The *Northeastern Pennsylvania Metropolitan Planning Organization* (NEPA MPO) is updating its existing Public Involvement Plan dated June 2014 to support and coincide with the development of the region’s first Long Range Transportation Plan (LRTP). The LRTP is a fundamental responsibility of an MPO, and one of several activities that also requires a robust public involvement program. This update will strengthen the NEPA MPO efforts for this specific purpose and, more importantly, support its commitment to continue engaging the public in a process that is open, cooperative, collaborative and continuing.

**Open**
A process that is open is accessible, unrestricted, and understandable.

**Cooperative**
A process that is cooperative is accommodating to a wide range of needs and diverse perspectives.

**Collaborative**
A process that is collaborative cultivates opportunities for new partnerships and fosters teamwork.

**Continuing**
A process that is continuing is proactive and responsive to the purpose it is intended to serve.
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About the Northeastern Pennsylvania Alliance

The Northeastern Pennsylvania Alliance (http://www.nepa-alliance.org) is one of seven sub-state regional agencies designated as a Local Development District (LDD) by the state and federal governments to enhance economic and community development activities in the Commonwealth of Pennsylvania. NEPA Alliance carries out its mission within a seven-county region of northeastern Pennsylvania comprised of Carbon, Lackawanna, Luzerne, Monroe, Pike, Schuylkill and Wayne counties. Until March 2013, NEPA Alliance was also designated as a Rural Planning Organization (RPO) and served as the coordinating agency for transportation planning and programming for Carbon, Monroe, Pike, Schuylkill, and Wayne counties.

With the identification by the 2010 Census of the East Stroudsburg Urbanized Area (UZA) as having a population over 50,000 people, the above RPO counties had to deliberate a transition of the transportation planning region from an RPO to a Metropolitan Planning Organization (MPO). After much discussion and meetings with the RPO Committee, the respective County Boards of Commissioners and the UZA municipalities, four (Carbon, Monroe, Pike and Schuylkill) of the five RPO counties and the Monroe County UZA municipalities committed to continuing a collaborative regional transportation program as an MPO. Wayne County opted to not participate in the transition to an MPO. Formal approval of the Northeastern Pennsylvania Metropolitan Planning Organization (NEPA MPO) designation was provided by a letter from Pennsylvania Secretary of Transportation Barry Schoch dated March 27, 2013.

Noteworthy is that that the NEPA Alliance also provides select transportation services to parts of the LDD region outside of the NEPA MPO, namely: convening the Focus 81 Committee under agreement with the Lackawanna-Luzerne Transportation Study (LLTS MPO); Administration of the Local Technical Assistance Program to the LLTS MPO, and Local Transportation Asset Inventory activities in Wayne County.

The NEPA Metropolitan Planning Organization

On April 16th, 2013 the NEPA MPO held its inaugural meeting addressing immediate organizational matters and business actions to meet contractual and programmatic deadlines. By action taken at its business meeting the same day, the Northeastern Pennsylvania Rural Transportation Planning Organization (NPRTPO) committee formally adopted a Resolution transitioning its committee functions to that of an MPO.

During the course of the July and August 2013 meetings, the NEPA MPO committee discussed and developed a revised Operational Procedures, Bylaws and Committee Structure. As a result of these discussions, a two-committee structure was approved at the September 17, 2013 meeting creating the NEPA MPO Technical Planning Committee and the NEPA MPO Policy Board.
The role of the NEPA MPO Technical Planning Committee and Policy Board is to promote transportation policies, programs, and projects consistent with the tenets of MAP-21 and all subsequent legislation, and the Clean Air Act Amendments, by moving people and goods in a safe and efficient manner, while preserving environmental integrity and promoting sound economic development.

The NEPA MPO Technical Planning Committee consists of 16 members – two representatives from each of the MPO counties, three transit representatives, one representative from the East Stroudsburg Urbanized Area, one NEPA Alliance Board of Directors representative and three Pennsylvania Department of Transportation (PennDOT) representatives from District 4, 5, and PennDOT Central Office.

The NEPA MPO Policy Board consists of one NEPA Alliance Board of Directors representative from each of the MPO counties and a representative from PennDOT Central Office. The NEPA Alliance President and PennDOT District 4 and 5 representatives are ex-officio, non-voting members of the Policy Board. Matters for consideration by the Policy Board are limited to contracting matters, major TIP actions and adoption, and policy approvals set forth by recommendation from the NEPA MPO Technical Planning Committee.

The NEPA MPO organizational structure also includes a Transit Subcommittee. During the 2007-2008 program year, NEPA Alliance and the NPRTPO Committee formed a Public Transit and Human Services Transportation Coordinating Committee or “RPO Transit Subcommittee,” which was tasked with assisting in the development of a Public Transit and Human Services Transportation Plan, the evaluation and review of Section 5310, Job Access Reverse Commute (JARC), New Freedom funding applications and other appropriate transit matters for the five-county RPO region. This Subcommittee continues to function within the MPO framework, comprised of county planners and transit representatives, and is expected to consider human service organization representatives.
As in previous years, it is anticipated that the Transit Subcommittee will again be engaged in the review and recommendation of project applications and proposals funded under the above mentioned transit programs and similar initiatives that may develop from new legislation and policy directives. It is also anticipated that the Transit Subcommittee will be active in developing a coordinated approach with commuter services and the development of cross-county transit routes.

The role of each committee member is to represent the transportation interests and perspective of the governmental entity and/or transportation mode they represent within the broader framework of the region’s best interests.

Regional Profile

The NEPA MPO region includes 123 municipalities, total land area of approximately 2,313 square miles and a regional population of 440,749 according to the 2010 U.S. Census. The NEPA MPO region also includes 4,761 road miles and over 1,500 bridges.

Major east-west highway corridors within the region include I-80, I-84 and US 6. The north-south corridors include I-81, I-380, I-476, US 209, PA 309, and PA 61.

There are three primary public transit services in the MPO region, which include the Schuylkill Transportation System (STS) that services Schuylkill County, the Monroe County Transportation Authority (MCTA) that services Monroe County and the Carbon County Community Transit (CCCT) that services Carbon County. They all provide fixed route and paratransit services within their county borders. Pike County Transportation provides paratransit service in Pike County.

There are four public-use airports in the NEPA MPO region. The East Stroudsburg-Pocono Airport and the Pocono Mountains Municipal Airport are both located in Monroe County. The Schuylkill County/Joe Zerbey Airport is located in Schuylkill County, and the Jake Arner Memorial Airport is located in Carbon County.

A map of the NEPA MPO region, its major corridors, public use airports and other transportation system features is provided on the following page.
The NEPA MPO is responsible for shaping the expenditure of state and federal funds for the development of a regional transportation system that ensures the safe and efficient movement of people and goods; optimizes transit opportunities; and enhances the community’s environmental and economic well-being. In doing so, the MPO recognizes that this can only be successfully accomplished with the ongoing support and engagement of the residents, other transportation planning partners and key stakeholders on State and Federal Levels. This understanding also serves as the foundation the MPO’s Public Involvement Plan (PIP) is built on.

Federal statutes and State guidelines that require public involvement in MPO transportation planning processes include, but are not limited to:

- Code of Federal Regulation Title 23 § 450.316;
- Presidential Executive Order 12898, Environmental Justice
- Title VI of the Civil Rights Act of 1964
- The Americans with Disabilities Act (ADA) of 1990
- Executive Order 13166, Improving Access to Services for Persons with Limited-English Proficiency
- Executive Order 13175, Consultation and Coordination With Indian Tribal Governments
- Commonwealth’s Sunshine Law (65 PA C.S. § 701-716)

This Plan represents the MPO’s commitment to effectively employ a variety of innovative strategies and tools to cultivate meaningful public involvement and cultural diversity in its transportation planning efforts throughout its four-county region in compliance with the above stated regulations, laws, acts and guidelines, and in alliance with the Commonwealth’s Statewide Transportation Program and processes.

The NEPA MPO Public Involvement Plan

The true test of a successful Public Involvement Plan is the level of public awareness achieved, and the feedback received associated with a specific activity, process or project. Oftentimes, public involvement doesn’t occur until after individuals become aware of an unpopular decision, at which point a more intensive public outreach effort may be required to help address public concerns or modification of project plans or programs. A proven, effective strategy is to involve the public early on, and then provide timely opportunities for meaningful engagement throughout the process.

This PIP represents the MPO’s plan for maximizing opportunities for proactive public involvement in association with its various transportation planning and programming activities. It describes existing opportunities and the tools and techniques used to optimize public involvement in developing transportation projects while simultaneously complementing the movement of people and goods, and positively impacting the region’s quality of life.
All of the key strategies, tools and techniques contained herein are to further the MPO’s efforts to effectively engage all interested community members in the timely development of transportation planning beginning in the early stages of plan development, and continuing throughout the planning process.

Public involvement is also intended to encompass a full range of public interests, and for transportation planning in particular, especially those persons who may have more difficulty getting to jobs, schools, recreation, and shopping than the greater population. Many of these community members may be unaware of transportation proposals that could dramatically impact their lives. They may have important, unspoken issues that should be heard1. Accordingly, in conjunction with this update to the existing PIP, the MPO has established a framework for targeted efforts to identify, seek out and engage Environmental Justice populations (minority and low-income persons) as well as others who may be underserved by the existing transportation system.

In compliance 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 MPO is also committed to taking steps to ensure meaningful access to the services, information and other important portions of its 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 access to LEP persons. The LEP/LAP is addressed in more detail in a separate document associated with this updated Public Involvement Plan.

**Public Involvement Plan Development**

For this update of the PIP, individuals included on the NEPA MPO’s list of interested parties were invited to review the existing Plan and then generate ideas for consideration in the development of the updated Plan. The workshop, which was conducted on Tuesday, August 4, 2015, was held in conjunction with the Coordinated Public Transit and Human Services Plan Update kick-off meeting. Letters of invitation along with copies of the existing PIP were sent to the invitees. A copy of the MPO’s invitation, distribution list, meeting attendees, meeting agenda, PowerPoint presentation, meeting outcomes and other pertinent meeting materials are provided in Appendix J.

The meeting attendees provided insight into the strengths and weaknesses of the existing plan, and the opportunities and challenges that may need to be addressed as part of the update process. These items were taken into account in preparation of the initial draft of the updated Plan which will continue to evolve until the conclusion of the 45-day public review and comment period and the adoption of the final updated version by the MPO by year end, 2015.

1 USDOT Public Involvement Techniques for Transportation Decisionmaking, 2015 Update
Federal and state laws require the MPO transportation planning process include proactive public involvement that provides complete information, timely public notice and public access to key decisions and planning documents with reasonable opportunity to comment. The MPO’s PIP is designed to ensure compliance with these requirements, and to encourage and maintain an ongoing dialogue with citizens who share an interest in improving the region’s quality of life, economic vitality, future growth and development.

The MPO maintains public involvement opportunities for transportation plans and projects through the use of a wide range of methods including but not limited to committees and task forces, public meetings, hearings and public comment opportunities at MPO and committee meetings. The MPO also employs a robust communications strategy that includes working with the local media, the use of newsletters and other modes of mass communications, an active website and a social media presence. As a part of the update process, the MPO has also included new strategies and tools to further the effectiveness and the reach of the PIP.

The following detail is intended to further explain the above named methodologies and includes examples of the MPO’s applications. Also included are new and innovative tools and techniques the MPO has identified to further the reach and effectiveness of its public involvement efforts.

Committees/Task Forces

The NEPA MPO Technical Planning Committee and Policy Board are the primary steering committees that prioritize the transportation needs of the region. The Technical Planning Committee is scheduled to meet once a month, usually on the third Tuesday of the month. The NEPA MPO Policy Board is scheduled to meet every two months, following the NEPA Alliance Board of Directors meeting. All meetings dates, times and locations are advertised as public notices in the legal sections of six newspapers (one in each of the six NEPA Alliance counties) and are open to the public. These meetings are also held at facilities that comply with accessibility requirements of the Americans with Disabilities Act of 1990 (ADA). The meeting dates, times and locations are also posted on NEPA’s website at www.nepa-alliance.org.

The NEPA MPO Transit Subcommittee is tasked with assisting in the development of a Coordinated Public Transit and Human Services Plan, the evaluation and review of Section 5310, Job Access Reverse Commute (JARC), New Freedom funding applications and other appropriate transit matters for the four-county MPO region. This Subcommittee is comprised of county planners and transit representatives, and is expected to consider adding human service organization representatives.
The Safe80 Taskforce was originally created in March 2001 to address public safety issues on Interstate 80 in Monroe County, and operated with some success, but dissolved due to loss of cohesion and resources. In 2011, a broad coalition of businesses, community and government leaders joined together to reactivate Safe80 in response to the emerging public safety needs within the corridor, with the goal of rallying community resources and ideas into effective measures. The Safe80 Taskforce is convened as a committee of the Greater Pocono Chamber of Commerce. In 2012, the NEPA MPO successfully secured PennDOT funding to assist with the administration and development of the Safe80 Taskforce.

Public Meetings

The NEPA MPO holds public meetings and conducts public hearings and comment periods in conjunction with the initial adoption of transportation planning documents such as the Transportation Improvement Program (TIP), the Long Range Transportation Plan (LRTP) and the Public Involvement Plan (PIP). The MPO also offers an additional review and comment period when a significant amendment to a document of this nature results in a major change from what was initially viewed by the public. Public meeting comment forms are made available in hard copy at public meeting locations to receive public comment and are made available in electronic format to extend the comment period and expand the reach of the effort. Substantive public comments are identified and responses provided and documented by NEPA MPO staff to demonstrate the influence of public input and feedback on planning processes.

A member of the NEPA MPO staff also records the minutes of public hearings and prepares formal responses to all oral or written comments that are provided during the public hearing and comments that are submitted over the course of the public comment periods. Approved meeting minutes will be posted on the NEPA MPO website within 15 working days, as appropriate.

All public meeting and hearing dates as well as public review and comment periods, times and locations are advertised as public notices in the legal sections of six newspapers (one in each of the four counties within the MPO plus Lackawanna and Luzerne Counties as they are part of the NEPA Alliance) no less than 14 days in advance of the scheduled event date.

The MPO also holds its public forums at convenient locations throughout the region in facilities that comply with ADA requirements for accessibility. Additionally, language that describes the selected meeting site’s ADA accommodations is included in advertisements along with the MPO contact information should the need for special assistance be required to enable a stakeholder to participate in the advertised meeting.

http://www.safe80.org/
**Local Outreach and Meeting Attendance**

In an effort to remain in contact with the NEPA MPO constituency and be cognizant of the local transportation issues, NEPA staff will attend meetings of county transportation task groups, chamber transportation committees and Pennsylvania State Association of Township Supervisors (PSATS) and Pennsylvania State Association of Boroughs (PSAB) annual county meetings. Attendance at these meetings serve as a forum for the MPO to disseminate information about the MPO’s services and activities, and also provide the opportunity to obtain feedback about the impact of the MPO’s transportation programs and to receive local concerns and inquiries.

**Plan Displays**

Paper copies of proposed, draft, final or adopted MPO plans are made available and accessible for public review in compliance with federal and state guidelines, and in compliance with this plan. The MPO has identified various locations throughout the region where paper copies of plans will be placed to facilitate convenient public access throughout the MPO region as necessitated by a specific MPO activity such as the update of the PIP, LRTP or the TIP. The following is a listing of County, municipal, and agency offices throughout the MPO region that will be used in conjunction with public review and comment periods. In the selection of these locations, consideration is always given to ADA and transit route accessibility, hours of operation, parking availability, and the general familiarity of the destination to the public at large.

**Locations for NEPA MPO Plan Displays**

<table>
<thead>
<tr>
<th>Organization Name</th>
<th>Address</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carbon County Office of Planning and Development</td>
<td>76 Susquehanna Street.</td>
<td>Jim Thorpe, PA</td>
</tr>
<tr>
<td>Carbon County Transit/LANTA</td>
<td>1060 Lehigh Street</td>
<td>Allentown, PA</td>
</tr>
<tr>
<td>Monroe County Planning Commission</td>
<td>Admin. Ctr., 1 Quaker Plaza</td>
<td>Stroudsburg, PA</td>
</tr>
<tr>
<td>Monroe County Transportation Authority</td>
<td>134 MCTA Drive</td>
<td>Swiftwater, PA</td>
</tr>
<tr>
<td>Pike County Planning Commission</td>
<td>837 Route 6, Unit 3</td>
<td>Shohola, PA</td>
</tr>
<tr>
<td>Schuylkill County Planning Commission</td>
<td>401 N. Second St. (Courthouse)</td>
<td>Pottsville, PA</td>
</tr>
<tr>
<td>Schuylkill Transportation System</td>
<td>252 Industrial Park Road</td>
<td>St. Clair, PA</td>
</tr>
<tr>
<td>PennDOT District 4-0</td>
<td>55 Keystone Industrial Park</td>
<td>Dunmore, PA</td>
</tr>
<tr>
<td>PennDOT District 5-0</td>
<td>1002 W. Hamilton Street</td>
<td>Allentown, PA</td>
</tr>
<tr>
<td>NEPA Alliance</td>
<td>1151 Oak Street</td>
<td>Pittston, PA</td>
</tr>
</tbody>
</table>

Additional locations may be identified based on the content of the plan and local project impacts. Additionally, an electronic version of the document is also made available, whenever feasible, for public access via the internet. The MPO uses its own website as a repository of MPO documents.
Public Information and Communications

The MPO is committed to making public information easily accessible, and its technical planning documents, mapping and other graphic explanations easy for the public to understand. This includes developing technical content with minimal use of transportation industry acronyms, or at a minimum, the use of the full term in advance of using the acronym for clarity. It also includes an increased use of graphic explanations and other visualization tools to enhance public comprehension of technical information, mapping and other supporting documentation. These efforts span the full spectrum of activities associated with the MPO’s responsibilities, including preparation for public meetings to online content for public consumption. The following information represents the key attributes of our efforts in this area as well as tools and techniques for continual improvements.

Visualization Tools

The following visualization tools are hosted by PennDOT and can be linked to the MPO webpage. These tools can be used in future planning activities and their use promoted among the MPO’s planning partners. The links will also be added to the NEPA MPO web page at the appropriate times to encourage increased usage within the MPO as well as among our transportation planning partners.

- **PennDOT’s PA Transportation Projects** portal demonstrates Pennsylvanians’ investments in the transportation network serving them. Users can see active construction projects that are underway, beginning in 2015 or being bid in 2015 on the Construction Projects section. The Act 89 Progress section indicates the status of project commitments made possible by the state’s transportation funding plan that was signed into law in November 2013. The Four & Twelve Year Plans section shows highway, bridge, transit and aviation projects identified on the State’s 2015-18 Transportation Improvement Program as well as the Twelve Year Plan.
  

- **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 local address.
  
  [http://www.dot7.state.pa.us/tip_visualization/map.aspx](http://www.dot7.state.pa.us/tip_visualization/map.aspx)
• PennDOT’s MPMS-IQ (Multimodal Planning Management System-Interactive Query) application 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 ProjectPATH application was created through a partnership between Preservation Pennsylvania and PennDOT as a search, mapping and visualization portal for transportation projects undergoing review for impact to historic and archaeological resources. The application draws data from three PennDOT databases—the Cultural Resources Document Tracking Database, MPMS database and the Categorical Exclusion (CE) 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

Newsletters & MPO Updates

Newsletters and MPO updates are disseminated to the public, elected officials and media outlets that serve the region on a routine basis via e-mail unless otherwise requested. Paper copies of these documents are also available, but these items are generally formatted for electronic distribution. NEPA Newslines is the NEPA Alliance’s monthly electronic newsletter that offers a variety of information on numerous activities underway associated with the NEPA Alliance as well as the MPO. It is distributed to the seven-county NEPA Alliance region which includes the counties within the MPO. Interested citizens can subscribe to the newsletter online, or they can contact the NEPA Alliance office by telephone and request to be added to the distribution list for the newsletter and other MPO updates. The newsletter is generated on a monthly basis, and MPO updates are generated as required. The MPO also utilizes the Lackawanna-Luzerne MPO’s Connections Newsletter to provide information about regional LTAP workshops and field demonstrations. The NEPA MPO is currently developing its own electronic newsletter that will focus on transportation planning services and activities.
Stakeholder Database

The MPO maintains an electronic data base of over 200 key stakeholders or “interested parties”. The regular maintenance of a well-organized special interests and/or stakeholder database will continue to be used to provide an efficient means of mass communications in which information is shared with large groups of recipients in a coordinated manner. This list is also utilized to gather input for the State Transportation Commission’s public outreach initiatives in coordination with the TIP Update cycle. The MPO maintains the database regularly and completes a comprehensive review annually.

The NEPA MPO also maintains a current listing of Tribal Governments whose ancestors once lived in Pennsylvania. The various Tribes and Nations who may have an interest in the MPO region receive planning-related documents by mail or electronically as appropriate.

Media Relations

The NEPA MPO maintains an extensive listing of media outlets which is updated regularly. These organizations are contacted to support public relations and informational efforts of the MPO in conjunction with its public involvement activities and other newsworthy events associated with the NEPA Alliance and the MPO. News releases and feature stories are generated by MPO staff, and are disseminated to the appropriate media outlets based on the targeted coverage areas. A copy of the media community listing currently in use by the MPO is available by request.

Online Presence

According to the Pew Research’s “How the Public Perceives Community Information Systems” report, citizens who believe they can impact their community are more likely to be engaged in civic activities and are more likely to be satisfied with their towns. The report found that government transparency is associated with residents’ feelings of efficacy and empowerment. Citizens who think their government share information well are more likely to say that people like them can have an impact on government3. For this reason, it is vital that the NEPA MPO continues to use all feasible avenues for informing the public and increasing transparency, including an active and relevant online presence.

Website design and best practices have also changed greatly over the last ten years and continues to fluctuate as Americans find new and different ways to access information over the web. According to Pew Research’s Government Online report, 82% of internet users looked for information or completed a transaction on a government website in the last twelve months. For this reason, it is extremely important that the NEPA Alliance website which includes the NEPA MPO information, stays relevant, up-to-date, and adhering to best practices.

Nearly two-thirds of Americans are also now smartphone owners who use their devices to access information over the internet. One in five American adults either have no other internet access or limited

other options for internet access beyond a smartphone. Accordingly, the NEPA MPO will evaluate to the possibility of a redesign of the NEPA Alliance website or the possibility of creating a new MPO-specific site so that it is easily accessible across all devices, including smartphones.

**Existing Website**

The existing NEPA MPO Website (located at [http://www.nepa-alliance.org/transportation](http://www.nepa-alliance.org/transportation)) provides a significant online presence for the MPO with capabilities that support efficient dissemination of important NEPA Alliance and MPO information and feedback. The site is hosted and maintained by the NEPA Alliance. The MPO will retain its presence on the current site to maintain its visibility online along with its existing functionality. The NEPA MPO will also continue to expand and update the website features to encourage more public use and interest; and update the functionality to be more accommodating to new site visitors.

**Current features include:**

- Identification and description of the MPO’s role in metropolitan transportation planning
- A repository for approved and draft plans and documents, including the LRTP, TIP, PIP, and Title VI
- Links to other transportation planning and programming resources and projects such as the Local Technical Assistance Program (LTAP), and the Transportation Alternatives Program (TAP)
- A repository for MPO Committee Meeting Announcements, other public meetings and public involvement activities associated with plan review and updates
- Contact Us feature which includes the names and email addresses for MPO staff

**New website functionality considerations include, but are not limited to:**

- Links to the visualization tools previously noted.
- Links to more 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.
- Link to the State Transportation Commission’s website to encourage and promote public education on transportation planning and programming processes on the State level as well as the local level. These links will be regularly updated as the STC provides new information and involvement opportunities, such as online surveys, digital toolkits and public meeting announcements.
- Online availability of public meeting information to supplement the current practice of only conducting public meetings at physical locations. This “virtual public meeting format” could be used to convey the same information made available for public review at the physical meeting location in a static display format. The time frame for the availability of the electronic
documentation for public review and comment would be based on the criteria or guidelines for the material being displayed, and would include a structure for the submission of public comment and questions with detailed instruction for the public to follow.

• An electronic calendar to convey dates, times and locations of regularly scheduled or recurring MPO Committee Meetings, Public Comment Periods, and other pertinent information.

• Google Translate – is one of number of online translation services available to readily provide language translation services as needed by the website visitor. Google’s website translator is a plugin that can be added to the MPO website which will allow it to be translated into 90+ different languages. Other similar language translation options such as Propio and Bing are also available, and may be included to provide multiple choices to the website visitor. The goal is to enable the MPO to reach a broader audience with Limited-English Proficiency.

• Google Analytics – In combination with Google’s website translator, the MPO can use Google Analytics to track statistics including a user’s language preference, technology, and geographic location. This will assist the MPO in making decisions on how and in what format to make information available.

• Responsive Website – Web traffic from mobile platforms such as smartphones and tablets has increased significantly in recent years. Some websites see over half their traffic come from a device other than a traditional desktop computer. A mobile-friendly version of the MPO website is currently in development to make content easily accessible to all users.

Providing this type of online functionality will greatly enhance the NEPA MPO’s online presence, and expand its reach and the public’s ability to access local and statewide transportation planning information more efficiently.

The NEPA MPO is also committed to continuing its evaluation of other interactive components to increase the value of its online presence as a real-time resource for local and statewide transportation planning interests.

Social Media

Increasingly, social media and other internet platforms are becoming an integral factor of civic engagement. As of 2013, 72% of online adults are using social media sites. Although not specific to the MPO, the NEPA Alliance currently has official Twitter, Facebook, YouTube and LinkedIn accounts4.

The MPO will continue to use these platforms to share information about public meetings, document availability and upcoming deadlines with the public. This is an important step to sharing with the public. Three-quarters of internet users (79%) agree with the statement that having the ability to follow and communicate online with government using these tools “helps people be more informed about what the government is doing”, while 74% agree that it “makes government agencies and officials more accessible”5.

4 http://www.pewinternet.org/2013/08/05/72-of-online-adults-are-social-networking-site-users/
5 http://www.pewinternet.org/2015/04/21/open-government-data/
In addition, the MPO will try to use these platforms to engage the public in dialogue. Nearly one quarter (23%) of internet users participate in the online debate around government policies or issues\(^6\). The NEPA MPO has already taken steps in this direction. At the launch of the LRTP, the MPO initiated a project through mySidewalk, an online engagement tool that seeks involvement with members of the public. The NEPA MPO posts questions to the public about transportation issues in the region, and then collect the public input for use in the transportation planning process.

The NEPA MPO will make a concentrated effort to share more of the mySidewalk engagement on the other social media platforms in order to increase public involvement in other transportation planning initiatives. The NEPA MPO will also provide mySidewalk widgets to share with planning partners which can be included on their website, as well as including it on NEPA Alliance’s own website.

The NEPA MPO will also continue to investigate the use of social media venues, the required resources and applicability to various transportation planning activities to continue providing a multi-dimensional approach to its public communications and outreach efforts.

**New Technology Opportunities**

There are a myriad of web-based programs/platforms that are free, or fee-based, which are designed to achieve the increased effectiveness and extended reach of the NEPA MPO’s outreach efforts. The NEPA MPO will monitor the level of outreach and public response activity and consider the use of the following technology-based outreach tools for future applications:

**Video**

An October 2013 study from Pew Research indicates that 78% of online adults watch or download videos. Video-sharing sites such as YouTube or Vimeo have become important ways to share information with the public. NEPA MPO should utilize the existing NEPA Alliance YouTube page to create videos in order to engage the public. Two popular genres of videos are educational (50% of online adults watch) and how-to videos (56% online adults watch). NEPA MPO can create videos, similar to the existing NEPA Alliance 101 video, that explain the transportation process, the MPOs role in the process, or how the public can get engaged in the process. These videos can then be shared through the various social media networks and on NEPA Alliance’s website.

**Online Surveys**

Although these tools are not explicitly required by Federal or state guidelines, they can be useful and efficient methods to collect public feedback over extended periods of time.

- **SurveyMonkey** is an online survey tool that offers a variety of templates to facilitate easy survey

MetroQuest is an online survey tool utilized effectively for planning and transportation projects. The four to five page surveys 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 GIS-compatible 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.

Online Contact Relationship Management Software (CRM)

*Online Contact Relationship Management Software (CRM)* enables users to access their contacts from any computer or smartphone connected to the internet. It manages contacts and organizations to ensure data quality and can keep track of tasks, emails, and events.

- **Insightly** offers a free level for up to 2 users. Insightly includes the ability to mass email, keep track of notes and comments, as well as view tasks and milestones.
  
  [https://www.insightly.com](https://www.insightly.com)

- **Zoho** offers a free level up to 10 users. It includes the ability to manage contacts and accounts. It tracks opportunities, tasks, events, call logs and notes. It does not include the ability to mass email at the free level, but is included in standard plans and above.
  
  [https://www.zoho.com/crm](https://www.zoho.com/crm)
Online Email Marketing Services

Online Email Marketing Services offer a platform for designing, distributing, and tracking email correspondence. Many of the services link with 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 forms that, when integrated into a website, allow visitors to sign-up for mailing lists or notifications. For the NEPA MPO, this could automate maintenance tasks associated with the Interested Parties Database.

According to Mail Chimp, an email marketing provider, government sees a 26.88% open rate on emails, one of the highest of all industry types. The ability to track open and click-through rates is important because it informs the MPO on what the public finds interesting and engaging, and what the MPO needs to improve upon. An email marketing system will also give the MPO the ability to allow the public user to maintain their contact information. Public users can indicate their email preferences as well as interests. Outdated contact information will be corrected or removed to enable the MPO to have a clean, useful contact list. These services also allow the MPO to export mailing lists that can be used for physical mailings.

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.

✓ The NEPA MPO currently uses Constant Contact for the NEPA Alliance newsletter, and will also use it for the planned NEPA MPO newsletter. Constant contact is currently one of the largest email marketing services. It is structured according to the functionality needed—Email, Email Plus, and Personal Marketer—and the size of the contact list.
  http://constantcontact.com

✓ MailChimp is one of the few email services 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. The Pennsylvania Historic and Museum Commission is successfully using MailChimp to manage mailing lists and Interested Parties and allow subscribers to sign up according to topics of interest or geography.
  http://mailchimp.com

Targeted Outreach Strategies

The NEPA MPO ensures all of its outreach strategies, communications, and public involvement efforts comply with Title VI. The MPO provides information regarding the Title VI obligations to the public using a variety of methods. The MPO’s Title VI and Limited-English Proficiency (LEP) plans and complaint procedure are available upon request at the NEPA office and on the NEPA MPO’s website. At a minimum, in conducting public involvement activities, the following will be provided:

a. Public notices published in non-English publications (if available) for Spanish and Polish language groups.
b. Title VI non-discrimination notice on NEPA MPO’s website.
c. Services for Limited-English Proficient (LEP) persons. Upon advance notice, translators may be provided.

The NEPA MPO’s Public Involvement 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.

<table>
<thead>
<tr>
<th>Outreach Tool</th>
<th>Definition</th>
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<tr>
<td>Direct Mailings</td>
<td>Mail sent to an affected group or area to educate, notify, or request input.</td>
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<tr>
<td>Display Ads in Newspaper</td>
<td>Paid advertisement in the newspaper to alert readers about an upcoming event or action.</td>
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<tr>
<td>Displays at Transit Centers</td>
<td>Permanent or temporary displays at transit hubs and centers to reach a large number of system riders.</td>
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<tr>
<td>Legal Notice</td>
<td>Public posting or advertising in newspapers to announce a legal action or intent.</td>
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<tr>
<td>On-Board Public Transit Postings</td>
<td>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.</td>
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<tr>
<td>Public Hearing</td>
<td>A meeting during which public testimony may be heard and formal action may be taken on any measure before the NEPA MPO Policy Board.</td>
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<tr>
<td>Signs</td>
<td>Signs on buses, at stop locations, and at transit centers to reach people who use transit services.</td>
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<tr>
<td>Surveys (scientific and self-selected)</td>
<td>Surveying opinions and ideas to help NEPA MPO understand how to better serve the constituency.</td>
</tr>
<tr>
<td>Workshops/Open Houses/Town Halls</td>
<td>Types of meetings where staff and public interact and discuss various issues.</td>
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<tr>
<td>NEPA MPO Website</td>
<td>Provide translation tool on website and Title VI notice in Spanish and Polish.</td>
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</tbody>
</table>
Outreach to Racial & Ethnic Minority Populations

In addition, the NEPA MPO 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 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 and traditionally underserved populations.
- Notify agencies that work with ethnic and minority populations of NEPA MPO 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 NEPA MPO activities.
- Include language on all NEPA MPO press releases and other notices that the NEPA MPO assures nondiscrimination in accordance with Title VI of the Civil Rights Act of 1964 and that special accommodations can be arranged in advance.
- 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 may be helpful.
- Overcoming the “outsider” mentality is particularly challenging for outreach in areas with low numbers and concentrations of minorities. 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 biennial reviews of the PIP 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 learning from trial and error as their primary methods for success.
Outreach to Low-Income Persons

The NEPA MPO may also employ one or more techniques to involve low-income communities. These include:

- Consult with Housing Development Corporation and U.S. Department of Housing and Urban Development on locations of low-income housing populations.
- Utilize U.S. Census data to map low-income populations. This includes zero-car households as well as transit-dependent residents.
- Review National School Lunch Program data to determine schools and school districts with large percentages of students eligible for free and reduced priced lunches.
- Provide information and meeting notices at transit stops and stations, on transit vehicles and at transportation hubs that connect various modes.
- Organize focus groups that target low-income residents and offer opportunities to provide input and feedback regarding transportation needs.
- 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, 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.
- Include language on all NEPA MPO press releases and other notices that NEPA MPO assures nondiscrimination in accordance with Title VI of the Civil Rights Act of 1964 and that special accommodations can be arranged in advance.

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 the most effective for LEP populations. Accordingly, the NEPA MPO will instead consider 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.
- Increased use of visual aids such as maps and graphics.
- Consider whether the LEP group is literate in English, their own language or neither.
- 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

The NEPA MPO is also committed to providing equal access to individuals with disabilities as defined by the Americans with Disabilities Act of 1990. In order to meet this commitment, the NEPA MPO will at a minimum ensure that all meeting locations are accessible to persons with disabilities. The NEPA MPO also recognizes that there may be other qualifying disabilities that may challenge public participation in public meetings. Accordingly, the NEPA MPO will use the following wording or a similar version, in all of its public meeting notices:

*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 (570) 655-5581 at least two (2) business days in advance of the scheduled meeting date so that arrangements can be made.*

When selecting meeting venues, the NEPA MPO will ensure that the aspects below are also 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 a desirable meeting facility does not meet an ADA requirement, there are barrier removal strategies that can be used to comply with requirements. The NEPA MPO will routinely review the comprehensive checklist of ADA requirements along with recommended barrier removal strategies available at [http://www.ada.gov/racheck.pdf](http://www.ada.gov/racheck.pdf) to ensure compliance with ADA regulations in conjunction with its public events.
Outreach to Zero-Car Households

For citizens who 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.

The following approaches should be considered:

- Utilize U.S. 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, 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), as 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.

