

Lackawanna-Luzerne Transportation Study

Metropolitan
Planning
Organization



Public Participation Plan 2015 Update

Adopted April 20, 2016

Prepared for:

Lackawanna-Luzerne Transportation Study MPO

Lackawanna County Regional Planning Commission
135 Jefferson Avenue, 2nd Floor | Scranton, PA 18503

Luzerne County Planning Commission
Suite 208, Penn Place | 20 North Pennsylvania Avenue | Wilkes-Barre, PA 18711

Prepared by:



5 Capital Drive | Suite 400 | Harrisburg, PA 17110

This Public Participation Plan demonstrates the Lackawanna-Luzerne Transportation Study Metropolitan Planning Organization's ongoing efforts to provide timely and meaningful opportunities for public involvement in the transportation planning and decision-making process.

The contents of this Plan contain references to the Code of Federal Regulations or State Guidelines for public participation in transportation processes, including, but 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*
- *Commonwealth's Sunshine Law (65 PA C.S. § 701-716)*

This document is also representative of the MPO's commitment to effectively employ a variety of tools and techniques to cultivate meaningful public participation and cultural diversity in its transportation planning program. Correspondingly, the MPO will conduct public participation activities in compliance with the above stated Regulations, Laws, Acts and guidelines, and in alliance with the Commonwealth's Statewide Transportation Program and processes.

TABLE OF CONTENTS



CHAPTER 1: GLOSSARY OF ACRONYMS	1
CHAPTER 2: OVERVIEW	2
The Lackawanna-Luzerne Transportation Study (LLTS)	
Metropolitan Planning Organization	2
The LLTS MPO Regional Map	4
LLTS MPO Transportation Planning Documents and Activities	5
Long-Range Transportation Plan (LRTP)	5
Transportation Improvement Program (TIP)	5
Public Participation Plan (PPP)	7
Unified Planning Work Program (UPWP)	7
Coordinated Public Transit-Human Services Transportation Plan	7
Congestion Management Process	7
Air Quality Conformity Analysis	8
CHAPTER 3: INTRODUCTION	9
Public Participation	9
The LLTS MPO Public Participation Plan	9
Public Participation Plan Development	10
Guidelines for Public Participation	10
CHAPTER 4: PUBLIC PARTICIPATION TOOLS & TECHNIQUES	15
Online Outreach Strategies	15
Traditional Public Participation Techniques	21
Outreach Strategies for Targeted Populations	23
CHAPTER 5: EVALUATION PROCESSES FOR THE PUBLIC PARTICIPATION PLAN	29
Public Participation Activity File	29
Evaluation of the Plan	29
Open-Ended Review	29
CHAPTER 6: PUBLIC PARTICIPATION PROCESS CHECKLISTS FOR MPO ACTIVITIES	31
Long-Range Transportation Plan (LRTP) & Updates	32
Long-Range Transportation Plan (LRTP) Amendment	34
Transportation Improvement Program (TIP) Update	36
Transportation Improvement Program (TIP) Major Amendments	38
Transportation Improvement Program (TIP) Amendments	40
Transportation Improvement Program (TIP) Administrative Modifications	41
Public Participation Plan (PPP) Update	42

TABLE OF CONTENTS (CONTINUED)



CHAPTER 7: MPO CONTACT INFORMATION	44
How to Get Involved.....	44
Contact.....	45

CHAPTER 8: REFERENCES	46
------------------------------------	----

APPENDICES:

APPENDIX A	Statutes and Regulations for Public Participation
APPENDIX B	General Demographic Analysis
APPENDIX C	Demographic Analysis for Environmental Justice and Other Traditionally Underserved Populations
APPENDIX D	Title VI Non-Discrimination Plan (Separate Document)
APPENDIX E	Language Assistance Plan
APPENDIX F	Limited-English Proficiency Plan (Separate Document)
APPENDIX G	Evaluation Process for the Public Participation Plan
APPENDIX H	Public Participation Plan Update Workshop
APPENDIX I	Interested Parties List
APPENDIX J	LLTS MPO Committee Membership
APPENDIX K	Transportation Advisory Committee Bylaws
APPENDIX L	Documentation of Public Participation and Comment for the PPP Update

CHAPTER 1

GLOSSARY OF ACRONYMS

ACM	Agency Coordination Meeting
ADA	Americans with Disabilities Act of 1990
EJ	Environmental Justice
EPA	Environmental Protection Agency
FHWA	Federal Highway Administration
FTA	Federal Transit Administration
GIS	Geographic Information System
LAP	Language Assistance Plan
LEP	Limited-English Proficiency
LLTS MPO	Lackawanna-Luzerne Transportation Study Metropolitan Planning Organization
L RTP	Long-Range Transportation Plan
MPMS	Multimodal Project Management System
MPO	Metropolitan Planning Organization
PennDOT	Pennsylvania Department of Transportation
PPP	Public Participation Plan
RPO	Regional Planning Organization
STC	State Transportation Commission
STIP	State Transportation Improvement Program
TIP	Transportation Improvement Program
TYP	Twelve Year Program
UPWP	Unified Planning Work Program
USDOT	United States Department of Transportation

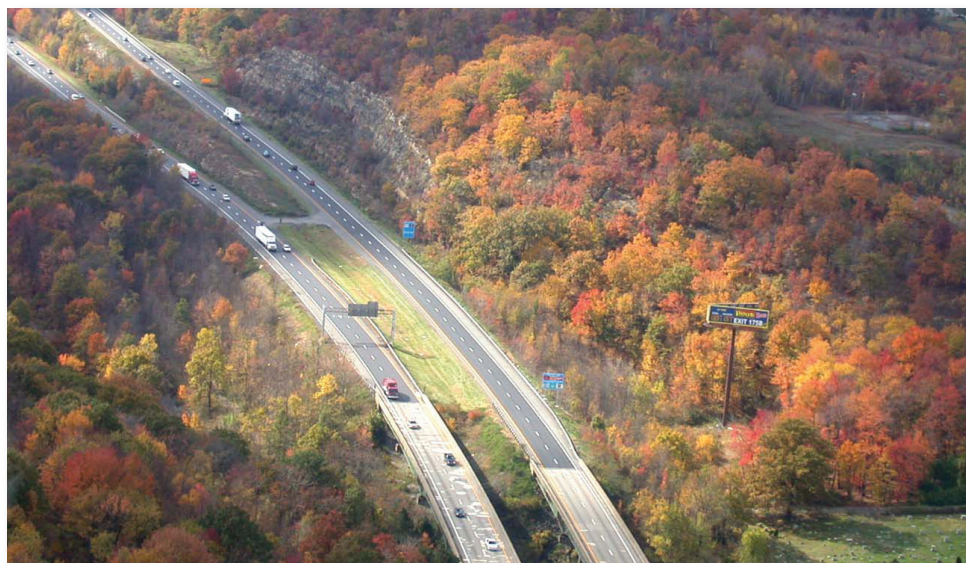
CHAPTER 2 OVERVIEW

The Lackawanna-Luzerne Transportation Study Metropolitan Planning Organization

The **Lackawanna-Luzerne Transportation Study Metropolitan Planning Organization (LLTS MPO)** was established as a result of the 1973 Federal Highway Act, and is responsible for determining how federal surface transportation funds are allocated for Lackawanna and Luzerne counties. The MPO operates via an agreement with PennDOT to approve studies and capital improvements for highways, bridges, transit, railroads, airports, bicycle/pedestrian facilities, and other modes of transportation within the region.

For Lackawanna and Luzerne counties, the MPO represents the multimodal transportation interests of 116 municipalities and a combined population of over 500,000 people, and as such is among the largest MPOs within the Commonwealth of Pennsylvania. In executing its work, the MPO strives to help provide a balanced transportation system for the maximum benefit of people, businesses, and communities throughout the region. *(A map of the LLTS MPO region is shown in Figure 1, on page 4)*

The MPO is presently staffed by one member from each county, and each member works in close collaboration with representatives of local transportation partners and regulatory agencies. These partners and agencies include, but are not limited to: the Pennsylvania Department of Transportation's (PennDOT) Engineering District 4 based in Dunmore, and its Central Office located in Harrisburg; the Federal Highway Administration (FHWA); and the Federal Transit Agency (FTA). The MPO is also supported by three committees: a Transportation Advisory Committee, a Technical Committee, and a Coordinating Committee.



The Transportation Advisory Committee (TAC) consists of 22 non-voting members who represent a wide variety of interests including environment, business and industry, automotive and trucking, rail freight, and para-transit, among others. The chairperson for the TAC is selected from its membership, and membership on this committee is 100% voluntary. The TAC acts as an advisory body to the Technical Committee, and is governed by a set of bylaws. The TAC was initially formed in 1994 to assist in the preparation of the Long-Range Transportation Plan, and held meetings on an as-needed basis. It was later reconvened as a permanent committee to provide input on all transportation-related plans such as the Public Participation Plan (PPP), and other applications as needed.

The Technical Committee is chaired by a representative of the MPO leadership, and consists of 18 voting members. The Technical Committee includes representation from PennDOT, Lackawanna and Luzerne counties, the cities of Scranton, Wilkes-Barre, and Hazleton, and various transportation providers. Membership on the committee is determined by the cities of Scranton and Wilkes-Barre, the County Commissioners, County Council and County Planning Commissions. This committee is responsible for assisting with the review and preparation of plans and documents required by the Federal Highway Administration (FHWA) and PennDOT, and presentation of these materials, when required, to the Coordinating Committee. The Technical Committee generally meets on a quarterly basis, but will also convene as needed.

The composition of the **Coordinating Committee** is very similar to that of the Technical Committee, and is chaired by a representative of PennDOT Engineering District 4. Membership on the committee is also appointed by the cities of Scranton and Wilkes-Barre, the Lackawanna County Commissioners, Luzerne County Council and both County Planning Commissions. The committee is comprised of 11 voting members, and is responsible for the review of plans and documents developed by the Technical Committee, and for taking appropriate actions as required. A membership list for each of the MPO committees is available for review in Appendix J.

The LLTS MPO meets on average four times each year, and all meetings are open to the public. The meetings are held at the PennDOT Engineering District 4 Office (Exit 188 off I-81) which is located on the O'Neil Highway in Dunmore, at the entrance to the Keystone Industrial Park. This location is accessible by transit, and also satisfies ADA requirements.

A collaborative two-county partnership, the LLTS MPO is dedicated to delivering comprehensive transportation planning, responsible leadership, and fiscally-constrained programs that support local and statewide transportation goals and objectives.



WILKES-BARRE

SCRANTON

HAZLETON

Interstate
US Highway
PA State Routes
SR State Routes
Municipalities

0 5 10 Miles

Lackawanna-Luzerne Transportation Study MPO

LLTS MPO Transportation Planning Documents & Activities

The LLTS MPO carries out the metropolitan transportation planning process for its two-county region, and in doing so, is solely responsible for amending, regularly updating and adopting a core set of plans and programs as noted below:

Document	Required Updated Cycle	Next Update Planned for Adoption
Long-Range Transportation Plan (LRTP)	5 years	2015/2016
Transportation Improvement Program (TIP)	2 years	2017
Public Participation Plan (PPP)	5 years	2015
Unified Planning Work Program	Biennially	2016
Coordinated Public Transit-Human Services Transportation Plan	5 years	2016/2017
Congestion Management Process	Ongoing	
Air Quality Conformity Analysis	4 years	Designated Attainment

Much of the LLTS MPO's public outreach efforts are associated with these plans, as they are the most influential and far-reaching in guiding transportation investments. A brief description of each of these plans is provided in the following content.

Long-Range Transportation Plan

The Long-Range Transportation Plan (LRTP) identifies transportation conditions, needs, goals, policies, and projects for a minimum 20-year horizon. It is updated at five-year intervals for the LLTS MPO region. The LRTP serves as the blueprint for transportation and economic investments that address asset management principals, network deficiencies, safety issues, mobility constraints, accessibility limitations, unsustainable development, and transportation performance measures. The LLTS MPO coordinates development of the LRTP with residents of the region as well as its committees and other local, state, and federal agencies.

Transportation Improvement Program

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

The TIP is comprehensively updated every two years, but between updates, it is a document that is regularly revised by the MPO. TIP amendments address major changes, such as the addition or deletion of a project or a substantial change in project cost, schedule, design concept, or the overall scope of work for a project. TIP administrative modifications address minor changes that are approved at the MPO public meetings.

MPOs are responsible for developing and approving metropolitan TIPs. PennDOT, through its District and Central Offices function as the lead planning agency for the Interstate Highway System, identifying Interstate Highway System projects in cooperation with the MPOs and RPOs (Rural Planning Organizations), and these projects are identified on a separate TIP. The Governor or his/her designee (currently the Secretary of the Pennsylvania Department of Transportation) approves the MPO/RPO TIP submissions as well as the Interstate Program. The approved projects become part of the Statewide Transportation Improvement Program (STIP). The STIP is ultimately endorsed by Pennsylvania's Statewide Transportation Commission, and these projects will then become the financially responsible and fiscally constrained program for the first four-years of the State's Twelve Year Program.

The STIP is the official transportation improvement program document mandated by federal statute and recognized by FHWA and FTA. The Commonwealth's Twelve Year Program is updated every two years as required by state law. The FHWA and FTA will only authorize projects and approve grants for projects that are programmed in the current approved STIP.

Additionally, the public involvement procedures as described in this Plan for the TIP development process are used to satisfy the Program Of Projects (POP) requirements of Section 5307 (federal funding – Urbanized Area Formula Program). The MPO works closely with its grant applicant(s) to ensure the successful integration of the POP into the TIP, and to make sure that explicit documentation and public notifications are deployed as required.

Under Section 5307 (49 USC 5307), the Federal Transit Administration (FTA) apportions¹ Urbanized Area Formula Program funds to urbanized areas (UZAs) and to states for public transportation capital projects, operating assistance, job access and reverse commute projects, and for transportation-related planning. To support the continuation and expansion of public transportation services in the United States, Section 5307 supports public transportation by:

- a. assisting in the planning, engineering, design, construction, evaluation, and maintenance of public transportation projects, equipment, and facilities;
- b. facilitating cooperation between public transportation companies and private companies engaged in public transportation to encourage the planning and establishment of area-wide public transportation systems needed for economical and desirable urban development;
- c. encouraging mobility management, employment-related transportation alternatives, joint development practices, and transit-oriented development;
- d. providing financial assistance to states and local governments to help carry out national goals related to mobility for all, including elderly individuals, individuals with disabilities, and economically disadvantaged individuals;
- e. investing in bus and bus-related activities such as replacement, overhaul, and rebuilding of buses; and
- f. investing in crime prevention, public transportation safety, and security equipment.

¹ Federal Transit Administration Circular FTA C 9030.1E, January 16, 2014

Public Participation Plan

The Public Participation Plan (PPP) is a compilation of public outreach tools and resources that the MPO employs as necessary to effectively engage a broad range of community interests in its transportation planning, programming and project development processes. An effective PPP ensures that the MPO's public involvement activities comply with applicable federal and state metropolitan transportation planning regulations. This updated PPP was developed based on consultation with representatives of its TAC, Technical and Coordinating committees, PennDOT Engineering District and Central Offices, and FHWA. The updated PPP also contains measures for evaluating the performance of the plan, and suggested tools and resources for future improvements.

Unified Planning Work Program

The Unified Planning Work Program (UPWP) describes the biennial program and scope of activities for the MPO. It identifies the transportation planning activities that the MPO intends to accomplish during the program years utilizing federal, state and local resources. Included in the UPWP is a budget which details how resources will be utilized. The UPWP is reviewed, updated, and adopted biennially.

Coordinated Public Transit-Human Services Transportation Plan

The aim of the Coordinated Public Transit/Human Services Transportation Plan is to improve transportation services for persons with disabilities, older adults and individuals with lower incomes by ensuring that communities coordinate the available transit resources. Coordination enhances transportation access, minimizes duplication of services and facilitates the most appropriate cost-effective transportation possible with available resources. Federal transit law requires that projects selected for funding under the following Federal Transit Administration (FTA) programs be derived from a coordinated plan including the Elderly Individuals and Individuals with Disabilities Program, Job Access and Reverse Commute Program, and the New Freedom Program.

MPOs (and RPOs) are not required to be the lead agency in the development of the coordinated plan, but Federal guidance states that the coordinated plan may be developed separately or as a part of the MPO's transportation planning process.² In any case, the plan must be coordinated and consistent with the region's transportation planning process. The most recent Plan was completed and adopted in 2011.

Congestion Management Process

Federal transportation legislation (Moving Ahead for Progress in the 21st Century Act - MAP 21) requires that each metropolitan planning area in the United States with a population greater than 200,000, also known as Transportation Management Areas or TMAs, have a Congestion Management Process (CMP). Title 23 Code of Federal Regulations (CFR) Part 450 Section 320 identifies the specific federal requirements for a CMP. Federal requirements also state that in all TMAs, the CMP shall be developed and implemented as an integrated part of the metropolitan transportation planning process.

The CMP is a broad, regional level planning tool designed to help manage congestion by identifying congested corridors and recommending multimodal strategies for congestion mitigation. The goal of a CMP is to provide information that helps transportation planners, professionals and others to understand the

² Developing Regional Long-Range Plans Resource Guidance for Pennsylvania Planning Partners, Pub 575 (September 2010)

overall congestion climate in individual corridors and the region. This data helps the MPO in partnership with other agencies to formulate congestion management strategies.³

The CMP is an on-going process, continuously progressing and adjusting over time as goals and objectives change, new congestion issues arise, new information sources become available, and new strategies are identified and evaluated.

“The development of a congestion management process should result in multimodal system performance measures and strategies that can be reflected in the metropolitan transportation plan and TIP.”

23 CFR 450.320(a) and (b). Metropolitan Transportation Planning, Final Rule, February 14, 2007.

Air Quality Conformity

The Clean Air Act of 1990 (CAA) identifies the actions states and MPOs/RPOs must take to reduce emissions from on-road mobile sources in **nonattainment** or **maintenance areas**. In addition, regionally significant projects identified in the LRTP should be in sufficient detail to develop cost estimates, including a design concept and design scope description, of all existing and proposed transportation facilities regardless of the funding source in nonattainment and maintenance areas for conformity determinations under the EPA's transportation conformity rule. “Nonattainment” areas are geographic areas that do not meet the federal air quality standards, and maintenance areas are areas that formerly violated but currently meet the federal air quality standards.

In nonattainment and maintenance areas for transportation-related pollutants, FHWA and FTA as well as the MPO or RPO must make a conformity determination on any new or revised plan (TIP, LRTP) in accordance with the CAA and Environmental Protection Agency (EPA) conformity regulations. The intent of the conformity process is to make certain that regions do not undertake projects that are inconsistent with state obligations to meet National Ambient Air Quality Standards (NAAQS). Regions where plans do not meet conformity requirements risk the loss or disruption of federal transportation funding.⁴

If no violations of air quality standards have been found, the area is considered to be in compliance or “attainment” with federal air quality standards. *The LLTS MPO region is considered to be in compliance, or an attainment area. Accordingly, there is no air quality conformity analysis or determination required for the LLTS MPO's Transportation Improvement Program or Long-Range Transportation Plan.*

³ Developing Regional Long-Range Plans Resource Guide for Pennsylvania Planning Partners, Pub. 575 (September 2010)

⁴ Developing Regional Long-Range Plans Resource Guide for Pennsylvania Planning Partners, Pub. 575 (September 2010)

CHAPTER 3

INTRODUCTION

Public Participation

Public participation is one of several terms used to describe an effort, plan, or program designed to engage and/or gather input or feedback from the public. Although other terms that are used interchangeably include public engagement, public outreach, and public involvement, FHWA prefers “public participation” as it encourages a continuous process, consisting of a series of activities and actions to both inform the public and stakeholders and to obtain input from them which influence decisions that affect their lives. For the LLTS MPO, the most important attribute of its public participation effort is the goal to provide reasonable opportunity and means for any member of the public to have input and take part in the transportation planning process.

While it can be challenging to effectively engage the general public in transportation planning, there are community members genuinely interested in their local transportation system who may not know how to get involved. This is particularly the case with traditionally underserved and potentially vulnerable populations who commonly face impediments to the public decision-making processes due to cultural, economic and/or linguistic disparities. The LLTS MPO region has a growing minority and ethnic population, particularly among the Spanish-speaking segment. Significant diversity also exists along the lines of age, physical challenges (disability), and means (poverty).

The MPO understands that the ongoing development and maintenance of any transportation system is performed best when the users of the system participate, bringing diversified viewpoints into the process that shapes how transportation investments will be made. To that end, the MPO is performing an update of its existing PPP to expand the reach and increase the effectiveness of its public participation efforts in support of current and future transportation program planning and development for Lackawanna and Luzerne counties.

The LLTS MPO Public Participation Plan

The purpose of this PPP is to serve as a resource and guide to the public in order to document the MPO’s commitment and efforts to practice meaningful public involvement in the transportation planning and decision-making processes within Lackawanna and Luzerne counties. It documents key strategies, tools, and techniques to help simplify and broaden the process of engaging 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 participation is intended to encompass a full range of public interests, and for transportation planning in particular, especially those who may have more difficulty getting to jobs, schools, recreation, healthcare facilities, public institutions 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 heard.⁵ Accordingly, in conjunction with this update to the existing PPP, a

⁵ USDOT Public Involvement Techniques for Transportation Decisionmaking, 2015 Update

framework has also been established 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 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 within this updated PPP, and has been produced as a stand-alone document.

The MPO views its PPP as a working document. It is designed to provide a wide range of tools and resources to assist the public in engaging with the MPO to contribute meaningful input on transportation plans, programs, and projects; but is subject to routine reviews and updates, in order to correspond with the differing abilities, needs, and distinctive perspectives of the community members that comprise the LLTS MPO region.

Public Participation Plan Development

For this update of the PPP, interested parties were invited to review the existing Plan and then generate ideas for consideration in the development of the updated Plan. The workshop was conducted on Wednesday, July 15, 2015, and was held in conjunction with a regularly-scheduled meeting of the MPO’s Technical Committee. Letters of invitation along with copies of the existing PPP were sent to members of the Transportation Advisory Committee and Coordinating Committee. A copy of the MPO’s invitation, the distribution list, the meeting agenda, sign-in sheet, the PowerPoint presentation, meeting outcomes as well as other pertinent meeting materials is included in Appendix H.

The meeting attendees provided insight into the strengths and weaknesses of the existing PPP, 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 this 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 LLTS MPO by year end, 2015.

Guidelines for Public Participation

This PPP is intended to capture the MPO’s goals and objectives for meaningful public involvement. Getting the public involved in the transportation process has been a priority for the federal, state, and local officials since the passage of the Intermodal Surface Transportation Efficiency Act (ISTEA) in 1991, and that continues today through the current federal funding mechanism referred to as MAP-21 or *Moving Ahead for Progress in the 21st Century*. In the interest of continual improvement, the MPO has adopted the following tenets for the updated Plan to ensure that efforts to provide effective communications and public engagement opportunities clearly demonstrate adherence to the fundamental federal guidance for public participation at the MPO level (23 C.F.R. § 450.316), at a minimum.

1. Provide timely and reasonable access to information about transportation issues and processes.

- a. This includes providing adequate public notice of public participation activities and time for public review and comment at key decision points including but not limited to the opportunity to comment on the proposed LRTP, TIP, and PPP. Additionally, if the final draft of a transportation plan or other document differs significantly from the one initially made available for public comment, and raises new issues that could not have been reasonably foreseen by interested parties, an additional opportunity for public comment on the revised plan, consisting of a minimum of seven days, will be made.
- b. This includes coordination with the statewide transportation planning public involvement and consultation processes for:
 - ▶ Transit agencies that receive federal funds.
 - ▶ Agencies and non-profit organizations (including representatives of the agencies and organizations) that receive federal assistance from a source other than the USDOT to provide non-emergency transportation services.
 - ▶ Agencies that maintain/operate roadways or other transportation services on federal lands.
 - ▶ Updates to the Statewide Twelve Year Program (TYP). The Statewide Transportation Commission (STC) is focused on determining and evaluating the condition and performance of Pennsylvania's transportation system and the assessment of resources required to preserve, restore, extend and expand transportation facilities and services to conserve Pennsylvania's communities and to ensure economic development. The MPO will promote local participation in the TYP public comment periods, online public meetings, online surveys and other statewide public participation activities via its website, the Connections Newsletter, and as an agenda item for MPO committee meetings. The 2015 online survey results for the LLTS MPO region specifically are available for viewing online at: http://www.talkpatransportation.com/2015SurveyResults/RegionalResultsInserts/STC_Regional_Results_Scranton-Wilkes-Barre.pdf
Additional details about the STC and the TYP are available at: <http://www.talkpatransportation.com/typ.html>
- c. This also includes providing a public comment period before an initial or revised plan is adopted by the MPO.
 - ▶ A minimum of two public meetings will also be held during the public comment periods for the draft PPP, LRTP, and TIP; one in Lackawanna County and one in Luzerne County. The meetings will be formatted and staffed to afford the public the ample time and opportunity to interact with members of the MPO staff and provide feedback on the draft plan. The number of days that comprise the public comment period for each draft plan will be in compliance with federal and state guidelines.
 - ▶ An additional opportunity for public review and comment will be given if the final plan differs significantly from the version that was made available for public review and comment by the MPO, and raises new material issues which interested parties could not reasonably have foreseen during the public participation effort.
 - ▶ Copies of the approved plan will be provided to the FHWA, FTA, and PennDOT as appropriate, and will be posted in an electronic format on the MPO website for convenient public access.

- ▶ This includes utilizing the above noted public participation strategy as it applies to the TIP development process to satisfy the Program Of Projects (POP) requirements of Section 5307. The MPO will work closely with its grant applicant(s) to ensure the successful integration of the POP into the TIP, and to make sure that explicit documentation and public notifications are deployed as required.

2. Seek out and consider the needs of all segments of the region's population, including those traditionally underserved by existing transportation systems.

- a. 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 LLTS MPO will 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). Accordingly, the LLTS MPO has prepared a Limited-English Proficiency (LEP) Plan which is a stand-alone, comprehensive document that complies with federal guidance in addressing the elements of the Four Factor Analysis. Additional details on this plan are provided on pages in the Appendix and in the separate LEP Plan.
- b. In conjunction with this PPP update, the MPO has also developed a Language Assistance Plan (LAP) which applies the results of the Four Factor Analysis in developing and implementing language assistance services in the MPO's program as well as conducting outreach to LEP persons. The LAP identifies resources and describes specific techniques for implementation in the public participation process. Additional detail pertaining to the LAP is included in Appendix E and the LEP Plan.
- c. The MPO continues to conduct meetings with special interest groups in conjunction with significant updates to significant transportation planning documents. An example of this type of meeting is the Environmental Justice Workshop held as part of the LRTP update process. These meetings are held in addition to public meetings so that traditionally underserved audiences have an opportunity to take part in the MPO activity in a timely manner. The meetings are formatted to accommodate special needs as requested, and to solicit input representative of the targeted groups in particular. *These meetings do not preclude the opportunity for any member of the public to take part in other public meetings scheduled in conjunction with planning activities.*
- d. Federal laws and regulations require that where a metropolitan planning area includes Federal public lands and/or Indian Tribal lands, the affected Federal agencies and Indian Tribal governments shall be involved appropriately in the development of transportation plans and programs. MPO (and statewide) transportation decisions consider a wide array of factors including land use impacts and the overall social, economic, energy, and environmental effects of transportation decisions. Public input is essential in adequately considering such effects. Prior to adopting plans or programs, the MPO (and State DOT) are required to provide citizens, affected public agencies, representatives of transportation agency employees, private providers of transportation, other affected employee representatives, and other interested parties with a reasonable opportunity to comment.

Accordingly, the MPO maintains a listing of Indian Tribes and Nations with interests in the counties that comprise the MPO region. Electronic and hard copies of the MPO's transportation plan

documents and associated announcements are distributed to the representatives of the Tribes and Nations to provide timely opportunities for consultation in the transportation planning and decision-making process.

3. Make public information (technical information and meeting notices) easily-accessible and understandable, including the use of visualization techniques and electronic formats.

- a. The MPO's current practice includes the use of block ads to announce public comment periods for the TIP, LRTP, PPP and other plan adoptions. At a minimum, advertisements are placed in the Hazleton Standard-Speaker, Wilkes-Barre Citizens' Voice, and the Scranton Times-Tribune print and electronic versions of the local newspapers. The updated Plan identifies additional resources that will be utilized to:
 - i. significantly increase public accessibility to public information and meeting notices;
 - ii. increase MPO access to visualization tools and resources to enhance public comprehension of its technical information and project related data;
 - iii. enable the MPO to better address needs for language translation and accommodations for the physically disabled to encourage public participation in its processes.
- b. The MPO newsletter titled 'Connections', which is available for viewing on the MPO's website, will continue to be used to share information related to meetings and other transportation topics with nearly 700 subscribers. Copies of the newsletter are sent to municipal officials, transportation partners, and other special interest and advocacy groups for minority and low-income populations, and serves as a vehicle for explaining the transportation planning process in a concise, understandable manner. The newsletter is published on a quarterly basis, and is distributed in an electronic format as well as paper copy. The public can subscribe to the newsletter by contacting the MPO leadership or a member of one of its committees by email, or phone.
- c. The PennDOT District 4 Press Office assists the MPO with the publication of meeting announcements and other MPO/transportation planning information on the District's website, and via press releases as appropriate. PennDOT maintains a media distribution list that encompasses the MPO region, and also maintains a current, active website that is updated on a regular basis.
- d. The MPO will continue to evaluate how social media can be effectively used to communicate with its diverse constituency, and publicize MPO meetings and the availability of transportation planning documents for public review and comment. The MPO has recently been granted use of the Lackawanna County Facebook account for use in publicizing MPO related activities such as public review periods for the TIP, PPP and LRTP and public meetings. The MPO will also coordinate with PennDOT Engineering District 4 to supplement current efforts to maximize social media resources as appropriate to publicize scheduled meetings and public review and comment periods.
- e. The MPO will upload technical documents, meeting notices, PowerPoint presentations, mapping, graphic depictions and artists' renderings of planning projects and/or related information to its website for convenient public access as appropriate. The MPO's website address is http://www.luzernecounty.org/county/departments_agencies/planning_commission/lackawannaluzerne-metropolitan-planning-organization.



4. Hold public meetings at convenient and accessible locations and times.

- a. The MPO is committed to holding its public meetings at convenient locations that are compliant with ADA requirements. Additionally, a special effort is made to identify locations that are accessible via public transportation. In all of the MPO's advertisements for public meetings, it will clearly note that the meeting facility is compliant with ADA accessibility requirements. It will also provide a name and/or telephone number as a contact for the public should someone who desires to attend the advertised public event need special assistance. The MPO asks that such requests be placed a minimum of two business days in advance of the scheduled event to allow sufficient time to respond.
- b. While the MPO locale is comprised of only two counties, the combined population exceeds 500,000 and is growing in diversity. Consequently, the MPO will hold a reasonable number of public meetings in convenient, accessible locations throughout the region to encourage public participation and enhance public access to projects and planning activities, particularly when there may be an impact to a specific area in the region.

5. Periodically review the effectiveness of the Public Participation Plan and strategies to ensure a full and open process.

- a. This includes increasing the use of tools such as meeting evaluation and comment forms, online surveys, and other tools designed to provide timely and objective feedback relative to the effectiveness of specific public involvement activities conducted by or on behalf of the MPO.
- b. This includes continuing to meet with special interest groups to review the PPP, and soliciting their input on new strategies and other considerations for increasing the effectiveness and reach of the MPO's public participation efforts.
- c. This includes conducting a 45-day public review and comment period to invite public review and input on a proposed update to the existing PPP prior to its adoption by the MPO. During this time frame, copies of the draft updated Plan is placed in local libraries, municipal offices, the MPO offices and other locations accessible to the public. The specific locations of the documents will be advertised, and a location listing will be available on the MPO website. A copy will also be available in electronic format on the MPO's website. Public commentary received on the Plan will be reviewed, documented, and as appropriate, integrated into the existing Plan in advance of the MPO's adoption of the final Plan. Once the updated Plan is adopted by the MPO, an electronic version will be posted on the MPO website, and paper copies will be maintained in each county MPO office (Luzerne County Planning Commission, Penn Place Building 20 N. Pennsylvania Avenue, Wilkes-Barre, PA 18701; and at the Lackawanna County Regional Planning Commission, 135 Jefferson Avenue, Scranton, PA 18503) for use and for public review upon request.
- d. This includes the use of a Public Participation Activity File as a repository for strategies, materials, and other collateral associated with public engagement activities. The MPO staff is responsible for the collection and placement of the appropriate documentation in the file, and for initiating periodic review and evaluation of the strategies, and the overall PPP. Additional detail pertaining to this process is provided in Chapter 5 entitled Evaluation Processes for the Public Participation Plan.

CHAPTER 4

PUBLIC PARTICIPATION TOOLS AND TECHNIQUES

The implementation of the updated Plan will enable the LLTS MPO to improve upon and expand its public participation program by the integration of traditional and new outreach tools and resources suited to the Lackawanna-Luzerne region. The following information identifies some of the existing tools that have proven effective as well as new methodologies and resources that will be employed to extend the effectiveness and the reach of our public involvement efforts. It also includes strategies specifically designed to accomplish the MPO's goals and objectives for providing equal opportunities for members of all social, economic, and ethnic groups throughout the region in its public participation activities.

Online Outreach Strategies

According to a 2015 Pew Research study that looked at American's Internet Access,⁶ 84% of American adults use the Internet. That is a 21% increase from 2004 when the first LLTS MPO PPP was authored. While some traditionally underserved groups may experience less adoption of Internet use, the majority do use the Internet. This includes seniors (58%), lower income (74%) individuals, Hispanic (81%) and Black (78%) minorities, and rural community members (78%). These numbers have increased over the past 15 years, and will continue to increase.

Nearly one-third (31%) of online adults use online platforms such as blogs, social networking sites, email, online video, or text messaging to access government information. In fact, over three-quarters (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." For these reasons, it is vital that a digital component is included in the updated PPP.

This PPP reflects the MPO's commitment to significantly increase its use of electronic resources to communicate with the public. The strategic use of relevant web-based technology will help improve public access to transportation-related information, opportunities for participation, and enhance public dialogue with the MPO. To strengthen the MPO's ability to achieve the goals of its updated PPP, the following traditional and new strategies will be utilized as the staff's expertise and budget allows.

MPO Website

The existing LLTS MPO Website (located at www.luzernecounty.org) currently provides an online presence for the MPO, with limited capabilities for information dissemination and feedback. The site is hosted and maintained by Luzerne County. The site content is developed by the LLTS MPO, but Luzerne County is responsible for uploading and refreshing the site content.



