0%
Mifflin	46,671	46,682	46,486	196	0.4%
Montour	18,193	18,267	18,236	31	0.2%
Northumberland	94,321	94,528	94,556	-28	0.0%
Snyder	39,597	39,702	37,546	2,156	5.7%
Union	44,872	44,947	41,624	3,323	8.0%
SEDA-COG MPO	374,128	375,295	363,334	11,961	3.3%
Pennsylvania	12,660,739	12,702,379	12,281,054	421,325	3.4%

Source:

U.S. Census Bureau: American Community Survey (2007-2011), 5 Year Estimate

Figure S.2.1 gives population density within the SEDA-COG MPO Counties in 2010.

Table S.2.2 shows historic county, MPO, and state population statistics since the 1980 Census. Since 1980, the MPO's population growth rate has consistently exceeded the PA statewide growth rate.

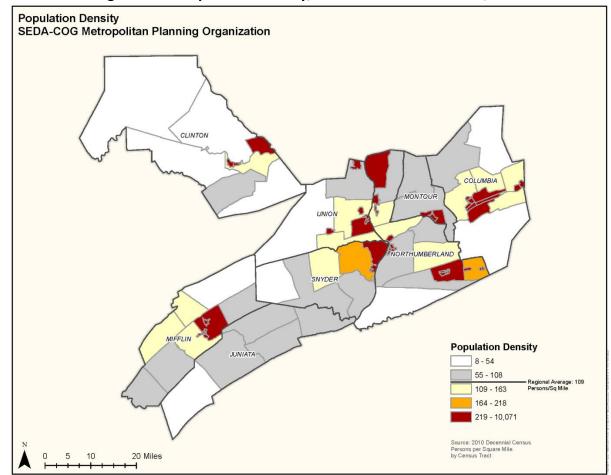


Figure S.2.1. Population Density, SEDA-COG MPO Counties, 2010

Table S.2.2. Historic Population and Growth of SEDA-COG MPO Counties, 1980-2010

County/Area	2010	2000	1990	1980	% Change 1980- 2010	% Change 1990- 2010	% Change 2000- 2010
Clinton	39,238	37,914	37,182	38,971	-2.70%	2.00%	3.49%
Columbia	67,295	64,151	63,202	61,967	3.50%	1.50%	4.90%
Juniata	24,636	22,821	20,625	19,188	18.90%	10.60%	7.95%
Mifflin	46,682	46,486	46,197	46,908	-0.90%	0.60%	0.42%
Montour	18,267	18,236	17,735	16,675	9.40%	2.80%	0.17%
Northumberland	94,528	94,556	96,771	100,381	-5.80%	-2.30%	-0.03%
Snyder	39,702	37,546	36,680	33,584	11.80%	2.40%	5.74%
Union	44,947	41,624	36,176	32,870	26.60%	15.10%	7.98%
SEDA-COG	375,295	662,738	638,236	617,438	7.06%	5.85%	3.29%
Pennsylvania	12,702,379	12,281,054	11,881,643	11,863,895	7.07%	6.91%	3.43%

Source:

U.S. Census Bureau, 2010, 2000, 1990, 1980 Census.

APPENDIX S.3

DEMOGRAPHIC ANALYSIS FOR ENVIRONMENTAL JUSTICE AND OTHER TRADITIONALLY UNDERSERVED POPULATIONS

In response to the identified EJ policies, a distributive geographic analysis was conducted to identify the locations and concentrations of minority, low-income, limited English proficiency, and other traditionally underserved populations (TUP). The preparation of such a demographic profile describes the social composition of the SEDA-COG MPO Region and illustrates how demographic patterns vary spatially.

The identification of these populations is a first step toward establishing effective strategies for engaging them in the transportation planning process. The mapping not only aids in the development of an effective public involvement program but also provides a baseline for assessing impacts of the transportation investment program.

Distributive Analysis Methodology

Datasets and mapping were assembled as a baseline inventory of demographic attributes for the following populations that are traditionally underserved by the transportation system:

- Minority
- Low-Income (In-Poverty)
- Senior (Elderly)
- Disabled
- Those with limited English proficiency (LEP)
- Those with no personal vehicle available (zero-vehicle households)
- Female Head of Household with Own Children Present

The primary and most comprehensive data source for information on these populations is the U.S. Census Bureau—particularly the American Community Survey. The primary dataset referenced in this appendix is the 5-year Estimates for 2007-2011. However, the 5-year Estimates for 2008-2012 were referenced for information about disabled populations, as the 2007-2011 dataset only provided detail at the county level (versus tract level) and did not provide data for Montour County.

U.S. Census Data

Using a geographic information system, spatial and demographic data from the U.S. Census Bureau were compiled at either the tract or county level of geographic level of detail—whichever was the smallest and most detailed Census geography available for that dataset. **Table 1** provides a profile of the Environmental Justice and Other Traditionally Underserved Populations in the SEDA-COG MPO Region according to data from the U.S. Census Bureau's American Community Survey. The Regional Thresholds for each population are established as the average concentration of that population across the SEDA-COG MPO Region as a whole. The Data Universe varies according to U.S. Census data collection and accounting methodology for that population.

Table S.3.1. Profile of Environmental Justice and Other Traditionally Underserved Populations in the SEDA-COG MPO Region

	SEDA-COG MPO Region	
	Population	Regional Threshold (Average Concentration)
<u>Data Universe</u> : Total Population	374,128	
Minority Population ¹	17,366	4.6%
Senior Population ²	62,998	15.4%
<u>Data Universe</u> : Total Population for whom Poverty Status is determined	349,391	
Low-Income Population ³	47,411	13.6%
<u>Data Universe</u> : Total Population Age 5 or Older	353,573	
Limited English Proficiency Population ⁴	8,236	2.3%
<u>Data Universe</u> : Total Civilian Non-Institutionalized Population	362,151	
Disabled Population ⁵	51,357	14.2%
<u>Data Universe</u> : Total Households	145,401	
Zero Vehicle Households ⁶	12,313	8.5%
Female Head of Household with Children ⁷	7,896	5.4%

<u>Source</u>: U.S. Census Bureau, American Community Survey, 5-year Estimate (2007-2011) – except for Disabled Population, which is from the American Community Survey, 5-year Estimate (2008-2012).

Notes

- ¹ Minority Population: Table DP5, ACS Demographic and Housing Estimates, HISPANIC OR LATINO AND RACE Calculated as "Total Population" minus "Total Population: Not Hispanic or Latino: White Alone".
- ² Senior Population: Table DP5, ACS Demographic and Housing Estimates, SEX AND AGE Value given as "Total Population: 65 years and over".
- 3 Low-Income Population: Table S1701, Poverty Status in the Past 12 Months Value given as "Population for whom poverty status is determined: Below poverty level".
- Limited English Proficiency Population: Table DP2, Selected Social Characteristics in the United States, LANGUAGE SPOKEN AT HOME Value given as "Population 5 years and over: Language other than English: Speak English less than "very well".
- ⁵ Disabled Population: Table S1810, Disability Characteristics Value given as "Total civilian non-Institutionalized population: With a disability".
- ⁶ Zero Vehicle Households: Table B08201, Household Size by Vehicles Available Value given as "Total Households: No vehicle available".
- Female Head of Household with Children: Table DP2, Selected Social Characteristics in the United States, HOUSEHOLDs BY TYPE Value given as "Family households: Female householder, no husband present family: With own children under 18 years".

Mapping Methodology

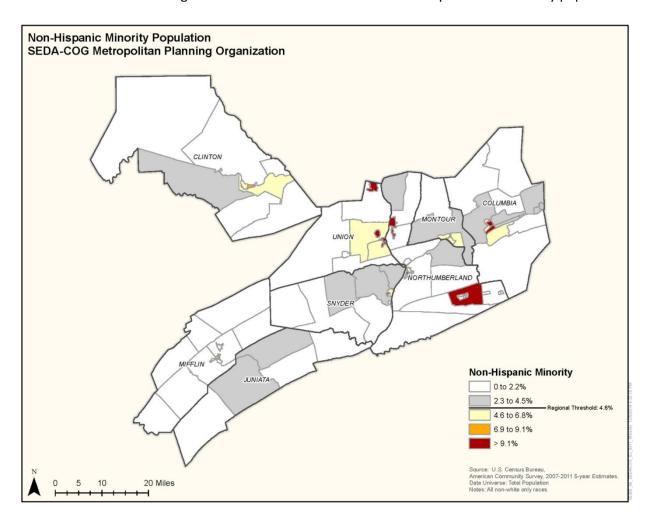
Mapping of Census data was completed individually for each population according to the concentration of the population within each geographic area (tract or county). The mapped concentration is represented using 5 classes, which are related to the Regional Average Concentration (Regional Threshold) shown in **Table S.3.1**, as follows:

Class 1	0 to ½ of the Regional Threshold
Class 2	½ of the Regional Average to Regional Threshold
Class 3	Regional Threshold to 1½ times the Regional Threshold
Class 4	1½ times the Regional Threshold to 2 times the Regional Threshold
Class 5	Greater than 2 times the Regional Threshold

Racial Non-Hispanic Minority Populations

Title VI of the *Civil Rights Act of 1964* prohibits discrimination on the basis of race, color, or national origin. Specifically, the racial minority populations represent the following:

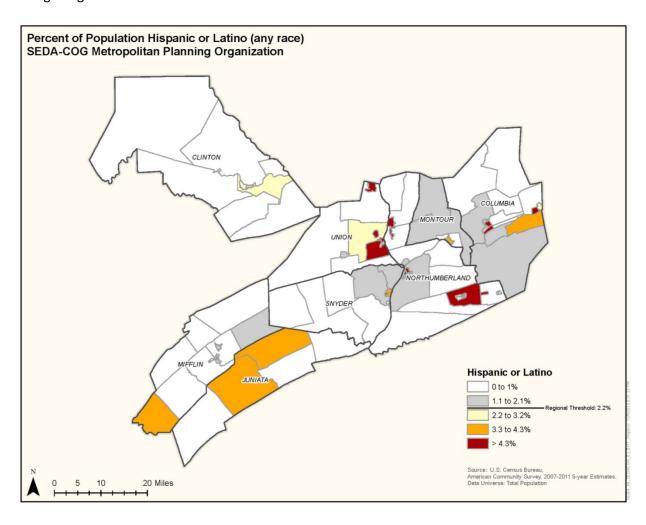
- Black A person having origins in any of the black racial groups of Africa.
- Asian A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent.
- American Indian and Alaskan Native A person having origins in any of the original people of North America and who maintains cultural identification through tribal affiliation or community recognition.
- Native Hawaiian or Other Pacific Islander A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- Other Persons who identified themselves as some other race besides those identified above have been classified as "Other" in the 2000 US Census, and included as minorities when identifying minority populations in this region.
- Two or more Races For the first time in the 2000 US Census, people were allowed to identify themselves as belonging to multiple races. For calculation purposes, persons identifying themselves as having two or more races have been included as part of the minority population.



Ethnic Minority Population

U.S. federal government agencies, including the Census Bureau, adhere to standards issued by the Office of Management and Budget (OMB) which specify that race and Hispanic origin (also known as ethnicity) are two separate and distinct concepts. These standards generally reflect a social definition of race and ethnicity recognized in this country, and they do not conform to any biological, anthropological, or genetic criteria.

Ethnic minority population includes those who self-identify as "Hispanic or Latino (of any race)", which refers to a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.

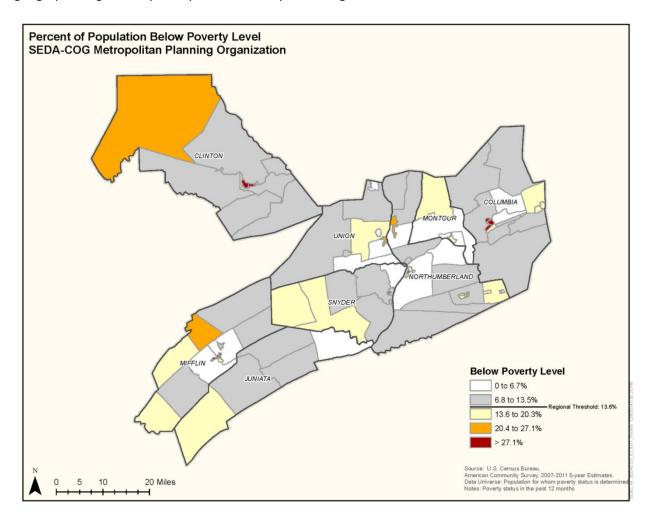


Low-Income Populations

Executive Order 12898 on Environmental Justice and the USDOT Order on Environmental Justice specifically identify low-income populations as a group to be considered in the long-range transportation plan when identifying and addressing the impacts of the transportation investment program. USDOT defines "low-income populations" as those having a median household income that is at or below the Department of Health and Human Services' poverty guidelines. Since information from

the U.S. Census Bureau informs these guidelines, the Census's "In-Poverty Status" indicator was used to identify low-income populations.

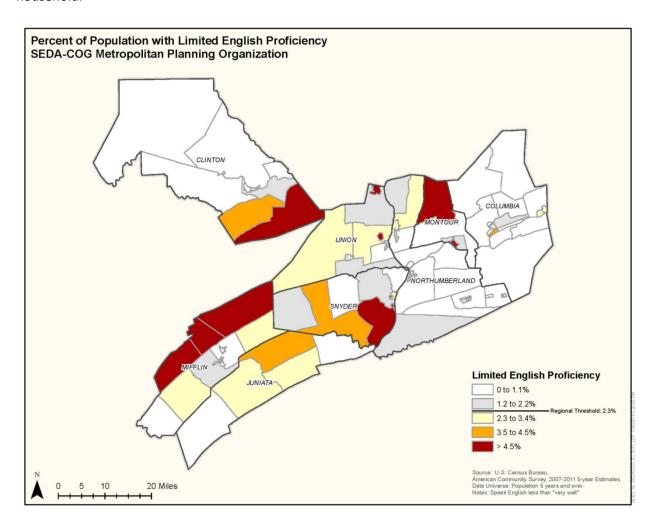
To prevent bias, the percentage below poverty level is calculated using the "Population for which Poverty Status is determined". The Census determination of poverty level is based on family size, composition, and income. If a family's total income is less than the threshold for that family type, then each person in the family is considered to be "in-poverty". While the income thresholds do not vary by geographic region, they are updated annually according to the Consumer Price Index.



Limited English Proficiency Population

Executive Order 13166 on Improving Access to Services for Persons with Limited English Proficiency (LEP) aims "to improve access to federally-conducted and federally-assisted programs and activities for persons who, as a result of national origin, are limited in their English proficiency." An operative definition for an individual with limited English proficiency may be stated as those individuals who have a limited ability to read, write, speak or understand the English language. This Department of Justice definition is derived from *Title VI* of the *Civil Rights Act*, which prohibits recipients from discriminating on the basis of race, color or national origin, and contemplates a close relationship between one's national origin and one's language. For the purpose of this analysis, LEP persons include those who speak the English language "less than very well," as classified by the Census. It should be noted that

ability to speak English is based upon self-reporting or upon an answer given by another member of the household.

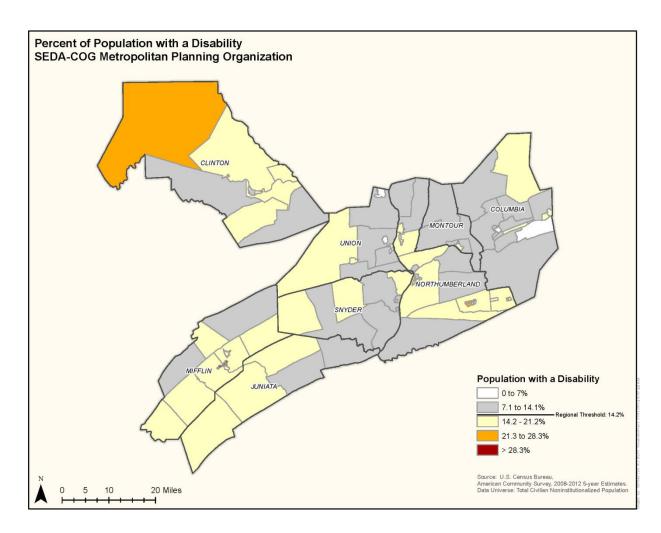


Disabled Population

The Americans with Disabilities Act of 1990, along with the Americans with Disabilities Act Amendments Act of 2008, prohibit discrimination on the basis of disabilities. The term "disability" means, with respect to an individual:

- A physical or mental impairment that substantially limits one or more major life activities of such individual;
- A record of such an impairment; or
- Being regarded as having such an impairment, which includes the circumstance where an
 individual has been subjected to actions prohibited under the ADA Act because of an actual or
 perceived physical or mental impairment.

The ADA Amendments of 2008 were enacted to provide "a clear and comprehensive national mandate for the elimination of discrimination" and "clear, strong, consistent, enforceable standards addressing discrimination. In doing so, the Act Amendments rejects several Supreme Court rulings that limit the scope of protection provided under the ADA.

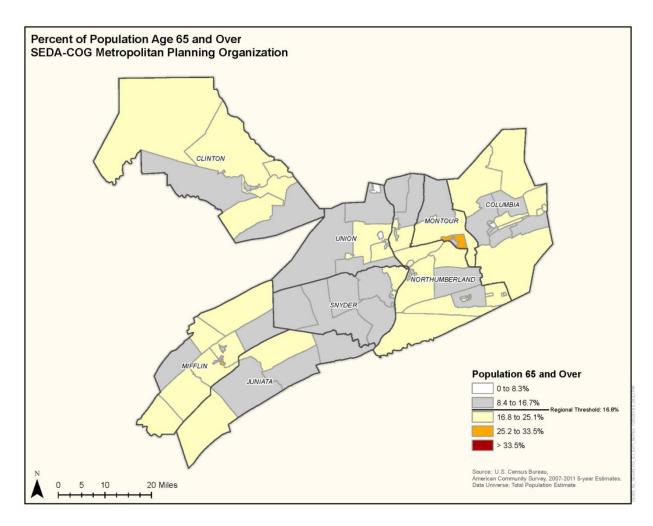


Senior Population

The Age Discrimination Act of 1975, which prohibits discrimination on the basis of age, states:

No person in the United States shall, on the basis of age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

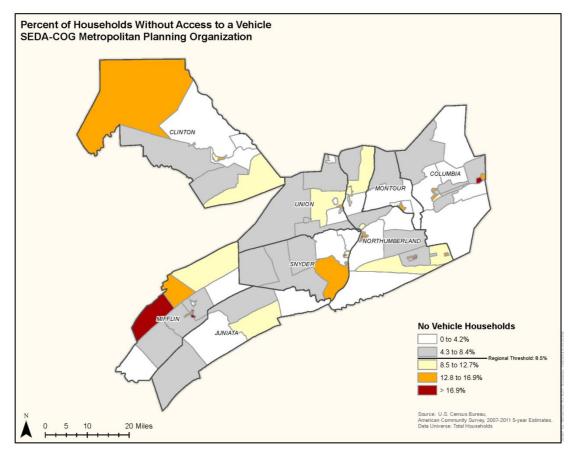
For the purposes of this public participation plan, the application of this Act is made for the Senior (Elderly) population—persons age 65 and over. The population of the United States is aging rapidly, with the median age increasing from 28 in 1970 to 37.2 in 2010. In the upcoming decades, cumulative advances in medicine and nutrition as well as improvements in environmental quality are anticipated to amplify this trend, and the Senior population will continue to expand as the "Baby Boomer" generation ages.

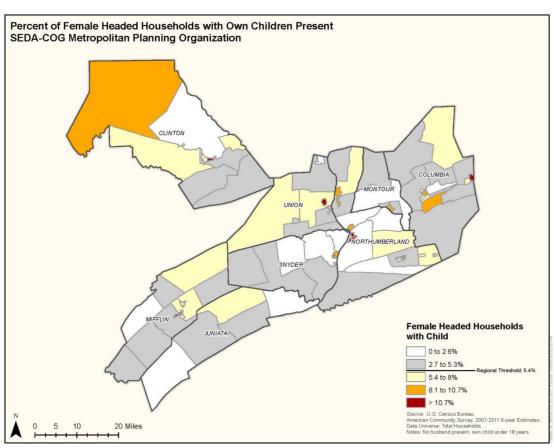


Zero-Vehicle Households Female Headed Households with Children Present

While not afforded specific protections under an Executive Order or Federal or State Act, households with particular demographic characteristics face unique transportation challenges and are considered in this analysis as traditionally underserved populations.

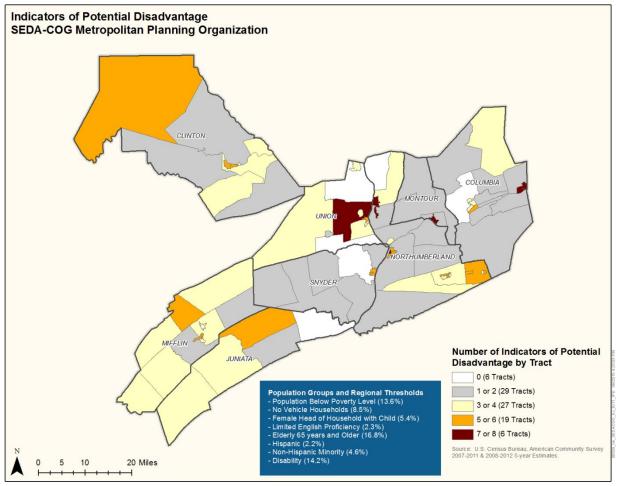
Zero-vehicle households are those households without direct ownership of an automobile and tend to be highly transit-dependent. In the U.S., the transportation program has traditionally favored investments in highway infrastructure, and currently, more than 90 percent of all personal travel occurs on the highway system via personal automobile. Female headed households with children present tend to have lower income (nearly half at or below poverty level).





Indicators of Potential Disadvantage

The eight (8) maps of the various EJ and other traditionally underserved populations were combined into a single map of "Indicators of Potential Disadvantage", which illustrates the overlap of populations within the region's Census Tracts. The intensity of the overlap is represented by the number of populations in each tract that exceed the Regional Thresholds established in Table S.3.1.



