



**Metropolitan Transportation Planning Organization**  
For the Gainesville and Alachua County Area

## **VII. Action Item A**



# Metropolitan Transportation Planning Organization

## For the Gainesville and Alachua County Area

March 26, 2025

### MEETING MEMORANDUM

To: Metropolitan Transportation  
Planning Organization Board

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From: Brad Thoburn

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Subject: **Public Participation Plan Update**

#### **Recommendation**

**It is recommended that the Metropolitan Transportation Planning Organization adopt the Public Participation Plan.**

#### **BACKGROUND**

A metropolitan planning organization (MPO) is required to engage in a metropolitan planning process that creates opportunities for public involvement, participation, and consultation throughout the development of the Metropolitan Transportation Plan (MTP or also referred to as the Long-Range Transportation Plan) and the Transportation Improvement Program (TIP). MPOs must allow for adequate public notice of public participation activities; review and comment at key decision points in the development of the MTP and TIP; and multiple, accessible participation formats, including electronic and in-person.

To accomplish this MPOs develop a collaborative and comprehensive Public Participation Plan. Participation Plan itself must be prepared by the MPO with a 45-day public review and comment period.

The draft Public Participation Plan update was presented to the Technical Advisory Committee and Citizens Advisory Committee for review and recommendations on February 12, 2025, and March 19, 2025. It was noticed for a 45-day public review and comment period beginning February 18, 2025. The plan was adopted by the Technical Advisory Committee and Citizens Advisory Committee on March 19, 2025. It is now being presented at the Metropolitan Transportation Planning Organization Board for adoption. The Public Participation Plan is attached.

Attachment

# Public Participation Plan

*April 2025*



**Metropolitan Transportation Planning Organization**  
For the Gainesville and Alachua County Area

# DRAFT Public Participation Plan | 2025

## Metropolitan Transportation Planning Organization for the Gainesville and Alachua County Area

### Resolution 2025-X

#### RESOLUTION OF THE METROPOLITAN TRANSPORTATION PLANNING ORGANIZATION UPDATING AND APPROVING THE TITLE IV NON-DISCRIMINATION PLAN AND THE LIMITED ENGLISH PROFICIENCY PLAN.

**WHEREAS**, the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area (MTPO) has been designated by the Governor of the State of Florida as the body responsible for the urban transportation planning process for the Gainesville Urbanized Area; and

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

**WHEREAS**, as a part of the transportation planning work program, the public engagement documentation identified certain planning strategies and the planning activities to be undertaken by the MTPO; and

**WHEREAS**, engaging the public in the decision-making process is important to the success of all the MTPO transportation planning programs and activities; and

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

**WHEREAS**, the Public Participation Plan has been updated to comply with federal and state guidelines.

**NOW, THEREFORE BE IT RESOLVED** that the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area's Public Participation Plan are adopted and approved.

PASSED AND ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2025

Metropolitan Transportation Planning Organization

\_\_\_\_\_  
{Name}, Chair

Approved as to form and legality:

\_\_\_\_\_  
Alachua County Attorney



## Executive Summary

The Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area (MTPO) has created this Public Participation Plan (PPP) to outline the process and expectations for public engagement during the MPO's transportation planning and decision-making activities. Early and continuous involvement of the public audience is an essential part of the MTPO's efforts to ensure that the outcome of its planning products meet the needs of local communities.

This PPP is compliant with federal and state legislative regulations that guide transportation planning and public involvement activities. It was developed through the MPO process, which includes advisory committee review, a public open house event, and a 45-day public comment period prior to being adopted by the MPO Policy Board. The MTPO PPP will be reviewed regularly and amended as the need arises when procedures or best practices change.

The goal of this PPP is to establish an ongoing process through which public feedback is regularly identified and considered in the development of MPO plans and documents.

## How to get Involved in the Transportation Planning Process



### Website

Visit our website [www.acgnvmobility.org](http://www.acgnvmobility.org) for documents, meeting calendars, announcements, and more.



### Call

(352) 491-4574 to ask questions, give us feedback, or talk about transportation.



### Email

Send us an email at [amos@alachuacounty.us](mailto:amos@alachuacounty.us) (subject line "MTPO") to ask questions, provide comments, or join our mailing list.



### Participate in Person

Attend an in-person MTPO meeting, a public outreach event or serve on an advisory committee.



### Write

MTPO c/o Alison Moss  
Growth Management  
10 SW 2nd Ave, Gainesville, FL 32601



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# Introduction

## A. About Us

The Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area (MTPO) was designated in 1978 after it was determined the urbanized areas around Gainesville had exceeded a population of 50,000. In the 2020 U.S. Census, the Gainesville Urbanized Area exceeded a population of 200,000 (**Figure 1**), making it a Transportation Management Area (TMA).

The MTPO seeks to improve transportation in all of Alachua County for all modes of travel, including mass transit, walking, bicycling, rail, air, as well as the automobile. The MTPO prioritizes capital improvements to address the county's travel needs and allocates federal funding to implement the projects as identified in the Long-Range Transportation Plan (LRTP) and the Transportation Improvement Program (TIP). Transportation planning is at a critical time in City of Gainesville and Alachua County. Continued population growth, increasing vehicle miles traveled (VMT), emerging mobility technologies, and changing needs of the community will significantly impact how the transportation network is designed and operated.

### 1. MTPO Planning Area Demographics

Based on data from the 2020 Decennial Census, the population of the MTPO planning area is 213,748. One of the focus points of the MTPO is to work with the public and its partner agencies to plan for this growth and address increasing demands on the transportation network while satisfying the needs and preferences of local communities. As such, data regarding demographic information is critical when making planning and public participation decisions.

More demographic information for these geographies can be found in the MTPO's Title VI Nondiscrimination Plan and Limited English Proficiency (LEP) Plan which documents data for socioeconomic categories are often examined when preparing for public engagement efforts to determine whether specialized outreach strategies may be beneficial in certain areas. These demographic indicators coincide with many of the historically underserved populations. As a result, the MTPO regularly reviews current demographic data to help ensure that the public participation process remains inclusive of all populations.



Figure 1. Gainesville Urbanized Area

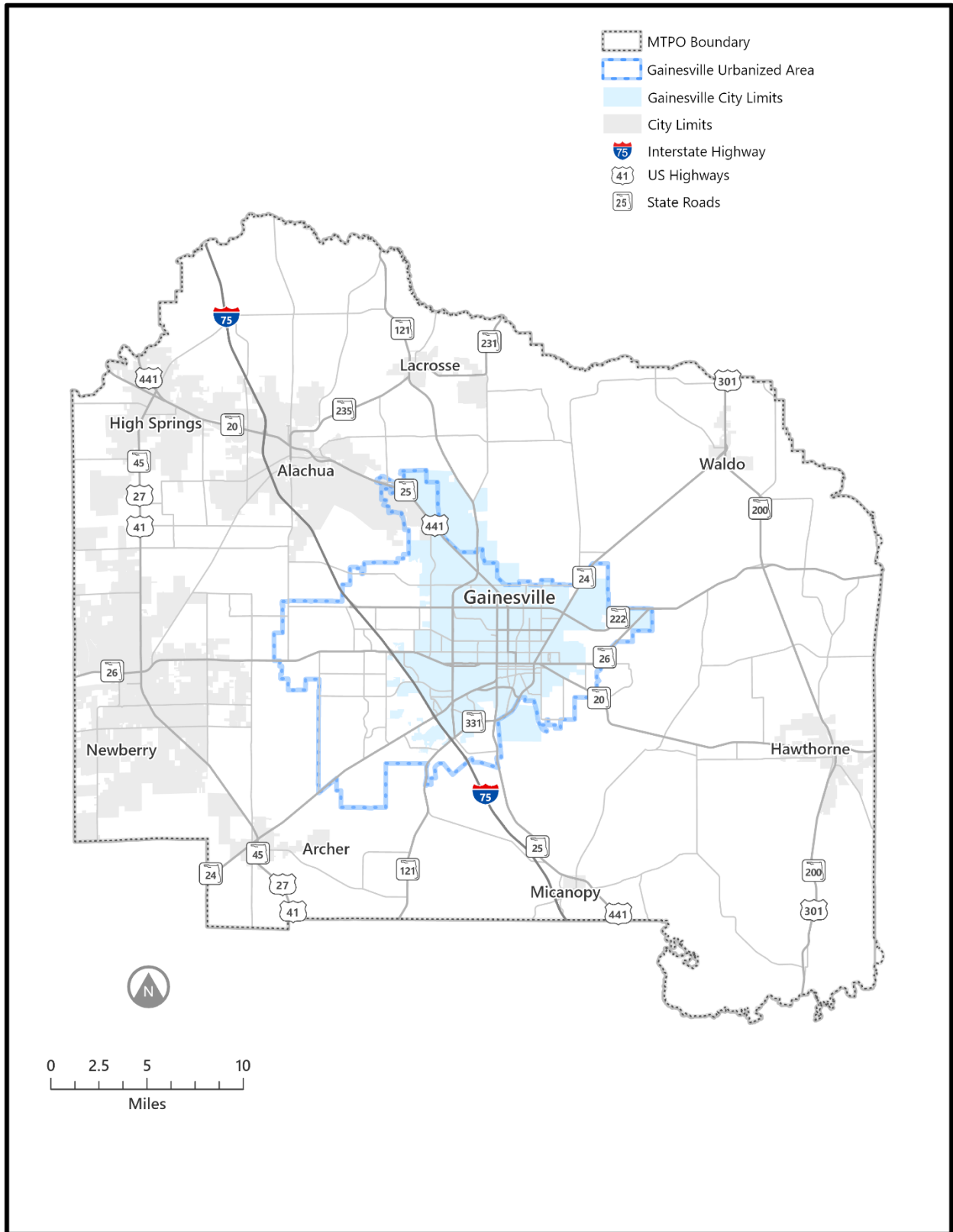
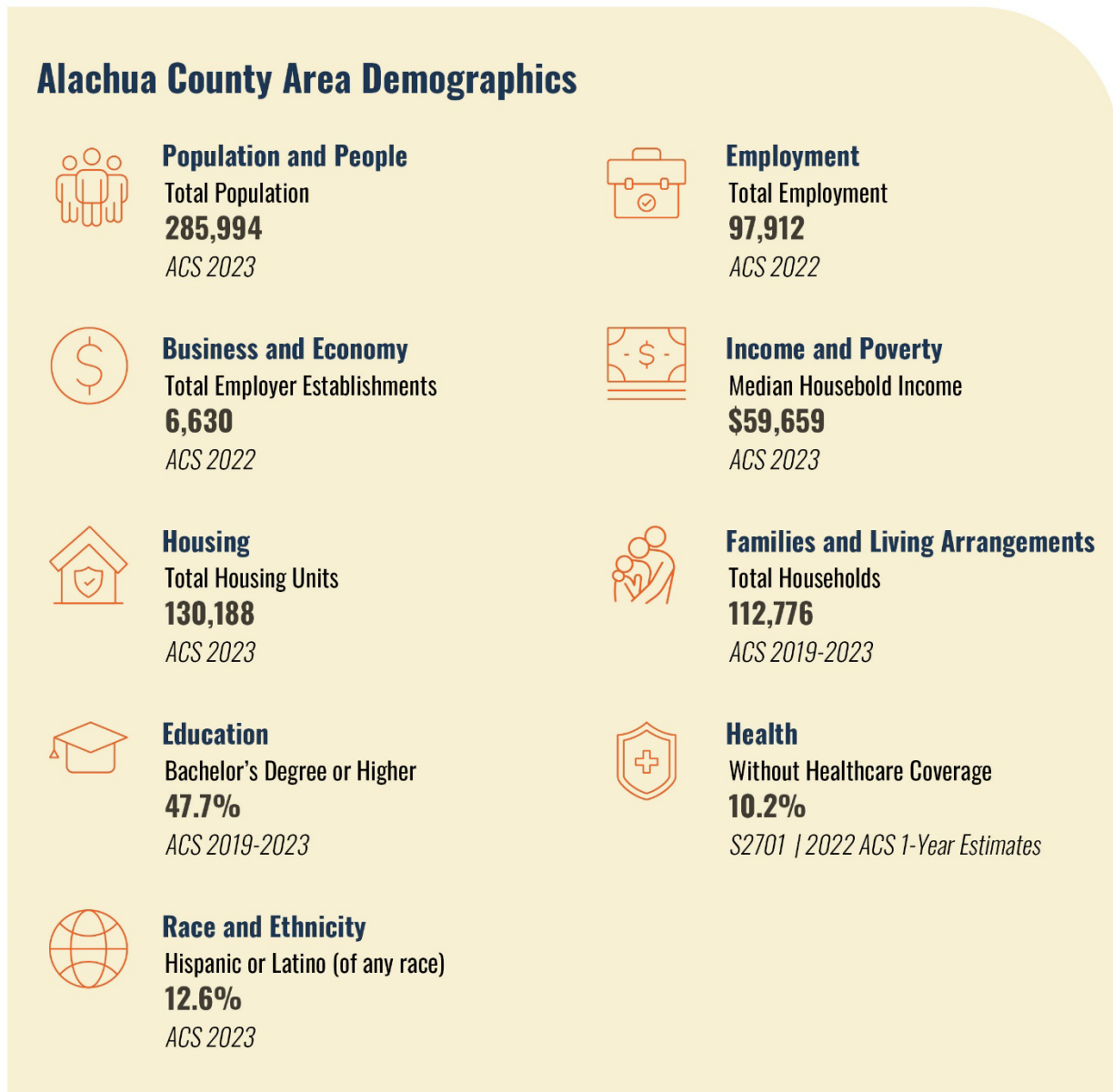