⁶ Pew Research. America's Internet Access: 2000-2015. <http://www.pewinternet.org/2015/06/26/americans-internet-access-2000-2015/>

The LLTS MPO will retain the current site to maintain its visibility online along with its existing functionality as indicated below:

- ▶ Identification and description of the MPO's role in metropolitan transportation planning including the MPO meeting schedule, meeting agendas, and meeting minutes for all three MPO committees, i.e. Coordinating, Technical, and the Transportation Advisory Committee.
- ▶ A repository for approved and draft plans and documents, including the LRTP, TIP, PPP, and UPWP, Congestion Management Process, Functional Classification Maps, and Coordinated Public Transit-Human Services Transportation Plan.
- ▶ Links to other transportation planning and programming resources and projects, particularly those relevant to regional transportation and visualization of the TIP.
- ▶ A repository of all MPO committee meeting announcements, other public meetings and public involvement activities associated with plan review and updates.
- ▶ A Contact Us feature, although not directly linked to LLTS MPO resources.

In 2016, the MPO will establish its own stand-alone website. The new website will be completely redesigned and will include a broader range of interactive features that will be maintained within the resources and available expertise of the LLTS MPO.

The new 2016 LLTS MPO website functionality includes:

- ▶ Links to 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 participation opportunities, such as online surveys, digital toolkits and public meeting announcements.
- ▶ 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 or Babelfish, in order to readily provide language translation services as needed by the website visitor. Google's website translator is a plug-in that can be added to the MPO website which will allow it to be translated into 90+ different languages. By implementing this plug-in, the MPO can 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. The MPO website should include a responsive web design that will adjust to all screen sizes and make content easily accessible to all users.
- ▶ Web Accessibility – Web accessibility is the process of ensuring a website can be accessed and interacted with by all users without barriers to people with disabilities. Federal, state and local laws provide requirements for government entities. In addition, the World Wide Web Consortium (W3C) provides general guidelines for making websites more accessible. LLTS MPO will take all

steps to ensure that any web updates comply with federal, state and local laws, as well as follow accepted general practices for accessibility. When not feasible, the MPO will make the information available by some other means. W3C offers links to numerous evaluation tools that can be used to check compliance. They are available at: <http://www.w3.org/WAI/ER/tools/>. The Commonwealth of Pennsylvania also offers a number of resources for accessibility available at http://www.portal.state.pa.us/portal/server.pt/community/it_accessibility/10940.

Providing this type of online functionality to the new site will greatly enhance the MPO's online presence, and expand its reach and the public's ability to access local and statewide transportation planning information more efficiently. Once the MPO establishes a new website, it is also committed to continuing its evaluation of other features such as Google Analytics to examine and monitor its website traffic as well as interactive components such as discussion boards and blogs to increase the value of its online presence as a real-time resource for local and statewide transportation planning interests.

Social Media

Social media is a popular web-based resource for connecting with large public audiences, idea-generation, public dialogue and opinion. However, there is a need to scrutinize each platform to ensure that it is a suitable arena for the subject matter and the desired results of the user. Consideration must also be given to the resources required to maintain a live and relevant presence, screening and potentially censorship once the media is actively engaged. Collection and documentation of the information exchange is also another consideration. With this in mind, in 2016 the MPO is planning to investigate the use of social media venues, the required resources, and applicability to various transportation planning activities to add another dimension of communications and outreach to its online presence.

Electronic Databases

The regular maintenance of a well-organized special interests and/or stakeholder database will continue to be used to provide an efficient communications effort in which information is shared with large groups of recipients in a coordinated manner. The LLTS MPO maintains the following:

Stakeholder Database

The MPO maintains a stakeholder database of contact information for those who wish to be notified directly of transportation planning activities, public meetings, and modifications to the MPO's primary planning documents. An interested party may be added to the database by contacting the MPO staff via phone or email with name and email address and requesting to be added to the stakeholder database. The MPO maintains the database regularly and completes a comprehensive review annually. The LLTS 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.

There are also myriad web-based programs/platforms that are free, or fee-based, and are designed to achieve the increased effectiveness and extended reach of the MPO's outreach efforts. Examples of technology-based outreach tools for future consideration by the MPO include:

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 creation. It features easy question creation and custom branding to help identify a survey with a particular project or planning activity. With a single URL, responses can be gathered through links on websites, email, Facebook pages and Twitter feeds. Data collected can be sorted by cross tabs and filters and reported in several ways including charts and graphs accessible via a mobile app. The online interface/display is compliant for accessibility by persons with visual disabilities.

<http://www.surveymonkey.com>

- ▶ **MetroQuest** is an online survey tool utilized effectively for planning and transportation projects. The four to five page survey can be a separate webpage, or integrated/imbedded into an existing website. Using mapping and visual techniques, MetroQuest guides users through the process of learning about a planning project and providing valuable input. Below is a summary of the different types of screens and information that can be utilized:

- **Surveys/Polls** – Survey and other types of polling screen can be created to gather feedback and demographic information from the public.
- **Ideas Submission** – Polls or topic discussions can provide an open comment field for open ended feedback.
- **Mapping Input** – Mapping features allow users to place icons and identify specific projects or concerns. Specific roadways and travel routes may also be identified. The data may be saved and exported into 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.

<http://metroquest.com>

- ▶ **mySidewalk** is a public participation tool founded by urban planners to address the challenge of engaging the public on transportation projects. It is currently available at no cost to the user. The site functions like a traditional website, but also offers the following features and capabilities:
- **Surveys/Polls** – Any type of survey or poll can be created to gather information from the public.
- **Report Results** – Comments, ideas, and poll results can be exported into a spreadsheet in order to measure public feedback.

- **Community Engagement** – Organizations can post open ended questions as topics for discussion amongst mySidewalk visitors. Visitors can respond to one another for open dialogue between organizations and visitors.

<http://mysidewalk.com>

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 two 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>

- ▶ **Zoho** offers a free level up to 10 users. It includes the ability to manage contacts. 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>

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 an MPO, this could automate maintenance tasks associated with the stakeholder database.

According to MailChimp⁷, an email marketing provider, government entities see 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.

- ▶ **MailChimp** offers 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 allows subscribers to sign up according to topics of interest or geography.

<http://mailchimp.com>

⁷ MailChimp. Email Marketing Benchmarks. <http://mailchimp.com/resources/research/email-marketing-benchmarks/>

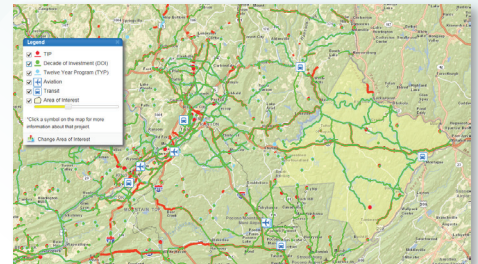
- **Constant Contact** is one of the largest and most-recognized email marketing services. It is structured according to the functionality needed – Email, Email Plus, and Personal Marketer – and the size of the contact list. Prices range from \$20 to \$400 per month; there is no free tier of service offered at this time. Because of the range of services provided, Constant Contact is used throughout the public and private sector by businesses and agencies large and small.

<http://constantcontact.com>

Visualization Tools – The following visualization tools are hosted by PennDOT and can also be linked to the updated MPO webpage. These tools can be used in future planning activities and their use promoted amongst the MPO’s planning partners.

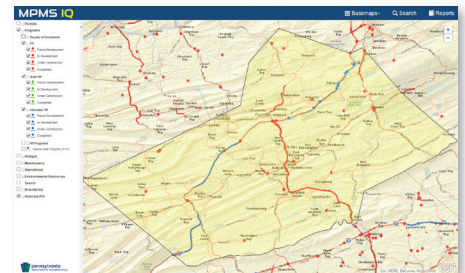
- **PennDOT’s TIP Visualization Portal** provides the public with an informational portal for learning about and viewing improvements to state highways and bridges, as well as to aviation, public transit, and rail freight modes of transportation. The TIP Visualization Portal is a web-based GIS mapping application for highway and bridge projects on the Commonwealth’s Twelve Year Plan (TYP) and Regional Transportation Improvement Programs (TIPs). Users can map and obtain information for highway and bridge projects on various geographical levels, including PennDOT Engineering District, County, Legislative District, Planning Partner, and Address.

http://www.dot7.state.pa.us/tip_visualization/map.aspx



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

http://www.dot7.state.pa.us/MPMS_IQ/Mapping



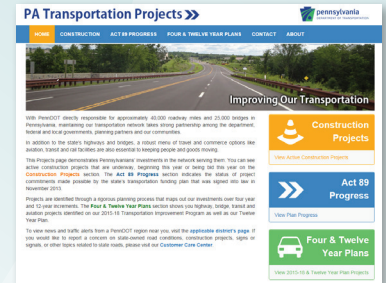
- **PennDOT’s PA ProjectPath** application was created through a partnership between Preservation Pennsylvania and PennDOT as a search, mapping, and visualization portal for transportation projects. The application draws data from three PennDOT databases: the Cultural Resources Document Tracking Database; MPMS database; and the Categorical Exclusion/Environmental Assessment (CE/EA) Expert System. Users can enter a place or municipality name in the search box and the map application will center on that location. Users can then click on the nearby projects and connect to the PennDOT Video Log to see the project site from street view.

<http://search.paprojectpath.org>



- **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.

<http://www.projects.penndot.gov/projects/PAProjects.aspx>



Traditional Public Participation Techniques

Traditional public outreach tools and techniques continue to play a key role in many public engagement efforts today. Public meeting formats have been slightly modified to accommodate wireless polling devices that produce instantaneous voting results. They're conducted in the form of webinars to minimize, if not eliminate, the need to physically travel to a meeting location. Regardless of format or the addition of the latest gadgetry, people still have the need to "meet." Consequently, the following traditional tools and techniques will continue to be a staple of the LLTS MPO public participation program.

Public Meetings

MPO committee meetings and other public forums provide an opportunity for the public to hear about and provide input on MPO business and planning projects. The details of public meetings are planned in advance to assist in the identification, development and creation of all meeting materials including advertisements, and securing the most adequate and accessible meeting facility. Public meeting comment forms are made available in hard copy at public meeting locations to receive public comment, and can be 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 to demonstrate the influence of public input and feedback on planning processes.



Plan Displays

Paper copies of proposed, draft, final or adopted MPO plans are made available and accessible for public review. The LLTS MPO identifies various locations throughout the region where paper copies of plans are placed to facilitate convenient public access throughout the MPO region as necessitated by a specific MPO activity such as the update of the PPP, LRTP or the TIP. The following is a listing of county, municipal, and agency offices throughout the MPO region that are typically used in conjunction with public review and comment periods. The specific locations will always be identified in the MPO's meeting advertisements in local newspapers, and will always be listed on the MPO website. 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. Examples of the locations that have been used for the placement of a plan for public review include:

- ▶ Osterhaut Public Library, Wilkes-Barre
- ▶ Greater Hazleton Area Free Library, Hazleton
- ▶ Scranton Public Library
- ▶ Carbondale Public Library
- ▶ Luzerne County Planning Commission
- ▶ Lackawanna County Regional Planning Commission
- ▶ PennDOT District 4 Headquarters

Additionally, an electronic version of various documents are also made available for public access via the web at: www.luzernecounty.org/county/departments_agencies/planning_commission/lackawanna_luzerne-metropolitan-planning-organization. These documents include, but are not limited to, the draft and final versions of the Long-Range Transportation Plan, the Transportation Improvement Program, the Public Participation Plan, the Title VI Plan, the Limited-English Proficiency Plan, and the Coordinated Public Transit and Human Services Plan.

The MPO has and will continue to make materials available in Spanish, such as the MOU for the TIP Amendment Process, and the Air Quality Conformity Analysis Report. Additionally, the MPO has and will continue to practice Tribal consultation in compliance with federal and state regulations, and in accordance with the updated PPP.

Mailings

Informational materials and announcements are distributed to committee members, interested parties and the general public using the US Postal Service as well as email. Expanding sign-in sheets used for committee and public meeting forums to include the option of providing an email address will support the expanded use of email and other compatible electronic communication options for the MPO.

Media Relations

The LLTS MPO will continue to advertise MPO and public meetings, and public review and comment periods in the following newspapers:

- ▶ Hazelton Standard-Speaker
- ▶ Wilkes-Barre Citizen's Voice, and
- ▶ Scranton Times-Tribune

This includes placement of legal notices, advertisements and press releases. Other media community outlets will be researched and utilized if they are deemed appropriate venues for MPO business and support our goals to expand outreach throughout the MPO region including traditionally underserved populations. The LLTS MPO will also work more closely with the PennDOT District 4 Press Office and Transit Authorities to increase the frequency and variety of media formats utilized to communicate with the diverse population throughout the region.

For example:

- ▶ **News Releases** are an essential component of the outreach process. News releases can be distributed to a wide range of media outlets at no cost for publication. They can be distributed electronically, by fax, or in paper format to local newspapers, radio, and TV broadcast media outlets. The MPO will work more closely with the PennDOT District 4 Press Office to increase its use of news releases for public information and educational purposes.
- ▶ **Public Service Announcements (PSAs)** are messages in the public interest traditionally disseminated by radio, television, online services and newspapers without a charge with the objective of raising public awareness or encouraging public behavior toward a social issue, including attending an event or public meeting held for the benefit of the greater public good and sponsored by a government or nonprofit organization. The MPO can generate PSAs on their own or in collaboration with other planning partners including the PennDOT. The MPO will utilize PSAs for activities such as promoting the public review and comment period for the LRTP, PPP and the TIP. The MPO has not used PSAs in the past, but intends to make use of them in an effort to increase public communications in coordination with the PennDOT District 4 Press Office.

Outreach Strategies for Targeted Populations

Public participation is intended to encompass a full range of public interests, and for transportation planning in particular, especially those who may have more difficulty getting to jobs, schools, healthcare facilities, public institutions, 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 heard. Accordingly, in conjunction with this update to the existing PPP, the MPO has established a framework for targeted efforts to identify, seek out and engage Environmental Justice populations (minority and low-income), as well as others who may be underserved by the transportation system.

Title VI

The LLTS MPO is committed to ensuring that all of its outreach strategies, communications and public participation efforts comply with Title VI. The MPO provides information regarding its Title VI obligations to the public using a variety of methods, and it is available upon request by contacting the Luzerne County Planning Commission or Lackawanna County Regional Planning Commission offices. Aligned with the previously noted communication strategies, the LLTS MPO will also provide:

- a. Public notices published in non-English publications (as needed).
- b. Title VI non-discrimination notice on the LLTS MPO's updated website.
- c. Services for Limited-English Proficient (LEP) persons. Sufficient advance notice of no less than one week is required so that translators may be provided.

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

Outreach Tool	Definition
Direct Mailings	Mail sent to an affected group or area to educate, notify, or request input.
Display Ads in Newspaper	Paid advertisement in the newspaper to alert readers about an upcoming event or action.
Displays at Transit Centers	Permanent or temporary displays at transit hubs and centers to reach a large number of system riders.
Legal Notice	Public posting or advertising in newspapers to announce a legal action or intent.
On-Board Public Transit Postings	Pamphlets and posters provided within the transit vehicle that alert riders about transportation plans and programs that may be of interest or benefit to them.
Public Hearing	A meeting during which public testimony may be heard and formal action may be taken on any measure before the MPO.
Signs	Signs on buses, at stop locations, and at transit centers to reach people who use transit services.
Surveys (scientific and self-selected)	Surveying opinions and ideas to help LLTS MPO understand how to better serve the constituency.
Workshops/Open Houses/Town Halls	Types of meetings where staff and public interact and discuss various issues.

Outreach to Racial & Ethnic Minority Populations

In addition, the MPO may also employ one or more techniques to involve racial and ethnic minority persons. Some of these techniques include:

- ▶ Researching the types 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.
- ▶ Providing extensive use of visualization techniques including maps and graphics.
- ▶ Using Focus Groups. Focus Groups can provide opportunities to meet with affected communities or groups in smaller, focused settings in order to inform, educate or solicit input.
- ▶ Engaging 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.
- ▶ Seeking opportunities to speak at meetings of groups involving minority populations.

- ▶ Notifying agencies that work with ethnic and minority populations of LLTS MPO activities.
- ▶ When multiple meetings are held for a single subject, efforts should be made to use a diversity of meeting locations and times in an effort to reach all segments of affected populations.
- ▶ Distributing press releases to minority and ethnic media outlets to inform the public of meetings, open houses, and other MPO activities.
- ▶ Including language on all MPO press releases and other notices that the MPO assures nondiscrimination in accordance with Title VI of the Civil Rights Act of 1964 and that special accommodations can be arranged in advance.
- ▶ Utilizing local translators and interpreters who may better understand the language needs of a community within a local context.
- ▶ Varying 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.
- ▶ Conducting periodic reviews of the PPP with the ever-changing demographic landscape in mind. Most agencies that are successful in outreach to minorities and ethnic communities, cite flexibility (changing methods over time) and trial and error as their primary methods for success.

Outreach to Low-Income Persons

In addition, the MPO may also employ one or more of the following techniques to involve low-income communities:

- ▶ Provide information and meeting notices at transit stops and stations, on transit vehicles (rail and rubber tire), and at transportation hubs that connect various modes.
- ▶ Organize Focus Groups that target low-income residents that offer opportunities for low-income residents to provide input and feedback regarding transportation needs.
- ▶ Include information on website and meeting notices on how to request assistance.
- ▶ Provide use of visualization techniques including maps and graphics.
- ▶ Conduct an ongoing dialogue with groups that advocate for or represent low-income populations. This includes: food banks, pantries and soup kitchens; Women, Infants and Children (WIC) program participants; students enrolled in USDA free lunch or summer food service programs; nutrition programs for the elderly; job training centers; and welfare rights organizations.

- ▶ Notify agencies that work with low income populations of LLTS MPO activities.
- ▶ When multiple meetings are held for a single subject, efforts should be made to use a diversity of meeting locations and times 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.
- ▶ Offer childcare services during the meetings for those who can't afford a babysitter or are otherwise unable to schedule their own childcare service during the meeting time.

Outreach to Limited-English Proficient (LEP) Persons

Traditional public involvement strategies, like public meetings and written media such as newspapers, email, and websites, may not be as effective for LEP populations. Consideration will be given to incorporating 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.
- ▶ Provide meeting announcements in ethnic news media such as radio programs.
- ▶ Posting of flyers or notices at community organizations in identified areas with high LEP populations in the LEP population's primary language.
- ▶ Consider the literacy rate of local LEP groups and use of visual aids such as maps and graphics. Consider whether the LEP group is literate in English, their own language, or neither.
- ▶ Contact religious or community organizations as a way to reach out to LEP communities.
- ▶ Consider holding small meetings - they 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 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 MPO will at a minimum ensure that all meeting locations are accessible to persons with disabilities. The MPO also recognizes that there may be other qualifying disabilities that may challenge public participation in public meetings. Accordingly, the MPO will use the following wording in all of its public meeting advertisements:

The meeting location is accessible to persons having disabilities. If you want to attend the meeting but require accommodation due to a disability, please call (XXX) XXX-XXXX at least two (2) business days in advance of the scheduled meeting date so that arrangements can be made.

Additionally, when the MPO or a representative of the MPO is selecting a meeting venue, the following elements will be checked to ensure that the venue is 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

Outreach to Zero-Car Households

The MPO is also sensitive to citizens who do not have access to personal vehicles for travel. Consideration will 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 will also be utilized as appropriate:

- ▶ Utilize Census data to map zero-car households as well as transit services and infrastructure to sufficiently identify and catalog the locations of these populations.
- ▶ Provide information and meeting notices at transit stops and stations, on transit vehicles, and at transportation hubs that connect various modes.
- ▶ Contact organizations that serve bicyclists and pedestrians to reach these communities. This includes 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, the MPO's outreach will target media outlets and organizations that serve these populations. The MPO will perform the following activities accordingly:

- ▶ Utilize Census data to map elderly citizens to sufficiently identify and catalog the locations of these populations.

- ▶ Contact organizations and advocacy groups that serve seniors and the elderly. This includes National Council on Aging, the Retirement Housing Foundation, AARP, Meals on Wheels, elderly legal services, Alliance for Retired Americans, Area Agency on Aging, and medical service providers.
- ▶ Post information and meeting notices on paratransit and social services vehicles, and at retirement communities.
- ▶ Target areas frequented by seniors, such as libraries, senior centers, recreation centers and shopping centers.
- ▶ Provide information through public services announcements (print and broadcast), and well as through various news media outlets.

CHAPTER 5

EVALUATION PROCESSES FOR THE PUBLIC PARTICIPATION PLAN

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

- ▶ Maintenance of a Public Participation Activity File
- ▶ Evaluation of the Plan

Public Participation Activity File

The MPO will retain concise documentation of its public participation activities as specified in the updated PPP within a file as a record of the Plan's implementation. The actual items collected for the file reflect the PPP 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

Evaluation of the Plan

The MPO will also evaluate its PPP and review the Public Participation Activity File in conjunction with the update of the LRTP, using the checklists provided in Appendix G:

- ▶ 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 PPP Update – This checklist identifies the most common circumstances that would trigger the need for a PPP 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 PPP 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 PPP's effectiveness and improvement. The review is intended to be a repository of ideas and future goals for the PPP.

The MPO staff will facilitate and document the review, and the findings will be used to improve the quality of public participation 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 MPO has achieved.

CHAPTER 6

PUBLIC PARTICIPATION PROCESS CHECKLISTS

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

The following “Process Checklists” lay out the key steps of the MPO’s public participation 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 Modifications
- ▶ Public Participation 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 MPO's current Public Participation Plan (PPP) 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 PPP Update).
- 2** Implement a public involvement program that is consistent with the MPO's adopted PPP to support the LRTP development.
 - ▶ Ensure that FHWA and FTA are provided with an opportunity to participate in the LRTP development process. *(Federal)*
- 3** Release DRAFT LRTP document for public and agency comment.
 - ▶ Provide a reasonable opportunity for comment on the plan, including a public comment period of 30 calendar days.
 - ▶ Provide DRAFT LRTP document to FHWA and FTA 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 document available in an accessible electronic format on the MPO website.
 - ▶ Make document available in a hard copy format at the MPO office, county government offices, public transit agency offices, and PennDOT District 4 office.

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

 - ▶ Upon the discretion of the MPO, the MPO staff may meet with local stakeholders and county staff and commissioners at their regularly-scheduled and advertised meetings.
- 4** Notify public and agencies of opportunities to comment.
 - ▶ Publish notifications prior to the beginning of the public comment period start date and at least 14 calendar days prior to the public meeting date:
 - Legal Notice to appear in local newspapers:
 - Hazelton Standard-Speaker,
 - Wilkes-Barre Citizen's Voice, and
 - Scranton Times-Tribune (at a minimum).
 - ▶ News Releases distributed to other newspapers and broadcast media outlets.
 - ▶ Interested parties notified via email using distribution list.
 - ▶ Web notification on the MPO webpage in an accessible electronic format.
 - ▶ Conduct at least one (1) public meeting at an accessible location.
- 5** Conduct Pennsylvania-required inter-agency consultation through presentation at an Agency Coordination Meeting (ACM). *(State)*
 - ▶ Request presentation time at a regularly-scheduled ACM meeting.

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

- 6** Document the public participation effort and record in the Activity File.
 - ▶ 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 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.
- 7** If the final version of the LRTP differs significantly from the version that was made available for public comment, provide an additional seven (7) calendar day public comment period.
 - ▶ Provide notification (by email) of the additional public comment period to the interested parties and all those who commented previously and provided email contact information prior to the beginning of the public comment period start date.
 - ▶ Provide revised document to FHWA and FTA for review prior to the beginning of the additional public comment period.
 - ▶ 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.
- 8** Adopt the LRTP.
 - ▶ MPO adopts the final version of the LRTP by vote of the MPO committee at a regularly-scheduled public meeting.
 - ▶ Make the final version of the LRTP available on the MPO website in an accessible electronic format.
 - ▶ Post notice of the LRTP adoption to the MPO webpage.

Long-Range Transportation Plan (LRTP) Amendment

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

1

Release the DRAFT LRTP Amendment(s).

- ▶ Provide a reasonable opportunity for comment on the plan, including a public comment period of 30 calendar days.
- ▶ Provide DRAFT LRTP document to FHWA and FTA for review prior to the beginning of the public comment period.
- ▶ Make document available in an accessible electronic format on the 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.
- ▶ Make document available in a hard copy format at the MPO office(s), county government offices, public transit agency offices, and PennDOT District 4 office.

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

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

2

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

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

- a. In a project area where the 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.
- ▶ 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.

Long-Range Transportation Plan (LRTP) Amendment (continued)

- 3** Notify public and agencies of opportunities to comment.

 - ▶ Publish notifications prior to the beginning of the public comment period start date and at least 14 calendar days prior to the public meeting date:
 - Legal Notice to appear in local newspapers:
 - Hazelton Standard-Speaker,
 - Wilkes-Barre Citizen's Voice, and
 - Scranton Times-Tribune (at a minimum).
 - Interested parties notified via email using distribution list.
 - Web notification on the 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.
- 4** Document the public participation effort and record in the Activity File.

 - ▶ Document the participation activities conducted.
 - ▶ 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.
- 5** If the final version of the LRTP Amendment differs significantly from the version that was made available for public comment, provide an additional seven (7) calendar day public comment period.

 - ▶ Provide notification (by email) of the additional public comment period to the interested parties and all those who commented previously and provided email contact information prior to the beginning of the public comment period start date.
 - ▶ Provide revised document to FHWA and FTA for review prior to the beginning of the additional public comment period.
 - ▶ 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.
- 6** Adopt the LRTP Amendment(s).

 - ▶ MPO adopts the final version of the LRTP Amendment(s) by vote of the MPO committee at a regularly-scheduled public meeting.
 - ▶ Make the final version of the LRTP Amendment(s) available on the MPO website in an accessible electronic format.
 - ▶ Post notice of the LRTP Amendment(s) to the MPO webpage.

Transportation Improvement Program (TIP) Update

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

Section 5307 Program of Projects (POP) - The following public involvement procedures associated with the TIP development process; public notice of public involvement activities and time established for public review and comment, are also used to satisfy the POP requirements of Section 5307.

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 and FTA for review prior to the beginning of the public comment period.
- ▶ Make DRAFT TIP available in an accessible electronic format on the MPO website.
- ▶ Make DRAFT TIP available in a hard copy format at the MPO Office(s), county government offices, public transit agency offices, and PennDOT District 4 Office.

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

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

2

Notify public and agencies of opportunities to comment.

- ▶ Publish notifications prior to the beginning of the public comment period start date and at least 14 calendar days prior to the public meeting date:
 - Legal Notice to appear in local newspapers:
 - Hazelton Standard-Speaker,
 - Wilkes-Barre Citizen's Voice, and
 - Scranton Times-Tribune (at a minimum).
 - News Release distributed to other newspapers and broadcast media outlets.
 - Interested parties notified via email using distribution list.
 - Web notification on the 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.

3

Document the public participation effort and record in the Activity File.

- ▶ Document the participation activities conducted.
- ▶ 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 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 seven (7) calendar day public comment period.
 - ▶ Provide notification (by email) of the additional public comment period to the interested parties and all those who commented previously and provided email contact information prior to the beginning of the public comment period start date.
 - ▶ Provide revised DRAFT TIP to FHWA and FTA for review prior to the beginning of the additional public comment period.
 - ▶ 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 revised DRAFT TIP available in an accessible electronic format on the MPO website.
- 5** Adopt the TIP.
 - ▶ MPO adopts the final version of the TIP by vote of the MPO committee at a regularly-scheduled public meeting.
 - ▶ Make final version of the TIP available on the MPO website in an accessible electronic format.
 - ▶ Post notice of the TIP adoption to the 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 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.
- Provide amendment(s) to FHWA and FTA for review prior to the beginning of the public comment period.
- Make amendment(s) available in an accessible electronic format on the 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.
- Make amendment(s) available in a hard copy format at the MPO office(s), county government offices, public transit agency offices, and PennDOT District 4 Office.

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

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

2

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

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

- a. In a project area where the 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 seven (7) calendar days prior to any public meeting date:
 - Legal Notice to appear in local newspapers:
 - Hazelton Standard-Speaker,
 - Wilkes-Barre Citizen's Voice, and
 - Scranton Times-Tribune (at a minimum).
 - News Release distributed to other newspapers and broadcast media outlets.
 - Interested parties notified via email using distribution list.
 - Web notification on the 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 participation activities conducted in the Public Participation Activity File.
 - ▶ 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 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 seven (7) calendar day public comment period.
 - ▶ Provide notification (by email) of the additional public comment period to the interested parties and all those who commented previously and provided email contact information prior to the beginning of the public comment period start date.
 - ▶ Provide revised TIP Amendment(s) to FHWA and FTA for review prior to the beginning of the additional public comment period.
 - ▶ 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 revised TIP Amendment(s) available in an accessible electronic format on the MPO website.
- 6** Adopt the Proposed TIP Major Amendment(s).
 - ▶ MPO adopts the final version of the TIP Amendment(s) by vote of the MPO committee at a regularly-scheduled public meeting.
 - ▶ Make the final version of the TIP Amendment(s) available on the MPO website in an accessible electronic format.
 - ▶ Post notice of the TIP Amendment(s) to the 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 federally-funded line item.

- 1** Release the Proposed TIP Amendment(s).
 - ▶ Provide the proposed TIP amendment(s) to FHWA and FTA for review.
 - ▶ Make TIP amendment(s) available in an accessible electronic format on the 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 MPO committee at a regularly-scheduled public meeting.
 - ▶ Make the final version of the TIP Amendment(s) available on the MPO website in an accessible electronic format.

Transportation Improvement Program (TIP) Administrative Modifications

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

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

Public Participation Plan (PPP) Update

Applies to periodic updates of the PPP.

- 1** Conduct a review of the MPO's current PPP.
 - ▶ Task MPO Committees (Transportation Advisory, Technical and Coordinating Committees) to review the current PPP and identify need and scope of updates required.
- 2** Implement updates to the PPP.
 - ▶ Determine whether the update will be completed by staff or with consultant help.
- 3** Release the DRAFT Updated PPP for public and agency comment.
 - ▶ Provide the public with a reasonable opportunity to comment on the plan, including a public comment period of 45-days (Federal).
 - ▶ Provide the DRAFT Updated PPP document to FHWA and FTA for review prior to the beginning of the public comment period.
 - ▶ Make DRAFT Updated PPP available in an accessible electronic format on the MPO website.
 - ▶ Make DRAFT Updated PPP available in a hard copy format at the MPO office(s), county government offices, public transit agency offices, and PennDOT District 4 Office.
- 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:
 - Hazelton Standard-Speaker,
 - Wilkes-Barre Citizen's Voice, and
 - Scranton Times-Tribune (at a minimum).
 - News Release distributed to other newspapers and broadcast media outlets.
 - Interested parties notified via email using distribution list.
 - Web notification on the MPO webpage in an accessible electronic format.
 - ▶ Conduct at least one (1) public meeting at an accessible location.
- 5** Document the public participation effort and record in the Activity File.
 - Document the participation activities conducted in the Public Participation Activity File. Compile comments received and generate responses to unique and significant comments that indicate how the comment was incorporated or why a different approach was taken.
 - Incorporate comments and Comment Responses into the FINAL PPP document.
 - Post Comment Responses on the 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.

Public Participation Plan (PPP) Update (continued)

- 6** If the final version of the Updated PPP differs significantly from the version that was made available for public comment, provide an additional seven (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 Updated PPP document to FHWA and FTA for review prior to the beginning of the additional public comment period.
 - ▶ Make revised PPP document available in an accessible electronic format on the MPO website.
- 7** MPO adopts the Updated PPP.

 - ▶ MPO adopts the FINAL PPP by vote of the MPO Coordinating Committee (with input from the Technical Committee) at a regularly-scheduled public meeting.
 - ▶ Make the FINAL PPP document available on the MPO website in an accessible electronic format.
 - ▶ Post notice of the PPP adoption to the MPO webpage, and notify interested parties through electronic mailings.

CHAPTER 7

MPO CONTACT INFORMATION

How to Get Involved

The LLTS 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 LLTS MPO website at:
<http://www.luzernecounty.org/search/MPO>
- ▶ Sign up for the MPO interested parties database and email list by contacting:
 - **Executive Director**
Luzerne County Planning Commission
Penn Place Building
20 N. Pennsylvania Avenue
Wilkes-Barre, PA 18711
Phone: (570) 825-1564
Fax: (570) 825-6362
 - or
 - **Transportation Planning Manager**
Lackawanna County Regional Planning Commission
135 Jefferson Avenue
Scranton, PA 18503
Phone: (570) 963-6400
Fax: (570) 963-6364

- ▶ View notices of MPO public meetings, which are advertised in the legal notices of Hazelton Standard-Speaker, the Wilkes-Barre Citizen's Voice, and the Scranton Times-Tribune, at a minimum.
- **The MPO generally meets on a quarterly basis between the hours of 9:00 AM to 12:00 noon at the PennDOT District 4 Office located at 55 Keystone Industrial Park in Dunmore, PA 18512.**
- **All MPO meetings are open to the public, and an opportunity for public comment is included on every MPO meeting agenda.**

Contact

For more information about this Public Participation Plan, please contact:

- **Executive Director**
Luzerne County Planning Commission
Penn Place Building
20 N. Pennsylvania Avenue
Wilkes-Barre, PA 18711
Phone: (570) 825-1564
Fax: (570) 825-6362

or

- **Transportation Planning Manager**
Lackawanna County Regional Planning Commission
135 Jefferson Avenue
Scranton, PA 18503
Phone: (570) 963-6400
Fax: (570) 963-6364

CHAPTER 8

REFERENCES

- ▶ Public Involvement Techniques for Transportation Decision-Making, USDOT, June 2015 Update:
www.fhwa.dot.gov/planning/public_involvement/publications/techniques/chapter01.cfm
- ▶ Public Outreach Strategies, Underserved Populations, Tailored Outreach and Cross Cultural Training
http://mpotransportationoutreachplanner.org/mpotop/sites/default/files/outreach_strategies/underserved-populations-tailored-outreach-and-cross-cultural-training.pdf
- ▶ Consultation and Public Involvement Statutory/Regulatory Requirements: Working with Tribes within the Statewide/Metropolitan Transportation Planning Processes
https://planning.dot.gov/Documents/PublicInvolvement/CPI_Reqs.htm

Appendix A

STATUTES AND REGULATIONS FOR PUBLIC PARTICIPATION

Federal Acts & Regulations

Public participation in the transportation planning and programming process has been a priority for federal, state and local officials since the passage of the Intermodal Surface Transportation Efficiency Act (ISTEA) in 1991; its successors, the Transportation Efficiency Act for the 21st Century (TEA-21); the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU); and the present Moving Ahead for Progress in the 21st Century Act (MAP-21). Therefore, the LLTS MPO Public Participation Plan (PPP) 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 PPP is found in 23 C.F.R. § 450.316.

The MPO shall develop and use a documented participation plan that defines a process for providing citizens, affected public agencies, representatives of public transportation employees, freight shippers, providers of freight transportation services, private providers of transportation, representatives of users of public transportation, representatives of users of pedestrian walkways and bicycle transportation facilities, representatives of the disabled, and other interested parties with reasonable opportunities to be involved in the metropolitan transportation planning process.

