



# Public Participation Plan

Lake~Sumter Metropolitan Planning Organization

*Adopted: April 25, 2018*

*Amended: August 26, 2020*

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



**Lake~Sumter MPO Office**  
1300 Citizens Boulevard  
Leesburg, FL 34748  
Phone: (352) 315-0170  
Fax: (352) 315-0993  
Web: [www.LakeSumterMPO.com](http://www.LakeSumterMPO.com)

**LAKE~SUMTER METROPOLITAN PLANNING ORGANIZATION**

**RESOLUTION 2020 - 10**

**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, AND THE DISADVANTAGED BUSINESS ENTERPRISE 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

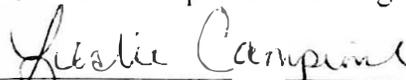
**WHEREAS,** the purpose of public engagement documentation is to provide goals and guidelines to ensure that public participation and access to information regarding transportation decision making is facilitated and tracked for the general public and traditionally underserved populations: and

**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 and the Disadvantaged Business Enterprise 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 and the Disadvantaged Business Enterprise Plan for the Lake~Sumter MPO Planning Area is adopted and approved.

**PASSED AND ADOPTED** this \_\_\_ day of August, 2020.

Lake~Sumter Metropolitan Planning Organization

  
\_\_\_\_\_  
Leslie Campione, Chair

Approved as to form and legality:

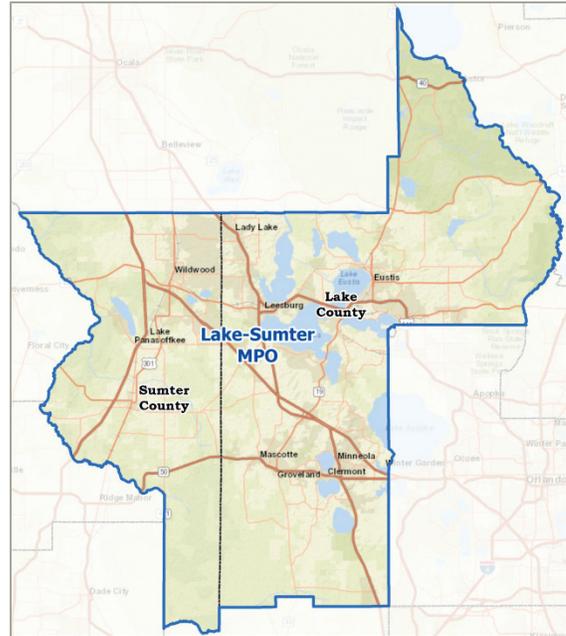


\_\_\_\_\_  
Diana Johnson, MPO Attorney

## 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 Participation Plan (PPP), 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 participation 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 LSMPO with comments, questions, or complaints regarding Title VI, please contact:



**Michael Woods**

Executive Director  
& Title VI Specialist

(352) 315-0170 [MWoods@LakeSumterMPO.com](mailto:MWoods@LakeSumterMPO.com)

## LESSONS LEARNED

LSMPO developed the current Public Participation Plan as an update to the Plan adopted in 2018 and subsequently amended in 2019. 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 Participation 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 participation efforts.

## 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.

LSMPO developed a database of email addresses of citizens and organizations that is used to notify citizens of meetings and upcoming opportunities for input. This database is continually 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. The agendas for these meetings, as well as an annual notification of meeting dates will be posted on the LSMPO website. Additionally, social media is used to reach out to a broader cross-section of the population. Public meeting notices will be advertised in English and also in Spanish as requested or identified, and to target areas of high limited English proficiency as identified in the Community Characteristics Inventory.

**In the event of a statewide emergency and as a result of the COVID-19 pandemic, LSMPO has developed interim guidance on virtual public meetings. This guidance is incorporated throughout this Plan and Federal guidance is provided in Appendix F.**

## 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 PPP.

## 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. The input provided by the TAC is of a very technical nature and may include ensuring local planning consistency, making design recommendations and verifying that all documents conform to the appropriate state and federal standards.

## TAC MEETING DETAILS

The TAC typically meets on the second Wednesday of the month (unless otherwise advertised). Meetings begin at 1:30pm and takes place at the location below:



Lake~Sumter MPO Board Room  
1300 Citizens Blvd, Leesburg, FL 34748

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. In the event of a statewide emergency, the TAC meeting may be held virtually, and specific meeting information will be posted at [www.LakeSumterMPO.com](http://www.LakeSumterMPO.com).