Outreach strategies include the following:

- Utilize U.S. Census data to map senior persons to sufficiently identify and catalog the locations of these populations.
- Contact organizations and advocacy groups that serve seniors. 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.
- Identify agency contacts at County Area Agencies on Aging, local senior center facilities and senior housing facilities.
- 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 service announcements (print and broadcast) and through various news media outlets.
The NEPA MPO will maintain the following processes for documenting and evaluating the effectiveness of its PIP activities and the Plan itself:

- Maintenance of a Public Involvement Plan Activity File
- Biennial Evaluation of the Plan

Public Involvement Plan Activity File

The NEPA MPO will retain concise documentation of its public involvement activities as specified in the updated Plan within a file as a record of the Plan’s implementation. The actual items collected for the file reflect the PIP requirements of the planning activity completed, and will generally include copies of:

- Public notices and announcements of comment periods and involvement activities
- Summaries of the proceedings of the public outreach activity
- Listings of participants (sign-in sheets)
- 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

Biennial Evaluation of the Plan

The MPO will also evaluate its PIP and review the Public Involvement Plan Activity File biennially, using the checklists provided in Appendix K:

- **Plan/Planning Activity Review** – The Plan or plan activity is reviewed using the one-page checklist and materials that will be stored in the Activity File.
- **Need for PIP Update** – This checklist identifies the most common circumstances that would trigger the need for a PIP update. Based on the review, the degree of the update would be determined. The solicitation of public comment and/or the need for a new adoption vote will only result from significant PIP updates or requirements in new federal/state policy and legislation.
- **Open Ended Review** – This form offers only one primer question, and is directed toward big picture thinking about the PIP’s effectiveness and improvement. The review is intended to be a repository of ideas and future goals for the PIP.

The NEPA MPO staff will facilitate and document the review, and the findings will be used to improve the quality of public involvement activities on an ongoing basis, or documented for inclusion in conjunction with a future significant update of the overall Plan. The documentation of the review may include listings of the planning activities completed, accomplishments and milestones that the NEPA MPO has achieved.
This section contains a series of checklists designed to offer step-by-step public involvement guidance to support specific MPO planning activities. These planning activities include the development of the Long Range Transportation Plan (LRTP) and Updates; LRTP Amendments; Transportation Improvement Program (TIP) Updates, Amendments and Administrative Actions; Coordinated Public Transit and Human Services Plan Updates; and Public Involvement Plan (PIP) Updates.

The following “Process Checklists” lay out the key steps of the MPO’s public involvement process for 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 Actions
- Public Involvement Plan (PIP) Update
- Coordinated Public Transit and Human Services Plan Update

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**

1. **Conduct a review of the NEPA MPO’s current Public Involvement Plan (PIP) 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 PIP Update).**

2. **Implement a public involvement program that is consistent with the MPO’s adopted PIP to support the LRTP development.**
   - Ensure that FHWA, FTA, EPA and PennDOT are provided with an opportunity to participate in the LRTP development process, including the Title VI Benefits and Burdens Analysis. *(Federal)*

3. **Release DRAFT LRTP document including the Title VI Benefits and Burdens Analysis.** 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, FTA and EPA for review prior to the beginning of the public comment period.
   - Make document available in an accessible electronic format on the NEPA MPO website.
   - Make document available in a hard copy format at the NEPA MPO Office, county government offices, public transit agency offices and PennDOT District 4 and District 5 Offices.
   - Distribute related documents in hard copy by mail or electronically to the various Indian Tribes and Nations with interests in the counties that comprise the MPO region.

**Optional and non-required activities to support LRTP public involvement:**

- Upon the discretion of the NEPA 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:
     - Legal Notice to appear in local newspapers, 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 MPO website 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 File.**
   - Document the involvement activities conducted (Meeting Venue Checklist, Public Involvement 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 NEPA MPO 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.
<table>
<thead>
<tr>
<th><strong>Long Range Transportation Plan (LRTP) &amp; Updates</strong></th>
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<tbody>
<tr>
<td>Applies to the adoption of a new LRTP or a regular 5-year update (continued)</td>
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### 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, FTA, EPA and PennDOT for review prior to the beginning of the additional public comment period.
- Distribute related documents in hard copy by mail or electronically to the various Indian Tribes and Nations with interests in the counties that comprise the MPO region.
- Make document available in an accessible electronic format on the MPO website.

### 7 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:
- The NEPA MPO adopts the final version of the LRTP by vote of the NEPA MPO committees at duly advertised scheduled public meetings.
- Make the final version of the LRTP available on the NEPA MPO website in an accessible electronic format.
- Post notice of the LRTP adoption to the NEPA MPO webpage.
Long Range Transportation Plan (LRTP) Amendments
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 NEPA MPO Committees elects shorter period.
   - Provide DRAFT LRTP amendment document to FHWA, FTA, EPA and PennDOT for review prior to the beginning of the public comment period.
   - Make document available in an accessible electronic format on the MPO website.
   - Make document available in a hard copy format at the NEPA MPO Office, county government offices, public transit agency offices and PennDOT District 4 and District 5 Offices.
   - Distribute related documents in hard copy by mail or electronically to the various Indian Tribes and Nations with interests in the counties that comprise the MPO region.

Optional and non-required activities to support LRTP public involvement:
- Upon the discretion of the NEPA 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:
- in a project area where the likely affected Minority, In-Poverty, LEP or Disabled persons exceeds 1,000 persons or,
- in a Census tract where the concentration of Minority, In-Poverty, LEP, or Disabled persons exceeds two times the regional average for that population.

- 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 MPO 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 or relevant agency or community center to the project area.
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<tbody>
<tr>
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<td>• 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.</td>
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<td>• Provide revised document to FHWA, FTA and EPA for review prior to the beginning of the additional public comment period.</td>
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<tr>
<td>• Distribute related documents in hard copy by mail or electronically to the various Indian Tribes and Nations with interests in the counties that comprise the MPO region.</td>
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<tr>
<td>• Make document available in an accessible electronic format on the NEPA MPO website.</td>
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<tr>
<td><strong>6</strong> Adopt the LRTP Amendment(s).</td>
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<tr>
<td>• The NEPA MPO adopts the final version of the LRTP Amendment(s) by vote of the NEPA MPO committees at duly advertised scheduled public meetings.</td>
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<td>• Make the final version of the LRTP Amendment(s) available on the NEPA MPO website in an accessible electronic format.</td>
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<tr>
<td>• Post notice of the LRTP Amendment(s) to the NEPA MPO webpage.</td>
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</tbody>
</table>
### Transportation Improvement Program (TIP) Update
Applies to the regular update of the TIP/STIP and Twelve-Year Program (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).
- Provide the DRAFT TIP Update to FHWA, FTA, EPA and PennDOT for review prior to the beginning of the public comment period.
- Make DRAFT TIP available in an accessible electronic format on the NEPA MPO website.
- Make DRAFT TIP available in a hard copy format at the NEPA MPO Office, county government offices, public transit agency offices, and PennDOT District 4 and District 5 Offices.

Optional and non-required activities to support TIP public involvement:
- Upon the discretion of the NEPA 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:
  - Legal Notice to appear in local newspapers, 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 NEPA MPO webpage in an accessible electronic format.
- Conduct at least one (1) public meeting at an accessible location.
- Distribute related documents in hard copy by mail or electronically to the various Indian Tribes and Nations with interests in the counties that comprise the MPO region.

#### 3 Document the public involvement effort and record in the Activity File.
- Document the involvement activities conducted (Meeting Venue Checklist, Public Involvement 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 NEPA MPO 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.
Transportation Improvement Program (TIP) Update (continued)

4. 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, FTA, EPA and PennDOT for review prior to the beginning of the additional public comment period.
   - Make revised DRAFT TIP available in an accessible electronic format on the MPO website.
   - Distribute related documents in hard copy by mail or electronically to the various Indian Tribes and Nations with interests in the counties that comprise the MPO region.

5. Adopt the TIP:
   - MPO adopts the final version of the TIP by vote of the NEPA MPO committees at duly advertised scheduled public meetings.
   - Make final version of the TIP available on the NEPA MPO website in an accessible electronic format.
   - Post notice of the TIP adoption to the NEPA MPO 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 air quality significant amendments proposed to the TIP.
- 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 NEPA MPO Committees elect a shorter period.
   - Provide amendment(s) to FHWA, FTA, EPA and PennDOT for review prior to the beginning of the public comment period.
   - Distribute related documents in hard copy by mail or electronically to the various Indian Tribes and Nations with interests in the counties that comprise the MPO region.
   - Make amendment(s) available in an accessible electronic format on the NEPA MPO website.
   - Make amendment(s) available in a hard copy format at the NEPA MPO Office, county government offices, public transit agency offices and PennDOT District 4 and District 5 Offices.

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

Upon the discretion of the NEPA 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 likely affected 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.

   **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 LLTS MPO 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:
     - Legal Notice to appear in local newspapers, 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 NEPA MPO 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 involvement activities conducted (Meeting Venue Checklist, Public Involvement 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 NEPA MPO 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.

5. 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, FTA and EPA 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 NEPA MPO website.
   - Distribute related documents in hard copy by mail or electronically to the various Indian Tribes and Nations with interests in the counties that comprise the MPO region.

6. Adopt the Proposed TIP Major Amendment(s).
   - MPO adopts the final version of the TIP Amendment(s) by vote of the NEPA MPO committees at duly advertised scheduled public meetings.
   - Make the final version of the TIP Amendment(s) available on the NEPA MPO website in an accessible electronic format.
   - Post notice of the TIP Amendment(s) to the NEPA MPO 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 $3 million.
  - A project being added from a Statewide Managed Program.
  - 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 $3 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, FTA, EPA and PennDOT for review.
   - Make TIP amendment(s) available in an accessible electronic format on the MPO 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)
   - MPO adopts the final version of the TIP Amendment(s) by vote of the NEPA MPO Technical Planning Committee at a duly advertised scheduled public meeting.
   - Make the final version of the TIP Amendment(s) available on the MPO website in an accessible electronic format as part of the approved meeting minutes associated with this action.
**Transportation Improvement Program (TIP) Administrative Actions**

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

1. No public review or comment period required.
2. Notify MPO Committee of the Administrative Action(s) via meeting packet distributed prior to committee meetings.
3. MPO adopts the Administrative Action(s) by approval of MPO staff.
   - The NEPA MPO Technical Planning Committee reviews the Administrative Action(s) at a duly advertised scheduled public meeting.
   - Make the Administrative Action(s) available on the MPO website in an accessible format as part of the approved meeting minutes associated with this action.
<table>
<thead>
<tr>
<th>Public Involvement Plan (PIP) Update</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applies to periodic updates of the PIP.</td>
</tr>
</tbody>
</table>

1. Conduct a review of the MPO’s current PIP.
   - Task the NEPA MPO Committees to review the current PIP and identify need and scope of updates required.

2. Implement updates to the PIP.
   - Determine whether the update will be completed by staff or with consultant help.

3. Release the DRAFT PIP 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 PIP document to FHWA, FTA and PennDOT for review prior to the beginning of the public comment period.
   - Make DRAFT PIP available in an accessible electronic format on the MPO website.
   - Make DRAFT PIP available in a hard copy format at the NEPA MPO Office, county government offices, public transit agency offices, and PennDOT District 4 and District 5 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 local daily newspapers, 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 NEPA MPO webpage in an accessible electronic format.
     - Distribute related documents in hard copy by mail or electronically to the various Indian Tribes and Nations with interests in the counties that comprise the MPO region.
     - Conduct at least one (1) public meeting at an accessible location.

5. Document the public participation effort and record in the Activity File.
   - Document the involvement activities conducted (Meeting Venue Checklist, Public Involvement 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 PIP document.
   - Post comment responses on the NEPA MPO 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 PIP 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 PIP document to FHWA and FTA for review prior to the beginning of the additional public comment period.
   - Make revised PIP document available in an accessible electronic format on the NEPA MPO website.
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<tr>
<th><strong>Public Involvement Plan (PIP) Update (continued)</strong></th>
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<tr>
<td>Applies to periodic updates of the PIP.</td>
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<tr>
<td><strong>6</strong> If the final version of the PIP differs significantly from the version that was made available for public comment, provide an additional 7 calendar day public comment period.</td>
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<tr>
<td><strong>7</strong> MPO adopts the PIP.</td>
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<tr>
<td>• NEPA MPO adopts the FINAL PIP by vote of the NEPA MPO committee at duly advertised scheduled public meetings.</td>
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<tr>
<td>• Make the FINAL PIP document available on the NEPA MPO website in an accessible electronic format.</td>
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<tr>
<td>• Post notice of the PIP adoption to the NEPA MPO webpage, and notify Interested Parties through electronic mailings.</td>
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</table>
Coordinated Public Transit and Human Services Plan Update

- It is recommended that the Coordinated Public Transit and Human Services Plan (Coordinated Plan) be updated every three to four years at a minimum, or when there is a significant change in demographics and/or transportation services.
- The outreach for the Coordinated Plan should follow and be consistent with the NEPA MPO’s Public Involvement Plan and if applicable, the public transportation agencies should follow their Title VI Public Involvement Plans.
- Outreach should include the public at large, public and private transportation providers, human services organizations and underserved populations (Senior, minority, disabled, limited-English proficiency and low income).

1. Conduct a review of the MPO’s current Coordinated Plan.
   - Task the NEPA MPO Committees to review the current plan and identify need and scope of required updates.
     - Review demographics and current conditions and identify significant changes.
     - Review Coordinated Plan recommendations, strategies and action plan and identify required updates.
   - Engage subcommittee members (attendees at the 2015 individual County meetings) to determine if there are significant changes in transportation needs and gaps.
     - Review Coordinated Plan recommendations, strategies and action plan and identify required updates.

2. Determine whether the update will be completed by staff or with consultant help.

3. Outreach for Coordinated Plan updates should be consistent with the significance of the changes.
   - If there are significant Coordinated Plan updates, use multiple venues to obtain feedback from the public at large, public and private transportation providers, human services organizations and underserved populations (Senior, minority, disabled, limited English proficiency and low income).
   - If the changes are minor the level of outreach can be reduced. Work with the subcommittee to assist in obtaining smaller scale feedback from the public at large, public and private transportation providers, human services organizations and underserved populations (Senior, minority, disabled, limited English proficiency and low income).

4. Update Coordinated Plan based on feedback.

5. Review and obtain feedback on updated Coordinated Plan.
   - Obtain additional feedback from NEPA MPO Committees.
   - Obtain additional feedback from subcommittees.

6. Update Coordinated Plan.

7. Post Draft Updated Coordinated Plan on website and follow NEPA Public Involvement Plan.
How to Get Involved

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

Visit the NEPA MPO website at: http://www.nepa-alliance.org

Sign up for the MPO Stakeholder Database and email list by contacting:

Alan Baranski, Vice President
Transportation Planning Services
Northeastern Pennsylvania Alliance
1151 Oak Street
Pittston, PA 18640-3726
Phone: 570.655.5581 • 866.758.1929
Fax: 570.654.5137

View notices of MPO public meetings, which are available on the website noted above, and advertised in the legal notices of the following newspapers, at a minimum:

- Lehighton Times News – Carbon County
- Pocono Record – Monroe County
- Pike County Dispatch – Pike County
- Pottsville Republic Herald – Schuylkill County
- Citizens Voice – Luzerne County
- Scranton Times – Lackawanna County

The NEPA Alliance convenes two MPO committees; the NEPA MPO Technical Planning Committee and the NEPA MPO Policy Board. Matters for consideration by the Policy Board are limited to contracting matters, major TIP Actions and Adoption and Policy Approvals set forth by formal recommendation from the Technical Planning Committee.

The NEPA MPO Technical Planning Committee has scheduled monthly business meetings that begin at 9:30 am. Meetings are held at the NEPA Alliance Office located at 1151 Oak Street, Pittston, PA 18640 unless noted otherwise.
The NEPA MPO Policy Board meets in conjunction with the NEPA Board of Directors meetings. Policy Board meetings are typically held at approximately 2:00 pm following the conclusion of the NEPA Board of Directors meetings which begin at 1:00 pm. Meetings are held at the NEPA Alliance Office located at 1151 Oak Street, Pittston, PA 18640 unless noted otherwise.

All MPO meetings are open to the public, and an opportunity for public comment is included on every MPO meeting agenda.

For more information about this Public Involvement Plan please contact:

   Alan Baranski, Vice President
   Transportation Planning Services
   Northeastern Pennsylvania Alliance
   1151 Oak Street
   Pittston, PA 18640-3726
   Phone: 570.655.5581 • 866.758.1929
   Fax: 570.654.5137
References

Public Outreach Strategies, 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

ADA Tool Kit for State and Local Governments
http://www.ada.gov/pca toolkit/chap1toolkit.htm
Appendix A
Statutes and Regulations for Public Involvement
Federal Acts & Regulations

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 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 NEPA MPO Public Involvement 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 involvement 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.


Title VI & Environmental Justice (EJ)

Public involvement 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 C includes a map of environmental justice populations identified for the region’s PIP 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
**Table B.1. Population of NEPA MPO Counties**

<table>
<thead>
<tr>
<th>County/Area</th>
<th>2013 Estimate</th>
<th>2010 Census</th>
<th>2000 Census</th>
<th>Change 2000-2010</th>
<th>% Change 2000-2010</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carbon</td>
<td>65,074</td>
<td>65,249</td>
<td>58,802</td>
<td>6,447</td>
<td>11.0%</td>
</tr>
<tr>
<td>Monroe</td>
<td>168,947</td>
<td>169,842</td>
<td>138,687</td>
<td>31,155</td>
<td>22.5%</td>
</tr>
<tr>
<td>Pike</td>
<td>57,179</td>
<td>57,369</td>
<td>46,302</td>
<td>11,067</td>
<td>24.0%</td>
</tr>
<tr>
<td>Schuylkill</td>
<td>147,700</td>
<td>148,289</td>
<td>150,336</td>
<td>-2,047</td>
<td>-1.4%</td>
</tr>
</tbody>
</table>

**NEPA MPO**

| 438,900      | 440,749        | 394,127     | 46,662      | 11.8%            |

**Pennsylvania**

| 12,731,381   | 12,702,379     | 12,281,054  | 421,325     | 3.4%             |


Table B.2 shows historic County, MPO, and State population statistics since the 1980 Census. Since 1980, the MPO’s population growth rate has consistently been far above the Pennsylvania statewide growth rate.

**Table 2.2. Historic Population and Growth of NEPA MPO Counties, 1980-2010**

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</tr>
</thead>
<tbody>
<tr>
<td>Carbon</td>
<td>65,249</td>
<td>58,802</td>
<td>56,846</td>
<td>53,285</td>
<td>22.5%</td>
<td>14.8%</td>
<td>11.0%</td>
</tr>
<tr>
<td>Monroe</td>
<td>169,842</td>
<td>138,687</td>
<td>95,709</td>
<td>69,409</td>
<td>144.7%</td>
<td>77.5%</td>
<td>22.5%</td>
</tr>
<tr>
<td>Pike</td>
<td>57,369</td>
<td>46,302</td>
<td>27,966</td>
<td>18,271</td>
<td>214.0%</td>
<td>105.1%</td>
<td>24.0%</td>
</tr>
<tr>
<td>Schuylkill</td>
<td>148,289</td>
<td>150,336</td>
<td>152,585</td>
<td>160,630</td>
<td>-7.7%</td>
<td>-2.8%</td>
<td>-1.4%</td>
</tr>
</tbody>
</table>

**NEPA MPO**

| 440,749 | 394,127 | 333,106 | 301,595 | 46.1% | 32.34% | 11.8% |

**Pennsylvania**

| 12,702,379 | 12,281,054 | 11,881,643 | 11,863,895 | 7.07% | 6.91% | 3.43% |

Figure B.1 - Population Density, NEPA MPO Counties, ACS 2013 5-Year Estimates
Appendix C
Demographic Analysis for Environmental Justice and Other Traditionally Underserved Populations
In response to the identified Environmental Justice (EJ) policies (refer to Appendix A), a geographic analysis was conducted to identify the locations and concentrations of minority, low-income, limited-English proficiency (LEP) and other traditionally underserved populations (TUP). Individuals from TUPs have historically experienced barriers to involvement in the transportation decisionmaking process. These barriers may arise from cultural, linguistic and economic differences. The preparation of such a demographic profile describes the social composition of the NEPA MPO region and illustrates how demographic patterns vary spatially.

The identification of these populations is a first step toward establishing effective strategies for engaging TUPs in the transportation planning process. Mapping the data helps in the development of an effective public involvement program and also provides a baseline for assessing impacts of the transportation investment program.

**Distributive Analysis Methodology**

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

- Minority
- Hispanic or Latino
- 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 (ACS). The primary dataset referenced in this Appendix is the 5-Year Estimates for 2009-2013.

**U.S. Census Data**

Using a geographic information system, spatial and demographic data from the U.S. Census Bureau were compiled by geographic level of detail for either the Census tract or county —whichever was the smallest and most detailed Census geography available for that dataset. Table C.1 provides a profile of the Environmental Justice and Other Traditionally Underserved Populations in the NEPA MPO region according
to data from the U.S. Census Bureau's ACS. The regional thresholds for each population are calculated as the average concentration of that population across the entire NEPA MPO. The Data Universe (total population) varies according to U.S. Census data collection and accounting methodology for that population.

**Table C.1. Profile of Environmental Justice and Other Traditionally Underserved Populations in the NEPA MPO Region**

<table>
<thead>
<tr>
<th>Data Universe: Total Population</th>
<th>NEPA MPO Region</th>
</tr>
</thead>
<tbody>
<tr>
<td>Non-Hispanic Minority Population</td>
<td>Population: 41,002, Regional Threshold: 9.3%</td>
</tr>
<tr>
<td>Hispanic or Latino Minority Population</td>
<td>Population: 34,979, Regional Threshold: 8.0%</td>
</tr>
<tr>
<td>Senior Population</td>
<td>Population: 71,727, Regional Threshold: 16.3%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Data Universe: Total Population for whom Poverty Status is determined</th>
<th>NEPA MPO Region</th>
</tr>
</thead>
<tbody>
<tr>
<td>Low-Income Population</td>
<td>Population: 50,295, Regional Threshold: 11.8%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Data Universe: Total Population Age 5 or Older</th>
<th>NEPA MPO Region</th>
</tr>
</thead>
<tbody>
<tr>
<td>Limited-English Proficiency Population</td>
<td>Population: 11,658, Regional Threshold: 2.8%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Data Universe: Total Civilian Non-Institutionalized Population</th>
<th>NEPA MPO Region</th>
</tr>
</thead>
<tbody>
<tr>
<td>Disabled Population</td>
<td>Population: 65,671, Regional Threshold: 15.3%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Data Universe: Total Households</th>
<th>NEPA MPO Region</th>
</tr>
</thead>
<tbody>
<tr>
<td>Zero Vehicle Households</td>
<td>Population: 12,038, Regional Threshold: 7.3%</td>
</tr>
<tr>
<td>Female Head of Household with own Children</td>
<td>Population: 10,330, Regional Threshold: 6.2%</td>
</tr>
</tbody>
</table>

**Source:** U.S. Census Bureau, American Community Survey, 5-year Estimate (2009-2013)

**Notes:**
1. Non-Hispanic Minority Population: Table B03002 Hispanic or Latino Origin – Calculated as “Not Hispanic or Latino” minus “White Alone”
2. Hispanic or Latino Population Table B03002 Hispanic or Latino Origin – Value given as “Hispanic or Latino”
3. Senior Population: Table S0103, ACS Population 65 Years And Over In The United States – Value given as “Total Population: 65 years and over”.
4. 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”.
5. Limited-English Proficiency Population: Table S1601, Language Spoken At Home – Value given as “Population 5 years and over: Language other than English: Speak English less than “very well”.
6. Disabled Population: Table S1810, Disability Characteristics – Value given as “Total civilian non-Institutionalized population: With a disability”.
7. Zero Vehicle Households: Table B08201, Household Size by Vehicles Available – Value given as “Total Households: No vehicle available”.
8. Female Head of Household with Children: Table DP02, 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 C.1, as follows:

### Table C.2. Regional Average Concentration (Regional Threshold)

<table>
<thead>
<tr>
<th>Class</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class 1</td>
<td>0 to ½ of the Regional Threshold</td>
</tr>
<tr>
<td>Class 2</td>
<td>½ of the Regional Average to Regional Threshold</td>
</tr>
<tr>
<td>Class 3</td>
<td>Regional Threshold to 1½ times the Regional Threshold</td>
</tr>
<tr>
<td>Class 4</td>
<td>1½ times the Regional Threshold to 2 times the Regional Threshold</td>
</tr>
<tr>
<td>Class 5</td>
<td>Greater than 2 times the Regional Threshold</td>
</tr>
</tbody>
</table>

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 U.S. Census, and included as minorities when identifying minority populations in this region.
- **Two or more Races** – For the first time in the 2000 U.S. 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.

Approximately 9% of the NEPA MPO population identifies as a racial minority. Refer to Figure C.1, Non-Hispanic Minority Population. The larger racial minority populations are generally located in the areas of:

- **Monroe County**
  - Coolbaugh Township, Middle Smithfield Township, Price Township, Tunkhannock Township, Pocono Township, Stroud Township, East Stroudsburg Borough, Smithfield Township, Delaware Water Gap
- **Pike County**
  - Blooming Grove Township, Lehman Township

*Note: The Pike County Jail is located in Blooming Grove Township. The inmate population as of June 2015 was 267.*
• Schuylkill County
  ✓ Mahanoy Township, Ryan Township

  Note: The State Correctional Institution Mahanoy is located in Mahanoy Township. The inmate population as of June 2015 was 2,473. The State Correctional Institution Frackville is located in Ryan Township with inmate population of 1,159 in June 2015. Both populations are included in the minority population for Schuylkill County.

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. Approximately 8% of the NEPA MPO identifies as Hispanic or Latino. Refer to Figure C.2, Percent of Population Hispanic or Latino. The larger Hispanic or Latino populations are generally located in the areas of:

• Monroe County
  ✓ Middle Smithfield Township, Paradise Township, Mt. Pocono Borough, Coolbaugh Township, Stroud Township, Tobyhanna Township, Tunkhannock Township, Chestnuthill Township

• Pike County
  ✓ Lehman Township

• Schuylkill County
  ✓ Shenandoah Borough

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’ “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. Approximately 11.8% of the NEPA MPO population meets the criteria of low-income. Refer to Figure C.3, Percent of Population Below Poverty Level. The low-income populations are generally located in the areas of:

- Monroe County
  - Stroudsburg Township
- Schuylkill County
  - Coaldale Borough, Tamaqua Borough, Shenandoah Borough, and Pottsville.

Limited-English Proficiency Population
Executive Order 13166 “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 Census data on ability to speak English is based upon self-reporting and may be based upon an answer given by another member of the household. Approximately 2.8% of the NEPA MPO population speaks English “less than very well”. Refer to Figure C.4, Percent of Population with Limited-English Proficiency. The larger LEP populations are generally located in the areas of:

- Monroe County
  - Paradise Township, Mt. Pocono Borough, Coolbaugh Township, Middle Smithfield Township, Smithfield Township, Stroud Township, Tunkhannock Township
- Pike County
  - Blooming Grove Township, Delaware Township, Lehman Township
- Schuylkill County
  - Shenandoah Borough

Disabled Population
The Americans with Disabilities Act of 1990 (ADA), along with the ADA 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
Figure C.1 - Non-Hispanic Minority Population

Source: US Census Bureau
2015 ACS 3-Year Estimates
Data Universe: Total Population
Notes: Not Hispanic or Latino, Not White Alone
PERCENT OF POPULATION BELOW POVERTY LEVEL

Figure C.3 - Percent of Population Below Poverty Level

Data Universe: Population for whom poverty status is determined
Notes: Poverty status in the past 12 months
Figure C.4 - Percent of Population with Limited-English Proficiency (LEP)
• 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 reject several Supreme Court rulings that limit the scope of protection provided under the ADA. Approximately 15.3% of the NEPA MPO population is classified as disabled. Refer to Figure C.5, Percent of Population with a Disability. Areas with highest disabled populations include:

- Carbon County
  - Lansford Borough
- Schuylkill County
  - Tamaqua Borough, Shenandoah Borough, Saint Clair Borough, Pottsville, Girardville Borough, Butler Township, Gordon Borough, Foster Township, Reilly Township, Frailey Township, Tremont Borough

Senior Population

The Age Discrimination Act of 1975 prohibits discrimination on the basis of age and 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 Involvement 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. Approximately 16.3% of the NEPA MPO population is age 65 or over. Refer to Figure C.6, Percent of Population Age 65 and Over. Greater senior populations are located in the areas of:

- Monroe County
  - Stroud Township, Hamilton Township
- Pike County
  - Lackawaxen Township, Blooming Grove Township, Palmyra Township
- Schuylkill County
  - Kline Township, Rush Township, Delano Township, Pottsville
Figure C.5 - Percent of Population with a Disability

Source: US Census Bureau 2015 ACS 5-Year Estimates
Data Lineage: Total Civilian Non-Institutionalized Population

Population with a Disability
- 7.0 - 7.5%
- 7.6 - 15.2%
- 15.3 - 22.8%
- 22.9 - 30.5%
- 30.6% +

Regional Ave

Municipalities
PERCENT OF POPULATION AGE 65 AND OVER

Figure C.6 - Percent of Population Age 65 and Over
Zero-Vehicle Households
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 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. Approximately 7.3% of households within the NEPA MPO do not have access to a vehicle. Refer to Figure C.7, Percent of Households without Vehicle Access. Areas with the highest population of zero-vehicle households include:

- Carbon County
  - Palmerton Borough, Lehighton Borough, Lansford Borough
- Monroe County
  - Stroudsburg Borough, East Stroudsburg Borough
- Pike County
  - Milford Township
- Schuylkill County
  - Tamaqua Borough, Shenandoah Borough, Saint Clair Borough, Pottsville, Ashland Borough, Minersville Borough

Female Headed Households with Own Children Present
Female headed households with own children present tend to have lower income (nearly half at or below poverty level). Approximately 6% of households within the NEPA MPO are headed by females. Refer to Figure C.8, Percent of Female Headed Households with Own Children Present. The areas with the highest percentage of female headed households with own children present include:

- Carbon County
  - Penn Forest Township
- Monroe County
  - Coolbaugh Township, Tobyhanna Township, East Stroudsburg Borough
- Schuylkill County
  - Pottsville

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 C.1. Twenty-seven tracts were identified that have five (5) or six (6) EJ or TUPs populations above the regional average. Three census tracts were identified that have seven (7) or eight (8) EJ or TUPs populations above the regional average (located in Lehman Township, Pike County and Shenandoah Borough, Schuylkill County). Refer to Figure C.9, Indicators of Potential Disadvantage.
PERCENT OF FEMALE HEADED HOUSEHOLDS WITH OWN CHILDREN

Figure C.8 - Percent of Female Headed Households with Own Children

Source: US Census Bureau
2015 ACS 3-Year Estimates
Data Universe: Total Population
Notes: No husband present, own child under 18 years
INDICATORS OF POTENTIAL DISADVANTAGE

Figure C.9 - Indicators of Potential Disadvantage
Evaluating Trigger Criteria for Conducting Targeted Outreach

In Section 6 of the PIP, the Process Checklists for the Long Range Transportation Plan Amendment (Step 2, p. 27) 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 maps below are 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 likely affected 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.

*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 2009-2013 ACS data, there are 28 tracts that meet this trigger criteria for Minority, In-Poverty or Disabled. There are no tracts that meet this trigger for LEP. This is considering the entire Minority, In-Poverty, LEP or Disabled populations residing within each tract as “likely affected”. The 1,000 persons standard was adapted from the U.S. Department of Justice’s Safe Harbor Provision. The table on page 19 and Figure C.10 depict the tracts that meet these trigger criteria. Note that more than one tract may be present in an identified community.
Figure C.10 - Tracts where Minority, In-Poverty or Disabled Persons Exceed 1,000 Persons
<table>
<thead>
<tr>
<th>County</th>
<th># of Tracts</th>
<th>Description of Tracts and Communities</th>
<th>Triggering Populations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carbon</td>
<td>10</td>
<td>• Nesquehoning Borough • Summit Hill Borough • Lausanne Township • Lehigh Township • Lower Towamensing Township • Mahoning Township • Packer Township • Banks Township • Beaver Meadows Borough • Bowmanstown Borough • East Penn Township • Towamensing Township • Weatherly Borough</td>
<td>• Poverty, Disabled • Poverty, Disabled • Disabled • Disabled • Disabled • Disabled • Disabled • Disabled • Disabled • Disabled</td>
</tr>
<tr>
<td>Monroe</td>
<td>11</td>
<td>• Coolbaugh Township • Stroud Township • Stroudsburg Borough • Middle Smithfield Township • East Stroudsburg Borough • Chestnuthill Township • Tunkhannock Township • Pocono Township • Polk Township</td>
<td>• Minority, Poverty • Minority, Poverty, Disabled • Poverty • Minority • Minority • Minority • Minority • Minority • Minority, Disabled • Disabled</td>
</tr>
<tr>
<td>Pike</td>
<td>1</td>
<td>• Lehman Township</td>
<td>• Minority, Disabled</td>
</tr>
<tr>
<td>Schuylkill</td>
<td>6</td>
<td>• Tamaqua Borough • Shenandoah Borough • Pottsville • Mahanoy City Borough • Ryan Township • Mahanoy Township • Butler Township • Girardville Borough</td>
<td>• Poverty • Poverty • Poverty, Disabled • Poverty, Disabled • Minority - State Correctional Institution Frackville • Minority - State Correctional Institution Mahanoy • Disabled • Disabled</td>
</tr>
<tr>
<td>TOTAL</td>
<td>28</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Trigger (b) – The table below and Figure 3.11 describe the 22 tracts that exceed this trigger criterion for one or more of the Minority, In-Poverty, LEP or Disabled population groups. Note that more than one tract may be present in an identified community.

<table>
<thead>
<tr>
<th>County</th>
<th># of Tracts</th>
<th>Description of Tracts and Communities</th>
<th>Triggering Populations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carbon</td>
<td>0</td>
<td>• Coolbaugh Township</td>
<td>• Minority, LEP</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Middle Smithfield Township</td>
<td>• Minority, LEP</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Stroud Township</td>
<td>• Minority, LEP</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Smithfield Township</td>
<td>• Minority, LEP</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Price Township</td>
<td>• Minority, LEP</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• East Stroudsburg Borough</td>
<td>• Minority, LEP</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Pocono Township</td>
<td>• Minority, LEP</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Mount Pocono Borough</td>
<td>• Minority, LEP</td>
</tr>
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<td>• Stroudsburg Borough</td>
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</tr>
<tr>
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<td></td>
<td>• Paradise Township</td>
<td>• LEP</td>
</tr>
<tr>
<td></td>
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<td>• Tunkhannock Township</td>
<td>• Minority, LEP</td>
</tr>
<tr>
<td>Monroe</td>
<td>10</td>
<td>• Blooming Grove Township</td>
<td>• Minority, LEP - Pike County Jail</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Delaware Township</td>
<td>• LEP</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Lehman Township</td>
<td>• Minority, LEP</td>
</tr>
<tr>
<td>Pike</td>
<td>4</td>
<td>• Coaldale Borough</td>
<td>• Minority, Poverty</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Tamaqua Borough</td>
<td>• Minority, Poverty</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Pottsville</td>
<td>• Minority, Poverty</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Mahanoy City Borough</td>
<td>• Minority, Poverty</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Shenandoah Borough</td>
<td>• Minority, Poverty, LEP</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Mahanoy Township</td>
<td>• Minority - State Correctional Institution Mahanoy</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Ryan Township</td>
<td>• Minority - State Correctional Institution Frackville</td>
</tr>
<tr>
<td>Schuylkill</td>
<td>8</td>
<td>• Blooming Grove Township</td>
<td>• Minority, Poverty</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Delaware Township</td>
<td>• Minority, Poverty</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Lehman Township</td>
<td>• Minority, Poverty</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Mahanoy City Borough</td>
<td>• Minority, Poverty</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Shenandoah Borough</td>
<td>• Minority, Poverty</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Mahanoy Township</td>
<td>• Minority, Poverty</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Ryan Township</td>
<td>• Minority, Poverty</td>
</tr>
</tbody>
</table>

TOTAL 22
Figure C.11 - Tracts that Exceed Double the Regional Threshold
The NEPA MPO is responsible for the metropolitan planning process for the four-county MPO region consisting of Carbon, Monroe, Pike and Schuylkill Counties. In order to facilitate this process, the MPO adheres to a set of plans and programs, which are updated and amended regularly.

