

**SOUTHWESTERN PENNSYLVANIA  
COMMISSION**

**CIVIL RIGHTS/ANTI-  
DISCRIMINATION PROGRAM**

**TITLE VI PLAN**



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**UPDATED  
May 2022**

# Southwestern Pennsylvania Commission—Civil Rights/Anti-Discrimination Program Title VI Plan

## Purpose

The Southwestern Pennsylvania Commission (SPC), as a recipient; sub-recipient; and, pass-through entity of federal financial assistance to certified sub-recipients is required to comply with all federal Civil Rights and Anti-Discrimination laws. As part of SPC's Civil Rights/Anti-Discrimination Program, this plan is intended to meet the requirements set forth in FTA's Title VI Circular 4702.1B, for the Southwestern Pennsylvania Commission (SPC) Title VI was enacted as part of the landmark Civil Rights Act of 1964. It prohibits discrimination on the basis of race, color, and national origin in programs and activities receiving federal financial assistance.

To provide recipients with specific guidance, FTA published Circular 4702.1B, October, 2012 ([http://www.fta.dot.gov/legislation\\_law/12349\\_14792.html](http://www.fta.dot.gov/legislation_law/12349_14792.html)). The instruction provided in the circular is intended to ensure recipients meet the Title VI requirements and appropriately integrate them into FTA-funded programs throughout each state.

## Description of Service Provided

The SPC is a metropolitan planning organization (MPO) serving a 10-county Southwestern Pennsylvania region. As the MPO, SPC directs the use of state and federal transportation funds allocated to the region--approximately \$31 billion through 2045. SPC member governments include Allegheny, Armstrong, Beaver, Butler, Fayette, Greene, Indiana, Lawrence, Washington and Westmoreland Counties and the City of Pittsburgh. As such, it is a federally mandated transportation policy board comprised of representatives from local, state and federal governments, transit agencies and other stakeholders, and is responsible for transportation planning and programming for the ten-county region. Any transportation project or program to be constructed or conducted within the SPC region and to be paid for with federal funds must receive approval by SPC before any federal funds can be expended. In addition, any transportation project deemed to be regionally significant, regardless of the source(s) of funding, must receive SPC approval to proceed.

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**Title VI Notice to the Public**

The Southwestern Pennsylvania Commission will provide information to the public regarding the SPC's obligations under Title VI regulations and apprise members of the public of the protection against discrimination afforded to them by Title VI. At a minimum, the SPC shall disseminate this information to the public by posting the notice on its website, in our offices and in public places where the Title VI notice is relevant. See Appendix A for copies of SPC's Title VI poster.

The SPC will widely distribute its Title VI plan. The Title VI notices are also included with all newly printed or revised agency publications, brochures and pamphlets meant for public consumption. The following notice is standard wording for publications, brochures, flyers, etc.

The SPC is committed to compliance with Title VI of the Civil Rights Act of 1964 and all related regulations and relevant guidance. The SPC assures that no person in the United States shall, on the grounds of race, color or nation 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.

To request additional information on the SPC's Civil Rights/Title VI policy, or to file a discrimination complaint, please contact SPC at (412) 391-5590 or email [TitleVI-Coordinator@spcregion.org](mailto:TitleVI-Coordinator@spcregion.org).

The Complaint Procedure is located on our website at <https://spcregion.org/pdf/titleVI/SPCTitleVIComplaintPolicyandForm.pdf> and a hard copy can be obtained from our office at:

**Southwestern Pennsylvania Commission**  
**Civil Rights/Title VI Coordinator**  
Two Chatham Center, Suite 500  
112 Washington Place  
Pittsburgh, PA 15219

## SPC Title VI Notice to the Public

### Notifying the Public of Rights Under Title VI Southwestern Pennsylvania Commission (SPC)

- SPC operates its programs and services without regard to race, color, and national origin in accordance with Title VI of the Civil Rights Act. Any person who believes she or he has been aggrieved by any unlawful discriminatory practice under Title VI may file a complaint with SPC.
- For more information on SPC's civil rights program, and the procedures to file a complaint, contact 412-391-5590; email [TitleVI-Coordinator@spcregion.org](mailto:TitleVI-Coordinator@spcregion.org); or visit our administrative offices at Two Chatham Center, Suite 500, 112 Washington Place, Pittsburgh, PA 15219; or visit [www.spcregion.org](http://www.spcregion.org).
- If information is needed in another language, please contact 412-391-5590.