### Community Advisory Committee

The Community Advisory Committee (CAC) is comprised of interested community members representing the various local governments, local civic and services organizations, advocacy groups, multimodal representatives 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.

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## CAC MEETING DETAILS

The Community Advisory Committee typically meets on the second Wednesday of the month (unless otherwise advertised). Meetings begin at 3:00pm and takes place at the location below:



Lake~Sumter MPO Board Room  
1300 Citizens Blvd, Leesburg, FL 34748

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. In the event of a statewide emergency, the CAC meeting may be held virtually, and specific meeting information will be posted at [www.LakeSumterMPO.com](http://www.LakeSumterMPO.com).

Are you interested in  
Serving on the CAC?

Contact the Lake~Sumter Executive Director at  
[MWoods@lakesumtermpo.com](mailto:MWoods@lakesumtermpo.com)

### 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 Monday afternoons (unless otherwise advertised) and takes place at the location below. Please note – the meeting location varies, check website to confirm location in advance of meeting date.



The Villages Sumter County Service Center \*  
7375 Powell Road, Room 102, Wildwood, FL 34785  
\* Location varies. Confirm on website in advance.

## LAKE COUNTY

The Lake County TDCB meets quarterly on Monday and takes place at the location below:



Lake~Sumter MPO  
1300 Citizens Blvd, Leesburg, FL 34748

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. In the event of a statewide emergency, the TDCB meetings may be held virtually and specific meeting information will be posted at [www.LakeSumterMPO.com](http://www.LakeSumterMPO.com).

**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/>

# 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 Participation Plan Goal

The overall goal of the LSMPO PPP 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
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 Participation Plan (PPP) 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, which in the event of a statewide emergency, includes the ability for LSMPO to hold virtual meetings;
- 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 Participation 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 Participation Plan (PPP)
- 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.

### 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).

## 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 PPP, though strategies and tactics are coordinated with this document to ensure overall continuity.

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 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 attend a Committee meeting or 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/engage/questions-comments-email-sign-up/](http://www.lakesumtermpo.com/engage/questions-comments-email-sign-up/) or 3) by emailing: [MWoods@LakeSumterMPO.com](mailto:MWoods@LakeSumterMPO.com).

TABLE 1. *Long Range Transportation Plan Checklist*

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

Outreach Step	Timeframe
<b>Proposed amendment published electronically on <a href="http://www.LakeSumterMPO.com">www.LakeSumterMPO.com</a></b>	At least seven (7) days before committee review
<b>Review by LSMPO advisory committees for input and recommendations, including public comment period at committee meetings</b>	During the meeting cycle prior to the Board action
<b>Board vote on approval, following public comment period at the meeting</b>	First Board meeting following advisory committee review and recommendation
<b>Citizens unable to attend committee or Board meetings are encouraged to submit written comments via postal service, LakeSumterMPO.org contact form, or e-mail</b>	Throughout official public comment period
<b>Approved amendment published on LakeSumterMPO.org</b>	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 D 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 L RTP 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. *L RTP Substantial Amendments Checklist*

Outreach Step	Timeframe
<b>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</b>	At least seven (7) days prior to the public hearing
<b>Review by LSMPO advisory committees for input and recommendations, including public comment period at committee meetings</b>	During the meeting cycle prior to the Board action
<b>Public hearing after any required technical analysis</b>	Prior to Board adoption
<b>Board vote on approval</b>	First Board meeting after public hearing
<b>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</b>	Throughout official public comment period
<b>Approved amendment published on <a href="http://www.LakeSumterMPO.com">www.LakeSumterMPO.com</a></b>	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 the 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 website engagement page at <http://www.lakesumtermpo.com/engage/questions-comments-email-sign-up/> 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: <http://www.lakesumtermpo.com/planning-documents/maps/>.

TABLE 4. *Transportation Improvement Program Checklist*

Outreach Step	Timeframe
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, during the LRTP and TIP development processes, LSMPO will assist Lake County Public Transportation (Lake Xpress) 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:

**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 Executive Director 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 Executive Director’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.

