

Title VI Program of the Blair Metropolitan Planning Organization

Includes the Title VI and ADA Nondiscrimination Public Notice and  
Complaint Procedures and Form, and the Public Participation and  
Limited English Proficiency Plans

Prepared by the

Blair County Planning Commission  
(814) 693-2080  
blairplanning.org

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Federal Highway Administration

Adopted by the

Blair Metropolitan Planning Organization

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## **Part One - Title VI and ADA Nondiscrimination Public Notice, Complaint Procedures and Form**

### **1. Title VI and ADA Nondiscrimination Public Notice**

It is the policy of the Metropolitan Planning Organization (MPO) for Blair County and the Blair County Planning Commission (BCPC) to comply with Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987, Executive Order 12898, and related statutes and regulations in all programs and activities and requires that no person in the United States shall, on the grounds of race, color, national origin, sex, age, religion, income, disability or limited English proficiency can be excluded from the participation in, prevented admission or access to, or be denied the benefits of, or be otherwise subjected to discrimination under any program or activity or employment in for which the MPO and the BCPC receives Federal financial assistance. Any person who believes they have been aggrieved by an unlawful discriminatory practice under Title VI or related nondiscrimination laws has a right to file a formal complaint consistent with the MPO's complaint procedures. Any such complaint must be in writing and signed by the complaining person (s) or representative and filed within sixty (60) days following the date of the alleged discriminatory occurrence. The Nondiscrimination Complaint Form can be obtained from the Offices of the Blair County Planning Commission or by visiting the Commission's Web site at [blairplanning.org](http://blairplanning.org). You may obtain assistance with completing the complaint form from Blair Planning and assistance may be obtained by contacting any of the agencies listed on the complaint form or within the procedures. You may contact the Bureau of Equal Opportunity at (717) 787-5891.

Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a program, service, or activity of the Blair MPO, should contact the office of David McFarland, III, AICP, Planning Director and ADA Coordinator, Blair County Planning Commission, at (814) 693-2080 or 711 or [dmcfarland@blairplanning.org](mailto:dmcfarland@blairplanning.org) as soon as possible before the scheduled event. Complaints that a program, service, or activity of the Blair MPO is not accessible to persons with disabilities should be directed to David McFarland, III, ADA Coordinator at the contact information above.

### **Language Taglines**

#### **English**

**ATTENTION: If you speak another language other than English, language assistance services can be made available to you. Call 1 (814) 245-3938.**

**Vietnamese**

LƯU Ý: Nếu quý vị nói một ngôn ngữ khác không phải tiếng Anh, các dịch vụ hỗ trợ ngôn ngữ có thể được cung cấp cho quý vị. Gọi 1 (814) 245-3938.

**Korean**

주의: 영어 이외의 다른 언어를 사용하는 경우, 언어 지원 서비스를 이용할 수 있습니다. 1 (814) 245-3938 으로 전화하십시오.

**French**

« ATTENTION : Si vous parlez une autre langue que l'anglais, des services d'assistance linguistique peuvent être mis à votre disposition. Appelez le &1 (814) 245-3938. »

**Somali**

FIIRO GAAR AH: Haddii aad ku hadasho luqad kale aanan ahayn Ingiriisiga, adeegyada gargaarka luqadda ayaa lagu diyaarin karaa. Wac 1 (814) 245-3938.

**Russian**

ВНИМАНИЕ: если вы говорите на другом языке, вам может быть оказана языковая помощь. Обратитесь в информационно-справочную службу по номеру: 1 (814) 245-3938.

**Ukrainian**

УВАГА: якщо ви розмовляєте іншою мовою, вам може бути надана мовна допомога. Зверніться до інформаційно-довідкової служби за номером: 1 (814) 245-3938..

**Simplified Chinese**

请注意：如果您说英语以外的另一种语言，我们可以为您提供语言帮助服务。请致电 1 (814) 245-3938.

**Traditional Chinese**

請注意：如果您說英語以外的另一種語言，我們可以為您提供語言幫助服務。請致電 1 (814) 245-3938.

**Arabic**

تنبيه: إذا كنت تتحدث لغة أخرى غير اللغة الإنجليزية، يمكننا توفير خدمات المساعدة اللغوية لك. اتصل بالرقم 1 (814) 245-3938.

**Burmese**

သတိပြုရန်- သင်သည် အင်္ဂလိပ် ဘာသာစကား မဟုတ်သော အခြား ဘာသာစကားကို ပြောလျှင် သင့်အတွက် ဘာသာစကား အကူအညီ ဝန်ဆောင်မှုကို ရရှိနိုင်ပါသည်။ 1 (814) 245-3938 သို့ ခေါ်ဆိုပါ။

### **Japanese**

注意：英語以外の言語を話す場合は、言語支援サービスを利用できるようにすることができます。電話 1 (814) 245-3938.

### **Hindi**

सूचना: यदि आप अंग्रेजी के अलावा कोई अन्य भाषा बोलते हैं, तो आपको भाषा सहायता सेवाएं उपलब्ध कराई जा सकती हैं। कॉल करें 1 (814) 245-3938.

### **Italian**

ATTENZIONE: Se parli una lingua che non sia l'inglese, i servizi di assistenza linguistica possono essere messi a tua disposizione. Chiama 1 (814) 245-3938.

### **Polish**

UWAGA: Jeśli posługujesz się językiem innym niż angielski, możesz skorzystać z usługi pomocy językowej. Zadzwoń pod numer 1 (814) 245-3938.

### **Nepali**

ध्यान दिनुहोस्: यदि तपाईं अंग्रेजीबाहेक अन्य भाषा बोल्नुहुन्छ भने तपाईंलाई भाषा सहायता सेवा उपलब्ध गराउन सकिन्छ। 1 (814) 245-3938 मा फोन गर्नुहोस्।

### **Urdu**

توجہ دیں: اگر آپ انگریزی کے علاوہ کوئی اور زبان بولتے ہیں تو آپ کی زبان میں مدد کے لیے آپ کو خدمات فراہم کرائی جاسکتی ہیں۔ براہ کرم 1 (814) 245-3938 پر کال کریں۔

### **Spanish**

ATENCIÓN: Si habla otro idioma que no sea inglés, habrá servicios de asistencia en otros idiomas disponibles. Llame al 1 (814) 245-3938.

### **Greek**

ΠΡΟΣΟΧΗ: Εάν μιλάτε άλλη γλώσσα διαφορετική από τα αγγλικά, οι υπηρεσίες γλωσσικής βοήθειας μπορούν να σας διατεθούν. Καλέστε 1 (814) 245-3938.

1. To access interpreter, dial 1 (814) 245-3938.
2. Select target language:
  - Spanish 1
  - Mandarin 2
  - Russian 3
  - German 4
  - Arabic 5
  - Hindi 6
  - All Other Languages 8
3. Provide your first and last name and the 3-digit code of the municipality from which you are calling or 400 if calling from the Courthouse. The municipal codes are as follows:

Three (3) Digit Code	Municipality
110	Allegheny Township
120	Altoona
130	Antis Township
140	Bellwood Borough
150	Blair Township
160	Catharine Township
170	Duncansville Borough
180	Frankston Township
190	Freedom Township
200	Greenfield Township
210	Hollidaysburg Borough
220	Huston Townhsip
230	Juniata Township
240	Logan Township
250	Martinsburg Borough
260	Newry Borough
270	North Woodbury Township
280	Roaring Spring Borough
290	Snyder Township
300	Taylor Township
310	Tunnelhill Borough
320	Tyrone Borough
330	Tyrone Township
340	Williamsburg Borough
350	Woodbury Township
400	Blair County Courthouse



## **2. Title VI and ADA Nondiscrimination Complaint Procedures**

### Purpose:

These Nondiscrimination Complaint Procedures specify the process employed by the MPO and the BCPC to investigate complaints, while ensuring due process for Complainants and Respondents. The process does not prevent the MPO or the BCPC from attempting to informally resolve complaints.

This procedure applies to all external complaints relating to any program or activity administered by the MPO/BCPC and/or sub-recipients, consultants and contractors, filed under Title VI of the Civil Rights Act of 1964 as amended, (including Disadvantage Business Enterprise and Equal Employment Opportunity components), as well as other related laws that prohibit discrimination on the basis of race, color, disability, sex, age, religion, income, national origin, or limited English proficiency. Additional statutes include, but are not limited to, Section 504 of the Rehabilitation Act of 1973, the Civil Rights Restoration Act of 1987, and the Americans with Disability Act of 1990.

These procedures are part of an administrative process that does not provide for remedies that include punitive damages or compensatory remuneration for the Complainant. Intimidation or retaliation of any kind is prohibited by law.

### Process:

An individual, or his or her representative, who believes that he or she has been subject to discrimination or retaliation prohibited by Title VI and other nondiscrimination provisions, has the right to file a complaint. Complaints need to be filed within 60 calendar days of 1) alleged occurrence, 2) when the alleged discrimination became known to the Complainant, or 3) when there has been a continuing course of conduct, the date on which the conduct was discontinued or latest instance of the conduct.

All written complaints will be acknowledged in writing within 10 days of receipt of the complaint. The MPO Secretary/BCPC Planning Director will complete an investigation within thirty 30 days of receipt of the complaint. The MPO Secretary will then render a decision in writing five days after completion of the investigation. A copy of the written decision will be provided to the person filing the complaint. Confidentiality will be maintained as far as practical in the processing and investigation of the complaint.

If the person filing the complaint is dissatisfied with the decision of the MPO Secretary, (s) he has the right to appeal to the Chairperson of the MPO or the Blair County Planning Commission as appropriate. The appeal must be furnished as a written complaint within 15 days of receiving the decision from the MPO Secretary.

All persons are requested to fully cooperate in conducting this Policy and Procedure of the MPO/BCPC and to avoid acts of discrimination or the appearance of discrimination on the basis of race, religious creed, color, national origin, sex, ancestry, age, physical challenge and/or any political or union affiliations.

Complaints shall be in writing and signed by the Complainant(s). If complaints are received by telephone or in person, the MPO Secretary, Planning Director or other authorized representative

shall formally interview the person to provide the basis for the written complaint. If necessary, the authorized person will assist the Complainant in writing the complaint. The written complaint must include the following information:

- Name, address and telephone number of Complainant
- Basis of the complaint (e.g., race, color, national origin, sex, age, disability, income, or limited English proficiency)
- A detailed description of the circumstances of the incident that lead the Complainant to believe discrimination occurred.
- Names address and phones numbers of people who may have knowledge of the alleged incident or are perceived as parties in the complained-of-incident.
- Date or dates on which the alleged discrimination occurred
- Other agencies where the complaint was filed.
- As an investigation moves forward, additional information may be required.

**Complaints may be mailed to:**

David W. McFarland, III, AICP  
MPO Secretary, Title VI & ADA Coordinator  
Blair County Planning Commission  
423 Allegheny Street, Suite 046  
Hollidaysburg, PA 16648  
(814) 693-2080 or 711  
dmcfarland@blairplanning.org

PennDOT  
Bureau of Equal Opportunity  
PO Box 3251  
Harrisburg, PA 17105-3251  
Phone (717) 787-5891  
Email: [penndoteoreports@pa.gov](mailto:penndoteoreports@pa.gov)

Civil Rights Officer  
U.S. Department of Transportation  
Federal Transit Administration  
1760 Market Street, Suite 500  
Philadelphia, Pa. 19103-4124

Equal Opportunity Specialist  
U.S. Department of Transportation  
Federal Highway Administration  
30 North Third Street; Suite 700  
Harrisburg, Pa. 17101  
Phone (717) 221-3461

US Department of Justice  
Civil Rights Division  
950 Pennsylvania Avenue, N.W.  
Office of the Assist. Attorney General, Main  
Washington, D.C., 20530  
Phone (Toll Free) 1 (855) 856-1247  
Phone (TDD): (202) 514-0716

Title VI Coordinator  
Office of Civil Rights  
Federal Aviation Administration  
800 Independence Avenue, SW  
Washington, D.C. 20591

The Blair County Planning Commission will maintain a log of all complaints received by the MPO and the BCPC, which will at a minimum include the date the complaint was filed, a summary of the allegations, the status of the complaint, and actions taken. Please note that the MPO has not received any discrimination complaints nor has it received transit-related Title VI investigations, complaints, or lawsuits. The MPO does not have subrecipients to monitor and submits a quarterly DBE Report as requested.