<table>
<thead>
<tr>
<th>Document</th>
<th>Required Update Cycle</th>
<th>Next Update Planned for Adoption</th>
</tr>
</thead>
<tbody>
<tr>
<td>Long-Range Transportation Plan (LRTP)</td>
<td>5 years</td>
<td>2016</td>
</tr>
<tr>
<td>Transportation Improvement Program (TIP)</td>
<td>2 years</td>
<td>2016</td>
</tr>
<tr>
<td>Public Involvement Plan (PIP)</td>
<td>Biennially</td>
<td>2016</td>
</tr>
<tr>
<td>Unified Planning Work Program</td>
<td>Biennially</td>
<td>2016</td>
</tr>
<tr>
<td>Coordinated Public Transit and Human Services Plan</td>
<td>5 years</td>
<td>2016</td>
</tr>
</tbody>
</table>

Much of the NEPA MPO’s public involvement effort is associated with these plans, as they provide the greatest reach and influence used to assist in guiding transportation investment allocations. Public involvement is critical to the ongoing improvement and adaptation of these plans to the ever-changing needs, priorities and circumstances of the MPO region.

In addition, the MPO may generate other plans and technical studies including: bicycle and pedestrian plans, corridor improvement plans and safety training initiatives.

**Long Range Transportation Plan (LRTP)**

The NEPA Alliance serves as the MPO for the four aforementioned counties (Carbon, Monroe, Pike and Schuylkill), is developing a project-specific twenty-five year plan that is financially constrained and meets air quality standards, as a springboard for recommending projects for inclusion in the region’s Transportation Improvement Program (TIP) and the State’s Twelve Year Transportation Program. The Plan will serve the following purposes: guide the counties, through advisement of the NEPA MPO Committees, in managing and planning for their future transportation needs by outlining a “vision” of the future transportation picture through a series of goals and objectives; address how the current transportation bill planning factors will guide these planning and programming decision making processes; describe the projects that make up the Plan; outline a financial plan that describes the proposed source of funding and establishes a time frame for implementation; describe how the Plan will be updated and how new initiatives will be undertaken; and provide for inclusion of public comments and concerns.

**Transportation Improvement Program (TIP)**

The Transportation Improvement Program (TIP) is part of Pennsylvania’s Statewide Transportation Improvement Program (STIP), which is a federally required program that addresses all modes of
transportation, including highways and bridges, public transit, aviation and rail freight projects that intend to use federal and/or state matching funds excluding specified maintenance funds. The NEPA MPO, PennDOT and the other Pennsylvania MPO/RPOs develop a TIP and solicit public involvement per each MPO/RPO Public Involvement Plan.

As needs and priorities change, the TIP may be modified or amended. The State Transportation Commission (STC) reviews and approves the Twelve Year Program (TYP) every two years and when finalized, the STC adopts the program. It is then forwarded to the Governor, the Federal Highway Administration (FHWA), the Federal Transit Administration (FTA) and the Environmental Protection Agency (EPA) for their approval prior to the start of the federal fiscal year which is October 1 of each year (http://www.dot7.state.pa.us/tip_visualization/).

**Public Involvement Plan (PIP)**

The PIP ensures that the NEPA MPO’s public involvement activities comply with applicable Federal and State metropolitan transportation planning regulations. The PIP was initially developed based on consultation with the NEPA Technical Committee and includes regional overview information and a framework of goals, objectives and strategies for accomplishing an effective and compliant public involvement process in its transportation planning efforts. This Plan includes the tools, techniques and procedures used by the NEPA MPO in implementing public involvement activities as well as indicators for evaluating the performance of the Plan and suggested future improvements.

**Unified Planning Work Program (UPWP)**

The Transportation Unified Planning Work Program describes the transportation related work activities that NEPA Alliance and the NEPA MPO Committees will perform during the next two state fiscal years for the MPO four-county service area. NEPA Alliance prepares a work program budget based on the allotted funding and a narrative section of the work program, in accordance with the PennDOT planning priorities. NEPA Alliance then presents the document to the NEPA MPO Committees for review and endorsement, followed by submission to the NEPA Alliance Board of Directors for contract approval. Commencing with this work program, activities and funding will extend out over a two year term (2014-2016), whereas the term of previous work programs were for one year.

In accordance with guidance received from PennDOT for the development of the NEPA Alliance FYs 2014-2016 UPWP, NEPA Alliance has incorporated the primary planning and programming activities and has also included additional initiatives into the scope of the proposed work program. NEPA Alliance proposed scope of activities is ambitious and quite onerous even with the increased level of funding provided for the NEPA UPWP as an MPO, it includes special initiative activities within the work program, being cognizant of the critical transportation programming and planning issues arising at the Federal, State and local levels.
NEPA Alliance also recognizes the value and importance of several other developing Federal, USDOT, FHWA and Commonwealth policy driven initiatives underway and strives to further participate in these activities as well.

**Coordinated Public Transit and Human Services Transportation Plan**

The Coordinated Public Transit and Human Services 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).
Appendix E

Title VI Non-Discrimination Plan (Separate Document)

Available for review by clicking on the title above or visiting the NEPA MPO website.
Limited-English Proficient (LEP) Planning and the Public Involvement 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 Northeastern Pennsylvania Metropolitan Planning Organization (NEPA 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).

In response to this responsibility, the NEPA MPO has prepared a Limited-English Proficiency (LEP) Plan, which is a stand-alone umbrella document that complies with the Federal guidance by addressing the following elements:

a. **Four Factor Analysis**, a framework for identifying LEP populations residing in the MPO region and determining the appropriate specific language services. 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 NEPA MPO.
   2. The frequency with which LEP persons come into contact with the NEPA MPO.
   3. The nature and importance of the program, activity or service provided by the NEPA MPO to people’s lives.
   4. The resources available to the NEPA MPO for LEP outreach, as well as the costs associated with that outreach.

b. **Language Assistance Plan (LAP)** applies the results of the Four Factor Analysis to develop and implement language assistance services in the MPO’s program and conduct outreach to LEP persons.

The Language Assistance Plan (LAP) portion of the LEP Plan is repeated here within the NEPA MPO Public Involvement Plan as an appendix, since the LAP is an outreach plan that identifies resources and describes techniques available to the MPO for implementation in the public involvement process.

**Written Translation**

The U.S. Department of Justice Safe Harbor Provision, which has been adopted by the U.S. DOT, stipulates written translation of “vital documents” for each LEP language group that constitutes five percent (5%) of the total population or 1,000 persons, whichever is less, of the total population of persons eligible to be served or likely to be affected or encountered. The Provision states that written translation “shall be considered strong evidence of compliance with the recipient’s [the NEPA MPO] written translation obligations” (FTA C 4702.1B, Chapter III-9).
Using the 2013 American Community Survey 5-Year Estimates for the NEPA MPO—without identifying the sub-group of eligible, affected or encountered persons—the Safe Harbor threshold of 5% is met for the Spanish and Polish language groups. Therefore, the NEPA MPO will provide translations of the following vital documents: Notice of Language Services, Title VI Notice, Title VI Complaint Form and Complaint Form Procedures. The written translation of larger plans and other critical documents (e.g., Long Range Transportation Plan, Public Involvement Plan and Transportation Improvement Program) will be considered on an as-requested basis. However, if a targeted outreach effort is triggered within the LRTP Amendment or TIP Amendment Process Checklists the NEPA MPO will provide translated versions to LEP communities (see Section 6 of the Public Involvement Plan).

**Spanish and Polish**

The following resources may be used by the NEPA MPO to provide written translation of documents:

- **Spanish Local Translation Services**: The following local translation and interpretation provider serves the NEPA MPO region:
  - Latino American Alliance of NEPA,
    (570) 420-3725, www.laanepa.org
  - East Stroudsburg University Modern Languages Department
    Jeffrey Ruth, Department Chair, Associate Professor of Modern Languages – Spanish
    (570) 422-3419; jruth@esu.edu
  - Iris Rivera, Monroe County Transit Authority
    (570) 243-3433; irivera@gomcta.com

- **Polish Local Translation Services**: The following local translation and interpretation providers serve the NEPA MPO region:
  - Polish American Cultural Alliance
    Danuta Wilewski
    (570) 350-1510; Homeoffice202@gmail.com

Other translation and interpretation providers that serve the Northeastern Pennsylvania region are listed in the LEP Plan.
• **Google Translate**: Google Translate is an online automated translation service. The NEPA MPO will include a Google Translate button on its website that allows visitors to automatically translate text into the language of their choice. In keeping with best practices for making web-based translation services accessible, the NEPA MPO intends to implement code that shows flag icons for the larger language groups in the NEPA MPO region.

*Verification of Google Translate Performance* – While Google Translate can be a useful tool for obtaining automatic translation results, the USDOT/Federal Highway Administration has noted the need for all agencies receiving federal assistance to verify the accuracy of any automated translation. The NEPA MPO plans to follow this guidance and will verify the accuracy of Google Translation services (refer to Limited-English Proficiency Plan for additional detail).

**Translation of Phone/In-Person Requests**

Phone and in-person interpretation is not required as part of Title VI; however, if these requests are received, the NEPA MPO will address the requests in the following ways:

- Use a free, on-demand interpretation service (Propio) provided through the Commonwealth of Pennsylvania.
- Provide personnel a language identification card that LEP individuals can use to indicate their language.

**Title VI/LEP Coordination Team**

The NEPA MPO does not have one individual staff member that regularly answers the phone; instead, multiple staff members may answer the phone. These employees will share the responsibility of responding to requests for translation.

**Staff Training**

The NEPA MPO has produced a Training Manual, which is compiled in a binder and available as an electronic file (PDF). The manual includes information about how to handle translation requests. Each staff member responsible for answering the phone will be e-mailed the electronic version of the manual and will be responsible for performing self-directed training of the materials.

Information included in the manual related to translation requests is outlined below.

**Telephone Requests**

All requests for translation will be made to the NEPA Alliance general office number. When a translation request is received via telephone, they will forward that call to the free, on-demand interpretation service provided through the Commonwealth of Pennsylvania, which will provide translation in the appropriate language.
In-Person Requests
If a staff member receives an in-person request for translation while outside of the office, he or she will use the language identification card to identify the appropriate language and will then use the on-demand interpretation service by phone.

Providing Notice
The NEPA MPO will provide notice to LEP individuals, informing them of upcoming events and services provided by the agency. The NEPA MPO may use the following announcement methods:

- Post a translated notice in local newspapers, or include a link to the website that provides the translated notice.
- Coordinate with local LEP groups that could aid in distributing agency announcements, such as schools and religious organizations.

Toolbox
The two main requirements of Title VI with regard to LEP are to provide meaningful access to LEP individuals and promote inclusive public involvement. Beyond fulfilling basic written and verbal translation requirements, the NEPA MPO may utilize the following “toolbox” of outreach strategies to meet these key requirements:

- Posting translated notices in local newspapers
- Designing and distributing informational materials detailing NEPA MPO planning efforts, including flyers, posters, brochures and bus advertisements
- Radio or public service announcements in other languages
- Arranging in-person interpretation services at public meetings or events (if a specific project takes place in an area with large LEP populations)
- Providing on-demand interpretation service through the free, on-demand interpretation service provided by the Commonwealth of Pennsylvania
- Presenting information at community organizations frequented by LEP individuals

Review Process for the LEP Plan and LAP
The LAP, along with the larger LEP Plan, will be monitored annually and reviewed biennially in order to comply with the most current FHWA and FTA standards. A Self-Assessment Checklist is provided in the LEP Plan document and will be used as a template for the annual reviews. An update to the LAP 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 involvement process.
Appendix G
Limited-English Proficiency Plan
(Separate Document)

Available for review by clicking on the title above or visiting the NEPA MPO website.
## NEPA MPO Event Checklist

<table>
<thead>
<tr>
<th><strong>Venue Information</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Location:</td>
<td></td>
</tr>
<tr>
<td>Address:</td>
<td></td>
</tr>
<tr>
<td>Meeting Date and Back-up Meeting Date</td>
<td></td>
</tr>
<tr>
<td>Confirmation needed by:</td>
<td></td>
</tr>
<tr>
<td>Total Cost and Date Due</td>
<td></td>
</tr>
<tr>
<td>Security Deposit and Date Due</td>
<td></td>
</tr>
<tr>
<td>Size / # of rooms</td>
<td></td>
</tr>
<tr>
<td>Seating capacity</td>
<td></td>
</tr>
<tr>
<td>Restroom Locations</td>
<td></td>
</tr>
<tr>
<td>Air Conditioning/ Heating Control/ Access</td>
<td></td>
</tr>
<tr>
<td>Any restrictions?</td>
<td></td>
</tr>
<tr>
<td>Contract or Paperwork for Rental</td>
<td></td>
</tr>
<tr>
<td>Certificate of Insurance Required?</td>
<td></td>
</tr>
<tr>
<td>Directions to Venue</td>
<td></td>
</tr>
<tr>
<td>Contact Person:</td>
<td></td>
</tr>
<tr>
<td>Phone:</td>
<td></td>
</tr>
<tr>
<td>E-mail:</td>
<td></td>
</tr>
<tr>
<td>Website:</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Facility Logistics</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Room location</td>
<td></td>
</tr>
<tr>
<td>(1st floor, 2nd floor, basement?) Confirm ADA compliant accessibility</td>
<td></td>
</tr>
<tr>
<td>Table / Chairs needed</td>
<td></td>
</tr>
<tr>
<td>Audio-visual provisions</td>
<td></td>
</tr>
<tr>
<td>Projector</td>
<td></td>
</tr>
<tr>
<td>Screen</td>
<td></td>
</tr>
<tr>
<td>Computer</td>
<td></td>
</tr>
<tr>
<td>Internet access</td>
<td></td>
</tr>
<tr>
<td>Sound system and Access to Controls</td>
<td></td>
</tr>
<tr>
<td>Microphone(s)</td>
<td></td>
</tr>
<tr>
<td>Floor Plan with Electrical outlets</td>
<td></td>
</tr>
<tr>
<td>Platform/stage</td>
<td></td>
</tr>
<tr>
<td>Lighting and Access to Controls</td>
<td></td>
</tr>
</tbody>
</table>
### Event Accessibility

<table>
<thead>
<tr>
<th>Transportation</th>
<th>Free Parking available, Metered Parking, or both</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Fixed route transit service</td>
</tr>
<tr>
<td></td>
<td>Paratransit service</td>
</tr>
<tr>
<td>Disability Accessibility</td>
<td>Main Entrance, Meeting Room, Restrooms, Emergency Exits</td>
</tr>
<tr>
<td>Restrooms</td>
<td></td>
</tr>
<tr>
<td>Nearby Hotels</td>
<td></td>
</tr>
</tbody>
</table>

### Facility Logistics (continued)

<table>
<thead>
<tr>
<th>Telephone / Conference call capability</th>
<th>By facility operator? Provide meeting layout</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>By event sponsor? Obtain photos of facility</td>
</tr>
<tr>
<td>Set-up</td>
<td></td>
</tr>
<tr>
<td>Security (free service or additional cost?)</td>
<td></td>
</tr>
</tbody>
</table>

### Notes (Concerns, Pros and Cons)

Venue meets criteria? [ ] Yes [ ] No

Form completed by: ____________________________
Date: _______________________________________

---

**NEPA MPO Public Involvement Plan**

**November 2015**
NEPA MPO Public Meeting Plan

DATE: Select a date that is suitable for the target audience, and that is also acceptable to the staff required to be in attendance.

TIME: The target audience has a significant influence on the time, location and format of the meeting. For the general public, daytime meetings and evening meetings may be successful with sufficient, advanced notification and publicity. It is important to identify a timeframe that will allow for the meeting purpose to be accomplished most efficiently. Meeting times that are advertised should be adhered to regardless of the level of response received from the targeted audience.

Meetings with public officials, agencies, and other planning partners may draw the most attendance when held during working hours while the general public may be more responsive to meeting times held after working hours.

LOCATION: Select a location that is convenient for your target audience. For the general public, identify a location that is accessible by public transit whenever possible, and a facility that is ADA compliant, and with ample free parking near the meeting site. The meeting venue can be a building that routinely provides community services (such as a municipal building, fire hall, a community center, a school or church).

MEETING FORMAT: The meeting format can range from a formal, structured, agenda-driven forum with time allotments assigned to activities to an open house format where the only defined timeframes may be the start and conclusion of the meeting. Webinars and other online meeting services are also used to extend the reach and increase public involvement opportunities across multiple, widespread communities. Public hearings require a venue that may need to provide free-standing microphones, a stage or platform, and a large seating area and separate room to receive private testimony. Deciding the meeting format as early as possible will aide in selecting the most appropriate venue for your event.

MEETING PURPOSE: Identifying the purpose of the meeting will assist with meeting planning, communications (such as invitations), news releases, and advertisements. Examples of a meeting purpose include:
- To provide the public the opportunity to review and provide comment on an Updated Plan such as the PIP or the LRTP
- Share the results of technical studies

STAFFING (TBD): Determine the individuals from each participating agency that will be attending the meeting and list them here by agency.
Public Meeting

Public meetings, public hearings or other similar public forums often benefit from the use of a structured floor plan that includes information stations where maps and other graphic displays can be set up in a logical flow to benefit public comprehension. Below is an example of a meeting plan for a public meeting, including suggested stations and materials for each station. If sufficient staffing is available, posting a staff member at each station allows for the visitor to have their questions answered, and may encourage additional dialogue resulting in effective information exchange. Staff should be located at stations that align with their areas of expertise.

STATION 1: WELCOME AND REGISTRATION

(Provide an explanation of the purpose of each station here.)

Staffing: List staff that would be present at this station.
Displays: Welcome and registration signage
Equipment: One (1) table, 1 chair, 1 easel for welcome sign
Materials: sign-in sheets, comment forms, agendas and/or other meeting-related informational handouts, name tags

STATION 2: ORIENTATION

(Provide an explanation of the purpose of each station here.)

This station could serve as a presentation area, or the location of a project schedule, program description or graphic depiction of a process to reinforce comprehension of subject matter.

Staffing: List staff that would be present at this station.
Displays: Project maps, graphic display
Equipment: One (1) easel, laptop, projector, PowerPoint presentation, screen, podium
Materials: N/A

STATION 3: TECHNICAL INFORMATION/MAPPING (TRANSPORTATION PROJECTS, TRAFFIC STUDIES, ENVIRONMENTAL STUDIES, ETC.)

(Provide an explanation of the purpose of each station here.)

Staffing: List staff that would be present at this station.
Displays: Mapping with multi-modal transportation projects identified
Equipment: Six (6) easels, 6 display boards with mapping
Materials: clipboards w/tablets, pencils

STATION 4: COMMENT AREA

(Provide an explanation of the purpose of each station here.)

Staffing: List staff that would be present at this station.
Displays: Table top sign stating “COMMENT AREA”
Equipment: Three (3) tables, 18 chairs (6 per table), comment drop box
Materials: comment forms, pens, pencils
Public Meeting (continued)

MEDIA COORDINATION:
Identify a spokesperson in advance of the meeting to be responsible for accommodating media representatives who may attend your meeting. In most cases, the media representative will encounter the registration station prior to entering the meeting room. The media representative should be asked to sign-in. This information can be maintained for future use. It will also allow the staff at the registration to direct the media representative to the spokesperson for assistance.

SETTING UP/TEARING DOWN:
An important part of meeting planning is identifying the staff needed (in advance) to help set up and tear down your meeting if the venue does not provide this service. Meeting set up is generally scheduled to take place a minimum of one (1) hour before the scheduled start time although it is not unusual for guests to start arriving 30 minutes to 15 minutes before the advertised start time. Accordingly, the first station to set up should be registration.

Teardown should begin after the advertised time for the conclusion of the meeting, and normally takes 30 minutes to (1) hour. Teardown also includes gathering up the remaining materials such as comment forms and sign-in sheets. It is helpful to identify someone to be responsible for gathering these types of materials so they can be easily retrieved following the meeting for documentation purposes.

Public Comment Form
Comment forms are very simple, useful tool that can provide an impartial environment for expressing one’s thoughts. The following comment forms (pages 6 and 7) have been used by the NEPA MPO for MPO committee meetings, and for the Draft Updated Public Involvement Plan public review and comment period. Variations of these types of comment forms will be used for other NEPA MPO meetings as appropriate.
Meeting Evaluation Form

Thank you for taking the time to attend this meeting. We would appreciate it if you would take a moment to complete and return this evaluation form. Your input will be reviewed and used to support the continuous improvement of our public participation efforts.

1. Did you receive timely notification of this meeting?
   - [ ] Yes  [ ] No

2. Was the meeting location reasonably accessible to you?
   - [ ] Yes  [ ] No

3. Did you clearly understand the purpose of the meeting?
   - [ ] Yes  [ ] No

4. Was the meeting information presented in a clear and thorough manner?
   - [ ] Yes  [ ] No

5. Was the timeframe of the meeting:
   - [ ] Adequate  [ ] Too Long  [ ] Too Short

6. Please provide any suggestions you may have for communicating with the traditionally underserved populations, or providing more opportunities for their participation in the transportation planning process:
   __________________________________________________________
   __________________________________________________________
   __________________________________________________________
   __________________________________________________________

Please deposit your completed form in the designated “Comment Form Drop Box” before leaving the meeting.

Thank you again for your participation.

www.nepa-alliance.org
Appendix I
Interested Parties
Distribution List
Interested Parties Distribution List
This list is current as of 9/11/2015. Please contact the NEPA MPO at 1151 Oak Street, Pittston, PA 18640-3726 or (570) 655-5581 to be added to the list or to request the most up-to-date version of the list.

NEPA MPO Technical Planning Committee Members (Full Copy of Draft Plan/TIP)
1. Carbon County – David Bodnar, Planning & Development
2. Monroe County – Christine Meinhart, Planning Commission
3. Pike County - Michael Mrozinski, Planning Office
4. Schuylkill County – Susan Smith, Planning Office
5. LANTA (Carbon County Community Transit) – Owen O’Neil
6. Monroe County Transit Authority – Peggy Howarth
7. Schuylkill Transit System – David Bekisz
8. Pike County Commissioner – Matt Osterberg
9. Schuylkill County Grants Office – Gary Bender
10. PennDOT District 4 – Marie Bishop
11. PennDOT District 5 – Amanda Leindecker
12. PennDOT Central Office – Ray Green
13. FHWA Representative – Matt Smoker
14. Stroud Township – Daryl Eppley, Supervisor
15. Chestnut Hill Township – Carl “Chuck” B. Gould, II, Supervisor
16. Pocono Counties WIA, Joseph Sebelin
17. Carbon Engineering, Ron Tirpak

NEPA MPO Policy Board
1. Northampton Community College - Matt Connell (Monroe County)
2. Fred Suljic (Pike County)
3. St. Luke’s Hospital – Micah Gursky (Schuylkill County)
4. Pocono Counties WIA, Joseph Sebelin (Carbon County)
5. PennDOT Central Office – Larry Shifflet
6. PennDOT District 4 – Marie Bishop
7. PennDOT District 5 – Amanda Leindecker
8. NEPA Alliance – Jeffrey Box
Counties and Municipalities (Notice Only)
1. Carbon County Board of Commissioners
2. Monroe County Board of Commissioners
3. Pike County Board of Commissioners
4. Schuylkill County Board of Commissioners
5. All municipalities in the four-county MPO Region

Legislators – Federal & State (Notice Only)
1. Senator Bob Casey
2. Senator Pat Toomey
3. Congressman Matthew Cartwright
4. Congressman Lou Barletta
5. Congressman Tom Marino
6. State Senator John Yudichak
7. State Senator Lisa Baker
8. State Senator Mario Scavello
9. State Senator David Argall
10. State Senator Elisabeth Baker
11. State Senator John Blake
12. State Representative Rosemary Brown
13. State Representative Neal Goodman
14. State Representative Doyle Heffley
15. State Representative Jerry Knowles
16. State Representative David Parker
17. State Representative Michael Peifer
18. State Representative Jack Rader
19. State Representative Mike Tobash

Freight Providers (Notice Only)
1. Reading and Northern Railroad
2. PA NE Regional Railroad Authority

Human Service Agencies (Notice Only)
1. PA CareerLink – Carbon County
2. PA CareerLink – Monroe County
3. PA CareerLink - Schuylkill County
4. PA Department of Human Services – Carbon County
5. PA Department of Human Services – Monroe County
6. PA Department of Human Services – Pike County
7. PA Department of Human Services – Schuylkill County
8. Social Security Office – Carbon County (Hazleton)
9. Social Security Office – Monroe County
10. Social Security Office – Pike County (Scranton)
11. Social Security Office – Schuylkill County
12. PA Commuter Services
13. Veterans Affairs – Carbon County
14. Veterans Affairs – Monroe County
15. Veterans Affairs – Pike County
16. Veterans Affairs – Schuylkill County
17. Anthracite Region Center for Independent Living
18. Carbon County Housing Authority
19. Monroe County Housing Authority
20. Schuylkill County Housing Authority
21. Wayne County Housing Authority (services Pike County)
22. Carbon County Area Agency on Aging
23. Monroe County Area Agency on Aging
24. Pike County Area Agency on Aging
25. Schuylkill County Office of Senior Services
26. St. Luke’s Hospital – Miners Campus
27. Pocono Medical Center
28. Human Resources Center, Inc.
29. Avenues
30. Schuylkill County Human Services
31. Northeast Pennsylvania Center for Independent Living
32. Maternal and Family Health Services
33. Tamaqua Salvation Army
34. Pocono Alliance
35. Latino American Alliance of Northeast PA

**Economic Development Agencies (Notice Only)**
1. Carbon Chamber and Economic Development Corporation
2. Commission on Economic Opportunity
3. Pocono Counties Workforce Investment Area
4. Schuylkill Chamber of Commerce
5. Northeastern Pennsylvania Industrial Resource Center
6. Schuylkill Economic Development Corporation
7. NEPA Alliance
8. Pocono Mountains Economic Development Corporation
9. Penn’s Northeast
10. CAN DO, Inc.
11. Greater Poconos Chamber of Commerce
12. Pike County Economic Development Authority
13. Schuylkill County Grants Office
14. Penn State Cooperative Extension
15. Chamber of the Northern Poconos
16. Wayne Economic Development Corporation

Environmental and Recreation/Bike/Ped Agencies (Notice Only)
1. Rail Trail Council of NEPA
2. Pike County Conservation District
3. Wildlands Conservancy
4. Delaware Water Gap National Recreation Area
5. Schuylkill County Parks and Recreation
6. Schuylkill County Visitors Bureau
7. Pocono Mountains Visitors Bureau
8. Delaware/Lehigh Natural Heritage Corridor
9. Bike Federation of PA
10. Jim Thorpe River Adventures
11. Eastern Schuylkill Recreation Commission
12. PA Environmental Council
13. Schuylkill River Greenway Association

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)
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. Department of Transportation – Federal Transit Administration  
22. U.S. Environmental Protection Agency  
23. U.S. Fish & Wildlife Service  
24. Tobyhanna Army Depot

**Surrounding County Planning Agencies (Notice Only)**  
1. Lackawanna Luzerne Transportation Study MPO  
2. Lehigh Valley Transportation Study MPO  
3. Harrisburg Area Transportation Study MPO  
4. Lebanon County MPO  
5. Reading Area Transportation Study MPO  
6. SEDA-COG MPO  
7. Wayne County Planning Commission  
8. Orange County Transportation Council (NY)  
9. New York Metropolitan Transportation Council (NY)  
10. County of Sullivan (NY)  
11. North Jersey Transportation Planning Authority (NJ)

**Tribal Contacts (Notice Only)**  
1. Absentee Shawnee Tribe of Oklahoma  
2. Delaware Nation  
3. Eastern Shawnee Tribe of Oklahoma  
4. Onondaga Nation  
5. Seneca-Cayuga Tribe of Oklahoma  
6. Shawnee Tribe  
7. St. Regis Mohawk Tribe  
8. Stockbridge-Munsee Band of the Mohican Nation, Wisconsin  
9. Tuscarora Nation
Stakeholders (Notice Only)
1. Pocono Mountains Municipal Airport
2. Schuylkill County Airport
4. PPL Utilities
5. Northampton Community College
6. Delaware River Joint Toll Bridge Commission
7. Pocono Mountain School District
8. Arro Consulting, Inc.
9. Wayne Bank
10. CTC Manufacturing, Inc.
11. Dingman’s Choice and Delaware Bridge Company
12. The Quandel Group, Inc.
13. Tamaqua Community Arts Center
14. Tamaqua Area Community Partnership
15. NEPA Manufacturers and Employers Council
16. Pike County Road Task Force
17. Carbon Engineering
18. AAA North Penn
19. JD Smith
20. Access Office Technologies
21. Human Resources Center, Inc.
22. R.K.R. Hess Associates
23. Manufacturers Resource Center
Appendix J
Documentation of Public Review and Comment for the Public Involvement Plan Update
Appendix J
Document of Public Review and Comment For the Public Involvement Plan Update

Kick-off Meeting/Workshop

- Email notification of Kick-off Meeting/Workshop
- Kick-off meeting
  - Sign-in sheets
  - Agenda
  - PowerPoint presentation
  - SWOT analysis forms and results summary
  - Meeting evaluation forms and response summary
  - Kick-off meeting/Workshop meeting summary

Public Comment Period and Public Meeting

- Legal notice and advertisement of the public comment period and public meeting
- Webpage notice of the public comment period and public meeting
- Email notification to Interested Parties and PIP Update Flyer
- Record of the public meeting
  - Sign-in sheets
  - PowerPoint presentation
  - Sample comment form
  - Public meeting summary
- Draft Public Involvement Plan comments and responses
  - PIP errata sheet
  - Title VI errata sheet
  - LEP errata sheet
Email Notification of Kick-off Meeting/Workshop for PIP Update
Good morning.

The Northeastern Pennsylvania Metropolitan Planning Organization (NEPA MPO) cordially invites you to take part in a mini-workshop/kick-off meeting to update our Public Participation Plan (PPP) and Coordinated Public Transit – Human Services Transportation Plan in conjunction with our ongoing efforts to also update our Long Range Transportation Plan (LRTP). The meeting will be held on Tuesday, August 14 from 9:30 a.m. to 12:30 p.m. at the NEPA Alliance Office located at 1151 Oak Street in Pittston, PA 18640.

The NEPA MPO Public Participation Plan serves as a resource and guide for how we communicate and provide opportunities for meaningful public engagement in local and statewide transportation planning activities. The Coordinated Public Transit – Human Services Transportation Plan will be a comprehensive plan to help state and local community leaders, organizations, and agencies involved in human service transportation and public transit services to cooperate and coordinate programs and develop action plans for the delivery of services with the ultimate goal of improved services, lower costs, and increased access.

As representatives of key transportation interests and user groups throughout the NEPA MPO area, we would like to solicit specific input from you. We are very interested in your thoughts regarding the strengths of the existing plans and your ideas on what technologies or concepts might contribute to modernizing and increasing the effectiveness of the plans. We will also provide you with an overview of the update process and our schedule for the next few months. The input you provide will become a part of our update process that culminates in a Draft Updated Public Participation Plan and a Draft Updated Coordinated Public Transit Human Services Transportation Plan. The draft plans will then be made available to the public-at-large for review during comment periods and public meetings to be held over the next few months. Copies of our current plans are attached for your review in advance of the meeting.

We would appreciate if you would confirm your attendance by contacting Eugene Keys at (717) 540-6040, extension 407; or by e-mail at keys@mccormicktaylor.com by close of business on Monday, August 3.

If you have any questions or desire additional information, please feel free to contact Alan Baranski at (570) 655-5581, or Eugene Keys at the telephone number listed above. We look forward to meeting with you soon.

Thanks,
Kate

Kate McMahon
Transportation Services Manager
NEPA Alliance
1151 Oak Street
Pittston, PA 18640
(570) 655-5581 ext. 249
(570) 654-5137 (fax)
kmcmahon@nepa-alliance.org
www.nepa-alliance.org
Good morning,
Just a quick reminder about the mini-workshop/kick-off meeting to update our Public Participation Plan (PPP) and Coordinated Public Transit – Human Services Transportation Plan to be held on Tuesday, August 4th from 9:30 am to 12:30 pm. The meeting will be held at the NEPA Office located at 1151 Oak Street in Pittston. Attached is the agenda for the meeting. We would appreciate if you would confirm your attendance by contacting Eugene Keys at (717) 540-6940, extension 407; or by e-mail at kkeys@mccormicktaylor.com by close of business on Monday, August 3.

In addition, if you are unable to attend in person, you can participate by phone. If you plan to participate by phone, please let me or Eugene know. The call-in information is below.

Dial In #: 1(888) 881-1255
Participant Code: 829858

Parking is permitted in front of the NEPA building in the designated “Visitor’s Parking Spaces” and in the rear of the building. Please do not park in Dr. Casey’s lot.

Please let know if you have any questions.

