Williamsport Area Transportation Study (WATS)

Metropolitan Planning Organization (MPO)

Public Participation Plan

Adopted by Williamsport MPO
December 19, 2013
Amended
February 13, 2023

English

ATTENTION: If you speak another language other than English, language assistance services can be made available to you. Call 1 (570) 320-2130.

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 (570) 320-2130.

Korean

주의: 영어 이외의 다른 언어를 사용하는 경우, 언어 지원 서비스를 이용할 수 있습니다. 1 (570) 320-2130으로 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 (570) 320-2130. »

Somali

FIIRO GAAR AH: Haddii aad ku hadasho luqad kale aanan ahayn Ingiriisiga, adeegyada gargaarka luqadda ayaa laguu diyaarin karaa. Wac 1 (570) 320-2130.

Russian

ВНИМАНИЕ: если вы говорите на другом языке, вам может быть оказана языковая помощь. Обратитесь в информационно-справочную службу по номеру: 1 (570) 320-2130.

Ukrainian

УВАГА: якщо ви розмовляєте іншою мовою, вам може бути надана мовна допомога. Зверніться до інформаційно-довідкової служби за номером: 1 (570) 320-2130.

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 (570) 320-2130。

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 (570) 320-2130。

Arabic

تنبيه: إذا كنت تتحدث لغة أخرى غير اللغة الإنجليزية، يمكننا توفير خدمات المساعدة اللغوية لك. اتصل بالرقم 2130 320 (570) 1.

Burmese

သတိပြုရန်- သင်သည် အင်္ဂလိပ် ဘာသာစကား မဟုတ်သော အခြား ဘာသာစကားကို

ပြောလျှင် သင့်အတွက် ဘာသာစကား အကူအညီ ဝန်ဆောင်မှုကို ရနိုင်ပါသည်။ 1

(570) 320-2130 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（570）412-2130

Hindi

सूचना: यदि आप अंग्रेजी के अलावा कोई अन्य भाषा बोलते हैं, तो आपको भाषा सहायता सेवाएं उपलब्ध कराई जा सकती हैं। कॉल करें १ (570) 320-2130

Italian

ATTENZIONE: Se parli una lingua che non sia l'inglese, i servizi di assistenza linguistica possono essere messi a tua disposizione. Chiama 1 (570) 320-2130.

Polish

UWAGA: Jeśli posługujesz się językiem innym niż angielski, możesz skorzystać z usługi pomocy językowej. Zadzwoń pod numer 1 (570) 320-2130.

Nepali

ध्यान दिनुहोस्: यदि तपाईं अंग्रेजीबाहेक अन्य भाषा बोल्नुहुन्छ भने तपाईंलाई भाषा सहायता सेवा उपलब्ध गराउन सकिन्छ। 1 (570) 320-2130 मा फोन गर्नुहोस्।

Urdu

توجّہ 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

ہیے۔ براہ کرم 1)570(320-2130) پر کال کریں۔

Spanish

ATENCIÓN: Si habla otro idioma que no sea inglés, habrá servicios de asistencia en otros idiomas disponibles. Llame al 1 (570) 320-2130.

Greek

ΠΡΟΣΟΧΗ: Εάν μιλάτε άλλη γλώσσα διαφορετική από τα αγγλικά, οι υπηρεσίες γλωσσικής βοήθειας μπορούν να σας διατεθούν. Καλέστε 1 (570) 320-2130.

The Williamsport Area Transportation Study (WATS) Metropolitan Planning Organization (MPO) fully complies with Title VI of the Civil Rights Act of 1964, and related nondiscrimination statutes and regulations in all programs and activities. WATS' website, https://lycomingcountypa.gov/government/departments/planning_community_development/transportation/index.php , may be translated into multiple languages. Publications and other public documents can be made available in alternative languages and formats, as requested.

WATS' public meetings are always held in ADA-accessible facilities and in transit-accessible locations when possible. In the event that a WATS MPO meeting is held via a virtual format the dial-in numbers, conference codes, and meeting links with be advertised and posted on the WATS MPO social media sites, and the WATS MPO Committees website. Auxiliary services can be provided to individuals who submit a request at least four (4) business-days prior to a meeting. Requests made within three (3) business-days will be accommodated to the greatest extent possible.

Any person who believes they have been aggrieved by an unlawful discriminatory practice by WATS under Title VI has a right to file a formal complaint. Any such complaint may be in writing and filed with the WATS's Title VI Compliance Officer and/or the appropriate state or federal agency within 180 days of the alleged discriminatory occurrence. For more information on WATS's Title VI program, or to obtain copies of WATS' Title VI Policies, Complaint Procedures, or Complaint Form, please call (570) 320-2100, email MHagen@lyco.org, or visit the WATS MPO website at https://lycomingcountypa.gov/government/departments/planning_community_development/transportation/index.php

Documents will be made available in alternative languages or formats if requested. Persons requiring additional accommodations or those with questions should call 570-320-2100.

Table of Contents

Chapter 1 - Introduction 7
WATS core functions include: 8
Technical Committee 8
Coordinating Committee 9
Current Advisory Committees, Ad-hoc Work Groups, and Task Forces 10
Committee Vacancies and Member Removal 12
Revisions to WATS MPO Products/Projects 12
Amendments and Administrative Actions 12
Additional Opportunity for Public Comment 14
How Can You Participate 15
Chapter 2 - Why have Public Participation 16
Who is "the Public" 16
Federal Requirements - Public Participation Plan 16
Limited English Proficiency (LEP) 18
State Requirements – Public Participation Plan 18
Chapter 3 - Overview of the WATS Transportation Planning Process 19
MPO Public Participation Plans 19
WATS MPO Approach toward Fulfillment of Public Participation Process 20
Interested Parties 20
WATS MPO Products/Reports 20
Unified Planning Work Program (UPWP) 21
Long Range Transportation Plan (LRTP) 22
2023-2045 WATS Long Range Plan Development Public Meeting Schedule 24
Transportation Improvement Plan (TIP) 25
Title VI Policy and Procedures 27
Limited English Proficiency Plan (LEP Plan) 28
Coordinated Public Transit Plan 28
Local Technical Assistance Program (LTAP) Annual Report 29
Annual List of Federally Obligated Projects 30
WATS MPO Annual Report 30
Chapter 4 – Compliance with State and Federal Requirements 31
WATS Public Outreach Techniques 31
WATS MPO General Public Participation Procedures 32

Public Participation Plan Requirements 34
Title VI Plan 44
Disparities in the Public Participation Process 47
Public Participation Techniques/Procedures 47
WATS MPO Title VI Complaint Procedure 48
Additional Civil Rights Responsibilities 49
Americans with Disabilities Act Plan 51
Limited English Proficiency, (LEP) Plan 53
Factor 1: Identification of Limited English Proficiency Population 54
Lycoming County Limited English Proficiency (LEP) Profile 55
Factor 2: The Frequency with Which LEP Individuals Come in Contact with WATS MPO Programs, Activities, and Services 56
Factor 3: The Importance of Programs, Activities, and Services Provided by the WATS MPO ... 56
Factor 4: Available Resources to the WATS MPO 56
Language Assistance Measures 56
Future Public Participation Plan Efforts and Evaluation Procedures 58
Appendix A: Glossary of Acronyms 60
Appendix B: Interested Party Organizations 64
Appendix C: WATS MPO Title VI Complaint Form 74
Appendix D: Glossary 75
Appendix E: WATS Bylaws 76
Appendix G: Summary of Public Comments 86

Chapter 1 - Introduction

A Metropolitan Planning Organization (MPO) is a planning body composed of elected and appointed officials representing local, state and federal governments or other agencies having an interest or responsibility in the local transportation system. The MPO is responsible for creating a Long-Range Transportation Plan (LRTP), a Transportation Improvement Program (TIP), a Public Participation Plan (PPP), and a Unified Planning Work Program (UPWP). An MPO can be a regional, multicounty organization or a single county.

The Williamsport Area Transportation Study Metropolitan Planning Organization (WATS MPO) is the single county MPO covering Lycoming County. The role of the WATS MPO is to develop transportation policies, programs and projects, which move people and goods in a safe, efficient manner, promote economic development, protect the environment, and preserve Lycoming County's outstanding quality of life amenities.

The Lycoming County Planning & Community Development (PCD) staff assumes lead responsibility for undertaking Federal Highway Administration (FHWA) funded planning tasks while River Valley Transit Authority (RVTA) is responsible for undertaking the Federal Transit Administration (FTA) transit planning tasks contained in the Unified Planning Work Program. WATS MPO public meetings are now held at least quarterly throughout the year. All WATS MPO Technical and Coordinating Committee meetings are publicly advertised in compliance with the PA Open Meetings Law and WATS MPO Public Participation Plan.

The WATS MPO is the transportation planning and program partner for Pennsylvania Department of Transportation (PennDOT) Engineering District 3-0. The contents of this Plan contain references to Federal Regulations or State Guidelines for public participation in the transportation process, including, but not limited to the following:

- Code of Federal Regulations Title 23 § 450.316
- Title VI of the Civil Rights Act of 1964
- The Americans with Disabilities Act (ADA) of 1990
- Executive Order 13166, Improving Access to Services for Persons with Limited-English Proficiency
- Commonwealth's Sunshine Law (65 PA C.S. § 701-716)

Federal law, (SAFETEA-LU, MAP-21, and FAST Act) requires that *"the MPO shall develop and use a documented participation plan that defines the process for providing citizens, affected public agencies, representatives of public transportation employees, freight shippers, providers of freight transportation services, private providers of transportation, representatives of users of public transportation, representatives of users of pedestrian walkways and bicycle transportation facilities, representatives of the disabled, and other interested parties with reasonable opportunities to be involved in the metropolitan transportation planning process."*

Federal law and regulations require the establishment of a Metropolitan Planning Organization, (MPO) to oversee the transportation planning process in all urbanized areas of the nation having a population of 50,000 or more persons as documented by the U.S. Bureau of the Census as part of the decennial census. The Williamsport Area Transportation Study, (WATS) serves as the designated Metropolitan Planning Organization (MPO) for the Williamsport Urbanized area established under a legal Agreement with PennDOT approved in 1968. The WATS MPO jurisdictional boundary was further extended in 1991 to encompass the entire geographic area of Lycoming County. WATS MPO undertakes the federal transportation planning and programming process within Lycoming County, including the development and approval of the WATS Long Range Transportation Plan (LRTP), WATS Transportation Improvement Program (TIP), WATS Public Participation Plan (PPP), and WATS Unified Planning Work Program (UPWP).

WATS core functions include:

- *Establish and manage a fair and impartial setting for effective regional decision-making in the planning area (Lycoming County).*
- *Identify and evaluate alternative transportation improvement options: Use data and planning methods to generate and evaluate alternatives. Planning studies and evaluations are included in the MPO Unified Planning Work Program, (UPWP).*
- *Develop a Transportation Improvement Program (TIP): Develop a short-range (four-year) program of transportation improvements based on the long-range transportation plan. The TIP should be designed to achieve the area's goals, using spending, regulation, operating, management and financial tools.*
- *Develop a Long-Range Transportation Plan (LRTP): Develop a long-range (twenty-year) plan that documents the transportation investment need and outlines a strategy regarding how best to address the needs.*
- *Involve the public: Continually involve the general public and other affected constituencies in the essential functions listed above.*

WATS Committee Structure

The WATS MPO is organizationally structured with two Committees, a Technical Committee and a Coordinating Committee with defined functions and membership composition as follows:

Technical Committee

The purpose of the Technical Committee is to oversee the development of detailed transportation planning documents, special studies and other technical analysis that documents multi-modal transportation issues and needs and provide advice and recommendations to the Coordinating Committee. The Technical Committee consists of nine (9) voting members, as follows:

- PennDOT Center for Program Development and Management Representative
- PennDOT Engineering District 3-0 Representative
- Lycoming County Planning and Community Development Director
- Lycoming County Planning Commission Member
- River Valley Transit Authority General Manager
- Williamsport Regional Airport Executive Director
- City of Williamsport Engineer
- City of Williamsport Community Development Director
- SEDA-COG Joint Rail Authority, Executive Director

The PennDOT Center for Program Development and Management Representative serves as Chairperson of the Technical Committee.

The Technical Committee voting members are designated by their respective member organizations and serve without term limits at the discretion of their member organizations. Each member organization designates the individual(s) serving on the Technical Committee as their voting member(s) at the beginning of each calendar year and provides written documentation to the WATS MPO Chairperson for WATS MPO files maintained by the Lycoming County Planning and Community Development Department. Member organizations designate an alternate voting member that may vote on behalf of the designated member in the case where the designated voting member is unable to attend a specific meeting.

At the final scheduled public meeting within a calendar year, the WATS MPO Technical Committee will set a public meeting schedule for the upcoming year. Once approved by the Technical Committee, the public meeting schedule will be posted on the WATS MPO website, posted at the WATS MPO offices at 33 W Third Street, 3rd Floor, Williamsport, PA 17701, and made available by request by calling Emily Mrochko at 570-320-2141.

In addition to the seven voting members, the Technical Committee includes four (4) non-voting members, as follows:

- Federal Highway Administration
- Federal Transit Administration
- PA Department of Community and Economic Development
- Fullington Trailways

Non-voting members of the Technical Committee receive WATS reports, meeting notices, agendas, and participate in WATS discussions, but serve without a vote.

Coordinating Committee

The purpose of the Coordinating Committee is to review and act upon the recommendations of the Technical Committee and serve as the official policy decision-making body of the WATS MPO. The Coordinating Committee consists of eleven (11) voting members, comprising elected and appointed officials as follows:

- PennDOT Engineering District 3-0 Executive
- PennDOT Deputy Secretary for Planning

- Lycoming County Commissioner
- Lycoming County Commissioner
- Mayor, City of Williamsport
- Council Member, City of Williamsport
- River Valley Transit Authority General Manager
- SEDA-COG Joint Rail Authority Executive Director
- Williamsport Regional Airport Executive Director
- Lycoming County Association of Township Officials Coordinating Committee Representative
- Lycoming County Borough Representative

The PennDOT Engineering District 3-0 Executive serves as Chairperson of the Coordinating Committee.

Again, the Coordinating Committee voting members shall be designated by their respective member organizations and serve without term limits at the discretion of their member organizations. Each member organization designates the individual(s) serving on the Coordinating Committee as their voting member(s) at the beginning of each calendar year and provides written documentation to the WATS MPO Chairperson for WATS MPO files maintained by the Lycoming County Planning and Community Development Department. Member organizations also designate an alternate voting member that may vote on behalf of the designated voting member in the case where the designated voting member is unable to attend a specific meeting.

At the final scheduled public meeting within a calendar year, the WATS MPO Coordinating Committee will set a public meeting schedule for the upcoming year. Once approved by the Coordinating Committee, the public meeting schedule will be posted on the WATS MPO website, posted at the WATS MPO offices at 33 W Third Street, 3rd Floor, Williamsport, PA 17701, and made available by request by calling 570-320-2141.

In addition to the 11 voting members, the Coordinating Committee includes four (4) non-voting members, as follows:

- Federal Highway Administration
- Federal Transit Administration
- US Department of Housing and Urban Development
- PA Department of Economic Development

Non-voting members of the Coordinating Committee receive WATS MPO reports, meeting notices, agendas, and participate in WATS MPO discussions, but serve without a vote.

Current Advisory Committees, Ad-hoc Work Groups, and Task Forces

The WATS MPO Coordinating Committee may establish advisory committees, ad hoc work groups, special purpose task forces or steering committees to gather specialized experience, technical advice and input that may be needed to help carry forth transportation planning related activities under the jurisdiction of the WATS MPO transportation

planning process. The WATS MPO has established a Transit Advisory Committee and a Bicycle / Pedestrian Advisory Committee. Both committees are comprised of WATS members, transit providers, and various social service and community organizations to provide input and recommendations to the WATS MPO on public transit, bicycle, and pedestrian issues and needs in Lycoming County.

Bicycle and Pedestrian Advisory Committee

The purpose of the Bicycle and Pedestrian Advisory Committee is to review and provide input and recommendations to the WATS MPO Coordinating Committee and Technical Committee on bicycle and pedestrian safety and mobility needs in Lycoming County. The Bicycle and Pedestrian Committee consists of eleven (11) voting members, as follows:

- Lycoming County Planning and Community Development Department Representative
- PennDOT District 3-0 Representative
- PennDOT Center for Program Development and Management Representative
- Lycoming County Health Improvement Coalition (LCHIC) Representative
- Susquehanna Valley Velo Club
- Williamsport Bicycle Club
- PTA/PTO president from a County school district
- River Valley Transit Authority
- STEP, Inc. Office of Aging
- Lycoming College
- Pennsylvania College of Technology

In addition to the 11 voting members, the Bicycle and Pedestrian Advisory Committee shall include six (6) non-voting members, as follows,

- SEDA-COG MPO
- Federal Highway Administration
- PennDOT Bicycle Pedestrian Coordinator
- Pennsylvania Department of Conservation and Natural Resources, Recreation and Parks Regional Advisor
- Lycoming County Association of Township Officials Coordinating Committee Representative
- Lycoming County Borough Representative

Bicycle and Pedestrian Advisory Committee voting members shall be designated by their respective member organizations and shall serve without term limits at the discretion of their member organizations. Member organizations shall also designate an alternate voting member that may vote on behalf of the designated member in the case where the designated voting member is unable to attend a specific meeting.

Non-voting members of the Bicycle and Pedestrian Advisory Committee shall receive WATS reports and meeting notices and agendas, shall be entitled to participate in WATS discussions, but shall serve without vote.

Committee Vacancies and Member Removal

Article IV of the WATS MPO Bylaws outline the process for filling vacancies, or removing members on the Technical and Coordinating Committees. Vacancies on the WATS MPO Coordinating or Technical Committee shall be filled by an appointment by the responsible organization. Removal of any member, or their representative, of the WATS MPO Coordinating or Technical Committee, due to failure to attend meetings, or for other reasons, shall be at the discretion of the appointing authority.

Revisions to WATS MPO Products/Projects

Amendments and Administrative Actions

During development and updates of WATS MPO products/projects, it may be necessary to revise the product/project. These revisions occur in two groups: *Amendments and Administrative Actions*. The PennDOT / WATS Memorandum of Understanding (MOU), updated every 2-years with the Transportation Improvement Program (TIP) update, defines what is considered an amendment or administrative modification.

An **Amendment** is a revision that adds a new project, deletes an existing project, or involves a major change to an existing project included in a STIP/WATS TIP that:

- Affects air quality conformity regardless of the cost of the project or the funding source;
- Adds a new project, deletes a project that utilizes federal funds, or federalizes a project that previously was 100% state and/or locally funded. A new project is a project that is not programmed in the current STIP/WATS TIP, and does not have previous obligations from a prior STIP/WATS TIP. Federally-funded Statewide Program projects are excluded from this provision;
- Adds a new phase(s) to an existing project, deletes a project phase(s), increases or decreases a project phase(s) that utilizes federal funds where the revision exceeds the following thresholds:
    - $7.5 million for the Interstate Management (IM) Program
    - $2 million for WATS
    - $1 million for other federally-funded Statewide Programs
- Involves a change in the scope of work to a project(s) that would:
    - Result in an air quality conformity reevaluation
    - Result in a revised total project estimate that exceeds the thresholds established between PennDOT and WATS (not to exceed any federally-funded threshold contained in this MOU)
    - Results in a change in the scope of work on any federally-funded project that is significant enough to essentially constitute a new project

- During a WATS LRTP lapse, all STIP/WATS TIP revisions will be treated as amendments and the below administrative modifications will not be utilized (or be in effect).

Approval by the WATS MPO is required for **Amendments**. The WATS MPO must then request PennDOT Central Office approval using the e-STIP process. A Fiscal Constraint Chart (FCC) must be provided that depicts the transfer of funds from one source to another, demonstrating fiscal constraint. The FCC summarizes the before, requested adjustments, after changes, and detailed comments explaining the reason for the adjustment(s), and provides any Program Management Committee (PMC) materials that may have been prepared, along with an updated TIP. PennDOT's Central Office will review, approve, and forward to the appropriate federal agency for review and approval, with a courtesy copy to the other federal agency. An e-STIP submission shall include:

- Fiscal Constraint Chart with remarks
- PDF copy of the TIP
- Supporting materials to explain the reasoning, cause, and/or justification for the amendment revision, as needed, such as PMC items.

The initial submission and approval process of the federally funded Statewide Program or increases/decreases exceeding the thresholds above will be considered an amendment (subsequent placement of these individual projects or line items on the WATS TIP will be considered an administrative modification). In the case of Statewide Programs, including the IM Program and other federally funded statewide programs, approval by PennDOT's Program Management Committee (PMC) and FHWA is required.

Administrative Actions are minor revisions to existing products/projects. These can include minor changes to cost or changes to project initiation dates. If an administrative action is, needed the administrative actions will be presented at a WATS MPO Technical Committee meeting, but do not require approval by a governing body or public comment.

