



Florida Department of Transportation

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MIKE DEW
SECRETARY

February Project Status Updates
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LAKE COUNTY CONSTRUCTION IN PROGRESS

238275-2-52-01 SR 46 from West of US 441 to East of Vista View Lane (Section 3B)
238275-3-52-01 SR 46 from East of Vista View Lane to East of Round Lake Road (Section 3A)
SR 46/US 441 interchange reconstruction
Project cost: \$32.8M
Contractor: GLF Construction
Work began: October 28, 2017
Estimated completion date: March 2020
Percent complete: 12%
LANE CLOSURE: No Lane closures anticipated

238319-2-52-01 SR 19 Over Little Lake Harris Bridge #110026
New bridge construction/approach, drainage system, pond construction, privacy wall, signing and pavement marking, lighting, sidewalk, driveway
Project cost: \$22.2M
Contractor: Leware Construction Company of Florida, Inc.
Work began: June 15, 2017 (D/B Team started working on design; actual construction starts 10/2017)
Estimated completion date: February 2020
Percent complete: 24%
LANE CLOSURE: No lane closures anticipated

238422-1-52-01 SR 25/US 27 from N. Boggy Marsh Road to N. of Lake Louisa Road
Add lanes and reconstruct
Project cost: \$37.7M
Contractor: Ranger Construction
Work began: February 14, 2016
Estimated completion date: November 16, 2018
Percent complete: 72%
LANE CLOSURES: March 5th, 2017 to October 1st, 2018
Two inside northbound lane closures on US 27 from south of Margaux Drive to north of Lake Louisa Road for 24 hours a day.

430651-1-52-01 SR 44 from SR 25/US 27/14th Street to SR 500 (US 441)
Resurfacing of the roadway pavement, sidewalk improvements, and the addition of a median separating opposing traffic directions
Project cost: \$2.9M
Contractor: D.A.B. Constructors, Inc.
Work began: September 9, 2017
Estimated completion date: April 11, 2018
Percent complete: 70%
LANE CLOSURES: February 4-February 10, 2017 – 7am to 5pm
Median closure for concrete work, planter installation and milling.

434407-1-52-01 US 27 from CR 561 to North of O'Brien Road

Milling and resurfacing

Project cost: \$6.9M

Contractor: D.A.B. Constructors, Inc.

Work began: December 14, 2017

Estimated completion date: January 26, 2019

Percent complete: 13%

LANE CLOSURES: No lane closures anticipated

433673-1-52-01 Tav-Lee Train Extension

Project cost: \$0.6M

Contractor: Atlantic Civil Constructors Corp.

Work began: January 25, 2018

Estimated completion date: September 22, 2018

Percent complete: 5%

LANE CLOSURES: N/A

432333-1-52-01 SR 25/500 (US 441) from Avenida Central/Griffin Avenue to Sumter County Line

Milling and resurfacing

Estimated completion date: Complete

**SUMTER COUNTY
CONSTRUCTION IN PROGRESS**

242626-3-52-01 I-75 from South of CR 470 to SR 91 (FL Turnpike) in Sumter County

Widening of 4-lane divided Highway to 6-lane divided Highway (7.59 miles)

Project cost: \$43.3M

Contractor: D.A.B. Constructors, Inc.

Time/work began: February 26, 2015

Estimated completion date: February 28, 2018

Percent complete: 99%

LANE CLOSURES: February 5-February 6, 2018 – 8:00 p.m. to 7:00 a.m. Northbound outside lane closure at Exit 321 to mill and pave asphalt.

February 6-February 7, 2018 – 8:00 p.m. to 7:00 a.m. Northbound off-ramp closure at Exit 32 to pave. Detour will be in effect.

435662-1-52-01 SR 471 from S. of Unnamed Canal to S. of Little Withlacoochee River

Resurfacing

Estimated completion date: Complete



CONSTRUCTION UPDATE



SUMTER COUNTY

FLORIDA'S TURNPIKE AND I-75 INTERCHANGE IMPROVEMENTS

PROJECT DESCRIPTION: This road widening and improvement project will increase capacity and improve traffic operations at the I-75 interchanges with Florida's Turnpike and SR 44. It includes widening I-75 from two lanes to four lanes through the northbound Turnpike/I-75 interchange and widening the northbound Turnpike from two lanes to three lanes where it ties into I-75. A new flyover entrance ramp from SR 44 to the southbound Turnpike will be constructed, and a new flyover exit ramp from northbound I-75 to SR 44 will be constructed. Work also includes replacing the flyover bridge from southbound I-75 to the southbound Turnpike and I-75, and major drainage improvements. This \$68.5 million-dollar project is expected to be complete in winter 2019.



Peloton runs 1,000-mile test of platooning trucks in Florida **Elizabeth Landrum, American Shipper**

Automation technology company Peloton Technology, in collaboration with the Florida Department of Transportation, ran a demonstration of its platooning Class 8 trucks during the State of Florida's Driver-Assistive Truck Platooning Pilot Project on the Florida Turnpike, according to a report from industry news outlet the Commercial Carrier Journal.

The two Peloton-equipped Volvo VNL670 Class 8 trucks logged more than 1,000 miles while demonstrating linked collision avoidance capabilities at a distance of 65 feet, said CCJ.

Peloton's system requires drivers to be in full control of steering and remain actively engaged in driving. The system links the trucks to coordinate their speeds and maintain a safe, aerodynamic following distance. For drivers, the system has similarities to Adaptive Cruise Control, radar-enhanced cruise control which is in use today in hundreds of thousands of cars and trucks, said CCJ.

Peloton co-founder and vice president of external affairs, Steve Boyd, said the two drivers in the demonstration benefited from connected safety systems and enhanced driver-to-driver communication while achieving high levels of aerodynamic fuel savings.

"The demonstrations this week were very successful, and we look forward to working with the Florida transportation agencies, the Florida Trucking Association, major fleets and others as we bring this safety and efficiency technology to the Sunshine State," said Boyd. "We want to thank the Governor, Legislature and State agencies for their leadership in allowing for the demonstration and advancement of innovative technologies that can bring enhanced safety, efficiency and mobility to both Florida and the nation."

Tom Byron, assistant secretary of strategic development for the Florida Department of Transportation, also said that vehicle platooning offers a competitive advantage for Florida. "We welcome this and other opportunities to test connected vehicle systems and other advanced transportation concepts that will improve roadway safety and bring new economic opportunities to the region," he said.

According to CCJ, nine states have confirmed allowance for commercial deployment of driver-assistive truck platooning, including Arkansas, Georgia, Michigan, Nevada, North Carolina, Ohio, South Carolina, Tennessee, and Texas. Additional states are considering confirming allowance in 2018.

This week's successful truck platooning demonstrations set the stage for the state of Florida to consider joining others in allowing full commercial deployment.

Looking ahead to 2018, Peloton Technology says it will continue its work with Florida transportation leaders on the path to bringing its safety and efficiency solution into commercial operation in the state.

Successful Florida test bolsters platooning's use case

Maria Theresa Dalagan, FreightWaves

The State of Florida's Driver Assistive Truck Platooning Pilot Project and Peloton Technology's Volvo VNL670 Class 8 trucks have successfully logged more than 1,000 miles in platoon testing in the state, according to reports. The demonstration test was conducted in partnership with the Florida Department of Transportation (FDOT), Florida Department of Highway Safety and Motor Vehicles and Florida's Turnpike Enterprise.

Peloton provided the advanced driver-assistance systems to link the Volvo models. The Class 8 trucks traveled 65 feet apart, similar to a demonstration that Peloton made along Interstate 96 in Lansing, MI.

While an earlier presentation revealed how FDOT started planning a platooning test back in 2016, the project finally started moving after passage of Florida House Bill 7027 that mandates "The Department of Transportation, in consultation with the Department of Highway Safety and Motor Vehicles, shall study the use and safe operation of driver-assistive truck platooning technology, as defined in s.316.003, Florida Statutes, for the purpose of developing a pilot project to test vehicles that are equipped to operate using driver-assistive truck platooning technology."

Peloton's system requires drivers of each truck to be in full control of steering and remain actively engaged in driving. The system links the active safety systems of class 8 trucks, enabling pairs of trucks to coordinate their speeds and maintain a safe, aerodynamic following distance.

Peloton co-founder Steve Boyd viewed the project as successful. "We want to thank the governor, legislature and state agencies for their leadership in allowing for the demonstration and advancement of innovative technologies that can bring enhanced safety, efficiency and mobility to both Florida and the nation."

The environmental and economic benefits needed for improved mobility made vehicle platooning more competitive, according to FDOT's assistant secretary of strategic development, Tom Byron. "We welcome this and other opportunities to test connected vehicle systems and other advanced transportation concepts that will improve roadway safety and bring new economic opportunities to the region."

Nine states have confirmed participation, but Michigan and Florida have completed demonstrations. The other states yet to report any platooning demonstrations are Arkansas, Nevada, Georgia, North Carolina, South Carolina, Ohio, Tennessee and Texas.

SUMTER COUNTY COORDINATED TRANSPORTATION SYSTEM

MONTHLY REPORT

PERIOD COVERED: 2017-2018

	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	TOTAL	%
ONE-WAY PASSENGER TRIPS														
SCT / RIDE RIGHT	1,352	1,825	1,406	3,009	2,695	2,439							12,726	35.4%
SUMTER COUNTY YOUTH CENTER	-	1,975	1,753	2,643	2,364	1,829							10,564	29.4%
SERVICE ROUTE-ORANGE	187	185	133	167	164	209							1,045	2.9%
SERVICE ROUTE-WILDWOOD CIRCULATOR	90	80	99	93	120	119							601	1.7%
WRAP PROGRAM TRIPS	679	732	417	6	1	1							1,836	5.1%
MFCS-SENIOR TRIPS	285	358	160	334	350	364							1,851	5.1%
TOTAL	2,593	5,155	3,968	6,252	5,694	4,961	-	-	-	-	-	-	28,623	79.5%
CONTRACT PROVIDERS														
SCARC-TRIPS	1,484	1,756	945	1,294	1,132	751							7,362	20.5%
TOTAL COORDINATED SYSTEM TRIP COUNT	4,077	6,911	4,913	7,546	6,826	5,712	-	-	-	-	-	-	35,985	100.0%
PARATRANSIT BILLING CODES W/ESCORTS														
AMBULATORY IN COUNTY	3,330	6,063	4,249	6,724	5,898	4,823							31,087	81.7%
AMBULATORY OUT OF COUNTY	200	222	150	191	235	206							1,204	4.9%
WHEELCHAIR IN COUNTY	255	326	235	312	334	327							1,789	6.3%
WHEELCHAIR OUT OF COUNTY	15	35	47	59	75	28							259	0.4%
DEVIATED FIXED ROUTES COMBINED	277	265	232	260	284	328	-	-	-	-	-	-	1,646	6.8%
TOTAL	4,077	6,911	4,913	7,546	6,826	5,712	-	-	-	-	-	-	35,985	100.0%
FUNDING SOURCES														
CTD SPONSORED	1,021	1,389	1,203	2,019	1,822	1,683							9,137	25.4%
PUBLIC	1,287	3,408	2,605	3,899	3,522	2,914							17,635	49.0%
MFCS CONTRACT TRIPS	285	358	160	334	350	364	-	-	-	-	-	-	1,851	5.1%
SCARC CONTRACT SERVICE	1,484	1,756	945	1,294	1,132	751	-	-	-	-	-	-	7,362	20.5%
TOTAL	4,077	6,911	4,913	7,546	6,826	5,712	-	-	-	-	-	-	35,985	100.0%
PASSENGER TYPES														
ELDERLY (60+)	1,705	2,070	1,310	2,016	1,891	1,929	-	-	-	-	-	-	10,921	30.3%
LOW-INCOME	953	1,175	707	1,197	1,136	1,083							6,251	
DISABLED	132	188	186	242	250	246							1,244	
LOW-INCOME & DISABLED	527	623	325	485	425	493							2,878	
OTHER (SHUTTLE)	93	84	92	92	80	107							548	
CHILDREN (<15)	69	2,080	1,859	2,801	2,485	1,948	-	-	-	-	-	-	11,242	31.2%
LOW-INCOME	33	2,060	1,849	2,785	2,470	1,917							11,114	
DISABLED	0	0	0	0	0	0	0	0	0	0	0	0	-	
LOW-INCOME & DISABLED	0	0	0	0	0	0	0	0	0	0	0	0	-	
OTHER (SHUTTLE)	36	20	10	16	15	31							128	
DISABLED (ALL AGES)	1,759	2,102	1,234	1,676	1,526	1,121	-	-	-	-	-	-	9,418	26.2%
OTHER (16-59)	2,303	2,761	1,744	2,729	2,450	1,835	-	-	-	-	-	-	13,822	38.4%
LOW-INCOME	1,105	1,353	936	1,683	1,460	1,320							7,857	
DISABLED	143	158	103	140	143	124							811	
LOW-INCOME & DISABLED	957	1,133	620	809	708	258							4,485	
OTHER (SHUTTLE)	98	117	85	97	139	133							669	
TOTAL	4,077	6,911	4,913	7,546	6,826	5,712	-	-	-	-	-	-	35,985	100.0%
TRIP PURPOSE														
MEDICAL	548	639	486	602	630	575							3,480	9.7%
EMPLOYMENT	1,411	1,556	824	1,235	3,381	822							9,229	25.6%
EDUCATION/TRAINING	1,062	1,518	973	1,815	1,508	1,220							8,096	22.5%
NUTRITIONAL	548	616	400	604	629	716							3,513	9.8%
LIFE-SUSTAINING/OTHER (SCYC)	508	2,582	2,230	3,290	678	2,379							11,667	32.4%
TOTAL	4,077	6,911	4,913	7,546	6,826	5,712	-	-	-	-	-	-	35,985	100.0%
UNDUPLICATED CUSTOMERS	410	486	440	376	433	342							2,487	
UNMET TRIP REQUEST	-	-	-	-	-	-	-	-	-	-	-	-	-	-
MEDICAL	-	-	-	-	-	-	-	-	-	-	-	-	-	-
EMPLOYMENT	-	-	-	-	-	-	-	-	-	-	-	-	-	-
EDUCATION/TRAINING	-	-	-	-	-	-	-	-	-	-	-	-	-	-
NUTRITIONAL	-	-	-	-	-	-	-	-	-	-	-	-	-	-
LIFE-SUSTAINING/OTHER PURPOSE	-	-	-	-	-	-	-	-	-	-	-	-	-	-
DENIAL REASON FOR UNMET TRIPS	-	-	-	-	-	-	-	-	-	-	-	-	-	-
LACK OF FUNDING	-	-	-	-	-	-	-	-	-	-	-	-	-	-
VEHICLE AVAILABILITY	-	-	-	-	-	-	-	-	-	-	-	-	-	-
DRIVER AVAILABILITY	-	-	-	-	-	-	-	-	-	-	-	-	-	-
OUTSIDE OF SERVICE AREA	-	-	-	-	-	-	-	-	-	-	-	-	-	-
OTHER	-	-	-	-	-	-	-	-	-	-	-	-	-	-
PASSENGER NO SHOWS	28	32	38	45	60	53							256	
VEHICLE MILES-COORDINATED SYSTEM	40,221	45,364	34,475	40,601	37,378	38,331	-	-	-	-	-	-	236,370	
REVENUE MILES-COORDINATED SYSTEM	31,661	35,499	24,355	31,556	30,400	27,178	-	-	-	-	-	-	180,650	
RIDE RIGHT VEHICLE MILES	35,773	40,231	31,538	38,237	34,975	36,407							217,161	
RIDE RIGHT REVENUE MILES	28,592	31,957	22,328	29,925	28,742	25,850							167,395	

SCARC VEHICLE MILES	4,448	5,133	2,937	2,364	2,403	1,924						19,209
SCARC REVENUE MILES	3,069	3,542	2,027	1,631	1,658	1,328						13,255
ON TIME PERFORMANCE	97.33%	97.00%	96.33%	95.83%	99.00%	98.67%						97.36%
NUMBER OF ROADCALLS	3	2	1	0	0	1						7
NUMBER OF ACCIDENTS (P= Preventable / N= Non-preventable)	0	0	0	0	0	0						-
NUMBER OF VEHICLES	22	22	22	22	23	20						22
NUMBER OF PHONE CALLS	2,061	2,329	1,768	2,238	2,045	1,758						12,199
AVERAGE HOLD TIME	0:00:01	00.00.02	00.00.01	00.00.01	00.00.02	00.00.01						0:00:01
COMPLAINTS	-	-	-	-	-	1						1
SERVICE	-	-	-	-	-	-						0
POLICY	-	-	-	-	-	-						0
VEHICLE	-	-	-	-	-	-						0
OTHER	-	-	-	-	-	-						0
COMPLIMENTS	5	11	7	15	19	12						69

SUMTER COUNTY TRANSIT

	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
INVOICE AMOUNT	\$92,223.88	\$64,947.23	\$104,116.46	\$95,761.99	\$87,794.04
COMPLETED TRIPS	5155	3968	6252	5694	4961
VEHICLE MILES	40,231	31,538	38,237	34,975	36,407
ACCIDENTS - CONTRACT STANDARD 1.4 PER 100,000 MILES	0	0	0	0	0
ON TIME PERFORMANCE - CONTRACT STANDARD 92%	97.00%	96.33%	95.83%	99.00%	98.67%
CALL HOLD TIMES	1 SECOND	1 SECOND	1 SECOND	2 SECONDS	1 SECOND
PASSENGER TRIPS PER HOUR - STANDARD 1.71	1.96	1.75	2.52	2.1	1.98
COST PER MILE - STANDARD \$2.70	\$2.36	\$2.15	\$2.73	\$2.73	\$2.41
COST PER TRIP - STANDARD \$23.22	\$18.42	\$17.06	\$17.23	\$17.41	\$18.33
COMPLIMENTS	11	7	15	19	12
COMPLAINTS	0	0	0	0	1

BOCC/SUMTER COUNTY TRANSIT DID NOT RECEIVE ANY OMBUDSMAN COMPLAINTS THIS REPORTING PERIOD.

**LAKE ~ SUMTER MPO
FOR
FEBRUARY 28, 2018**



Prepared by:

**Lake County Transit Division
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Fruitland Park, FL 34731
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LAKE COUNTY
FLORIDA

LAKE COUNTY CONNECTION RIDERSHIP FISCAL YEAR COMPARISON

FEBRUARY 28, 2018
FY 17-18

Trips per Month FY 16-17

Oct-16	Nov-16	Dec-16	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17	Total
6,511	7,049	6,971	6,879	6,663	6,307	6,409	8,341	8,152	6,383	7,326	5,067	82,158

Trips per Month FY 16-17

Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	Total
7,235	6,786	6,530										20,551

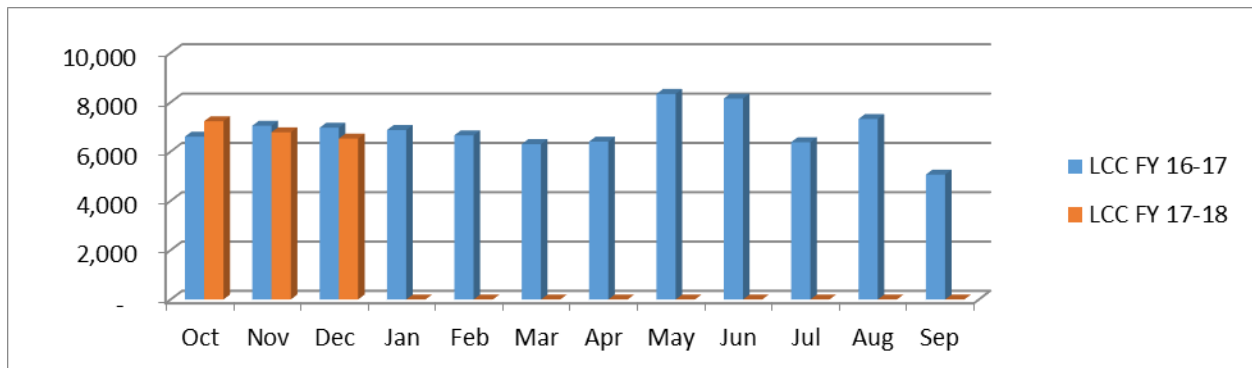
Increase

Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	Total
625	-263	-441										-80

Percentage Increase/Decrease

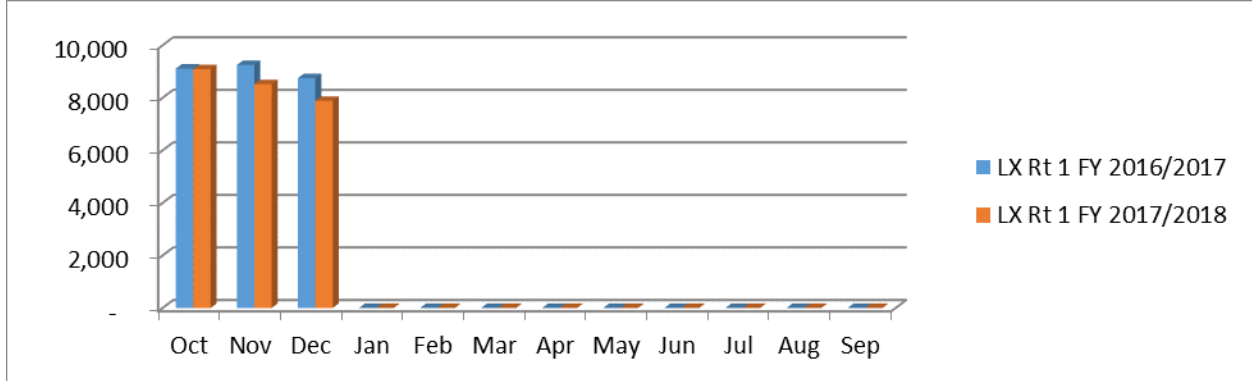
Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	Total
9.45%	-3.73%	-6.33%										-0.62%

LAKE COUNTY CONNECTION RIDERSHIP

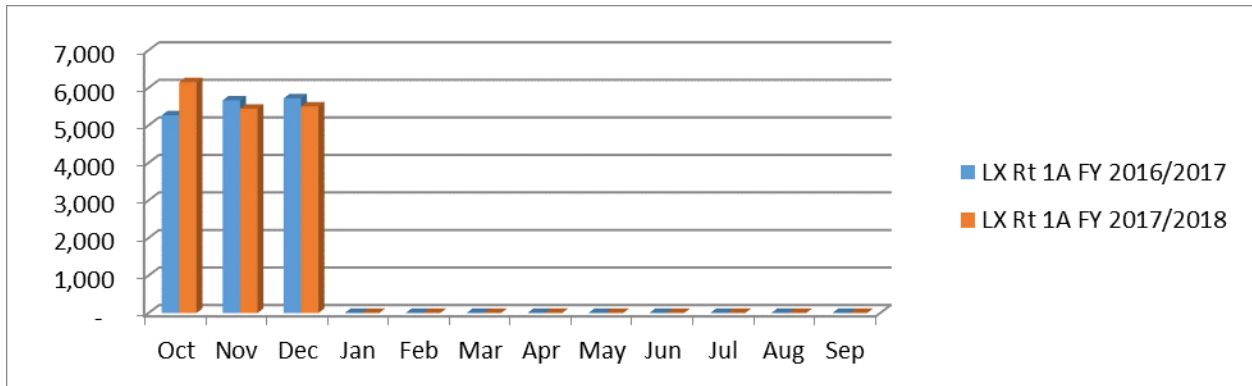


LAKEXPRESS RIDERSHIP

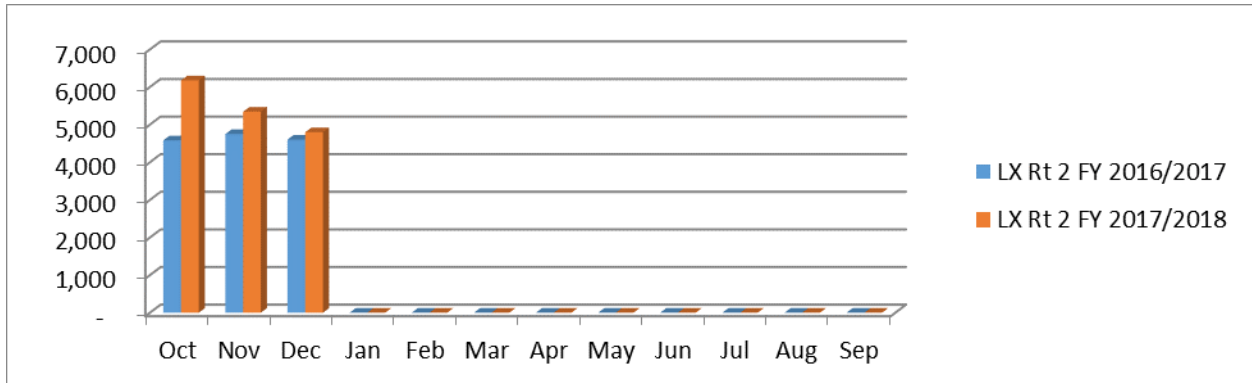
ROUTE 1



ROUTE 1A

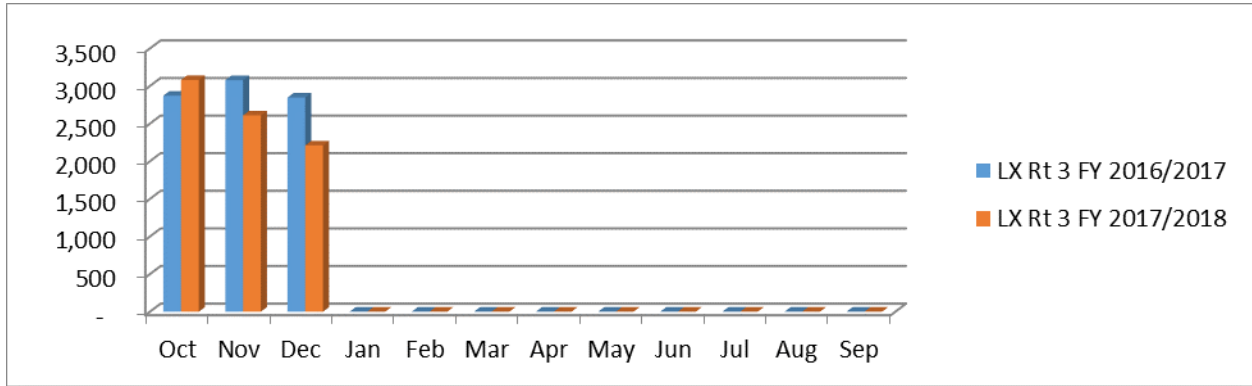


ROUTE 2

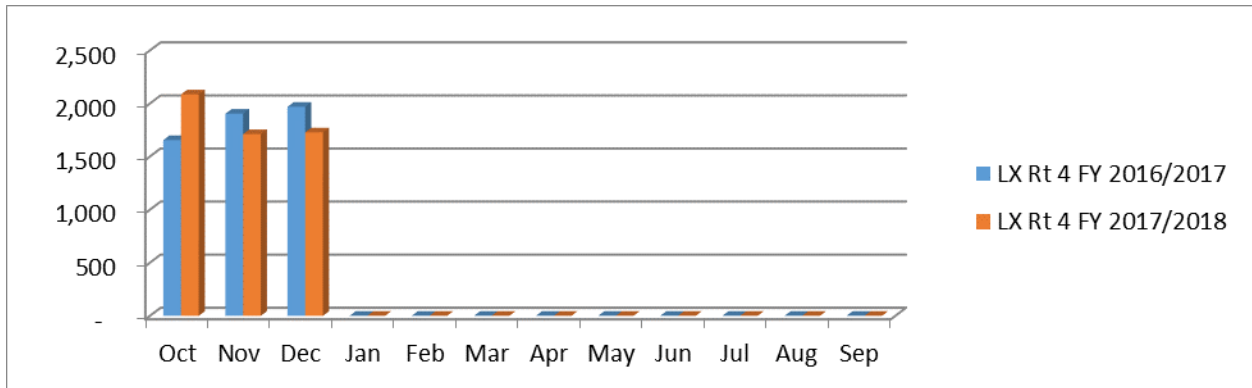


LAKEXPRESS RIDERSHIP

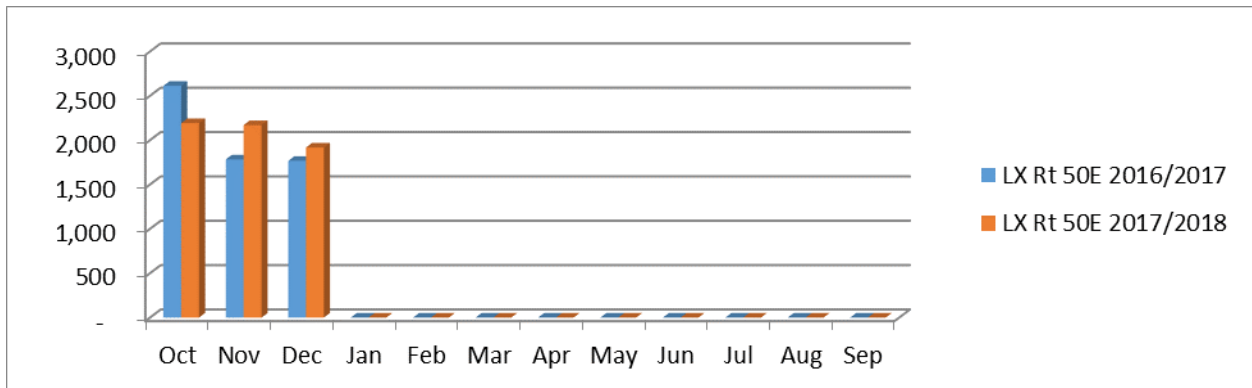
ROUTE 3



ROUTE 4

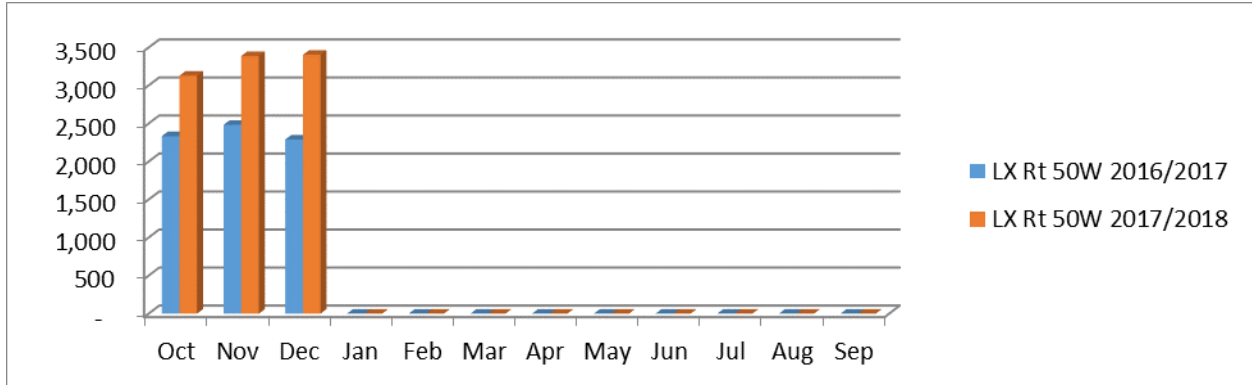


ROUTE 50 EAST

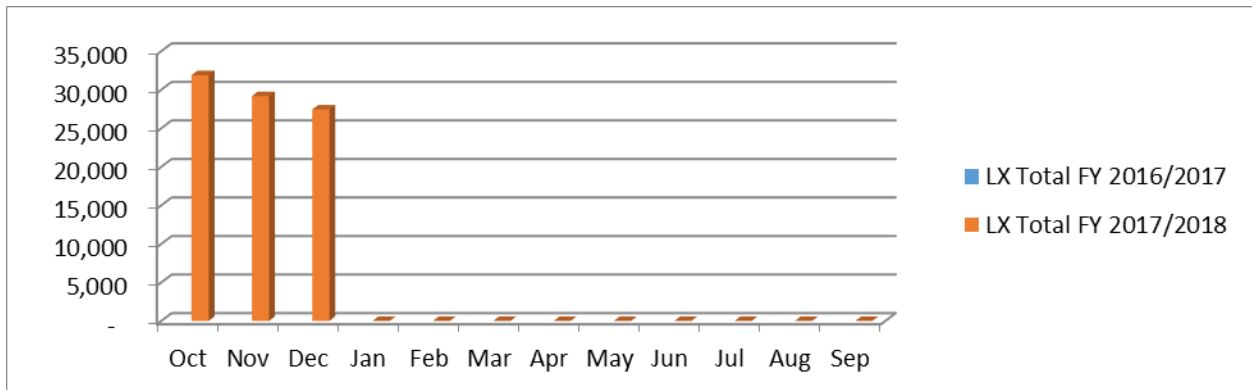


LAKEXPRESS RIDERSHIP

ROUTE 50 WEST



TOTAL LAKEXPRESS RIDERSHIP



LYNX ROUTE 55 TOTAL RIDERSHIP

Lake County Transit Division staff has not received an updated LYNX 55 Ridership Report although it has been requested.

LAKEXPRESS BUS SHELTER PROGRAM UPDATE

MUNICIPALITY	BUS SHELTERS	BUS STOP PADS
Eustis	Ardice Ave. and Ruleme St.	SR 19 & Stevens
	Eustis Public Library	SR 19 & Golflinks
	Florida Hospital Waterman	SR 19 & Chelsey (both sides)
	Lake Tech	SR 19 & Bates
	Wall St.	
Fruitland Park	Fruitland Park Public Library	
	Transit Office	
Leesburg	Citizens Blvd. Transfer Station	US Hwy. 441/27 & Rural King
	Lake-Sumter Community College	US Hwy. 441/27 & Hill St.
	Lake St & LRMC	US Hwy. 441 across from Comcast
	Martin Luther King, JR. & Walmart	US Hwy. 441 & Wilco
	US Hwy. 441 & 3 rd St.	US Hwy. 441 & Gator Harley
	Griffin Rd. & Turtle Oaks Apt	US Hwy. 441 & 44
	CR 468 & Lisa Dare Rd.	US Hwy. 441 near the Mall
	SR 27 & Leesburg High School	US Hwy. 441 & Tavares
	Griffin Rd. & Thomas Ave.	
	Hope Springs Villa on Bentley Rd.	
Lady Lake	Lady Lake Public Library	US Hwy. 441/27 South of Lemon
	US Hwy. 441 & Kohl's	US Hwy. 441/27 South of Lakeview
	US Hwy. 441 & W. Guava St.	US Hwy. 441/27 East of Lakeview
		US Hwy. 441/27 East of Lady Lake Blvd.
Mount Dora	Lincoln Ave. and Grandview St.	US Hwy. 441 & Quality Inn
	Sun Trust Bank	
	Old Hwy. 441 & Morningside	
	US Hwy. 441 & Walmart (Southbound)	
	US Hwy. 441 & Walmart (Northbound)	
	City Hall – 5 th and Baker	
Tavares	Lake County Administration Building	Main St. & Pulsifer
	Main St & Rockingham	US Hwy. 441 & Buzzard Beach
	Main St & Sinclair (Court House)	US Hwy. 441 & El Red
Umatilla	Lake County Health Department	
	North Lake Community Park	
	Umatilla Public Library	

LAKEXPRESS BUS STOP INSTALLATION PROGRAM UPDATE

- Elton Allen has completed 10 bus shelters and 20 bus stop pads which includes bus stop signs with solar lights, benches and trash cans.