Figure 2: Demographics



## 2. Mission & Vision

The mission of the MTPO is to provide the users of the transportation network, government officials, stakeholders, and partnering agencies within the Gainesville Urbanized Area and Alachua County a forum to discuss growth and transportation issues, with an emphasis on: 1) developing a regional transportation network that provides multiple transportation options to meet the different needs for the residents, students, visitors, and businesses; 2) creating a cohesive regional approach through balancing the needs of the member governments that comprise the MTPO; and 3) coordinating with regional, state, and federal agencies to address transportation planning priorities and create dynamic, forward looking network.



### 3. Key Responsibilities

The MTPO's major annual responsibilities are to perform the tasks of preparing the Unified Planning Work Program (UPWP), the LRTP, the PPP, the Transportation Improvement Program (TIP), the annual List of Priority Projects (LOPP), and the Transportation Disadvantaged Service Plan (TDSP).

As with all transportation planning legislated by federal and state laws, MTPO 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, MTPO incorporates into its planning efforts the needs of the elderly and persons with disabilities as outlined in the Americans with Disabilities Act (ADA).

### 4. Federal and State MPO Requirements

This section provides a brief overview of legislative regulations at the federal and state levels that set the framework for guiding the transportation planning process and its public involvement activities. A more detailed description of these regulations can be found in the [Florida Department of Transportation \(FDOT\) MPO Program Management Handbook Metropolitan Planning Support](#).

The checklist used to ensure the PPP's compliance with regulatory requirements can be found in **Appendix A**.

### 5. MTPO Organization

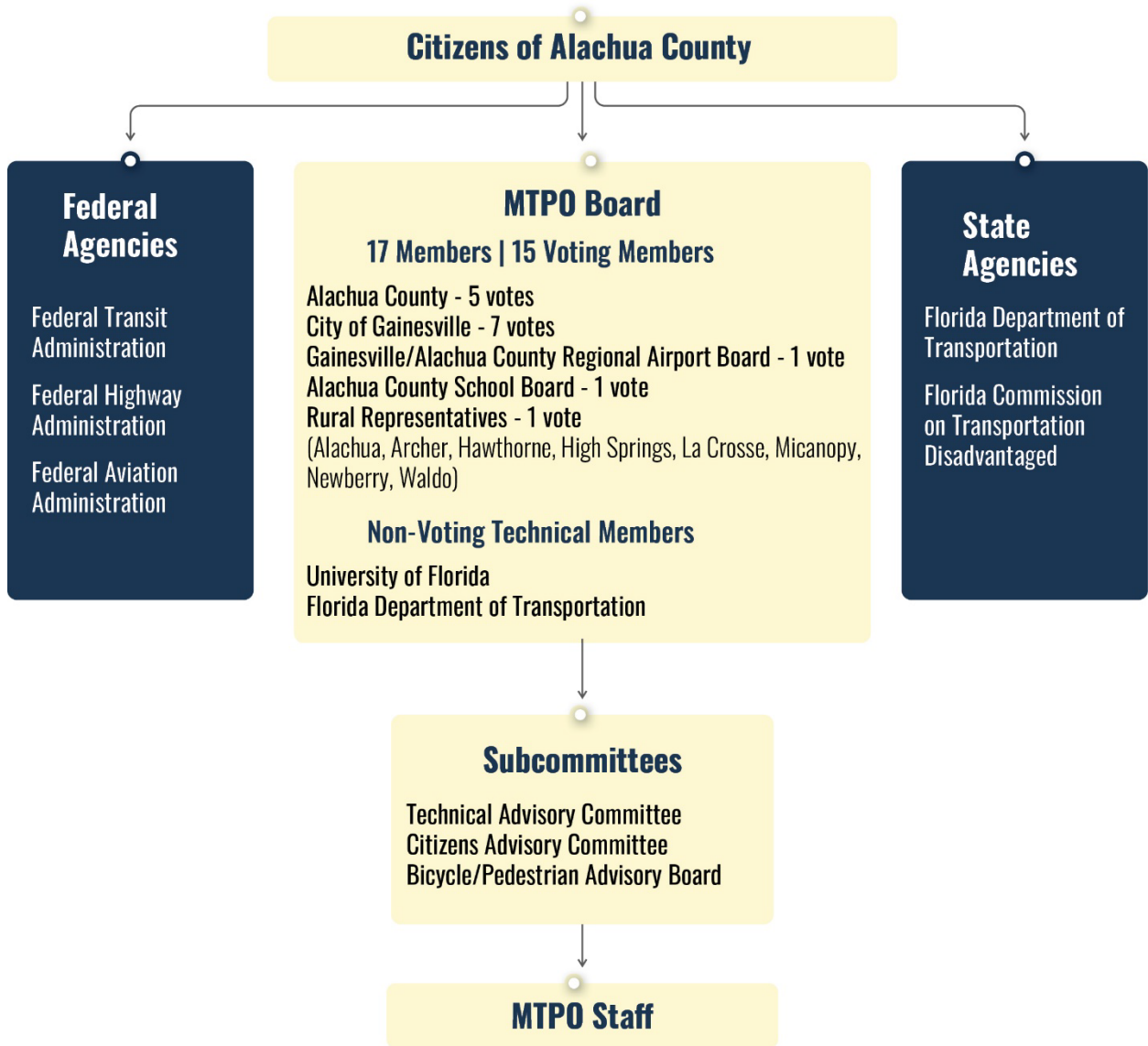
The MTPO is comprised of 15 voting members, 2 non-voting members and 3 Advisory Committees (Figure 3). The voting members include the:

- Five Alachua County Commissioners;
- Mayor and six City of Gainesville Commissioners;
- One Gainesville/Alachua County Regional Airport Board member
- One School Board of Alachua County member; and
- One Rural Representative (an elected municipal official selected by Alachua County from nominations from the Alachua County municipalities of Alachua, Archer, Hawthorne, High Springs, La Crosse, Micanopy, Newberry and Waldo.

The University of Florida President (or his/her designee) and the Florida Department of Transportation District 2 Secretary (or his/her designee) serve as non-voting technical advisors to the Metropolitan Transportation Planning Organization. Administrative support for the MTPO is provided by Alachua County.



