

# **PUBLIC PARTICIPATION PLAN**



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# **PUBLIC PARTICIPATION PLAN**

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

## **INTRODUCTION**

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

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

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

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

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

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

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

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

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

### **C. Environmental Justice**

Public involvement must also take into consideration of the following:

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

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

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

### **D. Pennsylvania Human Relations Act**

Under this Act, a public accommodation is any accommodation which is open to, accepts or solicits the patronage of the general public, including government services.

It is unlawful for any owner, lessee, proprietor, manager, superintendent, agent, or employee of any public accommodation to discriminate against any person in the full use and enjoyment of such public accommodation, on the basis of race, color, religion, sex, ancestry, national origin, disability, known association with a person with a disability, use of a guide or support animal due to blindness, deafness or physical disability or because the user is a handler or trainer of such.

Complaints may be filed to the closest regional Pennsylvania Human Relations Commission office within 180 days of the alleged act of discrimination:

Pittsburgh  
301 5th Ave., Suite 390  
Piatt Place  
Pittsburgh, PA 15222  
(412) 565-5395  
(412) 565-5711 (TTY)

Harrisburg  
R333 Market Street,  
8<sup>th</sup> Floor  
Harrisburg, PA 17126-0333  
(717) 787-9780  
(717) 787-7279 (TTY)

Philadelphia  
110 N. 8<sup>th</sup> Street  
Suite 501  
Philadelphia, PA 19107  
(215) 560-2496  
(215) 560-3599 (TTY)

For further information, write, phone or visit the Pennsylvania Human Relations Commission: Executive Offices: 333 Market Street, 8th Floor · Harrisburg, PA 17126-0333 (717) 787-4410 · (717) 787- 7279 (TTY) · www.phrc.state.pa.us

## **E. Title VI**

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

Title VI of the Civil Rights Act of 1964 is the Federal law that protects individuals from discrimination on the basis of their race, color, or national origin in programs that receive federal financial assistance. The public can go about filing complaints based on all Commonwealth protected classes (race, color, national origin, religious creed, age, sex or disability) by filing the Discrimination Complaint Form located in Appendix A. The form can be submitted to Northern Tier Regional Planning and Development for a formal interview to provide basis for the complaint.

There are many forms of illegal discrimination based on race, color, or national origin that can limit the opportunity of individuals 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.

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

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

## **G. Americans with Disabilities Act**

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

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

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

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

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

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

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

## **I. Limited English Proficiency (LEP)**

“Limited English Proficient” or “LEP” persons are those individuals who speak, read or understand English “less than very well”. The key commonality among LEP persons is their inability to communicate effectively in the English language, regardless of their native tongue. People who are multi-lingual, those that speak one or more languages *in addition to being proficient in English*, are not considered to be Limited English Proficient. (See Table VI.)

The U.S. Census states that Bradford, Sullivan, Tioga, Wyoming, and Susquehanna County are 97% white and English is the predominate language. However, the region has a migrant population due to seasonal or temporary work such as the natural gas industry. There are resources provided in the region for LEP individuals. Bradford County Human Services (BCHS) offers classes in English as a Second Language through the Human Services Development Fund (HSDF). BCHS provides English/Spanish interpretations and telephone interpreters through Language Line. Free and confidential instruction for LEP individuals is provided through the Bradford-Wyoming County Literacy Program.

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

To date, no LEP persons have come in contact with any of the programs offered by the RPO. Although the numbers show that encountering a LEP individual through one of the programs is highly unlikely, the RPO will continue to remain aware of a possible encounter, and will work to continue updating the LEP plan as needed. The Regional Planning Program Manager has been identified as the LEP Coordinator with the task of recording and tracking LEP requests.

## **2. Public Participation Principles**

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

### **A. Promote Respect**

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

### **B. Provide Opportunities for Involvement**

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

**C. Be Responsive to Participants**

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

**D. Offer Substantive Work**

- Public processes will provide participants purposeful involvement, allowing useful feedback and guidance. Effective public participation is a two-way street – public input must come from informed opinions and ideas.
- A clearly defined purpose and set of objectives are needed for initiating a public dialogue on transportation plans, programs and projects.
- Participants will be encouraged to grapple with the many competing transportation interests, issues and needs in the region.

