

Draft Public Participation Plan



1022 Prudential Drive

Jacksonville, FL 32207

September 2011

Table of Contents

| | |
|--|----|
| You are invited to Participate! | 2 |
| The North Florida Transportation Planning Organization | 2 |
| Authority | 4 |
| TPO Board, Committees and Staff..... | 5 |
| TPO Policy Board | 5 |
| Committees | 6 |
| <i>The Northeast Florida ITS Coalition</i> | 7 |
| TPO Staff and Public Participation | 7 |
| Stakeholders | 9 |
| TPO Work Products | 9 |
| Traditionally Underserved Populations..... | 13 |
| Identifying Special Populations | 14 |
| Enhanced Outreach Methods | 14 |
| English as the Primary Language | 15 |
| Accommodating Persons with Disabilities..... | 15 |
| Purpose and Objectives..... | 16 |
| Participation Tools and Strategies..... | 16 |
| Social Media..... | 17 |
| Database..... | 17 |
| Newsletters..... | 17 |
| Surveys..... | 17 |
| Print Advertising..... | 17 |
| Radio Advertising..... | 18 |
| Outdoor Advertising | 18 |

| | |
|--|----|
| Brochures | 18 |
| Annual Report | 18 |
| Displays | 18 |
| Videos..... | 19 |
| Sponsorships and Events..... | 19 |
| Presentations | 19 |
| Partnerships..... | 19 |
| Media Relations/Public Affairs..... | 19 |
| Summary | 20 |
| APPENDIX A: Rules and Regulations Governing the Participation Process..... | 21 |
| APPENDIX B: TPO Official Policy for Citizen Input..... | 25 |
| APPENDIX C: TIP/LRTP Amendment Process | 26 |
| Public participation procedures for administrative modifications | 27 |
| Amendments..... | 27 |
| Glossary of Terms and Acronyms | 29 |

You are invited to Participate!

Public participation is an integral process that seeks to engage all persons in a community, regardless of race, income or status being affected positively or negatively by future transportation projects. All residents in North Florida are invited and actively encouraged to participate in the transportation planning and investment decisions that affect their daily lives. You have valuable knowledge and insight about the problems and needs in your community and beyond. You can contribute to those factors required to be considered in the planning process; factors that reflect community values that are not easily quantifiable. Plans should reflect broad and diverse input, have community support and be implementable. These important reasons are the foundation of this Public Participation Plan.

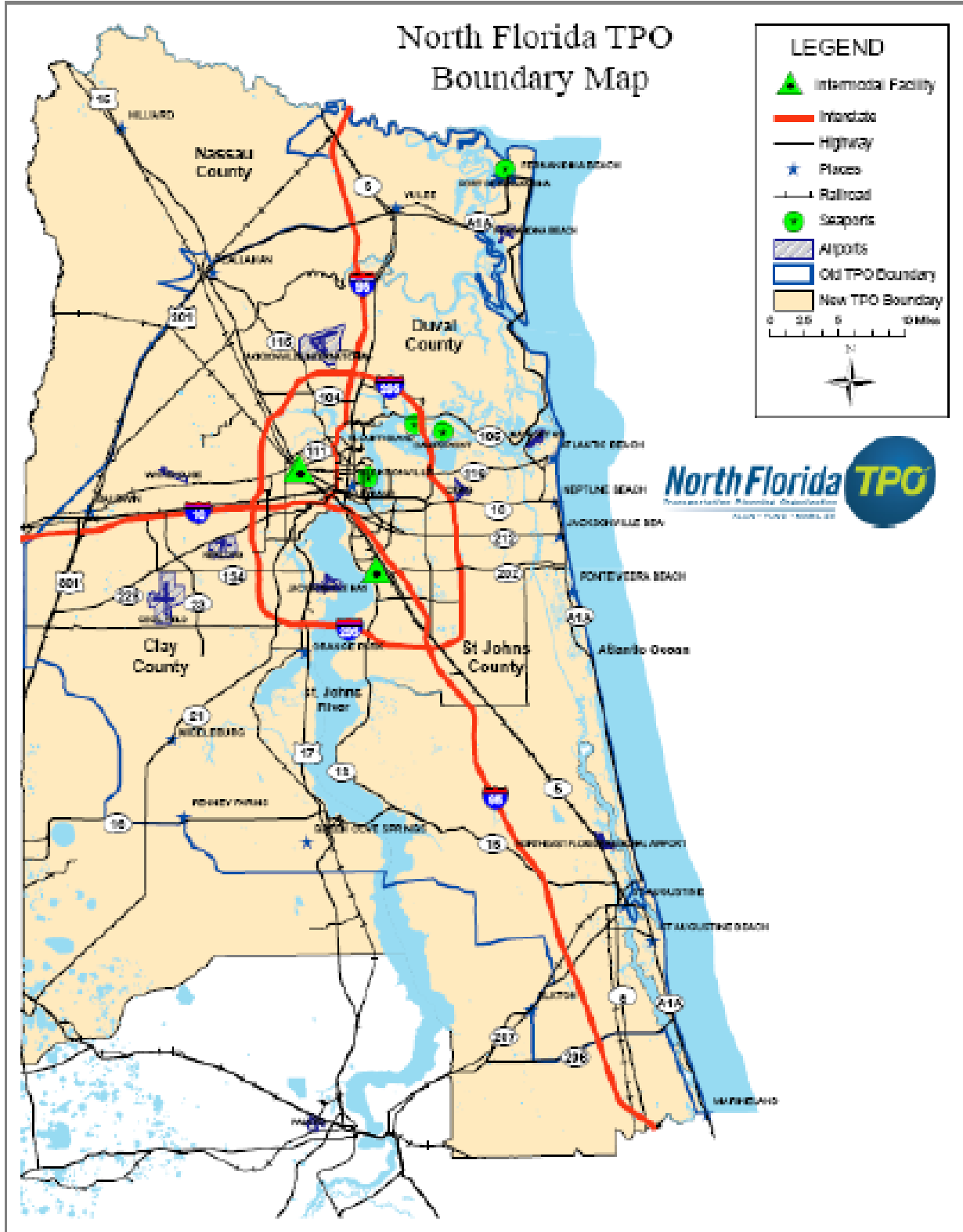
The North Florida Transportation Planning Organization

The North Florida Transportation Planning Organization (North Florida TPO) is the state and federally recognized organization for the metropolitan transportation planning process for the Jacksonville and St. Augustine Urbanized Areas described in federal and state statutes. Pursuant to Title 23 of the United States Code (See Section 134 on Metropolitan Planning) it fulfills federal and state mandates that require a regional planning organization to exist as a condition of funding. Urbanized areas with populations of 200,000 or more, such as the Jacksonville Urbanized Area with a population of 1 million, are also designated as transportation management areas or TMAs. As a regional transportation planning organization, the North Florida TPO provides a forum for local elected officials, transportation experts and citizens to work together to improve mobility for residents, businesses and visitors.

The North Florida TPO was first designated in 1978 as the Metropolitan Planning Organization for the Jacksonville Urbanized Area with a planning area boundary that encompassed Duval and small portions of northern St. Johns and Clay Counties. In 1998, the name was changed to the First Coast Metropolitan Planning Organization (First Coast MPO) to reflect the changing dynamic of the planning area as it continued to grow south. With the 2000 census the boundary expanded in Clay and St. Johns Counties. Nassau County was also added in 2004. In September 2008 the name was changed to the North Florida Transportation Planning Organization (North Florida TPO) to better identify the organization's service area and responsibilities. The boundary was recently expanded to include all of Clay, Nassau and St. Johns Counties as illustrated on the map on the right. See map on page 3.

Operating as an independent agency since 2004, the TPO's membership includes Clay, Duval (Jacksonville), Nassau and St. Johns (St. Augustine) Counties and five independent transportation authorities. The mission of the TPO is to provide a regional forum for developing an effective transportation system that moves people and goods safely, economically and efficiently while maintaining a high quality of life in North Florida.