<u>Note</u>: While this is a convenient way to view the distributions of EJ and Traditionally Underserved Populations, it is highly generalized and should not be divorced from the preceding analyses of individual populations. The knowledge of which specific populations are present and in what concentrations is far more constructive in the development and execution of an effective public participation plan.

Evaluating Trigger Criteria for Conducting Targeted Outreach

In Section 6 of the PPP, the Process Checklists for the Long Range Transportation Plan Amendment (Step 2, p. 28) and Transportation Improvement Program Major Amendment (Step 2, p. 31) include trigger criteria for conducting targeted outreach to minority, in-poverty, limited English proficient (LEP), and disabled populations. The data and mapping below is intended to assist in evaluating these criteria.

Trigger Criteria

The trigger criteria for conducting targeted outreach are stated within the Process Checklists as follows:

Determine the need to provide targeted outreach for project amendments that disproportionately burden populations or concentrations of Minority, In-Poverty, LEP or Disabled Persons.

TRIGGER: Burdensome action or project in an area defined by one or both of the following:

- a. In a project area where the <u>likely affected</u> Minority, In-Poverty, LEP or Disabled persons exceeds 1,000 persons or,
- b. In a Census tract where the concentration of Minority, In-Poverty, LEP, or Disabled persons exceeds two times the regional average for that population.
 - ** In the event that a West Germanic LEP population is the trigger, the outreach may be waived if representatives of the West Germanic-speaking community indicate that the outreach activity is not desired.
 - ** Targeted outreach will be required in the event that the trigger results from an institutionalized population (e.g., within a prison, penitentiary, etc.).

Tracts Meeting Trigger Criteria

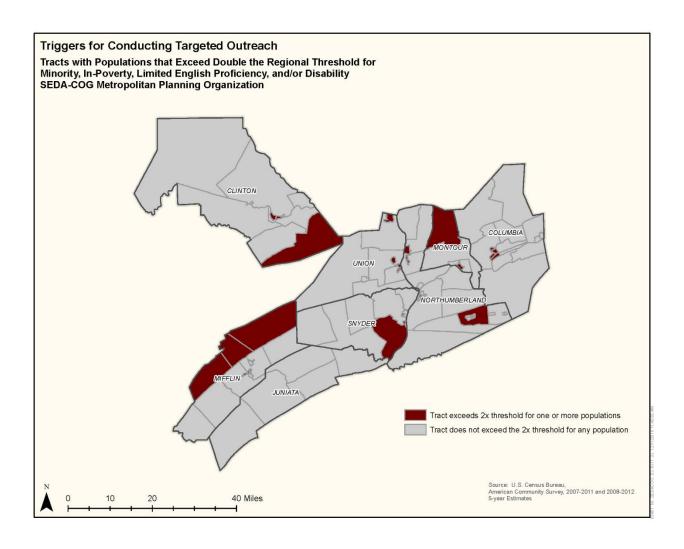
The following provides an initial evaluation of the two triggers and describes the tracts where the criteria are met, according to the current data.

Trigger (a) – According to the 2007-2011 American Community Survey data, no tracts currently meet this trigger criteria, even if the entire Minority, In-Poverty, LEP or Disabled populations residing within each tract were considered "likely affected". However, this situation may change in the future and will be evaluated in future demographic analyses. The 1,000 person standard was adapted from the U.S. Department of Justice's Safe Harbor Provision.

Trigger (b) – The table and map below describe the 22 tracts that exceed this trigger criterion for one or more of the Minority, In-Poverty, LEP or Disabled population groups. Each county in the SEDA-COG MPO contains at least one tract that meets the trigger.

County # of		Description of Tracts &	Triggering Populations	
	Tracts	Communities		
Clinton	3	Tracts occur in and around Lock Haven and the rural agricultural valleys in the southern portion of the county.	 Lock Haven – In-Poverty Southern Clinton County – LEP (West Germanic) 	
Columbia	3	Tracts occur in and around Bloomsburg.	Bloomsburg – Minority and In- Poverty	
Montour	2	Tracts occur in and around Danville and the rural agricultural valleys in the northern portion of the county.	 Danvile – LEP (Spanish) Northern Montour County – LEP (West Germanic) 	
Union	4	Tracts occur in and around Lewisburg and at the penitentiary facilities in the northern part of the county.	 Lewisburg – Minority Penitentiaries – Minority, In- Poverty, LEP (Spanish) 	

County	# of	Description of Tracts &	Triggering Populations
	Tracts	Communities	
Mifflin	5	Tracts occur in and around Lewistown and in the rural agricultural valleys in the northern portion of the county.	 Lewistown – In-Poverty, Disability Northern Mifflin County – LEP (West Germanic)
Northumberland	3	Tracts occur in and around Milton and at the penitentiary facility north of Shamokin.	Milton – MinorityPenitentiary – Minority
Snyder	2	Tracts occur in and around Selinsgrove and in the rural areas in the southeast portion of the county.	 Selinsgrove – Minority Southeastern Snyder County – LEP (West Germanic)
TOTAL	22		



APPENDIX S.4

DOCUMENTATION OF PUBLIC PARTICIPATION AND COMMENT FOR THE PUBLIC PARTICIPATION PLAN UPDATE

- Legal Notice of the Public Comment Period and Public Meeting
- Press Release announcing the Public Comment Period and Public Meeting
- Webpage Notices of the Public Comment Period and Public Meeting
- Correspondence with Interested Parties regarding the Public Comment Period and Public Meeting
- Record of the Public Meeting
 - o Public Meeting Plan
 - o Sign-In Sheet
 - Informational Handout
 - Display Materials & Boards
 - o Sample Comment Form
 - Comments Received
- Comment and Response Tracking

THE DAILY ITEM P. O. BOX 607 SUNBURY PA 17801-0607 (570)286-5671

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Contact: KAY AIKEY Phone: (570)524-4491 Fax#: Email: Agency:	Ad Descrpt: PUBLIC MEETING AND NOTIC Given by: * Created: bstef 10/08/14 15:23 Last Changed: bstef 10/08/14 15:34			
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THE DAILY ITEM P. O. BOX 607 SUNBURY PA 17801-0607 (570)286-5671

ORDER CONFIRMATION (CONTINUED)

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PUBLIC MEETING AND NOTICE OF AVAILABILITY FOR PUBLIC REVIEW AND COMMENT SEDA-COG MPO PUBLIC PARTICIPATION PLAN

The SEDA-COG Metropolitan Planning Organization (MPO) will conduct a Public Meeting on November 12, 2014 as part of a 45-day public review and comment period on its Public Participation Plan update. The Public Participation Plan includes regional overview information and a framework of goals, objectives, and techniques for obtaining effective public participations. tion as part of SEDA-COG's transportation planning efforts

The 45-day comment period will begin on October 24, 2014, and end on December 8, 2014. The public comment period allows the public to provide feedback on all facets of the Public Participation Plan for possible incorporation into the final document. A Public Meeting will be held during the public comment period as follows:

Date: November 12, 2014

Location: SEDA-COG Office, 201 Furnace Road, Lewisburg, PA 17837

6:00 p.m. to 7:30 p.m.

Review the PPP: The Public Participation Plan can be reviewed online at http://www.seda-cog.org/transportation/Pages/PublicParticipationPlan.aspx. A hard copy will be available for review during the public comment period at the following locations during facility hours:

- " SEDA-COG Office 201 Furnace Road, Lewisburg, PA 17837
 " Clinton County Offices 232 East Main Street, Lock Haven, PA 17745
 " Columbia County Offices 26 West Main Street, Bloomsburg, PA 17815
 " Juniata County Offices Bridge and Main Streets, Mifflintown, PA 17059
 " Mifflin County Offices 20 North Wayne Street, Lewistown, PA 17044
 " Montour County Offices 29 Mill Street Danville, PA 17821
 " Northumberland County Offices 399 South 5th Street, Sunbury, PA 17301
- "Snyder County Offices 9 West Market Street, Middleburg, PA 17842
 "Union County Offices 155 North 15th Street, Lewisburg, PA 17837
 "Call A Ride Service, Inc. 249 West 3rd Street, Lewistown, PA 17044
 "Lower Anthracite Transit System 137 West 4th Street, Mt Carmel, PA

- "MTR, Inc. 6725 Keefers Lane, Bloomsburg, PA 17815
 "Montour County Transit 112 Woodbine Lane, Suite 1, Danville, PA

- Trobitransit 61 Tyler Avenue, Elysburg, PA 17824
 STEP, Inc. 2138 Lincoln Street, Williamsport, PA 17701
 Union-Snyder Transportation Alliance 713 Bridge Street, Suite 11, Selinsgrove, PA 17870
- Town of Bloomsburg Office 301 East 2nd Street, Bloomsburg, PA
- "Borough of Berwick Office 1800 North Market Street, Berwick, PA
- " PennDOT District 2 Office 70 PennDOT Drive, Clearfield, PA 16830 " PennDOT District 3 Office 715 Jordan Avenue, Montoursville, PA

Provide Comments: Written and electronic comments should be submitted by 4:00 p.m. on Friday, December 8, 2014. Comments may be submitted electronically via email, the SEDA-COG web portal, fax, and by Postal

- Electronic comments may be submitted by email to transprojects@sedacog.org or through the web portal at http://www.seda-cog.org/transportation/Pages/Comments.aspx.
- Comments may be faxed to 570-524-9190
- " Please address all written comments to:

Mr. Steve Herman Transportation Planner, SEDA-COG 201 Furnace Road Lewisburg, PA 17837

The public meeting location is accessible to persons with disabilities. If accommodations are needed for those with special needs related to language, sight or hearing, please call Steve Herman at 570-524-4491 by November 7, 2014. DI: 10/12/2014

SS: 20-5787549

Personally appeared before me, the subscriber,

L.F.Machesic,Controller

of the DAILY ITEM PUBLISHING CO., publishers of THE DAILY ITEM, a newspaper of general circulation in Union, Northumberland, Snyder and Montour Counties, the paper in which publication has been directed, who being duly sworn according to law, doth depose and say that said newspaper was established April 15, 1970, and has its place of business at Second & Market Sts., in the city of Sunbury, County of Northumberland, and Commonwealth of Pennsylvania, and that, the Notice, of which the attached is a copy was published in THE DAILY ITEM in the City of Sunbury, County of Northumberland and State of Pennsylvania on the

11th and 22nd days of October 2014

that affiant is not interested in the subject matter of the foregoing notice of advertising, and avers that all of the allegations of the statement as to the time, place and character of the publication are true.

J.F. Machanic

Sworn to and subscribed before me This 22nd day of October A.D. 2014

1 10 m m 7/6

NOTARIAL SEAL
Diene Mr. Wegir
Sunbury, Normamberiend County, PA
My Commission Expires Mey 5, 2015

PRESS RELEASE:

SEDA-COG Announces Public Meeting for Draft Public Participation Plan

(Lewisburg, PA) – The SEDA-COG Metropolitan Planning Organization (MPO) will conduct a Public Meeting on November 12, 2014 as part of a 45-day public review and comment period on its Public Participation Plan update. The Draft Public Participation Plan includes regional overview information and a framework of goals, objectives, and techniques for obtaining effective public participation as part of SEDA-COG's transportation planning efforts.

The 45-day comment period will begin on October 24, 2014, and end on December 8, 2014. The public comment period provides the public an opportunity to provide feedback on all facets of the Public Participation Plan before its adoption. A Public Meeting will be held during the public comment period as follows:

Date: November 12, 2014

Location: SEDA-COG Office,

201 Furnace Road Lewisburg, PA 17837

Time: 6:00 p.m. to 7:30 p.m.

The plan can be reviewed online at:

http://www.seda-cog.org/transportation/Pages/PublicParticipationPlan.aspx

Hard copies will be available for review during the public comment period at the following locations during facility hours:

- SEDA-COG Office 201 Furnace Road, Lewisburg, PA 17837
- Clinton County Offices 232 East Main Street, Lock Haven, PA 17745
- Columbia County Offices 26 West Main Street, Bloomsburg, PA 17815
- Juniata County Offices Bridge and Main Streets, Mifflintown, PA 17059
- Mifflin County Offices 20 North Wayne Street, Lewistown, PA 17044
- Montour County Offices 29 Mill Street Danville, PA 17821
- Northumberland County Offices 399 South 5th Street, Sunbury, PA 17801
- Snyder County Offices 9 West Market Street, Middleburg, PA 17842
- Union County Offices 155 North 15th Street, Lewisburg, PA 17837
- Call A Ride Service, Inc. 249 West 3rd Street, Lewistown, PA 17044
- Lower Anthracite Transit System 137 West 4th Street, Mt Carmel, PA 17851
- MTR, Inc. 6725 Keefers Lane, Bloomsburg, PA 17815
- Montour County Transit 112 Woodbine Lane, Suite 1, Danville, PA 17821
- rabbittransit 61 Tyler Avenue, Elysburg, PA 17824
- STEP, Inc. 2138 Lincoln Street, Williamsport, PA 17701
- Union-Snyder Transportation Alliance 713 Bridge Street, Suite 11, Selinsgrove, PA 17870
- Town of Bloomsburg Office 301 East 2nd Street, Bloomsburg, PA 17815
- Borough of Berwick Office 1800 North Market Street, Berwick, PA 18603
- PennDOT District 2 Office 70 PennDOT Drive, Clearfield, PA 16830
- PennDOT District 3 Office 715 Jordan Avenue, Montoursville, PA 17754

Written and electronic comments may be submitted via email, SEDA-COG web portal, fax, or Postal Service by 4:00 p.m. on Friday, December 8, 2014.

- Email comments may be submitted to transportation/Pages/Comments.aspx.

 http://www.seda-cog.org/transportation/Pages/Comments.aspx.
- Comments may be faxed to 570-524-9190
- Please address all written comments to:

Mr. Steve Herman Transportation Planner, SEDA-COG 201 Furnace Road Lewisburg, PA 17837

The public meeting location is accessible to persons with disabilities. If accommodations are needed for those with special needs related to language, sight or hearing, please call Steve Herman at 570-524-4491 by November 7, 2014.

####

SEDA-COG Business & Industry Communities & Non-Profit Individuals / Residential News, Notices & Publications Resource Links Calendar

SEDA Council of Governments > SEDA-COG

<u>Transportation</u> > Public Participation Plan



Public Participation Plan

NEW - Draft Public Participation Plan

NOTICE OF PUBLIC COMMENT PERIOD

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The Draft Public Participation Plan for the SEDA-COG Metropolitan Planning Organization (MPO) is available for public review. The Draft Public Participation Plan includes regional overview information and a framework of goals, objectives, and techniques for obtaining effective public participation as part of SEDA-COG's transportation planning efforts.

The 45-day comment period will begin on October 24, 2014, and end on December 8, 2014. The public comment period provides the public an opportunity to provide feedback on all facets of the Public Participation Plan before its adoption. A Public Meeting will be held during the public comment period as follows:

November 12, 2014 Date:

SEDA-COG Office Location:

201 Furnace Road Lewisburg, PA 17837

Time: 6:00 p.m. to 7:30 p.m.

> Public Meeting Display Boards **Public Meeting Handout** Public Meeting Press Release

The region's residents, local governments and other interested parties are encouraged to review and offer any pertinent comments on the Draft Plan up until 4:00 p.m. on December 8, 2014.

Written and electronic comments may be submitted via email, the SEDA-COG web portal, fax, or Postal Service:

- Email comments may be submitted to transprojects@seda-cog.org or through the web portal at http://www.seda-cog.org/transportation/Pages/Comments.aspx.
- Comments may be faxed to 570-524-9190
- Please address all written comments to:

Mr. Steve Herman Transportation Planner, SEDA-COG 201 Furnace Road Lewisburg, PA 17837

SEDA-Council of Governments is responsible for regional transportation planning activities and staffs the SEDA-COG Metropolitan Planning Organization (MPO) designated for the following counties: Clinton, Columbia, Juniata, Mifflin, Montour, Northumberland, Snyder, and Union. SEDA-COG communicates with interested parties to ensure effective and innovative transportation planning that is representative of and responsive to the needs of the entire MPO region. To achieve this goal, SEDA-COG encourages the public to play an active role in the development of transportation plans, programs, and projects - beginning in the early stages of, and extending throughout, the planning processes.

The Public Participation Plan (PPP) ensures that SEDA-COG MPO public involvement activities comply with applicable federal/state regulations and guidelines on transportation planning and programming. The PPP includes regional overview information and details strategies and procedures SEDA-COG uses to achieve its long-standing commitment to participation in regional transportation planning efforts. The PPP identifies current outreach techniques and outlines steps for future

improvement in order to increase and enhance public participation in the SEDA-COG MPO planning process.

The current SEDA-COG MPO Public Participation Plan was adopted on July 22, 2011. The Plan is periodically reviewed for updates and enhancements. Comments or questions on the Plan can be forwarded to the contact person listed below.

SEDA-COG is committed to compliance with the nondiscrimination requirements of applicable civil rights statutes, executive orders, regulations, and policies. If you have a request for a special need, wish to file a complaint, or desire additional information, please contact the below person.

SEDA-Council of Governments Attn: Steve Herman 201 Furnace Road Lewisburg, PA 17837 570-524-4491

Included below are copies of the SEDA-COG MPO Title VI Complaint Procedures and Complaint Form. These procedures apply to all external complaints relating to any program or activity administered by SEDA-COG MPO and/or its sub-recipients, consultants and contractors, filed under Title VI of the Civil Rights Act of 1964, as amended.



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SEDA - Council of Governments

201 Furnace Road, Lewisburg, PA 17837 570-524-4491 (v) 570-524-9190 (f) Admin@seda-coq.org

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<u>Calendar of Events</u>: Public Meeting, Draft Public Participation Plan for Transportation Planning - Lewisburg

Export Event

Title Public Meeting, Draft Public Participation Plan for Transportation Planning Lewisburg

Location SEDA-COG Office, 201 Furnace Road

Start Time 11/12/2014 6:00 PM

End Time 11/12/2014 7:30 PM

Description The SEDA-COG Metropolitan Planning Organization (MPO) will

The SEDA-COG Metropolitan Planning Organization (MPO) will conduct a Public Meeting on November 12, 2014, as part of a 45-day public review and comment period on its Public Participation Plan update. The Draft Public Participation Plan includes regional overview information and a framework of goals, objectives, and techniques for obtaining effective public participation as part of SEDA-COG's transportation planning efforts.

The 45-day comment period will begin on October 24, 2014, and end on December 8, 2014. The public comment period provides the public an opportunity to provide feedback on all facets of the Public Participation Plan before its adoption.

The plan can be reviewed online at:

http://www.seda-

coq.org/transportation/Pages/PublicParticipationPlan.aspx Written and electronic comments may be submitted via email, SEDA-COG web portal, fax, or Postal Service by 4:00 p.m. on Friday, December 8, 2014.

- Email comments may be submitted to transprojects@sedacoq.org or through the web portal at http://www.sedacoq.org/transportation/Pages/Comments.aspx.
- Comments may be faxed to 570-524-9190
- Please address all written comments to:

Mr. Steve Herman Transportation Planner, SEDA-COG 201 Furnace Road Lewisburg, PA 17837

The public meeting location is accessible to persons with disabilities. If accommodations are needed for those with special needs related to language, sight or hearing, please call Steve Herman at 570-524-4491 by November 7, 2014.

All Day Event

Recurrence

Workspace

Event Date 11/12/2014

Web Page

Event Type Transportation

Category

Attachments SEDA-COG PPP (2014-10-22) DRAFT_for_comment_period.pdf

Content Type: Event Created at 10/20/2014 11:22 AM by Steve Herman Last modified at 10/27/2014 10:52 AM by Steve Herman

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Watts, Robert

From: Herman, Steve <sherman@seda-cog.org>
Sent: Monday, November 03, 2014 10:19 AM

To: Herman, Steve

Cc: Saylor, James; Aikey, Kay; Kiel, Don; Kusheloff, Steve; Watts, Robert

Subject: Draft SEDA-COG MPO Public Participation Plan Notice

Greetings,

Please be aware that the SEDA-COG Metropolitan Planning Organization (MPO) has opened a public comment period for its DRAFT Public Participation Plan (PPP).

More details, along with the draft PPP, can be found online at: http://www.seda-cog.org/transportation/Pages/PublicParticipationPlan.aspx

One of the SEDA-COG MPO's responsibilities is development of a Public Participation Plan (PPP) on behalf of its member counties: Clinton, Columbia, Juniata, Mifflin, Montour, Northumberland, Snyder, and Union. A PPP ensures that an MPO's public involvement activities comply with applicable federal and state metropolitan transportation planning regulations. The Draft PPP includes regional overview information and a framework of goals, objectives, and strategies for obtaining effective public participation as part of the SEDA-COG MPO's transportation planning efforts. It includes procedures for implementing public involvement, as well as indicators for evaluating the performance of the plan and suggesting future improvements.

The 45-day public comment period for the Draft SEDA-COG MPO Public Participation Plan began on October 24, 2014. The region's residents and other interested parties are encouraged to review the PPP document available at the above link and offer any pertinent written comments up until **4:00 p.m. on December 8, 2014.** A public meeting and information session on the Draft PPP will occur between 6 and 7:30 p.m. on November 12, 2014, at SEDA-COG's office in Lewisburg, PA. The SEDA-COG MPO plans to consider adopting the new PPP at a public meeting scheduled for 9:00 a.m. on Friday, December 12, 2014, at SEDA-COG's office.

Below my signature is the text for the public notice on the PPP public meeting & comment period that ran in The Daily Item newspaper. Please feel free to distribute this notice and e-mail to other individuals or agencies that should receive it.

Thank you for your time and cooperation.