Figure 3 Organization Chart



## 6. Purpose of the Public Participation Plan (PPP)

This Public Participation Plan (PPP) is intended to outline the expectations for public engagement during the MTPO’s transportation planning and decision-making activities. It provides a framework for the MTPO’s goal of ensuring public involvement is regularly identified and considered. In particular, the PPP outlines the audience, intent, tools, and expectations for proactive public outreach and engagement on transportation issues. It includes the objectives that will be used to guide the public involvement process and the measures that will be used to evaluate its performance. This PPP also includes multiple strategies that will consistently be used to engage the public in the transportation planning process and the variety of outreach techniques available to the MTPO. Overall, this plan defines how the MTPO will effectively engage the public and gather valuable feedback on transportation issues affecting them.

Public involvement is an essential part of the MTPO’s efforts to ensure that the outcome of its planning products meets the needs of local communities. Continuous engagement with the public early in the planning process allows the MTPO to incorporate comments and preferences into the decision-making process, and ultimately, into the local transportation system.

The appropriate level of public involvement depends largely on the plan, program, or project being developed. Strategies may vary from simply providing public notices for awareness to conducting in-depth public workshops or other virtual events with local communities to find solutions to specific problems. The key to a successful planning effort is to find the best strategy for involving the public in a meaningful way to ensure that their voice is heard throughout the process.

### Common Terms

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

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

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

**Title VI of the Civil Rights Act of 1964** – prohibits discrimination based on race, color or national origin in programs or activities receiving federal financial assistance. For more terms often used in the transportation planning process, see the Glossary Section.




## DRAFT Public Participation Plan | 2025

This PPP is intended to help the MTPO identify the most effective activities for communicating with all stakeholders involved, including individuals and organizations. This PPP was developed through the statutory MPO process ([23 Code of Federal Regulations \(CFR\) 450.316](#)), which includes advisory committee review, and a 45-day public comment period prior to being adopted by the MTPO Policy Board in April 2025. A list of feedback received during the PPP public review period can be found in **Appendix B**. The MTPO PPP will be reviewed regularly and amended as the need arises when procedures or best practices change.

As with all transportation planning legislated by federal and state laws, MTPO is responsible for ensuring adequate representation of and compatibility among state, county, and municipal projects in the transportation planning process. Projects funded through public dollars are planned in a manner that encourages public participation and incorporates public comments into planning efforts. Responsibility is placed on MPOs to develop a plan where the opportunity for public participation is assured through the development and utilization of public involvement metrics. By strategizing public involvement techniques and then monitoring and measuring their effectiveness, better planning products emerge that genuinely capture the needs of the public.

This includes consideration of all modes of transportation with respect to various members of the public. The MTPO incorporates into its planning efforts the needs of the elderly and persons with disabilities as outlined in the Americans with Disabilities Act (ADA).

<p><b>Anyone wishing to contact the MTPO with comments, questions, or complaints regarding Title VI, please contact:</b></p>		<p><b>Jacqueline Chung,</b> <i>Equal Opportunity Manager/ Title VI Coordinator</i></p> <p>Alachua County Equal Opportunity Office 12 SE 1st Street, 1st Floor, Gainesville, FL 32601 jac@alachuacounty.us (352) 374-5275</p>
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## **Public Participation Process**

Involving the appropriate agencies, public participants, and other stakeholders is key to a successful public outreach effort and, most important, for identifying transportation improvements that are supported by the communities being served. The public involvement process outlined in this PPP ensures maximum exposure, continuous feedback, and communitywide awareness of issues and concerns through a proactive approach.

The public participation process outlined in this plan provides a wide variety of opportunities and strategies from which the MTPO can choose when determining how to effectively engage those involved. Interested persons and groups can be targeted using various tools and techniques and this PPP identifies the appropriate public outreach tools and techniques to be used to tailor-fit a given effort’s unique needs. Additionally, a variety of stakeholders may be involved in the public participation process depending on the specific project type and location. Coordination with these stakeholders leads to inclusive and collaborative relationships and partnerships that result in improvement projects that are cost-feasible, effective, and meet the needs and demands of local communities.

### **Public Participation Stakeholders**

**MTPO Policy Board & Advisory Committees**

**Members of the Public**

**Media Outlets**

**Transit Providers**

**Adjacent Communities**

**Traditionally Underserved Populations**

**Permitting & Regulatory Agencies**

**Elected Officials**

**Stakeholder & Partner Agencies**

**Business Owners**

**Property Owners**

**Community Organizations**

**Tribal Groups**

**Public Participation Stakeholders**

**Public Land Managers**



### B. The Public Audience

This section of the PPP describes the overall MPO public audience and stakeholders, including the MPO Policy Board and advisory committees, partner agencies, and local community members. MTPO takes a proactive approach to providing opportunities for the public to be involved early and with continuing involvement in all phases of the planning process. Access to information will be undertaken as listed in the Outreach Policies section. Public notice of public information meetings and hearings will follow the procedures listed in the Outreach Tools and Techniques Section (**Table 1**).

MTPO developed a database of email addresses of citizens and organizations that is used to notify citizens of meetings and upcoming opportunities for input. This database is continually expanded as additional citizens ask to be added, attend the informational public meetings, and provide comments. Additionally, meeting agendas for all MTPO Board and committee meetings include an opportunity for public comment. The agendas for these meetings, as well as an annual notification of meeting dates will be posted on the MTPO website. Public meeting notices will be advertised in English and in Spanish as requested or identified, and to target areas of high limited English proficiency as identified in the Community Characteristics Inventory.

### C. Advisory Committees

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

#### 1. Technical Advisory Committee

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

#### TAC MEETING DETAILS

The TAC typically meets on the third Wednesday of the month (unless otherwise advertised). Meetings begin at 2:00pm and take place at the location below:





## Gainesville Regional Transit System

2nd Floor Conference Room  
Regional Transit System (RTS) Building,  
34 SE 13th Road, Gainesville, Florida

All meetings are open to the public and your participation is encouraged. Agendas are posted in advance of the meetings and are available online at [www.acgnvmobility.org/](http://www.acgnvmobility.org/)

Note: The committee may not meet every month. Dates and times may change due to holidays or other conflicts. In the event of a statewide emergency, the TAC meeting may be held virtually, and specific meeting information will be posted at [www.acgnvmobility.org/](http://www.acgnvmobility.org/)

## 2. Citizens Advisory Committee

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

### CAC MEETING DETAILS

The CAC typically meets on the third Wednesday of the month (unless otherwise advertised). Meetings begin at 7:00 pm and take place at the location below:



## Alachua County Administration Building

Grace Knight Conference Room  
12 SE 1st Street, Gainesville, Florida

All meetings are open to the public and your participation is encouraged. Agendas are posted in advance of the meetings and are available online at [www.acgnvmobility.org/](http://www.acgnvmobility.org/)

Note: The committee may not meet every month. Dates and times may change due to holidays or other conflicts. In the event of a statewide emergency, the CAC meeting may be held virtually, and specific meeting information will be posted at [www.acgnvmobility.org/](http://www.acgnvmobility.org/)

**Anyone wishing to join the CAC,  
please contact:**



### **Alison Moss, Growth Management**

Alachua County  
12 SE 1st Street, 1st Floor, Gainesville, FL 32601  
amos@alachuacounty.us  
(352) 491-4574






### 3. Bicycle/Pedestrian Advisory Board

Gainesville provides safe, alternative pathways for individuals who walk or ride bicycles. To accomplish this goal, the Bicycle/Pedestrian Advisory Board (BPAB) was created by MTPO resolution in 1982. There are 13 voting members on this board, consisting of 12 resident members and one college student seat member. This Board makes recommendations to the City Commission, Board of County Commissioners and the MTPO regarding planning, implementation, and maintenance of policies, programs, and facilities for the safe and efficient integration of bicycle and pedestrian transportation into the City of Gainesville and unincorporated portions of Alachua County transportation system.

The resident members of the Bicycle/Pedestrian Advisory Board are appointed for three-year terms. Four members each are appointed by the Alachua County Board of County Commissioners, Gainesville City Commission, and the MPTO. The college student seat member is appointed annually by the Gainesville City Commission and is not counted for quorum. Appointments to the Bicycle/Pedestrian Advisory Board are staggered.

#### BPAB MEETING DETAILS

The BPAB typically meets on the third Tuesday of the month (unless otherwise advertised). Meetings begin at 6:00pm and take place at the location below:

	<b>Gainesville Regional Transportation System</b> 1st Floor Conference Room Regional Transit System (RTS) Building, 34 SE 13th Road, Gainesville, Florida
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All meetings are open to the public and your participation is encouraged. Agendas are posted in advance of the meetings and are available online at [www.acgnvmobility.org](http://www.acgnvmobility.org).

Note: The committee may not meet every month. Dates and times may change due to holidays or other conflicts. In the event of a statewide emergency, the BPAB meeting may be held virtually, and specific meeting information will be posted at [www.acgnvmobility.org](http://www.acgnvmobility.org).

	<b>The most up-to-date information about our meetings is on the MTPO website calendar at <a href="http://www.acgnvmobility.org">www.acgnvmobility.org</a></b>
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### D. State Coordination

The MTPO coordinates with other agencies and organizations at the state level to ensure consistency with statewide plans and programs and to identify funding opportunities for local planning efforts and projects. As a member of the Metropolitan Planning Organization Advisory Council (MPOAC), a statewide transportation planning and policy organization, the MTPO works with the other 26 MPOs throughout Florida to participate in collective policy and best-practice discussions related to transportation planning, decision-making, and public participation processes.



Additionally, the MTPO consistently works with FDOT Central Office and District 2 staff to determine and review project priorities. This partnership is critical in the execution of projects identified in the MPO's planning products and helps to construct FDOT's Five-Year Work Program. As a major regulatory and funding agency supporting the MPO and the transportation facilities in the MTPO planning area, FDOT District 2 is a regular member of the MTPO TAC and a non-voting member advising the MPO Policy Board. FDOT staff play a key role in distributing federal and state guidelines, policies, and legislation to the MPO and assisting it in developing plans and carrying out studies. The results and recommendations of these plans and studies, in turn, assist FDOT in statewide and districtwide planning efforts.

