



***Lake~Sumter
Metropolitan Planning Organization
Public Involvement Plan***

***Prepared by the Lake~Sumter Metropolitan Planning Organization
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***Adopted April 25, 2012
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FORWARD:

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

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

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

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

Anyone wishing to contact the MPO with comments, questions or complaints, please contact Michael Woods, Transportation Planner at 352-315-0170 or mwoods@LakeSumterMPO.com.

Table of Contents

FORWARD:	2
RESOLUTION 2012 - ____	5
OBJECTIVES OF THE PUBLIC INVOLVEMENT PLAN:	6
PURPOSE OF THE PUBLIC INVOLVEMENT PLAN:	7
TRANSPORTATION PLANNING REQUIREMENTS OF THE PUBLIC INVOLVEMENT PLAN	9
SECTION I: PUBLIC PARTICIPATION PROCESS	17
SECTION II: PUBLIC NOTIFICATION	18
SECTION III: PUBLIC INVOLVEMENT STRATEGIES	20
SECTION IV: ACCESS TO INFORMATION	24
SECTION V: PUBLIC INVOLVEMENT MAILING LIST	25
SECTION VI: LAKE~SUMTER MPO WEBSITE	25
SECTION VII: SOCIAL MEDIA	25
SECTION VIII: PUBLIC MEETINGS	26
SECTION IX: OPPORTUNITIES FOR PARTICIPATION	27
SECTION X: RESPONSE TO PUBLIC INPUT	28
SECTION XI: ADVISORY COMMITTEES	28
SECTION XII: TITLE VI REQUIREMENTS	30
SECTION XIII: FOLLOW-UP AND CONTINUING EFFORTS	31
SECTION XIV: SUMMARY	32
APPENDIX A: TASK FORCE AREA MAP	34
APPENDIX B: TRANSPORTATION ACRONYMS & GLOSSARY	36
APPENDIX C: FLORIDA LRTP AMENDMENT THRESHOLDS	61
APPENDIX D: FEDERAL REQUIREMENTS FOR THE PUBLIC PARTICIPATION	67

RESOLUTION 2012 - ____

RESOLUTION OF THE LAKE~SUMTER METROPOLITAN PLANNING ORGANIZATION (MPO) ENDORSING THE PUBLIC INVOLVEMENT PLAN

WHEREAS, the Lake~Sumter Metropolitan Planning Organization, designated by the Governor of the State of Florida as the body responsible for the urban transportation planning process for the Lake-Sumter Urban area; and

WHEREAS, Florida Statutes 339.175; 23 U.S.C. 134; and 40 U.S.C. 1602(a) (2), 1602(a), and 1604(g) 1 and (1) requires that the urbanized area, 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, a Public Involvement Plan is defined as part of the transportation planning work program which identifies the planning strategies and the planning activities to be undertaken by the Lake~Sumter Metropolitan Planning Organization.

NOW, THEREFORE BE IT RESOLVED by the Lake~Sumter Metropolitan Planning Organization endorsement of the Public Involvement Plan.

PASSED AND ADOPTED this _____ day of _____,
2012.

Lake~Sumter Metropolitan Planning Organization

Don Burgess, Chairman

This _____ day of _____, 2012

Approved as to form and legality:

Sanford A. Minkoff

OBJECTIVES OF THE PUBLIC INVOLVEMENT PLAN:

- To make readily available information on the activities of the MPO; to provide requested information to the public, government agencies and elected officials in a responsive and timely manner; and to increase public awareness of the MPO and its role in transportation.
- To increase public participation in the MPO planning process, especially from those segments of the population that are considered to be traditionally underserved; and to increase and enhance the levels of participation by the public in the planning process.
- To explore new and innovative means by which to engage the public on the transportation planning process; to utilize technologies to better communicate with the public; and to establish methods by which public input targets all demographic segments of the community.
- To establish goals and objectives for public involvement activities; to establish monitoring methods in order to analyze public involvement activities; and to establish measures by which the MPO may determine the effectiveness of public involvement activities.

PURPOSE OF THE PUBLIC INVOLVEMENT PLAN:

The MPO is a transportation policy-making board comprised of representatives from local government and transportation authorities. The MPO is responsible for establishing, according to federal and state laws, a continuing, cooperative and comprehensive transportation planning process for the Lake and Sumter areas.

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

- Providing complete information about MPO activities
- Timely public notification
- Full access to key decisions
- Early and continued involvement in the development of transportation plans and programs
- Outreach programs to stakeholders
- Addressing Title VI provisions

Public Participation means participation in the planning process by people (public) outside the MPO staff, committees, and board members. Public therefore refers to general citizens of the MPO 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 the MPO meetings will be held is distributed between our established planning Task Force areas. (See maps in Appendix A) The

MPO efforts to secure participation will target 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. The MPO 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 to be incorporated into planning products.

Metropolitan planning organizations, such as Lake~Sumter MPO, are charged in federal law with developing five specific plans:

- 1) Long Range Transportation Plan (**LRTP**)
- 2) Transportation Improvement Program (**TIP**)
- 3) Unified Planning Work Program (**UPWP**)
- 4) Public Involvement Plan (**PIP**)
- 5) List of Priority Projects (**LOPP**)

TRANSPORTATION PLANNING REQUIREMENTS OF THE PUBLIC INVOLVEMENT PLAN

Long Range Transportation Plan:

The **L RTP** identifies transportation improvements necessary to maintain adequate mobility and to accommodate growth forecasted over the next 20 years. The current LRTP (Transportation 2035) includes projects through the year 2035. The process includes innovative technical modeling and continuous public input. Public involvement during development of the long range transportation plan is guided by an independent Public Involvement Plan, though strategies and tactics are coordinated with this document to ensure continuity.

As required by federal law, a formal public comment is held prior to board adoption, providing a formal avenue for public input. The official 21 day public comment period for Long Range Transportation Plan follows the same timeline as the Advisory Committee review, with a draft document available at least 21 days prior to board action. The deadline to submit a comment is included in legal advertisements and notification associated with the public comment period. This deadline is generally seven days prior to date board action is scheduled.

Public notification for the public comment period takes many forms (see Public Involvement Strategies). Public comment period notices are also sent to MPO's community database. Additionally, draft plan documents are available on MPO's website and in print at locations throughout the region and by request at least seven days prior to the public comment period.

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

'Not Substantial' Amendments to the LRTP

Not substantial amendments may include minor changes to project phase costs, minor changes to funding sources of previously included projects and 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 the organization'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.

'Substantial' Amendments to the LRTP

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

The following actions are potential amendments:

- Adding or deleting a federally-funded or regionally significant project, including earmarks.
- Increasing or decreasing the cost of project phases in excess of the thresholds for administrative modifications established by the Florida Department of Transportation. (See Appendix C for "FDOT LRTP Amendment Thresholds")
- 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 long range transportation plan deemed 'substantial,' Lake~Sumter MPO follows a similar public involvement process to the original adoption of the plan, including a formal 21 day public comment period after any required technical analysis and review by the organization's advisory committees for both input and recommendations prior to board adoption. Public notification of the public comment period for the amendment follows the approved advertisement process. During the review process and following board adoption, the proposed amendment is electronically published on www.LakeSumterMPO.com

Transportation Improvement Plan

The **TIP** is a five-year plan that assigns available funding to specific projects in the near future. The MPO develops this plan each year, which includes a period of review by the organization's advisory committees.

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

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

Citizens unable to attend the public comment period or Governing Board meeting may submit written public comments to the MPO during the official public comment

period in three additional ways: 1) via postal service, 2) via the Voice your Ideas form on the website <http://www.lakesumtermpo.com/voice.aspx> or 3) by emailing mwoods@LakeSumterMPO.com.

Once adopted, plan is available as an interactive tool on www.LakeSumterMPO.com.

TIP Amendments:

Amendments to the TIP are reviewed by the organization'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.

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

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

Public input considered in the development and maintenance of the TIP includes the comments and recommendations of MPO committees and the public at large as well as input received at the public comment periods. The MPO 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.

Unified Planning Work Program (UPWP)

3) The **UPWP** provides a work program for each year, including the transportation planning budget and related activities for the metropolitan area. Though the document covers a two-year period, the UPWP is reviewed yearly to refine previously identified tasks and better reflect changes in the economic climate. Prior to board adoption, the public will be provided with the opportunity to review and comment on the Draft UPWP during a 21-day public review period and a draft is presented to the organization'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 this review process and following board adoption, the UPWP is electronically published on www.LakeSumterMPO.com and is available in print, by request.

