



Public Involvement Report

Lake~Sumter Metropolitan Planning
Organization

Anticipated Adoption: June 2026



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1. INTRODUCTION

Public participation is central to the Lake~Sumter MPO's (LSMPO) mission of providing the local governments, agencies and residents of Lake and Sumter counties with a platform for addressing growth and transportation issues. The LSMPO has adopted a Public Participation Plan (PPP) to provide a process that ensures opportunities for the public to be involved in all phases of the LSMPO planning process. The current PPP was adopted in 2024.

The PPP calls for an assessment of public participation techniques through the creation of an annual report to the Governing Board that quantifies the results of the public involvement efforts from the past year. The purpose of this report is to document and assess the Lake~Sumter MPO's public involvement efforts undertaken during Fiscal Year (FY) 2025 (July 1, 2024 to June 30, 2025) to understand the effectiveness of current public involvement initiatives and identify areas for improvement.

This report summarizes all public outreach efforts and tools used during FY 2025 and evaluates them against the Objectives, Strategies, and Measures outlined in the PPP, as well as the recent policy changes related to Disadvantaged Business Enterprise (DBE); Title VI; and Limited English Proficiency (LEP) Plans. Recommendations for improving public engagement are offered based on this evaluation and will be used to inform updates to the PPP. Moving forward, this report will be developed annually to help accurately gauge the LSMPO's outreach strategies and to provide continuous and data-driven improvements to the PPP.

Figure 1. Executive Director Michael Woods providing information about Lake County trails



1.1. Overview of Public Involvement

The LSMPO held or participated in 29 outreach events during FY 2025, including committee meetings, board meetings, stakeholder meetings, and public hearings. These events provided opportunities for the public to provide feedback in the planning process. A full list of all public involvement events is included in Appendix A.

Committee meetings are the primary method of sharing information with the public and gathering input, as they provide consistent opportunities for community feedback. Lake~Sumter MPO hosts bi-monthly meetings for the Governing Board, Technical Advisory Committee, and Community Advisory Committee, all of which are open to the public, provide for virtual participation, and include an agenda item for public comment. The MPO's core planning documents—the Long Range Transportation Plan (LRTP), Transportation Improvement Plan (TIP), Unified Public Work Plan (UPWP), List of Priority Projects (LOPP), and Public Participation Plan (PPP)—are presented at committee meetings, giving the public an opportunity to comment on them before final versions are approved by the Governing Board.

In addition to committee meetings, the MPO hosts public workshops and stakeholder meetings to encourage the public to participate in and provide input on specific transportation projects or plans. The LSMPO also conducts targeted outreach to underserved communities, most notably through the quarterly Transportation Disadvantaged Coordinating Board (TDCB) meetings.

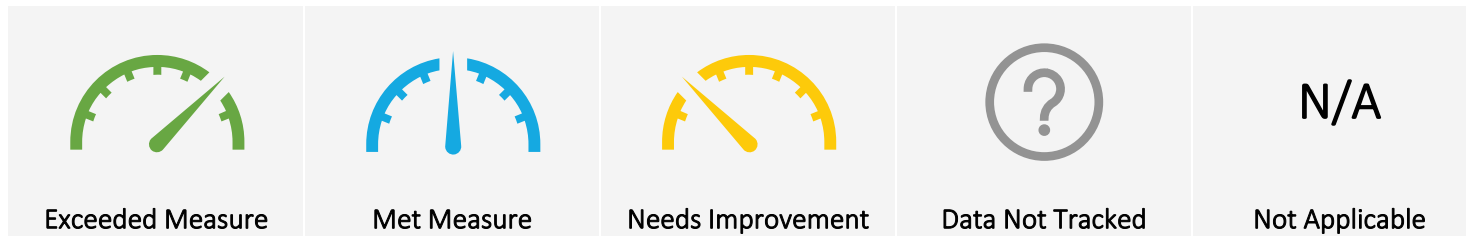
Beyond the outreach events and committee meetings, the MPO uses a variety of tools and techniques to engage the public, including the LSMPO website, Facebook, educational videos, and the mailing list. In FY 2025, surveys were conducted for the annual Community Transportation Coordinator Evaluations of Lake County Transit and Sumter County Transit as part of the Transportation Disadvantaged Program.

2. PUBLIC PARTICIPATION PLAN (PPP) REVIEW

The goal of the LSMPO PPP is to establish an on-going process through which citizen input is regularly identified and considered in the development of MPO plans, projects, and policies. The following five objectives provide the framework for working towards this goal:

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

The PPP outlines strategies that describe the efforts the MPO will pursue to support each Objective, with associated performance measures for each strategy. This section compares public engagement efforts from FY 2025 to the PPP's Performance Measures to analyze the effectiveness of the LSMPO's outreach strategies. The icons below signify whether the performance measures were met, exceeded, need improvement, or if data was not tracked or was not applicable.