### E. Members of the Public

The public audience includes more than just transportation agency boards and committees; the best planning decisions and project recommendations result from a process that continually seeks citizen participation. Members of the public play a critical role by working with the MTPO to help ensure that future transportation improvements meet their needs and preferences. As such, the MTPO continuously seeks to maximize opportunities for local communities to participate in planning efforts. This includes providing multiple ways for citizens to receive information, provide comments, and have an impact on the decision-making process. By ensuring that all interested persons have access and the ability to participate, the MTPO staff, Board, and advisory committees gain valuable information on the public perspective, which results in better transportation planning and funding decisions for the MTPO planning area.

Members of the public can get involved in the transportation planning process in several different ways. Open houses and public workshops for specific projects are held in various locations throughout Alachua County as well as virtually, allowing individuals to come for a few minutes or stay the entire duration. Public hearings for documents such as the TIP and LRTP allow for citizens to indicate projects they do or do not support. Information updates can be found by visiting the MTPO's website or joining the MTPO mailing list to receive email updates. Comments can be submitted via email or by dropping them off at outreach events or at the MTPO offices located at the Alachua County Administration Building, 12 SE 1st Street,



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Gainesville, Florida 32061 on regular business days from 8:30 AM–4:30 PM. All MTPO Board and advisory committee meetings are also open to the public for any citizen wishing to attend. A more comprehensive description of the tools and techniques the MTPO uses for public participation efforts is provided in the next section of this PPP.

In addition to public outreach activities for individual plans and projects, community members can serve on one of the MTPO advisory committees to review and provide feedback on agenda items. All interested applicants are asked to fill out an application available on the MTPO website at [www.acgnvmobility.org](http://www.acgnvmobility.org). MTPO staff will review the application and determine if the applicant is eligible to serve on the committee for which they have applied. If selected, they will be notified and then receive an informational packet containing details of their responsibilities as a committee member, the bylaws of the committee, and any other information beneficial to the applicant.

## Outreach Policies

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

### A. Access to Information

In accordance with 23 CFR 450.316, a metropolitan planning organization (MPO) is required to engage in a metropolitan planning process that creates opportunities for public involvement, participation, and consultation throughout the development of the LRTP and the TIP. Under this requirement, MPOs must allow for:

- Adequate public notice of public participation activities;
- Review and comment at key decision points in the development of the LRTP and TIP; and
- Multiple, accessible participation formats, including electronic and in-person.

The MTPO will ensure that the public has reasonable and timely access to technical and policy information relating to the development of the transportation plans, programs, and projects.

For projects that require public review and comment periods, this process begins when the MTPO formally opens the comment period. The public is notified that documents are available for review on the MTPO website [www.acgnvmobility.org](http://www.acgnvmobility.org) and at the MTPO office located at 12 SE 1st Street, Gainesville, Florida 32061 during regular business hours.



### B. Public Meetings

Public information meetings will be held at various locations in the MTPO area to inform the public of the planning process and to solicit ideas, input, and feedback. Public meetings may also be held using a digital platform to present information and request public feedback. The intent of holding public informational meetings at diverse locations is to solicit broad public comments. General meeting locations will be at the MTPO office/Alachua County Administration Building, Gainesville City Hall, RTS office, public libraries, community centers, and other locations.

Notice of public hearings and public informational meetings will be given in accordance with and listed in the Outreach Tools and Techniques section. A reasonable attempt will be made to notify organizations representing minority and disabled communities. Public meetings will be held at locations accessible to and at times convenient to minority and disabled residents, including using a digital platform.

Special arrangements will be made to accommodate persons with disabilities, those with limited access to transportation, and people with LEP. For meetings involving transit-dependent individuals, the MTPO 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 the meetings. The MTPO will ensure that all segments of the population including LEP persons could be involved in the transportation planning process. Interpreters will be provided when requested with advanced notice to accommodate non-English speaking individuals. The MTPO LEP Plan may be reviewed at the following link: [www.acgnvmobility.org](http://www.acgnvmobility.org).

### C. Public Record of Meetings

The Sunshine Law stipulates that minutes must be taken at all public meetings. MTPO takes minutes of meetings, distributes them to board and committee members, posts them promptly on [www.acgnvmobility.org](http://www.acgnvmobility.org), after approval, and provides written copies upon request. If a public meeting is held using a digital platform, the entirety of the meeting will be virtually recorded, and digital copies will be provided upon request.

### D. Public Hearings

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




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

### E. Website

The MTPO maintains an internet site providing a forum for the most current information on its Board, advisory committees, plans, projects, programs, meetings, and other opportunities for input. Archived presentations of MTPO and other public meetings are also provided for viewing or download. The website can be accessed at [www.acgnvmobility.org](http://www.acgnvmobility.org).

	<p><b>We Want Your Input!</b> The MTPO encourages public comment. This document is available on the MTPO website at <a href="http://www.acgnvmobility.org">www.acgnvmobility.org</a></p>
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### F. Response

Responses to questions and comments from the public concerning the public participation process, draft transportation plans, programs, or public agency consultation process will be made publicly available at [www.acgnvmobility.org](http://www.acgnvmobility.org). A summary of comments received will be made as part of the final plan or program. The rationale for policy decisions will be available to the public in writing if requested.

### G. Title VI

The MTPO 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 MTPO will utilize the FDOT ETDM Tool or other GIS-based analysis to conduct socio-economic analysis of communities to determine where concentrations of Title VI groups and issues may exist.

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



Special efforts are undertaken to involve population segments that are traditionally underserved and/or underrepresented in Alachua County. These efforts may include the following:

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

The MTPO Title VI Plan may be reviewed online at [www.acgnvmobility.org](http://www.acgnvmobility.org).

### H. Limited English Proficiency (LEP)

The MTPO's Limited English Proficiency Plan identifies the LEP populations impacted within the service area. Additionally, the plan establishes guidelines for MTPO staff to follow to allow information and service accessibility for LEP persons. A copy of the MTPO's LEP Plan can be found online at [www.acgnvmobility.org](http://www.acgnvmobility.org).

## Outreach Tools and Techniques

The MTPO employs a variety of outreach tools and techniques to reach targeted populations and stakeholder groups depending on the need. These outreach activities may apply to multiple audiences or may be tailored to a specific group. As these public outreach tools and techniques are used, if a particular technique is not a success, MTPO staff can discuss the use of other techniques and include them in subsequent updates of the PPP. This will ensure that the best techniques are always being employed. The outreach tools and techniques described in this PPP are shown in **Table 1**.



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Table 1. Outreach Tools and Techniques Summary

Program Management	Public Outreach Events	Public Notification	Public Feedback
MTPO Policy Board and Advisory Committees List of Project Priorities (LOPP) Coordination	Public workshops/open houses Virtual participation Pop-up events Training sessions Presentation to community groups	Mailing and email lists Newsletters and flyers Website Radio Television Newspaper	Visualization Techniques* Interactive participation activities Surveys Website and email Social Media Comment forms Verbal comments during meetings Tracking/feedback mechanism

\*Visualization techniques are required at public meetings and on the MTPO website to effectively describe the content of the LRTP and TIP.



## A. Public Participation and Notice for Transportation Core Products

MTPOs, such as the MTPO, are charged under federal law with developing five core products:

- Long Range Transportation Plan
- Transportation Improvement Program
- Unified Planning Work Program
- Public Participation Plan
- List of Priority Projects

Public involvement assists with the facilitation of each of the federally mandated transportation planning documents. How public input is incorporated into advancement of these plans is detailed in the next section including checklists showcasing the ways MTPO provides notice and involves the public. The processes described in this PPP are utilized during the development of the five core products described below.

### 1. Long Range Transportation Plan

The LRTP identifies transportation improvements necessary to maintain adequate mobility and to accommodate growth forecasted over the next twenty (25) years. The current LRTP (Transportation 2050) includes projects through the year 2050. The process includes innovative technical modeling and collaborative public engagement. Public involvement during development of the LRTP is guided by an independent and focused PPP, though strategies and tactics are coordinated with this document to ensure overall continuity.

#### Federal Legislation Guiding Public Involvement

**Bipartisan Infrastructure Law:** Participation By Interested Parties

The MPO shall develop and use a documented participation plan that defines a process for providing individuals, affected public agencies, representatives of public transportation employees, public ports, freight shippers, providers of freight transportation services, private providers of transportation (including intercity bus operators, employer-based commuting programs, such as carpool program, vanpool program, transit benefit program, parking cash-out program, shuttle program, or telework program), representatives of users of public transportation, representatives of users of pedestrian walkways and bicycle transportation facilities, representatives of the disabled, and other interested parties with reasonable opportunities to be involved in the metropolitan transportation planning process. (23 USC 134 § 450.316).





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**Table 2. Long Range Transportation Plan Checklist**

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

## ‘Not Substantial’ Amendments to the LRTP

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

Amendments to the LRTP deemed ‘not substantial’ are reviewed by MTPO’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



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process and following Board adoption, the proposed amendment is electronically published on: [www.acgnvmobility.org](http://www.acgnvmobility.org).

**Table 3. LRTP Non-Substantial Amendments Checklist**

Outreach Step	Timeframe
Proposed amendment published electronically on <a href="http://www.acgnvmobility.org">www.acgnvmobility.org</a>	At least seven (7) days before committee review
Review by MTPO advisory committees for input and recommendations, including public comment period at committee meetings	During the meeting cycle prior to the Board action
Board vote on approval, following public comment period at the meeting	First Board meeting following advisory committee review and recommendation
Citizens unable to attend committee or Board meetings are encouraged to submit written comments via postal service, <a href="http://www.acgnvmobility.org">www.acgnvmobility.org</a>	Throughout official public comment period
Approved amendment published on <a href="http://www.acgnvmobility.org">www.acgnvmobility.org</a>	As soon as final copies of document can be uploaded to the website

### ‘Substantial’ Amendments to the LRTP

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

The following actions are potential amendments:

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

For amendments to the LRTP deemed ‘substantial,’ the MTPO follows a similar public involvement process to the original adoption of the plan, including a formal twenty-one (21) day public comment period after any required technical analysis and review by the organization’s advisory committees for both input and recommendations prior to Board adoption. Public notification of the public comment period for the amendment follows the approved



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advertisement process. During the review process and following Board adoption, the proposed amendment is electronically published on [www.acgnvmobility.org](http://www.acgnvmobility.org).