VAN POOL UPDATE

- Enterprise still has two vans in Lake County.
VRide is operating one van in Lake County.

LAKE ~ SUMTER MPO PROJECT UPDATES – February 2018

- **US 301 Project Development and Environment (PD&E) Study (Sumter County)**

US 301 is being studied from SR 44 in Wildwood south to C-470 (west) in Sumterville. The study will lead to specific operational improvements and design improvements to the interchange of US 301 and Florida's Turnpike and to the intersection of US 301 and SR 44. The study is also examining the concept of a new alignment east and south of Coleman. The planning effort is being coordinated with other Sumter County projects including the I-75/CR 514 proposed interchange and the C-470 study. Public Alternatives Meeting #2 was held in May. A public hearing on the recommended alternatives will be held in summer 2018. The preferred design alternative will be presented for public comments at the Hearing. At the end of the study in spring 2019, a recommended design alternative will be selected, and all engineering and environmental reports will be finalized. The project is funded for the design phase in FY 2019/20.

Project website: <http://us301sumter.com/>

- **I-75/CR 514 PD&E Study (Sumter County near Coleman)**

The Florida Department of Transportation (FDOT), District 5 has initiated a Project Development & Environment (PD&E) Study to evaluate a new interchange near the Interstate 75 (I-75) at County Road (C.R.) 514 (Warm Springs Avenue) overpass. The project area is located approximately 4.0 miles south of the I-75 and Florida Turnpike interchange and approximately 3.5 miles north of the I-75 at C.R. 470 interchange in Sumter County. The project limits extend north and south along I-75 at C.R. 514 and along C.R. 514 from 0.5 mile west of I-75 east 0.75 mile to the C.R. 525 Extension.

C.R. 514 is a two-lane, undivided, local roadway that crosses over I-75 at the project location. The purpose of this project is to improve the existing transportation network and support regional travel demand by providing additional access to I-75 at C.R. 514. The planned Florida Crossroads Industrial Activity Center (FCIAC) will serve as an intermodal freight logistics center and distribution hub, contributing to projected future travel demand in the region. In addition, residential development is expanding from the north and east toward the project area, increasing the amount of traffic in the region. The existing transportation network facilities in the project and surrounding area will be unable to support projected future demand.

Project webpage: http://www.cflroads.com/project/435476-1/I-75_at_C_R_514

- **C-470 PD&E Study**

FDOT is nearing completion of a Project Development and Environment Study for C-470 in Sumter County east into Lake County across Florida's Turnpike. The study is examining future needs for the roadway through 2040. The study is also part of an initiative to have 470 in both counties designated as a state road from I-75 in Sumter County east to US 27 in Lake County. A public hearing was held in April on the recommended alternatives. The study is now in final documentation phase and concludes this month. The project is funded for the design phase in FY 2019/20.

Project webpage: http://www.cflroads.com/project/434912-1/C_-_470_PD_E_Study

- **Wekiva Parkway Project**

The Central Florida Expressway Authority is now constructing all remaining segments in Orange County and new SR 453 from Orange County into Lake County from SR 429 to SR 46. The FDOT has moved into the construction phase for segments of SR 46, SR 429, and CR 46A in Lake County.

Project Website: <http://wekivaparkway.com/>

- **Trails: Central Florida C2C Trail and Wekiva Trail**

Because of the Central Florida MPO Alliance prioritization of Regional Trails, almost all phases of the C2C Trail have received advancements of funding from FDOT for each needed phase in both counties. The FDOT recently announced forthcoming programming of the subsequent phases of each segment of the C2C. Only the segment through downtown Groveland is absent from the FDOT Work Program. Meanwhile, the Wekiva Trail has two segments out of four segments committed for construction to be complete by 2019/20. The other two segments are now in the design phase. Project website: <http://www.floridasuntrail.com/>

- **Minneola Interchange: Florida's Turnpike/North Hancock Road/Citrus Grove Road**

Florida's Turnpike Enterprise opened the new interchange at Milepost 279 in June. North Hancock Road has been opened as a four-lane roadway from the forthcoming interchange south to SR 50. North of the interchange, a two-lane North Hancock Road extends north to CR 561A. Meanwhile, an east-west connection to US 27 will be accomplished by building Citrus Grove Road as a four-lane roadway, with the eastern segment to be constructed first. Construction of the eastern portion of Citrus Grove Road is committed.

- **Lake-Orange Parkway & Schofield Road Concepts (US 27 to SR 429)**

The Central Florida Expressway Authority is preparing to start a Feasibility, Project Development and Environment (PD&E) Study for the Lake / Orange Connector. The study will take a fresh look at previously studied alignment alternatives seeking to promote regional connectivity via a limited access facility.

CFX will be providing more information on this study once it gets underway. Public involvement and intergovernmental coordination will be a crucial part of this study.

Two options are being examined to construct roads between US 27 south of Clermont east to existing interchanges with SR 429. The northern corridor, Wellness Way, would connect to the New Independence Parkway interchange. The corridor to the south would connect to the Schofield Road interchange.

Project website: <https://www.cfxway.com/agency-information/plans-studies/project-studies/lake-orange-connector-study/>

- **SR 50 PD&E Study**

SR 50 is being studied from US 301 in Hernando County east to CR 33 in Mascotte. The Project Development and Environment Study is examining safety and capacity needs and will take into account the environmental issues relative to the Green Swamp and the Withlacoochee State Forest. The study commenced in January and the first public meeting was held in July. The study will conclude at the end of 2018.

Project website: http://www.cflroads.com/project/435859-1/SR_50_PD_E_Study_from_US_301_in_Hernando_County_to_CR_33_in_Lake_County

- **Complete Streets Projects**

The MPO's first Complete Streets project, SR 44 (Dixie Avenue) in Leesburg, is moving into the construction phase while a study of US 27 in Leesburg is nearing completion and design funds are being requested. The MPO and Umatilla are coordinating with FDOT to add Complete Streets elements to a SR 19 resurfacing project. Moving forward this year are studies of East Avenue in Clermont and US 301 in downtown Wildwood.

Minutes
Lake~Sumter Metropolitan Planning Organization
Technical Advisory Committee (TAC) Meeting

Wednesday, November 8, 2017
Regular Meeting, 1:30 p.m.

225 West Guava Street, Suite 207
Lady Lake, Florida 32159
Phone (352) 315-0170 – Fax (352) 315-0993

OPENING

Chair Melanie Peavy called the meeting to order at 1:32 p.m.; and confirmed the meeting was properly noticed and a quorum was present. Chair Melanie Peavy asked for introductions from committee members.

Members Present

Melanie Peavy, Chair	City of Wildwood
C.T. Eagle Vice-Chair	Town of Lady Lake
Fred Schneider	Lake County
Helen LaValley	Lake County Schools
Blair Bean	Sumter County
Jackey Jackson	Sumter County Transit
Stephen Cross	Town of Astatula
Denise Lee	City of Bushnell
DC Maudlin	City of Leesburg
Vince Sandersfeld	City of Mount Dora
Antonio Fabre	City of Tavares

Members Absent

David Hope	Lake County/Transit
John Kruse	City of Clermont
Tom Carrino	City of Eustis
Gary La Venia	City of Fruitland Park
Dolly Miller	City of Mascotte
Joyce Heffington	City of Minneola
Aaron Mercer	City of Umatilla

Staff Present

T.J. Fish	MPO Executive Director
Doris LeMay	Executive Assistant
Mike Woods	Multimodal Project Manager
Francis Franco	GIS Manager
Nancy Valenzano	Associate Planner
Brian Hutt	TMS Project Manager

Others Present

Vickie Wyche	FDOT
Carol Scott	FDOT/Florida's Turnpike Enterprise
Dale Cody	Metric Engineering, Inc.

I. REPORTS

- A.** Florida Department of Transportation: Vickie Wyche provided updates
- B.** Florida's Turnpike Enterprise – Carol Scott provided updates
- C.** Sumter County – Blair Bean provided updates
- D.** Lake County – None
- E.** Municipalities – None
- F.** School Districts– None
- G.** MPO Staff – None

II. AGENDA UPDATE

None

III. COMMENTS FROM THE GENERAL PUBLIC ON ANY AGENDA ITEMS

None

IV. PRESENTATIONS

- A.** Lake County Transportation Systems Management & Operations (TSM&O) Master Plan
Dale Cody, Metric Engineering, presented the Lake County Transportation Systems Management & Operations Master Plan. Discussion continued.

V. CONSENT AGENDA

- A. Approval of October 11, 2017 Meeting Minutes**
- B. Approval of 2018 Meeting Calendar**

Motion was made by Denise Lee to approve Items A and B of the Consent Agenda, seconded by Vince Sandersfeld – **motion passed 11-0.**

VI. ACTION ITEMS

- A. Recommendation on Amendment to the 2017 List of Priority Projects**
T.J. Fish provided a brief overview on the Amendment to the 2017 List of Priority Projects. Discussion continued.
Motion was made by Vince Sandersfeld to recommend approval of the amendment to the 2017 List of Priority Projects. The motion failed due to not obtaining a second.
Motion was made by DC Maudlin to oppose the amendment to the 2017 List of Priority Projects. The motion failed due to not obtaining a second.
No Action Taken
- B. Recommendation on Updates to the Public Involvement Plan to Comply with FAST Act Performance Measure Requirements**
Mike Woods provided a brief explanation on updates to the Public Involvement Plan. Discussion continued.
Motion was made by C.T. Eagle to approve draft Public Involvement Plan, seconded by Denise Lee – **motion passed 11-0.**

- C. Recommendation to Support the Addition of SR 50, from I-75 in Hernando County to US 27 in Clermont, to the Emerging Strategic Intermodal System**
T.J. Fish provided a brief update on the Recommendation to Support the Addition of SR 50, from I-75 in Hernando County to US 27 in Clermont, to the Emerging Strategic Intermodal System.
Motion was made by Stephen Cross to Support the Addition of SR 50, from I-75 in Hernando County to US 27 in Clermont, to the Emerging Strategic Intermodal System, seconded by Blair Bean – **motion passed 11-0.**
- D. Recommendation on Resolution to Address the FDOT 2018/19-2022/23 Tentative Work Program**
T.J. Fish provided a brief update on the Resolution to Address the FDOT 2018/19- 2022/23 Tentative Work Program. Discussion continued.
Motion was made by Jackey Jackson to approve the Resolution to Address the FDOT 2018/19 – 2022/23 Tentative Work Program, seconded by Blair Bean – **motion passed 11-0.**
- E. Recommendation to Amend FYs 2017/18-2021/22 Transportation Improvement Program**
No Action Taken
- F. Election of Officers effective January 2018**
Motion was made by DC Mauldin to appoint Melanie Peavy as Chair and C.T. Eagle As Vice-Chair of the Technical Advisory Committee, seconded by Denise Lee – **motion passed 11-0.**

VII. DISCUSSION ITEMS

- A. List of Priority Projects – Submittal of New Projects**
T.J. Fish provided a brief overview on the Annual Prioritization Process. Discussion continued.
- B. MPO Safety Initiative: Non-Signalized Intersections**
T.J. Fish provided a brief overview on the MPO Safety Initiative. Discussion continued.
- C. Interim Executive Director Debriefing**
T.J. Fish provided a brief synopsis of the future of the Lake~Sumter MPO.

VIII. PROJECT UPDATES

T.J. Fish noted the project update report is included the Agenda Package.

IX. CONFIRMATION OF REPRESENTATIVE ATTENDING GOVERNING BOARD MEETING

C.T. Eagle confirmed he will be attending the Governing Board Meeting.

X. ADJOURNMENT

Motion was made by DC Maudlin to adjourn meeting, seconded by Vince Sandersfeld. Meeting adjourned at 2:45 p.m.

Melanie Peavy, Chairman



Update of Public Engagement Documentation

Public Involvement, Limited English Proficiency, and Title VI Plans

February 2018

Public Involvement Goal

To establish an **on-going** process through which **citizen input** is **regularly** identified and **considered** in the development of MPO plans, projects, and policies.



Engaging the Public

MPO Products

A light gray icon of a microphone with three curved lines above it representing sound waves.

**Public
Involvement
Plan**

A light gray icon depicting two stylized human figures standing on either side of a central vertical line. Above the figures are three geometric shapes: a diamond, a square, and a triangle.

**Title VI
Plan**

A light gray icon of a speech bubble with a tail pointing downwards and to the right.

**Limited English
Proficiency
Plan**

Engaging the Public

But why, do you ask?

- **Required** by Federal Law
- **Proactive and collaborative** approach to engage citizens in the planning process
- **Tracks progress** of public involvement to meet objectives



What's New

- **Simplified** guidance for involvement in the regional planning process
- **New theme** and graphic template
- Regular promotion of **website**
- **Informational callouts** for terms, legal framework, and MPO facts



DID YOU KNOW

The Lake~Sumter MPO is an agency created under federal law to direct urban transportation planning and the allocation of federal and state funds.

It is one of over 300 MPOs nationwide and its existence guarantees state and federal transportation funding for Lake and Sumter Counties.

Public Involvement Plan

Social Media Policy

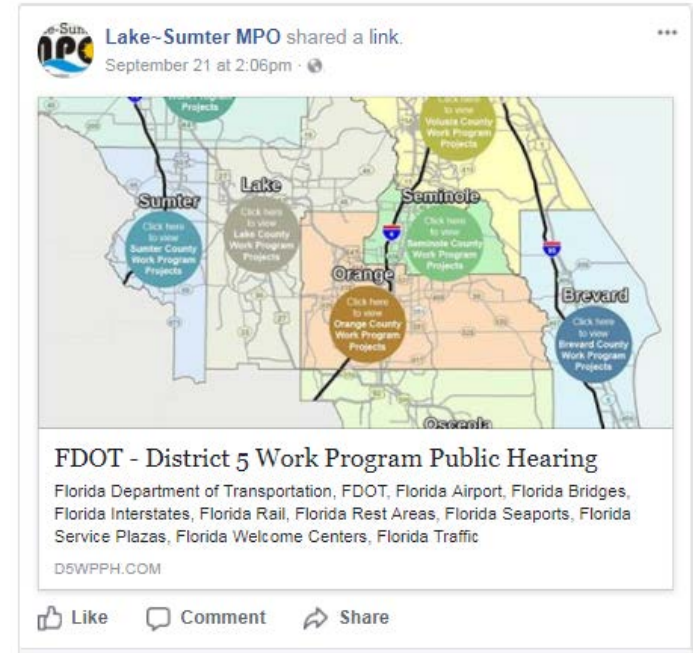


Like Us on Facebook: LakeSumter-MPO



Tweet Us on Twitter: @lakesumtermpo

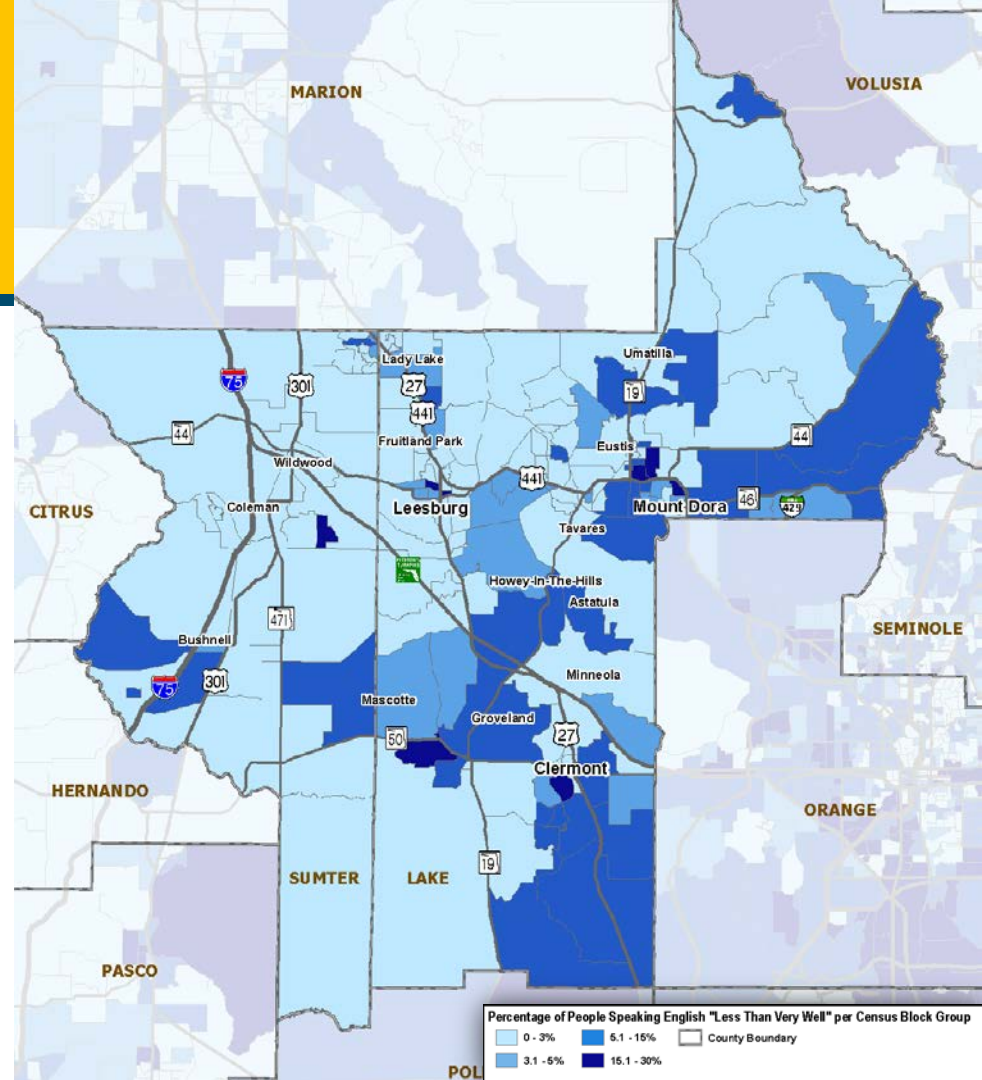
- MPO **controls content** but remains open to feedback and public input
- Board and committee members **should not comment** on issues coming up for a vote
- **Staff monitors** for inappropriate comments and corrects misinformation
- Policy posted with disclaimer: external links **not endorsements**



Limited English Proficiency (LEP) Plan

The LEP Plan applies to individuals who do not speak English as their **primary language** and who have a **limited ability** to read, speak, write, or understand English.

*As defined in the United States Census
2015 American Community Survey*



Limited English Proficiency (LEP) Plan

Key Sections

LEP Policy

- Definitions & Limitations
- Administration & Procedures
- Designated Staff Coordinator

Self-Assessment

- Demographics
- Frequency of Contact
- Importance of Program
- Resources

Assistance & Implementation

- Translation / Interpretation
- Notification & Standard
- Staff Training & Monitoring

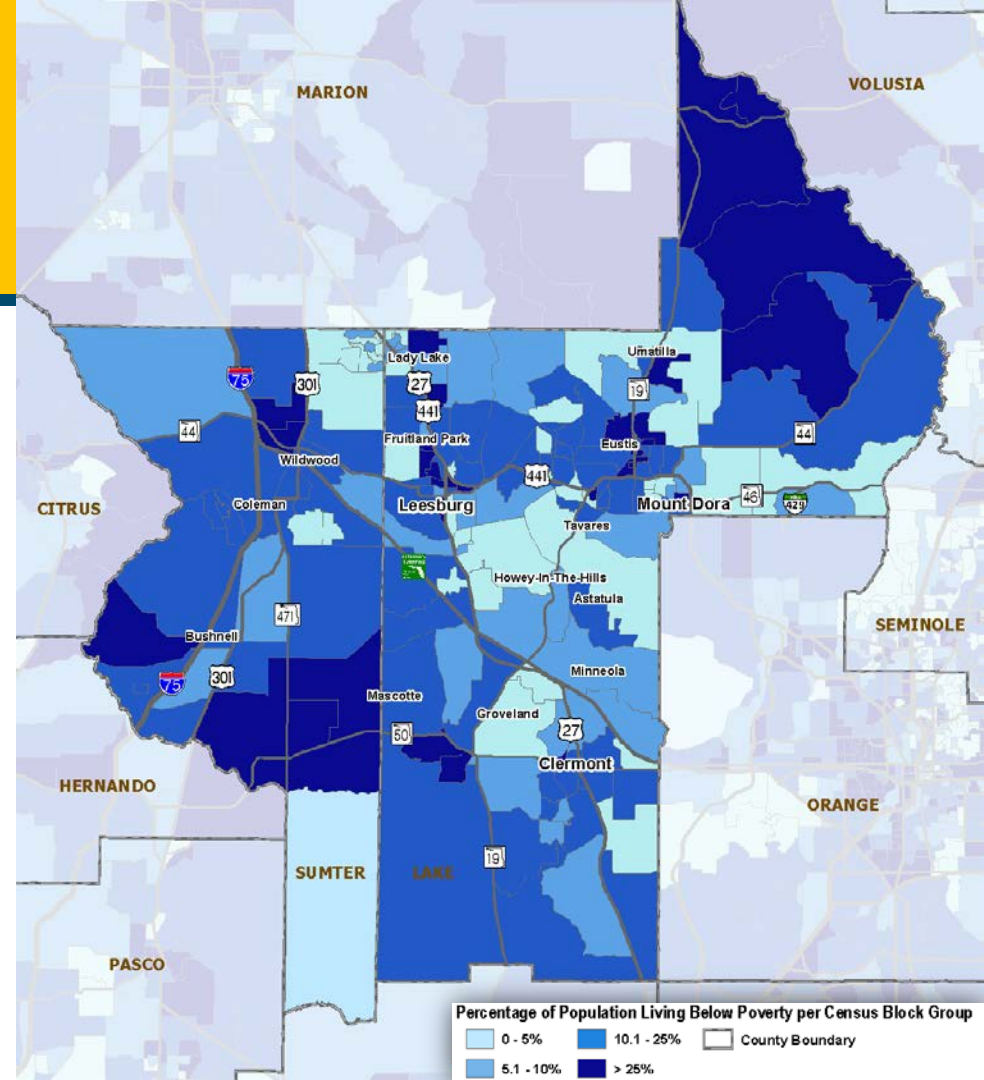
Title VI Non-Discrimination Plan

No person in the United States shall, on the grounds of **race, color, national origin, sex, age, disability, religion, or family status** face discrimination in employment and the provision of government services.

Title VI of the Civil Rights Act (1964)

Title VI coverage was expanded by the definition of terms "programs or activities" to include **all programs or activities of Federal Aid recipients**. These requirements included the establishment of a Title VI Plan.

Civil Rights Restoration Act (1987)



Title VI Non-Discrimination Plan

Key Sections

Policy & Responsibilities

- Objectives
- Staff Contacts & Responsibilities
- Compliance & Annual Review

Program Administration

- Communications
- Environmental Justice & Planning
- Education & Training

Socioeconomic Profile

- Ethnic Breakdown
- Limited English Proficiency
- Spatial Analysis

Steps in the Approval Process



- 1) Sent to federal agencies for preliminary comment
- 2) Draft plan **posted on our website** and will be **available for public comment** through April 25, 2018
- 3) Present to board and advisory committees
- 4) Revisions made, based on all comments
- 5) Request Board Adoption on **April 25, 2018**



Anyone wishing to contact the MPO with **comments, questions, or complaints** regarding Title VI, please contact:

Michael Woods

Interim Executive Director & Title VI Specialist



(352) 315-0170



mwoods@LakeSumterMPO.com



Public Involvement Plan

Lake~Sumter Metropolitan Planning Organization

*Draft for Advisory Committee & Board Review
January 2018*

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For more information about the Lake~Sumter Metropolitan Planning Organization or to learn about ways to get involved, please contact:



Lake~Sumter MPO Office
 225 W. Guava Street, Suite 211
 Lady Lake, FL 32159
 Phone: (352) 315-0170
 Fax: (352) 315-0993
 Web: www.LakeSumterMPO.com

< PAGE RESERVED FOR
ADOPTION RESOLUTION
FOLLOWING BOARD APPROVAL >

ABOUT THE MPO

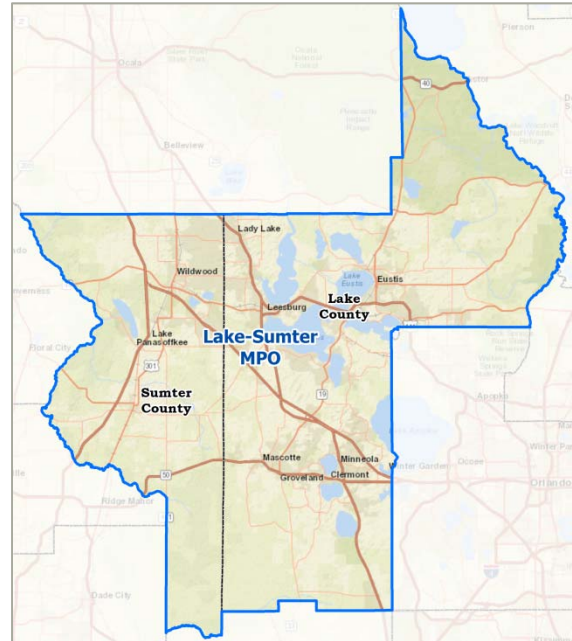
Representatives of Lake County and Sumter County governments, the 14 municipalities of Lake County, the five (5) municipalities of Sumter County, the Florida Department of Transportation (FDOT), Florida Central Railroad, Lake County Schools, Sumter District Schools and the U.S. Department of Transportation (USDOT) are involved in the transportation planning process facilitated by the Lake~Sumter Metropolitan Planning Organization (LSMPO). LSMPO's purpose is to provide effective leadership in the initiation and development of transportation plans, programs and strategies.

As the governmental body most directly responsible for the guidance of the transportation planning process, LSMPO strives to ensure recommendations comply with the goals and standards of the Federal Government, the State, Lake County, Sumter County, and the 19 incorporated jurisdictions. LSMPO functions include, but are not limited to, the preparation of the tasks required by state rule or by federal policy.

LSMPO's major annual responsibilities are to perform the tasks of preparing the Unified Planning Work Program (UPWP), the Long Range Transportation Plan (LRTP), the Public Involvement Plan (PIP), the Transportation Improvement Program (TIP), the annual List of Priority Projects (LOPP), the Transportation Disadvantaged Service Plan (TDSP), and the annual LSMPO Audit Report.

As with all transportation planning legislated by federal and state laws, LSMPO is responsible for ensuring adequate representation of and compatibility among state, county, and municipal projects in the transportation planning process. This includes consideration of all modes of transportation with respect to various members of the public. For example, LSMPO incorporates into its planning efforts the needs of the elderly and persons with disabilities as outlined in the Americans with Disabilities Act (ADA).

As part of the MPO planning process, public involvement is a major priority. Projects funded through public dollars are planned in a manner that encourages public participation and incorporates public comments into planning efforts. As a result, a responsibility is placed on MPOs to develop a plan where the opportunity for public involvement is assured. As part of that plan, a required element is the outlining of the means by which to measure the success of the public involvement activities. By strategizing public involvement techniques and then monitoring and measuring the effectiveness, better planning products emerge that genuinely capture the needs of the public.



Anyone wishing to contact the MPO with comments, questions, or complaints, please contact:



Michael Woods
Interim Executive Director
(352) 315-0170
mwoods@LakeSumterMPO.com

LESSONS LEARNED

LSMPO developed the subsequent Public Involvement Plan after careful review of the previous document originally adopted in 2012. LSMPO staff incorporated feedback provided from the last plan and also considered different methods for improving the involvement and overall public engagement process.

Insight was also drawn from reviewing other Public Involvement Plans implemented around the State of Florida. While other MPOs around the State do not have exactly the same needs or infrastructure challenges as LSMPO, the tools and strategies utilized are adaptable and applicable to LSMPO's planning and public involvement efforts.

The following list highlights key improvements included in this plan:

- This plan was simplified from previous versions to facilitate a clear understanding of involvement in the transportation planning process;
- Involvement checklists for each transportation plan make tracking progress and routine activities more efficient and effective;
- An Outreach Log was developed which helps monitor public involvement performance; and
- A section on specific objectives incorporating notification methods and tools was added to provide clear strategies for outreach.

Common Terms

To assist with understanding transportation planning terminology, here are some common terms found in this document:

Americans with Disabilities Act (ADA) – a federal law that requires public facilities (including transportation services) to be accessible to person with disabilities.

Limited English Proficiency (LEP) – refers to a person who is not fluent in the English language. The Lake~Sumter MPO has a LEP plan to ensure individuals with limited English skills can participate in the process.

Long Range Transportation Plan (LRTP) – a 20-year forecast plan required of state planning agencies and Metropolitan Planning Organizations to consider a range of factors in determining regional goals and how transportation can best meet these goals.

Title VI – The portion of the Civil Rights Act of 1964 that says no person in the U.S. can be excluded from programs or activities receiving federal financial assistance.

For more terms often used in the transportation planning process, see the Appendix C of this PIP.

HOW TO GET INVOLVED

Active public participation is critical for the transportation planning process and LSMPO offers various opportunities for involvement. This section details ways to engage and contribute collaboratively in the regional transportation planning process.

Opportunities for Participation

LSMPO will take a proactive approach to providing opportunities for the public to be involved early and with continuing involvement in all phases of the planning process. Extensive public notice of public information meetings and hearings will be undertaken as listed in the **Outreach Approach** section and access to information as listed in the **Outreach Policies** section.

Prior to the beginning of the public participation process, a database of citizens and organizations will be developed (including names, addresses, and email) for contact on a continued basis to serve as a base of interested citizens for input and comment. This database will be expanded as additional citizens ask to be added, attend the informational public meetings, and provide comments. Additionally, meeting agendas for all LSMPO Board and Committee meetings include an opportunity for public comment.

Advisory Committees

Advisory committees have been formed to advise the LSMPO Governing Board and staff in the preparation and review of public participation plans, transportation plans, programs and other related matters. Each of the advisory committees provides unique contributions to the development of LSMPO's transportation plans, programs, and projects.

Technical Advisory Committee

The Technical Advisory Committee (TAC) is comprised of planners and engineers from the various local governments which make up the LSMPO partnership. Therefore, the input provided by the TAC is of a very technical nature. This may include local planning consistency, making design recommendations and verifying that all documents conform to the appropriate state and federal standards.

TAC MEETING DETAILS

The Technical Advisory Committee typically meets on the second Wednesday of the month (unless otherwise advertised). Meetings begin at 1:30pm and take place:

 **Lake~Sumter MPO Board Room**
225 W. Guava Street, Suite 217, Lady Lake, FL 32159

All meetings are open to the public and your participation is encouraged. Agendas are posted in advance of the meetings and are available online at www.LakeSumterMPO.com.

Note: The committee may not meet every month. Dates and times may change due to holidays or other conflicts.

Citizens' Advisory Committee

The Citizens' Advisory Committee (CAC) is comprised of interested community members representing the various local governments, local civic and services organizations, advocacy groups, and special interest representatives as required by federal and state guidelines. This committee has a special advisory role to the LSMPO because it provides a necessary communication link between the MPO and the community it serves. The committee also solicits input and recommendations from other citizens groups and interested stakeholders when reviewing transportation plans and programs.

CAC MEETING DETAILS

The Citizen's Advisory Committee typically meets on the second Wednesday of the month (unless otherwise advertised). Meetings begin at 4:00pm and take place:

 **Lake~Sumter MPO Board Room**
225 W. Guava Street, Suite 217, Lady Lake, FL 32159

All meetings are open to the public and your participation is encouraged. Agendas are posted in advance of the meetings and are available online at www.LakeSumterMPO.com.

Note: The committee may not meet every month. Dates and times may change due to holidays or other conflicts

Transportation Disadvantaged Coordinating Board

The Transportation Disadvantaged Coordinating Board (TDCB) is an advisory group to an MPO on para-transit issues. LSMPO has two TDCBs under its purview, Lake County's TDCB and Sumter County's TDCB. The TDCB is comprised of various community groups as outlined in Florida Statutes and committee representatives are appointed by the Governing Board. The purpose of the TDCB is to develop local service needs and to provide information, advice and direction to the Governing Board regarding the coordination of services to be provided to the transportation disadvantaged. As such the TDCB provides a forum for the needs of the transportation disadvantaged to be heard.

TDCB MEETING DETAILS

SUMTER COUNTY

The Sumter County TDCB typically meets quarterly on Tuesday afternoons (unless otherwise advertised) and take place in:

 **The Villages Sumter County Service Center**
7375 Powell Road, Room 102, Wildwood, FL 34785

LAKE COUNTY

The Lake County TDCB meets quarterly on Monday and take place in

 **Lake~Sumter MPO**
225 W. Guava Street, Suite 217, Lady Lake, FL 32159

All meetings are open to the public and your participation is encouraged. Agendas are posted in advance of the meetings and are available online at www.LakeSumterMPO.com.

Note: The committee meets quarterly. Dates and times may change due to holidays or other conflicts

Bicycle & Pedestrian Advisory Committee

The Bicycle & Pedestrian Advisory Committee (BPAC) consists of members from a broad base of professionals and concerned citizens, whose mission is to advise the Governing Board on bicycle and pedestrian issues. Also, the BPAC is to assist the Governing Board in the formulation of goals and objectives for shaping the urban and rural environments through the effective planning for bicycle and pedestrian facilities. The committee also solicits input and recommendations from other citizens groups and interested stakeholders when reviewing transportation plans and programs.