The evaluation timeframe is FY 2025, or July 1, 2024 – June 30, 2025. Evaluations were made based on quantifiable data if the performance measure included a measurable goal and if data was available (i.e., Ensure 80% of advisory committee meeting notices and information are sent at least seven (7) days prior to the meeting). If the measure was not able to be quantified, the evaluation was made based on an understanding of industry best practices and local context (i.e., Meetings are held virtually as appropriate).

2.1. Objective 1: Advisory Committee Involvement

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




TABLE 1. *Objective 1 Performance Measures and Evaluation*


Strategy	Measures	Public Involvement Efforts	Evaluation
1.1: Ensure the majority of all advisory committee positions are filled during the course of the year.	1.1.1: Regularly advertise open positions through various channels such as the MPO’s website, newsletters and community events.	The MPO advertises Community Advisory Committee positions via the Lake County and Sumter County websites.	
1.2: By 2025, fill a minimum of 10% of CAC positions with representatives that are from traditionally underserved or underrepresented populations which may include members from the Transportation Disadvantaged Community.	1.2.1: Conduct outreach programs specifically targeting underrepresented communities to encourage participation.	News releases on core products encourage citizens to engage with the MPO committees.	
1.3: Post meeting notices and deliver information to advisory committee at least seven (7) days prior to meetings.	1.3.1: Ensure 80% of advisory committee meeting notices and information are sent at least seven (7) days prior to the meeting.	100% of all committee meeting minutes stated that the meeting was properly noticed, exceeding the goal of 80%.	
	1.3.2: LSMPO staff members meet regularly with the Central Florida Metropolitan Planning Organization Alliance staff members to discuss regional issues and provide that input to the advisory committees.	LSMPO staff members attended a Central Florida Metropolitan Planning Organization Alliance meeting on 2/5/2025 - the only meeting during this reporting period.	
1.4: Ensure 100% of advisory committee recommendations or actions are logged and subsequently presented to LSMPO Board.	1.4.1: Implement a standardized process for documenting and tracking committee recommendations and actions.	A summary of comments received are made available as part of the various final plans or programs.	
1.5: Evaluate public participation activities and techniques in the PPP and prepare an annual report to the LSMPO Board with an analysis of the effectiveness of the PPP.	1.5.1: Develop assessment criteria to measure the effectiveness of various public participation activities and techniques.	The PPP, which was prepared and adopted in FY 2024, includes goals, objectives, and actions to measure the effectiveness of its techniques and strategies.	
	1.5.2: Present findings to the LSMPO Board along with recommendations for enhancing the PPP’s effectiveness.	This annual report will be included on the agenda for the June 17, 2026 LSMPO Board meeting.	

2.2. Objective 2: Information Accessibility

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

TABLE 2. *Objective 2 Performance Measures and Evaluation*






Strategy	Measures	Public Involvement Efforts	Evaluation
2.1: Schedule meetings and events at convenient times and locations near fixed-route bus stops, offering both in-person and virtual attendance options whenever possible.	2.1.1: Facilitate public meetings in neighborhoods located within the study area for specific transportation projects.	No studies took place in FY 2025.	N/A
	2.1.2: Meetings are held virtually as appropriate.	A Virtual Lunch and Learn was held to discuss the TIP on 6/4/2025. All other LSMPO-hosted meetings included virtual and in-person participation options.	
2.2: Accommodate 100% of requests for ADA accessibility. Provide access for persons with disabilities to obtain information and participate in MPO events and meetings, including virtual participation as available	2.2.1: 100% of meetings, events and project-related information sources are accessible to persons with disabilities, as requested.	The LSMPO accommodates ADA needs, as requested. Meeting notices include language about ADA accommodations.	
2.3: Plan public involvement activities and events to be geographically dispersed throughout the LSMPO area.	2.3.1: Meetings for the LRTP, special regional public meetings and/or regional workshops are provided within each of the MPO's five subareas.	Starting in June 2025, the LSMPO conducted an online public survey to gauge transportation needs for 2050 Working Needs with a companion instructional video. Public meetings followed but are out of this reporting period.	N/A
	2.3.2: At least one (1) meeting or opportunity is located in each affected area in the LSMPO region (pertains to corridor or area-specific actions).	No meetings for corridor or site-specific projects were held as there were no corridor or site-specific projects this fiscal year.	N/A
2.4: Focus public involvement activities and events to target a diverse group of participants.	2.4.1: Annual public meetings target underserved groups including, including people with low-income, people with Limited English Proficiency (LEP), people who are transit dependent, people of color, older adults, and people with disabilities, within the study area.	The Lake County Transportation Disadvantaged Coordinating Board (TDCB) Public Hearing and Sumter County TDCB Public Hearing were held on June 2, 2025.	
2.5: Produce public information in a format that is engaging and easily accessible for traditionally underserved populations and is ADA accessible.	2.5.1: In areas with Limited English Proficiency, materials are produced in the predominant non-English language.	No materials were requested and therefore not provided.	N/A
	2.5.2: Translators or local community representatives are available at public meetings, outreach activities in areas where a high	No translators were requested and therefore not provided.	N/A