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

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

UPWP Revisions

UPWP revisions do not change the FHWA approved planning budget or the scope of the FHWA funded work task. Revisions are coordinated with FDOT and are brought through the TAC, CAC, BPAC and MPO Board for approval.

The public is invited to attend and provide comments during each of these meetings at the designated place on the agenda. Revising the UPWP does not require FHWA approval; however, the MPO will notify the FDOT District Liaison when changes are made. The FDOT Liaison will then notify FHWA/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. The MPO staff will submit all proposed draft UPWP amendments received or initiated by it through the TAC, CAC, BPAC advisory committees and for final MPO 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 Section 2: Public Notification.

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

Public Involvement Plan (PIP)

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

PIP Amendments

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

List of Prioritized Projects (LOPP)

The MPO also has a formal process for prioritizing projects adopted in the long range transportation plan. The end result is a document called the **List of Prioritized Project (LOPP)**. This document is reviewed annually and adopted by the Governing Board. Prior to board adoption, the public will be provided with the opportunity to review and comment on the Draft UPWP during a 21-day public review period. The draft LOPP is presented to the MPO'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, two public comment periods are a standard part of each Governing Board agenda – the first prior to board action and the second before the conclusion of each meeting.

During this review process and following board adoption, the LOPP is electronically published on www.LakeSumterMPO.com and is available in print, by request. Citizens unable to attend the committee meetings or Governing Board meeting may submit written public comments to the MPO during the official public comment period: 1) via postal service, 2) via the Voice your Ideas form on the website <http://www.lakesumtermpo.com/voice.aspxor>, 3) by emailing

mwoods@LakeSumterMPO.com.

LOPP Amendments:

Amendments to the plan are reviewed by the organization'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.

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SECTION I: PROCESS

PUBLIC PARTICIPATION

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

- 45-day comment period on adoption or revision of the PIP
- 21-day comment period on adoption of the LRTP, UPWP, LOPP and TIP
- Regional Transportation Forum on key issues
- Regional Transportation Summit to gain stakeholder input
- Public Meetings on specific transportation projects
- MPO Website: www.LakeSumterMPO.com
- MPO Social Media page and feeds
- MPO Governing Board and Committee meetings (TAC, CAC, BPAC, TDCB)
- Task Force meetings (North Lake~Sumter, East Lake, South Lake, LakeXpress)
- Efficient Transportation Decision Making (ETDM) Process
- Presentations to other governmental bodies (counties and municipalities)
- 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 the MPO. The MPOs public participation process and development of the TIP satisfies the federal public participation requirements for developing Federal Transit Authority, Program of Projects.

SECTION II: PUBLIC NOTIFICATION

The MPO is a relatively new organization and thus has the added responsibility of educating the public on the existence of the MPO and how the activities of the MPO are of impact to their lives. This education, combined with other activities within the context of the PIP, help make the plan effective. The following are ongoing activities used by the MPO staff to educate the citizens of the MPO area:

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

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

- Newspaper publication notifying the public of the opportunity to review documents and provide input will be at least ten days prior to a public comment period. The Public Notice will explain where the public can view information on the proposed transportation plan or program and how they can provide input. For public meetings, as much advanced notice as possible will be provided with a minimum of one (1) weeks' notice. For all LRTP, UPWP, LOPP and TIP adoption a 21-day public review period would be advertised. For PIP adoption or revisions a 45 day public review period would be advertised.
- Newspaper publication will be at least one (1) week prior to a meeting of the

MPO Board and Committees.

- All public notices will be published as block advertisement in the legal section of the regional newspapers for both counties
- All public notices will be posted on the MPO website: www.LakeSumterMPO.com and the Lake County and Sumter County websites:
- www.lakegovernment.com and www.sumtercountyfl.gov.
- All public notices will be posted on the MPO social media page and feed.

The MPO will also utilize the following techniques to disseminate information to the public:

- Information regarding meetings and events, as well as current document releases, will be placed on the MPO web site: www.LakeSumterMPO.com
- Social Media will focus primarily on the real-time dissemination of information relevant to the transportation planning process.
- Email lists to direct mail information to individuals who sign up for this service.
- Direct mailing sent to the public service agencies and institutions within the MPO area.
- Direct mailing to select individuals, groups, or organizations that have expressed interest or have made comments at previous meetings.
- Public service announcements
- Press releases for the newspaper or other widely circulated publications.
- Use of the Citizens' Advisory Committee (CAC) and the Bicycle & Pedestrian Advisory Committee (BPAC) for citizen outreach and community involvement.
- Informal presentation at regional sites, open houses, round table, or other community forums.
- Formal presentations at various service clubs, civic and professional groups.
- Distribution of information flyers on public transit services.

- Public surveys and comment forms
- Public Media coverage
- Public Involvement Process mailing List
- Efficient Transportation Decision Making (ETDM) Process
- Public inspection of all major documents available at locations geographically located throughout the MPO planning area

Emergency or Special Meetings:

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

SECTION III: PUBLIC INVOLVEMENT STRATEGIES

The MPO reviewed a number of strategies designed to encourage public involvement in the transportation planning process. Described below are the current strategies utilized by the MPO to solicit and encourage public involvement in the transportation planning process. These strategies are summarized in Table 1.

Table 1

Public Involvement Strategy	Purpose	Elements
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Public Workshops and Transportation Forums	Inform public of the nature of regular transportation activities and to solicit public feedback of current processes and procedures	An informal meeting held to educate the public why specific projects are undertaken and how these projects will benefit the citizens and the community at large
Public Hearings	Encourage through public participation, early and continuing public involvement; formally present the plan or project to the public	Generally held at various location through the area prior to the adoption of an MPO transportation related work product; public input is used to develop finalized documents
Governing Board	Governing Board meetings open to the public; provide a forum for discussion of transportation plans and programs.	The Governing Board meets on a monthly basis on the fourth Wednesday of the month at 2 PM.
Technical Advisory Committee (TAC)	The TAC consists of professional and technical planners, engineers and other disciplines; created to provide interagency coordination between the MPO, FDOT, Lake County, Sumter County, and local governments; reviews and makes recommendations concerning transportation plans and programs	The TAC meets on a monthly basis
Citizens' Advisory Committee (CAC)	The CAC is comprised of a diverse group of individuals representing all the local governments in the area in order to encourage a wide range of views and ideas on transportation plans and programs; early involvement in development of the TIP, UPWP and the LRTP.	The CAC meets on a monthly basis.
Transportation Disadvantaged Coordinating Board (TDCB)	The primary purpose of each TDCB is to assist the MPO in identifying local service needs and provides input from the underserved and underrepresented community members in Lake and Sumter Counties.	The TDCB meets quarterly and holds a public hearing annually.
Bicycle & Pedestrian Advisory Committee (BPAC)	BPAC consists of members from a broad base of professionals and concerned citizens, whose mission is to advise the MPO Board on bicycle and pedestrian issues.	The BPAC meets on a monthly basis.
Public Involvement Process (PIP) Mailing List	Serves to inform the community of various transportation planning activities undertaken by the MPO, such as the LRTP and future workshops and forums.	List includes civic associations, clubs and organizations, municipal governments, newspapers and concerned citizens.
MPO Publications	Documents used to inform the general public about the transportation planning activities and projects being accomplished by the MPO.	Includes summary information, newsletters and brochures; also includes summary of LRTP, highlighting the development process.
Public Media coverage	Inform all members of the public, including those traditionally underserved, so that they are aware of hearings and workshops and can provide input on transportation planning issues and the LRTP.	Include use of public access cable TV, advertising in major and local newspapers and direct mailings.
Public Surveys/Comment Forms	To solicit input on various topics concerning the transportation planning process.	Send to members of the public and those traditionally underserved.
MPO Website	The Lake-Sumter MPO website provides a forum for cooperative decision making concerning transportation issues throughout the urbanized area of Lake and Sumter counties in Florida.	The MPO website includes access to all current and completed work projects of the MPO. Also provides links to information pertaining to transportation planning activities in the Lake and Sumter County.
Special Efforts for Underserved/Underr	Measures taken to involve population segments that are traditional underserved/underrepresented in Lake and	Focus on geographic locations with a high concentration of underserved and underrepresented.

represented	Sumter counties, as recommended by the U.S. DOT Title VI requirements.	
Efficient Transportation Decision Making (ETDM) Process	To provide the public access to project plans and information regarding potential effects of transportation projects on natural and human environments.	Internet application provides access to project information so the public can formulate commentary about potential sociocultural effects.
Social Media	To provide real-time dissemination of information relevant to the transportation planning process, and notice of public meetings and hearings.	Use of social media will primarily focus on the real-time dissemination of information relevant to the transportation planning process, with a secondary focus on obtaining input on targeted issues of importance.