*“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.”*

TABLE 5. *Public Participation Checklist for TIP Amendments*

Outreach Step	Timeframe
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 <a href="http://LakeSumterMPO.com">LakeSumterMPO.com</a>	As soon as final copies of document can be uploaded to the website

TABLE 6. *Public Participation Checklist for Emergency TIP Amendments*

Outreach Step	Timeframe
Lake Sumter MPO Board chairman contacted about need for emergency amendment to secure funding	As soon as situation is identified by staff
Lake-Sumter MPO Executive Director signs corresponding resolution on behalf of the Board without calling emergency session	As soon as Executive Director’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/engage/questions-comments-email-sign-up/](http://www.lakesumtermpo.com/engage/questions-comments-email-sign-up/) 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*

Outreach Step	Timeframe
Draft plan is published on <a href="http://www.LakeSumterMPO.com">www.LakeSumterMPO.com</a>	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, <a href="http://www.LakeSumterMPO.com">www.LakeSumterMPO.com</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 documents can be uploaded to the website

## UPWP REVISIONS

### Modifications

UPWP modifications 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 modifications. Modifying 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, 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/engage/questions-comments-email-sign-up/](http://www.lakesumtermpo.com/engage/questions-comments-email-sign-up/) 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*

Outreach Step	Timeframe
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 PARTICIPATION PLAN (PPP)

The PPP 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 PPP to offer another avenue of public input. Once adopted, the plan is available on [www.LakeSumterMPO.com](http://www.LakeSumterMPO.com).

### PPP Amendments

The PPP 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, 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 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 PPP;
- Twenty-one (21) day comment period on adoption of the LRTP, UPWP, LOPP and TIP;
- Public meetings on specific transportation projects conducted by LSMPO;
- LSMPO website: [www.LakeSumterMPO.com](http://www.LakeSumterMPO.com);
- LSMPO social media page and feeds;
- MPO Board and committee meetings (TAC, CAC);
- Transportation Disadvantaged Coordinating Boards (Lake & Sumter counties);
- Task Force meetings (North Lake, East Lake, South Lake, & 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 PPP, help make the Plan effective. The following are examples of activities that the LSMPO staff may utilize 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 such as geographically disperse project/program meeting locations, meeting locations that are readily accessible by transit and other multimodal options for those with limited auto access, and multi-language notifications in high LEP areas.
- Efficient Transportation Decision Making Process;
- LSMPO social media page and feeds; and
- In the event of a statewide emergency, the ability to continue holding board, committee, and public meetings using a virtual meeting format.

Notification of meetings (whether in-person or virtual), comment periods or other significant events will be provided in the following manner:

- The website posting 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 seven (7) days prior to Committee meetings and twenty-one (21) days prior to the LSMPO Board meeting. For all LRTP, UPWP, LOPP, and TIP adoption a twenty-one (21) day public review period will be advertised on the website prior to the Board meeting and seven (7) days prior to a Committee meeting. For PPP adoption or revisions, a forty-five (45) day public review period will be advertised;
- All public notices will be posted on the LSMPO website prior to a meeting of the LSMPO Board or Committee at: [www.LakeSumterMPO.com](http://www.LakeSumterMPO.com) and may also be posted on the Lake County and Sumter County websites: [www.lakecountyfl.gov](http://www.lakecountyfl.gov) and [www.sumtercountyfl.gov](http://www.sumtercountyfl.gov); and
- Public notices may also be posted on the LSMPO Facebook page.

LSMPO may 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 and TDCB for citizen outreach and community involvement;
- Informal presentations 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;
- Efficient Transportation Decision Making Process; and
- Public inspection of all major documents available at the LSMPO office located at 1300 Citizens Blvd, Leesburg, FL 34748.

## 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. In the event of a statewide emergency, an emergency meeting or special meeting can be held using digital means and will be recorded in its entirety. 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 Participations Plan Strategy & Measurement

In order to carry out an effective PPP, 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 PPP 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 PPP. 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:** Engage members of traditionally underserved communities to participate on the Citizens Advisory Committee (CAC).
- **Strategy 1.3:** Post meeting notices and deliver information to advisory committee at least seven (7) days prior to meetings.
- **Strategy 1.4:** Present advisory committee recommendations / actions to LSMPO Board.
- **Strategy 1.5:** Strive to continuously improve the PPP and ensure that public feedback is considered in the transportation decision making process.