Sincerely,

Steve Herman, AICP Transportation Planning SEDA-Council of Governments 201 Furnace Road Lewisburg, PA 17837

Ph: 570-524-4491 Fax: 570-524-9190 www.seda-cog.org/transportation

PUBLIC MEETING AND NOTICE OF AVAILABILITY FOR PUBLIC REVIEW AND COMMENT SEDA-COG MPO PUBLIC PARTICIPATION PLAN

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- rabbittransit 61 Tyler Avenue, Elysburg, PA 17824
- STEP, Inc. 2138 Lincoln Street, Williamsport, PA 17701
- Union-Snyder Transportation Alliance 713 Bridge Street, Suite 11, Selinsgrove, PA 17870
- Town of Bloomsburg Office 301 East 2nd Street, Bloomsburg, PA 17815
- Borough of Berwick Office 1800 North Market Street, Berwick, PA 18603
- PennDOT District 2 Office 70 PennDOT Drive, Clearfield, PA 16830
- PennDOT District 3 Office 715 Jordan Avenue, Montoursville, PA 17754

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The public meeting location is accessible to persons with disabilities. If accommodations are needed for those with special needs related to language, sight or hearing, please call Steve Herman at 570-524-4491 by November 7, 2014.

Public Meeting Plan SEDA-COG Public Participation Plan

PUBLIC MEETING DATE: November 12, 2014, 6:00 p.m. – 7:30 p.m.

LOCATION: SEDA-COG Office

201 Furnace Road Lewisburg, PA 17837

STAFFING: SEDA-COG MPO Staff

PennDOT CPDM

MEETING PURPOSE: Gather feedback on the Draft Public Participation Plan

FORMAT: Public Plans Display – Open House

HANDOUTS: Informational Handout, Comment Form,

OTHER MATERIALS: 11 x 17 maps of EJ populations by census tract to be

made available for review to supplement Display 1.

OPEN HOUSE PLANS DISPLAY

Visitors will have the opportunity to attend anytime during the scheduled period. Members of the Project Team will be available to assist and answer questions. The public meeting location is accessible to persons with disabilities as stipulated in the Americans with Disabilities Act of 1990. In addition, if an individual who attends the public meeting does not speak English as their primary language and who has a limited ability to read, write, speak, or understand English, or requires special assistance to view the plans, they have been advised in two newspaper advertisements to contact Steve Herman at SEDA-COG.

ADVERTISEMENTS

A legal advertisement was placed in the Daily Item on October 11, 2014, and October 22, 2014, which announced the Public Meeting and draft PPP availability for public review.

DISPLAYS

Display 1: Indicators of Potential Disadvantage

Display 2: Outreach Methods for Transportation Plans

Display 3: Public Participation Plan (PPP) Goals and Strategies

Display 4: What's Next (PPP Schedule)

Display 5: PPP Display and Comment Locations

Public Meeting - SEDA-COG MPO Public Participation Plan

Sign-in Sheet | November 12, 2014 | SEDA-COG Office

PLEASE PRINT

No.	Name	Organization (if applicable)	Interested Parties	Address	Telephone	Email
1.	Carey Mullins	PennDOT Central Office	Please add me to the interested parties list	400 North Street Harrisburg, PA 17102	717-783-2265	cmullins@pa.gov
2.	Steve Herman	SEDA-COG	Please add me to the interested parties list	201 Furnace Road Lewisburg, PA 17837	570-524-4491	sherman@seda-cog.org
3.	Jim Saylor	SEDA-COG	Please add me to the interested parties list	201 Furnace Road Lewisburg, PA 17837	570-524-4491	jsaylor@seda-cog.org
4.			Please add me to the interested parties list			
5.			Please add me to the interested parties list			
6.			Please add me to the interested parties list			
7.			Please add me to the interested parties list			
8.			Please add me to the interested parties list			
9.			Please add me to the interested parties list			
10.			Please add me to the interested parties list			





Metropolitan Planning Organization

November 12, 2014

Tonight's Public Meeting is being held to gather public feedback on the Draft Public Participation Plan (PPP) developed for the SEDA-COG Metropolitan Planning Organization (MPO). The PPP includes regional overview information and a framework of goals, objectives, and strategies for obtaining effective public participation as part of SEDA-COG's transportation planning efforts. It is the intent of SEDA-COG to expand outreach deeper into the MPO region. The input we receive from you will be useful to develop a final Public Participation Plan as a response to the interests and concerns of the communities served.

Displays

Display 1: Indicators of Potential Disadvantage

Display 2: Outreach Methods for Transportation Plans

Display 3: Public Participation Plan (PPP) Goals and Strategies

Display 4: What's Next (PPP Schedule)

Display 5: PPP Display and Comment Locations

Please see the reverse side for a list of all PPP display locations and for contact information to offer comment before the close of the comment period on December 8, 2014.

Six Goals of the PPP

- I. Extend the reach of the participation program
- 2. Encourage diversity of participants
- 3. Increase the impact of participation
- 4. Increase participant satisfaction
- 5. Realize opportunities for education
- 6. Formalize the use of performance indicators

What's Next

Milestone Activity/Component	Delivery
Develop Draft Public Participation Plan (PPP)	September 19
First Public Notice of Availability	October II
Second Notice of Public Availability	October 22
Begin 45-Day Comment Period on Revised Draft PPP	October 24
Conduct Public Meeting	November 12
45-Day Public Comment Period Ends	December 8
Revised Public Participation Plan Based on Public Comments	December 8
SEDA-COG Adopts Public Participation Plan	December 12

Review the Plan

The Public Participation Plan can be reviewed online at:

http://www.seda-cog.org/transportation/Pages/PublicParticipationPlan.aspx

A hard copy will be available for review during the public comment period at the following locations during facility hours:

SEDA-COG Office - 201 Furnace Road, Lewisburg, PA 17837

Clinton County Offices - 232 East Main Street, Lock Haven, PA 17745

Columbia County Offices - 26 West Main Street, Bloomsburg, PA 17815

Juniata County Offices - Bridge and Main Streets, Mifflintown, PA 17059

Mifflin County Offices - 20 North Wayne Street, Lewistown, PA 17044

Montour County Offices - 29 Mill Street Danville, PA 17821

Northumberland County Offices - 399 South 5th Street, Sunbury, PA 17801
Snyder County Offices - 9 West Market Street, Middleburg, PA 17842
Union County Offices - 155 North 15th Street, Lewisburg, PA 17837
Call A Ride Service, Inc. - 249 West 3rd Street, Lewistown, PA 17044
Lower Anthracite Transit System - 137 West 4th Street, Mt Carmel, PA 17851
MTR, Inc. - 6725 Keefers Lane, Bloomsburg, PA 17815
Montour County Transit - 112 Woodbine Lane, Suite 1, Danville, PA 17821

Rabbittransit - 61 Tyler Avenue, Elysburg, PA 17824

STEP, Inc. - 2138 Lincoln Street, Williamsport, PA 17701

Union-Snyder Transportation Alliance - 713 Bridge Street, Suite 11, Selinsgrove, PA 17870

Town of Bloomsburg Office - 301 East 2nd Street, Bloomsburg, PA 17815

Borough of Berwick Office - 1800 North Market Street, Berwick, PA 18603

PennDOT District 2 Office - 70 PennDOT Drive, Clearfield, PA 16830

PennDOT District 3 Office - 715 Jordan Avenue, Montoursville, PA 17754

Provide Comments

The Draft PPP is available as part of a 45-day comment period from October 24, 2014 to December 8, 2014. Written and electronic comments may be submitted at the Public Meeting, via e-mail, SEDA-COG web portal, fax, or Postal Service by 4:00 p.m. on Friday, December 8, 2014.

Email: <u>transprojects@seda-cog.org</u>

SEDA-COG Web Portal: http://www.seda-cog.org/transportation/Pages/Comments.aspx

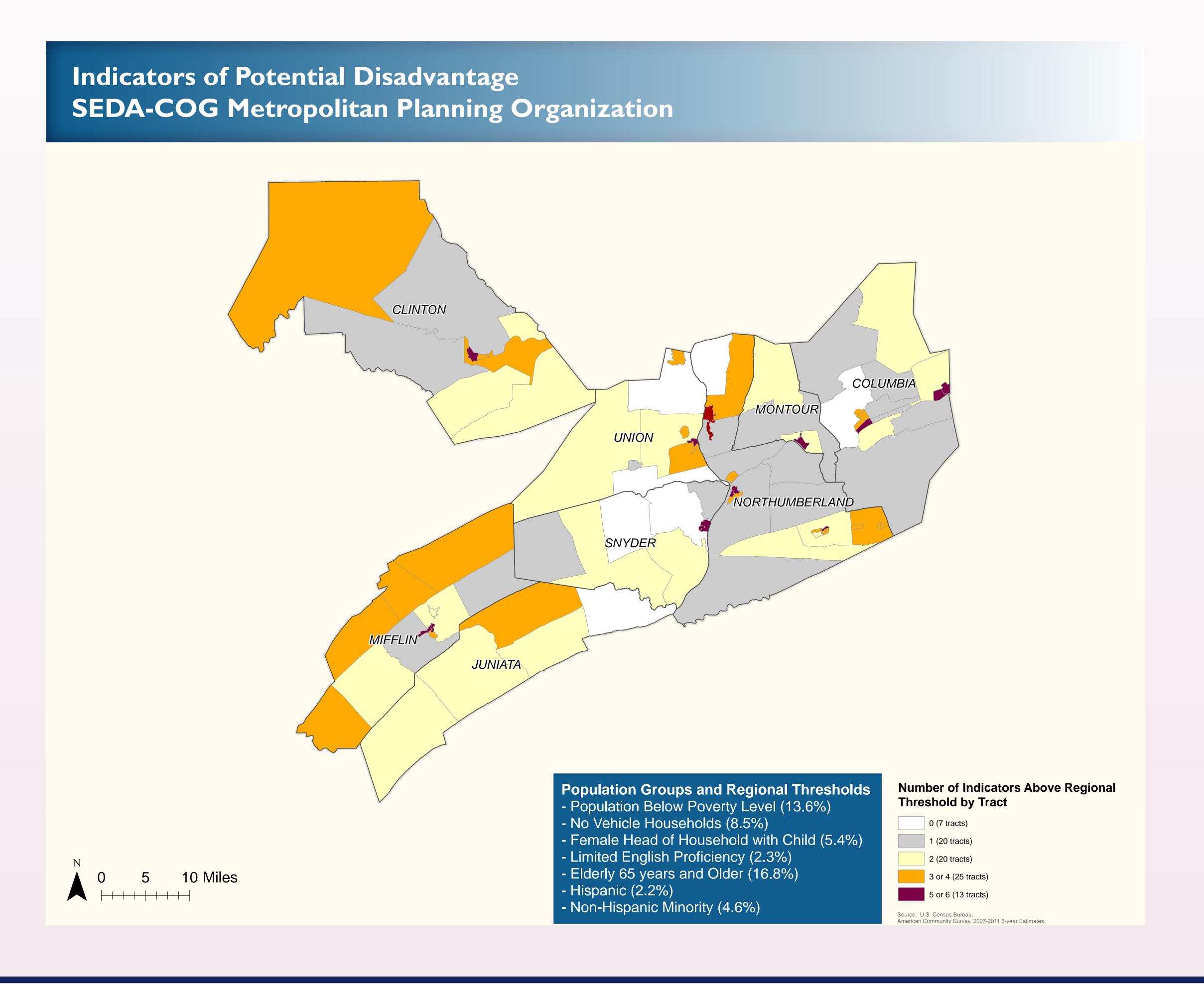
Written Comments: Mr. Steve Herman

Transportation Planner, SEDA-COG

201 Furnace Road Lewisburg, PA 17837 570-524-4491

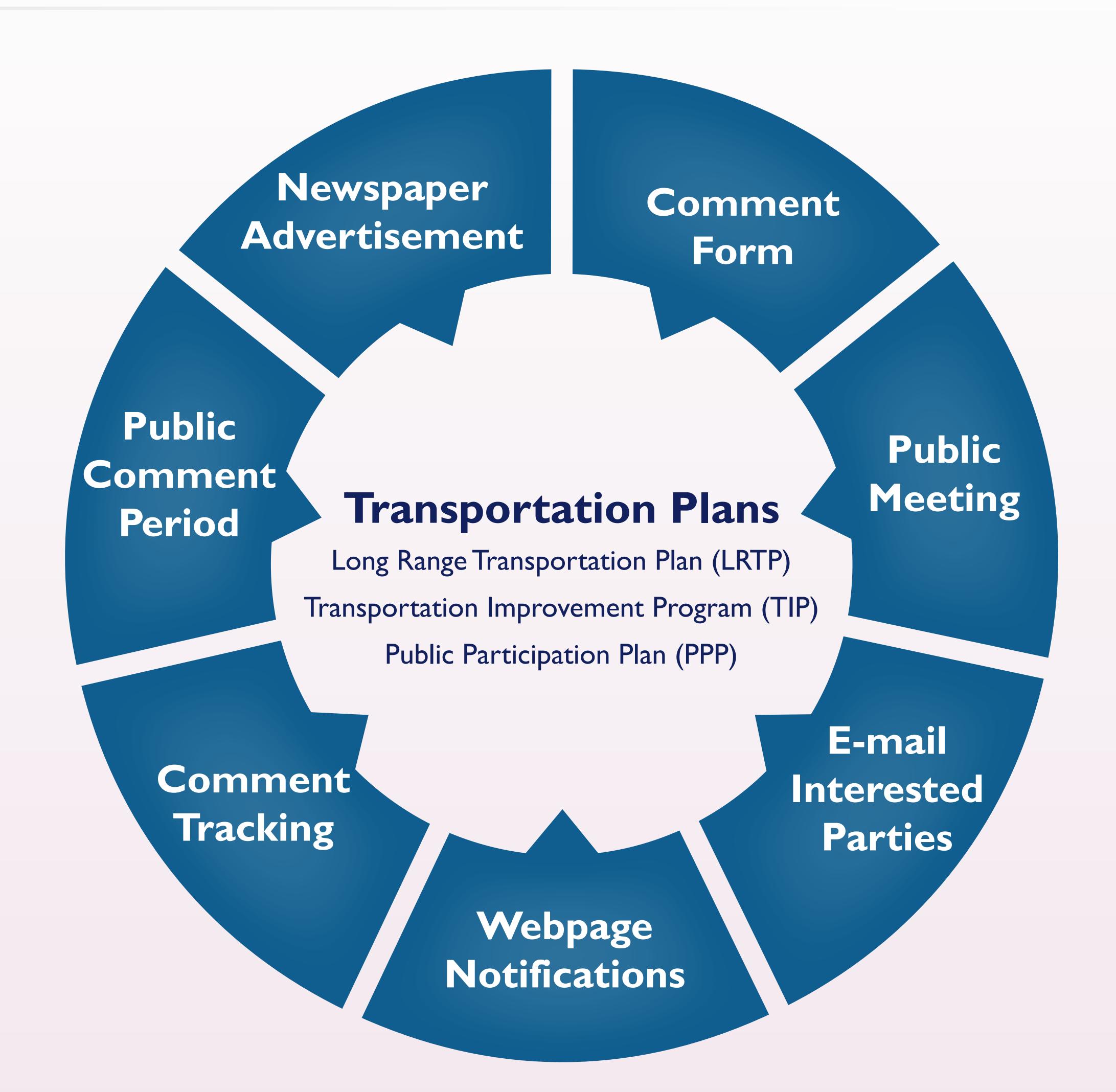
Indicators of Potential Disadvantage

The SEDA-COG service area was analyzed to identify populations with Environmental Justice indicators above the regional threshold by census tract. Those areas with a high number of indicators are locations that may require special outreach as part of Title VI, as they reflect areas that are potentially disadvantaged.





Outreach Methods for Transportation Plans

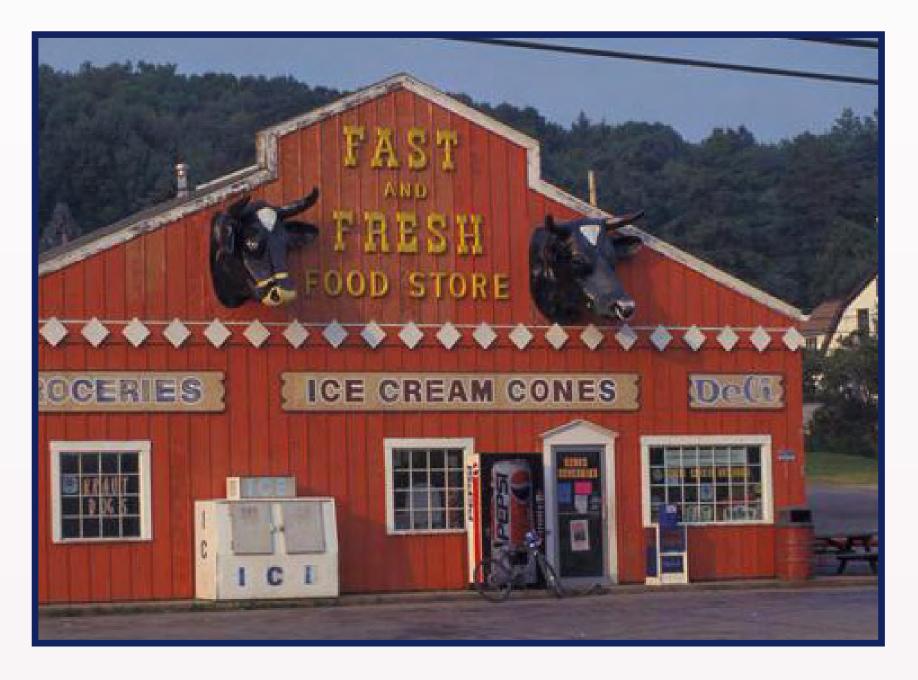




Public Participation Plan Goals and Strategies

Public Participation Strategy	Goal 1 Extend the reach of the participation program	Goal 2 Encourage diversity of participants	Goal 3 Increase the impact of participation	Goal 4 Increase participant satisfaction	Goal 5 Realize opportunities for education	Goal 6 Formalize the use of performance indicators
Public Meeting Comment Forms						
Project/Plan-Specific Web Portal						
MPO Committee Survey						
Interested Parties Database						
MPO Coordination Activities						
Coordinated Public Transit – Human Services Transportation Plan						
Website Analytics (Google Analytics, Translate)						
General Meeting Site Checklist						
Surveys of Meeting Attendees via Comment Form						
Comment Tracking						
Online Survey						
Visualization Tools						
Agency Coordination Effort						
MPO PPP Review						
Regional Performance Measures Report						

What's Next







Milestone Activity/Component	Delivery
Develop Draft Public Participation Plan (PPP)	September 19
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SEDA-COG Adopts Public Participation Plan	December 12



Public Participation Plan

Review

SEDA-COG's PPP is available for public review at the following locations through December 8, 2014:

Digital: The PPP can be viewed online at:

http://www.seda-cog.org/transportation/Pages/PublicParticipationPlan.aspx.

Hard Copy: A hard copy of the PPP will be available for review at the following locations during facility hours:

SEDA-COG Office 201 Furnace Road Lewisburg, PA 17837

Clinton County Offices
232 East Main Street
Lock Haven, PA 17745

Columbia County Offices 26 West Main Street Bloomsburg, PA 17815

Juniata County Offices
Bridge and Main Streets
Mifflintown, PA 17059

Mifflin County Offices
20 North Wayne Street
Lewistown, PA 17044

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29 Mill Street
Danville, PA 17821

Northumberland County Offices 399 South 5th Street Sunbury, PA 17801 Snyder County Offices 9 West Market Street Middleburg, PA 17842

Union County Offices
155 North 15th Street
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MTR, Inc. 6725 Keefers Lane Bloomsburg, PA 17815

Mt Carmel, PA 17851

Montour County Transit 112 Woodbine Lane, Suite 1 Danville, PA 17821

Rabbittransit 61 Tyler Avenue Elysburg, PA 17824 STEP, Inc.
2138 Lincoln Street
Williamsport, PA 17701

Union-Snyder Transportation Alliance 713 Bridge Street, Suite 11 Selinsgrove, PA 17870

Town of Bloomsburg Office 301 East 2nd Street Bloomsburg, PA 17815

Borough of Berwick Office 1800 North Market Street Berwick, PA 18603

PennDOT District 2 Office 70 PennDOT Drive Clearfield, PA 16830

PennDOT District 3 Office 715 Jordan Avenue Montoursville, PA 17754

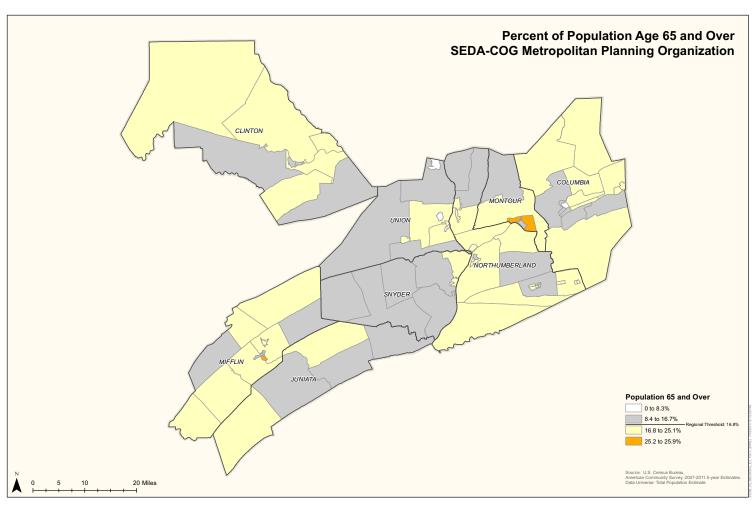
Comment

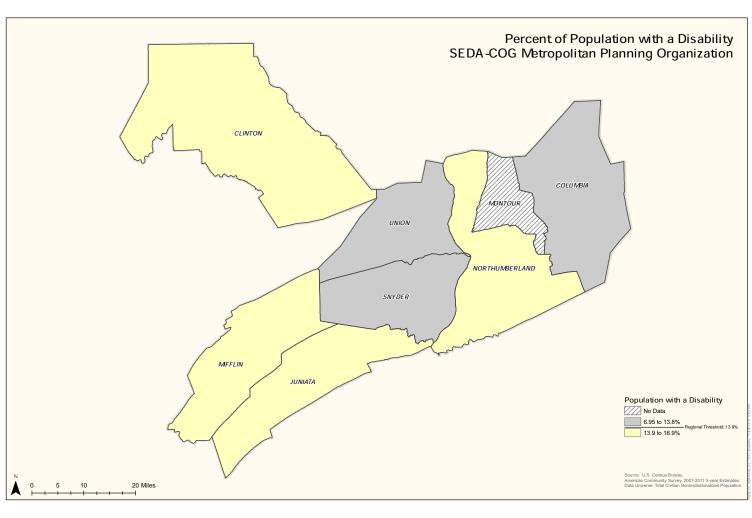
Written and electronic comments should be submitted by 4:00 p.m. on Friday, December 8, 2014 via:

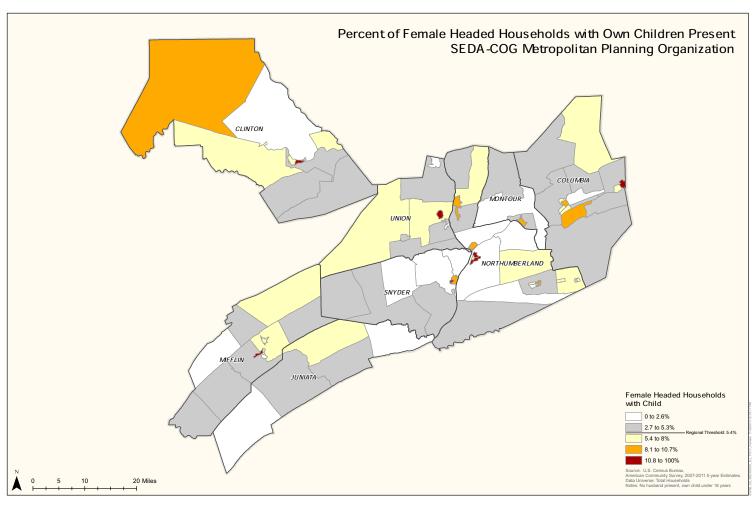
- Email: transprojects@seda-cog.org
- Web Portal:

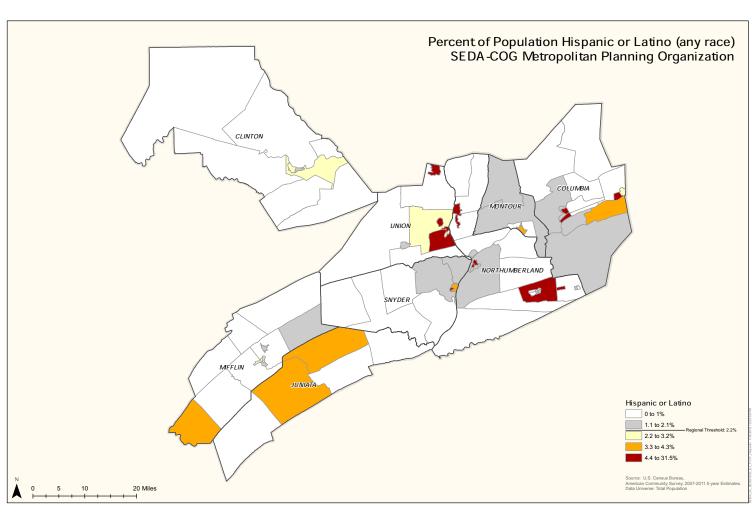
 http://www.seda-cog.org/
 transportation/Pages/Comments.aspx
- Fax: 570-524-9190
- Please address all written comments to:
 Mr. Steve Herman
 Transportation Planner, SEDA-COG
 201 Furnace Road
 Lewisburg, PA 17837
 570-524-4491

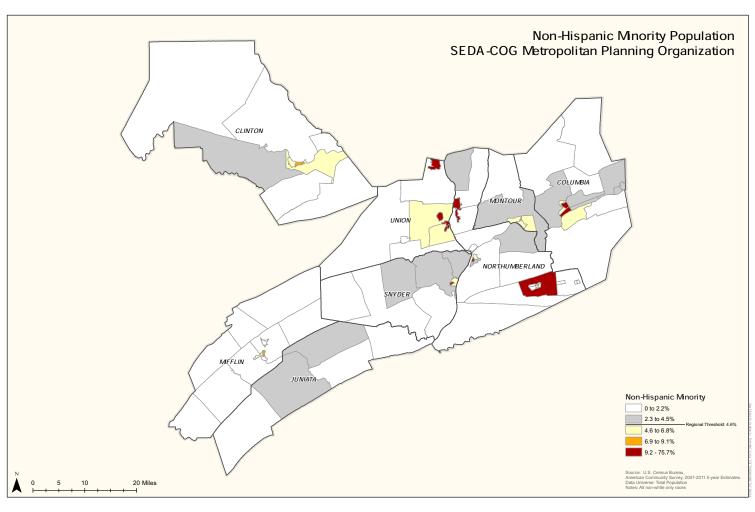


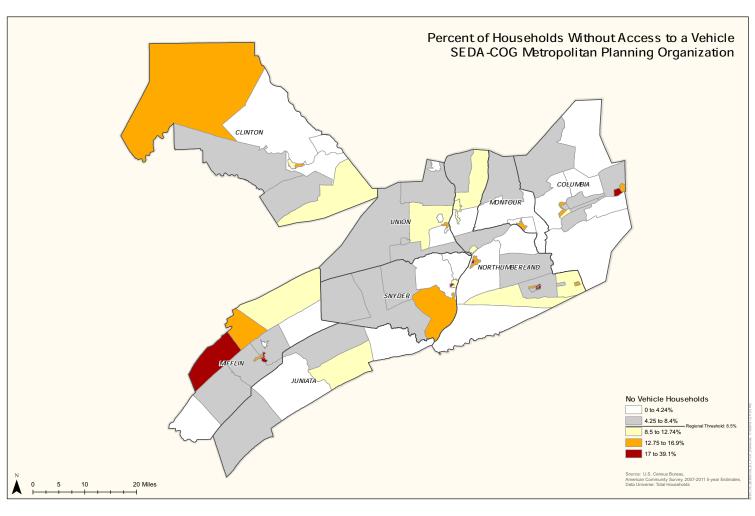


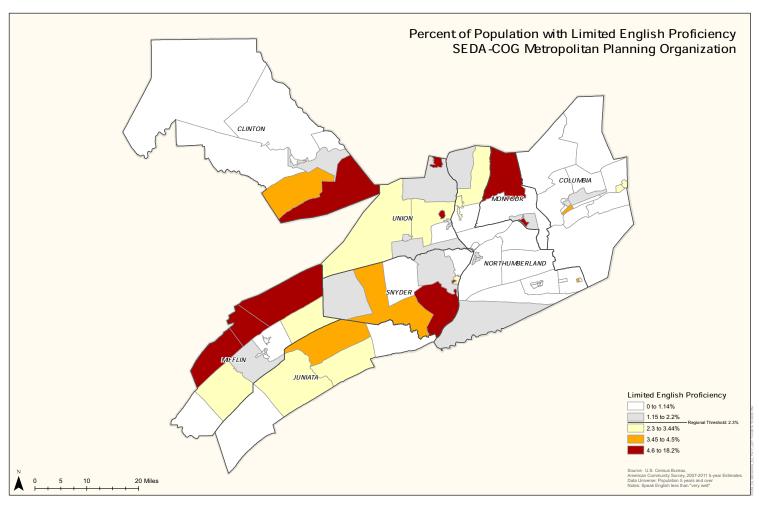


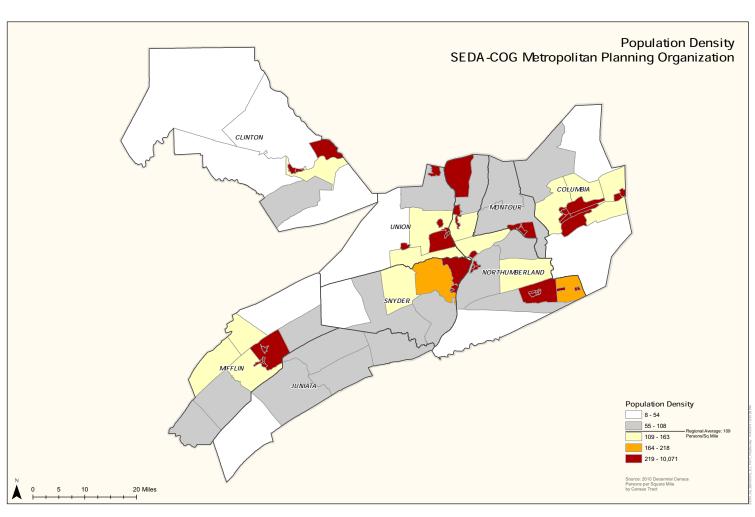


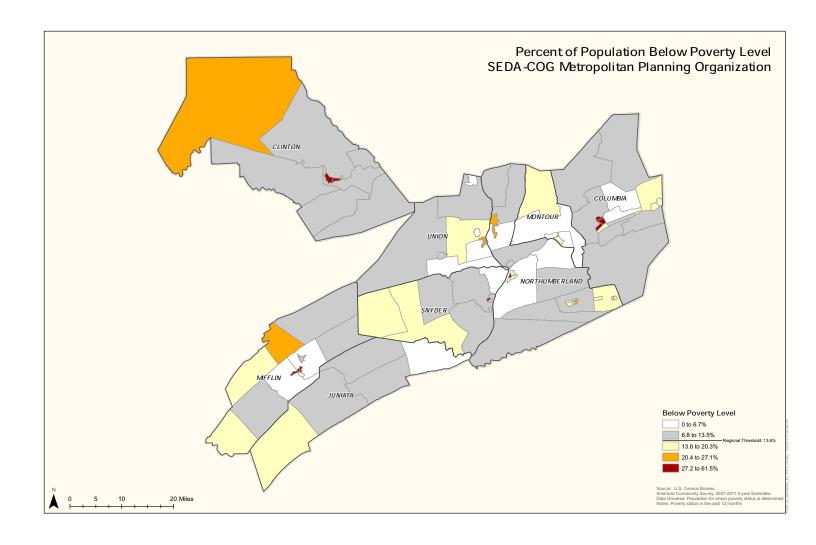












Comment Serial	Date of Comment						Date of		
Number	Provided	Commenter	Location of Comment	Comment	Status	Comment Resolution	Status Update	Editor	Back-Check
		Name	Document name, Section, Page #, Paragraph Example:		"Unassigned" "Assigned to [person]" "In progress"			Name of Editor Incorporating	Name of
	Date	Organization	"Goals", p. 3, 2nd paragraph"	Text of comment provided	"Complete"	Text or description of change made to resolve the Comment	Date	comment	back-checker
Comments	on ANNOTAT	ED OUTLINE (AO)							
			"SEDA-COG PPP (2014-						
			09-15) DRAFT AO w/	We have been in attainment for air quality since changes from the					
		Jim Saylor	Saylor Comments", page			As an area in attainment, the LRTP update cycle			
	9/18/2	014 SEDA-COG	7, first paragraph	analysis for the last several TIP updates.	Complete	is 5 years.	10/8/2014	RJW	RJW
			"SEDA-COG PPP (2014-	FHWA pulled us right back to the checklist for the LRTP amendment	•				
			09-15) DRAFT AO w/	in 2014. Flexibility is good, but we have to incorporate some notion	l .				
		Jim Saylor	Saylor Comments", page			Created the "process checklist" format for the			
2	9/18/2	014 SEDA-COG	9, first paragraph	use the most exhaustive efforts for every exercise.	Complete	varoius planning activites.	10/8/2014	RJW	RJW
			"SEDA-COG PPP (2014-		•				
			09-15) DRAFT AO w/	Where do these goals come from, why are they right for the region?		Completely revised the plan goals to tie more into			
		Jim Saylor	Saylor Comments", page			the Federal regulations and better reflect the	10/0/00 1	5 "44	5 "
	9/18/2	014 SEDA-COG	9, first paragraph "SEDA-COG PPP (2014-	MPO - Establish a Setting, Involve the Public, etc.	Complete	feedback expressed during the Mini-Workshop.	10/8/2014	RJW	RJW
			09-15) DRAFT AO w/						
		Jim Saylor	Saylor Comments", page	This is where we've lived - it's not that we're the ones with the					
4	9/18/2	014 SEDA-COG	9, bullets section	answer, we get the right people to answer in the room	Complete	No revision necessary	10/8/2014	RJW	RJW
			"SEDA-COG PPP (2014-		•	•			
			09-15) DRAFT AO w/						
,	- 0/40/0	Jim Saylor	Saylor Comments", page	hullate de and E annual Ethernation and an authorized in an annual ethernation	0	Addressed in actions of the allow week	10/0/0014	D IM	D IM
	9/18/2	014 SEDA-COG	9, bullets section	bullets 1 and 5 seem to fit together under continuous improvement	Complete	Addressed in revision of the plan goals.	10/8/2014	- HJVV	RJW
			"SEDA-COG PPP (2014-						
			09-15) DRAFT AO w/						
		Jim Saylor	Saylor Comments", page						
	9/18/2	014 SEDA-COG	11, second paragraph	Need to define or refer to 508	Complete	Included complete title of 508.	10/16/2014	KVR	RJW
			"SEDA-COG PPP (2014-	Leave Leave Leave and a second second state of the second					
		lim Coylor	09-15) DRAFT AO w/ Saylor Comments", page	who can be speakers - members, stakeholders, only staff? How do we provide enough expertise and enough outings to make this		Added county planning partners to more			
-	7 9/18/2	Jim Saylor 014 SEDA-COG	13, first paragraph	credible?	Complete	Added county planning partners to more accurately describe "stakeholders".	10/16/2014	KVR	RJW
	3/10/2	01+ 0LD/1 00G	ro, mot paragraph	ordinic.	Complete	accurately accombe statements.	10/10/2014	FICTI	11077
			"SEDA-COG PPP (2014-						
			09-15) DRAFT AO w/	Stakeholder groups - participate in planning groups, task forces					
		Jim Saylor	Saylor Comments", page					10.0	5 U.V
		014 SEDA-COG	13, fourth paragraph	build awareness of issues, solutions and opportunities	Complete	Corrected punctuation	10/16/2014	KVR	RJW
Comments	on PRELIMIN	ARY DRAFT Plan for N							
•			"SEDA-COG PPP (2014-						,
		Brandy Rotz	09-22) DRAFT BLR						
	9/22/2	014 McCormick Taylor	Comments"	Various Grammatical Comments	Complete	Corrected grammatical errors.	10/8/2014	- RJW	RJW
		Steve Herman	"SEDA-COG PPP (2014- 09-22) DRAFT Herman						
1(n 9/22/2	014 SEDA-COG	Comments"	Various Grammatical Comments	Complete	Corrected grammatical errors.	10/8/2014	. R.IW	RJW
	JILLIL	J JEDA JOG	"SEDA-COG PPP (2014-	Tanodo Grammanour Commonto	Complete	Concolod grammatical circle.	10/0/2017	. 10 **	. 10 * *
			09-22) DRAFT Herman						
		Steve Herman	Comments", page 7,			Hyperlink to current LRTP added to the			
11	9/22/2	014 SEDA-COG	second paragraph	Insert hyperlink?	Complete	document.	10/8/2014	RJW	RJW

Comment Serial	Date of Comment						Date of		
Number	Provided	Commenter	Location of Comment	Comment	Status	Comment Resolution	Status Update	Editor	Back-Check
		Name	Document name, Section, Page #, Paragraph Example:		"Unassigned" "Assigned to [person]" "In progress"			Name of Editor Incorporating	Name of
	Date	Organization	"Goals", p. 3, 2nd paragraph"	Text of comment provided	"Complete"	Text or description of change made to resolve the Comment	Date	comment	back-checker
1:	2 9/22	Steve Herman /2014 SEDA-COG	"SEDA-COG PPP (2014- 09-22) DRAFT Herman Comments", page 7-8, Freight Planning section	I defer to confirmation by Jim, but I think you can delete this listing. The FAC is inactive, and most freight planning activity is just caught under the LRTP or base UPWP work. If we feel the need to replace Freight Planning with something else, perhaps we add something for facilitating Statewide Managed Programs (e.g., TAP, HSIP, Rail Grade crossings, ARLE, etc.)?	Complete	Deleted information about the FAC	10/8/2014	4 RJW	RJW
		Steve Herman	"SEDA-COG PPP (2014- 09-22) DRAFT Herman Comments", page 23,	Is there a way to automatically track this, or do we have to rely on		Tracking would be accomplished when the logo and hyperlink is distributed to the partners (perhaps with some Google analytics code			
1:	3 9/22	/2014 SEDA-COG	Table	receiving word from partners and/or doing our own research?	Complete	attached?).	10/8/2014	1 RJW	RJW
		Steve Herman	"SEDA-COG PPP (2014- 09-22) DRAFT Herman Comments", page 26,			,			
1	4 9/22	/2014 SEDA-COG	Table Table	Start the Goals bullet numbering at 1 and run thru 6.	Complete	Corrected the Bullet numbering.	10/8/2014	1 RJW	RJW
1;	5 9/22	Steve Herman /2014 SEDA-COG	"SEDA-COG PPP (2014- 09-22) DRAFT Herman Comments", page 37, Table	Do we want to bite off 2 public meetings during the comment period? Especially in light of what MPO members were voicing about public meeting attendance.	Complete	Text revised to read "Conduct at least one (1) public meeting."	10/8/2014	1 RJW	RJW
1	6 9/22	Steve Herman /2014 SEDA-COG	"SEDA-COG PPP (2014- 09-22) DRAFT Herman Comments", page 39, Table	Should we put in here somewhere what the threshold value will be for requiring amendments to the LRTP and soliciting comment, like in the SPC example?	Complete	Added plan descriptions, applicability, and threshold values in the top row, under each plan title.	10/8/2014	1 RJW	RJW
1'	7 9/22	Steve Herman /2014 SEDA-COG	"SEDA-COG PPP (2014- 09-22) DRAFT Herman Comments", page 39, Table	See earlier comment on page 36 (37).	Complete	Text revised to read "Conduct at least one (1) public meeting."	10/8/2014	1 RJW	RJW
11	8 9/22	Steve Herman /2014 SEDA-COG	"SEDA-COG PPP (2014- 09-22) DRAFT Herman Comments", page 43, Table	Should we put in here somewhere what the threshold value will be for requiring amendments to the TIP and soliciting comment, like in the SPC example?	Complete	Added plan descriptions, applicability, and threshold values in the top row, under each plan title.	10/8/2014	1 RJW	RJW
11		Steve Herman /2014 SEDA-COG	"SEDA-COG PPP (2014- 09-22) DRAFT Herman Comments", page 43, Table			Added plan descriptions, applicability, and threshold values in the top row, under each plan title.	10/8/2014		RJW
1!		Steve Herman /2014 SEDA-COG	"SEDA-COG PPP (2014- 09-22) DRAFT Herman Comments", page 61, First Bullet	See earlier comments. How do they define region?	Complete	We are taking "region" to be whaterver area you are specifically investigating. Could be the MPO as a whole, a Census tract, municipality, etc.	10/8/2014		RJW
2		Ken Rich /2014 McCormick Taylor	"SEDA-COG PPP (2014- 09-22) DRAFT KVRedits"		Complete	Corrected grammatical errors.	10/8/2014		RJW
2:		Ken Rich /2014 McCormick Taylor		[KVR]: For all of the NO responses in this column, I was unable to find requirements specifically stipulated for regional planning activities. However, PennDOT had indicated its own requirements of public hearings for the LRTP, TIP and the PPP. Would I be correct to assume that - since PennDOT administers federal funding and some state funding is also involved – that public hearings ARE required for the LRTP, TIP and PPP? [RJW]: Would you distinguish what is required of states vs. what is		Re-researched. No federal or state requirements for public hearings on MPO plans. Only requirements are for federally-funded transportation transportation projects for which Environmental Assessments (EA) and Environmental Impact Statements (EIS) are conducted. Therefore, public hearings are shown as optional at the MPO's discretion.			RJW

Comment Serial	Date of						Date of		
Number	Provide		Location of Comment	Comment	Status	Comment Resolution	Status Update	Editor	Back-Check
	Date	Name Organization	Document name, Section, Page #, Paragraph Example: "Goals", p. 3, 2nd paragraph"	Text of comment provided	"Unassigned" "Assigned to [person]" "In progress" "Complete"	Text or description of change made to resolve the Comment	Date	Name of Editor Incorporating comment	Name of back-checker
	Date	Organization	doais , p. 5, zna paragraph	Text of common provided	Complete	rext of description of change made to resolve the comment	Date	Comment	Back Criccher
23	3	Ken Rich 9/22/2014 McCormick Taylor	"SEDA-COG PPP (2014- 09-22) DRAFT KVRedits", page 14, first paragraph	Recommend using "strategies" instead of techniques to better fit the goals/objectives approach taken above. [KVR]: Not sure why these are highlighted in yellow. Perhaps they	Complete	Revised all instances of "techniques" to be "strategies".	10/8/201	4 RJW	RJW
24	Į :	Ken Rich 9/22/2014 McCormick Taylor	"SEDA-COG PPP (2014- 09-22) DRAFT KVRedits", page 18, Educational Outreach Section	need to be identified as "optional" techniques for Educational	Complete	Provided more description.	10/16/201	4 KVR	RJW
		Ken Rich	"SEDA-COG PPP (2014- 09-22) DRAFT KVRedits"	Suggest using Strategies instead of "Techniques to fit the Strategic		Revised all instances of "techniques" to be			
25	5	9/22/2014 McCormick Taylor	page 26, Table	Planning framework of GoalsObjectives	Complete	"strategies".	10/8/201	4 RJW	RJW
		Ken Rich	"SEDA-COG PPP (2014- 09-22) DRAFT KVRedits",	[KVR]: I hope SEDA COG will give us feedback to specifically identify what they want to measure so that a targeted score card / dashboard of indicators can be developed. [RJW]: They see us as the experts. Pretty sure they see this as our					
26	6	9/22/2014 McCormick Taylor	page 26, Table	job.	Complete	No revision necessary.	10/8/201	4 RJW	RJW
27	,	Matt Smoker 9/22/2014 FHWA	"SEDA-COG PPP (2014- 09-22) DRAFT Matt Smoker Comments	Various Grammatical Comments	Complete	Corrected grammatical errors.	10/8/201	4 RJW	RJW
28	3	Matt Smoker 9/22/2014 FHWA	"SEDA-COG PPP (2014- 09-22) DRAFT Matt Smoker Comments, page 1	General questions: was this draft PPP developed in consultation with all interested parties? To date, did you reach out and seek input from other stakeholders in the development of this draft plan?	Complete	Chapter 2 states, "Interested parties were engaged in both developing the underpinning goals of this Public Involvement Plan and in editing/refining the various drafts." The Interested Parties engaged in such a way are listed.	10/8/201	4 RJW	RJW
29)	Matt Smoker 9/22/2014 FHWA	"SEDA-COG PPP (2014- 09-22) DRAFT Matt Smoker Comments, page 6, Table	List the UPWP in this table. The UPWP is listed as a "core" document on the previous page but isn't included here.	Complete	Added the UPWP to the table and provided a description later in the chapter.	10/8/201	4 RJW	RJW
		Matt Smoker	09-22) DRAFT Matt Smoker Comments, page	I recommend that you delete this paragraph. It is good info but it's too specific for the PPP. For example, the next time you update your LRTP this info will be dated and to change it would require a 45-day					-
30)	9/22/2014 FHWA	7, Second paragraph "SEDA-COG PPP (2014-	public comment period.	Complete	Deleted paragraph.	10/8/201	4 RJW	RJW
31	<u> </u>	Matt Smoker 9/22/2014 FHWA	09-22) DRAFT Matt Smoker Comments, page 7, Third paragraph	Really? Do you do this now? If not, FHWA, PennDOT, or the public could make you accountable to do this even though it's currently not a state or federal requirement to do so.	Complete	No change made. SEDA-COG completes reporting on an annual basis.	10/8/201	4 RJW	RJW
32	2	Matt Smoker 9/22/2014 FHWA	"SEDA-COG PPP (2014- 09-22) DRAFT Matt Smoker Comments, page 7, Seventh paragraph	Again, too specific and "dates" your plan	Complete	Deleted paragraph.	10/8/201	4 RJW	RJW
33		Matt Smoker 9/22/2014 FHWA	"SEDA-COG PPP (2014- 09-22) DRAFT Matt Smoker Comments, page 8, Unified Planning Work Program Section	Add text to address the UPWP.	Complete	Added a text description for the UPWP.	10/8/201		RJW