Federal regulation requires that the MPO evaluate the effectiveness of its PIP on a regular basis. In evaluating its plan the MPO may determine to no longer utilize 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. Table 2 provides the guidelines for the evaluation of public involvement techniques identified in the PIP. Additional methods and media outreach to Limited English Proficiency (LEP) non-English speaking populations will be developed as part of the MPO LEP Program. The PIP reflects the MPO’s commitment to honesty and integrity throughout the planning process and active community participation. The MPO looks forward to sharing plan information with the public and interested stakeholders, and creating a dynamic forum for public participation, planning and interagency collaboration.

PERFORMANCE MEASURES

Table 2

Public Involvement Strategy	Quantitative	Qualitative
Public Workshops and Transportation Forums	Number of attendees Number of comments received Number of comment responses Number of events/opportunities for public involvement	Effectiveness of meeting format Public Understanding of process Quality of feedback obtained Timing of public involvement Meeting convenience: time, place and accessibility Was Public’s input used in

		developing the plan?
Public Hearings	Number of attendees Number of comments received Number of comment responses	Public understanding Meeting convenience: time, place and accessibility Was Public's input used?
Governing Board	Number of meetings Number of attendees Number receiving agendas Number receiving full packets Number of public comments	Effectiveness of meeting format Input is captured and made available for consideration
Technical Advisory Committee (TAC)	Number of meetings Number of attendees Number receiving agendas Number receiving full packets	Effectiveness of meeting format Input is captured and made available for consideration
Citizens' Advisory Committee (CAC)	Number of meetings Number of attendees Number receiving agendas Number receiving full packets Diversity of representation	Effectiveness of meeting format Input is captured and made available for consideration
Transportation Disadvantaged Coordinating Board (TDCB)	Number of meetings Number of attendees Number receiving agendas Number receiving full packets	Effectiveness of meeting format Input is captured and made available for consideration
Bicycle Pedestrian Advisory Committee (BPAC)	Number of meetings Number of attendees Number receiving agendas Number receiving full packets	Effectiveness of meeting format Input is captured and made available for consideration
Public Involvement Process (PIP) Mailing List	Number of contacts added Number of groups	How and when contact is made Categorize contacts by area and affiliation
MPO Publications	Number of work products distributed including but not limited to: newsletter, TIP, UPWP, LRTP, TDP, TOP, B/P Masterplan, LOPP	Concise and clear information Effectiveness of news articles Continue items that receive favorable comments and correct or improve mistakes or items that receive negative comments
Public Media coverage	Number of news releases Number of direct mailings Number of public access cable TV spots Number of avenues used to reach audiences Number of attendees survey respondents indicating that they saw a meeting notice and/or project information Amount of positive media coverage	Effectiveness of notification and communication tools How and when contact is made
Public Surveys/Comment Forms	Percentage of meeting attendees who filled out comment forms Number of surveys/comment forms Number of calls Number of letters	Input is captured and made available for consideration
MPO Website, Social Media Page and Feeds	Number of visitors, Friends, Likes, Followers Number of comments received Number of comment responses Number of survey respondents Number of links established Number of documents downloaded	Monitor effectiveness of website, Social Media Page and Feeds, format/presentation Monitor the use of public involvement tools to increase advertisement of the website
Special Efforts for Underserved/Underrepresented	Number of notices placed in grocery stores, laundromats and places frequented by the traditionally underserved. Number of notices of involvement opportunities and informational materials provided to community leaders. Number of avenues or techniques used to reach	Increase or decrease distribution to more accurately target an area that may be affected

	underserved/underrepresented	
Efficient Transportation Decision Making (ETDM) Process	Provide project and community demographic data	Review summary report containing key recommendations and conclusions for the effects identified

SECTION IV: ACCESS TO INFORMATION

The MPO 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 MPO web site www.LakeSumterMPO.com and at the office of the MPO located at 1616 South 14th Street, Leesburg, FL 34748 during normal business hours. Copies of draft plans and programs for public review will also be placed at the following locations:

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

SECTION V: PUBLIC INVOLVEMENT MAILING LIST

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

SECTION VI: LAKE~SUMTER MPO WEBSITE

The MPO 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 MPO regarding their plans and programs. Archived presentations of MPO and other public meetings are also provided for viewing or download. The website can be accessed at www.LakeSumterMPO.com.

SECTION VII: SOCIAL MEDIA

The MPO is implementing social media opportunities including development of a Facebook page along with consideration of other social media sites including

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

- Use as an accessible resource for the public and organizations to receive consistently updated information about MPO
- 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 MPO'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 MPO's mission and allow more room for constant dialogue between the organization and the public/other organizations
- Allow both input and output- not only post things, but also respond to other organization's accomplishments

SECTION VIII: PUBLIC MEETINGS

Public information meetings will be held at various locations in the MPO area to inform the public of the planning process and to solicit ideas, input and feedback. The intent of holding public informational meetings at diversified locations is to solicit broad public comments. General locations of meetings will be at the Lake~Sumter Metropolitan Planning Organization office, Lake County Administration Building, the Lake-Sumter Community 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 Section II (Public Notification). A reasonable attempt will be made to notify organizations representing minority and disabled people. Public meetings will be held at locations accessible to and at times convenient to minority and disabled residents.

Special arrangements will be made to accommodate persons with disabilities, low income, and people who do not speak English. For meetings involving individuals without transportation and the disabled, the MPO 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 MPO will ensure that all segments of the population including LEP persons have been involved or have the opportunity to be involved in the transportation planning process. Interpreters will be provided, when advanced notice is given of the need and an interpreter can be located to accommodate non-English speaking individuals. The MPO LEP Plan may be reviewed at the following link: www.LakeSumterMPO.com

SECTION IX: OPPORTUNITIES FOR PARTICIPATION

The MPO will take a proactive approach to providing the opportunity 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 Section II and access to information as listed in Section III. Prior to the beginning of the public participation process, a list of names, addresses, and email addresses of citizens and organizations will be developed that will be contacted on a continued basis to serve as a base of interested citizens

for input and comment. This list will be expanded as additional citizens attend the informational public meetings and make comment. Additionally, meeting agendas for all MPO Board and Committee meetings include a public input period.

SECTION X: RESPONSE TO PUBLIC INPUT

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

SECTION XI: ADVISORY COMMITTEES

Advisory committees have been formed to advise the MPO Governing Board and staff in the preparation and review of public participation plans, transportation plans, programs and other related matters. Each of the MPO committees provided its own unique contributions to the development of the MPO planning documents.

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

The **Citizens' Advisory Committee** (CAC) is comprised of interested community members representing the various local governments that make up the MPO. This committee has a special advisory role to the MPO because it provides a necessary communication link between the MPO and the community it serves. The committee also solicits input and recommendations from other citizens groups and interested stakeholders when reviewing transportation plans and programs.

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

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

~~**Section XII: Plan Amendments**~~

~~Substantial changes or amendments to the Long Range Transportation Plan~~

~~(LRTP), Transportation Improvement Plan (TIP), Unified Planning Work Program (UPWP), Public Involvement Plan (PIP), or other major studies will be done after the public has been notified of an intent to modify the plan, and only after the public has had 20 days (45 days for LRTP, PIP, and the UPWP) to review and comment on the proposed substantial changes. A significant change would be the addition or deletion of entire projects or major funding changes to projects, but would not include minor financial adjustments or the annual FDOT reconciliation process. Notice, access to information and all public meetings will be in accordance and as listed in this plan.~~

SECTION XII: TITLE VI REQUIREMENTS

The MPO 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 MPO will utilize the FDOT ETDM Demographic Tool to conduct socio-economic analysis of communities to determine where concentrations of Title VI groups and issues may exist.