### 3. Title VI and ADA Nondiscrimination Complaint Form

Please Print All Information Below

Complaint Name: \_\_\_\_\_ Name of Individual assisting Complainant: \_\_\_\_\_

Complaint Address: \_\_\_\_\_ / \_\_\_\_\_  
Assisting Individual Address

\_\_\_\_\_

\_\_\_\_\_

Complaint Phone # \_\_\_\_\_ Assisting Individual Phone # \_\_\_\_\_

Basis of Complaint: (e.g., Race, Color, National Origin, Sex, Age, Disability, Religion, etc.)

Date(s) of alleged discrimination: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please list any other agency where complaint has been filed:

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Complaint Signature:

Date:

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Next Action:

Complaint forms may be mailed to:

David W. McFarland, III, AICP  
MPO Secretary, Title VI & ADA Coordinator  
Blair County Planning Commission  
423 Allegheny Street, Suite 046  
Hollidaysburg, PA 16648  
(814) 693-2080 or 711  
dmcfarland@blairplanning.org

Equal Opportunity Specialist  
PA Human Relations Commission  
301 Fifth Avenue  
Suite 390, Platt Place  
Pittsburgh, Pa. 15222

## **Part Two: Public Participation Plan**

### **1. Introduction**

#### Background and Purpose

In Blair County, the regional partnership called the Blair Metropolitan Planning Organization conducts the transportation planning process. One of the MPO's required tasks is to prepare a Public Participation Plan that provides the procedures for informing the public of its planning activities in a timely manner and thus making it possible for all persons to participate in ways that are meaningful and equitable.

#### Requirements for Public Participation

There are both federal and state laws that require the planning process to be open to public participation. The federal regulation for the transportation planning process is Title 23 Chapter 1 Part 450 Planning and Assistance Standards, CFR 450.316 Interested parties, participation, and consultation.

- (a) The MPO shall develop and use a participation plan that defines a process for providing the following with reasonable opportunities to be involved in the metropolitan transportation planning process:
- individuals, affected public agencies,
  - representatives of public transportation employees
  - public ports
  - 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 people with disabilities,
  - representatives of other interested parties.

The MPO shall draft the participation plan in consultation with all interested parties and describe the procedures, strategies, and desired outcomes for the following:

- (1) Providing adequate public notice of public participation activities and time for public review and comment at key decision points on the proposed Long Range Plan and TIP;
- (2) Providing timely notice and reasonable access to information about transportation issues and processes;
- (3) Employing visualization techniques to describe Long Range Plans and TIPs;
- (4) Making technical information and meeting notices available on the Web;
- (5) Holding public meetings at convenient and accessible locations and times;

- (6) Demonstrating consideration and response to public input received during the development of the Long Range Plan and the TIP;
- (7) Seeking out and considering the needs of those traditionally underserved by existing transportation systems, such as low-income and minority households;
- (8) Providing an additional opportunity for public comment if the Long Range Plan or TIP differs significantly from the version that was made available for public comment;
- (9) Coordinating with the statewide transportation planning public involvement and consultation process;
- 10) Period reviewing the effectiveness of the procedures and strategies contained in the participation plan to ensure a full and open participation process.

In developing long range plans and TIPs the MPO should also consult with agencies and officials responsible for other planning activities that are affected by transportation (including State, economic development, tourism, natural disaster risk reduction, environmental protection, airport operations, or freight movements) or coordinate its planning process with such planning activities.

### **Other Regulations Regarding Public Participation**

#### **Title VI of the Civil Rights Act of 1964 and Other Nondiscrimination Laws**

Title VI, 42 USC Sections 2000d-2000d-1, prohibits federally assisted programs from discrimination based on race, color, or national origin.

#### **Americans with Disabilities Act of 1990 (ADA)**

Title II of this Act, 42 United States Code (USC) Sections 12131-12134, prohibits the exclusion of persons with disabilities from participation in services, programs, or activities of a public entity. Title III of this Act, 42 USC Sections 12181-12189, requires public accommodations to provide equivalent access to individuals with disabilities. To meet these standards, locations of public meetings, workshops, and hearings should be in accessible facilities and by public transit. *Please see the Title VI and ADA Nondiscrimination Public Notice and Complaint Procedures part of this document.*

**Executive Order 12898**, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, directs any program or activity that receives federal assistance to identify and address any disproportionately high and adverse human health or environmental effects of their actions on minority and low-income populations and provide ways for such groups to meaningfully participate in the planning process.

*Please see the Environmental Justice Analysis for the 2023 TIP at BlairPlanning.org.*

**Executive Order 13166**, Improving Access to Services for Persons with Limited English Proficiency, requires any program or activity that receives federal assistance to prepare plans so that people for whom English is not their native language or who have a limited ability to read, speak, write, or understand English can have meaningful access to the services provided.

*Please see the Limited English Proficiency Plan contained in this document.*

## **Pennsylvania Sunshine Act (Open Meetings Law)**

The Pennsylvania [Sunshine Act, 65 Ph.C.'s. §§ 701-716](#), requires agencies to deliberate and take official action on agency business in an open and public meeting. It requires that meetings have prior notice, and that the public can attend, participate, and comment before an agency takes that official action. *Please see the Appendices for more information.*

## **2. The Metropolitan Planning Organization**

### The Governing Board

Federal planning statutes and final rules Title 23 USC 134 (i) and Title 49 USC 5303 (i) require that areas with an urban population of 50,000 or more prepare plans and programs through a continuing, cooperative, and comprehensive (3 C) planning process to be eligible to receive federal transportation funds. The Blair Metropolitan Planning Organization (MPO) is the designated group that conducts the planning process.

### Committees of MPO

The Coordinating Committee of the MPO is the policy or decision making board and consists of appointed officials and elected officials representing the County of Blair, the City of Altoona, and the boroughs and townships collectively. The Technical Committee of the MPO consists of appointed members and reviews transportation issues and projects and makes recommendations to the Coordinating Committee. Additional committees may be formed as needed, such as an Active Transportation/Bicycle and Pedestrian Committee.

### Coordinating Committee Voting members

Vince Greenland, P.E., District Executive, Engineering District 9-0, PennDOT  
Mark Tobin, Director, PennDOT Center for Program Development and Management  
David Kessler, Board of Commissioners, County of Blair  
Amy Webster, Esq., Board of Commissioners, County of Blair  
Matt Pacifico, Mayor, City of Altoona  
David Butterbaugh, Member of Council, City of Altoona  
Dennis Igou, Mayor, Borough of Roaring Spring (representing boroughs collectively)  
Ed Frontino, Supervisor, Township of Logan (representing townships collectively)  
James A. Patterson, Supervisor, Township of Logan (representing townships collectively)  
Vacant, Chairperson, Blair County Airport Authority  
Scott Cessna, Chairperson, Board of Directors, Altoona Metro Transit.

Technical Committee Voting members

Dean G. Roberts, Transportation Planning Manager, PennDOT Center for Program Development and Management

Anne Stich, Transportation Planning Manager, PennDOT District 9-0

Richard Sutter, AICP, President, Richard C. Sutter & Associates, Inc., County of Blair

David McFarland, III, AICP, Planning Director, Blair County Planning Commission; Secretary

Nathan Kissell, Director, Department of Public Works, City of Altoona

Diana White, Director, Community Development, City of Altoona

Lisa Peel, Manager, Borough of Roaring Spring (representing boroughs collectively)

John Frederick, Recreation and Environmental Code Director, Township of Antis (representing townships collectively)

Luke Helsel, Sewage Enforcement Officer, Blair County Sanitation Office (rep. townships)

Tracy Plessinger, Airport Manager, Altoona-Blair County Airport

Josh Baker, CEO, Altoona Metro Transit.

The MPO committee members are currently all Caucasian. However, it would only take two committee minority members to match the Blair County population of 7.5% minority.

### 3. Public Involvement for the MPO’s Plans and Programs

To be eligible for federal transportation funds, the MPO is responsible for preparing the following four core documents. Public participation requirements vary by document, but all these plans and programs are completed through an open process that allows for public review and feedback.

As these documents are prepared, they are made available on the BlairPlanning.org website and copies are provided to the members of the MPO’s Coordinating and Technical Committees, organizations representing environment justice groups, tribes, nations, and interested parties.

Summary of the major documents and the public involvement procedures for each document.

Major Document	Summary	Procedures
<p><b>Long Range Transportation Plan</b></p>	<ul style="list-style-type: none"> <li>- Includes priorities for highways, bridges, transit, and other modes.</li> <li>- Includes long and short range goals and projects.</li> <li>- Identifies funding sources and estimates costs.</li> <li>- Is financially constrained.</li> </ul>	<p><b>Adopted:</b> At least every five years  <b>Amended:</b> As needed  <b>Public Comment:</b> Continuous during plan preparation, 30 days prior to plan adoption or a major amendment, and a public meeting with at least two weeks prior public notice.</p>



<p><b>Transportation Improvement Program (TIP)</b></p>	<ul style="list-style-type: none"> <li>- Identifies priority projects.</li> <li>- Provides a 4-year implementation schedule.</li> <li>- Allocates state and federal funds for capital projects.</li> <li>- Becomes part of the Statewide TIP.</li> </ul>	<p><b>Adopted:</b> Every two years  <b>Amended:</b> As needed  <b>Public Comment:</b> At the beginning of the process by planning commission and State Transportation Commission surveys, 30 days prior to adoption of TIP or major amendment, and a public meeting with at least two weeks prior public notice.</p>
<p><b>Title VI Program that includes Nondiscrimination and Complaint Procedures, a Public Participation Plan, and a Limited English Proficiency Plan</b></p>	<ul style="list-style-type: none"> <li>- Outlines organization.</li> <li>- Describes MPO public communication tools.</li> <li>- Prescribes public comments periods.</li> <li>- Offers opportunities for public involvement.</li> </ul>	<p><b>Adopted:</b> Every three years  <b>Amended:</b> As needed  <b>Public Comment:</b> Continuous during plan preparation, 45 days prior to adoption of the plan or major amendment, and a public meeting with at least two weeks prior public notice.</p>
<p><b>Unified Planning Work Program</b></p>	<ul style="list-style-type: none"> <li>- Summarizes planning tasks to be completed by the planning commission for the MPO.</li> <li>- Defines work products and timeline for major activities.</li> <li>- Proposes a budget for using federal, state, and local funds for planning work tasks.</li> </ul>	<p><b>Adopted:</b> Every two years  <b>Amended:</b> As needed  <b>Public Comment:</b> Review of the draft document appears on planning commission and MPO meeting agendas, but a formal public comment period is not required.</p>

*Public Involvement Process Resolution of the MPO*

To ensure that the MPO has a proactive Public involvement process that provides complete information, timely public notice, full public access to key technical and policy decisions, and supports early and continuing involvement of the public in developing Plans and TIPs, at a minimum the following procedures will be followed.

1. All Plans, TIPs and major amendments (projects that will significantly affect conformity, projects that will have a significant effect on travel pattern, etc.) to these documents will be subject to review and comment, as appropriate, by the Technical Committee and the Coordinating Committee and any such other committees as the Coordinating Committee establishes.

2. All Technical and Coordinating Committee meetings shall be open to the public.

3. All Technical and Coordinating Committee meetings shall be advertised in the local newspaper (s) that has (have) a circulation that covers the study area of the MPO. In addition, the meeting agendas will be available electronically at BlairPlanning.org at least twenty-four hours before the meeting, and paper copies of meeting agendas will be placed on the public bulletin board outside of the office door. This notification will be done annually and/or individually for each meeting. Notices for additional meetings or rescheduled meetings shall be placed in the local newspaper(s) at a minimum of 72 hours prior to the meeting.

4. At least thirty (30) days prior to the adoption of any Plan, TIP or major amendment to these documents (which could include project additions or project deletions), a legal notice summarizing the document or amendment(s), indicating where copies for review can be obtained, and where to send comments shall be placed in the local newspaper (s). (The Public Participation Plan is 45 days public display before adoption.)

5. When comments are received on the draft Plan or TIP, a summary, an analysis and report on the disposition of all comments shall be made a part of the final document.

