



# Northwest Rural Planning Organization Public Participation Plan

## Reviewed

2021  
2016  
2015  
2012

## Public Comment Period

April 23- June 6, 2021  
No substantive change  
February 13 – March 23, 2015  
No substantive changes

## Approved

June 22, 2021  
March 22, 2016  
March 24, 2015

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If you speak another language, language assistance services are available by emailing [traviss@northwestpa.org](mailto:traviss@northwestpa.org)

**Español**

Si habla otro idioma, los servicios de asistencia lingüística están disponibles enviando un correo electrónico [traviss@northwest.pa.org](mailto:traviss@northwest.pa.org)

**Arabic**

إذا كنت تحدثت لغلاً آخر ، فإن تلمدخ ةدعاسم لا  
ةيوغل لا ةحاتم نع قيرط ديرب لا ينورتكل لإا  
[traviss@northwestpa.org](mailto:traviss@northwestpa.org)

**Chinese**

如果您說其他語言，則可以通過電子郵件獲得語言幫助服務 [traviss@northwestpa.org](mailto:traviss@northwestpa.org)

**Czech**

Pokud mluvíte jiným jazykem, jazykové asistenční služby jsou k dispozici e-mailem [traviss@northwestpa.org](mailto:traviss@northwestpa.org)

**Dutch**

Als u een andere taal spreekt, zijn taalondersteuningsdiensten beschikbaar via e-mail [traviss@northwestpa.org](mailto:traviss@northwestpa.org)

**French**

Si vous parlez une autre langue, des services d'assistance linguistique sont disponibles par e-mail [traviss@northwestpa.org](mailto:traviss@northwestpa.org)

**German**

Wenn Sie eine andere Sprache sprechen, stehen Ihnen Sprachunterstützungsdienste per E-Mail zur Verfügung [traviss@northwestpa.org](mailto:traviss@northwestpa.org)

**Italian**

Se parli un'altra lingua, i servizi di assistenza linguistica sono disponibili tramite e-mail [traviss@northwestpa.org](mailto:traviss@northwestpa.org)

**Japanese**

他の言語を話す場合は、メールで言語支援サービスを利用できます  
[traviss@northwestpa.org](mailto:traviss@northwestpa.org)

**Russian**

Если вы говорите на другом языке, вы можете воспользоваться услугами языковой поддержки по электронной почте.

# **Northwest Rural Planning Organization Public Participation Plan**

## **Purpose**

The Northwest Rural Planning Organization (Northwest RPO) is responsible for developing and carrying out the transportation planning process for the five-county northwest region of Clarion, Crawford, Forest, Venango and Warren to ensure quality and progress in transportation planning issues and projects.

Modeled after the Appalachian Regional Commission's Local Development Districts which are multi-county entities put in place to conduct regional planning for economic development, the Northwest RPO is one of four RPO's across the commonwealth conducting regional transportation planning through local decision-making forums.

The Transportation Advisory Committee (TAC) has been established and is comprised of 24 representatives from government agencies, private sector, elected officials, transit, aviation, and the Pennsylvania Department of Transportation. Through the collaboration and cooperation of these entities an open process for transportation planning has been established and required planning documents are in place; the Long Range Transportation Plan (LRTP), the Transportation Improvement Program (4 year TIP), the Public Participation Plan, the Coordinated Public Transit-Human Services Plan (CPTHSP) and the Unified Planning Work Program (UPWP).

It is the policy of the TAC to have a proactive public involvement process that provides complete information, timely public notice, and full public access to TAC activities at all key stages in the decision-making process. It is also TAC policy to involve the public early in the planning process, and to actively seek out the involvement of communities most affected by particular plans or projects. It is with the intent that the region's transportation plans and programs are developed in a manner that assures that the public, and affected communities in particular, are afforded ample opportunity to participate in the development of such plans.