An **Administrative Modification** is a minor revision to a STIP/WATS TIP that:

- Shifts federally-funded projects, a federally-funded project phase(s), or federal funds to existing federally-funded projects or a federally-funded project phase(s) in the approved STIP/WATS TIP and must maintain year-to-year STIP/TIP fiscal constraint requirements;
- Adds a project from a funding initiative or line item that utilizes 100 percent state or non-federal funding; or WATS TIP placement of the federally-funded Statewide Program;
- Adds a project for emergency repairs to roadways or bridges, except those involving substantial, functional, location, or capacity changes;
- Draws down or returns funding from an existing STIP/WATS TIP reserve line item and does not exceed the threshold established in this MOU. A reserve line item holds funds that are not dedicated to a specific project(s) and may be used to cover cost increases or add an additional project phase(s) to an existing project;

- Adds federal or state capital funds from low-bid savings, de-obligations, releaseof encumbrances or savings on programmed phases to another programmed project phase or line item but does not exceed the above thresholds.

Administrative Modifications do not affect air quality conformity nor involve a significant change in the scope of work to a project(s) that would trigger an air quality conformity re-evaluation; does not add a new federally-funded project or delete a federally-funded project; does not exceed the threshold established in this MOU, or the threshold established by this MOU (as detailed in the Amendment Section); and does not result in a change in scope, on any federally-funded project that is significant enough to essentially constitute a new project. A change in scope is a substantial alteration to the original intent or function of a programmed project.

Administrative Modifications do not require federal approval. PennDOT and WATS will work cooperatively to address and respond to any FHWA and/or FTA comment(s). FHWA and FTA reserve the right to question any administrative action that is not consistent with federal regulations or with this MOU where federal funds are being utilized.

All revisions, amendments, and administrative modifications shall be identified, numbered, and grouped as one action on an FCC demonstrating both project and program fiscal constraint. The identified grouping of projects (the entire revision action) will require review and/or approval by the Cooperating Parties. In the case that a project phase is pushed out of the TIP period, WATS will demonstrate, through an FCC, fiscal balance of the subject project phase on the second period of the WATS LRTP.

Additional Opportunity for Public Comment

In the event that major revisions have occurred to a WATS MPO product/project, and the end product/project differs significantly from what was made available for public comment, the WATS MPO will provide an additional opportunity for public comment.

To ensure the full and fair public participation in the transportation decision-making process, the WATS MPO will make the new product/project available during a new **14-day** public comment period, and follow the procedures outlined in WATS Public Outreach Techniques.

How Can You Participate

WATS MPO publications and other public documents can be made available in alternative languages and formats by contacting the MPO at Lycoming County Planning & Community Development 48 West Third Street, Williamsport, PA 17701, telephone number (570) 320-2141.

Fully accessible Public Transportation provided by River Valley Transit Authority. Contact (570) 326-2500 for more information or visit www.ridervt.com.

Chapter 2 - Why have Public Participation

Who is "the Public"

The public is comprised of all the diverse communities living in and around the WATS MPO area. The public includes those individuals who choose not to participate, people who are interested and want their views to be heard but for multiple reasons cannot participate, individuals who are not comfortable with either of those roles, but are still affected by transportation decisions, and those individuals who are both interested and choose to participate.

Federal Requirements - Public Participation Plan

According to the Federal Highway Administration (FHWA), current Federal statutes and regulations provide general guidelines for the public involvement processes and procedures. These guidelines, including the requirement to have a Public Participation Plan, is established in 23 CFR 450.316. There is great flexibility available to transportation agencies in developing specific public involvement / participation plans. However, while the set of techniques for any given situation may differ, depending upon such factors as demographics and identified potential impacts, the general approach to developing a public involvement / public participation plan contains elements that are relevant and responsive to all communities. Below are brief excerpts from relevant federal statutes, regulations and Executive Orders setting forth key elements of the public involvement process that is to be used during the transportation planning and project development process.

Americans with Disabilities Act (ADA)

The Americans with Disabilities Act of 1990 (ADA) *"prohibits discrimination on the basis of disability by public entities in services, programs, and activities. Public entities are required to make programs accessible to individuals with disabilities including conducting meetings and hearings in ADA-compliant buildings. Special accommodations must be provided to ensure communications are equally effective for persons with disabilities in order to participate in meetings, planning and programming activities."* With advance notice, special provisions must be made to accommodate hearing-impaired or visually impaired participants.

The WATS MPO addresses the Americans with Disabilities Act (ADA) accommodation procedures further in this plan in the Americans with Disabilities Act Plan.

Title VI of the Civil Rights Act and the Civil Rights Restoration Act of 1987

Title VI of the Civil Rights Act of 1964 and the Civil Rights Restoration Act of 1987 are the federal laws that protects individuals from discrimination based on an individual's race, color, or national origin in services or programs provided by a recipient of federal aid, even if the service or program provided is not federally funded. Title VI states, **"No person in the United States shall, on the ground of race, color or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance."**

There are many forms of illegal discrimination based on race, color, or national origin that can limit the opportunity of individuals to gain equal access to services and programs. For example, in operating a federally assisted program, a recipient cannot, based on race, color, or national origin, either directly or through contractual means:

- Engage in intentional discrimination because of race, color, or national origin;
- Use criteria or methods of administration which have the effect of subjecting persons to discrimination because of their race, color, or national origin; or,
- Regarding "protected activities," it is illegal to intimidate, threaten, coerce, or discriminate against any individual in retaliation for exercising a right or privilege

The WATS MPO addresses Title VI complaint procedures further in this plan in the WATS MPO Title VI Plan.

Limited English Proficiency (LEP)

On August 11, 2000, the President signed Executive Order 13166, "Improving Access to Services for Persons with *Limited English Proficiency, (LEP)*. "LEP" persons are those individuals who do not speak English as their primary language, and who have a limited ability to read, speak, write or understand English. The key commonality among LEP persons is their inability to communicate effectively in the English language, regardless of their native tongue. Persons that are multi-lingual, in that they speak one or more other languages **in addition to being proficient in English**, are not considered LimitedEnglish Proficient. The Executive Order is intended to improve access to federally assisted programs and activities for persons who, because of national origin, are limited in their English proficiency.

The Federal Highway Administration has published guidance related to LEP in 2005, which includes methods by which transportation agencies can determine the need for translation of materials or provision of interpreters at public hearings or other events. It states that recipients "are required to take reasonable steps to ensure meaningful access to their programs and activities by LEP persons." The WATS MPO addresses Limited English Proficient accommodation procedures further in this plan in the WATS MPO LEP Plan.

State Requirements – Public Participation Plan

Commonwealth of Pennsylvania, Sunshine Law

Act 84 of 1986 as amended June 15, 1993, February 26, 1996 and October 15, 1998 is an act requiring public agencies to hold certain meetings and hearings open to the public; and providing penalties. The PA General Assembly finds that secrecy in public affairs undermines the faith of the public in government. Highlights of this law include:

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

Chapter 3 - Overview of the WATS Transportation Planning Process

MPO Public Participation Plans

Federal regulations (23 CFR 450.316) requires MPO's to develop and document, in consultation with interested parties, a Public Participation Plan that details strategies for incorporating visualization techniques, using electronic media, holding public meetings, and responding to public input, among other things, prior to development of the MPO Long Range Transportation Plan and MPO Transportation Improvement Program. The public involvement process shall include the publication and distribution of draft versions of the proposed plan(s) and provide adequate opportunities for review and comment. The approved plan must also be published or made readily available in other ways for informational purposes. Where possible, this process should include visualization techniques and make use of the internet. Federal regulations (detailed in 23 CFR 450.316) require that public officials (elected and appointed) and citizens have adequate opportunity to participate in the development of the Transportation Improvement Program, Long Range Transportation Plan, Public Participation Plan, Unified Planning Work Program, and other plans/products before it is approved and adopted by the MPO. The regulations explicitly identify several parties who should be engaged and involved throughout the plan development / update process.

The purpose of this section is to describe the public participation process for the WATS MPO. The Public Participation Plan consists of methods that facilitate and encourage citizen participation in the WATS MPO transportation planning process. Public involvement is a **right** of **all residents** of Lycoming County. Public participation is essential to good planning. Without meaningful public participation, there is a risk of making poor decisions, or decisions that have unintended negative consequences. The fundamental objective of public participation programs is to make certain that everyone with an interest in transportation decisions has an opportunity to provide input in the development of policies, programs and projects that are proposed in Lycoming County.

The Public Participation Plan (PPP) is the tool that the WATS MPO uses to ensure residents and stakeholders have a voice in the project development and planning processes. In 1991, Congress passed the Intermodal Surface Transportation Efficiency Act of 1991 in an effort to increase the amount of public involvement in transportation planning. The emphasis for greater public involvement in transportation planning was continued with the passage of the Transportation Equity Act for the 21st Century (TEA-21), the Safe, Accountable, Feasible, Efficient Transportation Act – A Legacy for Users (SAFETEA-LU), the Moving Ahead for Progress in the 21st Century Act (MAP-21), and the Fixing America's Surface Transportation Act (FAST). The WATS MPO Public Participation Plan is designed to establish a process that provides:

- Timely information to the public
- Timely public notice of meetings, advisory committee appointments, and workshops
- Public access to key decisions

- Early and continuing involvement of the public in developing transportation plans and transportation improvement programs

The WATS MPO Public Participation Plan meets 23 CFR 450.316 requirements by:

- Providing citizens and affected public agencies, and representatives of public transportation employees a forum for public participation in statewide and regional planning processes.
- Develops its Public Participation Plan in consultation with all interested parties
- Employs visualization techniques to describe plans
- Holds public meetings at convenient and ADA accessible locations and times
- Ensures public information is available in electronically accessible format, such as the internet, as appropriate to afford reasonable opportunity for consideration of public information.
- In the event that an in-person meeting is not feasible (public health emergency, etc.) the WATS MPO will provide detailed information on a virtual meeting option to include: date, time, dial-in number, conference code, and link to the virtual meeting software (Microsoft Teams, Skype, etc.) for the public meeting.

WATS MPO Approach toward Fulfillment of Public Participation Process

This section of the Public Participation Plan specifically outlines how the WATS MPO, responds to the previously outlined federal and state requirements regarding public involvement in the development of the LRTP, TIP, and during the transportation project development process and preparation of special studies and related plans.

Interested Parties

Interested parties were defined via a change in the planning regulations for Public Participation Plans in 23 CFR 450.316. In response, the WATS MPO has further defined interested parties to ensure local public participation among all categories of transportation users and stakeholders defined in the law. The Public Participation Plan identifies a number of organizations as interested parties. The WATS MPO conducts direct mailings, emails, and outreach calls to multiple interested parties / stakeholder organizations during development of the WATS Long Range Plan, the Transportation Improvement Program, and other WATS initiatives as appropriate. A full interested party organization list is found in Appendix B Interested Party Organizations of the Public Participation Plan.

WATS MPO Products/Reports

There are a number of reasons that public involvement / public participation is important to the WATS MPO product process. As mentioned previously, public participation is essential to good planning. Without meaningful public participation, there is a risk of making poor decisions, or decisions that have unintended negative consequences. Below is a list of the different products the WATS MPO creates/updates, along with the estimated timeline for completion. All of the products/reports are viewable/accessible via the WATS

MPO website and print versions of all products/reports are available at the Lycoming County Planning and Community Development Department.

Product	Update Cycle	Current	Next	
		Adoption/Completion	Required Adoption	Targeted Completion
Unified Planning Work Program (UPWP)	2 Years	February 10, 2025	January 31, 2027	January 31, 2027
Long Range Transportation Plan (LRTP)	5 Years	December 4, 2023	December 17, 2028	December 17, 2028
Transportation Improvement Program (TIP)	2 Years	May 13, 2024	July 15, 2026	May 12, 2026
Public Participation Plan (PPP)	As Needed	January 27, 2020	As needed	December 8, 2026
Title VI Policy & Procedures	As Needed	January 27, 2020	As needed	December 8, 2026
Limited English Proficiency (LEP) Plan	As Needed	January 27, 2020	As needed	December 8, 2026
Coordinated Public Transit Plan	As Needed	December 9, 2024	As needed	As needed
Local Technical Assistance Program (LTAP) Annual Report	Annual	2025	October 31, 2026	October 31, 2026
Annual List of Federally Obligated Projects	Annual	2025	December 31, 2026	December 15, 2026
WATS MPO Annual Report	Annual	2025	As needed	October 17, 2026

Unified Planning Work Program (UPWP)

The Unified Planning Work Program describes the transportation-related work activities that the Lycoming County Department of Planning and Community Development (PCD) and River Valley Transit Authority (RVTA) (with the aid of planning consultants, as necessary) will perform within Lycoming County.

The UPWP is updated every 2 years. During the update process, the WATS MPO will ensure the full and fair participation by all potentially affected communities in the transportation decision-making process, and seek public input early and often during the UPWP development. This includes multiple opportunities for public comment/participation throughout the review process and 30-day public comment period. A Summary of Public

Comments will be included in the final UPWP showing analysis and disposition of public comments.

Examples of public comment/participation opportunities include Lycoming County Commissioner meetings, Lycoming County Planning Commission meetings, social media notices, WATS MPO meetings, accessing the draft UPWP from the WATS MPO website, accessing the draft UPWP print copies available at the WATS MPO office, and by contacting the WATS MPO staff members directly. In the event that an in-person meeting is not feasible (public health emergency, etc.) the WATS MPO will provide detailed information on a virtual meeting option to include: date, time, dial-in number, conference code, and link to the virtual meeting software (Microsoft Teams, Zoom, etc.) for the public meeting.

The MPO will provide auxiliary services for individuals who speak another language, or have speech, sight, or hearing impediments. The MPO will attempt to satisfy other requests, as it is able. Please make your request for auxiliary services to Michael Hagen, Lycoming County Human Resources, 48 West Third Street, Williamsport, PA 17701, telephone (570)-320-2100; fax number (570) 320-2152; email address: MHagen@lyco.org.

Long Range Transportation Plan (LRTP)

The Long-Range Transportation Plan delineates how the available and projected transportation funds will be spent in Lycoming County over a 20-year period. A staged transportation project listing is included along with estimated costs, funding sources and timeframes to undertake each project phase. The plan is fiscally constrained in that project costs do not exceed present and future funding levels reasonably expected to be received during the plan's timeframe. The plan addresses federal requirements to adjust project cost estimates to reflect the Year of Expenditure inflation factors in accordance with PennDOT issued guidance. The Long-Range Transportation Plan also outlines the MPO's "vision" of the future transportation system; describes all existing modes of transportation such as highways, bridges, public transit, air service, rail service and bicycle and pedestrian facilities; addresses federal planning factors, and provides public policy statements by transportation mode.

The LRTP also includes a full treatment of how WATS will study and address environmental justice concerns within the transportation planning and programming process. Because the WATS MPO utilizes federal funds to plan and implement transportation projects, the MPO is responsible for undertaking analysis of federally funded projects listed within the LRTP and TIP. WATS MPO conducts environmental justice benefits and burdens analysis during the Transportation Improvement Program update, the Long-Range Transportation Improvement Program update, and as needed. The outcome of this analysis is used to inform the Public Participation process for the WATS MPO. Depending on the results of the EJ analysis, public participation outreach could include a more focused approach in impacted areas.

The LRTP is updated every 5 years. The WATS MPO will ensure the full and fair participation by all potentially affected communities in the transportation decision-making process and seek public input early and often during LRTP development. This includes multiple opportunities for public comment/participation during the 45-day public comment period. A Summary of Public Comments will be included in the final LRTP showing analysis and disposition of public comments.

Examples of public comment/participation opportunities include Lycoming County Commissioner meetings, Lycoming County Planning Commission meetings, social media notices, WATS MPO meetings, accessing the draft LRTP from the WATS MPO website, accessing the draft LRTP print copies available at the WATS MPO office, and by contacting the WATS MPO staff members directly. In the event that an in-person meeting is not feasible (public health emergency, etc.) the WATS MPO will provide detailed information on a virtual meeting option to include: date, time, dial-in number, conference code, and link to the virtual meeting software (Microsoft Teams, Zoom, etc.) for the public meeting. In addition, the WATS MPO coordinates directly with tribal nations that once had a presence in Lycoming County for review of the LRTP as part of the 45-day public comment period.

The MPO will provide auxiliary services for individuals who speak another language, or have speech, sight, or hearing impediments. The MPO will attempt to satisfy other requests, as it is able. Please make your request for auxiliary services to Michael Hagen, Lycoming County Human Resources, 48 West Third Street, Williamsport, PA 17701, telephone (570)-320-2100; fax number (570) 320-2152; email address: MHagen@lyco.org.

The next plan update is scheduled by the WATS MPO for adoption by December 17, 2028 (plan development will begin in July 2026).

2023-2045 WATS Long Range Plan Development Public Meeting Schedule

This section outlines the 2023-2045 LRTP development and public meeting schedule. There were 16 publicly advertised meetings held or arranged by WATS during the development of this WATS Long Range Transportation Plan Update as follows:

Public Meeting	*Date/Time*	*Place*	*Topics Discussed*
WATS Technical Committee	2/28/22 10:00 AM	Executive Plaza, 330 Pine St, Williamsport PA	Plan Update Kickoff
WATS Coordinating Committee	3/14/22 1:00 PM	Executive Plaza, 330 Pine St, Williamsport PA	Plan Update Kickoff
WATS Technical Committee	5/23/22 10:00 AM	Executive Plaza, 330 Pine St, Williamsport PA	Review of planning priorities and projects in existing plans
WATS Coordinating Committee	6/13/22 1:00 PM	Executive Plaza, 330 Pine St, Williamsport PA	Review of planning priorities and projects in existing plans
WATS Technical Committee	9/26/22 10:00 AM	Executive Plaza, 330 Pine St, Williamsport PA	Demographic and land use trends and analysis
WATS Coordinating Committee	10/17/22 1:00 PM	Executive Plaza, 330 Pine St, Williamsport PA	Demographic and land use trends and analysis
WATS Technical Committee	1/30/23 10:00 AM	Executive Plaza, 330 Pine St, Williamsport PA	Implementation and Capital Improvement Plan
WATS Coordinating Committee	2/13/23 12:00 AM	Executive Plaza, 330 Pine St, Williamsport PA	Implementation and Capital Improvement Plan
WATS Technical Committee	4/24/23 10:00 AM	Executive Plaza, 330 Pine St, Williamsport PA	Review of full draft plan
WATS Coordinating Committee	5/8/23 1:00 PM	Executive Plaza, 330 Pine St, Williamsport PA	Review of full draft plan
WATS Technical Committee	8/28/23 12:00 AM	Executive Plaza, 330 Pine St, Williamsport PA	Approval to go to public comment period
WATS Coordinating Committee	9/11/23 1:00 PM	Executive Plaza, 330 Pine St, Williamsport PA	Approval to go to public comment period
Lycoming County Board of Commissioners	10/12/2023 10:00 AM	Executive Plaza, 330 Pine St, Williamsport PA	Opportunity for Public Input / Presentation of Draft Plan
Lycoming County Planning Commission	10/19/2023 6:00 PM	Executive Plaza, 330 Pine St, Williamsport PA	Opportunity for Public Input / Presentation of Draft Plan
WATS Technical Committee	11/13/23 10:00 AM	Executive Plaza, 330 Pine St, Williamsport PA	Summary of Public Comment / Plan Adoption
WATS Coordinating Committee	12/4/23 1:00 PM	Executive Plaza, 330 Pine St, Williamsport PA	Summary of Public Comment / Plan Adoption

The WATS Technical Committee served as the overall WATS Long Range Transportation Plan development steering committee. In addition to the above noted public meeting schedule, an Agency Coordination Meeting, (ACM) consultation was held with ACM participation environmental agencies on **July 26, 2023** fulfilling the federal environmental consultation public involvement requirements. For this draft of the Long- Range Transportation Plan, WATS, following the ACM presentation, which began on September 15, 2023 and concluded on October 30, 2023, advertised the federally required 45-day public comment period.

All public comments were summarized and addressed prior to the WATS MPO plan adoption date on **December 4, 2023**. The next Long-Range Plan Update adoption is scheduled for December 17, 2028.

Transportation Improvement Plan (TIP)

The WATS Transportation Improvement Program, (TIP) is a document identifying all highway, bridge and public transit projects containing Federal, State and local funds being programmed within Lycoming County during the next four Federal Fiscal Years. These types of projects cannot proceed until they are included on the TIP. The WATS MPO develops the TIP cooperatively between PennDOT, the Lycoming County PCD and RVTA for review and approval every two years. Again, an extensive MPO public involvement process is employed during development of the TIP. Projects are identified from the WATS Long Range Transportation Plan, coordination with PennDOT Engineering District 3-0, PennDOT Center for Program Development and Management, Federal Highway Administration (FHWA), Federal Transit Administration (FTA), and River Valley Transit Authority (RVTA). All projects are consistent with financial guidance provided by PennDOT, as the TIP must also be fiscally constrained. Upon approval by the WATS MPO, the TIP is forwarded to PennDOT and FHWA / FTA for final approval. Modifications or formal amendments to the TIP can be considered by the MPO at any time. The MPO has adopted TIP Administrative Procedures to process TIP modifications and formal amendments.

Because the WATS MPO utilizes federal funds to plan and implement transportation projects, the MPO is responsible for undertaking analysis of federally funded projects listed within the LRTP and TIP.