6. When the final version of the MPO's LRTP or TIP document differs significantly from the version that was made available for public comment or raises significant new issues, as determined by the regulations for the particular document and joint discussion coordinated amongst the affected parties, PennDOT, and FHWA, an additional opportunity for public comment shall be provided. In addition to making it clear to the public what has been changed from the original document and why it was changed, the public comments received during the additional public comment period will then be responded to and recorded in the environmental justice document along with the final LRTP and TIP and reviewed by the committee prior to adoption.

7. This MPO process shall be coordinated and integrated with the statewide public involvement processes, wherever possible, to enhance public involvement.

**B. Public Meetings:** Public meetings to solicit public comment shall be held prior to the adoption of any major Plan or TIP. A record of the comments received shall be kept and included in the final document.

1. Prior to the adoption of any major Plan or TIP, a public meeting shall be held. At least two weeks prior to such meeting, notice of the meeting shall be published in the local newspaper(s) that has (have) a circulation that covers the study area of the MPO.

2. The MPO shall hold annual public meetings to review planning assumptions and the Plan/TIP development process with interested parties and the general public.

3. All public meetings held by the MPO shall be held in places accessible to people with disabilities. All advertisements for MPO public meetings shall indicate that accommodations will be made for persons with language, speech, sight or hearing impediments and people with disabilities provided the request for assistance is made (5) days prior to the meeting.

To request copies of documents, make comments, or to request assistance including visually and hearing impaired, please contact the Blair County Planning Commission, 423 Allegheny Street, Hollidaysburg, PA, 16648 or (814) 693-2080 or 711 or FAX (814) 696-3490. David W. McFarland, III, AICP, Secretary MPO.

#### 4. Stakeholders in Transportation Planning

It is important for the MPO to gain an understanding of area stakeholders and underserved groups so that communication methods can be tailored to their needs and preferences. Making sure that all interested members of the public are provided the opportunity to have input into projects also helps the MPO comply with regulations for nondiscrimination and environmental justice.

The State Transportation Commission assists the public outreach early in the transportation improvement program (TIP) update process by providing the public the opportunity to comment on transportation needs through its Website and a public meeting with the Secretary of Transportation.

In addition, the planning commission provides the public and leaders of the organizations that represent low income, minority groups, people with disabilities, seniors, tribes and nations with copies of draft plans and draft TIPs at the opening of the public comment period and invites them to attend a public meeting.

The list of groups that have participated in the past and/or may be willing to participate as stakeholders is as follows:

Table 2.1

Stakeholders

Absentee-Shawnee Tribe of Indians of OK	Explore Altoona
Allegheny Ridge Corporation	Local Emergency Planning Committee
Altoona-Blair County Development Corp.	Municipalities of Blair County
Altoona Housing Authority	Natl. Assoc. for the Adv. of Colored People
Altoona Metro Transit	Nittany & Bald Eagle Railroad
Blair Bicycle Club	Amish Community
Blair County Airport Authority	Old Order Mennonite Community
Blair County Chamber of Commerce	PA Motor Truck Association, Highlands

	Chapter
Blair County Community Action Agency	Penn State Altoona
Blair Senior Services, Inc.	Rails-to-Trails of Central PA, Inc.
Cambria County Transit Authority	School Districts
Centre Area Transit Authority	Seneca-Cayuga Nation
Center for Independent Living, S. Central PA	Shawnee Tribe
Delaware Nation	Skills of Central PA, Inc.
Delaware Tribe of Indians	Southern Alleghenies Planning & Dev. Com.
Eastern Shawnee Tribe of Oklahoma	Technical Committee of the Blair MPO
Fullington Trailways (school buses)	The ARC of Blair County
Greyhound Bus Lines	The Everett Railroad Company

## 5. Goals, Strategies, and Measures for the Public and Stakeholder Involvement

The planning commission and the MPO are working to improve their public outreach to make planning activities accessible to anyone who has an interest in transportation, regardless of race, age, income, language or disability.

The Blair MPO informs the public by following its public involvement resolution to provide the information in ways that give reasonable time to comment on draft plans and programs. In addition, the MPO and Blair Planning have added a *virtual option* to their meetings and practice the following public participation goals and measures.

### Goals

1. Identify interested parties and keep their contact information current.
2. Inform interested parties of how they can provide comments on draft transportation plans and programs and provide them with a copy of the documents if requested.
3. Post meeting agendas on BlairPlanning.org at least 24 hours before meetings.
4. Post draft TIPs and plans on BlairPlanning.org at the beginning of the public comment period with ways people can respond in writing, by phone or by e-mail.
5. Maintain the Blair Planning website with current MPO members and documents.
6. Inform stakeholders and organizations that represent people with low income, minority status, people with disabilities, seniors, people who speak English less than very well, tribes and nations of public comment periods and public meetings.
7. Contact leaders of low income and minority groups, provide them with copies of draft planning documents, and offer to meet with them to discuss draft TIPs and plans.
8. Respond to comments in writing to ensure that the commenter's concerns are understood.
9. Include the comments in the draft plan or program documents prior to adoption so that the comments can be considered by the MPO.

### Strategies and Measures

- Holds public meetings in ADA accessible facilities.

- Holds public meetings in places accessible to public transit.
- Advertising meetings in the Altoona Mirror (which has Countywide circulation).
- Provides screen reader compliant website content.
- Provides easy to translate website content.
- Provides materials and announcements translated or braille upon request.
- Provide American Sign Language interpreters.
- Provides interpretation services for meetings upon request.
- Places documents on the BlairPlanning.org website.
- Allows for public comment through the MPO's Facebook page.
- Maintains a mailing list of interested parties and their preferred contact method.

### Improving Public Involvement

Blair Planning will continue to identify and implement ways and best practices to improve public access of the public to MPO planning and programming activities.

## **6. Environmental Justice Analysis for the 2023-2026 TIP.**

The environmental justice analysis includes a demographic profile of the metropolitan area, which is countywide. The report also identifies and addresses any disparate impacts of transportation projects on minorities and people in low income areas. Mobility needs of these groups are identified and considered in the planning process when sidewalks and crosswalks are recommended for road and bridge projects that serve and provide safer access to a transit route.

### **Introduction**

With the use of federal funds for highway, bridge, and transit projects, *the MPO must prepare an environmental justice analysis to comply with Title VI of the Civil Rights Act of 1964, Executive Order 12898 of 1994, and US DOT Orders 5610.2 (a) and 6640.23A of 2012.*

*Environmental Justice (EJ) refers to Executive Order 12898, which directs procedures to be put in place to identify and address any disproportionately high and adverse human health or environmental effects on minority and low-income population.* The principles of EJ are as follows:

- To avoid, minimize, or mitigate disproportionately high and adverse human health or environmental effects, including social and economic effects or *burdens*, 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 populations and low-income populations.

## The Core Elements Approach to Environmental Justice

The Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) have encouraged PennDOT and MPOs to incorporate the Core Elements Approach of Environmental Justice into the transportation planning process in consideration of regional needs, demographics, and staff capacity. The basic core elements approach steps are as follows:

1. Identify a.) low-income populations and b.) minority populations.
2. Assess the condition of pavements and bridges and safety in areas with higher low-income and minority populations and identify needs.
  - Pavement condition of federal-aid and state-owned roadways.
  - Bridge condition of state and local bridges over 20 ft. in length.
  - Safety conditions to prevent vehicle and non-motorized crashes.
  - Access to fixed-route transit services.
3. Prepare the draft Blair MPO's Transportation Improvement Program (TIP).
4. Identify and evaluate the possible benefits and burdens that draft TIP projects could have including disproportionately high and adverse human health or environmental effects and social and economic effects on low-income and minority populations.
5. If draft TIP projects are found to cause burdens including disproportionately high and adverse impacts on low-income and minority populations, the issues will be addressed by working with the affected groups, PennDOT, FHWA, and FTA to identify and document strategies to avoid, mitigate or minimize impacts.

The US DOT *Orders 5610.2 (a) and 6640.23A* defines low-income and minority populations as follows:

**Low-income** - A person whose median household income is at or below the Department of Health and Human Services poverty guidelines.

**Low-income population** – Any readily identifiable group of low-income persons who live in geographic proximity, and, if circumstances warrant, geographically dispersed/transient persons (such as migrant workers or Native Americans) who will be similarly affected by a proposed U.S. Department of Transportation program, policy, or activity.

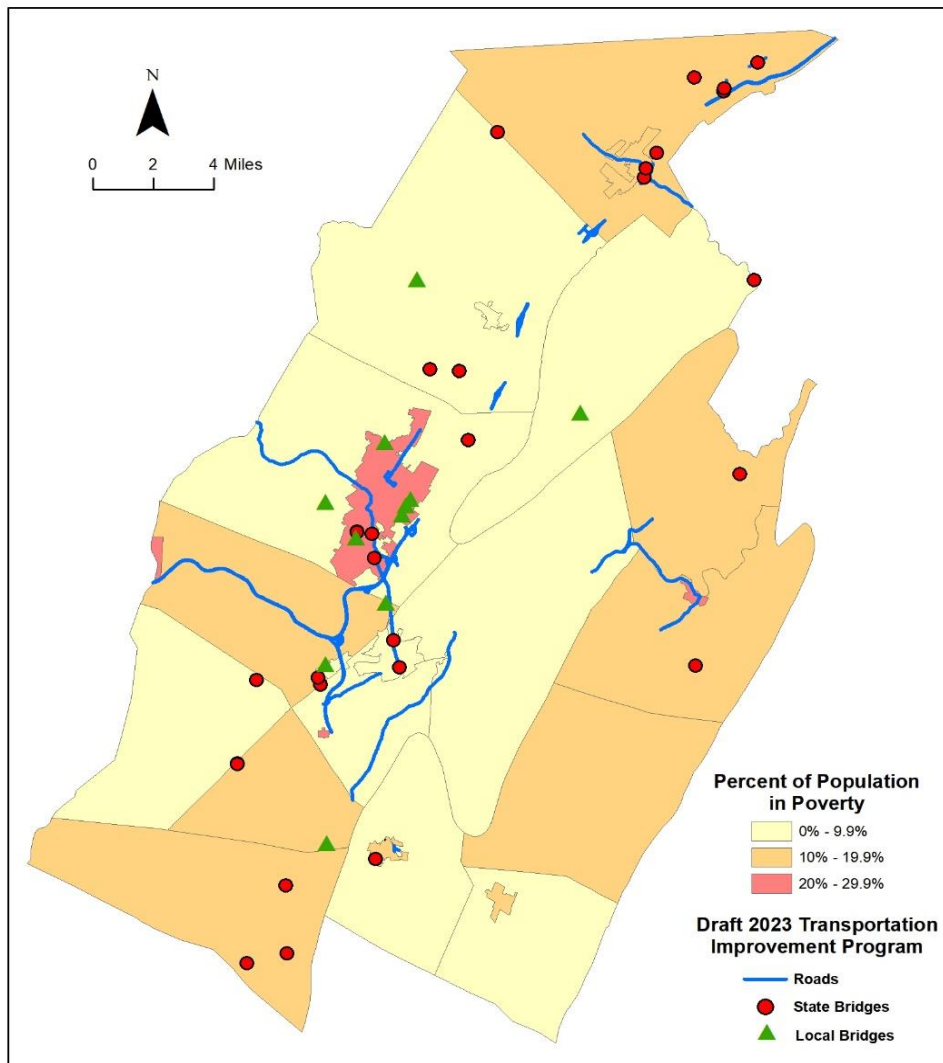
**Minority** - A person who is: – (1) Black – (2) Hispanic or Latino – (3) Asian American – (4) American Indian and Alaskan Native – (5) Native Hawaiian and Other Pacific Islander.

**Minority population** – Any readily identifiable groups of minority persons who live in geographic proximity, and if circumstances warrant, geographically dispersed/transient persons (such as migrant workers or Native Americans) who will be similarly affected by a proposed U.S. Department of Transportation program, policy, or activity.

**1. a.) Identify low-income populations.**

Low-income populations were identified by using data from the U.S. Census Bureau’s American Community Survey (ACS) estimates that show 17,648 persons or 14.7% of Blair County’s population is at or below the poverty level.