North Florida TPO Boundary Map



Authority

Transportation planning received its primary initiative in urban areas across the nation as a result of the 1962 Federal- Aid Highway Act that created the federal requirement for urban transportation planning and the routes through and around urban areas. This Act was largely in response to construction of the Interstate Highway System, which did not provide for public input, and required certain studies and planning efforts in all urban areas containing a central city with a population of 50,000 or more. The new transportation planning process was to follow “3C” federal guidelines for continuing, comprehensive and coordinated planning to be eligible for U.S. Department of Transportation funding. The 1974 Federal-Aid Highway Act formalized this process further by mandating the creation of a Metropolitan Planning Organization (MPO) for all areas required to have the 3C planning process.

In 1991, sweeping transportation legislation was enacted strengthening the role of MPOs in urban transportation planning processes. The Intermodal Surface Transportation Efficiency Act (ISTEA) introduced a comprehensive approach for addressing transportation issues that emphasized innovation, multimodal solutions and flexibility to solving our traffic dilemmas. In addition, the legislation required that public participation be an integral part of transportation planning, programming and project development.

In 1998 the Transportation Equity Act for the 21st Century (TEA-21) built upon ISTEA and required the planning process to include proactive public involvement and input gathering, and providing complete information and timely public notice to communities, stakeholders and interested parties.

Succeeding TEA-21 as the federal authorization act guiding federal highway and transit programs, the Safe, Accountable, Flexible, Efficient, Transportation Equity Act, A Legacy for Users (SAFETEA-LU) was signed into law August 10, 2005. A key provision of SAFETEA-LU requires that all Metropolitan Planning Organizations (MPOs) develop and utilize a Public Participation Plan that provides reasonable opportunities for interested parties to comment on the content of the Regional Transportation Plan (RTP) and Transportation Improvement Program (TIP). The safety and security planning factors in TEA-21 were also split into two.

SAFETEA-LU also requires MPOs to advance the following eight factors when considering planning projects, policies and strategies.

1. Support the economic vitality of the metropolitan planning area, especially by enabling global competitiveness, productivity and efficiency
2. Increase the safety of the transportation system for motorized and non-motorized users
3. Increase the security of the transportation system for motorized and non-motorized users
4. Increase the accessibility and mobility options available to people and for the movement of freight
5. Protect and enhance the environment, promote energy conservation, and improve the

regional quality of life, and promote consistency between transportation improvements and state and local planned growth and economic development patterns

6. Enhance the integration and connectivity of the transportation system, across and between modes for both people and freight
7. Promote efficient transportation system management and operation
8. Emphasize preservation of existing regional transportation system infrastructure

Congress continues to work on new transportation reauthorization legislation since SAFETEA-LU expired in 2009, but has only extended the legislation on short-term schedules.

TPO Board, Committees and Staff

As required under state and federal law, the North Florida TPO has organized a formal committee structure to carry out the required activities of the transportation planning process. All meetings of the North Florida TPO, its advisory committees, coalitions and subcommittees are conducted in accordance with the procedures and policies that apply to “government in the sunshine.” Meetings are held at regularly scheduled times and dates and usually at the North Florida TPO, 1022 Prudential Drive, Jacksonville which is fully accessible to all interested parties. The general public is welcome to attend and encouraged to provide comments regarding transportation issues. The meeting information is posted on the TPO website and advertised several weeks ahead of the date.

TPO Policy Board

The membership of the TPO Policy Board is based on an equitable relationship of population and geography as specified in federal statute. Section 339.175(2)(a), Florida Statutes also limits the number of voting members to 19. The voting members of the board are designated by the Florida Governor and through Interlocal Agreements and include the following:

| | |
|-------------------|---|
| Clay County: | Two County Commissioners |
| Duval County: | Jacksonville Mayor; three members of the City Council; Mayor of Atlantic, Jacksonville or Neptune Beach on rotation |
| Nassau County: | One County Commissioner |
| St. Johns County: | One County Commissioner and the St. Augustine Mayor |

One board member from the five independent transportation authorities that include the following:

- The Jacksonville Aviation Authority
- The Jacksonville Port Authority
- The Jacksonville Transportation Authority
- The Nassau County Ocean Highway and Port Authority
- The St. Augustine St. Johns County Airport Authority

The ex officio and non-voting members are:

- District 2 Secretary, Florida Department of Transportation
- The Commanding Officer, U.S. Navy, NAS Jacksonville
- County Commissioner, Baker County
- County Commissioner, Putnam County
- County Commissioner, Flagler County

The Policy Board is responsible for regional policy decisions including adopting the long range transportation plan and transportation improvement program. The Board meets ten (10) times annually to discuss issues and make informed decisions about future transportation projects, initiatives and improvements, providing leadership for the comprehensive, cooperative and continuous planning process. **The TPO Policy Board meets the second Thursday monthly except January and July at 10 a.m.**

Committees

Several committees support the TPO and provide a means by which citizens and local government staff can interact with TPO members and staff to address transportation and, if necessary, air quality issues. They include the Citizen Advisory Committee (CAC), Technical Coordinating Committee (TCC) and coalitions focused on specific transportation issues. Bicycle and pedestrian planning is conducted in coordination with member county staff through the Bicycle Pedestrian Planning Group and committees meet within their respective counties. The committee structure serves as a forum for local transportation planning and engineering staff as well as lay citizens and those citizens with special interests to meet on a regular basis to resolve concerns and make recommendations to the TPO on transportation issues. In addition, the Duval County Transportation Disadvantaged Coordination Board advises the MPO on issues related to providing transportation services for the transportation disadvantaged.

The *Citizens Advisory Committee* (CAC) provides an opportunity for citizens to participate in the transportation planning process. **The CAC meets the first Wednesday monthly except January and July at 6 p.m.** Its citizen membership is diverse and includes minorities and citizens who are elderly and/or disabled. Members are appointed via a number of channels: from the six Citizen Planning Advisory Committees (CPACs) for the City of Jacksonville; by the Clay, Nassau and St. Johns Board of County Commissioners; and from local neighborhood groups, the business community and other special interest groups, such as environmental groups or organizations. The membership application is posted on the website. The Public Affairs Manager is the point of contact to field calls from the public re: CAC membership. The CAC serves as a forum for citizens and citizen groups to bring issues directly related to transportation or air quality to the attention of the TPO and its staff and to provide the citizen perspective.

The *Technical Coordinating Committee* (TCC) makes recommendations to the TPO on technical issues concerning transportation and air quality. The membership includes transportation

planners and engineers who are employed by the local governments or agencies in the region. Also represented are staff members from JTA, JPA, FDOT, the Florida Department of Environmental Protection, the City of Jacksonville, Air and Water Quality Division, the Sheriff's Department, the Northeast Florida Regional Council and other groups. **The TCC meets the first Wednesday monthly except January and July at 10 a.m.**

The *Bicycle Pedestrian Planning Group (BPPG)* consisting of agency representatives from each county working to advance bicycling and walking through policy development, project planning and funding meets the **third Wednesday monthly at 10 a.m. or as needed.**

The *Duval County Transportation Disadvantaged Coordinating Board* is mandated by Chapter 427, Florida Statutes (F.S.) to advise the TPO on issues pertaining to providing transportation services to the "transportation disadvantaged". The "transportation disadvantaged" include the elderly, persons with disabilities, children at-risk and those who economically cannot afford to transport themselves or purchase transportation. The North Florida TPO is the designated official planning agency (DOPA) for this program in Duval County. The Northeast Florida Regional Council is the DOPA for Clay, Nassau and St. Johns Counties. The DOPA staffs the local coordinating board that oversees the operation of the Community Transportation Coordinator. Chapter 427, F.S. specifies the Board duties and their required membership. **The Duval County Transportation Disadvantaged Coordinating Board meets at 9 a.m. the first Thursday of February, April, June, August, October and December.**

The *North Florida ITS Coalition* includes traffic engineers, ITS professionals, law enforcement and other incident responders, and related companies from Baker, Clay, Duval, Nassau, Putnam and St. Johns Counties. This committee advises the TPO on all matters related to "intelligent transportation systems" traffic incident management and using technology to improve the safety and performance of our road network. The Coalition partners completed the first Regional ITS Master Plan in 2007 and a substantial update in 2010. This recent ITS study evaluated progress to date and identified needs to complete the network with signal system upgrades, cameras, sensors and message signs on dedicated roadways and implement transit technologies. The Committee meets quarterly at a time and location determined by the group.