Strategy	Measures	Public Involvement Efforts	Evaluation
	<p>proportion of the population is non-English speaking to help facilitate the discussions.</p> <p>2.5.3: Provide a mechanism by which disabled citizens/groups are able to request accessible materials that are specific to their needs. For example, the visually impaired may desire audio information, or the hearing impaired may desire written information.</p>	<p>Meeting notices state that persons who require special accommodations under the Americans with Disabilities Act should contact the MPO prior to scheduled meeting.</p>	

2.3. Objective 3: Feedback in the Process

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




TABLE 3. *Objective 3 Performance Measures and Evaluation*







Strategy	Measures	Public Involvement Efforts	Evaluation
3.1: Respond to public inquiries within seven (7) working days of the date of receipt.	3.1.1: 75% of all responses to public inquiries are made within seven (7) working days of receipt date.	100% of inquiries were responded to within seven (7) days, exceeding the goal of 75%.	
	3.2.1: 80% of public meeting notices are sent at least five (5) days prior to the meeting.	100% of notices were sent at least five (5) days prior to the meeting, exceeding the goal of 80%.	
3.2: Make meeting notices and information available at least five (5) days prior to meetings.	3.2.2: 80% of public meeting information is made available at least five (5) days prior to the meeting.	All public meeting information is made available at least five (5) days prior to any meeting held, exceeding the goal of 80%.	
	3.3.1: For corridor/site specific projects, the Public Involvement Summary will include a narrative describing how public comment shaped the selected alternative/decision.	No meetings for corridor or site-specific projects were held as there were no corridor or site-specific projects this fiscal year.	N/A
3.3: Provide follow-up information to individuals or groups.	3.3.2: LSMPO staff will provide written responses to questions or comments from public meetings within seven (7) working days.	LSMPO responded to all comments within seven (7) days.	
	3.4.1: A record of public comments and how they were integrated into the transportation planning process is maintained by LSMPO staff.	All comments are made available to Committee and Board members for review and are part of the final documents.	
3.4: Incorporate public feedback into transportation decision making	3.4.2: LSMPO staff will conduct project-specific surveys to evaluate public needs and obtain input into the project recommendations.	No surveys for corridor or site-specific projects were conducted as there were no corridor or site-specific projects this fiscal year.	N/A

2.4. Objective 4: Outreach Tools and Techniques

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

TABLE 4. *Objective 4 Performance Measures and Evaluation*

Strategy	Measures	Public Involvement Efforts	Evaluation
4.1: Utilize various public involvement techniques including virtual meetings.	4.1.1: Multiple techniques are used to involve/engage the public in decision making (e.g., ads, website, meetings).	LSMPO primarily engages the public through committee meetings, which are open to the public, allow virtual participation, have agendas posted to the website ahead of time, and include an agenda item for public comment. LSMPO also uses its website and mailing list to inform and engage the public, as well as public meetings for specific projects or plans.	
	4.1.2: All LSMPO announcements and meeting materials are posted to the LSMPO website at least five (5) days prior to meetings and events.	Of the public meetings with minutes available, all were documented as properly noticed.	
4.2: Enable public information accessibility in languages other than English, as appropriate, or in other means to address disabilities.	4.2.1: When requested, and with seventy-two (72) hour notice, the LSMPO will provide meeting notices in other languages.	No notices were requested to be translated to other languages.	N/A
	4.2.2: When requested, and with seventy-two (72) hour notice, the LSMPO will provide meeting notices in a format to accommodate visual disabilities.	No notices were requested to be provided in a format to accommodate visual disabilities.	N/A
	4.2.3: In specific geographic areas for specific community meetings, 100% of presentation materials are produced in a language other than English (as needed).	No specific community meetings were held during this fiscal year.	N/A
	4.2.4: LSMPO staff utilize maps and other visual techniques to convey information.	LSMPO has a webpage dedicated to maps and GIS data, including both interactive and static maps, to convey information related to the TIP, LOPP, traffic counts, crash data, boundaries, and more. Not all maps have been recently updated. Planning documents also include maps. Graphs are also used as appropriate to convey information.	








Strategy	Measures	Public Involvement Efforts	Evaluation
4.3: Employ various website tools to provide information and gather input.	4.3.1: Utilize multiple website tools (e.g., surveys, comment forms, interactive calendars) for public engagement.	LSMPO uses the following website tools to involve the public in decision-making: online comment form, interactive calendar, meeting details and agendas posted to the website, interactive maps, and planning documents available electronically.	
	4.3.2: Translate LSMPO website pages into languages other than English using tools like Google Translate.	The LSMPO website did not have the functions installed to translate webpages into other languages. However, there are numerous translation tools available online that allow readers to convert text on the LSMPO’s website into their preferred language.	
	4.3.3: Develop and monitor project-specific web pages to collect public feedback.	A project-specific webpage was developed for the 2050 LRTP Update with interactive survey and mapping tools.	
4.4: Enhance accessibility to project information and ensure the LSMPO website can be accessed in languages other than English.	4.4.1: LSMPO will use Google Translate, or other readily available translation tool/app, to ensure all pages of the LSMPO website can be accessed in languages other than English.	The LSMPO website did not have the functions installed to translate webpages into other languages. However, there are numerous translation tools available online that allow readers to convert text on the LSMPO’s website into their preferred language.	
	4.4.2: Project specific web pages are developed and tracked as a method to gather public feedback.	A project-specific webpage was developed for the 2050 LRTP Update with interactive survey and mapping tools.	
4.5: Maintain an updated contact database to ensure opportunities to provide feedback on transportation planning processes and products	4.5.1: LSMPO maintains and continuously updates a database of contacts including a minimum of the following individuals and agencies to provide that all interested parties have reasonable opportunities to comment on the transportation planning process and products: Local Government Staff; Transportation Agencies (port, airports, transit, etc.); Local Media; Homeowners’ Associations, and Civic Groups; and Special Interest Groups. Additional interested parties, including as those below, are identified and added to the outreach database annually: <ul style="list-style-type: none"> Federal, state and local agencies responsible for land use management, natural 	The LSMPO maintains and continually updates its contacts database as needed. There are 332 contacts currently on the Listserv.	

