



# Public Involvement Plan

Lake~Sumter Metropolitan Planning Organization

*Adopted:  
April 25, 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:



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Lady Lake, FL 32159  
Phone: (352) 315-0170  
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Web: [www.LakeSumterMPO.com](http://www.LakeSumterMPO.com)

**LAKE~SUMTER METROPOLITAN PLANNING ORGANIZATION  
RESOLUTION 2018 - 5**

**RESOLUTION OF THE LAKE~SUMTER METROPOLITAN PLANNING ORGANIZATION  
UPDATING AND APPROVING THE PUBLIC ENGAGEMENT DOCUMENTATION,  
PUBLIC INVOLVEMENT PLAN, LIMITED ENGLISH PROFICIENCY PLAN, AND TITLE  
VI NONDISCRIMINATION PLAN**

**WHEREAS**, the Lake~Sumter Metropolitan Planning Organization (MPO) has been designated by the Governor of the State of Florida as the body responsible for the urban transportation planning process for the Lake-Sumter Urbanized Areas; and

**WHEREAS**, Florida Statutes § 339.175; 23 U.S.C. § 134; and 49 U.S.C. § 5303 require urbanized areas, as a condition of the receipt of federal capital or operating assistance, have a continuing, cooperative, and comprehensive transportation planning process that results in plans and programs consistent with the comprehensively planned development of the urbanized area; and

**WHEREAS**, as part of the transportation planning work program, the public engagement documentation identifies certain planning strategies and the planning activities to be undertaken by the Lake~Sumter Metropolitan Planning Organization; and

**WHEREAS**, engaging the public in the decision-making process is important to the success of all of Lake~Sumter MPO's transportation planning programs and activities; and


**WHEREAS**, the purpose of public engagement documentation is to provide goals and guidelines to ensure that public participation and access to information regarding transportation decision making is facilitated and tracked for the general public and traditionally underserved populations; and

**WHEREAS**, the Public Involvement Plan has been amended to include clear objectives, specific strategies, and tools to measure progress and to include updates to the Limited English Proficiency Plan and the Title VI Nondiscrimination Plan to comply with new federal and state guidelines.

**NOW, THEREFORE BE IT RESOLVED** that the Lake~Sumter Metropolitan Planning Organization that the attached Public Engagement Documentation including the Public Involvement Plan, Limited English Proficiency Plan, and Title VI Nondiscrimination Plan for the Lake~Sumter MPO Planning Area is adopted and approved.

**PASSED AND ADOPTED** this 25 day of April, 2018.

Lake~Sumter Metropolitan Planning Organization

  
\_\_\_\_\_  
Timothy I. Sullivan, Chair

Approved as to form and legality:

  
\_\_\_\_\_  
Melanie Marsh, MPO Attorney

## ABOUT THE MPO

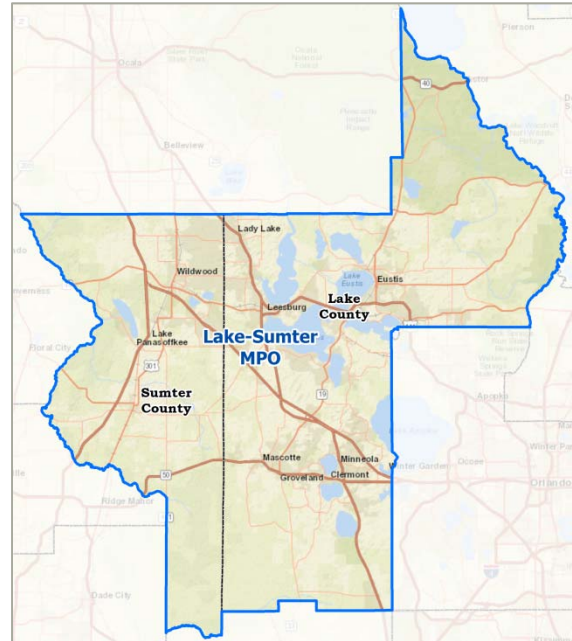
Representatives of Lake County and Sumter County governments, the fourteen (14) municipalities of Lake County, the five (5) municipalities of Sumter County, the Florida Department of Transportation (FDOT), Florida Central Railroad, Lake County Schools, Sumter District Schools, and the U.S. Department 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 nineteen (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 planning 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 of the Civil Rights Act of 1964** – prohibits discrimination on the basis of race, color or national origin in 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 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. In the initial stage of creating a public database, informational public meetings will be on the LSMPO website. However, to reach as many of public citizens, information may also be on the radio, flyers will be posted in city hall, the county administration office, police station and local libraries. Every step will be taken to ensure public meetings are advertised in English and Spanish.

