

# MPO Public Participation Plan

## 2020 Update



## Indian River County MPO

Public participation is solicited without regard to race, color, national origin, age, sex, religion, disability or family status. Persons with questions or concerns about nondiscrimination, or who require special accommodations under the American with Disabilities Act or language translation services (free of charge) should contact Phil Matson at (772) 226-1455 or [pmatson@ircgov.com](mailto:pmatson@ircgov.com).

Additional information is available at <http://www.irmpo.com/>

In accordance with 23 CFR 450.316(x)(3) this plan will be advertised for a 45-day public comment period before adoption by the Indian River County MPO starting January 24, 2020

# **PUBLIC PARTICIPATION PLAN – 2020 UPDATE**

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## A. Introduction & Vision

To ensure that transportation systems meet the needs of those that use them, it is vital that the public participates in transportation planning. In developing its plans and programs, the Indian River County Metropolitan Planning Organization (MPO) provides numerous opportunities for public input. The MPO's Public Participation Plan serves as a guide to further guarantee the active participation of citizens and those affected by MPO decisions.

Federal and state regulations require that all MPOs develop a public participation process through which public participation in transportation decision-making is actively solicited. Some of the specific regulations that apply to MPO public participation are listed below.

- **23 CFR 450, Section 316 (b)(1)** contains requirements such as providing the public with timely information about transportation issues, plans, and programs; providing adequate public notice and time for public review of transportation activities; and granting explicit consideration and response to public input received.
- **Title VI** of the Federal Civil Rights Act of 1964, mandates non-discrimination by race, color or national origin in connection with programs and activities receiving federal financial assistance.
- **Executive Order 12898 on Environmental Justice** (1994) requires measures to avoid disproportionately high adverse environmental effects of federal programs through full and fair participation of low-income and minority communities.
- **Chapter 286, Florida Statutes** (a.k.a. Florida Sunshine Law) requires public access to governmental meetings at the state and local level and requires meetings of boards and commissions to be open to the public, adequately noticed, and recorded via minutes.
- **FDOT Public Involvement Handbook** identifies required public hearings for projects and also best practices for public outreach.

In addition, the Public Participation Plan has been developed in consideration of FDOT's **Community Impact Assessment** process, a five-step methodology advocated by FDOT to identify community needs, analyze impacts and identify solutions.

Roles and responsibilities for the MPO board members, MPO staff, and member jurisdictions are listed in a formal agreement adopted by all member jurisdictions on July 13, 2004. The agreement is titled INTERLOCAL AGREEMENT FOR CREATION OF THE METROPOLITAN PLANNING ORGANIZATION, 23 CFR 450.316 is referenced in the agreement. It is the intent of the Indian River County MPO to comply with and, wherever possible, exceed minimum federal and state standards for public participation. To this end, the MPO's Public Participation Plan provides a process that is applicable to all MPO functions and activities.

## Vision

A vision statement is a brief description of what the community hopes to achieve through planning. The MPO will maintain and distribute information and provide public participation opportunities as necessary in order to achieve the following:

**A well-informed public that feels it has opportunities to contribute meaningful input to decisions concerning the area's transportation system.**

## B. Strategies for Public Participation

The MPO's strategies for public participation appear in the following sections and follow a brief description of the section heading. Those strategies also identified by the Federal Highway Administration and Florida Department of Transportation as methods used in best practice organizations are denoted with this symbol (🗨️).

The MPO values diversity and welcomes input from all interested parties, regardless of cultural identity, background or income level. Moreover, the MPO believes that the best programs and services result from careful consideration of the needs of all of its communities and when those communities are involved in the transportation decision-making process. Thus, the MPO does not tolerate discrimination in any of its programs, services or activities. Pursuant to Title VI of the Civil Rights Act of 1964 and other federal and state authorities, the MPO will not exclude from participation in, deny the benefits of, or subject to discrimination anyone on the grounds of race, color, national origin, sex, age, disability, religion or family status.

The MPO is committed to facilitating the accessibility and usability of the County website to make the online and mobile experience easy and sufficient for everyone, including those with disabilities. If you use assistive technology (such as a screen reader) and you need assistance, or would like to request a reasonable accommodation, please contact Indian River County's Information Services Department via email at [accessibility@ircgov.com](mailto:accessibility@ircgov.com). We will make reasonable effort to accommodate all needs and/or requests.

### 1) The MPO and Its Committees

The Indian River County MPO is the primary agency responsible for transportation planning in the urbanized area of Indian River County. Consisting of 12 voting members representing the local governments within the county, the MPO is a legislative authority with the power to develop and adopt plans, and to set priorities for the programming of improvements to the transportation system.

To help make decisions, the MPO uses recommendations from advisory committees. These committees offer input from citizens, bicycle/pedestrian interests, and local technical experts.

#### Technical Advisory Committee

The MPO Technical Advisory Committee (TAC) is composed of technically qualified representatives of agencies responsible for the transportation system in the Vero Beach Urbanized Area. The TAC has a total of 19 voting members. Committee duties include the coordination of transportation planning and programming activities, review of all transportation technical studies and reports, and review of work programs and transportation improvement programs. The principal responsibility of the TAC is to provide technical recommendations to the MPO on transportation matters.

### Citizens Advisory Committee

The MPO Citizens Advisory Committee (CAC) consists of 14 members appointed by the MPO governing board. The committee is responsible for providing the MPO with citizen input regarding transportation-related matters. The composition of CAC membership corresponds to the MPO governing Board membership and includes two at-large members representing the Transportation Disadvantaged and Minority communities.

### Bicycle/Pedestrian Advisory Committee

The Bicycle/Pedestrian Advisory Committee (BAC) is composed of bicycling and pedestrian advocates and enthusiasts. While the BAC's major task is the update of the county's bicycle/pedestrian plan, the BAC also provides the MPO with input on enhancement projects and MPO planning activities.

### Bike Walk Indian River County

Bike Walk Indian River County is non-profit group whose members advocate for safer local walking and bicycling conditions. Although not an official MPO committee, BWIRC members work closely with MPO staff to identify and address safety issues. During BWIRC monthly meetings, members of the public often attend and discuss safety issues. BWIRC members relay public safety concerns to MPO staff for further investigation.

### Conduct of Public Meetings

Wherever possible, the MPO and all public meetings will be conducted consistent with the principles contained in Chapter 6 of the FDOT Public Involvement Handbook. Those principles include selecting an appropriate venue, time, and format for the meeting; providing notification to the public and intended audience; using innovative communication and data gathering techniques; communicating effectively; and recording the meeting.

## **MPO and Committee Public Participation Objectives**

It is the intent of the MPO to achieve the following public participation objectives with respect to the MPO and Its Committees. For each objective, measures of effectiveness are included. These measures provide the basis for assessment of the objectives. The assessment process is discussed in *Section 5, Plan Evaluation*.

*Objective 1.1:* Attendance at MPO and Advisory Committee meetings by non-staff and non-committee members will exceed 100 people.

Measure of Effectiveness: Number of non-staff, non-committee member individuals attending MPO and advisory committee meetings during the entire fiscal year.

*Objective 1.2:* The number of comments received at MPO and Advisory Committee meetings will exceed 20 comments.

Measure of Effectiveness: The number of comments received at MPO and Advisory Committee

meetings during the entire fiscal year.