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

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

**F. Outreach & Communication**

- Effective outreach strategies must be tailored to fit the identified audience and the issue at hand. Notification procedures must effectively target the identified audience.
- Outreach and education will be continuous and repetitive in order to increase public knowledge and involvement.
- Efforts to reach new constituencies will include outreach to low-income, senior, youth, minority, refugee and accessibility-issued communities. These efforts must be tailored to ensure meaningful participation of these constituents.

- The NTRPDC will be mindful of the evolution of communications tools and continue to evaluate new tools to expand outreach methods along with gathering input from all stakeholders.
- Informational materials will be clear, concise and address participants' questions.

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

Data from the 1980, 1990, 2000 and 2010 Censuses shows an increase in population by a little more than +1% from 174,550(1980) to 176,653(1990) to 181,008(2000) to 182,791(2010) people. Keep in mind these numbers may not reflect transient populations associated with the Marcellus Shale exploration occurring within the region. Of this population, 97% are white persons, 0.6% are African Americans, and 1.2% are persons of Hispanic or Latino origin. Additionally, the combined total of American Indian, Alaska Native, Asian, Native Hawaiian and other Pacific Islander residents is approximately 0.6% of the region's population. Persons age 65 years and older make up 17.9% of the region's population. The following Tables I. through V. portray this data. Poverty status can be found on Table III.

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

**Table I.**

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

Source: American Fact Finder, Bureau of the Census 2010

**Table II.**

<b>Population: By Age and Sex 2010</b>							
	<b>Population by Sex</b>		<b>Population by Age Group</b>				
			<b>0-4</b>	<b>5-19</b>	<b>20-59</b>	<b>60-64</b>	<b>65+</b>
<b>Bradford</b>	Male:	30,828					
	Female:	31,794	6.00%	19.00%	50.50%	6.70%	17.70%
<b>Sullivan</b>	Male:	3,307					
	Female:	3,121	4.00%	15.40%	48.10%	8.40%	24.10%
<b>Susquehanna</b>	Male:	21,795					
	Female:	21,561	5.00%	18.60%	51.00%	7.20%	18.10%
<b>Tioga</b>	Male:	20,573					
	Female:	21,408	5.30%	19.20%	51.10%	6.60%	18.00%
<b>Wyoming</b>	Male:	14,134					
	Female:	14,142	5.40%	19.10%	52.50%	6.90%	16.10%

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

<b>Table III.</b>				
<b>Population: Social and Economic Factors</b>				
<b>Median Income and Poverty</b>				
<b>Population</b>				
	<b>Total Persons</b>	<b>Total Non-Family</b>	<b>Total Families</b>	
Pennsylvania	12,702,379	1,757,597	3,261,307	
Bradford	62,622	8,018	17,303	
Sullivan	6,428	1,031	1,746	
Susquehanna	43,356	5,666	12,132	
Tioga	41,981	5,451	11,276	
Wyoming	28,276	3,576	7,661	
<b>Income</b>				
	<b>Non Family</b>	<b>Family</b>	<b>Household</b>	
Pennsylvania	\$29,221	\$65,980	\$52,267	
Bradford	\$23,662	\$54,618	\$44,650	
Sullivan	\$21,758	\$50,679	\$38,981	
Susquehanna	\$26,529	\$55,794	\$46,815	
Tioga	\$21,829	\$51,374	\$42,607	
Wyoming	\$26,078	\$58,108	\$48,626	
<b>Below Poverty Level</b>				
	<b>Individual</b>	<b>Families</b>		
Pennsylvania	13.1%	9.1%		
Bradford	14.1%	9.9%		
Sullivan	13.9%	6.2%		
Susquehanna	12.2%	8.9%		
Tioga	15.7%	11.1%		
Wyoming	12.3%	8.3%		
Source: American Fact Finder, 2010 Census				