Strategy	Measures	Public Involvement Efforts	Evaluation
	<p>Resources, environmental protection, conservation and historic preservation and other environmental entities</p> <ul style="list-style-type: none"> • Public Land Managers • Private Freight Shippers • Representatives of Public Transportation Employees • Providers of Freight Transportation Services • Private Providers of Transportation • Representatives of Users of Public Transportation • Pedestrian Representatives • Representatives of Bicyclists • Representatives of people with all abilities 		

2.5. Objective 5: Public Input on Public Transit

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

TABLE 5. *Objective 5 Performance Measures and Evaluation*

Strategy	Measures	Public Involvement Efforts	Evaluation
5.1: Request the Lake County Section 5307 Program of Projects (POP).	5.1.1: Request annually (by May 1) Lake County Section 5307 POP for the following fiscal year.	The MPO requests the Transit projects as part of the new TIP Development which was announced on May 30, 2025.	
	5.1.2: Request annually (by June 1) a copy of the Section 5307 POP advertisement in the local newspaper.	An advertisement was posted on the website but not in the newspaper. However, Federal regulations no longer require newspaper publications, with the exception of the Transportation Disadvantaged Program.	
5.2: Include POP with the LSMPO LOPP and present at the CAC, TAC, and LSMPO Policy Board meetings in 4th quarter of the LSMPO fiscal year. The public will have the opportunity to: Provide input on the POP. Be involved in prioritizing of the POP for funding.	5.2.1: Request (by March 1) a representative from Lake County Public Transit attends the June CAC, TAC, and LSMPO Policy Board meetings when the LOPP and POP are discussed.	Lake County Transit is represented on the TAC. According to the minutes, no representatives from Lake County Transit were present for the June 2025 meetings. However, Lake County Transit staff were in attendance at the TAC meetings in February and April 2025 where the LOPP was discussed.	
	5.2.2: Request (at least fourteen days prior) a representative from Lake County Public Transit attends the CAC, TAC, and LSMPO Policy Board meetings when a TIP Amendment for public transit funding is considered.	Lake County Transit is represented on the TAC. The MPO requests representative from Lake County Transit to attend the meetings, when applicable. Lake County Transit staff were present at the December 2024 Board meeting.	
5.3: Increase input opportunities for the Transportation Disadvantaged Coordinating Board (TDCB) on LSMPO programs and plans.	5.3.1: Review the Lake County Section 5307 POP and LOPP with the TDCB.	These were included in the MPO announcement dated May 30, 2025 advertising the TIP.	
	5.3.2: Present information on other transit-related projects underway to the TDCB during the quarterly meetings and obtain feedback.	The LSMPO frequently provides discussion items to the TDCB meetings related to state and federal updates and ongoing projects.	
	5.3.3: On an annual basis, review any transit service grievances that may have been filed and incorporate improvement strategies into transit planning projects or programs as appropriate.	The Grievance Subcommittee met on May 13th, 2025, to discuss a grievance filed by Mrs. Laura Patel regarding her denial of re-eligibility for Transportation Disadvantaged services.	

3. CORE PLANNING DOCUMENTS

The LSMPO is required by federal regulations to develop the following core transportation planning documents:

1. Long Range Transportation Plan (LRTP)
2. Transportation Improvement Program (TIP)
3. Unified Planning Work Program (UPWP)
4. List of Priority Projects (LOPP)
5. Public Participation Plan (PPP)

Public involvement is central to the planning process for each of these documents. In addition to holding the required public comment periods and public hearings, the LSMPO submits draft documents to the advisory committees prior to Board approval. All committee and Board meetings include an agenda item for public comment.