Thanks,
Kate

Kate McMahon
Transportation Services Manager
NEPA Alliance
1151 Oak Street
Pittston, PA 18640
(570) 655-5581 ext. 249
(570) 654-5137 (fax)
kmcMahon@nepa-alliance.org
www.nepa-alliance.org
Sign-in Sheets
<table>
<thead>
<tr>
<th>No.</th>
<th>Name</th>
<th>Organization Represented</th>
<th>Mailing Address</th>
<th>Email</th>
<th>Phone</th>
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<tr>
<td>1.</td>
<td>Matt Campbell</td>
<td>Monroe County</td>
<td>Tamaquesville PA 18252</td>
<td><a href="mailto:mmcampbell@nepa-alliance.org">mmcampbell@nepa-alliance.org</a></td>
<td>570-269-5767</td>
</tr>
<tr>
<td>2.</td>
<td>Susan Smith</td>
<td>Schuylkill</td>
<td>401 N 2nd St Schuylkill PA 17904</td>
<td><a href="mailto:ssmiter@gmail.com">ssmiter@gmail.com</a></td>
<td>570-628-1078</td>
</tr>
<tr>
<td>3.</td>
<td>David Barksay</td>
<td>STS</td>
<td>252 Eastman St St Clair PA</td>
<td><a href="mailto:dbarksay@go-sts.com">dbarksay@go-sts.com</a></td>
<td>570-429-2205</td>
</tr>
<tr>
<td>4.</td>
<td>David Bodnar</td>
<td>Carbon County</td>
<td>76 Susquehanna St Jim Thorpe PA</td>
<td><a href="mailto:dbodnar@pennDOT.gov">dbodnar@pennDOT.gov</a></td>
<td>570-385-5321</td>
</tr>
<tr>
<td>5.</td>
<td>Steve Fisher</td>
<td>PennDOT 4-0</td>
<td>55 Keystone Industrial Park Blvd PA 18510</td>
<td><a href="mailto:sfisher@pa.gov">sfisher@pa.gov</a></td>
<td>570-983-4171</td>
</tr>
<tr>
<td>6.</td>
<td>John Frankel</td>
<td>PennDOT 4-0</td>
<td>55 Keystone Industrial Park Blvd PA 18510</td>
<td><a href="mailto:jfrankel@pa.gov">jfrankel@pa.gov</a></td>
<td>570-983-4075</td>
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<tr>
<td>7.</td>
<td>Matt Wagner</td>
<td>Delta Development</td>
<td><a href="mailto:mwagner@delaware.net">mwagner@delaware.net</a></td>
<td>1500 Technology Parkway Mechanicsburg PA 17060</td>
<td>570-447-1717</td>
</tr>
<tr>
<td>8.</td>
<td>Lynn Conroy</td>
<td>Delta</td>
<td><a href="mailto:lconroy@delta.com">lconroy@delta.com</a></td>
<td></td>
<td>570-447-5491</td>
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</tbody>
</table>

By telephone: Robin Dolce, Pike Co. Area Agency on Aging, Christine Kerstetter, Pike Co. | Lynn Colosi, Delta Deo
| Brendan Cotter, JNTA | 570-447-5491 |

www.nepa-alliance.org
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<tr>
<th>No.</th>
<th>Name</th>
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<tr>
<td>9.</td>
<td>Peggy Howard</td>
<td>Monticello Transit</td>
<td>PO Box 337, Scranton, PA 18505</td>
<td><a href="mailto:phhoward@gor.com">phhoward@gor.com</a></td>
<td>(570) 263-3911</td>
</tr>
<tr>
<td>10.</td>
<td>Christine Meinhardt</td>
<td>Hazleton Planning Com.</td>
<td>1712 W. Main St, Scranton, PA 18503</td>
<td><a href="mailto:cmmeinhart@mercury.net">cmmeinhart@mercury.net</a></td>
<td>(570) 341-3677</td>
</tr>
<tr>
<td>11.</td>
<td>Daniel Yelito</td>
<td>NEPA-Alliance</td>
<td>115 Oak St, Pittston</td>
<td><a href="mailto:dyelito@nepa-alliance.org">dyelito@nepa-alliance.org</a></td>
<td>610-655-5581</td>
</tr>
<tr>
<td>12.</td>
<td>Nettie Ginechetti</td>
<td>NEPA-Alliance</td>
<td>115 Oak St, Pittston</td>
<td><a href="mailto:aginechetti@nepa-alliance.org">aginechetti@nepa-alliance.org</a></td>
<td>(570) 655-5581</td>
</tr>
<tr>
<td>13.</td>
<td>Jason Hollister</td>
<td>NEPA-Alliance</td>
<td>115 Oak St, Pittston</td>
<td><a href="mailto:jhollister@nepa-alliance.org">jhollister@nepa-alliance.org</a></td>
<td></td>
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<tr>
<td>14.</td>
<td>Kate McAdams</td>
<td>NEPA-Alliance</td>
<td>115 Oak St, Pittston</td>
<td><a href="mailto:kmcadams@nepa-alliance.org">kmcadams@nepa-alliance.org</a></td>
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<tr>
<td>15.</td>
<td>Amanda Leindecker</td>
<td>Penn DOT 5.0</td>
<td>1002 W. Hamilton St, Allentown, PA 18101</td>
<td><a href="mailto:aleindecker@pa.gov">aleindecker@pa.gov</a></td>
<td>(610) 871-4552</td>
</tr>
<tr>
<td>16.</td>
<td>Kerry Fields</td>
<td>PennDOT 5.0</td>
<td>1002 W. Hamilton St, Allentown, PA 18101</td>
<td><a href="mailto:kfields@pa.gov">kfields@pa.gov</a></td>
<td>610-871-4552</td>
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<tr>
<td>17</td>
<td>Andrew</td>
<td>REA Coalition</td>
<td>432 Main St., Scranton, PA</td>
<td>570-343-2828</td>
<td><a href="mailto:gregory@cspj.com">gregory@cspj.com</a></td>
</tr>
<tr>
<td>18</td>
<td>Steve</td>
<td>Scranton</td>
<td>100 E. St., Scranton, PA</td>
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<tr>
<td>19</td>
<td>John</td>
<td>Park Avenue</td>
<td>123 5th Ave., Scranton, PA</td>
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<tr>
<td>20</td>
<td>Anna</td>
<td>NEPA MPO</td>
<td>345 Main St., Scranton, PA</td>
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<td>21</td>
<td>Mike</td>
<td>NEPA MPO</td>
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<td>REA Coalition</td>
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<td>Matt</td>
<td>North Scranton</td>
<td>567 Main St., Scranton, PA</td>
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<tr>
<td>24</td>
<td>Jeff</td>
<td>REA Coalition</td>
<td>432 Main St., Scranton, PA</td>
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Agenda
Public Participation Plan Update and
Coordinated Public Transit – Human Services Plan Update
Kick-Off Meeting & Workshop
Tuesday, August 4, 2015
9:30 a.m. – 12:30 p.m.

AGENDA

1. Public Participation Plan Update Discussion
   A. Welcome and Introductions
   B. Mini-Workshop Goals
   C. Current Public Participation Plan (PPP) Overview
   D. PPP Update
      a. Federal and State Requirement
      b. PPP Criteria
         i. Title VI
         ii. Environmental Justice
         iii. Limited English Proficiency/Language Assistance Plan
   E. SWOT Analysis
   F. Recap – What We Heard
   G. PPP Update Schedule
   H. Questions & Answers

BREAK

2. Coordinated Public Transit – Human Services Plan Update Discussion
   A. Introductions and Meeting Objective
      a. Kick-Off Coordinated Plan project
      b. Identify Steering Committee Members
      c. Identify Baseline Data Needs
B. Project Description
   a. Current NEPA Coordinated Plan
   b. Elements of a Coordinated Plan Update
   c. Schedule and Milestones

C. Project Approach
   a. Current Conditions
   b. Public and Stakeholder Outreach
   c. Origins and Destinations
   d. Transportation Gaps and Barriers
   e. Identification of Ways to Eliminate Gaps
   f. Selection of Priority Projects
   g. Final Coordinated Plan Update
   h. Emergency Management

D. What We Need from You
   a. Participation in Meetings/Input
   b. Data Collection
   c. Distribution of Project Information
   d. Feedback from Your Constituents

E. Questions and Discussion
PowerPoint Presentation
Northeastern Pennsylvania Alliance Metropolitan Planning Organization

Public Participation Plan and Coordinated Public Transit – Human Services Plan Update
Kick-Off Meeting & Workshop
Tuesday, August 4, 2015
9:30 a.m. – 12:30 p.m.

Public Participation Plan (PPP) Update Workshop Goals

- Heighten awareness of Update Process
- Gather preliminary input on existing Plan
- Identify new tools/techniques to enhance Communication and Public Participation
- Enlist support for next steps
Current NEPA MPO PPP

Current Plan

• Adopted 2014

PPP Update

MPO Planning Products required by FHWA/FTA/PennDOT:

✔ Long Range Transportation Plan
✔ Transportation Improvement Program (TIP)
✔ Unified Planning Work Program (UPWP)
✔ Coordinated Public Transit-Human Services Transportation Plan
✔ Public Participation Plan
Federal/State Requirements

*Federal/State Requirements*

*MPOs must prepare a documented Public Participation Plan that defines processes for providing reasonable opportunities to be involved in the metropolitan planning process.*

PPP Criteria

- Timely and adequate notice of activities and time for public review and comment at key decision points
- Reasonable access to information about transportation issues and processes
- Explicit consideration and response to public input received
PPP Criteria

• Proactive consideration of the needs of the traditionally underserved populations

• Coordination with the statewide transportation planning public involvement and consultation processes

• Periodic evaluation/update of the Plan in consultation with interested parties

Federal/State Requirements

MPOs must prepare a documented Public Participation Plan that defines processes for providing reasonable opportunities to be involved in the metropolitan planning process.

PPP Criteria

• Title VI/Nondiscrimination Plan
• Environmental Justice
• Limited English Proficiency
What is Title VI?

- **Title VI of the Civil Rights Act of 1964**
  - Protects individuals from discrimination on the basis of their race, color, or national origin in programs that receive federal financial assistance
  - Provides direction on filing a discrimination complaint

What is Environmental Justice?

- **Three main principles:**
  - Avoid, minimize, or mitigate disproportionately high and adverse human health and environmental effects, including social and economic effects, on minority or low-income populations
  - Full and fair participation in the transportation decision-making process
  - Prevent denial or reduction or delay in the receipt of benefits by minority and low-income populations
What is Environmental Justice?

- Objectives
  - Identify EJ and traditionally underserved populations
  - Expand involvement of EJ and traditionally underserved populations in the transportation planning process
  - Consider the needs of EJ and traditionally underserved populations in transportation decision-making

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Limited English Proficiency/ Language Assistance Plan (LEP/LAP)

- Recipients of federal funds must provide meaningful access to Limited English Proficient individuals and not discriminate on basis of national origin

- Four Factor Analysis
  - Number and proportion of LEP persons served
  - Frequency LEP individuals come into contact with the program or service
  - Nature and importance of program to LEP persons
  - Resources available to the recipient and costs associated with providing meaningful access to LEP persons

LEP/LAP

- 2.8% of NEPA MPO region speaks English less than “very well”

- Top 5 LEP Populations
  - Spanish - 1.26%
  - Polish - 0.32%
  - Chinese
  - Italian
  - Other Indo-European Languages

All others in the top 5 are 0.12% of total population or less
PPP Update

SWOT Analysis

Existing Public Participation Plan

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<td>Experience</td>
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<td>Opportunities</td>
<td>Technology</td>
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<td>Threats/Challenges</td>
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What We Heard From You

SWOT Analysis

PPP Update
Proposed Schedule

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<th>Activity</th>
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<td>Research &amp; Data Collection</td>
<td>June – July 2015</td>
<td>McCormick Taylor</td>
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<td>Workshop</td>
<td>August 5, 2015</td>
<td>MPO, McCormick Taylor, Delta Development</td>
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<td>Draft Updated Plan to MPO</td>
<td>August 26</td>
<td>McCormick Taylor</td>
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<td>45-Day Public Review and Comment Period</td>
<td>September/October</td>
<td>MPO</td>
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<td>Public Meeting</td>
<td>October</td>
<td>MPO</td>
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<td>Comment Review &amp; Updated Plan Modifications</td>
<td>Late October/Early November</td>
<td>MPO &amp; McCormick Taylor</td>
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<tr>
<td>Final Updated Plan to MPO</td>
<td>Early November</td>
<td>McCormick Taylor</td>
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PPP Update Workshop

Questions?

PPP Update Workshop

Thank you!

Please spread the word about the upcoming Public Review and Comment Periods for:

- Draft Updated Public Participation Plan
- Long Range Transportation Plan
- Coordinated Public Transit – Human Services Plan
Exhibit A - PowerPoint Presentation

**Northeastern Pennsylvania (NEPA) Metropolitan Planning Organization**

Coordinated Public Transit-Human Services Coordinated Plan Update

**Project Kick-off Mini Workshop**

Northeastern Pennsylvania Alliance

www.nepa-alliance.org

**Agenda**

- Introductions and Meeting Objectives
- Project Description
- Project Approach
- What We Need from You
- Questions and Discussion
MEETING OBJECTIVES

- Kick-off Coordinated Plan Project
- Determine Steering Committee Members
- Identify Baseline Data Needs

PROJECT DESCRIPTION

- Current NEPA Coordinated Plan
- Coordinated Plan Update
- Project Schedule
  - March 31, 2016
- Communication Milestones
  - Steering Committee Meetings
  - Public Meetings
  - Review Transportation Gaps and Discuss Solutions
  - Discuss and Select Priority Projects
  - Presentation of Coordinated Plan
PROJECT APPROACH

1. CURRENT CONDITIONS
   a) DEMOGRAPHICS
   b) TRANSPORTATION SERVICES
   c) COMMUNICATION METHODS

2. PUBLIC AND STAKEHOLDER OUTREACH
   a) MINORITIES
   b) LOW INCOME
   c) SENIOR CITIZENS
   d) LOW ENGLISH PROFICIENCY (LEP)
   e) PERSONS WITH DISABILITIES

3. ORIGINS AND DESTINATIONS
   a) HOUSING
   b) EMPLOYMENT
   c) SHOPPING
   d) HOSPITALS/HEALTHCARE
   e) SCHOOLS/TRAINING

PROJECT APPROACH - (CONT’D)

4. TRANSPORTATION GAPS
   a) SERVICE
   b) COMMUNICATIONS
   c) TECHNOLOGY
   d) FUNDING

5. WAYS TO ELIMINATE GAPS
   a) IDENTIFICATION OF 5310 ELIGIBLE PROJECTS

6. SELECTION OF PRIORITY PROJECTS

7. FINAL PLAN PRESENTATION

8. EMERGENCY MANAGEMENT
   a) HOW TRANSPORTATION PROVIDERS ADDRESS EMERGENCY MANAGEMENT ISSUES
   b) METHODS OF COLLABORATING WITH LOCAL EMERGENCY MANAGEMENT AGENCIES
   c) PRESENT BEST PRACTICES RELATIVE TO TECHNOLOGY AND IDENTIFY POTENTIAL SOLUTIONS
WHAT WE NEED FROM YOU

- Participation at Meetings
- History and Data
- Distribution of Project Information
- Feedback from Your Constituents

QUESTIONS AND DISCUSSION
Thank you for your time.
Our Team looks forward to working with you!
### Exhibit B - Preliminary Data Needs

#### NEPA Coordinated Transit-Human Services Plan Update

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<td>Low Income*</td>
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<td>Over 65</td>
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<td>Limited English Proficiency</td>
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<td>Veterans Support Agencies</td>
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<td><strong>RECREATION CENTERS</strong></td>
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<td>Bike/Ped</td>
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<td>Private Transportation Providers</td>
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<td>Healthcare</td>
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<tr>
<td>Non-profit/Agency</td>
</tr>
<tr>
<td>Taxi</td>
</tr>
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</table>

*Based on FTA Definition: Low-income person means a person whose median household income is at or below the U.S. Department of Health and Human Services (HHS) poverty guidelines. Recipients are encouraged to use a locally developed threshold, such as the definition found in 49 U.S.C. 5802 as amended by MAP-21. "Refers to an individual whose family income is at or below 130 percent of the poverty line (as that term is defined in Section 673(2) of the Community Services Block Grant Act (42 U.S.C. 2996c(2)), including any revision required by that section) for a family of the size involved or another threshold, provided that the threshold is at least as inclusive as the HHS poverty guidelines.*
## Exhibit C – Preliminary Mapping Needs

### NEPA Coordinated Transit-Human Services Plan Update

<table>
<thead>
<tr>
<th>MAPS</th>
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<tbody>
<tr>
<td>Transportation System Map</td>
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<tr>
<td></td>
<td>Park and Rides (transit)</td>
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<tr>
<td>Population Density</td>
<td>Population</td>
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<td>Routes</td>
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<tr>
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<td>Paratransit Service Area</td>
</tr>
<tr>
<td>Low Income Population*</td>
<td>Low Income Population</td>
</tr>
<tr>
<td>(*use FTA definition)</td>
<td>Routes</td>
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<tr>
<td></td>
<td>Paratransit Service Area</td>
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<tr>
<td>Population over 65</td>
<td>Population over 65</td>
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<td></td>
<td>Routes</td>
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<td>Minority Population</td>
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<td>Routes</td>
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<td>Limited English Proficiency</td>
<td>LEP Population</td>
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<td>Paratransit Service Area</td>
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<td>Persons with Disabilities</td>
<td>Persons with Disability Population</td>
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<td>Commuting Patterns</td>
<td>Workforce Data</td>
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<td>Origins and Destinations</td>
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<td>Park and Rides (transit)</td>
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<td></td>
<td>Hospitals</td>
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<td></td>
<td>Employers (including those for PWD)</td>
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<td></td>
<td>Multi-Unit Housing/Affordable/Seniors</td>
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<td></td>
<td>Human Service Centers</td>
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<td></td>
<td>Other Organizations (Veterans, SS, etc.)</td>
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<td></td>
<td>Major Retail</td>
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<td>Senior Centers</td>
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<td></td>
<td>Career Centers</td>
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<tr>
<td></td>
<td>Dialysis Centers/Clinics</td>
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</table>
SWOT Analysis Forms and Results Summary
<table>
<thead>
<tr>
<th>Strengths</th>
<th>Opportunities</th>
<th>Weaknesses</th>
<th>Threats</th>
<th>Internal Influences</th>
<th>External Influences</th>
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<tr>
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<td>2.</td>
<td>3. Professional Staff</td>
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**NEPA MPO Public Involvement Plan Kick-off Meeting and Workshop**

Assessment Topic: NEPA MPO Public Participation Plan

**SWOT Analysis Worksheet**

**November 2015**
### Internal Influences

<table>
<thead>
<tr>
<th>CRITERIA EXAMPLES</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Morale?</td>
</tr>
<tr>
<td>2. Budget?</td>
</tr>
<tr>
<td>3. Time - not enough?</td>
</tr>
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### External Influences

<table>
<thead>
<tr>
<th>CRITERIA EXAMPLES</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Loss of key staff?</td>
</tr>
<tr>
<td>2. Sustainable financial support?</td>
</tr>
<tr>
<td>3. Too much viability?</td>
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### Strengths

<table>
<thead>
<tr>
<th>CRITERIA EXAMPLES</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Capabilities?</td>
</tr>
<tr>
<td>2. Knowledge?</td>
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<td>3. Resources?</td>
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### Threats

<table>
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<tr>
<td>1. Costs?</td>
</tr>
<tr>
<td>2. IT developments?</td>
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<tr>
<td>3. Sustaining internal capabilities?</td>
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### Opportunities

<table>
<thead>
<tr>
<th>CRITERIA EXAMPLES</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Developed resources?</td>
</tr>
<tr>
<td>2. Improved communications?</td>
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<tr>
<td>3. Higher public expectations?</td>
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### Weaknesses

<table>
<thead>
<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>1. Budget?</td>
</tr>
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<td>2. Resources?</td>
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<td>3. Capacity?</td>
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</table>

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**NEPA MPO Public Involvement Plan Kick-off Meeting and Workshop**

**SWOT Analysis Worksheet**

**Assessment Topic:** NEPA MPO Public Participation Plan

---

**Today’s Date:**
August 4, 2016
<table>
<thead>
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<th>CRITERIA EXAMPLES</th>
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<td>Costs?</td>
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<td>Sustainable financial support?</td>
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<td>Create more work?</td>
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<td>Too much visibility?</td>
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<td><strong>Internal Influences</strong></td>
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<td>Morale?</td>
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<td>Time – not enough?</td>
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<td>Competing priorities?</td>
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<td>Impacts on other core activities?</td>
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<td>Limited Staff?</td>
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<td><strong>Strengths</strong></td>
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<td>1. Use of Pre-LOM offers?</td>
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<tr>
<td><strong>Weaknesses</strong></td>
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</tr>
<tr>
<td>1. Police and Technical Committee to reintegrate</td>
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<td>2.</td>
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<tr>
<td><strong>Opportunities</strong></td>
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<td>2.</td>
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<td><strong>Threats</strong></td>
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<td>Null? should be deleted</td>
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<td>Non-specific to add?</td>
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### NEPA MPO

**Public Participation Plan Kick-off Meeting and Workshop**

**SWOT Analysis Worksheet**

**Assessment Topic:** NEPA MPO Public Participation Plan

<table>
<thead>
<tr>
<th>CRITERIA EXAMPLES</th>
<th>Strengths</th>
<th>Weaknesses</th>
<th>CRITERIA EXAMPLES</th>
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<td>1. Network with other MPOs</td>
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<td>2. Experience</td>
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<td>Impacts on other core activities?</td>
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<td>Data</td>
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<td>Competing priorities?</td>
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<td>Resources</td>
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<td>Budget?</td>
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<td></td>
<td>Internal Influences</td>
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<td>Time – not enough?</td>
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<td><strong>Internal Influences</strong></td>
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<tbody>
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<td></td>
<td>1.</td>
<td>1.</td>
<td>Costs?</td>
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<td>2.</td>
<td>2.</td>
<td>IT developments?</td>
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<td>3.</td>
<td>Sustaining internal capabilities?</td>
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<td>External Influences</td>
<td></td>
<td>Loss of key staff?</td>
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<td></td>
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<td></td>
<td>Sustainable financial support?</td>
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<td></td>
<td>Create more work?</td>
</tr>
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<td></td>
<td></td>
<td></td>
<td>Too much visibility?</td>
</tr>
</tbody>
</table>

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**NEPA MPO Public Involvement Plan**

**Public Participation Plan Kick-off Meeting and Workshop**

**SWOT Analysis Worksheet**

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<table>
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<th>Strengths</th>
<th>Weaknesses</th>
<th>CRITERIA EXAMPLES</th>
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<tbody>
<tr>
<td>Capabilities?</td>
<td>1. MPO Technical Committee</td>
<td>1. Municipal officials not well educated in resources</td>
<td>Costs?</td>
</tr>
<tr>
<td>Experience?</td>
<td>2. ___________________________</td>
<td>2. ___________________________</td>
<td>IT developments?</td>
</tr>
<tr>
<td>Knowledge?</td>
<td>3. ___________________________</td>
<td>3. ___________________________</td>
<td>Sustaining internal capabilities?</td>
</tr>
<tr>
<td>Data?</td>
<td></td>
<td></td>
<td>Loss of key staff?</td>
</tr>
<tr>
<td>Resources?</td>
<td></td>
<td></td>
<td>Sustainable financial support?</td>
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**Internal Influences**

<table>
<thead>
<tr>
<th>CRITERIA EXAMPLES</th>
<th>Opportunities</th>
<th>Threats</th>
<th>CRITERIA EXAMPLES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tested Technology?</td>
<td>1. ___________________________</td>
<td>1. ___________________________</td>
<td>Costs?</td>
</tr>
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<td>Free Technology?</td>
<td>2. ___________________________</td>
<td>2. ___________________________</td>
<td>IT developments?</td>
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<td>Local Partnerships?</td>
<td>3. ___________________________</td>
<td>3. ___________________________</td>
<td>Sustaining internal capabilities?</td>
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<tr>
<td>Increased public input?</td>
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<td>Loss of key staff?</td>
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<tr>
<td>Improved Communications?</td>
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<td></td>
<td>Sustainable financial support?</td>
</tr>
<tr>
<td>Increase visibility?</td>
<td></td>
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<td>Create more work?</td>
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<td>Higher public expectations?</td>
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**External Influences**
NEPA MPO Public Involvement Plan Kick-off Meeting and Workshop

SWOT Analysis Worksheet

Assessment Topic: NEPA MPO Public Participation Plan

**CRITERIA EXAMPLES**

**Internal Influences**
- Capabilities?
- Experience?
- Knowledge?
- Data?
- Resources?

**External Influences**
- Tested Technology?
- Free Technology?
- Local Partnerships?
- Increased public input?
- Improved Communications?
- Increase visibility?
- Higher public expectations?

**Profess**
- Staff participation
  1. PPP / GIS County / MPO
  2. Strengths and 
  3. Regional Resources
- Existing Plan online

**Weaknesses**
- 1. 당신
- 2. 
- 3. 

**Opportunities**
- 1. Technology
- 2. Networking MPO’s
- 3. Storymaps

**Threats**
- 1. Fiscal constraints
- 2. Costs
- 3. 

**CRITERIA EXAMPLES**

**Internal Influences**
- Limited Staff?
- Impacts on other core activities?
- Morale?
- Competing priorities?
- Budget?
- Time – not enough?

**External Influences**
- Costs?
- IT developments?
- Sustaining internal capabilities?
- Loss of key staff?
- Sustainable financial support?
- Create more work?
- Too much visibility?

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### SWOT Analysis Worksheet Responses

#### Strengths
- Existing PPP Plan to build on
- Regional Resources
- Technology
  - Available on the County level and on the MPO level
  - GIS Capabilities at MPO level
- Professional, Experienced Staff/Support
- Strong web presence already, and plans to expand
- Committed stakeholders (on all MPO Committees)
- Knowledgeable, professional staff
- Availability/Collaboration with PennDOT press corps
- Network with other MPOs & RPOs
- MPO Technical Committee (actively engaged)

#### Weaknesses
- Need to include more social media in PPP
  - What is being done + what could be added
- Technical Communications – we need to change the way we communicate with the public
  - How information is crafted + marketed
- Specific URL for LRTP
  - Easier to share
- Meeting location
  - Pittston office is not within the MPO Region!
  - Move future meetings around the MPO region
- Funding gaps
- Staffing
- Priorities
- Policy Board & Technical committee do not interact
- Municipal officials not well educated in resources that are available
### NEPA MPO
### Public Participation Plan Kick-off Meeting and Workshop

<table>
<thead>
<tr>
<th>Opportunities</th>
<th>Threats</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Networking with other MPOs across the State</td>
<td>• Cost/Financial constraints</td>
</tr>
<tr>
<td>• We can utilize more GIS/Online resources</td>
<td>• Seasonality</td>
</tr>
<tr>
<td>o Story map</td>
<td>o Poconos/Part-time residents</td>
</tr>
<tr>
<td>• More opportunities for the County Borough/Municipalities’ involvement</td>
<td>• Digital Divide</td>
</tr>
<tr>
<td>o Broaden reach</td>
<td>o Reaching audiences that have limitations</td>
</tr>
<tr>
<td>o Provide more direction on how municipalities can get information to NEPA</td>
<td>• Apathy</td>
</tr>
<tr>
<td>• Existing Resources to share info &amp; do surveys</td>
<td>o Lack of motivation/interest for public to participate</td>
</tr>
<tr>
<td>o Inside buses, radio stations,</td>
<td>• Large/varied region</td>
</tr>
<tr>
<td>• Advertising</td>
<td>o Multiple districts – not only PennDOT but also DEP, PEMA, EPA Terrorism Taskforce</td>
</tr>
<tr>
<td>o Buses</td>
<td>• Lack of goals for PPP</td>
</tr>
<tr>
<td>o Other</td>
<td>• Limitations</td>
</tr>
<tr>
<td>• Other Offices need to get involved who represent different constituencies:</td>
<td>• Capabilities</td>
</tr>
<tr>
<td>o Welfare Office</td>
<td>• UPWP – Should be dialed in/more specific to address tasks identified in PPP</td>
</tr>
<tr>
<td>o Career Link</td>
<td>• Counties are diverse – appears the Counties were just “put together” to form the MPO Region – don’t fit well together.</td>
</tr>
<tr>
<td>• Updated and Free (or inexpensive) Communications Technology</td>
<td></td>
</tr>
</tbody>
</table>
Meeting Evaluation Forms and Response Summary
Meeting Evaluation Form

Thank you for taking the time to attend this meeting. We would appreciate it if you would take a moment to complete and return this evaluation form. Your input will be reviewed and used to support the continuous improvement of our public participation efforts.

1. Did you receive timely notification of this meeting?
   - [ ] Yes
   - [X] No

2. Was the meeting location reasonably accessible to you?
   - [X] Yes
   - [ ] No

3. Did you clearly understand the purpose of the meeting?
   - [X] Yes
   - [ ] No

4. Was the meeting information presented in a clear and thorough manner?
   - [X] Yes
   - [ ] No

5. Was the timeframe of the meeting:
   - [ ] Adequate
   - [X] Too Long
   - [ ] Too Short

6. Please provide any additional suggestions you may have to improve on future meetings:
   - 
   - 
   - 
   - 

Please deposit your completed form in the designated “Comment Form Drop Box” before leaving the meeting.

Thank you again for your participation.
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   [ ]
   [ ]

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_______________________________________________________________________________
_______________________________________________________________________________
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Public Participation Plan Kick-off Meeting and Workshop
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   ____________________________________________________________
   ____________________________________________________________
   ____________________________________________________________

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2. Was the meeting location reasonably accessible to you?
   - ☑ No
   - ☐ Yes

3. Did you clearly understand the purpose of the meeting?
   - ☑ Yes
   - ☐ No

4. Was the meeting information presented in a clear and thorough manner?
   - ☑ Yes
   - ☐ No

5. Was the timeframe of the meeting:
   - ☑ Adequate
   - ☐ Too Long
   - ☐ Too Short

6. Please provide any additional suggestions you may have to improve on future meetings:

   ____________________________________________________________
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Please deposit your completed form in the designated “Comment Form Drop Box” before leaving the meeting.

Thank you again for your participation.
Meeting Evaluation Form

Thank you for taking the time to attend this meeting. We would appreciate it if you would take a moment to complete and return this evaluation form. Your input will be reviewed and used to support the continuous improvement of our public participation efforts.

1. Did you receive timely notification of this meeting?
   ☑ Yes  ☐ No

2. Was the meeting location reasonably accessible to you?
   ☐ Yes  ☑ No

3. Did you clearly understand the purpose of the meeting?
   ☑ Yes  ☐ No

4. Was the meeting information presented in a clear and thorough manner?
   ☑ Yes  ☐ No

5. Was the timeframe of the meeting:
   ☑ Adequate  ☐ Too Long  ☐ Too Short

6. Please provide any additional suggestions you may have to improve on future meetings:
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Please deposit your completed form in the designated “Comment Form Drop Box” before leaving the meeting.

Thank you again for your participation.
NEPA MPO

Public Participation Plan Kick-off Meeting and Workshop

Meeting Evaluation Form

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1. Did you receive timely notification of this meeting?
   □ Yes   □ No

2. Was the meeting location reasonably accessible to you?
   □ Yes   □ No

3. Did you clearly understand the purpose of the meeting?
   □ Yes   □ No

4. Was the meeting information presented in a clear and thorough manner?
   □ Yes   □ No

5. Was the timeframe of the meeting:
   □ Adequate   □ Too Long   □ Too Short

6. Please provide any additional suggestions you may have to improve on future meetings:

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1. Did you receive timely notification of this meeting?

   [ ] Yes  [ ] No

2. Was the meeting location reasonably accessible to you?

   [ ] Yes  [ ] No

3. Did you clearly understand the purpose of the meeting?

   [ ] Yes  [ ] No

4. Was the meeting information presented in a clear and thorough manner?

   [ ] Yes  [ ] No

5. Was the timeframe of the meeting:

   [ ] Adequate  [ ] Too Long  [ ] Too Short

6. Please provide any additional suggestions you may have to improve on future meetings:

   __________________________________________________________
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Meeting Evaluation Form

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1. Did you receive timely notification of this meeting?
   - Yes □ No □

2. Was the meeting location reasonably accessible to you?
   - Yes □ No □

3. Did you clearly understand the purpose of the meeting?
   - Yes □ No □

4. Was the meeting information presented in a clear and thorough manner?
   - Yes □ No □

5. Was the timeframe of the meeting:
   - Adequate □ Too Long □ Too Short □

6. Please provide any additional suggestions you may have to improve on future meetings:
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NEPA MPO
Public Participation Plan Kick-off Meeting and Workshop

Meeting Evaluation Form

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1. Did you receive timely notification of this meeting?
   - [ ] Yes
   - [ ] No

2. Was the meeting location reasonably accessible to you?
   - [ ] Yes
   - [ ] No

3. Did you clearly understand the purpose of the meeting?
   - [ ] Yes
   - [ ] No

4. Was the meeting information presented in a clear and thorough manner?
   - [ ] Yes
   - [ ] No

5. Was the timeframe of the meeting:
   - [ ] Adequate
   - [ ] Too Long
   - [ ] Too Short

6. Please provide any additional suggestions you may have to improve on future meetings:

   ____________________________________________
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   ____________________________________________

Please deposit your completed form in the designated “Comment Form Drop Box” before leaving the meeting.

Thank you again for your participation.
NEPA MPO

Public Participation Plan Kick-off Meeting and Workshop

Meeting Evaluation Form

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1. Did you receive timely notification of this meeting?
   - [ ] Yes
   - [ ] No

2. Was the meeting location reasonably accessible to you?
   - [ ] Yes
   - [ ] No

3. Did you clearly understand the purpose of the meeting?
   - [ ] Yes
   - [ ] No

4. Was the meeting information presented in a clear and thorough manner?
   - [ ] Yes
   - [ ] No

5. Was the timeframe of the meeting:
   - [ ] Adequate
   - [ ] Too Long
   - [ ] Too Short

6. Please provide any additional suggestions you may have to improve on future meetings:

   I’d appreciate the end result being our “unique” plan—not a “copy” of another MPO’s... However, it would be good to use other recent plans as models when developing.

   Please deposit your completed form in the designated “Comment Form Drop Box” before leaving the meeting.

   Thank you again for your participation.

www.nepa-alliance.org
NEPA MPO
Public Participation Plan Kick-off Meeting and Workshop

Meeting Evaluation Form

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1. Did you receive timely notification of this meeting?
   - Yes
   - No

2. Was the meeting location reasonably accessible to you?
   - Yes
   - No

3. Did you clearly understand the purpose of the meeting?
   - Yes
   - No

4. Was the meeting information presented in a clear and thorough manner?
   - Yes
   - No

5. Was the timeframe of the meeting:
   - Adequate
   - Too Long
   - Too Short

6. Please provide any additional suggestions you may have to improve on future meetings:

   NONE!! Great Job!!

Please deposit your completed form in the designated “Comment Form Drop Box” before leaving the meeting.

Thank you again for your participation.

www.nepa-alliance.org
NEPA MPO
Public Participation Plan Kick-off Meeting and Workshop

Meeting Evaluation Form Responses

**Q1:** Did you receive timely notification of this meeting?

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**Q2:** Was the meeting location reasonably accessible to you?

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**Q3:** Did you clearly understand the purpose of the meeting?

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**Q4:** Was the meeting information presented in a clear and thorough manner?

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**Q5:** Was the timeframe of the meeting:

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<th>Too Long</th>
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</table>

Comments/Suggestions:

- “I’d appreciate the end result being our ‘unique’ plan – not a ‘copy’ of another MPO’s...However, it would be good to use other recent plans as models when developing.”
- “NONE!! Great Job!!”
Kick-off Meeting/Workshop Meeting Summary
NEPA Metropolitan Planning Organization
Public Involvement Plan and Coordinated Public Transit & Human Services Plan Update
Kick-off Meeting and Workshop
Meeting Summary

Meeting Date: Tuesday, August 4, 2015
Time: 9:30 a.m. – 12:30 p.m.
Location: NEPA Alliance Office

Attendees: Sign In Sheet is Attached

Participants By Telephone:
- Robin Dolce, Executive Director, Pike County Area Agency on Aging
- Christine Kerstetter, Pike County
- Brendan Cotter, LANTA
- Lynn Colosi, Delta Development

Meeting Purpose: To gather input on how to modernize and increase the effectiveness of the existing NEPA MPO Public Involvement Plan and the Coordinated Public Transit – Human Services Plan.

Meeting Materials:
- Agenda
- Existing NEPA MPO Public Involvement Plan
- SWOT Analysis Form
- Twelve Year Program Update Feedback Summary, June 15 2015
- Meeting Evaluation Form
- NEPA MPO Coordinated Public Transit-Human Services Plan Update PowerPoint Presentation
- Data Needs Sheet
- Maps/Data to be Depicted Sheet

Public Involvement Plan Key Discussion Items:

1. Alan Baranski, Vice President, Transportation Planning Services, NEPA MPO began the meeting with a welcome and introductions. It was also noted that there were guests who were unable to physically attend the meeting so they were participating by telephone: Robin Dolce, Executive Director, Pike County Area Agency on Aging; Christine Kerstetter, Pike County; Brendan Cotter, LANTA, and Lynn Colosi, Delta Development. The meeting was then turned over to Lugene Keys, McCormick Taylor.

2. Lugene Keys reviewed the meeting materials for the public participation plan (PPP) portion of the meeting which included an Agenda, the existing NEPA MPO PPP, a SWOT (Strengths, Weaknesses, Opportunities and Threats) form, the Twelve Year Program Feedback Summary Brochure, and a meeting evaluation form. She then discussed the meeting goals and objectives which included the following:

   1) Heighten awareness of update process among the meeting attendees
   2) The compilation of preliminary input on existing plan
   3) Identification of new tools/techniques to include in the Plan Update, and
   4) Garner the support of the attendees for the next steps of the process
3. Lugene Keys invited discussion on the existing PPP. Alan Baranski noted that the plan was completed as part of the TIP update, and that it is generally updated as necessary to keep it current and relevant. It was last updated in June 2014. It was also noted that the public typically doesn’t want to get involved unless they are directly impacted by a project, bus routes, etc. Lugene Keys noted the NEPA MPO also has a strong presence on the web, and that helps to supplement the effectiveness of their outreach efforts.