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

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

**Table V.**

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

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

**Table VI.**

<b>Limited English Proficiency</b>					
	<b>Bradford</b>	<b>Sullivan</b>	<b>Susquehanna</b>	<b>Tioga</b>	<b>Wyoming</b>
<b>Population (8 years and above)</b>	68,210	6,177	41,397	39,898	26,740
<b>English Only</b>	67,329	6,308	40,382	38,968	25,951
<b>Spanish</b>	716	103	353	347	306
<b>Speak English Less Than Very Well</b>	301	64	91	60	79
<b>Other Indo-European</b>	951	44	489	388	371
<b>Speak English less Than Very Well</b>	342	20	120	64	62
<b>Asian/Pacific Islander</b>	154	19	109	93	102
<b>Speak English less Than Very Well</b>	91	6	35	22	68
<b>Other Languages</b>	60	2	24	41	7
<b>Speak English less Than Very Well</b>	8	0	0	11	0

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

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

## 4. Major NTRPDC Activities and Public Participation

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

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

### B. Transportation Improvement Program (TIP)

<b>Transportation Improvement Program (TIP)</b>	
<b>Participation Element</b>	<b>Vehicle</b>
Document Availability	Forty (40) Public Libraries throughout the region, Mansfield

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

### C. Public Participation Plan

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

**D. Municipal Outreach Activity**

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

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

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

**F. Database of Local Stakeholders**

A database of local stakeholders was developed to engage in the updates for the LRTP, TIP, or PPP Plans. Stakeholders include: PennDOT District 3-0, PennDOT District 4-0, PennDOT Central Office, Progress Authority Economic Development, Tioga County Planning, Wyoming County Planning, Bradford County Planning, Tioga County Development Corporation, Endless Mountains Visitors Bureau, Wyoming County Chamber of Commerce, Guthrie, Futurescapes, municipalities, local businesses.

## 5. Outreach Techniques

### Current Outreach Techniques

<b>Technique</b>	<b>Description</b>	<b>Promotion</b>	<b>Evaluation</b>
Website	Provides limited general information about NTRPO	Long Range Transportation Plan Executive Summary	Number of hits and downloads
Legal Notices	Classified advertisements in the Daily Review, Sullivan Review, Susquehanna County Independent, Wellsboro Gazette,	Public Meetings	Attendance at public meetings

Public Meetings	To solicit public comments on final products/projects and plan amendments	Final Comment	Participation at the public meetings
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Although these efforts have been some what successful, there is a feeling that more could be done to increase public participation. The following suggestions are offered:

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

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

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

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

- Work with the Public Participation Committee to target “Avenues of Outreach.” Example: Working with the regional housing authorities to hold meetings and events at their facilities.

- The public input process should be tailored to use adaptive or innovative approaches that overcome linguistic, institutional, cultural, economic, historical or other potential barriers to effective participation in the decision making process.
- Developing a database of contact information of underserved populations by identifying community leaders in these underserved populations and add them to the mailing list and regional email list.
- Work with community groups, if present within the region, to publicize events and activities.

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

### **A. Public Meetings**

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

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

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

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

- Where possible, meetings will be held in places that are convenient to alternate transportation modes.

- Special assistance, if required, will be made available, upon request at least ten (10) calendar days prior to the event. All public meeting notices and advertisements shall state the following, “If you require special assistance to attend or participate in this meeting or need additional information please contact the NTRPDC Representative noted below ten days prior to the meeting event so that the special assistance can be accommodated.”
- NTRPDC will include language in its public notices and advertisements relating to nondiscrimination and avenues of redress if an individual feels they have been discriminated against. All public meeting notices and advertisements shall state the following, “Under Title VI of the Civil Rights Act of 1964. If you feel you have been denied participation in, or denied benefits of, or been subject to discrimination, in regard to this project development or otherwise discriminated against because of race, ethnic or socioeconomic status. You may contact Frank Thompson, Deputy Director, NTRPDC.”
- Identify alternative meeting sites, such as churches, schools and senior centers to reach traditionally underserved populations.