### Strategies for public participation in this area

MPO and advisory committee meetings are public forums affording citizens an adequate opportunity to participate in the planning process. To enhance these opportunities, the MPO will implement the following strategies:

- The MPO will appoint members to the Citizens Advisory Committee who adequately reflect the geographic, cultural, and social composition of the MPO area, and will involve those that have been traditionally under-represented in planning such as the senior and low-income communities.
- The MPO will invite the public to all MPO and advisory committee meetings, and will encourage public discussion and input prior to making decisions at those meetings, with a special emphasis on feedback from the traditionally under-represented.
- To encourage the open exchange of opinions, the MPO will seek, but not require, a consensus on issues.
- The MPO will establish a standing agenda item that will invite public comment and participation at all public meetings.
- All MPO and advisory committee meetings will be conducted in ADA-compliant facilities accessible by public transportation.
- Information will be collected and feedback will be solicited at public meetings via detailed sign-in sheets (Attachment 1), comment cards, and informational displays.
- The respective chairpersons of the MPO, CAC, TAC, and BAC will meet periodically with MPO staff to discuss upcoming issues.
- The MPO will prepare and distribute at all MPO meetings a committee status report listing the activities of the committees, the outcomes of any meetings, and minutes of meetings. The MPO will prepare and distribute at all committee meetings an MPO status report listing the actions of the MPO with regard to committee recommendations.
- MPO staff reports written for MPO and committee review will be concise and easy to understand.
- MPO staff and consultants will employ the use of electronic presentations, computer imaging, visualization techniques and other media at public meetings.

#### PUBLIC INVOLVEMENT IN ACTION

Members of the CAC identified a problem. Travel in the City of Fellsmere was plagued by conflicts, particularly at night, when historic downtown traffic mixed with non-motorized traffic. Identifying the main problem as one of visibility, members of the CAC took it upon themselves to organize a bike light installation, bike repair, and bike registration event. Over 250 persons, mostly young persons, in the tiny town took advantage.



- At the beginning of the calendar year, MPO staff will provide the local media with an annual calendar of scheduled MPO and advisory committee meetings. These calendars are provided to the *Press-Journal*, the local general circulation newspaper.
- One week prior to each MPO meeting, MPO staff will provide the local media with a complete agenda package. These agendas are provided to the *Press-Journal*, the local general circulation newspaper.
- MPO staff will distribute the minutes of MPO and advisory committee meetings for public review at local libraries, local government offices, and other public locations. This will allow those unable to attend meetings the opportunity to monitor MPO activities.
- MPO and advisory committee meeting announcements will be sent via e-mail to a database of interested persons and stakeholders.
- MPO and advisory committee meeting announcements, minutes, and agendas will be posted to the MPO Web Site.
- MPO and advisory committee meeting announcements will be published in the proposed MPO quarterly newsletter.
- In cases of unscheduled meetings due to declared emergencies, procedures are outlined in the Continuity of Operations (COOP) Plan. This indicates that the MPO staff will provide an additional week over and above the normal notification and distribution period to account for disruptions in communications and coordinate with the Emergency Management Coordinator and the Community Development Director regarding meeting times and available facilities.
- Staff will make extensive use of simulators and other visualization techniques to help engage the public.
- The MPO will maintain its A+ rating for transparency by posting all meeting records, documents, and audio/video recordings.

## 2. MPO Projects and Activities

On an annual basis, the MPO develops a number of work products in fulfillment of its statutory obligations. Major MPO projects (which include the Long Range Transportation Plan, Bicycle and Pedestrian Plan, and Transit Development Plan Major Update) involve collecting and analyzing background data, procuring consultant services, and performing extensive public outreach efforts. On an annual basis, the MPO also completes a number of activities in preparation of various MPO work products like the Transportation Improvement Program (TIP). These activities greatly benefit from public participation but may afford fewer public participation opportunities than major projects due to their relatively short timeframes. These activities form the basis of the Consultative Process by which all stakeholders are provided an opportunity for input in project selection and implementation.

### Long Range Transportation Plan (and other major MPO projects)

The Long Range Transportation Plan (LRTP) is developed by the MPO approximately every five years pursuant to state and federal regulations. The plan provides cost-feasible solutions for the mobility of all residents of the MPO area across a 20-year horizon.

Adoption of the Plan and all amendments will be as specified in the MPO Handbook and will include at a minimum 30 days of advertising via web and newspaper, a public hearing and a roll-call vote.

Because of the comprehensive nature of the LRTP, the MPO can engage in a wide variety of specialized public participation activities in addition to the general strategies for public participation applicable to all MPO projects.

For example, in accordance with FDOT's Community Impact Assessment (CIA) methodology, major MPO projects will incorporate a review of community profiles early on to ensure plan alternatives address community concerns. Community Impact Assessments are comprehensive inventories of communities, their values and characteristics.

For the Long Range Transportation Plan and other major MPO projects, the MPO requires the consultant working on the project to create a Public Participation Component as one of the first tasks in the scope of work. The Public Participation Component establishes procedures for public participation specific to the project and ensures that adequate public participation will be performed throughout the project. Public participation activities in the Public Participation Component may include, but are not limited to, strategies described in Section (c), *MPO Communications*. Innovative techniques will be encouraged in order to directly notify the public of upcoming projects, distribute interim and final reports, and solicit feedback on projects. Final reports for major projects will include a section documenting the participation of the

During the Long Range Transportation Plan Update (2015), over 200 individuals from all segments of the community attended MPO Workshops as part of the "Campaign Connect" public participation plan. Their input was essential in developing a workable plan.

**The Candidates:** Connecting Indian River County 2040 Long Range Transportation Plan Campaign Connecting Indian River 2040

**The Platform:**

 <b>Highway Harry</b> We are going to build more and wider so we can get people to their destination as quickly as possible.	 <b>Transit Tony</b> We will limit spending on roadways and provide more public transit service.	 <b>Cycle Cindy</b> We will build more bicycle lanes and even consider eliminating lanes for cars so we can have bicycle lanes.	 <b>Balanced Betty</b> There is no one-size-fits all solution so we will build the right roadway facilities needed to serve the residents and businesses in the area.	 <b>Automated Andy</b> Technology will result in revolutionary changes in how we travel including cars that drive themselves which are safer and reduce congestion.
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public in developing the project. This section will list the proposed opportunities for public input, describe any substantive comments received, and report how substantive comments were handled and considered in the final report.

### **Transportation Improvement Program**

The **Transportation Improvement Program (TIP)** is a five-year list of improvement projects that will be undertaken within the MPO area. The projects in the TIP are the direct result of Long Range Plan efforts and the extensive analysis and public outreach that was done therein. The MPO's role with respect to the TIP is focused on the timing of implementing various LRTP alternatives.

Throughout the TIP development process, the MPO will seek public input. This input will begin with the development of a list of priority projects (usually in August/September) that the MPO wants the FDOT to fund in its upcoming Work Program. At public meetings, the MPO advisory committees will develop the priority list. The MPO will then review the list, make any necessary changes based on additional public input, and approve the list for submittal to FDOT. Because of the significance of Prioritization in the process, the MPO will take additional measures to obtain input, such as social media outreach. Since many ideas generated by the public during the course of the year are appropriate for inclusion on a priority list, project candidate identification is treated as an ongoing (vs once a year) process.

Further public input in TIP development will occur when FDOT presents its **Draft Tentative Work Program** (usually in November/December) for review and approval by the MPO. The public and the MPO will review the Work Program to ensure that the projects listed conform to the needs of the community.

Finally, the MPO and its advisory committees will hold another series of public meetings to consider adoption of the TIP. Copies of the draft TIP will be made available on the website and at a number of public outlets prior to the meetings. The public and the MPO will review the TIP for consistency with the Tentative Work Program and community priorities (April/May). Final TIP adoption and publication is done in a manner consistent with FDOT annual obligations reporting and FTA program of projects reporting.