The section below outlines the outreach steps completed for the LSMPO's core transportation planning documents during FY 2025, with additional details provided in **Appendix B: Planning Documents Outreach Steps**. The full plans are available on the LSMPO website: lakesumtermpo.com/planning-documents/

3.1. Long Range Transportation Plan (LRTP)

The LRTP provides long-term guidance on transportation improvements over the next 25 years. The 2045 LRTP was adopted in December 2020 and amended in June 2022, February 2023, and May 2023. The current LRTP—the 2050 LRTP—was adopted on December 3, 2025. The process of developing and adopting the 2050 LRTP involves significant public involvement, including federally required outreach activities such as a 21-day public comment period and a public hearing. The 2050 LRTP also has an independent Public Participation Plan (PPP) to guide and document public participation. Amendments to the LRTP also require a public involvement process, with a formal public comment period required for substantial amendments. During this reporting period, the MPO provided updates to the TAC, CAC, and Board on several occasions. The only public outreach event that took place during the reporting period was the 2050 Needs Assessment Survey and Video, which spanned from June 2025 to October 2025. Additional required public outreach steps took place after the FY 2025 period.

3.2. Transportation Improvement Plan (TIP)

The TIP is a five-year plan that allocates funding to specific transportation projects that are happening in the near future. The FY 2025-2029 TIP was amended five times during FY 2025. The LSMPO conducts public outreach for TIP amendments by publishing the draft amendment on the website at least seven days before committee review. The MPO also adopted the FY 2026-2030 TIP during this reporting period and met the requirement for publishing the draft TIP on the website seven days prior to committee review. The MPO fell just one day short of the 21-day requirement to hold a public comment period prior to TIP adoption by the Board.

3.3. Unified Planning Work Program (UPWP)

The UPWP describes the transportation planning activities and associated budget for the Lake~Sumter MPO over a two-year period. The UPWP is reviewed and revised annually and requires a 21-day public comment period prior to Board adoption. UPWP draft amendments must be submitted to the advisory committees prior to Board adoption. UPWP modifications, which do not change the FHWA approved planning budget or scope of work, do not require a formal public comment period. The FY 2025-2026 UPWP was approved in April 2024, prior to this reporting period; however, it was amended in October 2024 and April 2025 and modified in June 2025. All UPWP amendments and modifications were included on Board agendas prior to approval. The first UPWP amendment was presented to the advisory committee, but the second amendment was not.

3.4. List of Priority Projects (LOPP)

The LOPP is an annually-reviewed document that prioritizes projects adopted in the LRTP. Similar to the other planning documents, the draft LOPP must be available to the public for a 21-day review period before Board adoption, a requirement the MPO met for the 2025 LOPP. The Draft LOPP, as well as any LOPP amendments, are presented to the advisory committees for their input and recommendations for the Board.

3.5. Public Participation Plan (PPP)

The PPP identifies the LSMPO's public involvement strategies and outreach activities. Federal law requires a 45-day public comment period prior to Board adoption of the PPP or PPP amendments. The current PPP was adopted in June 12, 2024, just prior to the reporting period of this PIR.

4. ADDITIONAL PUBLIC INVOLVEMENT PLANS

Certain populations have historically been underrepresented in the planning process, particularly minority and low-income communities. Other populations may require certain accommodations to ensure meaningful participation, such as individuals with disabilities or those who have limited English-speaking abilities. Federal Environmental Justice and Title VI policies require that MPOs ensure that all people are able to participate in the transportation planning process regardless of race, ethnicity, national origin, income, or educational level.

While the PPP incorporates policies to address these populations, the MPO also has additional public involvement plans that provide policies and strategies to involve specific underserved communities in the transportation planning process:

1. Disadvantaged Business Enterprise (DBE) Plan
2. Title VI Plan
3. Limited English Proficiency (LEP) Plan

The sections below describe each of these plans, outline their policies, and review the related actions undertaken by the MPO in FY 2025. The full plans are available on the LSMPO website: lakesumtermpo.com/planning-documents/public-participation-plan/.

4.1. Disadvantaged Business Enterprise (DBE) Plan

The U.S. Department of Transportation established the DBE Program to address ongoing discrimination and the continued impact of historical discrimination in transportation contracting. The Lake~Sumter MPO's DBE Plan, which was adopted in 2018 and amended in 2020, describes how the MPO meets federal DBE requirements and supports the participation of DBEs throughout the transportation planning process. There were no updates to the DBE Plan in FY 2025.

4.2. Title VI Program Plan

The LSMPO assures that no person shall on the basis of race, color, national origin, sex, age, disability, family or religious status, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination or retaliation under any program or activity, as provided by Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987 and the Florida Civil Rights Act of 1992. The LSMPO's Title VI Plan was adopted in April 2018, amended in August 2020, and updated again in April 2024. Michael Woods, Executive Director, is the Title VI Specialist and is responsible for management of the Title VI Program.

The table below describes Title VI strategies outlined in the Title VI Plan and actions the LSMPO took in the past year to enact these strategies.