## **B. Privacy Policy**

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

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

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

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

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

## How to Get Involved

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

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

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

Our offices are handicapped accessible. ADA Accommodations or LEP Accommodation Requests can be submitted by contacting NTRPDC via phone or email. This document, as well as others by our agency, can be made available in alternative media formats for people with disabilities.



## Appendix A

# ***Northern Tier Regional Planning and Development Commission***

### **Discrimination Complaint Form**

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

Complaints shall be in writing and signed by the Complainant(s). If complaints are received by telephone or in person, the Community Development/Regional Planning Director or other authorized representative shall formally interview the person to provide the basis for the written complaint.

In order to properly view, save and submit this form, Adobe Acrobat Reader version 8 or above is required. You may download the latest version of Adobe Reader at: <http://get.adobe.com/reader>



Please provide, if applicable, names and contact information of people who may have knowledge of the alleged incident(s) or are perceived as parties in the complained-of incident(s)

First Name:  Last Name:  Title:

Address:  City:  State:  Zip:

First Name:  Last Name:  Title:

Address:  City:  State:  Zip:

First Name:  Last Name:  Title:

Address:  City:  State:  Zip:

Please list any other agency where complaint has been filed

# Appendix B

## 2013 DEMOGRAPHIC PROFILE

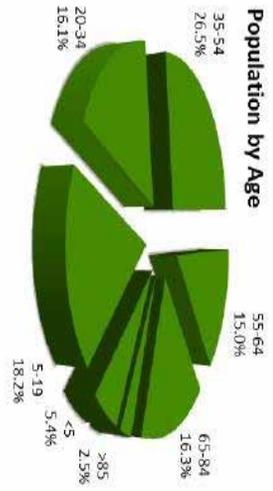
## Northern Tier

Population: 184,100  
 Median Age: 44.2  
 Median Household Income: \$43,300  
 Per Capita Income: \$21,800



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

based on population ages 25+

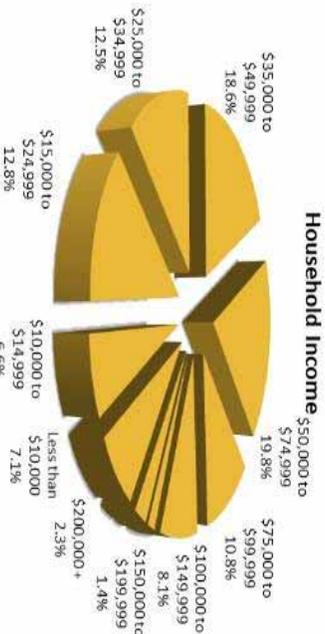


Commuting Patterns		
In-Commuting	Out-Commuting	Total
Luzerne County, PA	Lackawanna County, PA	5,300
Lackawanna County, PA	Luzerne County, PA	3,600
Tioga County, NY	Broome County, NY	3,300
Lycoming County, PA	Chemung County, NY	2,200
Chemung County, NY	Lycoming County, PA	1,800
Other Counties	Other Counties	18,100
Total	Total	84,300

Source: U.S. Census Bureau, Out/In-Migration Based on 2011 estimates for primary jobs

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

based on total population



Source: U.S. Census Bureau, Out/In-Migration Based on 2011 estimates for primary jobs



## 2013 DEMOGRAPHIC PROFILE

## Bradford County

**Population: 63,200**  
**Median Age: 43.7**  
**Median Household Income: \$41,600**  
**Per Capita Income: \$21,400**

### Population Ages 16+ (150,900)

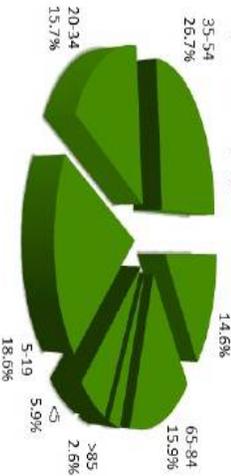


### Educational Attainment

Population Ages 25+	44,400
Less than 9th Grade	3.8%
9th to 12th No Diploma	10.7%
High School Graduate	48.5%
Some College, No Degree	14.1%
Associate Degree	7.3%
Bachelor's Degree	10.5%
Graduate or Professional Degree	5.1%
High School Graduate or Higher	85.5%
Bachelor's Degree or Higher	15.6%