If significant changes to the MPO's adopted TIP are proposed, an opportunity for public comment will be provided. Notice of the discussion of such amendments will be given to the media prior to committee meetings.

### **Unified Planning Work Program**

The Unified Planning Work Program (UPWP) is the MPO's annual summary of upcoming planning activities. Every two years, the MPO must submit a UPWP for approval by the Florida Department of Transportation and the Federal Highway Administration. The UPWP is developed at public meetings of the MPO advisory committees and the MPO. Prior to these meetings, copies of the draft UPWP are made available for public review and comment.

In reviewing the proposed draft UPWP, the public and the advisory committees will provide comments to MPO staff about whether or not the UPWP reflects appropriate work activities for the MPO to undertake in light of local needs and state and federal regulations.

All amendments and modifications will be advertised to the public and adopted at a public meeting as specified in FDOT requirements.

### **Congestion Management Process**

The MPO's Congestion Management Process (CMP) is a process designed to consider alternatives to traditional approaches to solving traffic congestion problems. The MPO uses locally-developed performance measures and current transportation data to identify the most congested links on the County highway system. These links are then evaluated on an individual basis to determine if lower-cost treatments of the congested segment could be employed to eliminate or forestall the need for a more costly highway improvement.

The MPO will obtain public input into prioritizing of CMP corridors and strategies for addressing congestion. In fact, many of the more effective CMP strategies implemented were identified by system users. Public participation will be adequately addressed through the MPO's public meetings and communications strategies. Annual CMP updates also present an opportunity to inform the public of current transportation conditions in Indian River County.

Public participation activities associated with CMP development will be coordinated with other MPO public participation programs to enhance public awareness and efficiently distribute information.

### **Transit Development Plan (TDP) Updates (and other non-motorized activities)**

By state law, major updates of the TDP must be developed every five years in order for the County to remain eligible for state grant funding. On an annual basis, TDP minor updates are prepared and serve as evaluation tools to monitor progress toward major update implementation. For TDP Updates and other recurring activities, public participation is accommodated at public committee meetings with distribution of meeting agendas and/or work products to be completed through the MPO's communication strategies. Given the high sensitivity of the transportation disadvantaged public which relies on public transportation, the MPO makes a special emphasis to reach these hard-to-reach segments of the public, such as presenting as part of a Community meeting agenda or event.

### **FDOT Projects**

Chapter 2 of the **FDOT Public Involvement Handbook** states that "FDOT promotes public involvement through all phases of transportation project development." Several manuals and handbooks are available that provide guidance on developing public involvement programs and activities that comply with both state and federal legislation.

The **PD&E Manual** establishes the Department's procedures for complying with state and federal laws for public involvement. The Districts are responsible for conducting public involvement activities for plans (such as the District Work Program) and projects following the procedures and processes established in the PD&E Manual. In addition to District plans and projects, each district planning office has staff that serves as liaisons with their local MPOs.

The **MPO Program Management Handbook** provides guidance to MPOs on their role; how MPO areas are designated, formed, and modified; and on federal and state transportation planning requirements. The MPO cooperates fully with all requirements of the FDOT Public Involvement Process and assists

FDOT in securing venues and promoting its public meetings, provides information and contacts, and supports FDOT as needed.

### Objectives

The MPO seeks to achieve the following public participation objectives with respect to MPO Projects and Activities. Measures of effectiveness are included to determine achievement of the objective.

*Objective 2.1:* The number of participants at public workshops from traditionally under-served communities (which includes minorities, low income persons, the elderly, disabled persons, geographically dispersed/transient persons, women, children, and under-educated persons) will exceed 30.

Measure of Effectiveness: Number of participants from traditionally under-served communities during the entire fiscal year.

*Objective 2.2:* The number of comments received from all sources relating to MPO projects or activities will exceed 250 comments.

Measure of Effectiveness: Number of comments received from all sources relating to an MPO project or activity.

### Strategies for public participation in this area

- Staff will present proposed scopes of work at public committee meetings.
- The MPO will use public committee meetings to allow the public to review and comment on interim and final work products.
- MPO staff and consultants may employ the use of electronic presentations, computer simulation, and other media at public meetings.
- The MPO will establish special consensus-building workshops, charrettes, discussion groups, or other public meetings during the course of project development. These meetings may be held at various locations throughout the county as appropriate.
- The MPO will include a public participation section documenting the solicitation and incorporation of public comments as a component of final project reports.
- To provide information in a concise and understandable format, the MPO will produce an Executive Summary of major improvements for major projects.
- MPO staff will inform the media of upcoming projects so that interested citizens and officials may have the opportunity to become involved as early as possible.
- The MPO will make available draft scopes of work and draft work products for public review at MPO offices.
- MPO staff will seek out innovative methods to inform the public of project activities and allow the public to review and comment on project reports. This may include postings to the MPO Web Site, publication in the proposed MPO newsletter, and the preparation of periodic special edition newsletters, reports or flyers pertaining to the project.
- In developing major projects, the MPO will abide by FDOT's Community Impact Assessment methodology and its stated principles of informing, educating and including the public in the decision making process.

- MPO staff will consider all public feedback obtained during the course of its major projects when undertaking related recurring activities.

### 3. MPO Communications

The MPO develops and maintains transportation plans and information that are of interest to and requested by the general public. At the same time, the MPO relies on comments from the public to make sure its plans and activities reflect the values of the community. To fulfill its vision for a well-informed public, the MPO will use a variety of techniques to distribute MPO information and publicize MPO activities. Wherever possible, the MPO will use interactive techniques to obtain valuable feedback from the community in the process of distributing information. Federal land managers will also be notified to provide feedback concerning Federal public lands.

Communications strategies cited in this section resulted from evaluating previous plan strategies, identifying best practices of other MPOs, applying new technology, or considering strategies obtained from the public in the development of this plan.

#### Objectives

It is the intent of the MPO to achieve the following public participation objectives with respect to MPO Communications. For each objective, measures of effectiveness are included. These measures provide the basis for assessment of the objectives. The assessment process is discussed in *Section 5, Plan Evaluation*.

**Objective 3.1:** At least 20% of the County's overall population will recognize the MPO or one of its projects or activities.

Measure Of Effectiveness: Percentage of the county's overall population that recognizes the MPO, its projects or activities.

**Objective 3.2:** At least 5% of the County's overall population will have been made aware of or actually participated in one of the MPO's public participation activities.

Measure Of Effectiveness: Percentage of the county's overall population that has been made aware of or participated in a public participation activity.

**Objective 3.3:** At least 30% of the County's traditionally underserved, which includes transportation disadvantaged and minority populations, will recognize the MPO or one of its projects or activities.

### PUBLIC INVOLVEMENT IN ACTION

*During the CR 510 PD&E process, FDOT staff attended several Wabasso Corridor workshops held by County Staff; met with community leaders on over a dozen occasions; and segmented the project into study areas of environmental and social impact where a different approach other than conventional widening would be applied. The result is a unique project that serves the needs of the traveling public, provides alternatives for the nearby TD populations, and preserves the natural environment. It will feature the first Roundabout in the Northern Treasure Coast.*



Measure of Effectiveness: Percentage of the county's traditionally underserved population that recognizes the MPO, its projects or activities.