The TIP is updated every 2 years. As TIP updates and the EJ benefits and burdens analyses are performed the WATS MPO will ensure the full and fair participation by all potentially affected communities in the transportation decision-making process, and seek public input early and often during TIP development. This includes multiple opportunities for public comment/participation, and a draft TIP public hearing, during the 30-day public comment period. In addition, the WATS MPO coordinates directly with tribal nations that once had a presence in Lycoming County for review of the TIP as part of the 30-day public comment period. A Summary of Public Comments will be included in the final TIP showing analysis and disposition of public comments

Examples of public comment/participation opportunities include Lycoming County Commissioner meetings, Lycoming County Planning Commission meetings, social media notices, WATS MPO meetings, accessing the draft TIP from the WATS MPO website, accessing the draft TIP print copies available at the WATS MPO office, and bycontacting the WATS MPO staff members directly. In the event that an in-person meeting is not feasible (public health emergency, etc.) the WATS MPO will provide detailed information on a virtual meeting option to include: date, time, dial-in number, conference code, and link to the virtual meeting software (Microsoft Teams, Zoom, etc.) for the public meeting.

The MPO will provide auxiliary services for individuals who speak another language, or have speech, sight, or hearing impediments. The MPO will attempt to satisfy other requests, as it is able. Please make your request for auxiliary services to Michael Hagen, Lycoming County Human Resources, 48 West Third Street, Williamsport, PA 17701, telephone (570)-320-2100; fax number (570) 320-2152; email address: MHagen@lyco.org.

Public Participation Plan (PPP)

The WATS MPO conducts updates to the Public Participation Plan as needed. During the update process the WATS MPO will ensure the full and fair participation by all potentially affected communities in the transportation decision-making process, and seek public input early and often during PPP development. This includes multiple opportunities for public comment /participation during the 45-day public comment period. The WATS MPO opened the draft PPP public comment period on December 6, 2022 and closed the public comment period on January 20, 2023 (45-days).

The Draft 2023 WATS MPO PPP was posted on the WATS MPO Involvement website and links to the draft PPP were shared on the MPO social media accounts. Printed copies of the draft 2023 WATS MPO PPP were mailed to parties on the Interested Party Organization list (Appendix B) and made available at the WATS MPO offices. A Summary of Public Comments will be included in the final PPP showing analysis and disposition of public comments.

Examples of public comment/participation opportunities include WATS MPO meetings, social media notices, accessing the draft PPP from the WATS MPO website, accessing the draft PPP print copies available at the WATS MPO office, during the 45-day draft PPP public comment period, and by contacting the WATS MPO staff members directly with any comments. In the event that an in-person meeting is not feasible (public health emergency, etc.) the WATS MPO will provide detailed information on a virtual meeting option to include: date, time, dial-in number, conference code, and link to the virtual meeting software (Microsoft Teams, Zoom, etc.) for the public meeting. In addition, the WATS MPO coordinates directly with tribal nations that once had a presence in Lycoming County for review of the PPP as part of the 45-day public comment period.

The MPO will provide auxiliary services for individuals who speak another language, or have speech, sight, or hearing impediments. The MPO will attempt to satisfy other requests, as it is able. Please make your request for auxiliary services to Michael Hagen, Lycoming County Human Resources, 48 West Third Street, Williamsport, PA 17701, telephone (570)-320-2100; fax number (570) 320-2152; email address: MHagen@lyco.org.

Title VI Policy and Procedures

The Title VI Policies and Procedures are included in the PPP and are updated, as needed, during the Public Participation Plan update. During this review, the WATS MPO utilizes the most current U.S. Census and other data (WATS MPO Title VI Plan).

By way of incorporating the Title VI Policy and Procedures into the PPP during the update process, the WATS MPO ensures the full and fair participation by all potentially affected communities in the transportation decision-making process. This includes multiple opportunities for public comment /participation during the 45-day public comment period. Examples of public comment/participation opportunities include WATS MPO meetings, social media notices, targeted public outreach events, accessing the draft PPP from the WATS MPO website, accessing the draft PPP print copies available at the WATS MPO office, and by contacting the WATS MPO staff members directly with any comments. In the event that an in-person meeting is not feasible (public health emergency, etc.) the WATS MPO will provide detailed information on a virtual meeting option to include: date, time, dial-in number, conference code, and link to the virtual meeting software (Microsoft Teams, Zoom, etc.) for the public meeting.

The MPO will provide auxiliary services for individuals who speak another language, or have speech, sight, or hearing impediments. The MPO will attempt to satisfy other requests, as it is able. Please make your request for auxiliary services to Michael Hagen, Lycoming County Planning & Community Development, 48 West Third Street, Williamsport, PA

17701, telephone (570)-320-2100; fax number (570) 320-2152; email address: MHagen@lyco.org.

Limited English Proficiency Plan (LEP Plan)

Because the WATS MPO utilizes federal funds to plan and implement transportation projects, the MPO is responsible for improving meaningful access to the MPO programs, activities, and opportunities for public participation to persons with Limited English Proficiency. The LEP Plan is included in the PPP and is updated, as needed, during the Public Participation Plan update.

By way of incorporating the Limited English Proficiency Plan into the PPP during the update process, the WATS MPO ensures the full and fair participation by all potentially affected communities in the transportation decision-making process. This includes multiple opportunities for public comment /participation during the 45-day public commentperiod. Examples of public comment/participation opportunities include WATS MPO meetings, social media notices, targeted public outreach events, by posting the draft PPP on the WATS MPO website, accessing the draft PPP print copies available at the WATS MPO office, and by contacting the WATS MPO staff members directly with any comments.

In the event that an in-person meeting is not feasible (public health emergency, etc.) the WATS MPO will provide detailed information on a virtual meeting option to include: date, time, dial-in number, conference code, and link to the virtual meeting software (Microsoft Teams, Zoom, etc.) for the public meeting.

The MPO will provide auxiliary services for individuals who speak another language, or have speech, sight, or hearing impediments. The MPO will attempt to satisfy other requests, as it is able. Please make your request for auxiliary services to Michael Hagen, Lycoming County Human Resources, 48 West Third Street, Williamsport, PA 17701, telephone (570)-320-2100; fax number (570) 320-2152; email address: MHagen@lyco.org.

Coordinated Public Transit Plan

Federal transit law requires that projects selected for funding under the Enhanced Mobility for Individuals and Individuals with Disabilities (Section 5310) Program be *"included in a locally developed, coordinated public transit-human services transportation plan,"* and that the plan be *"developed and approved through a process that included participation by seniors, individuals with disabilities, representatives of public, private, and nonprofit transportation and human services providers and other members of the public*" utilizing transportation services. The WATS MPO collaborates with the Susquehanna Economic Development Association (SEDA) Council of Governments (COG) for the Coordinated Public Transit Plan. These coordinated plans identify the transportation needs of individuals with disabilities, older adults, and people with low incomes, provide strategies for meeting these needs, and prioritize transportation services for funding and implementation.

Updates to the Coordinated Public Transit Plan are performed as needed. As updates occur, the WATS MPO and SEDA COG will ensure the full and fair participation by all

potentially affected communities in the transportation decision-making process by providing opportunities for public comment/participation throughout the development process. Examples of public comment/participation opportunities include SEDA-COG meetings, WATS MPO meetings, social media notices, targeted public outreach events (Listening Sessions, etc.), accessing the draft Coordinated Public Transit Plan from the WATS MPO website and the SEDA-COG website, accessing the draft Coordinated Public Transit Plan print copies available at the WATS MPO office and SEDA-COG office, and by contacting the WATS MPO staff members directly with any comments.

In the event that an in-person meeting is not feasible (public health emergency, etc.) the WATS MPO will provide detailed information on a virtual meeting option to include: date, time, dial-in number, conference code, and link to the virtual meeting software (Microsoft Teams, Zoom, etc.) for the public meeting.

The MPO will provide auxiliary services for individuals who speak another language, or have speech, sight, or hearing impediments. The MPO will attempt to satisfy other requests, as it is able. Please make your request for auxiliary services to Michael Hagen, Lycoming County Human Resources, 48 West Third Street, Williamsport, PA 17701, telephone (570)-320-2100; fax number (570) 320-2152; email address: MHagen@lyco.org.

On November 18 2019, the WATS MPO adopted the 2019 update to the joint Coordinated Public Transit-Human Services Transportation Plan.

Local Technical Assistance Program (LTAP) Annual Report

The WATS MPO has collaborated with PennDOT since 2005 to assist in delivery of the LTAP program. The contracting mechanism for the MPO involvement is by inclusion of a task in the WATS Unified Planning Work Program. As a part of the delivery of the LTAP program, WATS MPO produces an annual report of LTAP activity in the prior year.

The WATS MPO will ensure the full and fair participation by all potentially affected communities in the transportation decision-making process. This includes opportunities for public comment. Examples of public comment opportunities include the ability for the public to comment/ask questions regarding the report by presenting the LTAP Annual Report at WATS MPO meetings, posting the Annual Report on the WATS MPO LTAP website, accessing the Annual Report print copies available at the WATS MPO office, or by contacting MPO staff members directly with any comments.

In the event that an in-person meeting is not feasible (public health emergency, etc.) the WATS MPO will provide detailed information on a virtual meeting option to include: date, time, dial-in number, conference code, and link to the virtual meeting software (Microsoft Teams, Zoom, etc.) for the public meeting.

The MPO will provide auxiliary services for individuals who speak another language, or have speech, sight, or hearing impediments. The MPO will attempt to satisfy other requests, as it is able. Please make your request for auxiliary services to Michael Hagen, Lycoming County Human Resources, 48 West Third Street, Williamsport, PA

17701, telephone (570)-320-2100; fax number (570) 320-2125; email address: MHagen@lyco.org.

Annual List of Federally Obligated Projects

As a requirement of the Fixing America's Surface Transportation (FAST Act) legislation, MPOs are required to prepare an annual report that lists and summarizes all projects for which funding has been obligated during the prior Federal Fiscal Year (ending September 30). This report must be completed within 90-days of the end of the Federal Fiscal Year and is made available to the public.

The Federal Highways Administration (FHWA) defines "obligated" as "the Federal government's promise to pay a State for the Federal share of a project's eligible cost." Funding can also be "de-obligated" in response to lower than expected costs, project cancellation, or other factors, and these released funds are frequently redirected to other projects.

The WATS MPO will ensure the full and fair participation by all potentially affected communities in the transportation decision-making process. This includes opportunities for public comment. Examples of public comment opportunities include the ability for the public to comment/ask questions regarding the report by presenting the Annual List at WATS MPO meetings, posting the Annual List on the WATS MPO website, accessing the Annual List print copies available at the WATS MPO office, or by contacting MPO staff members directly with any comments.

In the event that an in-person meeting is not feasible (public health emergency, etc.) the WATS MPO will provide detailed information on a virtual meeting option to include: date, time, dial-in number, conference code, and link to the virtual meeting software (Microsoft Teams, Zoom, etc.) for the public meeting.

The MPO will provide auxiliary services for individuals who speak another language, or have speech, sight, or hearing impediments. The MPO will attempt to satisfy other requests, as it is able. Please make your request for auxiliary services to Michael Hagen, Lycoming County Human Resources, 48 West Third Street, Williamsport, PA 17701, telephone (570)-320-2100; fax number (570) 320-2152; email address: MHagen@lyco.org.

WATS MPO Annual Report

Each year in the fall, the WATS MPO produces an annual report of activity in the previous calendar year. The annual report includes involvement in major projects, milestones reached in major planning deliverables, any staffing changes, and financial information related to the work program. Also included are summaries of status, trends, and progress related to performance measures on the WATS MPO transportation system.

The WATS MPO will ensure the full and fair participation by all potentially affected communities in the transportation decision-making process. This includes opportunities for public comment. Examples of public comment opportunities include the ability for the public to comment/ask questions regarding the annual report by presenting the WATS

MPO Annual Report at WATS MPO meetings, posting the Annual Report on the WATS MPO website, accessing the Annual Report print copies available at the WATS MPO office, or by contacting MPO staff members directly with any comments.

In the event that an in-person meeting is not feasible (public health emergency, etc.) the WATS MPO will provide detailed information on a virtual meeting option to include: date, time, dial-in number, conference code, and link to the virtual meeting software (Microsoft Teams, Zoom, etc.) for the public meeting.

The MPO will provide auxiliary services for individuals who speak another language, or have speech, sight, or hearing impediments. The MPO will attempt to satisfy other requests, as it is able. Please make your request for auxiliary services to Michael Hagen, Lycoming County Human Resources, 48 West Third Street, Williamsport, PA 17701, telephone (570)-320-2100; fax number (570) 320-2152; email address: MHagen@lyco.org.

Chapter 4 – Compliance with State and Federal Requirements

WATS Public Outreach Techniques

The Lycoming County Planning Commission utilizes a variety of public outreach techniques to encourage public participation in the development of WATS programs, including the Long-Range Transportation Plan and Transportation Improvement Program, and other products previously stated. These outreach techniques are summarized below.

Public Participation Element	Outreach Technique
WATS Documents Availability	LCPC Office, Interested Party mailings, WATS MPO website
Comment Opportunities	Public meetings, written comments (email or hardcopy)
Public Meeting	Hold minimum of 1 public meeting during public comment period and 1 public meeting at plan adoption stage
Virtual Public Meeting	In the event that an in-person meeting is not feasible (public health emergency, etc.) the WATS MPO will provide detailed information on a virtual meeting option to include: date, time, dial-in number, conference code, and link to the virtual meeting software (Microsoft Teams, Skype, etc.) for the public meeting.
Public Comment Period Notice	Publish legal notice at least 30 calendar days prior to TIP public comment period ending, 45 calendar days for LRTP ending (appearing in the Williamsport Sun Gazette minimum of 3 times), 30 calendar days for the UPWP ending, and 45 calendar days for the PPP ending. All public comment period notices are posted on the WATS MPO website, and WATS MPO social media accounts along with a draft (or link) of the product for review.

Public Meeting Notice	Publish legal notice the Monday prior to the public meeting (appearing in Williamsport Sun Gazette and WATS MPO social media pages) and via the MPO social media accounts.
Public Comment Summary	Prepare a summary of comments received (during public comment period) and incorporate public comments into products.
Visualization Techniques	Where appropriate, make use of Geographic Information System (GIS) to develop maps, charts, figures, presentations, public displays, and annual reports for outreach
Social Media	Public announcements and updates on major activities will be posted to WATS MPO Facebook, YouTube, Linked In, Twitter, and Instagram accounts. The WATS MPO utilizes the Facebook, Twitter, and Instagram accounts to profile local transportation projects and updates on ongoing projects, inform public of WATS MPO Technical, Coordinating Committee, and Transit Advisory Committee meeting dates/times/locations, and inform the public of emergency alerts authored by PennDOT and other sources. The MPO utilizes the Linked In account to connect with potential engineering/contracting firms for projects.

WATS MPO General Public Participation Procedures

To ensure the full and fair public participation in the transportation decision-making process the WATS MPO implements the following general procedures for public comment/participation.

Public Meetings

- All WATS MPO meetings are held on Mondays and are open to the public. The WATS MPO meetings are publicly advertised in the Williamsport Sun Gazette one (1) week prior to the WATS MPO meeting. Requests for accommodations can be made 4 business-days prior to the MPO meeting.
- All other public meetings will be advertised in the Williamsport Sun Gazette one (1) week prior to the meeting date. Requests for accommodations can be made 4 business-days prior to the public meeting.
- In addition, all WATS MPO meetings are advertised on the WATS MPO social media sites. Agendas for the meetings are available at the meetings, and are posted on the WATS MPO website prior to all meetings.
- Minutes of all WATS public meetings are prepared by LCPC staff and are posted on the WATS MPO website, after WATS approval at their public meeting and copies are publicly available from the LCPC office upon request.
- All WATS public meetings are typically held at the Lycoming County Third Street Plaza Building, 33 West Third St., Williamsport, PA 17701. In instances where the Third Street Plaza Building is unavailable, the secondary meeting location is the Michael Ross Event Center in the Trade and Transit Centre II Building, located at

144 W 3rd. St. Williamsport, PA 17701. Both facilities are ADA compliant and accessible to public transportation provided by River Valley Transit Authority, which operates a fully accessible fixed route transit fleet as well as ADA paratransit services subcontracted through a shared ride provider, STEP, Inc.

- In the event that an in-person meeting is not feasible (public health emergency, etc.) the WATS MPO will provide detailed information on a virtual meeting option to include: date, time, dial-in number, conference code, and link to the virtual meeting software (Microsoft Teams, Zoom, etc.) for the public meeting. The meeting information will be advertised in the Williamsport Sun Gazette as well as the MPO social media accounts (Facebook, X, Instagram, etc.).

Unplanned/Short Notice Meeting Procedure

To ensure the full and fair public participation in the transportation decision-making process the WATS MPO implements the following procedure in the event of an unplanned or short notice meeting:

- In accordance with Section 3 of the WATS MPO Bylaws when formal actions need to be expedited without the opportunity to convene a public meeting, an electronic mail ballot and/or phone ballot may be conducted in accordance with the WATS MPO approved Public Participation Plan.
    - The Lycoming County Planning and Community Development Department staff will determine the appropriateness of the voting technique used to poll WATS voting members.
    - The result of the vote will not be considered valid until a voting majority has been obtained.
    - All WATS voting members will be afforded five business days to review information provided and cast their vote.
    - The Lycoming County Planning and Community Department Staff will notify all WATS voting members of the result.
    - The voting action will be re-affirmed by vote at the next regularly scheduled WATS MPO public meeting.

Public Comment

- WATS MPO publishes a Public Comment Period Notice at least 30 calendar days prior to the TIP public comment period ending, and 45 calendar days prior to the Long-Range Transportation Plan ending (the notices appear in the Williamsport Sun Gazette a minimum of 3 times), 30 calendar days for the UPWP ending, and 45 calendar days for the PPP ending. All public comment period notices are posted on the WATS MPO website, WATS MPO social media accounts, and along with a draft of the product for review.
- WATS MPO will hold a minimum of one public meeting during the public comment period and one public meeting at the plan adoption stage.
- The WATS MPO accepts public comment on draft products at Lycoming County Commissioner meetings, Lycoming County Planning Commission meetings, social media notices, WATS MPO meetings, accessing the draft product from the WATS

MPO website, accessing the draft print copies available at the WATS MPO office, and by contacting the WATS MPO staff members directly.

- After the public comment period has ended, the WATS MPO staff will prepare a summary of all comments received, how those comments were addressed, and incorporate the public comments into products.

Outreach and Visualization Techniques

- The WATS MPO, where appropriate, makes us of Geographic Information System (GIS) to develop maps, charts, figures, presentations, public displays, and annual reports for outreach.
- The WATS MPO posts public announcements to profile local transportation projects, updates to ongoing projects, inform the public of MPO Technical, Coordinating, and Transit Advisory Committee meetings, dates, times, locations, public comment period notices, and updates on other major activities to the WATS MPO website, and the MPO Facebook, X, and Instagram accounts.
- The WATS MPO utilizes targeted public outreach events/activities as needed when for projects/products
- All public information requests for WATS MPO produced documents are handled directly either by the Lycoming County Planning Department Staff or by the Lycoming County Director of Administration, who is the Lycoming County Right to Know Public Information Officer. All requests are handled in a manner that complies with state law.

Public Participation Plan Requirements

Compliance with PA Sunshine Law

In order to ensure the full and fair participation by all potentially affected communities in the transportation decision-making process and comply with the Commonwealth of Pennsylvania Sunshine Law, the WATS MPO utilizes the general procedures previously outlined. Whereby all WATS MPO meetings are held on Mondays and are open to the public. The WATS MPO meetings are publicly advertised in the Williamsport Sun Gazette the Monday prior to the WATS MPO meeting. Requests for accommodations can be made 4 business-days prior to the meeting. Agendas for the meetings are available at the meeting and are posted on the WATS MPO website prior to all meetings. Public information requests for WATS produced documents are handled directly either by the Lycoming County Planning Department Staff or by the Lycoming County Director of Administration, who is the Lycoming County Right to Know Public Information Officer. All requests are handled in a manner that complies with state law. Minutes of all WATS public meetings are prepared by LCPC staff and are posted on the WATS MPO website, after WATS approval at their public meeting and copies are publicly available from the LCPC office upon request.