### Complaint Procedures

Title VI of the Civil Rights Act of 1964, as amended, prohibits discrimination on the basis of race, color, or national origin. As a recipient of federal assistance, the SPC has adopted a Title VI Complaint Procedure and form as part of its Title VI Plan. Any person who believes she or he has been discriminated against on the basis of race, color, or national origin by the Southwestern Pennsylvania Commission (hereinafter referred to as "SPC") may file a Title VI complaint by completing and submitting the agency's Title VI Complaint Form. SPC investigates complaints received no more than 180 days after the alleged incident. SPC will process complaints that are complete.

1. In order to have the complaint considered under this procedure, the complainant must file the complaint no later than 180 days after:
  - a. The date of the alleged act of discrimination; or
  - b. Where there has been a continuing course of conduct, the date on which that conduct was discontinued. In this case, the recipient or his/her designee may extend the time for filing or waive the time limit in the interest of justice, specifying in writing the reason for so doing.

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2. Complaints shall be in writing and shall be signed by the complainant and/or the complainant's representative. Complaints should set forth as fully as possible the facts and circumstances surrounding the claimed discrimination. In the event that a person makes a verbal complaint of discrimination to an officer or employee of the recipient, the person shall be interviewed by the Civil Rights/Title VI Coordinator. If necessary, the Civil Rights/Title VI Coordinator will assist the person in putting the complaint in writing and submit the written version of the complaint to the person for signature. The complaint shall then be handled in the usual manner.
3. Within 10 days, the SPC Civil Rights/Title VI Coordinator will acknowledge receipt of the allegation in writing; inform the complainant of action taken or proposed action to process the allegation; advise the respondent of their rights under related statutes; and, advise the complainant of their right to appeal a decision through SPC's Executive Committee.
4. In accordance with SPC's grantee relationship with the Pennsylvania Department of Transportation (PennDOT) SPC is required to inform PennDOT of all Civil Rights related complaints within 10 days of receipt. The letter will be sent to the PennDOT Central Office, Civil Rights Division, with a copy to the FHWA Pennsylvania Division Office and will generally include the following information:
  - a. Name, address, and phone number of the complainant.
  - b. Name(s) and address(es) of alleged discriminating official(s).
  - c. Basis of complaint (i.e., race, color, national origin).
  - d. Date of alleged discriminatory act(s).
  - e. Date of complaint received by the recipient.
  - f. A statement of the complaint.
  - g. Other agencies (state, local or federal) where the complaint has been filed.
  - h. An explanation of the actions the recipient has taken or proposed to resolve the issue raised in the complaint.
5. Within 60 days, the SPC Civil Rights/Title VI Coordinator will conduct and complete an investigation of the allegation and based on the information obtained, will render a recommendation for action in a report of findings to the Executive Director. The complaint should be resolved by informal means whenever possible. Such informal attempts and their results will be summarized in the report of findings.
6. Within 90 days of receipt of the complaint, the SPC Civil Rights/Title VI Coordinator will notify the complainant in writing of the final decision reached, including the proposed disposition of the matter. The notification will advise the complainant of his/her right to appeal with SPC's Executive Committee. SPC's Civil Rights/Title VI Coordinator will also provide the PennDOT Civil Rights Central Office with a copy of the determination and report findings.
7. Upon appeal, SPC's Executive Committee, consisting of 17 members, will investigate and issue an independent decision on the complaint. The decision on appeal will be issued within 60 days after receipt of the appeal. This letter will contain complete information on how and where file an appeal of the SPC Executive Committee's finding.
8. In accordance with federal law, the SPC will require that applicants of federal assistance notify the SPC of any law suits filed against the applicant or sub-recipients of federal assistance or alleging discrimination; and a statement as to whether the applicant has been found in noncompliance with any relevant civil rights requirements.
9. The SPC will collect demographic data on staff, committees, and program areas in accordance with 23 CFR, 49 CFR and SPC's established procedures and guidelines.
10. SPC will retain Discrimination Complaint Forms and a log of all complaints filed with or investigated by SPC.