BPAC MEETING DETAILS

The Bicycle & Pedestrian Advisory Committee typically meets on select Thursdays throughout the year (unless otherwise advertised). Meetings begin at 3pm and take place:



Lake~Sumter MPO Board Room

225 W. Guava Street, Suite 217, Lady Lake, FL 32159

All meetings are open to the public and your participation is encouraged. Agendas are posted in advance of the meetings and are available online at www.LakeSumterMPO.com.

Note: The committee may not meet every month. Dates and times may change due to holidays or other conflicts.

GET THE MOST CURRENT INFORMATION

The most up-to-date information about our meetings is on the Lake~Sumter Metropolitan Planning Organization's website calendar. You can access it through the following link:

www.lakesumtermpo.com/calendar.aspx

PUBLIC INVOLVEMENT & TRANSPORTATION PLANNING

LSMPO facilitates public involvement throughout the course of the transportation planning process. To administer this effectively, it is necessary to have a clear framework for planning partners and the public to follow. This framework is detailed in the following section including objectives and involvement steps in the planning process.

Public Involvement Plan Goal

The overall goal of the LSMPO PIP is **to establish an on-going process through which citizen input is regularly identified and considered in the development of MPO plans, projects, and policies.**

This goal is pursued through five (5) central objectives, including:

1. Advisory Committee Involvement;
2. Information Accessibility;
3. Feedback in the Process;
4. Outreach Tools and Techniques; and
5. Public Input on Public Transit.

Purpose

LSMPO is a transportation policy-making board comprised of representatives from local government and transportation authorities. LSMPO is responsible for establishing, according to federal and state laws, a continuing, cooperative and comprehensive transportation planning process for the areas within Lake and Sumter Counties; this work includes the prioritization of federal and state funded transportation projects.

The purpose of the LSMPO Public Involvement Plan (PIP) is to provide a process that ensures opportunities for the public to be involved in all phases of the LSMPO planning process. This is accomplished through the following means:

- Providing adequate notice of public participation activities;
- Providing timely notice and reasonable access to information about transportation issues and processes;
- Using visualization techniques;
- Making public information available on LakeSumterMPO.com;
- Holding public meetings at convenient and accessible locations and times;
- Demonstrating explicit consideration and response to public input received;
- Seeking out and considering the needs of those traditionally underserved by the existing transportation systems, such as low-income and minority individuals;
- Providing an additional opportunity for public comment, if the final plan differs significantly from the version previously made available for public comment;
- Coordinating with the statewide transportation planning public involvement and consultation processes; and
- Periodically reviewing the effectiveness of the procedures and strategies contained in the participation plan to ensure a full and open participation process.

Public participation means participation in the planning process by people (public) outside the LSMPO staff, committees, and Board members. Therefore, public refers to general citizens of the LSMPO area, including low-income and minority populations, as well as citizens representing the complete spectrum of community demographics. Public Participation is an organized process of citizens taking part in the transportation planning and decision-making that affects the community. Determination of where and when LSMPO meetings will be held is distributed between the established planning Task Force areas. See **Appendix B** for maps of the MPO planning area and task force area locations.

LSMPO focuses much of its efforts to secure participation from individuals, groups, or entities that could significantly be affected by the transportation plan recommendations or could significantly influence implementation. Stakeholders include but are not limited to: the general public; low-income, minority and disabled communities; neighborhood representatives; chambers of commerce; special transportation interests such as freight shippers, transit users, bicycle and pedestrian organizations; local officials; and federal and state transportation agencies. LSMPO supports the public's right to have a strong voice in the transportation planning process. Public involvement informs and educates the public about transportation planning and creates an informed community, which in turn leads to better planning. Public involvement also engages the public and encourages meaningful feedback being incorporated into planning products.

Public Involvement and Notice for Transportation Core Products

Metropolitan planning organizations, such as the Lake~Sumter MPO, are charged under federal law with developing five core products:

- Long Range Transportation Plan (LRTP);
- Transportation Improvement Program (TIP);
- Unified Planning Work Program (UPWP);
- Public Involvement Plan (PIP); and
- List of Priority Projects (LOPP).

Public involvement assists with the facilitation of each of the federally mandated transportation planning documents. How the public is incorporated into advancement of these plans is detailed in the next section including checklists showcasing the ways LSMPO provides notice and involves the public.

Long Range Transportation Plan (LRTP)

The LRTP identifies transportation improvements necessary to maintain adequate mobility and to accommodate growth forecasted over the next 20 years. The current LRTP (Transportation 2040) includes projects through the year 2040. The process includes innovative technical modeling and collaborative public engagement. Public involvement during development of the Long Range Transportation Plan is guided by an independent and focused Public Involvement Plan, though strategies and tactics are coordinated with this document to ensure overall continuity.

Federal Legislation Guiding Public Involvement

FAST Act: Participation By Interested Parties

Each MPO shall provide citizens, 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 a 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 a reasonable opportunity to comment on the transportation plan (23 USC 134).

As required by federal law, a formal public comment period is held prior to Board adoption, providing a structured avenue for public input. The official 21-day public comment period for the LRTP follows the same timeline as the Advisory Committee review. The deadline to submit a comment is included in legal advertisements and notifications associated with the public comment period. This deadline is generally seven (7) days prior to the date Board action is scheduled.

Public notification for the public comment period takes many forms as described in the **Public Involvement Strategies** section. Public comment period notices are also sent to LSMPO's community database. Additionally, draft plan documents are available on LSMPO website and by request at least seven (7) days prior to the start of the public hearing.

Citizens unable to respond during the public comment period or attend the Governing Board meeting may submit written public comments to LSMPO during the official public comment period in three (3) additional ways: 1) via postal service, 2) via the Voice your Ideas form on the website www.LakeSumterMPO.com/voice.aspx or 3) by emailing: mwoods@LakeSumterMPO.com.

Table 1 | Long Range Transportation Plan (LRTP) Checklist

<i>Outreach Step</i>	<i>Timeframe</i>
Board approval of an independent LRTP Public Involvement Plan before outreach efforts commence	45-day public comment period before adoption
Execution of process laid out in the LRTP Public Involvement Plan, including feedback from residents conveyed to LSMPO Board & committees from outreach events & other sources	Time varies to coincide with technical work of the plan
Official public comment period, with draft plan documents available on the LSMPO website: www.LakeSumterMPO.com	At least 21-days prior to Board action
Draft plan documents reviewed by MPO advisory committees, with opportunity for public comment at committee meetings	During the meeting cycle prior to Board action
Draft plan documents available in print, by request	At least seven (7) days before the advertised LRTP public hearing
Public hearing notices sent via email to LSMPO's community database and other notifications made, per Sunshine Law	At least seven (7) days before the LRTP public hearing
A formal public hearing for citizen information and input	Prior to Board adoption
Process for submitting written public comments via postal service, website contact form at: www.LakeSumterMPO.com	In place and publicized as soon as documents are available and posted
Board vote (action item) on LRTP adoption with public comment period in advance of Board action at the meeting	First Board meeting following LRTP public hearing
Publication of adopted LRTP on www.LakeSumterMPO.com	As soon as final copies of all documents can be uploaded to website

'Not Substantial' Amendments to the LRTP

Amendments are considered as "not substantial" if they only include minor changes to project phase costs, minor changes to funding sources of previously included projects or changes to project phase initiation dates. These types of revisions do not require public review and comment and re-demonstration of fiscal constraint.

Amendments to the LRTP deemed ‘not substantial’ are reviewed by LSMPO’s advisory committees for input and recommendations prior to Board adoption. In addition to the public comment periods provided at each committee meeting, opportunities for public input are also a standard part of every Board meeting, prior to Board action. The standard Board agenda includes a public comment period prior to action items on the agenda. During the review process and following Board adoption, the proposed amendment is electronically published on: www.LakeSumterMPO.com.

Table 2 | LRTP Non-Substantial Amendments Checklist

<i>Outreach Step</i>	<i>Timeframe</i>
Proposed amendment published electronically on LakeSumterMPO.com	At least 7 days before committee review, opening public comment period
Review by LSMPO advisory committees for input and recommendations, including public comment period at committee meetings	During the meeting cycle prior to the Board action
Board vote on approval, following public comment period at the meeting	First Board meeting following advisory committee review and recommendation
Citizens unable to attend committee or Board meetings are encouraged to submit written comments via postal service, LakeSumterMPO.org contact form, or email	Throughout official public comment period
Approved amendment published on LakeSumterMPO.org	As soon as final copies of document can be uploaded to the website

‘Substantial’ Amendments to the LRTP

Substantial Amendments are revisions that may involve the addition or deletion of a major project or a major change in project cost or a major change in design concept or design scope (changing termini or the number of through traffic lanes, for example). Substantial amendments require public review and comment and re-demonstration of fiscal constraint.

The following actions are potential amendments:

- Adding or deleting a federally-funded or regionally significant project, including earmarks;
- Increasing or decreasing the cost of project phases in excess of the thresholds for administrative modifications established by the Florida Department of Transportation. (See Appendix C for “FDOT LRTP Amendment Thresholds”); and
- Making a major change to the scope of work to an existing project. A major change would be any change that alters the original intent (e.g. a change in the number of lanes, a change in the project length more than 20%, or a change in location).

For amendments to the LRTP deemed ‘substantial,’ Lake~Sumter MPO follows a similar public involvement process to the original adoption of the plan, including a formal 21-day public comment period after any required technical analysis and review by the organization’s advisory committees for both input and recommendations prior to Board adoption. Public notification of the public comment period for the amendment follows the approved advertisement process. During the review process and following Board adoption, the proposed amendment is electronically published on www.LakeSumterMPO.com.

Table 3 | LRTP Substantial Amendments Checklist

<i>Outreach Step</i>	<i>Timeframe</i>
Proposed amendment published electronically on LakeSumterMPO.com and notification of public hearing on the amendment is made as outlined above	At least 7 days prior to the public hearing
Review by LSMPO advisory committees for input and recommendations, including public comment period at committee meetings	During the meeting cycle prior to the Board action
Public hearing after any required technical analysis	Prior to Board adoption
Board vote on approval	First Board meeting after public hearing
Citizens unable to attend committee or Board meetings are encouraged to submit written comments via postal service, LakeSumterMPO.org contact form, or email	Throughout official public comment period
Approved amendment published on LakeSumterMPO.org	As soon as final copies of document can be uploaded to the website

Transportation Improvement Program (TIP)

The Transportation Improvement Program is a five-year plan that assigns available funding to specific projects in the near future. LSMPO develops this plan each year in cooperation with the Florida Department of Transportation, which includes a period of review by LSMPO advisory committees.

As required by federal law, a formal public comment period is held prior to Board adoption, providing a structured process for public input. The official public comment period for TIP follows the same timeline as the Advisory Committee review, with a draft document available at least 21-days prior to Board action. The deadline to submit a comment is included in legal advertisements and notification associated with the public comment period. This deadline is generally seven (7) days prior to the date Board action is scheduled.

Public notification for the public comment period takes many forms (see **Outreach Approach** section). Public comment period notices are also sent to LSMPO’s community database. Additionally, draft plan documents are available on LSMPO’s website and in print at locations throughout the region and by request at least seven (7) days prior to the public hearing.

Citizens unable to respond during the public comment period or attend Board meeting may submit written public comments to LSMPO during the official public comment period in three (3) additional ways: 1) via postal service, 2) via the Voice your Ideas form on the website www.LakeSumterMPO.com/voice.aspx or 3) by emailing: mwoods@LakeSumterMPO.com.

Once adopted, the TIP is made available as a web-based interactive tool located on the LSMPO website: www.LakeSumterMPO.com.

Table 4 | Transportation Improvement Program Checklist

<i>Outreach Step</i>	<i>Timeframe</i>
Draft TIP project information published on LakeSumterMPO.org	7 days before committee review, opening public comment period
Draft TIP presented at LSMPO advisory committee meetings, with chance for public comment at the meeting	During the meeting cycle prior to Board approval
Public meeting to present draft TIP, maps, other information, with opportunity for public comment	Prior to Board approval
Board vote on approval after public comment period	Typically the first Board meeting following advisory committee review
Citizens unable to attend committee or Board meetings are encouraged to submit written comments via postal service, www.LakeSumterMPO.com/voice.aspx contact form, or email	Throughout official public comment period
Plan is published on LakeSumterMPO.com	As soon as final copies of document can be uploaded to the website

TIP Amendments:

Amendments to the TIP are reviewed by LSMPO’s advisory committees for input. In addition to the public comment periods provided during each committee meeting, opportunities for public comment are also a standard part of each Board meeting, prior to Board action. During the review process and following Board adoption, the proposed amendment is electronically published.

Public input considered in the development and maintenance of the TIP includes the comments and recommendations of LSMPO committees and the public at large as well as input received during the public comment periods. LSMPO complies with statutory planning and programming requirements [23 U.S.C 134/49 U.S.C. 5303 (j) (1) and 23 U.S.C. 135/49 U.S.C. 5304 (g) (2)] that call for continuing consultation and coordination with partners, MPOs, and non-metropolitan local officials, and Federal and State agencies.

Interagency Cooperation and Support

LSMPO actively assists local governments and transportation agencies in the development and implementation of public participation techniques for transportation planning and other related studies. For example, in the LRTP and TIP development processes, LSMPO will assist Lake County Public Transportation with their Federal Transit Administration (FTA) requirement for Section 5307 Program of Projects public involvement by including the following statement in advertisements and/or other collateral materials as appropriate:

“The MPO’s LRTP/TIP development process is being used to satisfy the public comment period requirements of FTA’s Section 5307 program. This public notice of public involvement activities and the time established for public review and comment on the LRTP/TIP will satisfy the FTA Program of Projects requirements.”

Emergency TIP Amendments

Most amendments to the TIP receive a review (as outlined in Table 5) before entering the program. Exceptions are made when an emergency amendment must be approved prior to the next Board meeting for the amended project to receive funding. In these cases, the LSMPO Chairman is authorized to approve the amendment and sign a corresponding resolution on behalf of the board without having to an emergency meeting of the Board. The chairman’s approval of the amendment then must be provided to advisory committees as an information item and ratified at the next regularly scheduled board meeting.

Table 5 | Public Involvement Checklist for TIP Amendments

<i>Outreach Step</i>	<i>Timeframe</i>
Proposed amendment published on LakeSumterMPO.com	7 days prior to committee review, opening public comment period
Amendment reviewed by LSMPO advisory committees for input, with public comment periods offered at committee meetings	During the meeting cycle prior to Board approval
Board votes on approval, following public comment period	First Board meeting after committee review
Citizens unable to attend committee or Board meetings are encouraged to submit written comments via postal service, LakeSumterMPO.com contact form, or email	Throughout official public comment period
Amendment is published on Lake SumterMPO.com	As soon as final copies of document can be uploaded to the website

Table 6 | Public Involvement Checklist for Emergency TIP Amendments

<i>Outreach Step</i>	<i>Timeframe</i>
Lake Sumter MPO Board chairman contacted about need for emergency amendment to secure funding	As soon as situation is identified by staff
Board chairman signs corresponding resolution on behalf of the Board without calling emergency session	As soon as chairman's schedule permits
Board ratifies approval of the emergency amendment	At next regularly scheduled Board meeting
Amendment is published on LakeSumterMPO.com	As soon as final copies of document can be uploaded to the website

Unified Planning Work Program (UPWP)

The UPWP documents the transportation planning activities and associated budget for the LSMPO planning area. Though the document covers a two-year period, the UPWP is reviewed annually to refine previously identified tasks and better reflect changes in the economic climate. Prior to Board adoption, the public will be provided with the opportunity to review and comment on the draft UPWP during a 21-day public review period. A draft is also presented to the LSMPO advisory committees for input. In addition to the public comment periods provided during each committee meeting, opportunities for public comment are also a standard part of each Board meeting prior to Board action. During this review process and following Board adoption, the UPWP is electronically published on www.LakeSumterMPO.com and is available in print, by request.

Citizens unable to attend the committee or Board meetings may submit written public comments to LSMPO during the official public comment period: 1) via postal service, 2) via the Voice your Ideas form on the website www.LakeSumterMPO.com/voice.aspx or, 3) by emailing: mwoods@LakeSumterMPO.com.

When significant public comments are received on a draft UPWP as a result of public involvement, a summary, analysis and report on the disposition of comments shall be made part of the final UPWP. If the final UPWP differs significantly from the one made available for public comment or raises new material issues, an additional opportunity for public comment will be made available.

Table 7 | Unified Planning Work Program (UPWP) Checklist

<i>Outreach Step</i>	<i>Timeframe</i>
Draft plan is published on LSMPO website: www.LakeSumterMPO.com	Seven (7) days prior to committee review, opening public comment period
Draft is presented to MPO advisory committees for input, with public comment periods offered at committee meetings	During the committee meeting cycle prior to Board approval
Board votes on approval, following public comment period at Board meeting	First Board meeting after committee review and recommendation
Citizens unable to attend committee or Board meetings are encouraged to submit written comments via postal service, www.LakeSumterMPO.com contact form, or email	Throughout official public comment period
Plan is published on LSMPO website: www.LakeSumterMPO.com	As soon as final copies of documents can be uploaded to the website

UPWP Revisions

UPWP revisions do not change the FHWA approved planning budget or the scope of the FHWA funded work task. There is no formal public comment period for UPWP revisions although revisions are coordinated with FDOT and are brought through the TAC, CAC, BPAC and LSMPO Board for approval.

The public is invited to attend and provide comments during each of these meetings at the designated place on the agenda. Revising the UPWP does not require FHWA approval; however, LSMPO will notify the FDOT District Liaison when changes are made. The FDOT Liaison will then notify FHWA and FTA.

UPWP Amendments

UPWP amendments change the FHWA approved planning budget, the scope of the FHWA work task, or add or delete a FHWA work task. LSMPO staff will submit all proposed draft UPWP amendments received or initiated by it through the TAC, CAC, BPAC advisory committees and for final LSMPO Board for approval. The public is invited to attend and provide comments during each of these meetings at the designated place on the agenda. Proposed draft amendments to the approved UPWP shall be distributed for public review and comment as described in **Outreach Approach** section.

Amending the UPWP does require FHWA approval; LSMPO will submit the approved UPWP document to FDOT and FHWA for their review and approval.

List of Prioritized Projects (LOPP)

LSMPO also has a formal process for prioritizing projects adopted in the LRTP. The end result is a document called the List of Prioritized Projects (LOPP). This document is reviewed annually and adopted by the Board. Prior to Board adoption, the public will be provided with the opportunity to review and comment on the draft LOPP during a 21-day public review period. The draft LOPP is presented to LSMPO’s advisory committees for input and recommendations. Prior to adoption, the Board receives a report from each committee with input and/or recommendations.

Throughout the process, there are also opportunities for general public comment. In addition to public comment periods during each advisory committee meeting, public comment periods are a standard part of each Board agenda prior to any Board action. During this review process and following Board adoption, the LOPP is electronically published on www.LakeSumterMPO.com and is available in print, by request.

Citizens unable to attend the committee or Governing Board meetings may submit written public comments to LSMPO during the official public comment period: 1) via postal service, 2) via the Voice your Ideas form on the website www.lakesumtermpo.com/voice.aspx or, 3) by emailing mwoods@LakeSumterMPO.com.

LOPP Amendments:

Amendments to the plan are reviewed by LSMPO's advisory committees for input. In addition to the public comment periods provided during each committee meeting, opportunities for public comment are also a standard part of each Board meeting, prior to Board action. During the review process and following Board adoption, the proposed amendment is electronically published.

Table 8 | List of Prioritized Projects (LOPP) Checklist

<i>Outreach Step</i>	<i>Timeframe</i>
Draft LOPP published electronically on the LSMPO website: www.LakeSumterMPO.com	21 days prior to Board approval, opening public comment period
Draft LOPP presented at LSMPO advisory committee meetings, with public comment during meeting	During the meeting cycle prior to Board approval
Board vote on approval, after public comment period at the meeting and consideration of committee input	First Board meeting after committee review
Citizens unable to attend committee or Board meetings are encouraged to submit written comments via postal service, lakesumtermpo.com contact form, or email	Throughout official public comment period
Approved Prioritized Project List published on the LSMPO website: www.LakeSumterMPO.com	As soon as final documents can be uploaded to the website

Public Involvement Plan (PIP)

The PIP is defined as part of the transportation planning work program which identifies the public involvement strategies and the outreach activities to be undertaken by the Lake~Sumter MPO. As required by federal law, a formal 45-day public comment period is held prior to Board adoption of the PIP to offer another avenue of public input. Once adopted, the plan is available on www.LakeSumterMPO.com

PIP Amendments

The PIP can be amended at any time by providing a 45-day public comment period and the opportunity for public comment on the proposed change in the regular Board and advisory committee meeting cycle. The opportunity to comment on the proposed change will be provided at regularly scheduled and advertised meetings of the Technical Advisory Committee, Citizens' Advisory Committee, Bicycle & Pedestrian Advisory Committee and Governing Board. Notice of the proposed change will also be posted on the LSMPO website.

OUTREACH APPROACH

Offering a participation plan reflecting community values and benefiting all populations of the community is central to LSMPO's planning process. The following section details LSMPO's outline for an informative and inclusive outreach approach.

Public Participation Process

The LSMPO public participation process will provide the public with many opportunities to comment on transportation plans and programs including, but not limited to, the following:

- 45-day comment period on adoption or revision of the PIP;
- 21-day comment period on adoption of the LRTP, UPWP, LOPP and TIP;
- Regional Transportation Forum on key issues;
- Regional Transportation Summit to gain stakeholder input;
- Public Meetings on specific transportation projects;
- LSMPO Website: www.LakeSumterMPO.com;
- LSMPO Social Media page and feeds;
- MPO Board and Committee meetings (TAC, CAC, BPAC);
- Transportation Disadvantaged Coordinating Boards (Lake & Sumter Counties);
- Task Force meetings (North Lake, East Lake, South Lake, CR470 Corridor, & Public Transportation);
- Efficient Transportation Decision Making (ETDM) Process;
- Presentations to other governmental bodies (counties and municipalities); and
- Presentations to civic and community groups and organizations.

Title 23 Code of Federal Regulations, Section 450.316(b) (1), the Metropolitan Transportation Planning Process, sets forth the requirements for the public involvement process in conjunction with all aspects of transportation planning. The regulation states that the public involvement process shall provide "complete information, timely public notice, full public access to key decisions, and supports early and continuing involvement of the public in developing plans and the major planning documents" produced by LSMPO. LSMPO's public participation process and development of the TIP satisfies the federal public participation requirements for developing Federal Transit Authority, Program of Projects.



DID YOU KNOW

The Lake~Sumter MPO is an agency created under federal law to direct urban transportation planning and the allocation of federal and state funds.

It is one of over 300 MPOs nationwide and its existence guarantees state and federal transportation funding for Lake and Sumter Counties.

Notification & Tools

The LSMPO employs a variety of outreach tools and techniques to reach targeted populations. These tools, combined with other activities within the context of the PIP, help make the Plan effective. The following are ongoing activities used by LSMPO staff to educate the citizens of the LSMPO area:

- Project and Plan brochures for distribution at public offices, agencies, libraries and to post on the LSMPO website: www.LakeSumterMPO.com;
- Presentations as requested by citizens groups, public agencies, or local governmental bodies;
- Public meetings sponsored by LSMPO member jurisdictions;
- Special Efforts for Underserved/Underrepresented;
- Efficient Transportation Decision Making (ETDM) Process; and
- LSMPO Social Media Page and Feeds.

Notification of meetings, comment periods or other significant events will be provided in the following manner:

- Newspaper publication notifying the public of the opportunity to review documents and provide input will be at least ten days prior to the start of a public comment period. The Public Notice will explain where the public can view information on the proposed transportation plan or program and how they can provide input. For public meetings, as much advanced notice as possible will be provided with a minimum of one (1) week. For all LRTP, UPWP, LOPP and TIP adoption a 21-day public review period will be advertised. For PIP adoption or revisions a 45 day public review period will be advertised;
- Newspaper publication will be at least one (1) week prior to a meeting of the LSMPO Board and Committees;
- All public notices will be published in the legal section of the regional newspapers for both counties;
- All public notices will be posted on the LSMPO website at: www.LakeSumterMPO.com and the Lake County and Sumter County websites: www.lakecountyfl.gov and www.sumtercountyfl.gov; and
- All public notices will be posted on the LSMPO social media page and feed.

LSMPO will also utilize the following techniques to disseminate information to the public:

- Information regarding meetings and events, as well as current document releases, will be placed on the LSMPO website: www.LakeSumterMPO.com;
- Social Media will focus primarily on the real-time dissemination of information relevant to the transportation planning process;
- Email lists to direct mail information to individuals who sign up for this service;
- Public service announcements;
- Press releases for the newspaper or other widely circulated publications;
- Use of the Citizens' Advisory Committee (CAC), Bicycle & Pedestrian Advisory Committee (BPAC), and Transportation Disadvantaged Coordinating Board (TDCB) for citizen outreach and community involvement;

- Informal presentation at regional sites, open houses, round table, or other community forums;
- Formal presentations at various service clubs, civic and professional groups;
- Distribution of information flyers on public transit services;
- Public surveys and comment forms;
- Public Media coverage;
- Public Involvement Process mailing list;
- Efficient Transportation Decision Making (ETDM) Process; and
- Public inspection of all major documents available at locations geographically located throughout the LSMPO planning area.

Emergency or Special Meetings

The Chair may call for an emergency meeting for the purpose of acting upon emergency matters affecting the public health, safety and welfare. Such meeting agenda shall be prepared by the Chair. The agenda and supporting documents shall be made available to the members at least one (1) day prior to the meeting. Meeting agenda shall be posted at the site of the meeting and on the LSMPO website at least 24 hours prior to the meeting and emailed to all members. Minutes of the emergency meeting will be posted to the LSMPO website within 24 hours the meeting and a full review of approved items will be discussed at the next regularly scheduled Board meeting.

Public Involvement Plan Strategy & Measurement

In order to carry out an effective PIP, it is necessary to follow focused engagement methods throughout the transportation planning process. These methods are more clearly defined through a goal, strategy, and performance measurement framework which is presented in this section of the document.

Regarding performance measurement, federal regulation requires that LSMPO evaluate the effectiveness of its PIP on a regular basis. In evaluating its plan, LSMPO may determine to stop using techniques that are deemed ineffective, or to initiate the use of other innovative techniques that provide better response and more positive feedback. All communications will be monitored throughout the year. Communication effectiveness will ultimately be determined by public, business, agency and media participation during public input sessions, committee meetings, and public events throughout the process. Performance Measures are linked with each of the o in this section and provide the guidelines for evaluating public involvement techniques identified in the PIP. Additional methods and media outreach to Limited English Proficiency (LEP) non-English speaking populations will be developed as part of the LSMPO's LEP Program.

The following pages describe the current objectives, strategies, and measures utilized by LSMPO to solicit and encourage public involvement in the transportation planning process.

Objective #1: Advisory Committee Involvement

To hold regular public meetings with its standing Advisory Committees and obtain their input on all documents, projects, and funding determinations prior to consideration by the LSMPO Board.

Strategies

The following strategies and performance measures listed in **Table 9** describe the efforts pursued to support Advisory Committee participation and involvement:

- **Strategy 1.1:** Ensure Advisory Committee positions are filled;
- **Strategy 1.2:** Post meeting notices and deliver information to Advisory Committee at least seven (7) days prior to meetings;
- **Strategy 1.3:** Present Advisory Committee recommendations / actions to LSMPO Board; and
- **Strategy 1.4:** Strive to continuously improve the Public Involvement Plan and ensure that public feedback is considered in the transportation decision making process.

Table 9 | PIP Objective #1 Measures

<i>Strategy</i>	<i>Measures</i>
1.1	<ul style="list-style-type: none"> • Maintain 80% of all Committee positions filled during the course of the year.
1.2	<ul style="list-style-type: none"> • Ensure 80% of Advisory Committee meeting notices and information are sent at least seven (7) days prior to the meeting. • LSMPO staff members meet quarterly with the Central Florida Metropolitan Planning Organization Alliance staff members to discuss regional issues and provide that input to the Advisory Committees. • LSMPO staff members meet at least once per year with the Chamber of Commerce / Economic Development Council to discuss transportation issues and provide that input to the Advisory Committees.
1.3	<ul style="list-style-type: none"> • 100% of Advisory Committee recommendations or actions are logged and subsequently presented to LSMPO Board.
1.4	<ul style="list-style-type: none"> • LSMPO shall continuously evaluate the public participation activities and techniques in the PIP and prepare an annual report to the LSMPO Board that will contain an evaluation of the effectiveness of the PIP. • The Public Involvement Plan shall be reviewed and adopted, with revisions if necessary, every three (3) years.

Objective #2: Information Accessibility

To provide equitable public access to information regarding transportation decision making.

Strategies

The following strategies and measures listed in **Table 10** strive to inform the public on the transportation planning process and offer opportunities for public comment:

- **Strategy 2.1:** Schedule meetings and events at convenient times and locations;
- **Strategy 2.2:** Establish access for persons with disabilities to obtain information and participation opportunities;
- **Strategy 2.3:** Plan public involvement activities and events to be geographically dispersed throughout the LSMPO area;
- **Strategy 2.4:** Focus public involvement activities and events to target a diverse group of participants; and
- **Strategy 2.5:** Produce public information to be available in a format for traditionally underserved populations.

Table 10 | PIP Objective #2 Measures

<i>Strategy</i>	<i>Measures</i>
2.1	<ul style="list-style-type: none"> • At least 75% of participants and invitees stated the meeting or event was held at a convenient time and location. • Attend or sponsor at least two (2) public events on a weekend. • Plan specific public meetings to be held in neighborhood facilities located within the study area. • LSMPO staff will participate in at least three (3) speaking engagements per year.
2.2	<ul style="list-style-type: none"> • 100% of disabled persons who requested accommodations are provided accommodation to meet their needs. • 100% of meetings, events and project-related information sources are accessible to persons with disabilities.
2.3	<ul style="list-style-type: none"> • Meetings for the LRTP, special public meetings and/or workshops are provided in at least three (3) separate areas of the LSMPO region. • At least one meeting or opportunity is located in each affected area in the LSMPO region (pertains to corridor or area-specific actions).
2.4	<ul style="list-style-type: none"> • Number of public meetings specifically designed and held for targeted and underserved groups, i.e. elderly, disabled, low-income and other minorities. • LSMPO staff will present MPO plans or programs at a minimum of three (3) neighborhood or homeowner association meetings to obtain feedback and engage diverse communities. • At least 75% of those surveyed at the neighborhood/homeowners meetings agree that the presentation was effective in providing information and gathering input.
2.5	<ul style="list-style-type: none"> • For specific geographic areas, materials are produced in other languages. • Translators are available at public meetings, events, booths, outreach activities in areas where a high proportion of the population is non-English speaking • For specific disabled groups, materials are produced for their use, for example audio information for the visually impaired or written information for the hearing impaired.

Objective #3: Feedback in the Process

To engage the public early, often, and with clarity so that opportunities exist for public feedback in the transportation decision making process.

Strategies

The LSMPO recognizes the importance of obtaining feedback from members of the community and will pursue the following strategies and measures listed in [Table 11](#) to encourage and obtain feedback:

- **Strategy 3.1:** Disseminate clear, informative public information explaining MPO actions;
- **Strategy 3.2:** Respond to public inquiries within seven (7) working days of the date of receipt;
- **Strategy 3.3:** Make available meeting notices and information at least five (5) days prior to meetings;
- **Strategy 3.4:** Provide follow-up information to groups;
- **Strategy 3.5:** Promote public participation opportunities at key decision making points; and
- **Strategy 3.6:** Incorporate public feedback into transportation decision making.

Table 11 | PIP Objective #3 Measures

<i>Strategy</i>	<i>Measures</i>
3.1	<ul style="list-style-type: none"> • Annually evaluate how attendees or respondents: <ul style="list-style-type: none"> ○ Heard about the meeting. ○ Are Aware of the LSMPO process and responsibilities, ○ Understand the issue(s) to be resolved. ○ Believe public comments are incorporated in decision making.
3.2	<ul style="list-style-type: none"> • 75% of all responses to public inquiries are made within seven (7) working days of receipt date. • 75% of all responses to media inquiries are made within one (1) working day of receipt date.
3.3	<ul style="list-style-type: none"> • 80% of public meeting notices are sent at least five (5) days prior to the meeting. • 80% of public meeting information is made available at least five (5) days prior to the meeting.
3.4	<ul style="list-style-type: none"> • Public Involvement Summary will include a narrative describing how public comment shaped the selected alternative/decision. • LSMPO will make publications and documents available to the public at least twenty-one (21) days at locations that are ADA accessible and centrally located. • LSMPO staff will provide follow-up notices to groups in the form of meetings, flyers or update to the website.
3.5	<ul style="list-style-type: none"> • Visualization tools and easy to understand graphics will be used to illustrate plans and concepts. • LSMPO staff will be available to provide project related information. • 100% of public meeting comments are logged, summarized, analyzed and distributed to applicable staff, Board and Committees.
3.6	<ul style="list-style-type: none"> • A record of public comments and how they were integrated into the transportation planning process is maintained by LSMPO staff. • LSMPO staff will conduct annual surveys to evaluate public needs and recommend revisions to MPO work products.

Objective #4: Outreach Tools and Techniques

To use a variety of methods to involve and engage the public.

Strategies

The LSMPO public involvement process seeks to regularly engage the community. The following strategies and measures listed in **Table 12** seek to facilitate this process:

- **Strategy 4.1:** Utilize various public involvement techniques;
- **Strategy 4.2:** Conduct surveys on the effectiveness of public outreach techniques;
- **Strategy 4.3:** Enable public information accessibility in languages other than English, as appropriate, or in other means to address disabilities;
- **Strategy 4.4:** Employ various website tools to provide information and gather input; and
- **Strategy 4.5:** Utilize the website to track public interest in activities.