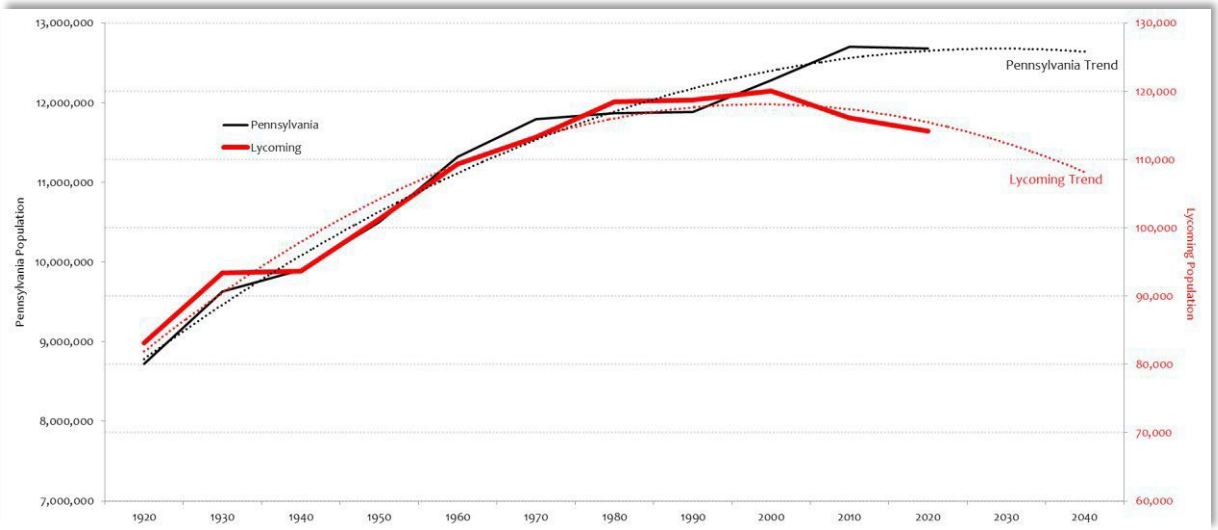
Compliance with Federal Government Requirements

The WATS MPO initially developed a Public Participation Plan in 1994 with subsequent plan updates since that time to ensure compliance with Federal Public Participation

Requirements and to respond to changing demographics and emerging new technologies that have become available to the WATS MPO to improve public outreach techniques. The WATS MPO Public Participation Plan update provides a demographic overview of Lycoming County based on U.S. Bureau of Census American Community Survey information.

Population Trends

According to the U.S. Bureau of Census 2024 American Community Survey Population Estimate figures, there is an estimate of 113,648 persons residing in Lycoming County. From 1970 to 2000, Lycoming County's population grew by 6,748 persons (a 6% overall gain) which was higher than Pennsylvania's overall population growth at 4.1%. However, based on the 2021 US Census Bureau population estimates, the population of Lycoming



County peaked sometime in the late 1990s and has begun to decline. Projecting the 100-year population trend forward for Lycoming County suggests that within the 20-year planning horizon of this long-range plan the population of Lycoming County will be at a similar level to what it was in the late 1960s.

Up to and including the 2020 Census, the population of Lycoming County was steadily growing. From 1970 to 2000, Lycoming County's population grew by 6,748 persons (a 6% overall gain) which was higher than Pennsylvania's overall population growth at 4.1%. However, based on the 2019 Census American Community Survey count of population and annual American Community Survey (ACS) estimates for the county's population, the population of Lycoming County peaked sometime in the late 1990s and has begun to decline. Projecting the 100-year population trend forward for Lycoming County suggests that within the 20-year planning horizon of this long-range plan the population of Lycoming County will be at a similar level to what it was in the late 1960s.

Population change trends for Lycoming County and Pennsylvania

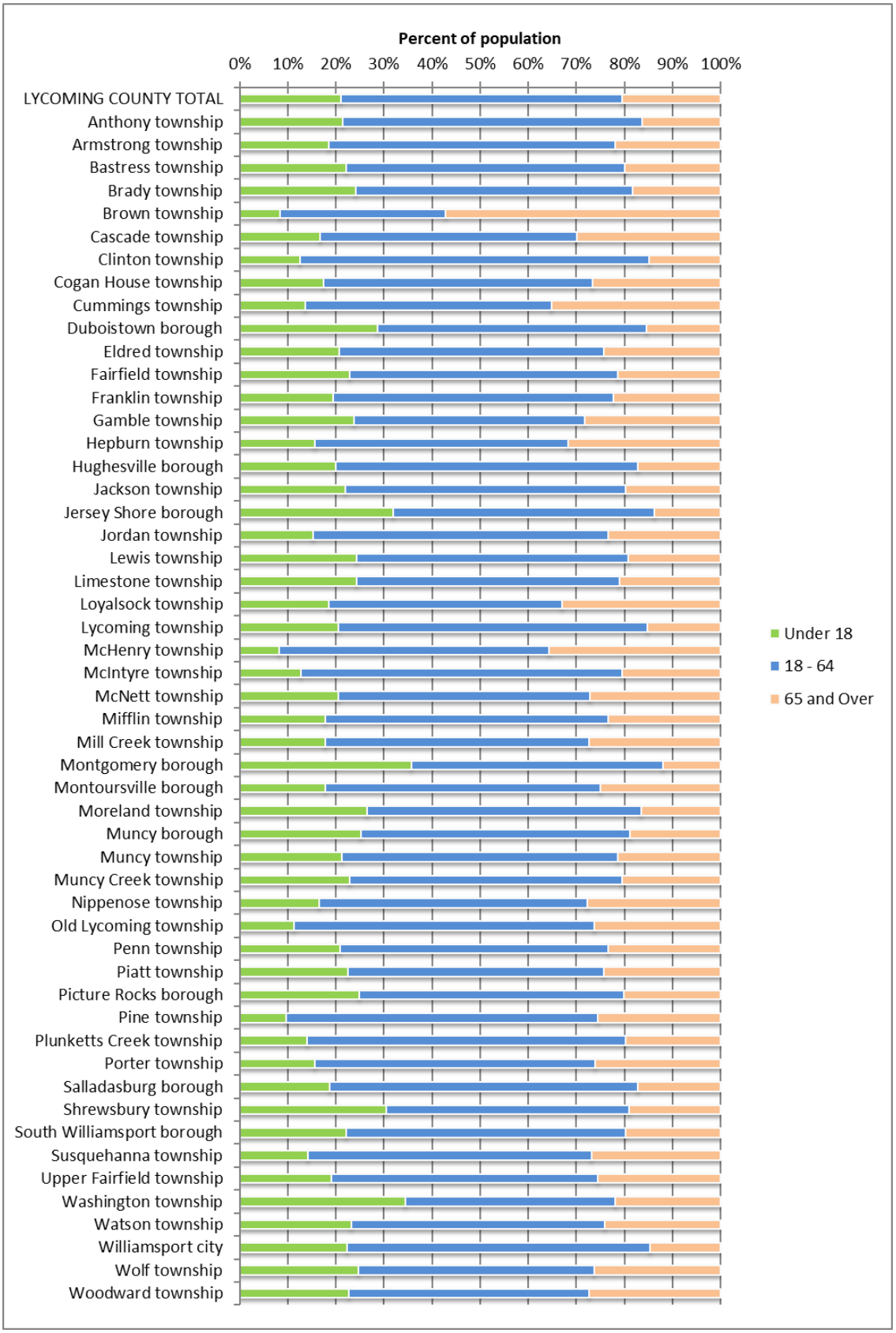
Similar to statewide trends, Lycoming County population has been shifting outward from the City and Boroughs (incorporated municipalities) into the suburban and rural Townships. Municipalities that have seen population growth are mostly rural Townships located generally along the I-180 corridor between Williamsport and the Borough of Muncy.

Population by Age Group

The population of Lycoming County is also becoming older on average. However, the largest driver of this trend is not an increase of people over the age of 65 but instead a diminishing proportion of the population under the age of 18. The youth population of the county has seen a steady linear decrease over the 50-year period from 1970-2020.

In terms of a future countywide total population forecast, the Lycoming County Comprehensive Plan Update anticipates total population to decrease to 112,000 persons by 2020 with a further decrease to 106,000 persons by 2030, which is the new County Comprehensive Plan Update horizon year. A hypothesized reason for this decrease is attributed to "brain drain" trends where younger people going to colleges and universities elsewhere do not return to Lycoming County for employment once students graduate. This trend is supported by the 2019 ACS 5-year estimates showing Lycoming County's population to have dropped to 113,299.

Data from the U.S. Bureau of Census 2010 Decennial Census and the American Community Survey, (ACS)



Source: **US Census American Community Survey 2024 5-Year Estimates**

To ensure the full and fair participation by all potentially affected communities in the transportation decision-making process, the WATS MPO, as part of the preliminary design phase of proposed projects, coordinates with PennDOT and consultant teams to avoid, minimize, and mitigate adverse impacts to minority and low-income populations. These efforts are documented in the environmental clearance documents for each project.

For other transportation projects, which are advancing from the WATS Long Range Transportation Plan for programming on the WATS Transportation Improvement Program preliminary design phase, WATS will work with PennDOT and other project sponsors to identify the minority and low-income areas and evaluate direct and indirect impacts of the projects on these populations. For projects that have advanced beyond preliminary design phase, WATS, PennDOT and other project sponsors will work to avoid, minimize and mitigate adverse impacts to minority and low-income areas. Again, these efforts are documented in the appropriate environmental clearance documents for the projects.

In terms of transit, it should be recognized that WATS, River Valley Transit Authority and STEP, Inc. actively solicit input from minority and low-income areas through the WATS Transit Advisory Committee that includes numerous social service organizations providing programs and services supporting the transportation needs of such populations. RVTA and STEP continually attempt to improve public transit service to key growth areas, which include subject populations.

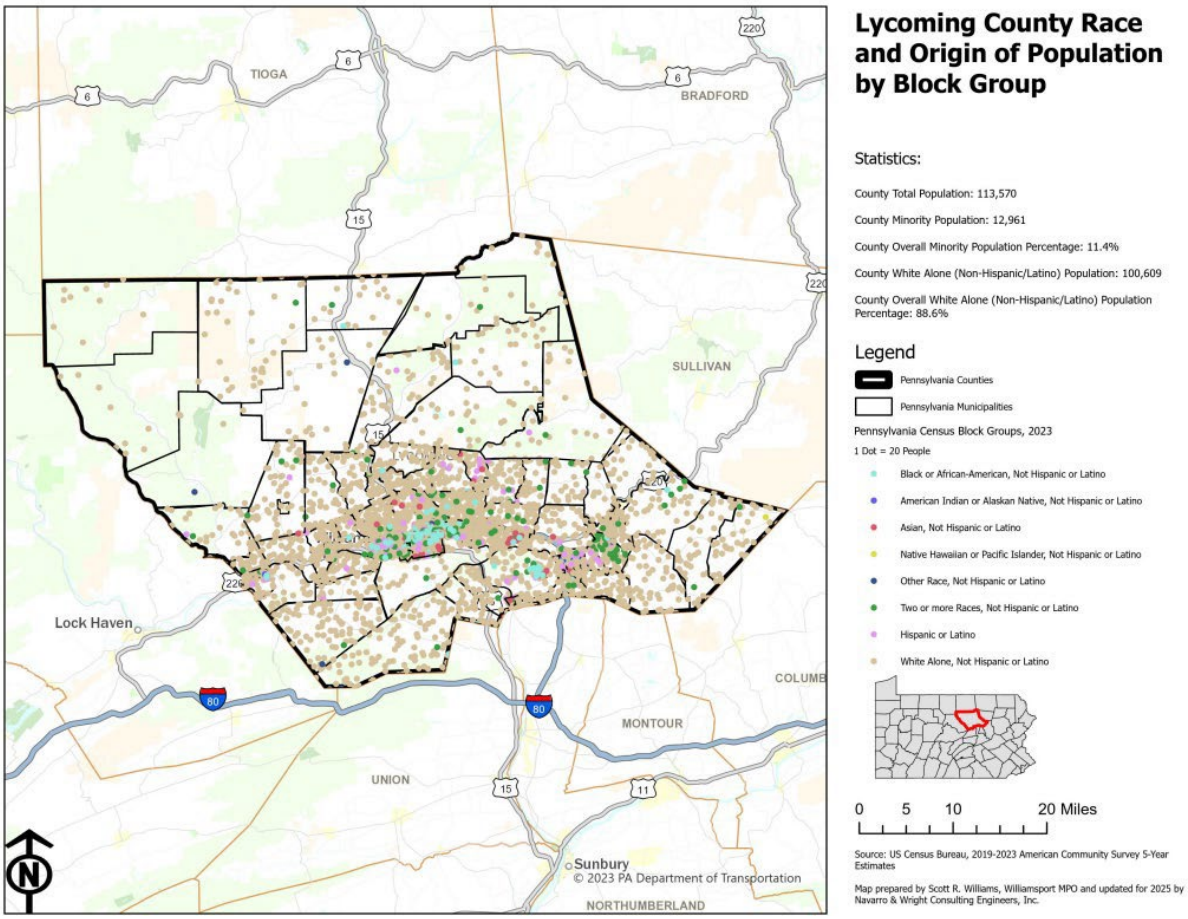
On November 18, 2019, the WATS MPO adopted an update to its Coordinated Public Transit-Human Services Transportation Plan in conjunction with the SEDA-COG MPO. This plan helps guide the distribution of federal funds from certain transit programs that serve low-income, minority, persons with disabilities, and the elderly population. A large number of stakeholders provided input about this Coordinated Plan, including many stakeholders that directly or indirectly represent minority and low-income populations.

Identification of Minority Populations

According to the ACS, there are 12,367 persons in Lycoming County for whom minority status has been determined. This represents 10.89% of the Lycoming County total population (2023 ACS Demographic Indicator data). The US. Bureau of Census 2023 American Community Survey Population Estimates information on minority composition is provided on the following table (*It should be noted that Hispanic or Latino is an ethnicity, not a racial category contained in Census data since persons of Hispanic origin can be of any race*):

Race	2023 Population	Percent Share
White	101,203	89.11%
Black or African American	5,038	4.44%
American Indian and Alaska Native	314	0.28%
Asian	1,003	0.88%
Native Hawaiian and other Pacific Islander	35	0.03%
Some other Race	725	0.64%
Two or more Races (not Hispanic or Latino)	5,252	4.62%
Totals	113,570	100.0%

The following map illustrates the minority population in Lycoming County by Census Block Group. It is noteworthy that minority populations in Lycoming County are not geographically distributed evenly and they are primarily concentrated in the Williamsport Urbanized Area.



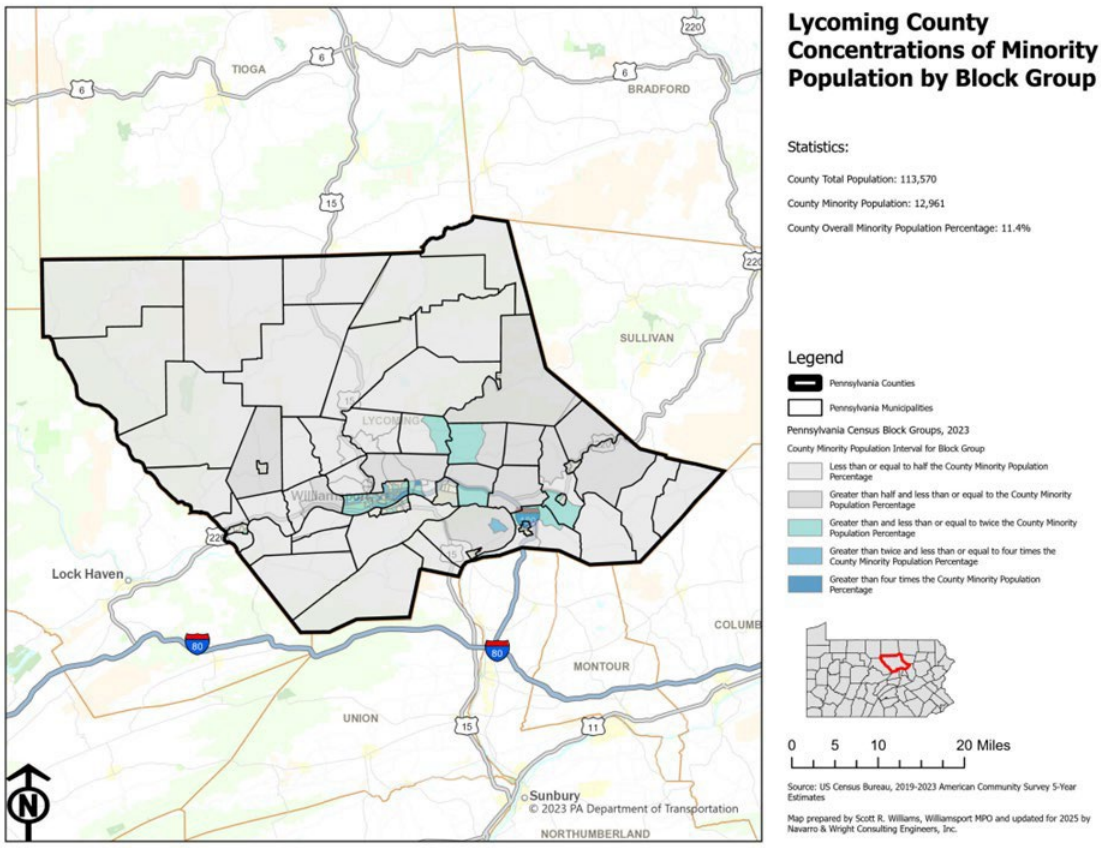
Disparities in Minority Populations Public Participation Process

During this Public Participation Plan update, the WATS MPO has not discovered any disparities for minority populations in the public participation process. However, the WATS MPO recognizes the need to enhance, continuously, public participation efforts. A more detailed description of future public participation efforts is found in the Future Public Participation Plan Efforts and Evaluation Procedures section. The WATS MPO will address any minority population special accommodation needs for public participation as requested and during product development.

Minority Populations Public Participation Techniques/Procedures

To ensure the full and fair participation by all potentially affected communities in the transportation decision-making process, the WATS MPO utilizes the public participation techniques and procedures outlined in the WATS MPO General Public Participation Procedures. The WATS MPO meetings are typically held in Lycoming County Third Street Plaza, 33 W Third Street, 3rd Floor, Williamsport, PA 17701. In an effort to provide more opportunities for minority populations to participate in transportation decision-making processes, the WATS MPO may utilize other locations

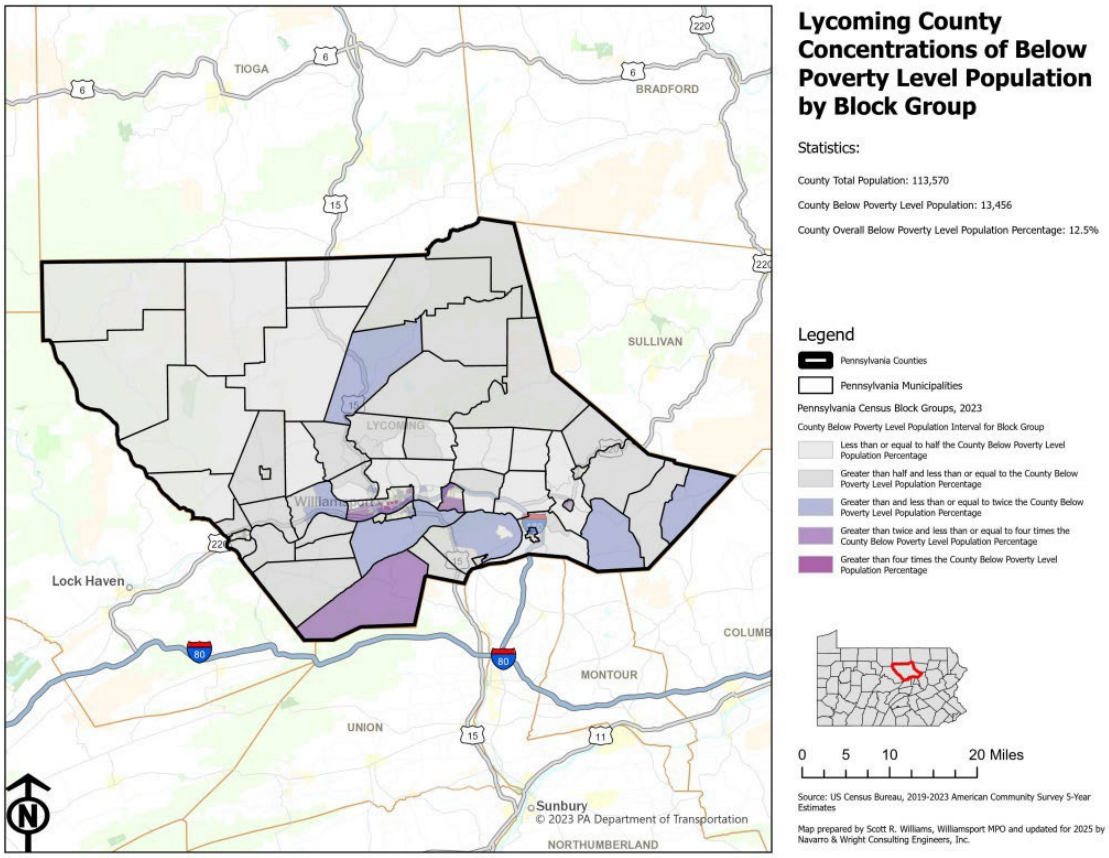
throughout the County such as the Michael Ross Event Center in Trade & Transit II and municipal offices. In addition, WATS MPO utilizes the Williamsport Sun-Gazette and MPO social media sites to promote public meetings, public comment periods, and other MPO/transportation related information in an effort to increase public awareness and participation in the transportation planning process. Furthermore, as projects are developed, additional public meeting locations may be utilized such as civic centers, non-profit centers, or religious facilities in order to increase access for the County's minority populations.



Identification of Low-income Population

- There are 107,687 persons in Lycoming County for whom low-income status can be determined. Of this number, 13,821 persons (12.8%) were determined to be falling below the poverty level, which is slightly lower than the Pennsylvania 11.7% poverty level figure (2024 ACS Poverty Status)

The following map illustrates the low-income population in Lycoming County by Census Block Group. The low-income population in Lycoming County are not geographically distributed evenly. The largest portion of low-income population are primarily concentrated in the Williamsport Urbanized Area.