#### Strategies for public participation in this area

- The Indian River County MPO will produce an MPO newsletter on at least a biannual basis. The newsletter will be produced under the guidance of the Citizens Advisory Committee and include major staff activity and milestones.
- MPO staff will seek innovative ways to distribute information to the public, including the expanded use of the Indian River County Web Site, Social Media, and links to local traffic information sites.
- MPO staff will seek innovative techniques for soliciting public comment and response to MPO activities.
- Staff will explore technologies making MPO and County Web Sites compliant with software standards for impaired users.
- Where feasible, the MPO will coordinate its public participation activities with those of the Public Information Office of the Florida Department of Transportation. These coordination activities may include advertising, mailing notices, and holding public hearings. For construction projects, the MPO will coordinate with the Florida Department of Transportation to ensure that the public is adequately involved in the review of Project Development and Environmental (PD&E) Studies.
- The MPO will prepare a "State of the System Report" to be distributed in a special newsletter edition.
- Through the media, the MPO will distribute information and notify the public that information is available from the MPO. The MPO will contribute regularly to a periodic traffic update section of the local newspaper. MPO staff will request that the media publish announcements for MPO meetings and MPO committee meetings.
- The MPO will explore additional media outlets, such as regional television networks and public radio stations, to announce major projects and activities via Public Service Announcements (PSA's).
- The MPO will distribute information at local libraries and other public outlets, such as schools and community centers. The MPO will seek out distribution locations in close proximity to those traditionally under-served in the planning process.
- The MPO will keep environmental and federal agencies and organizations informed of upcoming studies and construction projects.
- Staff will respond to requests for information as promptly as possible.
- The MPO will create a presentation display to be posted in public locations and deployed at major community events. The display will include information on major proposed plans, staff contact information, and upcoming opportunities for public participation.
- The MPO will sponsor or participate in one or more annual transportation seminars in conjunction with state and regional agencies.

## C. Consideration of Public Comments Received

### Processing Public Comments

The primary objective of any public participation activity is to inform the public and solicit their comments as they relate to transportation improvements. The most common way for the public to relay their ideas and input is through submitting verbal or written comments. The information gleaned from them, if correctly synthesized and catalogued, will serve as an excellent record for future project phases. The amount and types of comments received will help in evaluating the success of the individual public participation activities. A protocol is needed to handle these comments. The following are the MPO procedures for handling public comments:

1. Collection and Documentation:

- All comments received will be logged and entered into the Public Participation file for the appropriate project or activity. Comments of a highly generalized nature or involving multiple projects will be maintained in the MPO Public Participation file.

2. Acknowledgement and Response

- If a response is requested, the MPO will indicate that the comment will be considered during an upcoming project or activity cycle.

3. Analysis, Distribution and Incorporation

- As comments are received, they will be acknowledged through a polite and simple email or letter, as appropriate.
- The MPO will evaluate the comments received as the appropriate project is initiated.
- Staff will summarize comments received and incorporate these into consultant presentations or committee reports to the MPO as appropriate.
- The MPO will evaluate draft and final work products with respect to consideration of public comments received.
- Unless otherwise requested, the MPO will respond with respect to the final disposition of the issue.
- Staff will perform a preliminary evaluation of the comment. If the comment does not require future MPO action, it will be responded to by staff or routed to the appropriate implementing agency.

## D. Plan Evaluation

### Procedure

Each year, an evaluation will be performed to determine to what extent objectives for public participation have been met by the MPO. The annual evaluation will be data-driven to the extent possible and will include data collection, data analysis, and a determination of whether or not plan objectives have been met.

<b>The MPO and its Committees</b>	
Recommended period of evaluation:	Annual
Quantitative measures:	Number of non-staff and non-committee members at MPO and Advisory Committee meetings.
	Number of comments received at MPO and Advisory Committee meetings.
<b>MPO Projects and Activities</b>	
Recommended period of evaluation:	At major project or activity milestones; and at project or activity completion.
Quantitative measures:	Number of participants from traditionally underserved communities, including transportation disadvantaged or minority communities, at MPO project or activity workshops.
	Number of comments received from all sources relating to an MPO project or activity.
<b>MPO Communications</b>	
Recommended period of evaluation:	Annual.
Quantitative Measures:	Percentage of the county's overall population that recognizes the MPO, its projects or activities.
	Percentage of the county's overall population that has been made aware of or participated in a public participation activity.
	Percentage of the county's transportation disadvantaged population that recognizes the MPO, its projects or activities.

### Public Participation Plan Review and Update

Where it is determined that the MPO's public outreach efforts have not resulted in meeting its objectives, the MPO will review its strategies individually using the data collected for each strategy. The

MPO will assess the relative contribution of each strategy toward meeting the objective. New strategies may be necessary in order to meet the objective. To obtain new strategies, the MPO will continuously review best practices, suggestions from the public, the FDOT Public Involvement Handbook, and the latest technology.

On an annual basis, the MPO will also review its Public Participation Objectives. Where objectives were not met, the MPO will determine whether its objectives were appropriate and contributed to the vision for public participation. Objectives may also be added as a result of updated federal or state guidance or a change in local priorities.

### Socio-Cultural Effects Evaluation

According to Chapter 4 of the **FDOT Public Involvement Handbook**, the Sociocultural Effects (SCE) Evaluation is the Department's process for identifying and addressing potential effects of transportation projects on people, communities, and community resources. The MPO is the Statewide Leader in Socio-Cultural Effects data development and evaluation, having published the first-ever MPO Socio-Cultural Effects report in 2003. This tool, known as the Community Characteristics Report, identifies various geographies and communities within the County and assesses their socioeconomic and demographic profiles. Included in this is an assessment of Transportation Disadvantaged populations and key community contacts. Data in the Community Characteristics Report is compiled from the U.S. Decennial Census and the Census Bureau's American Community Survey (ACS). MPO staff updates the Community Characteristics Report after each decennial census and also at the midpoint between censuses. The most recent Community Characteristics Report was prepared using ACS data for the year 2015.

### Revisions

An **administrative modification** is a minor revision to the LRTP (or TIP) that includes minor changes to project/project phase costs, minor changes to funding sources of previously included projects, and minor changes to project/project phase initiation dates. An administrative modification is a revision that does not require public review and comment, a redemonstration of fiscal constraint, or a conformity determination (in nonattainment and maintenance areas).

An **amendment** means a revision to a long-range statewide or metropolitan transportation plan, TIP, or STIP, that involves a major change to a project included in a LRTP, TIP, or STIP, including the addition or deletion of a project or a major change in project cost, project/project phase initiation dates, or a major change in design concept or design scope (e.g. changing project termini or the number of through traffic lanes or changing the number of stations in the case of fixed guideway transit projects). Changes to projects that are included only for illustrative purposes do not require an amendment. An amendment is a revision that requires public review and comment and a redemonstration of fiscal constraint.

## APPENDIX 1

### FEDERAL AND STATE REGULATIONS CONCERNING MPO PUBLIC PARTICIPATION

#### 23 CFR

#### 450.316 Interested parties, participation, and consultation.

(a) The MPO shall develop and use a documented participation plan that defines a process for providing individuals, affected public agencies, representatives of public transportation employees, public ports, freight shippers, providers of freight transportation services, private providers of transportation (including intercity bus operators, employer-based commuting programs, such as carpool program, vanpool program, transit benefit program, parking cash-out program, shuttle program, or telework program), 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.