The TAC is tasked with:

- The transportation planning process is to include the identification and support of projects on the Statewide Transportation Improvement Program (STIP) and the Twelve-Year Program (TYP)--projects that promote the safe passage of people and goods, support economic development, and preserve the character and livability of our communities.

- ✓ Develop a staged, multi-modal, long-range transportation improvement plan.
- ✓ Program strategically and establish transportation priorities for the five-county region.
- ✓ Implement processes and procedures that enhance fiscal constraint with regard to long-range planning and short-range programming.
- ✓ Select transportation improvements with the greatest benefit to the Commonwealth and individual counties/region, and to more effectively choose the best selection of projects that meet the varied needs.
- ✓ Constrain projects in the rural Transportation Improvement Program (TIP) by year, phase, and within available funding limits.
- ✓ Reach consensus with all involved parties.
- ✓ Conduct meaningful and effective public involvement procedures throughout the planning and programming process.

The 2021 NW RPO TAC members include:

**Chair: Dan Glotz**

**Vice Chair: Zachary Norwood**

**Clarion County** - Kristi Amato, Kevin Reichard, Commissioner Wayne Brosius, Commissioner Ed Heasley – Alternate

**Crawford County** - Commissioner John Christopher Soff, Maria Anderson Dreese, Zachary Norwood, Commissioner Francis Weiderspahn – Alternate

**Forest County** - Donna Zofcin, Commissioner Basil Huffman, Commissioner Mark Kingston, Commissioner Robert Snyder – Alternate

**Venango County** - Jason Ruggiero, Commissioner Mike Dulaney, Kim Harris

**Warren County** - Dan Glotz, Commissioner Jeff Eggleston, Wendy Hollabaugh, Mike Holtz - Alternate

**PennDOT District 1-0** - Brian McNulty

**PennDOT District 10-0** - Doug Dupnock

**PennDOT Central Office** – Matt Crea, Kevin McCullough

**Rail Representative** - Gary Landrio

**Transit Representative** - Tim Geibel

**Aviation Representative** - Bill Buchna (Rich Ruditis – Alternate)

**Freight Representative** – Greg Lander

**At Large Representative** - Wendy Nickerson

**At Large Representative** - Leah Carter

**Ex-Officio (FHWA)** – Gene Porochniak

The Northwest RPO's Public Participation Plan provides a framework for focused efforts to identify, seek out and engage populations that have traditionally been underserved by existing transportation systems, including: minority populations, low-income populations, non-English speakers and those with limited English proficiency, older persons and persons with disabilities.

The plan objectives include:

Providing opportunities for public review and comment at key decision points, including a reasonable opportunity to comment on the proposed Metropolitan Transportation Plan (MTP)/Long-Range Transportation Plan (LRTP) and the Transportation Improvement Program (TIP), with adequate public notice and access to underlying technical and policy information;

Provide timely information about transportation issues and decision-making processes to citizens, affected public agencies, and stakeholders including representatives of public transportation users and users of bicycle and pedestrian facilities, representatives of the disabled, private transportation providers, providers of freight transportation services, freight shippers, representatives of public transportation employees, and other interested parties; and

Provide participation opportunities to those traditionally underserved by existing transportation systems, such as low-income and minority populations.

The public involvement process is guided by the following federal mandates designed to ensure that planning and public involvement activities are conducted equitably and in consideration of all citizens, regardless of race, nationality, ability, language spoken or economic status.

- Title VI of the Civil Rights Act of 1964:

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

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

- The President’s 1994 Executive Order on Environmental Justice, which states:

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

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

- American with Disabilities Act (ADA) of 1990
- Executive Order on Limited English Proficiency of 2000.

The TAC will coordinate its public involvement processes with the Pennsylvania Department of Transportation, Clarion, Crawford, Forest, Venango and Warren counties, the Crawford Area Transportation Authority, the Transportation Authority of Warren County, the Venango County Transportation Organization and all interested parties.