Comment Serial	Date of						Date of		
Number	Provid		Location of Comment	Comment	Status	Comment Resolution	Status Update	Editor	Back-Check
		Name	Document name, Section, Page #, Paragraph Example:		"Unassigned" "Assigned to [person]" "In progress"			Name of Editor Incorporating	Name of
	Date	Organization	"Goals", p. 3, 2nd paragraph"	Text of comment provided	"Complete"	Text or description of change made to resolve the Comment	Date	comment	back-checker
		Matt Smoker	"SEDA-COG PPP (2014- 09-22) DRAFT Matt Smoker Comments, page						
3	4	9/22/2014 FHWA	8, Fourth Paragraph	Too specific and it's not necessary to include this info.	Complete	Deleted.	10/8/201	4 RJW	RJW
2	E	Matt Smoker			Complete	Removed information about the FAC, according to comment from Steve Herman. The FAC was SEDA-COG's freigt committee, but it is now	10/0/001	4 D IM	D IW
3	5	9/22/2014 FHWA	Program Section	SEDA-COG's Joint Rail Authority's FAC? Please identify.	Complete	defunct.	10/8/201	4 RJW	RJW
3(6	Matt Smoker 9/22/2014 FHWA	"SEDA-COG PPP (2014- 09-22) DRAFT Matt Smoker Comments, page 10, Third Paragraph	This is good info but it's not necessary to include in the PPP.	Complete	Deleted.	10/8/201	4 RJW	RJW
				<u> </u>	-		, .,		
3'	7	Matt Smoker 9/22/2014 FHWA	"SEDA-COG PPP (2014- 09-22) DRAFT Matt Smoker Comments, page 10, Fourth Paragraph	This is excellent info to document on how you developed your PPP, but don't include it in the actual PPP.	Complete	Revised text to indicate the Interested Parties who were engaged in developing the goals of the plan, including those that attended the Mini-Workshop.	10/8/201	4 RJW	RJW
3		Matt Smoker 9/22/2014 FHWA	"SEDA-COG PPP (2014- 09-22) DRAFT Matt	For each subsection below - be careful/mindful to specifically identify existing techniques verses future techniques that are currently		Added Existing vs. Proposed to subheadings in techniques section.	10/16/201		RJW
3:	9	Matt Smoker 9/22/2014 FHWA	"SEDA-COG PPP (2014- 09-22) DRAFT Matt Smoker Comments, page 14, First Paragraph	This is a comprehensive list of techniques that COULD BE used to solicit public input into the SEDA-COG planning process for any of the "core" set of plans and programs but do you actually identify which techniques will be utilized for the specific individual "core" plans and/or programs? Is the purpose of the various checklists to be used for that purpose? If so, incorporate various process checklists into the body of the plan and not just listed in the appendix.	Complete	Section was revised to only include existing and proposed strategies.	10/8/201	4 RJW	RJW
Δι	0	Matt Smoker 9/22/2014 FHWA	"SEDA-COG PPP (2014- 09-22) DRAFT Matt Smoker Comments, page 16, First Paragraph	Which languages will SEDA-COG make available on their website, all 80? How will people know this service is available, especially if they LEP or don't read English? Several MPOs either post a small burb in various languages about the translation service or they display the	Complete	SEDA-COG has customized the Google Translate function by enabling an option to automatically display the translation banner to users speaking languages other than the language of the page. The Google Translate default translation banner says "Select Language" in English along with the list of languages, but for purposes of the SEDA-COG website, the banner has been modified to show a flag icon in place of each language for easier identification.			RJW
4	U	JILLILUI4 FAVVA	"SEDA-COG PPP (2014-	nay as a visual reference to a specific language.	Complete	easiei iueniinicalion.	10/14/201	4 NNU	DUVV
4	1	Matt Smoker 9/22/2014 FHWA	09-22) DRAFT Matt	Does the PPP identify the methodology or evaluation procedures on how to conduct the annual comprehensive review?	Complete	This information will be added in the FINAL version of the PPP.	10/8/201	4 RJW	RJW
4:	2	Matt Smoker 9/22/2014 FHWA	"SEDA-COG PPP (2014- 09-22) DRAFT Matt Smoker Comments, page 18, Third Paragraph	I'm not sure if MPO meetings, Support Local Planning Efforts, and Stakeholder group fit under this heading – "Traditional Medial Techniques". These aren't media outlets.	Complete	Revised the section to better categorized the strategies.	10/8/201	4 RJW	RJW

erial	Date of Comment Provided	Commenter	Location of Comment	Comment	Status	Comment Resolution	Date of Status Update	Editor	Back-Check
umber	Provided	Commenter	Document name, Section, Page #, Paragraph	Comment	"Unassigned" "Assigned to [person]"	Comment Resolution	Status Opdate	Name of Editor	Back-Cried
	D-4-	Name	Example:	Total of command any ideal	"In progress"	Total or description of above model to reach to the Comment	Dete	Incorporating	Name of
	Date	Organization	"Goals", p. 3, 2nd paragraph" "SEDA-COG PPP (2014-	Text of comment provided	"Complete"	Text or description of change made to resolve the Comment	Date	comment	back-checker
			09-22) DRAFT Matt Smoker Comments, page			The idea is for MPO staff and/or Committee			
		Matt Smoker	18, Support Local			Members to participate in other, local planning			
43	9/2	2/2014 FHWA	Planning Efforts Section	Who participates? The general public?	Complete	efforts. This strategy was removed.	10/8/2014	l RJW	RJW
			"SEDA-COG PPP (2014- 09-22) DRAFT Matt	The particle of the general pa		charter that chartegy have remered.	10/0/20		
			Smoker Comments, page			The idea is for MPO staff and/or Committee			
		Matt Smoker	18, Stakeholder Groups			Members to participate in other, local planning			
44	9/2	2/2014 FHWA	Section	Who participates? The general public?	Complete	efforts. This strategy was removed.	10/8/2014	ł RJW	RJW
		0.116		Q. 3: Unless an issue is project specific, you will not get participation from the general public nor the local municipal officials at a specific					
45	0/0	Gail Kipp	to O and Marila	meeting. Everyone's lives are too busy and they pick and choose	0	General comment.	10/0/001		D 1147
45	9/2	2/2014 MPO	via SurveyMonkey	what to attend.	Complete	No revision necesssary.	12/8/2014	ł RJW	RJW
				Q. 4: Not goals but define on what we consider "public participation". There are numerous agencies in our counties that represent a cross section of all our citizens so we should not expect "John Doe Public"		The PPP takes a "both-and" approach by inviting comments from both agencies and the public. Still, it is expected that the agencies and their			
		Gail Kipp		to comment or participate but consider the public as the agencies		members/staff will engage the planning process			
46	9/2	2/2014 MPO	via SurveyMonkey	that represent them.	Complete	more closely that the general public.	12/8/2014	l RJW	RJW
47	9/2:	Brad Kerstetter 2/2014 MPO	via SurveyMonkey	Q. 3: Not really a concern, but more of a challenge to reach out to the public through any and all means of social media networks.	Complete	media to improve outreach and the transportation planning process. For this version of the plan, there is no defined way that social media will be used in any of the MPO's planning processes.	12/8/2014	I RJW	RJW
		5 117				The MPO incorporates lessons learend from each	l		
40	0/0	Brad Kerstetter 2/2014 MPO	uia Cumus Mantas.	Q. 4 & 5: We should constantly be reviewing the 6 goals and techniques and adjust to this ever-changing environment.	0	outreach event and reviews the PPP comprehsively every two years.	10/0/001		RJW
48		Shawn McLaughlin 2/2014 MPO	via SurveyMonkey via SurveyMonkey	Q 3: My concern is that we won't achieve Goal 3 and Goal 4. Who is driving the process? The public, MPO, or PennDOT?	Complete Complete	Federal regulations drive the objectives. The MPO chooses strategies. Goal 3 should be met it comments are propertly recorded and incorporated into the Plan. Goal 4 is more subjective, as it depends on the participants' expectations, but is also linkd to the quality and organization of materials.	12/8/2014 : 12/8/2014		RJW
50	9/2:	Shawn McLaughlin 2/2014 MPO	via SurveyMonkey	Q. 9: Good work Rob. As we discussed on the phone there isn't much sense in seeking out perfection in this document until we see how the implementation plays out. Are we really sincere about public involvement and having good public input drive decisions or is it merely window dressing to meet Federal and State requirements? Only time will tell.	Complete	General comment. No revision necesssary.	12/8/2014	I RJW	RJW
		Malcolm Derk		Q. 3: Goal 1-Meeting attendance is already large with a wide range of participants. We need to ensure the group has the ability to move forward in reasonable time frames, but participation at MPO meetings is good, and, for efficiency sake, doesn't need to be expanded at the actual meeting. Extending participation must be		General comment.			
51	9/2:	2/2014 MPO	via SurveyMonkey	done outside of MPO meetings.	Complete	No revision necesssary.	12/8/2014	ł RJW	RJW
		Plan for Public Commer							
mments (Barbara Okorn		The plan is fairly comprehensive in scope. The electronic media aspects of the plan are well thought out, and include a variety of		General comment.			
52	10/2	2/2014 US EPA	via Email	cross measures that should be fairly effective.	Complete	No revision necesssary.	12/8/2014	L R.IW	RJW
JZ	10/2	LILUIT OO LI A	via Linali	סוססט הופמסטופט נוומנ סווסטוט אל ומוווץ לוופטוועל.	Jumpiere	rio revision necessary.	12/0/2012	F 1 1U V V	1 10 7 7

Comment Serial	Date of						Date of		
Number	Provide	ed Commenter	Location of Comment	Comment	Status	Comment Resolution	Status Update	Editor	Back-Check
			Document name, Section, Page #, Paragraph		"Unassigned" "Assigned to [person]"			Name of Editor	
	_	Name	Example:		"In progress"		_	Incorporating	Name of
	Date	Organization	"Goals", p. 3, 2nd paragraph"	Text of comment provided	"Complete"	Text or description of change made to resolve the Comment	Date	comment	back-checker
						Agreed. This is one reason why the Plan			
		Barbara Okorn		There is concern that the electronic outreach methods will not be as		maintains public "face-to-face" meetings and distributed plans at locations throughout the			
5	3 1	0/22/2014 US EPA	via Email	effective with Senior Citizens and with low income populations.	Complete	SEDA-COG region.	12/8/201	4 D IM	RJW
	3 1	0/22/2014 03 LFA	VIA EIIIAII	enective with Senior Citizens and with low income populations.	Complete	SEBA-COG Tegion.	12/0/2019	4 1000	ПОТО
						The outreach strategies for low-income persons			
				It is suggested that additional measures be taken to assure the		(Appendix R.4) includes a variety of civic			
				inclusion of low income and Senior Citizens. The inclusion of civic		organizations as well as "religious organizations"			
				organizations and churches as methods of getting the word out, and		(e.g., churches as well as "para-church"			
		Barbara Okorn		as avenues for engaging low income and senior populations is		organizations, some of which are service and			
5	4 1	0/22/2014 US EPA	via Email	strongly recommended.	Complete	advocacy groups for low-income persons).	12/8/201	4 RJW	RJW
					•	"Ethnic publications" and "Community			
						newsletters" have been added as specific			
						Outreach Strategies in Appendix R.4. No ethnic			
						publications with local circulation were identified			
						for this update of the PPP.			
						Communities (municipalities) are already on the			
						Interested Parties listing and receive regular			
						updates and notiricaitons about the MPO's			
						activities.			
						A future update of the PPP might create a more			
						specific catalog of communities that circulate			
				With respect to minority and low income populations, it is imperative		newsletters. An Interested Parties sub-list could			
		Barbara Okorn		that local ethnic publications and community newsletters to added to		be created to deliver information directly to the			
5	5 1	0/22/2014 US EPA	via Email	the print media list of resources.	Complete	newletter publishers.	12/8/201	4 JFM	RJW
						The outreach strategies for low-income persons			
						(Appendix R.4) includes a variety of civic			
				As with low income and senior populations, having the churches and		organizations as well as "religious organizations"			
		D. I Ol		civic organizations that serve minority populations included as		(e.g., churches as well as "para-church"			
-	·c 1	Barbara Okorn	via Email	conduits for providing information to the community is strongly	Commisto	organizations, some of which are service and	10/0/001	4 🖸 1147	D IW
5	ו סי	0/22/2014 US EPA	via Email "SEDA-COG PPP (2014-	recommended. The Lycoming, Centre, and Perry text on this map prints out very	Complete	advocacy groups for low-income persons).	12/8/201	4 NJVV	RJW
		Steve Herman	10-22) DRAFT Herman	faint. Consider using a different font color so that these county		The Map has been updated with a darker font			
5	7 1	0/22/2014 SEDA-COG	Comments, page 7, Map		Complete	color for these counties.	12/8/201	4 RJW	RJW
	- ''	<u></u>			30p1010		. 2, 3, 23 1		
			"SEDA-COG PPP (2014-						
		Steve Herman	10-22) DRAFT Herman			Text was revised to read "planned for adoption in			
5	8 1	0/22/2014 SEDA-COG	Comments, page 8, Table	On page 3, it says 2015. Confirm with Jim on date to show.	Complete	2016."	12/8/201	4 RJW	RJW
						-			
						The text has been revised to more accurately			
						describe the behavior of the SEDA-COG page			
						when Google Translate is engaged and a			
			"SEDA-COG PPP (2014-			language other than the webpage source language is requested. The addition of flags in			
			10-22) DRAFT Herman			place of the drop-down language menu has been			
		Steve Herman	Comments, page 16,			more accurately described as a future website			
5	9 1	0/22/2014 SEDA-COG		Is this currently accurate?	Complete	update that is intended by SEDA-COG.	12/8/201	4 RJW	RJW
	<u> </u>	5,11,2011 022,1000	5.55g.5 Translate Collon	.5 the surrounty according	Jonipioto	apade that is intolled by obbit ood.	12/0/201		

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Comment Serial	Date of Comment						Date of		
Number	Provided	Commenter	Location of Comment	Comment	Status	Comment Resolution	Status Update	Editor	Back-Check
			Document name, Section, Page #, Paragraph		"Unassigned" "Assigned to [person]"			Name of Editor	
	Date	Name Organization	Example: "Goals", p. 3, 2nd paragraph"	Text of comment provided	"In progress" "Complete"	Text or description of change made to resolve the Comment	Date	Incorporating comment	Name of back-checker
			7 7 7	,	,	, ,			
			"SEDA-COG PPP (2014-						
			10-22) DRAFT Herman						
			Comments, page						
_		Steve Herman	17, Other Electronic	Add a paragraph back in for SurveyMonkey. It was in the		The SurveyMonkey section was added back into			
6	o 10/22/201	4 SEDA-COG		n Preliminary Draft PPP text.	Complete	the document.	12/8/201	4 RJW	RJW
			"SEDA-COG PPP (2014- 10-22) DRAFT Herman						
		Steve Herman	Comments, page 22,	Placing this item here might be confusing. Perhaps put it after the					
6 [.]	1 10/22/201	4 SEDA-COG	Table	2nd use of Comment Tracking below in this table.	Complete	The table was revised to combine the two rows ab	(12/8/201	4 R.IW	RJW
	10/22/201	1 02571 000	"SEDA-COG PPP (2014-	and does of common tracking poloti in this table.	Complete	The table was fortions to demand the two forte as	12,0,201		1.077
			10-22) DRAFT Herman			The table was reformatted to reduce the			
		Steve Herman	Comments, page 26,	Perhaps swap the order of these rows to say about explicit		confusion and duplication for "Comment			
6	2 10/22/201	4 SEDA-COG	Table	consideration first, and the additional comment opportunity second.	Complete	Tracking".	12/8/2014	4 RJW	RJW
						Currently, there are no Census tracts with 1,000			
						of any of the populations specified. (We adopted			
						the 1,000 number from the Department of			
			"SEDA-COG PPP (2014-			Justice's Safe Harbor thresholds for LEP.)			
		04	10-22) DRAFT Herman			There are about 20 tracts with 2x the regional			
6:	10/22/201	Steve Herman 4 SEDA-COG	Comments, page 31, #2 section in Table	How many of these do we currently have? Have you identified using 2007-2011 ACS or newer?	Complete	thresholds, some of which are related to institutionalized populations.	12/8/2014	4 D I\M	RJW
	10/22/201	4 3LDA-000	Section in Table	2007-2011 AGS OF NEWER :	Complete	institutionalized populations.	12/0/201	+ 110 0 0	110 00
						The bullet was removed. Presentations at the			
			"SEDA-COG PPP (2014-			county commissioners or planning commission			
			10-22) DRAFT Herman			meetings may be done periodically, but more on			
_		Steve Herman	Comments, page 31, #3	Question for Jim on whether we want to include this bullet, or this		an as-requested or as-needed basis than as a			
6	4 10/22/201	4 SEDA-COG	section in Table	number of meetings?	Complete	regular and required part of the process.	12/8/201	4 RJW	RJW
			"SEDA-COG PPP (2014-			PennDOT has indicated that an immediate revision to the TIP MOU is not required. FHWA			
			10-22) DRAFT Herman			input is pending. SEDA-COG MPO may elect to			
		Steve Herman	Comments, page 34, #5	Do we need to revise our 2015 TIP MOU to cover this new "Major"		revise both the PPP and MOU all at once to be			
6	5 10/22/201	4 SEDA-COG	section in Table	Amendment territory.	Complete	consistent.	12/8/2014	4 RJW	RJW
			"SEDA-COG PPP (2014-	•	•				
			10-22) DRAFT Herman	This list is not currently included in the Draft Plan Appendices. I					
_		Steve Herman	Comments, page 35, #3	think you carried this over from our 2011 PPP. Perhaps we don't		The statement about the Press Release			D 1144
6	5 10/22/201	4 SEDA-COG	section in Table	need to include such a list for the new PPP.	Complete	Distribution list has been removed.	12/8/201	4 RJW	RJW
						The bullet was removed. Presentations at the			
			"SEDA-COG PPP (2014-			county commissioners or planning commission			
			10-22) DRAFT Herman			meetings may be done periodically, but more on			
		Steve Herman	Comments, page 35, #3			an as-requested or as-needed basis than as a			
6	7 10/22/201	4 SEDA-COG	section in Table	Do we want to delete, or perhaps make this an optional item?	Complete	regular and required part of the process.	12/8/201	4 RJW	RJW
			"SEDA-COG PPP (2014-						
		0	10-22) DRAFT Herman						
•	40/00/004	Steve Herman	Comments, page 37, #3	I think this is an extra step that we can remove for these lesser	Complete	The bullet fourthing stop has been as a second	10/0/001	4 D IM	D IM/
6	o 10/22/201	4 SEDA-COG	section in Table "SEDA-COG PPP (2014-	modifications. I think we probably ought to include the most recent decennial	Complete	The bullet for this step has been removed.	12/8/201	# MJVV	RJW
			10-22) DRAFT Herman	Census numbers from 2010 in this table? If that messes up the table		Table was revised to add 2010 Census and			
		Steve Herman	Comments, page	width for fitting on the page, maybe just go back as far as 1980, ever		remove 1960 Census. The % change was			
69	9 10/22/201	4 SEDA-COG	46, Table	though the % growth won't be as significant.	Complete	updated to reflect growth through 2010.	12/8/2014	4 RJW	RJW
					•	<u> </u>			