(1) The MPO shall develop the participation plan in consultation with all interested parties and shall, at a minimum, describe explicit procedures, strategies, and desired outcomes for:

(i) Providing adequate public notice of public participation activities and time for public review and comment at key decision points, including a reasonable opportunity to comment on the proposed metropolitan transportation plan and the TIP;

(ii) Providing timely notice and reasonable access to information about transportation issues and processes;

(iii) Employing visualization techniques to describe metropolitan transportation plans and TIPs;

(iv) Making public information (technical information and meeting notices) available in electronically accessible formats and means, such as the World Wide Web;

(v) Holding any public meetings at convenient and accessible locations and times;

(vi) Demonstrating explicit consideration and response to public input received during the development of the metropolitan transportation plan and the TIP;

(vii) Seeking out and considering the needs of those traditionally underserved by existing transportation systems, such as low-income and minority households, who may face challenges accessing employment and other services;

(viii) Providing an additional opportunity for public comment, if the final metropolitan transportation plan or TIP differs significantly from the version that was made available for public comment by the MPO and raises new material issues that interested parties could not reasonably have foreseen from the public involvement efforts;

(ix) Coordinating with the statewide transportation planning public involvement and consultation processes under subpart B of this part; and

(x) Periodically reviewing the effectiveness of the procedures and strategies contained in the participation plan to ensure a full and open participation process.

(2) When significant written and oral comments are received on the draft metropolitan transportation plan and TIP (including the financial plans) as a result of the participation process in this section or the interagency consultation process required under the EPA transportation conformity regulations (40 CFR part 93, subpart A), a summary, analysis, and report on the disposition of comments shall be made as part of the final metropolitan transportation plan and TIP.

(3) A minimum public comment period of 45 calendar days shall be provided before the initial or revised participation plan is adopted by the MPO. Copies of the approved participation plan shall be provided to the FHWA and the FTA for informational purposes and shall be posted on the World Wide Web, to the maximum extent practicable.

(b) In developing metropolitan transportation plans and TIPs, the MPO should consult with agencies and officials responsible for other planning activities within the MPA that are affected by transportation (including State and local planned growth, economic development, tourism, natural disaster risk reduction, environmental protection, airport operations, or freight movements) or coordinate its planning process (to the maximum extent practicable) with such planning activities. In addition, the MPO shall develop the metropolitan transportation plans and TIPs with due consideration of other related planning activities within the metropolitan area, and the process shall provide for the design and delivery of transportation services within the area that are provided by:

(1) Recipients of assistance under title 49 U.S.C. Chapter 53;

(2) Governmental agencies and non-profit organizations (including representatives of the agencies and organizations) that receive Federal assistance from a source other than the U.S. Department of Transportation to provide non-emergency transportation services; and

(3) Recipients of assistance under 23 U.S.C. 201-204.

(c) When the MPA includes Indian Tribal lands, the MPO shall appropriately involve the Indian Tribal government(s) in the development of the metropolitan transportation plan and the TIP.

(d) When the MPA includes Federal public lands, the MPO shall appropriately involve the Federal land management agencies in the development of the metropolitan transportation plan and the TIP.

(e) MPOs shall, to the extent practicable, develop a documented process(es) that outlines roles, responsibilities, and key decision points for consulting with other governments and agencies, as defined in paragraphs (b), (c), and (d) of this section, which may be included in the agreement(s) developed under § 450.314.

### **Executive Order 12898**

Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations

**February 11, 1994**

**Section 1-1. Implementation**

**1-101. Agency Responsibilities**

To the greatest extent practicable and permitted by law, and consistent with the principles set forth in the report on the National Performance Review, each Federal agency shall make achieving environmental justice part of its mission by identifying and addressing, as appropriate, disproportionately high and adverse human health or environmental effects of its programs, policies, and activities on minority populations and low-income populations in the United States and its territories and possessions, the District of Columbia, the Commonwealth of Puerto Rico, and the Commonwealth of the Mariana Islands.

**Title VI of the Federal Civil Rights Act of 1964**

**Sec. 2000d. Prohibition against exclusion from participation in, denial of benefits of, and discrimination under federally assisted programs on ground of race, color, or national origin**

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.

*(Pub. L. 88-352, title VI, Sec. 601, July 2, 1964, 78 Stat. 252.)*

**286.011 F.S.**

**Public meetings and records; public inspection; criminal and civil penalties.--**

(1) All meetings of any board or commission of any state agency or authority or of any agency or authority of any county, municipal corporation, or political subdivision, except as otherwise provided in the Constitution, at which official acts are to be taken are declared to be public meetings open to the public at all times, and no resolution, rule, or formal action shall be considered binding except as taken or made at such meeting. The board or commission must provide reasonable notice of all such meetings.

(2) The minutes of a meeting of any such board or commission of any such state agency or authority shall be promptly recorded, and such records shall be open to public inspection. The circuit courts of this state shall have jurisdiction to issue injunctions to enforce the purposes of this section upon application by any citizen of this state.

(3)(a) Any public officer who violates any provision of this section is guilty of a noncriminal infraction, punishable by fine not exceeding \$500.

(b) Any person who is a member of a board or commission or of any state agency or authority of any county, municipal corporation, or political subdivision who knowingly violates the provisions of this section by attending a meeting not held in accordance with the provisions hereof is guilty of a misdemeanor of the second degree, punishable as provided in s. [775.082](#) or s. [775.083](#).

(c) Conduct which occurs outside the state which would constitute a knowing violation of this section is a misdemeanor of the second degree, punishable as provided in s. [775.082](#) or s. [775.083](#).

(4) Whenever an action has been filed against any board or commission of any state agency or

authority or any agency or authority of any county, municipal corporation, or political subdivision to enforce the provisions of this section or to invalidate the actions of any such board, commission, agency, or authority, which action was taken in violation of this section, and the court determines that the defendant or defendants to such action acted in violation of this section, the court shall assess a reasonable attorney's fee against such agency, and may assess a reasonable attorney's fee against the individual filing such an action if the court finds it was filed in bad faith or was frivolous. Any fees so assessed may be assessed against the individual member or members of such board or commission; provided, that in any case where the board or commission seeks the advice of its attorney and such advice is followed, no such fees shall be assessed against the individual member or members of the board or commission. However, this subsection shall not apply to a state attorney or his or her duly authorized assistants or any officer charged with enforcing the provisions of this section.

(5) Whenever any board or commission of any state agency or authority or any agency or authority of any county, municipal corporation, or political subdivision appeals any court order which has found said board, commission, agency, or authority to have violated this section, and such order is affirmed, the court shall assess a reasonable attorney's fee for the appeal against such board, commission, agency, or authority. Any fees so assessed may be assessed against the individual member or members of such board or commission; provided, that in any case where the board or commission seeks the advice of its attorney and such advice is followed, no such fees shall be assessed against the individual member or members of the board or commission.

(6) All persons subject to subsection (1) are prohibited from holding meetings at any facility or location which discriminates on the basis of sex, age, race, creed, color, origin, or economic status or which operates in such a manner as to unreasonably restrict public access to such a facility.

(7) Whenever any member of any board or commission of any state agency or authority or any agency or authority of any county, municipal corporation, or political subdivision is charged with a violation of this section and is subsequently acquitted, the board or commission is authorized to reimburse said member for any portion of his or her reasonable attorney's fees.

(8) Notwithstanding the provisions of subsection (1), any board or commission of any state agency or authority or any agency or authority of any county, municipal corporation, or political subdivision, and the chief administrative or executive officer of the governmental entity, may meet in private with the entity's attorney to discuss pending litigation to which the entity is presently a party before a court or administrative agency, provided that the following conditions are met:

(a) The entity's attorney shall advise the entity at a public meeting that he or she desires advice concerning the litigation.

(b) The subject matter of the meeting shall be confined to settlement negotiations or strategy sessions related to litigation expenditures.

