

PUBLIC PARTICIPATION PLAN (PPP)

A Guide to Public Involvement



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FINAL

Prepared By:
The RPO Planning Staff,
For the Rural Planning
Organization (RPO)



A Rural Planning Organization

"Partnering For Regional Opportunities"

ACKNOWLEDGEMENTS

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ABOUT NORTH CENTRAL

The North Central Pennsylvania Regional Planning and Development Commission (North Central) is the designated Local Development District for the counties of Cameron, Clearfield, Elk, Jefferson, McKean and Potter. Located in the heart of North Central Pennsylvania, the six-county region is known throughout the Commonwealth of Pennsylvania as an emerging forerunner in industrial site location, economic growth, workforce quality, and business opportunity.

SERVING: Cameron, Clearfield, Elk, Jefferson, McKean, and Potter Counties



MISSION:

North Central will exceed the expectations of our customers and stakeholders by committing to organizational excellence, helping to build vibrant communities, aiding in the preparation of a first-class workforce, stimulating economic vitality through collaboration, and partnering to build the infrastructure and technology necessary for regional growth.

REGIONAL FACTS & FIGURES

1. 1990 Population: 228,819
2. 2000 Population: 234,416
3. Percent Population Change: 2.4%
4. Nearly one in every five jobs in the region is in manufacturing
5. 19 percent of employed residents work in manufacturing

COMMISSION GOALS & PRIORITIES:

1. Community Development
2. Infrastructure & Technology
3. Workforce Development & Education
4. Job & Business Creation & Retention



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PUBLIC PARTICIPATION PLAN

1. History and Composition

The North Central Pennsylvania Regional Planning and Development Commission (North Central), serving as the Rural Planning Organization (RPO), guides the transportation planning and programming process in Cameron, Clearfield, Elk, Jefferson, McKean and Potter counties. The RPO, operating via an agreement with the Pennsylvania Department of Transportation, approves the development and implementation of highways, transit and other transportation facilities and services.

North Central has established the Rural Transportation Planning Committee to act as the authority on all regional transportation planning activities. The Committee consists of the county planners from the six-county region; representatives from PennDOT Districts 2-0, 10-0 and central office; public transit; aviation; and rail; as well as local community groups with an interest in transportation and economic development throughout the region. Overall, the committee is charged with establishing policy and prioritizing all major capital projects throughout the region in accordance with the guiding principles for planning and programming, as well as developing the Transportation Improvement Program (TIP), the Region's Long Range Plan, and conducting proactive public participation and environmental justice activities to meet or surpass the requirements of Title VI of the Civil Rights Act of 1964.

This plan explains how the North Central RPO would involve the public and would act as a guide for public participation in North Central projects, such as advancement of the Long-Range Transportation Plan (LRTP), the Transportation Improvement Program (TIP), and the provisions of a range of special studies, including Major Investment Studies (MIS).

Education and public outreach are an essential part of fulfilling the North Central RPO's responsibility to successfully inform the public about the planning process at the regional level.

2. State and Federal Regulations and Requirements

A. Commonwealth of Pennsylvania, the Sunshine Law

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

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



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

B. Public Laws

Public participation in the transportation planning and programming process has been a priority for federal, state and local officials since the passage of the Intermodal Surface Transportation Efficiency Act (ISTEA) in 1991; its successor, the Transportation Efficiency Act for the 21st Century (TEA-21); and the present Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU). Therefore, the North Central Pennsylvania Regional Planning and Development Commission's Public Participation and Environmental Justice policies must reflect the mandates of ISTEA, TEA-21 and SAFETEA-LU.

C. Environmental Justice

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

The Federal Highway Administration articulates three fundamental environmental justice principles:

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



- To prevent the denial of, reduction in, or significant delay in the receipt of benefits by minority and low-income populations.

D. 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.

E. Americans with Disabilities Act

“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.”

3. Public Participation Objectives

The North Central RPO shall provide for public participation consistent with the following objectives during the development of its short and long-range transportation plans and programs:

- Objective 1: Be responsive to public input.
- Objective 2: Raise the level of understanding of the transportation planning process throughout the region.