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- 11.** Records of complaints and related data will be made available by request in accordance with the Pennsylvania Freedom of Information Act.

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<b>Title VI Complaint Form – Southwestern Pennsylvania Commission</b>				
<b>Section I</b>				
Name:				
Address:				
Telephone:				
Email Address:				
Accessible Format Requirements?	<input type="checkbox"/> Large Print	<input type="checkbox"/> TDD	<input type="checkbox"/> Audio Tape	<input type="checkbox"/> Other
<b>Section II</b>				
Are you filing this complaint on your own behalf?		<input type="checkbox"/> Yes*	<input type="checkbox"/> No	
*If you answered “Yes” to this question, go to Section III.				
If not, please supply the name and relationship of the person for whom you are complaining below				
Name:			Relationship:	
Please explain why you have filed for a third party:				
Please confirm that you have obtained the permission of the aggrieved party if you are filing on behalf of a third party:		<input type="checkbox"/> Yes	<input type="checkbox"/> No	
<b>Section III</b>				
I believe the discrimination I experienced was based on (check all that apply):	<input type="checkbox"/> Race	<input type="checkbox"/> Color	<input type="checkbox"/> National Origin	
Date of Alleged Discrimination (Month, Day, Year):				
Please explain as clearly as possible what happened and why you believe you were discriminated against. Describe all persons who were involved. Include the name and contact information of the person(s) who discriminated against you (if known) as well as names and contact information of any witnesses. (Attach additional sheets to this form if you need more space.)				

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<b>Section IV</b>				
Have you previously filed a Title VI complaint with this agency?		__Yes	__No	
<b>Section V</b>				
Have you filed this complaint with any other Federal, State, or local agency, or with any Federal or State court?		__Yes	__No	
If yes, check all that apply:				
__Federal Agency	__Federal Court	__State Agency	__State Court	__Local Agency
Please provide information about a contact person at the agency/court where the complaint was filed:				
Name:				
Title:				
Agency				
Address:				
Telephone:				
<b>Section VI</b>				
Name of agency complaint is against:				
Contact Person:				
Title:				
Telephone:				
Please attach any written material or other information that you think is relevant to your complaint.				

Signature and date required below:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Please submit this form in person or mail to:

Southwestern Pennsylvania Commission  
Attn: Civil Rights/Title VI Coordinator  
Two Chatham Center, Suite 500  
112 Washington Place  
Pittsburgh, PA 15219

Or submit by fax or email to:

Fax: 412-391-9160

Email: [TitleVI-Coordinator@spcregion.org](mailto:TitleVI-Coordinator@spcregion.org)



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**Appeal Process**

If the Complainant does not agree with the decision by the Respondent and cannot come to an informal agreement, the Complainant can directly file an appeal with the Southwestern Pennsylvania Commission Executive Committee:

Southwestern Pennsylvania Commission  
ATTN: Executive Committee, Chairwoman Leslie Osche,  
Two Chatham Center, Suite 500  
112 Washington Place  
Pittsburgh, PA 15219

The SPC's Executive Committee, consisting of 17 members, will investigate and issue an independent decision on the complaint. The decision on appeal will be issued within 60 days after receipt of the appeal. This letter will contain complete information on how and where file an appeal of the SPC Executive Committee's finding.