## **1. PUBLIC MEETINGS**

### **A. Meeting Accessibility**

- i. With the exception of those meetings that are appropriate executive sessions, all regular meetings of the TAC and meetings of any project steering committees overseeing the development of the Long Range Transportation Plan, Transportation Improvement Program, corridor studies, or any other regional studies shall be open to the public.
- ii. When public meeting are not able to be held in person, a virtual platform will be offered that includes access via the internet as well as a dial in number for those who do not have internet.
- iii. Assistance for the sight and/or hearing-impaired, those with limited English proficiency or non-English speakers may be provided with advanced notice. When possible, written materials will be made available in languages other than English that are relevant to local populations.
- iv. With consideration to the geographical area and diverse topics of concern to the public, the Northwest RPO shall schedule meetings at facilities and at times which will encourage attendance by the general public, and that are accessible and accommodating to



persons with disabilities, older persons and the sight and/or hearing-impaired. Where possible, meeting places will be accessible by public transportation and shall be compliant with the Americans with Disabilities Act (ADA).

**B. Meeting Notices**

- i. Meeting announcements shall be posted on the Northwest PA Regional Planning and Development Commission's (Northwest Commission) website (<http://northwestpa.org/tac/>), included in the Northwest Commission's Newsletter and advertised yearly by way of an in-column legal notice posted in three papers providing coverage across the five-county region. In an effort to actively engage minority and low-income populations, non-English speakers and those with limited English proficiency, older persons and persons with disabilities, and other populations traditionally underserved by the existing transportation system, an announcement of regularly scheduled meetings and any special meetings will be electronically distributed via email for posting to all municipalities, the three transit agencies, and the five county human service agencies.
- ii. Upon request meeting announcements may be translated into languages other than English. With advance notice, written materials may be formatted specifically for use by devices to assist the sight-impaired.
- iii. All additional or rescheduled TAC meetings, or special meetings of the public, shall be posted on the Northwest Commission's website (<http://northwestpa.org/tac/>) no less than 72 hours prior to the meeting time.
- iv. Any special TAC meetings that may be necessary for emergency action shall be advertised in a newspaper of general circulation within the region no less than 24 hours prior to the meeting time, and shall be posted on the Northwest Commission's website (<http://northwestpa.org/tac/>) no less than 24 hours prior to the meeting time.

**2. ACTIVITIES SUBJECT TO PUBLIC INVOLVEMENT**

The Northwest RPO shall promote and provide for early and continuing public involvement opportunities throughout the transportation planning and programming process.

**A. Planning Activities**

Special emphasis shall be given to engaging the public in planning studies that form the basis for later programming decisions. Planning activities include corridor studies and special regional studies, and environmental assessment studies. These activities offer the public the earliest opportunity to participate in the development of project proposals that might eventually be programmed for funding. Thus, the Northwest RPO shall make an extra effort to involve the affected community through methods such as local



advisory committees, and public information meetings.

**B. Programming Activities**

Opportunities for the public to participate shall also be provided for in the development of the Long Range Transportation Plan and Transportation Improvement Program. This includes but is not limited to things such as public input meetings, public surveys, and public comment periods.

### **3. NOTIFICATION OF PUBLIC & STAKEHOLDERS**

The Northwest RPO shall make an effort to inform and engage both the general public and stakeholders as appropriate.

**a. General Program**

As part of its general planning and programming process, the RPO will try to involve the following: citizens, affected public agencies, representatives of public transportation employees, freight shippers, providers of freight transportation services, providers of public and private transportation, representatives of users of public transportation, representatives of users of pedestrian walkways and bicycle transportation facilities, representatives of the disabled, economic development agencies, and other interested parties.

**b. Special Studies**

For special studies that the RPO conducts, it shall make an effort to identify and involve persons and groups that might be affected by potential changes to the particular transportation service or facility under review. Examples include abutting municipalities, property owners, neighborhood associations, and businesses within the study area.