- Objective 3: Maintain contact with “interested parties” and key stakeholders throughout the transportation planning process.
- Objective 4: Inform and educate planning committee members, County Commissioners and advisory groups regarding the RPO’s programs.
- Objective 5: Seek out and consider the needs of “interested parties” and those traditionally underserved by existing transportation systems to include those who are low income, minority or elderly in the transportation planning process.

SAFETEA-LU defines “Interested Parties” as:

- Citizens
- Affected Public Agencies
- Representatives of Public Transportation Employees
- Providers of Freight Transportation Services
- Private Providers of Transportation Services
- Representatives of Users of Public Transportation
- Representatives of Bicycle and Pedestrian Walkways Facilities
- Representatives of the Disabled
- Other Interested Parties

4. Community/Region Profile

Nearly a quarter of a million people live in the North Central PA region. Regional population trends have been marked by steady, if slight, growth over the past 15 years. Population growth in the region since 1990 has been led by moderate percentage rate increases in both Clearfield and Potter Counties. The two counties together account for the bulk of the region's net population increase, offsetting modest population declines in McKean and Jefferson counties. Clearfield County is still the region's largest, while Potter has been the region's fastest-growing since the 1990 census, with growth rates nearly four times the regional average. Since the 2000 census however, the relocation of some jobs from large employers, such as Adelphia Communications has contributed to slight population declines in Potter County. Recent estimates (July 2004) from the Census Bureau in fact show population declines in all but one North Central PA county (Jefferson) since the 2000 census.



Population Change

**Table 1: County Population Change, 1990 - 2004
North Central PA**

	1990	2000	Numerical Change (90- 00)	Percent Change (90-00)	2004 Est.	Numerical Change (00- 04)	Percent Change (00-04)
Cameron	5,913	5,974	61	1.0	5,652	(322)	(5.4)
Clearfield	78,097	83,382	5,285	6.8	82,913	(469)	(0.6)
Elk	34,878	35,112	234	0.7	34,064	(1,048)	(3.0)
Jefferson	46,083	45,932	(151)	(0.3)	45,952	20	0.0
McKean	47,131	45,936	(1,195)	(2.5)	44,708	(1,228)	(2.7)
Potter	16,717	18,080	1,363	8.2	17,950	(130)	(0.7)
North Central PA	228,819	234,416	5,597	2.4	231,239	(3,177)	(1.4)

Source: U.S. Census

Population Composition

Among the region's age groups, those aged 45-54 and those 85-plus grew the fastest during the 1990s. With the front end of the "Baby Boomer" demographic becoming senior citizens in 2007, transportation needs are going to change dramatically to accommodate an aging population. The region reported a decline in those aged 65-74 (or those born during the Great Depression years). Table 2 below shows more detailed information on changes in population composition among the region's counties.

**Table 2: Percent Change by Age Group - 1990-2000
North Central PA**

	Total	45-54	55-64	65-74	75-84	85+
Cameron	1.0	42.2	(1.1)	(13.4)	27.5	88.4
Clearfield	6.8	40.7	8.7	(6.9)	25.9	47.0
Elk	0.7	31.5	(7.3)	(4.0)	20.3	58.0
Jefferson	(0.3)	34.5	(0.2)	(8.7)	14.6	35.1
McKean	(2.5)	27.7	(7.4)	(8.6)	(1.2)	20.5
Potter	8.2	41.1	13.6	(3.6)	25.8	33.0
North Central PA	2.4	35.5	1.1	(7.1)	16.8	39.4

Source: U.S. Census



Minority Population Composition

The region is nearly 98 percent White, with a small African-American population and an even smaller Hispanic population. As shown in the table below, in 2000 the racial breakdown of the region’s residents indicates that minority populations comprised only 2.1 percent of the total population, compared to 5 percent in other rural areas of the state. The region’s non-white population ranges from 1 percent in Elk and Jefferson Counties, to a high of 3.5 percent in McKean County. By contrast, Pennsylvania’s non-white population in 2000 was nearly 15 percent.