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Comment Serial Number	Date of Comme	-	Commenter	Location of Commont	Comment	Status	Comment Resolution	Date of	Editor	Pook Chook
Number	Provide	u	Commenter	Location of Comment Document name, Section, Page #,	Comment	Status Example statuses.	Comment Resolution	Status Update	Editor	Back-Check
				Paragraph		"Unassigned" "Assigned to [person]"			Name of Editor	
	Date		Name Organization	Example: "Goals", p. 3, 2nd paragraph"	Text of comment provided	"In progress" "Complete"	Text or description of change made to resolve the Comment	Date	Incorporating comment	Name of back-checker
-	Date		Organization	"SEDA-COG PPP (2014-	Text of Comment provided	Complete	Text of description of change made to resolve the Comment	Date	Comment	Dack-Criecker
				10-22) DRAFT Herman						
			Steve Herman	Comments, page 48,						
7	0 10.	/22/2014	SEDA-COG	Notes Section	Should this be 2011 instead?	Complete	Text revised to "2011".	12/8/2014	4 RJW	RJW
				"SEDA-COG PPP (2014-						
			Steve Herman	10-22) DRAFT Herman	For consistency with the other maps, should we only show 1 decimal		The map legends have been revised to show			
7	' 1 10		SEDA-COG	Comments, page 52, Map		Complete	ownly 1 decimal place in the symbology.	12/8/2014	4 RJW	RJW
				"SEDA-COG PPP (2014-						
_			Steve Herman	10-22) DRAFT Herman	For consistency with the other maps, should we only show 1 decimal		The map legends have been revised to show	10/0/001	4 D DA	D IM
	2 10	/22/2014	SEDA-COG	Comments, page 53, Map	place for all the divisions in this map's legend? I guess you did not divide this map into 5 classes because there	Complete	ownly 1 decimal place in the symbology.	12/8/2014	4 RJW	RJW
					were no tracts with values greater than 2 times the regional average,					
				"SEDA-COG PPP (2014-	correct? However, should the fourth class list the ending value as					
			Steve Herman	10-22) DRAFT Herman	33.5 for the up to 2 times regional average number for division					
7	3 10.	/22/2014	SEDA-COG	Comments, page 54, Map	method consistency?	Complete	The maps have been revised as requested.	12/8/2014	4 RJW	RJW
				"SEDA-COG PPP (2014-			The tabular data and mappping is included in the			
				10-22) DRAFT Herman			stand-aloneLEP Plan document. The Language			
			Steve Herman	Comments, page 71, Written Translation	Can you provide the tabular data and mapping to support this?		Assistance Plan (LAP) is included here as more of a summary of findings and tools developed ine			
7	4 10		SEDA-COG	Section	Perhaps include it in the LAP section also.	Complete	the LEP Plan.	12/8/2014	4 RJW	RJW
7	5 10.		Steve Herman SEDA-COG	"SEDA-COG PPP (2014- 10-22) DRAFT Herman Comments, page 71, Written Translation Section	For translation requirements, though, should it be spelled out here as to what will be done at a minimum? For example, I think your staff was going to translate the finalized Title VI Complaint Form and Procedures as an absolutely vital document. But, I had thought that translating executive summaries of the LRTP, PPP, and TIP could be considered optional. Likewise for meeting notices or flyers.	Assigned		12/8/2014	4 JFM	RJW
7	6 10.		Steve Herman SEDA-COG	"SEDA-COG PPP (2014- 10-22) DRAFT Herman Comments, page 71, Google Translate Section	Is this currently accurate?	Complete	The text was revised to indicate the implementation of the flags as a future improvement to the SEDA-COG website.	12/8/2014	4 RJW	RJW
7	7 10		Steve Herman SEDA-COG	"SEDA-COG PPP (2014- 10-22) DRAFT Herman Comments, page 73, Local Translation Services Section	Is this still pending? I did not find it in any appendix.	Complete	The text was revised to read, " in the appendix of the separate LEP Plan Document."	12/8/2014	4 RJW	RJW
				"SEDA-COG PPP (2014- 10-22) DRAFT Herman						
-	0 10		Steve Herman	Comments, page 76,	In this still panding? I did not find it in any appealing	Complete	This information is in the separate LEP Plan	10/0/001	A DDC	D IW
/	8 10	/22/2014	SEDA-COG	Monitoring the LEP Plan "SEDA-COG PPP (2014-	Is this still pending? I did not find it in any appendix.	Complete	Document.	12/8/2014	+ KKU	RJW
				10-22) DRAFT Herman	Should this come before the Language Assistance Plan, since the					
			Steve Herman	Comments, page 77,	LAP will end up having its own appendix or reference documents?		The Outreach Strategies appendix is now			
7	9 10		SEDA-COG	Otureach Strategies	These strategies are broader than the LAP.	Complete	Appendix R.3, and the LAP is now Appendix R.4.	12/8/2014	4 RJW	RJW
	-			"SEDA-COG PPP (2014-			The row labeled "On-board information" was			
			0	10-22) DRAFT Herman			revised to better explain how information posted			
•	n 10		Steve Herman SEDA-COG	Comments, page 77, Table	Do we need to include this item? Or should we at least add "public transportation" before ridges for general reader understanding?	Complete	on transit vehicles may be an effective conduit for		4 D IM	D IW
8	0 10	12212014	SEDA-COG	I dDIE	transportation" before riders for general reader understanding?	Complete	reaching certain populations.	12/8/2014	+ 17//	RJW

Comment Serial	Date of Comment						Date of		
Number	Provided	Commenter	Location of Comment	Comment	Status	Comment Resolution	Status Update	Editor	Back-Check
		Name	Document name, Section, Page #, Paragraph Example:		"Unassigned" "Assigned to [person]" "In progress"			Name of Editor Incorporating	Name of
	Date	Organization	"Goals", p. 3, 2nd paragraph"	Text of comment provided	"Complete"	Text or description of change made to resolve the Comment	Date	comment	back-checker
81	10/22/201	Steve Herman 4 SEDA-COG	"SEDA-COG PPP (2014- 10-22) DRAFT Herman Comments, page 77, Table	Do we need to include this item? Or should we at least add "public transportation" before riders for general reader understanding?	Complete	The row labeled "Rider Alerts" was removed, as this is a function of the public transportation agencynot the MPO.	12/8/201	4 RJW	RJW
82	10/00/00	Steve Herman 4 SEDA-COG	"SEDA-COG PPP (2014- 10-22) DRAFT Herman Comments, page 78, Possible Outreach for Title VI Policies Section	e Are we, as a planning agency, really responsible for this? Or can this paragraph be removed?				4 RJW/JFM	RJW
04	10/22/20	4 SEDA-COG	"SEDA-COG PPP (2014-	paragraph be removed?	Complete	The paragraph has been removed.	12/0/201	4 HJVV/JFIVI	HJVV
83	10/22/201	Steve Herman 4 SEDA-COG	10-22) DRAFT Herman Comments	Various Grammatical Comments	Complete	Corrected grammatical errors.	12/8/201	4 R IW	RJW
00	10/22/20	4 3LDA-000	Comments	various Grammatical Gomments	Complete	Corrected grammatical errors.	12/0/201	4 1000	110 00
84	i 10/23/20 ⁻	Bryan Van Sweden 4 PHMC	SEDA-COG PPP (2014- 10-22) DRAFT, Strategies for Public Participation	when there are projects in their area.	Complete	The PAProjectPath tool has been added to the PPP as a tool for visualization.	12/8/201	4 RJW	RJW
85	5 10/24/201	Bryan Van Sweden 4 PHMC	"SEDA-COG PPP (2014- 10-22) DRAFT, Interested Parties Database/Mailing Lists		Complete	General Comment. Linking into the PHMC contact database could be very helpful in further developing the MPO's "Interested Parties" database. However, the work of the MPO is more focused on public participation in transportaiton planning and program management for the entire SEDA-COG area as a whole, rather than project-specific public involvement.		4 RJW	RJW

Comment Serial Number	Date of Comment Provided	Commenter	Location of Comment	Comment	Status	Comment Resolution	Date of Status Update	Editor	Back-Check
	Date	Name Organization	Document name, Section, Page #, Paragraph Example: "Goals", p. 3, 2nd paragraph"	Text of comment provided	"Unassigned" "Assigned to [person]" "In progress" "Complete"	Text or description of change made to resolve the Comment	Date	Name of Editor Incorporating comment	Name of back-checker
8	6 10/25/2	Bryan Van Sweden 2014 PHMC	"SEDA-COG PPP (2014- 10-22) DRAFT, Outreach Best Practices & Tools		Complete	The conduct of general workshops, speaking engagements, or standard presentations on planning and transportation (whether presented in person or online via a video or self-directed learning tool) certainly has possibilities for generating understanding and interest in the transportation planning process. This idea will be carried forward for the MPO's future consideration in their ongoing public participation program development.	12/8/201	4 RJW	RJW
8	7 10/26/2	Bryan Van Sweden 2014 PHMC	"SEDA-COG PPP (2014- 10-22) DRAFT, General	Similarly, SEDA-COG might consider identifying speakers or preparing standard presentations that would be available for local meetings and workshops. That way, the MPO could provide counties, municipalities, and community organizations with information on the transportation planning process when they are developing their own comprehensive plans or are facing challenges related to highway traffic or bicycle/pedestrian safety.	Complete	See above.	12/8/201	4 RJW	RJW
8	8 10/27/2	Bryan Van Sweden 2014 PHMC	"SEDA-COG PPP (2014- 10-22) DRAFT, General	Our staff often offers advice to communities that are working to engage residents and property owners in local planning and preserving historic resources. One approach we always suggest is to piggyback on regular events or programs in their area, taking advantage of these gatherings as a way to reach residents that might not otherwise participate in traditional public meetings. This might involve a formal presentation, or it might just be setting up an information booth or table at a local street festival.		See above.	12/8/201	4 RJW	RJW

RESOURCE APPENDIX

Appendix R.1	Interested Parties Distribution Lists
Appendix R.2	Public Participation Event Checklists and Tools
Appendix R.3	Outreach Strategies
Appendix R.4	Language Assistance Plan
Appendix R.5	Evaluation Process for the Public Participation Plan

APPENDIX R.1

INTERESTED PARTIES DISTRIBUTION LISTS

SEDA-COG MPO Members (Full Copy of Draft Plan/TIP)

- 1. Clinton County Tim Holladay, County Planning Director
- 2. Columbia County Gail Kipp, County Chief Clerk
- 3. Juniata County Brad Kerstetter, County Planning Director
- 4. Mifflin County William Gomes, County Planning Director
- 5. Montour County Shawn Mowery, County Transit Director
- 6. Northumberland County Patrick Mack, County Planning Director
- 7. Snyder County Malcolm Derk, County Commissioner
- 8. Union County Shawn McLaughlin, County Planning Director
- 9. SEDA-COG Board of Directors Commissioner Jerry Ward
- 10. Transit Representative Cindy Zerbe, USTA Administrator
- 11. Multi-modal Representative Maria Culp, rabbittransit (Northumberland County Transportation)
- 12. PennDOT Central Office Carey Mullins, Transportation Planning Specialist
- 13. PennDOT District 2-0 Vickie Rusnak, Planning and Programming Manager
- 14. PennDOT District 3-0 Jonathan Ranck, Transportation Planning Specialist
- 15. Town of Bloomsburg William Lowthert, Town Administrator
- 16. Berwick Borough Debra Force, Borough Manager

Counties and Municipalities (Notice Only)

- 1. Clinton County Board of Commissioners
- 2. Columbia County Board of Commissioners & Planning Director
- 3. Juniata County Board of Commissioners
- 4. Mifflin County Board of Commissioners
- 5. Montour County Board of Commissioners & Planning Director
- 6. Northumberland County Board of Commissioners
- 7. Snyder County Board of Commissioners
- 8. Union County Board of Commissioners
- 9. All municipalities in the 8-county MPO

Legislators – Federal & State (Notice Only)

- 1. Senator Bob Casev
- 2. Senator Pat Toomey
- 3. Congressman Glenn Thompson
- 4. Congressman Bill Shuster
- 5. Congressman Thomas Marino
- 6. Congressman Lou Barletta
- 7. State Senator Gene Yaw
- 8. State Senator John Gordner

- 9. State Senator Jake Corman
- 10. State Senator John Wozniak
- 11. State Senator Joe Scarnati
- 12. State Representative Michael Hanna
- 13. State Representative Mike Fleck
- 14. State Representative Adam Harris
- 15. State Representative Fred Keller
- 16. State Representative Kurt Masser
- 17. State Representative Lynda Schlegel Culver
- 18. State Representative David Millard
- 19. State Representative Karen Boback
- 20. State Representative Kerry Benninghoff

Transit Providers (Full Copy of Draft Plan/TIP) *

- 1. Call A Ride Service, Inc. (Juniata/Mifflin Counties)
- 2. Lower Anthracite Transportation System (Northumberland County)
- 3. MTR, Inc. (Columbia County)
- 4. rabbittransit (Northumberland County)
- 5. STEP, Inc. (Clinton/Lycoming Counties)
 - * USTA, Montour County Transit, and rabbittransit included on the MPO member list.

Freight Providers (Notice Only)

- 1. Canadian Pacific
- 2. Con-Way Central Express
- 3. Federal Express
- 4. Milton Transportation
- 5. Moran Industries
- 6. Norfolk Southern
- 7. North Shore Railroad Company
- 8. Reading & Northern Railroad Company
- 9. SEDA-COG Joint Rail Authority (Non-operator railroad)
- 10. United Parcel Services
- 11. Ward Trucking
- 12. Watsontown Trucking
- 13. Yellow Transportation

Human Service Agencies (Notice Only)

- 1. AARP
- 2. ACTION Health
- 3. The Advocacy Alliance
- 4. AGAPE
- 5. Allied Services
- 6. American Cancer Society
- 7. The Arc of Susquehanna Valley

- 8. Berwick Area United Way
- 9. Buffalo Valley Nursing Home
- 10. Caring Communities
- 11. Center for Independent Living of North Central PA
- 12. Center for Independent Living of Central PA
- 13. Center for Independent Living of Northeast PA
- 14. Central PA Workforce Development Corporation
- 15. Central Susquehanna Opportunities, Inc.
- **16. CMSU**
- 17. Columbia County Human Services
- 18. Columbia County Volunteers in Medicine Clinic, Inc.
- 19. Columbia/Montour Aging Office, Inc.
- 20. Community Services Group
- 21. DAVITA Dialysis
- 22. Donald Heiter Community Center
- 23. Elmcroft Senior Living
- 24. Evangelical Community Hospital
- 25. Family Service Association
- 26. Focus Health LLC
- 27. Foster Grandparent Program of Central PA
- 28. Geisinger Health Plan
- 29. Geisinger Health System
- 30. Geisinger HealthSouth Rehabilitation Hospital
- 31. Grayson View
- 32. Greater Susquehanna Valley United Way
- 33. Hope Enterprises
- 34. Keystone Human Services of North Central PA
- 35. LIFE Geisinger
- 36. Living Unlimited, Inc.
- 37. Local Action Network
- 38. Lower Anthracite United Way
- 39. Mental Health America of the Central Susquehanna Valley
- 40. Mifflin-Juniata Area Agency on Aging
- 41. Mifflin-Juniata County Human Services
- 42. North Central Sight Services
- 43. Northumberland County Area Agency on Aging
- 44. Nottingham Village Senior Living Community
- 45. PA CareerLink
- 46. PA Statewide Independent Living Council
- 47. Pennsylvania Health Management
- 48. Service Coordination Resources, Inc.
- 49. Snyder Union Mifflin Child Development, Inc.
- 50. STEP, Inc.
- 51. Sunbury Community Hospital

- 52. Sunbury Housing Authority
- 53. Suncom Industries
- 54. Susquehanna Health
- 55. SWIT Transitions
- 56. The Manor at Penn Village
- 57. Union County Assistance Office
- 58. Union/Snyder Area Agency on Aging
- 69. Union-Snyder Community Action Agency
- 60. United Cerebral Palsy Connections to Independence
- 61. United Disability Services
- 62. United Way of Columbia County

Economic Development Agencies (Notice Only)

- 1. Central PA Chamber of Commerce
- 2. Clinton County Economic Partnership
- 3. Columbia Montour Chamber of Commerce
- 4. Greater Susquehanna Valley Chamber of Commerce
- 5. Juniata Business & Industry, Inc.
- 6. Mifflin County Industrial Development Corporation
- 7. Northumberland County Industrial Development Corporation
- 8. Union County Economic Development Corporation
- 9. Berwick Industrial Development Association
- 10. Brush Valley Regional Chamber of Commerce

Environmental and Recreation/Bike/Ped Agencies (Notice Only)

- 1. Merrill W. Linn Land & Waterways Conservancy
- 2. Northcentral Pennsylvania Conservancy
- 3. Penn State Cooperative Extensions
- 4. Susquehanna Greenway Partnership
- 5. Susquehanna River Basin Commission
- 6. Montour Area Recreation Commission
- 7. Buffalo Valley Recreation Authority
- 8. East Buffalo Township Pedestrian and Bike Committee
- 9. Anthracite Outdoor Adventure Area Authority

State and Federal Agencies (Notice Only)

- 1. PA Department of Aging
- 2. PA Department of Agriculture
- 3. PA Department of Community and Economic Development
- 4. PA Department of Conservation and Natural Resources
- 5. PA Department of Environmental Protection
- 6. PA Department of Health
- 7. PA Department of Human Services
- 8. PA Dept. of Military & Veterans Affairs and the PA Disabled Veteran Outreach Program

- 9. PA Department of Transportation
- 10. PA Emergency Management Agency
- 11. PA Fish and Boat Commission
- 12. PA Game Commission
- 13. PA Historical & Museum Commission
- 14. PA Office of Vocational Rehabilitation
- 15. PA State Police
- 16. Governor's Regional Offices (Northeast and Northwest)
- 17. U.S. Army Corps of Engineers
- 18. U.S. Department of Commerce
- 19. U.S. Department of Housing and Urban Development
- 20. U.S. Department of Transportation
- 21. U.S. Environmental Protection Agency
- 22. U.S. Fish & Wildlife Service

Surrounding County Planning Agencies (Notice Only)

- 1. Centre County Planning & Community Development Office
- 2. Centre Regional Planning Agency
- 3. Lycoming County Planning Commission
- 4. Tri-County Regional Planning Commission
- 5. Luzerne County Planning Commission
- 6. Northeastern Pennsylvania Alliance
- 7. North Central Pennsylvania Regional Planning and Development Commission
- 8. Northern Tier Regional Planning and Development Commission
- 9. Southern Alleghenies Planning and Development Commission

Private Citizens (MPO Mailing Lists – Notice Only)

- 1. Michelle Oswald, Bucknell University
- 2. Alexis Isenberg, Buchart-Horn
- 3. Jesse Smith, Drive Engineering
- 4. Rob McQuillan, LIFE Geisinger
- 5. Jeff Iseman, PA Statewide Independent Living Council

Interested Persons from Meeting Survey (Notice Only)

See list of contacts interested in transit meeting activity notices also (from 2013 survey).

Community Libraries (Full Copy of Draft TIP Only)

- 1. Annie Halenbake Ross Library (Lock Haven)
- 2. Bloomsburg Public Library
- 3. Juniata County Library
- 4. Mifflin County Library
- 5. Thomas Beaver Free Library (Danville)
- 6. Degenstein Community Library (Sunbury)
- 7. Selinsgrove Community Library

8. Public Library for Union County

Tribal Contacts (Notice Only)

- 1. Absentee-Shawnee Tribe of Oklahoma
- 2. Cayuga Nation
- 3. Delaware Nation
- 4. Delaware Tribe
- 5. Eastern Shawnee Tribe of Oklahoma
- 6. Oneida Indian Nation
- 7. Oneida Nation of Wisconsin
- 8. Onondaga Nation
- 9. Seneca-Cayuga Tribe of Oklahoma
- 10. Seneca Nation of Indians
- 11. Shawnee Tribe
- 12. Tonawanda Seneca Nation
- 13. Tuscarora Nation

APPENDIX R.2

PUBLIC PARTICIPATION EVENT CHECKLISTS AND TOOLS

- Event Checklist
- Public Meeting Plan Template
- Public Meeting Comment Form Template



Venue Information

Confirmation needed by:

Location: Address:

Available Dates:

EVENT SITE CHECKLIST

Cost					
Size / # of rooms					
Seating capacity					
Any restrictions?					
Certificate of Insurance					
Required?					
Directions to Venue					
Contact Person:					
Phone:					
E-mail:					
Website:					
Event Logistics					
Table / Chairs needed					
Audio visual provisions					
Projector					
Projection screen					
Computer					
Internet access					
Sound system provisions					
Floor Plan with Electrical					
outlets					
Platform/stage					
Lighting					
Telephone / Conference					
call capability					
Food / beverage service					
Sot up	By facility operator? Provide meeting layout				
Set-up	By event sponsor? Obtain photos of facility				
Security					

Event Accessibility	
Transportation	Parking available
	Fixed route transit service
	Paratransit service
Disability Accessibility	
Restrooms	
Nearby Hotels	
Notes (Concerns, Pros	& Cons)
, ,	•
Venue meets criteria?	☐ Yes ☐ No
Form completed by:	
Date:	



PUBLIC MEETING PLAN

DATE: Select a date that works for all project team members. Tuesdays, Wednesdays,

and Thursdays often work best as meeting dates.

FORMAT / TIME: Determine what type of meeting will be held in order to schedule. Often,

evening meetings allow the public to attend the meeting after work hours.

O Will there be a Presentation? Yes / No

Will there be an Open House/Plans Display? Yes / No

Example scheduling:

○ Open House: 4:00 p.m. – 7:00 p.m.

○ Presentation: 6:00 p.m. – 7:00 p.m.

0

LOCATION: Select a location that is close to the project area, accessible by public

transportation, and is handicap accessible. The meeting venue should be a building that routinely provides community services (such as a Fire Hall, a

Community Center, or Church).

MEETING PURPOSE: Determine the purpose of the meeting. Example meeting purposes include:

- Obtain feedback from the public
- Share the results of technical studies
- Provide information about a project or document

STAFFING (TBD): Determine the individuals from each participating agency that will be attending

the meeting and list them here by agency.

PLANS DISPLAY AREA

If you choose to do a Plans Display, divide the content by station. See an example of Station listings below, along with suggested materials for each station. A staff member should be present at each station in order to answer questions and provide information. Staff should be located at Stations that align with their areas of expertise.

STATION I: REGISTRATION

Staffing: List staff that would be present at this station.

Materials: Welcome sign, General Sign-in Sheets, Comment Form, Public Meeting

Informational Handout, Media Kits, Hard Copies of relative documents, Comment

Box

Provide an explanation of the purpose of each station here.

STATION 2: PROJECT PURPOSE & NEED (if applicable)

Staffing: List staff that would be present at this station.

Displays: Project Purpose and Needs Summary, Project Mapping

Provide an explanation of the purpose of each station here.