**c. Outreach to Special Groups – Environmental Justice (EJ)**

The RPO shall also make a special effort to seek out and consider the needs of groups or communities traditionally not well served by existing transportation systems. These include but are not limited to low-income and/or minority households or municipalities identified in the Northwest RPO Environment Justice Analysis.

It is sometimes necessary to conduct an outreach effort to EJ communities, beyond that which is normally expended. At a minimum, the RPO shall identify groups that it needs to involve, add them to the appropriate mailing lists, and define methods for engaging them in relevant programs or projects. This requirement for special outreach efforts shall apply to both sections a. and b. above.

Outreach efforts also include the involvement of the Indian Tribal governments located within the RPO region. This outreach is done when developing TIP and LRTP so that these groups have the opportunity to comment on proposed projects.

RPO efforts in this regard shall be consistent with the Environmental Justice Executive Order (EO 12898) dated February 11, 1994, and other related guidance from the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA).

#### **4. ADEQUATE TIME FOR PUBLIC COMMENT**

The Northwest RPO shall allow reasonable time for public review and comment at key decision points. These include, but are not limited to, action on the Long Range Transportation Plan (LRTP), the Transportation Improvement Program (TIP), and the Public Participation Plan. Minimum notification periods shall be as follows:

- Revisions to the Northwest Public Participation Plan – 45 days
- Adoption of the TIP – 30 days (to include a public informational meeting)
- Adoption of the Long Range Transportation Plan – 30 days (to include a public informational meeting)

#### **5. METHODS OF NOTIFYING THE PUBLIC**

The Northwest RPO shall use appropriate methods to notify the public of its activities and of opportunities for public involvement. Determination of which methods to use must be done for each individual planning project or study. However, the minimum requirements are listed below.

##### **A. Schedule of Meetings**

A list of the regularly scheduled meetings shall be published annually in newspapers with regional circulation, posted to the Northwest PA Regional Planning and Development Commission's website, distributed via mail or email to each municipality in the five-county region and posted to the Northwest Commission's social media Facebook site.

##### **B. Meeting Notices**

In an effort to actively engage minority and low-income populations, non-English speakers and those with limited English proficiency, older persons and persons with disabilities, and other populations traditionally underserved by the existing transportation system, announcements of regularly scheduled meetings and special meetings shall be distributed to each county planning, transit and human services agencies. For studies or committees that involve only a few municipalities, the notice shall be sent to the targeted municipalities of the affected communities.

##### **C. Public Comment**

Every meeting conducted by the Northwest RPO will include an opportunity for public comment on the agenda.

##### **D. Mailing Lists**

The Northwest RPO shall maintain mailing lists for each committee or study.

Meeting notices shall be sent to all persons on the mailing list. Anyone may request that his or her name be added to a particular mailing list, by indicating the appropriate list and providing either an email address or a regular mailing address.

E. TAC Website

The Northwest RPO through the Northwest PA Regional Planning and Development Commission at [www.northwestpa.org](http://www.northwestpa.org) shall maintain a calendar of transportation-related meetings and activities on its website. The website shall also include copies of appropriate reports, maps and plans that individuals can access online or download to their own computer.

F. Legal Notices in Newspapers

Anytime the Northwest RPO initiates a formal 30-day or 45-day public comment period, notice of the opportunity to comment shall be posted in an in-column legal ad in the area's major daily newspapers and included in the Northwest Commission's monthly newsletter. Notices will be sent to county planning, transit and human service agencies, and all municipalities in the region either electronically or by regular mail.

G. Northwest Commission Public Relations Distribution List

The Derrick  
Meadville Tribune  
Titusville Herald  
The Corry Journal  
Ellwood City Ledger Erie  
Times News Emlenton  
Progress News Grove  
City Allied News New  
Castle News  
Warren Times Observer  
The Forest Press  
The Clarion News  
The Record Argus  
ExploreClarion  
ExploreVenango

H. Interested Parties

The Northwest RPO shall mail or email meeting notices to persons who have expressed a special interest in the transportation program, or any specific studies. Persons who have expressed an interest will be added to the appropriate mailing list.