The percentages of low-income people at or below the poverty level are shown by municipality in the map in Figure 2.1 below along with the draft 2023-2026 TIP roadway and bridge projects. The three colors indicate municipalities with *lower than*, *near*, or *above* the county poverty rate.



**Percent of Population Below the Poverty Level  
by Municipality**

Source: 2019 American Community Survey 5-Year Estimate Subject Tables  
S171 Poverty Status in the past 12 Months  
and PennDOT One Map MPMS Draft TIP  
Blair County, Pennsylvania

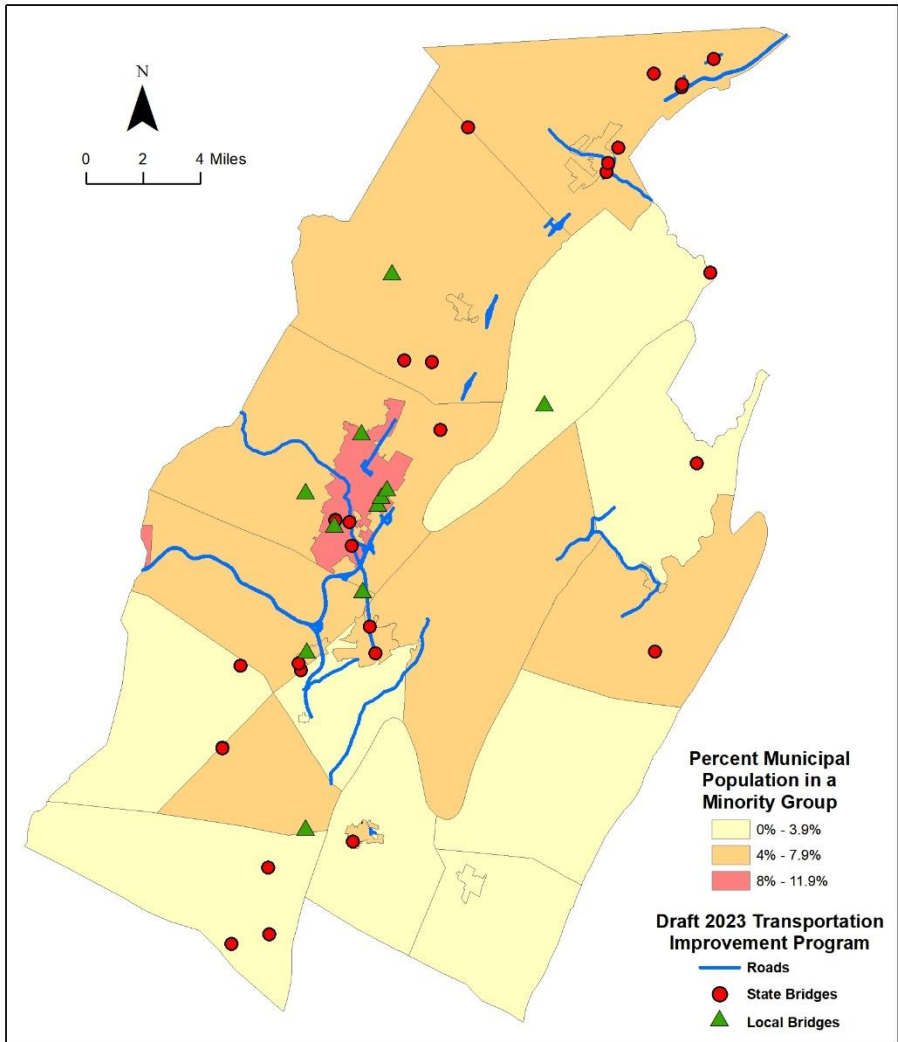


**1. b. Identify minority populations.**

Minority populations were identified by using the U.S. Census Bureau, 2020 Census Redistricting Data for each municipality, which gives a county total of 9,204 persons or 7.5% of the county population. The map in Figure 2.2 shows colors indicating which municipalities are *lower than*, *near*, or *above* the county minority group population. The map also locates the current 2023-2026 TIP roadway and bridge projects in relation to the minority population.



Figure 2.2



**Percent Minority Population by Municipality**

Source: U.S. Census Bureau, 2020 Census Redistricting Data and PennDOT One Map MPMS Draft TIP

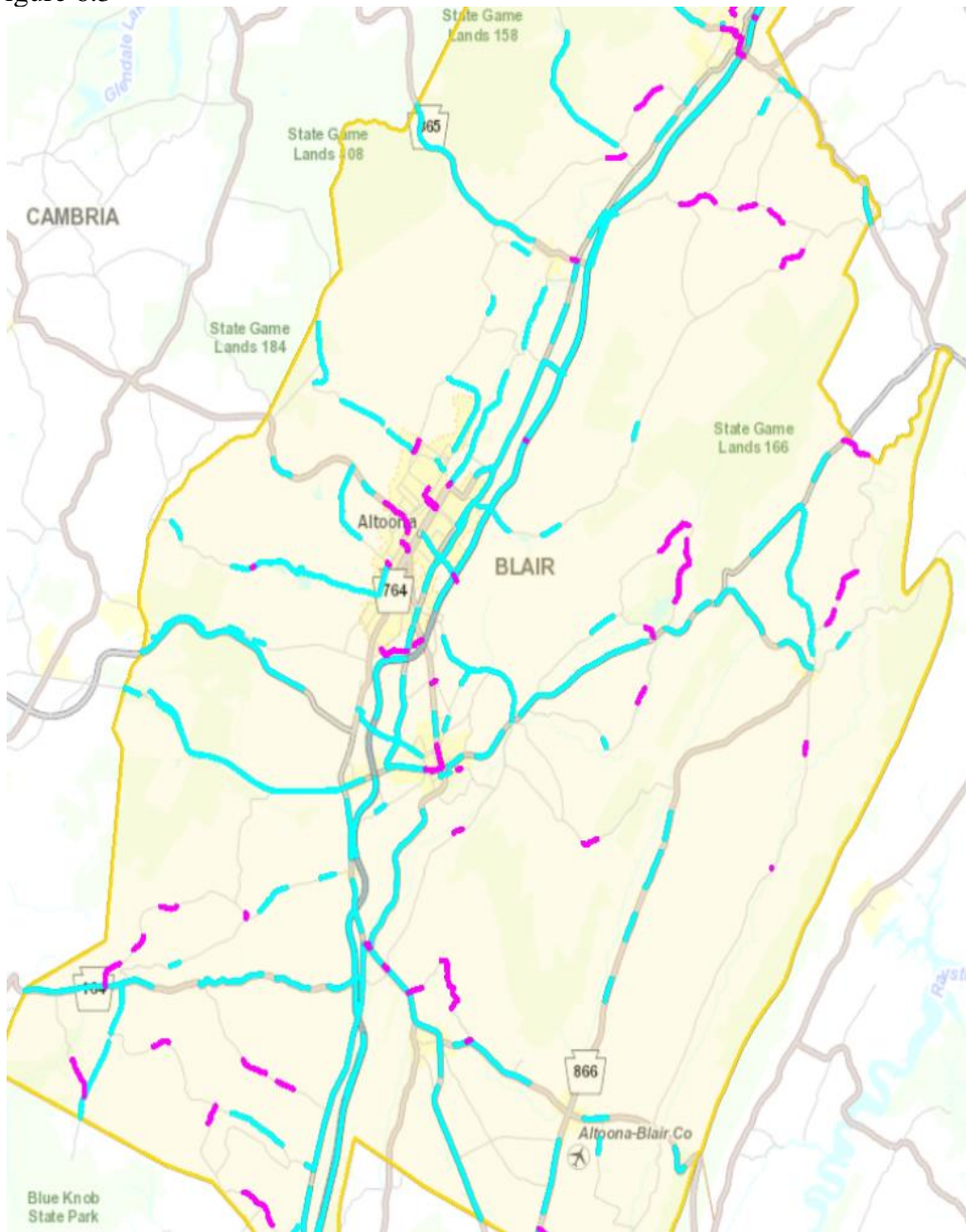
Blair County, Pennsylvania



**2. Assess pavement, bridge, safety conditions for low-income and minority populations, and access to fixed-route transit.**

The PennDOT 2020 Annual Performance Measures Report shows that only 3.7% or 19.9 miles of state roadways in Blair County have poor IRI and that 518.5 miles or 96.3% have an excellent to fair IRI rating. Figure 3 shows the location of the state roadways that are in excellent condition by the International Roughness Index (in blue) and those in poor condition (in purple).

Figure 6.3



Source: PennDOT One Map.

The map shows that both excellent and poor conditions regarding highways are evenly distributed among the municipalities in relation to people of low-income and minority communities that are shown in Figures 1 and 2.

The PennDOT 2020 Annual Performance Measures Report also shows that eleven state bridges in Blair County have poor deck area and that 313 state bridges or 99.2% have deck area in excellent to fair condition.

In addition, PennDOT and the MPO have adopted safety performance measures and targets for nonmotorized users. Through PennDOT Connects interviews, PennDOT asks municipalities about plans for walking and bicycling facilities prior to the design of roadway or bridge projects. Municipal representatives often request that existing walking facilities like sidewalks and crosswalks be preserved during roadway resurfacing and bridge projects. The following are draft 2023 TIP projects that contain sidewalk improvements in areas with average or above average low-income or minority populations:

- PA Route 453 Sink Run Culvert, in Tyrone Borough, includes restoring the curb ramps to meet ADA criteria.
- PA Route 453, I-99 to Beasons Road, in Tyrone Borough, includes retaining the sidewalks and curb ramps.
- Logan Blvd./SR 4003 Bridge over Mill Run, in the City of Altoona, has sidewalks and is on the Plank Road Amtran Bus Route.
- Logan Blvd./SR 4003 Bridge over Norfolk Southern, in the City of Altoona, has sidewalks and is on the Crosstown Amtran Bus Route.
- Chestnut Ave./SR 4013 from 10<sup>th</sup> Avenue to Greely Street Resurface, City of Altoona, has sidewalks and a portion of the road is on the Evening Flash Amtran Bus Route.
- PA Route 36 from US Route 22 to Plank Road Resurface, in Hollidaysburg Borough, Allegheny and Logan Townships and the City of Altoona. Portions of the road have sidewalks and the road is on the Hollidaysburg Amtran Bus Route.
- Howard Ave./SR 4009 from Chestnut Ave. to 4<sup>th</sup> Street, resurface, in the City of Altoona. Portions of the road have sidewalks and the road is on the Flash Amtran Bus Route.
- 4<sup>th</sup> Street/SR 4015 from Chestnut Ave. to Howard Ave., resurface, in the City of Altoona. The route has sidewalks and the Flash Amtran Bus Route crosses 4<sup>th</sup> Street.
- PA Route 866, Williamsburg Drainage and Resurface, Williamsburg Borough, and Woodbury and Catherine Townships. A portion of the route has sidewalks in Williamsburg.

### **3. Prepare the Blair MPO's Draft Transportation Improvement Program**

During the planning process to update the transportation improvement program (TIP), the Blair MPO works with PennDOT, Amtran, the Blair County Planning Commission, elected officials, the public and other stakeholders to identify transportation priorities as candidate projects.

The information considered when selecting the draft TIP candidate projects comes from the following categories:

- Carryover projects (projects that have begun on a prior TIP and need completed).
- Transportation Asset Management Plan that contains Performance Measures and Targets for bridges and roadways on the National Highway System (major arterial roadways).
- PA Strategic Highway Safety Plan.
- Blair MPO Long Range Transportation Plan.
- County and municipal bridges and other priorities from Blair County Planning Commission surveys and PennDOT Connects interviews.
- Other state and regional plans and studies like the PA Freight Movement Plan.
- Equitable Distribution/Environmental Justice.

From these categories, PennDOT District 9-0 prepares a fiscally balanced list of candidate highway and bridge projects for the highway and bridge portion of the draft TIP. Altoona Metro Transit prepares the candidate projects for the public transit portion of the draft TIP. The MPO Technical and Coordinating committees then review and approve the draft highway/bridge and transit TIPs and forward the projects to the PennDOT Program Center for further review.

Blair Planning also provides the organizations that represent the people of low-income and minority groups and the Nations and Tribes with copies of the draft TIP and invites their comments on proposed highway, bridge, and transit projects.