The *North Florida Clean Cities Coalition*, formed in 2008, is a voluntary government-industry partnership established by the U.S. Department of Energy (DOE) in 1993 for the transportation sector and promotes alternative fuels and vehicles, idle reduction technologies, hybrid-electric vehicles, fuel blends and fuel economy measures. The North Florida TPO is a founding partner for our local coalition that includes government agencies and businesses that review alternative fuel options, identify challenges in transitioning to alternative fuels and share solutions for making the switch. The Coalition is working to be officially designated as a Clean Cities Coalition by the DOE, a process of several years. **The Coalition usually meets the fourth Friday monthly at 10 a.m. except November and December when meetings are combined.**

TPO Staff and Public Participation

The TPO Executive Director has appointed a Public Affairs Manager to oversee the TPO's

outreach activities but all staff members play a role in determining the level of public participation present in TPO planning activities. The staff is responsible to develop the materials necessary for disseminating information and documenting all public input and participating in events that promote the TPO's visibility, credibility and initiatives. Additional duties include the following:

- Providing support to the TPO Board and Committee meetings by developing agendas, ensuring timely public notice, recording all open meetings and developing meeting minutes;
- Ensuring adequate public participation strategies are included in the Scope of Services governing the work performed by consulting firms;
- Participating in outreach events; and
- Maintaining a contact log to document face-to-face contacts, telephone and e-mail inquiries.

The Public Affairs Manager coordinates the two-way information flow between the TPO and the public, ensuring adequate documentation and evaluation of public participation methods. Specifically, the Public Affairs Manager will oversee, facilitate or complete the following:

1. Develop and review guiding documents such as the TPO Public Participation Plan;
2. Establish and maintain a process to document the public participation activities of the TPO staff;
3. Monitor the effectiveness of public participation techniques and recommend changes when appropriate;
4. Maintain a "scrapbook" of activities to document public participation efforts including press releases and resulting mentions or stories, printed materials, event summaries, advertising, photographs, etc.;
5. Provide guidance and support to the TPO Board, Committees and staff regarding public participation strategies and tools;
6. Develop and maintain relationships with other organizations such as news media, community groups, local governments, economic development agencies, Chambers of Commerce, civic and business organizations, etc. in order to facilitate an open dialogue regarding transportation issues;
7. Notifying the media and partner groups through e-mail or press release about upcoming community events, "kick-off" meetings or major activities of interest;
8. Determine opportunities to participate in local events and coordinate staff and CAC participation;
9. Work with TPO staff to obtain promotional materials and visual displays for use at community events and workshops;
10. Develop printed collateral, surveys, media opportunities and other materials designed to solicit public response;
11. Maintain the web site as the informational epic center; and
12. Develop strategies for social media to compliment TPO and program-specific activities.

Stakeholders

A stakeholder is defined as any person or group that is affected by a transportation plan, program or project including those who may not be aware they are affected. These groups and individuals are considered stakeholders in the transportation planning process and the audiences for various communication tools and outreach efforts:

- Elected officials
- Local government staffs
- Transportation agencies; freight and passenger railroads; logistics providers
- North Florida media
- Homeowners associations
- Civic and advocacy groups
- Business community
- Special interest groups
- Individuals expressing an interest in transportation planning
- Area Chambers of Commerce and Economic Development Agencies
- Environmental groups
- Bicycle and pedestrian users
- Traditionally underserved individuals and groups (see page 11)
- Large employers
- Boards of Education
- Other interested parties identified by the TPO in its outreach efforts

TPO Work Products

Metropolitan Planning Organizations are required by federal law to develop plans and programs in a manner that is continuing, cooperative and comprehensive and that consider all modes of transportation as mandated by the Federal Highway Act of 1962. The plans and programs listed below are of significant public interest and importance. As such the North Florida TPO ensures that the public is provided with ample opportunity to participate in formulating and reviewing these plans and programs for delivery to the U.S. Department of Transportation and the Florida Department of Transportation. They include the Unified Planning Work Program (UPWP), the Transportation Improvement Program (TIP); the Long Range Transportation Program (LRTP) and the Public Participation Plan (PPP).

The Long Range Transportation Plan (LRTP) is a long- range multimodal strategy and capital improvement program for at least the next 20 years developed to guide the effective investment of public funds in transportation facilities. The LRTP is updated every five years and may be amended as a result of changes in projected federal, state and local funding; major investment studies, congestion management systems plans; interstate interchange justification studies; and environmental impact studies. The plan assesses socioeconomic data, community demographics, and transportation trends to predict the region's transportation needs for the next 20 years. It contains a list of reasonably feasible surface transportation projects

contemplated for construction within the plan period. The 2035 LRTP was amended in November 2009 and the next update will be 2014.

A separate and detailed Public Participation Plan is developed to support the LRTP that includes specific goals, objectives and measures. Varied and multiple opportunities and outreach are identified for interested parties to be involved in even the earliest stages of the plan development and update process.

Amendments of the Long Range Transportation Plan (LRTP) are addressed according to the scale and scope. Amendments that do not require additional modeling do not require re-prioritizing existing projects and are fully funded require a single advertised meeting and/or hearing in the affected county. All comments and responses are fully documented. For specific discussion of the amendment process see Appendix C.

Amendments that require additional modeling and/or require re-prioritizing projects require developing an amendment-specific public involvement strategy detailing how meaningful community involvement in the decision-making process is promoted, implemented and documented. This strategy should strive to achieve the goals and objectives outlined in this Public Participation Plan.

The **Transportation Improvement Program (TIP)** is updated annually by the North Florida TPO and schedules funding for specific transportation projects from the LRTP through study, design, right-of-way, utilities and construction over a five-year period. It basically puts the LRTP into action. Completed projects are removed from the TIP to add new projects or new phases of existing projects to the outer year as funding becomes available. In addition to input from the TCC, CAC and TPO members and presentations to every City and County Commission, a formal public hearing is held prior to adoption. Once adopted, the TIP is posted as an interactive tool on www.northfloridatpo.com. Appendix C also includes discussion of the TIP amendment process.

The **Unified Planning Work Program (UPWP)** is a working budgetary document. All federally-funded planning activities and studies by the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) must be in the UPWP and must be developed through the required planning factors. Each task describes the work accomplished through the prior UPWP, the methodology that will be used in the upcoming years, the responsible agency, programmed budget and funding source.

Though the document covers a two-year period, the UPWP is reviewed yearly to refine previously identified tasks and better reflect changes in the economic climate. The TPO begins developing the UPWP every January. By March 15, the TPO submits a draft document to the Florida Department of Transportation and the U.S. Department of Transportation staffs that review the UPWP to ensure that the narrative reflects all required activities and that the budget contains sufficient, but constrained funding. The draft UPWP is submitted to the TCC and CAC for their review and comment. The draft UPWP is placed on the TPO website for 30 days public

comment. Following the comment time and recommendations received, the TPO finalizes and approves the UPWP that begins July 1. The final UPWP is posted on the website. The monthly meetings advertisement will include the time line for the UPWP to be adopted. Amendments are posted on the TPO website as part of the TPO, TCC and CAC agenda packages and approved during the regular meeting(s) agenda.