4. Lugene Keys commented on the State Transportation Commission’s (STC) efforts to modernize and increase the effectiveness of its public participation process. Lugene asked if anyone participated in the STC’s online public meeting and electronic survey conducted this spring, and there was no indication that anyone present participated. The public response to both the STC’s online public meeting and the electronic survey far surpassed public participation levels experienced in the past. The results will also be compiled by MPO Region, and that information will be shared with each MPO for their use in regional transportation planning efforts. Lugene noted the importance of being prepared for the volume of responses that can be generated by an effective public outreach effort. There may be occasions when more input is received than is anticipated, and times when there may be no input received. In both instances, it is important to make sure the intended audience clearly understands their role and the intended use of the input or feedback they provide. It is also important to evaluate the public participation methodology used to make sure that we can capitalize on our successful efforts, and modify those approaches that don’t produce desired results.

5. Lugene Keys reviewed the various planning documents, in addition to the PPP that were required of the MPO by the Federal Highway Administration (FHWA), Federal Transit Agency (FTA), and the Pennsylvania Department of Transportation (PennDOT), namely the Long Range Transportation Plan, the Transportation Improvement Program, the Unified Planning Work Program, the Coordinated Public Transit-Human Services Transportation Plan. It was also pointed out that the MPO’s PPP documents the process to be used for providing reasonable opportunities for the public to take part in their transportation planning process.

6. Lugene Keys discussed specific criteria for the PPP that aligns with the criteria set forth in federal regulations as follows:
   a. Timely and adequate notice of activities and time for public review and comment at key decision points
   b. Reasonable access to information about transportation issues and processes
   c. Explicit consideration and response to public input received
   d. Proactive consideration of the needs of the traditionally underserved populations
   e. Coordination with the statewide transportation planning public involvement and consultation processes
   f. Periodic evaluation/update of the Plan in consultation with interested parties

A brief discussion took place among the audience regarding how these criteria can be met within the existing PPP and or with the inclusion of new strategies and techniques. The presentation was then turned over to Michelle Goddard to address the remaining components to be addressed as part of the PPP update.

7. Michelle Goddard explained that she would be covering the sections of the PPP that included the Title VI/Nondiscrimination Plan, Environmental Justice, and Limited English Proficiency. She explained that the information utilized is based on American Community Survey (ACS) 2013 5-Year estimates data.

8. Michelle Goddard explained that the Title VI of the Civil Rights Act of 1964 offers protection to individuals from discrimination on the basis of their race, color, or national origin in programs that receive federal financial assistance, and provides direction on filing a discrimination complaint. This process is incorporated into the PPP and generally will include a complaint form and explanation of the process to be followed for filing a complaint through the MPO office.
9. Michelle Goddard reviewed the main principals of Environmental Justice (EJ); namely:
   - Avoid, minimize, or mitigate disproportionately high and adverse human health and environmental effects, including social and economic effects, on minority or low-income populations
   - Full and fair participation in the transportation decision-making process
   - Prevent denial or reduction or delay in the receipt of benefits by minority and low-income populations

She also explained the primary objectives of EJ as follows:
   - Identify EJ and traditionally underserved populations
   - Expand involvement of EJ and traditionally underserved populations in the transportation planning process
   - Consider the needs of EJ and traditionally underserved populations in transportation decision-making

10. Michelle Goddard reviewed the mapping of the MPO Region that conveyed the following information pertaining to the composition of the population:
   a. Non-Hispanic Minority Population – a regional average of 17.3% with the highest concentrations appearing in Monroe and Schuylkill Counties
   b. Percent of Population below the Poverty Level – a regional average of 11.8% with the highest concentrations in Monroe and Schuylkill Counties
   c. Percent of Population with a Disability – a regional average of 15.3% with the highest concentrations in Carbon and Schuylkill Counties
   d. Percent of Population Age 65 and Over – a regional average of 16.3% with the highest concentration in Schuylkill County
   e. Percent of Households without Vehicle Access – a regional average of 7.3% with the highest concentration in Schuylkill County
   f. Percent of Female-Headed Households with Own Children – a regional average of 6.2% with the highest concentration in Carbon County

11. Michelle Goddard reviewed the Limited English Proficiency/Language Assistance Plan (LEP/LAP) and its role in the PPP. With regard to the NEPA MPO Region, she reviewed the following findings:
   a. 2.8% of the NEPA MPO Region speaks English less than “very well”
   b. The top 5 LEP populations include:
      - Spanish (1.26%)
      - Polish (0.32%)
      - Chinese, Italian, and other Indo-European Languages

12. Monroe County planning staff offered that they have staff within their office that are bilingual in Spanish and also have a former staff member who is fluent in Polish. Monroe County planning staff will be contacted to gain additional information/contacts that may be able to assist in the LEP/LAP development.

13. Michelle Goddard turned the presentation over to Lugene Keys to conduct the SWOT analysis exercise. At this time Lugene explained that the purpose of the exercise is to generate feedback regarding the strengths, weaknesses, opportunities and threats associated with the existing plan – and for consideration during the plan update process. The categories of strengths, weaknesses, opportunities and threats are considered specific influences, noting that generally the categories of strengths and weaknesses are significantly influenced by internal factors while opportunities and threats are more often external influences.
14. Lugene Keys conducted the exercise as an open discussion with the audience. The feedback provided by the audience was recorded on a flipchart. The audience was also encouraged to record other ideas that they had on the SWOT forms that were included with their meeting materials. At the conclusion of the exercise, Lugene reviewed with the group the feedback that had been recorded by category, and added clarification as provided by the group. A compilation of the feedback recorded on the flipchart during the discussion along with the completed SWOT forms is included as an attachment to this meeting summary.

15. Before concluding the meeting, Lugene Keys reviewed the tentative schedule for the update of the PPP which includes a 45-day public review and comment period to be held sometime in September/October. She asked if there were any additional questions or comments from the audience, and there were none.

16. Lugene Keys asked the group to complete the meeting evaluation forms, and thanked the audience for their participation. A compilation of the feedback provided on the meeting evaluation form is attached. The PPP Update workshop concluded at 11 a.m. The audience took a ten minute break, and was asked to return for the Coordinated Public Transit & Human Services Plan Update presentation.

**Coordinated Public Transit – Human Services Plan Key Discussion Items:**

Delta opened the workshop with a brief description of the Coordinated Public Transit – Human Services Plan, indicating that the Plan identifies available transportation services including fixed route and paratransit as well as public, private and non-profit service providers. A copy of the PowerPoint presentation is in Exhibit A. The Plan also provides an assessment of transportation services and unmet needs. Typically, a Plan assesses needs for persons with disabilities, seniors and low income populations. Delta recommended that minority and Limited English Proficient (LEP) populations also be included in the Plan because these populations are underserved and support transportation services. The Plan identifies and prioritizes strategies to eliminate or reduce gaps such as service, communications, technology and funding. Responding to a question about whether the Plan was required, Delta explained that while the MPO is technically not required to have a Plan it is strongly encouraged because projects that result from the Plan can be eligible for the Federal Transit Administration’s (FTA) 5310 Program funds.

Delta presented the following objectives for the Workshop:

- Kick-off the Plan project,
- Determine Steering Committee members, and
- Identify baseline data needs.

A discussion with the Steering Committee revealed that participation and input from human services organizations would be critical and, as such, consideration should be given to a second tier committee or another mechanism to obtain their input. Suggestions for outreach included e-mails, conference calls and/or local meetings in each county. Delta also asked the Steering Committee to provide names of any established transportation groups that exist, such as transit advisory committees.

**Public Outreach Initiatives for the Plan**

Communication milestones were reviewed and the Plan completion date was identified as March 31, 2016. The majority of the mini workshop was spent on reviewing data and mapping needs. Delta provided handouts detailing basic data (Exhibit B) and mapping needs (Exhibit C). Delta recommended using the FTA low income definition for data and mapping. The attendees provided additional suggestions for consideration. The categories
for data needs included population, employment locations, housing/residential, human services centers, recreation centers and transportation. Mapping needs included transportation system map, population density, low income population, population over 65, minority population, LEP population, Persons with Disabilities (PWD) population, commuting patterns, and origins and destination. The following bulleted list provides an overview of attendee comments:

- Additional data needs include:
  - Youth (age 16 to 25) population data
  - Vocational schools
  - Water parks
  - Delaware River Water Gap
  - State Parks
  - Park and ride lots
  - Housing complexes and gated communities
  - Group homes
  - Commuter bus services
  - Women Infant and Children (WIC) programs

- Contact Veteran Affair Organizations
- Review Common Interest Ownership Communities
- Review related county plans and studies
- Research prison release programs
- Contact tourism agencies
- Drug and alcohol rehabilitation centers and programs
- Area Agencies on Aging (AAA)
- Local meetings in each County would provide more feedback

After discussing data needs, Delta reviewed the Plan approach and highlighted that the Plan will include an overview of Emergency Management issues, collaboration efforts and best practices.

The meeting ended with a request from Delta for attendees to send by email any additional suggestions and comments.

Attachments:  Sign-in Sheets
              SWOT Analysis Feedback
              Meeting Evaluation Results
              Exhibits A, B, C

Submitted by:

Lugene Keys
Senior Communications Specialist
McCormick Taylor, Inc.
5 Capital Drive
Harrisburg, PA  17110
Public Comment Period and Public Meeting
Legal Notice and Advertisement of Public Comment Period and Public Meeting
NOTICE OF PUBLIC COMMENT PERIOD AND PUBLIC MEETING FOR
DRAFT PUBLIC INVOLVEMENT PLAN
NOTICE OF RESCHEDULED NEPA MPO TECHNICAL PLANNING COMMITTEE MEETING

The Northeastern Pennsylvania Alliance (NEPA), designated by the Commonwealth of Pennsylvania as the Metropolitan Planning Organization (MPO) for Carbon, Monroe, Pike, and Schuylkill counties, is the organization that will consider and approve the plans and programs and the Federal and State funding for highway and transit systems in the four-county MPO area. The NEPA MPO is currently updating its Public Involvement Plan, Title VI Plan and Limited English Proficiency Plan.

The draft Public Involvement Plan outlines the policies, procedures and processes for all public involvement activities within the NEPA MPO. The Public Involvement Plan acts as a guide for the public involvement in the development of regional projects, plans and programs including the Long Range Transportation Plan and Transportation Improvement Program. The draft Title VI Plan and draft Limited English Proficiency Plan are part of the Public Involvement Plan and outline the NEPA MPO’s efforts to comply with Title VI of the Civil Rights Act of 1964 to ensure that plans, programs and processes developed by the NEPA MPO consider the needs of environmental justice populations including minority and low-income persons, and individuals traditionally underserved by the transportation system including those with Limited English Proficiency, seniors and persons with disabilities.

In accordance with the provisions of the Sunshine Law and federal transportation legislation, notice is hereby given that the NEPA MPO will hold a 45-day public comment period on above-mentioned draft plans beginning on September 16, 2015 and ending on October 30, 2015.

A copy of the draft plans can be viewed on the NEPA MPO website at www.nepa-alliance.org/transportation. Paper copies of the draft plans can be viewed at the following locations:

- Carbon Co. Office of Planning & Development  76 Susquehanna St. Jim Thorpe, PA
- Carbon County Transit/LANTA  1060 Lehigh Street Allentown, PA
- Monroe County Planning Commission  Admin. Ctr., 1 Quaker Plaza Stroudsburg, PA
- Monroe County Transportation Auth.  134 MCTA Drive Swiftwater, PA
- Pike County Planning Commission  837 Route 6, Unit 3 Shohola, PA
- Schuylkill County Planning Commission  401 N. Second St. (Courthouse) Pottsville, PA
- Schuylkill Transportation System  252 Industrial Park Rd. St. Clair, PA
- PennDOT District 4-0  55 Keystone Industrial Park Dunmore, PA
- PennDOT District 5-0  1002 W. Hamilton Street Allentown, PA
- NEPA Alliance  1151 Oak Street Pittston, PA

Paper copies of the draft plans can also be requested by calling (570) 655-5581 or writing to the NEPA MPO at 1151 Oak St., Pittston, PA 18640. Comments on the draft plans can be submitted to the NEPA MPO at the address listed above or by emailing Kate McMahon at kmcmahon@nepa-alliance.org.

A public meeting on the draft plans will be held on Thursday, October 22, 2015 at 12:00 p.m. The physical public meeting will be held at Monroe County Transportation Authority, 134 MCTA Drive, Swiftwater, PA. Additional meeting locations that will have remote access to the public meeting are listed below.

- Carbon County Emergency Management Agency, 1264 Emergency Lane, Nesquehoning, PA
- Pike County Administration Building, 506 Broad St., Milford, PA
- Schuylkill Economic Development Corporation, Union Station, 1 Progress Circle, Pottsville, PA

Notice is also given that the NEPA MPO Technical Planning Committee meeting originally scheduled for October 20, 2015 has been changed to October 22, 2015 at 9:30am at the Monroe County Transportation Authority.
The content of this advertisement is available in alternative formats and other languages upon request by contacting the NEPA MPO. Persons who plan to attend the announced meeting and require language interpretation services and/or special accommodations under the American with Disabilities Act should contact the NEPA MPO at least two (2) business days prior to the meeting. Contact the NEPA MPO by phone at (570) 655-5581, by written letter to NEPA MPO, 1151 Oak Street, Pittston, PA 18640, or by email to kmcmahon@nepa-alliance.org.

El contenido de este anuncio está disponible en formatos alternativos y otros idiomas a petición. Para pedir servicios de interpretación de idiomas, comunicándose con NEPA MPO. Las personas que planean asistir a la reunión anunciada y requieren servicios de interpretación de idiomas y/o alojamientos y clasifican bajo el acto de American with Disabilities, deben comunicarse con NEPA MPO al menos dos (2) días hábiles antes de dicha reunión. Póngase en contacto con NEPA MPO por teléfono al (570) 655-5581, o en carta escrita a NEPA MPO, 1151 Oak Street, Pittston, PA 18640, o por correo electrónico a kmcmahon@nepa-alliance.org.

Powyszsy document/ Informacja jest również dostępna w innych formatach i innych językach na zlecenie kontaktując się z Northeastern Pennsylvania Metropolitan Organizational Planning (NEPA MPO). Osoby które planują wziąć udział w Ogłoszonych/ Spotkaniach a wymagają pomocy tłumaczenia języka lub specjalnej pomocy/udogodnien w ramach amerykańskiej ustawy o niepełnosprawnych należy skontaktować się co najmniej 2 (dwa) dni przed spotkaniem z NEPA MPO. Kontakt Telefoniczny z NEPA MPO dzwon pod numer 570.655.5581, drogą pisemną NEPA MPO 1151 Oak Street, Pittston, PA 18640 lub prze e-mail kmcmahon@nepa-alliance.org.

******************************************************************************
End of Public Notice
******************************************************************************
(Note: If there is an extra charge for bold font, do not use bold font in the publication of the article.)

Please send the invoice and one proof of publication to:
Kate McMahon, Transportation Services Manager
Northeastern Pennsylvania Alliance, 1151 Oak Street, Pittston, PA 18640
The Citizens Voice  
Commonwealth of Pennsylvania, County of Luzerne

NEPA ALLIANCE  
KATE MCMAHON TRANSPORTATION SE  
1151 OAK STREET PITTSSTON PA 18640

Account #: 101107  
Order #: 81827559  
Ad Price: $60.00

PUBLIC COMMENT PERIOD  
Gina Kuchinski  
Being duly sworn according to law deposes and says that (s)he is Billing clerk  
for The Citizens Voice, owner and publisher of The Citizens Voice, a newspaper  
of general circulation, established in 1978, published in the city of Wilkes-Barre,  
coeval state as aforesaid land that the printed notice or publication hereto  
attached is exactly as printed in the regular editions of the said newspaper  
on the following dates:

09/16/2015  
Affiant further deposes and says that neither the affiant nor The Citizens Voice  
is interested in the subject matter of the aforesaid notice or advertisement  
and that all allegations in the foregoing statement as time, place and  
character or publication are true.

Sworn and subscribed to before me  
this 16th day of September A.D., 2015  

(Notary Public)

(NEPA MPO Public Involvement Plan  
November 2015)
NOTICE OF PUBLIC COMMENT PERIOD AND PUBLIC MEETING FOR DRAFT NEPA MPO TECHNICAL PLANNING COMMITTEE MEETING

The Northeast Pennsylvania Alliance (NEPA), designated by the Commonwealth of Pennsylvania as the Metropolitan Planning Organization (MPO) for Carbon, Monroe, Pike, and Schuylkill counties, in collaboration with the four counties and the Federal Highway Administration, is undertaking an evaluation of the area's transportation system. The NEPA MPO is currently working on a Public Involvement Plan, Title VI Plan and Limited Exclusion Plan.

The draft Public Involvement Plan outlines the project; identifies different choices; provides balance; and seeks public involvement and feedback. The Public Involvement Plan serves as a guide for public involvement in the development of regional transportation plans and programs, including the Long Range Transportation Plan and Transportation Improvement Program. The draft Title VI Plan addresses civil rights issues and protects the NEPA MPO from claims of discrimination involving minority and low-income groups and individuals with disabilities.

In accordance with the requirements of the Sunshine Law, the draft plans are available for public comment. A copy of the draft plans can be viewed at the NEPA MPO website at www.nepampo.org. Public copies of the draft plans can be obtained by calling 570-655-6991 or writing NEPA MPO at 1101 Oak Street, Scranton, PA 18504. Comments on the draft plans are due by 5:00 PM on October 27, 2015. Comments should be addressed to the NEPA MPO at the address listed above or by email to info@nepampo.org.

A public meeting on the draft plans will be held on Thursday, October 22, 2015 from 7:00 PM to 9:00 PM at the Monroe County Transportation Authority, 134 MEGA Drive, Scranton, PA. Additional meeting locations that will have remote access to the public meeting are listed below:

- Carbon County Public Library, 630 Main St., Danville PA
- Lackawanna County Public Library, 130 West Broad St., Scranton, PA
- 2300 Industrial Park Ave., Tunkhannock, PA
- 411 W. Market Street, Scranton, PA
- 126 Clearfield Street, Dunmore, PA
- 100 W. Market Street, Scranton, PA
- 1101 Oak Street, Scranton, PA

The content of the draft plans is available in alternative formats and other languages upon request. Any questions or concerns should be directed to the NEPA MPO at 570-655-6991 or by email to info@nepampo.org.

The plans are also available for public comment at the Monroe County Transportation Authority, 134 MEGA Drive, Scranton, PA. Comments should be addressed to the NEPA MPO at 1101 Oak Street, Scranton, PA 18504 or by email to info@nepampo.org.

El contenido de este aviso está disponible en formato alternativo y otros idiomas a petición. Las personas interesadas en participar o hacer comentarios pueden hacerlo a NEPA MPO.

PROOF OF PUBLICATION

THE TIMES NEWS, LLC

LEHIGHTON, CARBON COUNTY, PENNSYLVANIA
TAMAQUA, SCHUYLKILL COUNTY, PENNSYLVANIA

Commonwealth of Pennsylvania
County of Carbon

say:

1. THAT The Times News, LLC is a newspaper of general circulation published each weekday, except holidays, by Pencor Services, Inc. Its places of business are Lehighton, Carbon County, Pennsylvania and Tamaqua, Schuylkill County, Pennsylvania.

2. THAT The Times News, LLC was established on May 1, 1967, as the immediate successor to the Jim Thorpe-News, which was established on April 1, 1927.

3. THAT the affiant is the General Manager of The Times News, LLC and as such is authorized by the publisher, Pencor Services Inc., to take this affidavit.

4. THAT the affiant is not interested in the subject matter of the notice or advertising.

5. THAT all of the allegations of this affidavit are true.

6. THAT copy of the notice or advertising attached hereto was printed and published in the regular daily editions and issues of The Times News, LLC on the following dates:

SEPT. 16, 2015

Scott A. Masenheimer, being duly sworn according to law does depose and say:

NOTARIAL SEAL
Patti L. Solt, Notary Public
Borough of Lehighton, Carbon County
My Commission Expires March 17, 2019

NEPA MPO Public Involvement Plan
November 2015
NOTARIAL SEAL
Patti L. Stolt, Notary Public
Borough of Lehighton, Carbon County
My Commission Expires March 17, 2019
being duly sworn, according to law, deposes and says that she is the Publisher of the “Pike County Dispatch,” a weekly newspaper of general circulation established in the year 1826 and published at No. 105 West Catharine Street, in the Borough of Milford, County and State aforesaid; and that a printed notice, an exact copy of which is hereto annexed, was published in said newspaper One time(s), to wit, in its issues of Sept. 17 A.D. 2015 and the affidavit further states that she is not interested in the subject matter of this notice or advertisement and that all of the allegations of the statement as to time, place and character of publication are true.

Pike County Dispatch

Kelli Doro, Attorney-In-Fact
Sue Doty-Lloyd, Principal

<table>
<thead>
<tr>
<th>COMMONWEALTH OF PENNSYLVANIA</th>
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<tbody>
<tr>
<td>NOTARY SEAL</td>
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<tr>
<td>CHRISTINA HOFFMANN</td>
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<tr>
<td>Notary Public</td>
</tr>
<tr>
<td>MILFORD TOWNSHIP, PIKE COUNTY</td>
</tr>
<tr>
<td>My Commission Expires: Apr 22, 2017</td>
</tr>
</tbody>
</table>

A copy of the draft plans can be viewed on the NEPA MPO website at www.nepa-alliance.org/transportation. Copies of the draft plans can be viewed at the following locations:

- Carbon Co. Office of Planning & Development
  76 Susquehanna Rd.
  Thrope, PA
- Carbon County Transportation
  ULANTA 1069 Lehighton Street
  Allentown, PA
- Carbon County Planning Commission
  114 East Lincoln Highway
  Easton, PA

Sue Doty-Lloyd, being duly sworn, according to law, deposes and says that she is the Publisher of the “Pike County Dispatch,” a weekly newspaper of general circulation established in the year 1826 and published at No. 105 West Catharine Street, in the Borough of Milford, County and State aforesaid; and that a printed notice, an exact copy of which is hereto annexed, was published in said newspaper One time(s), to wit, in its issues of Sept. 17 A.D. 2015 and the affidavit further states that she is not interested in the subject matter of this notice or advertisement and that all of the allegations of the statement as to time, place and character of publication are true.

Pike County Dispatch

Kelli Doro, Attorney-In-Fact
Sue Doty-Lloyd, Principal
Provenance of Publication Notice in the Pocono Record

Kelli McFall, Classified Manager of the Pocono Record having been duly sworn according to law, deposes and says the Pocono Record is a Newspaper of general circulation published at 511 Lenox Street, Stroudsburg, Monroe County, Pa. The Pocono Record was established on April 2, 1894 and has been regularly published and issued in Monroe County since that time. The printed notice attached to this affidavit is exactly the same as was printed and published in the regular editions and issues of the Pocono Record on the dates listed below the bottom of this notice. I certify that I am duly authorized to verify this statement under oath and am not interested in the subject matter of the attached notice or advertisement. All allegations in this affidavit as to time, place, and character of publication are true.

NEPA MPO Public Involvement Plan
November 2015
Kelli McFall, Classified Manager of the Pocono Record having belaw, deposes and says the Pocono Record is a Newspaper of general cirLex -5, Stroudsburg, Monroe County, Pa. The Pocono Record was and has been regularly published and issued in Monroe County since thatattached to this affidavit is exactly same as was printed and publishedissues of the Pocono Record on the dates listed below the bottom of thisauthorized to verify this statement under oath and am not interested in theattached notice or advertisement. All allegations in this affidavit as to timpublication are true.

Kelli McFall
Commonwealth of Pennsylvania
County of Monroe
Sworn to and subscribed to before me this day

Jahnke L

DATE AD CAPTION 2015
START DATE 09/16/2015 END
PUBLIC NOTICE
Kathi Breslin

Being duly sworn according to law deposes and says that (s)he is Billing clerk for The Republican-Herald, owner and publisher of The Republican-Herald, a newspaper of general circulation, established in 1884, published in the city of Pottsville, county and state aforesaid, and that the printed notice or publication hereunto attached is exactly as printed in the regular editions of the said newspaper on the following dates:

09/16/2015

Affiant further deposes and says that neither the affiant nor The Republican-Herald is interested in the subject matter of the aforesaid notice or advertisement and that all allegations in the foregoing statement as time, place and character or publication are true.

Sworn and subscribed to before me this 16th day of September A.D., 2015

(Notary Public)
PUBLIC NOTICE

NOTICE OF PUBLIC COMMENT PERIOD AND PUBLIC MEETING FOR
DRAFT PUBLIC INVOLVEMENT PLAN
NOTICE OF RESCHEDULED NEPA MPO TECHNICAL PLANNING COMMITTEE MEETING

The Northeastern Pennsylvania Alliance (NEPA), designated by the Commonwealth of Pennsylvania as the Metropolitan Planning Organization (MPO) for Carbon, Monroe, Pike, and Schuylkill counties, is the organization that will consider and approve the plans and programs and the Federal and State funding for highway and transit systems in the four-county MPO area. The NEPA MPO is currently updating its Public Involvement Plan, Title VI Plan and Limited English Proficiency Plan.

The draft Public Involvement Plan outlines the policies, procedures and processes for all public involvement activities within the NEPA MPO. The Public Involvement Plan acts as a guide for the public involvement in the development of regional projects, plans and programs including the Long Range Transportation Plan and Transportation Improvement Program. The draft Title VI Plan and draft Limited English Proficiency Plan are part of the Public Involvement Plan and outline the NEPA MPO’s efforts to comply with Titles VI of the Civil Rights Act of 1964 to ensure that plans, programs and processes developed by the NEPA MPO consider the needs of environmental justice populations including minority and low-income persons, and individuals traditionally underserved by the transportation system, including those with Limited English Proficiency, seniors and persons with disabilities.

In accordance with the provisions of the Sunshine Law and federal transportation legislation, notice is hereby given that the NEPA MPO will hold a 45-day public comment period on above-referenced draft plans beginning on September 16, 2015 and ending on October 30, 2015.

A copy of the draft plans can be reviewed on the NEPA MPO website at www.nepa-alliance.org/transportation. Paper copies of the draft plans can be reviewed at the following locations:

- Carbon County Office of Planning & Development
  76 South Washington St., Jim Thorpe, PA
  Carbon County TransitLANTA
  1660 Lehighton Street, Lehighton, PA

- Monroe County Planning Commission
  Admin Bldg, 1, Drinker Plaza, Stroudsburg, PA
  Monroe County Transportation Authority
  154 MCTA Drive, Swiftwater, PA

- Pike County Planning Commission
  877 Route 6 (Unit 3), Shohola, PA

- Schuylkill County Planning Commission
  401 N. Second St., Pottsville, PA
  Schuylkill Transportation System
  252 Industrial Park Rd., St. Clair, PA
  PennDOT District 4-0
  55 Keystone Industrial Park, Dunmore, PA
  PennDOT District 5-0
  1002 W. Hamilton Street, Allentown, PA
  NEPA Alliance
  1151 Oak Street, Pittston, PA

Paper copies of the draft plans can also be requested by calling (570) 656-9801 or writing to the NEPA MPO at 1151 Oak St., Pittston, PA 18640. Comments on the draft plans can be submitted to the NEPA MPO at the address listed above or by emailing Kato McMahion at kmcmahon@nepa-alliance.org.

A public meeting on the draft plans will be held on Thursday, October 22, 2015 at 12:00 p.m. The physical public meeting will be held at Monroe County Transportation Authority, 154 MCTA Drive, Swiftwater, PA. Additional meeting locations that will have remote access to the public meeting are listed below:

- Carbon County Emergency Management Agency
  1264 Emergency Lane, Nesquehoning, PA

- Pike County Courthouse, 900 Broad St., Milford, PA
- Schuylkill Economic Development Corporation, Union Station,
  1 Progress Circle, Pottsville, PA

Notice is also given that the NEPA MPO Technical Planning Committee meeting originally scheduled for October 20, 2015 has been changed to October 22, 2015 at 9:00 a.m. at the Monroe County Transportation Authority.

The content of this advertisement is available in alternative formats and other languages upon request by contacting the NEPA MPO. Persons who plan to attend the remote meeting and require language interpretation services and/or special accommodations under the American with Disabilities Act should contact the NEPA MPO at least two (2) business days prior to the meeting. Contact the NEPA MPO by phone at (570) 656-9861, by written letter to NEPA MPO, 1151 Oak Street, Pittston, PA 18640, or by email to kmcmahon@nepa-alliance.org.

El contenido de este anuncio está disponible en formatos alternativos y otros idiomas a petición. Para pedir servicios de interpretación de idiomas, comuníquese con NEPA MPO. Las personas que planean asistir a la reunión anunciada y requieren servicios de interpretación de idiomas y/o acomodaciones basadas en el Acta Americanos con Discapacidades (ADA), deben comunicarse con NEPA MPO al menos dos (2) días hábiles antes de dicha reunión. Póngase en contacto con NEPA MPO. 1151 Oak Street, Pittston, PA 18640.
The Scranton Times  (Under act P.L. 877 No 160. July 9, 1976)
Commonwealth of Pennsylvania, County of Lackawanna

NEPA ALLIANCE DIRECT
KURT R BAUMAN
1151 OAK ST PITTSTON PA 18640

Account # 68312
Order # 81827588
Ad Price: 979.70

PUBLIC NOTICE NOTICE OF
Gina Krushinski
Being duly sworn according to law deposes and says that (s)he is Billing clerk
for The Scranton Times, owner and publisher of The Scranton Times, a newspaper
of general circulation, established in 1870, published in the city of Scranton,
county and state aforesaid, and that the printed notice or publication hereto
attached is exactly as printed in the regular editions of the said newspaper
on the following dates:

09/16/2015

Affiant further deposes and says that neither the affiant nor The Scranton Times
is interested in the subject matter of the aforesaid notice or advertisement
and that all allegations in the foregoing statement as time, place and
character or publication are true.

Sworn and subscribed to before me this 16th day of September, A.D., 2015

(Notary Public)

COMMONWEALTH OF PENNSYLVANIA
Notarial Seal
Sharon Venuto, Notary Public
City of Scranton, Lackawanna County
My Commission Expires Feb. 12, 2018

NEPA MPO Public Involvement Plan
November 2015
The Northwestern Pennsylvania Alliance (NEPA), designated by the Commonwealth of Pennsylvania as the Metropolitan Planning Organization (MPO) for the region, is conducting a series of meetings to update its Public Involvement Plan for the year 2015. The plan, titled "NEPA MPO Public Involvement Plan - November 2015," outlines the procedures and processes for involving the public in transportation planning and decision-making activities. The plan includes the following sections:

1. **Notice of Public Comment Period and Public Meeting**
   - The notice states that the Public Involvement Plan will be updated every five years, with the next update scheduled for the year 2015.
   - The plan will be made available for public comment for a period of 30 days, from October 28 to November 29, 2015.
   - A copy of the draft plan will be available on the NEPA MPO website at www.nepa-alliance.org/transportation.
   - Public comments can be submitted via email to info@nepa-alliance.org or in writing to the NEPA MPO, 1931 Oak Street, Pittsburgh, PA 15214.

2. **Notice of Reconsideration**
   - The notice states that the NEPA MPO will hold a public hearing to consider any written comments received during the public comment period.
   - The public hearing will be held on October 28, 2015, at 6:00 PM in the NEPA MPO conference room in the Federal Building, 1931 Oak Street, Pittsburgh, PA 15214.

3. **For Further Information**
   - For more information, contact the NEPA MPO at 412-281-5800 or visit the website at www.nepa-alliance.org.

4. **Accessibility**
   - The NEPA MPO is committed to ensuring that all public meetings are accessible to the public.
   - Individuals who require assistance need to contact the NEPA MPO at least 48 hours in advance to arrange for assistance.

5. **Notice of Public Comment Period and Public Meeting**
   - The notice states that the Public Involvement Plan will be updated every five years, with the next update scheduled for the year 2015.
   - The plan will be made available for public comment for a period of 30 days, from October 28 to November 29, 2015.
   - A copy of the draft plan will be available on the NEPA MPO website at www.nepa-alliance.org/transportation.
   - Public comments can be submitted via email to info@nepa-alliance.org or in writing to the NEPA MPO, 1931 Oak Street, Pittsburgh, PA 15214.

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   - The notice states that the NEPA MPO will hold a public hearing to consider any written comments received during the public comment period.
   - The public hearing will be held on October 28, 2015, at 6:00 PM in the NEPA MPO conference room in the Federal Building, 1931 Oak Street, Pittsburgh, PA 15214.

7. **For Further Information**
   - For more information, contact the NEPA MPO at 412-281-5800 or visit the website at www.nepa-alliance.org.

8. **Accessibility**
   - The NEPA MPO is committed to ensuring that all public meetings are accessible to the public.
   - Individuals who require assistance need to contact the NEPA MPO at least 48 hours in advance to arrange for assistance.

9. **Notice of Public Comment Period and Public Meeting**
   - The notice states that the Public Involvement Plan will be updated every five years, with the next update scheduled for the year 2015.
   - The plan will be made available for public comment for a period of 30 days, from October 28 to November 29, 2015.
   - A copy of the draft plan will be available on the NEPA MPO website at www.nepa-alliance.org/transportation.
   - Public comments can be submitted via email to info@nepa-alliance.org or in writing to the NEPA MPO, 1931 Oak Street, Pittsburgh, PA 15214.

10. **Notice of Reconsideration**
    - The notice states that the NEPA MPO will hold a public hearing to consider any written comments received during the public comment period.
    - The public hearing will be held on October 28, 2015, at 6:00 PM in the NEPA MPO conference room in the Federal Building, 1931 Oak Street, Pittsburgh, PA 15214.

11. **For Further Information**
    - For more information, contact the NEPA MPO at 412-281-5800 or visit the website at www.nepa-alliance.org.

12. **Accessibility**
    - The NEPA MPO is committed to ensuring that all public meetings are accessible to the public.
    - Individuals who require assistance need to contact the NEPA MPO at least 48 hours in advance to arrange for assistance.
Webpage Notice of Public Comment Period and Public Meeting
NEPA Metropolitan Planning Organization
NEPA MPO

Public Involvement

NEPA, as the PennDOT designated Metropolitan Planning Organization (MPO) for Carbon, Monroe, Pike and Schuylkill counties, is contracted through a work plan to coordinate transportation planning initiatives in the MPO region. The NEPA MPO is continuously revising and adapting our public involvement and community outreach initiatives that fully engage all stakeholders in our planning and decision-making process. The NEPA MPO has a commitment to engaging the public in a process that is:

- Open: a process that is open is accessible, unrestricted, and understandable.
- Cooperative: a process that is cooperative is accommodating to a wide range of needs and diverse perspectives.
- Collaborative: a process that is collaborative cultivates opportunities for new partnerships and fosters teamwork.
- Continuing: a process that is continuing is proactive and responsive to the purpose it is intended to serve.

The NEPA MPO is currently updating its Public Involvement Plan, Title VI Plan and Limited English Proficiency Plan. The draft Public Involvement Plan outlines the policies, procedures and processes for all public involvement activities within the NEPA MPO. The Public Involvement Plan acts as a guide for the public involvement in the development of regional projects, plans and programs including the Long Range Transportation Plan and Transportation Improvement Program. The draft Title VI Plan and draft Limited English Proficiency Plan are part of the Public Involvement Plan and outline the NEPA MPO’s efforts to comply with Title VI of the Civil Rights Act of 1964 to ensure that the plans, programs and processes developed by the NEPA MPO consider the needs of environmental justice populations including minority and low-income.
persons, and individuals traditionally underserved by the transportation system including those with Limited English Proficiency, seniors and persons with disabilities.

The draft Public Involvement Plan can be found here. The draft Public Involvement Plan Appendices can be found here and here. The draft Title VI Plan can be found here. The draft Limited English Proficiency Plan can be found here.

In accordance with the provisions of the Sunshine Law and federal transportation legislation, the NEPA MPO will hold a 45-day public comment period on the above mentioned draft plans beginning on September 18, 2015 and ending on October 30, 2015. Comments on the draft documents can be made by downloading and filling out the Public Comment Form here. You can also fill out the Public Comment form and submit it online via Survey Monkey here.