TABLE 9. *Table 9 | PPP Objective #1 Measures*

Strategy	Measures
1.1	<ul style="list-style-type: none"> <li>▪ Maintain 80% of all committee positions filled during the course of the year.</li> </ul>
1.2	<ul style="list-style-type: none"> <li>▪ By 2021, fill 20% of CAC positions with representatives that are from traditionally underserved or underrepresented populations.</li> </ul>
1.3	<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 regularly with the Central Florida Metropolitan Planning Organization Alliance staff members to discuss regional issues and provide that input to the advisory committees.</li> </ul>
1.4	<ul style="list-style-type: none"> <li>▪ 100% of advisory committee recommendations or actions are logged and subsequently presented to LSMPO Board.</li> </ul>
1.5	<ul style="list-style-type: none"> <li>▪ LSMPO shall evaluate public participation activities and techniques in the PPP and prepare an annual report to the LSMPO Board in order to evaluate the effectiveness of the PPP.</li> <li>▪ The PPP 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, including virtual meetings in times of crisis.
- **Strategy 2.2:** Provide access for persons with disabilities to obtain information and participate in MPO events and meetings, including virtual participation as available.
- **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.
- **Strategy 2.5:** Produce public information in a format that is engaging and easily accessible for traditionally underserved populations.

TABLE 10. *PPP Objective #2 Measures*

Strategy	Measures
2.1	<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. This feedback can be obtained formally or informally.</li> <li>▪ Attend or sponsor at least two (2) transportation-related public events per year in the evening or on a weekend. These could be general events or events specific to publicizing a LSMPO plan or document.</li> <li>▪ Plan specific public meetings to be held in neighborhood facilities located within the study area for specific transportation projects or LSMPO planning document updates.</li> <li>▪ Meetings are held virtually in times of crisis as needed.</li> </ul>
2.2	<ul style="list-style-type: none"> <li>▪ 100% of disabled persons who requested accommodations are provided accommodation to meet their needs. This could include access via a virtual meeting.</li> <li>▪ 100% of meetings, events and project-related information sources are accessible to persons with disabilities as requested.</li> </ul>
2.3	<ul style="list-style-type: none"> <li>▪ Meetings for the LRTP, special regional public meetings and/or regional 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>
2.4	<ul style="list-style-type: none"> <li>▪ Public meetings specifically designed and held for targeted and underserved groups, e.g. elderly, disabled, low-income, and other minorities are held at least once per year.</li> <li>▪ At least 75% of those informally surveyed at the neighborhood/homeowner’s meetings agree that the presentation was effective in providing information and gathering input.</li> <li>▪ Target audiences will be identified for each planning study conducted by the MPO,</li> <li>▪ including residents, business and property owners, and people who are traditionally underserved and underrepresented, including people with low-income, people with Limited English Proficiency (LEP), people who are transit dependent, people of color, older adults, and people with disabilities, within the study area.</li> </ul>
2.5	<ul style="list-style-type: none"> <li>▪ In areas with Limited English Proficiency, materials are produced in the predominant non-English language.</li> <li>▪ Translators or local community representatives are available at public meetings, outreach activities in areas where a high proportion of the population is non-English speaking to help facilitate the discussions.</li> <li>▪ Provide a mechanism by which disabled citizens/groups are able to request accessible materials that are specific to their needs. For example, audio information for the visually impaired may desire audio information, or the hearing impaired may desire written information for the hearing impaired.</li> <li>▪ Ensure that newly created plans and documents are posted on the website in an ADA accessible format.</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:** Respond to public inquiries within seven (7) working days of the date of receipt.
- **Strategy 3.2:** Make meeting notices and information available at least five (5) days prior to meetings.
- **Strategy 3.3:** Provide follow-up information to individuals or groups.
- **Strategy 3.4:** Promote public participation opportunities at key decision-making points.
- **Strategy 3.5:** Incorporate public feedback into transportation decision making.

TABLE 11. *PPP Objective #3 Measures*

Strategy	Measures
3.1	<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>
3.2	<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>
3.3	<ul style="list-style-type: none"> <li>▪ For corridor/site specific projects, the Public Involvement Summary will include a narrative describing how public comment shaped the selected alternative/decision.</li> <li>▪ LSMPO staff will provide written responses to questions or comments from public meetings within 7 working days.</li> </ul>
3.4	<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 at public meetings for transportation projects led by LSMPO, and as requested for Lake and Sumter County, 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>
3.5	<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 project-specific surveys to evaluate public needs and obtain input into the project recommendations.</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 including virtual meetings.
- **Strategy 4.2:** Enable public information accessibility in languages other than English, as appropriate, or in other means to address disabilities.
- **Strategy 4.3:** Employ various website tools to provide information and gather input.
- **Strategy 4.4:** Utilize the website to track public interest in activities.
- **Strategy 4.5:** MPO will maintain a reasonably current and up-to-date database of contacts.