**Table 4. LRTP Substantial Amendments Checklist**

Outreach Step	Timeframe
Proposed amendment published electronically on <a href="http://www.acgnvmobility.org">www.acgnvmobility.org</a> and notification of public hearing on the amendment is made as outlined above	At least seven (7) days prior to the public hearing
Review by MTPO advisory committees for input and recommendations, including public comment period at committee meetings	During the meeting cycle prior to the Board action
Public hearing after any required technical analysis	Prior to Board adoption
Board vote on approval	First Board meeting after public hearing
Citizens unable to attend committee or Board meetings are encouraged to submit written comments via postal service, <a href="http://www.acgnvmobility.org">www.acgnvmobility.org</a> contact form	Throughout official public comment period

## 2. Transportation Improvement Program (TIP)

The TIP is a five-year plan that assigns available funding to specific projects in the near future. MTPO develops this plan each year in cooperation with the FDOT, which includes a period of review by MTPO advisory committees.

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

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

Citizens unable to respond during the public comment period or attend Board meeting may submit written public comments to MTPO during the official public comment period in two additional ways: 1) via postal service, or 2) via the website engagement page at [www.acgnvmobility.org](http://www.acgnvmobility.org).



**Table 5. Transportation Improvement Program Checklist**

Outreach Step	Timeframe
Draft TIP project information published on <a href="http://www.acgnvmobility.org">www.acgnvmobility.org</a>	Seven days before committee review, opening public comment period
Draft TIP presented at MTPO advisory committee meetings, with chance for public comment at the meeting	During the meeting cycle prior to Board approval
Public meeting to present draft TIP, maps, other information, with opportunity for public comment	Prior to Board approval
Board vote on approval after public comment period	Typically, the first Board meeting following advisory committee review
Citizens unable to attend committee or Board meetings are encouraged to submit written comments via postal service, <a href="http://www.acgnvmobility.org">www.acgnvmobility.org</a> contact form	Throughout official public comment period

**TIP Amendments:**

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

Public input considered in the development and maintenance of the TIP includes the comments and recommendations of MTPO committees and the public at large as well as input received during the public comment periods. MTPO 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, MTPOs, and non-metropolitan local officials, and federal and state agencies.

**Emergency TIP Amendments**

Most amendments to the TIP receive a review (as outlined in Table 6) before entering the program. Exceptions are made when an emergency amendment must be approved prior to the next Board meeting for the amended project to receive funding. In these cases, the MTPO Executive Director is authorized to approve the amendment and sign a corresponding resolution on behalf of the board without having to call an emergency meeting of the Board. The Executive Director’s approval of the amendment then must be provided to advisory committees as an information item and ratified at the next regularly scheduled board meeting.



## INTERAGENCY COOPERATION AND SUPPORT

MTPO actively assists local governments and transportation agencies in the development and implementation of public participation techniques for transportation planning and other related studies. For example, during the LRTP and TIP development processes, MTPO will assist the City of Gainesville Regional Transit System (RTS) 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 MTPO’s LRTP/TIP development process is being used to satisfy the public comment period requirements of FTA’s Section 5307 program. This public notice of public involvement activities and the time established for public review and comment on the LRTP/TIP will satisfy the FTA Program of Projects requirements.”*

**Table 6. Public Participation Checklist for TIP Amendments**

Outreach Step	Timeframe
Proposed amendment published on <a href="http://www.acgnvmobility.org">www.acgnvmobility.org</a>	Seven days prior to committee review, opening public comment period
Amendment reviewed by MTPO advisory committees for input, with public comment periods offered at committee meetings	During the meeting cycle prior to Board approval
Board votes on approval, following public comment period	First Board meeting after committee review
Citizens unable to attend committee or Board meetings are encouraged to submit written comments via postal service, <a href="http://www.acgnvmobility.org">www.acgnvmobility.org</a> contact form	Throughout official public comment period
Amendment is published on <a href="http://www.acgnvmobility.org">www.acgnvmobility.org</a>	As soon as final copies of document can be uploaded to the website

**Table 7. Public Participation Checklist for Emergency TIP Amendments**

Outreach Step	Timeframe
MTPO Board chairman contacted about need for emergency amendment to secure funding	As soon as situation is identified by staff
MTPO Executive Director signs corresponding resolution on behalf of the Board without calling emergency session	As soon as Executive Director’s schedule permits
Board ratifies approval of the emergency amendment	At next regularly scheduled Board meeting
Amendment is published on <a href="http://www.acgnvmobility.org">www.acgnvmobility.org</a>	As soon as final copies of document can be uploaded to the website



### **3. Unified Planning Work Program (UPWP)**

The UPWP documents the transportation planning activities and associated budget for the MTPO planning area. Though the document covers a two-year period, the UPWP is reviewed annually to refine previously identified tasks and better reflect changes in the economic climate. Prior to Board adoption, the public will be provided with the opportunity to review and comment on the draft UPWP during a twenty-one (21) day public review period. A draft is also presented to the MTPO 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.acgnvmobility.org](http://www.acgnvmobility.org) and is available in print, by request.

Citizens unable to attend the committee or Board meetings may submit written public comments to MTPO during the official public comment period: 1) via postal service or 2) via the “Contact Us” form on the website [www.acgnvmobility.org](http://www.acgnvmobility.org). Citizens unable to attend the committee or Board meetings may submit written public comments to MTPO during the official public comment period: 1) via postal service or 2) via the “Contact Us form on the website [www.acgnvmobility.org](http://www.acgnvmobility.org).

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

**Table 8. Unified Planning Work Program Checklist**

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



### UPWP REVISIONS

#### Modifications

UPWP modifications do not change the FHWA approved planning budget or the scope of the FHWA funded work task. There is no formal public comment period for UPWP modifications. Modifying the UPWP does not require FHWA approval; however, MTPO will notify the FDOT District Liaison when changes are made. The FDOT Liaison will then notify FHWA and FTA.

#### UPWP Amendments

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

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

## 4. List of Prioritized Projects

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

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

Citizens unable to attend the committee or Governing Board meetings may submit written public comments to MTPO during the official public comment period: 1) via postal service or 2) via the "Contact Us" form on the website [www.acgnvmobility.org](http://www.acgnvmobility.org). Citizens unable to attend the committee or Governing Board meetings may submit written public comments to MTPO during the official public comment period: 1) via postal service, 2) via the "Contact Us" form on the website [www.acgnvmobility.org/](http://www.acgnvmobility.org/).



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## LOPP Amendments

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

**Table 9. List of Prioritized Projects Checklist**

Outreach Step	Timeframe
Draft LOPP published electronically on <a href="http://www.acgnvmobility.org">www.acgnvmobility.org</a>	Twenty-one (21) days prior to Board approval, opening public comment period
Draft LOPP presented at MTPO advisory committee meetings, with public comment during meeting	During the meeting cycle prior to Board approval
Board vote on approval, after public comment period at the meeting and consideration of committee input	First Board meeting after committee review
Citizens unable to attend committee or Board meetings are encouraged to submit written comments via postal service, <a href="http://www.acgnvmobility.org">www.acgnvmobility.org</a> contact form	Throughout official public comment period
Approved Prioritized Project List published on <a href="http://www.acgnvmobility.org">www.acgnvmobility.org</a>	As soon as final documents can be uploaded to the website

## 5. Public Participation Plan (PPP)

The PPP is defined as part of the transportation planning work program which identifies the public involvement strategies and the outreach activities to be undertaken by the MTPO. As required by federal law, a formal forty-five (45) day public comment period is held prior to Board adoption of the PPP to offer another avenue of public input. Once adopted, the plan is available on [www.acgnvmobility.org](http://www.acgnvmobility.org).

### A. PPP Amendments

The PPP can be amended at any time by providing a forty-five (45) day public comment period and the opportunity for public comment on the proposed change in the regular Board and advisory committee meeting cycle. The opportunity to comment on the proposed change will be provided at regularly scheduled and advertised meetings of the TAC, CAC, and Board. Notice of the proposed change will also be posted on the MTPO website.

### B. Emergency Meetings





The Chair may call for an emergency meeting for the purpose of acting upon matters affecting the public health, safety, and welfare. In the event of a statewide emergency, an emergency meeting or special meeting can be held using digital means and will be recorded in its entirety. Such meeting agenda shall be prepared by the Chair. The agenda and supporting documents shall be made available to the members at least one (1) day prior to the meeting. Meeting agenda shall be posted at the site of the meeting and on the MTPO website at least twenty-four (24) hours prior to the meeting and emailed to all members. Minutes of the emergency meeting will be posted to the MTPO website within twenty-four (24) hours of the meeting and a full review of approved items will be discussed at the next regularly scheduled Board meeting.

### C. Program Evaluation

The success of the MPTO's PPP is measured both qualitatively and quantitatively. As illustrated in **Table 10**, there are several ways the MTPO can evaluate the effectiveness of an individual outreach tool and strategy. In addition to these numerical measures, the MTPO can analyze the depth of the outreach efforts by ensuring the techniques are aligned with these guiding engagement principles:

- Plans, studies, and other MTPO actions will reflect the concerns, needs, and vision of the public.
- A cross-section of the county's population is represented, including protected and underserved populations.
- To maintain an open dialogue with community members and commuters throughout the public participation process.
- To work with key stakeholders, members of the public, and member jurisdictions to coordinate participation during the planning process.
- Each strategy will be evaluated on a timely basis.

#### 1. Defining Success for the Public

Members of the public in Alachua County can expect the following:

- Easy access to current and upcoming plans and documents
- Convenient opportunities to provide input on MTPO activities
- Consideration of all community members regardless of race, color, national origin, or income, status, sex, age, and disability
- Full and fair participation by all potentially affected communities in the transportation decision-making process
- A demonstration of explicit consideration and thoughtful response to public input received during the development of MTPO plans and programs.
- Reasonable accommodations regarding meeting locations, technology, and translation services to ensure all populations feel welcome and engaged in the planning process.