Table 3: Racial Composition – (in %)
North Central PA

	Total	White	Black	Hispanic	Indian	Asian	Other
Cameron	5,974	98.8	0.4	0.6	0.1	0.1	0.0
Clearfield	83,382	97.4	1.5	0.6	0.1	0.3	0.1
Elk	35,112	99.0	1.1	0.6	0.1	0.3	0.1
Jefferson	45,932	99.0	1.1	0.4	0.2	0.2	0.1
McKean	45,936	96.5	1.9	1.1	0.3	0.3	0.0
Potter	18,080	98.1	0.3	0.6	0.2	0.5	0.3
North Central PA	234,416	97.9	1.0	0.6	0.2	0.3	0.1

Source: Center for Rural PA

Low Income Population Composition

The Federal Highway Administration has defined “Low income” for transportation planning purposes as a household income at or below the Department of Health and Human Service guideline of \$19,971 a year. Rated by average household income, North Central Pennsylvania’s counties are among the poorest in the state, with three of the region’s counties ranking in the bottom 17 of all counties statewide. Clearfield County has the region’s lowest average household income (\$31,357), while Cameron has the lowest per capita income (\$15,968). Pennsylvania state averages in 2000 were \$40,106 and \$20,880, respectively

Table 4: Low Income Population
North Central PA

	Per Capita Income	Average Household Income	PA Rank of 67 Counties	National Rank of 3140 Counties
Cameron	\$15,968	\$32,212	56	2,007
Clearfield	\$16,010	\$31,357	55	1,984
Elk	\$18,174	\$37,550	26	1,035
Jefferson	\$16,186	\$31,722	51	1,916
McKean	\$16,777	\$33,040	41	1,651
Potter	\$16,070	\$32,353	53	1,957
Pennsylvania	\$20,880	\$40,106	n/a	n/a

Source: U.S. Census Table P82 (2000)



Educational Attainment

Educational attainment levels are shown in Table 5 for the North Central Region. They are a good indication of the resident population's skill set and many businesses look at this closely as they consider relocating or expanding. High school graduation rates in the region were higher than for the U.S. and Pennsylvania.

**Table 5: Educational Attainment, 1990 - 2000
North Central PA**

	High School Graduates as a % of Residents 25 years and Older			% of High School Graduates with											
				Some college, no degree			Associate degree			Bachelor's degree			Graduate or professional degree		
	'90	'00	% Change	'90	'00	% Change	'90	'00	% Change	'90	'00	% Change	'90	'00	% Change
U.S.	75.2	74.5	-1.0	24.9	28.3	13.4	8.2	8.5	3.5	17.4	20.9	19.7	9.6	4.0	-58.8
PA	74.7	76.5	2.4	17.3	20.3	17.4	7.0	7.7	9.9	15.2	18.3	20.5	8.9	3.9	-56.6
Cameron County	73.1	77.3	5.8	9.9	17.9	80.1	6.1	5.0	-17.3	9.0	10.8	20.8	4.4	1.7	-62.2
Clearfield County	70.2	76.8	9.4	12.2	14.9	21.6	6.6	7.3	10.2	8.1	9.4	15.5	4.1	2.1	-49.5
Elk County	74.9	80.2	7.1	11.1	16.7	50.3	8.9	9.2	4.2	9.0	10.4	15.2	3.7	1.9	-48.2
Jefferson County	72.6	78.2	7.8	13.3	15.4	15.9	6.6	7.4	13.2	7.8	9.8	26.1	4.5	1.6	-64.5
Mc Kean County	75.4	78.7	4.4	15.1	19.0	26.0	6.7	6.8	1.6	10.0	11.3	13.0	6.1	2.0	-67.1
Potter County	73.8	77.6	5.2	14.1	19.3	37.1	7.2	7.8	8.8	9.4	10.1	7.1	3.9	1.9	-51.3
North Central Region	72.8	78.0	7.2	13.0	16.5	27.2	7.0	7.5	7.2	8.7	10.1	15.8	4.6	1.9	-57.7

Source: U.S. Census

Limited English Proficiency

A person with limited English proficiency or "LEP" is not able to speak, read, write or understand the English language well enough to allow him/her to interact effectively with health and social services agencies and other providers.