Table 12 | PIP Objective #4 Measures

<i>Strategy</i>	<i>Measure</i>
4.1	<ul style="list-style-type: none"> • At least three (3) separate techniques are used to involve/engage the public in decision making. (i.e. ads, website, meetings). • All LSMPO announcements and meeting materials are posted to the LSMPO website at least five (5) days prior to meetings and events. • The LSMPO participates in at least two (2) community events per year.
4.2	<ul style="list-style-type: none"> • Once per year, the MPO staff conducts a survey of the public on how well outreach techniques are working. • 50% of those surveyed agreed that LSMPO public outreach techniques were effective in providing information and gathering input. • 50% of those surveyed agree that [a specific technique] was effective in notifying them of LSMPO actions. • The LSMPO will track rate of return for all surveys, questionnaires and/or comment forms. • 100% comments are logged, summarized and analyzed and distributed to applicable staff, Board and Committees.
4.3	<ul style="list-style-type: none"> • With 72 hours notice, LSMPO will provide meeting notices in other languages or means to address disabilities. • In specific geographic areas and for specific community meetings, 100% of presentation materials are produced in a language other than English (as needed). • LSMPO staff utilizes maps and other visual techniques to convey information.
4.4	<ul style="list-style-type: none"> • At least three (3) separate website tools are used to involve/engage the public in decision making, for example, online surveys, online comment form, interactive calendar, online idea submissions and discussions, electronic documents available, etc. • LSMPO will attempt to use social media to provide information, capture input and provide responses to public comment.
4.5	<ul style="list-style-type: none"> • Utilizing Google Translate, all pages of the LSMPO website are available in languages other than English. • Project specific web pages are developed and tracked as a method to gather public feedback.

Objective #5: Public Input on Public Transit

To provide opportunities for the public to provide input on the Lake County Section 5307 Program of Projects (POP).

Strategies

Public transportation is important for residents within Lake County and Sumter County; and LSMPO facilitates ways for input on this service. The following strategies and measures listed in **Table 12** seek to enable this feedback:

- **Strategy 5.1:** Request the Lake County Section 5307 POP; and
- **Strategy 5.2:** Include POP with the LSMPO LOPP and present at the CAC, TAC, BPAC and LSMPO Policy Board meetings in September. The public will have the opportunity to:
 - Provide input on the POP; and
 - Be involved in prioritizing of the POP for funding.

Table 12 | PIP Objective #5 Measures

<i>Strategy</i>	<i>Measure</i>
5.1	<ul style="list-style-type: none"> • Request annually (by June 1) Lake County Section 5307 POP for the following fiscal year • Request annually (by August 15) a copy of the Section 5307 POP advertisement in the local newspaper
5.2	<ul style="list-style-type: none"> • Request (by August 15) a representative from Lake County Public Transit attend the September CAC, TAC, BPAC and LSMPO Policy Board meetings when the LOPP and POP are discussed • Request (by fourteen days prior) a representative from Lake County Public Transit attends the CAC, TAC, BPAC and LSMPO Policy Board meetings when a TIP Amendment for public transit funding is considered.

The PIP reflects the LSMPO's commitment to honesty, integrity, and transparency throughout the planning process and active community participation. The LSMPO looks forward to sharing plan information with the public and interested stakeholders, and creating a dynamic forum for public participation, planning and interagency collaboration

OUTREACH POLICIES

The outreach employed by LSMPO is guided by specific principles and standards. These components assist with providing a consistent experience for the public. The following section details the main policies guiding the LSMPO outreach process.

Access to Information

The LSMPO will provide the public with reasonable and timely access to technical and policy information relating to the data or content in the development of the transportation plans, programs and projects. Documents will be available for public inspection on the LSMPO website www.LakeSumterMPO.com and at the LSMPO office located at 225 West Guava Street, Suite 211, Lady Lake, FL 32159 during normal business hours. Copies of draft plans and programs will also be placed at the following locations for public review:

- Lake County Administration Building, 315 West Main Street, Tavares;
- Clermont City Hall, 685 West Montrose Blvd., Clermont;
- Leesburg Public Library, 100 East Main Street, Leesburg;
- Lady Lake Town Hall, 409 Fennell Blvd., Lady Lake; and
- Sumter County Service Center, 7375 Powell Road, Wildwood.

Public Meetings

Public information meetings will be held at various locations in the LSMPO area to inform the public of the planning process and to solicit ideas, input and feedback. The intent of holding public informational meetings at diverse locations is to solicit broad public comments. General meeting locations will be at the Lake~Sumter Metropolitan Planning Organization office, Lake County Administration Building, the Lake-Sumter State College, the Sumter County Service Center, and other locations such as municipal city halls and/or offices, churches, community centers, etc.

Notice of public hearings and public informational meetings will be given in accordance with and listed in the **Outreach Approach** section. A reasonable attempt will be made to notify organizations representing minority and disabled people. Public meetings will be held at locations accessible to and at times convenient to minority and disabled residents.

Special arrangements will be made to accommodate persons with disabilities, low income, and people who do not speak English. For meetings involving individuals without transportation and the disabled, the LSMPO will schedule meetings during the time public transit and para-transit services are operating or will make special arrangements to ensure that individuals have an opportunity to access transportation to the meetings. The LSMPO will ensure that all segments of the population including LEP persons have been involved or have the opportunity to be involved in the transportation planning process. Interpreters will be provided, when advanced notice is given to accommodate non-English speaking individuals. The LSMPO LEP Plan may be reviewed at the following link: www.LakeSumterMPO.com.

Public Record of Meetings

The Sunshine Law stipulates that minutes must be taken at all public meetings. LSMPO takes minutes of meetings, distributes them to Board and committee members, posts them promptly on www.LakeSumterMPO.com, after approval, and provides written copies upon request.

Public Hearings

Public hearings are a formal process to solicit public comment on specific plans being considered by LSMPO. As a formal setting for citizen input, public hearings are recorded and summarized for the record. A summary of comments are provided to LSMPO Board members, prior to Board action. Maps and other visualization tools are displayed at public hearings to present information in a visual way.

According to the state's Sunshine Law (Section 286 of the Florida Statutes), the public must have reasonable notice of the meetings of public boards and commissions. LSMPO complies with the law's requirement that the dates and times of meetings be published at the MPO office. In addition, meetings are posted on the www.LakeSumterMPO.com electronic calendar, along with contact information and agendas when available.

Website

The LSMPO maintains an internet site providing a forum for the most current information on activities and projects, meetings, public hearings, Board meetings; downloadable plans for each citizen to review interactive maps of transportation projects; links to related sites; and several opportunities to provide commentary to the LSMPO regarding their plans and programs. Archived presentations of LSMPO and other public meetings are also provided for viewing or download. The website can be accessed at www.LakeSumterMPO.com.



E-Mail List

The LSMPO staff maintains and updates an email distribution list for the purpose of informing the community about various transportation planning activities undertaken by the LSMPO. The e-mail list includes civic associations, clubs, municipal governments, newspapers, concerned citizens and all attendees to any of the transportation related public meetings held in the LSMPO area. The e-mail list is used to inform the community about scheduled TAC, CAC, BPAC, TDCB, and Governing Board meetings; future public workshops and hearings; and to provide brief updates concerning the status and progress of ongoing transportation planning activities and projects.



**We Want
Your Input!**

The Lake~Sumter MPO encourages public comment. This document is available on the Lake~Sumter website at www.LakeSumterMPO.com.

Response

Responses to questions and comments from the public concerning the public participation process, draft transportation plans, programs, or public agency consultation process will be made directly to the individual by letter, telephone call or email. A summary of comments received will be made as part of the final plan or program. The rationale for policy decisions will be available to the public in writing if requested.

Title VI (Environmental Justice)

The LSMPO will reach out to members of the low income, minority, and disabled communities as part of the transportation planning process to meet the requirements of Title VI and to better serve the community. The LSMPO will utilize the FDOT ETDM Tool to conduct socio-economic analysis of communities to determine where concentrations of Title VI groups and issues may exist.

Localized meetings to discuss transportation issues will be held periodically to encourage participation. Public notifications outlined in the Outreach Approach section will be conducted to attempt to get the word out about upcoming meetings and hearings. Citizens that express interest or make comments at a public meeting or hearing will be put on a mailing list to be notified of upcoming meetings. The LSMPO will hold meetings and public hearings during times when public transit and para-transit services are available for those without transportation or are disabled.

Consistent with the USDOT order on environmental justice, special efforts are undertaken to involve population segments that are traditionally underserved and/or underrepresented in Lake and Sumter Counties. These efforts may include the following:

- Identify geographic locations with a high concentration of the traditionally underserved and underrepresented;
- Host traditional workshops convenient to these geographic locations and invite community leaders from these geographic locations to participate on CAC and other committees as appropriate;
- Distribute information regarding the transportation planning process and opportunities for public involvement by providing information on public transit; and
- Meet with and make presentations to organizations that represent this segment of the population.

The LSMPO Title VI Plan may be reviewed online at www.LakeSumterMPO.com.

Limited English Proficiency (LEP)

The LSMPO's Limited English Proficiency (LEP) Plan identifies the LEP populations impacted within the service area. Additionally, the plan sets the guidelines for LSMPO staff to follow to allow information and services are accessible to LEP persons. A copy of the LSMPO's LEP Plan can be found online at www.LakeSumterMPO.com.

Disadvantaged Business Enterprise (DBE)

As a recipient of U.S. Department of Transportation funding, LSMPO is required under 49 CFR Part 26.23 to issue a policy statement supporting Disadvantaged Business Enterprises (DBE). LSMPO is committed to this program and implementing relevant objectives throughout the public involvement process. The full policy statement can be found online at www.LakeSumterMPO.com.

Social Media

The LSMPO is committed to engaging the public in a variety of ways and understands that no single communication tool serves all populations. The LSMPO is employing social media opportunities including the use of a Facebook page along with other social media platforms including Twitter.

The use of social media is included in the LSMPO's public involvement plan with the following goals:

- Use as an accessible resource for the public and organizations to receive consistently updated information about LSMPO;
- Use to repost important and relevant articles/postings/ideas;
- Use as a way to receive public feedback via links to surveys;
- Use to help integrate the public into more planning and allow the public to understand LSMPO's plans/projects/improvements;
- Use as a source of announcements- meetings, projects, press releases, office closures, special events, news, project announcements, website updates;
- Overall to allow more accessibility and understanding of LSMPO's mission and allow more room for constant dialogue between the organization and the public/other organizations;
- Allow both input and output in addition to posting items, but also respond to other organization's activities.

While social media has become an essential component for public involvement and engagement, its use brings its own unique set of needs and consideration of use.

Considerations

While social media platforms are now standard in communication plans for private, non-profit, and public sector organizations, LSMPO recognizes that public record and public access (i.e. Government in the Sunshine) laws in Florida require a thoughtful approach. As additional guidance is provided at the state level, the organization will modify the application of social media tools, when necessary. LSMPO adheres to the following social media guidelines to ensure compliance with Florida's open government and public record laws.

Access

When social media applications provide mechanisms to restrict content access, LSMPO will allow all content to be freely visible and open to any user.

Content

LSMPO will generate much of its own social media content, using it to highlight the organization's activities and those of its partners. Other content for social media channels will be shared or repurposed from outside sources and may link to external sites. Appearance of external links does not constitute an official endorsement on behalf of the organization.

Posting Comments

LSMPO's use of social media will primarily focus on the dissemination of information relevant to the transportation planning process, with a secondary focus on obtaining input on targeted issues of importance. The LSMPO Board and advisory committee members are prohibited from engaging in an exchange or discussion of matters via social media that will foreseeably come before the Board or committee for official action.

User Comments

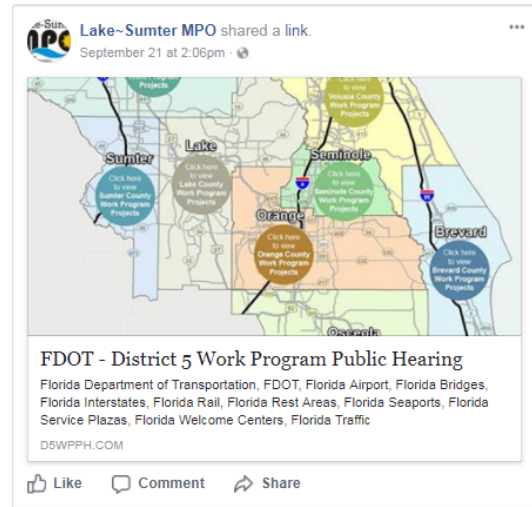
The following forms of content shall not be allowed:

- Comments not topically related to the particular social medium article being commented upon;
- Comments in support of or opposition to political campaigns or ballot measures;
- Profane language or content;
- Content that promotes, fosters, or perpetuates discrimination on the basis of race, creed, color, age, religion, gender, marital status, status with regard to public assistance, national origin, physical or mental disability or sexual orientation;
- Sexual content or links to sexual content;
- Solicitations of commerce;
- Conduct or encouragement of illegal activity;
- Information that may compromise the safety or security of the public or of private entities; or
- Content that violates a legal ownership interest of any other party.

When a feature allowing users to post a comment is activated and an "approval-required" feature exists, the organization will review all comments prior to publication. Also, when a feature allowing users to post a comment is activated and approval features do not exist, the organization will regularly monitor user comments and take appropriate action to delete inappropriate comments.

Public Records

As with electronic communication, LSMPO will post a notice on the social media site regarding Florida public records law. The LSMPO will independently track social media activity monthly. Social media records will conform with applicable public record retention schedules, as outlined in Florida Statutes. As is the case with the LSMPO website, the staff tasked with public involvement duties will be responsible for the content and upkeep of any social media sites created to promote the mission of the organization.



Please Follow Us On Any Or All
Of Our Social Media Platforms!



Like Us on Facebook:
LakeSumter-MPO



Tweet Us on Twitter:
@lakesumtermo

SUMMARY

The public involvement efforts of the LSMPO provide opportunities for the community to engage in the transportation planning process. This document establishes the basic techniques for disseminating information to the public and engaging the citizens in an interactive discussion. However, this is a continuously evolving process and next steps are summarized below.

Assessment of Public Participation Techniques

LSMPO staff will work to quantify the results of the public involvement efforts and make an annual report to the Governing Board. The annual report will give a summary of public input for the past year, and future reports will compare current results to prior years. **Appendix A** provides an outreach log which LSMPO will use to track involvement efforts and compare to prior years.

Ongoing Process Improvement

During staff meetings and debriefs, public involvement strategies are discussed in regards to improving progress toward established participation objectives. Evaluation and response are valuable components of any successful program, plan, or project. As such, the MPO can gauge the effectiveness of the PIP in order to highlight opportunities for improvement. LSMPO staff will track and measure the following list of activities in order to better gauge public input in the transportation planning process:

- Attendance and input at public information meetings and public hearings;
- Number of organizations and groups to which mailings are sent;
- Email list;
- Public Involvement Process Mailing List;
- Communications received from the public whether they use mail, email, and comments at public information meetings or public hearings;
- Tracking of presentations given to public groups;
- Efficient Transportation Decision Making (ETDM) Process; and
- Documenting all public meetings including photos, attendance sheets meeting handouts.

In addition to these tracking and reporting efforts, the LSMPO staff will continue to research new and innovative ways to further involve the public in the LSMPO transportation planning process.

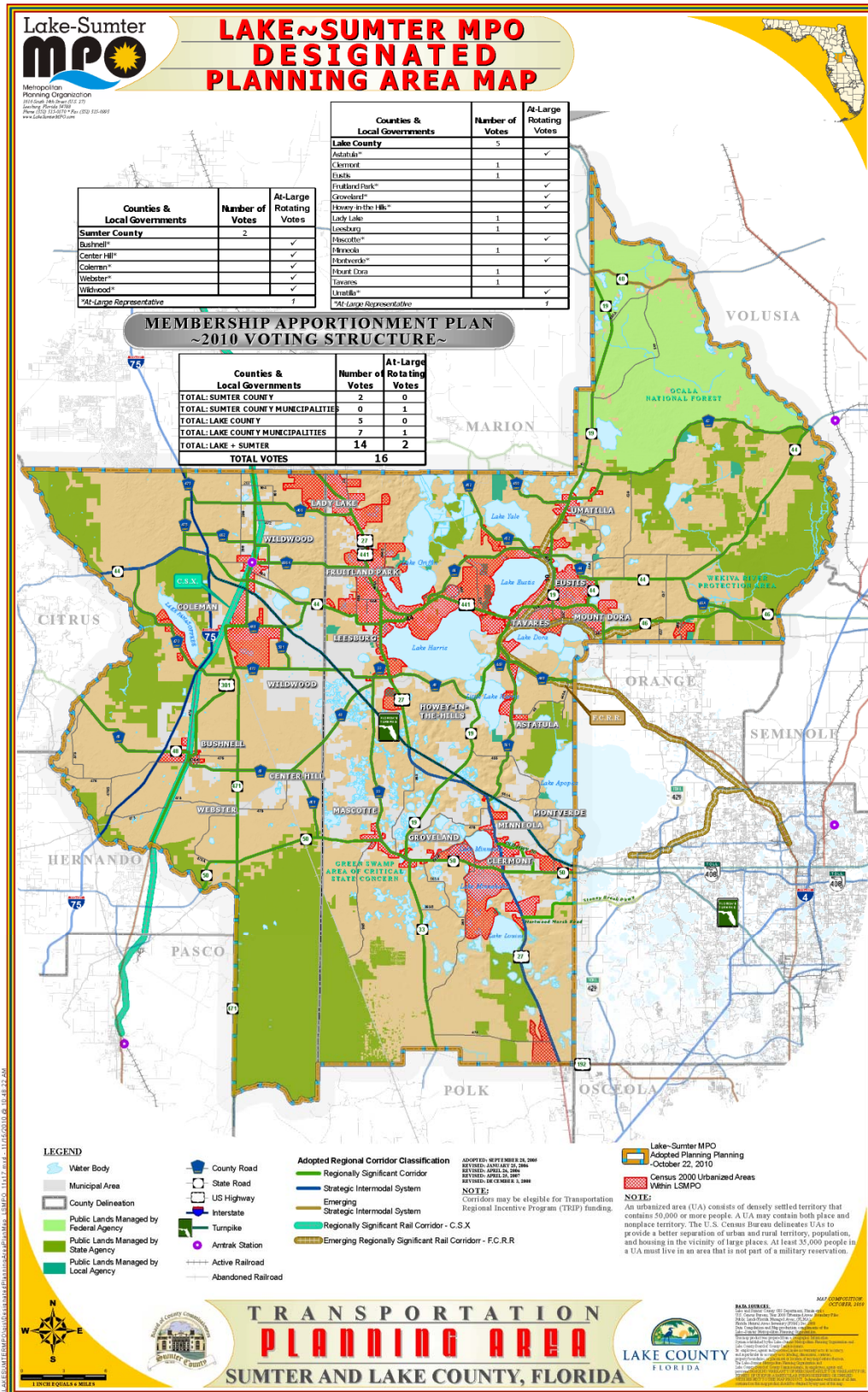
APPENDIX A: PIP OUTREACH LOG



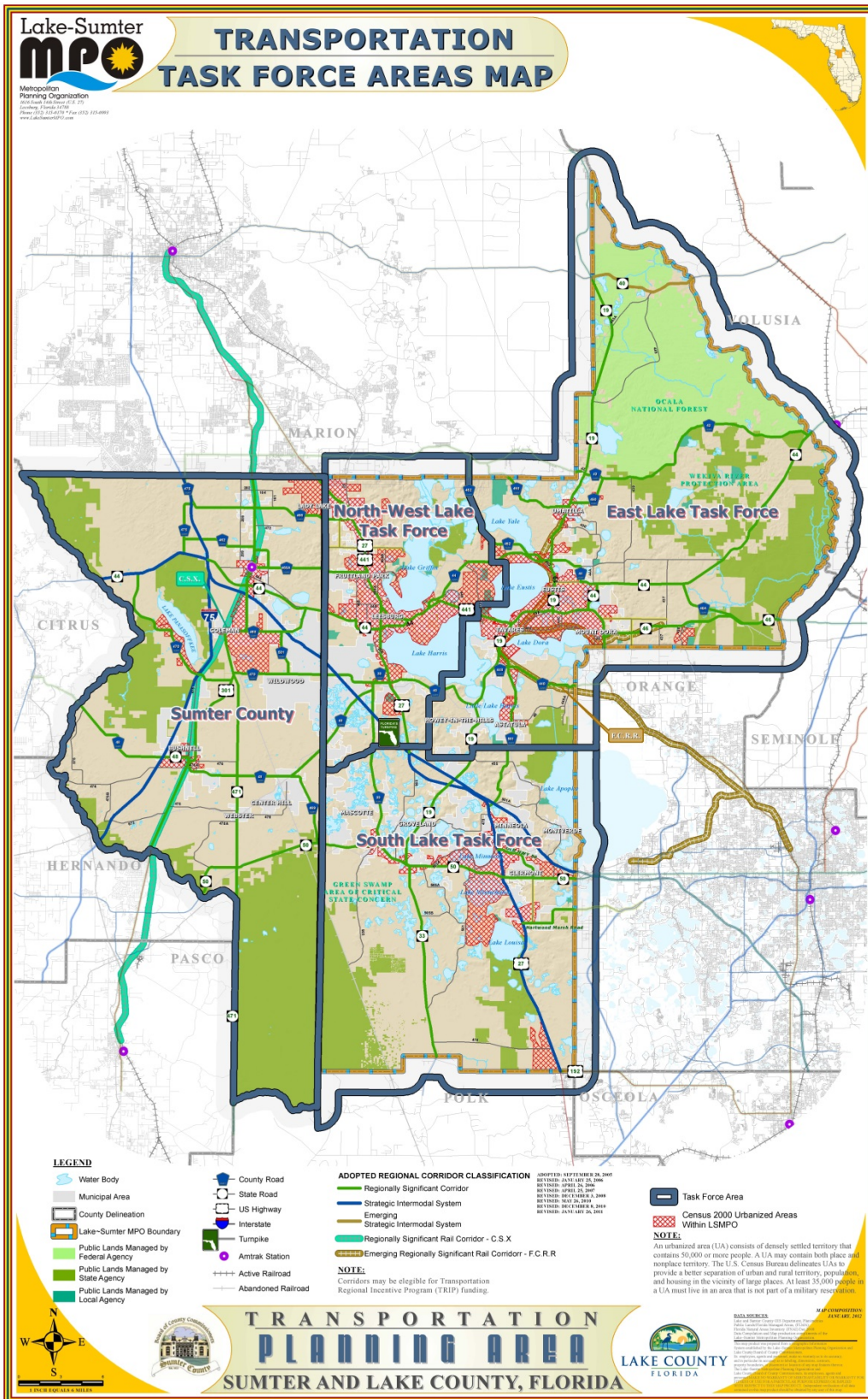
LAKE~SUMTER MPO OUTREACH LOG

Date	Request (Inquiry/Event)	Staff Person	Purpose/Action	Notes

APPENDIX B: MPO PLANNING AREA AND TASK FORCE MAPS



Source: Lake-Sumter MPO



Source: Lake-Sumter MPO

APPENDIX C: TRANSPORTATION ACRONYM GUIDE

ACRONYM	NAME / TITLE
AA	Alternatives Analysis
AADT	Annual Average Daily Traffic
ADA	Americans with Disabilities Act
ADT	Average Daily Traffic
AE	Annual Element
AFV	Alternative Fuel Vehicle
AIA	American Institute of Architects
AICP	American Institute of Certified Planners
AMPO	Association of Metropolitan Planning Organizations
APA	American Planning Association
APTA	American Public Transit Association
APWA	American Public Works Association
ARRA	American Recovery and Reinvestment Act
ASCE	American Society of Civil Engineers
AVO	Average Vehicle Occupancy
AVR	Average Vehicle Ridership
AWT	Average Weekday Traffic
B/C	Benefit Cost Ratio
BCC	Board of County Commissioners
BLM	Bureau of Land Management
BMS	Bridge Management System
BOA	Board of Adjustments
BOE	Basis of Estimate
BPAC	Bicycle and Pedestrian Advisory Committee
BRP	Bridge Replacement Program (State)
BRRP	Bridge Repair and Rehabilitation Program (State)
BRT	Bus Rapid Transit
BTS	Bureau of Transportation Statistics
CAAA	Clean Air Act Amendments of 1990
CAC	Citizens Advisory Committee

ACRONYM	NAME / TITLE
CAD	Computer Aided Drafting
CADD	Computer Aided Drafting and Design
CBD	Central Business District
CCI	Construction Cost Index
CCI	Community Characteristics Inventory
CDC	Center for Disease Control
CEI	Construction Engineering Inspection
CEMO	Central Environmental Management Office (State)
CE-NEPA	Categorical Exclusion
CFMPOA	Central Florida MPO Alliance
CFR	Code of Federal Regulations
CIE	Capital Improvement Element
CIGP	County Incentive Grant Program
CIP	Capital Improvement Program
CLC	Community Liaison Coordinator
CMAQ	Congestion Management and Air Quality
CMP	Corridor (or Congestion) Management Plan
CMS	Congestion Management System
CMS	Concurrency Management System
CNG	Compressed Natural Gas
CNU	Congress of New Urbanism
CO	Carbon Monoxide
CO2	Carbon Dioxide
CO2E	Carbon Dioxide Equivalents
CTC	Community Transportation Coordinator
CTD	Commission for Transportation Disadvantage
CTST	Community Traffic Safety Team
CUTR	Center for Urban Transportation Research
dB	Decibels
DBE	Disadvantaged Business Enterprise
DDHV	Directional Design Hour Volume

ACRONYM	NAME / TITLE
DDR	District Dedicated Revenue
DEIS	Draft Environmental Impact Statement
DEO	Department of Economic Opportunity (FL)
DHV	Design Hour Volume
DIS	State funds for projects on the Strategic Intermodal System
DNR	Department of Natural Resources
DNS	Determination of Non-significance
DOT	Department of Transportation
DRI	Development of Regional Impact
DVMT	Daily Vehicle Miles Traveled
EA	Environmental Assessment
EAR	Evaluation and Appraisal Report
EB	Eastbound
ECFRPC	East Central Florida Regional Planning Council
EEO	Equal Opportunity Employer
EIS	Environmental Impact Statement
EOC	Emergency Operations Center
EPA	Environmental Protection Agency (Federal)
ESA	Endanger Species Act
ETDM	Efficient Transportation Decision Making
F.S.	Florida Statute
FAA	Federal Aviation Administration
FAPA	Florida Chapter of the American Planning Association
FARS	Fatality Analysis Reporting System
FBT	Floridians for Better Transportation
FC	Functional Classification
FDEP	Florida Department of Environmental Protection
FDOT	Florida Department of Transportation
FEA	Final Environmental Assessment
FEIS	Final Environmental Impact Statement
FEMA	Federal Emergency Management Agency

ACRONYM	NAME / TITLE
FGDL	Florida Geographical Data Library
FHWA	Federal Highway Administration
FIHS	Florida Interstate Highway System
FLUAM	Future Land Use Allocation Model
FMCSA	Federal Motor Carrier Safety Administration
FONSI	Finding of No Significant Impact
FRA	Federal Railroad Administration
FSUTMS	Florida Standard Urban Transportation Modeling Structure
FTA	Federal Transit Administration
FTC	Florida Transportation Commission
FTE	Full Time Equivalent
FTE	Florida Turnpike Enterprise
FTP	Florida Transportation Plan
FY	Fiscal Year
4-R	Highway Reconstruction, Resurfacing, Restoration, and Rehabilitation
GHGs	Greenhouse Gases
GIS	Geographic Information Systems
GPS	Global Positioning System
GVW	Gross Vehicle Weight
HCM	Highway Capacity Manual
HOT	High Occupancy Toll Lanes
HOV	High Occupancy Vehicles
HSR	High Speed Rail
HTF	Highway Trust Fund (U.S.)
ICE	Intergovernmental Coordination Element
INFRA	Infrastructure for Rebuilding America
ISTEA	Intermodal Surface Transportation Efficiency Act
ITE	Institute of Traffic Engineers
ITS	Intelligent Transportation System
JPA	Joint Participation Agreement
LAP	Local Agency Program

ACRONYM	NAME / TITLE
LEP	Limited English Proficiency
LGCP	Local Government Comprehensive Plan
LMY	Lane Mile Years
LNG	Liquefied Natural Gas
LOPP	List of Priority Projects
LOS	Level of Service
LRT	Light Rail Transit
L RTP	Long Range Transportation Plan
LSMPO	Lake~Sumter MPO
LU	Land Use
M&O	Management and Operations
MAP-21	Moving Ahead for Progress in the 21st Century
MBE	Minority Business Enterprise
MIS	Management Information Systems
MMTD	Multimodal Transportation District
MOA	Memoranda of Agreement
MOU	Memorandum of Understanding
MP	Milepost
MPO	Metropolitan Planning Organization
MPOAC	Metropolitan Planning Organization Advisory Council
MSTU	Municipal Services Tax Unit
MUTCD	Manual on Uniform Traffic Control Devices
MWBE	Minority and Women's Business Enterprise
NAAQS	National Ambient Air Quality Standards
NB	Northbound
NCHRP	National Cooperative Highway Research Program
NEPA	National Environmental Policy Act
NEPA	National Environmental Policy Act of 1969
NGS	United States National Geodetic Survey
NHPA	National Historical Preservation Act
NHPP	National Highway Performance Program

ACRONYM	NAME / TITLE
NHS	National Highway System
NHTSA	National Highway Traffic Safety Administration
NOAA	National Oceanographic and Atmospheric Administration
NOX	Nitrogen Oxides
NPRM	Notice of Proposed Rule Making
NPS	National Park Service
NRHP	National Register of Historic Places
NTSB	National Transportation Safety Board
O&M	Operations and Maintenance
O-D	Origin-Destination (survey or zone)
OEO	Office of Equal Opportunity
OMB	Office of Management and Budget
OSHA	Occupational Safety and Health Administration
PCI	Pavement Condition Index
PD&E	Project Development & Environmental Study
PE	Professional Engineer
PE	Preliminary Engineering
PEA	Planning Emphasis Areas
PHF	Peak Hour Factor
PI	Public Involvement
PIO	Public Information Office (or Officer)
PL	Category of FHWA funds for MPO planning uses
PM	Project Manager
PM	Particulate Matter
PMS	Pavement Management System
PTMS	Public Transportation Facilities and Equipment Management System
PUD	Planned Unit Development
QA/QC	Quality Assurance / Quality Control
RCI	Roadway Characteristics Inventory
RFP	Request for Proposal
RFQ	Request for Qualifications

ACRONYM	NAME / TITLE
ROW	Right of Way
RPC	Regional Planning Council
RPM	Revolutions per Minute
RR	Railroad
RRR (3R)	Resurfacing, Restoration, and Rehabilitation
RTA	Regional Transit Authority
SAFETEA-LU	Safe, Accountable, Flexible, Efficient Transportation Equity Act – A Legacy for Users
SB	Southbound
SBE	Small Business Enterprise
SCE	Sociocultural Effects
SCOP	Small County Outreach Program
SD	Structurally Deficient
Section 5305(d)	Category of FTA funds for MPO planning use
SEIS	Supplemental Environmental Impact Statement
SEPA	State Environmental Policy Act
SIB	State Infrastructure Bank
SIS	Strategic Intermodal System
SOV	Single Occupancy Vehicle
SR	State Road
SRPP	Strategic Regional Policy Plan
STIP	State Transportation Improvement Program
STP	Surface Transportation Program
TAC	Technical Advisory Committee
TCEA	Transportation Concurrency Exception Area
TCMA	Transportation Concurrency Management Area
TD	Transportation Disadvantaged
TDCB	Transportation Disadvantaged Coordinating Board
TDM	Transportation Demand Management
TDM	Travel Demand Management
TDP	Transit Development Plan
TDSP	Transportation Disadvantaged Service Plan

ACRONYM	NAME / TITLE
TE	Transportation Enhancements
TEA-21	Transportation Equity Act for the 21st Century of 1998
TIGER	Transportation Investment Generating Economic Recovery
TIP	Transportation Improvement Program
TMA	Transportation Management Area
TMS	Transportation Management System
TOP	Transit Operations Plan
TPO	Transportation Planning Organizations (synonym to MPO)
TRB	Transportation Research Board
TRIP	Transportation Regional Incentive Program
UA	Urbanized Area
UCF	University of Central Florida
UPWP	Unified Planning Work Program
US	United States (route)
USC	United States Code
USDOE	United States Department of Energy
USDOT	United States Department of Transportation
USFS	United States Forest Service
USFWS	United States Fish and Wildlife Service
USGS	United States Geological Survey
VHT	Vehicle Hours Traveled
VMS	Variable Message Sign
VMT	Vehicle Miles Traveled
VOC	Volatile Organic Compounds
VPH	Vehicles Per Hour
WAGES	Work and Gain Economic Self Sufficiency
WB	Westbound
WBE	Women's Business Enterprise
WPRC	Withlacoochee Regional Planning Council
YTD	Year to Date

APPENDIX D: FLORIDA LRTP AMENDMENT THRESHOLDS

Complete Excerpt of Florida LRTP Amendment Thresholds Issued March 15, 2014:

Section 1. Florida LRTP Amendment Thresholds

The guidance in this section sets the minimum thresholds for project changes that trigger an LRTP Amendment at the time of STIP approval, a STIP amendment or NEPA approval. Even if a project change does not require an amendment, an MPO may still elect to do an amendment at its option if appropriate circumstances warrant. For determining TIP/STIP/LRTP/NEPA consistency for approval of a NEPA document, please refer to Section 2. NEPA Consistency and Approval and the 2012 LRTP Expectations Letter for additional details. This document was jointly prepared by FDOT and the FHWA Florida Division.

The following acronyms are used:

- CFP – Cost Feasible Plan
- CST – Construction Phase
- FDOT – Florida Department of Transportation
- FHWA – Federal Highway Administration
- LRTP – Long Range Transportation Plan
- MPO – Metropolitan Planning Organization
- NEPA – National Environmental Policy Act
- PD&E – Project Development and Environment Phase
- PE – Preliminary Engineering Phase
- ROW – Right of Way Phase
- SIS – Strategic Intermodal System
- STIP – State Transportation Improvement Program
- TIP – Transportation Improvement Program

LRTP Amendments

Project Cost Changes that Require an LRTP Amendment

An LRTP amendment will be required for LRTP cost increases that exceed 50% of project cost and \$50 million.

When assessing project cost changes (including project costs documented in NEPA documents), the cost of the project includes the phases after the PD&E which, for purposes of this document, are Design/PE, ROW and Construction phases.