**4. Identify and evaluate the possible benefits and burdens that draft TIP projects could have including disproportionately high and adverse human health or environmental effects and social and economic effects on low-income and minority populations.**

Figures 1, 2, and 3, show the draft 2023 TIP highway and bridge projects are evenly distributed among the municipalities in relation to people of low-income and minority communities. Because the road and bridge projects of the draft 2023 TIP are mostly maintenance and preservation activities, those types of projects would not create disproportionate impacts on people in low-income or minority groups. People in these groups will benefit from the road and bridge maintenance projects and sidewalks as well as from the new buses and transit projects also contained in the draft transit TIP.

The three draft TIP projects that have improvements beyond preservation are as follows:

- **PA Route 764, 6<sup>th</sup> Avenue and 7<sup>th</sup> Street Intersection Improvement Project**, in the City of Altoona. The project will add a left turn lane on 6<sup>th</sup> Avenue between 7<sup>th</sup> and 8<sup>th</sup> Streets. The project will close a portion of the sidewalk on the west side of 6<sup>th</sup> Avenue between 7<sup>th</sup> and 8<sup>th</sup> Streets and retain the sidewalk on the east side. This section of 6<sup>th</sup> Avenue is used by the Altoona Metro Transit (Amtran) Greenwood bus route, but the sidewalk closure is not expected to be a negative impact to persons accessing bus services.
- **Frankstown Road/SR 1009 from Amelia Avenue to PA Route 36 Project**, in City of Altoona, and Logan Township. The project will add a left turn lane on Frankstown Road

at the intersection of Plank Road. The existing roadway is without walking facilities. A portion of the roadway is used by the Altoona Metro Transit Early Bird and Night Owl bus routes.

- **PA Route 36 – PA Route 164 Intersection Improvements**, in Roaring Spring Borough and in Taylor Township. The project includes adding two left turn lanes at the intersection. The roadways are not on fixed-route transit routes and the municipalities do not have high concentrations of low-income or minority persons.

**5. If draft TIP projects are found to cause burdens including disproportionately high and adverse impacts on low-income and minority populations, the issues will be addressed by working with the affected groups, PennDOT, FHWA, and FTA to identify and document strategies to avoid, mitigate or minimize impacts.**

Since the draft TIP projects are mostly maintenance and/or preservation projects, except for those noted above, the projects are not expected to cause disproportionate and adverse impacts to people in low-income or minority groups.

**Metropolitan Planning Organization  
Blair County (Altoona MSA)**

ALSO THE  
COORDINATING  
COMMITTEE OF THE  
ALTOONA AREA  
TRANSPORTATION STUDY  
(AATS)

**Blair County Courthouse  
423 Allegheny Street, Suite 046  
Hollidaysburg, PA 16648**

**(814) 693-2080  
FAX (814) 696-3490**

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DAVID W. MCFARLAND, III, AICP  
SECRETARY

**Memorandum**

To: Maria Brandt, Executive Director, The Arc of Blair County  
Andrea Holsey, President, Blair County Chapter, National  
Association for the Advancement of Colored People  
George Palmer, III, Executive Director, Center for Independent Living of  
South Central PA  
Tina Walters, Executive Director, Blair/Clearfield Association for the Blind  
Jodi Williams, Director of Operations, Blair County Community Action Agency  
Steve Williamson, Executive Director, Blair Senior Services, Inc.

From: Wesley L. Burket, AICP, Transportation Planner  
Blair County Planning Commission

Date: May 20, 2022

Subject: Blair Metropolitan Planning Organization (MPO) FY 2023-2026 Transportation  
Improvement Program 30-Day Public Comment Period – May 20 to June 20, 2022

With respect to the organizations that represent or serve people in low-income populations and minority populations, *the purpose of this memorandum is to provide you with notice of the 30-day public comment period for the Blair MPO's draft FY 2023-2026 Transportation Improvement Program (TIP) from May 20 to June 20, 2022, and a notice of a public meeting for the draft TIP to be held on June 9, 2022.*

The TIP includes all transportation projects (highways, bridges, interstate, and public transit) in the regional planning area that will use federal transportation funds within the four-year period.

This notice is also to meet the requirements of Title VI, Executive Order 12898 that requires Federal agencies to achieve environmental justice by identifying and addressing disproportionately high and adverse human health or environmental effects, including the interrelated social and economic effects of their programs, policies, and activities on minority populations and low-income populations, as well as US DOT Orders 5610.2 (a) and 6640.23A of Federal Highway Administration Actions to Address Environmental Justice.

TIP Public Comment Period  
May 20, 2022  
Page 2

To assist you with making comments, please find attached copies of the draft 2023-2026 TIPs and a copy of the public comment period and meeting notice.

The draft TIPs and other supporting documents can also be accessed electronically at

[www.blairplanning.org/transportation-program](http://www.blairplanning.org/transportation-program). Following the public comment period, comments and questions will be taken into consideration and included in the Environmental Justice Analysis document.

If you have questions or you wish to provide comments on the Blair MPO's draft FY 2023-2026 TIP, or other documents, please send you're your comments to Wes Burket, (814) 693-2080 Ext. 2, or email [wburket@blairplanning.org](mailto:wburket@blairplanning.org), or mail to Blair County Planning Commission, 423 Allegheny St., Suite 046, Hollidaysburg, PA 16648, by Monday, **June 20, 2022**.

Thank you for your time and attention to this matter.

cc: Blair County Planning Commission

ALSO THE  
COORDINATING  
COMMITTEE OF THE  
ALTOONA AREA  
TRANSPORTATION STUDY  
(AATS)

**Metropolitan Planning Organization  
Blair County (Altoona MSA)**

**Blair County Courthouse  
423 Allegheny Street, Suite 046  
Hollidaysburg, PA 16648**

**(814) 693-2080  
FAX (814) 696-3490**

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SCOTT G. CESSNA

DAVID W. MCFARLAND, III, AICP  
SECRETARY

May 20, 2022

Susan Bachor  
Historic Preservation Representative  
Delaware Tribe of Indians  
126 University Circle  
Stroud Hall, Rm 437  
East Stroudsburg, PA 18301

Re: Blair Metropolitan Planning Organization (MPO) Fiscal Year 2023-2026 Transportation Improvement Program 30-day Public Comment Period – May 20 to June 20, 2022

Dear Ms. Bachor:

With respect to the special status of Federally Recognized Tribes and Nations, the purpose of this letter is to provide you with notice of the 30-day public comment period for the Blair MPO's draft FY 2023-2026 Transportation Improvement Program (TIP) to meet the Federal Highway Administration's regulations, 23 CFR part 450.316. With this letter, the Blair MPO invites the Delaware Tribe of Indians to contribute comments from May 20 to June 20, 2022. In addition, a public meeting will be held on June 9, 2022. Other interested parties, including governmental agencies and the public are also receiving this notice.

The TIP includes all transportation projects in the regional planning area that will use federal transportation funds within the four-year period. When these project advance past the planning phase, you will be consulted during the Section 106 of the National Historic Preservation Act and the National Environmental Policy Act process. This project specific outreach will occur regardless of your participation in the TIP public comment period.

The TIP documents provided for public comment are attached and the TIP and other supporting documents can be accessed electronically at [www.blairplanning.org/transportation-program](http://www.blairplanning.org/transportation-program). An additional resource for viewing draft TIP information is available using PennDOT's One Map that is a web-based GIS mapping tool for accessing highway and bridge project data and other asset information and boundary layers. One Map can be accessed by visiting this website: <https://gis.penndot.gov/OneMap>, and instructions for using One Map are attached.

If you wish to provide comments on the Blair MPO's draft FY 2023-2026 TIP, please provide comments to Wes Burket, (814) 693-2080 Ext. 2, or [wburket@blairplanning.org](mailto:wburket@blairplanning.org), or Blair County Planning Commission, 423 Allegheny St., Suite 046, Hollidaysburg, PA 16648. A copy of the



TIP Public Comment Period  
May 20, 2022  
Page 2 of 2

public comment period and meeting notice for the draft TIP is also attached. Following the public comment period, all comments and questions will be taken into consideration. A full summary of the process, comments, and responses will be made available upon request.

If you have questions about a specific project or wish to propose changes to the draft TIP to better improve these documents to your needs, please contact us at the number or addresses above.

Sincerely,  
BLAIR COUNTY PLANNING COMMISSION

Wesley L. Burket, AICP  
Transportation Planner

Enclosures

A letter with copies of the draft 2023 TIPs, PennDOT's One map instructions, and a copy of the Public Comment Period and Meeting Notice were emailed separately to the following:

Susan Bachor, Historic Preservation Representative, Delaware Tribe of Indians,  
[sbachor@delawaretribe.org](mailto:sbachor@delawaretribe.org).

Deborah Dotson, Tribal President, Delaware Nation, Oklahoma, [ec@delawarenation.com](mailto:ec@delawarenation.com)

William Fisher, Chief, Seneca-Cayuga Nation, [wfisher@sctribe.com](mailto:wfisher@sctribe.com)

Cassie Harper, Tribal Administrator, Shawnee Tribe, [cassie@shawnee-tribe.com](mailto:cassie@shawnee-tribe.com)

John R. Johnson, Governor, Absentee-Shawnee Tribe of Indians of Oklahoma,  
[Governor@astribe.com](mailto:Governor@astribe.com)

Glenna Wallace, Chief, Eastern Shawnee Tribe of Oklahoma, [gjwallace@estoo.net](mailto:gjwallace@estoo.net)

## MEETING NOTICE

### Public Comment Period & Meetings for Draft 2023-2026 TIP Documents

The Blair Metropolitan Planning Organization (MPO) invites public comments on the following draft documents: the FY 2023-2026 Transportation Improvement Program (TIP), which contains four years of federally funded highway, interstate, bridge, and public transit projects, the Transportation Conformity Determination Report, TIP Modification Procedures, TIP Environmental Justice Analysis, and other draft TIP documents available at

<https://www.blairplanning.org/transportation-program>. Please submit comments to the Blair County Planning Commission (BCPC), [wburket@blairplanning.org](mailto:wburket@blairplanning.org), or to 423 Allegheny St, Suite 046, Hollidaysburg, PA, 16648, now through Monday, June 20, 2022.

A public meeting to review and take comments on the draft TIP and documents is scheduled for Thursday, June 9, from 2:00 to 3:00 PM at Trolleyworks, 3316 5th Ave., Altoona, PA. A meeting of the MPO to consider approval of the draft TIP and documents is scheduled for Monday, June 27, 2022, at 1:30 PM, at PennDOT, 1620 N. Juniata St., Hollidaysburg, PA. You are invited to participate in these meetings in person or virtually by contacting the BCPC at (814) 693-2080 Ext. 2. The MPO will provide services for persons with language, speech, sight or hearing impediments and people with disabilities provided the request for assistance is made (5) days prior to the meeting by contacting the BCPC or 711.

David W. McFarland, III, AICP, MPO Secretary.

May 20, 2022

# Blair Altoona MPO 2023-2026 Transportation Improvement Program

## Public Meeting

Date: Thursday, June 9, 2022

Time: 2:00 PM

Place: Trolleyworks, 3316 5<sup>th</sup> Avenue, Altoona, PA

## Agenda

### Item

1. Opening Remarks
2. Review of the following:
  - *Draft Transportation Conformity Determination Report for the 2023-2026 Transportation Improvement Program (TIP) and 2045 Long Range Plan.*
  - *Draft Core Elements Environment Justice Analysis for the 2023-2026 TIP.*
  - *Draft Memorandum of Understanding Procedures for STIP and TIP Modifications.*
  - *Draft 2023-2026 Transportation Improvement Program (Highways & Bridges)*
  - *Draft 2023-2026 Transportation Improvement Program (Public Transit).*
3. Public Comment
4. Adjournment

## Blair MPO 2023-2026 TIP Public Meeting Minutes Thursday, June 9, 2022

No public comments were provided at this public meeting.

Those in attendance were Cristy Shumac, PennDOT Engineering District 9-0 and Wes Burket, Blair County Planning Commission.