TABLE 12. *PPP Objective #4 Measures*

Strategy	Measure
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>▪ When requested, and with seventy-two (72) hour notice, the LSMPO will provide meeting notices in other languages.</li> <li>▪ When requested, and with seventy-two (72) hour notice, the LSMPO will provide meeting notices in a format to accommodate visual disabilities.</li> <li>▪ In specific geographic areas 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>
4.3	<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 use social media to provide information, capture input, and provide responses to public comment.</li> </ul>
4.4	<ul style="list-style-type: none"> <li>▪ LSMPO will use Google Translate, or other readily available translation tool/app, to ensure all pages of the LSMPO website can be accessed in languages other than English.</li> <li>▪ Project specific web pages are developed and tracked as a method to gather public feedback.</li> </ul>
4.5	<ul style="list-style-type: none"> <li>▪ LSMPO maintains and continuously updates a database of contacts including a minimum of the following individuals and agencies to provide that all interested parties have reasonable opportunities to comment on the transportation planning process and products:                             <ul style="list-style-type: none"> <li>▪ Local Government Staff</li> <li>▪ Transportation Agencies (port, airports, transit, etc.)                                     <ul style="list-style-type: none"> <li>» <i>Local Media</i></li> <li>» <i>Homeowners' Associations</i></li> <li>» <i>Civic Groups</i></li> <li>» <i>Special Interest Groups</i></li> </ul> </li> </ul> </li> </ul>

- Additional interested parties, including as those below, are identified and added to the outreach database annually:
  - » *Federal, state and local agencies responsible for land use management, natural resources, environmental protection, conservation and historic preservation and other environmental issues*
  - » *Private Freight Shippers*
  - » *Representatives of Public Transportation Employees*
  - » *Providers of Freight Transportation Services*
  - » *Private Providers of Transportation*
  - » *Representatives of Users of Public Transportation*
  - » *Pedestrian Representatives*
  - » *Representatives of Bicyclists*
  - » *Representatives of people with all abilities*

## 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 to obtain input on this service. The following strategies and measures listed in **Table 13** seek to enable this feedback:

- **Strategy 5.1:** Request the Lake County Section 5307 POP.
- **Strategy 5.2:** Include POP with the LSMPO LOPP and present at the CAC, TAC, and LSMPO Policy Board meetings in September. The public will have the opportunity to:
  - » Provide input on the POP.
  - » Be involved in prioritizing of the POP for funding.
- **Strategy 5.3:** Increase input opportunities for the Transportation Disadvantaged Coordinating Board (TDCB) on LSMPO programs and plans.

TABLE 13. *PPP Objective #5 Measures*

Strategy	Measure
5.1	<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>
5.2	<ul style="list-style-type: none"> <li>■ Request (by August 15) a representative from Lake County Public Transit attend the September CAC, TAC, and LSMPO Policy Board meetings when the LOPP and POP are discussed.</li> <li>■ Request (at least fourteen days prior) a representative from Lake County Public Transit attends the CAC, TAC, and LSMPO Policy Board meetings when a TIP Amendment for public transit funding is considered.</li> </ul>
5.3	<ul style="list-style-type: none"> <li>■ Review the Lake County Section 5307 POP and LOPP with the TDCB.</li> <li>■ Present information on other transit-related projects underway to the TDCB during the quarterly meetings and obtain feedback.</li> <li>■ On an annual basis, review any transit service grievances that may have been filed and incorporate improvement strategies into transit planning projects or programs as appropriate.</li> </ul>

The PPP 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 1300 Citizens Boulevard, Leesburg, FL 34748 during normal business hours.

### 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. In the event of a statewide emergency (such as the COVID-19 pandemic), public meetings may be held using a digital platform for LSMPO to present information and request public 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, including using a digital platform.

Special arrangements will be made to accommodate persons with disabilities, those with limited access to transportation, and people with limited English proficiency (LEP). 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 the opportunity to be involved in the transportation planning process. Interpreters will be provided when requested with advanced notice 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. If a public meeting is held

using a digital platform, the entirety of the meeting will be virtually recorded, and digital copies will be provided upon request.

## Public Hearings

Public hearings are a formal process to solicit public comment on specific plans being considered by LSMPO. In the event of an emergency (such as the COVID-19 pandemic), public hearings may be held using a digital platform to solicit public comments and will be recorded. As a formal setting for citizen input, public hearings are recorded and summarized for the record. A summary of comments is 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, 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 or other GIS-based analysis 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, and in the event of an emergency, LSMPO will hold meetings using a digital platform.

