**Enclosure 2 – Equal Opportunity Questionnaire**

*\*\*\*Please provide supporting documents not already included with the desk review documents submission. For previously provided documents, please indicate document title and page reference in responding to the question.*

**General**

1. Briefly describe strategies used during the transportation planning process to ensure, demonstrate and substantiate compliance with the various equal opportunity requirements at 23 CFR 450.336(a)(3) – (10). As illustrated in the Public Participation Plan 2020 Update, HATS staff uses a comprehensive outreach approach with extensive online and social-media based engagement, bolstered by implementation of the Core Elements of the EJ Unified Methodology, as well as analysis of other traditionally underserved or disadvantaged populations and communities. In-person meetings are held as required/appropriate for plans and programs, and have included participation in special community events throughout the region. HATS also has an email database that includes non-profit organizations from across our region, many of which focus on the region’s underserved and disadvantaged communities and populations. Post COVID-pandemic, additional emphasis has been placed on virtual/hybrid meetings and online tools to solicit input and feedback. Other outreach activities include participation in community-based safety and plan development efforts (including Tri-County Community Action) and routine communication with our region’s Amish and Mennonite communities.
2. Describe different approaches the MPO considers during the development of their programs and projects that increase the accessibility and mobility of traditionally underserved communities and individuals. In addition to the approaches outlined in the Public Participation Plan 2020 Update (and referenced above), HATS staff engages the region’s advocate communities and organizations to solicit input and provide opportunities for review and comment. Mobility & Accessibility, as well as Active Transportation, are focus areas of our HATS 2050 Regional Transportation Plan and our HATS Regional Active Transportation Plan. For the development of both these plans, focus/stakeholder group meetings were held with representatives from organizations like our HATS Bike/Ped Task Force, the Center for Independent Living Central PA, and Tri-County Community Action. HATS also engages in analysis of our transportation system as a whole, as well as each Transportation Improvement Program through the implementation of the Core Elements identified in the EJ Unified Methodology.
3. Detail any approaches the MPO uses to raise the level of awareness about the development of transportation plans and programs (i.e. LRTP, TIP, and other studies) among traditionally underrepresented communities. HATS staff regularly works with and engages regional partners serving or representing those communities and provides translated outreach materials when necessary or appropriate, with the TCRPC website translatable based on the user’s primary language browser setting. With PennDOT assistance, letters to Tribal leadership (mostly out of state) to direct them to the website for information and ask for input during TIP development. More information can be found in the Public Participation Plan 2020 Update (beginning on page 7).

**Employment**

1. As appropriate, provide a list of any equal employment opportunity complaints received by the MPO or filed with a state or federal agency within the last 4 years. (Provide the following in relation to the complaint: name of complainant; nature of the complaint; date filed; disposition and the date of disposition). None received.
2. Describe the methods used to ensure candidate pool diversity for employment opportunities with the MPO. TCRPC advertises all positions for a period of at least 4 weeks. Employment opportunities are advertised on the TCRPC website and its social media; posted on the PA Planning Association (and APA national) website; distributed to area colleges; and posted on the Harrisburg Regional Chamber’s job board. TCRPC staff also help spread the word of job availability through their professional and social contacts.

**Environmental Justice**

1. Describe the methods the MPO uses to ensure that environmental or human health impacts on minority populations and low‐income populations are given explicit consideration during the transportation planning process. HATS staff is implementing the Core Elements identified in the South Central Pennsylvania Environmental Justice Unified Process and Methodology Guide through the analyses done as part of the most recent updates to the HATS TIP and the upcoming 2050 Regional Transportation Plan. Included are analyses of current conditions and performance of the transportation system related to both concentrations and distribution of environmental justice populations, as well as both qualitative and quantitative evaluations of the benefits and burdens of the transportation programs.
2. Describe the efforts taken by the MPO to develop or expand opportunities for public involvement among minority and low‐income populations during the transportation planning process. HATS uses physical, in-person meetings, as well as extensive social media outreach and a greater emphasis on virtual online meetings for all transportation plans and programs. As mentioned previously, HATS also has an email database that includes non-profit organizations from across our region, many of which focus on low income and minority-focused activities, and this database is used during the public involvement phases of our planning efforts. Please see Public Participation Plan 2020 Update for more detailed information.
3. Describe the methods used by the MPO to provide access to public information concerning environmental or human health impacts of proposed transportation planning actions. As HATS staff implements the Core Elements identified in the South Central Pennsylvania Environmental Justice Unified Process and Methodology Guide, a major focus is placed on interactive web-mapping, a focus that is shared by many of the plans and programs (including TIP and RTP outreach). This is in addition to the strategies and methods laid out in the Public Participation Plan 2020 Update.
4. Describe the MPOs process for identifying and evaluating environmental, public health, and interrelated social and economic effects of its transportation planning activities. HATS staff is implementing the Core Elements identified in the South Central Pennsylvania Environmental Justice Unified Process and Methodology Guide through the analyses done as part of its TIP and 2045 Regional Transportation Plan updates. Included are analyses of current conditions and performance of the transportation system related to both concentrations and distribution of environmental justice populations, as well as both qualitative and quantitative evaluations of the benefits and burdens of the transportation programs.
5. Attach a breakdown of the present and proposed memberships of any transportation planning or advisory committees of the MPO (by gender, race, national origin, and known representation