The following is a comment received during the 30 day comment period for the 2023 TIP:

Re: Fiscal Year 2023-2026 Transportation Improvement Program 30-Day Public Comment Period and Public Meeting Notice



Susan Bachor <[sbachor@DelawareTribe.onmicrosoft.com](mailto:sbachor@DelawareTribe.onmicrosoft.com)>  
To Wes Burket; [sbachor@delawaretribe.org](mailto:sbachor@delawaretribe.org)

 Reply  Reply All  Forward  

Thu 6/16/2022 4:42 PM

Thank you sending this material for the Delaware Tribe's review. We are currently working on a PA about bridge replacement so most of the projects listed will fall under that agreement.

The following projects will be of interest when they start planning.

Conewago Township

New Road/Highway Construction Eisenhower Drive

Reading Township

Relocation / Realignment PA 234 / Peepytown Road Intersection

Best,

Susan Bachor, M.A.

Deputy THPO & Archaeologist

**Delaware Tribe Historic Preservation**

126 University Circle

Stroud Hall, Rm. 437

East Stroudsburg PA 18301

**NEW \*\*\*cell-1.539.529.1671\*\*\***

[sbachor@delawaretribe.onmicrosoft.com](mailto:sbachor@delawaretribe.onmicrosoft.com) - electronic submissions preferred

Please call for appointment.

Table 2.2  
Number and Percent Population Below the  
Poverty Level

Municipality	Total	Number	Percent
Blair County	119,234	15,739	13.2
Allegheny Twp	6,276	754	12.0
Altoona City	42,760	8,254	19.3
Antis Twp	6,346	722	11.4
Bellwood Boro	1,675	292	17.4
Blair Twp	4,669	223	4.8
Catharine Twp	574	71	12.4
Duncansville Boro	1,153	80	6.9
Frankstown Twp	7,259	414	5.7
Freedom Twp	3,019	300	9.9
Greenfield Twp	3,764	547	14.5
Hollidaysburg Boro	5,350	364	6.8
Huston Twp	1,485	125	8.4
Juniata Twp	960	52	5.4
Logan Twp	11,543	1,217	10.5
Martinsburg Boro	1,531	97	6.3
Newry Borough	194	40	20.6
North Woodbury Twp	2,238	132	5.9
Roaring Spring Boro	2,512	380	15.1
Snyder Twp	3,291	284	8.6
Taylor Twp	2,265	99	4.4
Tunnelhill Boro	98	25	25.5
Tyrone Boro	5,309	658	12.4
Tyrone Twp	2,036	172	8.4
Williamsburg Boro	1,202	199	16.6
Woodbury Twp	1,725	238	13.8

Source: S1701 Poverty Status in the Past 12 Months; 2018-2022: ACS 5-Year Estimate Subject Tables

Table 2.3

## Number and Percent Population in a Minority Group

Municipality	Total	Number Minority	Percent Minority
Blair County	122822	9204	7.5
Allegheny Twp	6585	438	6.7
Altoona City	43963	4914	11.2
Antis Twp	6478	280	4.3
Bellwood Boro	1827	112	6.1
Blair Twp	4783	152	3.2
Catharine Twp	771	25	3.2
Duncansville Boro	1255	82	6.5
Frankstown Twp	7399	380	5.1
Freedom Twp	3002	137	4.6
Greenfield Twp	3788	148	3.9
Hollidaysburg Boro	5641	340	6.0
Huston Twp	1252	31	2.5
Juniata Twp	968	34	3.5
Logan Twp	12413	977	7.9
Martinsburg Boro	1876	69	3.7
Newry Borough	230	8	3.5
N. Woodbury Twp	2433	77	3.2
Roaring Spring B	2384	109	4.6
Snyder Twp	3344	152	4.5
Taylor Twp	2296	62	2.7
Tunnelhill Boro	108	11	10.2
Tyrone Boro	5480	322	5.9
Tyrone Twp	1876	74	3.9
Williamsburg Boro	1233	62	5.0
Woodbury Twp	1437	59	4.1

Source: U.S. Census Bureau, 2020 Census Redistricting Data (Public Law 94-171)

Two other important groups identified as likely to need assistance with public involvement are people with disabilities that number 18,686 and are 15.5% of the county population and persons aged 65 and over that number 25,616 or 21% of the population.

Table 2.4

Number and Percent Persons of the Civilian Noninstitutionalized Population with a Disability

Municipality	Total	No. with Disability	% with Disability
Blair County	120,928	18,686	15.5
Allegheny Twp	6288	1114	17.1
Altoona City	43452	7599	17.5
Antis Twp	6377	895	14.0
Bellwood Boro	1681	197	11.7
Blair Twp	4669	469	9.9
Catharine Twp	581	38	6.5
Duncansville Boro	1164	198	17.0
Frankstown Twp	7264	740	10.3
Freedom Twp	3019	382	12.7
Greenfield Twp	3790	786	20.7
Hollidaysburg Boro	5350	671	12.5
Huston Twp	1492	153	10.3
Juniata Twp	972	182	18.7
Logan Twp	12410	1763	14.2
Martinsburg Boro	1531	266	17.4
Newry Borough	195	21	10.8
N. Woodbury Twp	2242	242	10.8
Roaring Spring B	2512	318	12.7
Snyder Twp	3325	598	18.0
Taylor Twp	2265	353	15.6
Tunnelhill Boro	98	27	27.6
Tyrone Boro	5342	830	15.5
Tyrone Twp	2040	235	11.5
Williamsburg Boro	1202	251	20.9
Woodbury Twp	1725	363	21.0

Source: U.S. Census Bureau, 2018-2022: ACS 5-Year Estimates Subject Tables, S1810 Disability Characteristics

Table 2.5

Number and Percent Persons Age 65 and Over			
Municipality	Total	Number 65 and Over	Percent 65 and Over
Blair County	122,640	25,616	20.9
Allegheny Twp	6600	2135	32.3
Altoona City	43821	7628	17.4
Antis Twp	6453	1728	26.8
Bellwood Boro	1681	244	14.5
Blair Twp	4749	901	19.0
Catharine Twp	581	96	16.5
Duncansville Boro	1164	311	26.7
Frankstown Twp	7386	1769	24.0
Freedom Twp	3019	896	29.7
Greenfield Twp	3790	685	18.1
Hollidaysburg Boro	5630	1443	25.6
Huston Twp	1492	209	14.0
Juniata Twp	975	165	16.9
Logan Twp	12471	2888	23.2
Martinsburg Boro	1651	445	27.0
Newry Borough	195	35	17.9
N. Woodbury Twp	2361	735	31.1
Roaring Spring B	2512	334	13.3
Snyder Twp	3332	548	16.4
Taylor Twp	2265	530	23.4
Tunnelhill Boro	95	31	31.6
Tyrone Boro	5447	987	18.1
Tyrone Twp	2040	367	18.0
Williamsburg Boro	1202	241	20.0
Woodbury Twp	1725	265	15.4

Source: U.S. Census Bureau, 2018-2022: ACS 5-Year Estimates Subject Tables, S0101 Age and Sex



## **Part Three - Limited English Proficiency Plan**

### **1. Introduction and Purpose**

The Statewide and Metropolitan Transportation Planning Final Rule (Title 23 U.S.C. Section 34 and Title 49 U.S.C. Section 1607) requires that urban areas with a population of at least 50,000 prepare plans and programs through a continuing, cooperative, and comprehensive (3 C) planning process to be eligible to receive federal transportation funds. The designated group that conducts the planning process is called the Blair Metropolitan Planning Organization (MPO).

The planning process includes taking reasonable steps to ensure meaningful access for all persons. The purpose of the language assistance plan is to help provide timely and reasonable language assistance to Limited English Proficient (LEP) persons who wish to participate in the Metropolitan Planning Organization (MPO)'s planning process. The policy guidance defines LEP persons as "individuals who do not speak English as their primary language and who have a limited ability to read, write, speak, or understand English."

The requirement comes from Executive Order 13166 "*Improving Access to Services for Persons with Limited English Proficiency*", which extends Title VI of the Civil Rights Act of 1964 that prohibits discrimination based on race, color, and national origin under any program or activity that receives federal assistance to include people who have a limited ability to read, speak, write, or understand English.

The plan is based on the December 14, 2005, US Department of Transportation (DOT)'s "*Policy Guidance Concerning Recipients' Responsibilities to LEP Persons*". The policy guidance states that organizations receiving federal funds should conduct a four factor analysis to assess the needs of LEP persons in the community and decide what reasonable steps the MPO should take to ensure meaningful access for LEP persons to its planning process. The four factors are addressed as follows:

### **2. Four Factor Analysis**

Factor 1: The number or proportion of LEP persons served or encountered in the eligible service population.

The US Census data shows that 994 or about 0.9% of the county *population over age 5 speak English less than very well*. The table on page 5 shows the numbers and percentages of LEP persons in each municipality and the most common languages spoken other than English.

If Blair Planning becomes aware of persons or groups who would like language assistance for an MPO program, activity, or service, Blair Planning would contact them to affirm their needs and provide them with language assistance.

As of this time, the Blair Planning has not had requests for language assistance regarding MPO matters.

Factor 2: The frequency with which LEP persons encounter the program, activity, or service.

The US DOT's policy guidance states that reasonable steps for a recipient that provides language assistance to persons on a one-time basis will be different than those expected to serve persons daily. For the MPO and Blair Planning, language assistance requests are expected to be on a one-time basis for each person for each program, activity, or service that they seek language assistance for.

Factor 3: The nature and importance of the program, activity, or service provided by the program.

The US DOT's policy guidance asks that federal recipients determine the importance of the activity, information, service, or program, and the possible consequences to persons who need language assistance, such as whether denial or delay of access to services or information could have serious or even life-threatening implications.

The Blair MPO oversees transportation program, activities, or services such as preparing and updating the following documents:

- Long Range Transportation Plan
- Transportation Improvement Program (roadway, bridge, and public transit projects)
- Unified Planning Work Program
- Public Participation Plan
- Title VI Plan
- Language Assistance Plan.

Factor 4: The resources available to the recipient and costs.

The US DOT's policy guidance suggests reducing the costs of language assistance services by technological advances and the sharing of language assistance materials and services among recipients, advocacy groups, affected populations, and Federal agencies. The policy guidance recommends using qualified interpreters and translators to ensure accurate interpretation.

The guidance emphasizes that reasonable language assistance services be provided based on the planning organization resources. Recipients have two main ways to provide language assistance services: *interpretation* of spoken words in person or by telephone and *translation* of written text in documents from language into the equivalent text of another language.

Examples of *written* materials that may need to be translated are as follows:

- Notices of public meetings regarding proposed transportation plans, projects, or changes to plans and projects.
- Signs for points of entry to Blair Planning offices and at public meeting places.
- Notices advising LEP persons of free language assistance and language identification cards for staff (i.e., "I speak" cards).

The policy guidance refers to “*Safe Harbor*” meaning that the following actions will be considered strong evidence of compliance with the planning organization’s *written translation obligations* under Title VI:

- (a) The DOT recipient provides written translations of vital documents for each eligible LEP language group that is 5% or 1,000 of the persons to be served or likely to be affected or encountered. Translation of other documents can be provided orally; or
- (b) If there are fewer than fifty persons in a language group that reaches the 5% trigger, the recipient does not translate vital written materials but provides written notice in the primary language of the LEP language group of the right to receive competent *oral interpretation* of those written materials, free of cost.

### **3. Implementation Plan**

The U.S. DOT’s “Policy Guidance Concerning Recipients’ Responsibilities to Limited English Proficient (LEP) Persons” states that after completing the *four-factor analysis* the planning organization should prepare an *implementation plan* to address the needs of LEP persons with the following five tasks:

#### **A. Identify Individuals Who Need Language Assistance.**

In addition to continuing to use the latest US Census estimates to monitor the number of LEP persons in Blair County, the planning organization will send copies of draft planning documents to low income, minority, and other groups when identified that may need language assistance. The documents will also state that free language assistance is available and provide planning organization contact information.

#### **B. Establish Language Assistance Measures**

Blair Planning, on behalf of the MPO, has established the means to provide language assistance in the form of *remote interpretation* and *written translation* by using Proprio Language Services. For example, when persons in need of language assistance enter the office of Blair Planning, the staff will present them with the document prepared by Proprio that says, “*If you need a free interpreter, please point to your language.*” Blair Planning will then contact Proprio Language Service for an interpreter to establish a three way virtual or speaker phone conversation staff of Blair Planning and the person seeking assistance. Blair Planning will also respond to phone requests for language assistance by contacting Proprio Language Services for similar assistance.