I. Social Media

The Northwest RPO also utilizes social media outlets for public notification.

J. Additional Methods

The Northwest RPO shall give consideration to alternative methods of involving the public appropriate to the project. Such methods may include, but are not limited to newsletters, distributing information through public libraries and community groups (especially those serving EJ and Limited English Proficiency (LEP) communities, the elderly and persons with disabilities), using open house format meetings, involving focus groups for specially selected topics, preparing press releases, electronic messaging boards and holding events at special locations.

## **6. DOCUMENTATION OF PUBLIC COMMENT & RESPONSE**

The Northwest RPO shall document public comments received during the course of any and all studies or updates. The RPO shall also document how it responds to public comments.

A. Comments Received

Documentation of comments may be accomplished in a manner appropriate to the project and the nature of the comments. Documentation may consist of meeting minutes, a file of letters, or a special memo that summarizes the comments. A written summary is preferred at key points in the decision-making process when members of the relevant study committee must decide to narrow the range of alternatives, select a preferred alternative, or make a decision of similar nature. The written summary of comments made at public information meetings shall be given to the committee members prior to any committee action.

B. Response to Comments

The Northwest RPO shall provide a descriptive summary of how it responded to significant public comments during the development of a plan or document. The summary may be produced as a separate report or included as a short section in the final plan or document. If the final TIP or LRTP differs significantly from the version that was made available for public comment and raises new material issues which interested parties could not reasonably foresee through previous public involvement efforts, an additional opportunity for public comment will be made.

## **7. ADOPTION OF A “FINAL” LONG RANGE TRANSPORTATION PLAN**

The following describes the minimum public involvement process required during the review of a draft Long Range Transportation Plan. These steps must be taken before the TAC acts to adopt the draft document as the Final Plan.

A. Legal Notice

A legal notice shall be printed in the newspapers with regional circulation

and other local newspapers as appropriate. The notice shall include a statement that translator services may be requested in advance. The notice shall be distributed via mail or email to each municipality, county planning, transit, and human services agency in the RPO's five-county region, along with the appropriate tribal governments.

### **Example of Legal Ad:**

#### ***2020-2045 NW RPO Long Range Transportation Plan (LRTP) Public Review Period.***

*The Northwest Regional Planning & Development Commission, Planning Partner for the Northwest Rural Planning Organization, has prepared the 2020-2045 Long Range Transportation Plan Update for Clarion, Crawford, Forest, Venango, and Warren Counties for public comment. This document will be on public display from May 4, 2020 through June 4, 2020 at the Northwest Commission's website at <http://www.northwestpa.org/transportation/>. The document has been sent to each of the five counties' planning offices; at the offices of the two transit agencies (Crawford Area Transportation Authority and the Transportation Authority of Warren County), the following townships: Brady Township, Callensburg Borough, Clarion Borough, Clarion Township, Knox Township, Madison Township, Monroe Township, New Bethlehem Borough, Paint Township, Piney Township, Redbank Township, Rimersburg Borough, Sligo Borough, Strattanville Borough, and Washington Township in Clarion County; Beaver Township, Cambridge Springs Borough, Centerville Borough, Conneaut Township, Conneautville Borough, East Fallowfield Township, Fairfield Township, Hydetown Borough, the City of Meadville, Rockdale Township, Saegertown Borough, Sparta Township, Spring Township, Springboro Borough, Steuben Township, Summit Township, the City of Titusville, Venango Borough, West Mead Township and West Shenango Township in Crawford County; Green Township, Harmony Township, Hickory Township, Howe Township, Jenks Township and Kingsley Township, in Forest County; Allegheny Township, Clinton Township, Clintonville Borough, Emlenton Borough, the City of Franklin, the City of Oil City, Oakland Township, Pleasantville Borough, Polk Borough, President Township and Utica Borough in Venango County; Bear Lake Borough, Clarendon Borough, Columbus Township, Conewango Township, Eldred Township, Freehold Township, Mead Township, Pittsfield Township, Sandycreek Township Sheffield Township, Southwest Township, Spring Creek Township, Sugar Grove Township, Triumph Township, the City of Warren and the city of Youngsville in Warren County.*