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

Title VI & Environmental Justice (EJ)

Public participation must also take into consideration Presidential Executive Order 12898, Environmental Justice. The Environmental Protection Agency (EPA) defines EJ 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 EJ populations identified for the region's PPP update, based on the U.S. Census Bureau's American Community Survey data.

The Federal Highway Administration articulates three fundamental EJ 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 or projects 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.

Consultation and Public Involvement Statutory/Regulatory Requirements:

Working with Tribes within the Metropolitan Transportation Planning Processes

Federal law requires that where a metropolitan planning area includes Federal public lands and/or Indian Tribal lands, the affected Federal agencies and Indian Tribal governments shall be involved appropriately in the development of transportation plans and programs. This requirement is supported in the following:

- ▶ 23 U.S.C. 134(h)(3)(B)
- ▶ 23 U.S.C. 134(i)(5)
- ▶ 23 U.S.C. 101(a)(23)
- ▶ 23 CFR/49 CFR 450.104; 450.202; 450.312(i); 450.330(a)

Federal law also requires that metropolitan (and statewide) transportation decisions consider a wide array of factors including land use impacts and “the overall social, economic, energy, and environmental effects of transportation decisions.” Public input is essential in adequately considering such effects. Prior to adopting plans or programs, the MPO or State DOT are required to provide citizens, affected public agencies, representatives of transportation agency employees, private providers of transportation, other affected employee representatives, and other interested parties with a reasonable opportunity to comment. This requirement is supported in the following statutes:

- ▶ 23 U.S.C. 134
- ▶ 49 U.S.C. 5303, 5304, 530
- ▶ 523 CFR/49 CFR 450.316(b); 450.318(b); 450.322(c); 450.324(c)

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.

Appendix B

GENERAL DEMOGRAPHIC ANALYSIS

Table 1 gives county, MPO, and state population statistics since the 2000 Census. Approximately 535,000 people live in the LLTS MPO region, according to the 2013 American Community Survey Five-Year estimates. The MPO's population increased at a rate of 0.5% since the 2000 Census. Lackawanna County and Luzerne County experienced a similar growth rate. The growth of the MPO and the counties is well below the Pennsylvania statewide average. Minimal population growth is likely due to the loss of jobs during the recession.

Table 1. Population of LLTS MPO Counties

County/Area	2013 Estimate	2010 Census	2000 Census	Change 2000-2010	% Change 2000-2010
Lackawanna	214,275	214,437	213,295	1,142	0.5%
Luzerne	320,827	320,918	319,250	1,668	0.5%
LLTS MPO	535,102	535,355	532,545	2,810	0.5%
Pennsylvania	12,731,381	12,702,379	12,281,054	421,325	3.4%

Source: U.S. Census Bureau: American Community Survey (2009-2013), 5 Year Estimates, 2010 Census, 2000 Census

Figure 1 shows population density within the LLTS MPO counties according to the 2013 American Community Survey 5-Year estimates.

Table 2 shows historical county, MPO, and state population statistics since the 1980 Census. Since 1980, the MPO's population growth rate has consistently been far below the Pennsylvania statewide growth rate and the population actually decreased in both counties from 1980-2010. A slight increase in population occurred from 2000-2010.

Table 2. Historic Population and Growth of LLTS MPO Counties, 1980-2010

County/Area	2010	2000	1990	1980	% Change 1980-2010	% Change 1990-2010	% Change 2000-2010
Lackawanna	214,437	213,295	219,039	227,908	-5.91%	-2.10%	0.5%
Luzerne	320,918	319,250	328,149	343,079	-6.46%	-2.20%	0.5%
LLTS MPO	535,355	532,545	547,188	570,987	-6.24%	-2.16%	0.5%
Pennsylvania	12,702,379	12,281,054	11,881,643	11,863,895	7.07%	6.91%	3.43%

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



POPULATION DENSITY

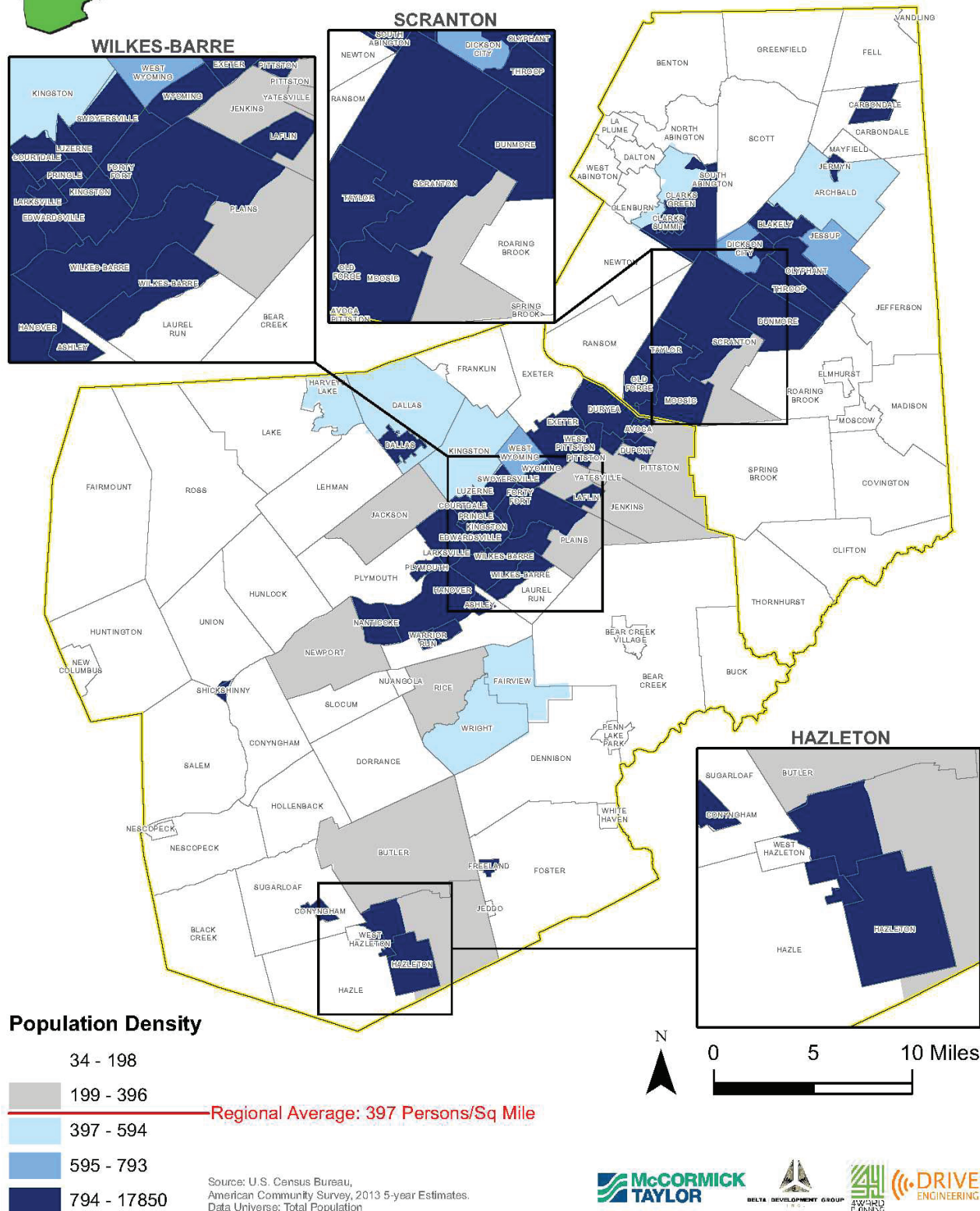


Figure 1. Population Density, LLTS MPO, 2013 ACS 5-Year Estimate

Appendix C

DEMOGRAPHIC ANALYSIS FOR ENVIRONMENTAL JUSTICE AND OTHER TRADITIONALLY UNDERSERVED POPULATIONS

In response to the identified EJ policies, a geographic analysis was conducted to identify the locations and concentrations of minority, low-income, Limited-English Proficiency, and other traditionally underserved and potentially vulnerable populations. The identification of these populations is a first step toward establishing effective strategies for engaging them in the transportation planning process. Mapping aids in the development of an effective public participation program and also provides a baseline for assessing impacts of the transportation investment program.

Distributive Analysis Methodology

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

- ▶ Minority
- ▶ 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 five-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 at either the tract or county level of geographic detail – whichever was the smallest and most detailed Census geography available for that dataset. **Table 1** provides a profile of the EJ and other traditionally underserved and potentially vulnerable populations in the LLTS MPO region according to data from the U.S. Census Bureau's ACS. The regional thresholds for each population are established as the average concentration of that population across the LLTS MPO region as a whole. The Data Universe varies according to U.S. Census data collection and accounting methodology for that population.

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 1**, as follows:

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

Table 1. Profile of Environmental Justice and Other Traditionally Underserved and Potentially Vulnerable Populations in the LLTS MPO Region

	LLTS MPO Region	
	Population	Regional Threshold (Average Concentration)
Data Universe: Total Population	535,102	
<i>Non-Hispanic Minority Population</i> ¹	28,772	5.4%
<i>Hispanic or Latino Minority Population</i> ²	35,125	6.6%
<i>Senior Population</i> ³	96,927	18.1%
Data Universe: Total Population for whom Poverty Status is determined	515,743	
<i>Low-Income Population</i> ⁴	76,154	14.8%
Data Universe: Total Population Age 5 or Older	507,318	
<i>Limited-English Proficiency Population</i> ⁵	18,458	3.6%
Data Universe: Total Civilian Non-Institutionalized Population	524,347	
<i>Disabled Population</i> ⁶	78,637	15.0%
Data Universe: Total Households	216,649	
<i>Zero Vehicle Households</i> ⁷	22,980	10.6%
<i>Female Head of Household with own Children</i> ⁸	15,109	7.0%

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.”

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 US Census, people were allowed to identify themselves as belonging to multiple races. For calculation purposes, persons identifying themselves as having two or more races have been included as part of the minority population.

Approximately 5% of the LLTS MPO population identifies as a racial minority. Refer to **Figure 1**, Non-Hispanic Minority Population. The larger racial minority populations are generally located in the more urban areas of Wilkes-Barre, Scranton, and Hazleton. Jackson Township, located to the west of Wilkes-Barre, also has a high minority population likely due to the inclusion of the State Correctional Institution at Dallas. Newport Township, located southwest of Wilkes-Barre, also has a higher than average minority population likely due to the inclusion of the State Correctional Institution at Retreat.

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.

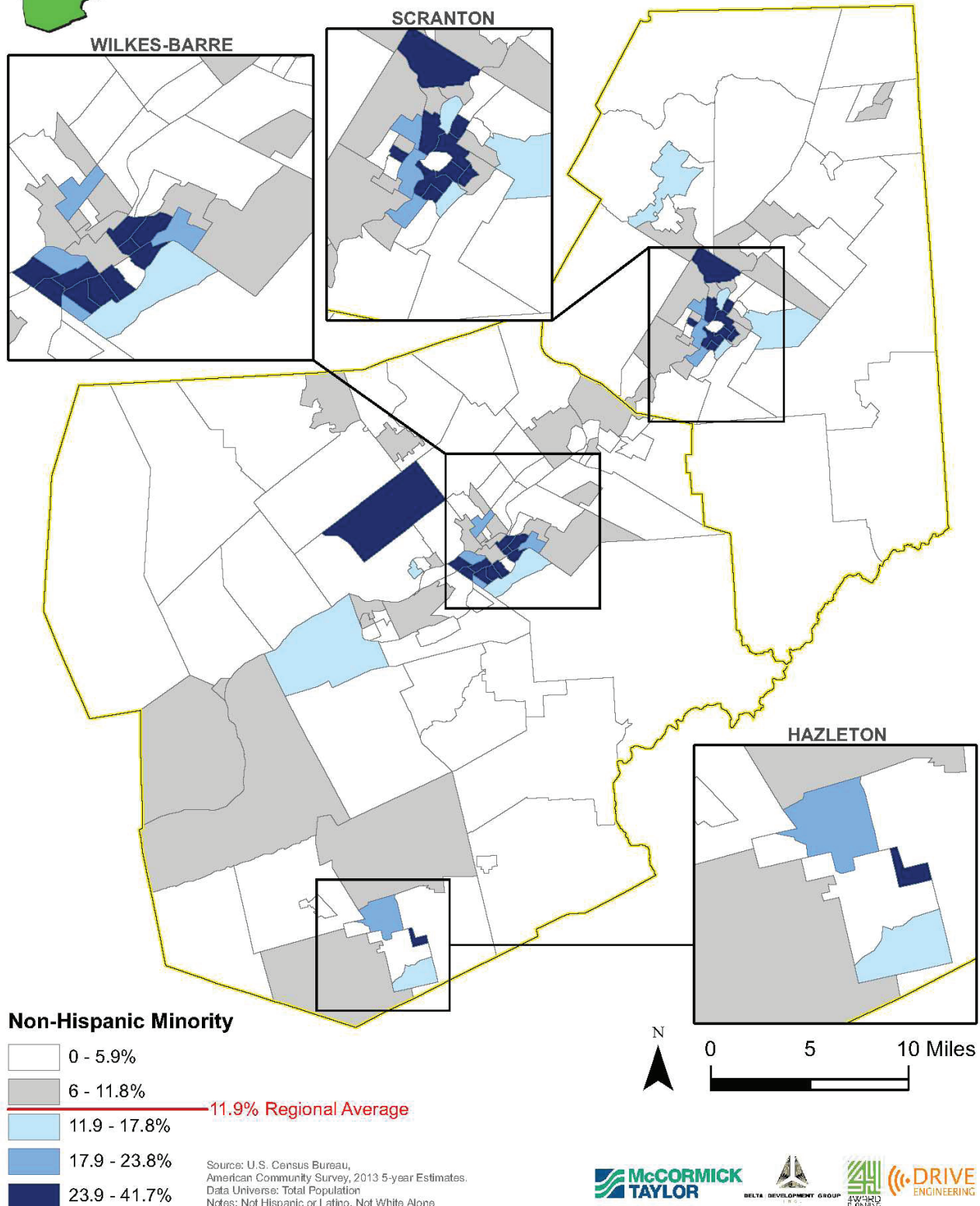
Ethnic minority population includes those who self-identify as “Hispanic or Latino (of any race),” which refers to a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race. Approximately 7% of the LLTS MPO identifies as Hispanic or Latino. Refer to **Figure 2**, Hispanic or Latino Population. The Hispanic or Latino populations are concentrated around the urbanized areas of Wilkes-Barre, Scranton, and Hazleton, but also have populations above the regional threshold in the areas of Newport Township (SCI Retreat), Plymouth Township, Jackson Township (SCI Dallas), Clarks Green Borough, and Dunmore 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



NON-HISPANIC MINORITY POPULATION



05/02/16_LackLuz_8x11_EJ_MN_PPP_7/25/2016 9:55:37 AM

Figure 1 Non-Hispanic Minority Population, LLTS MPO, 2013 ACS 5-Year Estimate



PERCENT OF POPULATION HISPANIC OR LATINO (ANY RACE)

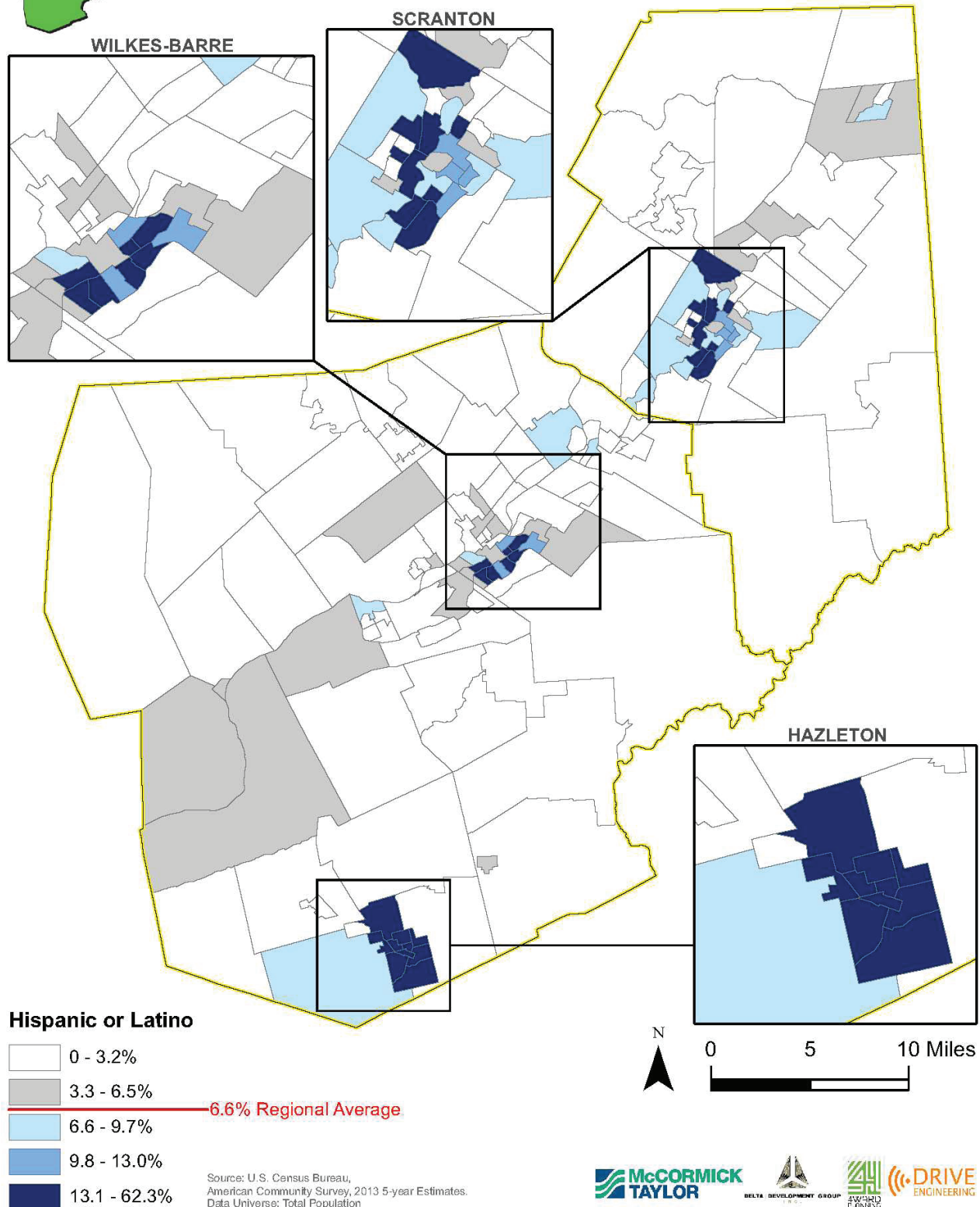


Figure 2 Hispanic or Latino Population, LLTS MPO, 2013 ACS 5-Year Estimate

identifying and addressing the impacts of the transportation investment program. USDOT defines “low-income populations” as those having a median household income that is at or below the Department of Health and Human Services’ poverty guidelines. Since information from the U.S. Census Bureau informs these guidelines, the Census’s “In Poverty Status” indicator was used to identify low-income populations.

To prevent bias, the percentage below poverty level is calculated using the “Population for which Poverty Status is determined.” The Census determination of poverty level is based on family size, composition, and income. If a family’s total income is less than the threshold for that family type, then each person in the family is considered to be “in-poverty.” While the income thresholds do not vary by geographic region, they are updated annually according to the Consumer Price Index. Approximately 15% of the LLTS MPO population meets the criteria of low-income. Refer to **Figure 3**, Below Poverty Level Population. The low-income populations are generally located in the more urbanized areas of Scranton, Wilkes-Barre, and Hazleton, but Census tracts above the regional threshold for low income populations also are present in Newport Township, Nanticoke, Township of Hanover, Pittston Township, Exeter Borough, Duryea Borough, Throop Borough, Jermyn Borough, and Carbondale Township.

Limited-English Proficiency Population

Executive Order 13166 on Improving Access to Services for Persons with Limited-English Proficiency (LEP) aims “to improve access to federally-conducted and federally-assisted programs and activities for persons who, as a result of national origin, are limited in their English proficiency.”

An operative definition for an individual with LEP may be stated as those individuals who have a limited ability to read, write, speak or understand the English language. This Department of Justice definition is derived from Title VI of the Civil Rights Act, which prohibits recipients from discriminating on the basis of race, color or national origin, and contemplates a close relationship between one’s national origin and one’s language. For the purpose of this analysis, LEP persons include those who speak the English language “less than very well,” as classified by the Census. It should be noted that ability to speak English is based upon self-reporting or upon an answer given by another member of the household. Approximately 4% of the LLTS MPO population speaks English “less than very well.” Refer to **Figure 4**, Limited-English Proficiency Population. The higher LEP populations are generally located in the more urbanized areas of Wilkes-Barre, Scranton, and Hazleton. Additionally, higher LEP populations are present in Hazle Township, Butler Township, Fairview Township, Plymouth Township, Duryea Borough, Borough of Laffin, and Blakely Borough.

Disabled Population

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

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



PERCENT OF POPULATION BELOW POVERTY LEVEL

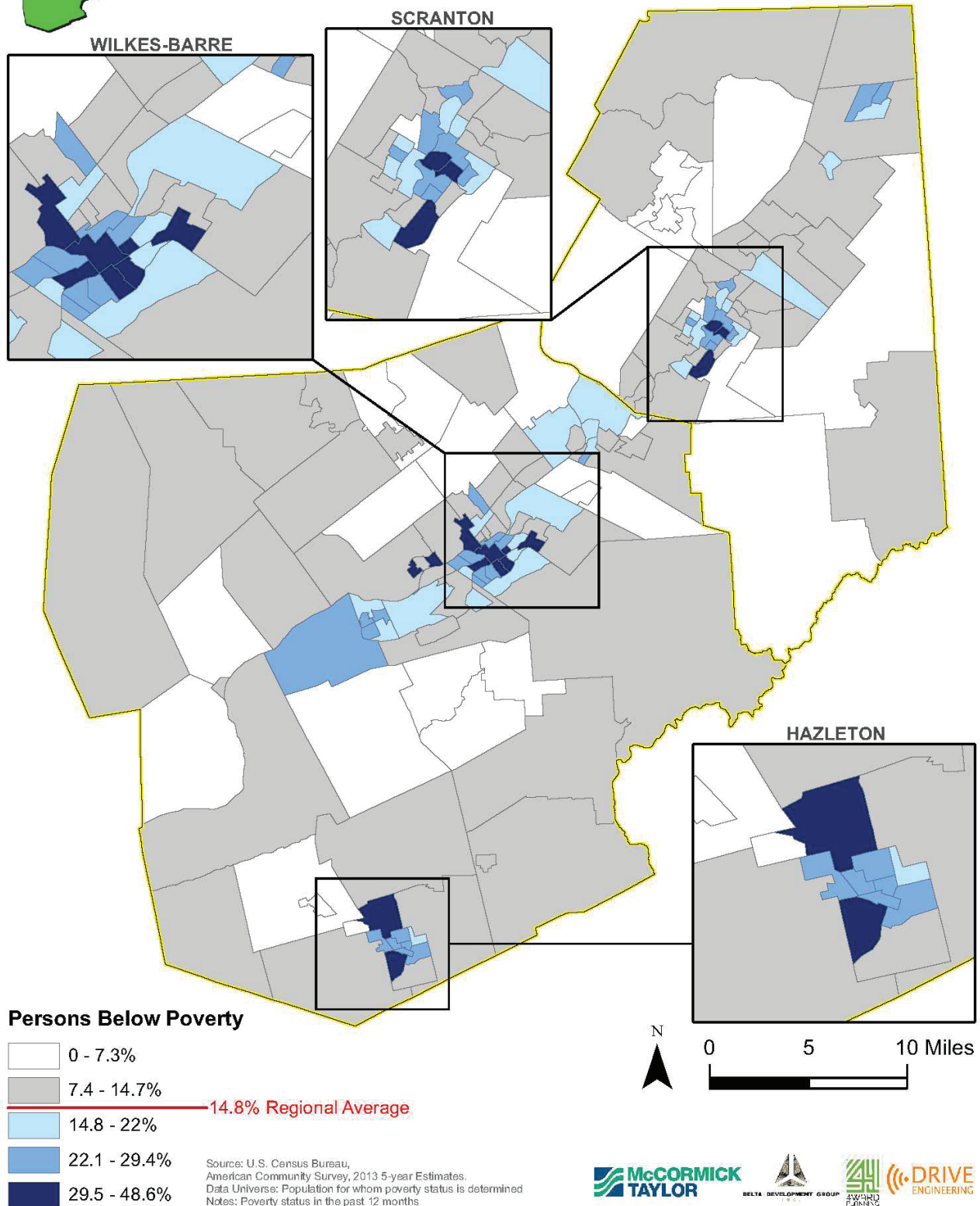


Figure 3 Below Poverty Level Population, LLTS MPO, 2013 ACS 5-Year Estimate



PERCENT OF POPULATION WITH LIMITED-ENGLISH PROFICIENCY

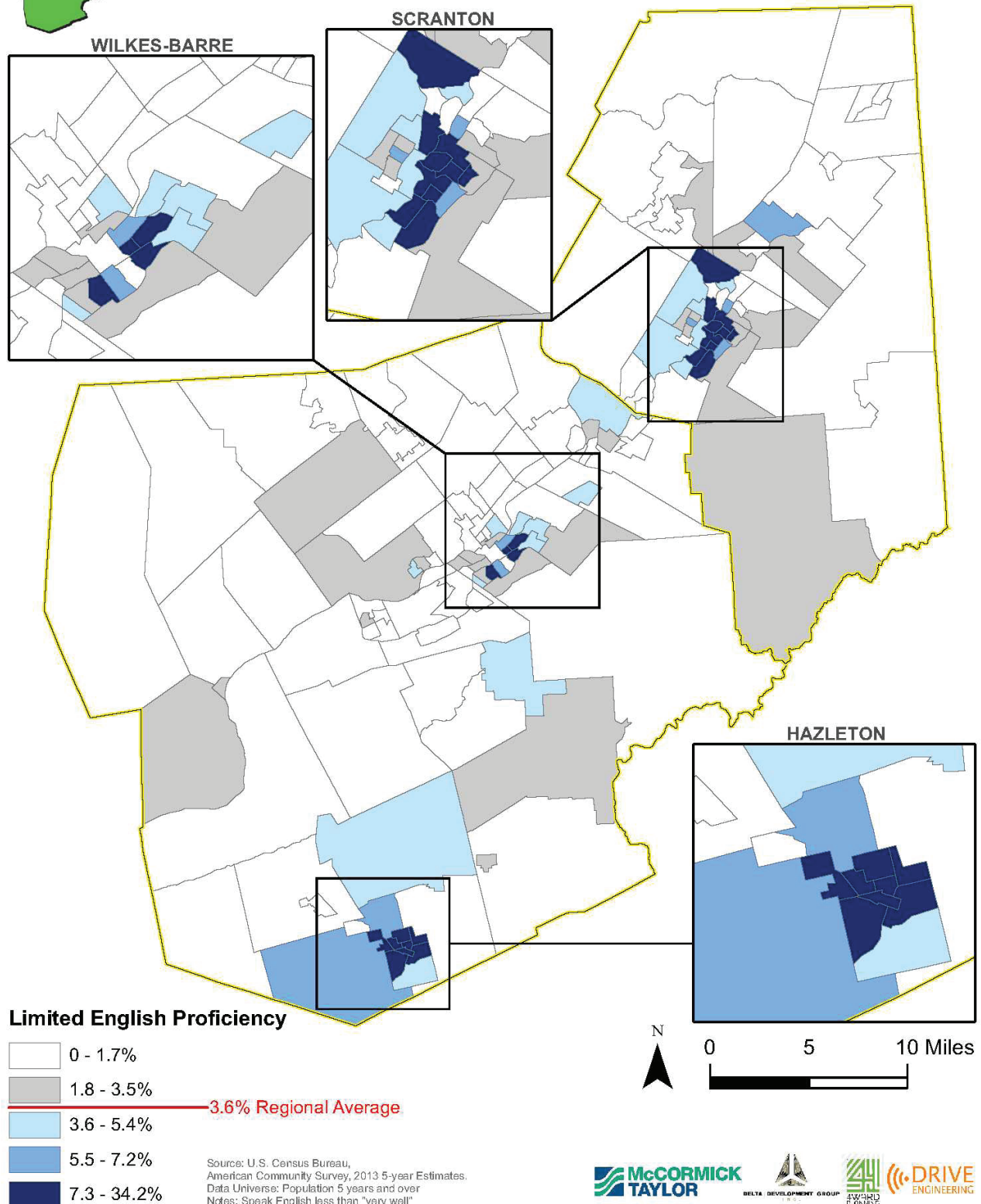


Figure 4 Limited-English Proficiency Population, LLTS MPO, 2013 ACS 5-Year Estimate

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% of the LLTS MPO population is considered disabled. Refer to **Figure 5**, Disabled Population. Areas with the highest disabled population include Borough of Shickshinny, Nanticoke, Sugar Notch Borough, Plains Township, Yatesville Borough, Scranton, and Blakely Borough. This may be due to the presence of group homes or nursing homes in these areas.

Senior Population

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

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

For the purposes of this Public Participation Plan, the application of this Act is made for the senior (elderly) population – persons age 65 and over. The population of the United States is aging rapidly, with the median age increasing from 28 in 1970 to 37.2 in 2010. In the upcoming decades, cumulative advances in medicine and nutrition as well as improvements in environmental quality are anticipated to amplify this trend, and the senior population will continue to expand as the “Baby Boomer” generation ages. Approximately 18% of the LLTS MPO population is age 65 or over (refer to **Figure 6**, Senior Population). The larger senior populations are located in West Hazleton Borough, Kingston Township, Plains Township, Township of Jenkins, Scranton, Blakely Borough, and Carbondale Township.

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

Zero-vehicle households are those households without direct ownership of an automobile and tend to be highly transit-dependent. In the U.S., the transportation program has traditionally favored investments in highway infrastructure, and currently, more than 90 percent of all personal travel occurs on the highway system via personal automobile. Approximately 11% of households within the LLTS MPO do not have access to a vehicle. Refer to **Figure 7**, Households without Vehicle Access. Areas with the highest rates of zero-vehicle households (21.2% or more) included the urbanized areas of Hazleton, Wilkes-Barre, and Scranton, as well as Nanticoke, Plymouth Township, and Pittston Township.

Female Head of Household with own Children Present

Female headed households with children present tend to have lower income (nearly half at or below poverty level). Approximately 7% of households within the LLTS MPO are headed by females. Refer to **Figure 8**, Female Headed Households with own Children Present. The areas with the highest percentage of female headed households with children present (13.9% or higher) include the urbanized areas of Hazleton, Wilkes-Barre, and Scranton, as well as Nanticoke, Jessup Borough and the Borough of Hughestown.