Other Changes that Require an LRTP Amendment

- A. Design Concept or Scope Changes: A major change in the project termini (e.g. expansion) or a change in a project concept(s) such as adding a bridge, addition of lanes, addition of an interchange, etc.
- B. Deleting a full project from the CFP.
- C. Adding a new project where no phases are currently listed in the CFP.
- D. Projects or Project Phase Initiation Date for projects in the CFP:
 - a. Advancing a project phase from the 3rd 5 years and the last 10 year band of the LRTP to the TIP/STIP years; advancing a project more than one 5 year band (see table with LRTP amendment examples below).

- b. Adding a phase to an existing CFP project (e.g. if ROW is funded, adding CST Phase) where (1) the new phase is funded in the TIP/STIP years/1st 5-year band of the LRTP and (2) one or more phases of a different project must be deferred to a later band or to the Needs/Illustrative List in order to demonstrate fiscal constraint.
- c. For advancing phases of minor projects, please see the LRTP Modifications section.

E. Projects or Project Phase Initiation Date for projects beyond the CFP:

- a. Moving a new project from a Needs or Illustrative List to the CFP where no phases are currently listed in the CFP.
- b. Moving new phases from a Needs or Illustrative List to an existing CFP project where (1) the new phase is funded in the TIP/STIP years/1st 5-year band of the LRTP and (2) one or more phases of a different project must be deferred to a later band or to the Needs/Illustrative List in order to demonstrate fiscal constraint.

LRTP Amendment Examples				
CFP				Needs
1 st 5-yr band TIP/STIP years	2 nd 5-yr band	3 rd 5-yr band	Last (10-yr) band	Needs/ Illustrative List
TO	←		FROM	
TO	←			FROM
	TO	←	FROM	
TO ANY BAND				← FROM

LRTP Modifications

Changes that are less significant than those above that trigger an LRTP amendment would only require a modification. These include:

- A. Design Concept or Scope Changes: A minor change in the project termini equal to or less than 10% of the total project, i.e., adjusting length for turn lane tapers.
- B. Identification of planned use of Federal funds for existing CFP projects if Federal funds are added to a project funded with only state or local funds in the adopted LRTP.
- C. Project or Project Phase Initiation Date:
 - a. Advancing a project from a 5- or 10-year band to an adjacent 5 year band beyond the TIP/STIP years/1st 5-yr band.
 - b. Adding a new phase to an existing CFP project (e.g. if ROW is funded, adding CST Phase) where the new phase is funded beyond the TIP/STIP years/1st 5-year band of the LRTP.
 - c. Adding a new phase to an existing CFP project (e.g. if ROW is funded, adding CST Phase) from a Needs or Illustrative list to the CFP where the new phase is funded beyond the TIP/STIP years/1st 5-year band of the LRTP.

- d. Adding a new phase to an existing CFP project (e.g. if ROW is funded, adding CST Phase) from a Needs or Illustrative list to the CFP where (1) the new phase is funded in the TIP/STIP years/1st 5-year band of the LRTP and (2) the added phases use new funds not contained in the LRTP Revenue Forecast to the CFP

LRTP Modification Examples				
CFP				Needs
1 st 5-yr band TIP/STIP years	2 nd 5-yr band	3 rd 5-yr band	Last (10-yr) band	Needs/ Illustrative List
TO ←	FROM			
	TO ←	FROM		
		TO ←	FROM	

Advancing Phases for Minor Projects

Projects and/or project phases of \$5 million or less can be moved from any 5-yr band to any 5-yr band by modification to the LRTP.

Background and Related Information

TIP/STIP Consistency with LRTP

TIP/STIPs are required to be consistent with LRTPs {23 CFR 450.216(k) and 23 CFR 450.324(g)}. The TIP/STIP is consistent with the LRTP when:

- A. TIP/STIP project costs are within 50% and \$50 million of projects costs shown in the LRTP.
- B. TIP/STIP initiation phase is within the first two 5-year bands of the LRTP;
- C. Project Scope (including termini, number of lanes, interchanges, etc.) is consistent between the TIP/STIP and LRTP. Project Termini may have minor variations if there is no major scope change.

For initial STIP approval, TIPs are incorporated into the STIP unchanged {23 CFR 450.216(b)}.

NEPA Consistency and Approval

A NEPA document is consistent with the LRTP and STIP/TIP when:

- A. NEPA discussion of the project implementation reflects the planning documents in these areas: scope, cost, general funding sources, description, and logical termini.
- B. An amendment to either the LRTP or STIP/TIP is NOT needed.
- C. The limits in the NEPA document (logical termini) are addressed in the LRTP CFP or Needs Plan, regardless of the implementing constructible segments.

Modifications should occur to the STIP/TIP or LRTP prior to NEPA approval whenever possible. However, modifications may be completed after the NEPA signature in accordance with the state and MPO established planning procedures. The NEPA document must provide reasonable assurances that the changes will occur as noted in the Commitments and Recommendations Section of the NEPA document.

For the final NEPA document to be signed:

In an MPO area

- A. The project must be described within the LRTP. The description, at a minimum, must include roadway identification, termini, implementation time frame and full project cost.
- B. Ideally, all phases of the project will be funded in the LRTP CFP.
- C. At least one subsequent phase of the entire project must be in the LRTP CFP. If the next phase for the entire project is not in the CFP, then at least one segment of the project must be fully funded in the CFP through construction.
- D. The information that is then displayed in the TIP/STIP would depend on the timing of the programming for the next phase of the project implementation.

In a non-MPO area

- A. The project must be consistent with the Florida Transportation Plan.
- B. If the project is on the SIS, the SIS 10-Year CFP may be used to show the project's planned implementation. If the project is not on the SIS, other publically available long range considerations may be used to show the project's planned implementation, such as local government comprehensive plans.
- C. The project or phase of a project must be in the STIP. If funding of the project is beyond the timeframe of the STIP, the STIP must contain an informational project with a description of the subsequent phase(s) as reflected in the SIS 10 Year Plan full project cost information or other long range public planning documents.

Review and Revision of Florida LRTP Amendment Thresholds

This guidance will be reviewed and revised as needed should the state be subject to Air Quality Conformity requirements. The effectiveness of this document will be evaluated after a one-year implementation period which ends in October 2014. Revisions as agreed upon by the parties will be made as needed. This guidance sets the minimum thresholds for project changes that trigger an LRTP Amendment. Even if a project change does not require an amendment, an MPO may still elect to do an amendment at its option if appropriate circumstances warrant.

Official PDF File located Online:

<http://www.fdot.gov/planning/policy/metrosupport/lrtp/lrtpthreshhold.pdf>

APPENDIX E: FEDERAL REQUIREMENTS FOR PUBLIC PARTICIPATION

The public involvement process requirements in 23 CFR450, Section 450.316 are described below. These requirements encourage a pro-active public involvement process and support early and continuing involvement of the public in the planning process. A reference to the section of this plan describing how the Lake~Sumter MPO meets these requirements is included following each criterion listed below.

§ 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(s) 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(s) 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(s) 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.

It is important to note, other components of the legislation which support 23 CFR450, Section 450.316 include:

- 450.212(a) - Public Involvement;
- 450.214 - Statewide Transportation Plan;
- 450.216 - Statewide transportation improvement program (STIP);
- 450.318(b) - Metropolitan Transportation Planning Process: Major Metropolitan Transportation Investments;
- 450.322(c) - Metropolitan Planning Process: Transportation Plan; and
- 450.324(c) - Transportation Improvement Program: General.



Disadvantaged Business Enterprise (DBE) Plan

Lake~Sumter Metropolitan Planning Organization

*Draft for Advisory Committee & Board Review
January 2018*

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DBE GENERAL REQUIREMENTS

The Lake~Sumter MPO (LSMPO) supports the participation of Disadvantaged Business Enterprise (DBE) identified organizations throughout the transportation planning process. This section describes the general requirements the LSMPO will adhere to while conducting MPO operations.

Policy Statement

It is the policy of the Lake-Sumter MPO that disadvantaged businesses, as defined by 49 Code of Federal Regulations, Part 26, shall have an opportunity to participate in the performance of MPO contracts in a nondiscriminatory environment. The objectives of the Disadvantaged Business Enterprise Program are to ensure non-discrimination in the award and administration of contracts, ensure firms fully meet eligibility standards, help remove barriers to participation, create a level playing field, assist in development of a firm so it can compete successfully outside of the program, provide flexibility, and ensure narrow tailoring of the program.

The Lake-Sumter MPO, and its consultants shall take all necessary and reasonable steps to ensure that disadvantaged businesses have an opportunity to compete for and perform the contract work of the Lake-Sumter MPO in a non-discriminatory environment.

The Lake-Sumter MPO shall require its consultants to not discriminate on the basis of race, color, national origin and sex in the award and performance of its contracts. This policy covers in part the applicable federal regulations and the applicable statutory references contained therein for the Disadvantaged Business Enterprise Program Plan, Chapters 337 and 339, Florida Statutes, and Rule Chapter 14-78, Florida Administrative Code.

Lake~Sumter Metropolitan Planning Organization to Adopt FDOT's Disadvantaged Enterprise Goal

For all federally funded projects that are received from FDOT, Lake~Sumter MPO agrees to adopt the DBE Program and DBE goal that has been established by FDOT. The anticipated DBE Participation Statement and the Bid Opportunity List will be completed and forwarded to FDOT for each contract that includes federal funds.

In addition, the Lake~Sumter MPO will ensure that the documentation of actual payments made to all subcontractors or subconsultants will be provided to the FDOT when the contract is complete.

Applicability

The Lake~Sumter MPO is the recipient of federal transit funds authorized by Titles I, III, V, and VI of the Intermodal Surface Transportation Efficiency Act of 1991 (ISTEA), Pub. L. 102-240, or by federal transit laws in Title 49, U.S. Code, or Titles I, III, and V of the Transportation Equity Act for the 21st Century (TEA-21), Pub. L. 105-178. Titles I, III, and V of the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU), Pub. L. 109-59, 119 Stat. 1144; Divisions A and B of the Moving Ahead for Progress in the 21st Century Act (MAP-21), Pub. L. 112-141, 126 Stat. 405; and the Fixing America's Surface Transportation Act (FAST Act), Sec. 1109, Surface Transportation Block Grant Program.

This DBE Program is also applicable to all Lake~Sumter MPO sub-recipients. Lake~Sumter MPO sub-recipients are not anticipated to have any contracting opportunities between fiscal year FY 2018 and FY 2020 using US Department of Transportation (DOT)-assisted funding that would impact this DBE Program or the corresponding Goal proposed for FY2018 through FY 2020. Sub-recipients are required to sign annual certifications and assurances confirming their compliance with Lake~Sumter MPO and federal, state, and local regulations, as appropriate.

Nondiscrimination Requirements

The Lake~Sumter MPO will never exclude any person from participation in, deny any person the benefits of, or otherwise discriminate against anyone in connection with the award and performance of any contract covered by 49 CFR, Part 26 on the basis of race, color, sex, or national origin. In administering its DBE program, the Lake~Sumter MPO will not, directly or through contractual or other arrangements, use criteria or methods of administration that have the effect of defeating or substantially impairing accomplishment of the objectives of the DBE program with respect to individuals of a particular race, color, sex, or national origin.

Record Keeping Requirements

Maintaining quality records for the management of the LSMPO DBE plan is a top priority. LSMPO will furnish all necessary documentation and information based on the following procedures.

Uniform Report of DBE Award or Commitment and Payments

The Lake~Sumter MPO will report DBE participation to USDOT using the Uniform Report of DBE Awards or Commitments and Payments.

Bidders List

The Lake~Sumter MPO will create and maintain a bidders list consisting of information about all DBE and non-DBE firms that bid or quote on its contracting opportunities. The bidders list will include the name, address, and DBE/non-DBE status.

The Lake~Sumter MPO will collect this information by requiring prime bidders to report the names, addresses, and possibly other information of DBE subcontractors to the Lake~Sumter MPO prior to the time of bid opening or finalization of a contract agreement. For non-formal bids, such information will be required on the quotation.

Record Keeping

The Lake~Sumter MPO will require prime contractors to maintain records and documents of payments to DBEs for **three (3) years** following the performance of the contract. These records will be made available for inspection upon request by any authorized representative of the LSMPO, FDOT, or USDOT. This reporting requirement also extends to any certified DBE subcontractor.

The Lake~Sumter MPO will perform interim audits of contract payments to DBEs. The audit will review payments to DBE sub-contractors to ensure that the actual amount paid to DBE sub-contractors equals or exceeds the dollar amounts stated in the schedule of DBE participation.

The Lake~Sumter MPO will keep a running tally of actual payments to DBE firms for work committed to them at the time of the contract award. The Lake~Sumter MPO will perform interim reviews of contract payments to DBEs and will monitor payments to DBE subcontractors to ensure that the actual amount paid to DBE subcontractors equals or exceeds the dollar amounts stated in the schedule of DBE participation.

Reporting

The Lake~Sumter MPO shall keep and maintain such records as are necessary to determine the MPO's compliance with its DBE Affirmative Action Plan. The Lake~Sumter MPO will design its record keeping system to indicate:

1. The number of DBE subcontractors and suppliers used by the Lake~Sumter MPO, identifying the items of work, materials and services provided;
2. The efforts and progress being made in obtaining DBE subcontractors through local and community sources;
3. Documentation of all contracts, to include correspondence, telephone calls, newspaper advertisements, etc., to obtain DBE participation on all Lake~Sumter MPO projects;
4. The Lake~Sumter MPO shall comply with Florida Department of Transportation's requirements regarding payments to subcontractors including DBEs for each month (estimate period) in which the companies have worked.

Federal Financial Assistance Agreement

The Lake~Sumter MPO has signed the following assurance, applicable to all USDOT-assisted contracts (FHWA or FTA) and their administration. When the Lake~Sumter MPO has sub-recipients, this language will appear in financial assistance agreements with such sub-recipients and will require their signature.

Federal Financial Assistance Agreement Assurance

The following language will appear in financial assistance agreements with sub-recipients:

The Lake~Sumter MPO shall not discriminate on the basis of race, color, national origin, or sex in the award and performance of any USDOT-assisted contract or in the administration of its DBE Program or the requirements of 49 CFR, Part 26. The recipient shall take all necessary and reasonable steps under 49 CFR, Part 26 to ensure nondiscrimination in the award and administration of USDOT-assisted contracts. The recipient's DBE Program, as required by 49 CFR, Part 26 and as approved by USDOT, is incorporated by reference in this agreement.

Implementation of this program is a legal obligation and failure to carry out its terms shall be treated as a violation of this agreement. Upon notification to the Lake~Sumter MPO of its failure to carry out its approved program, the Department may impose sanction as provided for under Part 26 and may, in appropriate cases, refer the matter for enforcement under 18 U.S.C. 1001 and/or the Program Fraud Civil Remedies Act of 1986 (31 U.S.C. 3801 et seq.).

Contract Assurance

The Lake~Sumter MPO will ensure that the following clause is placed in every USDOT-assisted contract and subcontract:

The contractor or subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The contractor shall carry out applicable requirements of 49 CFR part 26 in the award and administration of USDOT assisted contracts. Failure by the contractor to carryout these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy as the recipient deems appropriate.

ADMINISTRATIVE REQUIREMENTS

LSMPO staff will manage the administrative requirements for the DBE program with optimum performance. To facilitate an efficient and quality program, the following section describes the processes which will be followed throughout the transportation planning process.

DBE Program Updates

The Lake~Sumter MPO will continue to carry out this program until all funds from USDOT financial assistance have been expended. The Lake~Sumter MPO will provide to USDOT updates representing significant changes in the program.

Designation of Liaison Officer

The Lake~Sumter MPO will promote opportunities for disadvantaged businesses as subcontractors and suppliers for all contracts with the Lake~Sumter MPO. The MPO has appointed a DBE Liaison Officer to develop and maintain this Affirmative Action Plan in accordance with the requirements of Rule Chapter 14-78, F.A.C.

The Liaison Officer will have primary responsibility for developing, maintaining and monitoring the MPO's utilization of disadvantaged subcontractors in addition to the following specific duties:

1. The Liaison Officer shall solicit bids from disadvantaged business subcontractors for all Lake~Sumter MPO contracts; and
2. The Liaison Officer will submit all records, reports, and documents required by the Florida Department of Transportation, and shall maintain such records for a period of not less than three years, or as directed by any specific contractual requirements of the FDOT.

The following individual has been designated Liaison Officer with responsibility for implementing the MPO's affirmative action program in accordance with the requirements of the FDOT.

Lake~Sumter Metropolitan Planning Organization – DBE Liaison Officer



Michael F. Woods
Interim Executive Director
(352) 315-0170

Affirmative Action Methods

In order to formulate a realistic Affirmative Action Plan, the Lake~Sumter MPO has identified the following known barriers to participation by disadvantaged subcontractors, before describing its proposed affirmative action methods:

1. Lack of qualified disadvantaged subcontractors in our specific geographical areas of work;
2. Lack of certified disadvantaged subcontractors who seek to perform Lake~Sumter MPO work;
3. Lack of interest in performing on Lake~Sumter MPO contracts;
4. Lack of response when requested to bid; and
5. Limited knowledge of Lake~Sumter MPO plans and specifications to prepare responsible bid.

In view of the barriers to disadvantaged businesses stated above, it shall be the policy of the Lake~Sumter MPO to provide opportunity by utilizing the following affirmative action methods to ensure participation on the contracts with the Lake~Sumter MPO. The Lake~Sumter MPO will:

1. Provide notice to all certified DBE subcontractors in the geographical area where the work is to be subcontracted by the Lake~Sumter MPO;
2. Advertise in minority focused media concerning subcontract opportunities with the Lake~Sumter MPO;
3. Provide adequate information about the plans, specifications, and requirements of the contract, not rejecting subcontractors without sound reasons based on a thorough investigation of their capabilities;
4. Hold pre-bid meetings to apprise disadvantaged subcontractors of opportunities with the MPO; and
5. Follow up on initial solicitations of interest to DBE subcontractors to determine with certainty whether the DBE company is interested in the subcontract opportunity.

The Lake~Sumter MPO understands that this list of affirmative action methods is not exhaustive and will include additional approaches after having established familiarity with the disadvantaged subcontracting community and/or determined the stated approaches to be ineffective.

Implementation

On contracts with specific DBE goals, the Lake~Sumter MPO will make every effort to meet contract goals as stated by utilizing its affirmative action methods. On projects with no specific goals, the MPO will, as an expression of good faith, seek to utilize DBE subcontractors where work is to be subcontracted.

DBE Financial Institutions

It is the policy of the Lake~Sumter MPO to investigate the full extent of services offered by financial institutions owned and controlled by socially and economically disadvantaged individuals in the community, to make reasonable efforts to use these institutions, and to encourage prime contractors on USDOT-assisted contracts to make use of these institutions. The Lake~Sumter MPO has reviewed FDOT's website DBE Directory and has determined there are no listings for financial institutions owned and controlled by socially and economically disadvantaged individuals. The Lake~Sumter MPO will reevaluate every twelve (12) months whether DBE financial institutions are available.

Prompt Payment Mechanisms

The LSMPO will utilize reliable financial procedures in order to ensure prompt payment of services. The following describes the process elements for fulfilling financial obligations.

Prompt Payment

The Lake~Sumter MPO will include the following clause in each USDOT-assisted prime contract:

The prime contractor agrees to pay each subcontractor under this prime contract for satisfactory performance of its contract no later than 30 days from the receipt of each payment the prime contractor receives from The Lake~Sumter MPO. The prime contractor agrees further to return any retainage payments to each subcontractor within thirty (30) days after the subcontractor's work is satisfactorily completed. Any delay or postponement of payment from the above referenced timeframe may occur only for good cause following written approval of the Lake~Sumter MPO. This clause applies to both DBE and non-DBE subcontracts.

Retainage

The Lake~Sumter MPO does not collect retainage payments.

Satisfactory Completion

For purposes of this section, a subcontractor's work is determined to be satisfactorily completed when all the tasks called for in the subcontract have been accomplished and documented as required by the recipient. When a recipient has made an incremental acceptance of a portion of a prime contract, the work of a subcontractor covered by that acceptance is deemed to be satisfactorily completed.

Monitoring and Enforcement

The Lake~Sumter MPO shall require in all USDOT-funded contracts language that allows it to monitor and enforce that prompt payment is, in fact, occurring on any contract that involves subcontracting. Any delay or postponement of payment among the parties may take place only for good cause with prior written approval by the Lake~Sumter MPO.

The following mechanisms are to be used in all DOT-funded contracts to ensure prompt payment:

1. A contract clause that requires prime contractors to include in their subcontracts language providing that prime contractors and subcontractors will use appropriate alternative dispute resolution mechanisms to resolve payment disputes; and
2. A contract clause providing that the prime contractor will not be reimbursed for work performed by subcontractors unless and until the prime contractor ensures that the subcontractors are promptly paid for the work they have performed.

The Lake~Sumter MPO will bring to the attention of USDOT any false, fraudulent, or dishonest conduct in connection with the program, so that USDOT can take the steps (e.g., referral to the Department of Justice for criminal prosecution, referral to the USDOT Inspector General, action under suspension and debarment or Program Fraud and Civil Penalties rules) provided in Section 26.109. The Lake~Sumter MPO will also consider similar action under state legal authorities, including responsibility determinations in future contracts, removal of firms from the prequalified bidders and consultants' lists, or revocation of DBE certification if applicable, pursuant to Section 337.105; 337.16; and 339.0805, F.S.

DBE Directory

The Lake~Sumter MPO will utilize the DBE Directory published by the Florida Department of Transportation. A list of certified UCP DBEs is maintained by the Department's Equal Opportunity Office at <https://fdotxwp02.dot.state.fl.us/EqualOpportunityOfficeBusinessDirectory>.

Overconcentration

The Lake~Sumter MPO has not identified that overconcentration exists in the types of work that DBEs perform. The Lake~Sumter MPO will continue to monitor DBE participation and usage and will use appropriate measures designed to assist DBEs if any overconcentration areas are identified.

Business Development Programs

The Lake~Sumter MPO fosters mentoring/business development for DBEs and small businesses through the following activities:

- Regularly presenting and displaying the Transportation Improvement Program (TIP) interactive tool at various outreach events; and

The Lake~Sumter MPO will continue to explore opportunities to partner with DOT's Office of Small Business and/or FDOT on future training opportunities.

Monitoring & Enforcement Mechanisms

The Lake~Sumter MPO will take the following monitoring and enforcement mechanisms to ensure compliance with 49 CFR, Part 26:

- Bring to the attention of USDOT any false, fraudulent, or dishonest conduct in connection with the program, so that USDOT can take the steps (e.g., referral to the Department of Justice for

criminal prosecution, referral to the USDOT Inspector General, action under suspension and debarment or Program Fraud and Civil Penalties rules) provided in §26.109;

- Consider similar action under its own legal authorities, including responsibility determinations in future contracts;
- Provide a monitoring and enforcement mechanism to verify that work committed to DBEs at contract award is actually performed by the DBEs; this compliance monitoring shall include the following steps:
 - The prime contractor shall provide the Lake~Sumter MPO with an accurate list of all DBEs who are or who are anticipated to be subcontractors working on the project, which list shall include the allocation of contract budget assigned to each DBE. This list shall be updated any time there is a change in the DBEs working on the project or a change in the allocation of work between or among DBEs. The prime contractor shall provide this list with a sworn certification that it is true and accurate. The Lake~Sumter MPO may request, and prime contractor shall provide, copies of any subcontracts or other contractual documentation between prime contractor and any subcontractors to confirm the scope of work for each;
 - The prime contractor shall provide to the Lake~Sumter MPO a subcontractor utilization form in its invoice package so that the Lake~Sumter MPO can verify DBE participation in the project; and
 - The prime contractor and its subcontractors shall agree to comply with any further measures that the Lake~Sumter MPO determines to be necessary or appropriate to impose for the purpose of verifying DBE participation in the project.
- Require the prime contractor to keep a running tally of actual payments to DBE firms for work committed to them at the time of contract award, verified at the time of any payment to the prime contractor for the project, and verified at the time DBE firms certify to the Lake~Sumter MPO that they have been paid, as required under the prime contractor's subcontractor agreement.

Fostering Small Business Participation

To facilitate competition by small businesses in projects, funded in part by USDOT, the Lake~Sumter MPO may unbundle projects as appropriate to help eliminate obstacles to small business participation.

Small Business Definition

The Lake~Sumter MPO uses the Small Business Administration's (SBA) definition and size standards (as it may be amended from time to time) to define a small business:

...a small business is one that is independently owned and operated, is organized for profit, and is not dominant in its field. Depending on the industry, size standard eligibility is based on the average number of employees for the preceding twelve months or on sales volume averaged over a three-year period.

Set Asides

The Lake~Sumter MPO will look to coordinate with Lake and Sumter Counties to assess small business participation in its USDOT-assisted contracting opportunities. This assessment may determine if implementing measures for increasing small business participation, including small business set asides, is necessary.

Mega Project

Projects that are multi-year design build or other large contracts as determined by the Lake~Sumter MPO are considered “mega projects.” Bidders on a prime contract of a mega project will specify elements of the contract or specific subcontracts that are of a size that small businesses, including DBEs, can reasonably perform. Lack of small business participation will require the bidder to provide evidence of the good faith efforts that were made. The good faith effort requirement will be the same as identified in Section 26.53— Good Faith Procedures.

Implementation

To support small businesses, the Lake~Sumter MPO collaborates with local and regional partners whose initiatives encourage forming strong partnerships with small businesses. The Lake~Sumter MPO will continue to support its partners offering technical assistance and training to those individuals pursuing entrepreneurialism. The objectives of this collaboration are to:

- Develop stronger workforce development systems;
- Support startup or expansion of new companies;
- Assist entrepreneurs and small businesses with technical assistance and assessments;
- Offer feasibility and technical assistance for small to mid-size companies;
- Increase awareness of transportation-related work opportunities in the Lake~Sumter region;
- Strengthen and develop community college programs to support small business needs; and
- Provide support to disadvantaged workers to access job training.

Additionally, the Lake~Sumter MPO will:

- Encourage prime contractors to subcontract portions of work normally done by their own forces when subcontractors submit a lower quote;
- Connect small businesses with local and regional partner resources; and
- Continue community outreach to foster small business development.

GET THE MOST CURRENT INFORMATION

The most up-to-date information about our meetings is on the Lake~Sumter Metropolitan Planning Organization’s website calendar. You can access it through the following link:

www.lakesumtermpo.com/calendar.aspx

CERTIFICATION STANDARDS AND PROCEDURES

LSMPO is committed to providing an opportunity for DBEs to participation in the transportation planning process. To support this involvement, the LSMPO will follow the following guidance on ensuring DBE identified companies comply with certification requirements.

Unified Certification Program

It is the policy of the Lake~Sumter MPO to accept DBE certifications from agencies that have reviewed and certified the DBE firms in accordance with 49 CFR, Part 26. The Lake~Sumter MPO is not a certifying agency and will use the Florida Unified Certification Program (UCP).

For information about the certification process or to apply for certification, firms should contact FDOT's Equal Opportunity Office at: (850) 414-4747, by e-mail DBECert.Help@dot.state.fl.us, or by visiting: <https://fdotxwp02.dot.state.fl.us/EqualOpportunityOfficeBusinessDirectory/Home.aspx>.

Re-Certification

The re-certifications of firms as DBEs will be based on UCP standards and will be conducted by the certifying agency listed above.

The Lake~Sumter MPO will require all DBEs to inform it in a written affidavit, of any change in its circumstances affecting its ability to meet size, disadvantaged status, ownership, or control criteria of 49 CFR, Part 26 or of any material changes in the information provided.

The Lake~Sumter MPO will also require all owners of all DBEs to submit, on the anniversary date of their certification, a "no change" affidavit meeting the requirements of §26.83(j). The affidavit should, at a minimum, include the following language:

I swear (or affirm) that there have been no changes in the circumstances of [name of DBE firm] affecting its ability to meet the size, disadvantaged status, ownership, or control requirements of 49 CFR, Part 26. There have been no material changes in the information provided with [name of DBE firm]'s application for certification, except for any changes about which you have provided written notice to the Lake~Sumter MPO under §26.83(j).

The Lake~Sumter MPO requires DBEs to submit with the affidavit documentation of the DBE firm's size and gross receipts.

The Lake~Sumter MPO will notify all currently-certified DBE firms of these obligations in writing. This notification will inform DBE firms that to submit the "no change" affidavit; their owners must swear or affirm that they meet all regulatory requirements of Part 26, including personal net worth. Likewise, if a firm's owner knows or should know that he or she or the firm fails to meet a Part 26 eligibility requirements (e.g., personal net worth), the obligation to submit a notice of change applies.

De-Certification

The de-certification of firms as DBE's will be based on UCP standards and will be conducted by the certifying agency listed above.

Certification Appeals

Any firm or complainant may appeal the decision in a certification matter to the certifying agency listed above.

Procedures for Certification Decisions

The Lake~Sumter MPO distributes information about FDOT's website, which provides a list of UCP agencies that provide certification services and non-certification services in Florida.

Any firm or complainant may appeal the FDOT's decision in a certification matter to USDOT.

Such appeals may be sent to:



U.S. Department of Transportation - Office of Civil Rights

Certification Appeals Branch
1200 New Jersey Ave
SE West Building , 7th Floor
Washington, DC 20590

The Lake~Sumter MPO will coordinate with FDOT to promptly implement any USDOT certification appeal decisions affecting the eligibility of DBEs for its USDOT-assisted contracting (e.g., certify a firm if USDOT has determined that our denial of its application was erroneous).

COMPLIANCE AND ENFORCEMENT

Lake~Sumter MPO will support DBE involvement in transportation planning and ensure all federally mandated procedures are adhered to during projects.

Confidentiality

The Lake~Sumter MPO will safeguard from disclosure to third parties information that may reasonably be regarded as confidential business information, consistent with federal, state, and local law. Notwithstanding any contrary provisions of state or local law, the Lake~Sumter MPO will not release personal financial information submitted in response to the personal net worth requirement to a third party (excluding FDOT and USDOT) without the written consent of the submitter.

Consequences of Non-Compliance

In the event of a contractor's failure or refusal to comply with the terms of this program, as set forth in such contractor's contract with the Lake~Sumter MPO, the Executive Director will issue an order to:

1. Withhold payments to the contractor under the contract until the contractor complies; and/or
2. Cancel, terminate or suspend the contract, in whole or in part.

APPENDIX A: DBE POLICY STATEMENT

Original Available
Upon Request

Disadvantaged Business Enterprise Utilization

It is the policy of the Lake-Sumter MPO that disadvantaged businesses, as defined by 49 Code of Federal Regulations, Part 26, shall have an opportunity to participate in the performance of MPO contracts in a nondiscriminatory environment. The objectives of the Disadvantaged Business Enterprise Program are to ensure non-discrimination in the award and administration of contracts, ensure firms fully meet eligibility standards, help remove barriers to participation, create a level playing field, assist in development of a firm so it can compete successfully outside of the program, provide flexibility, and ensure narrow tailoring of the program.

The Lake-Sumter MPO, and its consultants shall take all necessary and reasonable steps to ensure that disadvantaged businesses have an opportunity to compete for and perform the contract work of the Lake-Sumter MPO in a non-discriminatory environment.

The Lake-Sumter MPO shall require its consultants to not discriminate on the basis of race, color, national origin and sex in the award and performance of its contracts. This policy covers in part the applicable federal regulations and the applicable statutory references contained therein for the Disadvantaged Business Enterprise Program Plan, Chapters 337 and 339, Florida Statutes, and Rule Chapter 14-78, Florida Administrative Code.

Hon. Pat Kelley, MPO Board Chairman

Date

APPENDIX B: FTA FEDERAL FUNDING CLAUSE

Federal Funding Clause for FTA Grant or Stimulus Program (Goods, Services and Construction) Last Revision Date: September 2014.

Except from Section A, 26: Disadvantaged Business Enterprises (DBE), 49 CFR Part 26

Background and Applicability

The newest version on the Department of Transportation's Disadvantaged Business Enterprise (DBE) program became effective July 16, 2003. The rule provides guidance to grantees on the use of overall and contract goals, requirement to include DBE provisions in subcontracts, evaluating DBE participation where specific contract goals have been set, reporting requirements, and replacement of DBE subcontractors. Additionally, the DBE program dictates payment terms and conditions (including limitations on retainage) applicable to all subcontractors regardless of whether they are DBE firms or not.

The DBE program applies to all DOT-assisted contracting activities. A formal clause such as that below must be included in all contracts above the micro-purchase level. The requirements of clause subsection b flow down to subcontracts.

A substantial change to the payment provisions in this newest version of Part 26 concerns retainage (see section 26.29). Grantee choices concerning retainage should be reflected in the language choices in clause subsection d.

Clause Language

The following clause language is suggested, not mandatory. It incorporates the payment terms and conditions applicable to all subcontractors based in Part 26 as well as those related only to DBE subcontractors. The suggested language allows for the options available to grantees concerning retainage, specific contract goals, and evaluation of DBE subcontracting participation when specific contract goals have been established.

Disadvantaged Business Enterprises

- a. This contract is subject to the requirements of Title 49, Code of Federal Regulations, Part 26, Participation by Disadvantaged Business Enterprises in Department of Transportation Financial Assistance Programs. The national goal for participation of Disadvantaged Business Enterprises (DBE) is 10%. The agency's overall goal for DBE participation is __ %. A separate contract goal **[of __ % DBE participation has] [has not]** been established for this procurement.
- b. The contractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The contractor shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of this DOT-assisted contract. Failure by the contractor to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy as **{insert agency name}** deems appropriate. Each subcontract the contractor signs with a subcontractor must include the assurance in this paragraph (see 49 CFR 26.13(b)).
- c. **{If a separate contract goal has been established, use the following}** Bidders/offerors are required to document sufficient DBE participation to meet these goals or, alternatively, document adequate good faith efforts to do so, as provided for in 49 CFR 26.53. Award of

this contract is conditioned on submission of the following **[concurrent with and accompanying sealed bid] [concurrent with and accompanying an initial proposal] [prior to award]**:

1. The names and addresses of DBE firms that will participate in this contract;
2. A description of the work each DBE will perform;
3. The dollar amount of the participation of each DBE firm participating;
4. Written documentation of the bidder/offeror's commitment to use a DBE subcontractor whose participation it submits to meet the contract goal;
5. Written confirmation from the DBE that it is participating in the contract as provided in the prime contractor's commitment; and
6. If the contract goal is not met, evidence of good faith efforts to do so.

[Bidders][Offerors] must present the information required above **[as a matter of responsiveness] [with initial proposals] [prior to contract award]** (see 49 CFR 26.53(3)).