*The documents were also sent the following eight tribal nations for display: Absentee-Shawnee Tribe of Oklahoma, Delaware Tribe, Eastern Shawnee Tribe of Oklahoma, Seneca Nation of Indians, Seneca-Cayuga Tribe of Oklahoma, St. Regis Mohawk Tribe, Shawnee Tribe, and the Tonawanda Seneca Nation.*

*In the wake of the COVID-19 situation, a virtual public meeting for the TIP ONLY will be held at the Northwest Commission office at 395 Seneca St., Oil City on June 4, 2020 from 1-2:30 PM. To join the virtual meeting by computer, please visit: <https://global.gotomeeting.com/XXXXXXXXXX>; To dial in by phone call: +1 (669) 224-3412*

*Any public comments for the LRTP should be emailed to Travis Siegel at [traviss@northwestpa.org](mailto:traviss@northwestpa.org) by 5:00PM on 6/4/2020. The public Meeting will take place on XXXXXXX at 395 Seneca Street, Oil City, PA 16301.*

*The Northwest RPO is committed to compliance with the nondiscrimination requirements of applicable civil rights statutes, executive orders, regulations and policies. If you have a request or a special need, wish to file a complaint or desire additional information, please contact Travis Siegel, Regional Planning Manager, Northwest Commission at 814-677-4800 x123 or [traviss@northwestpa.org](mailto:traviss@northwestpa.org).*

B. Comment Period and Public Meeting

The RPO shall allow 30 days for public comments and shall hold a public information meeting during that period. If the final plan differs significantly from the version that was made available for public comment and raises new material issues which interested parties could not reasonably foreseen through previous public involvement efforts, an additional opportunity for public comment will be made.

Opportunity for public comment on the plan shall also be provided for on the agenda at every TAC meeting.

C. Summary & Disposition of Comments.

A summary of significant comments and the disposition of the comments shall be provided in the final document.

## **8. ADOPTION OF A TRANSPORTATION IMPROVEMENT PROGRAM (TIP)**

The following describes the minimum public involvement process required during the review of a draft TIP. These steps must be taken before the TAC acts to adopt a draft document as the final or official document.

A. Legal Notice

A legal notice shall be printed in the newspapers with regional circulation and other local newspapers as appropriate. The notice shall be distributed via mail or email to each municipality in the five-county region, tribal governments, each county planning office, transit agencies, and human services agencies in the RPO.

B. Comment Period and Public Meeting

The Northwest RPO shall allow 30 days for public comments on the RPO TIP and shall hold a public information meeting during that period. If the final TIP differs significantly from the version that was made available for public comment and raises new material issues which interested parties could not

Reasonably foreseen through previous public involvement efforts, an additional opportunity for public comment will be made.

Opportunity for public comment shall also be provided at every TAC meeting during the comment period on the agenda.

**C. Summary & Disposition of Comments**

A summary of significant comments and the disposition of the comments shall be provided in the final document.

## **9. ACCESS TO TECHNICAL INFORMATION**

The Northwest RPO shall provide reasonable public access to technical and policy information used in the development of the Northwest Long Range Transportation Plan, the TIP, and any and all related studies, plans, and programs.

Visualization techniques such as maps, charts, photos, etc. may be used depending on the information to be conveyed to depict or describe plans and/or studies.

## **10. VIRTUAL PUBLIC INVOLVEMENT (VPI)**

The 2020 COVID-19 Pandemic placed greater emphasis on the use of technology to conduct meetings through teleconference, videoconference, or other similar virtual communication technologies. As such, the Northwest RPO reserves the right to use such technologies to hold TAC, Committee and other public meetings. Members of the public can join any scheduled virtual meeting through instructions on the Northwest Commission website ([northwestpa.org](http://northwestpa.org)). As with all virtual meetings, a call-in number is made available for those unable to participate in the meeting via internet access.