PERCENT OF POPULATION WITH A DISABILITY

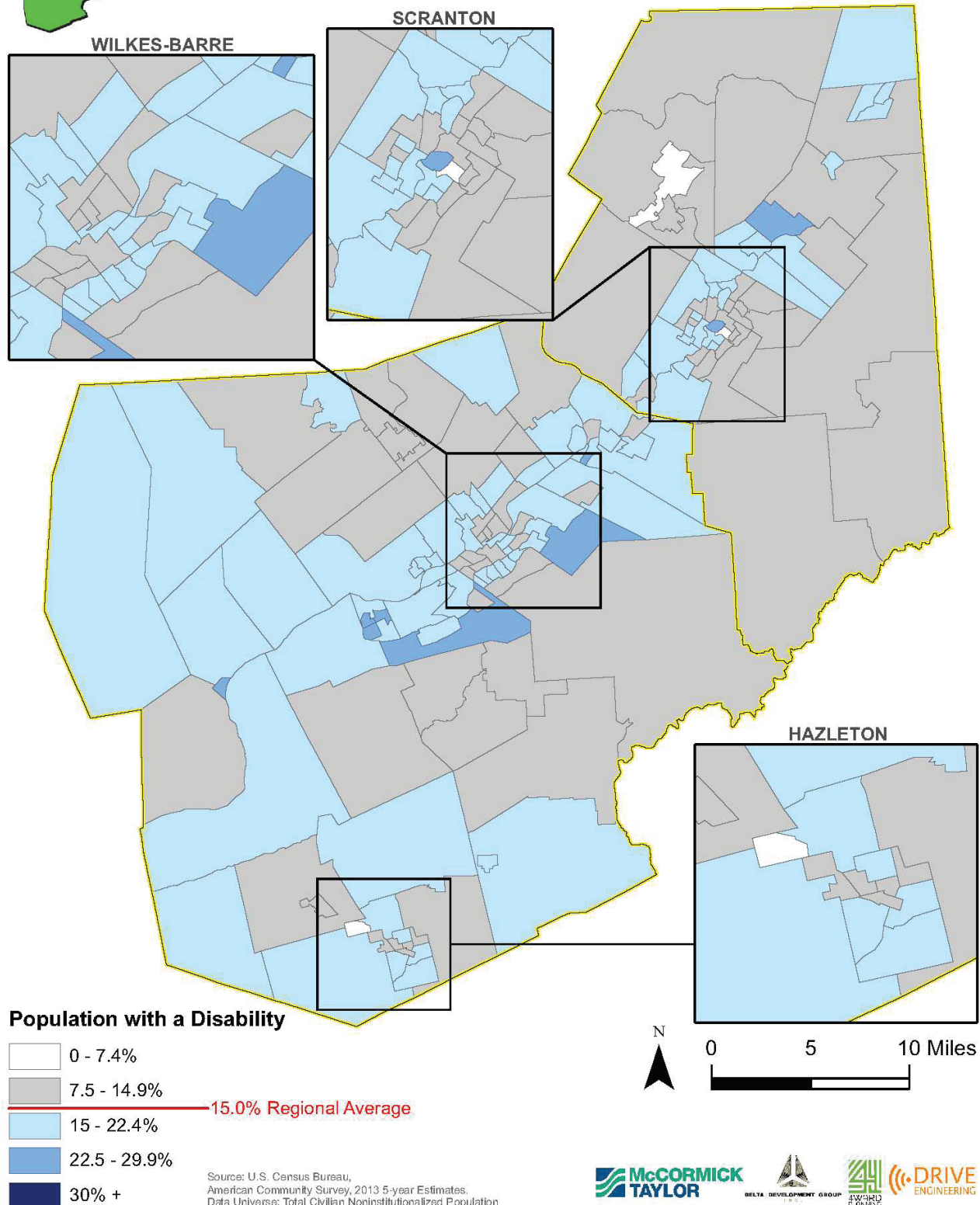


Figure 5 Disabled Population, LLTS MPO, 2013 ACS 5-Year Estimate



PERCENT OF POPULATION AGE 65 AND OVER

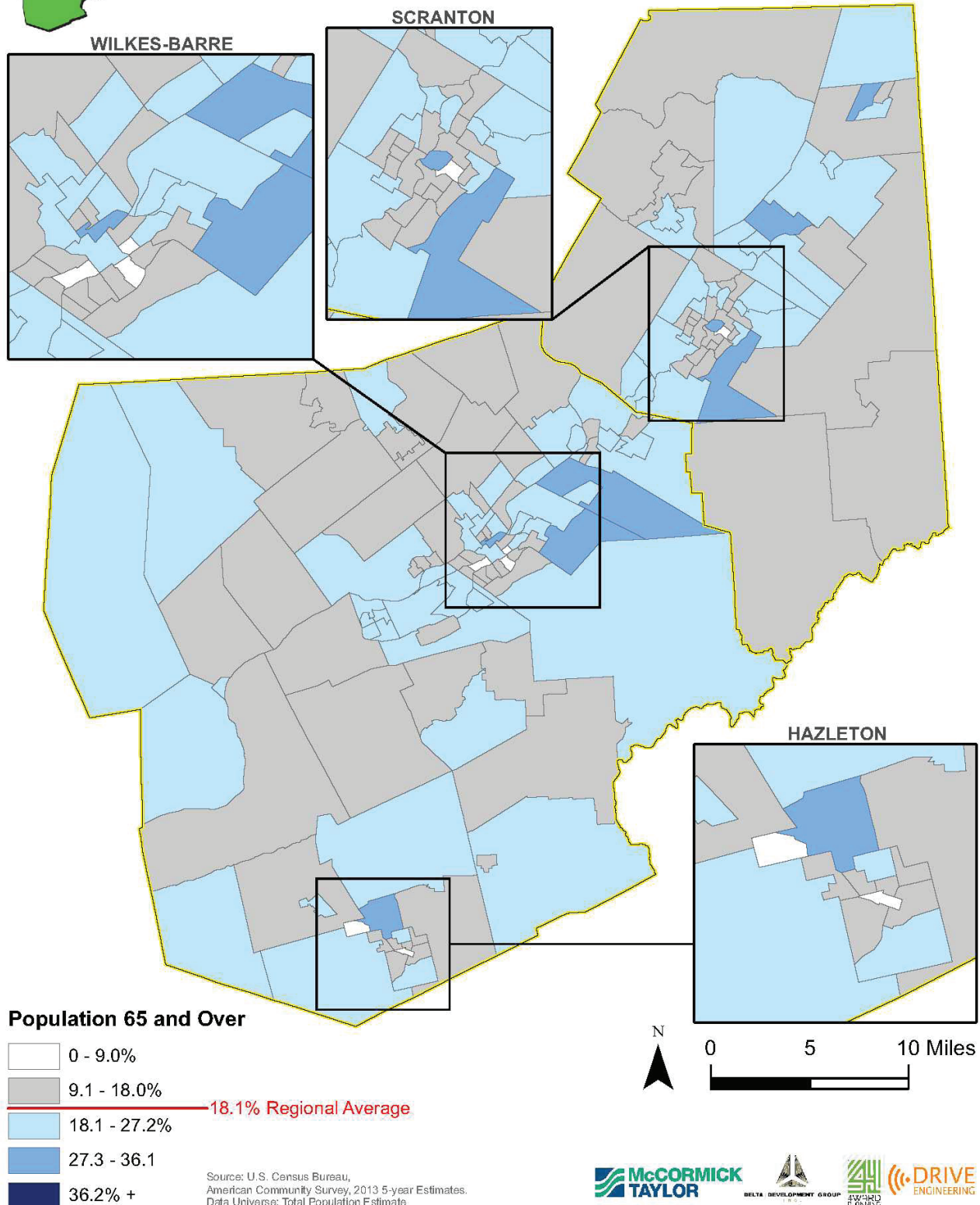


Figure 6 Population Age 65 and Over, LLTS MPO, 2013 ACS 5-Year Estimate



PERCENT OF HOUSEHOLDS WITHOUT VEHICLE ACCESS

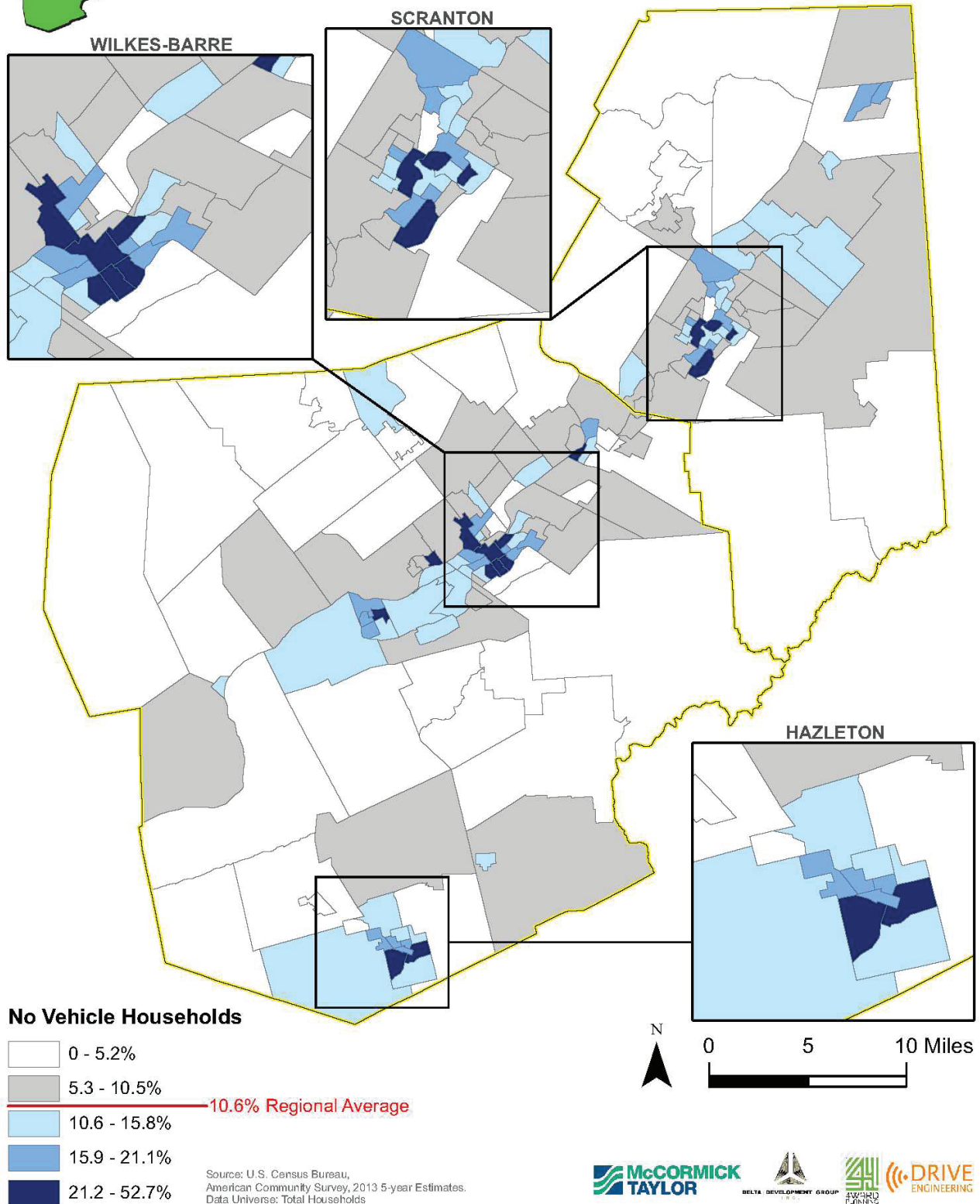


Figure 7 Households without Vehicle Access, LLTS MPO, 2013 ACS 5-Year Estimate



PERCENT OF FEMALE HEADED HOUSEHOLDS WITH OWN CHILDREN PRESENT

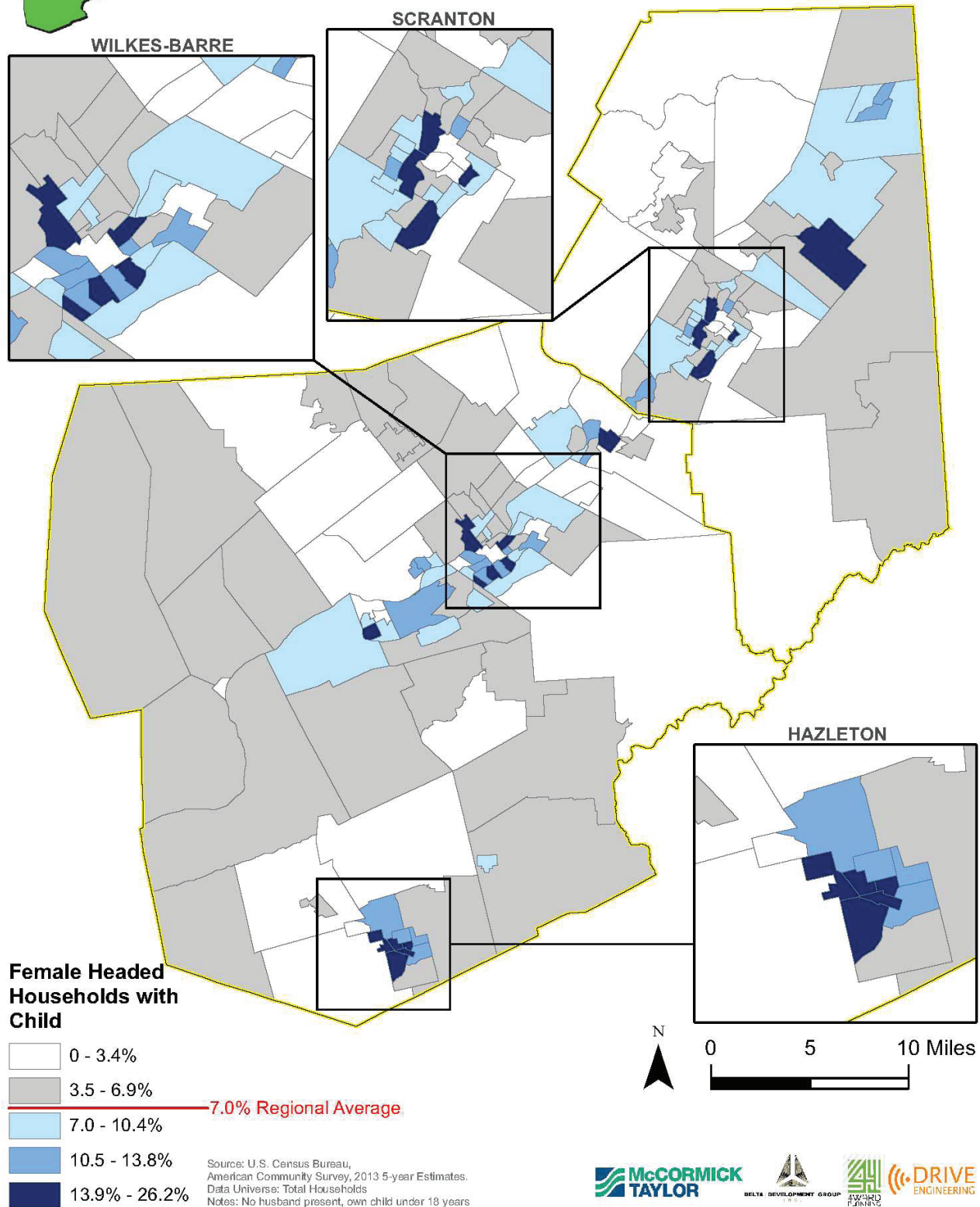


Figure 8 Female Headed Households with own Children Present, LLTS MPO, 2013 ACS-5 Year Estimate

Indicators of Potential Disadvantage

The eight (8) maps of the various EJ and other traditionally underserved and potentially vulnerable 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 1**. Eleven Census tracts were identified that have seven (7) or eight (8) EJ or traditionally underserved and potentially vulnerable populations above the regional average. All are located in the urbanized areas of the region including Wilkes-Barre, Scranton, and Hazleton. Refer to **Figure 9**, Indicators of Potential Disadvantage.

Evaluating Trigger Criteria for Conducting Targeted Outreach

In Chapter 6 of the PPP, the process checklists for the Long-Range Transportation Plan Amendment (p. 34) and Transportation Improvement Program Major Amendment (p. 38) include trigger criteria for conducting targeted outreach to minority, in-poverty, LEP, and disabled populations. The data and mapping below is intended to assist in evaluating these criteria.

Trigger Criteria

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

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

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

- a. In a project area where the 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

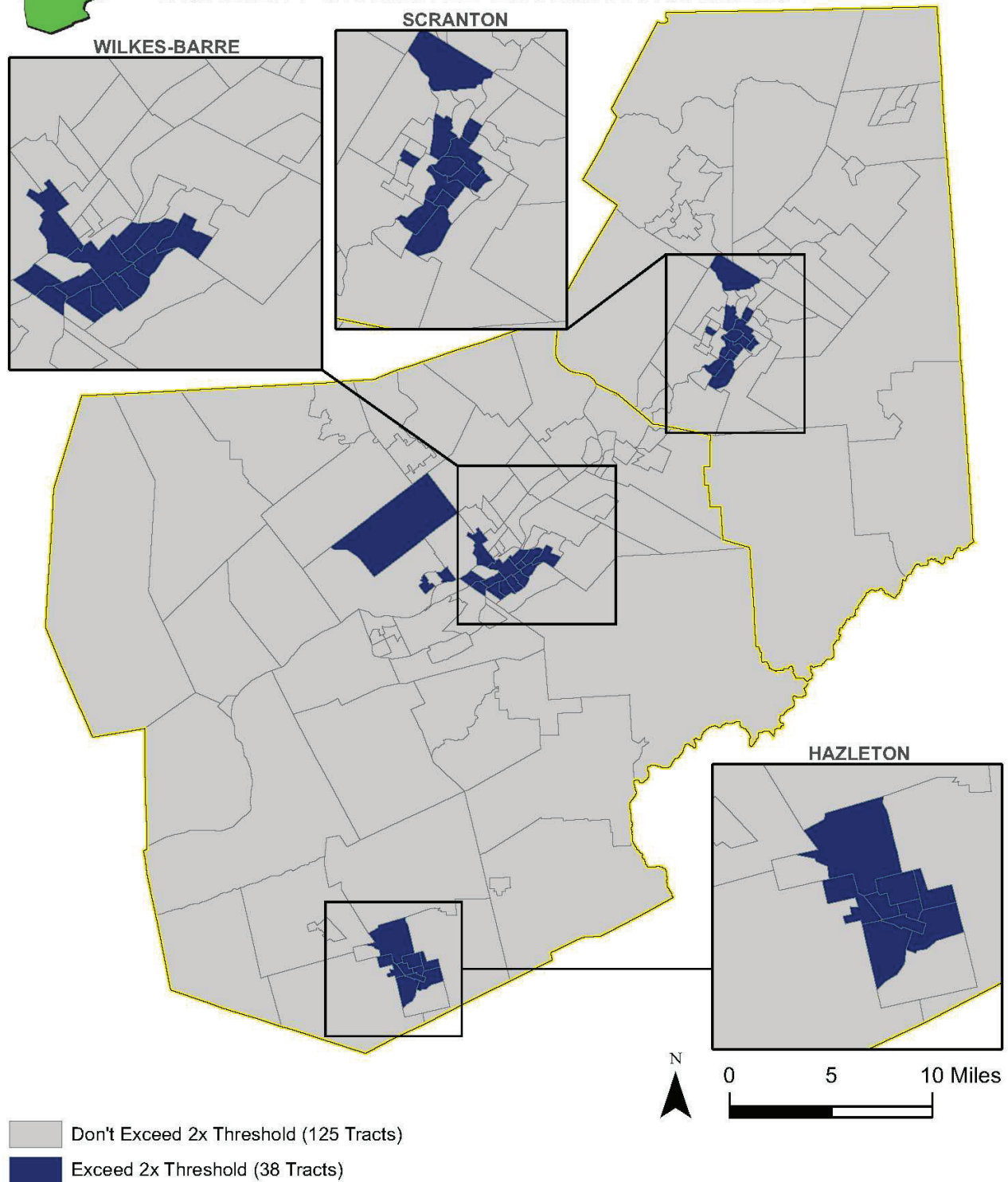
The following provides an initial evaluation of the two triggers and describes the tracts where the criteria are met, according to the current data.

Trigger (a) – According to the 2009-2013 ACS data, no tracts currently meet this trigger criteria, even if the entire Minority, In-Poverty, LEP or Disabled populations residing within each tract were considered “likely affected.” However, this situation may change in the future and will be evaluated in future demographic analyses. The 1,000 person standard was adapted from the U.S. Department of Justice’s Safe Harbor Provision.

Trigger (b) – The table and map below **Figure 10**, Tracts that Exceed Double the Regional Threshold for either Non-Hispanic Minority, Below the Poverty Level, LEP, or Disability) describe the 38 tracts that exceed this trigger criterion for one or more of the Minority, In-Poverty, LEP or Disabled population groups.



TRACTS THAT EXCEED DOUBLE THE REGIONAL THRESHOLD FOR EITHER NON-HISPANIC MINORITY, BELOW POVERTY, DISABILITY OR LIMITED-ENGLISH PROFICIENCY



Source: U.S. Census Bureau, American Community Survey, 2013 5-year Estimates.



Figure 9 Indicators of Potential Disadvantage, LLTS MPO, 2013 ACS 5-Year Estimate

County	# of Tracts	Description of Tracts & Communities	Triggering Populations
Lackawanna	13	<ul style="list-style-type: none"> • Tracts occur in and around Scranton • Waverly Township • South Abington Township 	<ul style="list-style-type: none"> • Poverty, LEP, Minority • Minority • Minority
Luzerne	31	<ul style="list-style-type: none"> • Jackson Township – <i>State Correctional Institution Dallas (Inmate population of approx. 2,100 as of December 2014)</i> • Tracts occur in Wilkes-Barre City • Wilkes-Barre Township • Edwardsville Borough • Plymouth Borough • Tracts occur in Hazleton City • Tracts occur in West Hazleton • Hazle Township • Kingston Borough • Newport Township – <i>State Correctional Institution Retreat (Inmate population of approx. 1,118 as of June 2014)</i> 	<ul style="list-style-type: none"> • Minority • Poverty, LEP, Minority • Minority • Poverty • Poverty, Minority • Poverty, LEP • LEP • Poverty • Minority • Minority
TOTAL	44		



INDICATORS OF POTENTIAL DISADVANTAGE

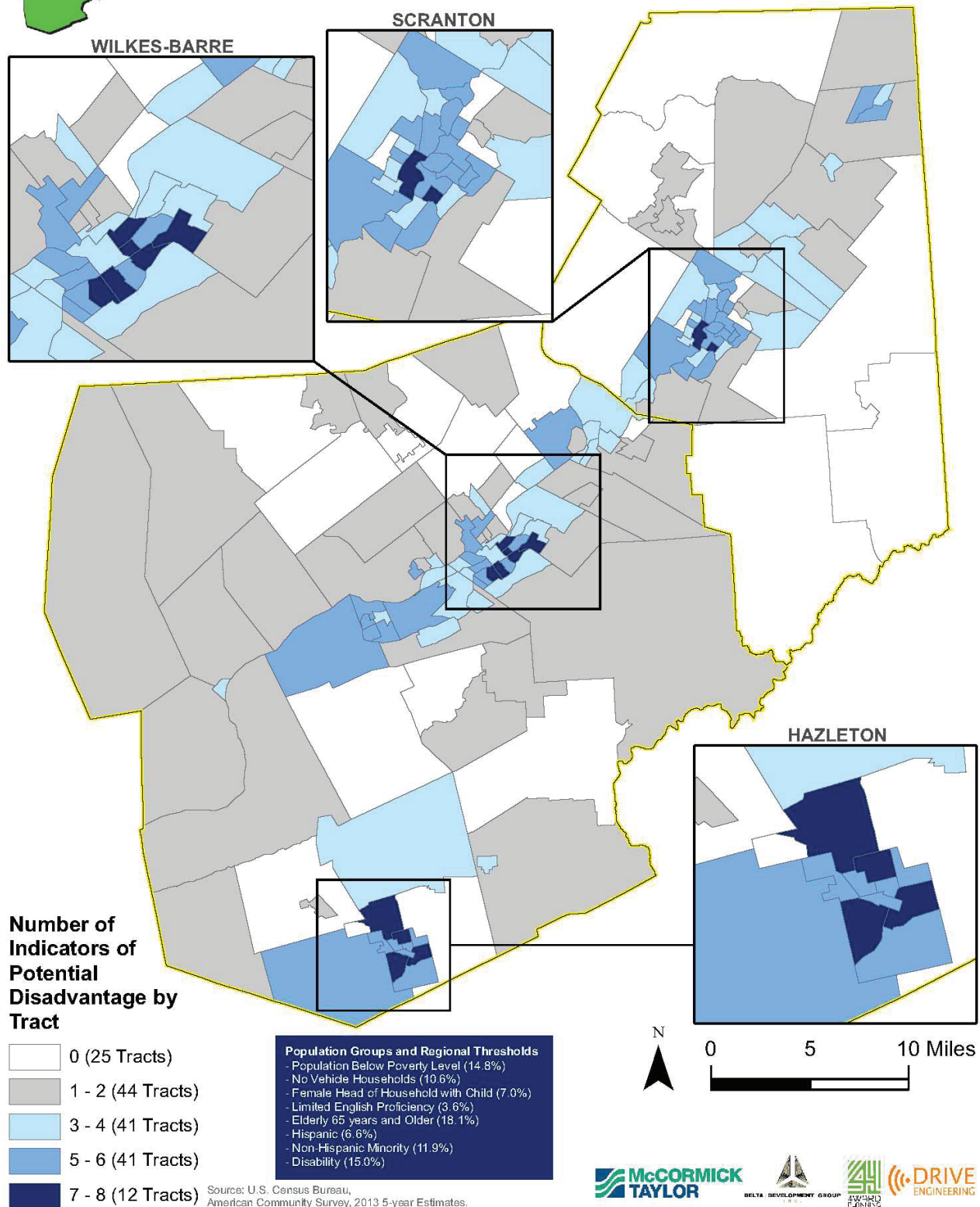


Figure 10 Tracts that Exceed Double the Regional Threshold for either Non-Hispanic Minority, Below Poverty, Disability or Limited-English Proficiency, LLTS MPO, 2013 ACS-5 Year Estimates

Appendix D

TITLE VI

NON-DISCRIMINATION PLAN

(SEPARATE DOCUMENT)

Appendix E

LANGUAGE ASSISTANCE PLAN

Limited-English Proficient (LEP) Planning and the Public Participation 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 LLTS 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 LLTS MPO has prepared a Limited-English Proficiency (LEP) Plan, which is a stand-alone umbrella document that complies with the federal guidance in addressing the following elements:

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

The Language Assistance Plan (LAP) part of the LEP Plan is repeated here within the LLTS MPO Public Participation Plan as a resource appendix, since the LAP is an outreach plan that identifies resources and describes techniques available to the MPO for implementation in the public participation process.

Language Assistance Plan

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

Consistent with the federal guidance, the overarching goal of this plan is to deploy tools and services that will enable the MPO staff to communicate with a person who does not speak English. According to the Safe Harbor Provision, this plan formally addresses accommodations for LEP persons who read Spanish.

Immediate assistance for Spanish interpretation and other languages may be provided if an available service can accommodate the language requested (e.g., on-demand telephone interpretation services, language identification card, local interpreters, etc.).

Language Assistance Tools

Notices and Advertisements

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

- ▶ Posting translated notices in local newspapers as part of legal ads and press releases.
- ▶ Posting notices on the LLTS MPO website, which may be translated using Google Translate or another automated translation service.
- ▶ Distributing written and email notices to interested parties, in their requested language.

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

- ▶ Designing and distributing informational materials detailing LLTS MPO planning efforts, including flyers, posters, brochures, and bus advertisements.
- ▶ Radio or public service announcements in Spanish.
- ▶ Providing real-time translation services at public meetings or events with the use of headsets.
- ▶ Presenting information at community organizations frequented by LEP individuals.

Language Identification Card

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

“One Moment Please” Tool

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

Telephone-Based Interpretation Service

The Commonwealth of Pennsylvania maintains a contract with a telephone-based (a.k.a, “on-demand”) interpretation service and provides public agencies with access to the service, free of charge. With the increasing potential for interaction with LEP persons, the LLTS MPO is prepared to utilize this service. According to the MPO’s minimal amount of interaction with LEP persons, this service should provide an adequate level of interpretation service for the MPO’s needs. The MPO staff, who interacts with a LEP person, calls the phone number and the operator will either assist in identifying the LEP person’s language, or if the language is known, the language code may be entered directly. An interpreter will be connected, and the conversation can proceed in conference call or three-way call mode.

Translation Services for Written Material

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

The following are methods of providing written translation of documents:

- ▶ **Human-Translation Services**

Human translation (i.e., non-automated translation provided by human, multi-lingual translators) services are available both locally in the LLTS MPO region and through internet-based translation businesses who provide services nationally.

- ▶ **Automated Translation (Google Translate, Bing Translator, Babelfish)**

Online automated translation services, such as Google Translate (<https://translate.google.com/>), Bing Translator (<https://www.bing.com/translator/>), or Babelfish (<https://www.babelfish.com/>) provide on-demand translation among multiple languages, as well as an application programming interface (API) that may be integrated into existing webpages. As an implementation step of this plan, LLTS MPO intends to implement Google Translate on the entire LLTS MPO website (new website planned to be implemented in 2016). Similar to other agency sites, icons, or hyperlinks that identify alternative languages and initialize Google Translate would be added to the webpage. The function would automatically translate website text into the user's language of choice. In keeping with best practices for making web-based translation services accessible, LLTS MPO intends to implement code that shows icons for the largest five (5) LEP language groups in the LLTS MPO's service area.

Providing Notice

Public Meetings

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

The advertisement requirements for public meetings are prescriptive, with a legal advertisement in a "newspaper of general circulation" being the standard method for meeting advertisement. Press releases, website postings/announcements, and email blasts to interested parties are supplemental advertisement techniques that the LLTS MPO is committed to using, per its PPP.

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

English:

“The content of this [advertisement / press release / posting] is available in alternative formats and other languages upon request by contacting the Lackawanna-Luzerne Transportation Study Metropolitan Planning Organization (LLTS MPO). Persons who plan to attend the announced [meeting / event / activity] and require language interpretation services and/or special accommodations under the American with Disabilities Act should contact the LLTS MPO at least five (5) business days prior to the [meeting / event / activity]. Contact the MPO by phone at (570) 963-6400 or by written letter addressed to Transportation Planning Manager, LLTS MPO 135 Jefferson Avenue, 2nd Floor, Scranton PA 18503.”

Spanish:

“El contenido de este [anuncio / Comunicado de Prensa / contabilización] está disponible en formatos alternativos y otros idiomas a petición en la organizacion Lackawanna-Luzerne Transportation Study Metropolitan Planning (LLTS MPO). Las personas que planean asistir a la anunciada [evento / actividad de reunión] y que requieren servicios de interpretación de idiomas y / o alojamientos especiales en virtud de la Ley de Americanos con Discapacidades deben comunicarse con la LLTS MPO al menos cinco (5) días antes de la [reunión / evento / la actividad]. Comuníquese con la MPO por teléfono al (570) 963-6400, en carta escrita a gerente de planificación del transporte, LLTS MPO 135 Jefferson Avenue, 2nd Floor, Scranton PA 18503.”

At the meeting venue, the LLTS MPO will display a poster-sized version of its Notice of Language Services. The notice will be displayed in both English and Spanish.

Identifying LEP Persons

As a starting point for providing language services, LEP persons must be identified or be provided with the opportunity to identify themselves. The following methods will be used situationally to accomplish the identification of LEP persons.

Language Identification Card

It is preferable that LEP persons “self-identify” themselves, as requested in the Notice of Language Services. LLTS MPO can utilize language identification cards at public meetings or other in-person venues (including the MPO staff offices) to identify an attendee’s language. The attendee may simply point to their language on the card to indicate their language. Whether or not an LEP person contacts the MPO prior to a public meeting, the key identification point will be the Welcome/Sign-In station provided at the meeting venue. The MPO will maintain a Language Identification Card as standard material for the Welcome/Sign-In station.

Local Community Organizations and Contacts

Community groups or individuals that cater to Spanish-speaking persons provide an excellent conduit for facilitating participation and assisting LEP persons at meetings and other planning activities.

Written Communication

Contact through written communication includes both paper and electronic email correspondence. Both contact points are likely with LEP persons, as these communication methods are less confrontational

and require minimal interpersonal interaction. Written correspondence may be very well-suited for certain purposes, such as identifying an issue of concern or providing specific comments on a plan or program. In other cases, written correspondence will serve as a starting point for additional contact, whether a phone call, face-to-face discussion, or a webpage visit.

Identifying the language of a paper copy, written document, may require the contracted help of a translation service. The paper copy or electronic scan (PDF or other image format) would be provided to the translation service provider, which would identify the language and translate the document into English.

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

Some, but not all, of the correspondence from LEP persons will require a response, which would be the primary point of interaction. If the correspondence is simply providing feedback or comment on a plan or program, a response would be optional. The response would be prepared in English and then translated into the language spoken by the LEP person. Since an accurate translation would be preferred, the contracted help of a translation service would be used to prepare the response.

Google Translate (or similar) may be used if the message is simple and an immediate response is needed.

However, since it is based on automated routines (as opposed to human translation), it may not accurately communicate the message desired.

Webpage

The LLTS MPO’s website address is http://www.luzernecounty.org/county/departments_agencies/planning_commission/lackawannaluzerne-metropolitan-planning-organization. The site provides a platform for disseminating information about its plans and programs, advertising upcoming activities, and providing contact information. Contact with the LLTS MPO through their website portal is one of the more likely contact points used by LEP persons, for many of the same reasons that non-LEP persons seek out a webpage. Information and answers to questions may be handled on a self-serve basis, which is typically more comfortable for most persons who are savvy with the internet and computer technology. For an LEP person, looking up a webpage is far less confrontational than telephone or in-person contact.

LLTS MPO has identified a need to establish a new, updated website. The website is anticipated to be functional and available to the public in 2016. As an implementation step of this plan, LLTS MPO intends to implement Google Translate on the entire new website. In addition, certain human-translated “vital documents” (identified previously) will be made available on the new website in Spanish. To verify the accuracy of the Google Translate tool for the Spanish language, an analysis of the Spanish Google Translate output for the new LLTS MPO webpage will be conducted. Although some translational issues will most likely be identified, it is anticipated that there will be no substantive issues that would inhibit a speaker of Spanish from understanding the implied meaning of the text.

The Notice of Language Services will be integrated into the new LLTS MPO webpage through one or more of the following:

- ▶ Adding the *Notice of Language Services* to the LLTS MPO webpage, with one or more links added in the navigation menu. The Notice would be displayed in Spanish and English.
- ▶ Adding a hyperlink to the *Notice of Language Services* adjacent to the Google Translate icon, when this tool is added to the webpage.
- ▶ Integrating the *Notice of Language Services* into the Google Translate tool, such that a new “popup” tab opens the first time a user activates Google Translate. The notice will display in Spanish and English.

Translation of Phone Calls & In-Person Requests

Phone and in-person interpretation is not specifically required as part of the LEP guidance and, the degree of interaction with LEP persons that is documented in the Four Factor Analysis does not indicate the need for the LLTS MPO to have extensive translation capabilities in-house; however, the potential for interaction with LEP persons is likely increasing and, preparation for these instances is appropriate. The MPO staff is equipped to meet such requests with the following techniques and resources.

Telephone calls to the LLTS MPO would likely go through the Lackawanna County and Luzerne County’s planning offices. County staff (working in the same office as the LLTS MPO staff) who may be answering the phones will be advised to contact the MPO staff if any calls are received from persons speaking a language other than English.

Phone calls regarding language assistance services may be expected in reply to advertisements and other notices that request notification in advance of the meeting. An LEP person who places a phone call to the LLTS MPO staff will, in all likelihood, be responding to an advertisement, web posting, or other announcement that solicits the call for a purpose and provides notice about the availability of language assistance. In this case, the LEP person would be at least partially informed about the MPO’s commitment to make information available in other languages. A more expansive explanation of the specific language services provided and the expectations for how they are provided would be communicated once the language of the LEP person is identified and interpretation services are initiated.

The LEP person may not self-identify his or her preferred language, and the person taking the call may not be able to identify the language without help. In either case, assistance in identifying a caller’s language can be handled via the telephone-based interpretation service described below.

Spanish and Other Spoken Languages

- ▶ **Language Identification Card** –The card allows an LEP individual to indicate their language in person.

- ▶ **On-Demand Interpretation Service** – This service is contracted by the Commonwealth and is provided free-of-charge to the MPO. At each public meeting, the LLTS MPO will have at least one trained staff member designated to interact with the LEP person(s) in attendance. The staff member will be trained in accessing and using the on-demand telephone interpretation service, which will be used to facilitate discussion. A cellphone with speaker capability will be provided for this purpose. (Cellphone reception should be checked when evaluating venues as potential meeting sites.) All MPO staff will be trained in using the on-demand telephone interpretation service, in order to accommodate any in-person or call-in translation needs. Most interaction with the LEP person will occur with the interpreter's help.

Refer to the Limited English Proficiency Plan for additional detail on LEP coordination and for the materials referenced in this section.

Appendix F

LIMITED-ENGLISH PROFICIENCY PLAN (SEPARATE DOCUMENT)

Appendix G

EVALUATION PROCESSES FOR THE PUBLIC PARTICIPATION PLAN

Public Participation Activity File

The Public Participation Activity File will serve as a repository of material that documents the MPO's public participation activities, and as a record of the PPP's implementation. The actual items collected for the file will reflect the PPP requirements of the planning activity completed. The following is a listing of candidate items that may be collected, as appropriate:

- ▶ Event Site Checklist
- ▶ Outreach Activity Plan (e.g., Public Meeting Plan)
- ▶ Advertisement of public comment period (if applicable)
- ▶ Record of webpage postings (date posted, URL, date removed, # of unique hits)
- ▶ Review and evaluation of EJ and other Traditionally Underserved Population data, for the purposes of targeted outreach (if applicable)
- ▶ Advertisement of the activity
 - 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.).