In addition, Blair Planning can access the Proprio One App that includes virtual (video) *sign language visual interpreter services* or on-site Proprio representative services by completing an interpreter request form.

To respond to written translation requests from LEP persons, Blair Planning will contact Proprio to schedule a written translation or remote interpretation depending on the circumstance. Proprio will match the project with a translator who is an expert in the subject matter and a native

speaker of the target language. A second certified translator proofreads the translation to eliminate typos, grammatical mistakes, and any other issues. Proprio will then send the completed translation with formatting and desktop publishing included in an average of five days.

### **C. Train Staff**

When a person contacts Blair Planning for language assistance by phone or in person, the staff will phone Proprio for the needed services, as noted above.

If a person requests language assistance for a public meeting, the staff will arrange with Proprio to provide interpretation for the meeting virtually or in person if sign language is needed. If requests for language assistance increase, Blair Planning staff will provide the necessary reasonable level of training to ensure that the language assistance plan is implemented.

### **D. Provide Notice to Persons Who Request Language Assistance**

Blair Planning provides notice to LEP persons with a poster in its office that says, “If you need a free interpreter, please point to your language.”

Blair Planning will send draft copies of updates of the long range plan and transportation improvement program and other plans to representatives of minority, low-income, and language assistance groups (when identified) during the public review and comment period for those documents.

The documents, like the MPO’s draft Unified Planning Work Program, the Long Range Transportation plan, the Transportation Improvement Program documents, the Public Participation Plan, and other major documents will include wording that free language assistance services are available.

Blair Planning currently advertises in the newspaper the regular meetings of the MPO and the required public meetings for draft plan and program documents. The notices state that *“The MPO will provide services for persons with language, speech, sight or hearing impediments and people with disabilities provided the request for assistance is made (5) days prior to the meeting by contacting the BCPC or 711.”* If needed, the MPO would include public notices in local newspapers in languages other than English.

### **E. Monitor and Update the Language Assistance Plan**

The planning organization is required to update its Language Assistance Plan at least every three years, and Blair Planning, on behalf of the MPO, will continue to monitor its process in making new documents, programs, services, and activities available to LEP persons. Blair Planning will regularly update and continue to document its efforts to provide language assistance to LEP persons who wish to participate in the MPO’s transportation planning and programming activities.

Table 3.1

Number and Percent Limited English Proficient Persons (5 Yrs. +) Who Speak English  
less than “very well”

	<b>Persons Age 5 Yrs. And Over</b>	<b>No. Speaking English less than “very well”</b>	<b>% Speaking English less than “very well”</b>	<b>Most Common Languages of LEP Persons</b>
Blair County Total	116,059	994	0.9	Other Indo-European, Spanish
City of Altoona	41,003	136	0.3	Other Indo., Span., Asn
Bellwood Borough	1,511	14	0.9	Asian & Pacific Island
Duncansville Borough	1,125	3	0.3	Spanish, no other lang.
Hollidaysburg Borough	5,583	2	0.1	Other Indo., Spanish
Martinsburg Borough	1,729	9	0.5	Other Indo-European
Newry Borough	185	0	0	No other languages
Roaring Spring Borough	2,318	6	0.3	Spanish, Asian
Tunnelhill (Part)	98	0	0	No other languages
Tyrone Borough	4,911	29	0.6	Other Indo., Spanish
Williamsburg Borough	1,016	0	0	No other languages
Allegheny Township	6,252	1	0	No other languages
Antis Township	5,936	11	0.2	As. Pac. Is., no other
Blair Township	4,310	373	8.7	As. Pac Is., Other Ind.
Catharine Township	496	12	2.4	Spanish, no other lang.
Frankstown Township	6,810	54	0.8	Other Indo, Asian
Freedom Township	3,159	18	0.6	Other Indo-European
Greenfield Township	3,798	6	0.2	Spanish, no other lang.
Huston Township	1,448	50	3.5	Spanish, Other Indo.
Juniata Township	903	5	0.6	Spanish, Other Indo.
Logan Township	11,758	83	0.7	Asian, Other Indo.
North Woodbury Twp.	2,456	45	1.8	Other Indo-European
Snyder Township	3,097	0	0	No other languages
Taylor Township	2,361	0	0	No other languages
Tyrone Township	2,027	120	5.9	Other Indo-European
Woodbury Township	1,769	17	1.0	Other Indo., Spanish

Source: U.S. Census Bureau, 2016-2020: American Community Survey 5-Year Estimates Subject Tables, S1601 Language Spoken at Home

## **Appendix A - Public Comments and Responses**

No public comments were received on these documents during the public meeting or during the public comment period.

## **Appendix B - Project Selection Process Documentation for the 2023-2026 Transportation Improvement Program**

### Overview

Federal planning statutes and final rules Title 23 USC 134 (i) and Title 49 USC 5303 (i) require that areas with an urban population of 50,000 or more prepare plans and programs through a continuing, cooperative, and comprehensive (3 C) planning process to be eligible to receive federal transportation funds. The Blair Metropolitan Planning Organization (MPO) is the designated group that conducts the planning process.

During the two year planning process to update the transportation improvement program (TIP), the Blair MPO works with PennDOT, transit providers, the Blair County Planning Commission, elected officials, the public and other stakeholders to identify transportation priorities as candidate projects for the TIP and the long range plan. The MPO follows the Department's financial guidance of available funds when prioritizing projects in the TIP.

The Clean Air Act Amendment (CAAA) of 1990 requires planning activities for air quality nonattainment areas. Although Blair County is an "attainment area" for current air quality standards, transportation conformity analysis on certain projects is required due to its 1997 violation of the 8-hour Ozone Standard and the February 16, 2018, D.C. Circuit decision in South Coast Air Quality Management District v. EPA (case no. 15-1115) and the subsequent guidance issued by EPA (EPA-420-B-18-050).

The Blair County Planning Commission, on behalf of the MPO, invites public comments during a 30 day public comment period on the draft Blair County TIP and related documents by advertising in the newspaper, placing the documents on the Blair Planning website, and holding a public meeting before MPO approval. Additional comments may be received for projects from the State Transportation Commission's 30 day public comment period at the beginning of the statewide TIP update process. After the MPO approves the TIP, the State Transportation Commission adopts and includes the Blair County TIP projects in the statewide TIP.

### Project Selection

The transportation planning process supports decision-making and project selection by ensuring that each dollar invested enhances the overall "performance" of the Commonwealth's transportation system. The priority areas are as follows:

- Bridges on the National Highway System (NHS)
- Roadway conditions on the NHS

- Bridges on the remainder of the state and local roadway system
- Roadways on the remainder of the state roadway system.

Since the Moving Ahead for Progress in the 21<sup>st</sup> Century Act, performance-based planning and programming, Transportation Performance Management, and the Transportation Asset Management Plan requirements have been included in the process. Information from the Asset Management Steering Committee, the Asset Management Division, Bridge Asset Management System (BAMS), and Pavement Asset Management System (PAMS) are included in PennDOT's General and Procedural Guidance document prepared for the TIP update to provide enhanced support for project programming to achieve Lowest Life Cycle Cost (LLCC) and high benefit to cost projects.

The Program Center will work with the Asset Management Division to provide the MPO with a list of recommended projects by work type based on LLCC projections derived from PennDOT's pavement and bridge asset management systems. The Financial Guidance document has been updated to include an Asset Management Factor, which allows for adjusted funding in areas that demonstrate greater need. More details can be found in the "Pennsylvania 2019 Transportation Asset Management Plan".

The information considered when selecting the draft TIP candidate projects comes from the following categories:

- Carryover projects (projects included in the current TIP that need further funding)
- Transportation Asset Management Plan/Performance Management, Measures, and Targets for Bridge and Roadways on the National Highway System
- PA Strategic Highway Safety Plan
- Blair MPO Long Range Transportation Plan
- County and municipal priorities from Planning Commission surveys and PennDOT Connects interviews
- Other state and regional plans and studies such as the PA Freight Movement Plan
- Equitable Distribution/Environmental Justice.

After considering the project criteria from the above, PennDOT prepares a list of fiscally balanced project priorities for the draft highway and bridge portion of the TIP. Altoona Metro Transit prepares the draft transit portion of the TIP.

The MPO Technical and Coordinating committees then review and approve the draft TIP and forward it to the PennDOT Program Center for further review.

The planning commission conducts a Core Elements Environmental Justice Analysis of the draft TIP or plan and sends copies of the draft to organizations that represent people in low-income groups and minority groups and to Native American Nations for their review and comment as required.

Blair Planning advertises the draft TIP and the required documents in the newspaper and places the documents on the Blair Planning website for a 30 day public comment period and holds a public meeting before MPO approval.

### Roadway Projects

The department updates its roadway inventories annually in the Roadway Management System (RMS). This information is included in the Roadway “5-Year Plan”, where roadway needs are assessed using cycles that follow PennDOT’s Pavement Policy Manual. Projects selected from the 5-Year Plan may include factors like Decade of Investment (DOI) plan projects; fulfillment of and maintaining acceptable levels on the scorecard of influence; hierarchy of the roadway; current roadway conditions; and the next needed pavement treatment cycle.

### Bridge Projects

The physical condition of a bridge’s superstructure is compared to its original as-built condition. A number is assigned by state-certified bridge inspectors during each inspection of the bridge, which occurs at least every two years on bridges 20 feet or > in length. Bridge condition ratings range from nine to zero. A rating of four (4) or below indicates poor conditions that result in a “Poor” classification.

#### A. Replacements:

1. Bridges with condition five or less are evaluated
2. Prioritization by Business Plan Network: Interstate top priority and non-NHS with less than 2,000 ADT lowest priority
3. Consider roadway projects for combination with bridge replacements
4. Evaluate if Department Forces can complete the work.

#### B. Rehabilitations:

Same logic as Replacements, but mostly look for bridges that we can raise the condition ratings to a six (6) or greater for all three major bridge components (substructures, superstructures and deck).

#### C. Preservation:

1. Rely on evaluations and where appropriate cycles for each preservation treatment:
  - a. 10 to 20-year cycle for deck overlays (depends on type of overlay and traffic volumes)
  - b. 10-year replacement cycle for expansion dam strip seal glands
  - c. 15-year replacement cycle for tooth dam expansion troughs
  - d. 50 to 75-year cycle to replace entire expansion dams
  - e. 30 to 40-year cycle for painting steel girder bridges
  - f. 15 to 20-year cycle for painting steel trusses and steel through plate girders.



2. If appropriate, the deck and joint preservations are included with roadway projects on Business Plan Networks 1 to 3.
3. Standalone group bridge preservation projects are established for:
  - a. Painting projects
  - b. To get bridges on cycle when no roadway projects are planned
  - c. To address Business Plan Network 4 when Department Forces cannot complete the work
  - d. Scour or substructure repairs.
4. Prioritize by Business Plan Network and by the highest cost assets (major river crossings).

The TIP and long range plan may also include funds for projects that received funding from programs allocated on a statewide basis, including the following:

- Transportation Alternatives Set-Aside
- Appalachian Regional Commission Local Access Road Program
- Automated Red Light Enforcement and Green Light-Go Programs
- Multimodal Transportation Fund
- Congested Corridor Improvement Program
- Rapid Bridge Replacement Program (P3)
- Highway-Rail Grade Crossing Safety Program (RRX)
- Highway Safety Improvement Program (HSIP) Statewide Set-aside.

In addition to the above process, please refer to the *“Pennsylvania Transportation Performance Management Performance-based Planning and Programming Procedures”* that describes the cooperative efforts between the planning partners, the Federal Highway Administration, and PennDOT to address those required procedures.

## **Appendix C - PA Sunshine Act - Additional Information**

Special Meetings and Hearings — A special meeting is defined as a “meeting scheduled by an agency after the agency’s regular schedule of meetings has been established.” Public notice of such meetings and hearings must be given at least 24 hours before the meeting or hearing.

Emergency Meetings — The law does not require public notice for emergency meetings “called for the purpose of dealing with a real or potential emergency involving a clear and present danger to life or property.”