## **Transit-Related Title VI Investigations, Complaints, and Lawsuits**

The SPC has had no Title VI investigations, complaints or lawsuits since the inception of our Title VI plan. If there is ever a Title VI complaint, it will be tracked using the complaint log. See Appendix B for Title VI complaint log.

## **Committee /Council Membership & Description Title VI Process**

The SPC, is the region's forum for collaboration, planning, and public decision-making. As the official Metropolitan Planning Organization (MPO) for the ten-county region including the City of Pittsburgh and the counties of Allegheny, Armstrong, Beaver, Butler, Fayette, Greene, Indiana, Lawrence, Washington, and Westmoreland, SPC is responsible for planning and prioritizing the use of all state and federal transportation funds allocated to the region. The Commission has the authority and responsibility to make decisions affecting the 10-county region.

The Commission typically meets every other month, on the last Monday. Members serve multi-year terms and may be reappointed. The chair and vice-chair, elected by voting members, serve two-year terms.

The Commission is comprised of elected bodies from the ten member Counties and the City of Pittsburgh. SPC staff provides demographic data on the composition of the member Counties to those bodies in order to assist Commissioners considering selection of participants for the County-sponsored Public Participation Panels.

In addition to the Commission, CommuteInfo has a partner group that meets on a quarterly basis. The partner group consists of various regional areas, businesses, communities and nonprofits—representing an array of interests, missions, and perspectives (See Appendix C for list of CommuteInfo Partner organizations). These meetings serve as a forum for regional exchange of information, coordination of promotion for TDM, ridesharing and transit under the CommuteInfo regional brand. Partner organizations and individuals participate in the CommuteInfo regional Partners meetings to help provide feedback and direction for the overall CommuteInfo program—including the regional vanpool program. Partners do not provide governance but an advisory function to provide feedback and suggestions on all program initiatives. CommuteInfo staff is available to assist Partners in the promotion of TDM strategies to employers and organizations in which they have an interest – including assistance in the formation of vanpool groups.

## **Monitoring Subrecipients for Compliance with Title VI**

SPC does not have any subrecipient agreements, thus only responsible for CommuteInfo compliance. The CommuteInfo vanpool program receives an annual allocation as a subrecipient of 5307 funds from the designated urban area grantee which is the Port Authority of Allegheny County.

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## **Title VI Equity Analysis**

FTA funding is not utilized for facility construction or operate a fixed route service. The 5307 grant is utilized for the purposes of operating the CommuteInfo Vanpool only. As a result, a Title VI equity analysis has not been performed.

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## **Documentation of an Approved FTA Title VI Program**

Resolution on an updated FTA Title VI plan is scheduled for June 2022. The updated resolution will be inserted into the Title VI plan, uploaded into TrAMS, and provided to the FTA Region 3 Civil Rights Officer.  
[Insert resolution below.]

## How Minority Mobility Needs are Identified in the Planning Process

SPC addresses the mobility needs of minority populations by conducting an Environmental Justice analysis during the development of the TIP and LRP and by preparing and updating a demographic profile of the region using the most current and appropriate statistical information available on race, income, and other pertinent data. SPC developed and maintains a GIS database with the capability to analyze socioeconomic demographics, define target populations, and locate them spatially.

SPC has an established process for assessing the distributional effects of transportation investments on accessibility of minority populations to jobs and services and on the availability of transportation alternatives in each region. SPC will document the results for use in planning decision-making.

SPC develops, maintains, and enhances public involvement efforts that are oriented toward achieving a better understanding of the needs and concerns of minority populations. SPC's Public Participation Plan includes Environmental Justice guidelines and outreach strategies for minority populations during the development and implementation of SPC plans and programs (including the CommuteInfo program). SPC disseminates information to the public on the processes used and findings of Environmental Justice analyses.