Plan or Planning Activity: _____

Reviewed by: _____

Category	Element	Consistent with PPP	Notes (List Name of Publication Here)
Advertisements & Notifications	Placed a legal advertisement of the public comment period and public meetings in newspaper(s):	<input type="checkbox"/> <input type="checkbox"/> n/a	
	▶ Contained the required information	<input type="checkbox"/> <input type="checkbox"/> n/a	
	▶ Placed appropriately in advance of the public comment period and public meeting(s)	<input type="checkbox"/> <input type="checkbox"/> n/a	
	Press releases made regarding the public comment period and public meetings:	<input type="checkbox"/> <input type="checkbox"/> n/a	
	▶ Consistent with the legal advertisement	<input type="checkbox"/> <input type="checkbox"/> n/a	
	▶ Placed appropriately in advance of the public comment period and public meeting(s)	<input type="checkbox"/> <input type="checkbox"/> n/a	
	Interested Parties notified via email at the proper time	<input type="checkbox"/> <input type="checkbox"/> n/a	
	Web notification provided on the MPO webpage at the appropriate time	<input type="checkbox"/> <input type="checkbox"/> n/a	
Public Comment Period	Primary Public Comment Period required?	<input type="checkbox"/> <input type="checkbox"/> n/a	
	▶ Provided the primary Public Comment Period	<input type="checkbox"/> <input type="checkbox"/> n/a	
	▶ With the minimum or longer time period	<input type="checkbox"/> <input type="checkbox"/> n/a	
	Additional Public Comment period required?	<input type="checkbox"/> <input type="checkbox"/> n/a	
	▶ Provided the additional Public Comment Period	<input type="checkbox"/> <input type="checkbox"/> n/a	
	▶ With the minimum or longer time period	<input type="checkbox"/> <input type="checkbox"/> n/a	
Document Availability	Materials posted on the webpage in an accessible format	<input type="checkbox"/> <input type="checkbox"/> n/a	
	▶ For the primary Public Comment Period	<input type="checkbox"/> <input type="checkbox"/> n/a	
	▶ For any additional Public Comment Period	<input type="checkbox"/> <input type="checkbox"/> n/a	
	Paper copy materials made available consistent with the legal advertisement	<input type="checkbox"/> <input type="checkbox"/> n/a	
	▶ At the specified locations and times	<input type="checkbox"/> <input type="checkbox"/> n/a	
	▶ For the primary Public Comment Period	<input type="checkbox"/> <input type="checkbox"/> n/a	
	▶ For any additional Public Comment Period	<input type="checkbox"/> <input type="checkbox"/> n/a	
Public Meetings	Conducted the minimum number of public meetings	<input type="checkbox"/> <input type="checkbox"/> n/a	
	▶ At an accessible location	<input type="checkbox"/> <input type="checkbox"/> n/a	
	▶ Consistent with the date, time, location specified in the legal advertisement	<input type="checkbox"/> <input type="checkbox"/> n/a	

Plan or Planning Activity: _____

Reviewed by: _____

Category	Element	Consistent with PPP	Notes (List Name of Publication Here)
Comments	Comments solicited and received via:	<input type="checkbox"/> <input type="checkbox"/> n/a	
	▶ Comment forms distributed at the public meeting(s)	<input type="checkbox"/> <input type="checkbox"/> n/a	
	▶ Webpage comment portal or email (electronic)	<input type="checkbox"/> <input type="checkbox"/> n/a	
	▶ Postal mail or hand-delivered (written)	<input type="checkbox"/> <input type="checkbox"/> n/a	
	Comments compiled and summarized	<input type="checkbox"/> <input type="checkbox"/> n/a	
	▶ Incorporated into FINAL plan document	<input type="checkbox"/> <input type="checkbox"/> n/a	
	Comment responses prepared	<input type="checkbox"/> <input type="checkbox"/> n/a	
	▶ Incorporated into FINAL plan document	<input type="checkbox"/> <input type="checkbox"/> n/a	
	▶ Posted on the MPO webpage (or project-specific web portal) within the required timeframe	<input type="checkbox"/> <input type="checkbox"/> n/a	
Agency Coordination	FHWA & FTA provided with opportunity to comment.	<input type="checkbox"/> <input type="checkbox"/> n/a	
	Presentation made at an Agency Coordination Meeting.	<input type="checkbox"/> <input type="checkbox"/> n/a	
Adoption	Plan, amendment, update, etc., adopted at an advertised MPO meeting	<input type="checkbox"/> <input type="checkbox"/> n/a	
Documentation	Activity File contains relevant material to document the public participation process.	<input type="checkbox"/> <input type="checkbox"/> n/a	

Public Participation Plan (PPP) Document Evaluation

Reviewed by: _____

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

Public Participation Plan (PPP) Document Evaluation

Reviewed by: _____

Open Ended Review

To make the current PPP more effective, easier to implement, more understandable, or better organized:

- ▶ What elements of the current PPP require refinement, clarification, or revision?

- ▶ What materials, resources, tools information, or other elements could be added?

Appendix H

PUBLIC PARTICIPATION PLAN UPDATE WORKSHOP

Appendix H Contents

- ▶ Correspondence with Interested Parties
- ▶ Workshop handouts
 - Meeting agenda
 - SWOT analysis form
 - State Transportation Commission 2015 TYP survey feedback summary
 - Meeting evaluation form
- ▶ Powerpoint presentation
- ▶ Meeting summary
- ▶ Completed SWOT forms
- ▶ Completed meeting evaluations

**Lackawanna-Luzerne
Transportation Study**

Metropolitan
Planning
Organization



Correspondence with Interested Parties



LACKAWANNA-LUZERNE METROPOLITAN PLANNING ORGANIZATION LONG RANGE TRANSPORTATION PLAN UPDATE



What:	Public Participation Plan Update Mini-Workshop
When:	11:00 a.m. – 12:30 p.m. Wednesday, July 15, 2015
Where:	Conference Room 233 PennDOT Engineering District 4 55 Keystone Industrial Park Dunmore, PA 18512
RSVP:	lkeys@mccormicktaylor.com ; or by phone: 717.540. 6040, ext. 407 by close of business, Tuesday, June 30.

June 25, 2015

The Lackawanna-Luzerne Transportation Study Metropolitan Planning Organization (LLMPO) cordially invites you to take part in a mini-workshop to update our Public Participation Plan in conjunction with our ongoing efforts to also update our Long Range Transportation Plan (LRTP). Our 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.

As members of the Transportation Advisory Committee and representatives of key transportation interests and user groups throughout the MPO area, we would like to solicit specific input from you. We are very interested in your thoughts regarding the strengths of the existing Plan and your ideas on what technologies or concepts might contribute to modernizing and increasing the effectiveness of the Plan. 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. The Draft Plan will then be made available to the public-at-large for review during a comment period and a public meeting to be held in the near future. A copy of our current Plan is attached for your review in advance of the meeting.

Please plan to take part in our mini-workshop on Wednesday, July 15 from 11:00 a.m. to 12:30 p.m. at PennDOT's Engineering District 4 Central Office located at 55 Keystone Industrial Park in Dunmore, PA 18512. This meeting will be held in Conference Room 233 immediately following the MPO Coordinating Committee Meeting. **We would appreciate it if you would confirm your attendance by contacting Lugene Keys at 717.540.6040, extension 407; or by e-mail at lkeys@mccormicktaylor.com by close of business on Tuesday, July 14.**

If you have any questions or desire additional information, please feel free to contact **Steve Pitoniak at (570) 963-6400**, or Lugene Keys at the telephone number listed above. We look forward to meeting with you soon.

Sincerely,

A handwritten signature in black ink, appearing to read "Steve Pitoniak".

Steve Pitoniak, Transportation Planning Manager
Lackawanna County Planning Commission

A handwritten signature in black ink, appearing to read "Nancy Snee".

Nancy Snee, Interim Executive Director
Luzerne County Planning Commission

Att.

**Lackawanna-Luzerne
Transportation Study**

Metropolitan
Planning
Organization



Workshop Handouts

- Meeting agenda
- SWOT analysis form
- State Transportation Commission 2015 TYP survey feedback summary
- Meeting evaluation form

Lackawanna-Luzerne
Transportation Study
Metropolitan
Planning
Organization



Public Participation Plan Update Mini-Workshop
Conference Room 233, PennDOT District 4-0
55 Keystone Industrial Park Dunmore, PA 18512
Wednesday, July 15, 2015
11:00 a.m. – 12:30 p.m.

AGENDA

1. Welcome and Introductions
2. Mini-Workshop Goals
3. Overview – Current Public Participation Plan (PPP)
4. PPP Update
 - a. Federal and State Requirement
 - b. PPP Criteria
 - i. Title VI
 - ii. Environmental Justice
 - iii. Limited English Proficiency/Language Assistance Plan
5. SWOT Analysis
6. Recap – What We Heard
7. PPP Update Schedule
8. Questions & Answers

**Lackawanna-Luzerne
Transportation Study**

Metropolitan
Planning
Organization



**Lackawanna-Luzerne Transportation Study MPO
Public Participation Plan Mini-Workshop**

SWOT Analysis Worksheet

Assessment Topic: LLTS MPO Public Participation Plan

Today's Date: July 15, 2015

CRITERIA EXAMPLES

Capabilities?
Experience?
Knowledge?
Data?
Resources?

Internal Influences

Strengths

1. _____
2. _____
3. _____

Weaknesses

1. _____
2. _____
3. _____

CRITERIA EXAMPLES

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

Internal Influences

CRITERIA EXAMPLES

Tested Technology?
Free Technology?
Local Partnerships?
Increased public input?
Improved Communications?
Increase visibility?
Higher public expectations?

External Influences

Opportunities

1. _____
2. _____
3. _____

Threats

1. _____
2. _____
3. _____

CRITERIA EXAMPLES

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

External Influences



Twelve Year Program Update FEEDBACK SUMMARY

What We Heard

June 15, 2015

Every two years, the **State Transportation Commission (STC)** and the **Pennsylvania Department of Transportation (PennDOT)** update the current Twelve Year Transportation Program (TYP). To invite public input, the STC hosted a six-week open comment period beginning April 16 with an online public meeting and survey. The level of public participation in our survey was unprecedented with more than 5,000 people sharing their transportation priorities and projects of interest. This input is an important first step in hearing from our customers as the program update process begins. **Thank you for helping to shape Pennsylvania's transportation system. This is what we heard.**



Online Public Meeting Attendance

Over **130 participants** attended the online meeting, a **25 percent increase** from the 2013 meeting.



Survey Participants

More than **5,300 customers** completed the survey identifying **15,634** transportation issues. That's **more than double** the previous survey.



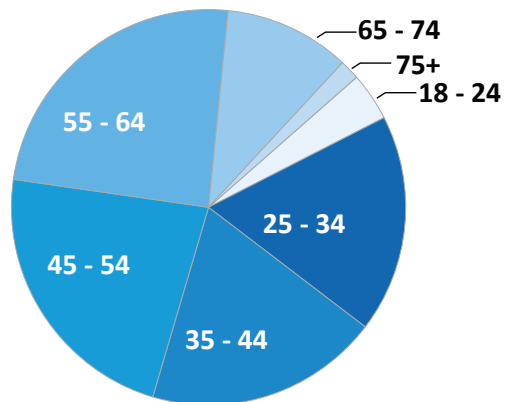
Participation Across Pennsylvania

The survey was representative of our diverse communities with participants from **every one of Pennsylvania's 67 counties**, and **1,106 municipalities**.

About the Survey Respondents: Who They Are

The way we travel is influenced by our transportation options, background, gender, age, and other factors. It's important that the survey results are representative of Pennsylvania's diverse communities. Based on the findings below, it is clear that there is an opportunity to expand participation through targeted outreach to minority populations.

- The survey reflects input from Pennsylvanians of all ages.
- A large percentage of survey respondents identified as Caucasian.
- A majority of survey respondents were male with 37 percent identifying as female.



Age of Survey Respondents



Twelve Year Program Update FEEDBACK SUMMARY

What We Learned

There are Competing Transportation Priorities

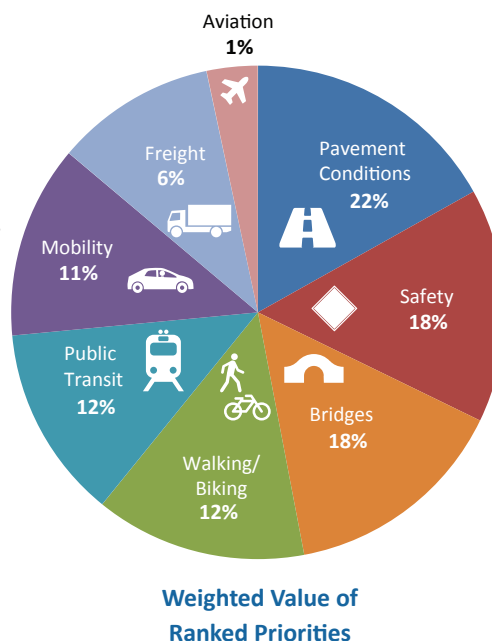
Participants were asked to rank their **top five priorities** from a list of eight transportation issues. With the exception of aviation, all priorities were ranked within a few percentage points of each other.

This demonstrates Pennsylvania's challenge to **balance competing priorities** and **plan for diverse transportation needs**.

Other Priorities Shared

Survey participants also suggested their own transportation priorities:

- ✓ **Distracted Driving**
- ✓ **Smart Growth**
- ✓ **Stormwater Management**
- ✓ **Vehicle Cybersecurity**
- ✓ **Complete Streets**
- ✓ **Historic Preservation**



Balancing Transportation Needs with Available Resources

Like any household budget, Pennsylvania is challenged with balancing transportation needs with available resources. Projects are prioritized based on needs and budgeted over time. Respondents budgeted dollars for investment similar to their priorities.

Investment Priorities Translated into Dollars

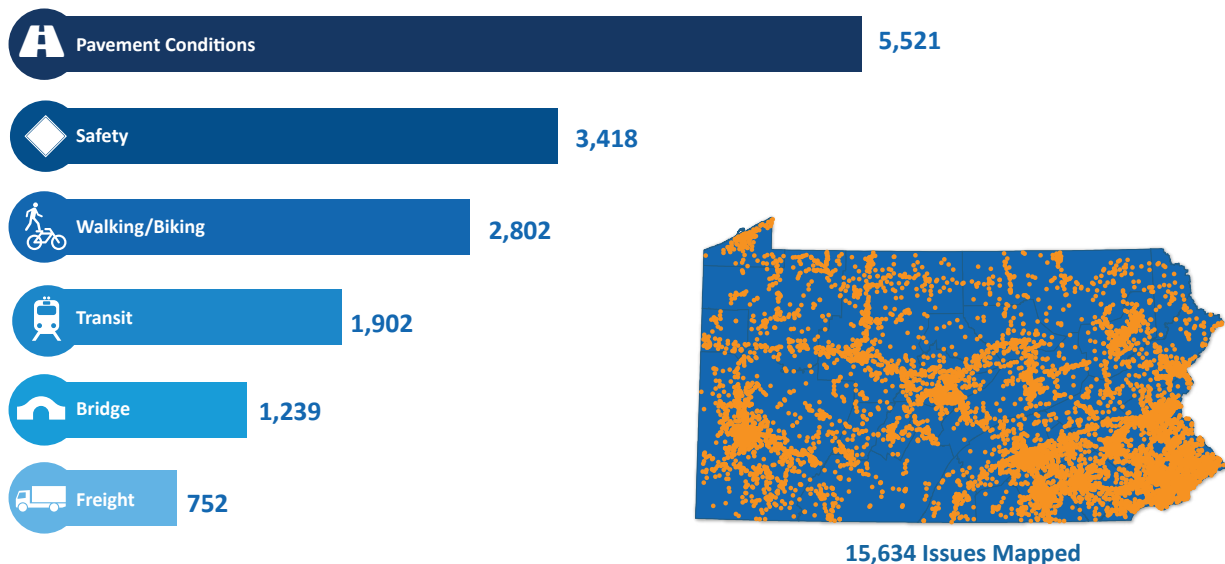


This chart shows how customers, on average, budgeted one-hundred dollars. Of the total, three dollars was not allocated.

Transportation Issues Identified Across Pennsylvania

Survey participants identified **15,634** transportation issues across Pennsylvania. On average, each survey respondent pinpointed four transportation issues. **Pavement conditions, safety,** and **walking and biking** were the most commonly identified issues. This aligns with participants' priorities for investment.

Transportation Issues By the Numbers



Future Outlook: Safety Remains Our Top Priority



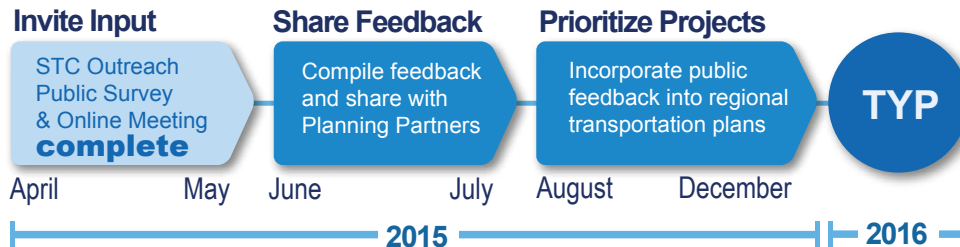
It is clear that transportation safety is a top priority for our customers. PennDOT supports this priority and budgeted **\$3.4 billion** on the 2015 Twelve Year Program for safety improvements.

Last year, Pennsylvania experienced a record **low in traffic fatalities** and is making progress towards the **ultimate goal of zero deaths** on roadways.

www.TalkPATransportation.com

Twelve Year Program Update FEEDBACK SUMMARY

The Next Steps



Find Your Region's Results

This factsheet provides an overview of the statewide survey results. By July 2015, the transportation priorities in your region will be available for review on the Tell Us What You Think page at the STC website: www.TalkPATransportation.com



Web Map Coming Soon

Get Involved Locally

Thank you for your input and please continue to share your priorities for transportation investment.

Pennsylvania's 24 Planning Partners host public meetings and invite input on the development of regional transportation improvement plans. Visit the website to find your planning partner.



Office of the State Transportation Commission and Transportation Advisory Committee

P.O. Box 3633
Harrisburg, PA 17105-3633
Phone: 717-787-2913
Fax: 717-787-5247
Email: RA-PennDOTSTC@pa.gov

Visit the STC website at www.TalkPATransportation.com

**Lackawanna-Luzerne
Transportation Study**

Metropolitan
Planning
Organization



Today's Date: July 15, 2015

**Lackawanna-Luzerne Transportation Study MPO
Public Participation Plan Mini-Workshop**

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:

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

Thank you again for your participation.

**Lackawanna-Luzerne
Transportation Study**

Metropolitan
Planning
Organization



Workshop PowerPoint Presentation

Lackawanna-Luzerne
Transportation Study
Metropolitan
Planning
Organization



Lackawanna-Luzerne Transportation Study Metropolitan Planning Organization

Public Participation Update Mini-Workshop

Wednesday, July 15, 2015

Lackawanna-Luzerne
Transportation Study
Metropolitan
Planning
Organization



Public Participation Plan (PPP) Mini-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

Lackawanna-Luzerne
Transportation Study
Metropolitan
Planning
Organization



Current LLTS MPO PPP

Current Plan

- Adopted 2004
- Amended 2005
- Amended 2007



Lackawanna-Luzerne
Transportation Study
Metropolitan
Planning
Organization



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

Lackawanna-Luzerne
Transportation Study
Metropolitan
Planning
Organization



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.

Lackawanna-Luzerne
Transportation Study
Metropolitan
Planning
Organization



Public Participation Plan 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

Lackawanna-Luzerne
Transportation Study
Metropolitan
Planning
Organization



Public Participation Plan 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

Lackawanna-Luzerne
Transportation Study
Metropolitan
Planning
Organization



Public Participation Plan 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.....effects, including social and economic effects, on minority or low-income populations
 - Ensure full and fair participation by all potentially affected communities in the transportation decision-making process
 - Prevent denial, reduction, or delay in the receipt of benefits by minority and low-income populations

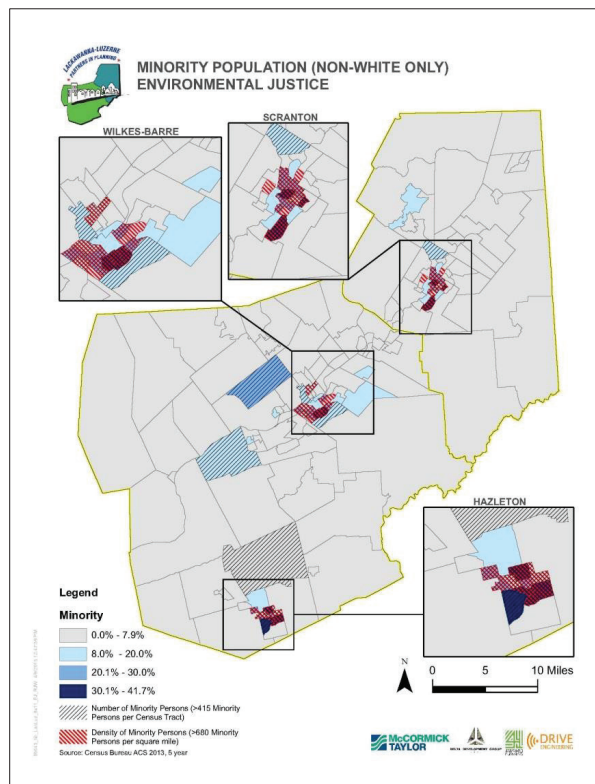
Lackawanna-Luzerne
Transportation Study
Metropolitan
Planning
Organization

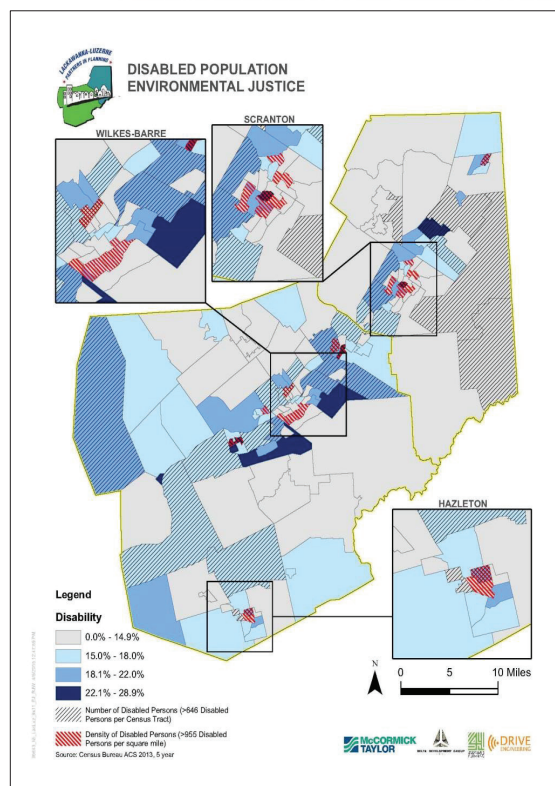
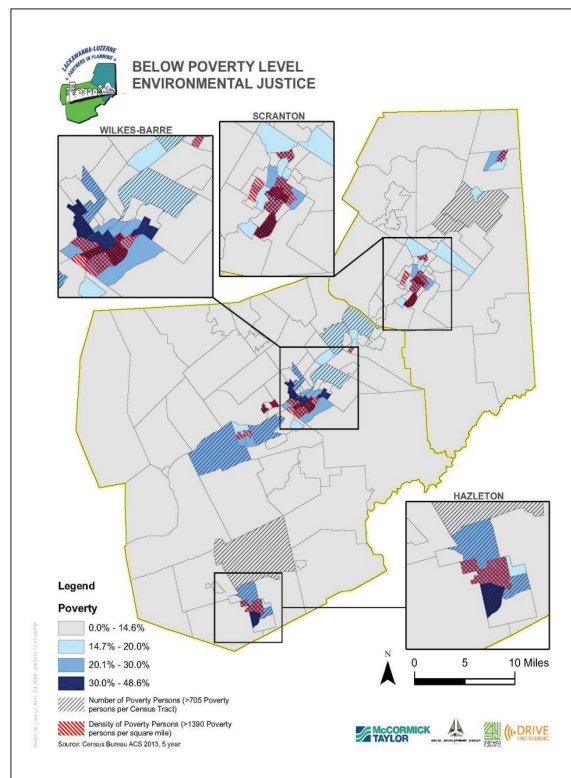


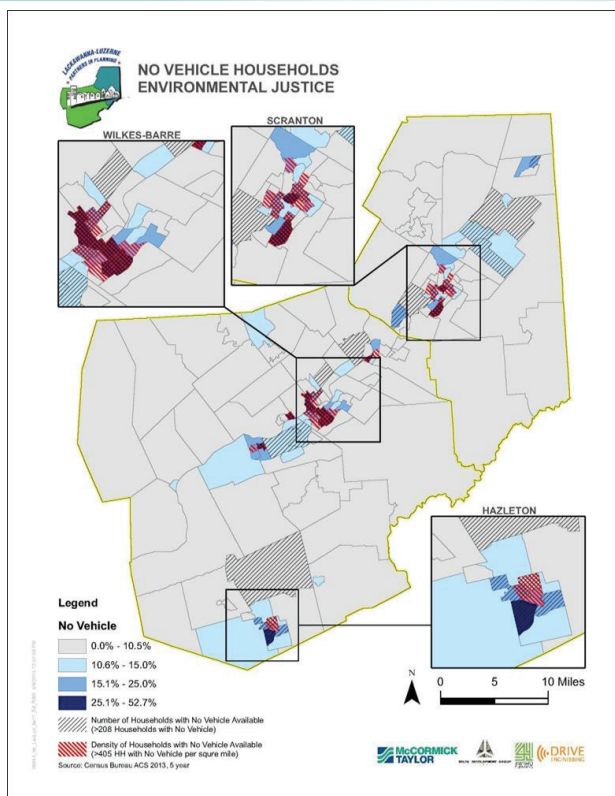
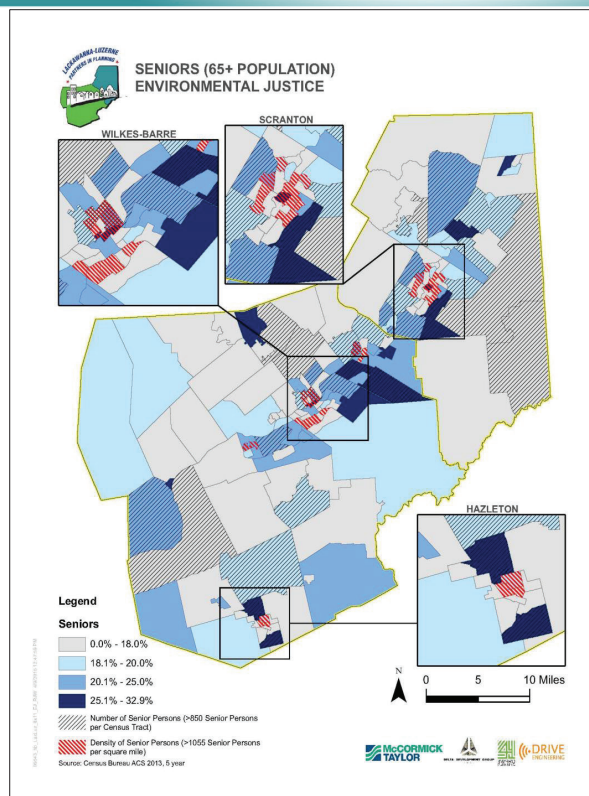
What is Environmental Justice?

- **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







Lackawanna-Luzerne
Transportation Study
Metropolitan
Planning
Organization



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 provided
 - Nature and importance of program to LEP persons
 - Resources available to the recipient and costs associated with providing meaningful access to LEP persons

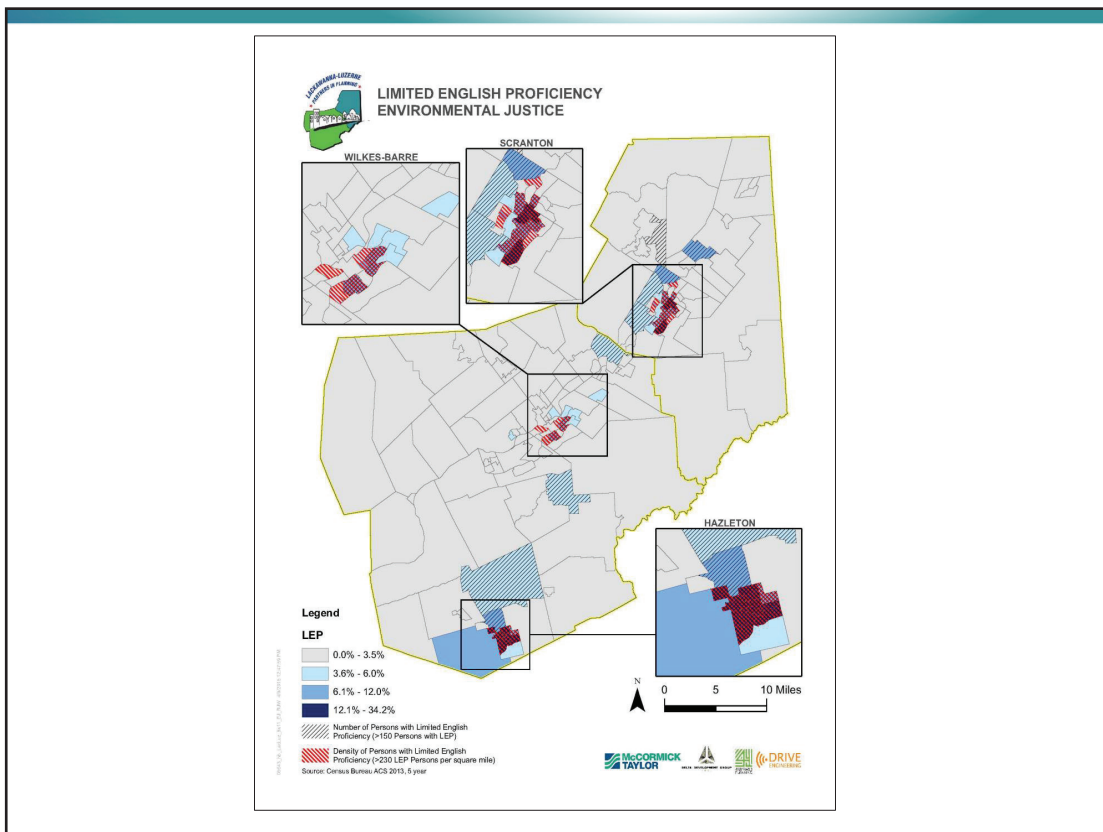
Lackawanna-Luzerne
Transportation Study
Metropolitan
Planning
Organization



LEP/LAP

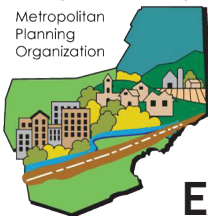
- 3.6% of LLTS MPO region speaks English less than “very well”
- Top 5 LEP Populations
 - Spanish – 2.3%
 - Other Indic languages
 - Gujarati
 - Italian
 - Polish

All others in the top 5
are 0.15% of total
population or less



Lackawanna-Luzerne Transportation Study

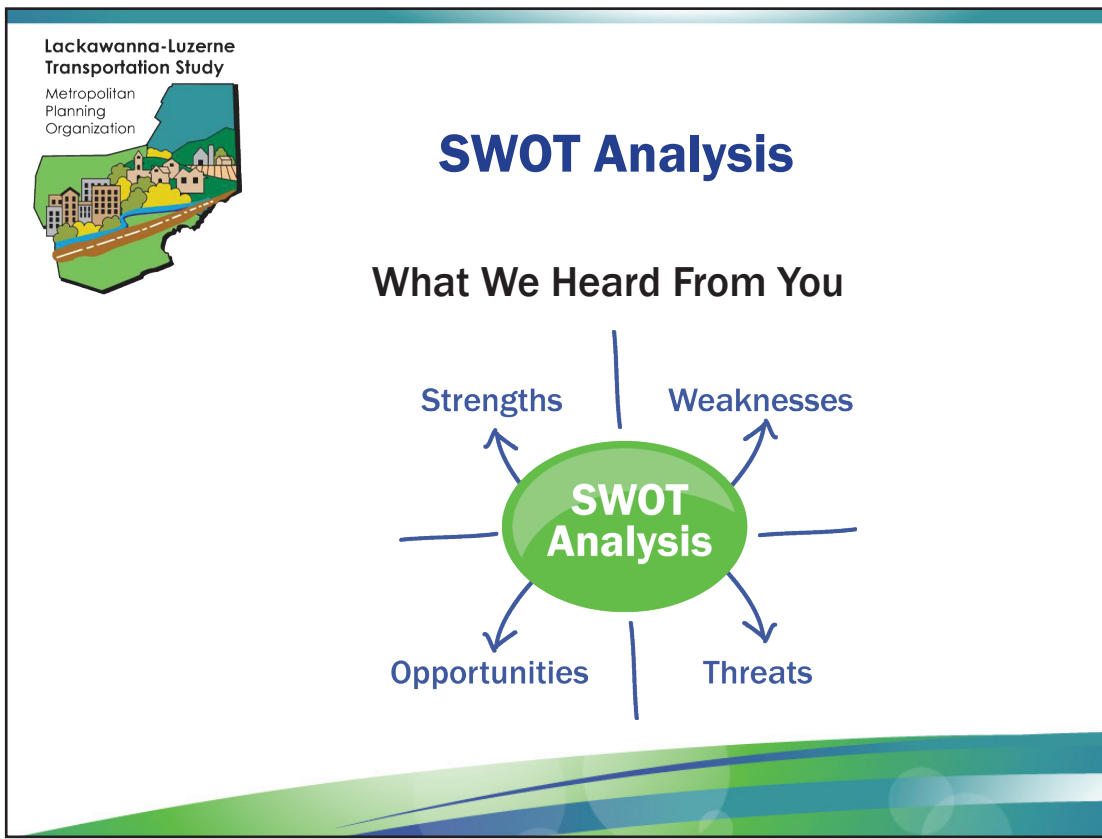
Metropolitan Planning Organization




SWOT Analysis

Existing Public Participation Plan

Category	Example
Strengths	Experience
Weaknesses	Small Staff
Opportunities	Technology
Threats/Challenges	Budget



**Lackawanna-Luzerne
Transportation Study**
Metropolitan
Planning
Organization



Public Participation Plan Update Schedule

Activity	Target Date	Responsibility
Research & Data Collection	June – July 2015	McCormick Taylor
Mini-Workshop	July 15	LLTS MPO & McCormick Taylor
Draft Updated Plan to MPO	July 22	McCormick Taylor
45-Day Public Review and Comment Period	July 31 – Sept. 14	LLTS MPO
Public Meeting	August 20	LLTS MPO
Comment Review & Addition to Updated Plan	Sept. 25	LLTS MPO & McCormick Taylor
Adoption of Updated Plan	Sept. 30	LLTS MPO

**Lackawanna-Luzerne
Transportation Study**
Metropolitan
Planning
Organization



Public Participation Plan Mini-Workshop



**Lackawanna-Luzerne
Transportation Study**
Metropolitan
Planning
Organization



Public Participation Plan Updated Mini-Workshop

Thank you!