## 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.

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## TAC MEETING DETAILS

The TAC 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](http://www.LakeSumterMPO.com).

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

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## 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 citizen 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](http://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 (2) 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 takes 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](http://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 citizen 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](http://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:

<http://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 [www.LakeSumterMPO.com](http://www.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 LSMPO, 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 twenty (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 LRTP is guided by an independent and focused PIP, 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 twenty-one (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](http://www.LakeSumterMPO.com/voice.aspx) or 3) by emailing: [MWoods@LakeSumterMPO.com](mailto:MWoods@LakeSumterMPO.com).

**Table 1 | Long Range Transportation Plan Checklist**

<i>Outreach Step</i>	<i>Timeframe</i>
Board approval of an independent LRTP PIP before outreach efforts commence	Forty-five (45) day public comment period before adoption
Execution of process laid out in the LRTP PIP, 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 <a href="http://www.LakeSumterMPO.com">www.LakeSumterMPO.com</a>	At least twenty-one (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 e-mail 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: <a href="http://www.LakeSumterMPO.com">www.LakeSumterMPO.com</a>	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 <a href="http://www.LakeSumterMPO.com">www.LakeSumterMPO.com</a>	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](http://www.LakeSumterMPO.com).

**Table 2 | LRTP Non-Substantial Amendments Checklist**

<i>Outreach Step</i>	<i>Timeframe</i>
Proposed amendment published electronically on <a href="http://www.LakeSumterMPO.com">www.LakeSumterMPO.com</a>	At least seven (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, <a href="http://LakeSumterMPO.org">LakeSumterMPO.org</a> contact form, or e-mail	Throughout official public comment period
Approved amendment published on <a href="http://LakeSumterMPO.org">LakeSumterMPO.org</a>	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 FDOT. (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 twenty-one (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](http://www.LakeSumterMPO.com).

**Table 3 | LRTP Substantial Amendments Checklist**

<i>Outreach Step</i>	<i>Timeframe</i>
Proposed amendment published electronically on <a href="http://www.LakeSumterMPO.com">www.LakeSumterMPO.com</a> and notification of public hearing on the amendment is made as outlined above	At least seven (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, <a href="http://LakeSumterMPO.org">LakeSumterMPO.org</a> contact form, or e-mail	Throughout official public comment period
Approved amendment published on <a href="http://www.LakeSumterMPO.com">www.LakeSumterMPO.com</a>	As soon as final copies of document can be uploaded to the website

### Transportation Improvement Program (TIP)

The TIP is a five (5) year plan that assigns available funding to specific projects in the near future. LSMPO develops this plan each year in cooperation with the FDOT, 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 twenty-one (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](http://www.LakeSumterMPO.com/voice.aspx) or 3) by emailing: [MWoods@LakeSumterMPO.com](mailto:MWoods@LakeSumterMPO.com).