The **Transportation Disadvantaged Service Plan (TDSP)** plays a significant role in the delivery of coordinated transportation disadvantaged services. The TDSP is developed by the Community Transportation Coordinator (Jacksonville Transportation Authority) and the local planning agency (TPO) under the guidance and approval of the TPO's Transportation Disadvantaged Local Coordinating Board. The TDSP is required by the State Commission for the Transportation Disadvantaged (CTD). Updates to the plan must be submitted annually, with a major update required every five years.

The TPO's **Public Participation Plan** is periodically reviewed as part of the TPO's ongoing commitment to actively evaluate and improve the public participation process and assures compliance with State and Federal requirements. The first Public Involvement Plan was developed in 1994, updated in March 2001 and updated again in February 2007.

Meaningful and effective public participation is essential to successfully implementing a transportation planning project or program. Active involvement of citizens and specifically key stakeholders leads to incorporating local and regional concerns, needs, values and ideas into governmental decision making thereby leading to better decisions.

SAFETEA-LU continued the strong federal emphasis on public participation from ISTEA and TEA-21, mandating that the public participation programs of metropolitan planning processes carry out a proactive public participation process that provides complete information, timely public notice, full public access to key decisions, and supports early and continuing participation of the public in developing plans and programs, including the TIP and LRTP, and meets the objectives listed below.

1. Require a minimum public comment period of 45 days before the public participation process is initially adopted or revised.
2. Provide timely information about transportation issues and processes to citizens, affected public agencies, representatives of transportation agency employees, other interested parties and segments of the community affected by transportation plans, programs, and projects including but not limited to local jurisdictions.
3. Provide reasonable public access to technical and policy information used in developing plans and TIPs and open public meetings where matters related to the federal-aid highway and transit programs are being considered.
4. Require adequate notice of public participation activities and time for public review and

comment at key decision points, including, but not limited to, approval of plans and TIPs.

5. Demonstrate explicit consideration of and response to public input received during the planning and program development processes.
6. Seek out and consider the needs of those traditionally underserved by existing transportation systems, including but not limited to, low-income and minority households in an effort to ensure that the requirements of Title VI and Environmental Justice have been met.
7. When significant written and oral comments are received on a draft transportation plan or TIP as a result of the public participation process, a summary, analysis, and report on the disposition of comments shall be made part of the final document.
8. As a result of public input which raises new material issues, it is understood that the final transportation plan or TIP may differ significantly from the one originally made available for their review and comment. In this event, an additional opportunity for public review and comment on the revised plan or TIP shall be made available.
9. Public participation processes shall be periodically reviewed by the MPO in terms of their effectiveness in assuring that the process provides full and open access to all.
10. These procedures will be reviewed by the Federal Highway Administration and the Federal Transit Administration during certification reviews for Transportation Management Areas (TMAs), and as otherwise necessary to assure that full and open access is provided to the MPO decision-making processes.
11. Metropolitan public participation processes shall be coordinated with statewide public participation processes wherever possible to enhance public consideration of the issues, plans, and programs and reduce redundancies and costs.

The North Florida TPO considers groups and individuals who are affected by or involved with a transportation project or program in the county or region its partners or “interested parties.” Examples include federal, state, regional and local government agencies, elected officials, business, professional, civic and social organizations, neighborhood associations, special interest groups and individual citizens who have an interest in a particular issue, project or program. The North Florida TPO does not have any federally-recognized Tribal agencies within its borders.

SAFETEA-LU requires that public meetings are held at convenient and accessible times and locations, plans and the TIP are available by website, and that documents are produced in a format that is easily understood by a lay person. In addition, SAFETEA-LU emphasizes the use of visual aids to enhance the presentation of documents, projects or programs. Visual

enhancements used by the TPO range from photos and artist renderings to flow charts and computer simulations. The TPO website also has video streaming capability. The Safety Training for First Responders developed by the North Florida TPO is currently streaming.

Traditionally Underserved Populations

The transportation underserved, such as persons with disabilities, low incomes, minority groups and the elderly, have a greater difficulty getting to jobs, schools, recreation and shopping than the population at large. Additionally, they are often unaware of transportation proposals that could dramatically change their lives. These realities emphasize how important it is that the North Florida TPO Public Participation Plan contains strategies to include all citizens in the transportation planning process.

Title VI of the Civil Rights Act of 1964 protects persons from discrimination based on race, color, or national origin in programs and activities that receive federal financial assistance. Environmental Justice (President Clinton's Executive Order 12898) provides further guidance to federal assistance programs to ensure that low-income and minority populations are included in the transportation planning process. Specifically, Environmental Justice directs federal programs:

- To avoid, minimize or mitigate disproportionately high and adverse human health and environmental effects including social and economic effects on minority populations and low income populations,
- To ensure the full and fair participation by all potentially affected communities in the transportation decision-making process, and
- To prevent the denial of, reduction in or significant delay in the receipt of benefits by minority and/ or low-income populations.

Because of the extreme importance of an all-inclusive outreach program that ensures compliance with Title VI, Environmental Justice, and the Americans with Disabilities Act of 1990, the TPO will emphasize efforts to reach out to traditionally underserved or underrepresented segments of the region's population including:

- ✓ Low Income
- ✓ Minorities, including majority minorities
- ✓ Homeless or institutionally housed
- ✓ Limited English Proficiency
- ✓ Limited Literacy
- ✓ Transit Dependent
- ✓ Transportation Disadvantaged
- ✓ Single-parent Families
- ✓ Elderly
- ✓ School-Aged Children

Identifying Special Populations

Prior to implementing special outreach efforts, TPO staff will use several methods to identify where special populations are likely to live and work. The most recent U.S. Census will provide a region wide vehicle for analyzing socio-economic characteristics of communities within the TPO planning area. The Census can also be used as a tool for identifying low-literacy and limited English proficiency communities. The TPO will supplement that data by coordinating with agencies across the region that serve large immigrant populations. Those agencies may be able to identify where traditionally underserved populations have moved since the latest US Census. The FDOT Office of Civil Rights maintains updated lists of potentially underserved and communities underrepresented throughout the State of Florida. The TPO will work closely with that Office to utilize their resources.

Enhanced Outreach Methods

When appropriate, the TPO will use enhanced public outreach and communications methods for hard-to-reach or traditionally underserved populations. When reaching out to those communities, the TPO will use simple, straight-forward language, incorporating visual cues such as photos, renderings, aerials, and color charts to help communicate complex concepts and plans. Meetings and workshops will be held at locations that are ADA accessible, convenient, and most effective in encouraging turnout and input. In general, facilities will be located close to participants' home, work or other places they frequent. Potential meeting sites include community churches, local ministries to the poor and/or homeless, public schools, libraries, transit facilities, and shopping facilities.

In addition to the locations chosen to meet with communities, the time of day and the day of the week that public involvement activities are planned must meet community needs. Understanding the best time and place to either give information and/or receive input must be developed in consultation with those agencies, organizations and individuals that are familiar with the populations that we need to reach.

Following are additional methods the TPO may use to reach out to special populations. The TPO may, as appropriate, offer incentives (such as light food service or transit passes) to encourage turnout and participation by traditionally underserved, underrepresented or otherwise difficult-to-reach populations. In those instances, the TPO will seek to have neighborhood or regional businesses donate or provide the incentives at a reduced cost.

The TPO will use visualization methods such as maps, displays, charts, and other static and interactive engagements to make the topic relevant to the target audience. The extensive use of maps, aerial photographs and simple charts allow for greater participation and understanding by those that may be more visually oriented and will allow for greater interaction by participants.

If meetings are to be held in areas where there is a predominance of non-English speaking populations, the TPO will have translations of written documents available or have people

available to help translate questions and comments.