(c) The entire session shall be recorded by a certified court reporter. The reporter shall record the times of commencement and termination of the session, all discussion and proceedings, the names of all persons present at any time, and the names of all persons speaking. No portion of the session shall be off the record. The court reporter's notes shall be fully transcribed and filed with the entity's clerk within a reasonable time after the meeting.

(d) The entity shall give reasonable public notice of the time and date of the attorney-client session and the names of persons who will be attending the session. The session shall commence at an open meeting at which the persons chairing the meeting shall announce the commencement and estimated length of the attorney-client session and the names of the persons attending. At the conclusion of the attorney-client session, the meeting shall be reopened, and the person chairing the meeting shall announce the termination of the session.

(e) The transcript shall be made part of the public record upon conclusion of the litigation.

### **23 CFR § 450.104 Definitions.**

Unless otherwise specified, the definitions in [23 U.S.C. 101\(a\)](#) and 49 U.S.C. 5302 are applicable to this part.

*Administrative modification* means a minor [revision](#) to a long-range statewide or [metropolitan transportation plan](#), Transportation Improvement Program (TIP), or [Statewide Transportation Improvement Program](#) (STIP) that includes minor changes to project/project phase costs, minor changes to funding sources of previously included projects, and minor changes to project/project phase initiation dates. An [administrative modification](#) is a [revision](#) that does not require public review and comment, a redemonstration of fiscal constraint, or a [conformity](#) determination (in nonattainment and maintenance areas).

*Amendment* means a [revision](#) to a long-range statewide or [metropolitan transportation plan](#), TIP, or STIP that involves a major change to a project included in a [metropolitan transportation plan](#), TIP, or STIP, including the addition or deletion of a project or a major change in project cost, project/project phase initiation dates, or a major change in [design concept](#) or [design scope](#) (e.g., changing project termini or the number of through traffic lanes or changing the number of stations in the case of fixed guideway transit projects). Changes to projects that are included only for illustrative purposes do not require an [amendment](#). An [amendment](#) is a [revision](#) that requires public review and comment and a redemonstration of fiscal constraint. If an [amendment](#) involves “non-exempt” projects in nonattainment and maintenance areas, a [conformity](#) determination is required.

*Asset management* means a strategic and systematic process of operating, maintaining, and improving physical assets, with a focus on both engineering and economic analysis based upon quality information, to identify a structured sequence of maintenance, preservation, repair, rehabilitation, and replacement actions that will achieve and sustain a desired [state](#) of good repair over the lifecycle of the assets at minimum practicable cost.

*Attainment area* means any geographic area in which levels of a given criteria air pollutant (e.g., ozone, carbon monoxide, PM10, PM2.5, and nitrogen dioxide) meet the health-based National Ambient Air Quality Standards (NAAQS) for that pollutant. An area may be an [attainment area](#) for one pollutant and a [nonattainment area](#) for others. A “maintenance area” (see definition in this section) is not considered an [attainment area](#) for transportation planning purposes.

*Available funds* means funds derived from an existing source dedicated to or historically used for transportation purposes. For Federal funds, authorized and/or appropriated funds and the extrapolation of formula and discretionary funds at historic rates of increase are considered “available.” A similar approach may be used for [State](#) and local funds that are dedicated to or historically used for transportation purposes.

*Committed funds* means funds that have been dedicated or obligated for transportation purposes. For [State](#) funds that are not dedicated to transportation purposes, only those funds over which the [Governor](#) has control may be considered “committed.” Approval of a TIP by the [Governor](#) is considered a commitment of those funds over which the [Governor](#) has control. For local or private sources of funds not dedicated to or historically used for transportation purposes (including donations of property), a commitment in writing (e.g., letter of intent) by the responsible official or body having control of the funds may be considered a commitment. For projects involving [49 U.S.C. 5309](#) funding, execution of a Full Funding Grant Agreement (or equivalent) or an Expedited Grant Agreement (or equivalent) with the DOT shall be considered a multiyear commitment of Federal funds.

*Conformity* means a [Clean Air Act \(42 U.S.C. 7506\(c\)\)](#) requirement that ensures that Federal funding and approval are given to transportation plans, programs and projects that are consistent with the air quality goals established by a [State](#) Implementation Plan (SIP). [Conformity](#) to the purpose of the

SIP means that transportation activities will not cause new air quality violations, worsen existing violations, or delay timely attainment of the NAAQS or any required interim emission reductions or other milestones in any nonattainment or [maintenance area](#). The transportation [conformity](#) regulations ([40 CFR part 93](#), subpart A) sets forth policy, criteria, and procedures for demonstrating and assuring [conformity](#) of transportation activities.

*Conformity lapse* means, pursuant to section 176(c) of the [Clean Air Act \(42 U.S.C. 7506\(c\)\)](#), as amended, that the [conformity](#) determination for a [metropolitan transportation plan](#) or TIP has expired and thus there is no currently conforming [metropolitan transportation plan](#) or TIP.

*Congestion Management Process* means a systematic approach required in transportation management areas (TMAs) that provides for effective management and operation, based on a cooperatively developed and implemented metropolitan-wide strategy, of new and existing transportation facilities eligible for funding under title 23 U.S.C., and title 49 U.S.C., through the use of travel demand reduction and operational management strategies.

*Consideration* means that one or more parties takes into account the opinions, action, and relevant information from other parties in making a decision or determining a course of action.

*Consultation* means that one or more parties confer with other identified parties in accordance with an established process and, prior to taking action(s), considers the views of the other parties and periodically informs them about action(s) taken. This definition does not apply to the “consultation” performed by the [States](#) and the Metropolitan Planning Organizations (MPOs) in comparing the [long-range statewide transportation plan](#) and the [metropolitan transportation plan](#), respectively, to [State](#) and tribal conservation plans or maps or inventories of natural or historic [resources](#) (see [section 450.216\(j\)](#) and [sections 450.324\(g\)\(1\) and \(g\)\(2\)](#)).

*Cooperation* means that the parties involved in carrying out the transportation planning and programming processes work together to achieve a common goal or objective.

*Coordinated public transit-human services transportation plan* means a locally developed, coordinated transportation plan that identifies the transportation needs of individuals with disabilities, older adults, and people with low incomes, provides strategies for meeting those local needs, and prioritizes transportation services for funding and implementation.

*Coordination* means the cooperative development of plans, programs, and schedules among agencies and entities with legal standing and adjustment of such plans, programs, and schedules to achieve general consistency, as appropriate.

*Design concept* means the type of facility identified for a transportation improvement project (e.g., freeway, expressway, arterial highway, grade-separated highway, toll road, reserved right-of-way rail transit, mixed-traffic rail transit, or busway).

*Design scope* means the aspects that will affect the proposed facility's impact on the region, usually as they relate to vehicle or person carrying capacity and control (e.g., number of lanes or tracks to be constructed or added, length of project, signalization, safety features, access control including approximate number and location of interchanges, or preferential treatment for high-occupancy vehicles).

*Designated recipient* means an entity designated, in accordance with the planning process under [49 U.S.C. 5303](#) and [5304](#), by the [Governor](#) of a [State](#), responsible local officials, and publicly owned operators of public transportation, to receive and apportion amounts under [49 U.S.C. 5336](#) that are attributable to urbanized areas of 200,000 or more in population, or a [State](#) or regional authority if the authority is responsible under the laws of a [State](#) for a capital project and for financing and directly providing public transportation.

*Environmental mitigation activities* means strategies, policies, programs, and actions that, over time, will serve to avoid, minimize, rectify, reduce or eliminate impacts to environmental [resources](#) associated with the implementation of a [long-range statewide](#)

[transportation plan](#) or [metropolitan transportation plan](#).