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:

- Identifying geographic locations with a high concentration of the traditionally underserved and underrepresented;
- Hosting 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
- Meeting 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.

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.

## 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

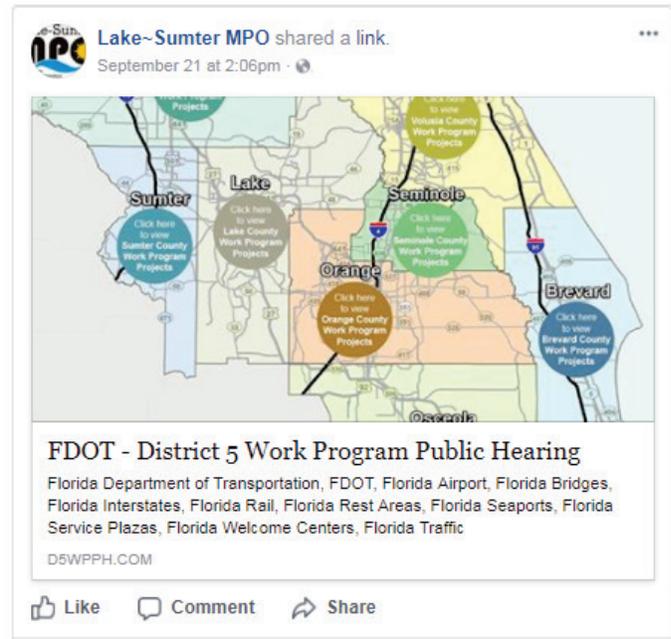
The following forms of content shall not be allowed:

- 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 LSMPO 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, LSMPO 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 Our  
Social Media Platforms!



Like Us on Facebook:  
LakeSumter-MPO

# 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

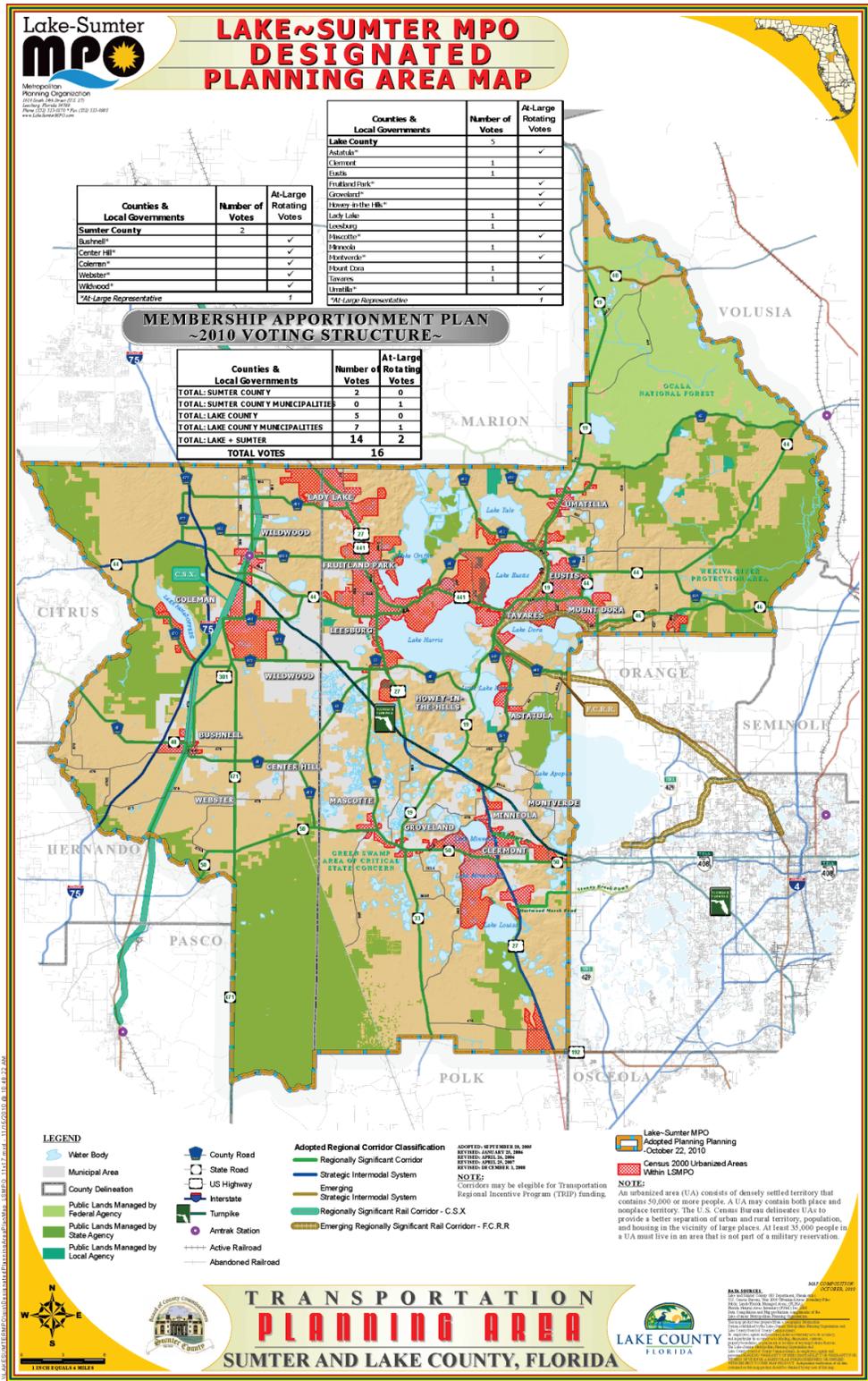
During staff meetings and debriefs, public involvement strategies are discussed in regard to improving progress toward established participation objectives. Evaluation and response are valuable components of any successful program, plan, or project. As such, the MPO can gauge the effectiveness of the PPP 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
- Documentation of all public meetings including photos, attendance sheets meeting handouts.