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

**Table 4 | Transportation Improvement Program Checklist**

<i>Outreach Step</i>	<i>Timeframe</i>
Draft TIP project information published on <a href="http://www.LakeSumterMPO.org">www.LakeSumterMPO.org</a>	Seven (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, <a href="http://www.LakeSumterMPO.com/voice.aspx">www.LakeSumterMPO.com/voice.aspx</a> contact form, or e-mail	Throughout official public comment period
Plan is published on <a href="http://www.LakeSumterMPO.com">www.LakeSumterMPO.com</a>	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 call 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 <a href="http://www.LakeSumterMPO.com">www.LakeSumterMPO.com</a>	Seven (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, <a href="http://www.LakeSumterMPO.com">www.LakeSumterMPO.com</a> contact form, or e-mail	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 <a href="http://www.LakeSumterMPO.com">www.LakeSumterMPO.com</a>	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 (2) 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 twenty-one (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](http://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](http://www.LakeSumterMPO.com/voice.aspx) or, 3) by emailing: [MWoods@LakeSumterMPO.com](mailto: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 Checklist**

<i>Outreach Step</i>	<i>Timeframe</i>
Draft plan is published on 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 e-mail	Throughout official public comment period
Plan is published on 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 twenty-one (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](http://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](http://www.LakeSumterMPO.com/voice.aspx) or, 3) by emailing [MWoods@LakeSumterMPO.com](mailto: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 Checklist**

<i>Outreach Step</i>	<i>Timeframe</i>
Draft LOPP published electronically on <a href="http://www.LakeSumterMPO.com">www.LakeSumterMPO.com</a>	Twenty-one (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, <a href="http://www.LakeSumterMPO.com">www.LakeSumterMPO.com</a> contact form, or e-mail	Throughout official public comment period
Approved Prioritized Project List published on <a href="http://www.LakeSumterMPO.com">www.LakeSumterMPO.com</a>	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 forty-five (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](http://www.LakeSumterMPO.com).

#### PIP Amendments

The PIP can be amended at any time by providing a forty-five (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 TAC, CAC, BPAC, 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:

- Forty-five (45) day comment period on adoption or revision of the PIP;
- Twenty-one (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](http://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](http://www.LakeSumterMPO.com);
- Presentations as requested by citizen groups, public agencies, or local governmental bodies;
- Public meetings sponsored by LSMPO member jurisdictions;
- Special efforts for underserved/underrepresented;
- Efficient Transportation Decision Making 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 (10) 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 twenty-one (21) day public review period will be advertised. For PIP adoption or revisions a forty-five (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](http://www.LakeSumterMPO.com) and the Lake County and Sumter County websites: [www.lakecountyfl.gov](http://www.lakecountyfl.gov) and [www.sumtercountyfl.gov](http://www.sumtercountyfl.gov); and
- All public notices will be posted on the LSMPO Facebook page and Twitter 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](http://www.LakeSumterMPO.com);
- Social media will focus primarily on the real-time dissemination of information relevant to the transportation planning process;
- E-mail 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 CAC, BPAC, and 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 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 twenty-four (24) hours prior to the meeting and emailed to all members. Minutes of the emergency meeting will be posted to the LSMPO website within twenty-four (24) hours of 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 strategies 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 PIP 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>
<b>1.1</b>	<ul style="list-style-type: none"> <li>• Maintain 80% of all committee positions filled during the course of the year.</li> </ul>
<b>1.2</b>	<ul style="list-style-type: none"> <li>• Ensure 80% of advisory committee meeting notices and information are sent at least seven (7) days prior to the meeting.</li> <li>• 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.</li> <li>• 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.</li> </ul>
<b>1.3</b>	<ul style="list-style-type: none"> <li>• 100% of advisory committee recommendations or actions are logged and subsequently presented to LSMPO Board.</li> </ul>
<b>1.4</b>	<ul style="list-style-type: none"> <li>• LSMPO shall continuously evaluate 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.</li> <li>• The PIP shall be reviewed and adopted, with revisions if necessary, every three (3) years.</li> </ul>