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- Strategies which are tailored for specific populations and are evaluated on a timely basis to ensure success.

### a. Measures of Effectiveness

The effectiveness of MTPO outreach tools and strategies listed in this plan will be evaluated using the metrics provided in **Table 10**.

**Table 102. Outreach Tool & Strategies Measures of Effectiveness**

Outreach Tool & Strategy	Metric
Website	<ul style="list-style-type: none"> <li>• Visits</li> <li>• Number of document downloads</li> </ul>
Social Media	<ul style="list-style-type: none"> <li>• Number of annual site visits</li> <li>• Number of new followers</li> <li>• Comments received by users</li> <li>• Analytics, including Facebook likes and shares, retweets, success of Facebook promotion, blog comments, Instagram likes</li> <li>• Demographic analytics to understand engagement of traditionally underserved, if possible</li> </ul>
Newsletters	<ul style="list-style-type: none"> <li>• Number of subscribers</li> <li>• Number of new subscribers</li> <li>• Number of subscribers opening newsletter</li> <li>• Number of link clicks</li> </ul>
Outreach Events	<ul style="list-style-type: none"> <li>• Number of meetings held</li> <li>• Number of individuals in attendance</li> <li>• Number of comments received</li> <li>• Number of impressions garnered surrounding workshop event details</li> <li>• Number of individuals who engaged with social media event posting</li> </ul>
Public comment periods	<ul style="list-style-type: none"> <li>• Number of comments received</li> </ul>
Meetings	<ul style="list-style-type: none"> <li>• Attendance</li> <li>• Comments received</li> </ul>
Surveys	<ul style="list-style-type: none"> <li>• Number of responses</li> <li>• Percent of responses by traditionally underserved, if possible</li> </ul>
Title VI, EJ, and ADA	<ul style="list-style-type: none"> <li>• Number of requests for alternate formats</li> <li>• Number of participants and type of population served in meetings</li> <li>• Number of requests for translations</li> </ul>



## 2. Evaluation Process

The MTPO will perform an annual evaluation of the public outreach process. Evaluating the PPP on a consistent basis will ensure community engagement is working to the best of its ability and will better position the MTPO to plan outreach based on current events and trends. If significant changes are warranted following the evaluation the MTPO may consider amending the PIP.

The MTPO will produce Annual Report each year, distributed to stakeholders and at public outreach events. This Annual Report will include an evaluation of public outreach throughout the year along with the relevant metrics listed in **Table 10**, including social media and outreach event statistics, and major recurring themes during the past year of outreach.

In addition, the MTPO should analyze year over year trends within each outreach strategy to note which strategies may be underperforming and how these strategies may need to be adapted for better outcomes. MTPO staff will also review the Outreach Tools and Strategies following each PPP.

MTPO staff should, whenever possible, follow up with individuals who provide public comment or during the planning process to close the feedback loop and allow the community know how their comments and recommendations have been addressed. Staff will also work with the CAC to gather feedback on the effectiveness of strategies implemented following the adoption of the PPP and solicit advice on how to better improve engagement processes.



# Glossary

**Alachua County Transportation Disadvantaged Coordinating Board (ACTDCB)**- consists of 16 members, including State agency and citizen advocates that are appointed by the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area (Metropolitan Transportation Planning Organization) to provide advice and direction to the Community Transportation Coordinator concerning the coordination of transportation services for transportation disadvantaged persons. In addition, the Metropolitan Transportation Planning Organization appoints an elected official, to serve as the chairperson for all local coordinating board meetings. The Alachua County Transportation Disadvantaged Coordinating Board is responsible, in part, for approving the Alachua County Transportation Disadvantaged Service Plan.

**Annual Average Daily Traffic (AADT)** - the traffic volume passing a point or segment of a roadway in both directions for one year divided by the number of days in the year.

**Bicycle/Pedestrian Advisory Board (BPAD)**- consists of citizens-at-large that advise the Alachua County Board of County Commissioners, City of Gainesville City Commission and the Metropolitan Transportation Planning Organization on bicycle and pedestrian transportation-related issues. It includes 12 voting members and one non-voting adjunct member representing the University of Florida students.

**Citizens Advisory Committee (CAC)** - consists of 15 citizens-at-large that advise the Metropolitan Transportation Planning Organization regarding transportation-related issues.

**Code of Federal Regulations (CFR)** - 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.

**Community Transportation Coordinator (CTC)** - transportation entity recommended by the metropolitan planning organization to ensure that coordinated transportation services are provided to the transportation disadvantaged population in a designed service area. It is responsible for development and implementation of the Transportation Disadvantaged Service Plan, which describes how transportation service will be provided to eligible persons within its service area.

**Cost Feasible Plan (CFP)** - description of transportation system modifications in the adopted Needs Plans which are anticipated to be funded over the planning period.

**Federal Aviation Administration (FAA)** - United States agency responsible for aviation funding and monitoring.

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**Federal Highway Administration (FHWA)** - United States agency responsible for roadway funding and monitoring.

**Federal Transit Administration (FTA)** - United States agency responsible for transit funding and monitoring.

**Florida Department of Transportation (FDOT)** - State of Florida transportation agency responsible for allocation of Federal and State transportation funding and monitoring.

**Florida Department of Transportation Work Program (FDOT WP)** - List of Federal and State-funded transportation projects developed by the Florida Department of Transportation.

**Florida Intrastate Highway System (FIHS)** - interconnected high-speed, high-volume roadways including: Interstate highways, Florida's Turnpike system, selected urban expressways, existing major interregional and intercity arterial highways to be upgraded to higher controlled-access standards and new limited-access facilities. The primary function of the system is to serve interstate and regional commerce and long-distance trips. The Florida Intrastate Highway System was integrated into the Strategic Intermodal System in 2012.

**Gainesville Metropolitan Area** - jurisdiction of the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area. The existing urbanized area plus the area projected to become urbanized over the next 20 years. This contrasts with "Gainesville Urbanized Area". (See next definition.)

**Gainesville Urbanized Area** - is used in the legal name of the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area. This phrase refers to the area around Gainesville that is currently "urbanized" at a population density of 1,000 people per square mile, as defined by the United States Census Bureau.

**Level of Service (LOS)** - a quantitative measure of the quality of service of a service or a facility into six letter grade levels with "A" describing the highest quality of service and "F" describing the lowest quality; a discrete stratification of a quality of service continuum.

**List of Priority Projects (LoPP)** - document produced by the Metropolitan Transportation Planning Organization that describes transportation system modification recommendations to the Florida Department of Transportation for inclusion in its Work Program.

**Livable Community Reinvestment Plan**- title of the Metropolitan Transportation Planning Organization Long Range Transportation Plan.

**Long-Range Transportation Plan (LRTP)** - document produced by the Metropolitan Transportation Planning Organization that describes transportation system modifications to be implemented over a long period of time.

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**Metropolitan Planning Organization (MPO)** - the organization responsible for carrying out transportation planning and programming in accordance with the provisions with 23 United States Code s134, as provided in 23 United States Code s107(f)(3).

**Metropolitan Planning Organization Advisory Council (MPOAC)** - statewide organization of Metropolitan Planning Organizations that facilitates coordination and exchange of information on transportation issues.

**Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area (MTPO)** - official title of the metropolitan planning organization that provides recommendations to the Florida Department of Transportation on the expenditures of federal funds in the Gainesville Metropolitan Area. The Metropolitan Transportation Planning Organization consists of the five Alachua County Commissioners, the Mayor and six City of Gainesville Commissioners, on Alachua County/Gainesville Regional Airport Authority board member, one School Board of Alachua County member and one Rural Representative as voting members, with the Florida Department of Transportation District 2 Secretary (or his/her designee) and the University of Florida President (or his/her designee) as nonvoting members.

**Needs Plan** - document produced by the Metropolitan Transportation Planning Organization that describes transportation system modifications required to sustain a transportation system that would function at an acceptable level of service that is implemented over a long period of time.

**Public Participation Plan (PPP)** - document produced by the Metropolitan Transportation Planning Organization that describes strategies to facilitate and promote citizen participation in its transportation planning process.

**State Transportation Improvement Program (STIP)** - statewide listing of federal and state-funded transportation projects.

**Strategic Intermodal System (SIS)** - transportation system that consists of facilities and services of statewide and interregional significance (strategic); contains all forms of transportation for moving both people and goods, including linkages that provide for smooth and efficient transfers between modes and major facilities (intermodal); and integrates individual facilities, services, forms of transportation (modes) and linkages into a single, integrated transportation network (system). The Strategic Intermodal System is a network of high-priority transportation facilities which includes the largest and most significant commercial service airports, spaceport, deepwater seaports, freight rail terminals, passenger rail and intercity bus terminals, rail corridors, waterways and highways in the state.

**Technical Advisory Committee (TAC)** - consists of professional staff from Alachua County Departments of Environmental Protection, Growth Management and Public Works; Alachua County/Gainesville Regional Airport Authority; Bicycle/Pedestrian Advisory Board staff; City of

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Gainesville Departments of Planning, Gainesville Regional Utilities, Regional Transit System and Public Works; and State of Florida Departments of Environmental Protection and Transportation that advise the Metropolitan Transportation Planning Organization on transportation-related issues.

**Transportation Disadvantaged (TD)** - those persons who because of physical or mental disability, income status, or age are unable to transport themselves or purchase transportation and are, therefore, dependent upon others to obtain access to health care, employment, education, shopping, social services or other life-sustaining activities, or children who are handicapped or high-risk or at-risk.

**Transportation Improvement Program (TIP)** - document produced by the Metropolitan Transportation Planning Organization that describes transportation system modifications to be implemented within the Gainesville Metropolitan Area over a five-year period that implements projects included in the Cost Feasible Plan and transportation system maintenance projects.

**Transportation Management Area (TMA)** - an urbanized area with a population over 200,000, as defined by the United States Bureau of the Census and designated by the United States Secretary of Transportation, or any additional area where Transportation Management Area designation is requested by the Governor and the metropolitan planning organization and included by the United States Secretary of Transportation.