Localized meetings to discuss transportation issues will be held periodically to encourage participation. Public notifications outlined in Section II 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 MPO will hold meetings and public hearings during times when public transit and Para-transit services are available for those without transportation or the disabled

Consistent with the USDOT order on environmental justice, special efforts are

undertaken to involve population segments that are traditionally underserved and/or underrepresented in Lake and Sumter Counties. These requirements, based on Title VI of the 1964 civil Rights Act, ISTEA, and NEPA, are designed to ensure the interests of minority and low income populations are considered and addressed in all transportation decision making. These efforts may include the following:

- ▣ Identify geographic locations with a high concentration of the traditionally underserved and underrepresented;
- ▣ Host traditional workshops convenient to these geographic locations;
- ▣ 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.
- ▣ Meet with and make presentations to organizations that represent this segment of the population.

[The MPO Title VI Plan may be reviewed at the following link:](http://www.lakesumtermpo.com/about/title_vi_dbe.aspx)

http://www.lakesumtermpo.com/about/title_vi_dbe.aspx

SECTION XIII: FOLLOW-UP AND CONTINUING EFFORTS

This document establishes the basic techniques for disseminating the information to the public and engaging the citizens in interactive discussions about the transportation process. MPO 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.

In this way the MPO can gauge the effectiveness of the PIP in order to highlight opportunities for improvement. MPO staff will track and quantify the following lists of activities in order to better gauge public input in the transportation planning process.

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

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

SECTION XIV: SUMMARY

The MPO recognizes the importance of the public involvement process as a means to inform, educate, and involve citizens in the transportation decisions that impact our daily lives. By involving the public in the planning process early and often,

transportation planners are able to ensure that plans and programs are developed in a way that reflects our community values and benefits all segments of the population equally.

DRAFT

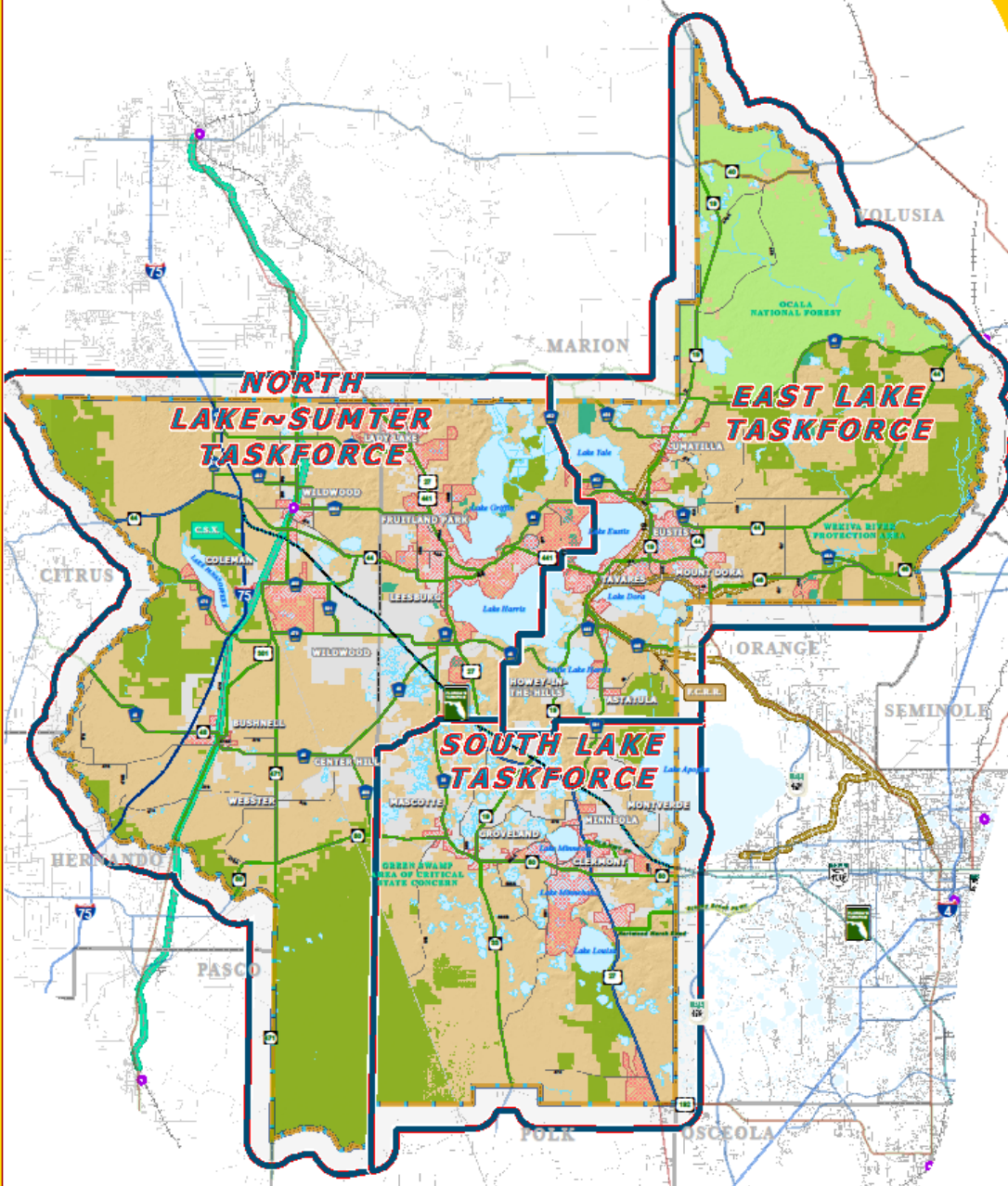
APPENDIX A: TASK FORCE AREA MAP

DRAFT



LAKE~SUMTER MPO TRANSPORTATION TASK FORCE AREAS MAP

Developed by:
Planning Corporation
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Lakeland, Florida 33801
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www.lake-sumter-mpo.com



LEGEND

- Water Body
- Municipal Area
- County Delineation
- Public Lands Managed by Federal Agency
- Public Lands Managed by State Agency
- Public Lands Managed by Local Agency
- County Road
- State Road
- US Highway
- Interstate
- Turnpike
- Amtrak Station
- Active Railroad
- Abandoned Railroad

- Adopted Regional Corridor Classification**
- Regionally Significant Corridor
 - Strategic Intermodal System
 - Emerging Strategic Intermodal System
 - Regionally Significant Rail Corridor - C.S.X.
 - Emerging Regionally Significant Rail Corridor - F.C.R.R.

ADOPTED: SEPTEMBER 16, 2004
REVISED: JANUARY 14, 2004
REVISED: APRIL 14, 2004
REVISED: APRIL 14, 2004
REVISED: DECEMBER 1, 2004

NOTE:
Corridors may be eligible for Transportation Regional Incentive Program (TRIP) funding.

- Task Force Delineation
- Lake-Sumter MPO Boundary
- Census 2000 Urbanized Areas Within LSUMPO

NOTE:
An urbanized area (UA) consists of densely settled territory that contains 50,000 or more people. A UA may contain both place and nonplace territory. The U.S. Census Bureau delineates UAs to provide a better separation of urban and rural territory, population, and housing in the vicinity of large places. At least 35,000 people in a UA must live in an area that is not part of a military reservation.



TRANSPORTATION PLANNING AREA SUMTER AND LAKE COUNTY, FLORIDA



DISCLAIMER:
This map was prepared for informational purposes only. It is not intended to be used as a legal document. The information contained herein is subject to change without notice. The user of this map assumes all liability for any errors or omissions. The information is provided as is, without warranty of any kind, express or implied, including but not limited to the accuracy, completeness, or suitability for any purpose. The user of this map warrants that it will not be used for any purpose that is prohibited by law.

APPENDIX B: TRANSPORTATION ACRONYMS & GLOSSARY

AADT Annual Average Daily Traffic: The total volume of traffic on a highway segment for one year, divided by the number of days in the year. Both directions of traffic volumes are reported as well as total two-way volumes.

ADA Americans with Disabilities Act of 1990: A Federal law that requires public facilities (including transportation services) to be accessible to persons with disabilities, including those with mental disabilities, temporary disabilities, and the conditions related to substance abuse.

ADT Average Daily Traffic: The number of vehicles passing a fixed point in a day, averaged over a number of days. The number of count days included in the average varies with the intended use of data.

AE Annual Element: The first fiscal year of the Transportation Improvement Plan.

AFV Alternative Fuel Vehicle: A vehicle that runs on a fuel other than “traditional” petroleum fuels.

AICP American Institute of Certified Planners: AICP is the American Planning Association's professional institute, providing recognized leadership nationwide in the certification of professional planners, ethics, professional development, planning education, and the standards of planning practice.