Disparities in Low-Income Population Public Participation Process

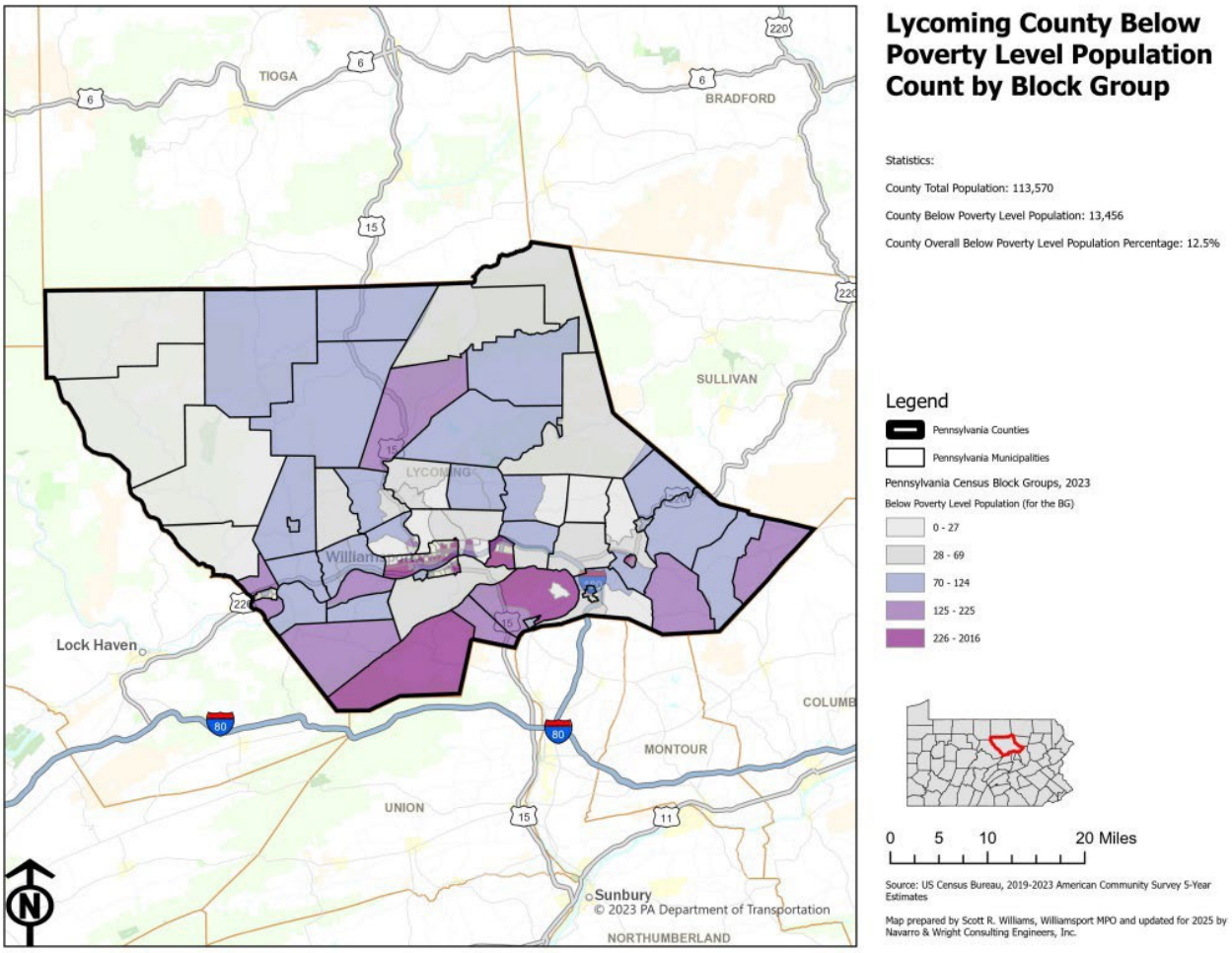
During this Public Participation Plan update, the WATS MPO has not discovered any disparities for low-income populations in the public participation process. However, the WATS MPO recognizes the need to enhance, continuously, public participation efforts. A more detailed description of future public participation efforts is found in the Future Public Participation Plan Efforts and Evaluation Procedures section. The WATS MPO will address any low-income population special accommodation needs for public participation as requested and during product development.

Low-Income Population Public Participation Techniques/Procedures

To ensure the full and fair participation by all potentially affected communities in the transportation decision-making process, the WATS MPO utilizes the public participation techniques and procedures outlined in the WATS MPO General Public Participation Procedures. The WATS MPO meetings are typically held in Lycoming County Third Street Plaza, 33 W Third Street, 3rd Floor, Williamsport, PA 17701. In an effort to provide more opportunities for low-income populations to participate in transportation decision-making processes, the WATS MPO may utilize other locations throughout the County such as the Michael Ross Event Center in Trade & Transit II and

municipal offices. In addition, WATS MPO utilizes the Williamsport Sun-Gazette and MPO social media sites to promote public meetings, public comment periods, and other MPO/transportation related information in an effort to increase public awareness and participation in the transportation planning process. Furthermore, as projects are developed, additional public meeting locations may be utilized such as civic centers, non-profit centers, or religious facilities in order to increase access for the County's low-income populations.

For example, during the US Route 220 Safety Improvement project, a potentially adverse impact was recognized leading WATS MPO, PennDOT and other stakeholders to hold a meeting at the Woodward Twp. Fire Hall to address the impacts to that segment of the community.



Title VI Plan

To ensure the full and fair participation by all potentially affected communities in the transportation decision-making process, the WATS MPO is fully committed to ensuring compliance with Title VI of the Civil Rights Act. As such, the WATS MPO does not discriminate on the grounds of race, color, or national origin in its programs or activities. Furthermore, the WATS MPO will not, directly or through contractual arrangements:

- Engage in intentional discrimination because of race, color, or national origin;
- Use criteria or methods of administration which have the effect of subjecting persons to discrimination because of their race, color, or national origin; or,
- Regarding "protected activities," it is illegal to intimidate, threaten, coerce, or discriminate against any individual in retaliation for exercising a right or privilege.
- WATS MPO will include language in its public notices and advertisements relating to nondiscrimination and avenues of redress if an individual feels they have been discriminated against. All public meeting notices and advertisements shall state the following, ***"WATS is committed to compliance with the nondiscrimination requirements of civil rights statutes, executive orders, regulations, and policies applicable to the programs and activities it administers. Accordingly, WATS is dedicated to ensuring that program beneficiaries receive public participation opportunities without regard to race, color, national origin, sex, age, disability or economic status. The meeting is accessible to persons with disabilities. WATS will provide auxiliary services for individuals with language, speech, sight or hearing impediments provided the request for assistance is made seven days prior to the meeting. WATS will attempt to satisfy other requests as it is able. Please make your request for auxiliary services to Michael Hagen, Lycoming County Human Resources, 48 West Third Street, Williamsport, PA 17701, telephone number (570) 320-2100; fax number (570) 320-2152; email address: MHagen@lyco.org. If you believe you have been denied participation opportunities, or otherwise discriminated against in relation to the programs or activities administered by WATS, you may file a complaint using the procedures provided in our complaint process document or by contacting Michael Hagen at Lycoming County Human Resources, 48 West Third Street, Williamsport, PA 17701, telephone number (570) 320-2100; fax number (570) 320-2152; email address: MHagen@lyco.org.***

Title VI Policy and Procedures

The Title VI Policies and Procedures are included in the PPP and are updated, as needed, during the Public Participation Plan update. During this review, the WATS MPO utilizes the most current U.S. Census and other data (WATS MPO Title VI Plan).

By way of incorporating the Title VI Policy and Procedures into the PPP during the update process, the WATS MPO ensures the full and fair participation by all potentially affected communities in the transportation decision-making process. This includes multiple opportunities for public comment /participation during the 45-day public comment period. Examples of public comment/participation opportunities include WATS MPO meetings, social media notices, targeted public outreach events, accessing the draft PPP from the WATS MPO website, accessing the draft PPP print copies available at the WATS MPO office, and by contacting the WATS MPO staff members directly with any comments. In the event that an in-person meeting is not feasible (public health emergency, etc.) the WATS MPO will provide detailed information on a virtual meeting option to include: date, time, dial-in number, conference code, and link to the virtual meeting software (Microsoft Teams, Skype, etc.) for the public meeting.

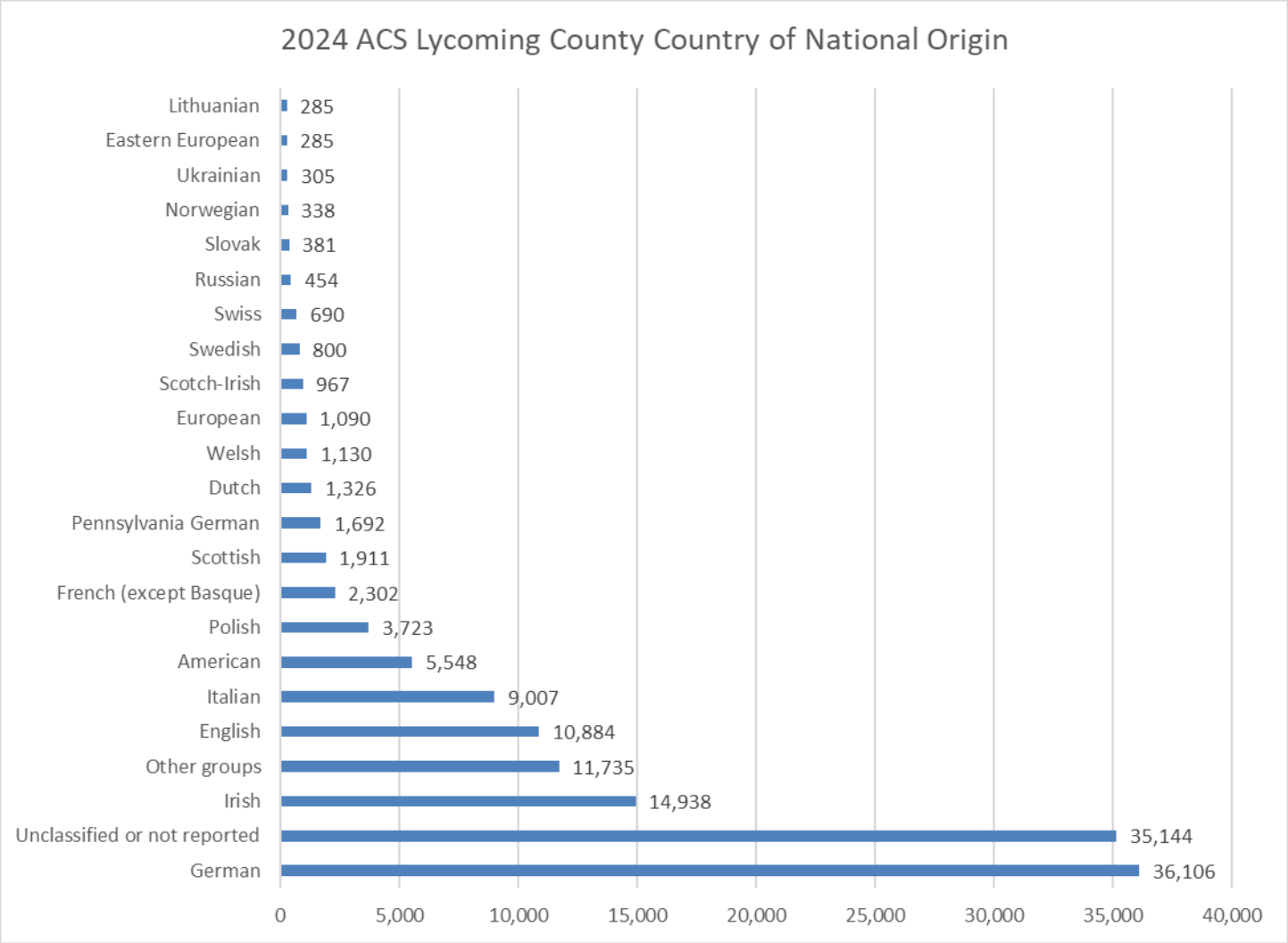
The MPO will provide auxiliary services for individuals who speak another language, or have speech, sight, or hearing impediments. The MPO will attempt to satisfy other requests, as it is able. Please make your request for auxiliary services to Michael Hagen, Lycoming County Human Resources, 48 West Third Street, Williamsport, PA 17701, telephone (570)-320-2100; fax number (570) 320-2152; email address: MHagen@lyco.org.

Identification of Populations

National Origin

The graph below shows the Lycoming County national origin breakdown for those who reported

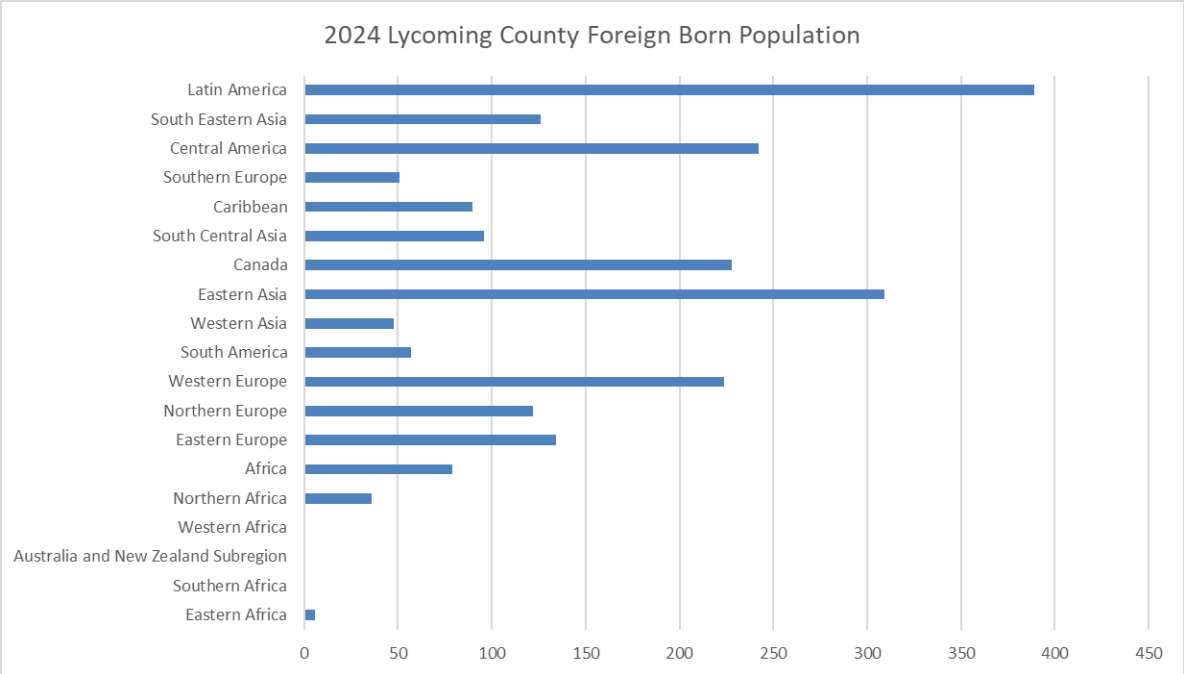
Due to 30,440 persons either not reporting ancestry or being labeled as unclassified, the US. Bureau of Census 2024 American Community Survey Population Estimates were only able to determine ancestry information for 83,890 persons in Lycoming County. From those identified, German ranks as the highest ancestry in Lycoming County with 36,106 persons of German ancestry.



Source: **US Census American Community Survey 2024 5-Year Estimates**

Foreign Born Population

The graph below shows US. Bureau of Census 2024 American Community Survey Population Estimates for Lycoming County. Latin America is the highest foreign-born place of birth in Lycoming County with 389 persons being born in Latin America.



Source: US Census American Community Survey 2024 5-Year Estimates

Disparities in the Public Participation Process

During this Public Participation Plan update, the WATS MPO has not discovered any disparities for the public in the public participation process. However, the WATS MPO recognizes the need to enhance, continuously, public participation efforts. A more detailed description of future public participation efforts is found in the Future Public Participation Plan Efforts and Evaluation Procedures section. The WATS MPO will address any accommodation needs for public participation as requested and during product development.

Public Participation Techniques/Procedures

To ensure the full and fair participation by all potentially affected communities in the transportation decision-making process, the WATS MPO utilizes the public participation techniques and procedures outlined in the WATS MPO General Public Participation Procedures. The WATS MPO meetings are typically held in Lycoming County Third Street Plaza 33 W Third Street, 3rd Floor, Williamsport, PA 17701. In an effort to provide more opportunities for the public to participate in transportation decision-making processes, the WATS MPO may utilize other locations throughout the

County such as the Michael Ross Event Center in Trade & Transit II and municipal offices. Furthermore, as projects are developed, additional public meeting locations may be utilized such as civic centers, non-profit centers, or religious facilities in order to increase access for the public.

WATS MPO Title VI Complaint Procedure

All complaints that allege exclusion from participation in, denial of benefits, or discrimination on the grounds of race, color, national origin from a program, service, or activity administered by the WATS MPO shall be forwarded to the WATS MPO Title VI Coordinator for intake and disposition. These complaints will be reviewed and acted upon consistent with the WATS MPO Title VI complaint procedure, which was adopted at the WATS MPO December 8, 2026 public meeting. Any Title VI Complaints should be directed to:

Michael Hagen Director
Lycoming County Human Resources
33 West Third Street
Williamsport, PA 17701
Phone: (570) 320-2100
Email: MHagen@lyco.org

An example of the *WATS MPO Title VI Complaint Form* can be found in Appendix C WATS MPO Title VI Complaint Form of the Public Participation Plan. All WATS public meeting notices indicate the procedures for filing a Title VI complaint.

Additionally, any individuals wishing to file a complaint may also contact:

Pennsylvania Department of Transportation

Bureau of Workforce and Business Opportunity

P.O. Box 3251 Harrisburg, PA 17105-3251

Phone: (800) 468-4201
Email: penndoteoreports@pa.gov

Federal Highway Administration

U.S. Department of Transportation
Equal Opportunity Specialist

Pennsylvania Division Office 228 Walnut Street, Room 508
Harrisburg, PA 17101-1720

Phone: (717) 221-3705

Federal Highway Administration

Office of Civil Rights

1200 New Jersey Ave., SE
Washington, DC 20590

Phone: (202)-366-4000

U.S. Department of Transportation

Departmental Office of Civil Rights

1200 New Jersey Ave., SE
Washington, DC 20590

Phone: (855)-368-4200

U.S. Department of Transportation

Federal Transit Administration Civil Rights Officer

17600 Market Street, Suite 500
Philadelphia, PA 19103
Phone: (215) 656-7100
Email:
FTAcivilrightscommunications@dot.gov

PA Human Relations Commission

Equal Opportunity Specialist

Harrisburg Regional Office

333 Market Street, 8th Floor

Harrisburg, PA 17101
Phone: (717) 787-9780

U.S. Department of Justice

Office of Justice Programs

Office for Civil Rights

810 7th Street, NW Washington, DC 20531

Phone: (202) 307-0690
Phone (TDD): (202) 307-2027

Additional Civil Rights Responsibilities

The Pennsylvania Human Relations Act (PHRA) of 1955 prohibits *"The practice or policy of discrimination against individuals or groups by reason of their race, color, familial status, religious creed, ancestry, age, sex, national origin, handicap or disability, use of guide or support animals because of blindness, deafness or physical handicap of the user or because the user is a handler or trainer of support or guide animals…"*

To ensure the full and fair participation by all potentially affected communities in the transportation decision-making process, the WATS MPO is fully committed to ensuring compliance with the Pennsylvania Human Relations Act. The WATS MPO complies with Pennsylvania Human Relations Act of 1955 by:

- WATS MPO Technical Committee and Coordinating Committee meetings are typically held at the Lycoming County Third Street Plaza Building, 33 W Third St., 3rd Floor, Williamsport, PA 17701. In instances where the Executive Plaza Building is unavailable, the secondary meeting location is the Michael Ross Event Center in the Trade and Transit Centre II Building, located at 144 W 3rd. St. Williamsport, PA 17701. Both facilities are ADA compliant and accessible to public transportation provided by River Valley Transit Authority, which operates a fully accessible fixed route transit fleet as well as ADA paratransit services subcontracted through a shared ride provider, STEP, Inc.
- In the event that an in-person meeting is not feasible (public health emergency, etc.) the WATS MPO will provide detailed information on a virtual meeting option to include: date, time, dial-in number, conference code, and link to the virtual meeting software (Microsoft Teams, Zoom, etc.) for the public meeting.
- All public notices published by WATS indicate that accommodations can be provided with advance notification to the Lycoming County Planning Commission. All public meeting notices and advertisements shall state the following, ***"If you require special assistance to attend or participate in this meeting or need additional information please contact the WATS MPO representative noted below, four business-days prior to the meeting event so that the special assistance can be accommodated."***

- The WATS Transit Advisory Committee includes representation by community organizations that serve persons with disabilities, transit consumers, and public transportation providers.
- Identify alternative meeting sites, such as churches, schools, public libraries, and senior centers to reach traditionally underserved populations.