Table 6: Limited English Proficiency, Cameron County

Language	Ages 5-17	18-64	65+	Total	%
All languages other than English combined	34	39	15	88	1.55
English	1,150	3,255	1,165	5,570	98.44
German	15	14	15	44	.77
Spanish	19	25	0	44	.77
Totals:	1,184	3,294	1,180	5,658	

Source: Modern Language Association of America



Table 7: Limited English Proficiency, Clearfield County

Language	Ages 5-17	18-64	65+	Total	%
All languages other then English combined	333	1,079	395	1,807	2.29
Arabic	0	0	14	14	.01
Chinese	0	34	0	34	.04
Dutch	0	20	0	20	.02
English	14,045	49,170	13,665	76,880	97.7
French	44	145	45	234	.29
German	65	165	34	264	.33
Italian	10	60	105	175	.22
Japanese	20	30	0	50	.06
Korean	0	35	0	35	.04
Pennsylvania Dutch	14	35	4	53	.06
Polish	0	10	34	44	.05
Portuguese	0	8	0	8	.01
Russian	40	35	20	95	.12
Slovak	0	25	84	109	.13
Spanish	140	425	15	580	.73
Swedish	0	8	0	8	.01
Ukrainian	0	10	40	50	.06
Vietnamese	0	34	0	34	.04
Totals:	14,378	50,249	14,060	78,687	

Source: Modern Language Association of America

Table 8: Limited English Proficiency, Elk County

Language	Ages 5-17	18-64	65+	Total	%
All languages other then English combined	285	448	200	933	2.84
English	6,100	19,975	5,810	31,885	97.15
French	25	19	0	44	.13
German	65	54	65	184	.56
Italian	50	135	135	320	.97
Spanish	145	210	0	355	1.08
Tagalog	0	30	0	30	.09
Totals:	6,385	20,423	6,010	32,818	

Source: Modern Language Association of America

Table 9: Limited English Proficiency, Jefferson County

Language	Ages 5-17	18-64	65+	Total	%
All languages other then English combined	349	742	169	1,260	2.91
Czech	0	4	0	4	<.01



Dutch	25	25	0	50	.11
English	7,915	26,050	8,035	42,000	97.08
French	14	59	0	73	.16
German	115	240	35	390	.90
Italian	15	20	65	100	.23
Pennsylvania Dutch	50	110	0	160	.36
Polish	0	20	19	39	.09
Slovak	0	10	20	30	.06
Spanish	130	210	30	370	.85
Tagalog	0	30	0	30	.06
Vietnamese	0	14	0	14	.03
Totals:	8,264	26,792	8,204	43,260	

Source: Modern Language Association of America

Table 10: Limited English Proficiency, McKean County

Language	Ages 5-17	18-64	65+	Total	%
All languages other than English combined	183	945	221	1,349	3.12
Arabic	0	50	0	50	.11
English	8,100	26,315	7,400	41,815	96.87
French	29	119	14	162	.37
German	49	119	25	193	.44
Italian	0	79	39	118	.27
Japanese	0	19	0	19	.04
Pennsylvania Dutch	0	29		29	.06
Polish	0	15	30	45	.10
Slovak	0	0	14	14	.03
Slovene	0	0	30	30	.06
Spanish	105	480	44	629	1.45
Swedish	0	25	25	50	.11
Tagalog	0	10	0	10	.02
Totals:	8,283	27,260	7,621	43,164	

Source: Modern Language Association of America

Table 11: Limited English Proficiency, Potter County

Language	Ages 5-17	18-64	65+	Total	%
All languages other than English combined	153	306	47	506	2.99
Chinese	25	20	0	45	.26
Dutch	0	19	0	19	.11
English	3,395	10,050	2,920	16,365	97
French	20	24	4	48	.28