*Expedited Grant Agreement* (EGA) means a contract that defines the scope of a Small Starts project, the Federal financial contribution, and other terms and conditions, in accordance with [49 U.S.C. 5309\(h\)\(7\)](#).

*Federal land management agency* means units of the Federal Government currently responsible for the administration of public lands (e.g., U.S. Forest Service, U.S. Fish and Wildlife Service, Bureau of Land Management, and the National Park Service).

*Federally funded non-emergency transportation services* means transportation services provided to the general public, including those with special transport needs, by public transit, private non-profit service providers, and private third-party contractors to public agencies.

*Financial plan* means documentation required to be included with a [metropolitan transportation plan](#) and TIP (and optional for the [long-range statewide transportation plan](#) and STIP) that demonstrates the consistency between reasonably available and projected sources of Federal, [State](#), local, and private revenues and the costs of implementing proposed transportation system improvements.

*Financially constrained or Fiscal constraint* means that the [metropolitan transportation plan](#), TIP, and STIP includes sufficient financial information for demonstrating that projects in the [metropolitan transportation plan](#), TIP, and STIP can be implemented using committed, available, or reasonably available revenue sources, with reasonable assurance that the federally supported transportation system is being adequately operated and maintained. For the TIP and the STIP, financial constraint/fiscal constraint applies to each program year. Additionally, projects in air quality nonattainment and [maintenance areas](#) can be included in the first 2 years of the TIP and STIP only if funds are “available” or “committed.”

*Freight shippers* means any entity that routinely transport cargo from one location to another by providers of freight transportation services or by their own operations, involving one or more travel modes.

*Full Funding Grant Agreement* (FFGA) means an instrument that defines the scope of a project, the Federal financial contribution, and other terms and conditions for funding New Starts projects as required by [49 U.S.C. 5309\(k\)\(2\)](#).

*Governor* means the [Governor](#) of any of the 50 [States](#) or the Commonwealth of Puerto [Rico](#) or the Mayor of the District of Columbia.

*Highway Safety Improvement Program* (HSIP) means a [State](#) safety program with the purpose to reduce fatalities and serious injuries on all [public roads](#) through the implementation of the provisions of [23 U.S.C. 130](#), [148](#), and [150](#) including the development of a [Strategic Highway Safety Plan](#) (SHSP), Railway-Highway Crossings Program, and program of highway safety improvement projects.

*Illustrative project* means an additional transportation project that may be included in a [financial plan](#) for a [metropolitan transportation plan](#), TIP, or STIP if reasonable additional [resources](#) were to become available.

*Indian Tribal government* means a duly formed governing body for an Indian or Alaska Native tribe, band, nation, pueblo, village, or community that the Secretary of the Interior acknowledges to exist as an Indian Tribe pursuant to the [Federally Recognized Indian Tribe List Act of 1994](#), [Public Law 103-454](#).

*Intelligent Transportation System* (ITS) means electronics, photonics, communications, or information processing used singly or in combination to improve the efficiency or safety of a surface transportation system.

*Interim metropolitan transportation plan* means a transportation plan composed of projects eligible to proceed under a [conformity lapse](#) and otherwise meeting all other applicable provisions of this

part, including approval by the [MPO](#).

*Interim Transportation Improvement Program (TIP)* means a TIP composed of projects eligible to proceed under a [conformity lapse](#) and otherwise meeting all other applicable provisions of this part, including approval by the [MPO](#) and the [Governor](#).

*Long-range statewide transportation plan* means the official, statewide, multimodal, transportation plan covering a period of no less than 20 years developed through the statewide transportation planning process.

*Maintenance area* means any geographic region of the United [States](#) that the Environmental Protection Agency (EPA) previously designated as a [nonattainment area](#) for one or more pollutants pursuant to the [Clean Air Act Amendments of 1990](#), and subsequently redesignated as an [attainment area](#) subject to the requirement to develop a maintenance plan under section 175A of the [Clean Air Act](#), as amended ([42 U.S.C. 7505a](#)).

*Management system* means a systematic process, designed to assist decision makers in selecting cost effective strategies/actions to improve the efficiency or safety of, and protect the investment in the nation's infrastructure. A [management system](#) can include: Identification of performance measures; data collection and analysis; determination of needs; evaluation and selection of appropriate strategies/actions to address the needs; and evaluation of the effectiveness of the implemented strategies/actions.

*Metropolitan planning agreement* means a written agreement between the [MPO](#), the State(s), and the providers of public transportation serving the metropolitan planning area that describes how they will work cooperatively to meet their mutual responsibilities in carrying out the metropolitan transportation planning process.

*Metropolitan planning area (MPA)* means the geographic area determined by agreement between the [MPO](#) for the area and the [Governor](#), in which the metropolitan transportation planning process is carried out.

*Metropolitan Planning Organization (MPO)* means the policy board of an organization created and designated to carry out the metropolitan transportation planning process.

*Metropolitan transportation plan* means the official multimodal transportation plan addressing no less than a 20-year planning horizon that the [MPO](#) develops, adopts, and [updates](#) through the metropolitan transportation planning process.

*National Ambient Air Quality Standard (NAAQS)* means those standards established pursuant to section 109 of the [Clean Air Act](#) ([42 U.S.C. 7409](#)).

*Nonattainment area* means any geographic region of the United [States](#) that EPA designates as a [nonattainment area](#) under section 107 of the [Clean Air Act](#) ([42 U.S.C. 7407](#)) for any pollutants for which an NAAQS exists.

*Nonmetropolitan area* means a geographic area outside a designated metropolitan planning area.

*Nonmetropolitan local officials* means elected and appointed officials of general purpose local government in a [nonmetropolitan area](#) with responsibility for transportation.

*Obligated projects* means strategies and projects funded under title 23 U.S.C. and title [49 U.S.C. Chapter 53](#) for which the [State](#) or [designated recipient](#) authorized and committed the supporting Federal funds in preceding or current program years, and authorized by the FHWA or awarded as a grant by the FTA.

*Operational and management strategies* means actions and strategies aimed at improving the performance of existing and planned transportation facilities to relieve congestion and maximize the safety and mobility of people and goods.

*Performance measure* refers to "Measure" as defined in [23 CFR 490.101](#).

*Performance metric* refers to "Metric" as defined in [23 CFR 490.101](#).

*Performance target* refers to "Target" as defined in [23 CFR 490.101](#).

*Project selection* means the procedures followed by MPOs, States, and [public transportation operators](#) to advance projects from the first 4 years of an approved TIP and/or STIP to implementation, in accordance with agreed upon procedures.

*Provider of freight transportation services* means any entity that transports or otherwise facilitates the movement of cargo from one location to another for others or for itself.

*Public transportation agency safety plan* means a comprehensive plan established by a [State](#) or recipient of funds under Title 49, Chapter 53 and in accordance with [49 U.S.C. 5329\(d\)](#).

*Public transportation operator* means the public entity or government-approved authority that participates in the continuing, cooperative, and comprehensive transportation planning process in accordance with [23 U.S.C. 134](#) and [135](#) and 49 U.S.C. 5303 and 5304, and is a recipient of Federal funds under title [49 U.S.C. Chapter 53](#) for transportation by a conveyance that provides regular and continuing general or special transportation to the public, but does not include sightseeing, school bus, charter, certain types of shuttle service, intercity bus transportation, or intercity passenger rail transportation provided by Amtrak.

*Regional ITS architecture* means a regional framework for ensuring institutional agreement and technical integration for the implementation of ITS projects or groups of projects.