AMPO Association of Metropolitan Planning Organizations: A national

nonprofit membership organization serving the interests of metropolitan planning organizations nationwide.

APA American Planning Association: The American Planning Association brings together thousands of people — practicing planners, citizens, elected officials — committed to making great communities happen.

AQ Air Quality: generally refers to the amount of air pollutants of various types in the air. The pollutants can include hydrocarbons (also called volatile organic compounds), nitrogen oxides, particulate matter, carbon monoxide, sulfur dioxide and so on.

ARRA American Recovery and Reinvestment Act: An Act making supplemental appropriations for job preservation and creation, infrastructure investment, energy efficiency and science, assistance to the unemployed, and State and local fiscal stabilization, for the fiscal year ending September 30, 2009, and for other purposes.

ASCE American Society of Civil Engineers: Founded in 1852, the American Society of Civil Engineers (ASCE) represents more than 133,000 members of the civil engineering profession worldwide, and is America's oldest national engineering society. ASCE's vision is to position engineers as global leaders building a better quality of life.

AVO Average Vehicle Occupancy: The ratio of person trips to vehicle trips; often used as a criteria in judging the success of trip reduction programs.

AVR Average Vehicle Ridership: The number of employees scheduled to start work during specified hours divided by the number of vehicles arriving at the site

during those same hours.

BCC Board of County Commissioners: The State constitution gives the Board of County Commissioners the power to adopt ordinances (local laws), approve the County budget and set millages, and establish the requirements for the departments under its control. The Board governs all unincorporated areas of the county directly; municipalities may call upon the County for specialized services.

BMS Bridges Management Systems: Process for analyzing existing conditions and identifying future needs with respect to bridges; required for the National Highway System (NHS) as a part of ISTEA; and the extent to which the remaining public bridges are included in the process is left to the discretion of state and local officials.

BOA Board of Adjustments: The Board of Adjustment reviews applications submitted for a variance to the Land Development Regulations. The Board then approves or denies the applications based on staff reports and evidence submitted during the hearing, taking into consideration the applicant's and other testimony in favor or against the request.

BPAC Bicycle/Pedestrian Advisory Committee: Advisory Committee that examines alternatives and makes recommendations to the Lake~Sumter MPO on bicycle and pedestrian issues.

BRP State Bridge Rehabilitation: Funds for replacement or repair of bridges on the State Primary System based on statewide priority.

BRRP State Bridge Repair and Rehabilitation: Funds for the repair and rehabilitation of bridges.

BRT Federal Bridge Replacement: Funds for bridge replacement on Federal National Highway and Surface Transportation Program systems; used for critical bridges based on a statewide priority as approved by the FHWA.

CAAA Clean Air Act Amendments of 1990: Amendments to the federal Clean Air Act which classify nonattainment areas and provide for rules dealing with air pollution in such areas; specifically brought transportation decisions into the context of air quality control.

CAC Citizen Advisory Committee: Advisory committee utilized by most metropolitan planning organizations (MPOs) for citizen input into the transportation planning process.

CBD Central Business District: The area of a community with the most intense commercial and business development.

CCI Community Characteristics Inventory: The history of a community with present and future conditions of an area. Includes physical characteristics of an area, narrative text that describes the community, tables or graphics that summarize data.

CE Categorical Exclusion: A technical exclusion for projects that do not result in significant environmental impacts. Such projects are not required to prepare environmental reviews.

CEI Construction Engineering Inspection: FDOT highway project phase following construction.

CEMO Central Environmental Management Office: Represents FDOT in protecting

and enhancing a sustainable human and natural environment while developing safe, cost effective and efficient transportation systems.

CFMPOA Central Florida MPO Alliance: A coalition of transportation and government organizations committed to addressing transportation challenges on a regional basis. The alliance is comprised of representatives from Brevard MPO, MetroPlan Orlando, Volusia County TPO, Polk TPO, Ocala/Marion TPO and the Lake-Sumter MPO.

CFR Code of Federal Regulations: The codification of the general and permanent rules published in the Federal Register by the executive departments and agencies of the Federal Government. It is divided into 50 titles that represent broad areas subject to Federal regulation. Each volume of the CFR is updated once each calendar year and is issued on a quarterly basis.

CIGP County Incentive Grant Program: This program provides grants to counties to improve a transportation facility which is located on the State Highway System or which relieves traffic congestion on the State Highway System.

CIE Capital Improvements Element: A required element of local comprehensive plans which evaluates the need for public facilities, their cost and funding/schedule for construction; specific content for the CIE is found in Rule 9J 5.016 of the Florida Administrative Code and Chapter 163.3177(3), Florida Statutes.

CLC Community Liaison Coordinator: The FDOT district person responsible for implementing effective public involvement to identify potential sociocultural effects for transportation projects; responsible for public involvement and assessment of sociocultural effects in the non-MPO areas of the state.

CMAQ Congestion Mitigation and Air Quality Improvement Program: A categorical funding program created under ISTEA, which directs funding to projects that contribute to meeting national air quality standards in non-attainment areas for ozone and carbon monoxide.

CMS Congestion Management System: A systemic process required under ISTEA to provide information on transportation system performance and identify alternative strategies to alleviate congestion and enhance mobility of persons and goods; process must be developed in Transportation Management Areas (TMAs), the use of CMS in non TMAs is left to the discretion of state and local officials; in Florida, MPOs will take the lead for the CMS in urbanized areas and FDOT will take the lead elsewhere.

CMS Concurrency Management System: A systematic process utilized by local governments to ensure that new development does not occur unless adequate infrastructure (such as public facilities) is in place to support growth; requirements for the CMS are found in Rule'9J 5.0055, Florida Administrative Code.

CNU Congress for the New Urbanism: CNU advocates the restructuring of public policy and development practices to support the restoration of existing urban centers and towns within coherent metropolitan regions. We stand for the reconfiguration of sprawling suburbs into communities of real neighborhoods and diverse districts, the conservation of natural environments, and the preservation of our built legacy.

CTC Community Transportation Coordinator: People contracted by the Transportation Disadvantaged Commission to provide complete, cost effective and efficient transportation services to transportation disadvantaged (TD) persons.

CTD Commission for Transportation Disadvantaged: An independent commission housed administratively within the Florida Department of Transportation. Our mission is to insure the availability of efficient, cost-effective, and quality transportation services for transportation disadvantaged persons.

CTST Community Traffic Safety Team: Partnership represented by various public and private entities that focus on reducing the number and severity of traffic crashes within their community.

CUTR Center for Urban Transportation Research: A legislatively created research center, located at the University of South Florida, whose purpose is to conduct and facilitate research and serve as an information exchange on issues related to urban transportation problems in Florida.

DCA Department of Community Affairs: State and land planning agency responsible for a number of local and regional planning of programs, established in Chapter 163 and 380 of the Florida Statutes.

DEIS Draft Environmental Impact Statement: As indicated in title this is an analysis report describing the impacts of a major transportation improvement project upon the environment, both physical (built) and natural. It is proposed in both draft and final forms, which are reviewed by the local agencies and the general public and approved by the appropriate federal agencies. (FHWA or FTA)

DIS State funds for projects on Strategic Intermodal System

DOT Department of Transportation: Agency responsible for transportation at the

local, state, or federal level.

DRI Development of Regional Impact: A large scale development which is required to undergo an extra local review process; the appropriate regional planning council coordinates the review; the appropriate local government makes the approval decision, with the Florida Department of Community Affairs (DCA) retaining appeal authority; Rule 28 24, F.A.C. identified types of development subject to DRI review.

EA Environmental Assessment: A document that must be submitted for approval by the U.S. Environmental Protection Agency and the U.S. Department of Transportation for transportation projects in which the significance of the environmental impact is not clearly established. An EA is required for all projects for which a Categorical Exclusion or Environmental Impact Statement is not applicable.

EAR Evaluation and Appraisal Report: Periodic review and evaluation of a local government comprehensive plan; generally due every five years; requirements for contents are identified in Rule 9J 5.0053, Florida Administrative Code and Chapter 163.3191, Florida Statutes.

ECFRPC East Central Florida Regional Planning Council: provides regional planning service for Brevard, Lake, Orange, Osceola, Seminole and Volusia counties.

EIS Environmental Impact Statement: A document that explains the purpose and need for a project, presents project alternatives, analyzes the likely impact of each, explains the choice of a preferred alternative, and finally details measures

to be taken in order to mitigate the impacts of the preferred alternative.