**Unified Planning Work Program (UPWP)** - document produced annually by the Metropolitan Transportation Planning Organization that describes its transportation planning activities to be accomplished during the program year.

**United States Code (USC)** - the codification of the general and permanent laws of the United States.

**United States Department of Transportation (USDOT)** - Federal government department responsible for funding and monitoring all modes of transportation.

# Appendix A: Federal Requirements for Public Participation

The following is excerpted from the MPO Management Handbook's Chapter 6: Public Involvement.

## 6.3 Federal Requirements for Public Involvement

Federal transportation planning regulations describe the requirements for MPOs in conducting public involvement activities during the transportation planning process. In addition, other Federal regulations and executive orders affect how an MPO's public involvement activities are planned and conducted. These requirements are described in this section.

### 6.3.1 Development of a Public Participation Plan

MPOs are required to develop a Public Participation Plan (PPP). The requirements for this plan are contained in 23 C.F.R. 450.316 and are described below. More information on these requirements is contained in the "PY19 Program Accountability Results (PAR) Public Participation Plans," conducted in August 2019. While this assessment was conducted for non-TMA MPOs, the requirements cited in the assessment apply to all MPO PPPs.

- A) The MPO must develop and use a documented PPP that defines a process for providing individuals, affected public agencies, representatives of public transportation employees, public ports, freight shippers, providers of freight transportation services, private providers of transportation (including intercity bus operators, employer-based commuting programs, such as carpool program, vanpool program, transit benefit program, parking cash-out program, shuttle program, or telework program), representatives of users of public transportation, representatives of users of pedestrian walkways and bicycle transportation facilities, representatives of the disabled, and other interested parties with reasonable opportunities to be involved in the metropolitan transportation planning process.

[23 C.F.R. 450.316(a)]

1. The MPO is required to develop the participation plan in consultation with all interested parties and must, at a minimum, describe explicit procedures, strategies, and desired outcomes for: [23 C.F.R. 450.316(a)(1)]
  - Providing adequate public notice of public participation activities and time for public review and comment at key decision points, including a reasonable opportunity to comment on the proposed LRTP and the TIP;



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- Providing timely notice and reasonable access to information about transportation issues and processes;
- Employing visualization techniques to describe LRTPs and TIPs;
- Making public information (technical information and meeting notices) available in electronically accessible formats and means, such as the Internet;
- Holding any public meetings at convenient and accessible locations and times;
- Demonstrating explicit consideration and response to public input received during the development of the LRTP and the TIP;
- Seeking out and considering the needs of those traditionally underserved by existing transportation systems, such as low-income and minority households, who may face challenges accessing employment and other services;
- Providing an additional opportunity for public comment, if the final LRTP or TIP differs significantly from the version that was made available for public comment by the MPO and raises new material issues that interested parties could not reasonably have foreseen from the public involvement efforts;
- Coordinating with the statewide transportation planning public involvement and consultation processes; and
- Periodically reviewing the effectiveness of the public involvement procedures and strategies contained in the PPP to ensure a full and open participation process.

When developing the PPP, it is important to allow enough time to receive and respond to public input in order to find a balance between addressing appropriate public comments and adopting the LRTP within the required timeframe; this would include any meetings or hearings that take place during that time.

2. When significant written and oral comments are received on the draft LRTP and TIP (including the financial plans) as a result of the participation process in this section or the interagency consultation process required for air quality nonattainment or maintenance areas under the U.S. Environmental Protection Agency (EPA) transportation conformity regulations (40 C.F.R. Part 93, Subpart A), a summary, analysis, and report on the disposition of comments are required to be included in the final LRTP and TIP. [23 C.F.R. 450.316(a)(2)]
3. A minimum public comment period of 45 calendar days must be provided before the initial or revised participation plan is adopted by the MPO. Copies of the approved PPP must be provided to the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) for informational purposes. These copies must be posted on the Internet to the maximum extent practicable. [23 C.F.R. 450.316(a)(3)]

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- B) In developing LRTPs and TIPs, the MPO should consult with agencies and officials responsible for other planning activities within the MPO area. This consultation should include entities that are affected by transportation, including State and local planned growth, economic development, tourism, natural disaster risk reduction, environmental protection, airport operations, or freight movements. In addition, the MPO must develop the LRTPs and TIPs with due consideration of other related planning activities within the metropolitan area; the process must provide for the design and delivery of transportation services within the area that are provided by: [23 C.F.R. 450.316(b)]
- Recipients of FTA assistance under [49 U.S.C. Chapter 53];
  - Governmental agencies and nonprofit organizations (including representatives of the agencies and organizations) that receive Federal assistance from a source other than the U.S. DOT to provide nonemergency transportation services; and
  - Recipients of assistance under 23 U.S.C. 201-204 (Federal lands and Tribal transportation programs).
- C) When the MPO area includes Indian Tribal lands, the MPO must appropriately involve the Indian Tribal government(s) in the development of the PPP, LRTP, and TIP. [23 C.F.R. 450.316(c)]
- D) When the MPO area includes Federal public lands, the MPO must appropriately involve the Federal land management agencies in the development of the PPP, LRTP, and TIP. [23 C.F.R. 450.316(d)]
- E) MPOs also must develop a documented process that outlines the roles, responsibilities, and key decision points for consulting with other governments and agencies, as defined in paragraphs in this section, which may be included in the MPO's Metropolitan Planning Agreement. [23 C.F.R. 450.316(e)]

Note that MPOs are required to conduct the activities listed in their plans. If the PPP calls for a public hearing for LRTPs, for instance, that hearing becomes a requirement; this is even if it is not required by law or regulation. Likewise, if the PPP calls for newspaper advertisements, the MPO must publish those advertisements. MPOs should clearly identify the minimum public involvement activities they will undertake for LRTPs, as well as any additional activities they may undertake. MPOs should anticipate the potential for additional meetings beyond the minimum and clearly identify in the PPP how the public will be informed of additional meetings.

Please note MPOs are exempt from the state law that requires publishing meeting notices in the Florida Administrative Register (see Section 120.52, FS), but the MPO must follow the meeting noticing requirements in their PPP and should provide adequate notice to the public of their meetings.

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PPPs are living documents that must be revisited periodically to reflect changing communities and their needs. As such, the MPO should update its PPP at a minimum of once every five years (preferably prior to the initiation of the development of a new LRTP) to ensure that it remains accurate and effective. The FHWA PPP checklist is available on the MPO Partner Site to aid in the development and review on MPO PPPs.

### **Federal Public Involvement Requirements Specific to the LRTP**

When developing the LRTP, the MTPO must provide interested parties with a reasonable opportunity to comment on it using the strategies identified in the MTPO's adopted PPP. In some cases, the MPO may develop a PPP specific to the LRTP as part of the scope of that project. If this is done, the PPP for the LRTP must be consistent with the overall PPP of the MPO. The PPP for the LRTP may provide additional detail about engagement strategies being used or individuals, groups, or agencies being engaged. The PPP for the LRTP may also include outreach opportunities beyond those identified in the MPO's adopted PPP. Parties that should be included in the development of LRTPs include:

- Public agencies,
- Indian Tribal governments,
- Representatives of public transportation employees,
- Public ports and airports,
- Freight shippers,
- Providers of freight transportation services,
- Private providers of transportation (including intercity bus operators, employer based commuting programs, such as carpool program, vanpool program, transit benefit program, parking cash-out program, shuttle program, or telework program),
- Representatives of users of public transportation,
- Representatives of users of pedestrian walkways and bicycle transportation facilities,
- Representatives of the disabled, and
- Other interested parties using the participation plan developed consistent with 23 C.F.R. 450.316(a). [23 C.F.R. 450.324(k)]
- The MPO must publish or otherwise make readily available the LRTP for public review, including (to the maximum extent practicable) in electronically accessible formats and means (e.g., the Internet). [23 C.F.R. 450.324(l)]

### **6.3.3 Federal LRTP Requirements Specific to Florida**

The MPO must be aware of additional requirements or guidance provided by FHWA and FTA when developing the LRTP. For example, in November 2012 and January 2018, the FHWA and FTA developed a summary of "expectations" for the subsequent update of LRTPs, Federal Strategies for Implementing Requirements for LRTP Update for the Florida MPOs, which are

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available in the Partner Library on the MPO Partner Site. This additional guidance states that for LRTPs, MPO Boards, their advisory committees, and the public, should have the opportunity to periodically review the LRTP products, interim tasks, and reports that result in the final LRTP documentation. Furthermore, this guidance also states that final adopted LRTP documentation should be posted to the Internet; it should be available at the MPO offices, no later than 90 days after adoption.

### **6.3.4 Federal Public Involvement Requirements Specific to the TIP**

The MPO must provide all interested parties with a reasonable opportunity to comment on the proposed TIP, as required by the PPP. In addition, the MPO must publish or otherwise make readily available the TIP for public review, including (to the maximum extent practicable) in electronically accessible formats and means (e.g., the Internet), as described in the PPP. [23 C.F.R. 450.326(b)], [23 U.S.C. 134 (i)(6) and (7)] In the event an MPO revises its TIP, the MPO must always use public participation procedures consistent with the MPO's PPP. However, public participation is not required for administrative modifications unless specifically addressed in the PPP. [23 C.F.R. 450.328(a)]

### **6.3.5 Public Involvement for the Federal Certification Review**

In conducting a certification review for a Transportation Management Area (TMA)/MPO, the FHWA and the FTA provide opportunities for public involvement within the metropolitan planning area under review. The FHWA and the FTA are required to consider the public input received in arriving at a decision on a certification action. This process can be used by the MPOs to improve the overall delivery of future public outreach based on the input received during the certification review process. [23 C.F.R. 450.336(b)(4)]

### **6.3.6 Americans with Disabilities Act**

The Americans with Disabilities Act of 1990 (ADA) prohibits the exclusion of persons with disabilities from participation in services, programs, or activities of a public entity, including MPOs. In addition, the MPO has the responsibility of providing reasonable accommodation to those with disabilities who require special services to access information or participate in MPO activities. [42 U.S.C. 12131-12134] See Chapter 10: Title VI and Nondiscrimination Program Guidance for Metropolitan Planning Organizations for a discussion of ADA requirements as they pertain to MPOs.