*Regionally significant project* means a transportation project (other than projects that may be grouped in the TIP and/or STIP or exempt projects as defined in EPA's transportation [conformity](#) regulations ([40 CFR part 93](#), subpart A)) that is on a facility that serves regional transportation needs (such as access to and from the area outside the region; major activity centers in the region; major planned developments such as new retail malls, sports complexes, or employment centers; or transportation terminals) and would normally be included in the modeling of the metropolitan area's transportation network. At a minimum, this includes all principal arterial highways and all fixed guideway transit facilities that offer an alternative to regional highway travel.

*Regional Transportation Planning Organization (RTPO)* means a policy board of [nonmetropolitan local officials](#) or their designees created to carry out the regional transportation planning process.

*Revision* means a change to a long-range statewide or [metropolitan transportation plan](#), TIP, or STIP that occurs between scheduled periodic updates. A major [revision](#) is an "amendment" while a minor [revision](#) is an "administrative modification."

*Scenario planning* means a planning process that evaluates the effects of alternative policies, plans and/or programs on the future of a community or region. This activity should provide information to decision makers as they develop the transportation plan.

*State* means any one of the 50 States, the District of Columbia, or Puerto Rico.

*State Implementation Plan (SIP)* means, as defined in section 302(q) of the [Clean Air Act \(CAA\)](#) ([42 U.S.C. 7602\(q\)](#)), the portion (or portions) of the implementation plan, or most recent [revision](#) thereof, which has been approved under section 110 of the CAA ([42 U.S.C. 7410](#)), or promulgated under section 110(c) of the CAA ([42 U.S.C. 7410\(c\)](#)), or promulgated or approved pursuant to regulations promulgated under section 301(d) of the CAA ([42 U.S.C. 7601\(d\)](#)) and which implements the relevant requirements of the CAA.

*Statewide Transportation Improvement Program (STIP)* means a statewide prioritized listing/program of transportation projects covering a period of 4 years that is consistent with the [long-range statewide transportation plan](#), metropolitan transportation plans, and TIPs, and required for projects to be eligible for funding under title 23 U.S.C. and title [49 U.S.C. Chapter 53](#).

*Strategic Highway Safety Plan* means a comprehensive, multiyear, data-driven plan, developed by a [State](#) DOT in accordance with the [23 U.S.C. 148](#).

*Transit Asset Management Plan* means a plan that includes an inventory of capital assets, a condition assessment of inventoried assets, a decision support tool, and a prioritization of investments.

*Transit Asset Management System* means a strategic and systematic process of operating, maintaining, and improving public transportation capital assets effectively, throughout the life cycles of those assets.

*Transportation Control Measure (TCM)* means any measure that is specifically identified and committed to in the applicable SIP, including a substitute or additional TCM that is incorporated into the applicable SIP through the process established in CAA section 176(c)(8), that is either one of the types listed in section 108 of the CAA ([42 U.S.C. 7408](#)) or any other measure for the purpose of reducing emissions or concentrations of air pollutants from transportation sources by reducing vehicle use or changing traffic flow or congestion conditions. Notwithstanding the above, vehicle technology-based, fuel-based, and maintenance-based measures that control the emissions from vehicles under fixed traffic conditions are not TCMs.

*Transportation improvement program (TIP)* means a prioritized listing/program of transportation projects covering a period of 4 years that is developed and formally adopted by an [MPO](#) as part of the metropolitan transportation planning process, consistent with the [metropolitan transportation plan](#), and required for projects to be eligible for funding under title 23 U.S.C. and title [49 U.S.C. chapter 53](#).

*Transportation Management Area (TMA)* means an urbanized area with a population over 200,000, as defined by the Bureau of the Census and designated by the Secretary of Transportation, or any additional area where TMA designation is requested by the [Governor](#) and the [MPO](#) and designated by the Secretary of Transportation.

*Unified Planning Work Program (UPWP)* means a statement of work identifying the planning priorities and activities to be carried out within a metropolitan planning area. At a minimum, a UPWP includes a description of the planning work and resulting products, who will perform the work, time frames for completing the work, the cost of the work, and the source(s) of funds.

*Update* means making current a [long-range statewide transportation plan](#), [metropolitan transportation plan](#), TIP, or STIP through a comprehensive review. [Updates](#) require public review and comment, a 20-year horizon for [metropolitan transportation plans](#) and long-range statewide transportation plans, a 4-year program period for TIPs and STIPs, demonstration of fiscal constraint (except for long-range statewide transportation plans), and a [conformity](#) determination (for [metropolitan transportation plans](#) and TIPs in nonattainment and maintenance areas).

*Urbanized area (UZA)* means a geographic area with a population of 50,000 or more, as designated by the Bureau of the Census.

*Users of public transportation* means any person, or groups representing such persons, who use transportation open to the general public, other than taxis and other privately funded and operated vehicles.

*Visualization techniques* means methods used by [States](#) and [MPOs](#) in the development of transportation plans and programs with the public, elected and appointed officials, and other stakeholders in a clear and easily accessible format such as GIS- or web-based surveys, inventories, maps, pictures, and/or displays identifying features such as roadway rights of way, transit, intermodal, and non-motorized transportation facilities, historic and cultural [resources](#), natural [resources](#), and environmentally sensitive areas, to promote improved understanding of existing or proposed transportation plans and programs.

**APPENDIX 2.**

**Incorporation of FDOT Public Involvement Handbook references  
into the MPO Public Participation Plan**

<b>FDOT Public Involvement Handbook Objectives</b>	<b>MPO Public Participation Plan Page Number</b>
Early and continuous public participation	10, 16
Inclusionary practices in activities and notification	5, 6, 10, 11, 17-19
Consideration of the needs of the traditionally underserved and transportation disadvantaged	11, 12, 14, 15
Collaboration with other agencies, local governments, private sector transportation entities, and non-MPO officials	5, 11, 12, 16
Convenient meeting times and locations	5, 6, 15, 17
Reasonable access to information	5, 6, 11, 12, 13, 17-19
Timely notice of public participation activities, including appropriate review and comment periods	6, 10, 13, 14
Acknowledgement and consideration of public comments	12 - 14

**Appendix 3. MPO Public Participation and Objective Achievement 2016**

	<b>Total Community Participation</b>	<b>Minority Community Participation</b>
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<b>MPO and its Committees</b>		
MPO and Advisory Committee Meetings	34	12
MPO and Advisory Committee Meeting Comments	25	5
Community Traffic Safety Team	48	14
Bike Walk Indian River County Meetings	100	10
<i>Total Participation</i>	207	41
<i>Objectives Achieved?</i>	Y	

<b>MPO Projects</b>		
Martin Luther King Trail Opening Ceremony	75	52
Wabasso Neighborhood Meetings	45	41
L RTP Survey	285	N/A
L RTP Workshops	170	48
Fellsmere Property Owners Association Meeting	37	2
<i>Total Participation</i>	612	143
<i>Objectives Achieved?</i>	Y	

<b>MPO Activities</b>		
Bike Rodeos (School)	2915	1399
Bike Rodeos (Public)	450	216
Bike Safety Pre-K	3225	1548
Walk to School/Bike To School Days	200	96
<i>Total Participation</i>	6790	3259
<i>Objectives Achieved?</i>	Y	
<b><i>Total Participation, Meetings, Projects, and Activities</i></b>	<b>7609</b>	<b>3443</b>

<b>Other Outreach Efforts</b>		
Radio programs, newspaper coverage	5	
MPO Correspondence Received	420	
MPO Newsletters Distributed	500	
MPO Website Hits	715,274	
<b>Total Contacts</b>	<b>723,808</b>	