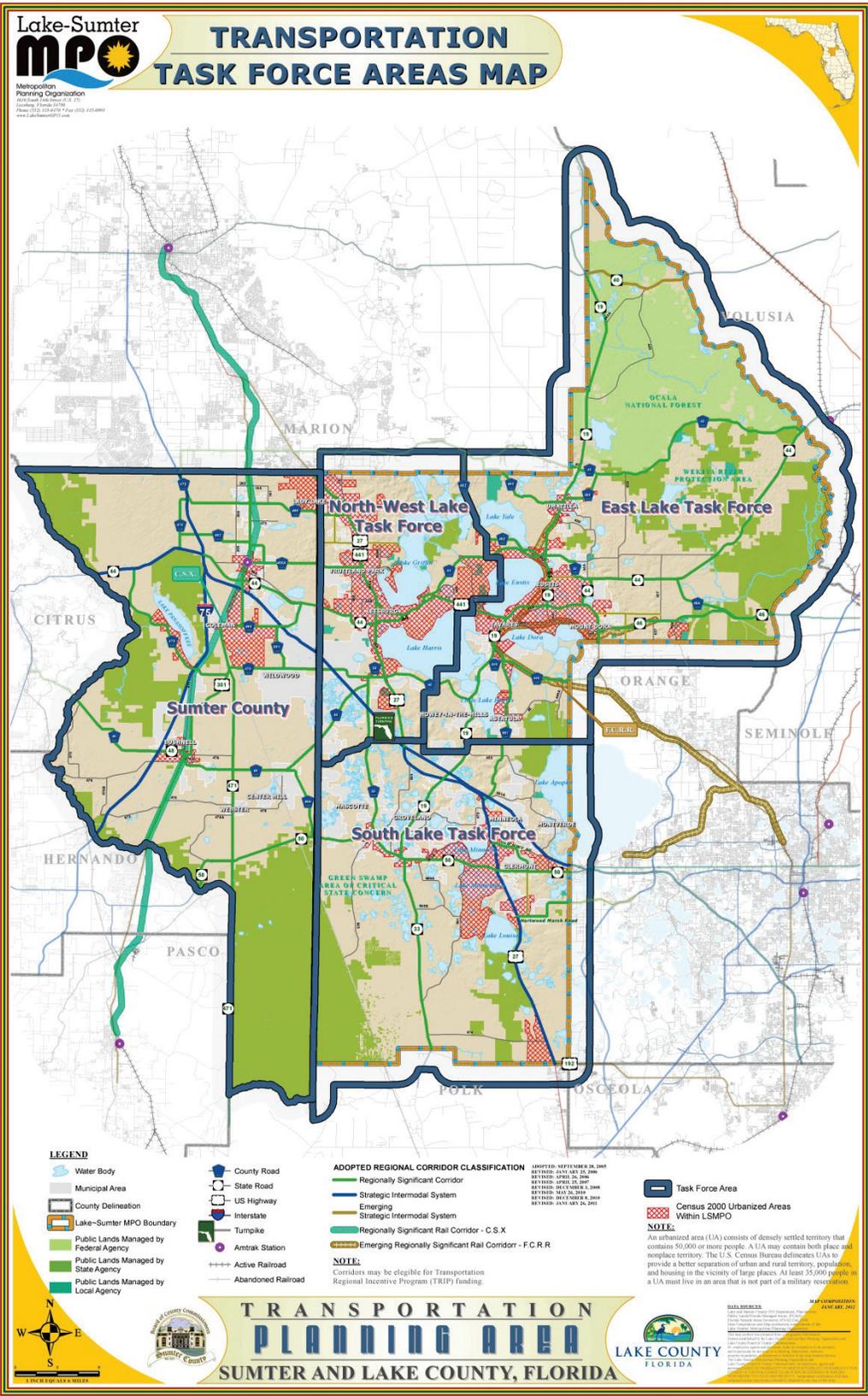
In addition to these tracking and reporting efforts, the LSMPO staff will continue to research new and innovative ways to further involve the public in the LSMPO transportation planning process.