## 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>
<b>2.1</b>	<ul style="list-style-type: none"> <li>• At least 75% of participants and invitees stated the meeting or event was held at a convenient time and location.</li> <li>• Attend or sponsor at least two (2) public events on a weekend.</li> <li>• Plan specific public meetings to be held in neighborhood facilities located within the study area.</li> <li>• LSMPO staff will participate in at least three (3) speaking engagements per year.</li> </ul>
<b>2.2</b>	<ul style="list-style-type: none"> <li>• 100% of disabled persons who requested accommodations are provided accommodation to meet their needs.</li> <li>• 100% of meetings, events and project-related information sources are accessible to persons with disabilities.</li> </ul>
<b>2.3</b>	<ul style="list-style-type: none"> <li>• Meetings for the LRTP, special public meetings and/or workshops are provided in at least three (3) separate areas of the LSMPO region.</li> <li>• At least one (1) meeting or opportunity is located in each affected area in the LSMPO region (pertains to corridor or area-specific actions).</li> </ul>
<b>2.4</b>	<ul style="list-style-type: none"> <li>• Number of public meetings specifically designed and held for targeted and underserved groups, e.g. elderly, disabled, low-income, and other minorities.</li> <li>• 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.</li> <li>• At least 75% of those surveyed at the neighborhood/homeowners meetings agree that the presentation was effective in providing information and gathering input.</li> </ul>
<b>2.5</b>	<ul style="list-style-type: none"> <li>• For specific geographic areas, materials are produced in other languages.</li> <li>• Translators are available at public meetings, events, booths, outreach activities in areas where a high proportion of the population is non-English speaking.</li> <li>• 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.</li> </ul>

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



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

## 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>
<b>5.1</b>	<ul style="list-style-type: none"> <li>• Request annually (by June 1) Lake County Section 5307 POP for the following fiscal year.</li> <li>• Request annually (by August 15) a copy of the Section 5307 POP advertisement in the local newspaper.</li> </ul>
<b>5.2</b>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> </ul>

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](http://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 LSMPO 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 communities. 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](http://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](http://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](http://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](http://www.LakeSumterMPO.com).



## E-Mail List

The LSMPO staff maintains and updates an e-mail 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](http://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 by e-mail. 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 Executive Order 12898, 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](http://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 service accessibility for LEP persons. A copy of the LSMPO's LEP Plan can be found online at [www.LakeSumterMPO.com](http://www.LakeSumterMPO.com).

## Disadvantaged Business Enterprise (DBE)

As a recipient of federal aid 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](http://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 such as 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; and
- 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.

## 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 (e.g. 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

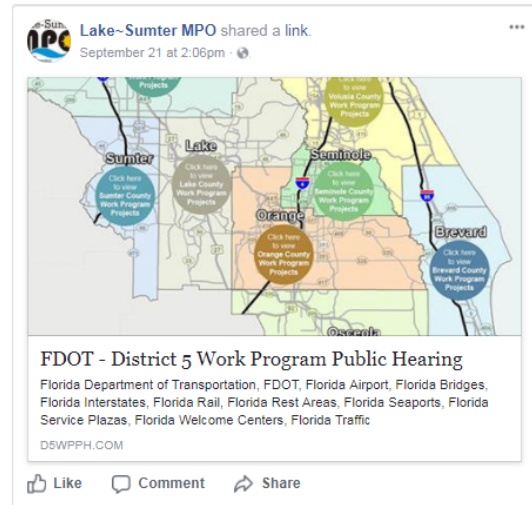
The following forms of content shall not be allowed:

- 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;
- E-mail list;
- Public Involvement Process Mailing List;
- Communications received from the public whether they use mail, e-mail, and comments at public information meetings or public hearings;
- Tracking of presentations given to public groups;
- Efficient Transportation Decision Making 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.