Based on population ages 25+

### Population by Age



### Commuting Patterns

In-Commuting	Out-Commuting
Tioga County, NY	Chemung County, NY
1,600	1,300
Tioga County, PA	Tioga County, NY
1,100	900
Chemung County, NY	Tioga County, PA
900	800
Surquehanna County, PA	Lyconing County, PA
700	600
Luzerne County, PA	Wyoming County, PA
400	600
Other Counties	Other Counties
4,600	8,700
Total	Total
9,400	12,900

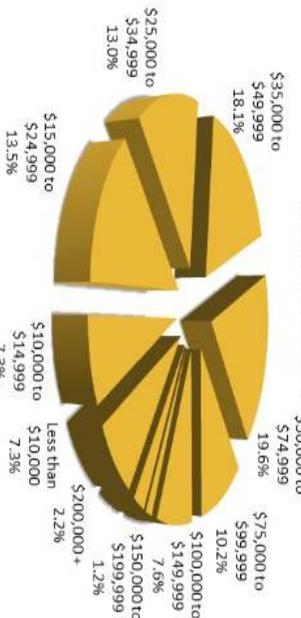
Source: U.S. Census Bureau, OutThruMap application  
 Based on 2011 estimates for primary jobs

### Race and Ethnicity

White	97.5%
Black	0.5%
Asian	0.5%
Native American	0.2%
Hawaiian / Pacific Islander	0.0%
Two or More	1.0%
Other Race	0.2%
Hispanic	1.4%
Not Hispanic	98.6%

Based on total population

### Household Income



312 Main Street  
 Towanda, PA 18848  
 northern tier regional  
 planning & development  
 commission  
 570.285.9103 (P)  
 570.285.7885 (F)  
<http://www.northern-tier.org/>

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

# Appendix C

# Appendix D

## 2013 DEMOGRAPHIC PROFILE

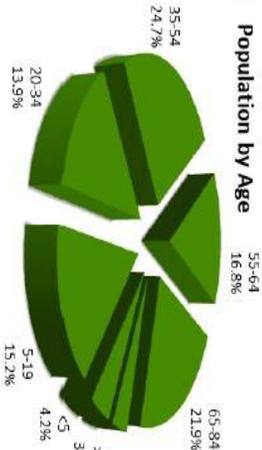
## Sullivan County

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



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

Based on population ages 25+

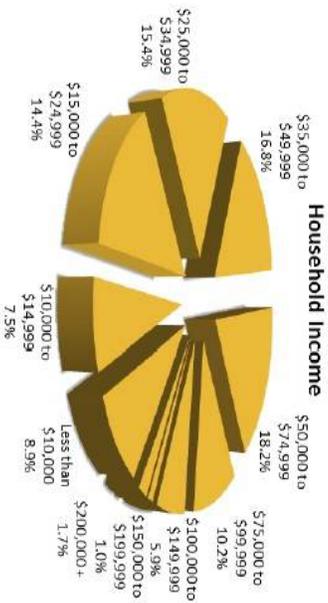


In-Commuting	Out-Commuting	
	Count	Percentage
Bradford County, PA	200	16.8%
Lycorning County, PA	100	8.4%
Luzerne County, PA	100	8.4%
Wyoming County, PA	100	8.4%
Columbia County, PA	100	8.4%
Other Counties	300	24.7%
<b>Total</b>	<b>800</b>	<b>65.5%</b>

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

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

Based on total population



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



# Appendix E

## 2013 DEMOGRAPHIC PROFILE

## Susquehanna County

Population: 43,000  
 Median Age: 45.9  
 Median Household Income: \$45,100  
 Per Capita Income: \$23,100

### Population Ages 16+ (35,600)



### Educational Attainment

Population Ages 25+	31,100
Less than 9th Grade	3.3%
9th to 12th No Diploma	9.9%
High School Graduate	47.2%
Some College, No Degree	16.2%
Associate Degree	8.1%
Bachelor's Degree	9.3%
Graduate or Professional Degree	6.0%
High School Graduate or Higher	86.8%
Bachelor's Degree or Higher	15.3%