Americans with Disabilities Act Plan

The Americans with Disabilities Act of 1990 (ADA) *"prohibits discrimination on the basis of disability by public entities in services, programs, and activities. Public entities are required to make programs accessible to individuals with disabilities including conducting meetings and hearings in ADA-compliant buildings. Special accommodations must be provided to ensure communications are equally effective for persons with disabilities in order to participate in meetings, planning and programming activities."* With advance notice, special provisions must be made to accommodate hearing-impaired or visually impaired participants.

To ensure the full and fair participation by all potentially affected communities in the transportation decision-making process, the WATS MPO is fully committed to ensuring compliance with the Americans with Disabilities Act of 1990 (ADA). The WATS MPO complies with Title II of the American with Disabilities Act of 1990 (ADA), Section 504 of the Rehabilitation Act of 1973, and the Pennsylvania Human Relations Act of 1955 by:

- WATS MPO Technical Committee and Coordinating Committee meetings are typically held at the Lycoming County Third Street Plaza Building, 33 W Third St., 3rd Floor, Williamsport, PA 17701. In instances where the Executive Plaza Building is unavailable, the secondary meeting location is the Michael Ross Event Center in the Trade and Transit Centre II Building, located at 144 W 3rd. St. Williamsport, PA 17701. Both facilities are ADA compliant and accessible to public transportation provided by River Valley Transit Authority, which operates a fully accessible fixed route transit fleet as well as ADA paratransit services subcontracted through a shared ride provider, STEP, Inc.
- In the event that an in-person meeting is not feasible (public health emergency, etc.) the WATS MPO will provide detailed information on a virtual meeting option to include: date, time, dial-in number, conference code, and link to the virtual meeting software (Microsoft Teams, Skype, etc.) for the public meeting.
- All public notices published by WATS indicate that ADA accommodations can be provided with advance notification to the Lycoming County Planning Commission. All public meeting notices and advertisements shall state the following, ***"If you require special assistance to attend or participate in this meeting or need additional information please contact the WATS MPO representative noted below, four business days prior to the meeting event so that the special assistance can be accommodated."***

- The WATS Transit Advisory Committee includes representation by community organizations that serve persons with disabilities, transit consumers, and public transportation providers.
- Identify alternative ADA compliant meeting sites, such as churches, schools, public libraries, and senior centers to reach traditionally underserved populations.

All public meetings associated with development of the 2023-2045 Long Range Transportation Plan were held at the ADA accessible Lycoming County Executive Plaza meeting location.

Identification of Disabled Population

In terms of the total Civilian Non-institutionalized population of Lycoming County, there are 110,722 persons residing in the County, where 19,453 persons (17.5%) have a physical or mental disability. Lycoming County population disability percentages are slightly higher than the statewide disability percentages at 14% total disability and 32.2% over age 65 with disability figures (2024 ACS Social Characteristics data).

Disparities in Disabled Populations Public Participation Process

During this Public Participation Plan update, the WATS MPO has not discovered any disparities for the disabled populations in the public participation process. However, the WATS MPO recognizes the need to enhance, continuously, public participation efforts. A more detailed description of future public participation efforts is found in the Future Public Participation Plan Efforts and Evaluation Procedures section. The WATS MPO will address any disabled population special accommodation needs for public participation as requested and during product development.

Disabled Population Techniques/Procedures

To ensure the full and fair participation by all potentially affected communities in the transportation decision-making process. The WATS MPO utilizes the public participation techniques and procedures outlined in the WATS MPO General Public Participation Procedures. The WATS MPO meetings are typically held in Lycoming County Executive Plaza. In instances where the Executive Plaza Building is unavailable, the secondary meeting location is the Michael Ross Event Center in the Trade and Transit Centre II Building, located at 144 W 3rd. St. Williamsport, PA 17701. Both facilities are ADA compliant and accessible to public transportation provided by River Valley Transit Authority, which operates a fully accessible fixed route transit fleet as well as ADA paratransit services subcontracted through a shared ride provider, STEP, Inc.

In the event that an in-person meeting is not feasible (public health emergency, etc.) the WATS MPO will provide detailed information on a virtual meeting option to include: date, time, dial-in number, conference code, and link to the virtual meeting software (Microsoft Teams, Zoom, etc.) for the public meeting.

In an effort to provide more opportunities for disabled populations to participate in transportation decision-making processes, the WATS MPO may utilize other locations throughout the County such as the Michael Ross Event Center in Trade & Transit II and municipal offices. Furthermore, as projects are developed, additional public meeting locations may be utilized such as civic centers, non-profit centers, or religious facilities in order to increase access for the County's disabled populations. The WATS MPO will not place a surcharge on an individual with a disability to cover the costs of providing auxiliary aids/services or reasonable modifications of policy.

Limited English Proficiency, (LEP) Plan

The WATS MPO is fully committed to ensuring compliance with Executive Order 13166 "Improving Access to Services for Persons with *Limited English Proficiency, (LEP)* allowing for the full and fair participation by all potentially affected communities in the transportation decision-making process,

WATS MPO is committed to improving services to LEP individuals throughout Lycoming County. Review of the LEP and related outreach activities are conducted as needed during the Public Participation Plan update. Any improvements/changes to the LEP will be made based upon that review. Analysis of the languages spoken throughout Lycoming County can be seen in the LEP Profile chart below.

Overview

A Metropolitan Planning Organization (MPO) is a planning body composed of elected and appointed officials representing local, state and federal governments or other agencies having an interest or responsibility in the local transportation system. The MPO is responsible for creating a Long-Range Transportation Plan (LRTP), a Transportation Improvement Program (TIP), and a Unified Planning Work Program (UPWP). An MPO can be a regional, multicounty organization or a single county. The Williamsport Area Transportation Study (WATS) is the single county MPO covering Lycoming County. The role of the WATS MPO is to develop transportation policies, programs and projects, which move people and goods in a safe, efficient manner, promote economic development, protect the environment, and preserve Lycoming County's outstanding quality of life amenities.

The Lycoming County Department of Planning and Community Development (PCD) provide staff support to the WATS MPO. As a recipient of federal funding, the MPO must take reasonable steps to ensure full and fair access to the information and services it provides.

Background

Title VI of the Civil Rights Act of 1964 and the Civil Rights Restoration Act of 1987 are the federal laws that protects individuals from discrimination based on an individual's race, color, or national origin in services or programs provided by a recipient of federal aid, even

if the service or program provided is not federally funded. Title VI states, **"No person in the United States shall, on the ground of race, color or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance."**

On August 11, 2000, the President signed Executive Order 13166, *"Improving Access to Services for Persons with Limited English Proficiency, (LEP)."* The Executive Order is intended to improve access to federally assisted programs and activities for persons who, because of national origin, are limited in their English proficiency.

As a condition of receiving federal funding, recipients are required to comply with Title VI and LEP guidelines of the federal agency from which funds are provided.

Purpose

The purpose of this Limited English Proficiency (LEP) Plan is to develop procedures to ensure the full and fair participation for LEP persons to information and servicesprovided by the WATS MPO. The plan includes a needs assessment, identifies individuals who may need language assistance, identifies available resources, and outlines language assistance measures.

Definition of Limited English Proficient Person

Individuals who do not speak English as their primary language and have a limited ability to read, write, speak, and/or understand English may be considered limited English proficient.

For the purposes of this plan, a LEP person is defined as any individual who speaks a language at home other than English as their primary language, and who speaks or understands English "less than very well."

Limited English Proficiency Needs Assessment

Section V of the U.S. DOT "Policy Guidance Concerning Recipients' Responsibilities to Limited English Proficient Persons" outlines the four-factor analysis for agencies to use in determining a cost-effective mix of language assistance measures and targeting resources appropriately. The guidance allows local agencies the flexibility to perform their own assessment of the factors and determine reasonable means to accommodate LEP individuals. The following is a LEP needs assessment for the WATS MPO in relation to the transportation planning process.

Factor 1: Identification of Limited English Proficiency Population

The first step of the needs assessment is to determine the number and proportion of LEP persons in Lycoming County. Demographic information from the American Community Survey (ACS) was reviewed to determine the number and proportion of individuals in Lycoming County who speak a language other than English at home and who understand English "less than very well."

Lycoming County Limited English Proficiency (LEP) Profile

2024 American Community Survey 5 Year Estimates

Estimated Total Population 5 Years Old and Over			107,615
Estimated Population Speaking Only English Language			104,194
	Total Number of People Speaking Language At Home	**Number of People Speaking This Language At Home Who Speak English "Very Well"**	**Number of People Speaking This Language At Home Who Speak English "Less Than Very Well"**
Spanish	1,073	770	303
French, Haitian, or Cajun	81	81	0
German or other West Germanic languages	1,249	944	305
Russian, Polish, or other Slavic languages	116	102	14
Other Indo-European languages	285	208	77
Korean	1	0	1
Chinese (incl. Mandarin, Cantonese)	235	92	143
Vietnamese	54	43	11
Tagalog (incl. Filipino)	35	18	17
Other Asian and Pacific Island languages	149	94	55
Arabic	132	132	0
Other and unspecified languages	11	3	8
TOTAL	**3,421**	**2,487**	**934**

Source: US Census American Community Survey 2024 5-Year Estimate

Factor 2: The Frequency with Which LEP Individuals Come in Contact with WATS MPO Programs, Activities, and Services

The WATS MPO has been a recipient of federal dollars for transportation planning and program since 1968, originally just the City of Williamsport urbanized area the MPO was extended in 1991 to encompass all of Lycoming County. To date, no requests have been made by individuals or groups seeking interpreters or the translation of WATS MPO products/publications into other languages.

Factor 3: The Importance of Programs, Activities, and Services Provided by the WATS MPO

As part of the Environmental Justice (EJ) analysis conducted for the WATS MPO Transportation Improvement Program (TIP) and Long Range Transportation Plan (LRTP) the impact of proposed transportation investments on underserved and underrepresented population groups is reviewed. The solicitation of public review/comment for the WATS MPO TIP and LRTP includes written correspondence to social and human service agencies and other Interested Party Organizations, public advertisement of the public comment period in the Williamsport Sun-Gazette, advertisement of the public comment period on the WATS MPO social media sites, providing digital copies of WATS plans/products on the WATS MPO website, printed copies of WATS MPO plans/products available at the WATS MPO offices (Third Street Plaza, 33 West Third Street 3rd Floor, Williamsport, PA 17701), and printed copies of WATS MPO plans/products available upon request by contacting WATS MPO staff at 570-320-2141.

Factor 4: Available Resources to the WATS MPO

The WATS MPO has access to translation services, available upon request, through a partnership with PennDOT and ProPio Language Services. While LEP individuals currently account for a small percentage of the Lycoming County population, the MPO will monitor population demographics and trends for increases in the LEP population and periodically reevaluate the available resources and the translations services it chooses to provide.

Language Assistance Measures

Oral Language Services (Interpretation)

As a recipient of federal funds, the WATS MPO is committed to making full and fair access to interpretation services for LEP individuals. When providing interpretation services, recipients shall ensure competency of the language service provider to maintain the quality and accuracy of the services provided. The U.S. DOT Policy Guidance Concerning Recipients' Responsibilities to Limited English Proficient (LEP) Persons outlines a series of acceptable oral language assistance services that recipients can employ to serve LEP individuals.

Due to the infrequency of contact with LEP individual sand the low concentration of LEP populations in Lycoming County, robust interpretation services are not deemed necessary at this time. When interpretation services are requested, WATS MPO will use the telephonic translation services that are available for use as a PennDOT planning partner. The telephonic interpretation service offers prompt assistance in many different languages.

Written Language Services

The U.S. DOT Policy Guidance on responsibilities to LEP individuals includes a "safe harbor" provision for organizations. "Safe harbor" is defined as if a recipient has identified a plan to provide written translations under a set of circumstances, such action will be considered strong evidence of compliance with the written obligations under Title VI.

Per the safe harbor definition, the following activities will be considered strong evidence of compliance with the WATS MPO's written translation obligations:

- The WATS MPO will provide written translations of vital documents for each eligible LEP language group that constitutes 5% of the population served or 1,000 individuals, whichever is less. Translation of other documents, if needed, can be provided orally through telephonic translation services available for use as a PennDOT planning partner.

The following documents are identified as *vital written materials* by the WATS MPO:

- Title VI Notice
- Title VI Complaint Form
- Title VI Complaint Procedures
- Title VI Program
- Unified Planning Work Program (UPWP)
- Transportation Improvement Plan (TIP)
- Long-Range Transportation Plan (LRTP)
- Public Participation Plan (PPP)

The WATS MPO will adhere to the "safe harbor" provisions with regard to these vital materials.

WATS MPO will monitor the concentration of LEP individuals, and when the population of LEP language group exceeds the identified safe harbor provisions, the WATS MPO will outline a plan to provide written translation of its vital written documents. The translation of other planning documents will be provided upon request.

Providing Notice to LEP Persons

The WATS MPO shall provide notice to LEP persons that language services are available at no cost to the individual using the following methods:

- "I Speak" signage will be posted at the WATS MPO offices and meeting locations indicating that free language assistance is available upon request.
- All MPO-related meeting announcements will state that special assistance is available if requested at least four (4) days prior to the meeting date.
- MPO staff will work with community and other stakeholders during development of the TIP and LRTP to inform LEP individuals of MPO products/programs and the availability of language assistance.
- Using American Community Survey data, the MPO staff will attempt to identify concentrations of LEP populations and implement targeted outreach for specific projects.

Training

The WATS MPO will make every reasonable effort to ensure that staff is adequately trained to assist LEP individuals in person or by telephone. All staff that assist with the MPO activities will be provided a copy of the LEP Plan and will be made aware of the interpretation and translation services offered to LEP.

Monitoring and Updating the LEP Plan

The WATS MPO will monitor the language data for Lycoming County and analyze any major changes in the number of LEP individuals as the updated 5-year ACS data becomes available. Also, the MPO will monitor the frequency of encounters with LEP individuals. If significant changes are recognized in the concentrations of LEP individuals, or if there is a significant increase in encounters with LEP individuals, an update to the LEP Plan will occur. If no significant changes are noted, the LEP Plan will be updated during the MPO Public Participation Plan update, occurring every two (2) years.

Disparities in LEP Population Public Participation Process

During this Public Participation Plan update, the WATS MPO has not discovered any disparities for Limited English Proficiency populations in the public participation process. However, the WATS MPO recognizes the need to enhance, continuously, public participation efforts. A more detailed description of future public participation efforts is found in the Future Public Participation Plan Efforts and Evaluation Procedures section. The WATS MPO will address any Limited English Proficiency population special accommodation needs for public participation as requested and during product development.

Limited English Proficiency Population Techniques/Procedures

To ensure the full and fair participation by all potentially affected communities in the transportation decision-making process, the WATS MPO utilizes the public participation techniques and procedures outlined in the WATS MPO General Public Participation Procedures. The WATS MPO meetings are typically held in Lycoming County Executive Plaza (see inset map below). In an effort to provide more opportunities for Limited English Proficiency populations to participate in transportation decision-making processes, the WATS MPO may utilize other locations throughout the County such as the Michael Ross Event Center in Trade & Transit II and municipal offices. Furthermore, as projects are developed, additional public meeting locations may be utilized such as civic centers, non-profit centers, or religious facilities in order to increase access for the County's LEP populations. The WATS MPO complies with the Executive Order 13166, "Improving Access to Services for Persons with *Limited English Proficiency, (LEP)"* requirements by:

- Include in the WATS public meeting notices the availability of LEP language translation services upon advance notification (the WATS MPO has LEP translation service availability through a PennDOT partnership). Limited English Proficiency individuals, upon request, may have any publicly available document that WATS MPO produces translated into other languages to facilitate public review.
- Include on all WATS MPO webpages a language translation option where LEP Individuals can select their most proficient language.
- Targeted public outreach events to venues frequented by LEP individuals (ex. Thrive International Programs).

Future Public Participation Plan Efforts and Evaluation Procedures

In order to ensure full and fair public participation in the transportation decision-making process the WATS MPO recognizes the need to enhance, continuously, public outreach efforts. To achieve these goals the WATS MPO will pursue the following activities:

- Review and evaluate the Public Participation Plan on a 2-year cycle prior to updating the Transportation Improvement Plan (TIP)
- As a component of the Public Participation Plan review/update the WATS MPO will also review/update the following plans:
    - Americans with Disabilities Act Plan
    - Environmental Justice Plan
    - Limited English Proficiency Plan
    - Title VI Plan
- Identify and consult with interested parties and stakeholders (continuing)
- Seek out minority and Limited English Proficiency organizations, resources, and advocates throughout Lycoming County (continuing)
- Conduct review of ADA accessibility of meeting locations and website (continuing)
- Partner with disability advocates to ensure online products/documents are easier to access for the disabled population (continuing)
- Investigate the formation of a Citizens Advisory Committee to assist in public outreach and public participation (continuing)
- Periodically evaluate the opportunities and procedures for public participation including:
    - Review of public meeting attendance
    - The frequency and nature of public comments received on WATS planning documents, website and social media interaction
    - Any other comments or suggestions.

The findings will be incorporated as part of subsequent WATS Public Participation Plan updates and public involvement activities.

In November 2019, the WATS MPO received approval to move forward with the creation of a number of WATS MPO social media accounts. The MPO created Facebook, Instagram, Twitter, Linked In, and YouTube accounts and currently has the Facebook, Instagram, and Twitter social media accounts active. The addition of multiple social media accounts, along with existing public participation/public outreach methods, will enhance the WATS MPO's ability to ensure full and fair public participation by providing new platforms for the public to receive transportation related information, and participate in the transportation decision-making process.

For questions regarding the WATS MPO Public Participation Plan, public participation opportunities, or accommodations please contact:

Emily Mrochko
Transportation Planner
Lycoming County Planning & Community Development
48 West Third Street
Williamsport, PA 17701
Phone: (570) 320-2141
Email: eemrochko@lyco.org

Appendix A: Glossary of Acronyms

Abbreviations of terms used in the Public Participation Plan are as follows:

A	AADT:	Annual Average Daily Traffic
	AASHTO:	American Association of State Highway &Transportation Officials
	ACM:	Agency Coordination Meeting
	ADA:	Americans with Disabilities Act of 1990
	ADT:	Average Daily Traffic
	ACS:	American Community Survey
	AIP:	Airport Improvement Program
	ALP:	Airport Layout Plan
	APA:	American Planning Association
	ARFF:	Aircraft Rescue and Firefighting
	ARLE:	Automated Red Light Enforcement
	ATCT:	Air Traffic Control Tower
B	BMP:	Best Management Practice
	BMS:	Bridge Management System
C	CBD:	Central Business District
	CCAP:	County Commissioners Association of Pennsylvania
	CFMP:	Comprehensive Freight Management Plan
	CMA:	Congestion Management Agency
	CMAQ:	Congestion Mitigation and Air Quality
	CMP:	Congestion Management Process
	CNG:	Compressed Natural Gas
	COFC:	Container on Flat Car
	CSVT:	Central Susquehanna Valley Transportation Project
D	DCED:	Department of Community and Economic Development
	DCNR:	Department of Conservation and Natural Resources
	DEP:	Department of Environmental Protection
	DOI:	Decade of Investment
	DVMT:	Daily Vehicle Miles Traveled
E	ECMS:	Engineering and Construction Management System
	EJ:	Environmental Justice
	EMC:	Emergency Management Coordinator
	ENS:	Emergency Notification System
	EOC:	Emergency Operations Center
	EOP:	Emergency Operations Plan
	EPA:	Environmental Protection Agency
F	FAA:	Federal Aviation Administration

Abbreviations, continued

	FAST:	Fixing America's Surface Transportation Act
	FBO:	Fixed Base Operator
	FD:	Final Design
	FEMA:	Federal Emergency Management Agency
	FFY:	Federal Fiscal Year
	FHWA:	Federal Highways Administration
	FRA:	Federal Railroad Administration
	FTA:	Federal Transit Administration
G	GIS:	Geographic Information Systems
	GWA:	Greater Williamsport Alliance Planning Area
H	HAT:	Height Above Terrain
	HOP:	Highway Occupancy Permit
	HPMS:	Highway Performance Monitoring System
	HSIP:	Highway Safety Improvement Program
I	ILS:	Instrument Landing System
	ISTEA:	Intermodal Surface Transportation Efficiency Act
	IRI:	International Roughness Index
	ITE:	Institute of Transportation Engineers
	ITS:	Intelligent Transportation System
J	JACIP:	Joint Automated Capital Improvement Program
	JRA:	Joint Rail Authority (SEDA-COG)
L	LCPC:	Lycoming County Planning Commission
	LEP:	Limited English Proficiency
	LOLD:	Letter of Local Determination
	LOS:	Level of Service
	LPN:	Linking Planning & NEPA
	LRTP:	Long Range Transportation Plan
	LTAP:	Local Technical Assistance Program
	LUTED:	Land Use, Transportation, and Economic Development
	LVRR:	Lycoming Valley Railroad
M	MALSR:	Medium Intensity Approach Lighting System
	MAP-21:	Moving Ahead for Progress in the 21st Century Act
	MATP:	Medical Assistance Transportation Program
	MLF:	Municipal Liquid Fuels Program
	MOU:	Memorandum of Understanding