{If no separate contract goal has been established, use the following} The successful bidder/offeror will be required to report its DBE participation obtained through race-neutral means throughout the period of performance.

d. The contractor is required to pay its subcontractors performing work related to this contract for satisfactory performance of that work no later than 30 days after the contractor's receipt of payment for that work from the **{insert agency name}**. In addition, **[the contractor may not hold retainage from its subcontractors.] [is required to return any retainage payments to those subcontractors within 30 days after the subcontractor's work related to this contract is satisfactorily completed.] [is required to return any retainage payments to those subcontractors within 30 days after incremental acceptance of the subcontractor's work by the {insert agency name} and contractor's receipt of the partial retainage payment related to the subcontractor's work.]**

e. The contractor must promptly notify **{insert agency name}**, whenever a DBE subcontractor performing work related to this contract is terminated or fails to complete its work, and must make good faith efforts to engage another DBE subcontractor to perform at least the same amount of work. The contractor may not terminate any DBE subcontractor and perform that work through its own forces or those of an affiliate without prior written consent of **{insert agency name}**.

Note: Attachment B.3 contains certifications associated with the DBE Program that must be submitted in conjunction with bidder-proposer responses to the instant solicitation.

Appendix B (Continued):

Excerpt from Section B, Attachment B3: Disadvantaged Business Enterprise (DBE) Program Forms 1 and 2

ATTACHMENT B.3

FORM 1 AND 2 FOR DEMONSTRATION OF GOOD FAITH EFFORTS

[Forms 1 and 2 should be provided as part of the solicitation documents.]

FORM 1: DISADVANTAGED BUSINESS ENTERPRISE (DBE) UTILIZATION

The undersigned bidder/offeror has satisfied the requirements of the bid specification in the following manner (please check the appropriate space):

_____ The bidder/offeror is committed to a minimum of _____ % DBE utilization on this contract.

_____ The bidder/offeror (if unable to meet the DBE goal of _____%) is committed to a minimum of _____% DBE utilization on this contract and submits documentation demonstrating good faith efforts.

Name of bidder/offeror's firm: _____

State Registration No.: _____

By: _____

(Signature)

(Title)

FORM 2: LETTER OF INTENT

Name of bidder/offeror's firm: _____

Address: _____

City: _____ State: _____ Zip: _____

Name of DBE firm: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____

Description of work to be performed by DBE firm:

The bidder/offeror is committed to utilizing the above-named DBE firm for the work described above. The estimated dollar value of this work is \$ _____.

Affirmation

The above-named DBE firm affirms that it will perform the portion of the contract for the estimated dollar value as stated above.

By _____
(Signature) (Title)

If the bidder/offeror does not receive award of the prime contract, any and all representations in this Letter of Intent and Affirmation shall be null and void.

(Submit this page for each DBE subcontractor.)



Limited English Proficiency Plan

Lake~Sumter Metropolitan Planning Organization

*Draft for Advisory Committee & Board Review
January 2018*

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ABOUT THE MPO

Representatives of Lake County and Sumter County governments, the 14 municipalities of Lake County, the 5 municipalities of Sumter County, the Florida Department of Transportation (FDOT), Florida Central Railroad, Lake County Schools, Sumter District Schools and the U.S. Department of Transportation (USDOT) are involved in the transportation planning process facilitated by the Lake~Sumter Metropolitan Planning Organization (MPO). The MPO's purpose is to provide effective leadership in the initiation and development of transportation plans, programs and strategies.

As the governmental body most directly responsible for guidance of the transportation planning process, the MPO strives to ensure that the recommendations are in keeping with the goals and standards of the Federal Government, the State, Lake County, Sumter County, and the 19 incorporated jurisdictions. The MPO functions include, but are not limited to, the preparation of the tasks required by state rule or by federal policy.

The MPO's major annual responsibilities are to perform the tasks of preparing the Unified Planning Work Program (UPWP), the Transportation Improvement Program (TIP), the annual List of Priority Projects (LOPP), Transportation Disadvantaged Service Plan (TDSP), and the annual MPO Audit Report. As with all transportation planning legislated by federal and state laws, the MPO is responsible for ensuring adequate representation of and compatibility among state, county, and municipal projects in the transportation planning process. This includes consideration of all modes of transportation with respect to various members of the public. For example, the MPO incorporates into its planning efforts the needs of the elderly and persons with disabilities as outlined in the Americans with Disabilities Act.

As part of the MPO planning process, public involvement is given a major priority. Projects funded through public dollars are to be planned in a manner that encourages public participation and incorporates public comments into planning efforts. As a result, a responsibility is placed on MPOs to develop a plan where the opportunity for public involvement is assured. As part of that plan and involvement process, outreach will be made to connect with persons identified as Limited English Proficient. The requirements and the procedures for connecting with these populations are detailed further in this Limited English Proficiency Plan.

Anyone wishing to contact the LSMPO with comments, questions, or complaints, please contact:



Michael Woods

Interim Executive Director

& Title VI Specialist

(352) 315-0170

mwoods@LakeSumterMPO.com

INTRODUCTION

The Lake~Sumter Metropolitan Planning Organization (LSMPO) provides an independent yet cooperative forum for regional planning and the allocation of millions of dollars in federal transportation funding annually. The LSMPO works with the public, planning organizations, government agencies, elected officials, and community groups and also helps citizens speak with one voice to their state and federal legislators on transportation-related issues. The Limited English Proficiency Plan plays an integral role in the process. This document provides guidance for assisting persons with Limited English Proficiency (LEP) to ensure accessibility to the MPOs programs and services.

Legal Basis for Language Assistance Requirements

The Limited English Proficiency Plan addresses Title VI of the Civil Rights Act of 1964 and its implementing regulations which provide that no person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity that receives Federal financial assistance.

In 1974, the U.S. Supreme Court affirmed that the failure to ensure a meaningful opportunity for national origin minorities, with limited-English proficiency, to participate in a federally funded program violates Title VI regulations. Additionally, requirements are outlined in Executive Order 13166 and directives from the U.S. Department of Justice and U.S. Department of Transportation.

Signed into law in 2000, **Executive Order 13166** ensures accessibility to programs and services to eligible persons who are not proficient in the English language by examining services provided, identifying specific needs to provide meaningful access for Limited English Proficiency (LEP) persons, and implementing a system to provide meaningful access to such services. Not only do all federal agencies have to develop LEP Plans, as a condition of receiving federal financial assistance, but recipients also have to comply with Title VI and LEP guidelines of the federal agency from which funds are provided.

The guidance identifies Metropolitan Planning Organizations (MPOs) as organizations that must follow the guidance and provides MPOs with technical assistance in assessing the size, location, and needs of the LEP population; implementing language access services; and evaluating the effectiveness of these services. The final Limited English Proficiency Plan should be consistent with the fundamental mission of the organization, though not unduly burdening the organization.

In order to ensure individuals with limited English proficiency have meaningful access to the transportation planning process, Lake~Sumter MPO conducts a self-assessment in areas relevant to the development of an effective Limited English Proficiency Plan. This assessment includes:

- Relevant demographic information for the Lake~Sumter MPO planning area;
- Frequency of contact that the organization has with limited English proficiency persons;
- Nature or importance of programs or services deemed vital; and
- Resources and associated costs.

The Limited English Proficiency Plan works in concert with the organization's overall **Public Involvement Plan**, which identifies specific strategies for outreach and engagement and the Lake~Sumter MPO Title VI Nondiscrimination Plan.

LIMITED ENGLISH PROFICIENCY POLICY

It is the policy of Lake~Sumter MPO to ensure that persons with limited English proficiency are neither discriminated against nor denied meaningful access to and participation in the organization's programs and services. It is the intent of the organization that in providing language services to persons with limited English proficiency, the process achieves a balance that ensures meaningful access to programs and services while not incurring undue burdens on resources of the organization.

The Lake~Sumter MPO will respond to requests for language assistance in the manner described in this plan, which includes:

- A mechanism to provide ongoing assessment of needs, programs, and activities of target audiences, along with the organization's capacity to meet these needs using the Limited English Proficiency Plan;
- Translation of vital written materials in languages other than English where there is a significant number or percentage of persons with limited English proficiency;
- Oral language assistance to Limited English Proficiency (LEP) persons for programs, where such assistance is requested and/or anticipated;
- Identified procedures and a designated representative from Lake~Sumter MPO responsible for implementing activities related to the Limited English Proficiency Plan;
- Notification of the availability of free language services to those persons in the target audience, through oral and written notice in the relevant primary language assistance activities; and
- Staff training on policies and procedures of the organization's language assistance activities.

Who is an LEP Individual?

The Limited English Proficiency Plan applies to individuals who do not speak English as their primary language and who have a limited ability to read, speak, write, or understand English. As defined in the 2015 United States Census: American Community Survey, LEP refers to any individual who speaks a language at home other than English as their primary language, and who speak or understand English "not well" or "not at all." Individuals, who have a limited ability to read, write, speak, or understand English are LEP.

LEP Limitations

This LEP Plan applies to individuals who do not speak English as their primary language and who have a limited ability to read, speak, write, or understand English. For example, the limitations of this plan do not extend to the following individuals:

- Hearing or visual impairments – Sign language interpretation and Braille text are accommodations provided under the Americans with Disabilities Act; and
- Illiteracy, generally – The inability to speak, read, or write English and conditions that may trigger language assistance under Title VI are distinguished with a key factor. A Limited English Proficiency (LEP) person cannot speak, read, or write English – but primarily speaks, reads, or writes in a language other than English.

Administration of LEP Plan

The Limited English Proficiency Plan policy and procedures are considered throughout the transportation planning process. Administration of this plan is described in the sections below.

Complaint Procedure

For persons included in a regularly encountered Limited English Proficiency (LEP) group, written notification of the opportunity to file a discrimination complaint in accordance with federal regulations shall be provided. For infrequently encountered groups, Limited English Proficiency persons may be advised orally of the opportunity to file a discrimination complaint pursuant to federal regulations. See **Appendix A** for complaint forms in both English and Spanish.

Designated Staff Coordinator

Lake~Sumter MPO designates **Michael Woods**, Interim Executive Director, as the individual responsible for oversight and implementation of the Limited English Proficiency Plan. Responsibilities include coordinating and facilitating delivery of related services, staff training on the plan's policies and procedures, and ongoing monitoring and assessment of the plan's effectiveness. Michael Woods can be reached at (352) 315-0170 or MWoods@LakeSumterMPO.com.



Definitions

Limited English Proficiency (LEP) – Refers to a person who is not fluent in the English language. The Lake~Sumter MPO has a LEP plan to ensure individuals with limited English skills can participate in the process.

Recipient of Federal Financial Assistance – Includes grants, training, use of equipment, donations of surplus property, and other assistance. Sub-recipients are also covered when federal funds are passed from one recipient to a sub-recipient.

Vital Communication – Any document or spoken work that contains information critical to benefits that are supported by federal funds or required by law. Guidance by the U.S. Department of Justice provides:

- A document will be considered vital if it contains information that is critical for obtaining the federal services and/or benefits, or is required by law. Vital documents include, for example: applications; consent and complaint forms; notices of rights and disciplinary action; and notices advising LEP persons of the availability of free language assistance.
- Vital documents must be translated when a significant number or percentage of the population eligible to be served, or likely to be directly affected by the program/activity, needs services or information in a language other than English to communicate effectively. For many larger documents, translation of vital information contained within the document will suffice and the documents need not be translated in their entirety.
- It may sometimes be difficult to draw a distinction between vital and non-vital documents, particularly when considering outreach or other documents designed to raise awareness of rights or services. Though meaningful access to a program requires an awareness of the program's existence, we recognize that it would be impossible, from a practical and cost-based perspective, to translate every piece of outreach material into every language. Title VI does not require this of recipients of federal financial assistance, and Executive Order 13166 does not require it of federal agencies. Nevertheless, because in some circumstances lack of awareness of the existence of a particular program may effectively deny LEP individuals meaningful access, it is important for federal agencies to continually survey/assess the needs of eligible service populations in order to determine whether certain critical outreach materials should be translated into other languages.

Interpretation: The act of listening to spoken words in one language (the source) and orally translating it into another language (the target).

Translation: The replacement of a written text from one language into an equivalent written text in another language.

SELF-ASSESSMENT

As a recipient of federal funds the Lake~Sumter MPO must take reasonable steps to ensure meaningful access to the information and services it provides. As part of the MPO certification by the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA), the LEP Plan will be assessed and evaluated. Public transit is a key means of achieving mobility for many LEP persons. By providing language assistance to persons with limited English proficiency, the MPO will help to ensure that the services are safe, reliable, convenient and accessible. These efforts may attract riders who would otherwise be excluded from participating in the service because of language barriers.

LEP services can be provided in two ways: verbal interpretation and written translation of vital documents. There are four factors for consideration when deciding what reasonable steps should be taken to ensure access for LEP persons.

Four Factor Analysis

In accordance with the Executive Order, the United States Department of Transportation (USDOT) issued policy guidance in the **Federal Register, Volume 70; Number 239 on Wednesday, December 14, 2005**, concerning recipient's responsibilities to Limited English Proficiency (LEP) persons. The USDOT guidance outlines four factors recipients should apply to the various kinds of contacts they have with the public to assess language needs and decide what reasonable steps they should take to ensure meaningful access for LEP persons.

FOUR-FACTOR ANALYSIS



Factor 1: Demographics

The number and proportion of LEP persons eligible to be served and/or encountered



Factor 2: Frequency of Contact

Frequency with which LEP individuals come in contact with these programs, services or activities



Factor 3: Importance of Program

The nature and importance of the program, activity or service provided



Factor 4: Resources

The resources available and the overall cost to the MPO

The USDOT policy guidance gives recipients of federal funds substantial flexibility in determining what language assistance is appropriate based on a local assessment of the four factors listed above. The following is a self-assessment of need in Lake County and Sumter County in relation to the four factors and the transportation planning process. The four-factor analysis will allow the MPO to be in a better position to implement cost-effective language assistance measures and to target areas and resources appropriately. The results of this assessment for LEP programs and services are detailed in the following subsections.

Factor 1: The Number and Proportion of LEP Persons Eligible to be served

The first step towards understanding the profile of individuals that could participate in the transportation planning process is a review of Census data. **Table 1** summarizes the LEP population by county and for the Lake~Sumter MPO planning area. Within the planning area, 3.83% of LEP residents over the age of five years old speak English “less than very well.”

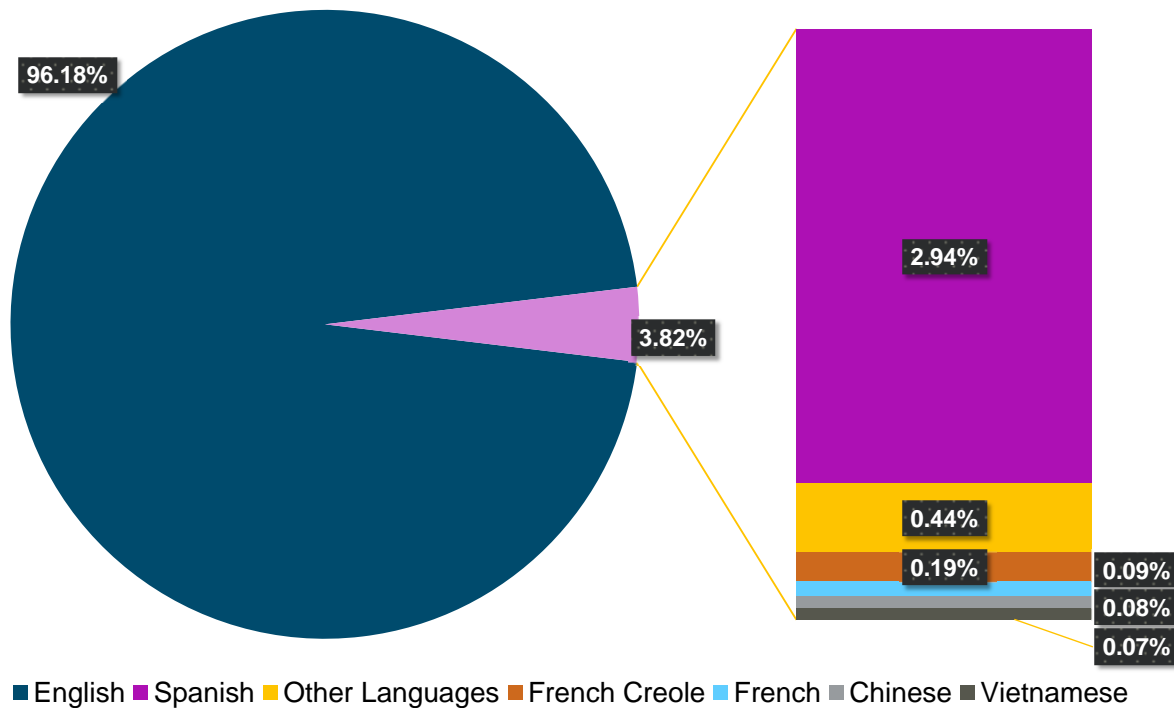
Table 1 | Persons Speaking English “Less Than Very Well” (Age 5+)

Lake County			Sumter County			Lake~Sumter MPO Planning Area		
Population	LEP Population	% of Total Population	Population	LEP Population	% of Total Population	Population	LEP Population	% of Total Population
294,600	12,746	4.33%	106,257	2,597	2.44%	400,857	15,343	3.82%

Source: US Census Bureau's American Community Survey, 2015.

Of the LEP persons within the Lake~Sumter MPO planning area, 3.33% speak Spanish at home in Lake County and 1.87% speak Spanish at home in Sumter County. Spanish is the most significant percentage of LEP persons. **Figure 1** depicts the overall summary of the Lake~Sumter MPO planning area. **Table 2** and **Table 3** provide a detailed summary of the number and percentage of LEP persons by language spoken for Lake and Sumter Counties while **Table 4** summarizes the information for the Lake~Sumter MPO Planning Area.

Figure 1 | Summary of Languages Spoken at Home in Lake~Sumter MPO Planning Area



Source: US Census Bureau's American Community Survey, 2015.

Table 2 | Top Five Languages Spoken at Home in Lake County

<i>Language Spoken</i>	<i>Number of LEP Persons</i>	<i>% of LEP Population</i>	<i>% of Lake County</i>
Spanish	9,813	76.99%	3.33%
French Creole	580	4.55%	0.20%
French	356	2.79%	0.12%
Chinese	325	2.55%	0.11%
Portuguese	268	2.10%	0.09%
Other Languages	1404	11.02%	0.48%
Total	12,746	100%	4.33%

Table 3 | Top Five Languages Spoken at Home in Sumter County

<i>Language Spoken</i>	<i>Number of LEP Persons</i>	<i>% of LEP Population</i>	<i>% of Sumter County</i>
Spanish	1,982	76.32%	1.87%
French Creole	184	7.09%	0.17%
German	139	5.35%	0.13%
Vietnamese	64	2.46%	0.06%
Italian	45	1.73%	0.04%
Other Languages	183	7.05%	0.17%
Total	2,597	100%	2.44%

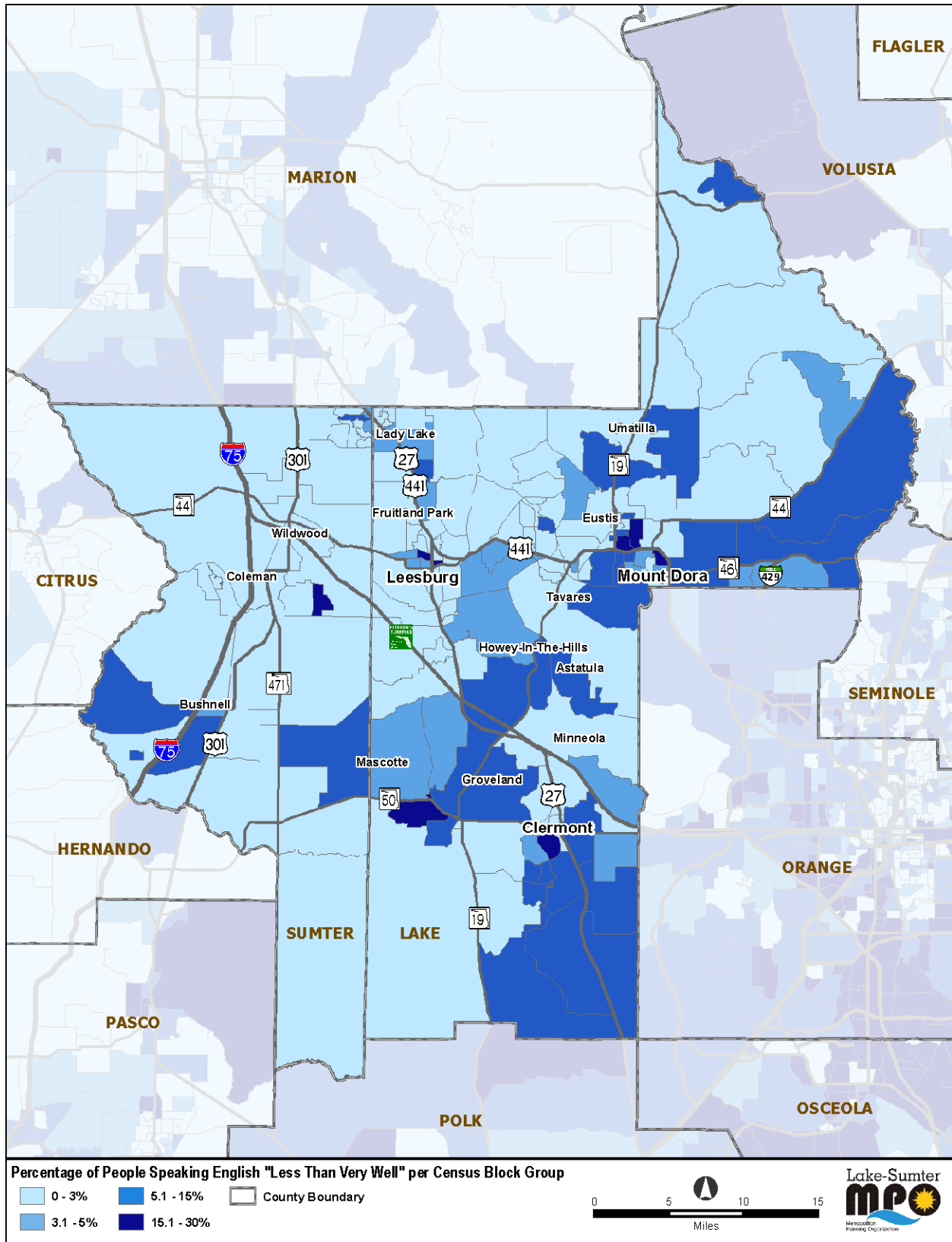
Table 4 | Top Five Languages Spoken at Home in Lake~Sumter MPO Planning Area

<i>Language Spoken</i>	<i>Number of LEP Persons</i>	<i>% of LEP Population</i>	<i>% of Lake~Sumter MPO Planning Area</i>
Spanish	11,795	76.88%	2.94%
French Creole	764	4.98%	0.19%
French	363	2.37%	0.09%
Chinese	337	2.20%	0.08%
Vietnamese	287	1.87%	0.07%
Other Languages	1,797	11.71%	0.44%
Total	15,343	100%	3.82%

Source: US Census Bureau's American Community Survey, 2015.

To demonstrate the geographic extent of the LEP populations in the region, **Figure 2** provides a visual representation. In addition to analyzing the Census data, the LSMPO consults with transit staff, community organizations, school systems, and state and local governments to better serve the LEP community.

Figure 2 | Limited English Proficiency (LEP) Populations



Source: US Census Bureau's American Community Survey, 2015.

Factor 2: Frequency of Contact of LEP Persons

The results of the Census data indicate that Spanish is the most significant language spoken by the LEP population in the area served by the Lake~Sumter MPO. To date, no requests for language assistance services have been made by LEP individuals or groups to the LSMPO. The LSMPO has begun providing public notices and information flyers in both English and Spanish. The LSMPO has staff fluent in Spanish and are available for translation upon request at public meetings.

All advertisements for public meetings sponsored by the Lake~Sumter MPO will contain the following language: **“Persons who require special accommodations under the Americans with disabilities Act or persons who require translation services, which are provided at no cost, should contact LSMPO at (352)315-0170 or by email at mwoods@lakesumtermpo.com, at least three (3) business days prior to the event.”**

The LSMPO conducts regular board meetings, advisory committee meetings and public hearings throughout the year. Community outreach and the LSMPO’s website are the main sources of potential contact between the LSMPO and LEP persons.

Table 5 | Contact Administered by Lake~Sumter MPO

<i>Program / Activity</i>	<i>Frequency of Contact</i>	<i>Resources Available</i>
Board Meetings	Monthly	Bilingual employees, special assistance notice in newspaper, LEP-specific notice on all agendas, case-by-case response
Committee Meetings	Monthly	Bilingual employees, LEP-specific notice on all board agendas, case-by-case response
Community Events	Unpredictable	Bilingual employees, Spanish language brochures, Spanish language surveys, “I Speak” cards
Website	Unpredictable	Spanish language portal featuring important information and contact information, LEP plan, forms
Public Hearings	Annually	Bilingual employees, Spanish language brochures, Spanish language forms, notice in Spanish newspaper, “I Speak” cards

Factor 3: The Nature and Importance of the Program Service or Activity

Metropolitan planning organizations receive federal funds to develop transportation plans for a designated urban area. The planning process is guided by federal and state law, including public involvement requirements to ensure diverse public outreach, notice, and opportunities for input.

All of the Lake~Sumter MPO programs are important; however, those related to safety, public transportation, right-of-way, the environment, nondiscrimination and public involvement are among the most important. The MPO must ensure that all segments of the population, including LEP persons, have been involved or have had the opportunity to be involved in the transportation planning process to be consistent with the goal of the Federal Environmental Justice Program and Policy. One area that has been focused on is the Transportation Disadvantaged Program. This program has been identified as a potential provider of important services for LEP persons.

The planning process does not include any direct service or program that requires vital, immediate or emergency assistance, such as medical treatment or services for basic needs (like food or shelter). Additionally, the LSMPO does not require documents, such as completed applications, for participation. However, when determining whether materials, information, and/or notification related to an action is “vital,” the absence of direct services or application requirements is not the only consideration.



U.S. Department of Justice:

...in some circumstances lack of awareness of the existence of a particular program may effectively deny LEP individuals meaningful access, it is important for federal agencies to continually survey/assess the needs of eligible service populations in order to determine whether certain critical outreach materials should be translated into other languages.

Language assistance involving notification of services, translation of public input forms and/or surveys related to a formal public hearings, and maintenance of the Spanish language portal on www.LakeSumterMPO.com have high priority. Other activities, such as community events, optional meetings, and specialized speakers' bureau programs have a lower priority if / when resources preclude the organization from executing all language assistance options.

Factor 4: Resources Available

Given the size of the LEP population in the LSMPO area and current financial constraints, full language translations of plan documents is not considered warranted or cost feasible at this time. The LSMPO will continually evaluate its programs, services and activities to ensure that persons who may be LEP are always provided with meaningful access. The LSMPO will provide verbal and written translation if requested within a reasonable time and if within the available resources.

LANGUAGE ASSISTANCE AND IMPLEMENTATION

This section of the LEP Plan provides the implementation process used to address appropriate language needs identified and described in the **Self Assessment** section.

LEP Implementation Goals

1. Provide meaningful access to LSMPO programs and services for Limited English Proficiency (LEP) persons identified using the four-factor analysis presented in Self Assessment section of the Limited English Proficiency Plan;
2. Identify various resources, with or without associated costs, to ensure the organization can balance meaningful access to programs and services, while not incurring undue burdens on financial resources; and
3. Complete plan updates every three (3) years and staff reviews annually to ensure resources identified remain consistent with identified needs.

Language Assistance and Translation / Interpretation Services

Engaging the LEP population within the LSMPO planning area is vital. The LSMPO implements language assistance through the following strategies and techniques:

- Staff involved with the public will provide the Census Bureau's "I Speak" language cards at workshop and public meetings sign-in table. Staff will be able to identify language needs in order to match them with available services. These cards will be made available at the MPO Office;
- The MPO will develop partnerships with local agencies, organizations, law enforcement, colleges/universities, local school districts and social service agencies to inform LEP individuals of MPO services and the availability of language assistance;
- The MPO will begin to accommodate the cost of translating programs by providing fact sheets, flyers and brochures;
- Initiate providing Executive Summaries of major programs, such as the Unified Planning Work Program, Transportation Improvement Program, Public Involvement Plan and Long Range Transportation Plan, and any other key document available in Spanish. To accommodate the cost, the MPO will provide these summaries in formats such as fact sheets, flyers, newsletters and brochures, capturing the significant points;
- Provide Spanish language outreach materials from other organizations including federal, state and local transportation agencies when possible;
- The MPO is looking into the Language Line Interpreter Services; and will implement in the future if it is considered a cost effective service to provide;
- The MPO has installed the Google Translate program <http://translate.google.com> on every page of the website. The use of this will allow users to view HTML content in other languages. It is understood this is not a perfect system but it will provide enough information for an LEP individual or group to make contact to the MPO for comments or questions;
- Efficient Transportation Decision Making (ETDM) allows for the identification of readily apparent effects and evaluation of the likelihood of potential sociocultural effects within a project area

during the early phases of the transportation planning process, prior to the project entering the FDOT Work Program;

- Conduct a survey of LEP persons by coordinating with local community organizations;
- Ensure public meetings have access by public transportation;
- Weigh the demand for language assistance against the MPO's financial resources;
- Will consider cost effective practices for providing language services;
- State in outreach documents that language services are available from the agency free of charge;
- Communicate through press releases, announcements at community meetings, website, signs and handouts; and
- The MPO currently has one staff member who is fluent in Spanish.

Notifications

LSMPO will publicize the availability of Spanish interpreter services, free of charge, prior to board and committee meetings, workshops, and public hearings. Notification will be provided on the organization's website, within meeting notices, and on each agenda. When appropriate, additional notification will be provided using:

- Signage;
- Public outreach materials;
- Partner outreach materials;
- Via community-based organizations; and
- Local Spanish newspapers and publications.

The need for additional notification will be determined, in part, by the nature of the meeting or event and the degree in which such assistance is anticipated.

Standard Notification Regarding Language Assistance

As previously noted, all advertisements for public meetings sponsored by the Lake~Sumter MPO will contain the following language: "Persons who require special accommodations under the Americans with disabilities Act or persons who require translation services, which are provided at no cost, should contact the Lake~Sumter MPO at (352)315-0170 or by email mwoods@lakesumtermo.com, at least three (3) business days prior to the event."

Staff Training

The LSMPO will incorporate the LEP Plan into the Public Involvement Plan. Staff will be properly trained in LEP procedures so the LSMPO will be able to provide meaningful access to information and services for LEP individuals. Staff will assist in person as well as by telephone when requested.

Providing Notice to LEP Persons

It is important to notify LEP persons of services available free of charge in a language the LEP persons would understand. The LSMPO will provide meeting notifications in English and Spanish where appropriate. The MPO will state in outreach documents that language services are available.

Dissemination of the MPO Limited English Proficiency Plan

The MPO will post the LEP Plan on its website at: www.lakesumtermpo.com. Any person may obtain copies/translations of the plan upon request.

Additional Resources

Serving as additional resources to staff, the following organizations will be called as needed based on individual circumstances:

- American Translators Association: www.atanet.org
- National Virtual Translation Center: www.nvtc.gov

Monitoring and Updating the LEP Plan

At a minimum, the MPO will review and evaluate the plan annually to ensure compliance of federal laws and various nondiscrimination regulations. The MPO will make appropriate changes, as needed, to ensure effectiveness. For questions or concerns regarding the MPOs commitment to nondiscrimination or to request LEP services, contact Michael Woods, Title VI Specialist at (352) 315-0170 or by e-mail MWoods@LakeSumterMPO.com.

APPENDIX A: TITLE VI COMPLAINT FORMS

Form available online or printed upon request.

English Language Form:



Lake~Sumter MPO Title VI Complaint Form

Name		Daytime Phone (if available)	Evening Phone (if available)
Address (Street, P.O Box, Etc.)		City, State, Zip Code	
Name of person(s) who discriminated against you, position (if known):			
Please describe the event, occasion, place, etc. where the discrimination took place:			
Date of alleged incident:			
Discrimination on the basis of (please check):			
<input type="checkbox"/> Race	<input type="checkbox"/> Retaliation	<input type="checkbox"/> Sex	<input type="checkbox"/> Familial Status
<input type="checkbox"/> Color	<input type="checkbox"/> National Origin	<input type="checkbox"/> Age	<input type="checkbox"/> Disability
Please briefly explain the incident that triggered a Title VI violation, including the nature of the event, who was involved and any other details necessary for an investigation. (NOTE: You may use the other side of this paper and/or attach a separate document.)			
Signature		Date	

Mail to: Michael Woods, Lake~Sumter MPO, 225 W. Guava Street, Suite 211, Lady Lake, FL 32159

Email: mwoods@lakesumtermpo.com

Fax: (352)315-0993

Form available online or printed upon request.