German	39	100	15	154	.91
Italian	0	10	0	10	.05
Korean	0	8	0	8	.04
Pennsylvania Dutch	0	15	0	15	.08
Polish	0	10	14	24	.14
Russian	0	10	0	10	.05
Spanish	69	90	14	173	1.02
Totals:	3,548	10,356	2,967	16,871	

Source: Modern Language Association of America

5. Major North Central Activities and Public Participation

A. Long Range Transportation Plan (LRTP)

North Central Long Range Transportation Plan (LRTP)	
Strategy	Public Participation Tool
Document Availability	Via website (Executive Summary & Full Document), County Planning Commission Offices, North Central Office, Public Transit Offices, County Commissioners Offices, PENNDOT District 2-0 & District 10-0 Offices
Comment Opportunities	Public Meeting, Written comments accepted, online web survey
Public Meeting	One meeting prior to recommending adoption by the North Central RPO
Press Release & Public Service Announcements	Press announcements publicized in the Bradford Era, Clearfield Progress, Potter Leader Enterprise, DuBois-Courier Express, Punxsutawney Spirit, Kane Republican, Ridgway Record, St. Marys Daily Press, and aired on Local Radio Stations
Initial Notice Period/Type	Thirty (30) calendar days prior to the Public Comment Period ending.
Public Meeting Notice Period / Type	Ten (10) calendar days prior to meeting and following the Public Comment Period.
Amendment Notice Period/Type	Thirty (30) calendar days prior to the Public Comment Period ending.
Evaluation Technique	Number of participants at meetings, number of comments received
Comprehensive Plan Review	During the LRTP update county/local plans will be utilized in conjunction with other local input to identify transportation-related issues and concerns of the local communities
Emphasize visual communication techniques where appropriate	Power Point Presentations, Maps, Handouts



B. Transportation Improvement Program (TIP)

Transportation Improvement Program (TIP)	
Strategy	Public Involvement Tool
Document Availability	Via website (Executive Summary & Full Document), County Planning Commission Offices, North Central Office, Public Transit Offices, County Commissioners Offices, PENNDOT District 2-0 & District 10-0 Offices
Comment Opportunities	Public Meeting, Written comments accepted
Public Meeting	One meeting prior to recommending adoption by the North Central RPO
Press Release & Public Service Announcements	Press announcements publicized in the Bradford Era, Clearfield Progress, Potter Leader Enterprise, DuBois-Courier Express, Punxsutawney Spirit, Kane Republican, Ridgway Record, St. Marys Daily Press, and aired on Local Radio Stations
Initial Notice Period/Type	Thirty (30) calendar days prior to the Public Comment Period ending.
Public Meeting Notice Period / Type	Ten (10) calendar days prior to meeting and following the Public Comment Period.
Amendment Notice Period/Type	Depending on the project type and cost of amendment, different processes are required.
Evaluation Technique	Number of participants at meetings, number of comments received
Emphasize visual communication techniques where appropriate	Power Point Presentations, Maps, Handouts

C. Public Participation Plan

Public Participation	
Strategy	Public Participation Tool
Document Availability	Via website, County Planning Commission Offices, North Central Office, Public Transit Offices, County Commissioners Offices, PENNDOT District 2-0 & District 10-0 Offices
Comment Opportunity	Public Meeting, Written comments accepted
Public Meeting	One meeting prior to recommending adoption by the North Central RPO
Press Release & Public Service Announcements	Press announcements publicized in the Bradford Era, Clearfield Progress, Potter Leader Enterprise, DuBois-Courier Express, Punxsutawney Spirit, Kane Republican, Ridgway Record, St. Marys Daily Press, and aired on Local Radio Stations
Initial Notice Period/Type	Minimum Public Comment Period of 45 calendar days prior to meeting and following the Public Comment Period
Amendment Notice Period/Type	Minimum Public Comment Period of 45 calendar days
Evaluation Technique	Number of participants at meetings, number of comments received