Abbreviations, continued

	MPC:	Municipalities Planning Code
	MPMS:	Multimodal Project Management System
	MPO:	Metropolitan Planning Organization
	MSA:	Metropolitan Statistical Area
	MTF:	Multimodal Transportation Fund
N	NACTO:	National Association of City Transportation Officials
	NAICS:	North American Industry Classification System
	NBIS:	National Bridge Inspection Program
	NEPA:	National Environmental Policy Act
	NHPP:	National Highway Performance Program
	NHS:	National Highway System
	NIMS:	National Incident Management System
	NPIAS:	National Plan of Integrated Airport Systems
	NPS:	Nonpoint Source
	NWI:	National Wetlands Inventory
O	OPI:	Overall Pavement Index
P	P3:	Public Private Partnership
	PAC:	Program Advisory Committee
	PAPI:	Precision Approach Indicators
	PAT:	Panning Advisory Team
	PCT:	Pennsylvania College of Technology
	PE:	Preliminary Engineering
	PEMA:	Pennsylvania Emergency Management Agency
	PennDOT:	Pennsylvania Department of Transportation
	PHMC:	Pennsylvania Historical & Museum Commission
	PNDI:	Pennsylvania Natural Diversity Inventory
	PPP:	Public Participation Plan
	PSAB:	Pennsylvania State Association of Boroughs
	PSATS:	Pennsylvania State Association of Township Supervisors
	PSP:	Pennsylvania State Police
	PUC:	Pennsylvania Public Utility Commission
R	RLR:	Rail Line Relocation and Improvement
	RMS:	Roadway Management System
	ROP:	Regional Operations Plan
	ROW:	Right of Way

Abbreviations, continued

	RPO:	Rural Planning Organization
	RRIF:	Railroad Rehabilitation & Improvement Financing
	RTAP:	RRail Transportation Assistance Program
	RVT:	River Valley Transit
S	SAFETEA-LU:	Safe, Accountable, Flexible, Efficient, Transportation Equity Act - A Legacy For Users
	SD:	Structurally Deficient
	SEDA-COG:	Susquehanna Economic Development Association Council of Governments
	SHSP:	Strategic Highway Safety Plan
	SOV:	Single Occupancy Vehicle
	STAMPP:	Systematic Techniques to Analyze and Manage PA Pavements
	STC:	State Transportation Commission
	STIP:	Statewide Transportation Improvement Program
	STP:	Surface Transportation Program
T	TAP:	Transportation Alternatives Program
	TEA-21:	Transportation Equity Act for the 21st Century
	TIA:	Transportation Impact Assessment
	TIGER:	Transportation Investment Generating Economic Recovery Discretionary Grants Program
	TIS:	Transportation Impact Study
	TIP:	Transportation Improvement Program
	TMA:	Transportation Management Area
	TMDL:	Total Maximum Daily Load
	TOFC:	Trailer on Flat Car
	TRB:	Transportation Research Board
	TSA:	Transportation Security Administration
	TSMO:	Transportation System Management & Operations
	TYP:	Twelve-Year Program
U	UPWP:	Unified Planning Work Program
	USDOT:	United States Department of Transportation
V	VASI:	Visual Approach Slope Indicators
	VMT:	Vehicle Miles Traveled
W	WATS:	Williamsport Area Transportation Study

Appendix B: Interested Party Organizations

Interested Parties		
MUNICIPAL GOVERNMENT CONTACTS - TOWNSHIPS		
Anthony Twp. Chair, Board of Supervisors	570-321-6281	402 Dutch Hill Rd Cogan Station PA 17725
Armstrong Twp. Chair, Board of Supervisors	570-326-6905	502 Waterdale Rd Williamsport PA 17702
Bastress Twp. Chair, Board of Supervisors	570-745-3622	518 Cold Water Town Rd Williamsport PA 17701
Brady Twp. Chair, Board of Supervisors	570-547-2220	1986 Elimsport Rd Montgomery PA 17752
Brown Twp. Chair, Board of Supervisors	570-353-2938	18254 Rt 414 Cedar Run PA 17727
Cascade Twp. Chair, Board of Supervisors	570-995-5099	1456 Kellyburg Rd Trout Run PA 17771
Clinton Twp. Chair, Board of Supervisors	570-547-1466	2016 SR 54 Montgomery PA 17752
Cogan House Twp. Chair, Board of Supervisors	570-634-3185	4609 Rt 189 Hwy Trout Run PA 17771
Cummings Twp. Chair, Board of Supervisors	570-753-4665	PO Box 117 Waterville PA 17776
Eldred Twp. Chair, Board of Supervisors	570-435-2606	5558 Warrensville Rd Montoursville PA 17754
Fairfield Twp. Chair, Board of Supervisors	570-433-4212	834 Fairfield Church Rd Montoursville PA 17754
Franklin Twp. Chair, Board of Supervisors	570-584-3240	PO Box 85 Lairdsville PA 17742
Gamble Twp. Chair, Board of Supervisors	570-998-9483	17 Beech Valley Rd Trout Run PA 17771
Hepburn Twp. Chair, Board of Supervisors	570-494-1907	1936 Rt 973 East Cogan Station PA 17728
Jackson Twp. Chair, Board of Supervisors	570-404-5664	3809 Williamson Trail Liberty PA 16930
Jordan Twp. Chair, Board of Supervisors	570-458-5450	PO Box 85 Unityville PA 17774
Lewis Twp. Chair, Board of Supervisors	570-998-2779	69 Main St PO Box 118 Trout Run PA 17771
Limestone Twp. Chair, Board of Supervisors	570-745-3478	6235 S Rt 44 Hwy Jersey Shore PA 17740
Loyalsock Twp. Chair, Board of Supervisors	570-323-6151	2501 East Third Street Williamsport PA 17701

Appendix B: Interested Party Organizations

Interested Parties, cont.

MUNICIPAL GOVERNMENT CONTACTS - TOWNSHIPS

Lycoming Twp. Chair, Board of Supervisors	570-998-2988	328 Dauber Rd Cogan Station PA 17728
McHenry Twp. Chair, Board of Supervisors	570-753-2679	145 Railroad Street Cammal PA 17723
McIntyre Twp. Chair, Board of Supervisors	570-995-5141	PO Box 171 Ralston PA 17763
McNett Twp. Chair, Board of Supervisors	570-673-3968	1785 Yorktown Rd Roaring Branch PA 17765
Mifflin Twp. Chair, Board of Supervisors	570-398-7123	106 First Fork Rd Jersey Shore PA 17740
Mill Creek Twp. Chair, Board of Supervisors	570-435-0255	206 Woodley Hollow Rd Montoursville PA 17754
Moreland Twp. Chair, Board of Supervisors	570-546-5857	1220 Moreland Twp Rd Muncy PA 17756
Muncy Creek Twp. Chair, Board of Supervisors	570-546-6067	575 Rt 442 Hwy Muncy PA 17756
Muncy Twp. Chair, Board of Supervisors	570-546-6845	1922 Pond Rd Pennsdale PA 17756
Nippenose Twp. Chair, Board of Supervisors	570-398-1281	Box 201 Antes Fort PA 17720
Old Lycoming Twp. Manager	570-322-6906	1951 Green Ave Williamsport PA 17701
Penn Twp. Chair, Board of Supervisors	570-584-5457	4600 Beaver Lake Rd Hughesville PA 17737
Piatt Twp. Chair, Board of Supervisors	570-398-0600	9687 North Rt 220 Hwy Jersey Shore PA 17740
Pine Twp. Chair, Board of Supervisors	570-353-2263	925 Oregon Hill Rd Morris PA 16938
Plunketts Creek Twp. Chair, Board of Supervisors	570-478-2231	179 Dunwoody Rd Williamsport PA 17701
Porter Twp. Chair, Board of Supervisors	570-398-4526	5 Shaffer Ln Jersey Shore PA 17740
Shrewsbury Twp. Chair, Board of Supervisors	570-584-3079	143 Point Bethel Rd Hughesville PA 17737
Susquehanna Twp. Chair, Board of Supervisors	570-322-6827	91 E Village Dr Williamsport PA 17701
Upper Fairfield Twp. Chair, Board of Supervisors	570-435-0488	4090 Rt 87 Hwy Montoursville PA 17754

Appendix B: Interested Party Organizations

Interested Parties, cont.		
MUNICIPAL GOVERNMENT CONTACTS - TOWNSHIPS		
Washington Twp. Chair, Board of Supervisors	570-547-6893	15973 S Rt 44 Hwy Cogan Station PA 17728
Watson Twp. Chair, Board of Supervisors	570-398-7829	5172 N SR 44 Cammal PA 17723
Wolf Twp. Chair, Board of Supervisors	570-584-2672	695 Rt 405 Hwy Hughesville, PA 17737
Woodward Twp. Chair, Board of Supervisors	570-323-9631	4910 S Rt 220 Hwy, Suite 1 Roaring Branch PA 17765
MUNICIPAL GOVERNMENT CONTACTS - BOROUGHS		
Duboistown Boro. President, Boro. Council	570-323-3646	2651 Euclid Ave DuBoistown PA 17702
Hughesville Boro. President, Boro. Council	570-584-2041	147 S 5th Street Hughesville 17737
Jersey Shore Boro. Manager	570-398-0104	232 Smith Street Jersey Shore PA 17740
Montgomery Boro. President, Boro. Council	570-547-1671	35 S Main Street Montgomery PA 17752
Montoursville Boro. President, Boro. Council	570-368-2486	617 N Loyalsock Ave Antes Fort PA 17754
Muncy Boro. President, Boro. Council	570-546-3952	14 North Washington Street Muncy PA 17756
Picture Rocks Boro. President, Boro. Council	570-584-6362	13 Main Street Picture Rocks PA 17762
Salladasburg Boro. President, Boro. Council	570-865-6641	145 Blackhorse Alley Salladasburg PA 17740
South Williamsport Boro. Manager	570-322-0158	329 W Southern Ave South Williamsport PA 17702
PA State Assoc. of Boroughs Executive Director	800-233-7722	2941 North Front Street Harrisburg PA 17110
MUNICIPAL GOVERNMENT CONTACTS - MUNICIPAL MISC		
PA State Assoc. of Twp. Supervisors Executive Director	717-763-0930 ext. 187	4855 Woodland Drive Enola PA 17025
City of Williamsport President, City Council	570-327-7504	144 W 3rd Street Williamsport PA 17701

Appendix B: Interested Party Organizations

Interested Parties, cont.

COUNCILS OF GOVERNMENT CONTACTS

Central Keystone COG Office Manager	570-522-1326	1610 Industrial Blvd Lewisburg PA 17837
Pine Creek Council of Governments Chairman, Pine Creek COG	231-384-2303	PO Box 82 Waterville PA 17776
SEDA-COG Chief of Transportation & Rail	570-524-4491	201 Furnance Road Lewisburg PA 17701
West Branch Council of Government	570-548-3349	74 Center Street Picture Rocks PA 17762

LYCOMING COUNTY GOVERNMENT CONTACTS

Lycoming/Clinton Bi-County Office for the Aging Director, Office of Aging	570-601-9573	2138 Lincoln Street Williamsport PA 17701
Lycoming /Clinton Joinder Board Director	570-326-7895	33 W Third Street Williamsport PA 17701
Lycoming County Housing Authority Executive Director	570-327-3755	1941 Lincoln Dr Williamsport PA 17701
Lycoming Co. Public Assistance Office Executive Director	570-327-3300	400 Little League Boulevard Williamsport PA 17701

PENNSYLVANIA STATE AGENCIES

PA DCED Deputy Executive Director	866-466-3972	400 North Street, 4th Floor Harrisburg PA 17120
PA DEP Environmental Community Relations Specialist	570-327-3636	208 W 3rd Street, Suite 101 Williamsport PA 17701
PennDOT Engineering District 3-0 Transportation Planning Manager	570-368-8686	715 Jordan Ave Montoursville PA 17754

EDUCATION ORGANIZATIONS - LIBRARIES

Hughesville Public Library Director	570-584-3762	146 South 5th Street Hughesville PA 17737
James V. Brown Library Executive Director	570-326-0536	19 East 4th Street Williamsport PA 17701
Montgomery Area Public Library Director	570-547-6212	1 South Main Street Montgomery PA 17752
Muncy Public Library Director of Operations	570-546-5014	108 South Main Street Muncy PA 17756
WB Konkle Library Director	570-368-1840	384 Borad Street Montoursville PA 17754

Appendix B: Interested Party Organizations

Interested Parties, cont.		
EDUCATION ORGANIZATIONS - LIBRARIES		
East Lycoming SD Business Manager	570-584-2131	349 Cemetery Street Hughesville PA 17737
Jersey Shore SD Asst. Superintendent	570-398-1561	175 A and P Drive Williamsport PA 17701
Loyalsock SD Business Manager	570-326-6508	1605 Four Mile Dr Williamsport PA 17701
Loyalsock SD Transportation Manager	570-326-6508	1605 Four Mile Dr Williamsport PA 17701
Montgomery SD Superintendent	570-547-1608 ext 1122	120 Penn Street Montgomery PA 17752
Montoursville SD Superintendent	570-368-2491	50 N Arch Street Montoursville PA 17754
Muncy SD Superintendent	570-546-3125 ext. 2000	206 Sherman Street Muncy PA 17756
South Williamsport SD Superintendent	570-327-1581 ext. 4466	515 West Central Ave South Williamsport PA 17702
Williamasport SD Superintendent	570-327-5500	2780 West Fourth Street Williamsport PA 17701
EDUCATION ORGANIZATIONS - COLLEGES/ UNIVERSITIES		
Lycoming College Vice President, Finance & Administration	570-321-4031	700 College Place Williamsport PA 17701
PA College of Technology Chief of Staff / Asst. to the President for College Rels.	570-326-2400 ext. 4966	One College Ave. Williamsport PA 17701
PROVIDERS OF PUBLIC TRANSPORTATION		
STEP Inc. Program Manager, STEP Transportation	570-326-0587	2138 Lincoln Street Williamsport PA 17701
River Valley Transit Business and Compliance Manager	570-326-2500	1500 W 3rd Street Williamsport PA 17701
Williamsport Municipal Airport Auth. Director	570-368-2444	724 Airport Rd, Suite A106 Montoursville PA 17754
PROVIDERS OF PRIVATE TRANSPORTATION		
Billtown Cab President	570-322-2222	3575 W 4th Street Williamsport PA 17701
Fullington Trailways Director of Business Development	814-548-7332 ext. 324	11 W Church Street Williamsport PA 17701

Appendix B: Interested Party Organizations

Interested Parties, cont.		
PROVIDERS OF PRIVATE TRANSPORTATION, CONT.		
Lyft	844-331-1215	245 W 17th Street New York City NY 10011
Uber		636 W 28th St New York NY 10001
PROVIDERS OF FREIGHT TRANSPORTATION		
Lycoming Valley Railroad General Manager	570-327-0732	421 Reighard Ave Williamsport PA 17701
PA Motor Truck Association President/CEO	717-761-7122	910 Linda Lane Camp Hill PA 17011
SEDA-COG Joint Rail Authority Chief of Transportation & Rail	570-524-4491	201 Furnance Road Lewisburg PA 17837
Williamsport-Lycoming Chamber of Commerce President/CEO	570-320-4213	102 W 4th Street Williamsport PA 17701
STATE REPRESENTATIVES OF USERS OF PUBLIC TRANSPORTATION		
US Congressman Dan Meuser Chief of Staff	202-225-6511	305 Cannon House Office Building Washington DC 20003
State Senator Eugene Yaw Chief of Staff	570-322-6457	175 Pine Street Suite 105 Williamsport PA 17701
State Representative Joe Hamm Chief of Staff	570-546-2084	274 Broad St Montoursville PA 17754
State Representative Jamie Flick Office Manager	570-321-1270	1000 Commerce Park Dr, Suite 103 Williamsport PA 17701
REPS. OF USERS OF PEDESTRIAN WALKWAYS AND BICYCLE TRANSPORTATION FACILITIES		
Bicycle Recycle Manager	570-971-7263	1307 Park Ave, Building 10 Williamsport PA 17701
Williamsport Bicycle Club President, Williamsport Bicycle Club	570-279-1089	PO Box 187 Monrgomery, PA 17752
Susquehanna Valley Velo Club President	570-419-8039	PO Box 51 Williamsport PA 17703
REPRESENTATIVES OF PUBLIC TRANSPORTATION EMPLOYEES		
Amalgamated Transit Union, AFL-CIO/CLC President	301-431-7100	10000 New Hampshire Ave Silver Spring MD 20903
PA AFSCME Director	800-523-7263	250 Commerce Park Dr New Columbia PA 17856

Appendix B: Interested Party Organizations

Interested Parties, cont.

REPRESENTATIVES OF THE DISABLED

Center for Independent Living / Roads to Freedom of Northcentral PA - CEO	570-327-9070	24 East Third Street Williamsport PA 17701
Clearvision Residential Office Manager	570-547-2810	456 Saegers Station Rd Montgomery PA 17752
Hope Enterprises Office Manager	570-326-3745	2401 Reach Road Williamsport PA 17701
Office of Vocational Rehabilitation District Administrator	570-327-3600	208 W 3rd Street, Suite102 Williamsport PA 17701
Northcentral Sight Services President/CEO	570-323-9401 ext. 126	2121 Reach Road Williamsport PA 17701

HEALTH CARE & ASSISTED LIVING FACILITIES

WeCare Sycamore Administrator	570-601-8100	1445 Sycamore Rd Montoursville PA 17754
Celebration Villa of Loyalsock Executive Director	570-368-2076	2985 4 Mile Drive Montoursville PA 17754
Hillside Senior Living Community Administrator	570-322-4436	2725 Four Mile Drive Montoursville PA 17754
Insingers Personal Care Administrator	570-327-1140	6 E Central Ave Williamsport PA 17702
Jersey Shore Skilled Nursing and Rehab Center, Building Administrator	570-398-4747	1008 Thompson Street Jersey Shore PA 17740
Williamsport North Rehab and Nursing Center, Business Manager	570-323-8627	300 Leader Dr Williamsport PA 17701
Williamsport South Rehab and Nursing Center, Business Manager	570-323-3758	101 Leader Dr Williamsport PA 17701
UPMC Muncy Rehab Services President Muncy Hospital	570-546-4242	215 E Water Street Muncy PA 17756
Presbyterian Home At Williamsport Person Care Home Administrator	570-601-8351	810 Louisa Street Williamsport PA 17701
Rose View Nursing and Rehab Asst. Administrator and Admissions	570-323-4340	1201 Rural Ave Williamsport PA 17701
The Williamsport Home Executive Director	570-323-8781	1900 Ravine Rd Williamsport PA 17701
UPMC Williamsport Public Relations Director	570-321-1000	700 High Street Williamsport PA 17701

Appendix B: Interested Party Organizations

Interested Parties, cont.		
FAITH BASED ORGANIZATIONS		
Antioch Baptist Church Administrator	570-323-2425	514 High Street Williamsport PA 17701
Elimsport Area Amish Church Elder	570-546-9709	105 Private Road Montgomery PA 17752
New Covenant United Church of Christ, Director	570-326-3308	202 East Third Street Williamsport PA 17701
OTHER INTERESTED PARTIES		
Career Link Williamsport Site Administrator	570-601-5465	329 Pine Street Williamsport PA 17701
Easter Seal Society Director, Central PA Easter Seals	814-238-4434	383 Rolling Ridge Dr State College PA 16801
Firetree Place Executive Director	570-360-9946	600 Campbell Street Williamsport PA 17701
First Communities Foundation Partnership of PA, President/CEO	570-321-1500	201 W 4th Street Williamsport PA 17701
Lycoming County United Way President/CEO	570-323-9448	One West Third Street, Suite208 Williamsport PA 17701
Lycoming County Visitors Bureau	570-327-7700	102 West 4th Street Williamsport PA 17701
Lycoming Economic Development Foundation President	570-326-9081	1700 Four Mile Dr Williamsport PA 17701
Office of Vocational Rehabilitation President	570-327-3600	208 W 3rd Street, Suite102 Williamsport PA 17701
PA Highway Information Association Managing Director	717-236-6021	800 N 3rd Street Harrisburg PA 17102
City Alliance Church Director	272-202-4193	420 Elmira Street Williamsport PA 17701
US Army Corps of Engineers	410-962-4977	2 Hopkins Place Baltimore MD 21201
US Army Corps of Engineers Silver Jackets Coordinator	814-235-0574	1631 S Atherton Street #102 State College PA 16801
West Branch Susquehanna Builders Assoc.	570-326-4211	1001 Washington Blvd Williamsport, PA 17701
Williamsport Parking Authority On-site Manager	570-323-6476	270 W 3rd Street Williamsport PA 17701
Williamsport YMCA Branch Executive Director	570-323-7134	641 Walnut Street Williamsport PA 17701

OTHER INTERESTED PARTIES, CONT.