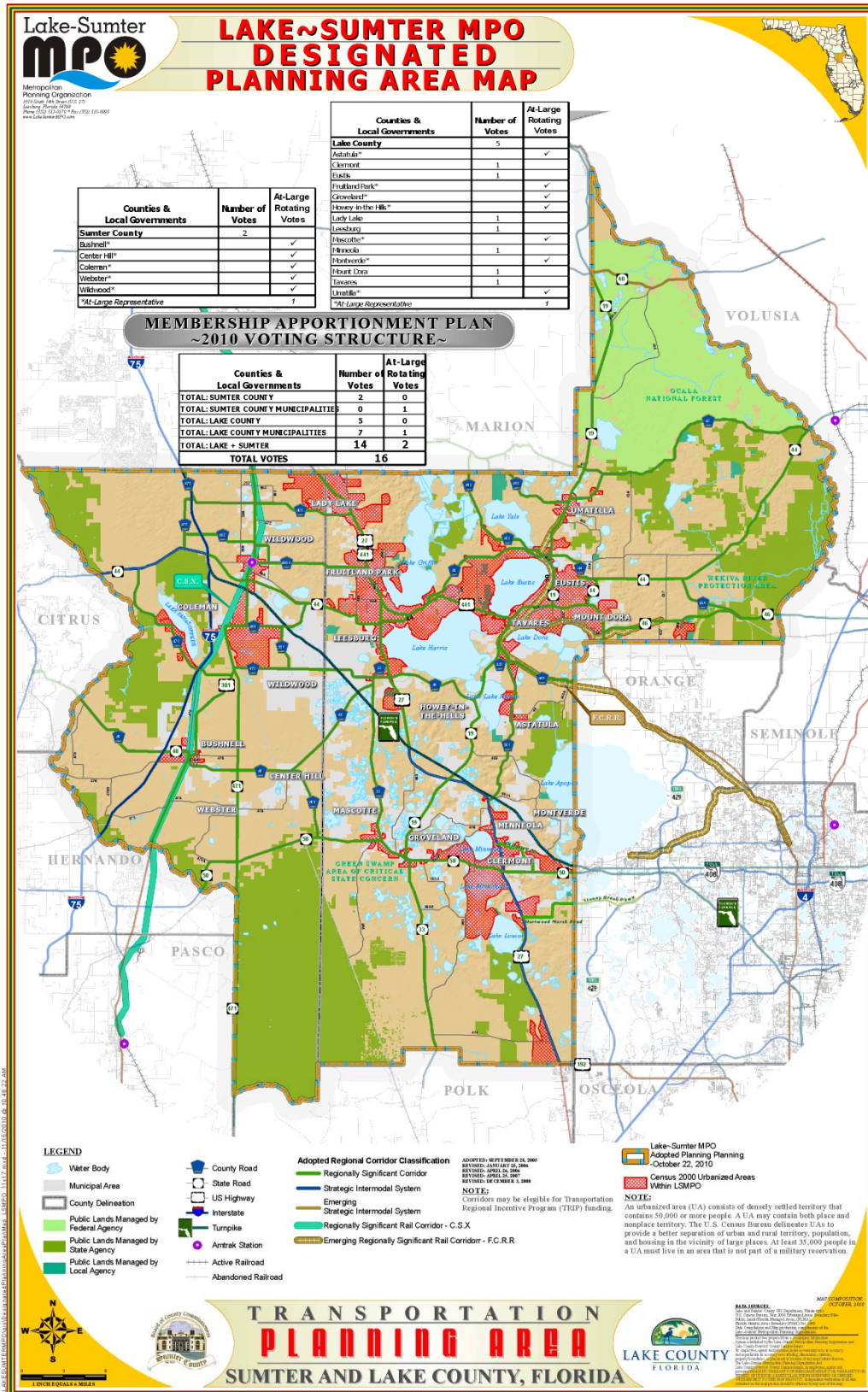
# APPENDIX A: PIP OUTREACH LOG



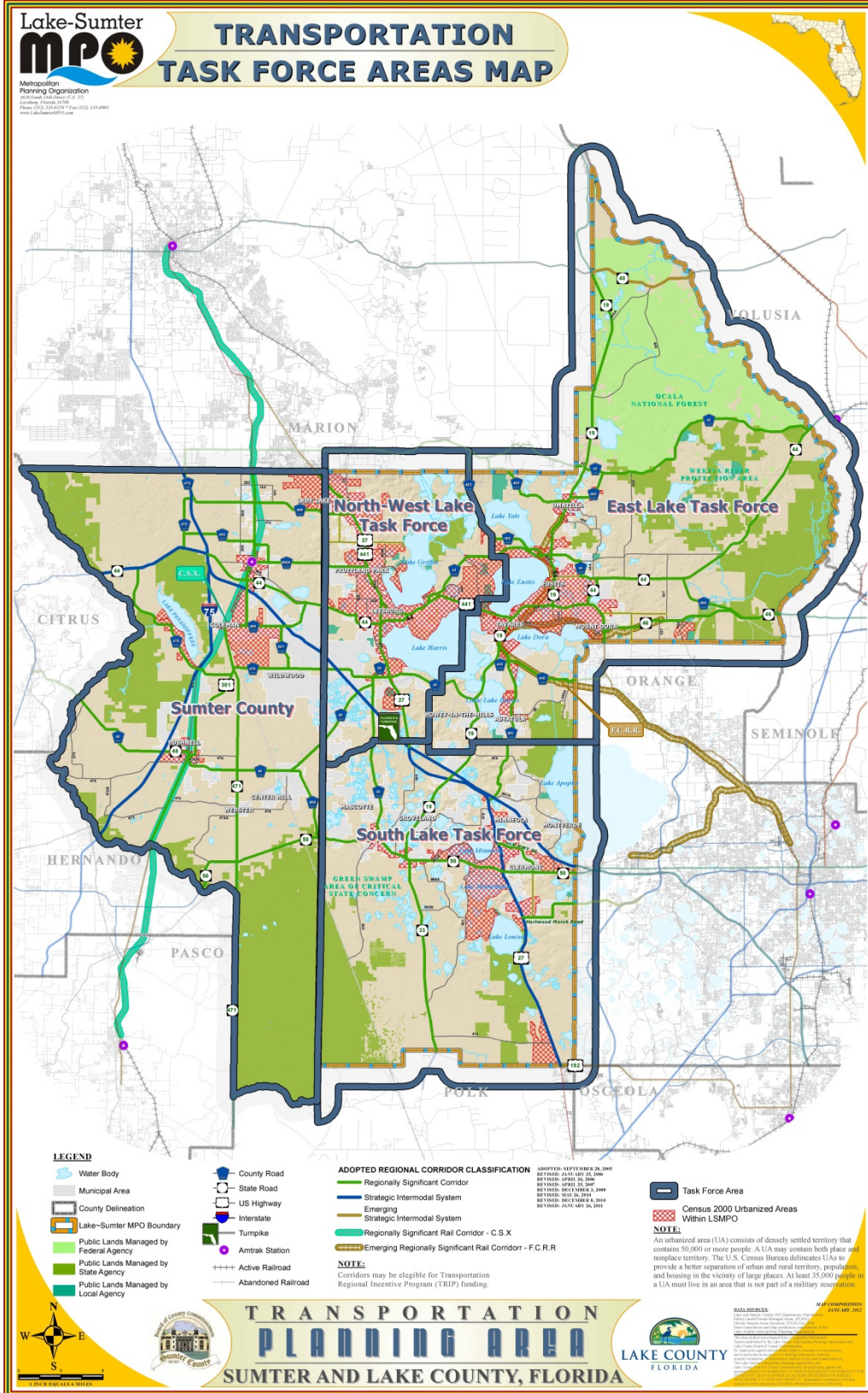
## LAKE~SUMTER MPO OUTREACH LOG

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 <sup>st</sup> 5-yr band TIP/STIP years	2 <sup>nd</sup> 5-yr band	3 <sup>rd</sup> 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/1<sup>st</sup> 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/1<sup>st</sup> 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/1<sup>st</sup> 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 <sup>st</sup> 5-yr band TIP/STIP years	2 <sup>nd</sup> 5-yr band	3 <sup>rd</sup> 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.