D. Municipal Outreach Activity

News flyers will be distributed to municipal officials via the Local Technical Assistance Program (LTAP)

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

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

6. Outreach Techniques

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

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

Along with these thoughts, the following are action items to enhance the North Central public participation efforts in the future:

Technique	Description	Promotion	Evaluation
Information Center located at the North Central Offices and on the Website.	Central repository for documents, publications and other information for public inspection.	Provides a central place to find North Central information	Visits, calls, emails.
Website	Enhance the RPO transportation specific section on the North Central Website.	Provide timely information relevant to the region. LRP, TIP, public input via survey, etc.	Number of hits, requests and downloads.
Informational Brochures	General Topics for informational purposes	TIP Process, LRTP, The planning and	Number of brochures distributed and



		programming process, project selection, etc.	requested.
Public Transit-Human Service Involvement	Coordination of Public Transit-Human Service Capital Planning activities	Coordination with interested parties such as ATA/DuFAST	Visits, calls, emails, riders
Surveys	Public Participation Survey	Provides a tool to engage interested parties	Number of survey responses

North Central has been much less successful in engaging minority and low-income communities. To improve efforts in the environmental justice arena, the following strategy to engage minority and low-income communities in transportation decision making has been identified:

- Work with the Public Participation Committee to target “Avenues of Outreach.” Example: Working with the regional housing authorities to hold meetings and events at their facilities.
- The public input process should be tailored to use adaptive or innovative approaches that overcome linguistic, institutional, cultural, economic, historical or other potential barriers to effective participation in the decision making process.
- Developing a database of contact information of underserved populations by identifying community leaders in these underserved populations and adding them to the mailing list.
- Work with community groups, if present, to publicize events and activities.
- Conduct an analysis to determine the extent to which Limited English Proficiency should be addressed.

7. *Public Meetings & Privacy Policy*

A. **Public Meetings**

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

North Central encourages municipalities and state agencies to coordinate their outreach plans, when possible, with North Central workshops and meetings to consolidate public participation activities.

For quarterly RPO meetings, members and alternates are sent meeting notification, agendas, and appropriate documents at least one week prior to the actual meeting date, except in the case of special meetings. RPO agendas and meeting minutes are e-mailed and/or mailed to all committee members, county planning and others as



requested. Meeting dates and minutes are also posted online. Information should be available ahead of the meeting and will include: agendas, meeting background information, public notices, public comment period information and a contact person.

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

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

B. Privacy Policy

With the launch of the North Central website, a privacy policy will be developed to protect any information gathered by website cookies or downloads.

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



8. Evaluation Procedures for Public Participation

North Central will continue to evaluate the procedures for public participation. In order to maintain meaningful and inclusive participation, constant evaluation through “after action review” is necessary. After action reviews (AAR) allow constant evaluation and constant re-valuation of public participation principles and outreach attempts. These AAR findings will be incorporated into subsequent participation events and, if significant, used as amendments and updates to the PPP.

North Central will update the PPP on a two (2) year cycle concurrent with the Transportation Improvement Program (TIP) update cycle.

9. How to Get Involved

Want to get involved in the North Central activities? Public forums, public meetings and special presentations are periodically arranged for interested civic groups. We will maintain a mailing list and are contemplating development of a newsletter. Meeting announcements are publicized in the Bradford Era, Clearfield Progress, Potter Leader Enterprise, DuBois-Courier Express, Punxsutawney Spirit, Kane Republican, Ridgway Record, St. Marys Daily Press, and aired on local radio stations.

The RPO currently meets quarterly, on the second Tuesday of the month at 10:30 am, at the North Central Offices (651 Montmorenci Rd, Ridgway, PA). Please confirm all meetings with the North Central staff or via the website (web2.ncentral.com/transportation). All meetings are open to the public and a public comment period is available at all meetings.

North Central Pennsylvania Regional Planning and Development Commission

651 Montmorenci Rd, Ridgway, PA 15853

814.773.3162 (phone) 814.772.7045 (fax)

800.242.5872 (toll free phone)

www.ncentral.com

Office hours are 8:00 AM to 4:00 PM, Monday through Friday.