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## APPENDIX A – TITLE VI POSTERS

Translated Title VI Notices will be translated into SPC's LEP languages

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**APPENDIX C – COMMUTEINFO PARTNERING GROUPS**

Murrysville Trail Alliance	Airport Corridor Transportation Association	City of Pittsburgh	University of Pittsburgh/WalkWorks
United States District Court U.S. Probation Office	PennDOT District 11	Ruby Ride	Walnut Capital
Mid Mon Valley Transit Authority	United Way of Southwestern Pennsylvania	Allegheny County Housing Authority	Duquesne University
Westmoreland County Chamber of Commerce	PennDOT D-10	University of Pittsburgh	City of Pittsburgh
Westmoreland County Transit Authority	City of Pittsburgh	Westmoreland County	UPMC
U.S. Department of Veterans Affairs	Port Authority	Small Business Administration	Fresh Foods Manufacturing Giant Eagle
Allegheny County Health Department PennDOT District 11 CTSP	Urban Redevelopment Authority	Group Against Smog and Pollution	Mackin Engineering
SPC	PennDOT District 11	FedEx	PennDOT District 11
Rand Pittsburgh	PADOT Central Office	University Relations and Diversity Program Manager	Freedom Transit
Pittsburgh Downtown Partnership	Fayette Area Coordinated Transportation	SPC	Pittsburgh Community Reinvestment Group (PCRG)
SPC	Breathe Project	Michael Baker	SPC
WCTA	Pennsylvania Public Utility Commission	City of Pittsburgh	Carnegie Mellon University
BikePGH	Michael Baker	Butler County Economic Development and Planning	Sustainable Pittsburgh
Oakland Planning & Development Corporation	Lawrence County	SPC	Moon Township
Department of Mobility & Infrastructure (DOMI)	Michael Baker	Allegheny Conference on Community Development	Port Authority
Westmoreland County Transit Authority	PennDOT District 11	City of Pittsburgh - Nighttime Economy	Green Building Alliance
Marshall Twp	Office of the Allegheny County Executive	SPC	SPC
Fayette County	JFCS Career Development Center	Pennsylvania Public Utility Commission	West
Westmoreland County Department of Planning and Development	Southwest Training Services	SMC Business Councils/Airport Area Chamber of Commerce	SPC
Healthy Ride	Builders Guild of Western Pennsylvania	SPC	Washington County Chamber of Commerce

PADOT Engineering District 10-0	PennDOT District 11	Quaker Valley Council of Governments	PA Department of Transportation, Engineering District 12-0
SPC	Allegheny County Economic Development	Sustainability Manager at 3R Building sustainability	Washington County
Walk Bike Shaler/Shaler Township Planning Commission	Pittsburgh Department of City Planning	SPC	City of Pittsburgh DOMI
Green Building Alliance	Brooke Hancock Jefferson Metropolitan Planning Commission	SPC	SPC
USDOJ - Western Pennsylvania District	Butler Transit Authority	Pennsylvania Public Utility Commission	SPC
Allegheny County Health Department	Pittsburgh Department of Mobility and Infrastructure	HWPS + PLACE (?)	Penn State Extension / Smart Growth
SPC	Walnut Capital	SPC	Department of Veterans Affairs - VA Pittsburgh Healthcare System
Oakland Planning & Development Corporation	Duquesne Light Corporation	Moon Township	Jewish Family & Children's Service of Pittsburgh
SPC	Carnegie Mellon University	Lark Enterprises	Friends of the Riverfront
Alliance for Nonprofit Resources	Family Services of Western Pennsylvania Transportation Loan Program	Allegheny County	SPC
Duquesne University	Pittsburgh Bike Share / Healthy Ride	Duquesne University	SPC
Westmoreland County Industrial Development Corporation	Sustainable Pittsburgh	Washington County Planning Commission	Brooke Hancock Jefferson Metropolitan Planning Commission
Presbyterian Senior Care Network	Oakland Transportation Management Agency (OTMA)	PennDOT District 11	Pittsburghers for Public Transit
UPMC Mercy Consultant	Carnegie Museums/BOMA	Butler County Department of Planning and Development	Port Authority
		Westmoreland Transit	Pittsburgh University