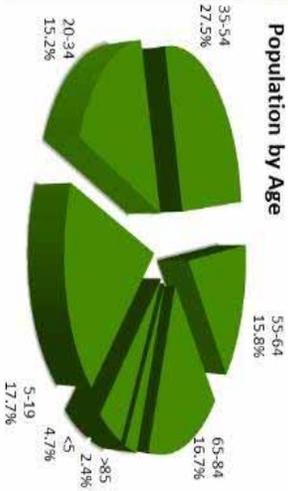
Based on population ages 25+

### Race and Ethnicity

White	98.1%
Black	0.4%
Asian	0.3%
Native American	0.1%
Hawaiian / Pacific Islander	0.0%
Two or More	0.8%
Other Race	0.3%
Hispanic	1.5%
Not Hispanic	98.5%

Based on total population

### Population by Age

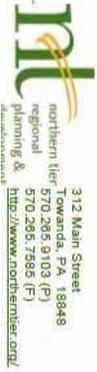
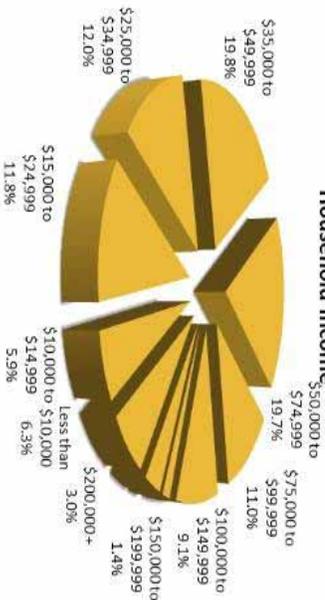


### Commuting Patterns

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

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

### Household Income



312 Main Street  
 Towanda, PA 18848  
 northern tier regional  
 planning & development, Inc.  
 570.285.9103 (P)  
 570.285.7885 (F)  
<http://www.northern-tier.org/>

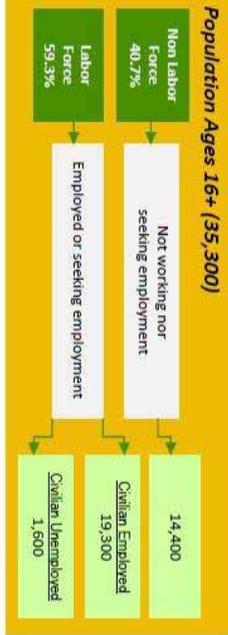
Prepared by the Central Pennsylvania Workforce Development Corporation (CPWDC), April 2014  
 Source: Research360, based on 2013 estimates