Lake~Sumter MPO

Título VI Forma de Reclamo

Nombre de la persona discriminada	Número de teléfono diurno (si disponible)	Número de teléfono nocturno (si disponible)
Dirección de residencia (número y calle, número de departamento)		Ciudad, estado, y código postal de residencia
Nombre de la persona que discriminó contra usted, y la posición de trabajo (si conocido):		
Describa por favor el acontecimiento, la ocasión, el lugar, etc. donde la discriminación sucedió:		
Fecha del incidente discriminatorio:		
Discrimination on the basis of (please check):		
<input type="checkbox"/> Raza	<input type="checkbox"/> Retalación	<input type="checkbox"/> Sexo
<input type="checkbox"/> Color de Piel	<input type="checkbox"/> Nacionalidad	<input type="checkbox"/> Edad
<input type="checkbox"/> Estado Civil	<input type="checkbox"/> Impedimento Físico o Mental	<input type="checkbox"/> Religión
Por favor explique brevemente el incidente que provocó una infracción de Título VI, incluyendo quienes participaron y cualquier otros detalles necesarios para una investigación. (Puede utilizar el otro lado de este papel y/o conectar un documento adicional.)		
Firma	Fecha	

Envíe por correo a: Michael Woods, Lake~Sumter MPO, 225 W. Guava Street, Suite 211, Lady Lake, FL 32159

Correo Electrónico: mwoods@lakesumtermpo.com

Fax: (352)315-0993

APPENDIX B: "I SPEAK" LANGUAGE IDENTIFICATION CARD

<input type="checkbox"/> <p>ضع علامة في هذا المربع إذا كنت تقرأ أو تتحدث العربية.</p>	1. Arabic
<input type="checkbox"/> <p>Խոսողու՞մ եմք նշու՞մ կատարե՞ք այս քառակուսու՞մ, եթե խոսու՞մ կամ կարդո՞ւմ եք հայերեն:</p>	2. Armenian
<input type="checkbox"/> <p>যদি আপনি বাংলা পড়েন বা বলেন তা হলে এই বাক্সে দাগ দিন।</p>	3. Bengali
<input type="checkbox"/> <p>ឈ្មួញបញ្ជាក់ក្នុងប្រអប់នេះ បើអ្នកអាន ឬនិយាយភាសា ខ្មែរ ។</p>	4. Cambodian
<input type="checkbox"/> <p>Motka i kahhon ya yangin ûntûngnu' manaitai pat ûntûngnu' kumentos Chamorro.</p>	5. Chamorro
<input type="checkbox"/> <p>如果你能读中文或讲中文，请选择此框。</p>	6. Simplified Chinese
<input type="checkbox"/> <p>如果你能讀中文或講中文，請選擇此框。</p>	7. Traditional Chinese
<input type="checkbox"/> <p>Označite ovaj kvadratić ako čitate ili govorite hrvatski jezik.</p>	8. Croatian
<input type="checkbox"/> <p>Zaškrtněte tuto kolonku, pokud čtete a hovoříte česky.</p>	9. Czech
<input type="checkbox"/> <p>Kruis dit vakje aan als u Nederlands kunt lezen of spreken.</p>	10. Dutch
<input type="checkbox"/> <p>Mark this box if you read or speak English.</p>	11. English
<input type="checkbox"/> <p>اگر خواندن و نوشتن فارسی بلد هستید، این مربع را علامت بزنید.</p>	12. Farsi

<input type="checkbox"/>	Cocher ici si vous lisez ou parlez le français.	13. French
<input type="checkbox"/>	Kreuzen Sie dieses Kästchen an, wenn Sie Deutsch lesen oder sprechen.	14. German
<input type="checkbox"/>	Σημειώστε αυτό το πλαίσιο αν διαβάζετε ή μιλάτε Ελληνικά.	15. Greek
<input type="checkbox"/>	Make kazyè sa a si ou li oswa ou pale kreyòl ayisyen.	16. Haitian Creole
<input type="checkbox"/>	अगर आप हिन्दी बोलते या पढ़ सकते हैं तो इस बक्स पर चिह्न लगाएँ।	17. Hindi
<input type="checkbox"/>	Kos lub voj no yog koj paub twm thiab hais lus Hmoob.	18. Hmong
<input type="checkbox"/>	Jelölje meg ezt a kockát, ha megérta vagy beszéli a magyar nyelvet.	19. Hungarian
<input type="checkbox"/>	Markaam daytoy nga kahon no makabasa wenno makasaoka iti Ilocano.	20. Ilocano
<input type="checkbox"/>	Marchi questa casella se legge o parla italiano.	21. Italian
<input type="checkbox"/>	日本語を讀んだり、話せる場合はここに印を付けてください。	22. Japanese
<input type="checkbox"/>	한국어를 읽거나 말할 수 있으면 이 칸에 표시하십시오.	23. Korean
<input type="checkbox"/>	ໃຫ້ໝາຍໃສ່ຊ່ອງນີ້ ຖ້າທ່ານອ່ານຫຼືປາກພາສາລາວ.	24. Laotian
<input type="checkbox"/>	Prosimy o zaznaczenie tego kwadratu, jeżeli posługuje się Pan/Pani językiem polskim.	25. Polish

<input type="checkbox"/>	Assinale este quadrado se você lê ou fala português.	26. Portuguese
<input type="checkbox"/>	Însemnați această casuță dacă citiți sau vorbiți românește.	27. Romanian
<input type="checkbox"/>	Пометьте этот квадратик, если вы читаете или говорите по-русски.	28. Russian
<input type="checkbox"/>	Обележите овај квадратикћ уколико читате или говорите српски језик.	29. Serbian
<input type="checkbox"/>	Označte tento štvorček, ak viete čítať alebo hovoriť po slovensky.	30. Slovak
<input type="checkbox"/>	Marque esta casilla si lee o habla español.	31. Spanish
<input type="checkbox"/>	Markahan itong kuwadrado kung kayo ay marunong magbasa o magsalita ng Tagalog.	32. Tagalog
<input type="checkbox"/>	ให้กาเครื่องหมายลงในช่องดำท่านอ่านหรือพูดภาษาไทย.	33. Thai
<input type="checkbox"/>	Maaka 'i he puha ni kapau 'oku ke lau pe lea fakatonga.	34. Tongan
<input type="checkbox"/>	Відмітьте цю клітинку, якщо ви читаете або говорите українською мовою.	35. Ukrainian
<input type="checkbox"/>	اگر آپ اردو پڑھتے یا بولتے ہیں تو اس خانے میں نشان لگائیں۔	36. Urdu
<input type="checkbox"/>	Xin đánh dấu vào ô này nếu quý vị biết đọc và nói được Việt Ngữ.	37. Vietnamese
<input type="checkbox"/>	באצייכנט דעם קעסטל אויב איר לייענט אדער רעדט אידיש.	38. Yiddish



Title VI Nondiscrimination Plan

Lake~Sumter Metropolitan Planning Organization

*Draft for Advisory Committee & Board Review
January 2018*

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INTRODUCTION

Representatives of Lake County and Sumter County governments, the 14 municipalities of Lake County, the five municipalities of Sumter County, the Florida Department of Transportation (FDOT), Florida Central Railroad, Lake County Schools, Sumter District Schools and the U.S. Department of Transportation (USDOT) are involved in the transportation planning process facilitated by the Lake~Sumter Metropolitan Planning Organization (LSMPO). The MPO's purpose is to provide effective leadership in the initiation and development of transportation plans, programs and strategies.

As the governmental body, most directly responsible for the guidance of the transportation planning process, the MPO strives to ensure that the recommendations are in keeping with the goals and standards of the Federal Government, the State, Lake County, Sumter County, and the 19 incorporated jurisdictions. The MPO functions include, but are not limited to, the preparation of the tasks required by state rule or by federal policy.

The MPO's major annual responsibilities are to perform the tasks of preparing the Unified Planning Work Program (UPWP), the Transportation Improvement Program (TIP), the annual List of Priority Projects (LOPP), Transportation Disadvantaged Service Plan (TDSP), and the annual MPO Audit Report. As with all transportation planning legislated by federal and state laws, the MPO is responsible for ensuring adequate representation of and compatibility among state, county, and municipal projects in the transportation planning process. This includes consideration of all modes of transportation with respect to various members of the public. For example, the MPO incorporates into its planning efforts the needs of the elderly and persons with disabilities as outlined in the Americans with Disabilities Act.

As part of the MPO planning process, public involvement is given a major priority. Projects funded through public dollars are to be planned in a manner that encourages public participation and incorporates public comments into planning efforts. As a result, a responsibility is placed on MPOs to develop a plan where the opportunity for public involvement is assured. As part of that plan and involvement process, outreach will be made in accordance with Title VI. The requirements and the procedures for following Title VI requirements are detailed further in this Title VI Plan.

PURPOSE

Title VI of the Civil Rights Act of 1964 provides that no person in the United States shall, on the grounds of race, color, national origin, sex, age, disability, religion, or family status in employment and the provision of government services. The Civil Rights Restoration Act of 1987 broadened the scope of Title VI coverage by expanding the definition of terms "programs or activities" to include all programs or activities of Federal Aid recipients, sub-recipients, and consultants, whether such programs and activities are federally assisted or not. These requirements include the establishment of a Title VI Nondiscrimination Plan, along with a regular review of its effectiveness and conformity with federal and state law.

This **Title VI Nondiscrimination Plan** works in unison with the LSMPO's **Public Involvement Plan (PIP)** and **Limited English Proficiency (LEP) Plan**, which identify specific techniques for outreach, engagement, and involvement including notification, information, and opportunities for diverse participation.

POLICY STATEMENT & RESPONSIBILITIES

The Lake~Sumter MPO assures that no person shall based on race, color, national origin, sex, age, disability, family or religious status, as provided by Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987 and the Florida Civil Rights Act of 1992 be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination or retaliation under any program or activity. The Lake~Sumter MPO further assures that every effort will be made to ensure nondiscrimination in all its programs and activities, whether those programs and activities are federally funded or not. In the event the LSMPO distributes federal aid funds to another governmental entity, the MPO will include Title VI language in all written agreements and will monitor for compliance.

Objectives

- Identify and analyze relevant demographic data in Lake and Sumter counties to further the effectiveness of the Title VI Nondiscrimination Plan and to ensure that planning products analyze, mitigate, minimize or avoid disproportionate and adverse impacts on identified minority or low income communities;
- Engage citizens and other interested parties in LSMPO activities through broad notification and proactive opportunities for full and fair participation by communities traditionally underserved in the planning process (i.e. environmental justice);
- Engage citizens and other interested parties in LSMPO activities through broad notification and proactive opportunities for full and fair participation by communities traditionally underserved in the planning process (i.e. environmental justice); and
- Comply with federal and state requirements associated with Title VI nondiscrimination and the transportation planning process.

Title VI Delegation Contacts

The Executive Director is responsible for ensuring implementation of the organization's **Title VI Nondiscrimination Plan** and provides direction to the **Title VI Specialist**. The Title VI Specialist, on behalf of the Executive Director, is responsible for the overall management and day to day administration of the Title VI program.

Lake~Sumter Metropolitan Planning Organization



Michael Woods

Interim Executive Director & Title VI Specialist

(352) 315-0170

Title VI Specialist Responsibilities

The Title VI Specialist is charged with the responsibility for implementing, monitoring, and ensuring the MPO's compliance with Title VI regulations. Title VI responsibilities are as follows:

- Process the disposition of Title VI complaints received by the MPO;
- Collect statistical data (race, color, sex, age, disability or national origin) of participants in and beneficiaries of state highway programs, e.g., displaced individuals, affected citizens, and impacted communities;
- Conduct annual Title VI reviews of program areas (planning, consultant selection) to determine the effectiveness of program activities at all levels;
- Conduct Title VI reviews of consultants and other recipients of federal aid highway fund contracts administered through the MPO;
- Participate in training programs on Title VI and other related statutes for MPO employees and recipients of federal highway funds;
- Prepare a yearly report of Title VI accomplishments and goals, as required by 23 CFR 200.
- Develop Title VI information for dissemination to the public and, where appropriate, in languages other than English;
- Conduct post grant approval reviews of MPO programs and applicants (e.g., consultants, design and relocation, and persons seeking contracts with the MPO), for compliance with Title VI requirements;
- Identify and eliminate discrimination; and
- Establish procedures for promptly resolving deficiency status and reducing to writing the remedial action agreed to be necessary, all within a period not to exceed 90 days.

Lake~Sumter MPO Staff

Lake~ Sumter MPO staff members involved in public involvement are responsible for evaluating and monitoring compliance with Title VI requirements in all aspects of the Lake~ Sumter MPO 's public involvement process. These staff members will:

- Ensure that all communications and public involvement efforts comply with Title VI/LEP and Environmental Justice requirements;
- Develop and distribute information on Title VI programs to the public and provide information in languages other than English, as needed;
- Disseminate information to minority media and ethnic/gender related organizations, to help ensure all social, economic, and ethnic interest groups in Lake and Sumter counties;
- Include the Title VI Notice to the Public, full or abbreviated versions in relevant press releases and on the Lake~Sumter MPO website;
- Notify affected, protected groups of public meetings regarding proposed actions, and make the meetings accessible to all residents, including the use of interpreters when requested, or when a strong need for their use has been identified;
- Collect statistical information voluntarily from attendees of public meetings using zip codes if possible to track how well different segments of the population are represented; and
- Encourage Lake~Sumter MPO's committees to include representation from Title VI relevant populations.

Compliance

To ensure compliance with federal Title VI requirements, LSMPO will coordinate LEP efforts in line with the following processes and procedures.

Title VI Program Reviews

The MPO's Title VI Program reviews will be performed by the Title VI Specialist to assess the MPO's administrative procedures, staffing, and resources available for Title VI compliance. All programs will be reviewed annually to assure their effectiveness in compliance with Title VI provisions. This is in addition to the day to day monitoring. Title VI Specialist will coordinate efforts to ensure their equal participation in all programs and activities at all levels. The Title VI Specialist will conduct reviews of consultants and all other sub-recipients of FDOT's federal funds to ensure compliance with Title VI provisions.

Annual Reports

An annual report will be submitted to the FDOT District Five's Title VI Coordinator reviewing Title VI accomplishments achieved during the year. The Title VI Specialist will be responsible for coordination and preparation of the report. A Title VI Annual Report will be submitted to FDOT by June 1st of each year. The report will describe the accomplishments and changes to the program occurring during the preceding year, and will also include any changes to the goals and objectives for the upcoming year.

Post Grant Reviews

Review post grant approval procedures to ensure compliance with Title VI requirements

Complaints

If any individual believes that she or he or any other program beneficiaries have been subjected to unequal treatment or discrimination in their receipt of benefits and/or services, or on the grounds of race, color, national origin, sex, disability age or income status s/he may exercise their right to file a complaint with the MPO. Every effort will be made to resolve complaints informally at the MPO and consultant level.



Legislation & Guidance

Title VI of the Civil Rights Act of 1964 provides that no person in the United States shall, on the grounds of race, color or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under a program or activity receiving federal financial assistance.

The National Environmental Policy Act of 1969 (NEPA) addresses both social and economic impacts of environmental justice, stressing the importance of providing safe, healthful, productive, and aesthetically pleasing surroundings for all Americans. NEPA requires a systematic, interdisciplinary approach to aid in considering environmental and community factors in decision making.

The Civil Rights Restoration Act of 1987 clarified Title VI to include all programs and activities of federal aid recipients, sub recipients, and contractors whether federally funded or not. It also restored broad coverage intended by Congress, covering classes such as sex, age, and disability.

The Florida Civil Rights Act of 1992 added religion and family status as protected classes.

Federal Highway Administration and the Federal Transit Administration issued a memorandum implementing Title VI requirements in metropolitan and statewide planning. The memorandum articulated that environmental justice is just as important during planning stages as it is during the project development stage.

Remedial Action

The MPO will actively pursue the prevention of Title VI deficiencies and violations and will take the necessary steps to ensure compliance with all program administrative requirements. When irregularities occur in the administration of the program's operation, corrective action will be taken to resolve Title VI issues, and reducing to writing a remedial action agreed upon to be necessary, all within a period not to exceed 90 days.

- Sub-recipients placed in a deficiency status will be given a reasonable time, (not to exceed 90 days after receipt of the deficiency letter), to voluntarily correct deficiencies;
- The MPO will seek the cooperation of the sub-recipient in correcting deficiencies found during the review. The MPO will also provide the technical assistance and guidance needed to aid the sub-recipient to comply voluntarily;
- When a sub-recipient fails or refuses to voluntarily comply with requirements within the time frame allotted, the MPO will submit to FDOT's Civil Rights Office and the FHWA two copies of the case file and a recommendation that the sub-recipient be found in noncompliance; and
- A follow up review will be conducted within 180 days of the initial review to ensure that the sub-recipient has complied with the Title VI Program requirements in correcting deficiencies previously identified.

Limited English Proficiency (LEP)

The U.S. Supreme Court has also interpreted [Title VI](#) to prohibit conduct that has a disproportionate effect limited English proficiency persons; as such conduct constitutes discrimination based on national origin. Executive order requires reasonable steps to ensure meaningful access. LSMPO has developed a separate, yet related, plan to provide access to programs and services in languages other than English. The [Limited English Proficiency \(LEP\) Plan](#) works in unison with the [Title VI Nondiscrimination Plan](#) and the [Public Involvement Plan \(PIP\)](#).

PROGRAM ADMINISTRATION & TITLE VI RESPONSIBILITIES

Five areas of the Lake~Sumter MPO's responsibilities have been recognized as applicable to Title VI regulations. These areas include:

1. Communications & Public Involvement;
2. Planning & Programming;
3. Environmental Affairs;
4. Consultant Contracts; and
5. Education and Training

The first three (3) Title VI applicable areas noted above are interrelated. However, to provide maximum clarification for this plan, these areas have been separated in this section.

Communications & Public Involvement

The Communications and Public Involvement Program Area applies to and affects the Lake~Sumter MPO's organization, mainly tasks related to Planning & Programming and Environmental Affairs Program Areas. It has been treated as a separate program area for purposes of clarity, and consistent with Lake~Sumter MPO's organization. The Lake~Sumter MPO strives to have important and continuing public involvement in the transportation planning process and to encourage the public to express their ideas and values related to transportation issues. This will help support an open and effective communication channel with citizens in Lake and Sumter counties.

Opportunities for Public Comments

The Lake~Sumter MPO routinely offers three different ways for citizens to comment on activities, programs, and decisions made at the Lake~Sumter MPO, including:

- **Comments are accepted at any time:** Comments are accepted via an online comment form, by phone, fax, email, U.S. mail, and in person at any board or committee meeting. Contact information for all Lake~Sumter MPO staff is provided on the website, and contact information for the Lake~Sumter MPO is included in all publications produced for the Lake~Sumter MPO. The Lake~Sumter MPO makes every effort to respond to all comments received;
- **Citizen comments are requested at agency meetings:** All board and committee meetings are open to the public. Meeting dates are posted well in advance on the Lake~Sumter MPO website. Public comments and responses made during these meetings are kept on record in the official meeting summaries. The MPO maintains mailing lists, to which anyone can request to be added; and
- **Formal public comment periods for major activities:** Formal public comment and review periods are used to solicit comments on major planning and programming activities. Comment periods are highlighted in advertisements in local newspapers, Lake~Sumter MPO publications, on the website, and in various press releases. Comments can be made in person, by email, by U.S. mail, fax, or telephone. The Lake~Sumter MPO will make every effort to respond to any comments received and will forward comments to other agencies when appropriate.

Strategies for Engaging Title VI Protected Groups

The Lake~Sumter MPO understands that there are important segments of the population from who input is seldom, if ever, received. To improve representation of these groups in the transportation planning process, the MPO will take the following steps:

- Public meetings should be held in locations that are accessible by public transit. Also, facilities should be compliant with the Americans with Disabilities Act (ADA). If a targeted population is in a certain geographic area, then the meeting location should be in that area for their convenience;
- To facilitate involvement of traditionally underserved populations, community leaders and organizations that represent these groups should be consulted about how to most effectively reach their members. Relationships with these groups should be maintained for future partnerships in the planning process;

- In addition to mainstream media organizations, advertisements and news releases announcing public participation opportunities should be targeted to media that reaches minority and ethnic populations;
- Upon notice, deaf interpreters, translators, and Braille documents can be provided for public meetings. Notifications of opportunities for public involvement will include contact information for people needing these or other special accommodations; and
- At public meetings, MPO staff should attempt to communicate as effectively as possible. Technical jargon should be avoided and appropriate dress and conduct are important. For some meetings, it may be best to use trained facilitators or language translators to better communicate with the audience.

Strategies for Engaging Individuals with Limited English Proficiency

The Lake~Sumter MPO will intermittently examine the socio-economic characteristics of the region to understand the ethnicities, income levels, and languages that are used in this region and develop strategies to communicate with these population segments. The MPO will attempt to ensure that public notices and advertisements are advertised in Spanish in minority newspapers, and will maintain a list of those MPO staff members who speak a language other than English to provide points of contact for persons needing information.

Public Dissemination

The Title VI Specialist will disseminate Title VI Program information to MPO employees, sub-recipients, consultants, and beneficiaries as well as the public. Public dissemination will include the posting of public statements, inclusion of Title VI language in contracts, and publishing annually the Title VI Policy Statement in newspapers having a general circulation near proposed projects and announcements of hearings and meetings in minority publications.

In accordance with Title VI of the Civil Rights Act of 1964, the MPO is committed to establishing and maintaining practices that will ensure meaningful access to the MPO's plans and programs by persons with Limited English Proficiency (LEP). It is the policy of the MPO to ensure that no person is denied access to plans and programs as the result of the inability or limited ability to communicate in the English language

Planning and Programming

The Lake~Sumter MPO is responsible for developing long and short range transportation plans to provide efficient transportation services to the Lake and Sumter Counties. A wide-ranging transportation planning process is used, which involves guidance from various transportation planning documents.

Primary guidance is provided by:

- The Metropolitan Planning Organization (MPO) Regulations 23 CFR 450;
- Moving Ahead for Progress in the 21st Century (MAP 21), reauthorizing surface transportation programs through fiscal year 2014. Each reauthorization amends the Federal Transit Laws codified in 49 USC Chapter 53. MAP 21 took effect on October 1, 2012.; and
- State and federal Clean Air Acts (CAA) and amendments.

The Lake~Sumter Metropolitan Planning Organization annually updates and coordinates the MPO's future transportation improvement plans and programs. A comprehensive transportation planning process is used which incorporates input from the public in coordination with the various jurisdictions affected. Planning includes the monitoring and collection of data. Title VI responsibilities include but are not limited to:

1. Ensure that all aspects of the planning process operation comply with Title VI of the Civil Rights Act of 1964;
2. Ensure that various social, economic, and ethnic interest groups are represented in the planning process by disseminating program information to minority media and ethnic/gender related organizations and participating in roundtable meetings in predominantly minority communities;
3. Assist the Title VI Specialist in gathering and organizing the Planning section of the Annual Title VI Update Report;
4. Review the department's work program and other directives to ensure compliance with Title VI and other nondiscrimination program requirements; and
5. Attend public meetings to verify the level of participation of Title VI protected group members when offered in predominantly ethnic minority communities.

Data Collection

Statistical data on race, color, national origin, sex, age, disability and income status of participants in and beneficiaries of federally funded program will be gathered and maintained by the Title VI Specialist. Each of the Title VI program areas will maintain data to be incorporated in the Title VI Annual Update. The data gathering process will be reviewed regularly to ensure sufficiency of the data in meeting the requirements of the Title VI program administration.

Environmental Affairs

The concept of environmental justice comprises the identification and assessment of disproportionately high and adverse effects of programs, policies, or activities on minority and low-income population groups. Regarding regional transportation planning, environmental justice considers the relative delivery of costs and benefits from transportation investment strategies and policies among different segments of society. If a disproportionate impact is recognized, a mitigation plan will be developed and implemented based on feedback from the affected population. Lake~Sumter MPO staff members are responsible for evaluating and monitoring environmental justice compliance with Title VI. Staff members will:

- Ensure Title VI environmental justice compliance;
- Analyze and make findings regarding the population affected by the action;
- Analyze and make findings regarding the impacts of planned projects on protected Title VI groups, and determine if there will be a disproportionately high and adverse impact on these groups; and
- Disseminate information to the public on the processes used and findings of any analysis, in accordance with all agency public involvement procedures, including the dissemination of information to groups representing minority media and ethnic/gender related organizations, and the use of public comment periods and public hearings, interpreters, and materials in other languages, as needed.

Consultant Services & Contracting Services

The Procurement Department of Lake County is responsible for setting policy and establishing procedures for consultant selection, negotiation, and administration of consultant contracts for the MPO. Title VI responsibilities include but are not limited to:

1. Monitor DBE program requirements;
2. Ensure that all consultant contracts administered by the MPO have the appropriate Title VI provisions included;
3. Review directives and procedures to ensure Title VI compliance; and
4. Maintain necessary data and documentation required for completion of the department's Title VI Annual Report.

Disadvantaged Business Enterprise (DBE) Program

It is Lake~Sumter MPO's policy to encourage all qualified businesses to actively participate in the procurement of all Lake~Sumter MPO sponsored contracts. The Lake~Sumter MPO does not discriminate based on race, color, sex, national origin, age, military status or disability. The Lake~Sumter MPO has established a **Disadvantaged Business Enterprise (DBE) program** in accordance with regulations of the U.S. Department of Transportation (USDOT), 49 CFR, Part 26.

DBE Program Description

It is the Lake~Sumter MPO's policy to ensure that Disadvantaged (DBE) Businesses and Small Businesses (SBE) have an equal opportunity to receive and participate in USDOT assisted contracts. It is also the Lake~Sumter MPO's policy to:

- Ensure nondiscrimination in the award and administration of USDOT assisted contracts;
- Create a level playing field on which DBE/SBEs can compete fairly for USDOT-assisted contracts;
- Ensure that the DBE Program is narrowly tailored in accordance with applicable law;
- Ensure that only firms that fully meet 49 CFR, Part 26 eligibility standards are permitted to participate as DBEs;
- Help remove barriers to the participation of DBE/SBEs in USDOT assisted contracts; and
- Assist the development of firms that can compete successfully in the market place outside the DBE Program.

Education & Training

Minorities, women, veterans, individuals with a disability, and other individuals are protected by Title VI and federal and state anti-discrimination laws are provided with equal opportunity and fair treatment in all employment related decisions, including opportunities for education and training.

LSMPO Training Program

Title VI training will be made available at least annually to employees, consultants, sub-recipients, and program area specialists. The training will provide comprehensive information on Title VI provisions, application to program operations, and identification of Title VI issues and resolution of complaints. A summary of the training conducted will be reported in the MPO's Annual Report.

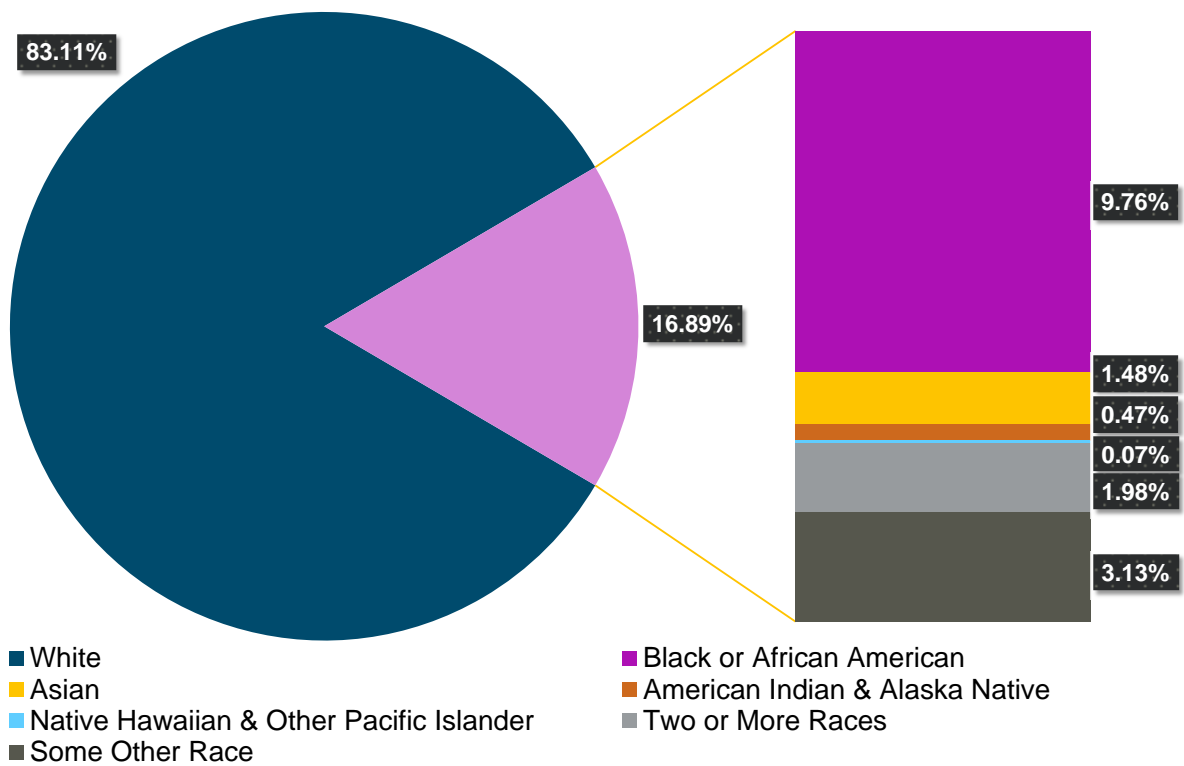
SOCIOECONOMIC PROFILE OF LAKE~SUMTER MPO AREA

A review of the 2015 U.S. Census data, specifically the American Community Survey results, for the Lake~Sumter was conducted to evaluate the distribution of minority populations and low-income households throughout the region. The representation for each of these groups is summarized in the following section.

Ethnic Makeup of Lake~ Sumter MPO Region

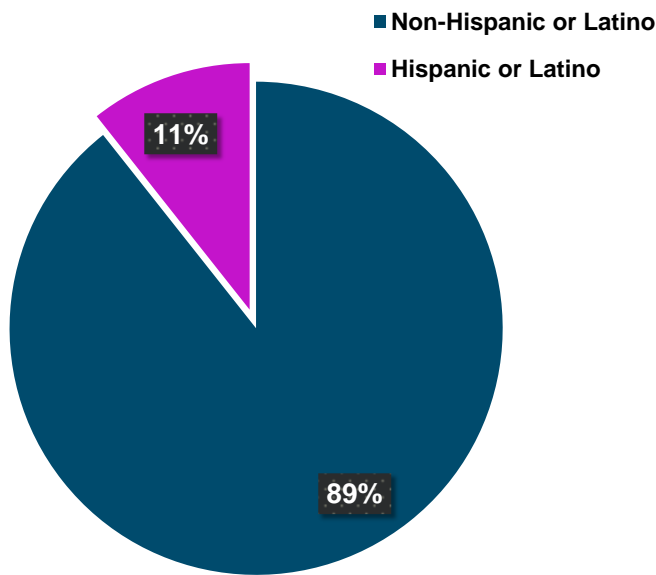
The ethnicity distribution in the Lake~Sumter MPO region is detailed in **Figure 1**. The minority population with the largest representation in the area is individuals identifying with Black or African American ethnicity, representing 10% of the population. There is some presence of individuals identifying as American Indian 3%, Asian 2%, and Native Hawaiian/Pacific Islander 2%.

Figure 1 | Ethnic Make Up of Lake~Sumter MPO Region



Source: US Census Bureau’s American Community Survey, 2015

Figure 2 | Lake~Sumter MPO Region Hispanic or Latino Population



Regarding populations identifying with a Hispanic or Latino heritage, the Lake~Sumter MPO region has 41,590 or 11% throughout Lake and Sumter counties as demonstrated in **Figure 2**. Most of this population resides Lake County with 36,009 residents identifying with Hispanic or Latino heritage. Of the total Hispanic or Latino group, the top heritages within this population are Mexican and Puerto Rican with both presenting 3.69% and this is followed by Cuban at 0.81%.

Source: US Census Bureau’s American Community Survey, 2015

Ethnic Breakdown and Changes over Time for Lake~Sumter MPO Region

A comparison of the American Community Survey data from 2010-2015, shown in **Table 1**, demonstrates the changes over time for population groups in the LSMPO region. The total population has increased by 41,500 during this five-year span, with the minority population increasing by 3,854. The percent growth of minorities in the region for this time period is 6% increasing from 60,486 in 2010 to 64,340 in 2015. Specifically, the Black or African American population has increased the most, 3,073, in five years.

Table 1 | Lake~Sumter MPO Population Group Changes Over Time

<i>LSMPO Region</i>	<i>2010</i>	<i>2015</i>	<i>Pop. Change</i>	<i>2010 Percent</i>	<i>2015 Percent</i>	<i>% Change</i>
White	317,076	354,722	37,646	84%	85%	12%
Black or African American	36,294	39,367	3,073	10%	9%	8%
American Indian & Alaska Native	1,375	1,590	215	0%	0%	16%
Asian	5,515	6,295	780	1%	2%	14%
Native Hawaiian & Other Pacific Islander	273	373	100	0%	0%	37%
Two or More Races	5,935	7,809	1,874	2%	2%	32%
Some Other Race	11,094	8,906	2,188	3%	2%	20%

Source: US Census Bureau’s American Community Survey, 2015

Table 2 | Lake County Population Group Changes Over Time

<i>Lake County</i>	<i>2010</i>	<i>2015</i>	<i>Pop. Change</i>	<i>2010 Percent</i>	<i>2015 Percent</i>	<i>% Change</i>
White	242,871	258,871	16,000	83%	83%	7%
Black or African American	27,189	30,316	3,127	9%	10%	12%
American Indian & Alaska Native	1,123	1,183	60	0%	0%	5%
Asian	4,986	5,519	533	2%	2%	11%
Native Hawaiian & Other Pacific Islander	243	332	89	0%	0%	37%
Two or More Races	4,988	6,770	1,782	2%	2%	36%
Some Other Race	10,271	7,570	-2,701	4%	2%	-26%

Source: US Census Bureau’s American Community Survey, 2015

Table 3 | Sumter County Population Group Changes Over Time

<i>Sumter County</i>	<i>2010</i>	<i>2015</i>	<i>Pop. Change</i>	<i>2010 Percent</i>	<i>2015 Percent</i>	<i>% Change</i>
White	74,205	95,851	21,646	86%	88%	29%
Black or African American	9,105	9,051	-54	11%	8%	-1%
American Indian & Alaska Native	252	407	155	0%	0%	62%
Asian	529	776	247	1%	1%	47%
Native Hawaiian & Other Pacific Islander	30	41	11	0%	0%	37%
Two or More Races	947	1,039	92	1%	1%	10%
Some Other Race	823	1,336	513	1%	1%	62%

Source: US Census Bureau’s American Community Survey, 2015

Lake & Sumter County Changes Over Time

Tables 2 and 3 display the group changes over time per county. Lake County has the most significant percentage of diverse groups with 12% of the 2015 population identifying with an ethnic group outside of White. However, Sumter County, while having the least percentage of diverse group populations has witnessed a greater overall increase in ethnic populations with an 8% increase compared to Lake County’s 6% increase when comparing 2015 datasets.

Despite these statistics, Sumter County did experience a 1% decrease within the Black or African American ethnic group population. Both counties did witness a significant increase in the Asian ethnic group population; with Lake County incurring 11% growth and Sumter County 47% growth from 2010 to 2015.