When appropriate, the TPO will use community-based TV, radio stations and websites to target messages and solicit input from specific population segments. For example, the TPO may work with Spanish language radio stations to announce meetings or to seek input from members of the Hispanic community.

The TPO staff will contact, attend and/or participate in activities sponsored by groups that represent limited English proficiency, low literacy or low income populations such as the Hispanic Chamber of Commerce, the 100 Black Men of Jacksonville or the Urban League. This can establish a relationship with these specialized populations prior to any specific issue.

English as the Primary Language

American Community Survey data has been used to evaluate language as a barrier to public participation. As illustrated on the table below English is the primary language spoken in public and at home throughout Northeast Florida. For this reason the TPO will continue to provide meeting materials in English. Staff is available, however, to communicate with in Spanish as well as English.

| Language Other Than English Spoken at Home | |
|---|-------|
| American Community Survey 2009 | |
| Baker County | 1.1% |
| Clay County | 7.7% |
| Duval County | 5.9% |
| Nassau County | 3.9% |
| Putnam County | 7.3% |
| St. Johns County | 6.7% |
| Florida | 23.1% |

Accommodating Persons with Disabilities

As a recipient of federal funding, the North Florida TPO must comply with a variety of federal and state legislative regulations. Regarding matters of non discrimination on the basis of disability, the TPO falls under two federal laws, the Americans with Disabilities Act of 1990 (ADA) and Section 504 of the Rehabilitation Act of 1973.

As the federally designated metropolitan planning organization, the North Florida TPO is required to follow standards set forth in Title II of the Americans with Disabilities Act of 1990, which include both physical accommodations (accessibility to buildings and meetings) and in policies, practices and procedures. Under Title II the TPO is required to make reasonable accommodations in order to provide access and to communicate effectively with people who have hearing, vision or speech impairments. Likewise, the TPO is required to make reasonable modification to policies, practices and procedures where necessary to avoid discrimination.

As noted on TPO agendas and the meetings ads in the newspaper, accommodations can be made for persons with disabilities with 48 hours notice. Printed materials can be provided in large print or Braille and if necessary accommodation can be made for the hearing impaired.

Purpose and Objectives

The Public Participation Plan provides a framework for obtaining public participation and input in the transportation planning process. This Plan identifies strategies and tools to achieve the following objectives:

- To ensure the public has notification, access and opportunities for comment at all regular and special meetings of the TPO Board and Committees
- To ensure public participation and input in developing the Long Range Transportation Plan (LRTP), Transportation Improvement Program (TIP), List of Priority Projects (LOPP), and the Unified Planning Work Program (UPWP)
- To ensure public participation and input in special planning studies
- To ensure public participation and input in special programs
- To ensure adherence to regulatory requirements

Participation Tools and Strategies

Website

Our website, www.northfloridatpo.com, serves as the main information source for the organization. The site includes:

- ✓ Meeting calendar with agendas and comment submission form, and prior agendas and minutes for the past three months
- ✓ Sign up for general information, such as newsletters or meeting announcements and sign-up for targeted communications related to specific programs
- ✓ Information on all TPO plans and programs
- ✓ Staff contact information and general comment submission form
- ✓ Glossary of terms with term question submission form
- ✓ Document library
- ✓ News feature that includes current meeting announcements, project update postings, response



feature and targeted feeds from state and federal agencies

Evaluation: A variety of site statistics are analyzed to evaluate site usage.

Social Media

In addition to posting discussion items on our own site, the TPO participates in online forums for other groups to provide meeting announcements, project and plan information and respond to questions about the TPO. We also have a Facebook page for the North Florida Clean Cities Coalition and use Facebook advertising for major outreach efforts such as the Long Range Transportation Plan. We are considering other social media as it best fits strategically.

Evaluation: Social media is a relatively new tool for the TPO. We are working to increase Facebook postings and incorporate it with other tools.

Database

The TPO maintains a Constant Contact database of agencies, officials, neighborhood, business and civic groups for e-mail distribution of newsletters and announcements. We also maintain targeted contact lists for the Board and Committees, and special projects and programs.

Evaluation: The number of appropriate contacts for each category is tracked to ensure quality vs. quantity.

Newsletters

The TPO produces a bi-monthly newsletter highlighting current activities, upcoming meetings and events, and transportation issues. The newsletter is posted on our website and distributed via e-mail.



Evaluation: Constant Contact and website statistics.

Surveys

Surveys are used to obtain feedback on specific projects and transportation issues. A major phone survey has been conducted during the Long Range Transportation Plan update process to identify key issues and priorities. Web and print surveys are also used throughout the LRTP development process and for other special projects and programs.

Evaluation: Responses.

Print Advertising

Print advertising is used to announce monthly meetings of the TPO Board and Committees, and special meetings for specific projects. Print



advertising in targeted publications is used to increase awareness of and participation in the Cool to Pool Rideshare program and Clean Cities Coalition.

Evaluation: Attendance and responses.

Public Meetings, Hearings and Workshops

In addition to the regularly scheduled TPO Board and Committee meetings, the TPO conducts public meetings, hearings and workshops for the Long Range Transportation Plan update, planning studies and programs. Depending on the topic, meetings are advertised via local newspapers, direct mail, e-mail and web postings.



Evaluation: Attendance.

Radio Advertising

Targeted radio advertising is used primarily for the Cool to Pool Rideshare program and the Long Range Transportation Plan updates.

Evaluation: Responses via phone and website.

Outdoor Advertising

Outdoor advertising, including dynamic message signs, is occasionally used for the Cool to Pool Rideshare program.

Evaluation: Responses via phone and website.

Brochures

In addition to our TPO overview brochure, brochures are produced summarizing most of the TPO's major plans and studies. The brochures are distributed at meetings and events, and posted on the TPO website.

Evaluation: Recipient responses.

Annual Report

The TPO produces an annual report each year highlighting the previous year's major activities. The report is posted on the website and distributed at meetings and events. It is also mailed to key elected officials.



Evaluation: Recipient responses.

Displays

For participation in events, the TPO has table top and



standing displays depicting major plans and projects, as well as special displays for the Clean Cities and Cool to Pool Rideshare programs.

Evaluation: Reaction to display at events; contacts generated.

Videos

Videos are created as needed for special projects and used occasionally as a feedback tool. For example, a training video was created for Traffic Incident Management and video interviews were conducted as part of the Long Range Transportation Plan update.

Evaluation: Participant responses and website statistics.

Sponsorships and Events

The TPO participates in selected special events to increase awareness and solicit input on transportation issues. The level of participation may range from having a staffed display to a major sponsorship. An example is the six-year partnership the TPO has had with the Jacksonville Business Journal in sponsoring the Global Trade and Transportation Symposium in the fall and the Power Breakfasts in the spring.



Evaluation: Attendance.

Presentations

TPO staff members make presentations at a variety of neighborhood, civic, business and special interest group meetings. Presentations may include an overview of the TPO or focus on a specific plan, program, study or issue.

Evaluation: Number of attendees and type of responses.

Partnerships

The TPO Public Affairs manager works closely with a variety of business and citizen organizations and stakeholder groups to develop partnerships. These relationships are critical to conducting cost-effective outreach and leveraging resources to communicate issues and solicit input.

Evaluation: Ability to work together to achieve goals.

Media Relations/Public Affairs

The TPO Public Affairs Manager meets routinely with reporters from major local media outlets and responds to media inquiries or facilitates comments from other staff members. Press releases are generated on an as needed basis. Meetings and news coverage are documented. The Public Affairs Manager also facilitates TPO participation on various public affairs radio programs.

Evaluation: Mentions, stories and articles.

Overall Evaluation

All public involvement activities are documented on evaluation forms (Appendix D) detailing the activity, date, location, target audience, topic, description, materials, results, overall assessment and recommendations for future participation and follow-up. This documentation is reviewed to determine the effectiveness of outreach techniques and changes needed in the participation plan and strategies.