**Please spread the word about the upcoming Public
Comment Period for the Draft Updated Public
Participation Plan.**

Contact:

Steve Pitoniak Transportation Planning Manager Lackawanna County Planning Commission 570.963.6400 PitoniakS@lackawannacounty.org	Nancy Snee Interim Executive Director Luzerne County Planning Commission 570.825.1564 Nancy.Snee@luzernecounty.org
---	---



**Lackawanna-Luzerne
Transportation Study**

Metropolitan
Planning
Organization



Workshop Meeting Summary

**Lackawanna-Luzerne
Transportation Study**

Metropolitan
Planning
Organization



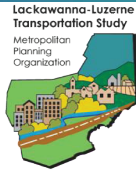
**Lackawanna-Luzerne
Transportation Study
Metropolitan Planning Organization
Public Participation Plan Update Workshop
Meeting Summary**

Wednesday, July 15, 2015
11:00 a.m. – 12:30 p.m.
PennDOT District 4
Conference Room 233
55 Keystone Industrial Park
Dunmore, PA 18512

Prepared by:



Lugene Keys, Senior Communications Specialist
5 Capital Drive, Suite 400
Harrisburg, PA 17110



Public Participation Plan Update Mini-Workshop

Conference Room 233, PennDOT District 4
55 Keystone Industrial Park, Dunmore, PA 18512
Wednesday, July 15, 2015
11:00 a.m. – 12:30 p.m.

Mini-Workshop Meeting Summary

Attendee	Organization
Nancy Snee	Luzerne County Planning Commission
Steve Pitoniak	Lackawanna County Planning Commission
Chris Chapman	Lackawanna County Planning Commission
Alan Baranski	NEPA Alliance
Aaron Whitney	Scranton Lackawanna Industrial Building Company
Butch Frati	City of Wilkes-Barre
John Pocius	City of Scranton, CECO Associates, Inc.
Matt Smoker	FHWA
Dean Roberts	PennDOT
Marie Bishop	PennDOT
Steve Fisher	PennDOT
John Frankosky	PennDOT
Michael Taluto	PennDOT
Susan Hazelton	PennDOT
Lugene Keys	McCormick Taylor
Michelle Goddard	McCormick Taylor
Amanda Shafer	McCormick Taylor
Brian St. John	McCormick Taylor
Cindy McCormick	McCormick Taylor

Workshop Handouts: Workshop Agenda, SWOT Analysis Form, Mini-Workshop Evaluation Form, LLTS MPO Public Participation Plan Amended 2007, 2015 STC Statewide Feedback Summary (copies attached)

Introduction

Lugene Keys began the workshop with a welcome and introductions of the staff present.

Steve Pitoniak introduced the existing Public Participation Plan and the need for updating the existing plan.

All attendees introduced themselves and the organizations they represent.

Presentation

Lugene Keys began the presentation with the goals of the workshop:

- heighten awareness of update process
- gather preliminary input on existing Plan
- identify new tools/techniques to enhance public participation and communications
- enlist support for next steps

She then touched on the current plan and the State and Federal requirements for the update of the plan.

Lugene asked the audience if anyone had the opportunity to participate in the recently held State Transportation Commission (STC) online public meeting, and a few of the attendees raised their hand. It was explained that the online meeting forum was just one example of the modernization of the STC's public outreach process. She added that the STC also experienced a significant response to their online survey. A copy of the STC's TYP 2015 Survey Feedback Summary was also provided to the meeting attendees. Lugene noted that some of the innovations that have been implemented on the State level may be a good example for use on the regional level. Lugene concluded this portion of the presentation with a review on the federal criteria for the public participation plan.



Public Participation Plan Update Mini-Workshop

Conference Room 233, PennDOT District 4
55 Keystone Industrial Park, Dunmore, PA 18512
Wednesday, July 15, 2015
11:00 a.m. – 12:30 p.m.

Michelle Goddard presented on the Title VI, Environmental Justice, and Limited English Proficiency (LEP) requirements of the plan.

Discussion on why certain areas have a high level of disabled population included mention of a mental health facility in White Haven, Allied Services in Scranton and Wilkes-Barre, a nursing home on the Sans Souci highway, and a new facility on exit 168 of I-81 in Wilkes-Barre Township.

Alan Baranski asked what is the threshold of disabled or minority groups that would require specific targeting, and when does a plan need to be created to reach these groups. Michelle Goddard indicated that the LEP number is 5% of the population or 1,000 or more persons. There is not a specific number or threshold for other groups, but the important factor is to be aware of where they are located and how a project may impact those populations. Matt Smoker of FHWA clarified that organizations need to prepare to take further steps other than just identifying these groups, as they have in past plans. An updated plan should include additional actions to engage these audiences. Dean Roberts of PennDOT added that the transit organizations (COLTS, LCTA) in the area already are reaching out to groups and coordination efforts should be made with them.

SWOT Analysis

The group participated in a SWOT (Strengths, Weaknesses, Opportunities and Threats/Challenges) analysis of the existing Public Participation Plan. Eugene explained that the categories were to be used to identify internal and external factors that influenced the existing plan, and that could potentially impact the update process as well. It was noted that while the analysis would involve open discussion, the SWOT forms should also be completed to include any additional comments to be considered by the team. Ideas generated during the open discussion were captured on a flip chart, and are reflected below:

Strengths

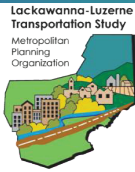
- Experience, dedication
- Location - Can hold transit accessible meetings
- Lots of data/information with which to work
- Already have an existing plan with which to work
- Has a contact with strong ties to the Spanish-speaking community and newspaper
- Strong, cooperative media market (print & broadcast)
Note: see challenges on media
- Good multi-agency cooperation

Weaknesses

- Limited staff. Nancy Snee noted that there is enough work for one person to be dedicated to engaging the public alone
- Outdated plan
- Limited access to social media
- Limited website
Note: there are plans for a new website

Opportunities

- Social Media presence is a great opportunity for feedback.
- Partner with universities
- Can use online meeting tools or public access television
- Good multi-agency cooperation
- PennDOT district staff is very helpful
- Could use internships to aid in outreach activities
- Educate public on what an MPO does



Public Participation Plan Update Mini-Workshop

Conference Room 233, PennDOT District 4
55 Keystone Industrial Park, Dunmore, PA 18512
Wednesday, July 15, 2015
11:00 a.m. – 12:30 p.m.

Threats/Challenges

- Losing public [involvement] even more so due to not reaching youth
- Traditional print does not work
- Planning process not as interesting as project specific meetings/issues
- MPO staff potential retirements/loss of staff
- Public ignorance on process
- Passive approach
- Not getting the message out

Workshop Conclusion

The workshop concluded with questions and a review of the workshop goals. It was generally agreed that the goals were reached. Lugene encouraged the workshop participants to help spread the word about the ongoing update efforts and the upcoming public review and comment periods for the Public Participation Plan and the Long Range Transportation Plan. She reviewed the current schedule and remaining tasks associated with the completion of the Updated Public Participation Plan including the tentative dates of the public review and comment period, and public meeting.

In closing Lugene asked if there were any questions, and there were none. The workshop concluded at 12:30 p.m.

In addition to the meeting materials, a copy of the PowerPoint presentation, the sign-in sheets, completed SWOT and evaluation forms, meeting plan, and invitation letter are also included.

Prepared by:

McCormick Taylor, Inc.
Lugene Keys, Senior Communications Specialist
5 Capital Drive, Suite 400
Harrisburg, PA 17110

**Lackawanna-Luzerne
Transportation Study**

Metropolitan
Planning
Organization



Completed SWOT Forms

Lackawanna-Luzerne
Transportation Study
Metropolitan
Planning
Organization



Lackawanna-Luzerne Transportation Study MPO Public Participation Plan Mini-Workshop

SWOT Analysis Worksheet

Assessment Topic: LLTS MPO Public Participation Plan

Today's Date: July 15, 2015

CRITERIA EXAMPLES

Capabilities?
Experience?
Knowledge?
Data?
Resources?

Internal Influences

Strengths

1. Knowledge of Area
2. Contacts
3. Good Media Market
(Print & Broadcasting)

Weaknesses

1. Insufficient Staffing
2. Limited IT Capabilities
3. _____

CRITERIA EXAMPLES

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

Internal Influences

CRITERIA EXAMPLES

Tested Technology?
Free Technology?
Local Partnerships?
Increased public input?
Improved Communications?
Increase visibility?
Higher public expectations?

External Influences

Opportunities

1. Public Access
2. Use University Resources
3. _____

Threats

1. Public expectations – involvement = public get
2. What they want;
3. Planning process not as interesting as project-specific meetings/issues

CRITERIA EXAMPLES

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

External Influences

Lackawanna-Luzerne
Transportation Study
Metropolitan
Planning
Organization



Lackawanna-Luzerne Transportation Study MPO Public Participation Plan Mini-Workshop

SWOT Analysis Worksheet

Assessment Topic: LLTS MPO Public Participation Plan

Today's Date: July 15, 2015

CRITERIA EXAMPLES

Capabilities?
Experience?
Knowledge?
Data?
Resources?

Internal Influences

Strengths

1. Experience
2. Location
3. Information
4. Media

Weaknesses

1. Staff
2. Over outdated
3. Website update
4. Age of Public

CRITERIA EXAMPLES

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

Internal Influences

CRITERIA EXAMPLES

Tested Technology?
Free Technology?
Local Partnerships?
Increased public input?
Improved Communications?
Increase visibility?
Higher public expectations?

External Influences

Opportunities

1. Social Media
 2. Online meeting
 3. PAC Channels
- Universities
Communication Systems

Threats

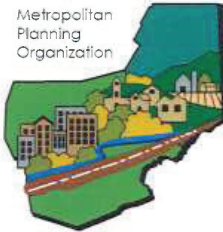
1. Budget
2. Political Emer.
3. funding /
Public Ex. /
Media

CRITERIA EXAMPLES

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

External Influences

Lackawanna-Luzerne
Transportation Study
Metropolitan
Planning
Organization



Lackawanna-Luzerne Transportation Study MPO Public Participation Plan Mini-Workshop

SWOT Analysis Worksheet

Assessment Topic: LLTS MPO Public Participation Plan

Today's Date: July 15, 2015

CRITERIA EXAMPLES

Capabilities?
Experience?
Knowledge?
Data?
Resources?

Internal Influences

Strengths

1. MOBILE LOCATION
2. KNOWLEDGE OF AREA
MULTI- AGENCY
3. COOPERATION

Weaknesses

1. LIMITED STAFF
2. WEBSITE IS DATED/LIMITED
3. COMPETING PROJECTS/
WORKLOAD

CRITERIA EXAMPLES

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

Internal Influences

CRITERIA EXAMPLES

Tested Technology?
Free Technology?
Local Partnerships?
Increased public input?
Improved Communications?
Increase visibility?
Higher public expectations?

External Influences

Opportunities

1. NEW INTERACTIVE WEBSITE
MULTI- AGENCY
2. COOPERATION
3. INCREASED EDUCATIONAL
(SCHOOLS) INTERACTION

Threats

1. POLITICS/FEDERAL FUNDING
2. STAFF AVAILABILITY
3. LOSS OF STAFF CONTINUITY

CRITERIA EXAMPLES

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

External Influences

Lackawanna-Luzerne
Transportation Study
Metropolitan
Planning
Organization



Lackawanna-Luzerne Transportation Study MPO Public Participation Plan Mini-Workshop

SWOT Analysis Worksheet

Assessment Topic: LLTS MPO Public Participation Plan

Today's Date: July 15, 2015

CRITERIA EXAMPLES

Capabilities?
Experience?
Knowledge?
Data?
Resources?

Internal Influences

Strengths

1. EXPERIENCE OF MEMBERS
2. Department involvement
3. TAC - membership & meeting attendance

Weaknesses

1. STAFF
2. MPO STAFF CONTROLLED AS ~~BY~~ COUNTY EMPLOYEES
3. _____

CRITERIA EXAMPLES

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

Internal Influences

CRITERIA EXAMPLES

Tested Technology?
Free Technology?
Local Partnerships?
Increased public input?
Improved Communications?
Increase visibility?
Higher public expectations?

External Influences

Opportunities

1. GIS
2. Social media
3. MPO WEBSITE

Threats

1. MPO STAFF POTENTIAL retirements.
2. public ignorance on process
3. media bias

CRITERIA EXAMPLES

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

External Influences

Lackawanna-Luzerne
Transportation Study
Metropolitan
Planning
Organization



Lackawanna-Luzerne Transportation Study MPO Public Participation Plan Mini-Workshop

SWOT Analysis Worksheet

Assessment Topic: LLTS MPO Public Participation Plan

Today's Date: July 15, 2015

CRITERIA EXAMPLES

Capabilities?
Experience?
Knowledge?
Data?
Resources?

Internal Influences

Strengths

1. Experience
2. DATA AVAILABILITY
3. Knowledge

Weaknesses

1. STAFF - NOT ENOUGH
2. CAPABILITIES
3. COMPETING PRIORITIES

CRITERIA EXAMPLES

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

Internal Influences

CRITERIA EXAMPLES

Tested Technology?
Free Technology?
Local Partnerships?
Increased public input?
Improved Communications?
Increase visibility?
Higher public expectations?

External Influences

Opportunities

1. Technology
2. Partnerships
3. SOCIAL MEDIA

Threats

1. Budget
2. COSTS
3. LOSS OF STAFF (KEY)

CRITERIA EXAMPLES

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

External Influences

Lackawanna-Luzerne
Transportation Study
Metropolitan
Planning
Organization



Lackawanna-Luzerne Transportation Study MPO Public Participation Plan Mini-Workshop

SWOT Analysis Worksheet

Assessment Topic: LLTS MPO Public Participation Plan

Today's Date: July 15, 2015

CRITERIA EXAMPLES

Capabilities?
Experience?
Knowledge?
Data?
Resources?

Internal Influences

Strengths

1. DATA
2. Knowledge
3. Dedication

Weaknesses

1. Resources
2. CAPABILITIES
3. Limited Staff

CRITERIA EXAMPLES

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

Internal Influences

CRITERIA EXAMPLES

Tested Technology?
Free Technology?
Local Partnerships?
Increased public input?
Improved Communications?
Increase visibility?
Higher public expectations?

External Influences

Opportunities

1. Technology
2. IT Developments
3. PARTNERSHIPS

Threats

1. Budget
2. Loss of Key Staff
3. COSTS

CRITERIA EXAMPLES

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

External Influences

Lackawanna-Luzerne
Transportation Study
Metropolitan
Planning
Organization



Lackawanna-Luzerne Transportation Study MPO Public Participation Plan Mini-Workshop

SWOT Analysis Worksheet

Assessment Topic: LLTS MPO Public Participation Plan

Today's Date: July 15, 2015

CRITERIA EXAMPLES

Capabilities?
Experience?
Knowledge?
Data?
Resources?

Internal Influences

Strengths

1. EXPERIENCE
2. Dedication
3. LOCATION

Weaknesses

1. Staff Limitations
2. Budget
3. No TIME

CRITERIA EXAMPLES

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

Internal Influences

CRITERIA EXAMPLES

Tested Technology?
Free Technology?
Local Partnerships?
Increased public input?
Improved Communications?
Increase visibility?
Higher public expectations?

External Influences

Opportunities

1. TECHNOLOGY
2. Media Flow
3. _____

Threats

1. COST
2. Work Load
3. _____

CRITERIA EXAMPLES

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

External Influences

Lackawanna-Luzerne
Transportation Study
Metropolitan
Planning
Organization



Lackawanna-Luzerne Transportation Study MPO Public Participation Plan Mini-Workshop

SWOT Analysis Worksheet

Assessment Topic: LLTS MPO Public Participation Plan

Today's Date: July 15, 2015

CRITERIA EXAMPLES

Capabilities?
Experience?
Knowledge?
Data?
Resources?

Internal Influences

Strengths

1. EXPERIENCE
2. KNOWLEDGE
3. DATA

Weaknesses

1. STAFF
2. BUDGET
3. TIME - ??

CRITERIA EXAMPLES

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

Internal Influences

CRITERIA EXAMPLES

Tested Technology?
Free Technology?
Local Partnerships?
Increased public input?
Improved Communications?
Increase visibility?
Higher public expectations?

External Influences

Opportunities

1. ?
2. ?
3. I DO NOT USE
SOCIAL MEDIA.

Threats

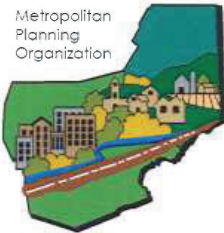
1. CONTINUITY
2. PASSIVE APPROACH
3. NOT GETTING THE
MESSAGE OUT

CRITERIA EXAMPLES

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

External Influences

Lackawanna-Luzerne
Transportation Study
Metropolitan
Planning
Organization



Lackawanna-Luzerne Transportation Study MPO Public Participation Plan Mini-Workshop

SWOT Analysis Worksheet

Assessment Topic: LLTS MPO Public Participation Plan

Today's Date: July 15, 2015

CRITERIA EXAMPLES

Capabilities?
Experience?
Knowledge?
Data?
Resources?

Internal Influences

Strengths

1. Detail
2. DATA
3. Ownership

Weaknesses

1. Delivery to Public
2. preception
3. Websites - only used today through social media links

CRITERIA EXAMPLES

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

Internal Influences

CRITERIA EXAMPLES

Tested Technology?
Free Technology?
Local Partnerships?
Increased public input?
Improved Communications?
Increase visibility?
Higher public expectations?

External Influences

Opportunities

1. Social media
2. Multi-Organizations
3. _____

Threats

1. Losing public even more so do to not
2. reaching youth/Traditional Print does not work
3. _____

CRITERIA EXAMPLES

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

External Influences

**Lackawanna-Luzerne
Transportation Study**

Metropolitan
Planning
Organization



Completed Meeting Evaluation Forms

**Lackawanna-Luzerne
Transportation Study**

Metropolitan
Planning
Organization



Today's Date: July 15, 2015

**Lackawanna-Luzerne Transportation Study MPO
Public Participation Plan Mini-Workshop**

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:

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

Thank you again for your participation.

**Lackawanna-Luzerne
Transportation Study**

Metropolitan
Planning
Organization



Today's Date: July 15, 2015

**Lackawanna-Luzerne Transportation Study MPO
Public Participation Plan Mini-Workshop**

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:

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

Thank you again for your participation.

**Lackawanna-Luzerne
Transportation Study**

Metropolitan
Planning
Organization



Today's Date: July 15, 2015

**Lackawanna-Luzerne Transportation Study MPO
Public Participation Plan Mini-Workshop**

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:

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

Thank you again for your participation.

Lackawanna-Luzerne
Transportation Study

Metropolitan
Planning
Organization



Today's Date: July 15, 2015

Lackawanna-Luzerne Transportation Study MPO Public Participation Plan Mini-Workshop

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:

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

Thank you again for your participation.

**Lackawanna-Luzerne
Transportation Study**

Metropolitan
Planning
Organization



Today's Date: July 15, 2015

**Lackawanna-Luzerne Transportation Study MPO
Public Participation Plan Mini-Workshop**

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:

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

Thank you again for your participation.

Lackawanna-Luzerne
Transportation StudyMetropolitan
Planning
Organization

Today's Date: July 15, 2015

Lackawanna-Luzerne Transportation Study MPO
Public Participation Plan Mini-Workshop

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

- I did ~~not~~ know about
~~the~~ the meeting

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:

Please add me to the email list
Mike M Taluto @ PA.gov
I did not receive the meeting notice -

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

Thank you again for your participation.

**Lackawanna-Luzerne
Transportation Study**

Metropolitan
Planning
Organization



Today's Date: July 15, 2015

**Lackawanna-Luzerne Transportation Study MPO
Public Participation Plan Mini-Workshop**

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:

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

Thank you again for your participation.

**Lackawanna-Luzerne
Transportation Study**

Metropolitan
Planning
Organization



Today's Date: July 15, 2015

**Lackawanna-Luzerne Transportation Study MPO
Public Participation Plan Mini-Workshop**

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:

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

Thank you again for your participation.

**Lackawanna-Luzerne
Transportation Study**

Metropolitan
Planning
Organization



Today's Date: July 15, 2015

**Lackawanna-Luzerne Transportation Study MPO
Public Participation Plan Mini-Workshop**

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:

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

Thank you again for your participation.

Lackawanna-Luzerne
Transportation Study

Metropolitan
Planning
Organization



Today's Date: July 15, 2015

Lackawanna-Luzerne Transportation Study MPO Public Participation Plan Mini-Workshop

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:

Please deposit your completed form in the designated
"Comment Form Drop Box" before leaving the meeting.
Thank you again for your participation.

**Lackawanna-Luzerne
Transportation Study**

Metropolitan
Planning
Organization



Today's Date: July 15, 2015

**Lackawanna-Luzerne Transportation Study MPO
Public Participation Plan Mini-Workshop**

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:

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

Thank you again for your participation.

**Lackawanna-Luzerne
Transportation Study**

Metropolitan
Planning
Organization



Today's Date: July 15, 2015

**Lackawanna-Luzerne Transportation Study MPO
Public Participation Plan Mini-Workshop**

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:

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

Thank you again for your participation.

Lackawanna-Luzerne
Transportation Study

Metropolitan
Planning
Organization



Today's Date: July 15, 2015

**Lackawanna-Luzerne Transportation Study MPO
Public Participation Plan Mini-Workshop**

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

more time would be better.

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:

Please deposit your completed form in the designated
"Comment Form Drop Box" before leaving the meeting.
Thank you again for your participation.

Appendix I

INTERESTED PARTIES DISTRIBUTION LIST

This list is current as of 9/21/2015. Please contact the LLTS MPO to be added to the list or to request the most up-to-date version of the list.

Interested Parties Distribution List
(Current as of September 21, 2015)

► **LLTS MPO Coordinating Committee Members (Full Copy of Draft Plan/TIP)**

1. PennDOT District 4 – George Roberts
2. PennDOT Central Office – Jim Arey
3. Lackawanna County – George Kelly, Community & Economic Development
4. Lackawanna County Commissioner – Jim Wansacz
5. Luzerne County – Nancy Snee, Planning Commission
6. Luzerne County – Dominic Yannuzzi (Permanent Proxy for Mayor Yannuzzi)
7. City of Scranton – John Pocius (Permanent Proxy for Mayor Chris Doherty)
8. City of Wilkes-Barre – Butch Frati (Permanent Proxy for Mayor Leighton)
9. Lackawanna County Transit Representative – Robert Fiume
10. Luzerne County Transit Representative – Norm Gavlick
11. Luzerne County Aviation Representative – Carl Beardsley
12. Pennsylvania Northeast Regional Railroad Authority – Larry Malski
13. Federal Highway Administration – Matt Smoker
14. Federal Transit Administration – Tim Lidiak

► **LLTS MPO Transportation Advisory Committee Members (Full Copy of Draft Plan/TIP)**

1. Luzerne County – Janet Sweeney, PA Environmental Council
2. Luzerne County – Mary Malone, Greater Hazleton Chamber of Commerce
3. Luzerne County – Ted Patton, Martz Trailways Co.
4. Luzerne County – Denise Corcoran, ARCIL/Operation Overcome
5. Luzerne County – Merle Mackin, Convention & Visitors Bureau
6. Luzerne County – Patricia Reid, NAACP
7. Luzerne County – Silvano Castro
8. Luzerne County – Carmen Vasquez, Rosenn, Jenkins & Greenwald
9. Luzerne County – Rosemary Lombardo
10. Luzerne County – Vacant, City of Wilkes-Barre
11. Luzerne County – Vacant, Anthracite Scenic Trails Association
12. Lackawanna County – Bernard McGurl, Lackawanna River Corridor Association
13. Lackawanna County – Nina Waskevich, AAA, Northeast Pennsylvania
14. Lackawanna County – Linda Melvin, Sierra Club
15. Lackawanna County – Michael Lavelle, Carbon Sales, Inc.
16. Lackawanna County – Keith Williams, Center for Independent Living
17. Lackawanna County – John Tomchko, Lackawanna County Coordinated Transit System
18. Lackawanna County – Vacant, Lackawanna Heritage Valley Authority
19. Lackawanna County – Vacant, Greater Scranton Chamber of Commerce
20. Lackawanna County – Vacant, Lackawanna County Public Relations Department
21. Lackawanna County – Diane Boone, The Melanian News

Interested Parties Distribution List (continued)

► **LLTS MPO Transportation Technical Committee Members (Full Copy of Draft Plan/TIP)**

1. PennDOT District 4 – Susan Hazelton
2. PennDOT District 4 – Gerard Babinski
3. PennDOT Central Office – Dean Roberts
4. Lackawanna County Commissioner
5. Lackawanna County – Gary Cavill (Permanent Proxy for Louis Norella, Greenman-Pedersen, Inc.)
6. Luzerne County – Larry Plesh, Engineering Office
7. Lackawanna County Regional Planning Commission – Steve Pitoniak
8. Luzerne County Planning Commission– Nancy Snee
9. Luzerne County Redevelopment Authority - Vacant
10. City of Scranton – John Pocius (Permanent Proxy for Mayor Doherty)
11. City of Wilkes-Barre – Butch Frati (Permanent Proxy for Mayor Leighton)
12. Lackawanna County Transit Representative – Doug Hein
13. Luzerne County Transit Representative – Norm Gavlick
14. City of Hazleton Transit Representative – Ralph Sharp (Permanent Proxy for Mayor Yannuzzi)
15. Lackawanna County Aviation Representative – Stephen Mykulyn
16. Luzerne County Aviation Representative – Carl Beardsley, Jr.
17. Pennsylvania Northeast Regional Railroad Authority – Larry Malski
18. NEPA – Alan Baranski (Permanent Proxy for President & CEO Jeff Box)
19. FHWA – Matt Smoker
20. Federal Transit Administration – Tim Lidiak

► **Counties and Municipalities (Notice Only)**

1. Lackawanna County Board of Commissioners
2. Luzerne County Board of Commissioners
3. All municipalities in the two-county MPO region

► **Legislators – Federal & State (Notice Only)**

1. Senator Bob Casey
2. Senator Pat Toomey
3. Congressman Lou Barletta
4. Congressman Matthew Cartwright
5. Congressman Tom Marino
6. State Senator John Yudichak
7. State Senator John Blake
8. State Senator John Gordner
9. State Senator Lisa Baker
10. State Representative Eddie Day Pashinski
11. State Representative Mike Caroll
12. State Representative Tarah Toohil
13. State Representative Aaron Kaufer
14. State Representative Karen Boback
15. State Representative Gerald Mullery

Interested Parties Distribution List (continued)

16. State Representative Frank Farina
17. State Representative Sid Michaels Kavulich
18. State Representative Marty Flynn

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

1. Wilkes-Barre/Scranton Airport
2. Martz Trailways

► **Freight Providers (Notice Only)**

1. Luzerne County Rail Authority & Luzerne County Redevelopment Authority
2. Kane Freight Lines/Kane is Able
3. Waste Management

► **Human Service Agencies (Notice Only)**

1. ARCIL/Operation Overcome
2. Center for Independent Living

► **Economic Development Agencies (Notice Only)**

1. Scranton Chamber of Commerce
2. Greater Hazleton Chamber of Commerce
3. Mountain Council of Governments
4. Scranton/Abington Planning Association
5. Abington Council of Governments
6. City of Hazleton Community Development
7. Greater Scranton Chamber of Commerce
8. Hazleton CANDO, Inc.
9. Downtown Hazleton Alliance for Progress
10. Diamond City Partnership
11. Luzerne County Convention and Visitors Bureau
12. Lackawanna County Convention and Visitors Bureau
13. Wilkes-Barre Chamber of Business and Industry
14. Wilkes University Institute for Public Policy & Economic Development
15. Pittston Chamber of Commerce

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

1. Luzerne County Flood Mitigation
2. Earth Conservancy
3. PA Environmental Council
4. Countryside Conservancy
5. North Branch Land Trust
6. Around Town Bicycles, Inc.

Interested Parties Distribution List (continued)

► **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

► **Surrounding County Planning Agencies (Notice Only)**

1. Wayne County Planning Commission
2. Northeastern Pennsylvania MPO
3. SEDA-COG MPO
4. Northern Tier RPO

► **Tribal Contacts (Notice Only)**

1. Absentee Shawnee Tribe of Oklahoma
2. Delaware Nation
3. Delaware Tribe of Oklahoma
4. Eastern Shawnee Tribe of Oklahoma
5. Onondaga Nation
6. Shawnee
7. St. Regis Mohawk
8. Tonawanda Seneca Nation
9. Oneida Indian Nation
10. Tuscarora Nation

Interested Parties Distribution List (continued)

► **Other (MPO Mailing Lists – Notice Only)**

1. North Pocono School District
2. Crestwood Area School District
3. Valley View School District
4. Hazleton Area School District
5. Scranton School District
6. Abington Heights School District
7. Keystone College
8. Lackawanna College
9. Marywood University
10. Career Technology Center of Lackawanna County
11. Valley View Industrial Park
12. Carbon Sales, Inc.
13. Mericle Development Corp.
14. POWER! Scranton
15. United Methodist Church – Scranton
16. Butler Enterprises, Inc.
17. Proctor and Gamble

Appendix J

LLTS MPO COMMITTEE MEMBERSHIP

Lackawanna/Luzerne MPO Transportation Advisory Committee as of September 28, 2015

LUZERNE COUNTY

Anthracite Scenic Trails Association
Vacant

Janet Sweeney
Pennsylvania Environmental Council

Mary Malone, President
Greater Hazleton Chamber of Commerce

Ted Patton
Martz Trailways Co.

Denise Corcoran
ARCIL/Operation Overcome

Vacant
Wilkes-Barre City Hall

Merle Mackin, Director
Luzerne County Convention & Visitors Bureau

Patricia Reid
NAACP

Silvano Castro

Carmen Vasquez
Rosenn, Jenkins & Greenwald

Rosemary Lombardo

LACKAWANNA COUNTY

Bernard McGurl
Lackawanna River Corridor Association

Vacant
Lackawanna Heritage Valley Authority

Vacant
Greater Scranton Chamber of Commerce

Nina Waskevich, President
AAA, Northeast Pennsylvania

Linda Melvin
Sierra Club

Michael Lavelle
Carbon Sales, Inc.

Keith Williams
Center for Independent Living

John Tomcho
Lackawanna County Coordinated Transit System
COLTS

Lackawanna County Public Relations Department
County Administration Bldg.

Diane Boone
The Melanian News

Lackawanna/Luzerne MPO Technical Committee as of September 28, 2015

PENNDOT

Susan Hazelton, ADE for Design
PennDOT District 4

Gerard Babinski, Acting Bridge Engineer
PennDOT District 4

Dean Roberts
PennDOT Central Office

LACKAWANNA COUNTY

Commissioner
Lackawanna County Administration Bldg.

Louis Norella, P.E.
Greenman-Pedersen, Inc.
Permanent Proxy:
Gary Cavill, P.E.

LUZERNE COUNTY

Larry Plesh
Luzerne County Engineering Office

Luzerne County Redevelopment Authority

LACKAWANNA COUNTY REGIONAL PLANNING COMMISSION

Steve Pitoniak, Chairman
Lackawanna County Regional Planning Commission

LUZERNE COUNTY PLANNING COMMISSION

Executive Director, Vice-Chair
Luzerne County Planning Commission

CITY OF SCRANTON

Permanent Proxy for Mayor Doherty
John Pocius
CECO Associates

CITY OF WILKES-BARRE

Permanent Proxy for Mayor Leighton
Butch Frati

TRANSIT REPRESENTATIVE – LACKAWANNA COUNTY

Doug Hein
County of Lackawanna Transit System (COLTS)

TRANSIT REPRESENTATIVE – LUZERNE COUNTY

Norm Gavlick, Interim Director
Luzerne County Transit Authority

TRANSIT REPRESENTATIVE - CITY OF HAZLETON

Permanent Proxy for Mayor Yannuzzi:
Ralph Sharp, Director

AVIATION REPRESENTATIVE

Stephen Mykulyn, P.E., Director of Engineering
Wilkes-Barre/Scranton International Airport

Carl Beardsley, Jr.
Wilkes-Barre/Scranton International Airport

PENNSYLVANIA NORTHEAST REGIONAL RAILROAD AUTHORITY

Larry Malski, Esq., President
Pennsylvania Northeast Regional Railroad Authority

NORTHEASTERN PENNSYLVANIA ALLIANCE

Jeff Box, President & CEO
Permanent Proxy:
Alan Baranski

NON-VOTING MEMBERS

FEDERAL HIGHWAY ADMINISTRATION
Matt Smoker
FHWA Pennsylvania Division

FEDERAL TRANSIT ADMINISTRATION
Tim Lidiak
Federal Transit Administration, Region III

Lackawanna/Luzerne MPO Coordinating Committee Membership as of September 28, 2015

PENNDOT

George Roberts, District Executive
PennDOT District 4

Jim Arey
Manager, Transportation Program Development
PennDOT Central Office

LACKAWANNA COUNTY

George Kelly, Director
Community & Economic Development

Commissioner Jim Wansacz

LUZERNE COUNTY

Executive Director
Luzerne County Planning Commission

Joseph Yannuzzi, Mayor
Hazleton City Hall

Permanent Proxy for Mayor Yannuzzi:
Dominic Yannuzzi
Alfred Benesch & Company

CITY OF SCRANTON

Permanent Proxy for Mayor Chris Doherty:
John Pocius, CECO Associates

CITY OF WILKES-BARRE

Permanent Proxy for Mayor Leighton:
Butch Frati

TRANSIT REPRESENTATIVE – LACKAWANNA COUNTY

Robert Fiume, Director
County of Lackawanna Transit System

TRANSIT REPRESENTATIVE – LUZERNE COUNTY

Norm Gavlick, Director
Luzerne County Transit Authority

AVIATION REPRESENTATIVE

Carl Beardsley, Jr., Airport Director
Wilkes-Barre/Scranton International Airport

NON-VOTING MEMBERS

PENNSYLVANIA NORTHEAST REGIONAL RAILROAD
AUTHORITY
Larry Malski, Esq., President PNRRA

FEDERAL HIGHWAY ADMINISTRATION
Matt Smoker
FHWA Pennsylvania Division

FEDERAL TRANSIT ADMINISTRATION
Tim Lidiak
Federal Transit Administration, Region III

Appendix K

TRANSPORTATION ADVISORY COMMITTEE BYLAWS

Lackawanna/Luzerne Metropolitan Planning Organization Transportation Advisory Committee Bylaws

ADOPTED JANUARY 28, 1998

ARTICLE 1

Name

Section 1. This committee shall be named and known as the Lackawanna/Luzerne MPO Transportation Advisory Committee.

ARTICLE 2

Mission

Section 1. The mission of the Lackawanna/Luzerne MPO Transportation Advisory Committee is to provide a forum in which citizens, acting on their own behalf or on behalf of the organizations they represent, can participate in the transportation planning process.

The TAC shall:

1. Act in an advisory capacity to the MPO Technical Committee;
2. Assist the Technical Committee in updating the Long-Range Transportation Plan, and any other tasks as directed by the Technical Committee;
3. Keep the Technical Committee apprised of current and developing citizen concerns in area related to the Technical Committee's duties and responsibilities;
4. Assist the Technical Committee in reaching out to the public, both to educate them regarding the transportation planning process, and to solicit their input on pertinent transportation issues;
5. Assist the MPO in developing a consensus on transportation-related issues when necessary.

Section 2. The mission of the Lackawanna/Luzerne Transportation Advisory Committee is to support the attainment of the overall goal of the Long-Range Transportation Plan through a progressive and comprehensive planning approach, the development, maintenance, and management of an adequate, safe, convenient, accessible, environmentally-sound, and balanced intermodal transportation network to provide for the efficient movement of people and goods in both Lackawanna and Luzerne Counties.