EPA Environmental Protection Agency: Protects human health and the environment. Since 1970, EPA has been working for a cleaner, healthier environment for the American people. EPA is led by the Administrator, who is appointed by the President of the United States.

ETDM Efficient Transportation Decision Making: Creates a linkage between land use, transportation and environmental resource planning initiatives through early, interactive agency and public involvement.

FAA Federal Aviation Administration: Provides a safe and efficient aerospace system.

FAPA Florida Chapter of the APA: The Florida Chapter of APA provides statewide leadership in the development of sustainable communities by advocating excellence in planning, providing professional development for its members, and working to protect and enhance the natural and built environments.

FBT Floridians for Better Transportation: Statewide business and transportation association dedicated to making transportation safer and more efficient in Florida; created in 1988 by the Florida Chamber of Commerce and the Florida Council of 100.

FDCA Florida Department of Community Affairs: State agency responsible for assisting Florida communities in meeting the challenges of growth, reducing the effects of disasters and investing in community revitalization.

FDEP Florida Department of Environmental Protection: The lead agency in state

government for environmental management and stewardship. The department admin

FDOT Florida Department of Transportation: State agency responsible for transportation issues in Florida.

FEIS Final Environmental Impact Statement: A document that evaluates the potential environmental impacts of the proposed action.

FGDL Florida Geographical Data Library (FGDL): Housed at the GeoPlan Center at the University of Florida, contains GIS data from federal, state and local agencies.

FHPP Federal High Priority Projects: Projects earmarked by Congress in TEA 21 as high priorities at the federal level. These amount to roughly 5% of the total transportation budget.

FHWA Federal Highway Administration: Division of the U.S. Department of Transportation responsible for administering federal highway transportation programs.

FIHS Florida Intrastate Highway System (FIHS): A statewide network of limited and controlled access highways whose primary function is for high speed and high volume traffic movements; built and maintained by FDOT.

FLHSR Florida High Speed Rail: Express rail service between Tampa and Orlando with future plans to extend service to Miami. Trains are projected to reach speeds of at least 168 mph.

FLUAM Future Land Use Allocation Model: A land use forecasting model that

projects the land use parameters used in the Florida Standard Urban Transportation Models.

FONSI Finding of No Significant Impact (FONSI): A statement indicating that a project was found to have no significant impacts on the quality of the human environment and for which an environmental impact statement will therefore not be prepared.

FRA Federal Railroad Administration: The purpose of FRA is to promulgate and enforce rail safety regulations; administer railroad assistance programs; conduct research and development to improve railroad safety.

F.S. Florida Statutes: Documents in which Florida's laws are founds.

FSUTMS Florida Standard Urban Transportation Modeling Structure: Computer model used in Florida for transportation planning and traffic forecasting process.

FTA Federal Transit Administration: Federal entity responsible for transit planning and programs.

FTC Florida Transportation Commission: Provides leadership in meeting Florida's transportation needs through policy guidance on issues of statewide importance and maintaining public accountability for the DOT.

FTE Florida Turnpike Enterprise: Responsible for the operation and expansion of toll roads on the Turnpike system.

FTP Florida Transportation Plan: A statewide, comprehensive transportation

plan, which establishes long range goals to be accomplished over a 20 25 year time frame; developed by Florida Department of Transportation; updated on an annual basis.

FY Fiscal Year: A budget year; runs from July 1 through June 30 for the State of Florida; and from October 1 through September 30 for the federal governments.

GIS Geographic Information Systems: A technology that integrates the collection, management and analysis of geographic data. This can be used to display the results of data queries as maps and analyze spatial distribution of data.

GPS Global Positioning System: A satellite based navigation system providing accuracy usable for side scan sonar surveys on a worldwide basis. GPS has become a universal, reliable positioning system.

HCM Highway Capacity Manual: A collection of state-of-the-art techniques for estimating capacity and determining level of service for many transportation facilities and modes.

HOT High Occupancy Toll Lanes: Lanes that take advantage of available unused capacity in the HOV lane by allowing vehicles that do not meet the minimum occupancy requirement to pay a toll for access to the lane(s).

HOV High Occupancy Vehicle Lanes: In Florida, vehicles carrying two (2) or more people; freeways, expressways and other large volume roads may have lanes designated for HOV use by carpoolers, vanpools, and buses.

ICE Intergovernmental Coordination Element: Required element of a local government comprehensive plan addressing coordination between adjacent local

governments, and regional and state agencies; requirements for content are found in rule 9J 5.015, F.A.C. and 163.3177(b)(h), F.S.

ISTEA Intermodal Surface Transportation Efficiency Act of 1991: Federal law which restructured transportation planning and funding by requiring consideration of multimodal solutions, emphasis on the movement of people and goods as opposed to traditional highway investments, flexibility in the use of transportation funds, a greater role of MPOs, and a greater emphasis on public participation.

ITE Institute of Transportation Engineers: An international society of professionals in transportation and traffic engineering; publishes Trip Generation (a manual of trip generation rates by land use type).

ITS Intelligent Transportation System: Use of computer and communications technology to facilitate the flow of information between travelers and system operators to improve mobility and transportation productivity, enhance safety, maximize the use of existing transportation facilities, conserve energy resources and reduce adverse environmental effects; includes concepts such as "freeway management systems," "automated fare collection" and "transit information kiosks."

JPA Joint Participation Agreement: Legal instrument describing intergovernmental tasks to be accomplished and/or funds to be paid between government agencies.

LAP Local Agency Program: Contracts between FDOT and other governmental agencies to develop, design, acquire right-of-way, and construct transportation facilities and to reimburse these governmental agencies for services provided to the traveling public.

LGCP Local Government Comprehensive Plan: As required by Chapter 163, Florida Statutes, requires local governments to develop local comprehensive plans; also contains capital improvements, consistency and concurrency requirements, and provides for Rule Chapter 9J 5, F.A.C.

LOS Level of Service: A qualitative assessment of a road's operating condition, generally described using a scale of A (little congestion) to E/F (severe congestion).

LRT Light Rail Transit: An electric rail system which has single cars or short trains, and passenger's board at track or car floor level.

LRTP Long Range Transportation Plan: A 20 year forecast plan required of state planning agencies and MPOs; must consider a wide range of social, environmental, energy and economic factors in determining overall regional goals and consider how transportation can best meet these goals.

LU Land Use: Refers to the manner in which portions of land or the structures on them are used, i.e., commercial, residential, retail, industrial, etc.

MG Minimum Guarantee: A funding category created in TEA 21 that guarantees a 90% return of contributions on formula funds to every state.

MMTD Multimodal Transportation District: Jointly administered by FDOT and DCA, this planning framework was established by statute based on recommendations by the Transportation and Land Use Study Committee (1999), which sought to reconcile transportation programs and land use practices. Its goal is to expand the use of multiple modes by coordinating transportation

improvements (such as improved transit service and pedestrian facilities) and land use measures that enable multimodal transportation to succeed.

MPO Metropolitan Planning Organization: The forum for cooperative transportation decision making; required for urbanized areas with populations over 50,000

MPOAC Metropolitan Planning Organization Advisory Council: A statewide advisory council (consisting of one member from each MPO) that serves Florida's 25 MPOs as the principal forum for collective policy discussion; created by law to assist the MPOs in carrying out the urbanized area transportation planning process.

MSTU Municipal Services Tax Unit: A Taxing District authorized by State Constitution, Article VII and Florida Statute 125.01. The MSTU is a legal and financial mechanism for providing specific services and/or improvements to a defined geographical area. An MSTU may levy ad valorem taxes to provide funds for the improvements.

NAAQS National Ambient Air Quality Standards (NAAQS): Establishes maximum concentrations for criteria air pollutants in specified geographical areas. These pollutants include carbon monoxide (CO), lead (Pb), nitrogen dioxide (NO₂), particulate matter (PM-10), ozone (O₃), and sulfur dioxide (SO₂). To prevent established concentrations from being exceeded, State and local governments may require air pollution controls on existing, new, and modified industrial facilities; tighter standards on emissions from motor vehicles; and the use of alternative fuels.

NEPA National Environmental Policy Act of 1969: An Act to establish a national policy for the environment, to provide for the establishment of a Council on

Environmental Quality, and for other purposes.

NHS National Highway System: Specific major roads to be designated by September 30, 1995; the NHS will consist of 155,000 (plus or minus 15%) miles of road and represents one category of roads eligible for federal funds under ISTEA.