Summary

| | <i>TPO, Board & Committee Meetings</i> | <i>L RTP</i> | <i>TIP/LOPP</i> | <i>UPWP</i> | <i>Planning Studies</i> | <i>Cool to Pool Rideshare</i> | <i>Clean Cities</i> | <i>Time for Safety</i> |
|--------------------------|--|--------------|-----------------|-------------|-----------------------------|-----------------------------------|-------------------------|----------------------------|
| Website | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | |
| Social Media | | | | | | | ✓ | |
| Newsletters | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | |
| Surveys | | ✓ | | | ✓ | ✓ | ✓ | |
| Print Ads | ✓ | ✓ | ✓ | | ✓ | ✓ | ✓ | |
| Public Meetings | ✓ | ✓ | | | ✓ | | | |
| Radio Ads | | ✓ | | | | ✓ | | |
| Outdoor Ads | | | | | | ✓ | | |
| Brochures | | ✓ | | | ✓ | ✓ | | |
| Annual Report | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | |
| Displays | | ✓ | | | | ✓ | ✓ | |
| Videos (Time for Safety) | | | | | | | | ✓ |
| Sponsorships & Events | ✓ | ✓ | | | | ✓ | ✓ | |
| Partnerships | | | | | | ✓ | ✓ | |
| Media Relations | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |

APPENDIX A: Rules and Regulations Governing the Participation Process

A.1. 23 CFR Part 450.316 Interested parties, participation and consultation §450.316 interested parties, participation and consultation

The MPO shall develop and use a documented participation plan that defines a process for providing citizens, affected public agencies, representatives of public agencies, representatives of public transportation employees, freight shippers, providers of freight transportation services, private providers of transportation, representatives of users of public transportation, representatives of users of pedestrian walkways and bicycle transportation facilities, representatives of disabled and other interested parties with reasonable opportunities to be involved in the metropolitan transportation planning process.

The participation plan shall be developed by the MPO in consultation with all interested parties and shall, at a minimum, describe explicit procedures, strategies and desired outcome for:

- Providing adequate public notice of public participation activities and time for public review and comment at key decision points, including but not limited to a reasonable opportunity to comment on the proposed metropolitan transportation plan and the TIP;
- Providing timely notice and reasonable access to information about transportation issues and processes;
- Employing visualization techniques to describe metropolitan transportation plans and TIPs;
- Making public information (technical information and meeting notices) available in electronically accessible formats and means, such as the World Wide Web;
- 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 metropolitan transportation plan 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 metropolitan transportation plan or TIP differs significantly from the version that was made available for public comment by the MPO and raises new material issues which interested parties could not reasonably have foreseen from the public involvement efforts;
- Coordinating with the statewide transportation planning public involvement and consultation processes under subpart B of this part; and
- Periodically reviewing the effectiveness of the procedures and strategies contained in the participation plan to ensure a full and open participation process.

When significant written and oral comments are received on the draft metropolitan

transportation plan and TIP (including the financial plans) as a result of the participation process in this section or the interagency consultation process required under the EPA transportation conformity regulations (40 CFR part 93), a summary, analysis and report on the disposition of comments shall be made as part of the final metropolitan transportation plan and TIP.

A minimum public comment period of 45 calendar days shall be provided before the initial revised participation plan is adopted by the MPO. Copies of the approved participation plan shall be provided to the FHWA and the FTA for informational purposes and shall be posted on the World Wide Web to the maximum extent possible.

In developing metropolitan transportation plans and TIPs, the MPO should consult with agencies and officials responsible for other planning activities within the metropolitan planning area (MPA) that are affected by transportation (including State and local planned growth, economic development, environmental protection, airport operation, or freight movements) or coordinate its planning process (to the maximum extent practicable) with such planning activities.

In addition, metropolitan transportation plans and TIPs shall be developed with due consideration of other related planning activities within the metropolitan area and the process shall provide for the design and delivery of transportation services within the area that are provided by:

- Recipients of assistance under title 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. Department of Transportation to provide non-emergency transportation services; and
- Recipients of assistance under 23. U.S.C. 204.

When the MPA includes Indian Tribal lands, the MPO shall involve the Indian Tribal government(s) in the developing the metropolitan transportation plan and the TIP. (d) When the MPA includes Federal public lands, the MPO shall appropriately involve the Federal land management agencies in developing the metropolitan transportation plan and TIP. (e) MPOs shall, to the extent practicable, develop a documented process(es) that outlines roles, responsibilities and key decision points for consulting with other governments and agencies, as defined in paragraphs (b), (c) and (d) of this section, which may be included in the agreements(s) developed under §450.314.

A.2. Title VI of the Civil Rights Act of 1964 — Nondiscrimination in Federally Assisted Programs

§601. 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 financial assistance.

A.3 Americans with Disabilities Act of 1990

Section 201. Definition

As used in this title: Public entity. The term “public entity” means any state or local government; any department, agency, special purpose district, other instrumentality of a state of states or local government; and The National Railroad Passenger Corporation and any commuter authority (as defined in section 103(8) of the Rail Passenger Service Act).

Qualified individual with a disability: The term “qualified individual with a disability” means an individual with a disability who, with or without reasonable modifications to rule, policies, or practices, the removal of architectural, communication, or transportation barriers, or the provision of auxiliary aids and services, meets the essential requirements for the receipt of services or the participation in programs or activities provided by a public entity.

Section 202. Discrimination

Subject to the provision of this title, no qualified individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs or activities of a public entity, or be subjected to discrimination by any such entity.

A.4. Executive Order 12898—Federal Actions to Address Environmental Justice in Minority and Low-Income Populations

This order signed by President Bill Clinton in 1994 reinforced the requirements of Title VI of the Civil Rights Act of 1964 and focused federal attention on the environmental and human health condition in minority and low-income communities. It directs all federal agencies to make achieving environmental justice part of their mission. This is to be accomplished by identifying and addressing, as appropriate, disproportionately high and adverse human health or environmental effects of its programs, policies and activities on minority and/or low income populations.

A.5 Chapter 286, Florida Statutes, Government in the Sunshine

The Florida Legislature has insured that local government operates in the “Sunshine.” Chapter 286, Florida Statutes outlines how public business is conducted in the State of Florida including rules for public officials, noticing of public meeting and record keeping. All meetings of the North Florida TPO Policy Board and its Committees are advertised, noticed and conducted in accordance with the provisions of Chapter 286.

A.6 Chapter 119.01 Florida Statutes, Public Records Law

119.01 General state policy on public records

(1) It is the policy of this state that all state, county and municipal records are open for personal inspection and copying by any person. Providing access to public records is a duty of each agency.

Copies of meeting minutes are available on the TPO website. If requested, copies can also be provided in hard copy or electronic format. Copies can also be provided in Braille or large print. If a request is made immediately following a meeting, at least three business days must be allowed for transcription.

APPENDIX B: TPO Official Policy for Citizen Input

The North Florida TPO encourages public participation in the transportation planning and decision-making process. The TPO encourages citizens to be involved throughout the decision-making process and welcomes advice and ideas about how to make the planning process more engaging. Your suggestions should be brought to the attention of the Executive Director or any staff member, in person, in writing or by email.

The public is invited to attend all regularly scheduled meetings of the TPO Board and Committees. All meetings include a public comment period. Anyone wishing to speak should fill out a Speakers Card which is available at the sign-in table.

APPENDIX C: TIP/LRTP Amendment Process

The TPO maintains a regular update schedule for the Transportation Improvement Program (TIP) and Long Range Transportation Plan (LRTP). The TPO works with our planning partners to accommodate revisions to the LRTP as expeditiously as possible within the limits imposed by state and federal guidelines and regulations. The LRTP revision process should be considered a continual process, with requests accepted at any time and help for processing at the next scheduled opportunity.