ARTICLE 3

Offices

Section 1. The TAC may have offices at such place or places as the chairperson may select from time to time.

Section 2. The mailing address of the TAC shall be c/o the Luzerne County Planning Commission or such other address the chairperson may appoint.

ARTICLE 4

Membership

Section 1. The membership of the TAC shall be open to any person having an interest in transportation matters.

Section 2. Selection of members can be made at any regular or special meeting of the TAC by a majority vote of members present.

ARTICLE 5

Meetings

Section 1. A general membership meeting shall be held once every three months, except at the direction of the chairperson.

Section 2. Meetings of the membership shall be held at such place or places within the Counties of Lackawanna and Luzerne.

Section 3. At the April membership meeting every two years, the general membership shall elect a chairperson and transact such other business as may be properly brought before the meeting.

Section 4. Written notice of every meeting of the members, stating the time, place, and object thereof, shall be given by, or at the direction of, the chairperson to each member of record, at least ten (10) days prior to the day of the meeting.

Section 5. Every member of the TAC shall be entitled to one vote. No member shall sell his/her vote for money or anything of value.

Section 6. Voting may be by ballot, mail or any reasonable means determined by the chairperson.

ARTICLE 6

Officers

Section 1. The TAC shall elect a chairperson, vice-chairperson, and secretary who will serve for two years.

Section 2. The duties of the chairperson will be to set meeting agendas and conduct the meetings of the committee. The duties of the vice-chairperson will be to assist the chairperson in the conduct of the work of the committee, and to assume the duties of chairperson in the absence of the chairperson. The duties of the secretary – treasurer are to record the proceedings of the committee, maintain correspondence and other documents as further enumerated in Article 9.

ARTICLE 7

Election of Officers

Section 1. The election of officers shall be held at the April meeting every two years. At the January meeting, the chairperson shall appoint a nominating committee to consist of three (3) members which will nominate officers. Members of the nominating committee shall be eligible for nomination.

ARTICLE 8

Vacancies

Section 1. If any of the offices become vacant for any reason, the membership, by majority vote, within thirty (30) days, shall choose a successor, who shall hold office for the unexpired term.

ARTICLE 9

Books, Records and Staff

Section 1. The TAC shall keep an original record of the proceedings of the members, the original by-laws, including all amendments thereto to date, and an original membership register, giving the names of the members, and showing their respective addresses. The TAC shall also keep complete and accurate books or records of account. The records provided for herein shall be kept at the registered office of the committee.

Section 2. The staff of the planning commissions of Luzerne and Lackawanna Counties will provide services to the committee on an as needed basis in conjunction with their roles with the Lackawanna/Luzerne MPO.

ARTICLE 10

Amendments

Section 1. Bylaws may be adopted, amended, or replaced by a majority vote of the members present at any regular meeting of the committee duly-convened, provided that notice of such amendment be specified in the call for such meeting.

Appendix L

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

Appendix L Contents

- ▶ Legal Notice of the Public Comment Period
- ▶ Press Release announcing the Public Comment Period and Public Meeting
- ▶ Webpage Notice of the Public Comment Period
- ▶ Correspondence with Interested Parties
- ▶ Record of Public Meeting
 - Sign-In Sheets
 - Informational Display Boards
 - Sample Comment Form
 - Powerpoint Presentation
 - Public Meeting Summary
 - Comments Received

**Lackawanna-Luzerne
Transportation Study**

Metropolitan
Planning
Organization



Legal Notice of the Public Comment Period

PUBLIC COMMENT

In accordance with the Sunshine Act and the Moving Ahead for Progress in the 21st Century (MAP-21), the Lackawanna/Luzerne Transportation Study (LLTS) Metropolitan Planning Organization (MPO) is holding a 45-day public comment period, beginning on September 28 and ending on November 12, 2015, on the 2015-2040 Long Range Transportation Plan, the Public Participation Plan (including an Environmental Justice Plan, a Title VI Plan, and a Limited English Proficiency Plan), and a Congestion Management Plan.

These documents will be available for review at the following venues:

PennDOT District 4-0 Office Bldg

Room 214, 55 Keystone Industrial Park, Dunmore, PA

Lackawanna County Regional Planning Commission

135 Jefferson Avenue, Scranton, PA

Luzerne County Planning Commission

Penn Place Bldg., Room 208, 20 N. Pennsylvania Ave., Wilkes-Barre, PA

Scranton Public Library (Reference Department)

Corner of Washington & Vince Streets, Scranton, PA

Osterhaut Free Library (Reference Department)

71 S. Franklin St., Wilkes-Barre, PA

Hazleton Area Public Library (Reference Department)

55 N. Church St., Hazleton, PA

Carbondale Public Library (Reference Department)

5 N. Main St., Carbondale, PA

Amilcar Arroyo, President

C&A Promotions, 100 West Broad St., Suite 107, Hazleton, PA

NAACP

C/O Larry Singleton, President, Branch 2306, P.O. Box 2460, Wilkes-Barre, PA

MPO Web Page

www.luzernecounty.org/county/departments_agencies/planning_commission/lackawannaluzerne-metropolitan-planning-organization

Comments on these Plans may be submitted to the following agencies:

PennDOT – 570-963-3134 (Marie Bishop)

mabishop@pa.gov

Lackawanna County Planning Commission

Steve Pitoniak – 570-963-6400 • pitoniaks@lackawannacounty.org

Luzerne County Planning Commission

Nancy Snee – 570-825-1564 • Nancy.snee@luzernecounty.org

Non-Discrimination: Under Title VI of the Civil Rights Act of 1964, no person shall be excluded from participation in, or be denied the benefits of, or be subject to discrimination under any program or activity receiving federal financial assistance. If you feel that you have been denied participation in, denied benefits of, or been subjected to discrimination in regard to any of the items listed above, please contact the Department of Transportation,

Office of Equal Opportunity, 400 North Street, Harrisburg, PA.

Phone Number: **1-800-468-4201**

**Lackawanna-Luzerne
Transportation Study**

Metropolitan
Planning
Organization



Press Release on Public Comment Period and Public Meeting

From: Taluto, Michael S
Sent: Tuesday, October 27, 2015 1:10 PM
Subject: Public Comment Sought for Transportation and Public Participation Plans

October 27, 2015

Public Comment Sought for Transportation and Public Participation Plans

Dunmore: The Lackawanna-Luzerne Transportation Study Metropolitan Planning Organization (LLTS MPO) is holding two meetings to provide the public the opportunity to review and comment on the MPO's updated Long Range Transportation Plan (LRTP) and Public Participation Plan (PPP).

The first meeting will be held at the Luzerne County Courthouse in the Council meeting room on Wednesday, November 4 from 4:00 p.m. to 6:00 p.m. The second meeting will be held at the Lackawanna County Center for Public Safety in Jessup on Thursday, November 5 from 1:00 p.m. to 3:00 p.m. The meetings will follow an open house format, but a brief presentation on each of the documents will be given at the start of each meeting. The same information will be presented at each location.

The meetings are being held in conjunction with the MPO's ongoing Public Review and Comment Period for the updated Long Range Transportation Plan and Public Participation Plan. The Public Review and Comment period began on Monday, September 28, and will continue through Thursday, November 12. The public may review the documents and submit their comments at any time during this period. Individual copies of each document are available for public review at the following locations:

Lackawanna County Regional Planning Commission	Scranton
Luzerne County Planning Commission	Wilkes-Barre
PennDOT Engineering District 4	Dunmore
Scranton Public Library (Reference Depart.)	Scranton
Osterhaut Free Public Library (Reference Dept.)	Wilkes-Barre
Hazleton Area Public Library (Reference Dept.)	Hazleton
Carbondale Public Library (Reference Dept.)	Carbondale
El Mensajero (Amilcar Arroyo)	Hazleton
NAACP, Branch 2306	Wilkes-Barre

At the conclusion of the Public Review and Comment Period, the MPO will review all comments received and address them as appropriate, which may include modification to existing document content. All comments submitted will become a part of the draft document project file at the MPO.

The public is encouraged to attend the meeting of their choice. Public comments on these documents must include the name and address of the interested party, and may be submitted in at the meeting or in written, typed, or electronic format as follows:

Submit your comments online at:

[https:// www.surveymonkey.com/r/lltransportationstudy](https://www.surveymonkey.com/r/lltransportationstudy)

Email or Fax your comments to:

Nancy Snee, Luzerne County Planning Commission

Fax: 570-823-6362

Email: nancy.snee@luzernecounty.org

Or

Steve Pitoniak, Transportation Planning Manager, Lackawanna County Regional Planning Commission,

Fax: 570-963-6364

Email: pitoniaks@lackawannacounty.org

Both meeting locations are accessible to persons having disabilities. Anyone planning to attend one of the meetings but requiring accommodation due to a disability, please contact the following individuals at each location at least two (2) business days in advance of the scheduled meeting date so that arrangements can be made:

Nancy Snee, Luzerne County Planning Commission

Telephone: 570-825-1564

Or

Steve Pitoniak, Lackawanna County Regional Planning Commission

Telephone: 570-963-6400

Michael S. Taluto | Safety Press Officer
Pennsylvania Department of Transportation
District 4-0 Office
55 Keystone Industrial Park | Dunmore, Pa 18512
Office 570.963.3502 | Fax 570.614.2957
www.neparoads.com * www.511PA.com

PennDOT reminds motorists they can log on to 511pa.com or call 511 from any phone to check traffic conditions before heading out.

**Lackawanna-Luzerne
Transportation Study**

Metropolitan
Planning
Organization



Webpage Notice of Public Comment Period

***Public Review and Comment Requested on the
Draft Lackawanna-Luzerne 2015-2040 Long-Range Transportation Plan and
Draft updated Public Participation Plan***

The Lackawanna-Luzerne Transportation Study Metropolitan Planning Organization (LLTS MPO) is holding a 45-day public review and comment period beginning Monday, September 28 and ending on November 12, 2015 for its **draft 2015-2040 Long-Range Transportation Plan** and the **draft updated Public Participation Plan** (including a **Title VI Plan** and a **Limited English Proficiency Plan**). The public is encouraged to review these draft documents, and to provide comments for consideration and inclusion in the Plans. The final version of these Plans will be presented to the LLTS MPO Technical and Coordinating Committees for adoption by the end of the year.

All comments must be submitted by close of business (5:00 p.m.) on Thursday, November 12 for consideration and inclusion in the final Plans.

Please see the Public Comment Form on the site. This can be printed out and filled in, and either scanned, faxed or sent to the following people:

Nancy Snee, Luzerne County Planning Commission

Telephone: 570-825-1564 Fax: 570-825-6362 E-Mail: nancy.snee@luzernecounty.org

Steve Pitoniak, Lackawanna County Regional Planning Commission

Telephone: 570-963-6400 Fax: 570-963-6364 E-Mail: pitoniaks@lackawannacounty.org

Marie Bishop, PennDOT District 4-0

Telephone: 570-963-3134 Fax: 570-963-4949 E-Mail: mabishop@pa.gov

Comments can also be submitted via the following Survey Monkey web site:

[https:// www.surveymonkey.com/r/lltransportationstudy](https://www.surveymonkey.com/r/lltransportationstudy)

Hard copies of the plans are available for review at the following locations:

Lackawanna County Regional Planning Commission

135 Jefferson Avenue, Scranton, PA

Luzerne County Planning Commission

Penn Place Bldg., Room 208, 20 N. Pennsylvania Ave., Wilkes-Barre, PA

PennDOT District 4-0

Room 214, 55 Keystone Industrial Park
Dunmore, PA

Osterhaut Free Library (Reference Department)

71 S. Franklin St., Wilkes-Barre, PA

Hazleton Area Public Library (Reference Department)

55 N. Church St., Hazleton, PA

Carbondale Public Library (Reference Department)

5 N. Main St., Carbondale, PA

El Mensajero (Amilcar Arroyo)

100 West Broad St., Suite 107
Hazleton, PA

NAACP (Larry Singleton, President)

Branch 2306
Wilkes-Barre, PA

**Lackawanna-Luzerne
Transportation Study**

Metropolitan
Planning
Organization



Correspondence with Interested Parties



**LACKAWANNA-LUZERNE TRANSPORTATION STUDY
METROPOLITAN PLANNING ORGANIZATION**



**Public Meetings for the Draft Updated Long Range Transportation Plan
and Public Participation Plan**

October 23, 2015

As you may know, the Lackawanna-Luzerne Transportation Study Metropolitan Planning Organization (LLTS MPO) is holding two meetings to provide the public the opportunity to review and comment on the MPO's updated Long Range Transportation Plan (LRTP) and Public Participation Plan (PPP). We want to invite you to attend one of these important meetings.

The first meeting will be held at the Luzerne County Courthouse in the Council meeting room on Wednesday, November 4 from 4:00 p.m. to 6:00 p.m. The second meeting will be held at the Lackawanna County Center for Public Safety in Jessup on Thursday, November 5 from 1:00 p.m. to 3:00 p.m. The meetings will follow an open house format, but a brief presentation on each of the documents will be given at the start of each meeting. The same information will be presented at each location.

The meetings are being held in conjunction with the MPO's ongoing Public Review and Comment Period for the updated Long Range Transportation Plan and Public Participation Plan. The Public Review and Comment period began on Monday, September 28, and will continue through Thursday, November 12.

Both meeting locations are accessible to persons having disabilities. If your attendance requires accommodations due to a disability, please contact Nancy Snee (for the Luzerne County meeting location) or Steve Pitoniak (for the Lackawanna County meeting location) at least two (2) business days in advance of the scheduled meeting date so that arrangements can be made. The telephone numbers for Nancy and Steve are listed below:

Nancy Snee, Luzerne County Planning Commission
Telephone: 570-825-1564

Steve Pitoniak, Lackawanna County Regional Planning Commission
Telephone: 570-963-6400

We hope you will be able to join us as we look forward to your participation in this important transportation planning initiative.

Sincerely,

A handwritten signature in black ink, appearing to read "Steve Pitoniak".

Steve Pitoniak, Transportation Planning Manager
Lackawanna County Planning Commission

A handwritten signature in black ink, appearing to read "Nancy Snee".

Nancy Snee, Interim Executive Director
Luzerne County Planning Commission

**Lackawanna-Luzerne
Transportation Study**

Metropolitan
Planning
Organization



Record of Public Meeting

- Sign-In Sheets
- Informational Display Materials/Boards
- Sample Comment Form
- Powerpoint Presentation
- Public Meeting Summary
- Comments Received

**Lackawanna-Luzerne
Transportation Study**

Metropolitan
Planning
Organization



Sign-In Sheets



SIGN IN SHEET
 Luzerne County Courthouse
 Council Meeting Room
 4:00 p.m. – 6:00 p.m.

Lackawanna-Luzerne Trans. tation Study
 Public Meeting
 Wednesday, November 4, 2015

Name	Organization Represented	Mailing Address	Email	Phone
Steve Mocarsky	Times Leader	15 N. Main St Wilkes-Barre, PA 18711	smocarsky@timesleader.com	570-991-6386
Norm Gavlick	LCTA	315 Northampton St Kingston PA 18704	ngavlick@lcta.biz.com	570-708-9556
Richard Williams	County Council	82 S. Main St. Wilkes-Barre, PA 18701	RWilliams@wkl-architects.com	570-793-3316
Lee Puskar	Luzerne County Planning/Zoning	200 N River St WB PA	lee.puskar@luzernecountypa.gov	570-825-1565
Ed Ches	TaxPayer			
Steve Fisher	PennDOT 4.0	55 Keystone Industrial Park Dunmore PA	stfisher@pa.gov	570-963-4171
George Roberts	" "	" "	georrob@pa.gov	570-963-4010
Allen Baranski	NEPA	~	~	~



SIGN IN SHEET
 Luzerne County Courthouse
 Council Meeting Room
 4:00 p.m. – 6:00 p.m.

Lackawanna-Luzerne Transportation Study
 Public Meeting
 Wednesday, November 4, 2015

Name	Organization Represented	Mailing Address	Email	Phone
Carl Beardsley	AVP-Airport		cbeardsley@FLYAVP.com	570-602-2000
Steve Mykulyk	W-B/Serv Intl Airport		mykulyk@flyavp.com	570 602 2003
Nancy Snee	LLTS MPO Luzerne County			
Steve Pitoniak	LLTS MPO Lackawanna County			
Chris Chapman	LLTS MPO Lackawanna County			
Cindy McCormick	McCormick Taylor	5 Capital Drive, Hbg, PA 17110	cs McCormick@ mtmail.biz	717-540-6040
Michelle Goddard	McCormick Taylor	"	mlgoddard@ mtmail.biz	"



SIGN IN SHEET
 Lackawanna County Center for Public Safety
 Jessup, PA
 1:00 p.m. - 3:00 p.m.

Lackawanna-Luzerne Transportation Study
 Public Meeting
 Thursday, November 5, 2015

Name	Organization Represented	Mailing Address	Email	Phone
Marie Bishop	PENNDOT 4-0	55 Keystone Industrial Park Dunncore PA 18512	mabishop@pa.gov	570-963-3134
Susan Hazleton	PENNDOT 4-0	"	shazleton@pa.gov	570-963-4045
BORYS KRAWCZENIUK	SCRANTON TIMES-TRIBUNE	149 PENN AVE SCRANTON, PA 18502	bkravczeniuk@timeshamrock.com	570-348-9147
Michael Taluto	PennDOT 4-0	55 Keystone Industrial Park Dunncore PA 18512	MTALUTO@PA.GOV	570 963-3522
Kate McMahon	NEPA Alliance	1151 Oak St Dittston PA 18640	kmcmahan@nepa-alliance.org	570-655-5581
LISA ROLAND	MAHE	239 Old River Rd WB 18702	LEONLAND@MAHEGROUP.COM	570 342 3013
Bob Cleghorn	"	"	rcleghorn@markgroup.com	570 821 3897
Brenda Sacco	Lackawanna County	135 Jefferson Ave Scranton PA 18503	saccolb@lackawanna-county.org	570 963 6830



SIGN IN SHEET
 Lackawanna County Center for Public Safety
 Jessup, PA
 1:00 p.m. – 3:00 p.m.

Lackawanna-Luzerne Transportation Study
 Public Meeting
 Thursday, November 5, 2015

Name	Organization Represented	Mailing Address	Email	Phone
GEOFF SHAW	EARTH CONSERVANCY	101 S MAIN ASHLEY PA 18706	G.SHAW@ EARTHCONSERVANCY.ORG	570 823 3445
JOHN POCIUS	CITY OF SCRANTON LABELLA ASSOCIATES CITY ENGINEER	507 LINNEN ST. SUITE 200 SCRANTON, PA 18603	j.pocius@ labella.pc.com	570 342-3101
Aaron Whitney	SLIBCO	222 Mulberry St Scranton, PA 18503	AWhitney@ ScrantonLumber.com	570-342-7711
Molly Lorenzen	Greater Scranton Chamber of Commerce	" "	mlorenzene@ ScrantonChamber.com	" "
GEORGE KELLY	Lackawanna County	135 Jefferson Ave Scranton PA 18503	Kellyg@ LackawannaCounty.org	570-963-6574
Steve Pironik	LLTS MPO Lackawanna County			
Chris Chapman	"			
Andy McCormick	McCormick Taylor	5 Capital Drive Hog, PA 17070	asmccormick@ mtmail.biz	717-540-6040
Michelle Goddard	"	"	mgoddard@ mtmail.biz	"

**Lackawanna-Luzerne
Transportation Study**

Metropolitan
Planning
Organization



Informational Display Boards

Lackawanna-Luzerne
Transportation Study
Metropolitan
Planning
Organization



Public Participation Plan

The Public Participation Plan guides the LLTS MPO efforts to effectively engage the public in its transportation planning processes. Your input is encouraged!

Supporting Documents

- **Title VI** – reflects the LLTS MPO's commitment to a policy of non-discrimination in the conduct of its business. It advocates that planning activities be performed without regard to race, color, disability, gender, age, low income, national origin, language or limited-English proficiency.
- The **Limited-English Proficiency Plan (LEP)** - reflects the LLTS MPO's commitment to providing meaningful access to transportation planning activities, information, and documents to individuals for whom English is not their primary language, or with limited abilities to read, write, speak or understand the English language.

Lackawanna-Luzerne
Transportation Study
Metropolitan
Planning
Organization



Remaining Project Schedule

Draft Updated Long Range Transportation Plan and Public Participation Plan

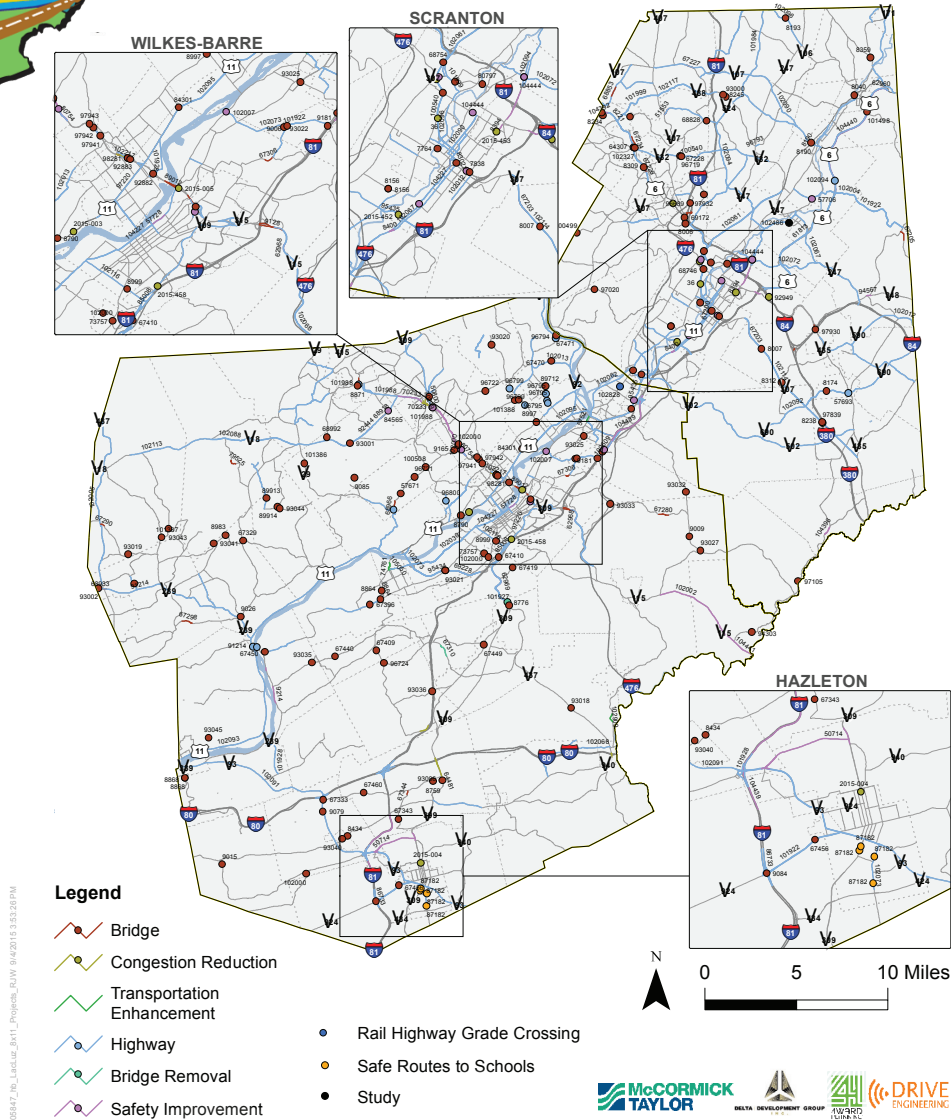
Activity	Target Date
45-Day Public Review and Comment Period	September 28 - November 12
Public Meeting Wednesday, November 4, 2015	Luzerne County Courthouse Council Meeting Room 4:00 p.m. - 6:00 p.m.
Public Meeting Thursday, November 5, 2015	Lackawanna County Center for Public Safety 1:00 p.m. - 3:00 p.m.
Comment Review & Modifications to Updated Plan	December/January 2016
Adoption of Updated Plans by the MPO Technical Committee	March - July 2016

Lackawanna-Luzerne
Transportation Study

Metropolitan
Planning
Organization



Long Range Transportation Plan Projects



**Lackawanna-Luzerne
Transportation Study**

Metropolitan
Planning
Organization



Sample Comment Form

Lackawanna-Luzerne
Transportation Study
Metropolitan
Planning
Organization



Lackawanna-Luzerne Transportation Study MPO

Draft Updated Long-Range Transportation and Public Participation Plans

Comment Form

45-Day Public Review and Comment Period
September 28 – November 12, 2015

Thank you for taking the time to review and provide your comments on the Lackawanna-Luzerne Transportation Study MPO's draft updated Long Range Transportation Plan (LRTP) **and/or** the draft updated Public Participation Plan (PPP).

The draft updated LRTP is a planning strategy and capital improvement program that spans 20 (twenty)-plus years. It identifies the location, size, function and type of new or improved transportation infrastructure, and represents the responsible investment of public funds into a cost-effective transportation system for the efficient movement of people and goods throughout the region. **The draft updated PPP** reflects the tools, techniques, and practices used by the MPO to actively involve all interested parties in an open and collaborative process that provides meaningful opportunities for the public to take part in shaping the region's transportation program and project decision-making.

All comments need to be submitted by the close of business (5:00p.m.) on Thursday, November 12 for consideration and inclusion in the final Plans. Comments are to be submitted in printed, written, or electronic format, including the use of this form. Each of the draft documents can be viewed online at:
http://www.luzernecounty.org/county/departments_agencies/planning_commission/lackawannaluzerne-metropolitan-planning-organization

All comment submissions must include the following information:

**this information is required*

*Name: _____

*Address: _____

*City: _____ *State: _____ *Zip: _____

Email Address (Optional): _____

Phone (Optional): _____

All comments are to be mailed, delivered, or faxed to:

Lackawanna County Regional Planning Commission

Attn: Steve Pitoniak

135 Jefferson Avenue, 2nd Floor

Scranton, PA 18503

Email: PitoniakS@lackawannacounty.org

Fax: (570) 963-6364

Or

Pennsylvania Department of Transportation

Attn: Marie Bishop

55 Keystone Industrial Park

Dunmore, PA 18512

Email: mabishop@pa.gov

Luzerne County Planning Commission

Attn: Nancy Snee

Suite 208, Penn Place

20 North Pennsylvania Avenue

Wilkes-Barre, PA 18711

Email: Nancy.Snee@luzernecounty.org

Fax: (570) 825-6362

Lackawanna-Luzerne Transportation Study MPO

1. Please check the documents that you have reviewed:

- ☐ Draft Updated Long-Range Transportation Plan
- ☐ Draft Updated Public Participation Plan
- ☐ Draft Updated Title VI Non-Discrimination Plan (companion document)
- ☐ Draft Updated 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 Luzerne County Planning Commission office in Wilkes-Barre
- ☐ At the Lackawanna County Regional Planning Commission office in Scranton
- ☐ Requested a copy from the MPO office
- ☐ At the Public Meeting for the LRTP and PPP Plan
- ☐ Online
- ☐ Other (please explain) _____

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

Draft Updated Long-Range Transportation Plan

► Easy to read

- ☐ Strongly Agree ☐ Agree ☐ Neutral ☐ Disagree ☐ Strongly Disagree

► Easy to understand

- ☐ Strongly Agree ☐ Agree ☐ Neutral ☐ Disagree ☐ Strongly Disagree

Draft Updated Public Participation Plan

► Easy to read

- ☐ Strongly Agree ☐ Agree ☐ Neutral ☐ Disagree ☐ Strongly Disagree

► Easy to understand

- ☐ Strongly Agree ☐ Agree ☐ Neutral ☐ Disagree ☐ Strongly Disagree

Lackawanna-Luzerne Transportation Study MPO

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

4. Does the Public Participation Plan adequately represent the cultural and ethnic diversity of the two-county MPO region (Lackawanna and Luzerne Counties)?

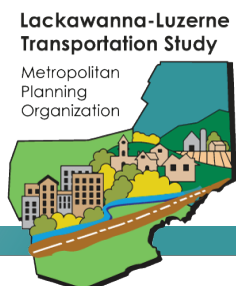
☐ Strongly Agree ☐ Agree ☐ Neutral ☐ Disagree ☐ Strongly Disagree

If you disagree/strongly disagree, please explain: _____

5. Does the Public Participation Plan enhance your understanding of the MPO's public participation responsibilities as they pertain to you, and the two-county MPO region?

☐ Strongly Agree ☐ Agree ☐ Neutral ☐ Disagree ☐ Strongly Disagree

If you disagree/strongly disagree, please explain: _____



[illegible]

If you disagree/strongly disagree, please explain: _____

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins or other markings on the paper.

**Lackawanna-Luzerne
Transportation Study**

Metropolitan
Planning
Organization



Powerpoint Presentation



Lackawanna-Luzerne Transportation Study Metropolitan Planning Organization

Long Range Transportation Plan and Public Participation Plan Update Public Meeting

November 4 & 5, 2015




Welcome




Introductions

- **LLTS MPO**
- **McCormick Taylor**


**Lackawanna-Luzerne
Transportation Study**
Metropolitan
Planning
Organization



Meeting Goals

-  Heighten awareness of the Draft Updated LRTP and PPP
-  Answer Questions about the Plans
-  Gather public input on the Plans

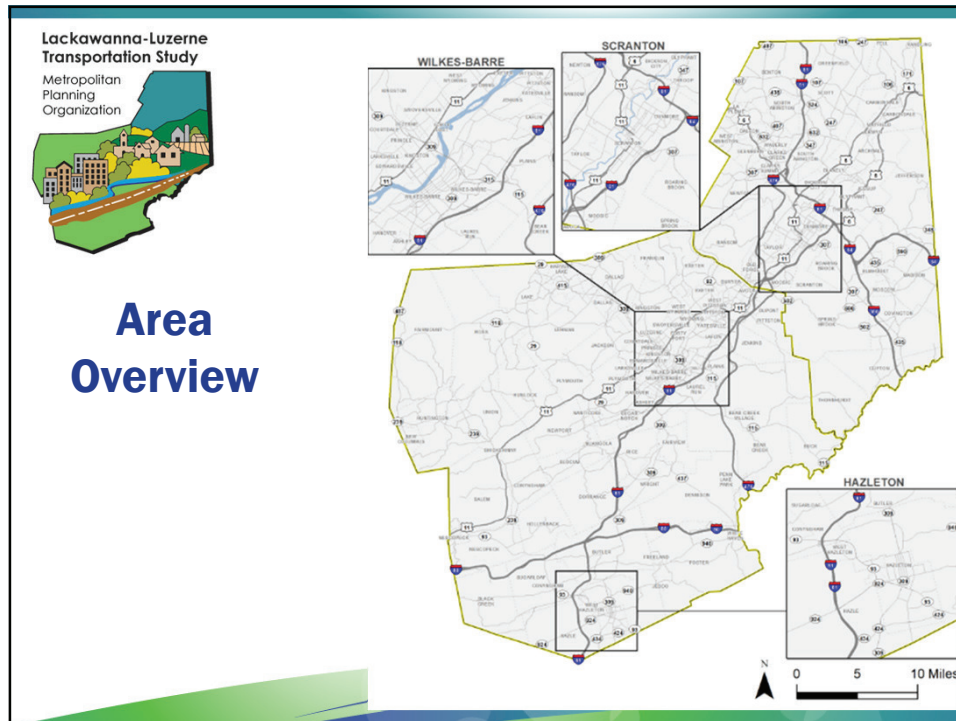
**Lackawanna-Luzerne
Transportation Study**
Metropolitan
Planning
Organization




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





What is a Long Range Transportation Plan?

- Document, but more importantly a planning process
- Involves citizens, government officials, planners, and associated stakeholders
- Visualize a region's future
- Identify trends
- Set goals for next twenty years
- Identifies transportation investments for next 20+ years

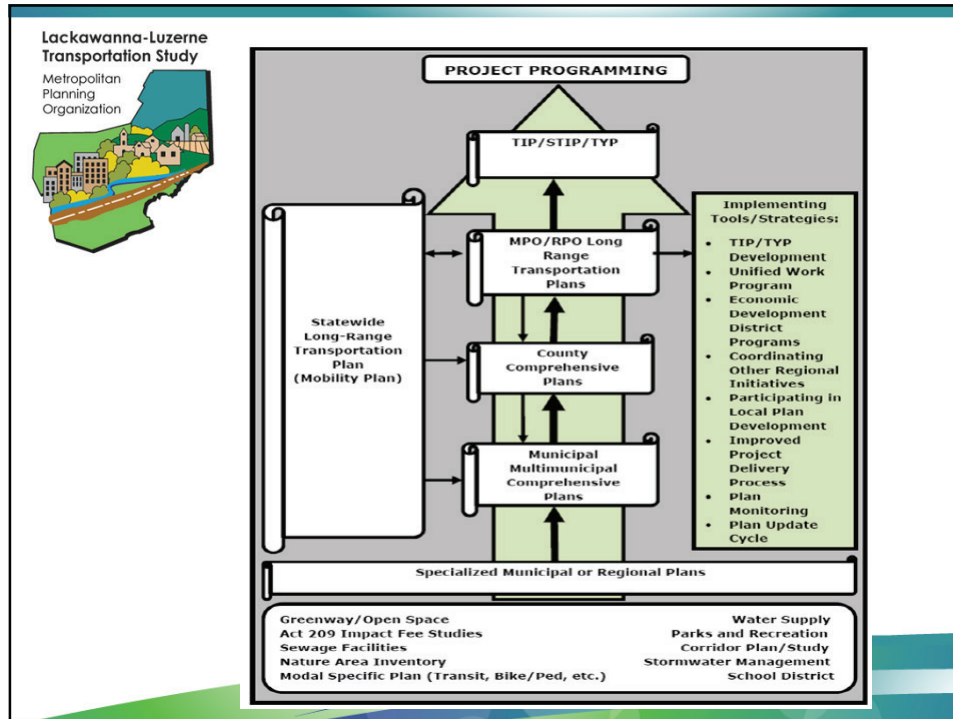


DRAFT
Lackawanna-Luzerne
Long Range
Transportation Plan Update
An Update of the
Lackawanna-Luzerne Regional Plan

Prepared for:
Lackawanna-Luzerne Transportation Study MPO
Lackawanna County Regional Planning Commission
330 Jefferson Avenue, 2nd Floor, Scranton, PA 18503
Luzerne County Planning Commission
Suite 200, Penn Plaza | 20 North Pennsylvania Avenue | Wilkes-Barre, PA 18712

Prepared by:
MACCORMICK
TAYLOR

5 Oxford Drive | Suite 400 | Harrisburg, PA 17103



Lackawanna-Luzerne Transportation Study
Metropolitan Planning Organization



- **Lackawanna Luzerne Regional Plan, adopted in 2011**
 - Comprehensive Plan
 - Long Range Transportation Plan
- **Long Range Plan updated every 5 years**

What is a Long Range Transportation Plan?