North Central offices are handicapped accessible.



10. Appendix

- A. Location to Review Document**
- B. Local Media Information**
- C. Sample Meeting Announcement & Advertisement**
- D. Public Participation Survey**
- E. Environmental Justice Maps**
- F. Interested Parties**



LOCATIONS TO REVIEW DOCUMENTS

<p>Cameron County Courthouse Commissioners Office 20 East Fifth Street Emporium, PA 15834</p>	<p>Potter County Courthouse Commissioners Office 1 East Second Street Coudersport, PA 16915</p>
<p>Clearfield County Courthouse Commissioners Office 1 North Second Street Clearfield, PA 16830</p>	<p>Potter County Planning Commission 24 Buffalo Street Coudersport, PA 16915</p>
<p>Clearfield County Planning Department 650 Leonard Street Clearfield, PA 16830</p>	<p>Area Transportation Authority 44 Transportation Center Johnsonburg, PA 15845</p>
<p>Elk County Courthouse Annex Commissioners Office 300 Center Street Ridgway, PA 15853</p>	<p>DuFAST Transit Office Spider Lake Road DuBois, PA 15801</p>
<p>Elk County Planning Commission 300 Center Street Ridgway, PA 15853</p>	<p>PennDOT District 2-0 Office 1924-30 Daisy Street Clearfield, PA 16830</p>
<p>Jefferson County Courthouse Annex Commissioners Office 155 Main Street 2nd Floor Brookville, PA 15825</p>	<p>PennDOT District 10-0 Office 2550 Oakland Avenue Indiana, PA 15701</p>
<p>Jefferson County Department of Development 155 Main Street 2nd Floor Brookville, PA 15825</p>	<p>Online at: web2.ncentral.com/transportation</p>
<p>McKean County Courthouse Commissioners Office 500 West Main Street Smethport, PA 16749</p>	
<p>McKean County Planning Commission 17137 Route 6 Smethport, PA 16749</p>	



LOCAL MEDIA

Newspapers	Fax #	Radio Stations	Fax #
Cameron County Echo	814.773.3162	WDSN – 106.5 FM – DuBois	
Clearfield Progress		WBRR – 101.1 FM – Bradford	
DuBois Courier		WCED – 1420 AM – DuBois	
Potter Leader Enterprise		WCPA – 900 AM – Clearfield	
Punxsutawney Spirit		WDBA – 107.3 FM – DuBois	
Ridgway Record		WDDH – 97.5 FM – St Marys	
The Bradford Era		WESB – 1490 AM – Bradford	
Kane Republic		WFRM – 96.7 FM – Coudersport	
St Marys Daily Press		WHKS – 94.9 FM – Coudersport	
		WJHT – 100.5 FM – Johnsonburg	
		WKBI – 93.9 FM – St Marys	
		WLMI – 103.9 FM – Kane	
		WLEM – 1250 AM – Emporium	
		WOWQ – 102.1 FM – DuBois	
		WPZX – 104.1 FM -Punxsutawney	
		WQYX – 93.1 FM – Clearfield, PA	

SAMPLE PUBLIC MEETING ANNOUNCEMENT

A meeting of the Rural Transportation Planning Committee will be held on Tuesday, March 13, 2007, at 10:30 a.m. at the North Central Pennsylvania Regional Planning and Development Commission's office located at 651 Montmorenci Road in Ridgway, PA.

If you require special assistance to attend or participate in this meeting or need additional information please contact Amy Kessler, Transportation Planning/GIS Director, at (814) 773-3162 ten days prior to the meeting event so that the special assistance can be accommodated.

Please visit our web site at <http://web2.ncentral.com/transportation> for more information on the transportation planning program.

Under Title VI of the Civil Rights Act of 1964. If you feel you have been denied participation in, denied benefits of, been subject to discrimination in regard to this project development, or otherwise discriminated against because of race, ethnic or socioeconomic status you may contact Eric M. Bridges, Executive Director, North Central.