STATION 3: Technical Information (such as traffic studies, environmental studies, etc.)

Staffing: List staff that would be present at this station.

Displays: Two Environmental Features Maps - Natural / Socioeconomic Features,

Environmental Effects Matrix, Section 106 Renderings and Mitigation

information

Provide an explanation of the purpose of each station here.

STATION 4: DOCUMENT DISPLAY/COMMENT AREA

Staffing: List staff that would be present at this station.

Displays: Tables and Chairs, Pencils, General Comment Forms, Documents for review

Provide an explanation of the purpose of each station here.

MEDIA COORDINATION:

- Will there be a press release? Yes / No
- O When will the press release be distributed? Yes / No

ADVERTISEMENT/NOTIFICATIONS:

- Does the Project / Document require 30-day notice (in the form of an advertisement prior to the Meeting? Yes / No?
- O How many times will the advertisement run in the newspaper(s)?
- o Will notification letters be sent to the public / local stakeholders? Yes / No



Please provide comments regarding the SEDA-COG Public Participation Plan in the space provided below. You may submit this form via email to <<name>>@seda-cog.orgtransprojects@seda-cog.org or mail it to the address below.

SEDA-COG PPP Comments 201 Furnace Rd Lewisburg, PA 17837

Name:			
Address:			
City:	State:	Zip:	
Email:			
Phone:			
Comments:			

Suggested questions

The following is a list of potential questions that can be used to customize the Comment Form to gather more targeted feedback. Comment categories include Public Participation Plan / Planning Document, Limited English Proficiency, and Public Meeting.

Public	Partici	pation	Plan .	/ Plani	ning	Document
---------------	----------------	--------	--------	---------	------	-----------------

•	How helpful were t	he graphics in	the Public Part	icipation Plan / I	Planning Document?
	Very helpful				
	Somewhat H	elpful			
	Not very hel	pful			
•	The Public Participa	tion Plan / Pla	inning Documer	nt includes an ap	propriate level of public
	outreach (Circle yo	ur response).			
	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
	Please explain:				
<u>Limit</u>	ed English Proficie	ency			
•	How do you receive	e information	?		
	Community	Group Bulleti	n		
	Word of Mo	uth			
	Newspaper				
	E-mail				
	Mail				
•	How could SEDA-C	OG improve	services to per	sons with Limite	ed English Proficiency

(LEP) in the area?

Public Meeting

• How far from the meeting site do you live?

_____ Less than 5 miles

_____ 5-10 miles

_____ 10 – 20 miles

____ Over 20 miles

• Was the information at the plans display clear and understandable? (Circle yes or no)

Yes / No If No, let us know how we can improve:

 Do you have any specific concerns with the information as presented at the Public Meeting tonight?

Yes / No If yes, please describe:

APPENDIX R.3

OUTREACH STRATEGIES

Outreach Best Practices and Tools

SEDA-COG ensures all outreach strategies, communications and public involvement efforts comply with Title VI. SEDA-COG actively provides information regarding its Title VI obligations to the public using a variety of methods. Information, such as reference to the FTA circulars and the SEDA-COG Title VI and LEP programs and complaint procedure is available upon request at the SEDA-COG office and on the website. Aligned with the above referenced communication tactics, SEDA-COG provides the following:

- a. Public notices published in non-English publications (if available).
- b. Title VI non-discrimination notice on SEDA-COG's website.
- c. Services for Limited-English Proficient persons. Upon advance notice, translators may be provided.

In addition, SEDA-COG's Public Participation Plan proactively initiates the public involvement process and makes concerted efforts to involve members of all social, economic, and ethnic groups in the public involvement process. When staff prepares a document or schedules a meeting for which the target audience is expected to include LEP individuals, then these documents, meeting notices, flyers and agendas may be printed in an alternative language based on the known LEP population. A list of outreach tools that may further inform and engage Title VI populations are shown in the table below.

Outreach Tool	Definition
Direct Mailings	Mail sent to an affected group or area to educate, notify, or request input.
Display Ads in Newspaper	Paid advertisement in the newspaper to alert readers about an upcoming event or action.
Displays at Transit Centers	Permanent or temporary displays at transit hubs and centers to reach a large number of system riders.
Legal Notice	Public posting or advertising in newspapers to announce a legal action or intent.
Mobile Device Alerts	Real-time information to alert customers to important information.
On-Board Public Transit Postings	Pamphlets and posters provided within the transit vehicle that alert riders about transportation plans and programs that may be of interest or benefit to them.
Public Hearing	A meeting during which public testimony may be heard and formal action may be taken on any measure before the SEDA-COG Board.
Outreach Tool	Definition

Signs	Signs on buses, at stop locations, and at transit centers to reach
	people who use transit services.
Surveys (scientific and self-	Surveying opinions and ideas to help SEDA-COG understand how
selected)	to better serve the constituency.
Workshops/Open Houses/Town	Types of meetings where staff and public interact and discuss
Halls	various issues.

Outreach to Racial & Ethnic Minority Populations

In addition, SEDA-COG may also employ one or more techniques to involve racial and ethnic minority persons. Techniques include:

- Research and catalog the kinds of forums and processes minority and ethnic persons would prefer to discuss transportation planning issues.
- For ethnic communities, meeting notices should include information with on how to request translation assistance.
- Provide extensive use of visualization techniques including maps and graphics.
- Focus Groups provide opportunities to meet with affected communities or groups in smaller, focused settings in order to inform, educate or solicit input.
- Engage in an ongoing dialogue with groups and organizations that represent minority or ethnic groups (religious leaders, civic activists, social service organizations, etc.). These local "intermediaries" are often trusted community leaders that minority and ethnic groups may trust more than an outside organization. These intermediaries can also serve as a conduit for providing transportation-related information and facilitating feedback to the MPO.
- Seek opportunities to speak at meetings of groups involving minority/low income and traditionally underserved populations (e.g.: "piggy-back" technique).
- Notify agencies that work with ethnic and minority populations of agency activities.
- When multiple meetings are held for a single subject, efforts should be made to use a diversity of meeting locations in an effort to reach all segments of affected populations.
- Distribute press releases to minority and ethnic media outlets to inform the public of meetings, open houses, and other SEDA-COG activities. For instance, many areas one or more Spanish-language radio stations.
- Include language on all SEDA-COG press releases and other notices that SEDA-COG assures nondiscrimination in accordance with Title VI of the Civil Rights Act of 1964 and that special accommodations can be arranged in advanced.
- Vary the style of communication and feedback processes used. In some minority
 cultures, disagreeing with an authority is considered improper. To garner more open
 and genuine feedback, less direct communication methods and a relaxed meeting
 environment have been helpful.
- Overcoming the "outsider" mentality is particularly challenging for outreach in areas
 with low numbers and concentrations of minorities. Abundant extra effort for inclusion
 of minorities may be necessary to gain trust and more than short-term interest.

- The staff or consultants used in outreach may require new skills, open-minded attitudes, and a more sensitive cultural understanding. Some degree of education, a record of experience with certain minority populations, or even diversity in the staff employed to conduct outreach activities may be needed to enable the best outreach results.
- Conduct periodic reviews of the PPP with the ever-changing demographic landscape in mind. Most agencies that are successful in outreach to minorities, ethnic communities, and other traditionally underserved populations cite flexibility (changing methods over time) and trial and error as their primary methods for success.

Outreach to Low-Income Persons

In addition, SEDA-COG may also employ one or more techniques to involve low-income communities. These include:

- Consult with SEDA-COG Housing Development Corporation on locations of low-income housing populations.
- Utilize Census data to map low income populations. This includes zero-car households as well as transit-dependent residents.
- Provide information and meeting notices at transit stops and stations, on transit vehicles (rail and rubber tire), and at transportation hubs that connect various modes.
- Organize Focus Groups that target low-income residents that offer opportunities for low-income residents to provide input and feedback regarding transportation needs.
- Include information on website and meeting notices on how to request translation or other assistance.
- Provide extensive use of visualization techniques including maps and graphics.
- Conduct an ongoing dialogue with groups that advocate for or represent low-income populations. This includes food banks, pantries and soup kitchens, Women, Infants and Children (WIC) program participants, students enrolled in USDA free lunch or summer food service programs, nutrition programs for the elderly, job training centers and welfare rights organizations.
- Notify agencies that work with low income populations of agency activities.
- When multiple meetings are held for a single subject, efforts should be made to use a diversity of meeting locations in an effort to reach all segments of affected populations. This includes transit-friendly as well as walk-/bicycle-friendly locations.
- Seek opportunities to speak at meetings of groups involving low income populations.
- Distribute press releases to media outlets that serve low-income populations to inform the public of meetings, open houses, and other SEDA-COG activities.
- Include language on all SEDA-COG press releases and other notices that SEDA-COG assures nondiscrimination in accordance with Title VI of the Civil Rights Act of 1964 and that special accommodations can be arranged in advanced.

Outreach to Limited English Proficiency (LEP) Persons

Traditional public involvement strategies, like public meetings and written media such as newspapers, email, and websites, may not be effective for LEP populations. Consider instead the following approaches:

- Include information on website and meeting notices on how to request translation or other assistance.
- Research LEP community behavioral and traditional communication methods
- Announcements in ethnic news media such as radio programs
- Posting of flyers or notices at community organizations in identified areas with high LEP populations
- Literacy rate of local LEP groups and use of visual aids such as maps and graphics. Consider whether the LEP group is literate in English, their own language, or neither.
- Which LEP groups will be most impacted
- Contact religious or community organizations as a way to reach out to LEP communities
- Small meetings may be less intimidating for those unfamiliar with the public involvement process
- Use of interpreters, translation headsets for use at public meetings, telephone translation services, and automated written translation services like Google Translate
- Provide written translation of "vital documents" in the language(s) most commonly spoken by LEP individuals

Outreach to Disabled Persons

According to the Pennsylvania Sunshine Act, the following wording must be included in a Public Meeting Notice:

The Meeting location is accessible to persons having disabilities. If you need accommodation due to a disability and want to attend the meeting, please call (XXX) XXX-XXXX at least 24 hours in advance so that arrangements can be made.

When selecting meeting venues, check to ensure that the following aspects are ADA compliant:

- Parking Spaces and curb ramps
- Doors and facility access
- Aisle way width
- Emergency egress
- Signage
- Seats, tables, and counters
- Restrooms
- Drinking fountains
- Room for wheelchair turnaround
- Lack of obstructions on walls or floors that may inhibit cane or wheelchair use

If the facility does not meet an ADA requirement, there are barrier removal strategies that can be used to comply with requirements. A comprehensive checklist of ADA requirements, along with recommended barrier removal strategies, is available at http://www.ada.gov/racheck.pdf.

Outreach to Zero-Car Households

For citizens that do not have access to personal vehicles for travel, consideration should be given to providing public notices and information to these populations through existing transit providers, as well as through bicycle and pedestrian organizations. Consider instead the following approaches:

- Utilize Census data to map zero-car households as well as transit services and infrastructure to sufficiently identify and catalog the locations of these populations.
- Provide information and meeting notices at transit stops and stations, on transit vehicles (rail and rubber tire), and at transportation hubs that connect various modes.
- Contact organizations that serve bicyclists and pedestrians to reach these communities.
 This includes Transportation Management Associations (TMAs), local bicycle coalitions and clubs, transit providers, National Center for Bicycling and Walking and the Association of Pedestrian and Bicycle Professionals.
- Target areas frequented by bicyclists and pedestrians, such as multi-use paths and trails, and pedestrian malls.
- Provide information through public services announcements (digital, print and broadcast), and well as through various news media outlets.

Outreach to Senior Persons

For citizens who have reached the age of retirement, or who are 65-years-old or older, outreach should target media outlets and organizations that serve these populations. These include the following:

- Utilize Census data to map elderly citizens to sufficiently identify and catalog the locations of these populations.
- Contact organizations and advocacy groups that serve seniors and the elderly. This
 includes National Council on Aging, the Retirement Housing Foundation, AARP, Meals on
 Wheels, elderly legal services, Alliance for Retired Americans, and medical service
 providers.
- Post information and meeting notices on paratransit and social services vehicles, and at retirement communities.
- Target areas frequented by seniors, such as libraries, recreation centers and shopping centers.
- Provide information through public services announcements (print and broadcast), and well as through various news media outlets.

SEDA-COG MPO PUBLIC PARTICIPATION PLAN FINAL – 12/11/2014

Sources & Resources:

- Public Involvement Techniques for Transportation Decision-Making, USDOT, 5/16/2013:
 www.fhwa.dot.gov/planning/public involvement/publications/techniques/chapter01.cfm
- Public Outreach Strategies, Underserved Populations, Tailored Outreach and Cross Cultural Training
 http://mpotransportationoutreachplanner.org/strategies/age/youth/129/underserved-populations-tailored-outreach-and-cross-cultural-training
- Metropolitan Transit Authority of Black Hawk County, IA www.mettransit.org/Title VI Program 2013-2016 3-4-14.pdf
- Hernando County, FL Transit Service 2013 Title VI Plan http://www.hernandobus.com/pdf/Hernando%20County%202013%20Title%20VI%20Plan%20-%20final.pdf
- ITNGreaterKansasCity
 https://www.itngreaterkansascity.org/sites/default/files/2014-KCATASubrecipientTitleVIP-ITNGKC .pdf
- Spokane, WA Transit Authority
 https://www.spokanetransit.com/files/content/2014 Title VI Plan .pdf

APPENDIX R.4

LANGUAGE ASSISTANCE PLAN

Relationship of the Public Participation Plan (PPP) and the Limited English Proficient (LEP)

The SEDA-COG MPO is responsible to take step that ensure meaningful access to the services, information, and other important portions of their programs and activities for individuals who are limited-English proficient (LEP). In response to this responsibility, the SEDA-COG MPO has prepared a Limited English Proficiency (LEP) Plan, which is a stand-alone umbrella document that complies with the Federal guidance in addressing the following elements:

- a. <u>Four Factor Analysis</u>, as a framework for identifying LEP populations residing in the MPO region and determine the specific language services that are appropriate to provide. The four factors encompass the following:
 - 1) The number or proportion of LEP persons eligible to be served or likely to be encountered by the program or recipient.
 - 2) The frequency with which LEP persons come into contact with the program.
 - 3) The nature and importance of the program, activity, or service provided by the program to people's lives.
 - 4) The resources available to the recipient for LEP outreach, as well as the costs associated with that outreach.
- b. <u>Language Assistance Plan (LAP)</u>, which applies the results of the Four Factor Analysis in developing and implementing language assistance services in the MPO's program and conducting outreach to LEP persons

The following LAP text is a direct excerpt from the larger "SEDA-COG MPO Limited English Proficiency Plan", dated August 25, 2015. It is repeated here within the SEDA-COG MPO Public Participation Plan as a resource appendix, since the LAP is an action-specific plan that identifies resources and describes techniques available to the MPO for implementation in the public participation process.

SEDA-COG MPO PUBLIC PARTICIPATION PLAN FINAL – 12/11/2014

Language Assistance Plan

Consistent with Title VI of the Civil Rights Act, Executive Order 13166, "Improving Access to Services for Persons with Limited English Proficiency", and the USDOT implementing guidance, the SEDA-COG MPO is responsible to take steps that ensure meaningful access to the services, information, and other important portions of their programs and activities for individuals who are limited-English proficient (LEP). This includes the development of a Language Assistance Plan (LAP), which establishes an implementation program for providing meaningful access to LEP persons, based on the results of the Four Factor Analysis. The Four Factor Analysis evaluated the demography of the MPO region along with the frequency of contact with LEP persons, the importance the MPO's services to LEP persons, and resources available for accommodating LEP persons.

The overarching goal of this plan is to deploy tools and services that will enable the MPO staff to communicate with a person who does not speak English. According to the Safe Harbor Provision, this plan addresses accommodations for LEP persons who read Spanish. Immediate assistance for Spanish interpretation and other languages may be provided if an available service can accommodate the language requested (e.g., telephone-based phone interpretation service, local interpreters, etc.).

Structure of the LAP

This Language Assistance Plan is organized around the five potential Contact Points where the MPO would interact with LEP persons during the course of its official planning activities:

Primary Contact Points:

- Public Meetings
- Office Walk-In
- Telephone Calls
- Webpage
- Written Correspondence

While each Contact Point presents certain unique language service challenges, a small set of language assistance tools is necessary to provide effective language support.

Language Assistance Tools

Notices and Advertisements

The SEDA-COG MPO utilizes various methods and conduits for providing notice and advertisement of the language assistance services they provide, as follows:

- Posting translated notices in local newspapers as part of legal ads and press releases;
- Posting notices on the SEDA-COG website, which may be translated using Google Translate or another automated translation service;
- Posting translated notices in the SEDA-COG offices;
- Distributing written and email notices to Interested Parties, in their requested language.

The MPO may also use the following for certain outreach efforts and plans:

- Designing and distributing informational materials detailing SEDA-COG planning efforts, including flyers, posters, brochures, and bus advertisements
- Radio or Public Service Announcements in Spanish
- Providing real-time translation services at Public Meetings or events with the use of headsets
- Presenting information at community organizations frequented by LEP individuals.

The occasions for using these methods and conduits are described in subsequent sections, where they are put into the context of the various Contact Points.

Language Identification Card

The Language Identification Card is a one-page tool that states, in a number of languages, "If you need an interpreter, please point to your language." The LEP person points to their language on the card to indicate their language. Each language is also identified in English at the right side of the page, so that an English-speaking person can accurately request interpretation services and engage an interpreter quickly. A sample Language Identification Card is provided in **Appendix F**. This appendix also includes a Language Identification Survey from the U.S. Census Bureau, for use where the written survey version may be more efficient. The card and survey will be a part of the materials maintained in the reception area or at the welcome/sign-in station of a public meeting.

"One Moment Please" Tool

This LEP tool gives the English phonetic pronunciation for the phrase, "One moment please," in 18 of the most common LEP languages. This simple phrase may be useful to encourage an LEP person while an interpreter or interpreter service is contacted. This tool is provided in **Appendix G**.

Telephone-Based Interpretation Service

The Commonwealth of PA maintains a contract with a telephone-based (a.k.a, "on-demand") interpretation service and provides public agencies with access to the service, free of charge. With the increasing potential for interaction with LEP persons, the SEDA-COG MPO is prepared to utilize this service, and training is provided for the MPO staff persons who are anticipated to use it. According to the MPO's minimal amount of interaction with LEP persons, this service should provide an adequate level of interpretation service for the MPO's needs.

Instructions for accessing the telephone-based service (phone number and access code) along with "helpful hints" for working with an over-the-phone interpreter are provided in **Appendix H**. The service is provided free-of-charge by the Commonwealth of PA through PennDOT.

The MPO staff person who is interacting with an LEP person calls the phone number and the operator will either assist in identifying the LEP person's language, or if the language is known, the language code may be entered directly. An interpreter will be connected, and the conversation can proceed in conference call or three-way call mode.

Translation Services for Written Material

In compliance with the Safe Harbor Provision, the SEDA-COG MPO will provide human translated versions of its vital documents. Translated summaries of SEDA-COG's primary but non-vital planning documents will be provided in Spanish upon request. This encompasses the Long Range Transportation Plan, Public Participation Plan, Coordinated Human Services Transportation Plan, and Transportation Improvement Program. The translations of non-vital documents may be provided via human or automated translation. The telephone-based, on-demand interpretation service may also be engaged to facilitate follow-up discussion and responses to specific questions.

The following are methods of providing written translation of documents:

Human-Translation Services

Human translation (i.e., non-automated translation provided by human, multi-lingual translators) services are available both locally in the SEDA-COG MPO region and through internet-based translation businesses who provide services nationally. A listing of selected providers is given in **Appendix I**.

Automated Translation (Google Translate, Bing Translator)

Online automated translation services, such as Google Translate (https://translate.google.com/) or Bing Translate (https://www.bing.com/translator/), provide on-demand translation among multiple languages, as well as an application programming interface (API) that may be integrated into existing webpages. As an implementation step of this plan, SEDA-COG intends to implement Google Translate on the entire SEDA-COG website, including the MPO's pages. Similar to other agency sites, icons or hyperlinks that identify alternative languages and initialize Google Translate could be added to the webpage. The function would automatically translate website text into the user's language of choice. In keeping with best practices for making webbased translation services accessible, SEDA-COG intends to implement code that shows icons for the largest ten (10) LEP language groups in the SEDA-COG MPO's service area.

To verify the accuracy of Google Translate, the SEDA-COG MPO's webpage was translated into Spanish, and the output was evaluated by a bi-lingual English/Spanish translator. The detailed results of this evaluation are summarized in **Appendix K**. Although some translational issues were identified, there were no substantive issues that would inhibit a speaker of Spanish from understanding the implied meaning of the text.

The "Four I" Approach

The "Four I" Approach is a template for structuring the implementation process at each Contact Point, and is defined according to the following four (4) groups of activities:

1. Inform

Providing notice to LEP persons of the language assistance services available to them.

2. Identify

Recognizing LEP persons and identifying their preferred spoken language.

3. Interact

Accessing and using resources for language translation and interpretation.

4. Instruct

Training staff on the resources that will enable them to accommodate LEP persons.

Contact Points

Public Meetings

Public Meetings are the formally announced and advertised meetings conducted by the MPO, in fulfillment of its Unified Planning Work Program (UPWP) and Public Participation Plan (PPP). In large part, this encompasses the SEDA-COG MPO Board Meetings and periodic plan-specific public meetings for the Transportation Improvement Program, Long Range Transportation Plan, Public Participation Plan, and Coordinated Public Transit-Human Services Transportation Plan.

Public Meetings			
Inform	Legal Ad		
	Press Releases		
	Webpage Ad		
	Notice of Language Services (venue)		
Identify	Contact SEDA-COG prior to meeting		
	Language Card		
Interact	Telephone-Based Interpretation Service		
	Designated Staff person		
Instruct	Meeting Sign-In Process		
	Accessing/Using the Telephone Based		
	Interpretation Service		

Inform

The advertisement requirements for Public Meetings are prescriptive, with a legal advertisement in a "newspaper of general circulation" being the standard method for fulfilling the legal requirement for meeting advertisement. Press releases, website postings/announcements, and email blasts to Interested Parties are supplemental advertisement techniques that the SEDA-COG MPO is committed to using, per its PPP.