LACKAWANNA-LUZERNE REGIONAL PLAN
COMPREHENSIVE PLAN AND LONG-RANGE TRANSPORTATION PLAN FOR LACKAWANNA & LUZERNE COUNTIES, PA

A Guide for Integrating Land Use, Transportation, Economic Development and Sustainability in the Region

Prepared For:
Lackawanna County Planning Commission
Luzerne County Planning Commission
Pennsylvania Department of Transportation

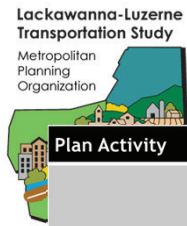
Prepared By:
McCormick Taylor
Engineers & Planners
Since 1961



**Lackawanna-Luzerne
Transportation Study**
Metropolitan
Planning
Organization

Goals of the Long Range Transportation Plan

- Economic vitality**
- Increase safety and security**
- Environment/Quality of life**
- Integration and connectivity of the transportation system across and between modes**
- Preservation and connectivity of the existing transportation system (all modes)**
- Consistency with principles of Title VI and Environmental Justice**



**Lackawanna-Luzerne
Transportation Study**
Metropolitan
Planning
Organization

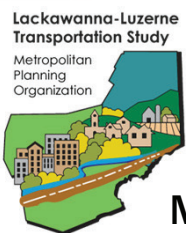
Process to Date

Plan Activity	Date	
Plan Formulation	January 21, 2015	Long-Term Plan Vision Project Scoring Criteria Discussion
	March 26, 2015	Revised Scoring Criteria Category Weighting
	April 2, 2015	Transportation Issues Forum 2 Locations - Scranton & Forty Fort
	April 29, 2015	Category & Criteria Weighting
	May 20, 2015 July 1, 2015 July 15, 2015	Project Scoring & Review
	September 24, 2015	Environmental Justice Workshop
DRAFT Plan Delivery	September 2015	30-day Agency Review followed by 30-day Public Comment Period
Review/Comment	September-November 2015	
FINAL Plan Delivery	February 2016	7-day Public Comment Period (if necessary)
Review/Comment	February 2016	
Plan Adoption	March - July 2016	5 month adoption timeframe




Draft Updated PPP

- Replaces previous plan adopted in 2004
- Includes a separate Title VI and LEP Plan
- Designed to strengthen MPO efforts to engage the public in compliance with federal and state guidelines



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.




Public Participation Plan 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



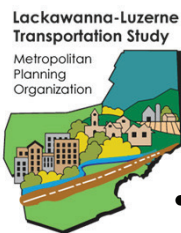
Public Participation Plan Criteria

- 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




Public Participation Plan Criteria

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



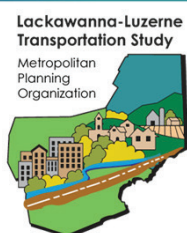
What is Title VI?

- 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.....effects on minority or low-income populations
 - Ensure full and fair participation in the transportation decision-making process
 - Prevent denial, 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


Lackawanna-Luzerne
Transportation Study
Metropolitan
Planning
Organization



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


Lackawanna-Luzerne
Transportation Study
Metropolitan
Planning
Organization



LEP/LAP


- **3.6% of LLTS MPO region speaks English less than “very well”**
- **Top 5 LEP Populations**
 - Spanish – 2.3%
 - Other Indic languages
 - Gujarati
 - Italian
 - Polish
- **Title VI Forms and Procedures and the Executive Summary of the LRTP were translated into Spanish**

All others in the top 5 are 0.15% of total population or less



Public Participation Plan Schedule

Activity	Target Date	Responsibility
Research & Data Collection	June – July 2015	McCormick Taylor
Mini-Workshop	July 15	LLTS MPO & McCormick Taylor
Draft Updated Plan to MPO	Sept. 4	McCormick Taylor
45-Day Public Review and Comment Period	Sept. 28 – Nov. 12	LLTS MPO
Public Meeting	Nov. 4 & 5	LLTS MPO
Comment Review & Addition to Updated Plan	Dec. 4	LLTS MPO & McCormick Taylor
Adoption of Updated Plan	Jan./Feb. 2016	LLTS MPO

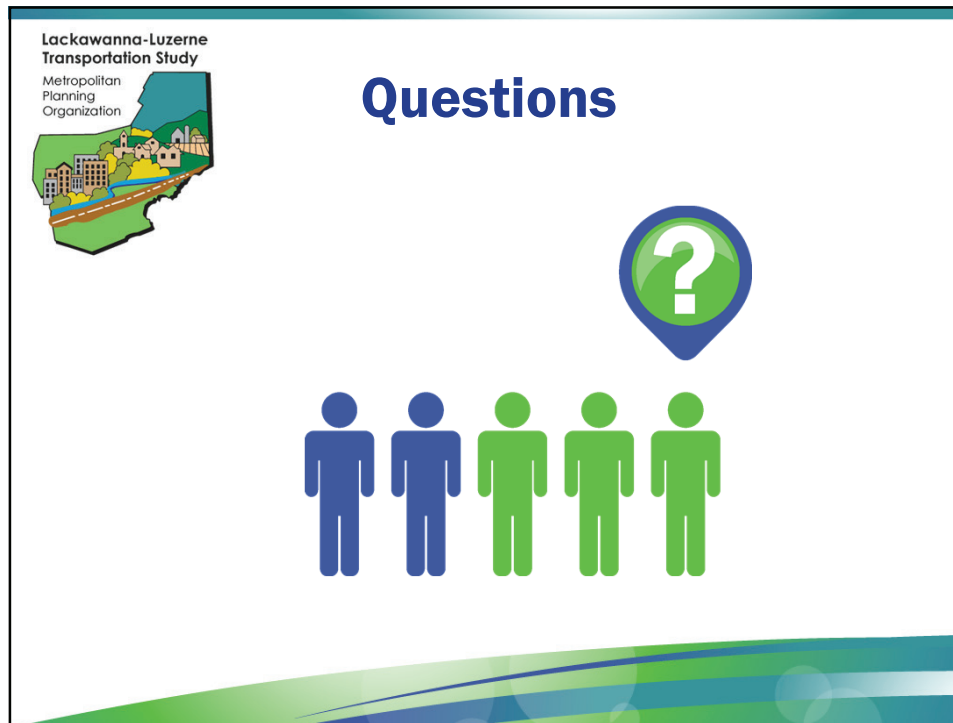


Submit Your Comments

EMAIL: [PitoniakS@lackawannacounty.org](mailto: PitoniakS@lackawannacounty.org) or [Nancy.Snee@luzernecounty.org](mailto: Nancy.Snee@luzernecounty.org)

ONLINE:
<https://www.surveymonkey.com/r/lltransportationstudy>

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



**Lackawanna-Luzerne
Transportation Study**

Metropolitan
Planning
Organization



Public Meeting Summary



LLTS MPO Long Range Transportation Plan and Public Participation Plan Public Meeting

Wednesday, November 4, 2015; 4-6 p.m.; Luzerne County Courthouse

Thursday, November 5, 2015; 1-3 p.m.; Lackawanna County Center for Public Safety

Public Meetings Summary

Attendance at November 4, 2015 Meeting

Attendee	Organization
Steve Mocarsky	Times Leader
Richard Williams	Luzerne County Council
Ed Ches	Tax Payer
Alan Baranski	NEPA Alliance
Carl Beardsley	AVP-Airport
Steve Mykulyn	W-B/Scranton International Airport
Norm Gavlick	Luzerne County Transportation Authority
Steve Fisher	PennDOT 4-0
George Roberts	PennDOT 4-0
Lee Pusker	Luzerne County Planning Commission
Nancy Snee	Luzerne County Planning Commission
Steve Pitoniak	Lackawanna County Planning Commission
Chris Chapman	Lackawanna County Planning Commission
Michelle Goddard	McCormick Taylor
Cindy McCormick	McCormick Taylor

Attendance at November 5, 2015 Meeting

Attendee	Organization
Borys Krawczenluk	Scranton Times-Tribune
Kate McMahon	NEPA Alliance
Lisa Rohland	Martz
Bob Chepalonis	Martz
Geoff Shaw	Earth Conservancy
John Pocius	City of Scranton/LaBella Associates
Aaron Whitney	Scranton Lackawanna Industrial Building Company
Molly Lorenzen	Greater Scranton Chamber of Commerce
Michael Taluto	PennDOT 4-0
Marie Bishop	PennDOT 4-0
Susan Hazleton	PennDOT 4-0
George Kelly	Lackawanna County
Brenda Sacco	Lackawanna County
Steve Pitoniak	Lackawanna County Planning Commission
Chris Chapman	Lackawanna County Planning Commission
Michelle Goddard	McCormick Taylor
Cindy McCormick	McCormick Taylor



LLTS MPO Long Range Transportation Plan and Public Participation Plan Public Meeting
Wednesday, November 4, 2015; 4-6 p.m.; Luzerne County Courthouse
Thursday, November 5, 2015; 1-3 p.m.; Lackawanna County Center for Public Safety

Meeting Format

Both meetings had copies of the draft Long Range Transportation Plan (LRTP), Public Participation Plan (PPP), Title VI Plan, and Limited English Proficiency (LEP) Plan available for review by attendees. Additionally three boards were available for review:

- LRTP Projects
- Public Participation Plan Overview
- Project Schedule

The public was given the opportunity to review the plans and boards for approximately the first half hour of each meeting. Steve Pitoniak and Nancy Snee provided opening remarks and a brief overview of the LRTP and PPP. Following the opening remarks Cindy McCormick gave a presentation on the LRTP and Michelle Goddard gave a presentation on the PPP (the PowerPoint presentation is attached). Attendees were reminded that they could comment on the plans either in person, online via SurveyMonkey or the comment form, or fill out the comment form at the meeting. The Public Comment Period for the plans ends on November 12, 2015.

Public Comment/Discussion at the November 4, 2015 Meeting

Richard Williams commented that the LRTP should include an acronym list similar to the one included in the PPP. He also asked that the LRTP should consider consolidation of transit, public transit to the airport, bike plan/access, linking economic development and infrastructure improvements, advocate for funding to update zoning and subdivision/land use ordinances and anticipated traffic impacts associated with the opening of the Panama Canal. It was also recommended that project priorities and known construction costs be included in the plan. Richard commented that the background on transportation in the region is well done and could be an educational resource for local schools. Mr. Williams questioned if there would be another public hearing to present the final plan. Steve Pitoniak noted that the final plan will be presented at an MPO meeting, which is open to the public.

Steve Pitoniak noted that the LRTP was previously completed in conjunction with the Lackawanna Luzerne Comprehensive Plan and hopefully the next update would include both plans. Steve also noted that the Lackawanna Luzerne Transportation Study Metropolitan Planning Organization (MPO) is planning to have a new website in 2016 allowing for documents and meeting minutes to be more easily accessed and the MPO is also looking to establish a social media presence.

Public Comment/Discussion at the November 5, 2015 Meeting

Steve Pitoniak noted that the Lackawanna Luzerne Transportation Study Metropolitan Planning Organization (MPO) is planning to have a new website in 2016 allowing for documents and meeting minutes to be more easily accessed and the MPO is also looking to establish a social media presence. John Pocius stated that the bridge program in Scranton is in dire need. He specifically named three bridges that are currently included on the later years of the LRTP that



LLTS MPO Long Range Transportation Plan and Public Participation Plan Public Meeting
Wednesday, November 4, 2015; 4-6 p.m.; Luzerne County Courthouse
Thursday, November 5, 2015; 1-3 p.m.; Lackawanna County Center for Public Safety

he would like to be considered for moving up. These bridges include the N. Main Avenue Bridge, the Elm Street Bridge, and the West Lackawanna River Bridge. He noted that if the timing of these projects were moved up, he felt that the City would be able to find the matching funds.

Steve Pitoniak noted that when ranking projects for the LRTP they did not consider costs; but looked at detours, needs, and other criteria. Wish lists of projects are also included in the LRTP. Approximately 80% of funding has to go to bridge and roadway rehabilitation projects. The MPO normally has about \$60 million dollars per year available for transportation projects.

A copy of the meeting materials, the sign-in sheet, and the comment form response received are attached.

Prepared by:

McCormick Taylor, Inc.
Michelle Goddard, Environmental Planner
5 Capital Drive, Suite 400
Harrisburg, PA 17110



**Lackawanna-Luzerne
Transportation Study**

Metropolitan
Planning
Organization



Comments Received on Draft Public Participation Plan

**Lackawanna-Luzerne
Transportation Study**
Metropolitan
Planning
Organization



Lackawanna-Luzerne Transportation Study MPO

Draft Updated Long-Range Transportation and Public Participation Plans Comment Form

45-Day Public Review and Comment Period
September 28 – November 12, 2015

Thank you for taking the time to review and provide your comments on the Lackawanna-Luzerne Transportation Study MPO's draft updated Long Range Transportation Plan (LRTP) *and/or* the draft updated Public Participation Plan (PPP).

The draft updated LRTP is a planning strategy and capital improvement program that spans 20 (twenty)-plus years. It identifies the location, size, function and type of new or improved transportation infrastructure, and represents the responsible investment of public funds into a cost-effective transportation system for the efficient movement of people and goods throughout the region. **The draft updated PPP** reflects the tools, techniques, and practices used by the MPO to actively involve all interested parties in an open and collaborative process that provides meaningful opportunities for the public to take part in shaping the region's transportation program and project decision-making.

All comments need to be submitted by the close of business (5:00p.m.) on Thursday, November 12 for consideration and inclusion in the final Plans. Comments are to be submitted in printed, written, or electronic format, including the use of this form. Each of the draft documents can be viewed online at:
http://www.luzernecounty.org/county/departments_agencies/planning_commission/lackawannaluzerne-metropolitan-planning-organization

All comment submissions must include the following information:

**this information is required*

*Name: JOHN J. POCIUS LABELLA ASSOCIATES CITY OF SCRANTON ENGINEER

*Address: 507 LINDEN STREET SUITE 200

*City: SCRANTON *State: PA *Zip: 18503

Email Address (Optional): jpocius@labellapc.com

Phone (Optional): 570 342-3101

All comments are to be mailed, delivered, or faxed to:

Lackawanna County Regional Planning Commission

Attn: Steve Pitoniak

135 Jefferson Avenue, 2nd Floor

Scranton, PA 18503

Email: PitoniakS@lackawannacounty.org

Fax: (570) 963-6364

Or

Pennsylvania Department of Transportation

Attn: Marie Bishop

55 Keystone Industrial Park

Dunmore, PA 18512

Email: mabishop@pa.gov

Luzerne County Planning Commission

Attn: Nancy Snee

Suite 208, Penn Place

20 North Pennsylvania Avenue

Wilkes-Barre, PA 18711

Email: Nancy.Snee@luzernecounty.org

Fax: (570) 825-6362

Lackawanna-Luzerne Transportation Study MPO

1. Please check the documents that you have reviewed:

- ☒ Draft Updated Long-Range Transportation Plan
☐ Draft Updated Public Participation Plan
☐ Draft Updated Title VI Non-Discrimination Plan (companion document)
☐ Draft Updated 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 Luzerne County Planning Commission office in Wilkes-Barre
☐ At the Lackawanna County Regional Planning Commission office in Scranton
☐ Requested a copy from the MPO office
☐ At the Public Meeting for the LRTP and PPP Plan
☒ Online
☐ Other (please explain) _____

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

Draft Updated Long-Range Transportation Plan

► Easy to read

- ☐ Strongly Agree ☒ Agree ☐ Neutral ☐ Disagree ☐ Strongly Disagree

► Easy to understand

- ☐ Strongly Agree ☒ Agree ☐ Neutral ☐ Disagree ☐ Strongly Disagree

Draft Updated Public Participation Plan

► Easy to read

- ☐ Strongly Agree ☐ Agree ☒ Neutral ☐ Disagree ☐ Strongly Disagree

► Easy to understand

- ☐ Strongly Agree ☐ Agree ☒ Neutral ☐ Disagree ☐ Strongly Disagree

Lackawanna-Luzerne Transportation Study MPO

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

4. Does the Public Participation Plan adequately represent the cultural and ethnic diversity of the two-county MPO region (Lackawanna and Luzerne Counties)?

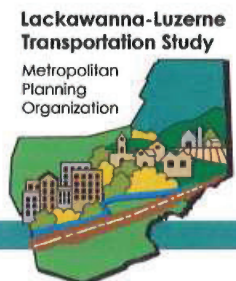
☐ Strongly Agree ☒ Agree ☐ Neutral ☐ Disagree ☐ Strongly Disagree

If you disagree/strongly disagree, please explain: _____

5. Does the Public Participation Plan enhance your understanding of the MPO's public participation responsibilities as they pertain to you, and the two-county MPO region?

☐ Strongly Agree ☒ Agree ☐ Neutral ☐ Disagree ☐ Strongly Disagree

If you disagree/strongly disagree, please explain: _____



6. Does the Long-Range Transportation Plan adequately represent transportation needs that are in the best interests of the people who reside in the Lackawanna-Luzerne region?

☐ Strongly Agree ☒ Agree ☐ Neutral ☐ Disagree ☐ Strongly Disagree

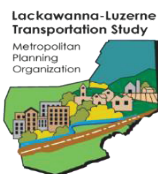
If you disagree/strongly disagree, please explain: _____

7. Please provide any additional comments you have regarding the Updated Draft Public Participation Plan or the Updated Draft Long-Range Transportation Plan in the space provided below:

CITY OF SCRANTON ELM STREET BRIDGE
N. MAIN AVE BRIDGE
W. LAKEWANNA BRIDGE

MOVE UP INTO DESIGN PHASE

All comments must be received by close of business (5:00 p.m.) on Thursday, November 12, 2015 for consideration and inclusion in the LLTS MPO's Updated Plans. If you have questions, please feel free to call the Lackawanna County Regional Planning Commission at 570-963-6400, or the Luzerne County Planning Commission at 570-825-6362.



SUBMISSION REVIEW COMMENTS AND RESPONSES

Project:	<u>Lackawanna-Luzerne Transportation Study MPO</u>	Submission:	<input checked="" type="checkbox"/> Draft
Report Title:	<u>Public Participation Plan</u>		<input checked="" type="checkbox"/> Final
Reviewer(s):	FHWA - Matt Smoker, Lackawanna Regional Planning Commission (LRPC) - Steve Pitoniak, Luzerne County Planning Commission (LCPC) - Nancy Snee	Comment Code:	1/22/2015
		T = Table of Contents, C = Content, A = Appendices, M = Mapping, G = Grammar, P = Punctuation, S = Spelling, F = Formatting	

Reviewer	Comment Number	Comment Code	Page No.	Reviewer's Comment / Question	Response
FHWA - Matt Smoker	1	C	i	Recommend that you clearly identify the committed to public outreach efforts that the MPO will implement/conduct and move all possible future activities/enhances that they may consider doing at a later time to an appendix.	Addressed as requested.
LCPC - Nancy Snee	2	C	iii	(Air Quality Conformity Analysis): the MPO never prepared the report; it was always done by PennDOT Central Office. We are now in Conformity so I don't know whether we need to do an analysis. My guess would be no.	Response Not Required.
FHWA - Matt Smoker	3	C	5	4th Paragraph, 1st sentence (Transportation Advisory Committee): Really? Never heard of this committee. Is it an active committee? Are the meetings open to the public? The MPO's website doesn't include any scheduled meetings for this advisory committee. How often does the committee meet and when was the last time they met? Are meeting minutes prepared?	Background information regarding the LLTS MPO's Transportation Advisory Committee and its membership is included in the updated PPP. The Committee Membership was invited to participate in the PPP Update workshop, and to attend the public meetings for the Draft LRTP and PPP held in the fall of 2015. The frequency of meetings is on an as-needed basis. When TAC meetings are held, they are open to the public. Meeting minutes are prepared at the direction of the LLTS MPO.
FHWA - Matt Smoker	4	C	5	1st Paragraph: • Delete "all" in 1st Sentence. • Insert "surface" after "determining how (all) federal...". • Delete "and state" before "transportation funds...". 2nd Paragraph: • Delete "leadership" in 1st Sentence. • Delete "represented" in 1st Sentence. • Insert "presently staffed" before "by one member from each county..." in 1st Sentence.	Addressed as requested.
LRPC - Steve Pitoniak	5	C	5	3rd Paragraph: • 1st Sentence: Delete "one" and replace "member" with "members"; the membership has more than one person from each county.	Addressed as requested.
LCPC - Nancy Snee	6	C	6	2nd Paragraph: • Change "PennDOT's Central Office" to "PennDOT District 4-0". • Insert "Lackawanna" before "County Commissioners" in 1st Sentence • Insert "Luzerne" before "County Council". • Insert "both" before "County Planning Commissions".	Addressed as requested.
FHWA - Matt Smoker	7	C	8	Table, 1st Row (5 years): If the MPO is in an AQ non-attainment area, which it appears to be because of the below reference to Air Quality Conformity Analysis, then the LRTP update cycle is 4 years and not 5.	Addressed as requested.
FHWA - Matt Smoker	8	C	8	Table, 5th Row (Air Quality Conformity Analysis*): Verify whether or not the MPO is in an AQ non-attainment area. If it's in attainment, you can delete it and the *.	Addressed as requested.
FHWA - Matt Smoker	9	C	8	1st Bullet, 2nd sentence (five-year): Verify the AQ status to determine if this is a true statement.	Addressed as requested.
FHWA - Matt Smoker	10	C	8	2nd Bullet, Heading: Consider explain the relationship between the MPO's TIP and the STIP.	Addressed as requested.
FHWA - Matt Smoker	11	G	8	2nd Bullet, 1st Sentence (generally): ? Delete this word.	Addressed as requested.
FHWA - Matt Smoker	12	C	8	2nd Bullet, 2nd Sentence (aviation): I'm not aware of aviation projects being shown on the TIP - verify this.	Addressed as requested.

SUBMISSION REVIEW COMMENTS AND RESPONSES					
Project:		Lackawanna-Luzerne Transportation Study MPO			Submission: <input checked="" type="checkbox"/> Draft <input checked="" type="checkbox"/> Final 1/22/2015
Report Title:		Public Participation Plan			
Reviewer(s):		FHWA - Matt Smoker, Lackawanna Regional Planning Commission (LRPC) - Steve Pitoniak, Luzerne County Planning Commission (LCPC) - Nancy Snee			
Reviewer	Comment Number	Comment Code	Page No.	Reviewer's Comment / Question	Response
FHWA - Matt Smoker	13	C	8	1st Bullet: • Insert "policies, and" after "needs, goals,..." in 1st Sentence. • Delete ", and policies" before "for a minimum 20-year..." in 1st Sentence. • Insert "asset management principles," after "investments that address..." in 3rd Sentence. • Delete "and" before "unsustainable development" • Insert ", transportation performance measures." after "unsustainable development" 2nd Bullet: • Delete "project" after "design, concept, or overall..." • Insert "of work of a project." after "scope" in 4th Sentence • Replace "publicly at the meetings of the MPO." with "at the MPO public meetings." in the last line.	Addressed as requested.
FHWA - Matt Smoker	14	C	9	1st Sentence (Section 5307): Explain what Section 5307 is – remember that the general public, for which this document is written for, will not understand this sentence.	Addressed as requested.
FHWA - Matt Smoker	15	C	9	1st Bullet, 1st Sentence: Common misperception about the PPP is that it's a menu or toolbox for the MPO to pick and choose from, but it is a tool written for the Public that specifically lists the committed MPO outreach activities to garner public input and comment. However, it can be written to cover both aspects, if properly done.	Addressed as requested.
FHWA - Matt Smoker	16	C	9	1st Bullet: • Replace "for use by" with "that" in 1st Sentence. • Insert "will commit to in order" after "the MPO" in 1st Sentence. • Replace "The" with "An effective" before "PPP" in 2nd Sentence. • Delete "is also intended to" after "PPP" in 2nd Sentence. 2nd Bullet: • Change "annual" to "bi-annual" in 1st Sentence.	Addressed as requested.
LRPC - Steve Pitoniak	17	C	9	3rd Bullet: The counties do not due air quality reports, they are done by Michael Baker on the state contract.	Addressed as requested.
FHWA - Matt Smoker	18	G	9	1st Bullet: • Change "ensure" to "ensures" in 2nd Sentence. 2nd Bullet: • Change "year" to "years" in 2nd Sentence.	Addressed as requested.
FHWA - Matt Smoker	19	C	10	1st Paragraph: • Replace "region" with "public" in Last Sentence. 4th Paragraph: • Replace "support" with "the public in order to document" in 1st Sentence. • Insert "commits and" after "the MPO's" in 1st Sentence.	Addressed as requested.
FHWA - Matt Smoker	20	C	11	3rd Paragraph: • Insert "public in engaging the" after "resources to assist the..." in 2nd Sentence. • Delete "securing" after "MPO in" in 2nd Sentence. • Delete "from the public" in 2nd Sentence.	Addressed as requested.
FHWA - Matt Smoker	21	C	12	Subheading b., Last Item (Updates to the Statewide TYP): Recommend that you identify the STC and collaborative joint public involvement activities, such as online meetings, web surveys, etc.	Addressed as requested.
FHWA - Matt Smoker	22	C	12	Subheading c., 1st Item (45-day): Are you proposing a 45-day public comment period for the TIP and LRTP? From a Federal perspective, only the PPP is required to have a 45-day public comment period. You're more than welcome to go above and beyond that, but then you need to adhere to your own commitments.	Addressed as requested. For this round of updates, the LRTP and PPP's were made available for public review and comment at the same time in a joint comment period, and to ensure compliance with requirements for both the LRTP (30 days) and PPP (45 days) the LLTS MPO scheduled the 45-day time frame.

SUBMISSION REVIEW COMMENTS AND RESPONSES					
Project:		Lackawanna-Luzerne Transportation Study MPO			Submission: <input checked="" type="checkbox"/> Draft <input checked="" type="checkbox"/> Final 1/22/2015
Report Title:		Public Participation Plan			
Reviewer(s):		FHWA - Matt Smoker, Lackawanna Regional Planning Commission (LRPC) - Steve Pitoniak, Luzerne County Planning Commission (LPCP) - Nancy Snee			
Reviewer	Comment Number	Comment Code	Page No.	Reviewer's Comment / Question	Response
FHWA - Matt Smoker	23	C	14	Subheading b., 1st Sentence: Mention that "Connections" can be found the MPO's web site. However, is "Connections" still being produced? The last "Connections" newsletter posted on the web site is Summer 2014. It one time, it was published on a quarterly basis.	Addressed as requested.
FHWA - Matt Smoker	24	C	14	Subheading d., 1st Sentence: Curious, what have they done to date?	The LLTS MPO will respond.
FHWA - Matt Smoker	25	C	14	Subheading c.: • Change "District 4" to "District 4-0". Subheading d.: • Change "District 4" to "District 4-0".	Addressed as requested.
FHWA - Matt Smoker	26	C	15	Subheading e.: Is the website provided/listed anywhere in the PPP?	Yes. The LLTS MPO website is provided on the Contact page.
FHWA - Matt Smoker	27	G	15	Item 4, Subheading a., 3rd Sentence: Confusing sentence structure. Recommended that you re-word this sentence to read more clearly	Addressed as requested.
FHWA - Matt Smoker	28	C	15	Item 5, Subheading b.: "Continuing" implies that these types of meetings are already occurring. Curious, does the MPO document such meetings?	The LLTS MPO will respond.
FHWA - Matt Smoker	29	C	15	Item 5, Subheading c. (local libraries, municipal offices,...other locations): Which ones? All of the libraries and municipal offices within the two counties?	Addressed as requested.
FHWA - Matt Smoker	30	C	15	Item 5, Subheading c. (accessible to the public): Again, which ones? How will the public know where these other locations are located?	Addressed as requested.
FHWA - Matt Smoker	31	C	15	Item 4, Subheading b.: Delete "only" in 1st Sentence.	Addressed as requested.
FHWA - Matt Smoker	32	C	16	1st Paragraph, Last Sentence: Do you identify the location of the MPO offices?	The office locations of each County MPO representative is provided on the Contact page of the updated PPP.
FHWA - Matt Smoker	33	C	16	Subheading d. (annual basis): How will you document that this occurs?	Addressed as requested.
FHWA - Matt Smoker	34	C	16	Subheading d.: Replace "leadership" with "staff" in 2nd Sentence.	Addressed as requested.
FHWA - Matt Smoker	35	C	17	1st Heading: Does the PP clearly and instinctively identify the committed MPO public involvement activities and methodologies for engaging the public . . . or is it more of a menu of what the MPO could, should, might, proposes to do? Remember is document is to inform the public on what the MPO WILL DO, at a minimum. It can also list (perhaps in the Appendix) other additional public outreach activities/strategies/techniques that they might want to try in the future. But it needs to be clearly identified as such.	Addressed as requested.
FHWA - Matt Smoker	36	C	17	1st Bullet, 3rd Paragraph: Replace "proposes" with "commits" in 1st Sentence.	Addressed as requested.
FHWA - Matt Smoker	37	A	18	3rd Paragraph (The MPO will evaluate...): Recommend the new proposed ideas are clearly identified as such, as well as, moved into an appendix. Can you develop a tentative schedule of when these new features would be implemented/available for the public?	Addressed as requested.
FHWA - Matt Smoker	38	C	18	4th Paragraph, 3rd Bullet: Regular MPO Technical and/or Coordinating Committee meetings, or special public meeting that are held as part of the 30-/45-day public comment period? Please specify.	Addressed as requested.
FHWA - Matt Smoker	39	C	18	1st Bullet: Insert ", including the MPO meeting schedule, meetings agendas, and meeting minutes." after "transportation planning"	Addressed as requested.
FHWA - Matt Smoker	40	P	18	Insert a period at the end of the Last Sentence after "pertinent information".	Addressed as requested.
FHWA - Matt Smoker	41	C	19	1st Bullet: Check with BEO, but I believe Google Translate isn't the most accurate translation service. I believe Babble Fish is more accurate.	Addressed as requested.
FHWA - Matt Smoker	42	A	19	1st Heading (Social Media): Is this a future public engage activity or does the MPO currently employ social media? Please clarify. If future, recommend moving this to the an appendix.	Addressed as requested.

SUBMISSION REVIEW COMMENTS AND RESPONSES						
Project:		Lackawanna-Luzerne Transportation Study MPO			Comment Code: T = Table of Contents, C = Content, A = Appendices, M = Mapping, G = Grammar, P = Punctuation, S = Spelling, F = Formatting	Submission: <input checked="" type="checkbox"/> Draft <input checked="" type="checkbox"/> Final 1/22/2015
Report Title:		Public Participation Plan				
Reviewer(s):		FHWA - Matt Smoker, Lackawanna Regional Planning Commission (LRPC) - Steve Pitoniak, Luzerne County Planning Commission (LCPC) - Nancy Snee				
Reviewer	Comment Number	Comment Code	Page No.	Reviewer's Comment / Question	Response	
FHWA - Matt Smoker	43	C	20	1st Bullet, 2nd Sentence: Do you mean that any citizen, agency, or group can request to be added to the database in order to receive future MPO information? However, it could be read that the names and contact info contained in the database would be made available to everyone that asked for the database list. Please clarify.	Addressed as requested.	
LCPC - Nancy Snee	44	G	22	3rd Bullet (Constant Contact): Insert "to" between "according" and "the functionality needed".	Addressed as requested.	
FHWA - Matt Smoker	45	C	24	Last Paragraph, 3rd Sentence: Typically used? How will the public know if materials will be at any of these locations or not? Will the specific locations be listed in the official public comment period newspaper advertisement?	Specific locations are listed in advertisements.	
FHWA - Matt Smoker	46	C	25	1st Paragraph, 1st Sentence: How and who decides if it's feasible?	Addressed as requested.	
FHWA - Matt Smoker	47	C	25	1st Paragraph, 1st Sentence: Specifically list which documents the MPO will commit to provide on their web. When I read the word "majority" in this sentence, I immediately think which documents aren't being shared and why!	Addressed as requested.	
FHWA - Matt Smoker	48	C	25	2nd Heading (Media Relations): I assume these are newspapers?	Addressed as requested.	
FHWA - Matt Smoker	49	C	25	2nd Heading (Media Relations), 4th Sentence: How about partnering with the transit authorities to reach a potential wider audience.	Response not required.	
FHWA - Matt Smoker	50	C	25	2nd Heading (Media Relations), 4th Bullet: Curious, when was the last time the MPO did a press release? Do they expect to do more in the immediate future?	The LLTS MPO works closely with PennDOT Dist. 4 to generate press releases. PennDOT assisted with the Press Release for the Public Review and Comment Period and Public Meetings for the LRTP and PPP. It is	
FHWA - Matt Smoker	51	C	25	Under "Media Relations" heading: Insert "following newspapers:" after "comment periods in the..."	Addressed as requested.	
FHWA - Matt Smoker	52	F	25	Text after "public review and comment periods..." should be formatted as such: • Hazelton Standard-Speaker • Wilkes-Bare Citizen's Voice, and • Scranton Times-Tribune (at a minimum).	Addressed as requested.	
FHWA - Matt Smoker	53	C	26	1st Bullet: Curious, when was the last time the MPO did a PSA? Do they expect to do more in the immediate future?	The LLTS MPO will respond.	
FHWA - Matt Smoker	54	C	26	1st Bullet, 1st Sentence: Via TV, radio, billboards, newspapers, on PennDOT electronic message boards, on a scoreboard at sporting events, on a side of a blimp?	Addressed as requested.	
FHWA - Matt Smoker	55	C	26	Insert "healthcare facilities," after "jobs, schools," in 1st Sentence.	Addressed as requested.	
FHWA - Matt Smoker	56	F	26	Under "Title VI" heading, Subheading b.: Insert a period after "website".	Addressed as requested.	
FHWA - Matt Smoker	57	C	28	3rd Bullet: Have you identified these? If so, list them.	Addressed as requested.	
LRPC - Steve Pitoniak	58	C	28	4th Bullet: This statement of objectives may be difficult to complete due to the lack of funds and that the planning commissioners do not hire staff; that is done by the county.	Addressed as requested.	
FHWA - Matt Smoker	59	A	29	Last Paragraph, 1st Sentence: Again, the purpose of the PPP isn't a "how to manual" for the MPO and/or MPO staff. This is important info, but it be included go into an appendix. The MPO isn't the reader, the public is.	Response not required.	
LCPC - Nancy Snee	60	C	29	4th Bullet: One of the items listed as part of the PPP process, was providing Child Care for people who can't get baby sitters. Based on the current staffing situation, this would not be possible. Also, it raises a question as to whom is qualified to provide that service – would we need a person with a child care certification? Also, there is the potential of legal liability if a child got hurt while under the care of a MPO staff member. I know that I would not want that responsibility placed on me.	Addressed as requested.	
FHWA - Matt Smoker	61	C	30	1st Heading (Outreach to Zero-Car Households), 2nd Bullet: Is there passenger rail transit service in the MPO region?	Addressed as requested.	
FHWA - Matt	62	C	30	1st Heading, 3rd Bullet: Are there TMAs in the MPO region?		

[illegible]