There are two types of revisions: administrative modifications and amendments. Depending on the classification assigned to the change request, the timing, public participation and approval processes can vary substantially.

The timing for advancing revisions is determined largely by the nature of the request itself. Requests for minor changes (administrative modifications) are typically reviewed within one or two meeting cycles. More significant changes (amendments), however, may take significantly more time to review and approve. The time required depends on whether there are implications on the regional travel demand and air quality modeling processes and the timing of the request within the regular LRTP update schedule.¹ In some situations, the nature of the change may be so extensive or the timing of its submittal may require that it be deferred for incorporation into a full LRTP update.

Administrative Modifications

Administrative Modifications to the LRTP are processed by staff with no official action required by the Board. An administrative modification can be processed in accordance with these procedures provided that:

- It does not affect the air quality conformity determination, nor the network conformity years found in the travel demand model and the plan for the nonattainment area.²
- It does not impact financial constraint [23 C.F.R. 450.104]
- It does not require public review and comment

Typical administrative modifications include:

Revising a project description without changing the overall project scope and intent (e.g., less than 10% change in project length), conflicting with the environmental document or changing the conformity finding).

¹ Applies only when the area is non-attainment. It does not apply at this time.

² Does not apply at this time.

Public participation procedures for administrative modifications

There is no formal comment required to process administrative changes, but full advance disclosure of the proposed changes, via appropriate communications channels, will be made to all agencies with vested interest in the affected project. Administrative modifications will only be undertaken on changes not deemed to be controversial in nature.

Determination of what is considered controversial will be based substantially on direct communication by TPO staff with other stakeholder agencies. In the event that a stakeholder agency expresses strong dissatisfaction with the proposed change, the request will be deferred for processing as an amendment (or in conjunction with a full LRTP update). Should an administrative modification generate unexpected significant negative reaction after it has already been processed, the TPO reserves the right to revoke the administrative modification and require the project sponsor to resubmit the request as an amendment or in conjunction with a full TIP/LRTP update.

Amendments

Amendments of the TIP/LRTP impact fiscal constraint and require the opportunity for formal review and comment. The TPO attempts to minimize the number of amendments to the TIP/LRTP due to the amount of work involved. The following actions are eligible as amendments:

- Adding or deleting a federally-funded or regionally-significant project, including earmarks.
- Adding or deleting a phase of a federally-funded project.
- Increasing the cost of project phases in excess of the threshold described in the Administrative Modification section.
- Changing the initiation date.
- Making a major change to the scope of work for an existing project. A major change would be any change that alters the original intent (e.g., a change in the number of through lanes, a change in the project length of more than 10% or a change in location.)³
- Shifting federally funded phases or moving in or out of analysis years.

Public participation procedures for amendments

A formal comment period is required to process amendments and participation procedures will vary as to the content of the amendment. TPO staff will make this determination based on the project change and its impact on the planning process. Because of the wider variability of what an amendment can include, the TPO reserves the right to determine what participation procedures are appropriate recognizing that outreach measures should fit the amendment content. At all times, however, the interested public, policy makers and agency partners are able to obtain the full extent of information about each project change as well as engage the project sponsor and TPO staff.

³ This change will be significant if USEPA designates the area as non-attainment for ozone.

The following public participation process will be provided:

- Full advance disclosure of the proposed changes, via appropriate communication channels, to all agencies and the interested public concerning affected projects. Those channels will include announcements in the TPO's electronic newsletter, at TPO meetings, on the TPO's website, and other media as appropriate.
- Notification of amendments will be published in the *Florida Times-Union*.
- Disclosure of proposed changes will include at a minimum: current status of the project, extent of the proposed change and justification for the proposed change.
- Public review periods for amendments will be a minimum of 10 calendar days to a maximum of 30 days, depending on the nature of the amendment and its impact. The length of the comment period will also take into account the scheduled meetings of the Technical Coordinating Committee and Citizens Advisory Committee.⁴
- Public meetings will be provided as necessary depending on the nature of the amendment and its impact. There will be at least one public meeting held in the jurisdiction affected by the proposed change.
- For all amendments deemed controversial in nature, there will be thorough participation opportunities to hear from the public and agencies regarding their views on the proposed changes. Determining what is considered controversial will be based substantially on direct communication by TPO staff with other stakeholder agencies, even if those agencies are not the official sponsor of record or in consultation with the members of the Transportation Coordinating Committee (TCC).
- All comments received on amendments will be addressed with the project sponsor and other interested parties and reported to the public as well as the approving transportation committees as to content and resolution.
- Presentations will be made to the Technical Coordinating Committee (TCC), Citizens Advisory Committee (CAC) and the TPO Board.

⁴ If this area is designated non-attainment for ozone, all amendments impacting conformity will have a 30-day comment period.



Public Involvement Evaluation

| | |
|---------------------------|--|
| Activity | |
| Date/Location | |
| | |
| Target Audience | |
| Promotion | |
| Description | |
| Materials | |
| | |
| Results | |
| Overall Assessment | |
| Recommendations | |

Glossary of Terms and Acronyms

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

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

AVL – Automated Vehicle Locator: A device that makes use of the Global Positioning System (GPS) to enable a business or agency to remotely track the location of its vehicle fleet by using the internet.

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

BRT – Bus Rapid Transit: A BRT system may incorporate exclusive transit ways, modern stations, on-board fare collection, high-tech vehicles and more frequent service. BRT systems can be built by adding features incrementally.

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

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

CMP - Congestion Management Process (previously known as Congestion Management System) is a systematic process required under SAFETEA-LU for all TMAs that shall address congestion management through the metropolitan planning process that provides for effective management and operation, based on a cooperatively developed and implemented metropolitan-wide strategy of new and existing transportation facilities eligible for funding under Title 23 and Chapter 53 of Title 49 through the use of travel demand reduction and operational management strategies. The CMP is required under 23 CFR 500.109 and shall include methods to monitor and evaluate the performance of the multi-modal transportation system, identify causes of congestion, identify and evaluate alternative actions, provide information supporting the implementation of actions, and evaluate the efficiency and effectiveness of implementation actions. The CMP is periodically reviewed for efficiency and effectiveness of the implemented strategies, the results of this evaluation shall be provided to decision makers to provide guidance on selection of effective strategies for future implementation purposes.

CONST – Construction (phase of a project): The phase of a project after the preliminary environmental and engineering work is completed, where the project is being built and the improvements are prepared for implementation.

DOT - Department of Transportation: Agency responsible for transportation at the local, state or federal level. For title 23 U.S.C. federal-aid highway actions, this would mean the Federal Highway Administration and for federal-aid transit actions under title 49 U.S.C, this would mean

the Federal Transit Administration.

E+C – Existing plus Committed Transportation Network: Also called a No-Build network, this is a test of how a roadway network, consisting of an existing network plus currently funded future roadway projects, could withstand the demand of projected population and employment growth.

EIA – Environmental Impact Assessment: The process of identifying, predicting, evaluating and mitigating the biophysical, social and other relevant effects of development proposals prior to major decisions being taken and commitments made. The purpose of the assessment is to ensure that decision-makers consider environmental impacts before deciding to proceed with new projects.

EIS - Environmental Impact Statement: A National Environmental Policy Act (NEPA) document that explains the purpose and need for a project, presents project alternatives, analyzes the likely impact of each, explains the choice of a preferred alternative, and finally details measures to be taken in order to mitigate the impacts of the preferred alternative.

EJ - Environmental Justice: Derived from Title VI of the Civil Rights Act of 1964, and established by Executive Order, EJ requires federally-funded plans and programs to assess their impact, either positive or negative, on traditionally underserved (e.g., low-income, minority, etc.) communities or segments of the population. The goal of EJ is to ensure public involvement of low income and minority groups in decision making to prevent disproportionately high and adverse impacts on low income and minority groups, and to ensure that these groups receive equal benefits from transportation improvements.