NHPA National Historic Preservation Act (NHPA): Law requiring federal agencies to consider the potential effect of a project on a property that is registered on or eligible for the National Register of Historic Places. If effects are identified, federal and state agencies and the public must identify means to mitigate the harm.

PD&E Project Development and Environment Study (PD&E): FDOT's name for a corridor study to establish conceptual design for a roadway and to determine its compliance with federal and state environmental laws and regulations.

PE Preliminary Engineering (design): Highway project phase

PEA Planning Emphasis Area: Planning for the appropriate use of land within communities.

PHF Peak Hour Factor: Traffic engineers focus on the peak-hour traffic volume in evaluating capacity and other parameters because it represents the most critical time period. The analysis of level of service is based on peak rates of flow occurring within the peak hour because substantial short-term fluctuations typically occur during an hour. Common practice is to use a peak 15-minute rate of flow. Flow rates are usually expressed in vehicles per hour, not vehicles per 15 minutes.

PIO Public Information Officer: The individual in an agency or district

responsible for disseminating information and responding to inquiries from the media.

PI Public Involvement: The process by which public concerns, needs, and values are solicited and incorporated into decision-making.

PL Planning Funds: Federal Highway Administration planning funds, also called Section 112 funds.

PIP Public Involvement Plan (PIP): A written plan of public involvement strategies and activities for a specific transportation plan or project. The PIP provides a systematic approach to how the results and outcomes of public involvement activities are integrated into the decision-making process.

PMS Pavement Management System: A systematic process utilized by state agencies and MPOs to analyze and summarize pavement information for use in selecting and implementing cost effective payment construction, rehabilitation, and maintenance programs; required for roads in the National Highway System as a part of ISTEA; the extent to which the remaining public roads are included in the process is left to the discretion of state and local officials; criteria found in 23 CFR 500.021 209.

PTMS Public Transportation Facilities and Equipment Management System: A systematic process (required under ISTEA) utilized by state agencies and MPOs to collect and analyze information on the condition and cost of transit assets on a continual basis; data is to be used to help people choose cost effective strategies for providing and keeping transit facilities and Transportation Management Areas (TMAs); the use of CMS in non TMAs is left to the discretion of state and local officials.

PUD Planned Unit Development: A zoning category that allows innovation in development by the suspension of standard zoning to be replaced by negotiated agreements. A PUD requires a comprehensive development plan for the entire area, usually including residences, roads, schools, recreational facilities and service areas, plus commercial, office and industrial areas.

RFP Request for Proposals: A document advertising opportunities to submit bids for a particular purchase or service contract.

ROW Right of Way: Real property that is used for transportation purposes; defines the extent of the corridor that can be used for the road and associated drainage.

RPC Regional Planning Council: A multipurpose organization composed of representatives of local governments and appointed representatives from the geographic area covered by the council, and designated as the primary organization to address problems and plan solutions that are of greater than local concern or scope; currently there are 11 regional planning councils in Florida. In some area of Florida the Regional Planning Council is under contract to provide staff services to MPOs.

SAFETEA – Safe, Accountable, Flexible, Efficient Transportation Equity Act:

LU: Legacy for Users: Reauthorization of the Federal Transportation Bill authorizing the Federal surface transportation programs for highways, highway safety, and transit for the 5-year period, 2005-2009.

SCE Sociocultural Effects: The effects a transportation action has on social, economic, aesthetic and livability, relocation and displacement, civil rights and land

use issues.

SCOP Small County Outreach Program: Assists small county governments (population of 150,000 or less) in resurfacing or reconstructing county roads or in constructing capacity or safety improvements to county roads.

SIS Strategic Intermodal System: A transportation system comprised of facilities and services for statewide and interregional significance, including appropriate components of all modes.

SOV Single Occupant Vehicle: Privately operated vehicle whose only occupant is the driver.

SIB State Infrastructure Bank: Method of financing large capital projects by taking advantage of borrowing against future state revenues.

SRPP Strategic Regional Policy Plan: A plan, developed by each regional planning council (RPC), which contains goals and policies addressing affordable housing, economic development, emergency preparedness, natural resources of regional significance, and regional transportation issues; must be consistent with the state comprehensive plan.

STIP State Transportation Improvement Program: The FDOT five year work program as prescribed by federal law.

TAC Technical Advisory Committee: A standing committee of most metropolitan organizations (MPOs); function is to provide advise on plans or actions of the MPO from planners, engineers and other staff members (not general citizens).

TCEA Transportation Concurrency Exception Area: Special areas designated in local government comprehensive plans where special level of service standards or analysis techniques may be prescribed. Usually implemented in support of urban infill, urban redevelopment, and/or downtown revitalization.

TCMA Transportation Concurrency Management Area: Special areas designated in local government comprehensive plans where special level of service standards or analysis techniques may be prescribed. Usually implemented in support of urban infill, urban redevelopment, and/or downtown revitalization.

TD Transportation Disadvantaged: People who are unable to transport themselves or to purchase transportation due to disability, income status or age.

TDCB Transportation Disadvantaged Coordinating Board: This committee is responsible for defining transportation disadvantaged-related goals and objectives, preparing a service plan, and ensuring that the needs of the transportation disadvantaged citizens are being met.

TDM Transportation Demand Management: A transportation planning process that is aimed at relieving congestion on highways by the following types of actions: (1) actions that promote alternatives to automobile use; (2) actions that encourage more efficient use of alternative transport systems, and (3) actions that discourage automobile use.

TDP Transit Development Plan: An intermediate-range transit plan (usually five years) that examines service, markets, and funding to make specific recommendations for transit improvements.

TDSP Transportation Disadvantaged Service Plan: A tactical plan with

Development, Service, Quality Assurance and Cost/Revenue Allocation and Rate Structure Justification components. The TDSP contains goals which the CTC plans to achieve, and the means by which they intend to achieve them.

TE Transportation Enhancements: Specific activities which can be funded with Surface Transportation Program (STP) funds; activities include pedestrian/bicycle facilities, acquisition of scenic easements and scenic historic sites, scenic or historic highway programs, scenic beautification, historic preservation, rehabilitation/operation of historic transportation structures, railway corridor preservation, control/removal of outdoor advertising, archeological planning/research and mitigation of highway runoff water pollution.

TEA 21 Transportation Equity Act for the 21st Century: Federal Legislation authorizing funds for all modes of transportation and guidelines on the use of those funds. Successor to ISTEA, the landmark legislation that clarified the role of the MPOs in the local priority setting process, TEA 21 emphasizes simplicity, fairness, and higher funding levels for transportation.

TIGER Transportation Investment Generating Economic Recovery: Funding for supplemental discretionary grants for capital investments in surface transportation infrastructure under the American Recovery and Reinvestment Act.

TIP Transportation Improvement Program: A priority list of transportation projects developed by a metropolitan planning organization that is to be carried out within the five (5) year period following its adoption; must include documentation of federal and state funding sources for each project and be consistent with adopted MPO long range transportation plans and local government comprehensive plans.

TMA Transportation Management Association: A membership organization designed to help a group of businesses, companies, and other interested parties implement a commute management program; some funding for these groups is available through the state Commuter Assistance Program (CAP).

TMA Transportation Management Area: A federal term for an urban area of over 200,000 population.

TMS Transportation Management System: Transportation Management System: The implementation of traffic control measures, such as HOV lanes, signal timing adjustments, median closings, and access management strategies to increase the operating efficiency of the traffic circulation system.

TMS Transportation Management System: A LSMPO system that includes traffic counts, tracking of approved developments and crash data resulting in a comprehensive database.

TOP Transit Operations Plan: An operational and cost feasibility analysis performed prior to implementation of transit services.

TPO Transportation Planning Organization: A synonym for a Metropolitan Planning Organization (MPO), responsible for transportation planning and is mandated by state and federal agencies.

TRB Transportation Research Board: A unit of the National Research Council whose purpose is to advance knowledge about transportation systems; publishes the Highway Capacity Manual.

TRIP Transportation Regional Incentive Program: TRIP was created to improve regionally significant transportation facilities in "regional transportation areas". State funds are available throughout Florida to provide incentives for local governments and the private sector to help pay for critically needed projects that benefit regional travel and commerce. The Florida Department of Transportation (FDOT) will pay for 50 percent of project costs, or up to 50 percent of the nonfederal share of project costs for public transportation facility projects.