# Appendix 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
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	Community Advisory Committee

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

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

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

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

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

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

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

- 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.

- Deleting a full project from the CFP.
- Adding a new project where no phases are currently listed in the CFP.
- Projects or Project Phase Initiation Date for projects in the CFP:
  - » 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).
  - » 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.
  - » For advancing phases of minor projects, please see the LRTP Modifications section.
- Projects or Project Phase Initiation Date for projects beyond the CFP:
  - » Moving a new project from a Needs or Illustrative List to the CFP where no phases are currently listed in the CFP.
  - » 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	←	←	←	
TO	←	←	←	
	TO	←	←	
		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:

- 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.
- 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.
- Project or Project Phase Initiation Date:
  - » 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.

- » 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.
- » 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.
- » 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 Needs/ Illustrative List
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	
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:

- TIP/STIP project costs are within 50% and \$50 million of projects costs shown in the LRTP.
- TIP/STIP initiation phase is within the first two 5-year bands of the LRTP.
- 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:

- NEPA discussion of the project implementation reflects the planning documents in these areas: scope, cost, general funding sources, description, and logical termini.
- An amendment to either the LRTP or STIP/TIP is NOT needed.
- 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**

- 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.
- Ideally, all phases of the project will be funded in the LRTP CFP.
- 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.
- 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**

- The project must be consistent with the Florida Transportation Plan.
- 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 publicly available long range considerations may be used to show the project's planned implementation, such as local government comprehensive plans.
- 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:**

[https://fdotwww.blob.core.windows.net/sitefinity/docs/default-source/content/planning/policy/metrosupport/resources/lrtptreshold.pdf?sfvrsn=724f5f45\\_0](https://fdotwww.blob.core.windows.net/sitefinity/docs/default-source/content/planning/policy/metrosupport/resources/lrtptreshold.pdf?sfvrsn=724f5f45_0)

## 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.

## Appendix F: FEDERAL GUIDANCE ON VIRTUAL MEETINGS

During the COVID-19 pandemic, the Federal Transit Administration (FTA) and Federal Highway Administration (FHWA) released guidance for states and Metropolitan Planning Organizations (MPOs) on using virtual meetings in the place of in-person board and committee meetings, particularly for public hearings to satisfy public meeting provisions. This guidance is shown below as of April 20, 2020.

*Q. Can States and Metropolitan Planning Organizations (MPOs) hold virtual public hearings where the applicable public participation plan provides for “in person” participation?*

*A. The Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) are aware that some States and MPOs are looking to utilize virtual public involvement technologies and techniques for public participation activities related to metropolitan and statewide transportation planning under the applicable statutes, 23 U.S.C. 134-135, as a way to satisfy the public meetings provisions. The agencies are currently evaluating the impacts of utilizing virtual public involvement in place of in-person participation where it is required under the public participation plan. As FHWA and FTA undertake the evaluation, States and MPOs may revise their public involvement plans to employ virtual public involvement techniques. In the meantime, both FHWA and FTA staff are available to answer any questions you may have.*

*This FAQ does not have the force and effect of law and is not meant to bind the public in any way. It is intended only to provide clarity to the public regarding existing requirements under the law or agency regulations. This FAQ will remain in effect while the Department of Health and Human Services (HHS) determination that a public health emergency related to COVID-19 is in effect, unless sooner updated by the Federal Highway Administration and Federal Transit Administration prior to the end of the HHS determination.*