A public meeting on the draft plans will be held on Thursday, October 22, 2015 at 12:00 p.m. The physical public meeting will be held at the Monroe County Transportation Authority, 134 MCTA Drive, Swiftwater, PA. Additional meeting locations that will have remote access to the public meeting are listed below.

Carbon County Emergency Management Agency, 1264 Emergency Lane, Nesquehoning, PA
Pike County Administration Building, 508 Broad St., Milford, PA
Schuylkill Economic Development Corporation, Union Station, 1 Progress Circle, Pottsville, PA

Persons who plan to attend the announced meeting and require language interpretation services and/or special accommodations under the American with Disabilities Act should contact the NEPA MPO at least two (2) business days prior to the meeting. Contact the NEPA MPO by phone at (570) 655-5561, by written letter to NEPA MPO, 1151 Oak Street, Pittston, PA 18640, or by email to kmcmahon@nepa-alliance.org.

Las personas que planeen asistir a la reunión anunciada y requieran servicios de interpretación de idiomas y/o alojamientos y clasifican bajo el acto de American with Disabilities, deben comunicarse con NEPA MPO al menos dos (2) días hábiles antes de dicha reunión. Póngase en contacto con NEPA MPO por teléfono al (570) 655-5561, o en carta escrita a NEPA MPO, 1151 Oak Street, Pittston, PA 18640, o por correo electrónico a kmcmahon@nepa-alliance.org.

Styczny dokument/Informacja jest również dostępna w innych formatach i innych językach na życzenie kontaktując się z Northeastern Pennsylvania Metropolitan Organization of Planning (NEPA MPO). Osoby które planują wziąć udział w Ogłoszonych Spotkaniach i wymagają pomocy tłumaczenia języka lub specjalnej pomocy udostępnionej w ramach amerykańskiej ustawy o niepełnosprawnych należy skontaktować się co najmniej 2 (dwa) dni przed spotkaniem z NEPA MPO. Kontakt Telefoniczny z NEPA MPO dżwn pod numer 570.655.5561, droga pisemna NEPA MPO 1151 Oak Street, Pittston, PA 18640 lub przez e-mail kmcmahon@nepa-alliance.org.

Staff Contacts
Alan Baranski – Vice President, Transportation Planning Services Division
Kate McMahon – Transportation Services Manager
Annette Genovese – Transportation GIS Specialist
Jason Holliday – Transportation GIS Specialist
Daniel Yelito – Transportation Services Manager

Connect with us through
Email Notification to Interested Parties, and PIP Update Flyer
Good morning,

As you may know, the Northeastern Pennsylvania Metropolitan Planning Organization (NEPA MPO) is updating its Public Involvement Plan, Title VI Plan and Limited English Proficiency Plan. Copies of the draft plans can be found here.

The draft Public Involvement Plan outlines the policies, procedures and processes for all public involvement activities within the NEPA MPO. The Public Involvement Plan acts as a guide for the public involvement in the development of regional projects, plans and programs including the Long Range Transportation Plan and Transportation Improvement Program. The draft Title VI Plan and draft Limited English Proficiency Plan are part of the Public Involvement Plan and outline the NEPA MPO’s

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**NEPA MPO Public Involvement Plan**

November 2015

81
efforts to comply with Title VI of the Civil Rights Act of 1964 to ensure that plans, programs and processes developed by the NEPA MPO consider the needs of environmental justice populations including minority and low-income persons, and individuals traditionally underserved by the transportation system including those with Limited English Proficiency, seniors and persons with disabilities.

The NEPA MPO is currently holding a public comment period which runs through Friday, October 30, 2015. A public meeting on the draft plans will be held on Thursday, October 22, 2015 at 12:00 p.m. The public meeting will be held at Monroe County Transportation Authority, 134 MCTA Drive, Swiftwater, PA. Additional meeting locations that will have remote access to the public meeting are listed below.

Carbon County Emergency Management Agency, 1264 Emergency Lane, Nesquehoning, PA
Pike County Administration Building, 506 Broad St., Milford, PA
Schuylkill Economic Development Corporation, Union Station, 1 Progress Circle, Pottsville, PA

Comments on the draft plans can be submitted to me by mail or email. A comment form or online comment survey can also be filled out. They are posted on the NEPA website [here](#).

Please contact me if you have any questions.

Thanks,
Kate

Kate McMahon
Transportation Services Manager
NEPA Alliance
1151 Oak Street
Pittston, PA 18640
(570) 655-5581 ext. 249
(570) 654-5137 (fax)
kmcmahon@nepa-alliance.org
www.nepa-alliance.org
NEPA MPO PUBLIC INVOLVEMENT PLAN
PUBLIC COMMENT PERIOD NOW OPEN!!!

The Northeastern Pennsylvania Alliance (NEPA), designated by the Commonwealth of Pennsylvania as the Metropolitan Planning Organization (MPO) for Carbon, Monroe, Pike, and Schuylkill counties, is the organization that considers and approves the plans and programs, and Federal and State funding for highway and transit systems in the four-county MPO area. The NEPA MPO is currently updating its Public Involvement Plan, Title VI Plan and Limited English Proficiency Plan.

The draft Public Involvement Plan outlines the policies, procedures and processes for all public involvement activities within the NEPA MPO. The Public Involvement Plan acts as a guide for the public involvement in the development of regional projects, plans and programs including the Long Range Transportation Plan and Transportation Improvement Program. The draft Title VI Plan and draft Limited English Proficiency Plan are part of the Public Involvement Plan and outline the NEPA MPO’s efforts to comply with Title VI of the Civil Rights Act of 1964 to ensure that plans, programs and processes developed by the NEPA MPO consider the needs of environmental justice populations including minority and low-income persons, and individuals traditionally underserved by the transportation system including those with Limited English Proficiency, seniors and persons with disabilities.

A copy of the draft plans can be viewed on the NEPA MPO website at www.nepa-alliance.org/transportation. Paper copies of the draft plans can also be requested by calling (570) 655-5581 or writing to the NEPA MPO at 1151 Oak St., Pittston, PA 18640.

The NEPA MPO will hold a 45-day public comment period on the above-mentioned draft plans beginning on September 16, 2015 and ending on October 30, 2015. A public meeting on the draft plans will be held on Thursday, October 22, 2015 at 12:00 p.m. The public meeting will be held at Monroe County Transportation Authority, 134 MCTA Drive, Swiftwater, PA. Additional meeting locations that will have remote access to the public meeting are listed below.

Carbon County Emergency Management Agency, 1264 Emergency Lane, Nesquehoning, PA
Pike County Administration Building, 506 Broad St., Milford, PA
Schuylkill Economic Development Corporation, Union Station, 1 Progress Circle, Pottsville, PA

Comments on the draft plans can be submitted to the NEPA MPO at the 1151 Oak Street, Pittston, PA 18640 or by emailing Kate McMahon at kmcmahon@nepa-alliance.org.
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<th>MAILING ADDRESS</th>
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<tbody>
<tr>
<td>Kristy Smith</td>
<td>Tobyhanna Army Dep</td>
<td>11 Hanford Blvd Tobyhanna</td>
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<tr>
<td>Bob Mickey</td>
<td>Tobyhanna Army Dep</td>
<td>222 Walnut St, Bld 608</td>
<td>20</td>
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<tr>
<td>Matt Smoker</td>
<td>FHWA</td>
<td>300 E 14th St, Bld 501</td>
<td>15</td>
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<tr>
<td>Christine Michael-Fink</td>
<td>NEPC</td>
<td>1050 17th St, Scranton, PA 18503</td>
<td>15</td>
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<tr>
<td>Peggy Hovanick</td>
<td>MCTA</td>
<td>320 Box 337, Scranton, PA 18505</td>
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<tr>
<td>Michael Marinski</td>
<td>Pike County</td>
<td>837 Rt. 6, Montrose, PA 18458</td>
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<tr>
<td>Alan S. Baranski</td>
<td>NEPA Alliance</td>
<td>151 Oak St, Pittston, PA 18640</td>
<td>95</td>
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</tr>
<tr>
<td>Susan A. Smith</td>
<td>Schuylkill County</td>
<td>401 N. 2nd St, Pittston, PA 18640</td>
<td>95</td>
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<tr>
<td>Kate McMahan</td>
<td>NEPA Alliance</td>
<td>151 Oak St, Pittston, PA 18640</td>
<td>95</td>
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<tr>
<td>LeeAnn Chamberlain</td>
<td>NEPA Alliance</td>
<td>151-0 AAKST, Pittston, PA 18640</td>
<td>95</td>
<td></td>
</tr>
<tr>
<td>David Badar</td>
<td>Carbon County</td>
<td>76 Susquehanna St, Jeannette, PA 18503</td>
<td>95</td>
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</tr>
<tr>
<td>Eugene Kez</td>
<td>McCormick Taylor</td>
<td>5 Capital Dr, Harrisburg</td>
<td>95</td>
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<tr>
<td>Michelle Goodard</td>
<td>McCormick Taylor</td>
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<td>95</td>
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<tr>
<td>Brendan Cotter</td>
<td>LANTA</td>
<td>1060 Leigh St, Allentown, PA 18102</td>
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Certified by: LeeAnn Chamberlain  
Title: Administrative Assistant
<table>
<thead>
<tr>
<th>Date</th>
<th>Start Time</th>
<th>End Time</th>
<th>Purpose</th>
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<tr>
<td>10/22/2015</td>
<td>12:00 PM</td>
<td>1:00 PM</td>
<td>NEPA MPO PIP Public Meeting</td>
<td>Eileen stack</td>
<td>412-802-3900</td>
<td>181 Oak St., Pittsburgh, PA 15216</td>
</tr>
</tbody>
</table>

Certified by: [Signature]

Title: [Title]
<table>
<thead>
<tr>
<th>NAME</th>
<th>FIRM</th>
<th>MAILING ADDRESS</th>
<th>ROUND TRIP MILEAGE</th>
<th>SIGNATURE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mike McNeil</td>
<td>Rep Cardenas</td>
<td>87 Judge Center &amp; Western</td>
<td>35</td>
<td></td>
</tr>
<tr>
<td>Daniel Yetter</td>
<td>NEPA Alliance</td>
<td>115 Oak St. Pittston</td>
<td>32</td>
<td></td>
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</tbody>
</table>

Certified by: [Signature]

Title: Administrative Assistant
<table>
<thead>
<tr>
<th>Meetings - Contributed Services</th>
<th>Date</th>
<th>Start Time</th>
<th>End Time</th>
</tr>
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<tbody>
<tr>
<td>Northeastern Pennsylvania Alliance</td>
<td>10/22/2015</td>
<td>12:00 PM</td>
<td>1:00 PM</td>
</tr>
</tbody>
</table>

**NEPA MPA MIP**

**Place:** Carbon County

**Purpose:**

**Name:**

**Firm:**

**Mailing Address:**

1514 Oak Street

**PA:** 18040

916

**Signature:**

**Title:**

Certified by:

88

November 2015
WELCOME

Introductions
• NEPA MPO
• McCormick Taylor
PUBLIC MEETING GOALS

- Heighten public awareness of the Draft Updated Public Involvement Plan (PIP)
- Answer questions about the Plan
- Gather public input on the Plan

DRAFT UPDATED PIP

- Replaces previous plan adopted in 2014
- Includes a separate Title VI and LEP Plan
- Designed to strengthen MPO efforts to engage the public in compliance with federal and state guidelines
DRAFT UPDATED PIP

MPO Planning Products required by FHWA/FTA/PennDOT:

✓ Long Range Transportation Plan
✓ Transportation Improvement Program (TIP)
✓ Unified Planning Work Program (UPWP)
✓ Coordinated Public Transit-Human Services Transportation Plan
✓ Public Involvement Plan

FEDERAL/STATE REQUIREMENTS

MPOs must prepare a documented Public Involvement Plan that defines processes for providing reasonable opportunities to be involved in the metropolitan planning process.
PIP CRITERIA

• Timely and adequate notice of activities and time for public review and comment at key decision points

• Reasonable access to information about transportation issues and processes

• Explicit consideration and response to public input received

• Proactive consideration of the needs of the traditionally underserved populations

• Coordination with the statewide transportation planning public involvement and consultation processes

• Periodic evaluation/update of the Plan in consultation with interested parties
PIP CRITERIA

• Title VI/Nondiscrimination Plan
• Environmental Justice
• Limited English Proficiency

WHAT IS TITLE VI?

• Title VI of the Civil Rights Act of 1964
  – Protects individuals from discrimination on the basis of their race, color, or national origin in programs that receive federal financial assistance
  – Provides direction on filing a discrimination complaint
WHAT IS ENVIRONMENTAL JUSTICE?

• Three main principles:
  – Avoid, minimize, or mitigate disproportionately high and adverse human health and environmental effects, including social and economic effects, on minority or low-income populations
  – Full and fair participation in the transportation decision-making process
  – Prevent denial or reduction or delay in the receipt of benefits by minority and low-income populations

• Objectives
  – Identify EJ and traditionally underserved populations
  – Expand involvement of EJ and traditionally underserved populations in the transportation planning process
  – Consider the needs of EJ and traditionally underserved populations in transportation decision-making
LIMITED ENGLISH PROFICIENCY/ LANGUAGE ASSISTANCE PLAN (LEP/LAP)

• Provide meaningful access to Limited English Proficient individuals and not discriminate on basis of national origin

• Four Factor Analysis
  – Number and proportion of LEP persons served
  – Frequency LEP individuals come into contact with the program or service
  – Nature and importance of program to LEP persons
  – Resources available to the recipient and costs associated with providing meaningful access to LEP persons

LEP/LAP

• 2.8% of NEPA MPO region speaks English less than “very well”

• Top 2 LEP Populations
  – Spanish – 1.26%
  – Polish – 0.32%

• Title VI Forms and procedures were translated into these languages
## PIP PROJECT SCHEDULE

<table>
<thead>
<tr>
<th>Activity</th>
<th>Target Date</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Research &amp; Data Collection</td>
<td>June – July 2015</td>
<td>McCormick Taylor</td>
</tr>
<tr>
<td>Workshop</td>
<td>August 5, 2015</td>
<td>MPO, McCormick Taylor, Delta Development</td>
</tr>
<tr>
<td>Draft Updated Plan to MPO</td>
<td>August 26</td>
<td>McCormick Taylor</td>
</tr>
<tr>
<td>45-Day Public Review and Comment Period</td>
<td>September 16 – October 30, 2015</td>
<td>MPO</td>
</tr>
<tr>
<td>Public Meeting</td>
<td>October 22, 2015</td>
<td>MPO</td>
</tr>
<tr>
<td>Comment Review &amp; Updated Plan Modifications</td>
<td>Late October/Early November</td>
<td>MPO &amp; McCormick Taylor</td>
</tr>
<tr>
<td>Final Updated Plan to MPO</td>
<td>Early November</td>
<td>McCormick Taylor</td>
</tr>
</tbody>
</table>

---

**SUBMIT YOUR COMMENTS**

**EMAIL:** abaranski@nepa-alliance.org

**ONLINE:** [www.nepa-alliance.org](http://www.nepa-alliance.org) (download pdf), or [www.surveymonkey.com/r/NEPAPIPcomment](http://www.surveymonkey.com/r/NEPAPIPcomment)

*All comments should be prepared in printed, written or electronic formats, and include name and address.*
SUBMIT YOUR COMMENTS

US MAIL: NEPA MPO
attn: Alan Baranski
1151 Oak Street
Pittston, PA 18640-372

FAX: 570.654.5137
Sample Comment Form
Draft Updated Public Involvement Plan Comment Form
45-Day Public Review and Comment Period
September 16 – October 30, 2015

Thank you for taking the time to review and provide your comments on the NEPA MPO’s draft updated Public Involvement Plan. This Plan reflects the tools, techniques, and practices that the NEPA MPO employs or is evaluating to actively involve all interested parties in an open, cooperative, and collaborative process that provides meaningful opportunities to influence transportation program and project decision-making.

The official 45-day public review and comment period for the draft updated Public Involvement Plan is from Wednesday, September 16 through Friday, October 30. All comments are to be submitted by the close of business (5:00 p.m.) on Friday, October 30 for consideration and inclusion in the final Plan. Comments are to be prepared in printed, written, or electronic format, including the use of this form or the online version which is available at www.nepa-alliance.org/transportation/public-involvement.

All comment submissions must include the following information:
*this information is required

*Name: _________________________________________________________________________________

*Address:  ________________________________________________________________________________

*City:______________________________ *State:___________________ *Zip:_______________________

Email Address (Optional): __________________________________________________________________

Phone (Optional):  ____________________________________

Specific questions pertaining to the draft updated Plan and additional space for your individual comments are provided on the following pages. Thank you in advance for your participation in this important planning process.

Tell the NEPA MPO What YOU Think About the Draft Updated Public Involvement Plan!

All comments are to be mailed or delivered to:
NEPA MPO
Attn:  Kate McMahon
1151 Oak Street
Pittston, PA  18640-372
They can also be submitted by email to kmcmahon@nepa-alliance.org or faxed to 570.654.5137.
1. The NEPA MPO draft updated Public Involvement Plan includes three documents: the Public Involvement Plan, the Title VI Non-Discrimination Plan, and the Limited-English Proficiency Plan. Please check the box by the document(s) you have reviewed:

- [ ] Draft Updated Public Involvement Plan
- [ ] Draft Updated Title VI Non-Discrimination Plan (companion document)
- [ ] Draft Limited-English Proficiency Plan (companion document)

2. Where did you view these documents?

- [ ] At a location where paper copies were made available. (Please note location below)
- [ ] At the NEPA MPO office in Pittston
- [ ] Online on the NEPA MPO website
- [ ] Requested a copy from the NEPA MPO office
- [ ] NEPA MPO Public Meeting for the Public Involvement Plan on October 22. (Please note location below)
- [ ] Other (please explain) ______________________________________________________________________

3. Do these draft documents adequately convey the NEPA MPO's commitment to an ongoing, effective and inclusive public participation program?

- [ ] Strongly Agree
- [ ] Agree
- [ ] Neutral
- [ ] Disagree
- [ ] Strongly Disagree

4. Do you find the documents easy to read and understand? Please rate each document below:

**DRAFT UPDATED PUBLIC INVOLVEMENT PLAN**

- [ ] Easy to read
  - [ ] Strongly Agree
  - [ ] Agree
  - [ ] Neutral
  - [ ] Disagree
  - [ ] Strongly Disagree

- [ ] Easy to understand
  - [ ] Strongly Agree
  - [ ] Agree
  - [ ] Neutral
  - [ ] Disagree
  - [ ] Strongly Disagree
1. The NEPA MPO draft updated Public Involvement Plan includes three documents: the Public Involvement Plan, the Title VI Non-Discrimination Plan, and the Limited-English Proficiency Plan. Please check the box by the document(s) you have reviewed:

- [ ] Draft Updated Public Involvement Plan
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- [ ] Requested a copy from the NEPA MPO office
- [ ] NEPA MPO Public Meeting for the Public Involvement Plan on October 22. (Please note location below)
- [ ] Other (please explain) __________________________________________

3. Do these draft documents adequately convey the NEPA MPO's commitment to an ongoing, effective and inclusive public participation program?

- [ ] Strongly Agree
- [ ] Agree
- [ ] Neutral
- [ ] Disagree
- [ ] Strongly Disagree

4. Do you find the documents easy to read and understand? Please rate each document below:

**DRAFT UPDATED PUBLIC INVOLVEMENT PLAN**

- Easy to read
  - [ ] Strongly Agree
  - [ ] Agree
  - [ ] Neutral
  - [ ] Disagree
  - [ ] Strongly Disagree

- Easy to understand
  - [ ] Strongly Agree
  - [ ] Agree
  - [ ] Neutral
  - [ ] Disagree
  - [ ] Strongly Disagree

**DRAFT UPDATED TITLE VI NON-DISCRIMINATION PLAN**

- Easy to read
  - [ ] Strongly Agree
  - [ ] Agree
  - [ ] Neutral
  - [ ] Disagree
  - [ ] Strongly Disagree

- Easy to understand
  - [ ] Strongly Agree
  - [ ] Agree
  - [ ] Neutral
  - [ ] Disagree
  - [ ] Strongly Disagree

**DRAFT LIMITED-ENGLISH PROFICIENCY PLAN**

- Easy to read
  - [ ] Strongly Agree
  - [ ] Agree
  - [ ] Neutral
  - [ ] Disagree
  - [ ] Strongly Disagree

- Easy to understand
  - [ ] Strongly Agree
  - [ ] Agree
  - [ ] Neutral
  - [ ] Disagree
  - [ ] Strongly Disagree

5. Do the documents adequately represent the cultural and ethnic diversity of the four-county MPO region (Carbon, Monroe, Pike and Schuylkill Counties)?

- [ ] Strongly Agree
- [ ] Agree
- [ ] Neutral
- [ ] Disagree
- [ ] Strongly Disagree

If you disagree/strongly disagree, please explain: __________________________________________

_____________________________________________________________________________________

6. Do the documents enhance your understanding of the NEPA MPO's public involvement responsibilities as they pertain to you and the four-county MPO region?

- [ ] Strongly Agree
- [ ] Agree
- [ ] Neutral
- [ ] Disagree
- [ ] Strongly Disagree

If you disagree/strongly disagree, please explain: __________________________________________

_____________________________________________________________________________________

_____________________________________________________________________________________

_____________________________________________________________________________________

_____________________________________________________________________________________
7. Please provide any additional comments you have regarding any one or all three of these documents in the space provided below.

____________________________________________________________________________________
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All comments must be received by close of business (5:00 p.m.) on Friday, October 30, 2015 for consideration and inclusion in the NEPA MPO’s Updated Public Involvement Plan. If you have questions, please feel free to call the NEPA MPO Office at 570.655.5581.

Please deliver or mail this completed document to:

NEPA MPO
Attn: Kate McMahon
1151 Oak Street
Pittston, PA 18640-372

Or send by email to: kmcmahon@nepa-alliance.org or fax 570.654.5137
Public Meeting Summary
Northeastern Pennsylvania Metropolitan Planning Organization (NEPA MPO)

Public Meeting
Draft Public Involvement Plan

October 22, 2015, 12:00 PM
Monroe County Transportation Authority
134 MCTA Drive, Swiftwater, PA 18370

Attendees:
- Dave Bekisz*
- David Bodnar*
- Brendan Cotter*
- Michelle Goddard
- Peggy Howarth*
- Eugene Keys
- Christine Meinhart-Fritz*
- Ed Mickley
- Michael Mrozinski*
- Kristyn Smith
- Susan Smith*
- Matt Smoker
- Alan Baranski
- Lee Ann Chamberlain
- Kate McMahon

Organization:
- Schuylkill Co. Transit
- Carbon Co. Planning
- LANTA
- McCormick Taylor
- MCTA
- McCormick Taylor
- Monroe County Planning
- Tobyhanna Army Depot
- Pike County Planning
- Tobyhanna Army Depot
- Schuylkill County Planning
- FHWA
- NEPA Alliance
- NEPA Alliance
- NEPA Alliance

Attendees via Conference Call:
- Steve Fisher
- Marie Bishop*
- Brandy Rotz
- Brian St. John

Organization:
- PennDOT 4-0
- PennDOT 4-0
- McCormick Taylor
- McCormick Taylor

Attendees:
- Nettie Ginocchetti

Organization:
- NEPA Alliance

Attendees:
- Jason Hollister
- Jill Gamboni

Organization:
- NEPA Alliance
- Rep. Peifer’s Office

Attendees:
- Daniel Yelito
- Mike McCord

Organization:
- NEPA Alliance
- Rep. Goodman’s Office
Meeting Summary

Opening Remarks offered by Susan Smith, Schuylkill County Planning, Chairperson, NEPA MPO.

In accordance with the provisions of the Sunshine Law and the Moving Ahead for Progress in the 21st Century Act (MAP-21), Alan Baranski has submitted the required Legal Public Notice for publication in six newspapers throughout the region announcing the availability and locations of the draft Public Involvement Plan, draft Title VI Plan and draft Limited English Proficiency Plan for public review, the dates of the Public Comment Period and, the date, time and location of this Public Meeting.

The purpose of this meeting is to provide the public with an opportunity to comment on the draft Public Involvement Plan. Verbal and written comments will be accepted.

NEPA Alliance and the Northeastern Pennsylvania Metropolitan Planning Organization (NEPA MPO) have distributed for public review the following documents: draft Public Involvement Plan, draft Title VI Plan and draft Limited English Proficiency Plan. The Public Involvement Plan documents have been available for public review from September 16, 2015 through October 30, 2015, at ten (10) locations throughout the region during normal business hours and on NEPA Alliance’s website at www.nepa-alliance.org/transportation.

Legal Notice Advertisements have stated that copies of the Public Involvement Plan and associated documents have been available for public review at the following locations:

Carbon County Planning Commission
Monroe County Planning Commission
Pike County Planning Commission
Schuylkill County Planning Commission
Carbon County Community Transportation

Monroe County Transportation Authority
Schuylkill Transportation System
PENNDOT District 4-0
PENNDOT District 5-0
NEPA Alliance Office

In addition, a copy of the PIP has been sent to the following Native American tribes which FHWA has determined to have a potential interest in the region’s transportation program and Public Involvement Plan:

Absentee Shawnee Tribe of Oklahoma
Delaware Nation
Eastern Shawnee Tribe of Oklahoma
Onondaga Nation
Seneca-Cayuga Tribe of Oklahoma

Shawnee Tribe
St. Regis Mohawk Tribe
Mohican Nation, Wisconsin
Tuscarora Nation

The required 45-day public comment time period began on September 16, 2015 and ends on October 30, 2015.

Ms. Lugene Keys and Ms. Michelle Goddard from McCormick Taylor presented on the Public Involvement Plan. The PowerPoint presentation is attached to this summary.
Public Meeting
Public Comment Session

Ms. Smith stated that each person or organization that submits written or oral comments during the public comment period will be provided with a formal response. NEPA staff and the committee will review all comments and make adjustments to the Public Involvement Plan and related documents, if necessary. The NEPA MPO Technical Planning Committee is scheduled to consider endorsement of the Public Involvement Plan and related documents on November 17, 2015 for recommendation of approval and adoption by the NEPA MPO Policy Board at their meeting scheduled at approximately 2:00pm on November 18, 2015 following the NEPA Alliance Board of Directors meeting.

Ms. Smith stated that we will now proceed with the public meeting and receive comments from those who are interested in providing them. Each person will be given five minutes to speak.

Mr. Baranski, have any written comments been received? Mr. Baranski stated he received one written comment from Matt Kelly from the Bureau of Equal Opportunity within PennDOT. His comment referenced the Google translator and the integrity of using it. He mentioned protocol and how complaints may be channeled through the PA Human Resources Commission. He mentioned there should be an executive summary of the plan.

Ms. Smith asked if any of our guests in attendance here wish to present verbal comments? (If there are, request presenters to please limit their comments to 5 minutes, and to state their name and organization affiliation/address.)

Mr. Baranski noted during the PowerPoint there were discussions and comments. Ed Mickley from Tobyhanna Army Depot asked how frequent will the plan be updated? Mr. Baranski replied it will be reviewed every two years. Mr. Smoker added from a federal perspective their regulations state the update should be periodically. Mr. Baranski added a checklist is used to evaluate the effectiveness of the plan.

Mr. Mickley asked who the major stakeholders are and have they been part of creating the plan? Mr. Baranski replied this is a plan of how to reach out to the public for future plans.

Ms. Smith asked if there are no (other) comments or questions in person, are there any guests in Carbon County who wish to present verbal comments? Moderator in Carbon County stated there are none.

Ms. Smith asked if are there any guests in Pike County who wish to present verbal comments? Moderator in Pike County stated there are none.

Ms. Smith asked if there are there any guests in Schuylkill County who wish to present verbal comments? Moderator in Schuylkill County stated there are none.
The public meeting will continue until 1:00pm. Written comments will be accepted through October 30, 2015.

Ms. Smith asked for a motion to close the Draft Public Involvement Plan Public Meeting. A motion was made by Ms. Howarth, seconded by Mr. Bekisz and passed unanimously. The public meeting adjourned at 1:05 pm.
Draft Public Involvement Plan
Comments and Responses
## Submission Review Comments and Responses

<table>
<thead>
<tr>
<th>Reviewer</th>
<th>Comment</th>
<th>Document Code</th>
<th>Page No.</th>
<th>Reviewer’s Comment / Question</th>
<th>Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>NEPA</td>
<td>1</td>
<td>C</td>
<td>N/A</td>
<td>Google Translate: Issues have been raised by Matt Kelly, Title VI about ensuring that the translations from Google Translate are accurate.</td>
<td>Added Propio (Online Language Service) and Bing as options for translation support in the Section entitled &quot;Existing Website&quot; and the section entitled &quot;Outreach to Limited-English Proficiency (LEP) Persons&quot;</td>
</tr>
<tr>
<td>NEPA</td>
<td>2</td>
<td>C</td>
<td>N/A</td>
<td>Do we need a process checklist for the Coordinated Transit-Human Services Plan updates? (occurring every 5 years?)</td>
<td>Addressed as requested.</td>
</tr>
<tr>
<td>NEPA</td>
<td>3</td>
<td>C</td>
<td>N/A</td>
<td>Should EPA be included on the agency review prior to the beginning of the comment periods?</td>
<td>Addressed as requested.</td>
</tr>
<tr>
<td>NEPA</td>
<td>4</td>
<td>C</td>
<td>N/A</td>
<td>Should the Burdens/Benefits analysis be listed under the LRTP Update checklist and the TIP update checklist?</td>
<td>Addressed as requested in the LRTP Update. Not applicable in the TIP Update Checklist.</td>
</tr>
<tr>
<td>NEPA</td>
<td>5</td>
<td>C</td>
<td>N/A</td>
<td>Should projects that are Air Quality significant be listed as a trigger under the Major TIP Amendments checklist?</td>
<td>Addressed as requested.</td>
</tr>
<tr>
<td>NEPA</td>
<td>6</td>
<td>C</td>
<td>N/A</td>
<td>The threshold for a TIP Amendment is $3 million per our MOU with PennDOT because we are an MPO with a population of less than 1 million. The change was noted in the TIP Amendment checklist.</td>
<td>Addressed as requested.</td>
</tr>
<tr>
<td>NEPA</td>
<td>7</td>
<td>C</td>
<td>N/A</td>
<td>Should &quot;Administrative Modification&quot; be changed to &quot;Administrative Action&quot; since that is how it is referenced in our MOU?</td>
<td>Addressed as requested.</td>
</tr>
<tr>
<td>NEPA</td>
<td>8</td>
<td>C</td>
<td>N/A</td>
<td>Under the agency review section of the checklists for LRTP, Coordinated Transit Plan and Major TIP amendments, we should add the Indian Tribes. There is a reference to it on page 3 of our old PIP.</td>
<td>Addressed as requested.</td>
</tr>
</tbody>
</table>
### Submission Review Comments and Responses

<table>
<thead>
<tr>
<th>Reviewer</th>
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</tr>
</thead>
<tbody>
<tr>
<td>NEPA</td>
<td>9 C</td>
<td>N/A</td>
<td></td>
<td>Should we add PennDOT to the agency review section?</td>
<td>Addressed as requested.</td>
</tr>
<tr>
<td>NEPA</td>
<td>10 C</td>
<td>N/A</td>
<td></td>
<td>Does the PA Sunshine Law specify that notice of accommodations must be made 24 hours in advance or can it be longer?</td>
<td>Addressed as requested.</td>
</tr>
<tr>
<td>NEPA</td>
<td>11 A</td>
<td>N/A</td>
<td></td>
<td>Appendix Table 3.10 (Lehman Township correct on corresponding table?)</td>
<td>Addressed as requested.</td>
</tr>
<tr>
<td>NEPA</td>
<td>12 C</td>
<td>N/A</td>
<td></td>
<td>LAP to be updated annually?</td>
<td>LAP to be updated biennially. Addressed change as requested.</td>
</tr>
<tr>
<td>NEPA</td>
<td>13 C</td>
<td>N/A</td>
<td></td>
<td>Provision of Training Manual for LAP.</td>
<td>Addressed as requested.</td>
</tr>
<tr>
<td>NEPA - Alan Baranski</td>
<td>14 C</td>
<td>1</td>
<td>1st Paragraph, 3rd Sentence: Insert a comma after “and” before “more importantly.”</td>
<td>Addressed as requested.</td>
<td></td>
</tr>
<tr>
<td>NEPA - Kate McMahon</td>
<td>15 P</td>
<td>1</td>
<td>Insert following paragraph after 2nd Paragraph: “Noteworthy is that the NEPA Alliance also provides select transportation services to parts of the LDD region outside of the NEPA MPO, namely convening the Focus 81 Committee under agreement with the Lackawanna-Luzerne MPO, administering the Local Technical Assistance Program to the Lackawanna-Luzerne MPO and Local Transportation Asset Inventory activities in Wayne County.”</td>
<td>Addressed as requested.</td>
<td></td>
</tr>
<tr>
<td>NEPA - Alan Baranski</td>
<td>16 C</td>
<td>2</td>
<td></td>
<td>Addressed as requested.</td>
<td></td>
</tr>
<tr>
<td>NEPA - Kate McMahon</td>
<td>17 P</td>
<td>3</td>
<td>Insert following paragraph after 2nd Paragraph: “Public Transit-Human Services…” Heading, 2nd Sentence: Insert “within the MPO framework” after “This Subcommittee continues to function”.</td>
<td>Reformatted this section, included comma as requested.</td>
<td></td>
</tr>
<tr>
<td>NEPA - Alan Baranski</td>
<td>18 C</td>
<td>3</td>
<td>“Public Transit-Human Services…” Heading, 2nd Sentence: Insert “within the MPO framework” after “This Subcommittee continues to function”.</td>
<td>Addressed as requested.</td>
<td></td>
</tr>
<tr>
<td>NEPA - Kate McMahon</td>
<td>19 G</td>
<td>4</td>
<td>1st Paragraph: Insert “that” after “it is anticipated”.</td>
<td>Addressed as requested.</td>
<td></td>
</tr>
<tr>
<td>NEPA - Kate McMahon</td>
<td>20 P</td>
<td>4</td>
<td>“Regional Profile” Heading, 2nd Paragraph, 1st Sentence: Insert a comma after “I-80”</td>
<td>Addressed as requested.</td>
<td></td>
</tr>
<tr>
<td>Reviewer</td>
<td>Comment Code</td>
<td>Page No.</td>
<td>Reviewer's Comment / Question</td>
<td>Response</td>
<td></td>
</tr>
<tr>
<td>----------</td>
<td>--------------</td>
<td>----------</td>
<td>-------------------------------</td>
<td>----------</td>
<td></td>
</tr>
<tr>
<td>NEPA - Alan Baranski</td>
<td>C 4</td>
<td>1st Paragraph: • Insert &quot;and similar initiatives that may develop from new legislation and policy directives&quot; after &quot;above mentioned transit programs&quot; in 1st Sentence. • Delete the next paragraph (&quot;The role of the NEPA Alliance and the NEPA MPO Technical Planning Committee and Policy Board is to promote...&quot;). • Change &quot;cross country&quot; to &quot;cross-country&quot; in 2nd Sentence.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NEPA - Kate McMahon</td>
<td>P 6</td>
<td>Heading 2: Public Involvement, 1st Paragraph, 2nd Sentence: Delete comma after &quot;transportation planning partners&quot;.</td>
<td></td>
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<tr>
<td>NEPA - Kate McMahon</td>
<td>P 6</td>
<td>2nd Paragraph: • Delete the comma after &quot;tools&quot; in 1st Sentence. 4th Paragraph: • Move the comma after &quot;Limited English Proficiency&quot; to inside the quotation mark in 1st Sentence. • Delete the comma after &quot;information&quot; in 1st Sentence. • Delete the comma after &quot;(LAP)&quot; in 2nd Sentence.</td>
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<tr>
<td>NEPA - Kate McMahon</td>
<td>C 6</td>
<td>&quot;Public Involvement Plan Development&quot; heading, Last Sentence (Appendix Section): List specific Appendix letter?</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>NEPA - Kate McMahon</td>
<td>P 6</td>
<td>2nd Paragraph: • Delete the comma after &quot;tools&quot; in 1st Sentence. 4th Paragraph: • Move the comma after &quot;Limited English Proficiency&quot; to inside the quotation mark in 1st Sentence. • Delete the comma after &quot;information&quot; in 1st Sentence. • Delete the comma after &quot;(LAP)&quot; in 2nd Sentence.</td>
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<tr>
<td>NEPA - Kate McMahon</td>
<td>G</td>
<td>25</td>
<td>“Public Involvement Plan Development” Heading, 1st Paragraph: Replace “as well as” with “and” in Last Sentence.</td>
<td>Addressed as requested.</td>
<td></td>
</tr>
<tr>
<td>NEPA - Kate McMahon</td>
<td>C</td>
<td>26</td>
<td>“Public Involvement Plan Development” Heading, 1st Paragraph: Delete the 3rd Sentence (“The workshop was also aligned with…”).</td>
<td>Addressed as requested.</td>
<td></td>
</tr>
<tr>
<td>NEPA - Kate McMahon</td>
<td>G</td>
<td>28</td>
<td>1st Paragraph: Change “this” to “the” Sentence beginning, “These items were taken into account in preparation of”.</td>
<td>Addressed as requested.</td>
<td></td>
</tr>
<tr>
<td>NEPA - Kate McMahon</td>
<td>C</td>
<td>29</td>
<td>1st Bullet: Move entire “The Safe80 Taskforce” paragraph to after the “MPO Transit Subcommittee” paragraph (page 9).</td>
<td>Addressed as requested.</td>
<td></td>
</tr>
<tr>
<td>NEPA - Kate McMahon</td>
<td>P</td>
<td>30</td>
<td>1st Bullet Remove Commas: • 1st Paragraph, 1st Sentence: after “(LRTP)”. • 1st Paragraph, 3rd Sentence: after “receive public comment”. • 2nd Paragraph: after “the public hearing”.</td>
<td>Addressed as requested.</td>
<td></td>
</tr>
</tbody>
</table>
## SUBMISSION REVIEW COMMENTS AND RESPONSES