TABLE 6. *Title VI Strategies and Actions*

Strategy	Action
Public meetings should be held in locations that are accessible by public transit. Also, facilities should be compliant with the Americans with Disabilities Act (ADA). If a targeted population is in a certain geographic area, then the meeting location should be in that area for their convenience.	For the meetings that included an in-person option, the MPO office is located along a transit line and therefore is accessible by transit.
To facilitate involvement of traditionally underserved populations, community leaders, and organizations that represent these groups should be consulted about how to most effectively reach their members. Relationships with these groups should be maintained for future partnerships in the planning process.	The TDCB members include representatives from a variety of underrepresented groups, including representatives for the elderly, disabled, children at risk, economically disadvantaged, and users of the TD system.
In addition to mainstream media organizations, website postings, and news releases announcing public participation opportunities should be targeted to media that reaches minority and ethnic populations.	Public participation opportunities are not currently targeted to media that specifically reaches minority and ethnic populations.
With at least 72-hours advanced notice of the scheduled meeting, deaf (sign language) interpreters, translators, and Braille documents can be provided for public meetings. Notifications of opportunities for public involvement will include contact information for people needing these or other special accommodations.	Public notices include language on how to request ADA accommodations and translation services for meetings, which include MPO contact information.
At public meetings, MPO staff should attempt to communicate as effectively as possible. Technical jargon should be avoided and appropriate dress and conduct are important. For some meetings, it may be best to use trained facilitators or language translators to better communicate with the audience.	MPO staff continually strive to use clear, effective communication and avoid technical jargon when communicating with the public. Language translators are available at meetings when requested.

4.3. Limited English Proficiency (LEP) Plan

The LSMPO has an LEP plan that was adopted in April 2018 and amended in 2020 and again in 2024. The LSMPO’s LEP policy ensures that persons with Limited English Proficiency are neither discriminated against nor denied meaningful access to participation in the organization’s programs and services. LEP is defined as individuals who do not speak English as their primary language and who have a limited ability to read, speak, write, or understand English.

In accordance with federal regulations, the LSMPO performed a Four Factor Analysis to understand what reasonable steps should be taken to ensure meaningful access to LEP individuals. The analysis centers around four factors—demographics, frequency of contact, importance of program, and resources. The results of the analysis revealed that 15% of individuals (over 5 years old) in the LSMPO’s planning area speak English less than very well, with the majority of those individuals speaking Spanish. To date, there have been no requests for language assistance services to the LSMPO. Given the size of the LEP population and financial restraints, the MPO does not translate all documents. However, the LSMPO does offer verbal or written translation if requested within a reasonable amount of time and within available resources.

The table below describes the strategies in the LEP Policy and the actions the MPO have taken in the past year associated with these strategies. Additional techniques are outlined in the LEP Plan.

TABLE 7. *LEP Strategies and Actions*

Strategy	Action
A mechanism to provide ongoing assessment of needs, programs, and activities of target audiences, along with the organization’s capacity to meet these needs using the Limited English Proficiency Plan.	The LEP Plan was amended in April 2024.
Translation of vital written materials in languages other than English where there is a significant number or percentage of persons with limited English proficiency.	Based on the Four Factor Analysis in the LEP Plan, full translation of plan documents is not considered warranted or cost feasible at this time. The LSMPO provides verbal and written translation if requested within a reasonable time and if within the available resources. There were no requests for translation in FY 2025.
Oral language assistance to Limited English Proficiency persons for programs, where such assistance is requested and/or anticipated.	There were no requests for oral language assistance in FY 2025.
Identified procedures and a designated representative from Lake~Sumter MPO responsible for implementing activities related to the Limited English Proficiency Plan.	The LEP Plan identifies LEP procedures and designates Michael Woods as the representative responsible for oversight and implementation of the LEP Plan.
Notification of the availability of free language services to those persons in the target audience, through oral and written notice in the relevant primary language assistance activities.	Public notices include language on how to request ADA accommodations and translation services for meetings, which include MPO contact information.
Staff training on policies and procedures of the organization’s language assistance activities.	Staff are properly trained on LEP procedures.





5. FINDINGS

The results of the performance measure evaluation are shown below in **Table 8**. Overall, the LSMPO met the majority of performance measures in FY 2025. The LSMPO also exceeded standards for several measures related to providing information to the Board and advisory committees in a timely fashion and offering virtual meeting options. Nine measures were not applicable this year, primarily due to a lack of requests for translated and ADA accessible materials as well as a lack of corridor or site-specific projects. Only four measures were not met. These measures are described below:

1. **Conduct outreach programs specifically targeting underrepresented communities to encourage participation (1.2.1).** Though the MPO includes language in news releases for core products encouraging citizens to engage with the advisory committees, the MPO is not currently performing any targeted outreach to underrepresented communities to encourage their participation in the CAC.
2. **Translate LSMPO website pages into languages other than English using tools like Google Translate (4.3.2).** The LSMPO website did not have the functions installed to translate webpages into other languages, however, there are numerous translation options available online for readers to translate the LSMPO’s website information into their preferred language.
3. **LSMPO will use Google Translate, or other readily available translation tool/app, to ensure all pages of the LSMPO website can be accessed in languages other than English (4.4.1).** The LSMPO website did not have the functions installed to translate webpages into other languages, however, there are numerous translation options available online for readers to translate the LSMPO’s website information into their preferred language.
4. **Request annually (by June 1) a copy of the Section 5307 POP advertisement in the local newspaper (5.1.2).** An advertisement was posted on the website but not in the newspaper. Newspaper publication is no longer a federal requirement; therefore, it is recommended that Performance Measure 5.1.2 be updated to remove this notification method.