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SAMPLE LEGAL ADVERTISEMENT

The North Central Pennsylvania Regional Planning & Development Commission (NCPRPDC) and the Rural Transportation Planning Committee have distributed copies of the FFY 2007-2010 TIP for the NC PA Region for public review and comment. This document will be available for 30 days at the following locations or by calling (814) 773-3162 ext. 3017:

- Cameron County Courthouse
- Clearfield County Planning Commission & Courthouse
- Elk County Planning Commission & Courthouse
- Jefferson County Department of Development & Courthouse
- McKean County Planning Commission & Courthouse
- Potter County Planning Commission & Courthouse
- NCPRPDC
- <http://web2.ncentral.com/transportation>
- Area Transportation Authority Office
- DuFast Transit Office

A public meeting will be held to receive comments on Wednesday, July 12, 2006, at 10:30 a.m. at the NCPRPDC office building, Ridgway, PA.

If you require special assistance to attend or participate in this meeting or need additional information please contact Amy Kessler, Transportation Planning/GIS Director, at (814) 773-3162 ten days prior to the meeting event so that the special assistance can be accommodated.

The Rural Transportation Planning Committee will officially approve the TIP at a public meeting on Tuesday, July 18, 2006.

#



Please take a few moments to complete this important public participation survey. By taking this survey, you will help us identify ways to better engage citizens in the transportation planning process for the North Central Pennsylvania Region.

1. What county do you live in or represent?

Check one:

- A. Cameron
- B. Clearfield
- C. Elk
- D. Jefferson
- E. McKean
- F. Potter

2. What is your zip code? _____

3. What area of transportation is most important to you?

- Public Transportation
- Safety
- Freight/Rail
- Land Use Planning/Zoning
- Aviation
- Environmental Impacts
- Maintaining Existing Roads and Bridges
- Bicycle & Pedestrian Issues
- Other _____

4. What prevents you from becoming involved in the transportation planning process? Choose all that apply.

- I do not feel that the issues will have an impact on me
- I do not understand the issues
- I do not think my input will matter
- I do not know how or when to get involved
- Other _____



5. What is the best way for North Central to contact you regarding regional transportation planning issues?

- North Central Web Site
- Local Newspapers
- Local Radio
- Newsletter/Mailing
- Email
- Other _____

6. Would you be interested in participating in the transportation planning process?

- No
- Yes and here is my contact information

Name: _____

Address: _____

Street Address

City / State / Zip

Phone: _____

Fax: _____

Thank you for your feedback

**North Central Pennsylvania Regional Planning and
Development Commission**

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INTERESTED PARTIES

Organization	Target Audience				
	Elderly Population	Minority Population	Low Income Populations	Disabled Populations	Other
Office of Human Services					
Jefferson County Area Agency on Aging					
Clearfield County Area Agency on Aging					
Potter County Human Services					
Office of Vocational Rehabilitation					
Cameron/Elk MH/MR					
Clearfield/Jefferson MH/MR					
McKean County Human Services					
Cameron County Assistance Office					
Clearfield County Assistance Office					
Elk County Assistance Office					
Jefferson County Assistance Office					
McKean County Assistance Office					
Potter County Assistance Office					
Center for Independent Living (L.I.F.T)					
Area Transportation Authority					
DuFAST Transit					
Elk County Housing Authority					
Bradford Regional Medical Center					
DuBois Regional Medical Center					
Northern Tier Community Action Corp					
DuBois Nursing Home					



Community Action					
Christ the King Manor					
Hahne Cancer Center					
Clearfield Hospital					
Charles Cole Community Hospital					
Elk Regional Medical Center					
Brookville Hospital					
Clearfield/Jefferson Drug Alcohol Commission					
Dickinson Mental Health					
Potter County Housing and Redevelopment					
Goodwill Industries					
Kane Community Hospital					
DuBois Housing Authority					
Punxsutawney Hospital					
United Way					
The Guidance Center					
Central Pennsylvania Community Action					
Clearfield/Jefferson Community Mental Health Center					