EPA – U.S. Environmental Protection Agency is an agency of the federal government charged with protecting human health and with safeguarding the natural environment: air, water and land.

FDOT – Florida Department of Transportation is the transportation planning agency for the State of Florida. FDOT manages federal and state funding, often applied in combination with local funding, for transportation projects across the state.

FHPP - Federal High Priority Projects: Discretionary projects earmarked by the U.S. Congress as high priorities at the federal level during the Congressional appropriations and re-authorization process. This amounts to roughly 5% of the total transportation budget.

FHWA - Federal Highway Administration is the division of the U.S. Department of Transportation responsible for administering federal highway transportation programs under title 23 U.S.C.

Fiscal Constraint: A requirement, originally of ISTEA, that all plans be financially –constrained, balanced expenditures to reasonably expected sources of funding over the period of the TIP or Long Range Transportation Plan.

FTA - Federal Transit Administration is the federal entity responsible for transit planning and programs under title 49 U.S.C.

Functional Classification is the process by which streets and highways are grouped into

classes or systems, according to the character of service they are intended to provide. Basic to this process is the recognition that individual roads and streets do not serve travel independently in any major way. Rather, most travel involves movement through a network of roads. It becomes necessary then to determine how this travel can be channelized within the network in a logical and efficient manner. Functional classification defines the nature of this channelization process by defining the part that any particular road or street should play in serving the flow of trips through a highway network.

FY - Fiscal Year: A federal fiscal or budget year; runs from October 1 through September 30 for the TPO and the federal government.

GIS – Geographic Information System is a system for capturing, storing, analyzing and managing data which is spatially referenced to the earth. GIS is a tool that allows users to create interactive queries (user created searches), analyze the spatial information, edit data, maps and present the results of all these operations.

HOV - High Occupancy Vehicle: In Florida, vehicles carrying two (2) or more people receive this designation and may travel on freeways, expressways and other large volume roads in lanes designated for high occupancy vehicles. Motorcycles are also authorized to use these lanes.

IM – Interstate Maintenance: A funding category created by the Intermodal Surface Transportation Efficiency Act of 1991 (ISTEA). The IM authorizes funding for activities that include the reconstruction of bridges, interchanges and over crossings along existing Interstate routes, including acquiring right-of-way where necessary, but shall not include constructing new travel lanes other than high occupancy vehicle lanes or auxiliary lanes.

IMS - Incident Management System: A systematic process required under SAFETEA-LU to provide information on accidents and identify causes and improvements to the transportation system to increase safety of all users.

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

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

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

Intergovernmental Agreement: Legal instrument describing tasks to be accomplished and/or funds to be paid between government agencies.

JTA – Jacksonville Transportation Authority is the public transit and road building agency serving Duval County.

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

LRT – Light Rail Transit: a particular class of urban and suburban passenger railway that utilizes equipment and infrastructure that is typically less massive than that used for heavy transit systems, with modern light rail vehicles usually running along the system.

LRTP – Long Range Transportation Plan: A document resulting from regional or statewide collaboration and consensus on a region or state's transportation system, and serving as the defining vision for the region or state's transportation systems and services. In metropolitan areas the plan indicates all the transportation improvements scheduled for funding over the next 20 years. It is fiscally constrained, i.e., a given program or project can reasonably expect to receive funding within the time allotted for its implementation.

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

MPO Activities: Plans, programs and projects related to the MPO process.

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

NEPA – National Environmental Policy Act: Passed in 1970, NEPA requires federal agencies to integrate environmental values into their decision making processes by considering the environmental impacts of their proposed actions and reasonable alternatives to those actions.

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

NOx – Nitrous Oxide: The third largest greenhouse gas, nitrous oxide also attacks ozone in the stratosphere, aggravating the excess amount of UV light striking the earth's surface.

Obligated Funds: Funds that have been authorized by and committed to legally by a federal agency to pay for the federal share of the project cost.

PE – Preliminary Engineering (phase of project): a process to begin developing the design of the facilities and system, to analyze the function and operation of the system, evaluate cost efficiencies and prepare for the final project design..

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

Public: Includes citizens, public agencies, advocacy groups and the private sectors that have an interest in or may be affected by MPO activities.

Public Participation: Is an integral part of a planning or major decision-making process. It provides opportunities for the public to be involved with the MPO/TPO in an exchange of data and ideas. Public participation offers an open process in which the rights of the community, to be informed to provide comments to the government and to receive a response from the Government, are met through a full opportunity to be involved and to express needs and goals.

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

RTDM - Regional Travel Demand Model: This is a tool for forecasting impacts of urban developments on travel patterns as well as testing various transportation alternative solutions to traffic patterns. The travel patterns are determined from US Census results and in simple terms tell where residents live and where they go to work or school on a region-wide basis.

SAFETEA-LU - Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users - legislation enacted August 10, 2005, as Public Law 109-59. SAFETEA-LU authorizes the federal surface transportation programs for highways, highway safety and transit for the 5-year period 2005-2009.

SIP – State Implementation Plan (for air quality): the regulations and other materials for meeting clean air standards and associated Clean Air Act requirements.

SR – State Route: a roadway owned, financed and maintained by a state.

STA – State gas tax fund: Also called motor fuel excise tax. This is a tax charged by the gallon and collected as consumers pay at the pump. The tax goes primarily towards basic operating costs, highway maintenance contracts, resurfacing, bridges, major reconstruction, new construction, consultant contracts, right-of-way purchases, and to match federal funds.

STIP - State Transportation Improvement Program: The FDOT Five Year Work Program as prescribed by federal law.

STP – Surface Transportation Program (L-STP or U-STP): A program funded by the National Highway Trust Fund. L-STP provides funding to areas of 5,000 to 50,000 in population for improvements on routes functionally classified urban collectors or higher. U-STP Provides funding to Census designated urbanized areas over 50,000 in population (e.g. MPO areas based on US Census) for improvements on routes functionally classified urban collectors or higher.

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

TDM – Transportation Demand Management: a method of planning for and implementing transportation improvement in a manner that reduces traffic congestion and pollution by influencing changes in travel behavior.

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

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

TEA-21 - Transportation Equity Act for the 21st Century: Federal Legislation that authorized funds for all modes of transportation and guidelines on using those funds. Successor to ISTEA, the landmark legislation clarified the role of the MPOs in the local priority setting process. TEA-21 emphasized increased public involvement, simplicity, flexibility, fairness, and higher funding levels for transportation.

TIP - Transportation Improvement Program is a priority list of transportation projects developed by a metropolitan planning organization to be carried out within the four (4) year period following its adoption; must include documentation of federal and state funding sources for each project and be consistent with adopted MPO long range transportation plans and local government comprehensive plans.

TMA - Transportation Management Area: An area designated by the U.S. Department of Transportation given to all urbanized areas with a population over 200,000 (or other area when requested by the Governor and MPO); these areas must comply with special transportation planning requirements regarding congestion management systems, project selection and certification; requirements identified in 23 CFR - 450.300-33.6.

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

UPWP - Unified Planning Work Program is developed by the Metropolitan Planning Organization (MPOs); identifies all transportation and planning activities anticipated within the next one to two years, including a schedule for completing the identified tasks and activities.

V/C Ratio Volume over Capacity Ratio: This is a roadway performance measure to show how a highway volume compares with a highway's capacity.

VMT - Vehicle Miles Traveled: This is an output of the travel demand model and is a measure of traffic flow over a highway segment.

VOC – Volatile Organic Compounds are organic chemical compounds that have high enough vapor pressures under normal conditions to significantly vaporize and enter the atmosphere. Included among these compounds are dry-cleaning solvents and some constituents of petroleum fuels.