## **11. REASSESSMENT OF PUBLIC PARTICIPATION PLAN**

The Northwest TAC shall review the effectiveness of its Public Participation Plan process every five years to ensure that it provides full and open access to all. Or a revision or amendment of the plan shall be initiated when TAC members recommend changes or whenever Federal law dictates change in public involvement to correspond with current transportation planning legislation.

Minor revisions (typos/grammatical) will be accommodated without formal public notice, but major revisions will result in a 45-day public comment period prior to adoption of the revised plan.

The public comment period will be advertised as an in-column legal advertisement in the three regional newspapers covering the Northwest RPO region and posted to the Northwest Regional Planning & Development Commission's website and social media sites. Notice of the draft revised plan will be distributed electronically to municipalities



and interested parties using the mailing list prepared for the TAC meeting notice.

The notice shall also be distributed via mail or email to each municipality identified in the current RPO Environmental Justice Analysis; to each county planning, transit, and human services agencies in the RPO; and any other interested party that has been identified.

### **Northwest RPO Title VI Statement of Policy and Public Notice**

Title VI of the Civil Rights Act of 1964 – Title VI of the Civil Rights Act states that “No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefit of, or be subjected to discrimination under any program or activity receiving federal financial assistance.” As the Planning Partner for PennDOT, the Northwest RPO is committed to compliance with nondiscrimination requirements of civil rights statutes, executive orders, regulations and policies applicable to the programs and activities it administers. Accordingly, the RPO is dedicated to ensuring that program beneficiaries receive public participation opportunities without regard to race, color, national origin, sex, age, disability or economic status. The RPO will attempt to satisfy other requests, as it is able. Please make your request for auxiliary services, or if you believe you have been denied participation opportunities or otherwise discriminated against in relation to the programs or activities administered by the RPO, you may file a complaint using the procedures provided in our complaint process document or by contacting Travis Siegel Regional Planning Manager, Northwest Commission at 814-677-4800 x123 or at [traviss@northwestpa.org](mailto:traviss@northwestpa.org).

A non-discrimination complaint form is available by clicking [here](#).

## Northwest Commission Non Discrimination Complaint Form

Please Print All Information Below

Complainant Name: Name of Individual assisting Complainant:

\_\_\_\_\_ / \_\_\_\_\_

Complainant Address: Assisting Individual Address

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Complainant Phone # Assisting Individual Phone # {Home or Cell}

\_\_\_\_\_

If a Title VI Complaint, please list which below: (e.g., Race, Color, National Origin)

If any, please list any other basis of complaint (Sex, Age, Disability, Retaliation, Religion)

Date(s) of alleged discrimination:

Please provide a detailed description of the circumstances of the incident(s), including any additional information supporting your complaint (please use additional pages as necessary):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please provide the name(s), title and address of the person who discriminated against the Complainant.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

---

Please list any other agency where complaint has been filed:

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---

---

---

Complainant Signature: \_\_\_\_\_

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

Next Action:

### **How to Get Involved**

The Northwest Commission provides information to the community via mailings, email and the NW RPO website. If you want to get involved in the activities of the Northwest Commission, you can do the following:

- ✓ Visit the NW RPO website at [www.northwestpa.org](http://www.northwestpa.org)
- ✓ Sign up for the transportation program electronic mailing list by contacting Northwest Commission staff at 814.677.4800 x123
- ✓ All meetings are open to the public and there is a public comment item on all agendas.
- ✓ We recommend confirming all meetings with Northwest Commission staff or via the website

### **Northwest Commission Contact Information:**

**Northwest PA Regional Planning and Development Commission**  
**395 Seneca Street Oil City, PA 16301**  
**814.677.4800**  
**814.677.7663**  
**traviss@northwestpa.org**  
**www.northwestpa.org**