The SEDA-COG MPO will provide notice of the availability of translation and/or interpretation services in legal ads, press releases, and website posts that announce or advertise a public meeting. The notice will be provided in both English and Spanish languages. The following sample text would be used and adapted, as necessary:

ENGLISH:

"The content of this [advertisement / press release / posting] is available in alternative formats and other languages upon request by contacting the SEDA-COG Metropolitan Planning Organization (MPO). Persons who plan to attend the announced [meeting / event / activity] and require language interpretation services and/or special accommodations under the American with Disabilities Act should contact the SEDA-COG MPO at least five (5) days prior to the [meeting / event / activity]. Contact the MPO by phone at (570) 524-4491, by written letter addressed to 201 Furnace Road, Lewisburg, PA 17837, or by email to isaylor@seda-cog.org.

SPANISH:

"El contenido de este [anuncio/ comunicado de prensa / publicación] está disponible en formatos alternativos y otros idiomas bajo pedido en la Organización de Planificación Metropolitana de SEDA-COG (MPO). Las Personas que planean atender la [reunión / evento/ actividad] anunciada y

requieren de servicios de interpretación y/o arreglos especiales bajo la Ley sobre Estadounidenses con Discapacidades deben comunicarse con SEDA-COG MPO por lo menos cinco (5) días anteriores a la [reunión / evento/ actividad]. Contacte la MPO por teléfono al (570) 524-4491, mediante carta escrita al 201 Furnace Road, Lewisburg, PA 17837, o por correo electrónico a isaylor@seda-cog.org.

At the meeting venue, the SEDA-COG MPO will display a poster-sized version of its *Notice of Language Services* (**Appendix B**). The notice will be displayed in both English and Spanish.

Identify

Whether or not an LEP person contacts the MPO prior to a Public Meeting, the key identification point will be the Welcome/Sign-In station provided at the meeting venue. It is preferable that LEP persons "self-identify" themselves, as requested in the *Notice of Language Services*. The MPO will maintain a Language Identification Card as standard material for the Welcome/Sign-In station.

Interact

At each Public Meeting, the SEDA-COG MPO will have at least one trained staff person designated to interact with the LEP person(s) in attendance. This person will be trained in accessing and using the ondemand telephone interpretation service, which will be used to facilitate discussion. An agency maintained cell-phone with speaker capability will be provided for this purpose. (Cell phone reception should be checked when evaluating venues as potential meeting sites.)

Instruct

Training for the Public Meeting Contact Point will address the following:

- Writing Legal Advertisements, Press Releases, and Webpage Postings Training may or may not be required for staff who draft and assemble the various announcements and other materials in which the availability of language services is advertised.
- Identifying LEP Persons Training is recommended for persons who will staff the Welcome/Sign-In Station. These staff should be familiar with the Notice of Language Services and use of the Language Identification Card.
- Interacting with LEP Persons Training is critical for the person who is designated to interact
 with the LEP persons. These staff should be familiar with the access process and credentials for
 the on-demand interpretation service and have some experience with handling the dynamics of
 communication via interpreter. Learning through "shadowing" a person performing this
 function is recommended.

Office Walk-In

An Office Walk-In involves an LEP person or group visiting the SEDA-COG MPO at their office in person. While this method of contact may be infrequent, the purpose of such a visit may be more urgent and have a more weighty purpose—such as a discrimination complaint.

Office Walk-In		
Inform	Notice of Language Services (lobby)	
	Language Reception Instructions (lobby)	
Identify	Language Card	
Interact	Telephone-Based Interpretation Service	
Instruct	Reception Process	

Walk-in visitors are typically unannounced, but may have called ahead to arrange a meeting with a certain staff person.

Inform

Initial contact between the LEP person and SEDA-COG staff will likely occur in the SEDA-COG office lobby. Therefore, in this location, a poster-sized version of the *Notice of Language Services* (**Appendix B**) will be displayed. The notice will be displayed in both English and Spanish. Along with the *Notice*, a second smaller poster will briefly describe (again, in English and Spanish) the process that the SEDA-COG reception staff will use to identify the language spoken and call the telephone-based interpretation service.

Identify

It is preferable that LEP persons "self-identify" themselves, as requested in the *Notice of Language Services*. The MPO will maintain a Language Identification Card at the Reception Desk, for use in discovering the language being spoken.

Interact

In all likelihood, the SEDA-COG receptionist will be the first contact point. Each reception staff person will be trained in accessing and using the on-demand telephone interpretation service, which will be used to facilitate discussion.

Instruct

Training for the SEDA-COG reception staff and the SEDA-COG MPO staff will address the following:

- Lobby Posters and other Bi-Lingual Informational Material Training will identify the location, content, and use of the lobby posters and any other supplemental material developed for use in the SEDA-COG lobby to notify the LEP person of the availability of language services and the process that he or she can expect.
- Identifying LEP Persons Training will focus on the use of the Language Identification Card.
- Interacting with LEP Persons Staff will be informed about the credentials and access process for the telephone-based interpretation service. Instruction will also include general principles on interacting with an LEP person and the interpreter.

Telephone Call

Telephone calls to the SEDA-COG MPO would likely come through the main SEDA-COG phone number, in which case, they would be answered by the SEDA-COG reception staff. In particular, phone calls regarding language assistance services may be expected in reply to advertisements and other notices that request notification in advance of meeting.

Telephone Call		
Inform	Explanation of Services Available	
	(through phone service)	
Identify	Through Phone Service	
Interact	Telephone-Based Interpretation Service	
Instruct	Phone Answering Process	

Inform

An LEP person who places a phone call to the SEDA-COG office will, in all likelihood, be responding to an advertisement, web posting, or other announcement that solicits the call for a purpose and provides notice about the availability of language assistance. In this case, the LEP person would be at least partially informed about the MPO's commitment to make information available in other languages. A more expansive explanation of the specific language services provided and the expectations for how

they are provided would be communicated once the language of the LEP person is identified and interpretation services are initiated.

<u>Identify</u>

The LEP person may not self-identify his or her preferred language, and the person taking the call may not be able to identify the language without help. In either case, assistance in identifying a caller's language can be handled via the Telephone-Based Interpretation Service.

Interact

In all likelihood, the SEDA-COG receptionist will be the first contact point. Each reception staff person will be trained in accessing and using the on-demand telephone interpretation service, which will be used to facilitate discussion. Most all interaction with the LEP person will occur with the interpreter's help. The receptionist may also transfer the call to the SEDA-COG MPO staff, which may require the use of advanced phone system features in transferring the call.

Instruct

Training for the SEDA-COG reception staff and the SEDA-COG MPO staff will address the following:

- Identifying LEP Persons Training will focus on the process and expectations for how the Telephone-Based Interpretation Service will identify the LEP person's language.
- Interacting with LEP Persons Staff will be informed about the credentials and access process
 for the telephone-based interpretation service. Instruction will also include general principles
 on interacting with an LEP person and the interpreter. Instruction about the telephone system
 features and process necessary to transfer the conference call to another person should be
 given to both reception staff and MPO staff.

Webpage

The SEDA-COG MPO's site address is www.seda-cog.org/transportation. The site provides a platform for disseminating information about its plans and programs, advertising upcoming activities, and receiving input through a Comment Page. Contact with the SEDA-COG MPO through their website

Webpage		
Inform	Webpage notice	
Identify	Self-Identify	
Interact	Google Translate	
Instruct	Web Standards/Protocol	

portal is one of the more likely contact points used by LEP persons, for many of the same reasons that non-LEP persons seek out a webpage. Information and answers to questions may be handled on a self-serve basis, which is typically more comfortable for most persons who are savvy with the internet and computer technology. There is much information already on the SEDA-COG MPO webpage that may be readily accessed. Beyond this, for an LEP person, looking up a webpage is far less confrontational than telephone or in-person contact.

As an implementation step of this plan, SEDA-COG intends to implement Google Translate on the entire website. In addition certain human-translated "vital documents" (identified previously) are available on the website in Spanish. To verify the accuracy of the Google Translate tool for the Spanish language, an analysis of the Spanish Google Translate output for the SEDA-COG MPO webpage was completed by a bi-lingual English/Spanish translator to verify the accuracy of the translation (see **Appendix K**). Although

some translational issues were identified, there were no substantive issues that would inhibit a speaker of Spanish from understanding the implied meaning of the text.

Inform

The *Notice of Language Services* (**Appendix B**) will be integrated into the SEDA-COG MPO webpage through one or more of the following:

- Adding the Notice of Language Services to the SEDA-COG MPO webpage, with one or more links added in the navigation menu (webpage, left side). Links would be placed under the "Public Participation Plan" and "Comments" sections. The Notice would display in Spanish and English.
- Adding a hyperlink to the *Notice of Language Services* adjacent to the Google Translate icon, when this tool is added to the webpage.
- Integrating the *Notice of Language Services* into the Google Translate tool, such that a new "popup" tab opens the first time a user activates Google Translate. The notice will display in Spanish and English.

Identify

Since use of the SEDA-COG MPO webpage would be self-directed, identification of the LEP person would be accomplished through the user's selection of language through the Google Translate tool.

Interact

With an LEP Person accessing the webpage, interaction occurs according to the user's preferences and access of the posted information. Translation of the webpage is automated, and interpersonal interaction is not expected. However, interactions with the webpage may be only an initial contact point, and may generate other contact points (phone call, walk-in, written correspondence, etc.)

Instruct

Minimal instruction of staff is required for the webpage contact point. Instead, the web page design and ease of use may require some thought about how LEP persons would approach and use the webpage. Training of the IT staff may be necessary for successful webpage integration of the Google Translate tool (web standards, protocols, HTML coding).

Written Correspondence

Contact through Written Communication includes both paper and electronic email correspondence. Both contact points are likely with LEP persons, as these communication methods are less confrontational and require minimal interpersonal interaction. Written correspondence may be very well suited for certain purposes, such as identifying an issue of concern or providing specific comments on a

Written Correspondence		
Inform	Notice of Services Available	
Identify	Language ID tools	
Interface	Google Translate	
	Translation services	
Instruct	Translation services	
	Other translation tools	

plan or program. In other cases, written correspondence will serve as a starting point for additional contact, whether a phone call, face-to-face discussion, or a webpage visit.

Inform

Written correspondence may be the most accessible and well-advertised contact point for LEP persons, as most materials published by the SEDA-COG MPO include the office mailing address and an email address. On the SEDA-COG website, the office address appears at the top and bottom of every page, with SEDA-COG's general email address (Admin@seda-cog.org) at the bottom. In addition, most persons— whether LEP or not—understand the concept of written correspondence and its usefulness for accessing information, providing comments/feedback, and asking questions.

Similar to those who make a phone call to the SEDA-COG office, an LEP person who provides written correspondence will, in all likelihood, be responding to an advertisement, web posting, or other announcement that solicits the call for a purpose and provides notice about the availability of language assistance. In this case, the LEP person would be at least partially informed about the MPO's commitment to make information available in other languages.

Identify

Identifying the language of a paper copy, written document may require the contracted help of a translation service. The paper copy or electronic scan (PDF or other image format) would be provided to the translation service provider, which would identify the language and translate the document into English. A listing of translation service providers, including webpage and contact phone numbers, is provided in **Appendix I**.

For email or other written electronic correspondence, the contracted translation service may be used, or the "Detect language" function of Google Translate may be used to automatically detect the language. The electronic text would be copied into an automated translation tool (Google Translate, Bing Translator, etc.), which would detect the language assuming that it is one that is supported by the tool. Even if the translation is not fully accurate, this method should be sufficient to identify the language.

<u>Interact</u>

Some, but not all, of the correspondence from LEP persons will require a response, which would be the primary point of interaction. If the correspondence is simply providing feedback or comment on a plan or program, a response would be optional. Regardless, the response would be prepared in English and then translated into the language spoken by the LEP person. Since an accurate translation would be desired, the contracted help of a translation service would be used to prepare the response. Google Translate may be used if the message is simple and an immediate response is needed. However, since it is based on automated routines (as opposed to human translation), it may not accurately communicate the message desired.

Instruct

Training for the written communication contact point would focus on the selection and use of the various translation tools. The training will introduce the Google Translate tool and its capabilities, along with examples. The process for accessing the contracted translation service and the expectations for turnaround of a translation would also be described.

LEP Plan Coordination & Staff Training

As part of the LAP, the SEDA-COG MPO has identified resources and tools to be used in various contexts (i.e., Contact Points) to provide language assistance services. The resources and tools have been compiled into an *LEP Employee Resources Manual*, and staff expertise in using them will be developed through an *LEP Employee Training Presentation*. Jim Saylor, the SEDA-COG MPO Transportation Program Director, has been designated as the Language Assistance Coordinator and will oversee the staff training activities.

LEP Employee Training Presentation

The Training Presentation has been prepared in Microsoft PowerPoint and includes two primary sections: 1) an overview of the LEP Plan, including the Four Factor Analysis; and 2) an explanation of the tools and resources appropriated in the LAP. The presentation includes a hyperlink to an online 25-minute video presentation developed by the U.S. Department of Justice for laypersons who are learning about language access and assistance. With the video and a time for questions, the full Training Presentation can be completed in 1 hour.

LEP Employee Resources Manual

The *Manual* is a compilation of the various resources and tools available to the SEDA-COG staff for providing language assistance. The *Manual* is comprised of tools and resources that are found in the Appendix of this LEP Plan Document. Versions of these materials are maintained in electronic (PDF) and paper copy (binder). Each staff member who participates in the *Training Presentation* will receive a paper copy of the *Manual*. Much of the material in the *Manual* is self-explanatory and may be used for a variety of training formats:

- On its own for brief "crash course";
- With the guidance of a trained staff person for "one-on-one" training; or
- Alongside a copy of the Training Presentation for "self-paced" training.

Paper copies of the *Manual* will be maintained in the SEDA-COG receptionist's desk and at the Welcome Center of SEDA-COG MPO public meetings, so that the language assistance materials are available for quick reference in serving LEP persons.

Plan Evaluation Process

The LAP, along with the larger LEP Plan, will be evaluated annually by interested staff or a committee assembled by the Language Assistance Coordinator, in compliance with current FHWA and FTA guidance. An update to the LAP, which is provided in the appendix of the SEDA-COG MPO Public Participation Plan, will be considered a "technical update" and would not require public comment and re-adoption by the MPO unless the update substantially changes the public participation process.

The following materials are provided in **Appendix L** for use in the annual review process:

LEP Plan Self-Assessment Checklist

The LEP Plan Self-Assessment Checklist may be used as the overarching template for the assessment. The Checklist provides a series of questions designed to encourage discussion and critical thinking about the success of interactions (if any) with LEP persons, the usefulness of the plan provisions and LAP, and the evolving nature/growth of LEP populations and their needs in the SEDA-COG MPO region.

LEP Interaction Tracking Form

The LEP Interaction Tracking Form has two components that are used in documenting interactions with LEP persons:

- The *Record of Interactions* collects information about each interaction with an LEP person. Each row represents an interaction. Multiple copies of this form may be used in a given year.
- The Annual Report Summary draws from the Record of Interactions and serves as a one-page, annual report of the information collected about LEP interactions.

The Record and Annual Report are intended to inform certain questions asked in the Self-Assessment.

Suggested LEP Plan Performance Measures

A listing of Suggested LEP Plan Performance Measures is provided as a starting point for implementing a performance-based approach to evaluations of the LEP Plan. While FHWA and FTA generally encourage this approach, no formal rulemaking has been completed.

Sources

"About Big Valley." Big Valley Area Business Association. Nov. 13 2007. http://www.visitbigvalley.com/history/index.htm

Federal Government's Renewed Commitment to Language Access Obligations under Executive Order 13166.

http://www.lep.gov/13166/AG 021711 EO 13166 Memo to Agencies with Supplement.pdf

Title VI Requirements and Guidelines for Federal Transit Administration Recipients (FTA Circular 4702.1B) Federal Transit Administration.

http://www.fta.dot.gov/documents/FTA Title VI FINAL.pdf

LEP Handbook, Federal Transit Administration.

http://www.fta.dot.gov/documents/LEP Handbook.doc

Overview of Title VI of the Civil Rights Act of 1964, Department of Justice.

http://www.justice.gov/crt/about/cor/coord/titlevi.php

APPENDIX R.5

EVALUATION PROCESSES FOR THE PUBLIC PARTICIPATION PLAN

Public Involvement Activity Portfolio

The Portfolio provides a repository of material that documents its public involvement and participation activities, as a record of the PPP's implementation. The actual items collected for the portfolio will reflect the PPP requirements of the planning activity completed. The following is a listing of candidate items that may be collected, as appropriate:

- Event Site Checklist
- Outreach Activity Plan (e.g., Public Meeting Plan)
- Advertisement of public comment period (if applicable)
- Record of webpage postings (date posted, URL, date removed, # of unique hits)
- Review and evaluation of EJ and other Traditionally Underserved Population data, for the purposes of targeted outreach (if applicable)
- Advertisement of the activity
 - o Proof copy for legal advertisement
 - Press Release
 - Webpage announcements
 - Email & electronic notifications
 - Distribution list
- Copies of meeting materials
 - Handouts (information sheets, graphics, etc.)
 - Presentation materials (PowerPoint, audio/video)
 - Transcript of presentations
 - Copies/photos of boards, displays
 - Sample comment form
- Photos/video of meeting proceedings
- Meeting summary
- List of Attendees (Sign-In Sheet)
- Completed comment forms (scan to PDF)
- Comments received from other sources (webpage, email, mail, and paper copy reviews)
- Compilation and analysis of comments received
- Responses to comments received
- Media coverage of the activity (newspaper, webpage, blog, TV transcript)

The Portfolio would be most efficiently maintained in an all-electronic format, with items scanned or printed to PDF or other widely used software formats.

The items may be organized under the primary planning activity to which they contribute (e.g., Long-Range Transportation Plan, TIP Amendment, etc.).

Public Participation Plan Review	Date of Review:
Plan or Planning Activity:	
Reviewed by:	

Category	Element	Consistent with PPP	Notes
	Placed a legal advertisement of the public comment period and public meetings in <i>The Daily Item</i> newspaper: o Contained the required information o Placed appropriately in advance of the public comment period and public meeting(s)	□ □ n/a □ □ n/a □ □ n/a	
Advertisements & Notifications	Press releases made regarding the public comment period and public meetings: Consistent with the legal advertisement Placed appropriately in advance of the public comment period and public meeting(s) Interested Parties notified via email at the proper time Web notification provided on the SEDA-COG webpage at the	□ □ n/a	
Public Comment Period	appropriate time Primary Public Comment Period required? Provided the primary Public Comment Period:		
Document Availability	Materials posted on the webpage in an accessible format o For the primary Public Comment Period o For any additional Public Comment Period Paper copy materials made available consistent with the legal advertisement: o At the specified locations and times o For the primary Public Comment Period o For any additional Public Comment Period		
Public Meetings	 Conducted the minimum number of public meetings: At an accessible location Consistent with the date, time, location specified in the legal advertisement 	n/a n/a n/a n/a n/a	
Comments	Comments solicited and received via: Comment forms distributed at the public meeting(s) Webpage comment portal or email (electronic) Postal mail or hand-delivered (written) Comments compiled and summarized. Incorporated into FINAL plan document Comment responses prepared. Incorporated into FINAL plan document Posted on the SEDA-COG webpage (or project-specific web portal) within the required timeframe		
Agency	FHWA & FTA provided with opportunity to comment.	☐ ☐ n/a	
Coordination	Presentation made at an Agency Coordination Meeting.	☐ ☐ n/a	
Adoption	Plan, amendment, update, etc., adopted at an advertised MPO meeting	☐ ☐ n/a	
Documentation	Activity Portfolio contains relevant material to document the public participation process.	☐ ☐ n/a	

Public Participation Plan (PPP) Document Evaluation Reviewed by:				
Need for Public Participation Plan Update				
☐ Yes	☐ No	Has new Federal or State legislation been enacted or new guidance, regulation, or Executive Orders been issued that add, remove, or modify the public participation requirements for metropolitan transportation planning?		
☐ Yes	□ No	Has new decennial Census data (100% data) become available, and are the necessary tabulations available for comprehensively refreshing the demographic provides for EJ and Traditionally Underserved Populations? OR has is the data used in the current PPP more than 5 years older than the currently available Census survey data (American Community Survey or equivalent)?		
☐ Yes	☐ No	Does a pending update or revision to another primary planning document (Long-Range Transportation Plan, TIP, UPWP, etc.) or another MPO agreement (TIP Amendment MOU) require the PPP to be updated for the sake of plan consistency?		
☐ Yes	☐ No	Has a significant change occurred in the MPO geography or governance that impacts the implementation and/or effectiveness of the current PPP processes?		
☐ Yes	□ No	Has FHWA or FTA issued a "corrective action" to the MPO, identifying a deficiency in the PPP?		
☐ Yes	☐ No	Have the two previous biennial reviews identified provisions, stipulations, or commitments in the current PPP that are consistently not achieved or are onerous to implement consistently?		
Yes	☐ No	Have the past two biennial reviews identified substantial successful public involvement processes that are consistently implemented but not included in the current PPP?		
☐ Yes	☐ No	Have surveys or measures of "satisfaction" indicated consistent dis-satisfaction with the plan itself or any of the plan elements, strategies of public involvement, performance measures, or the public involvement materials (visuals, graphics, organization of materials)?		
☐ Yes	□ No	Is an update of the PPP warranted? If an update is warranted, what degree of update will be pursued? Full update / plan replacement (substantial changes to all parts of the PPP)		

☐ Selective update (substantial changes to certain parts of the PPP)

that have no impact on the Plan content or processes)

Technical update (update of supporting demographics data/mapping, addition of

checklists, templates, and other materials used to implement the existing plan, etc.) Minor administrative revisions (non-substantive corrections, clarifications, and changes

Open Ended Review To make the current PPP more effective, easier to implement, more understandable, or better organized: O What elements of the current PPP require refinement, clarification, or revision? O What materials, resources, tools information, or other elements could be added?	Reviewed by:		
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Public Participation Plan (PPP) Document Evaluation