Rescheduled Meetings and Hearings — Public notice must be given at least 24 hours before the rescheduled meeting or hearing.

Budget and other Work Sessions — Legal counsel advises advertisement of budget and other work sessions as meetings open for public attendance.

Executive Sessions — The law does not require executive sessions to be advertised in a newspaper or at the meeting site. However, officials must announce their reason for holding an executive session at the open meeting held immediately before or after the executive session.

#### Minute-Keeping Requirements

The Sunshine Law requires minutes to include the date, time, and place of the meeting; the names of the board members present; the substance of all official actions; a record of any roll call votes taken by individual board members; and the names of all citizens who appeared officially and the subject of their comments.

#### Sunshine Act Updates

Effective August 29, 2021, government agencies covered under the Pennsylvania Sunshine Act, including local governments, must make meeting agendas available to the public 24 hours in advance of public meetings. These new rules are pursuant to recent amendments (“Act 65”) to the Sunshine Act, signed by Governor Wolf on June 30, 2021. Under Act 65, if an agency has a public website, the meeting agenda must be posted on the website no later than 24 hours prior to the start of the meeting. The agenda must also be posted, 24 hours in advance, at the agency’s principal office and at the meeting site. Finally, the agency must also make agenda copies available to attendees at the meeting.

These new requirements apply to regular and special public meetings, but not to executive sessions or work sessions. The posted agenda must include a list of each matter that will be, or maybe, the subject of deliberation or official action. However, there are certain scenarios, as listed below, where the agency may consider business not listed on the posted agenda:

1. The agency may take official action on any matter “relating to a real or potential emergency involving a clear and present danger to life or property,” even if the matter was not included on the posted agenda.
2. The agency may take official action on a matter if it arose or was brought to its attention within 24 hours prior to the meeting, and the matter is de minimis in nature and not does not involve the expenditure of funds or entering into a contract or agreement.
3. If, during the meeting, a resident or taxpayer brings a matter to the attention of the agency, that is not listed on the agenda, the agency may refer the matter to staff for the purpose of researching the matter for inclusion on a future meeting agenda, or if the matter is de minimis in nature and not does not involve the expenditure of funds or entering into a contract or agreement, the agency may take official action on the matter.
4. The agency may also make a change to the posted agenda at the meeting upon majority vote of the individuals present and voting during the meeting to approve the agenda change. The reasons

for amending the agenda must be announced at the meeting, and the amended agenda must be posted on the agency's website, and at the agency's principal office, no later than the first business day after the meeting.

Effective August 29, 2021, these new rules will require more careful advance preparation for public meetings to ensure that all agenda items are included in the advance agenda.

If you have questions or comments about the Blair MPO Public Participation Plan, please visit our website at [www.blairplannng.org](http://www.blairplannng.org) or contact Wes Burket at (814) 693-2080 or [wburket@blairplannng.org](mailto:wburket@blairplannng.org).

**Appendix D – MPO Meeting Minutes at which Title VI Program was Approved under Item 4.**

**Minutes of June 17, 2024  
Combined Meeting of the Coordinating and Technical Committees of the  
Blair Metropolitan Planning Organization**

**1. Roll Call by Secretary.**

Coordinating Committee Voting Members Present:

Vince Greenland, P.E., District Executive, PennDOT Engineering District 9-0  
Dean Roberts, Transportation Planning Manager, PennDOT Center for Program  
Development and Management (alternate for Ms. Clark)  
David Kessler, Board of Commissioners, County of Blair  
Amy Webster, Esq., Board of Commissioners, County of Blair  
David Butterbaugh, Jr., P.L.S., Member of Council, City of Altoona  
Dennis Igou, Mayor, Borough of Roaring Spring, Representing the Boroughs  
Ed Frontino, Board of Supervisors, Township of Logan, representing the townships  
Josh Baker, CEO, Altoona Metro Transit (alternate for Mr. Cessna)

Coordinating Committee Voting Members Absent:

Jessica Clark, Planning Division Manager, Planning Contract and Management Division,  
PennDOT Center for Program Development and Management  
Matt Pacifico, Mayor, City of Altoona  
James Patterson, Board of Supervisors, Township of Logan, representing the townships  
Scott G. Cessna, Chair, Board of Directors, Altoona Metro Transit  
Vacant, Blair County Airport Authority

Technical Committee Members Present

Anne Stich, Transportation Planning Manager, PennDOT District 9-0  
Richard C. Sutter, AICP, President, Richard C. Sutter & Associates, Inc.

Lisa Peel, Manager, Roaring Spring Borough (representing the Boroughs)  
John Frederick, Recreation and Environmental Code Director, Township of Antis,  
representing the Townships  
Dave McFarland, III, AICP, Planning Director, Blair County Planning Commission

Non-Voting Members and Others Present:

Michele Ivory and Marklin Myers, PA Senator Judy Ward  
Katie Buchanan, PA Representative Lou Schmitt  
Jaclyn Himmelwright, EIT, Senior Civil Engineer Supervisor, PennDOT District 9-0  
Jim Pruss, P.E., Portfolio Manager, PennDOT District 9-0  
Wes Burket, AICP, Transportation Planner, Blair County Planning Commission

- 1. Roll Call by the Secretary.**
- 2. Review and approve the minutes of the combined MPO and Technical Committee Meeting of December 11, 2023.**

**Motioned:** Mr. Butterbaugh

**Seconded:** Ms. Webster

**Voted:** All in favor of approving the minutes as presented.

- 3. Election of a Chairperson and a Secretary.**

Mr. McFarland opened the floor to nominations for chairperson. Ms. Webster received a nomination.

Mr. Frontino called for a motion to close nominations for chairperson.

**Motioned:** Mr. Frontino

**Seconded:** Mr. Kessling

**Voted:** All in favor of closing nominations.

Mr. McFarland opened the floor to nominations for secretary. Mr. Butterbaugh received a nomination.

Mr. Frontino called for a motion to close nominations for secretary.

**Motioned:** Mr. Frontino

**Seconded:** Mr. Sutter

**Voted:** All in favor of closing nominations.

Mr. McFarland called for a motion to elect Ms. Webster as chairperson and a motion to elect Mr. Butterbaugh as secretary.

**Motioned:** Ms. Webster

**Seconded:** Mr. Butterbaugh

**Voted:** All in favor of electing Ms. Webster to Chairperson.

**Motioned:** Mr. Butterbaugh

**Seconded:** Mr. Kessler

**Voted:** All in favor of electing Mr. Butterbaugh as Secretary.

**4. Review and approve the Title VI Program that includes Nondiscrimination and Complaint Procedures, Public Participation and Limited English Proficiency Plans.**

Mr. Burket stated that this item included three of the MPO's current documents that are being updated and combined into one document. He said that language taglines were added to the document as requested and that wording was slightly revised for public involvement efforts for major changes to the transportation program or long range plan. He noted that the document was advertised for forty-five days for public comment, a public meeting was held, and that no comments were received.

**Motioned:** Mr. Kessler

**Seconded:** Mr. Greenland

**Voted:** All in favor of approving the Title VI Program Document.

**5. Review and approve the Transportation Conformity Determination Report for the 2025-2028 Transportation Improvement Program (TIP) and 2045 Long-Range Plan.**

Mr. Burket said that the conformity determination report showed that there was one regionally significant project in the 2025-2028 TIP that needed to be evaluated for air quality impacts: the McMahon Road Extension and Improvements project. He noted that the project and the other projects on the TIP comply with the air quality standards.

**6. Review and approve the Air Quality Resolution for the 2025-2028 TIP and 2045 Long-Range Plan.**

Mr. Burket stated that the resolution affirms that the projects of the 2025-2028 TIP comply with current air quality standards.

**Motioned:** Mr. Butterbaugh

**Seconded:** Mr. Sutter

**Voted:** All in favor of approving the Conformity Determination Report and the Air Quality Resolution.

**7. Review and approve the Environmental Justice Analysis for the 2025-2028 TIP.**

Mr. Burket explained that the analysis evaluates draft TIP projects for impacts on low income and minority populations and that the analysis shows that the TIP projects are not expected to cause disproportionate impacts on these groups.

Mr. Frederick commented that on PA Route 453 by Tyrone's Reservoir Park the wide concrete-asphalt joints between the pavement and curb gutter need to be improved for bicyclists' safety. He handed out an image of the segment on Route 453 by Reservoir Park that he would like to see

improved and images of three places on Logan Boulevard with wider paved shoulders he would like to see maintained for bicyclist safety.

Mr. Greenland said that the issue on Route 453 would be taken care of as part of the upcoming paving project and that bicycle safe grates would be installed. He said that Mr. Frederick's comments would be noted.

**Motioned:** Mr. Kessler

**Seconded:** Mr. Greenland

**Voted:** All in favor of approving the Environmental Justice Analysis and include Mr. Frederick's comments in the document.

**8. Review and approve the MOU Procedures for the 2025-2028 TIP Revisions.**

Mr. Burket said that the document contains the procedures for revising the TIP when federal funds are involved. He explained that board approval is required to add and remove projects with federal funds and to increase and decrease federal funds on a project in the amount of \$ 2 million or greater. He said that smaller exchanges in funds are done administratively and reported to the group at the next meeting. Mr. Greenland added that the guidelines we are following are consistent with the statewide recommendations and they are a continuation of the current procedures.

**Motioned:** Mr. Butterbaugh

**Seconded:** Mr. Baker

**Voted:** All in favor of approving the MOU Procedures for 2025-2028 TIP Revisions.

**9. Review and approve the Self-Certification Resolution for the 2025-2028 TIP.**

Mr. Burket said that the resolution affirms that the MPO has followed the required planning process in preparing the 2025-2028 TIP and that all federal requirements have been met as shown in the above documents.

**Motioned:** Mr. Greenland

**Seconded:** Mr. Kessler

**Voted:** All in favor of approving the Self-Certification Resolution for the TIP.

**10. Review and approve the FYs 2025-2028 TIP [October 1, 2024, to September 30, 2028] for Highways & Bridges.**

Mr. Burket said that the draft 2025-2028 TIP portion highways and bridges and portion for public transit were reviewed and approved by the board in December and there have been no changes since. He said that the TIP documents were advertised for the required thirty days, and a public meeting was held and that there were no comments received to date.

**Motioned:** Mr. Kessler

**Seconded:** Mr. Frontino

**Voted:** All in favor to approve the highway and bridge portion of the 2025-2028

Transportation Improvement Program.

**11. Review and approve the FYs 2025-2028 TIP [October 1, 2024, to September 30, 2028] for Public Transit and the Transit Financial Capacity Analysis.**

Mr. Baker noted that the transit TIP contains the standard operational and capital projects that Amtran routinely does.

**Motioned:** Mr. Greenland

**Seconded:** Mr. Sutter

**Voted:** All in favor to approve the transit portion of the 2025-2028 TIP and the Transit Financial Capacity Analysis.

**12. Review and approve transferring \$ 42,750.00 from the Bridge PM Reserve on the FY 2023-2026 TIP to the Preliminary Engineering phase of the county owned bridge on Chappell Road (T-364) in Juniata Township, MPMS 22076, over Bobs Creek, to complete an alternatives analysis. The project will require a 5% local match from the county.**

Ms. Stich explained that the \$ 42,750.00 is a mix of federal and state funds and that there would be a five percent local match required for the analysis. Mr. Greenland said that the bridge inspection done last year required the bridge to be posted to eight tons. He reported that there is a road that served as an alternative way in and out, but that the road has been closed by the property owner. He said that the county will do an interim repair to the bridge and that the analysis would tell the costs to rehabilitate or replace the bridge and/or look at whether another route could eliminate the bridge.

**Motioned:** Mr. Butterbaugh

**Seconded:** Mr. Kessler

**Voted:** All in favor to transfer \$ 42,750.00 from the 2023 TIP Bridge PM Reserve to the preliminary engineering phase of county bridge # 81 in the 2023 TIP to complete an alternatives analysis.

**13. Other Business.**

**14. Adjournment.**

There being no other business, the chairperson asked for a motion to adjourn at 3:05 pm.

**Motioned:** Mr. Kessler

**Seconded:** Mr. Baker

**Voted:** All in favor of adjourning the meeting.

Respectfully submitted,

David Butterbaugh, Jr., P.L.S.  
Secretary, MPO