English Language Proficiency for Lake~Sumter MPO Region

The 2015 American Community Survey 5-year estimate identified over 45,149 of the counties' households, Lake and Sumter counties combined, as speaking a language other than English at home; 33.92% of this population spoke English less than very well. **Table 4** identifies the top four languages spoken at home where English is not spoken very well. Where Spanish is spoken at home and English is not spoken well, this group is approximately 26.12% of the total LEP population (2.94% of MPO Population).

Table 4 | Lake~Sumter MPO LEP Populations, 2015

<i>Language Spoken</i>	<i>Speaks English "Less Than Very Well"</i>	<i>Percent Of MPO Population</i>	<i>Percent Of LEP Population</i>
Spanish	11,795	2.94%	26.12%
French Creole	764	0.19%	1.69%
French	363	0.09%	0.80%
Chinese	337	0.08%	0.75%
Vietnamese	287	1.87%	0.07%
Various Other Languages	1,797	11.71%	0.45%
Total	15,343	100%	3.83%

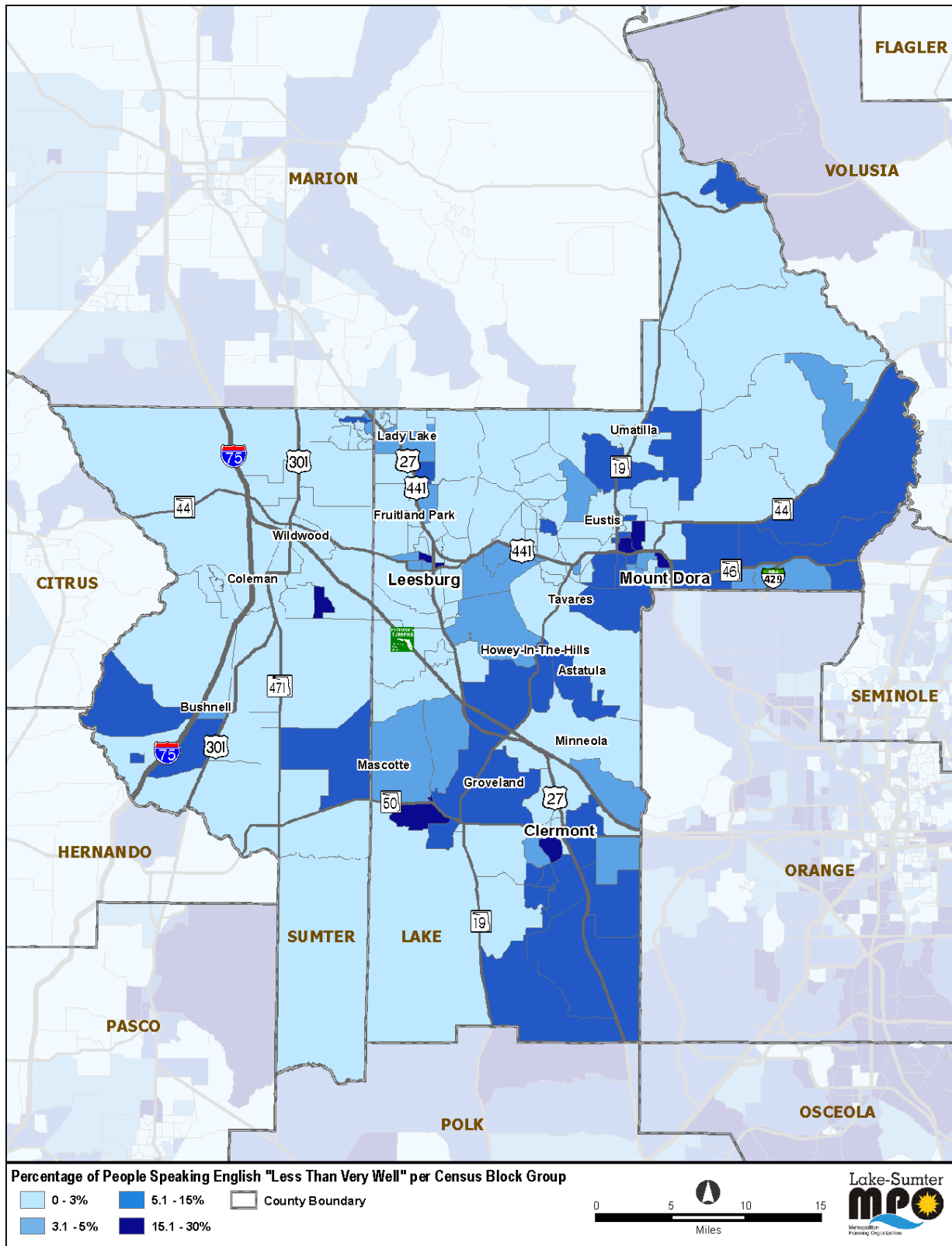
Source: US Census Bureau's American Community Survey, 2015

LSMPO Title VI Spatial Analysis

A series of maps have been developed to help better understand the spatial distribution of the populations considered under Title VI requirements. **Figure 3** through **Figure 6** illustrate limited English proficiency, household income and below poverty, Hispanic, and minority populations within the Lake and Sumter Counties.

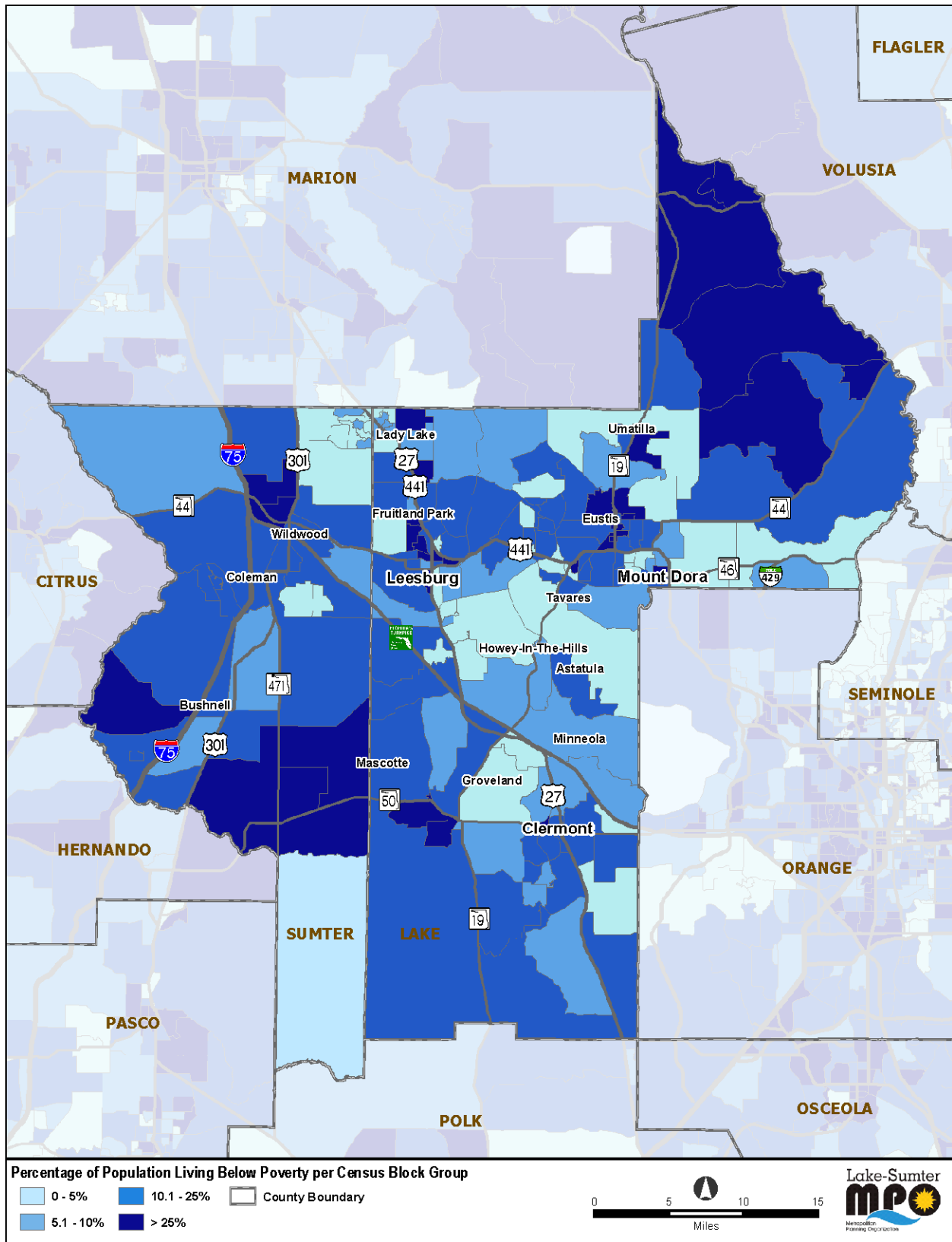
<p>Anyone wishing to contact the LSMPO with comments, questions, or complaints regarding Title VI, please contact:</p>	 <p>Michael Woods Interim Executive Director & Title VI Specialist (352) 315-0170 mwoods@LakeSumterMPO.com</p>
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Figure 3 | Limited English Proficiency (LEP) Populations



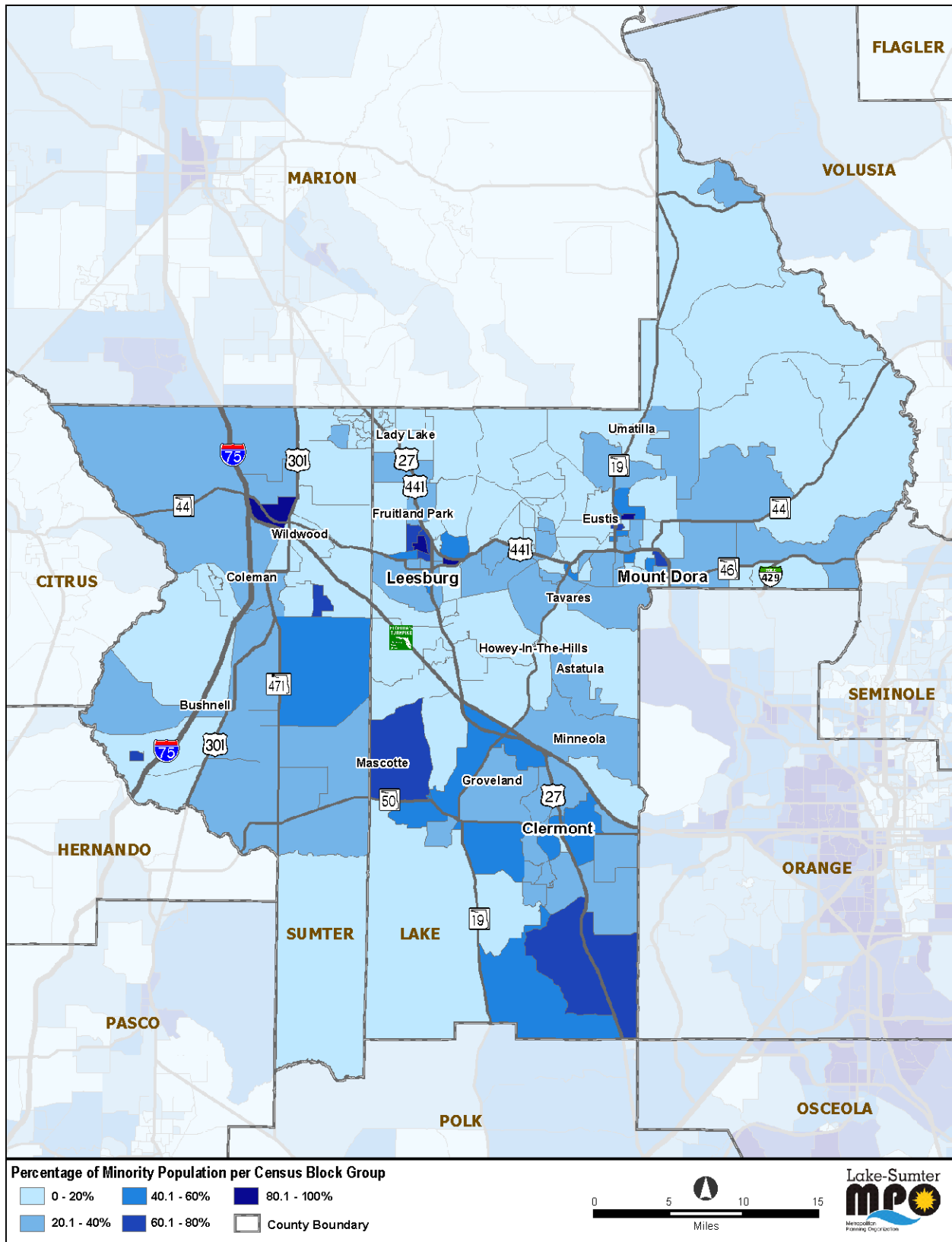
Source: US Census Bureau's American Community Survey, 2015

Figure 4 | Populations Living in Poverty



Source: US Census Bureau's American Community Survey, 2015

Figure 5 | Minority Group Populations



Source: US Census Bureau's American Community Survey, 2015

APPENDIX A: POLICY STATEMENT

Original Available
Upon Request

Lake~Sumter MPO Title VI Policy Statement

Lake~Sumter MPO assures the Florida Department of Transportation that no person shall on the basis of race, color, national origin, sex, age, disability, family or religious status, as provided by Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987 and the Florida Civil Rights Act of 1992 be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination or retaliation under any program or activity.

Lake~Sumter MPO further agrees to the following responsibilities with respect to its programs and activities:

1. Designate a Title VI Liaison that has a responsible position within the organization and access to the Recipient's Chief Executive Officer.
2. Issue a policy statement signed by the Chief Executive Officer, which expresses its commitment to the nondiscrimination provisions of Title VI. The policy statement shall be circulated throughout the Recipient's organization and to the general public. Such information shall be published where appropriate in languages other than English.
3. Insert the clauses of Appendix A of this agreement in every contract subject to the Acts and the Regulations
4. Develop a complaint process and attempt to resolve complaints of discrimination against sub-recipients. Complaints against the Recipient shall immediately be forwarded to the FDOT District Title VI Coordinator.
5. Participate in training offered on Title VI and other nondiscrimination requirements.
6. If reviewed by FDOT or USDOT, take affirmative action to correct any deficiencies found within a reasonable time period, not to exceed ninety (90) calendar days.
7. Have a process to collect racial and ethnic data on persons impacted by your agency's programs.

THIS ASSURANCE is given in consideration of and for the purpose of obtaining any and all federal funds, grants, loans, contracts, properties, discounts or other federal financial assistance under all programs and activities and is binding. The person whose signature appears below is authorized to sign this assurance on behalf of the Recipient.

Michael Woods
Interim Executive Director
Lake~Sumter Metropolitan Planning Organization

Date

APPENDIX B: TITLE VI ASSURANCES

Original Available
Upon Request

Lake~Sumter MPO Title VI Assurances

The Lake~Sumter Metropolitan Planning Organization (hereinafter referred to as the "Recipient"), HEREBY AGREES THAT as a condition to receiving any federal financial assistance from the U.S. Department of Transportation it will comply with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 USC 2000d-42 USC 2000d-4 (hereinafter referred to as the Act), and all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, part 21, Nondiscrimination in Federally Assisted Programs of the Department of Transportation-Effectuation of Title VI of the Civil Rights Act of 1964 (hereinafter referred to as the Regulations), and other pertinent directives, to the end that in accordance with the Act, Regulations, and other pertinent directives, no person in the United States shall, on the grounds of race, color, sex, or national origin be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the Recipient receives federal financial assistance from the Department of Transportation, including the Federal Highway Administration, and HEREBY GIVES ASSURANCE THAT it will promptly take any measures necessary to effectuate this agreement. This Assurance is required by Subsection 21.7(a) (1) of the Regulations.

More specifically and without limiting the above general assurance, the Recipient hereby gives the following specific assurances to its Federal Aid Highway Program.

1. That the Recipient agrees that each "program" and each "facility" as defined in Subsections 21.23(e) and 21.23(b) of the Regulations, will be (with regard to a "program") conducted, or will be (with regard to a "facility") operated in compliance with all requirements imposed by, or pursuant to, the Regulations.
2. That the Recipient shall insert the following notification in all solicitations for bids for work or material subject to the Regulations made in connection with the Federal Aid Highway Program and in adapted form in all proposals for negotiated agreements

The Lake~Sumter Metropolitan Planning Organization in accordance with Title VI of the Civil Rights Act of 1964 and 78 Stat. 252, 42 USC 2000d-d4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, part 21, Nondiscrimination in federally assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, minority business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, sex, or national origin in consideration for an award.

3. That the Recipient shall insert the clauses of Appendix 1 of this Assurance in every contract subject to the Act and the Regulations.
4. That the Recipient shall insert the clauses of Appendix 2 of this Assurance, as a covenant running with the land, in any deed from the United States effecting a transfer of real property, structures, or improvements thereon, or interest therein.

5. That where the Recipient receives federal financial assistance to construct a facility, or part of a facility, the Assurance shall extend to the entire facility and facilities operated in connection therewith.
6. That where the Recipient receives federal financial assistance in the form, or for the acquisition of real property, or an interest in real property, the Assurance shall extend rights to space on, over or under such property.
7. That the Recipient shall include the appropriate clauses set forth in Appendix 3 of this Assurance, as a covenant running with the land, in any future deeds, leases, permits, licenses, and similar agreements entered into by the Recipient with other parties: (a) for the subsequent transfer of real property acquired or improved under the Federal Aid Highway Program; and (b) for the construction or use of or access to space on, over or under real property acquired, or improved under the Federal Aid Highway Program.
8. That this Assurance obligates the Recipient for the period during which federal financial assistance is extended to the program, or is in the form of, personal property, or real property or interest therein or structures or improvements thereon, in which case the Assurance obligates the Recipient or any transferee for the longer of the following periods: (a) the period during which the property is used for a purpose for which the federal financial assistance is extended, or for another purpose involving the provision of similar services or benefits; or (b) the period during which the Recipient retains ownership or possession of the property.
9. The Recipient shall provide for such methods of administration for the program as are found by the Secretary of Transportation, or the official to whom s/he delegates specific authority to give reasonable guarantee that it, other recipients, subgrantees, consultants, subconsultants, transferees, successors in interest, and other participants of federal financial assistance under such program will comply with all requirements imposed or pursuant to the Act, the Regulations, and this Assurance.
10. The Recipient agrees that the United States has a right to seek judicial endorsement with regard to any matter arising under the Act, the Regulations, and this Assurance.

THIS ASSURANCE is given in consideration of and for the purpose of obtaining any and all federal grants, loans, contracts, property, discounts or other federal financial assistance extended after the date hereof to the Recipient by the Department of Transportation under the Federal Aid Highway Program and is binding on it, other recipients, sub-grantees, consultants, sub-consultants, transferees, successors in interest and other participants in the Federal Aid Highway Program. The person or persons whose signatures appear below are authorized to sign the Assurance on behalf of the Recipient.

Michael Woods	Date
Interim Executive Director	
Lake~Sumter Metropolitan Planning Organization	

APPENDIX C: TITLE VI COMPLAINT PROCEDURE

Lake~Sumter MPO Title VI Complaint Procedure

Any person who believes that he or she, or any specific class of persons, has been subjected to discrimination or retaliation prohibited by the Title VI of the Civil Rights Act of 1964 and other nondiscrimination authorities, may file a written complaint. All written complaints received by the recipient shall be referred immediately by the recipient's Metropolitan Planning Organization (MPO) Title VI Specialist to the FDOT's District Five Title VI Coordinator for processing in accordance with approved State procedures.

Title VI Complaint Procedure:

1. Verbal and non-written complaints received by the recipient shall initially be addressed informally by the recipient's MPO Title VI Specialist. If the issue has not been satisfactorily resolved through this informal means, or if at any time the person requests to file a formal written complaint, the recipient's MPO Title VI Specialist shall refer the Complainant to the FDOT's District Five Title VI Coordinator for processing in accordance with approved State procedures.
2. The recipient's MPO Title VI Specialist will advise the FDOT's District Five Title VI Coordinator within five (5) calendar days of receipt of the allegations.
3. The following information will be included in every notification to the FDOT's District Five Title VI Coordinator:
 - a. Name, address, and phone number of the Complainant
 - b. Name(s) and address(es) of Respondent
 - c. Basis of complaint (i.e., race, color, national origin, sex, age, disability, religion, familial status or retaliation)
 - 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 MPO has taken or proposed to resolve the allegation(s) raised in the complaint
4. Within ten (10) calendar days, the MPO Title VI Specialist will acknowledge receipt of the allegation(s), inform the Complainant of action taken or proposed action to process the allegation(s), and advise the Complainant of other avenues of redress available, such as the FDOT's Equal Opportunity Office (EOO).
5. Within sixty (60) calendar days, the MPO Title VI Specialist will conduct and complete a review of the verbal or non-written allegation(s) and based on the information obtained, will render a recommendation for action in a report of findings to the head of the MPO.
6. Within ninety (90) calendar days of the verbal or non-written allegation(s) receipt, the MPO Title VI Specialist 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 file a formal complaint with the FDOT's EOO, if they are dissatisfied with the final decision rendered by the MPO. The MPO Title VI Specialist will also provide the FDOT's District Five Title VI Coordinator with a copy of this decision and summary of findings.

7. The MPO Title VI Specialist will maintain a log of all verbal and non-written complaints received by the MPO. The log will include the following information:
 - a. Name of Complainant
 - b. Name of Respondent
 - c. Basis of Complaint (i.e., race, color, national origin, sex, age, disability, religion, familial status or retaliation)
 - d. Date verbal or non-written complaint was received by the MPO
 - e. Date the MPO notified the FDOT's District Five Title VI Coordinator of the verbal or non-written complaint
 - f. Explanation of the actions the MPO has taken or proposed to resolve the issue raised in the complaint

Note: Consistent with the organization's Title VI Nondiscrimination Policy and Complaint Processing and Procedure, LSMPO accepts written or verbal discrimination complaints related to Title VI and other nondiscrimination authorities. A standard form, titled LSMPO Title VI Discrimination Complaint Form, is available in English and Spanish, online or by request. A copy of the form is available in the appendix of this plan. This form, whether completed by the individual filing the complaint or by staff when reducing elements of a verbal complaint to writing, also serves as: (1) standard written notification transmitted to the FDOT District Five Title VI Coordinator and (2) documentation filed in the official LSMPO log of Title VI complaints.

APPENDIX D: FTA CIVIL RIGHTS ASSURANCE

Original Available
Upon Request

Lake~Sumter MPO Federal Transit Administration (FTA) Civil Rights Assurance

The Lake~Sumter Metropolitan Planning Organization HEREBY CERTIFIES THAT, as a condition of receiving Federal financial assistance under the Federal Transit Act Amendments of 1991, it will ensure that:

1. No person on the basis of race, color, or national origin will be subjected to discrimination in the level and quality of transportation services and transit related benefits.
2. The Lake~Sumter Metropolitan Planning Organization will compile, maintain, and submit in a timely manner Title VI information required by FTA Circular 4702.1 and in compliance with the Department of Transportation's Title VI regulation, 49 CFR Part 21.9.
3. The Lake~Sumter Metropolitan Planning Organization will make it known to the public that those person or persons alleging discrimination on the basis of race, color, or national origin as it relates to the provision of transportation services and transit related benefits may file a complaint with the Federal Transit Administration and/or the U.S. Department of Transportation.

The person or persons whose signature appears below are authorized to sign this assurance on behalf of the grant applicant or recipient.

Michael Woods
Interim Executive Director
Lake~Sumter Metropolitan Planning Organization

Date

APPENDIX E: FEDERAL HANDICAP ASSURANCE

Original Available
Upon Request

Assurance Concerning Nondiscrimination on the Basis of Handicap in Federally Assisted Programs and Activities Receiving or Benefiting from Federal Financial Assistance (United States Department of Transportation)

The Lake~Sumter Metropolitan Planning Organization (the "Recipient") AGREES THAT, as a condition to that approval or extension of any Federal financial assistance from the United States Department of Transportation to construct any facility, or to participate in or obtain any benefit from any program administered by the Department, to which the Department's regulation set forth in Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 27 "Nondiscrimination on the Basis of Handicap in Programs and Activities Receiving or Benefiting from Federal Financial Assistance" (the "Regulation") applies, no otherwise qualified handicapped person shall, solely by reason of his handicap, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity that receives or benefits from Federal financial assistance administered by the Department of Transportation including the Federal Transit Administration, and GIVES ASSURANCE that it will conduct any program or operate any facility so assisted in compliance with all of the requirements imposed by the Regulation, or any directive issued pursuant to that Regulation.

Michael Woods
Interim Executive Director
Lake~Sumter Metropolitan Planning Organization

Date

APPENDIX F: TITLE VI COMPLAINT FORMS

English Language Form:



Lake~Sumter MPO Title VI Complaint Form

Name		Daytime Phone (if available)	Evening Phone (if available)
Address (Street, P.O Box, Etc.)			City, State, Zip Code
Name of person(s) who discriminated against you, position (if known):			
Please describe the event, occasion, place, etc. where the discrimination took place:			
Date of alleged incident:			
Discrimination on the basis of (please check):			
<input type="checkbox"/> Race	<input type="checkbox"/> Retaliation	<input type="checkbox"/> Sex	<input type="checkbox"/> Familial Status
<input type="checkbox"/> Color	<input type="checkbox"/> National Origin	<input type="checkbox"/> Age	<input type="checkbox"/> Disability
Please briefly explain the incident that triggered a Title VI violation, including the nature of the event, who was involved and any other details necessary for an investigation. (NOTE: You may use the other side of this paper and/or attach a separate document.)			
Signature		Date	

Mail to: Michael Woods, Lake~Sumter MPO, 225 W. Guava Street, Suite 211, Lady Lake, FL 32159

Email: mwoods@lakesumtermpo.com

Fax: (352)315-0993

Spanish Language Form:



Lake~Sumter MPO

Título VI Forma de Reclamo

Nombre de la persona discriminada		Número de teléfono diurno (si disponible)	Número de teléfono nocturno (si disponible)
Dirección de residencia (número y calle, número de departamento)		Ciudad, estado, y código postal de residencia	
Nombre de la persona que discriminó contra usted, y la posición de trabajo (si conocido):			
Describa por favor el acontecimiento, la ocasión, el lugar, etc. donde la discriminación sucedió:			
Fecha del incidente discriminatorio:			
Discrimination on the basis of (please check):			
<input type="checkbox"/> Raza	<input type="checkbox"/> Retaliación	<input type="checkbox"/> Sexo	<input type="checkbox"/> Estado Civil
<input type="checkbox"/> Color de Piel	<input type="checkbox"/> Nacionalidad	<input type="checkbox"/> Edad	<input type="checkbox"/> Impedimento Físico o Mental
<p>Por favor explique brevemente el incidente que provocó una infracción de Título VI, incluyendo quienes participaron y cualquier otros detalles necesarios para una investigación. (Puede utilizar el otro lado de este papel y/o conectar un documento adicional.)</p>			
Firma		Fecha	

Envíe por correo a: Michael Woods, Lake~Sumter MPO, 225 W. Guava Street, Suite 211, Lady Lake, FL 32159

Correo Electrónico: mwoods@lakesumtermpo.com

Fax: (352)315-0993



Florida Department of Transportation

RICK SCOTT
GOVERNOR

605 Suwannee Street
Tallahassee, FL 32399-0450

MIKE DEW
SECRETARY

January 12, 2018

Mr. Michael Woods
Interim Executive Director
Lake~Sumter MPO
225 W. Guava Street, Suite 211
Lady Lake, FL 32159

Dear Mr. Woods:

The Florida Department of Transportation (FDOT) requests the following changes be made to the Lake~Sumter MPO Adopted FY 2017/2018 – FY 2021/2022 Transportation Improvement Program (TIP) in coordination with the corresponding change to FDOT's Work Program:

Add Project FPN 4357851 for Widening of Florida's Turnpike from the Orange/Lake County Line to the Minneola Interchange.

Programmed project phases to be added:

Phase 43 (ROW) in the amount of \$2,500,000 of Turnpike Improvement (PKYI) funds in FY 2018 and \$1,429,800 of PKYI funds in FY 2019.

Reason for Request:

Advancing the right-of-way purchase acquisition from willing sellers will likely result in significant cost savings on the overall project. This project will increase the capacity of the roadway from 2 lanes to 4 lanes in each direction while improving safety through lighting the corridor, enhancing the ITS system/signage, milling and resurfacing/reconstruction of the pavement and improving sight distance along vertical and horizontal curves. In addition, County bridges along the Turnpike will be replaced with new bridges that provide full shoulder widths and enhanced pedestrian facilities.

Thank you for your assistance with this matter. If you have any questions, please contact Carol Scott, MPO Liaison, at (407) 264-3494.

Sincerely,

A handwritten signature in blue ink, appearing to read "Al Stettner", is written over a light blue horizontal line.

Alison Stettner
Planning Manager

cc: Francis Franco, GIS Manager, Lake~Sumter MPO
Carol Scott, MPO Liaison
Tim George, Turnpike Work Program Administrator

Top 25 Unsignalized Crash Intersections - 2012 - 2016 - Working Draft, February 2018

No Fatalities-Incapacitating Injury-Bike/Peds involved
 "Fatalities-Incapacitating Injury-Bike/Peds involved
 Have projects related to intersection in TIP

RANK By Crash Rate	Rank By # Crashes	Intersection_Name	Sig./ Unsig.	Crash Count	Fatal Crashes	Fatal_& Incapacitating Injury_Crashes	Injury Crashes	Bike/Ped Crashes	Vehicles	Damages	City	County	Intersection Location	Approach Average ADT*	Crash Rate**	FM #	TIP PROJECT NAME	PROGRAMED FUNDS	WORK DESC
1	7	HOOD AVE & FLAMINGO DR & SOUTH ST	N	38	0	1	8	1	78	\$111,400	Leesburg	Lake	STREET VIEW	9,490	2.19				
2	1	W IRLO BRONSON MEMORIAL HWY & SUMMER BAY BLVD & US-192	N	85	1	4	33	1	191	\$526,755	Unincorporated	Lake	STREET VIEW	23,000	2.03				
3	2	N 14TH ST & INDIAN TRL	N	55	2	4	13	3	111	\$228,500	Leesburg	Lake	STREET VIEW	16,550	1.82				
4	4	TOMATO HILL RD & US-441	N	47	0	1	12	0	93	\$157,500	Leesburg	Lake	STREET VIEW	16,932	1.52				
5	5	US-441 & N PALMETTO ST	N	41	0	1	12	0	91	\$194,250	Leesburg	Lake	STREET VIEW	15,500	1.45				
6	9	US-441 & N FAULKNER AVE	N	37	0	1	11	0	85	\$122,820	Leesburg	Lake	STREET VIEW	15,350	1.32				
7	14	N 14TH ST & SHELFER ST	N	30	0	0	8	2	60	\$59,101	Leesburg	Lake	STREET VIEW	12,600	1.30				
8	3	N 14TH ST & TALLY RD	N	52	0	0	13	2	107	\$177,300	Leesburg	Lake	STREET VIEW	21,850	1.30				
9	16	N LAKE ST & E MAIN ST & S LAKE ST	N	28	0	1	12	0	52	\$141,000	Leesburg	Lake	STREET VIEW	12,593	1.22				
10	11	LAKE AVE & SR-50	N	35	0	2	13	0	74	\$174,950	Clermont	Lake	STREET VIEW	16,000	1.20				
11	13	US-27 & E LADY LAKE BLVD & W LADY LAKE BLVD	N	32	0	0	10	0	70	\$114,570	Lady Lake	Lake	STREET VIEW	15,358	1.14				
12	18	PRESTON DR & CR-466	N	27	0	1	8	0	57	\$138,200	Unincorporated	Sumter	STREET VIEW	13,100	1.13				
13	23	US-301 & CR-216 & CR-472	N	25	0	3	13	0	51	\$149,350	Unincorporated	Sumter	STREET VIEW	12,700	1.08				
14	6	N 14TH ST & N SHORE DR	N	39	0	0	10	2	75	\$105,575	Leesburg	Lake	STREET VIEW	21,850	0.98				
15	12	US-441 & CR-44 & CR-44 LEG A	N	35	0	1	9	0	68	\$71,802	Leesburg	Lake	STREET VIEW	20,380	0.94				
16	8	E BURLEIGH BLVD & W BURLEIGH BLVD & N NEW HAMPSHIRE AVE	N	37	0	2	16	4	75	\$130,100	Tavares	Lake	STREET VIEW	22,250	0.91				
17	15	US-27 & HOWARD RD & S 14TH ST	N	29	3	3	10	1	54	\$306,500	Leesburg	Lake	STREET VIEW	17,750	0.90				
18	10	N SINCLAIR AVE & W BURLEIGH BLVD	N	37	0	2	9	0	76	\$71,601	Tavares	Lake	STREET VIEW	22,800	0.89				
19	17	EMERSON ST & S 14TH ST	N	28	0	1	9	0	63	\$65,550	Leesburg	Lake	STREET VIEW	17,750	0.86				
20	19	FERN DR & US-441	N	26	2	5	12	0	45	\$92,650	Leesburg	Lake	STREET VIEW	16,932	0.84				
21	25	N 14TH ST & AKRON DR	N	25	0	0	7	0	54	\$80,000	Leesburg	Lake	STREET VIEW	21,850	0.63				
22	22	E BURLEIGH BLVD & MT HOMER RD & S MT HOMER RD	N	26	0	1	7	0	49	\$111,300	Eustis	Lake	STREET VIEW	23,635	0.60				
23	20	S BLOXAM AVE & E MINNEHAHA AVE	N	26	0	1	13	0	52	\$122,200	Clermont	Lake	STREET VIEW	24,220	0.59				
24	24	N HANCOCK RD & LEGENDS WAY	N	25	0	1	9	1	48	\$173,900	Clermont	Lake	STREET VIEW	38,051	0.36				
25	21	US-27 & HIGH GROVE BLVD	N	26	0	0	9	0	49	\$108,900	Unincorporated	Lake	STREET VIEW	98,519	0.14				

NOTES: ^ - This is a limited access controlled intersection (no N/S through movements allowed).

* - The Average ADT was calculated by adding the traffic counts for each leg of the intersection then dividing by the number of years of data.

** - The crash rate was calculated by FHWA Methodology: (number of crashes multiplied by 1,000,000) / (365 days) * (number of years of data) * (daily number of vehicles entering the intersection).