<table>
<thead>
<tr>
<th>Project: Northeastern Pennsylvania Alliance MPO</th>
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<tr>
<td>Report Title: Public Involvement Plan</td>
<td>T = Table of Contents, C = Content,</td>
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<tr>
<td>Reviewer(s): Northeastern Pennsylvania Alliance MPO (NEPA) - Alan Baranski &amp; Kate McMahon</td>
<td>A = Appendices, M = Mapping, G = Grammar,</td>
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<td></td>
<td>P = Punctuation, S = Spelling, F = Formatting</td>
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</thead>
</table>
| NEPA - Alan Baranski | C | 9 | 2nd Paragraph:  
• Insert "Coordinated" before "Public Transit-Human Services Transportation Plan" in 1st Sentence.  
3rd Paragraph ("Safe80" moved from p.8):  
• Insert "and development" after "assist with the administration" in the Last Sentence.  
"Public Meetings/Hearings/Comment Periods" Bullet 2nd Paragraph:  
• Insert "comments" after "during the public hearing and".  
3rd Paragraph:  
• Replace "one in each of the six NEPA Alliance counties" with "one in each of the four counties within the MPO plus Lackawanna and Luzerne Counties as they are part of the NEPA Alliance" (carries over to next page). | Addressed as requested. |
| NEPA - Alan Baranski | C | 10 | Add new Bullet Heading, "Local Outreach and Meeting Attendance" before the "Plans Displays" Bullet/Paragraph; should read:  
"In an effort to remain in contact with the NEPA MPO constituency and be cognizant of the local transportation issues, NEPA staff will often attend meetings of county transportation task groups, chamber transportation committees and Pennsylvania State Association of Township Supervisors (PSATS) and Pennsylvania State Association of Boroughs (PSAB) annual county meetings. Attendance at these meetings serve as a forum for the MPO to disseminate information about the MPO’s services and activities, and also provide the opportunity to obtain feedback about the impact of the MPO’s transportation programs and to receive local concerns and inquiries." | Addressed as requested. |
### SUBMISSION REVIEW COMMENTS AND RESPONSES

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<tbody>
<tr>
<td>NEPA - Kate McMahon</td>
<td>C 10</td>
<td>&quot;Plans Displays&quot; Bullet Heading: Replace text in parenthesis, &quot;(The NEPA MPO will need to identify these locations...)&quot; with: Carbon Co. Office of Planning &amp; Development 76 Susquehanna St. Jim Thorpe, PA Carbon County Transit/LANTA 1060 Lehigh Street Allentown, PA Monroe County Planning Commission Admin. Ctr., 1 Quaker Plaza Stroudsburg, PA Monroe County Transportation Auth. 134 MCTA Drive Swiftwater, PA Pike County Planning Commission 837 Route 6, Unit 3 Shohola, PA Schuylkill County Planning Commission 401 N. Second St. (Courthouse) Pottsville, PA Schuylkill Transportation System 252 Industrial Park Rd. St. Clair, PA PennDOT District 4-0 55 Keystone Industrial Park Dunmore, PA PennDOT District 5-0 1002 W. Hamilton Street Allentown, PA NEPA Alliance 1151 Oak Street Pittston, PA</td>
<td>Addressed as requested.</td>
<td></td>
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<tr>
<td>NEPA - Kate McMahon</td>
<td>G 10</td>
<td>&quot;Plans Displays&quot; Bullet Heading: Change to &quot;Plan Displays&quot;.</td>
<td>Addressed as requested.</td>
<td></td>
</tr>
<tr>
<td>NEPA - Kate McMahon</td>
<td>P 11</td>
<td>1st Paragraph: Insert a period in the 2nd Sentence after &quot;MPO documents&quot;. &quot;Public Information and Communications&quot; Bullet: Delete the comma after &quot;mapping&quot; in 1st Sentence. Insert a comma after &quot;at a minimum&quot; in 2nd Sentence. Delete the comma after &quot;mapping&quot; in 3rd Sentence.</td>
<td>Addressed as requested.</td>
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### Submission Review Comments and Responses

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<td>NEPA - Kate McMahon</td>
<td>C</td>
<td>11</td>
<td>1st Paragraph: Insert &quot;Additional locations may be identified on the content of the plans and local project impacts.&quot; before the 1st Sentence (&quot;Additionally, an electronic version of the document...}).</td>
<td>Addressed as requested.</td>
</tr>
<tr>
<td>NEPA - Kate McMahon</td>
<td>C</td>
<td>11</td>
<td>1st Paragraph, 2nd Sentence (&quot;MPO documents&quot;): We currently only put the electronic documents on our website. It is probably not feasible to put them on any other agency websites.</td>
<td>Addressed as requested.</td>
</tr>
<tr>
<td>NEPA - Alan Baranski</td>
<td>P</td>
<td>11</td>
<td>&quot;Visualization Tools&quot; Bullet: Replace the comma after &quot;MPO's planning partners&quot; with a period.</td>
<td>Addressed as requested.</td>
</tr>
<tr>
<td>NEPA - Alan Baranski</td>
<td>G</td>
<td>11</td>
<td>&quot;Visualization Tools&quot; Bullet: Delete &quot;also&quot; in the 1st Sentence.</td>
<td>Addressed as requested.</td>
</tr>
<tr>
<td>NEPA - Alan Baranski</td>
<td>C</td>
<td>11</td>
<td>&quot;Visualization Tools&quot; Bullet: 3rd Sentence should read, &quot;The links will also be added to the NEPA MPO web page at the appropriate times to encourage increased usage within the MPO as well as among our transportation planning partners.&quot;</td>
<td>Addressed as requested.</td>
</tr>
<tr>
<td>NEPA - Kate McMahon</td>
<td>F</td>
<td>12</td>
<td>Indent all links below each paragraph to line up with the text's indent.</td>
<td>Addressed as requested.</td>
</tr>
<tr>
<td>NEPA - Alan Baranski</td>
<td>C</td>
<td>12</td>
<td>1st Bullet, Last Sentence: Insert &quot;local&quot; before &quot;address&quot; at the end of the sentence.</td>
<td>Addressed as requested.</td>
</tr>
<tr>
<td>NEPA - Kate McMahon</td>
<td>P</td>
<td>13</td>
<td>1st Paragraph: Remove extra space before &quot;NEPA Alliance's&quot; in 3rd Sentence Remove extra space before &quot;Alliance&quot; in 4th Sentence.</td>
<td>Addressed as requested.</td>
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<td>NEPA - Kate McMahon</td>
<td>45</td>
<td>G</td>
<td>13</td>
<td>&quot;Media Relations&quot; bullet: • Insert &quot;are&quot; before &quot;disseminated&quot; in 3rd sentence</td>
</tr>
<tr>
<td>NEPA - Kate McMahon</td>
<td>46</td>
<td>C</td>
<td>13</td>
<td>1st Paragraph: • Replace &quot;&amp;&quot; with &quot;and&quot; in 1st Sentence. • Replace &quot;bi-weekly&quot; with &quot;monthly&quot; in 6th Sentence.</td>
</tr>
<tr>
<td>NEPA - Alan Baranski</td>
<td>47</td>
<td>C</td>
<td>13</td>
<td>1st Paragraph: • Insert new sentence before Last Sentence, reading: &quot;The MPO also utilizes the Lackawanna-Luzerne MPO's Connections Newsletter to provide information about regional LTAP workshops and field demonstrations.&quot; • Insert &quot;NEPA&quot; before &quot;MPO&quot; in the Last Sentence.</td>
</tr>
<tr>
<td>NEPA - Kate McMahon</td>
<td>48</td>
<td>C</td>
<td>13</td>
<td>&quot;Media Relations&quot; bullet, Last Sentence (&quot;Appendices&quot;): List specific Appendix?</td>
</tr>
<tr>
<td>NEPA - Kate McMahon</td>
<td>49</td>
<td>P</td>
<td>14</td>
<td>&quot;Existing Website&quot; bullet: • Delete comma after &quot;MPO information&quot; in 1st Sentence.</td>
</tr>
<tr>
<td>NEPA - Kate McMahon</td>
<td>50</td>
<td>C</td>
<td>14</td>
<td>&quot;Existing Website&quot; bullet: • Insert &quot;transportation&quot; at the end of the URL in 1st Sentence.</td>
</tr>
<tr>
<td>NEPA - Alan Baranski</td>
<td>51</td>
<td>C</td>
<td>14</td>
<td>3rd Paragraph: • Delete &quot;ongoing&quot; in the 3rd Sentence. • Delete &quot;should&quot; in the 3rd Sentence.</td>
</tr>
<tr>
<td>NEPA - Kate McMahon</td>
<td>52</td>
<td>C</td>
<td>15</td>
<td>8th Bullet, 3rd Sentence should read: • A mobile-friendly version of the MPO website is currently under development to make content easily accessible to all users.&quot; (runs over to page 16)</td>
</tr>
<tr>
<td>NEPA - Kate McMahon</td>
<td>53</td>
<td>P</td>
<td>16</td>
<td>Remove Commas • &quot;Social Media&quot; bullet: • 2nd Paragraph, 1st Sentence: after &quot;availability&quot;. • 6th Paragraph, 1st Sentence: after &quot;resources&quot;.</td>
</tr>
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<tr>
<td>NEPA - Kate McMahon</td>
<td>54 G</td>
<td>16</td>
<td>&quot;Social Media&quot; Bullet, 1st Paragraph: Change &quot;account&quot; to &quot;accounts&quot; in Last Sentence.</td>
<td>Addressed as requested.</td>
</tr>
<tr>
<td>NEPA - Alan Baranski</td>
<td>55 C</td>
<td>16</td>
<td>&quot;Social Media&quot; Bullet, 4th Paragraph: Insert &quot;in other transportation planning initiatives&quot; in 1st Sentence after &quot;increase public involvement&quot;</td>
<td>Addressed as requested.</td>
</tr>
<tr>
<td>NEPA</td>
<td>56 C</td>
<td>16</td>
<td>&quot;Social Media&quot; Bullet, 1st Paragraph, Last Sentence (&quot;LinkedIn accounts&quot;): We need to identify the source of the statistics</td>
<td>Addressed as requested.</td>
</tr>
<tr>
<td>NEPA - Alan Baranski</td>
<td>57 G</td>
<td>17</td>
<td>&quot;New Technology Opportunities&quot; Bullet: • Replace &quot;and&quot; with &quot;which&quot; in 1st Sentence.</td>
<td>Addressed as requested.</td>
</tr>
<tr>
<td>NEPA - Kate McMahon</td>
<td>58 C</td>
<td>17</td>
<td>&quot;New Technology Opportunities&quot; Bullet: • 2nd Sentence should read: &quot;NEPA will monitor the level of outreach and public response activity and consider the use of the following technology-based outreach tools for future consideration:&quot;</td>
<td>Addressed as requested.</td>
</tr>
<tr>
<td>NEPA - Kate McMahon</td>
<td>59 G</td>
<td>19</td>
<td>Heading 4. &quot;Targeted Outreach Strategies&quot;: • Replace &quot;is&quot; with &quot;are&quot; in 3rd Sentence.</td>
<td>Addressed as requested.</td>
</tr>
<tr>
<td>NEPA - Kate McMahon</td>
<td>60 C</td>
<td>19</td>
<td>Heading 4. &quot;Targeted Outreach Strategies&quot;: • Replace &quot;LEP&quot; with &quot;Limited English Proficiency (LEP)&quot;</td>
<td>Addressed as requested.</td>
</tr>
<tr>
<td>NEPA - Kate McMahon</td>
<td>61 C</td>
<td>19</td>
<td>&quot;Constant Contact&quot; bullet, link below paragraph: We already use Constant Contact for the NEPA Alliance newsletter and will use it for the MPO newsletter. Delete the section about online email marketing?</td>
<td>Addressed as requested.</td>
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<tr>
<td>NEPA - Kate McMahon</td>
<td>62</td>
<td>C 20</td>
<td>Item C: 1st Sentence should read, &quot;Services for limited-English proficient persons.&quot; Following Paragraph: • Add &quot;The&quot; before &quot;NEPA MPO'S Public Involvement Plan proactively…” in 1st Sentence. &quot;Outreach to Racial &amp; Ethnic Minority Populations“ Heading: • Insert &quot;the&quot; after &quot;In addition&quot; in 1st Sentence.</td>
<td>Addressed as requested.</td>
</tr>
<tr>
<td>NEPA - Kate McMahon</td>
<td>63</td>
<td>P 21</td>
<td>Delete Commas: • 7th Bullet: after &quot;open houses&quot;. • 11th Bullet: after &quot;attitudes&quot; in 1st Sentence; and after &quot;populations&quot; in 2nd Sentence.</td>
<td>Addressed as requested.</td>
</tr>
<tr>
<td>NEPA - Kate McMahon</td>
<td>64</td>
<td>G 21</td>
<td>8th Bullet: • Insert &quot;the&quot; before &quot;NEPA MPO assures&quot; in 1st Sentence.</td>
<td>Addressed as requested.</td>
</tr>
<tr>
<td>NEPA - Kate McMahon</td>
<td>65</td>
<td>C 21</td>
<td>2nd Bullet: • Replace the &quot;G&quot; in &quot;Groups&quot; with a lowercase &quot;g&quot;. 4th Bullet: • Delete &quot;(e.g.: &quot;piggy back&quot; technique)&quot;. 5th Bullet: • Replace &quot;agency&quot; with &quot;NEPA MPO&quot;</td>
<td>Addressed as requested.</td>
</tr>
<tr>
<td>NEPA - Alan Baranski</td>
<td>66</td>
<td>C 21</td>
<td>14th Bullet: • Replace &quot;periodic&quot; with &quot;biennial&quot; in 1st Sentence.</td>
<td>Addressed as requested.</td>
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<tr>
<td>NEPA - Kate McMahon</td>
<td>P</td>
<td>22</td>
<td><strong>Remove Commas:</strong>&lt;br&gt;3rd Bullet: • After &quot;transit vehicles&quot;. <strong>&quot;Outreach to LEP Persons&quot; Heading</strong>&lt;br&gt;1st Paragraph: • After &quot;email&quot; and after &quot;websites&quot; in 1st Sentence.&lt;br&gt;6th Bullet: • After &quot;language&quot;.&lt;br&gt;9th Bullet: • After &quot;translation services&quot;.</td>
<td>Addressed as requested.</td>
</tr>
<tr>
<td>NEPA - Kate McMahon</td>
<td>G</td>
<td>22</td>
<td><strong>&quot;Outreach to LEP Persons&quot; Heading:</strong>&lt;br&gt;1st Paragraph: • After &quot;consider&quot; from before &quot;instead&quot; to after it in 2nd Sentence.</td>
<td>Addressed as requested.</td>
</tr>
<tr>
<td>NEPA - Kate McMahon</td>
<td>C</td>
<td>23</td>
<td><strong>&quot;Outreach to Disabled Persons&quot; heading, 2nd Paragraph (&quot;24 hours&quot;):</strong> Does the Sunshine Act specify the 24 hours notice or can it be longer?</td>
<td>It is not specified. Addressed as requested.</td>
</tr>
<tr>
<td>NEPA - Kate McMahon</td>
<td>P</td>
<td>24</td>
<td><strong>Remove Commas:</strong>&lt;br&gt;1st Bullet: • After &quot;Walking&quot; in 2nd Sentence.&lt;br&gt;2nd Bullet: • After &quot;trails&quot;. <strong>&quot;Outreach to Senior Persons&quot; Heading</strong>&lt;br&gt;2nd Bullet: • After &quot;Americans&quot;.&lt;br&gt;4th Bullet: • After &quot;vehicles&quot;.&lt;br&gt;5th Bullet: • After &quot;centers&quot;.&lt;br&gt;6th Bullet: • After &quot;(print and broadcast)&quot;.</td>
<td>Addressed as requested.</td>
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# Submission Review Comments and Responses

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<td>Report Title: Public Involvement Plan</td>
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<td>NEPA - Final</td>
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<td>Reviewer(s): Northeastern Pennsylvania Alliance MPO (NEPA) - Alan Baranski &amp; Kate McMahon</td>
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<td>9/16/2015</td>
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<tr>
<td>NEPA - Alan Baranski</td>
<td>C 71</td>
<td>24</td>
<td>&quot;Outreach to Senior Persons&quot; Heading: 2nd Bullet: Move 3rd Sentence (&quot;Identify agency contacts at County Area Agencies...&quot;) to its own bullet.</td>
<td>Addressed as requested.</td>
</tr>
<tr>
<td>NEPA - Kate McMahon</td>
<td>P 72</td>
<td>25</td>
<td>&quot;Public Involvement Plan Activity File&quot; Heading: 4th Subbullet: Delete comma after &quot;distributed&quot;.</td>
<td>Addressed as requested.</td>
</tr>
<tr>
<td>NEPA - Kate McMahon</td>
<td>P 73</td>
<td>26</td>
<td>Heading 6, &quot;Public Involvement Plan Process Checklists&quot;: 1st Paragraph: Delete the hyphen between &quot;offer&quot; and &quot;step-by-step&quot;. 2nd Paragraph: Delete the comma after &quot;amendments&quot; in 1st Sentence.</td>
<td>Addressed as requested.</td>
</tr>
<tr>
<td>NEPA - Alan Baranski</td>
<td>P 74</td>
<td>26</td>
<td>2nd Paragraph (&quot;The NEPA MPO staff will facilitate...&quot;): Insert comma after &quot;review&quot; in 1st Sentence.</td>
<td>Addressed as requested.</td>
</tr>
<tr>
<td>NEPA - Kate McMahon</td>
<td>C 75</td>
<td>26</td>
<td>1st Bullet: Delete the &quot;s&quot; in &quot;The Plans&quot;. Heading 6, 1st Paragraph: Delete the &quot;s&quot; at the end of &quot;Long Range Transportation Plans&quot; in 2nd Sentence. Insert &quot;Public&quot; in between &quot;Coordinated&quot; and &quot;Transit&quot; in 2nd Sentence (addition to AB’s addition).</td>
<td>Addressed as requested.</td>
</tr>
<tr>
<td>NEPA - Alan Baranski</td>
<td>C 76</td>
<td>26</td>
<td>Heading 6, 1st Paragraph: Insert &quot;Coordinated Transit and Human Resources Plan Updates;&quot; after &quot;Amendments and Administrative Modifications;&quot; in 2nd Sentence.</td>
<td>Addressed as requested.</td>
</tr>
<tr>
<td>NEPA - Alan Baranski</td>
<td>C 77</td>
<td>27</td>
<td>Insert new Bullet after &quot;(TIP) Administrative Modifications&quot; Bullet; should read: &quot;Coordinated Transit and Human Resources Plan Updates&quot;.</td>
<td>Addressed as requested.</td>
</tr>
<tr>
<td>NEPA - Kate McMahon</td>
<td>C 78</td>
<td>27</td>
<td>Insert &quot;Public&quot; in between &quot;Coordinated&quot; and &quot;Transit&quot; in new Bullet (addition to AB’s addition).</td>
<td>Addressed as requested.</td>
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<td>NEPA - Alan Baranski</td>
<td>F 79</td>
<td>28</td>
<td>Section 3, 4th Bullet: Delete the extra space between &quot;5&quot; and &quot;Offices&quot;.</td>
<td>Addressed as requested.</td>
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<td>Reviewer</td>
<td>Comment Number</td>
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<td>Reviewer's Comment / Question</td>
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<tr>
<td>NEPA - Kate McMahon</td>
<td>80</td>
<td>P</td>
<td>28</td>
<td>Section 3, 4th Bullet: • Delete the comma after &quot;public transit agency offices&quot;.</td>
</tr>
<tr>
<td>NEPA - Kate McMahon</td>
<td>81</td>
<td>C</td>
<td>28</td>
<td>Section 1: • Insert &quot;NEPA&quot; before &quot;MPO's&quot;. Section 3: • Replace &quot;LLTS&quot; with &quot;NEPA&quot; in the 3rd and 4th Bullets. • Insert &quot;NEPA&quot; after &quot;Upon the discretion of the&quot; in 5th Bullet. Section 4: • Insert &quot;NEPA&quot; before &quot;MPO&quot; in 4th Subbullet. • Replace &quot;page&quot; with &quot;site&quot; in 4th Subbullet. Section 5: • Insert &quot;NEPA&quot; before &quot;MPO&quot; in 4th Bullet.</td>
</tr>
<tr>
<td>NEPA - Alan Baranski</td>
<td>82</td>
<td>C</td>
<td>29</td>
<td>Section 8: • Replace &quot;regularly&quot; with &quot;duly advertised&quot; in 1st Bullet.</td>
</tr>
<tr>
<td>NEPA - Kate McMahon</td>
<td>83</td>
<td>C</td>
<td>29</td>
<td>Section 8: • Insert &quot;The NEPA&quot; at the beginning of the 1st Bullet. • Insert &quot;NEPA&quot; after &quot;by vote of the&quot; in 1st Bullet. • Add an &quot;s&quot; to the end of &quot;committee&quot; in 1st Bullet. • Delete the &quot;a&quot; before &quot;scheduled public&quot; in 1st Bullet. • Add an &quot;s&quot; to the end of &quot;meeting&quot; in 1st Bullet. • Insert &quot;NEPA&quot; before &quot;MPO&quot; in 2nd Bullet. • Insert &quot;NEPA&quot; before &quot;MPO&quot; in 3rd Bullet.</td>
</tr>
<tr>
<td>NEPA - Kate McMahon</td>
<td>84</td>
<td>P</td>
<td>30</td>
<td>Section 1: • Delete the comma after &quot;agency offices&quot; in 4th Bullet. Section 2: • Delete the comma after &quot;LEP&quot; in Item b. • Delete the comma after &quot;organizations&quot; in 2nd Bullet, 2nd Subbullet.</td>
</tr>
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### SUBMISSION REVIEW COMMENTS AND RESPONSES

<table>
<thead>
<tr>
<th>Reviewer</th>
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<th>Reviewer's Comment / Question</th>
<th>Response</th>
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</thead>
</table>
| NEPA - Kate McMahon | 85 | C | 30 | Heading Section:  
- Insert "NEPA" before "MPO LRTP" in 1st Sentence.  
Section 1:  
- Insert "NEPA" before "MPO Committee" in 1st Bullet.  
- Add an "s" to the end of "Committee" in 1st Bullet.  
- Delete the "a" before "shorter period" in 1st Bullet.  
- Insert "NEPA" before "MPO Office(s)" in 4th Bullet.  
- Delete the "(s)" in "Office(s)" in 4th Bullet.  
- Insert "and District 5" after "PennDOT District 4" in 4th Bullet.  
- Add an "s" to the end of "Office" in 4th Bullet.  
- Insert "NEPA" after "Upon the discretion of the" in 5th Bullet. | Addressed as requested. |
| NEPA - Alan Baranski | 86 | C | 30 | Section 1:  
- Insert "amendment" after "DRAFT LRTP" in 2nd Bullet. | Addressed as requested. |
| NEPA - Kate McMahon | 87 | C | 31 | Section 3:  
- Insert "NEPA" before "MPO webpage" in 4th Subbullet.  
Section 5:  
- Insert "NEPA" before "MPO website" in 3rd Bullet.  
Section 6:  
- Insert "The NEPA" at beginning of 1st Bullet.  
- Insert "NEPA" before "MPO committee" in 1st Bullet.  
- Add an "s" at the end of "committee" in 1st Bullet.  
- Add an "s" at the end of "meeting" in 1st Bullet.  
- Insert "NEPA" before "MPO website" in 2nd Bullet.  
- Insert "NEPA" before "MPO webpage" in 3rd Bullet. | Addressed as requested. |
| NEPA - Alan Baranski | 88 | C | 31 | Section 6:  
- Replace "a regularly" with "duly advertised" in 1st Bullet. | Addressed as requested. |
## Submission Review Comments and Responses

**Reviewer**: Northeastern Pennsylvania Alliance MPO (NEPA) - Alan Baranski & Kate McMahon

<table>
<thead>
<tr>
<th>Reviewer</th>
<th>Comment Code</th>
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<tr>
<td>NEPA - Kate McMahon</td>
<td>89 C</td>
<td>32</td>
<td>Section 1:</td>
<td>• Insert &quot;NEPA&quot; before &quot;MPO website&quot; in 3rd Bullet. • Insert &quot;NEPA&quot; before &quot;MPO Office(s)&quot; in 4th Bullet. • Delete the &quot;(s)&quot; in &quot;Office(s)&quot; in 4th Bullet. • Insert &quot;NEPA&quot; after &quot;Upon the discretion of the&quot; in 5th Bullet.</td>
<td>Addressed as requested.</td>
</tr>
<tr>
<td>NEPA - Alan Baranski</td>
<td>90 C</td>
<td>32</td>
<td>Section 5:</td>
<td>• Replace &quot;a regularly&quot; with &quot;duly advertised&quot; in 1st Bullet.</td>
<td>Addressed as requested.</td>
</tr>
<tr>
<td>NEPA - Kate McMahon</td>
<td>91 P</td>
<td>33</td>
<td>Section 1:</td>
<td>• Delete the comma after &quot;agency offices&quot; in 4th Bullet.</td>
<td>Addressed as requested.</td>
</tr>
<tr>
<td>NEPA - Kate McMahon</td>
<td>92 C</td>
<td>33</td>
<td>Section 1:</td>
<td>• Insert &quot;NEPA&quot; before &quot;MPO Committee&quot; in 1st Bullet. • Add an &quot;s&quot; at the end of &quot;Committee&quot; in 1st Bullet. • Delete the &quot;s&quot; in &quot;elected&quot; in 1st Bullet. • Insert &quot;NEPA&quot; before &quot;MPO website&quot; in 3rd Bullet. • Insert &quot;NEPA&quot; before &quot;MPO Office(s)&quot; in 4th Bullet. • Insert &quot;NEPA&quot; after &quot;Upon the discretion of the&quot; in Last Sentence.</td>
<td>Addressed as requested.</td>
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<td>Reviewer(s)</td>
<td>Comment Code</td>
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<td>Reviewer's Comment / Question</td>
<td>Response</td>
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</tbody>
</table>
| NEPA - Kate McMahon | C | 34 | **Section 3:**  
- Insert "NEPA" before "MPO webpage" in 4th Subbullet.  
**Section 4:**  
- Insert "NEPA" before "MPO website" in 3rd Bullet.  
**Section 5:**  
- Insert "NEPA" before "MPO website" in 3rd Bullet.  
**Section 6:**  
- Insert "NEPA" before "MPO committee" in 1st Bullet.  
- Add an "s" at the end of "committee" in 1st Bullet.  
- Add an "s" at the end of "meeting" in 1st Bullet.  
- Insert "NEPA" before "MPO website" in 2nd Bullet.  
- Insert "NEPA" before "MPO webpage" in 3rd Bullet. | Addressed as requested. |
| NEPA - Alan Baranski | C | 34 | **Section 6:**  
- Replace "a regularly" with "duly advertised" in 1st Bullet. | Addressed as requested. |
| NEPA - Kate McMahon | C | 35 | **Heading Section:**  
- Replace "$5 million" with "$3 million" in 1st Subbullet and 2nd Bullet.  
**Section 4:**  
- Insert "NEPA" after "by vote of the" in 1st Bullet.  
- Insert "Technical Planning" before "committee at a" in 1st Bullet.  
- Make the "c" in "committee" a capital "C." | Addressed as requested. |
| NEPA - Alan Baranski | C | 35 | **Section 4:**  
- Replace "regularly" with "duly advertised" in 1st Bullet. | Addressed as requested. |
| NEPA - Kate McMahon | C | 35 | 1st subbullet ("$5 million"): Because the NEPA region is less than 1 million population, the threshold for an amendment is $3 million per our MOU with PennDOT. | Addressed as requested. |
| NEPA | C | 35 | Do we have to put the amendments on our website? We currently do not. | As a part of approved meeting minutes; addressed as requested. |
| NEPA | C | 36 | **Section 3:**  
- Replace "adopts" with "reviews" in 1st Sentence.  
- Delete "by approval of MPO staff" in 1st Sentence.  
- Insert "The NEPA" at the beginning of 1st Bullet.  
- Insert "Technical Planning Committee" before "adopts" in 1st Bullet.  
- Replace "adopts" with "reviews" in 1st Bullet.  
- Delete "by vote of the MPO committee" in 1st Bullet. | Addressed as requested. |
### Submission Review Comments and Responses