Williamsport YWCA Communications & Development	570-322-4637	815 W 4th Street Williamsport PA 17701

TRIBAL GOVERNMENTS

Cayuga Nation	PO Box 803 Seneca Falls NY 13148
Delaware Nation Tribal President	PO Box 825 31064 State Highway 281 Bldg 100 Anadarko OK 73005
Delaware Tribe Chief	5100 Tuxedo Blvd Barlestville, OK 74006
Eastern Shawnee Tribe of Oklahoma Chief	PO Box 350 Seneca Falls MO 64865
Oneida Indian Nation Nation Representative	2037 Dream Catcher Plaza Oneida NY 13421
Oneida Nation Tribal Chairman	N7210 Seminary Road Oneida, WI 54155
Onondaga Nation Chief	4040 Route 11 Nedrow NY 13120
Seneca-Cayuga Nation Chief	PO Box 453220 Grove, OK 74344
Shawnee Tribe Tribal Administrator	PO Box 189, 29 South Highway 69a Miami OK 74355
Seneca Nation of Indians President	90 O:hi'yoh Way Salamanca NY 14779
Tonawanda Seneca Nation Chief	PO Box 795 7027 Meadville Road Basom NY 14013
Tuscarora Nation Chief	5226 Walmore Road Lewiston NY 14092

PROVIDERS OF PUBLIC WATER & SEWER

Beaver Lake Waste Water Treatment Plant 570-546-8005	PO Box 186 216 Old Cement Road Montoursville PA 17754

Appendix B: Interested Party Organizations

Interested Parties, cont.	
PROVIDERS OF PUBLIC WATER & SEWER, CONT.	
Brady Twp. Northwest Sewer System 570-547-2220	1986 Elimsport Road Montgomery PA 17752
Franklin Twp Lairdsville Twp WWTP 570-584-3240	PO Box 85 Lairdsville PA 17742
Gregg Twp. Municipal Authority 570-538-3313	16436 Route 15 Allenwood PA 17810
Hughesville Borough Authority 570-584-6005	PO Box 185 Hughesville PA 17737
Hughesville / Wolf Twp. Joint Municipal Authority 570-584-4024	547 Woolen Mill Road Hughesville PA 17737
Jersey Shore Area Joint Water Authority 570-398-1443	1111 Bardo Ave. Jersey Shore PA 17740
Lycoming County Sewer & Water Authority 570-546-8005	380 Old Cement Road Montoursville PA 17754
Montgomery Water Department 570-547-1671	35 S. Main Street Montgomery PA 17752
Montoursville Sewer System STP 570-546-8005	380 Old Cement Road Montoursville PA 17754
Muncy Borough Municipal Authority 570-935-0087	127 Girton Drive Muncy PA 17756
Tiadagton Valley Municipal Authority 570-398-2366	PO Box 5039 Jersey Shore PA 17740
West Branch Regional Authority 570-935-0087	127 Girton Drive Muncy PA 17756
Williamsport Municipal Water Authority (WMWA) and Williamsport Sanitary Authority (WSA) 570-323-6148	253 W 4th Street Williamsport PA 17701

Appendix C: WATS MPO Title VI Complaint Form

DISCRIMINATION COMPLAINT FORM

Name	Phone	Name of Person(s) That Discriminated Against You
Address (Street No., P.O. Box, Etc.)		Location and Position of Person (If Known)
City, State, Zip		City, State, Zip
Discrimination Because of: ☐ Race/Color* ☐ Sex ☐ Disability** ☐ Age ☐ National Origin* ☐ Retaliation ☐ Religion		Date of Alleged Incident

Explain as briefly and clearly as possible what happened and how you were discriminated against. Indicate who was involved. Be sure to include how other persons were treated differently than you. Also, attach any written material pertaining to your case.

Signature	Date

Please submit this form to one of the following agencies or visit the WATS MPO website for additional options:

Pennsylvania Department of Transportation	Federal Highway Administration	Federal Highway Administration	U.S. Department of Transportation	U.S. Department of Transportation	PA Human Relations Commission	U.S. Department of Justice
Bureau of Workforce and Business Opportunity P.O. Box 3251 Harrisburg, PA 17105-3251 Phone: (717) 787-5891 Email: penndoteoreports@pa.gov	*U.S. Department of Transportation Equal Opportunity Specialist* Pennsylvania Division Office 30 North Third Street, Suite 700 Harrisburg, PA 17101-1720 Phone: (717) 221-3461	*Office of Civil Rights* 1200 New Jersey Ave., SE Washington, DC 20590 Phone: (202)-366-4000	*Departmental Office of Civil Rights* 1200 New Jersey Ave., SE Washingtong DC 20590 Phone: (855)-368-4200	*Federal Transit Administration Civil Rights Officer* 17600 Market St, Suite 500 Philadelphia, PA 19103 Phone: (215 656-7100) Email: FTAcivilrightscommunications@dot.gov	*Equal Opportunity Specialist* Harrisburg Regional Office 333 Market Street, 8th Floor Harrisburg, PA 17101 Phone: (717) 787-9780	*Civil Rights Division* 950 Pennsylvania Ave, NW Washington, DC 20530-0001 Phone: (202) 514-3847 Phone (Toll Free): 1 (855)856-1247 Phone (TDD): (202) 514-0716

* indicates is specific to Title VI of the Civil Rights Act of 1964 **indicates is specific to Americans with Disabilities Act of 1990

https://lycomingcountypa.gov/Documents/Government/Departments/Planning%20and%20Community%20Development/Transportation/Updated%202026%20WATS%20Discrimination%20Complaint%20Form%202%20(Fillable%20).pdf?t=202605130857150

Appendix D: Glossary

Elderly: Individuals age 65 or older.

Limited English Proficiency (LEP): Individuals who do not speak English as their primary language and have a limited ability to read, write, speak, and/or understand English may be considered limited English proficient.

Low-Income: Households at or below the federal poverty level.

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 would be similarly affected by a proposed DOT program, policy, or activity.

Minority: Any individual or group that self-identifies as a member(s) of the racial categories Black/African American, Asian American, American Indian/Alaskan Native, Native Hawaiian/other Pacific Islander and the ethnic category Hispanic/Latino.

Minority Population: Any readily identifiable group of minority persons who live in geographic proximity, and if circumstances warrant, geographically dispersed/transient persons (such as migrant workers or Native Americans) who would be similarly affected by a proposed DOT program, policy, or activity.

Person with Disabilities: Under the Americans with Disabilities Act of 1990, a qualified individual with a disability is a person that 1) has a physical or mental impairment that substantially limits one or more major activities; 2) has a record of such an impairment; or 3) is regarded as having such an impairment.

Appendix E: WATS Bylaws

WILLIAMSPORT AREA TRANSPORTATION STUDY

METROPOLITAN PLANNING ORGANIZATION

BYLAWS

Contents

ARTICLE 1: NAME AND PURPOSE 3
Section 1: Name 3
Section 2: Purpose 3
ARTICLE II: MEMBERSHIP 3
Section 1: Coordinating Committee 3
Section 2: Technical Committee 5
Section 3: Formation of Subcommittees 6
Section 4: Transit Advisory Committee 6
Section 5: Bicycle and Pedestrian Advisory Committee 6
Section 6: Freight Advisory Committee 7
ARTICLE III: AUTHORITY 7
Section 1: Duties and Responsibilities 7

Section 2: Quorum 7
Section 3: E-Ballot and Phone Ballot 7
Section 4: Executive Session 8
ARTICLE IV: PROVISIONS 8
Section 1: Vacancies 8
Section 2: Removal of Members 8
ARTICLE V: ADMINISTRATIVE DUTIES 8
Section 1: Administrative Staff 8
Section 2: Administrative Duties 8
Section 3: WATS Website 9
Section 4: WATS Mailing Address 9
Section 5: WATS Administrative Costs 9
ARTICLE VI: AMENDMENT PROCEDURE 9
ADOPTION 9

ARTICLE 1: NAME AND PURPOSE

Section 1: Name

The name of the organization shall be the Williamsport Area Transportation Study, (WATS) Metropolitan Planning Organization, (MPO) hereinafter referred to as the WATS MPO.

Section 2: Purpose

The purpose of the WATS MPO shall be to serve as the official transportation planning organization for the County of Lycoming, designated by the Governor of the Commonwealth of Pennsylvania under current and applicable federal laws and regulations. The entire geographical coverage area of the County of Lycoming, PA shall be defined as the planning area. Such federal laws and regulations establish five core functions of an MPO that include the following:

- Establish a setting: Establish and manage a fair and impartial setting for effective regional decision-making in the planning area.
- Identify and evaluate alternative transportation improvement options: Use data and planning methods to generate and evaluate alternatives. Planning studies and evaluations are included in the MPO Unified Planning Work Program, (UPWP).
- Prepare and maintain a Metropolitan Transportation Plan: Develop and update a long range transportation plan for the planning area covering a planning horizon of at least 20 years that fosters:
    1. Mobility and access for people and goods
    2. Efficient system performance and preservation
    3. Good quality of life
- Develop a Transportation Improvement Program (TIP): Develop a short-range (four year) program of transportation improvements based on the long range transportation plan. The TIP should be designated to achieve the area's goals, using spending, regulating, operating, management and financial tools.
- Involve the public: Continually involve the general public and other affected constituencies in the essential functions listed above.

ARTICLE II: MEMBERSHIP

Section 1: Coordinating Committee

The parties hereby establish the governing body of the WATS MPO as the Coordinating Committee.

The Coordinating Committee shall consist of eleven (11) voting members, as follows:

- PennDOT Engineering District 3-0 Executive
- PennDOT Deputy Secretary for Planning
- Lycoming County Commissioner
- Lycoming County Commissioner

- Mayor, City of Williamsport
- Council Member, City of Williamsport
- River Valley Transit Authority General Manager
- SEDA-COG Joint Rail Authority Executive Director
- Williamsport Regional Airport Executive Director
- Lycoming County Association of Township Officials Representative
- Lycoming County Borough Representative

The PennDOT Engineering District 3-0 Executive shall serve as Chair of the Coordinating Committee.

The Coordinating Committee voting members shall be designated by their respective member organizations and shall serve without term limits at the discretion of their member organizations. Each member organization shall so designate the individual(s) serving on the Coordinating Committee as their voting member(s) at the beginning of each calendar year and provide written documentation to the WATS MPO Chair for WATS MPO files maintained by the Lycoming County Planning and Community Development Department. Member organizations shall also designate an alternate voting member that may vote on behalf of the designated voting member in the case where the designated voting member is unable to attend a specific meeting.

At the final scheduled public meeting within a calendar year, the Coordinating Committee will set a public meeting schedule for the upcoming year. Prior to this meeting, the WATS Secretary will contact all Lycoming County boroughs and solicit interest in participating in the committee in the upcoming year. The WATS Secretary will present the interested boroughs and a recommendation to the WATS Technical Committee who will nominate a borough to represent the interests of all boroughs in the county to serve on the WATS Coordinating Committee. The WATS Coordinating Committee will then vote on whether to accept the recommendation of the WATS Technical Committee. A borough shall not serve as a representative on the WATS Coordinating Committee in consecutive years unless no other boroughs indicate interest. The selected borough will be responsible for designating the individual representing them on the committee. If, for any reason, the WATS Technical Committee and WATS Coordinating Committee are unable to complete this procedure at the final meeting of a calendar year the committees will complete the appointment procedure at the next practical public meeting times. The previously appointed borough will continue to serve until reappointed or another borough is appointed.

In addition to the 11 voting members, the Coordinating Committee shall include four (4) non-voting members, as follows:

- Federal Highway Administration
- Federal Transit Administration
- US Department of Housing and Urban Development
- PA Department of Community and Economic Development

Non-voting members of the Coordinating Committee shall receive WATS MPO reports and meeting notices and agendas, shall be entitled to participate in WATS MPO discussions, but shall serve without vote.

Section 2: Technical Committee

The parties hereby establish a Technical Committee which shall provide recommendations to the Coordinating Committee for approval related to transportation strategies, plans and projects, using technical analysis, specialized knowledge, and citizen input on specific issues.

The Technical Committee shall consist of ten (10) voting members, as follows:

- PennDOT Center for Program Development and Management Representative
- PennDOT Engineering District 3-0 Representative
- Lycoming County Planning and Community Development Director
- Lycoming County Planning Commission Member
- River Valley Transit Authority General Manager
- Williamsport Regional Airport Executive Director
- SEDA-COG Joint Rail Authority Executive Director
- STEP, Inc. Transportation Manager
- City of Williamsport Engineer
- City of Williamsport Community Development Director

The PennDOT Center for Program Development and Management Representative shall serve as Chair of the Technical Committee.

The Technical Committee voting members shall be designated by their respective member organizations and shall serve without term limits at the discretion of their member organizations. Each member organization shall so designate the individual serving on the Technical Committee as their voting member at the beginning of each calendar year and provide written documentation to the WATS MPO Chair for WATS MPO files maintained by the Lycoming County Planning and Community Development Department. Member organizations shall also designate an alternate voting member that may vote on behalf of the designated member in the case where the designated voting member is unable to attend a specific meeting.

At the final scheduled public meeting within a calendar year, the Technical Committee will set a public meeting schedule for the upcoming year.

In addition to the 10 voting members, the Technical Committee shall include four (4) non-voting members, as follows:

- Federal Highway Administration
- Federal Transit Administration
- PA Department of Community and Economic Development
- Fullington Trailways Company

Non-voting members of the Technical Committee shall receive WATS reports and meeting notices and agendas, shall be entitled to participate in WATS discussions, but shall serve without vote.

Section 3: Formation of Subcommittees

The WATS MPO Coordinating Committee may establish advisory committees, ad hoc work groups, special purpose task forces or steering committees to gather specialized experience, technical advice and input that may be needed to help carry forth transportation planning related activities under the jurisdiction of the WATS MPO transportation planning process.

Section 4: Transit Advisory Committee

The WATS MPO has established a Transit Advisory Committee that is comprised of WATS members, transit providers and various social service organizations to provide input and recommendations to the WATS MPO on public transit issues and needs in Lycoming County.

Section 5: Bicycle and Pedestrian Advisory Committee

The WATS MPO has also established a Bicycle and Pedestrian Advisory Committee comprised of public officials and private organizations and consumers to provide input and recommendations to the WATS MPO Coordinating Committee and Technical Committee on bicycle and pedestrian safety and mobility needs in Lycoming County.

The Bicycle and Pedestrian Advisory Committee shall consist of eleven (11) voting members, as follows:

- Lycoming County Planning and Community Development Department Representative
- PennDOT District 3-0 Representative
- PennDOT Center for Program Development and Management Representative
- Lycoming County Health Improvement Coalition Representative
- Susquehanna Valley Velo Club
- Williamsport Bicycle Club
- PTA/PTO president from a Lycoming County school district school
- River Valley Transit Authority
- STEP, Inc. Office of Aging
- Lycoming College
- Pennsylvania College of Technology

In addition to the 11 voting members, the Bicycle and Pedestrian Advisory Committee shall include seven (7) non-voting members, as follows:

- SEDA-COG MPO
- Federal Highways Administration
- PennDOT Bicycle Pedestrian Coordinator
- Pennsylvania Department of Conservation and Natural Resources, Recreation and Parks Regional Advisor
- City of Williamsport Community Development Director
- Lycoming County Association of Township Officials Coordinating Committee Representative
- Lycoming County Borough Coordinating Committee Representative

Bicycle and Pedestrian Advisory Committee voting members shall be designated by their respective member organizations and shall serve without term limits at the discretion of their member organizations. Member organizations shall also designate an alternate voting member that may vote on behalf of the designated member in the case where the designated voting member is unable to attend a specific meeting.

Non-voting members of the Bicycle and Pedestrian Advisory Committee shall receive WATS reports and meeting notices and agendas, shall be entitled to participate in WATS discussions, but shall serve without vote.

Section 6: Freight Advisory Committee

The WATS MPO has established a Freight Advisory Committee that is comprised of the WATS MPO staff and the Williamsport-Lycoming Chamber of Commerce (WLCC) Transportation Committee members to provide input and recommendations to the WATS MPO on freight transportation issues and needs in Lycoming County.

ARTICLE III: AUTHORITY

Section 1: Duties and Responsibilities

It shall be the duty and responsibility of the WATS MPO to direct and control the policies and objectives of the transportation planning and programming process, with due regard to the requirements and recommendations of its represented agencies of government, in order to accomplish and maintain the WATS MPO's eligibility for federal and state transportation funds, and help implement the WATS MPO Long Range Transportation Plan, Transportation Improvement Program and other plans and programs under WATS MPO responsibility.

Section 2: Quorum

Actions of the WATS MPO shall be by a majority vote of designated voting members or their alternates present at a publicly held meeting and entitled to vote, provided that a quorum is present at the beginning of the meeting. For the Coordinating Committee, a voting quorum shall be met with six (6) voting members or their alternates present at the public meeting. For the Technical Committee, a voting quorum shall be met with four (4) voting members or their alternates present at the public meeting. In the event of a tie vote, the Chair of each respective committee casts the tie-breaking vote within that committee. As such, the Chair of each respective committee is counted as part of a quorum. No quorum is necessary to convene meetings of advisory committees unless determined by the Coordinating Committee.

Section 3: E-Ballot and Phone Ballot

On occasions when formal actions need to be expedited without convening a public meeting, an electronic mail ballot and/or phone ballot may be conducted in accordance with the WATS MPO approved Public Participation Plan. The Lycoming County Planning and Community Development Department staff will determine the appropriateness of the voting technique used

to poll WATS voting members. The result of the vote will not be considered valid until a voting majority has been obtained. All WATS voting members will be afforded five business days to review information provided and cast their vote. The Lycoming County Planning and Community Department Staff will notify all WATS voting members of the result. The voting action will be re-affirmed by vote at the next regularly scheduled WATS MPO public meeting.

Section 4: Executive Session

The WATS MPO may recess into executive session only for purposes authorized under the PA Open Records Act and shall be conducted in the manner prescribed by the Act.

ARTICLE IV: PROVISIONS

Section 1: Vacancies

Vacancies on the WATS MPO Coordinating or Technical Committees shall be filled by an appointment by the responsible member organization, as more fully discussed in Article II – Membership.

Section 2: Removal of Members

Removal of any member, or their representative, of the WATS MPO Coordinating Committee or the Technical Committee, due to failure to attend meetings, or for other reasons, shall be at the discretion of the appointing authority. Absence from three (3) consecutive meetings or less than 50% attendance over a twelve (12) month period will result in a letter being issued by the WATS Coordinating Committee Secretary to the appointing authority apprising them of the situation.

ARTICLE V: ADMINISTRATIVE DUTIES

Section 1: Administrative Staff

The administrative duties of the WATS MPO shall be conducted by the Lycoming County Planning and Community Development Department. The primary staff contact for the Department on WATS MPO administrative matters shall be the Lycoming County Transportation Planner, selected by the Lycoming County Planning and Community Development Director, who will act as WATS Secretary.

Section 2: Administrative Duties

The Lycoming County Planning and Community Development Department shall be responsible for the following primary WATS MPO administrative duties.

- Develop and conduct all transportation planning work tasks contained in the WATS MPO approved Unified Planning Work Program contract that is executed between the County of Lycoming and PennDOT. The County of Lycoming may subcontract with the City of Williamsport to perform the Federal Transit Administration funded UPWP transit planning work tasks undertaken by River Valley Transit.

- Schedule, publicly advertise and convene all WATS MPO public meetings, as needed, in accordance with the PA Open Records Law and WATS MPO approved Public Participation Plan. All official business of the WATS MPO will take place at publicly advertised meetings to ensure opportunity for public comment. Prepare and distribute meeting agendas and related materials for review by WATS MPO members no later than 5 calendar days prior to the public meeting. Prepare meeting minutes for distribution to WATS MPO members for review no later than 15 calendar days following the public meeting. WATS MPO will generally convene public meetings on a quarterly basis (once every three months) at the Lycoming County Commissioners Board Room, Lycoming County Executive Plaza, 330 Pine Street, Williamsport, PA 17701. Exceptions as to meeting dates, times and locations may be considered in order to provide timely response to actions related to WATS MPO duties and responsibilities.
- Ensure that all WATS MPO adopted plans, programs and policies are implemented.

Section 3: WATS Website

The WATS MPO website will be maintained at www.lyco.org/WATS-MPO.

Section 4: WATS Mailing Address

All WATS MPO administrative records and files shall be maintained at

Lycoming County Department of Planning and Community Development

48 West Third Street

Williamsport, PA 17701.

Section 5: WATS Administrative Costs

WATS MPO administrative related costs borne by the County of Lycoming and the City of Williamsport shall be reimbursable in accordance with the WATS MPO approved UPWP (Unified Planning Work Program) related contract terms and conditions executed between the County of Lycoming, PennDOT, and City of Williamsport.

ARTICLE VI: AMENDMENT PROCEDURE

Proposed amendments to these bylaws shall be reviewed by the WATS Technical Committee and then distributed to the WATS MPO Coordinating Committee for an official vote of approval by a voting majority of members present at a publicly advertised meeting convened by the WATS MPO where a voting quorum is achieved.

ADOPTION

These foregoing bylaws were adopted by the WATS MPO Coordinating Committee at a public meeting held this 8th day of September, 2025.

BY: _____

Eric High, WATS MPO Chair

ATTEST: _____

Emily Mrochko, WATS Secretary

Appendix G: Summary of Public Comments

.