In addition to evaluating the progress on performance measures, this report also assessed whether public outreach procedures for core transportation products complied with the requirements outlined in the PPP. The MPO met the outreach requirements in FY 2025, with only two exceptions: the FY 2026-2030 TIP was one day short of meeting the required 21-day public comment period and the UPWP was not presented to the advisory committees prior to being amended on one occasion.

TABLE 8. *PPP Evaluation Results*

12%	55%	10%	0%	24%
				N/A
Exceeded Measure	Met Measure	Needs Improvement	Data Not Tracked	Not Applicable

6. RECOMMENDATIONS

The following recommendations represent steps the MPO can take to enhance public involvement and better measure public participation efforts moving forward:

1. **Encourage the TDCB to share open CAC positions with their networks.** TDCB members may be members of the transportation disadvantaged community or represent organizations that serve them. Lake County and Sumter County staff also regularly interact with transportation disadvantaged riders. Advertising open positions at TDCB meetings and asking attendees to share the positions with their networks could help reach these underrepresented demographics.
2. **Implement a translation tool, such as Google Translate, on LSMPO website pages.** If there are challenges that may prevent this from being implemented, identify possible alternative solutions and consider amending the performance measure to align with feasible solutions.
3. **Streamline performance measures during the next PPP amendment.** Several existing performance measures are redundant, such as the measures about website translation. Removing redundancies would support a more efficient monitoring and reporting process. Performance measures should also be reviewed to ensure alignment with current practices. For example, if the standard operating procedure is for the POP to be published online but not advertised in the local newspaper, this performance measure should be revised.
4. **Utilize the outreach checklists in the PPP to ensure all required outreach steps are completed for core transportation products.** The existing checklists could be turned into forms that include a column to document the date each step was completed. This would allow the MPO to ensure compliance with the required outreach timeframes and support improved tracking for annual reporting.

Appendix A: MEETINGS AND OUTREACH EVENTS

#	Name of Event/Meeting	Type	Date	Time	Location
1	Lake County TDCB Committee Meeting	Committee Meeting	9/16/2024	10:00 AM	Virtual/In-person
2	Sumter County TDCB Committee Meeting	Committee Meeting	9/16/2024	2:00 PM	Virtual/In-Person
3	Mount Dora City Council Meeting TIP presentation	City Council Meeting	9/17/2024	6:00 PM	Virtual/In-Person
4	Community Advisory Committee (CAC) Meeting	Committee Meeting	10/9/2024	3:00 PM	Virtual/In-person
5	Executive Committee Meeting	Committee Meeting	10/23/2024	1:00 PM	Virtual/In-person
6	MPO Governing Board Meeting	Committee Meeting	10/23/2024	2:00 PM	Virtual/In-person
7	Technical Advisory Committee (TAC) Meeting	Committee Meeting	11/6/2024	1:30 PM	Virtual/In-person
8	Community Advisory Committee (CAC) Meeting	Committee Meeting	11/6/2024	3:00 PM	Virtual/In-person
9	FDOT Work Program Public Hearing	Public Hearing	12/2/2024 to 12/6/2024	24/7	Virtual
10	FDOT Work Program Public Hearing	Public Hearing	12/4/2024	3:00 PM	FDOT D5 Office
11	Lake County TDCB Committee Meeting	Committee Meeting	12/2/2024	10:0AM	Virtual/In-person
12	Sumter County TDCB Committee Meeting	Committee Meeting	12/2/2024	2:00 PM	Virtual/In-person
13	Governing Board (MPO) Meeting	Committee Meeting	12/11/2024	2:00 PM	Virtual/In-person
14	Lake County BOCC Meeting to present LOPP	Board Meeting	1/21/2025	9:00 AM	Virtual/In-person
15	Technical Advisory Committee (TAC) Meeting	Committee Meeting	2/12/2024	1:30 PM	Virtual/In-person
16	Community Advisory Committee (CAC) Meeting	Committee Meeting	2/12/2024	3:00 PM	Virtual/In-person

17	Governing Board (MPO) Meeting	Governing Board Meeting	2/26/2025	2:00 PM	Virtual/In-person
18	Lake County TDCB Committee Meeting	Committee Meeting	3/3/2025	10:00 AM	Virtual/In-person
19	Sumter County TDCB Committee Meeting	Committee Meeting	3/3/2025	2:00 PM	Virtual/In-Person
29	Technical Advisory Committee (TAC) Meeting	Committee Meeting	4/9/2025	1:30 PM	Virtual/In-person
21	Community Advisory Committee (CAC) Meeting	Committee Meeting	4/9/2025	3:00 PM	Virtual/In-person
22	Governing Board (MPO) Meeting	Governing Board Meeting	4/23/2025	2:00 PM	Virtual/In-person
23	Lake County TDCB Committee Public Hearing	Public Hearing	6/2/2025	10:00 AM	Virtual/In-person
24	Sumter County TDCB Committee Public Hearing	Public Hearing	6/2/2025	2:00 PM	Virtual/In-person
25	Virtual Lunch & Learn – Understanding the Transportation Improvement Program (TIP)	Lunch and Learn	6/4/2025	12:00 PM	Virtual
26	Technical Advisory Committee (TAC) Meeting	Committee Meeting	6/11/2025	1:30 PM	Virtual/In-person
27	Community Advisory Committee (CAC) Meeting	Committee Meeting	6/11/2025	3:00 PM	Virtual/In-person
28	Governing Board (MPO) Meeting	Governing Board	6/18/2025	2:00 PM	Virtual/In-person
29	JPA Roundtable with Lake County and all Lake County cities	Information sharing meeting	6/30/2025	1:00 PM	In-person