<table>
<thead>
<tr>
<th>Reviewer</th>
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<th>Section</th>
<th>Reviewer's Comment / Question</th>
<th>Response</th>
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<tr>
<td>NEPA - Alan Baranski</td>
<td>100</td>
<td>C</td>
<td>36</td>
<td>Section 3: • Replace &quot;regularly&quot; with &quot;duly advertised&quot; in 1st Bullet.</td>
<td>Addressed as requested.</td>
</tr>
<tr>
<td>NEPA - Kate McMahon</td>
<td>101</td>
<td>C</td>
<td>36</td>
<td>Under the MOU with PennDOT, no vote is taken on administrative actions. We do not currently post meeting minutes on the website.</td>
<td>As a part of approved meeting minutes; addressed as requested.</td>
</tr>
<tr>
<td>NEPA - Kate McMahon</td>
<td>102</td>
<td>C</td>
<td>37</td>
<td>Section 1: • Insert &quot;the NEPA&quot; after &quot;Task&quot; in 1st Bullet. • Delete &quot;(Transportation Advisory, Technical and Coordinating Committees)&quot; in 1st Bullet. Section 3: • Insert &quot;NEPA&quot; before &quot;MPO Office(s)&quot; in 4th Bullet. • Delete the &quot;(s)&quot; in &quot;Office(s)&quot; in 4th Bullet. Section 4: • Insert &quot;NEPA&quot; before &quot;MPO webpage&quot; in 3rd Subbullet.</td>
<td>Addressed as requested.</td>
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<tr>
<td>NEPA - Kate McMahon</td>
<td>103</td>
<td>C</td>
<td>37</td>
<td>Section 4: • Delete &quot;the 3&quot; in 1st Subbullet</td>
<td>Addressed as requested.</td>
</tr>
<tr>
<td>NEPA - Alan Baranski</td>
<td>104</td>
<td>C</td>
<td>38</td>
<td>Section 7: • Insert &quot;NEPA&quot; at beginning of 1st Bullet. • Insert &quot;NEPA&quot; before &quot;MPO office committee&quot; in 1st Bullet. • Add an &quot;s&quot; at the end of &quot;committee&quot; in 1st Bullet. • Insert &quot;NEPA&quot; before &quot;MPO office website&quot; in 2nd Bullet. • Insert &quot;NEPA&quot; before &quot;MPO webpage&quot; in 3rd Bullet.</td>
<td>Addressed as requested.</td>
</tr>
<tr>
<td>NEPA - Alan Baranski</td>
<td>105</td>
<td>C</td>
<td>38</td>
<td>Section 7: • Replace &quot;a regularly&quot; with &quot;duly advertised&quot; in 1st Bullet.</td>
<td>Addressed as requested.</td>
</tr>
<tr>
<td>NEPA - Alan Baranski</td>
<td>106</td>
<td>C</td>
<td>39</td>
<td>Heading 7, MPO Contact Information 1st Bullet: • Replace &quot;wanting want&quot; with &quot;desiring&quot; in 3rd Sentence. 5th Paragraph (&quot;The NEPA MPO Policy Board meets&quot;): • Replace &quot;will be&quot; with &quot;are typically&quot; in 2nd Sentence.</td>
<td>Addressed as requested.</td>
</tr>
<tr>
<td>Reviewer</td>
<td>Comment Type</td>
<td>Document Code</td>
<td>Page No.</td>
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<td>NEPA - Kate McMahon</td>
<td>P</td>
<td>107</td>
<td>39</td>
<td>3rd Paragraph (&quot;The NEPA Alliance convenes&quot;): • Delete the extra space between &quot;committees,&quot; and &quot;the NEPA MPO&quot; in 1st Sentence. • Delete the comma after &quot;Adoption&quot; in 2nd Sentence.</td>
<td>Addressed as requested.</td>
</tr>
<tr>
<td>NEPA - Kate McMahon</td>
<td>C</td>
<td>108</td>
<td>39</td>
<td>1st Subbullet: • Insert &quot;<a href="http://www.nepa-alliance.org/transportation">http://www.nepa-alliance.org/transportation</a>&quot; on the next line following &quot;Visit the NEPA MPO website at:&quot;</td>
<td>Addressed as requested.</td>
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<tr>
<td>JBH</td>
<td>A, C</td>
<td>109</td>
<td>i</td>
<td>&quot;Appendix&quot; Heading: Use numbers or letter for Appendices?</td>
<td>Letter</td>
</tr>
<tr>
<td>NEPA - Kate McMahon</td>
<td>A, P</td>
<td>110</td>
<td>A1, 1</td>
<td>1st Paragraph: • Replace &quot;SEDA COG&quot; with &quot;NEPA&quot; in 2nd Sentence. • Replace &quot;Participation&quot; with &quot;Involvement&quot; in 2nd Sentence.</td>
<td>Addressed as requested.</td>
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<tr>
<td>NEPA - Kate McMahon</td>
<td>A, P</td>
<td>111</td>
<td>A1, 2</td>
<td>Delete Commas: • 1st Bullet, after &quot;minimize&quot;. • 3rd Bullet, after &quot;reduction in&quot;.</td>
<td>Addressed as requested.</td>
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<tr>
<td>JBH</td>
<td>A</td>
<td>112</td>
<td>A1, 1</td>
<td>&quot;Title VI &amp; EJ&quot; Heading, Last Sentence (&quot;Appendix S.3&quot;): Wrong reference.</td>
<td>Addressed as requested.</td>
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<td>NEPA - Kate McMahon 113</td>
<td>A, C</td>
<td>A2, 1</td>
<td>1st Paragraph:</td>
<td>• Capitalize the &quot;c&quot; in &quot;county&quot; in 1st Sentence.</td>
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<td></td>
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<td>2nd Paragraph:</td>
<td>• Capitalize the &quot;c&quot; in &quot;county&quot; in 1st Sentence.</td>
<td>2nd Paragraph:</td>
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<td>NEPA - Kate McMahon 114</td>
<td>A, P</td>
<td>A3, 1</td>
<td>1st Paragraph:</td>
<td>• Delete the comma after &quot;(LEP)&quot; in 1st Sentence.</td>
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<td>• Delete the comma after &quot;linguistic&quot; in 2nd Sentence.</td>
<td>2nd Paragraph:</td>
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<tr>
<td>NEPA - Kate McMahon 115</td>
<td>A, C</td>
<td>A3, 1</td>
<td>2nd Paragraph:</td>
<td>• Delete &quot;The&quot; at the beginning of 2nd Sentence.</td>
<td>Addressed as requested.</td>
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<td>• Capitalize the &quot;m&quot; in &quot;mapping&quot; in 2nd Sentence.</td>
<td>3rd Paragraph:</td>
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<td>• Insert &quot;the data&quot; between &quot;mapping&quot; and &quot;helps&quot; in 2nd Sentence.</td>
<td>4th Paragraph:</td>
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<td>4th Paragraph:</td>
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<td>J BH 116</td>
<td>A</td>
<td>A3, 1</td>
<td>1st Sentence (&quot;Appendix 1&quot;):</td>
<td>Change to Appendix A if we decide to use letters rather than numbers.</td>
<td>Addressed as requested.</td>
</tr>
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<td>NEPA - Kate McMahon 117</td>
<td>A, P</td>
<td>A3, 3</td>
<td>Delete Commas:</td>
<td>• 1st Sentence, after &quot;color&quot;.</td>
<td>Addressed as requested.</td>
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<td>• 2nd Bullet, after &quot;Southeast Asia&quot;.</td>
<td>2nd Paragraph, 2nd Sentence, after &quot;anthropological&quot;.</td>
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<td>• 4th Bullet, after &quot;Samoa&quot;.</td>
<td>2nd Paragraph, 1st Sentence, after &quot;Central American&quot;.</td>
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<td>NEPA - Kate McMahon 118</td>
<td>A, P</td>
<td>A3, 5</td>
<td>Delete Commas:</td>
<td>• 1st Sentence, 2nd Paragraph, after &quot;anthropological&quot;.</td>
<td>Addressed as requested.</td>
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<td>• 2nd Paragraph, 1st Sentence, after &quot;Central American&quot;.</td>
<td>4th Paragraph, 2nd Sentence, after &quot;composition&quot;.</td>
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<td>NEPA - Kate McMahon 119</td>
<td>A, P</td>
<td>A3, 17</td>
<td>Delete Commas:</td>
<td>• 1st Paragraph, 1st Sentence, after &quot;(LEP)&quot;.</td>
<td>Addressed as requested.</td>
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<td>• Item b., after &quot;LEP&quot;.</td>
<td>• &quot;Trigger (a)&quot; Paragraph, 1st Sentence, after &quot;In-Poverty&quot;.</td>
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<td>A, P</td>
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<td>A, C</td>
<td>1st Sentence:</td>
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<td>1st Sentence:</td>
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<td>A</td>
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<td>J BH</td>
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<td>NEPA - Kate McMahon</td>
<td>A, P</td>
<td>&quot;(TIP)&quot; Bullet (starts on previous page):</td>
<td>Addressed as requested.</td>
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<tr>
<td>NEPA - Alan Baranski</td>
<td>126 A, C</td>
<td>A4, 2</td>
<td><em>(UPWP)</em> Bullet</td>
<td>Addressed as requested.</td>
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<td>1st Paragraph:</td>
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<td>• Insert &quot;contract&quot; before &quot;approval&quot; at end of 3rd Sentence.</td>
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<td>2nd Paragraph:</td>
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<td>• Delete &quot;Although&quot; in 2nd Sentence.</td>
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<td>• Delete &quot;Alliance&quot; between &quot;NEPA&quot; and &quot;UPWP&quot; in 2nd Sentence.</td>
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<td>• Delete &quot;would be negligent not to&quot; in 2nd Sentence.</td>
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<td>• Add an &quot;s&quot; at the end of &quot;includes&quot; in 2nd Sentence.</td>
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<td>• Delete &quot;these important&quot; in 2nd Sentence.</td>
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<td>3rd Paragraph:</td>
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<td>• Replace &quot;wishes&quot; with &quot;strives&quot; in 1st Sentence.</td>
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<tr>
<td>NEPA - Kate McMahon</td>
<td>127 A, C</td>
<td>A4, 2</td>
<td><em>(UPWP)</em> Bullet</td>
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<td>2nd Paragraph:</td>
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<td>• Delete &quot;again,&quot; in 1st Sentence.</td>
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<td></td>
<td>• Insert &quot;the&quot; before &quot;NEPA Alliance UPWP&quot; in 2nd Sentence.</td>
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</tr>
<tr>
<td>NEPA - Alan Baranski</td>
<td>128 A, C</td>
<td>A4, 3</td>
<td><em>(UPWP)</em> Bullet</td>
<td>Addressed as requested.</td>
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<td>3rd Paragraph (begins on previous page):</td>
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<td>• Delete the Last Sentence of the Paragraph (&quot;With respect to the increased funding available...&quot;)</td>
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<tr>
<td>JBH</td>
<td>129 A</td>
<td>A5, i</td>
<td>Heading &quot;Title VI Non-Discrimination Plan&quot;: Include document?</td>
<td>It is a separate document due to size, and is so noted on the Title Page.</td>
<td></td>
</tr>
<tr>
<td>NEPA - Kate McMahon</td>
<td>130 A, P</td>
<td>A6, 1</td>
<td>Delete Comma:</td>
<td>Addressed as requested.</td>
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<td></td>
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<td>• Item 3): after &quot;activity&quot;.</td>
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<td>NEPA - Kate McMahon</td>
<td>131 A, C</td>
<td>A6, 1</td>
<td>1st Paragraph:</td>
<td>Addressed as requested.</td>
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<td></td>
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<td></td>
<td>• Insert &quot;Metropolitan Planning Organization&quot; before &quot;(NEPA MPO)&quot; in 1st Sentence.</td>
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<tr>
<td>NEPA - Kate McMahon</td>
<td>132 A, P</td>
<td>A6, 2</td>
<td>Delete Comma:</td>
<td>Addressed as requested.</td>
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<td>• After &quot;information&quot; in 1st Sentence.</td>
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<td>• After &quot;affected&quot; in 1st Sentence.</td>
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<td>• After &quot;Title VI Complaint Form&quot; in 2nd Sentence.</td>
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<td></td>
<td>• After &quot;Public Involvement Plan&quot; in 3rd Sentence.</td>
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</table>
### SUBMISSION REVIEW COMMENTS AND RESPONSES

<table>
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<tr>
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<tbody>
<tr>
<td>NEPA - Kate McMahon</td>
<td>133 A, C</td>
<td>A6, 2</td>
<td>1st Paragraph:</td>
<td>• Replace &quot;Lackawanna and Luzerne counties&quot; with &quot;the NEPA MPO&quot; in 2nd Sentence. 2nd Paragraph:</td>
<td>Addressed as requested</td>
</tr>
<tr>
<td>NEPA - Kate McMahon</td>
<td>133 A, C</td>
<td>A6, 3</td>
<td>1st Paragraph:</td>
<td>&quot;Google Translate&quot; Bullet:</td>
<td>Addressed as requested</td>
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<tr>
<td>NEPA - Kate McMahon</td>
<td>134 A, C</td>
<td>A6, 4</td>
<td>1st Paragraph:</td>
<td>2nd Table, Last Row (&quot;Security&quot;): Format to fit on one page.</td>
<td>Addressed as requested</td>
</tr>
<tr>
<td>NEPA - Kate McMahon</td>
<td>135 A, P</td>
<td>A6, 4</td>
<td>Delete Comma:</td>
<td>After &quot;brochures&quot; in the 2nd Bullet under the &quot;Toolbox&quot; Heading.</td>
<td>Addressed as requested</td>
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<tr>
<td>NEPA - Kate McMahon</td>
<td>136 A, C</td>
<td>A6, 4</td>
<td>&quot;Staff Training&quot; Heading:</td>
<td>&quot;In-Person Requests&quot; Heading:</td>
<td>Addressed as requested</td>
</tr>
<tr>
<td>NEPA - Kate McMahon</td>
<td>137 A</td>
<td>A7, 1</td>
<td>1st Paragraph:</td>
<td>&quot;Providing Notice&quot; Heading:</td>
<td>Addressed as requested</td>
</tr>
<tr>
<td>NEPA - Kate McMahon</td>
<td>138 A, F</td>
<td>A8, 2</td>
<td>2nd Table, Last Row (&quot;Security&quot;): Format to fit on one page.</td>
<td>After &quot;transportation&quot; in 1st Sentence. After &quot;School&quot; in 2nd Sentence.</td>
<td>Addressed as requested</td>
</tr>
<tr>
<td>NEPA - Kate McMahon</td>
<td>139 A, F</td>
<td>A8, 3</td>
<td>2nd Table, Last Row (&quot;Date&quot;): Format to fit on one page.</td>
<td>&quot;Location&quot; Paragraph:</td>
<td>Addressed as requested</td>
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<tr>
<td>Reviewer</td>
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<td>Response</td>
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<tr>
<td>NEPA - Kate McMahon</td>
<td>141</td>
<td>A, C</td>
<td>A8, 4</td>
<td>&quot;Location Paragraph&quot;: • Change all capital letters in &quot;(such as a Municipal Building, Fire Hall, Community Center, a School, or Church)&quot; to lowercase.</td>
<td>Addressed as requested</td>
</tr>
<tr>
<td>NEPA - Kate McMahon</td>
<td>142</td>
<td>A, P</td>
<td>A8, 5</td>
<td>Delete Comma: • 1st Paragraph, 1st Sentence, after &quot;public hearings&quot;.</td>
<td>Addressed as requested</td>
</tr>
<tr>
<td>NEPA - Kate McMahon</td>
<td>143</td>
<td>A, C</td>
<td>A8, 5</td>
<td>&quot;Public Meeting&quot; Heading 1st Paragraph: • Replace &quot;mapping&quot; with &quot;maps&quot; in 1st Sentence. • Change the &quot;S&quot; in &quot;Station&quot; to lowercase in 2nd Sentence. • Change the &quot;S&quot; in &quot;Stations&quot; to lowercase in 4th Sentence. Station 1 &quot;Materials&quot; Section: • Change all capital letters in &quot;General Sign-in Sheets, Comment Form, Public Meeting Informational handout, Media Kits, Hard Copies of relative documents, Comment Box&quot; to lowercase. Station 2 &quot;Displays&quot; Section: • Replace &quot;Project Mapping&quot; with &quot;project maps&quot; Station 3 &quot;Displays&quot; Section: • Delete the spaces between &quot;Natural&quot; and &quot;Socioeconomic&quot; and the &quot;/&quot; between them. • Change the &quot;R&quot; and &quot;M&quot; in &quot;Renderings and Mitigation&quot; to lowercase. Section 4 &quot;Displays&quot; Section: • Change all capital letters in &quot;Chairs, Pencils, General Comment Forms, Documents&quot; to lowercase.</td>
<td>Addressed as requested</td>
</tr>
<tr>
<td>NEPA - Alan Baranski</td>
<td>144</td>
<td>A, C</td>
<td>A8, 7</td>
<td>1st Paragraph: • Delete the space between &quot;to&quot; and &quot;,&quot; in 2nd Sentence. • Insert &quot;<a href="mailto:xxxxxxx@nepa-alliance.org">xxxxxxx@nepa-alliance.org</a>&quot; after the colon in 2nd Sentence. • After &quot;or to the address below&quot;, insert: &quot;Northeastern Pennsylvania Alliance 1151 Oak Street Pittston, PA 18640&quot;</td>
<td>Addressed as requested</td>
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</table>
## Submission Review Comments and Responses

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</table>
| NEPA - Kate McMahon | A, P | A8, 8 | "Suggested questions" Paragraph:  
• Insert a comma after "Limited English Proficiency" in 2nd Sentence. | Addressed as requested. |
| NEPA - Kate McMahon | A, C | A9, 1 | "NEPA MPO Policy Board" Heading:  
• (Item 1.) Insert "(Monroe County)" after "Matt Connell".  
• (Item 2.) Insert "(Pike County)" after "Fred Suljic"  
• (Item 3.) Insert "(Schuylkill County)" after "Micah Gursky".  
• (Item 4.) Insert "(Carbon County)" after "Joseph Sebelin". | Addressed as requested. |
| NEPA - Alan Baranski | A, C | A9, 3 | "Economic Development Agencies" Heading:  
• Insert an Item 15., "Chamber of the Northern Poconos". | Addressed as requested. |
| NEPA - Kate McMahon | A, C | A11, 1 | 10th Bullet:  
• Change the capital letters in "(Sign-In Sheet)" to lowercase. | Addressed as requested. |
| NEPA - Kate McMahon | A, C | A11, 3 | "Need for Public Involvement Plan Update" Table:  
• Replace all occurrences of "PPP" with "PIP" (Sections 2, 3, 4, 5, 6, 7, and 9). | Addressed as requested. |
| NEPA - Kate McMahon | A, C | A11, 4 | Heading should read:  
"Public Involvement Plan (PIP) Document Evaluation".  
"Open Ended Review" Table:  
• Replace both occurrences of "PPP" with "PIP". | Addressed as requested. |
# Submission Review Comments and Responses

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</thead>
<tbody>
<tr>
<td>PennDOT - Matt Kelly</td>
<td>1</td>
<td>C</td>
<td>6</td>
<td>You talk to using Google translate program for translation purposes, we have found through are translation contractor with guidance from LEP website that it is the least recommended service to use.</td>
<td>Propio and Bing were added as translation options on page 6 and also on page 10.</td>
</tr>
<tr>
<td>PennDOT - Matt Kelly</td>
<td>2</td>
<td>C</td>
<td>9</td>
<td>We don’t recommend the use of HRC because the PHRC does not have subject matter jurisdiction for Title VI complaints. PHRC enforces commonwealth laws that prohibit discrimination in employment, housing, commercial property, education and public accommodations.</td>
<td>The PA Human Relations Commission was deleted as a location for filing a complaint.</td>
</tr>
<tr>
<td>PennDOT - Matt Kelly</td>
<td>3</td>
<td>C</td>
<td>10</td>
<td>The complainant can file directly with FHWA but they will direct it to us (BEO/PennDOT) for our findings before they will action anything. You can keep it the way it is, this is just an FYI item.</td>
<td>No text change made.</td>
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</table>
## Submission Review Comments and Responses

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<tbody>
<tr>
<td><strong>NEPA - Kate McMahon</strong></td>
<td>P</td>
<td>1</td>
<td>Delete Commas: 1st Paragraph: • After “color” in 1st Sentence. 2nd Paragraph: • After “speak” in 2nd Sentence. “Four Factor Analysis” Heading: • After “activity” in Item 2. • After “activity” in Item 3. “Factor I” Heading: • After “Pike” in 2nd Sentence.</td>
<td>Change made as requested.</td>
</tr>
<tr>
<td><strong>NEPA - Alan Baranski</strong></td>
<td>C</td>
<td>1</td>
<td>1st Paragraph: • Replace “1963” with “1964” in 1st Sentence.</td>
<td>Change made as requested.</td>
</tr>
<tr>
<td><strong>NEPA - Kate McMahon</strong></td>
<td>P</td>
<td>3</td>
<td>2nd Paragraph: • Insert “The” before “NEPA MPO” at the beginning of the 3rd Sentence.</td>
<td>Change made as requested.</td>
</tr>
<tr>
<td><strong>NEPA - Kate McMahon</strong></td>
<td>S</td>
<td>5</td>
<td>1st Paragraph: • Change “an” to “and” in the 4th Sentence (before “African languages (205)”).</td>
<td>Change made as requested.</td>
</tr>
<tr>
<td><strong>NEPA - Kate McMahon</strong></td>
<td>P</td>
<td>5</td>
<td>Delete Commas: 1st Paragraph: • After “languages” in 3rd Sentence. • After “German (209)” in 4th Sentence.</td>
<td>Change made as requested.</td>
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</table>
## SUBMISSION REVIEW COMMENTS AND RESPONSES

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</thead>
</table>
| NEPA - Kate McMahon | 6 | P | 12 | Delete Commas:  
1st Paragraph:  
• After "complaint forms" in Last Sentence.  
5th Paragraph:  
• After "complaint forms" in 1st Sentence. | Change made as requested. |
| NEPA - Alan Baranski | 7 | C | 12 | 3rd Paragraph:  
• Insert "within the MPO region" after "1,000 person threshold" in 2nd Sentence. | Change made as requested. |
| NEPA - Kate McMahon | 8 | C | 12 | 5th Paragraph:  
• Insert "the" before "NEPA MPO" in 2nd Sentence. | Change made as requested. |
| NEPA - Kate McMahon | 9 | P | 13 | Delete Commas:  
"Factor 2" Heading  
2nd Paragraph:  
• After "languages" in 3rd Sentence.  
• After "in-person" in Last Sentence.  
"Factor 3" Heading  
1st Paragraph:  
• After "facilities" in 4th Sentence.  
"Factor 4" Heading  
2nd Paragraph:  
• After "office facility" in Last Sentence. | Change made as requested. |
<table>
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<th>Reviewer</th>
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<th>Reviewer's Comment / Question</th>
<th>Response</th>
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<tr>
<td>NEPA - Kate McMahon</td>
<td>10</td>
<td>C</td>
<td>13</td>
<td>“Factor 2” Heading 1st Paragraph: Insert “The” before “NEPA MPO” in 1st Sentence. Insert “the” before “NEPA MPO” in 2nd Sentence.</td>
<td>Change made as requested.</td>
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<td>“Factor 4” Heading 1st Paragraph: Insert “The” before “NEPA MPO” in 1st Sentence.</td>
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<td>“Notices and Advertisements” Heading 3rd Bullet: Delete comma after “parties”. 4th Bullet: Delete comma after “brochures”.</td>
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<tr>
<td>NEPA - Kate McMahon</td>
<td>13</td>
<td>P</td>
<td>15</td>
<td>“Translation Services for Written Material” Heading 1st Paragraph: • Delete comma after “Coordinated Human Services Transportation Plan” in 3rd Sentence.</td>
<td>Change made as requested.</td>
</tr>
<tr>
<td>NEPA - Kate McMahon</td>
<td>14</td>
<td>C</td>
<td>15</td>
<td>“Language Identification Card” Heading (prev. page) 1st Paragraph (begins on previous page): • Replace “for use where” with “which can be used when” in 5th Sentence.</td>
<td>Change made as requested.</td>
</tr>
<tr>
<td>NEPA - Kate McMahon</td>
<td>15</td>
<td>P</td>
<td>16</td>
<td>“Providing Notice” Heading 1st Paragraph: • After “Public Involvement Plan” in 2nd Sentence. 2nd Paragraph: • After “social media postings” in 2nd Sentence. 3rd Paragraph: • After “press releases” in 1st Sentence. • After “Spanish” in 2nd Sentence. 7th Paragraph (&quot;At the meeting venue&quot;): • After “Spanish” in 2nd Sentence.</td>
<td>Change made as requested.</td>
</tr>
<tr>
<td>NEPA - Kate McMahon</td>
<td>16</td>
<td>C</td>
<td>16</td>
<td>“Automated Translation” Heading (starts on prev. page): • Insert “the” before “NEPA MPO” in Last Sentence.</td>
<td>Change made as requested.</td>
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<td>Reviewer</td>
<td>Comment Number</td>
<td>Document Code</td>
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<td>NEPA - Kate McMahon</td>
<td>20</td>
<td>P</td>
<td>18</td>
<td>Delete Commas:</td>
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<td>&quot;Webpage&quot; Heading</td>
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<td>1st Paragraph:</td>
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<td>• After &quot;activities/meetings&quot; in 2nd Sentence.</td>
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<td>1st Bullet:</td>
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<td>• After &quot;Polish&quot; in 2nd Sentence.</td>
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<td>3rd Bullet:</td>
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<td>• After &quot;Polish&quot; in 2nd Sentence.</td>
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<td>NEPA - Kate McMahon</td>
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<td>18</td>
<td>Change made as requested.</td>
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<td>&quot;Webpage&quot; Heading</td>
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<td>1st Paragraph:</td>
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<td>• Replace &quot;for disseminating&quot; with &quot;to disseminate&quot; in 2nd Sentence.</td>
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<td>• Replace &quot;advertising&quot; with &quot;advertise&quot; in 2nd Sentence.</td>
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<td>• Replace &quot;providing&quot; with &quot;provide&quot; in 2nd Sentence.</td>
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<td>• Insert &quot;to be&quot; after &quot;contact points&quot; in 3rd Sentence.</td>
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<td>2nd Paragraph:</td>
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<td>• Insert &quot;The&quot; before &quot;NEPA MPO&quot; in 1st Sentence.</td>
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<tr>
<td>NEPA - Kate McMahon</td>
<td>22</td>
<td>P</td>
<td>19</td>
<td>Change made as requested.</td>
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<td>&quot;Translation of Phone Calls... &quot; Heading (starts prev. page)</td>
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<td>1st Paragraph:</td>
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<td>• After &quot;increasing&quot; in 1st Sentence.</td>
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<td>2nd Paragraph:</td>
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<td>• after &quot;web posting&quot; in 2nd Sentence.</td>
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<td>&quot;LEP Coordination and Staff Training&quot; Heading</td>
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<td>2nd Paragraph:</td>
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<td>• After &quot;presentation&quot; in 1st Sentence.</td>
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</tbody>
</table>
## Submission Review Comments and Responses

<table>
<thead>
<tr>
<th>Reviewer</th>
<th>Comment Number</th>
<th>Document Code</th>
<th>Page No.</th>
<th>Reviewer’s Comment / Question</th>
<th>Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>NEPA - Kate McMahon</td>
<td>23</td>
<td>C</td>
<td>19</td>
<td>1st Bullet: • Change all capital letters in &quot;Language Identification Card&quot; inside the parentheses to lowercase.</td>
<td>Change made as requested.</td>
</tr>
<tr>
<td>NEPA - Kate McMahon</td>
<td>24</td>
<td>P</td>
<td>20</td>
<td>&quot;LEP Coordination and Staff Training&quot; Heading (prev. page) 3rd Paragraph: • Insert a period after &quot;maintained&quot; in 1st Sentence</td>
<td>Change made as requested.</td>
</tr>
<tr>
<td>NEPA - Kate McMahon</td>
<td>25</td>
<td>C</td>
<td>20</td>
<td>&quot;LEP Coordination and Staff Training&quot; Heading (prev. page) 3rd Paragraph: • Replace entire Paragraph (1 Sentence); should read: &quot;To ensure that the language assistance materials can be accessed quickly and discretely when a LEP person calls or visits the MPO office, a paper copy binder will be created and maintained.&quot;.</td>
<td>Change made as requested.</td>
</tr>
<tr>
<td>NEPA - Alan Baranski</td>
<td>26</td>
<td>C</td>
<td>20</td>
<td>&quot;Review Process for the LEP Plan and LAP&quot; Heading 2nd Paragraph: • Replace &quot;Participation&quot; with &quot;Involvement&quot; in 1st Sentence.</td>
<td>Change made as requested.</td>
</tr>
<tr>
<td>JBH</td>
<td>27</td>
<td>A</td>
<td>20</td>
<td>Last Paragraph, 1st Sentence (&quot;Appendix K&quot;): Appendix K is Self-Assessment Checklist, not a suggested list of LEP Performance Measures. Is this the same as the LEP Interaction Tracking form? If so, use a consistent name.</td>
<td>The Reference to LEP Performance Measures was deleted.</td>
</tr>
</tbody>
</table>
## Submission Review Comments and Responses

| Comment Code: | NEPA MPO Public Involvement Plan | November 2015 | Submission: Draft
<table>
<thead>
<tr>
<th></th>
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<tbody>
<tr>
<td>Reviewer(s):</td>
<td>Northeastern Pennsylvania Alliance (NEPA) - Alan Baranski &amp; Kate McMahon</td>
<td>Submissions: Northeastern Pennsylvania Alliance MPO LEP Plan</td>
<td>8/28/2015 (Public Comment Period)</td>
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<table>
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<tr>
<th>Reviewer</th>
<th>Comment Number</th>
<th>Document Code</th>
<th>Page No.</th>
<th>Reviewer’s Comment / Question</th>
<th>Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>J BH</td>
<td>28</td>
<td>A</td>
<td>22</td>
<td>“Appendix K” Item (“Suggested LEP Plan Performance Measures”): Missing?</td>
<td>Item is not included and reference has been deleted.</td>
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<tr>
<td>NEPA - Kate McMahon</td>
<td>29</td>
<td>C</td>
<td>24</td>
<td>“In-Person” Paragraph: • Change the capital letters in “Welcome/Sign-In Station” to lowercase. • Change the capital letters in “Language Identification Card” to lowercase.</td>
<td>Change made as requested.</td>
</tr>
<tr>
<td>NEPA - Kate McMahon</td>
<td>30</td>
<td>C</td>
<td>27</td>
<td>“Title VI Notice” Text Box: • Insert “the” before “NEPA MPO’s” in 1st Sentence.</td>
<td>Change made as requested.</td>
</tr>
<tr>
<td>NEPA - Alan Baranski</td>
<td>31</td>
<td>C</td>
<td>29</td>
<td>“Polish Version” Heading: • Insert “Title VI Notice” after “Polish Version.”</td>
<td>Change made as requested.</td>
</tr>
<tr>
<td>NEPA - Kate McMahon</td>
<td>32</td>
<td>C</td>
<td>30</td>
<td>“Appendix D” 1st Paragraph: • Insert “the” before “NEPA MPO’s” in 1st Sentence. • Insert “the” before “NEPA MPO” in 2nd Sentence.</td>
<td>Change made as requested.</td>
</tr>
<tr>
<td>NEPA - Alan Baranski</td>
<td>33</td>
<td>F</td>
<td>34</td>
<td>Add new page/page break at the end of Page 33</td>
<td>Change made as requested.</td>
</tr>
<tr>
<td>NEPA - Alan Baranski</td>
<td>34</td>
<td>C</td>
<td>34</td>
<td>(New page): • Insert “Title VI Complaint Form (Polish Version)” at top of blank page.</td>
<td>Change made as requested.</td>
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<tr>
<td>NEPA - Kate McMahon</td>
<td>35</td>
<td>C</td>
<td>35</td>
<td>Item 7.: • Insert “the” before “NEPA MPO’s” in 1st Sentence.</td>
<td>Change made as requested.</td>
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<tr>
<td>J BH</td>
<td>36</td>
<td>C</td>
<td>35</td>
<td>1st Paragraph, 1st Sentence (“15”): 7 or 15?</td>
<td>Corrected to 15</td>
</tr>
<tr>
<td>J BH</td>
<td>37</td>
<td>C</td>
<td>36</td>
<td>1st Paragraph, 1st Sentence (“15”): 7 or 15?</td>
<td>Corrected to 15</td>
</tr>
<tr>
<td>J BH</td>
<td>38</td>
<td>C</td>
<td>36</td>
<td>Item 3. (“10”): Inconsistent number of days compared to English version.</td>
<td>Corrected to 15</td>
</tr>
<tr>
<td>J BH</td>
<td>39</td>
<td>C</td>
<td>36</td>
<td>Item 4. (“5”): Inconsistent number of days compared to English version</td>
<td>Corrected to 15</td>
</tr>
<tr>
<td>J BH</td>
<td>40</td>
<td>C</td>
<td>36</td>
<td>Item 5. (“10”): Inconsistent number of days compared to English version</td>
<td>Corrected to 15</td>
</tr>
<tr>
<td>Reviewer</td>
<td>Comment Number</td>
<td>Document Code</td>
<td>Page No.</td>
<td>Reviewer's Comment / Question</td>
<td>Response</td>
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<tr>
<td>NEPA - Alan Baranski</td>
<td>41</td>
<td>F</td>
<td>37</td>
<td>Add new page/page break at the end of Page 36</td>
<td>Change made as requested.</td>
</tr>
<tr>
<td>NEPA - Alan Baranski</td>
<td>42</td>
<td>C</td>
<td>37</td>
<td>(New page): • Insert &quot;Title VI Complaint Form (Polish Version)&quot; at top of blank page.</td>
<td>Change made as requested.</td>
</tr>
<tr>
<td>NEPA - Kate McMahon</td>
<td>43</td>
<td>C</td>
<td>48</td>
<td>&quot;Appendix I&quot;: • Replace the &quot;I&quot; in &quot;Appendix I&quot; with a &quot;J&quot;.</td>
<td>Change made as requested.</td>
</tr>
<tr>
<td>NEPA - Alan Baranski</td>
<td>44</td>
<td>C</td>
<td>48</td>
<td>&quot;Spanish - Community Contacts&quot; Heading: • Insert &quot;Ortegon&quot; after &quot;Johanna&quot;.</td>
<td>Change made as requested.</td>
</tr>
<tr>
<td>NEPA - Kate McMahon</td>
<td>45</td>
<td>C</td>
<td>49</td>
<td>Appendix K: • Insert &quot;the&quot; before every occurrence of &quot;NEPA MPO&quot; on the page.</td>
<td>Change made as requested.</td>
</tr>
<tr>
<td>NEPA - Kate McMahon</td>
<td>46</td>
<td>C</td>
<td>50</td>
<td>Appendix K (starts on prev. page): • Insert &quot;the&quot; before every occurrence of &quot;NEPA MPO&quot; on the page.</td>
<td>Change made as requested.</td>
</tr>
</tbody>
</table>
Public Involvement Plan Activity File

The Public Involvement Plan Activity File will serve as a repository of material that documents the MPO's public involvement activities, and as a record of the PIP implementation. The actual items collected for the file will reflect the PIP 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
  - 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 File 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.).
<table>
<thead>
<tr>
<th>Category</th>
<th>Element</th>
<th>Consistent with PIP</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advertisements &amp; Notifications</td>
<td>Placed a legal advertisement of the public comment period and public meetings in newspaper(s):</td>
<td>□ □ n/a</td>
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<tr>
<td></td>
<td>✓ Contained the required information</td>
<td>□ □ n/a</td>
<td></td>
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<tr>
<td></td>
<td>✓ Placed appropriately in advance of the public comment period and public meeting(s)</td>
<td>□ □ n/a</td>
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<tr>
<td></td>
<td>Press releases made regarding the public comment period and public meetings:</td>
<td>□ □ n/a</td>
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<tr>
<td></td>
<td>✓ Consistent with the legal advertisement</td>
<td>□ □ n/a</td>
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<tr>
<td></td>
<td>✓ Placed appropriately in advance of the public comment period and public meeting(s)</td>
<td>□ □ n/a</td>
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<tr>
<td></td>
<td>Interested Parties notified via email at the proper time</td>
<td>□ □ n/a</td>
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<td></td>
<td>Web notification provided on the MPO webpage at the appropriate time</td>
<td>□ □ n/a</td>
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<tr>
<td>Public Comment Period</td>
<td>Primary Public Comment Period required?</td>
<td>□ □ n/a</td>
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<td></td>
<td>Provided the primary Public Comment Period:</td>
<td>□ □ n/a</td>
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</tr>
<tr>
<td></td>
<td>✓ With the minimum or longer time period</td>
<td>□ □ n/a</td>
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<tr>
<td></td>
<td>Additional Public Comment period required?</td>
<td>□ □ n/a</td>
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<td></td>
<td>Provided the additional Public Comment Period:</td>
<td>□ □ n/a</td>
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<tr>
<td></td>
<td>✓ With the minimum or longer time period</td>
<td>□ □ n/a</td>
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<tr>
<td>Document Availability</td>
<td>Materials posted on the webpage in an accessible format</td>
<td>□ □ n/a</td>
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<tr>
<td></td>
<td>✓ For the primary Public Comment Period</td>
<td>□ □ n/a</td>
<td></td>
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<tr>
<td></td>
<td>✓ For any additional Public Comment Period</td>
<td>□ □ n/a</td>
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<td></td>
<td>Paper copy materials made available consistent with the legal advertisement:</td>
<td>□ □ n/a</td>
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<td></td>
<td>✓ At the specified locations and times</td>
<td>□ □ n/a</td>
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<tr>
<td></td>
<td>✓ For the primary Public Comment Period</td>
<td>□ □ n/a</td>
<td></td>
</tr>
<tr>
<td></td>
<td>✓ For any additional Public Comment Period</td>
<td>□ □ n/a</td>
<td></td>
</tr>
<tr>
<td>Public Meetings</td>
<td>Conducted the minimum number of public meetings:</td>
<td>□ □ n/a</td>
<td></td>
</tr>
<tr>
<td></td>
<td>✓ At an accessible location</td>
<td>□ □ n/a</td>
<td></td>
</tr>
<tr>
<td></td>
<td>✓ Consistent with the date, time, location specified in the legal advertisement</td>
<td>□ □ n/a</td>
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<tr>
<td>Category</td>
<td>Element</td>
<td>Consistent with PIP</td>
<td>Notes (List Name of Publication Here)</td>
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<td>---------------------</td>
<td>--------------------------------------</td>
</tr>
<tr>
<td>Comments</td>
<td>Comments solicited and received via:</td>
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<tr>
<td></td>
<td>✓ Comment forms distributed at the public meeting(s)</td>
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<tr>
<td></td>
<td>✓ Webpage comment portal or email (electronic)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>✓ Postal mail or hand-delivered (written)</td>
<td></td>
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</tr>
<tr>
<td></td>
<td>Comments compiled and summarized.</td>
<td></td>
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</tr>
<tr>
<td></td>
<td>✓ Incorporated into FINAL plan document</td>
<td></td>
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</tr>
<tr>
<td></td>
<td>Comment responses prepared.</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>✓ Incorporated into FINAL plan document</td>
<td></td>
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<tr>
<td></td>
<td>✓ Posted on the MPO webpage (or project-specific web portal) within the required timeframe</td>
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</tr>
<tr>
<td>Agency Coordination</td>
<td>FHWA &amp; FTA provided with opportunity to comment.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Presentation made at an Agency Coordination Meeting.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Adoption</td>
<td>Plan, amendment, update, etc., adopted at an advertised MPO meeting</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Documentation</td>
<td>Activity File contains relevant material to document the public involvement process.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
**Public Involvement Plan (PIP) Document Evaluation**

Reviewed by: __________________________

<table>
<thead>
<tr>
<th>Need for Public Involvement Plan Update</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>☐ Yes ☐ No</strong></td>
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<tr>
<td><strong>☐ Yes ☐ No</strong></td>
</tr>
<tr>
<td><strong>☐ Yes ☐ No</strong></td>
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<tr>
<td><strong>☐ Yes ☐ No</strong></td>
</tr>
<tr>
<td><strong>☐ Yes ☐ No</strong></td>
</tr>
<tr>
<td><strong>☐ Yes ☐ No</strong></td>
</tr>
<tr>
<td><strong>☐ Yes ☐ No</strong></td>
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<tr>
<td><strong>☐ Yes ☐ No</strong></td>
</tr>
<tr>
<td><strong>☐ Yes ☐ No</strong></td>
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Public Involvement Plan (PIP) Document Evaluation

Reviewed by: ________________________________

<table>
<thead>
<tr>
<th>Open Ended Review</th>
</tr>
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<tbody>
<tr>
<td>To make the current PIP more effective, easier to implement, more understandable, or better organized:</td>
</tr>
<tr>
<td>• What elements of the current PIP require refinement, clarification, or revision?</td>
</tr>
<tr>
<td>• What materials, resources, tools information, or other elements could be added?</td>
</tr>
</tbody>
</table>