# Appendix F

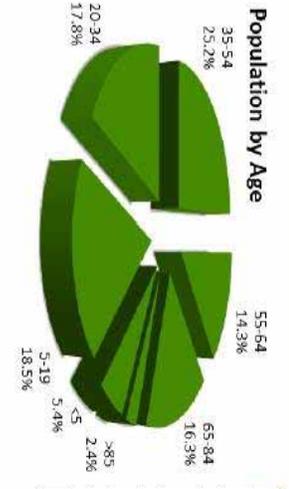
## 2013 DEMOGRAPHIC PROFILE

## Tioga County

**Population: 42,900**  
**Median Age: 42.8**  
**Median Household Income: \$41,300**  
**Per Capita Income: \$20,100**



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

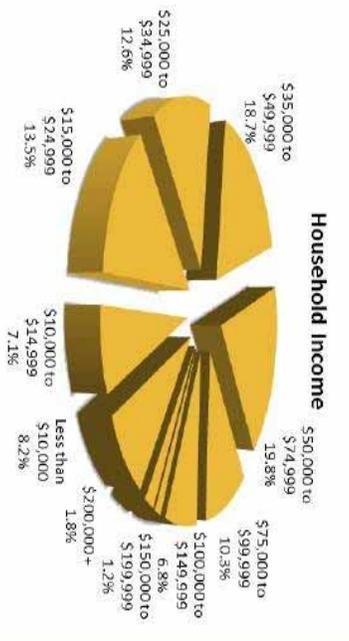


Commuting Patterns	
In-Commuting	Out-Commuting
Bradford County, PA	Bradford County, PA
800	1,100
Lycorning County, PA	Steuben County, NY
600	900
Steuben County, NY	Chemung County, NY
500	800
Potter County, PA	Lycorning County, PA
300	700
Mickean County, PA	Potter County, PA
200	300
Other Counties	Other Counties
2,300	2,200
<b>Total</b>	<b>Total</b>
<b>4,600</b>	<b>6,100</b>

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

Race and Ethnicity	
White	97.3%
Black	0.3%
Asian	0.4%
Native American	0.2%
Hawaiian / Pacific Islander	0.0%
Two or More	1.0%
Other Race	0.2%
Hispanic	1.3%
Not Hispanic	98.7%

Based on total population



312 Main Street  
 Towanda, PA 18848  
 northern tier regional planning & development commission  
 570.265.9103 (P)  
 570.265.7685 (F)  
<http://www.northern-tier.org/>

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

# Appendix G

## 2013 DEMOGRAPHIC PROFILE

## Wyoming County

**Population: 28,400**  
**Median Age: 43.3**  
**Median Household Income: \$48,600**  
**Per Capita Income: \$23,200**

### Population Ages 16+ (23,300)

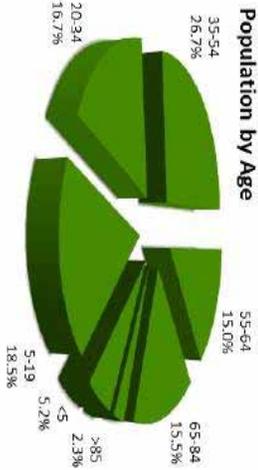


Educational Attainment	
Population Ages 25+	19,900
Less than 9th Grade	2.4%
9th to 12th No Diploma	8.5%
High School Graduate	48.0%
Some College, No Degree	16.4%
Associate Degree	7.9%
Bachelor's Degree	11.1%
Graduate or Professional Degree	5.6%
High School Graduate or Higher	89.1%
Bachelor's Degree or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

Based on population ages 25+

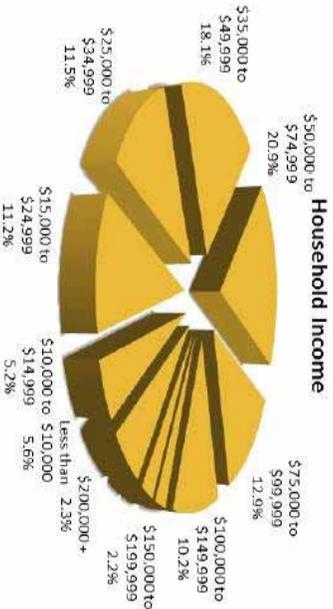
Race and Ethnicity	
White	97.4%
Black	0.7%
Asian	0.3%
Native American	0.2%
Hawaiian / Pacific Islander	0.0%
Two or More	0.3%
Other Race	0.4%
Hispanic	1.8%
Not Hispanic	98.2%

Based on total population



Commuting Patterns			
	In-Commuting	Out-Commuting	Total
Luzerne County, PA	1,400	Lackawanna County, PA	2,300
Susquehanna County, PA	1,200	Luzerne County, PA	2,100
Lackawanna County, PA	1,000	Susquehanna County, PA	300
Bradford County, PA	600	Monroe County, PA	200
Sullivan County, PA	200	Bradford County, PA	200
Other Counties	1,400	Other Counties	1,100
<b>Total</b>	<b>5,800</b>	<b>Total</b>	<b>6,300</b>

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



312 Main Street  
 Towanda, PA 18848  
 northern tier regional  
 planning & development  
 commission  
 570.285.8103 (P)  
 570.285.7585 (F)  
<http://www.northern-tier.org/>

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