### **6.3.7 Title VI of the Civil Rights Act**

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

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financial assistance. [42 U.S.C. 2000d-1] Title VI provides the following protection and activities relative to public involvement:

- Encourages the participation of minorities as members of planning or advisory bodies for programs receiving Federal funds;
- Requires information and services to be provided in languages other than English when significant numbers of potential beneficiaries have limited English-speaking ability; and
- Requires entities to notify the entire eligible population about programs. See Chapter 10: Title VI and Nondiscrimination Program Guidance for Metropolitan Planning Organizations for a discussion of other Title VI requirements as they pertain to MPOs.

### **6.3.9 Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency**

Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency (LEP), requires agencies to develop plans so that people for whom English is not their native language or who have a limited ability to read, speak, write, or understand English can have meaningful access to services provided. Factors for determining when meaningful access is necessary include:

- Number or proportion of LEP persons in the affected area;
- Frequency of contact with LEP persons;
- Importance of the service provided to LEP persons; and
- Resources available.

MPOs must use these four factors to determine when, and to what extent, LEP services are required. Translation of vital documents into languages other than English and oral interpretation through translators or other interpretive services are methods of communication that may constitute meaningful access.

See Chapter 10: Title VI and Nondiscrimination Program Guidance for Metropolitan Planning Organizations for a discussion of LEP requirements as they pertain to MPOs.

## **6.4 State Requirements for Public Involvement**

State public involvement requirements related to MPOs are described in this section.

### **6.4.1 State Public Involvement Requirements Specific to the LRTP**

In the development of its LRTP, each MPO must provide the public, affected public agencies, representatives of transportation agency employees, freight shippers, providers of freight transportation services, private providers of transportation, representatives of users of public transit, and other interested parties with a reasonable opportunity to comment on the LRTP. [s.339.175(7), F.S.]

### **6.4.2 State Public Involvement Requirements Specific to the TIP**

During the development of the TIP, the MPO must, in cooperation with FDOT and any affected public transit operation, provide citizens, affected public agencies, representatives of transportation agency employees, freight shippers, providers of freight transportation services, private providers of transportation, representatives of users of public transit, and other interested parties with reasonable notice of and an opportunity to comment on the proposed program. [s.339.175(8)(e), F.S.]

### **6.4.3 Public Involvement for the Annual List of Prioritized Projects**

Each MPO annually must prepare a list of project priorities and submit the list to the appropriate FDOT District by August 1 of each year. The list must have been reviewed by the technical and citizens' advisory committees and approved by the MPO Board/ Commission before submission to the District. The annual list of project priorities must be based upon project selection criteria that consider, among other items, the MPO's public involvement procedures. [s.339.175(8)(b)(5), F.S.]

### **6.4.4 Public Involvement for the Annual List of Federally Obligated Projects**

The MPO is required annually to publish or otherwise make available for public review the annual listing of projects for which Federal funds have been obligated in the preceding year. [s.339.175(8)(h), F.S.]

### **6.4.5 Public Involvement and MPO Committees**

Most MPOs consider their standing committees to be a fundamental part of their public involvement activities. The formation of a technical advisory committee (TAC) and citizens' advisory committee (CAC) are required pursuant to s.339.175(6)(d), F.S. and s.339.175(6)(e), F.S.; and formation guidance is provided in Chapter 2: Metropolitan Planning Organization Formation and Modification. As an alternative to the use of a CAC, Florida Statute provides provisions for MPOs to adopt an alternate program or mechanism that ensures adequate citizen involvement in the transportation planning process following approval by FHWA, FTA, and FDOT. MPOs may also consider additional standing committees as a public involvement activity to address specific needs, such as bicyclists, pedestrians, and multiuse trails, safety, goods/freight movement, etc. MPOs must address and include their committee activities in the PPP; they are encouraged to detail how the schedule for meetings, agenda packages, and actions of the committees will be communicated with the public and how the public can participate in those meetings.

### **6.4.6 Government-in-the-Sunshine Law**

Florida's Government-in-the-Sunshine Law [s.286.011, F.S.], mandates that all meetings of any board or commission of any state, county, municipal, or political subdivision, agency, or

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authority conduct business in a transparent manner to provide the public a right of access to proceedings. This includes an MPO's Governing Board, general members (voting and nonvoting members), and any active committees designed to advise the MPO Board such as TACs and CACs. The Sunshine Law provides guidance on how to conduct MPO and the MPO advisory committee meetings and workshops; it also shows how to process public records, communications, notices, minutes, in addition to general ethics issues.

The Sunshine Law secures the public's right to attend or record meetings, for the public to have reasonable opportunity to be heard, and for all meetings to be open to the public. Therefore, MPOs must provide reasonable notice of meetings and make adequate accommodations to hold open meetings and provide an opportunity for public input.

Minutes of meetings must be available for public inspections. MPOs are prohibited from holding public meetings at a facility or location that discriminates on the basis of sex, age, race, creed, color, origin, or economic status; they are also forbidden to hold meetings at places that otherwise restrict public access. The statute establishes penalties for violations of these provisions and exceptions for specific situations. MPOs should consult legal counsel for any questions regarding Florida's Government-in-the-Sunshine Law.

### **6.4.7 Jessica Lunsford Act**

The Jessica Lunsford Act [s.1012.465, F.S.] requires background checks of all persons entering school grounds when children are present. MPOs should consult legal counsel before planning to hold a meeting on school property.

### **6.4.8 FDOT Resources**

For more information about public involvement, please consult FDOT's Public Involvement Resource Guide, which includes the Public Engagement Resource Guide. This resource provides in-depth guidance for public involvement activities in general.

Other resources include policies, quick references, manuals, and websites covering a range of topics, from guidance on how to host virtual or hybrid (in-person and virtual) public meetings to resources on how to engage people with limited English proficiency.





## Appendix C: Florida LRTP Amendment Thresholds

Complete Excerpt of Florida LRTP Amendment Thresholds Issued March 5, 2014:

### Section 1. Florida LRTP Amendment Thresholds

The guidance in this section sets the minimum thresholds for project changes that trigger an LRTP Amendment at the time of STIP approval, a STIP amendment or NEPA approval. Even if a project change does not require an amendment, an MPO may still elect to do an amendment at its option if appropriate circumstances warrant. For determining TIP/STIP/LRTP/NEPA consistency for approval of a NEPA document, please refer to Section 2. NEPA Consistency and Approval and the 2018 LRTP Expectations Letter for additional details. This document was jointly prepared by FDOT and the FHWA Florida Division.

The following acronyms are used:

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

### **LRTP AMENDMENTS**

#### Project Cost Changes that Require an LRTP Amendment

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

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

#### Other Changes that Require an LRTP Amendment

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- Design Concept or Scope Changes: A major change in the project termini (e.g. expansion) or a change in a project concept(s) such as adding a bridge, addition of lanes, addition of an interchange, etc.
- Deleting a full project from the CFP.
- Adding a new project where no phases are currently listed in the CFP.
- Projects or Project Phase Initiation Date for projects in the CFP:
  - 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.
- Projects or Project Phase Initiation Date for projects beyond the CFP:
  - A) Moving a new project from a Needs or Illustrative List to the CFP where no phases are currently listed in the CFP.
  - B) Moving new phases from a Needs or Illustrative List to an existing CFP project where (1) the new phase is funded in the TIP/STIP years/1st 5-year band of the LRTP and (2) one or more phases of a different project must be deferred to a later band or to the Needs/Illustrative List in order to demonstrate fiscal constraint.

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

## LRTP MODIFICATIONS

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

- Design Concept or Scope Changes: A minor change in the project termini equal to or less than 10% of the total project, i.e., adjusting length for turn lane tapers.
- Identification of planned use of Federal funds for existing CFP projects if Federal funds are added to a project funded with only state or local funds in the adopted LRTP.

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- Project or Project Phase Initiation Date:
  - A) Advancing a project from a 5- or 10-year band to an adjacent 5-year band beyond the TIP/STIP years/1st 5-yr band.
  - B) Adding a new phase to an existing CFP project (e.g. if ROW is funded, adding CST Phase) where the new phase is funded beyond the TIP/STIP years/1st 5-year band of the LRTP.
  - C) Adding a new phase to an existing CFP project (e.g. if ROW is funded, adding CST Phase) from a Needs or Illustrative list to the CFP where the new phase is funded beyond the TIP/STIP years/1st 5-year band of the LRTP.
  - D) Adding a new phase to an existing CFP project (e.g. if ROW is funded, adding CST Phase) from a Needs or Illustrative list to the CFP where (1) the new phase is funded in the TIP/STIP years/1st 5-year band of the LRTP and (2) the added phases use new funds not contained in the LRTP Revenue Forecast to the CFP.

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

### Advancing Phases for Minor Projects

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

## BACKGROUND AND RELATED INFORMATION

### TIP/STIP Consistency with LRTP

TIP/STIPs are required to be consistent with LRTPs {23 CFR 450.216(k) and 23 CFR 450.324(g)}.

The TIP/STIP is consistent with the LRTP when:

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

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

### NEPA Consistency and Approval

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

NEPA discussion of the project implementation reflects the planning documents in these areas: scope, cost, general funding sources, description, and logical termini.

An amendment to either the LRTP or STIP/TIP is NOT needed.

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

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

For the final NEPA document to be signed:

### In an MPO area

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

### In a non-MPO area

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

### **Review and Revision of Florida LRTP Amendment Thresholds**

This guidance will be reviewed and revised as needed should the state be subject to Air Quality Conformity requirements. The effectiveness of this document will be evaluated after a one-year

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implementation period which ends in October 2014. Revisions as agreed upon by the parties will be made as needed. This guidance sets the minimum thresholds for project changes that trigger an LRTP Amendment. Even if a project change does not require an amendment, an MPO may still elect to do an amendment at its option if appropriate circumstances warrant.

Official PDF File located Online:

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



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