TSCP Transportation and Community and Systems Preservation Pilot Program: A federal discretionary grant program created in TEA 21 that is designed to provide funding for revitalizing and rehabilitating transportation corridors.

TSM Transportation Systems Management: Strategies to improve the efficiency of the transportation system through operational improvements such as the use of bus priority or reserved lanes, signalization, access management, turn restrictions, etc.

UA Urbanized Area: The US Census Bureau defines an urbanized area as: "Core census block groups or blocks that have a population density of at least 1,000 people per square mile (386 per square kilometer) and surrounding census blocks that have an overall density of at least 500 people per square mile (193 per square kilometer)."

UPWP Unified Planning Work Program: Developed by Metropolitan Planning Organization (MPOs); identifies all transportation and transportation air quality tasks and activities anticipated within the next one to two years, including a schedule for the completion of the identified tasks and activities.

USC United States Code: The United States Code is the codification by subject matter of the general and permanent laws of the United States. It is divided by broad subjects into 50 titles and published by the Office of the Law Revision Counsel of the U.S. House of Representatives. Since 1926, the United States Code has been published every six years. In between editions, annual cumulative supplements are published in order to present the most current information.

USDOT United States Department of Transportation: Established by an act of Congress on October 15, 1966, the Department's first official day of operation was April 1, 1967. The mission of the Department is to: Serve the United States by ensuring a fast, safe, efficient, accessible and convenient transportation system that meets our vital national interests and enhances the quality of life of the American people, today and into the future.

VHT Vehicle Hours Traveled: On highways, a measurement of the total hours traveled in a given area for a specified time period. It is calculated by multiplying the number of vehicles by the hours traveled in a given area or on a given highway during the time period. In transit, it is calculated by multiplying the number of vehicles by the hours traveled on a given area or on a different route, line, or network during the time period.

VMS Variable Message Sign: An electronic traffic sign often used on roadways to give travelers information about special events. Such signs warn of traffic congestion, accidents, incidents, roadwork zones, or speed limits on a specific highway segment. They may also ask vehicles to take alternative routes, limit travel speed, warn of duration and location of the incidents or just inform of the traffic conditions.

VMT Vehicle Miles Traveled: On highways, a measurement of the total miles traveled in a given area for a specified time period. It is calculated by multiplying the number of vehicles by the miles traveled in a given area or on a given highway during the time period. In transit, it is calculated by multiplying the number of vehicles by the miles traveled on a given area or on a different route, line, or network during the time period.

WAGES Work and Gain Economic Self Sufficiency: Florida's welfare to work program.

WRPC Withlacoochee Regional Planning Council: Provides regional planning services for Citrus, Hernando, Levy, Marion, and Sumter Counties.

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**APPENDIX C: FLORIDA LRTP AMENDMENT
THRESHOLDS**

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Florida LRTP Amendment Thresholds

March 5, 2014

LRTP Amendments

Project Cost Changes that Require an LRTP Amendment

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

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

Other Changes that Require an LRTP Amendment

A. Design Concept or Scope Changes: A major change in the project termini (e.g. expansion) or a change in a project concept(s) such as adding a bridge, addition of lanes, addition of an interchange, etc.

B. Deleting a full project from the CFP.

C. Adding a new project where no phases are currently listed in the CFP.

D. Projects or Project Phase Initiation Date for projects in the CFP:

a) Advancing a project phase from the 3rd 5 years and the last 10 year band of the LRTP to the TIP/STIP years; advancing a project more than one 5 year band (see table with LRTP amendment examples below).

b) Adding a phase to an existing CFP project (e.g. if ROW is funded, adding CST Phase) where (1) the new phase is funded in the TIP/STIP years/1st 5-year band of the LRTP and (2) one or more phases of a

different project must be deferred to a later band or to the Needs/Illustrative List in order to demonstrate fiscal constraint.

c) For advancing phases of minor projects, please see the LRTP Modifications section.

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

a) Moving a new project from a Needs or Illustrative List to the CFP where no phases are currently listed in the CFP.

b) Moving new phases from a Needs or Illustrative List to an existing CFP project where (1) the new phase is funded in the TIP/STIP years/1st 5-year band of the LRTP and (2) one or more phases of a different project must be deferred to a later band or to the Needs/Illustrative List in order to demonstrate fiscal constraint.

LRTP Modifications

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

A. Design Concept or Scope Changes: A minor change in the project termini equal to or less than 10% of the total project, i.e., adjusting length for turn lane tapers.

B. Identification of planned use of Federal funds for existing CFP projects if Federal funds are added to a project funded with only state or local funds in the adopted LRTP.

C. Project or Project Phase Initiation Date:

a) Advancing a project from a 5- or 10-year band to an adjacent 5 year band beyond the TIP/STIP years/1st 5-yr band.

b) Adding a new phase to an existing CFP project (e.g. if ROW is funded, adding CST Phase) where the new phase is funded beyond the TIP/STIP years/1st 5-year band of the LRTP.

c) Adding a new phase to an existing CFP project (e.g. if ROW is funded, adding CST Phase) from a Needs or Illustrative list to the CFP where the new phase is funded beyond the TIP/STIP years/1st 5-year band of the LRTP.

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

Advancing Phases for Minor Projects

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

Background and Related Information

TIP/STIP Consistency with LRTP

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

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

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

NEPA Consistency and Approval

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

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

C. The limits in the NEPA document (logical termini) are addressed in the LRTP CFP or Needs Plan, regardless of the implementing constructible segments.

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

For the final NEPA document to be signed:

In an MPO area

A. The project must be described within the LRTP. The description, at a minimum, must include roadway identification, termini, implementation time frame and full project cost.

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

C. At least one subsequent phase of the entire project must be in the LRTP CFP. If the next phase for the entire project is not in the CFP, then at least one segment of the project must be fully funded in the CFP through construction.

D. The information that is then displayed in the TIP/STIP would depend on the timing of the programming for the next phase of the project implementation.

In a non-MPO area

A. The project must be consistent with the Florida Transportation Plan.

B. If the project is on the SIS, the SIS 10-Year CFP may be used to show the project's planned implementation. If the project is not on the SIS, other publically available long range considerations may be used to show the project's planned implementation, such as local government comprehensive plans.

C. The project or phase of a project must be in the STIP. If funding of the project is beyond the timeframe of the STIP, the STIP must contain

an informational project with a description of the subsequent phase(s) as reflected in the

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.

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**APPENDIX D: FEDERAL REQUIREMENTS
FOR THE PUBLIC PARTICIPATION**

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Federal Requirements for Public Participation

The public involvement process requirements in 23 CFR450, Section 450.316(b) (1), are listed below.* These requirements encourage a proactive 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.

- (i) Require a minimum public comment period of forty-five days before the public involvement process is initially adopted or revised;*
- (ii) Provide timely information about transportation issues and processes to persons, affected public agencies, representatives of transportation agency employees, private providers of transportation, other interested parties and segments of the community affected by transportation plans, programs and projects (including but not limited to central city and other local jurisdiction concerns);*
- (iii) Provide reasonable public access to technical and policy information used in the development of plans and TIP's, and open public meetings where matters related to the Federal- aid highway and transit programs are being considered;*
- (iv) Seek out and consider the needs of those traditionally underserved by existing transportation systems, including but not limited to low-income and minority households;*
- (v) When significant written and oral comments are received on the draft transportation plan or TIP (including the financial plan) as a result of the public involvement process, a summary, analysis, and report on the disposition of comments shall be made part of the final plan and TIP;*
- (vi) If the final transportation plan or TIP differs significantly from the one which was made available for public comment by the MPO and raises new material issues which interested parties could not reasonably have foreseen from the public involvement efforts, an additional opportunity for public comment on the revised plan or TIP shall be made available.*

- (vii) *Public involvement processes shall be periodically reviewed by the MPO in terms of their effectiveness in assuring that the process provides full and open access to all;*
- (viii) *These procedures will be reviewed by the FHWA and the FTA during certification reviews for TMAs, and as otherwise necessary for all MPOs, to assure that full and open access is provided to decision-making processes.*
- (ix) *Metropolitan public involvement processes shall be coordinated with statewide public involvement processes wherever possible to enhance public consideration of the issues, plans, and programs and reduce redundancies and costs.*

* **Please Note:** Other components of the legislation which support 23CFR450, Section 450.316(b) (1) are:

- 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
- 450.324(c) - - Transportation Improvement Program: General