of a specific interest group (e.g., disabled community). Enter text.

**DBE**

1. Describe the efforts used by the MPO to facilitate participation by small businesses, DBE and non‐DBE firms, in in contracting and procurement activities. In the letter to announce award of federal funding to successful applicants, the next steps forward with the project contracting includes information about DBE involvement in RFP advertising as well as any subcontracting. Links to the PA UCP website, any specific DBE goals, as well as contract language for the project are included.
2. Describe how the MPO ensures that work committed to DBEs is performed by the DBE to whom the work is committed. Work scopes and invoicing procedures require listing of DBEs involvement, work completed by DBEs, and copies of invoices submitted from DBEs for payment. Some contractors provide copies of cancelled checks of their payments with their invoices, while others pay DBEs after reimbursement from TCRPC.
3. Describe how the MPO assures that contractors promptly pay and return any retainage due to subcontractors. TCRPC has no process in place to track a contractor’s payments to subcontractors. There have been no complaints to date to indicate this is an issue.
4. Describe the mechanism the MPO utilizes to track and report actual DBE payments during the duration of a contract. TCRPC provides an invoicing format which separates amounts invoiced by DBEs. TCRPC tracks each invoice received for each project on a spreadsheet and notes the amount and percentage invoiced for any DBE. If copies of checks the DBEs are included with the invoice, it is known the DBE has been paid already.

**ADA**

1. Describe the methods used by the MPO to ensure that individuals with disabilities are not excluded from participation in the transportation planning process. We make sure our meeting places are ADA accessible, accessible by transit, and note in our meeting advertisements those needing special accommodation should contact our office. Contact information is provided. Instructions on how to participate in virtual meetings, and by phone only, are posted on our website and provided in meeting notices. See Public Participation Plan 2020 Update (beginning on page 9 and page 13) for outreach strategies and methods. Information on virtual meetings is included in the Public Participation Plan 2020 Update. HATS also has an advisory group geared toward mobility issues.
2. Describe the methods used by the MPO to ensure that communications with applicants, employees, beneficiaries and other participants in the transportation planning process are available to persons with vision and hearing impairments. While our planning process and materials have accommodated persons with disabilities and limited English proficiency, including translations into various languages, we have not employed direct tactile or audible methods. Recordings of all meetings are made available on YouTube following the meeting, however. We also note in our meeting announcements that those with special needs related to language, sight or hearing, or wish to file a complaint should contact our office and we provide phone and email information to do so. See Public Participation Plan 2020 Update (beginning on page 9 and page 13) for outreach strategies and methods and information on virtual meetings.
3. Describe the methods used by the MPO to ensure that individuals with disabilities are not denied an opportunity to participate on transportation planning or advisory boards of the MPO. The HATS Technical and Coordinating Committees are comprised of representatives from County Commissioner, mayoral, or organization leadership appointment. Staff can make recommendations, however, the decision-making authority rests upon others. For other task forces, staff encourages participation based on the focus of the work (bike/ped, freight, etc.), those knowledgeable in that area, and who are interested and willing to take the time to serve on the task force. The goal is to have a wide variety of representation in each task force. See Public Participation Plan 2020 Update (beginning on page 9 and page 13) for outreach strategies and methods and information on virtual meetings. HATS also has an advisory group geared toward mobility issues.