Appendix B: PLANNING DOCUMENTS OUTREACH STEPS

TABLE 9. *Outreach Steps for Federally Required Planning Documents*

Outreach Steps Completed	Date
L RTP	
Board receives overview of 2050 LRTP process	10/23/2024
TAC receives overview of 2050 LRTP process	11/6/2024
CAC receives overview of 2050 LRTP process	11/6/2024
TAC receives an update on 2050 LRTP Phase 2 and the 2050 LRTP DRAFT Public Involvement Plan	2/12/2025
CAC receives an update on 2050 LRTP Phase 2 and the 2050 LRTP DRAFT Public Involvement Plan	2/12/2025
The Board receives an update on 2050 LRTP Phase 2 and approves the 2050 LRTP DRAFT Public Involvement Plan	2/26/2025
2050 Long Range Transportation Plan Major Update to the TAC	4/9/2025
2050 Long Range Transportation Plan Major Update to the CAC	4/9/2025
2050 Long Range Transportation Plan Major Update to the Board	4/23/2025
2050 Long Range Transportation Plan Major Update to the TAC	6/11/2025
2050 Long Range Transportation Plan Major Update to the CAC	6/11/2025
2050 Long Range Transportation Plan Major Update to the Board	6/18/2025
2050 Needs Assessment Survey & Video	June to October 2025
Transportation Improvement Program (TIP)	
MPO met with the City of Mount Dora on the TIP	9/17/2024
MPO posted the FY 2026-2030 TIP on their website for the 21-day review opening the Public Hearing and Public Review Period	5/30/2025
Virtual Lunch & Learn – Understanding the Transportation Improvement Program (TIP)	6/4/2025
TAC and CAC approved the FY 2026-2030 TIP	6/11/2025
Board approved the FY 2026-2030 TIP	6/18/2025
TIP Amendments	
Board approved two amendments to the FY 2025-2029 TIP	10/23/2024
CAC approved three TIP amendments to the FY 2025-2029 TIP (TAC was provided with an update but could not vote due to not meeting quorum requirements)	11/6/2024
Board approved one amendment to the FY 2025-2029 TIP	12/11/2024

CAC approved one amendment to the FY 2025-2029 TIP. TAC recommended additional research.	2/12/2025
Board approved one amendment to the FY 2025-2029 TIP	2/26/2026
TAC and CAC approved one amendment to the FY 2025-2029 TIP	4/9/2025
Board approved one amendment to the FY 2025-2029 TIP	4/23/2025
Emergency TIP Amendments	
The MPO processed an Emergency TIP Amendment as per MPO Bylaws to include the Roll-Forward projects from the FDOT Work program for fiscal year 2025	9/19/2024
Unified Planning Work Program (UPWP)	
Board approved amendment to the FY 2025-2026 UPWP	10/23/2024
CAC approved amendment to the FY 2025-2026 UPWP (TAC could not vote due to not meeting quorum requirements)	11/6/2024
Board approved amendment to the FY 2025-2026 UPWP	4/23/25
Board approved amendment to the FY 2025-2026 UPWP	6/18/2023
List of Priority Projects (LOPP)	
Provided an overview of the LOPP 2025 cycle to the TAC	11/06/2024
Provided an overview of the LOPP 2025 cycle to the CAC	11/06/2024
Presented 2025 LOPP process and schedule to Board	12/11/2024
Closed LOPP Submission Cycle	1/17/2025
Meeting with Lake County on the LOPP	1/21/2025
Provided 2025 LOPP status and 2024 LOPP funding update to the TAC	2/12/2025
Provided 2025 LOPP status and 2024 LOPP funding update to the CAC	2/12/2025
Provided 2025 LOPP status and 2024 LOPP funding update to the Board	2/26/2025
Draft 2025 LOPP reviewed and approved by TAC	4/9/2025
Draft 2025 LOPP reviewed and approved by CAC	4/9/2025
Draft 2025 LOPP reviewed and approved by the Governing Board	4/23/2025
Final 2025 LOPP posted for 21-day public review period	5/28/2025
TAC and CAC approved the 2025 LOPP	6/11/2025
Board approved the 2025 LOPP	6/18/2022
Public Participation Plan	
The PPP was adopted on June 18, 2024, which was outside of this reporting period.	N/A