



Public Involvement Plan

Prepared by the Capital Region Transportation Planning Agency

300 South Adams Street

Tallahassee, FL 32301

(850) 891-8630

www.crtpa.org

Adopted June 17, 2024

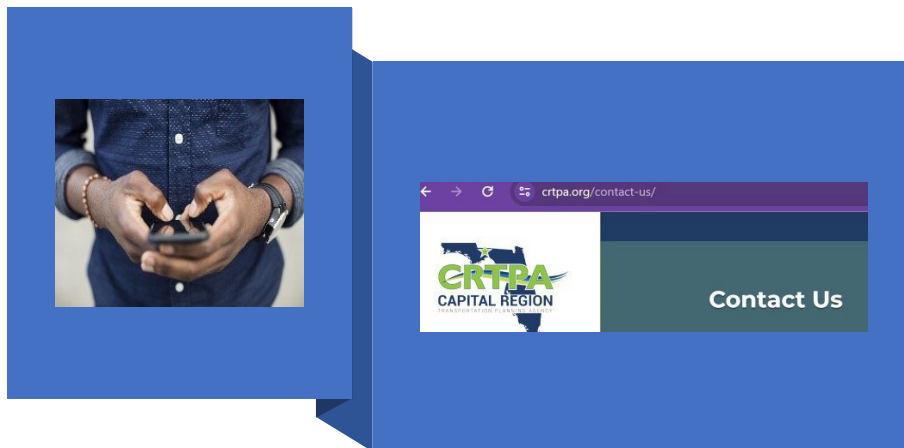
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Final formatting with graphics will be completed once approved.

PART I - INTRODUCTION AND OVERVIEW

The CRTPA uses the input gathered from the public along with data to identify the issues, needs, and priorities for a better multimodal transportation system. Informed decisions on transportation improvements and strategies is crucial with limited funding. Collaboration and inclusive discussions results in planning and programming that considers all transportation modes, as well as construction and non-construction solutions. Outreach to different citizens and groups, including traditionally underserved communities, is essential to meet the needs of all users of the system.



Contact Information

For further information about the Capital Region Transportation Planning Agency (CRTPA) and the public involvement process, please contact:

Greg Slay, AICP, Executive Director;
or,
Suzanne K. Lex, AICP, Title VI/Non-Discrimination Coordinator
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Tallahassee City Hall, Tallahassee, FL 32301
Phone: (850) 891-8630
Web: www.crtpa.org

Acknowledgments

Prepared in cooperation with the Federal Highway Administration (FHWA), Federal Transit Administration (FTA), Florida Department of Transportation (FDOT), StarMetro and participating local governments.

General Guidelines

This Public Involvement Plan (PIP) provides guidelines for public participation in activities conducted by the Capital Region Transportation Planning Agency (CRTPA) and contains the policies, goals, objectives, and techniques used by the CRTPA for to encourage public participation. During the public involvement process, CRTPA will strive to:

1. Provide ***timely information*** about transportation issues and processes to citizens, affected public agencies, representatives of transportation agencies, private providers of transportation, other interested parties and segments of the community affected by transportation plans, programs, and projects (including but not limited to local jurisdiction concerns).
2. Provide ***reasonable public access*** to technical and policy information used in the development of the Long-Range Transportation Plan (LRTP), the Transportation Improvement Program (TIP), and other appropriate transportation plans and projects, and conduct open public meetings where matters related to transportation plans/programs are considered.
3. Give ***adequate public notice*** of public involvement activities and allow time for public review and comment on key decision points, including, but not limited to, approval of the LRTP, the TIP, and other appropriate transportation plans and projects.
4. ***Document applicable public input.*** When significant written and/or oral comments are received on the draft transportation plan (including the financial plan) or the TIP as a result of the public participation process or for a PD&E the interagency consultation process required under the U.S. Environmental Protection Agency conformity regulations, a summary, analysis, and report on the disposition of comments will be made part of the final plan.
5. ***Solicit the needs of those underserved*** by existing transportation systems, including, but not limited to, people with low-income, people with Limited English Proficiency (LEP), people who are transit dependent, people of color, older adults, and people with disabilities. Current federal law requires that the CRTPA provide reasonable opportunities for affected 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 the disabled, and other interested parties with a reasonable opportunity to comment on the transportation planning process. [23 U.S.C. 104(d)1].
6. Provide a ***public comment period of 45 calendar days prior to the adoption of the Public Involvement Plan*** and/or any amendments. Notice of the 45-day comment period will be sent to local governments and distributed electronically and through social media, and the CRTPA website.
7. Provide a ***public comment period of no less than 7 days*** for any formal amendments, or updates, to the LRTP and TIP, and other appropriate transportation plans and projects.
8. ***Coordinate the CRTPA's public involvement plan*** with statewide, regional, and local public participation processes wherever possible to enhance public consideration of the issues, plans, and programs and to minimize redundancies and costs.

Title VI (Environmental Justice)

No person in the United States shall, on the ground of race, color, national origin, or sex be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity receiving Federal financial assistance (Title VI of Civil Rights Act of 1964, 42 U.S.C. § 2000d, and as amended, and the Civil Rights Restoration Act of 1987, P.L. 100.259). This includes funds received through the Florida Department of Transportation (FDOT) or other entities.

If you have a disability requiring accommodations, please contact the Capital Region Transportation Planning Agency at (850) 891-8630. The telephone number of the Florida Relay TDD Service is # 711. “Public Participation is solicited without regard to race, color, national origin, age, sex, religion, disability, or family status. Persons who require special accommodations under the Americans With Disabilities Act, or persons who require translation services (free of charge) should contact the CRTPA Title VI Coordinator, Suzanne Lex, three days in advance of the meeting at 850-891-8627 (Suzanne.Lex@crtpa.org”) and for the hearing impaired, telephone 711 or 800-955-8771 (TDY).”

The CRTPA’s planning process is conducted in accordance with Title VI of the Civil Rights Act of 1964 and related statutes. Any person or beneficiary who believes he/she has been discriminated against because of race, color, religion, sex, age, national origin, disability, or family status may file a complaint with the CRTPA Title VI coordinator at (850) 891-8627 or at Suzanne.lex@crtpa.org or by writing to the CRTPA, Tallahassee City Hall, 300 South Adams Street, Mailbox A-19, Tallahassee, FL 32301.

Limited English Proficiency (LEP)

“La participación pública se solicita sin distinción de raza, color, nacionalidad, edad, sexo, religión, discapacidad o estado familiar. Las personas que requieran adaptaciones especiales en virtud de la Ley de Americanos con Discapacidades, o las personas que requieran servicios de traducción (sin cargo) deben comunicarse con Suzanne Lex, CRTPA Coordinadora del Título VI, al 850-891-8627 (Suzanne.lex@crtpa.org) y para las personas con discapacidad auditiva, teléfono 711 o 800-955-8771 (TDY) cuatro días antes de la reunión.

Limited English Proficiency: The purpose of the LEP is to increase awareness and provide meaningful access to all CRTPA plans, programs, meetings, and events to individuals with limited to no ability to speak, read, or write English. The CRTPA is committed to increasing awareness to all individuals, including those that have been traditionally underserved, such as those with Limited English Proficiency (LEP). The CRTPA website can be translated into other languages so that greater access is available to citizens. For more information regarding the CRTPA’s LEP plan, please see the visit the CRTPA’s website [LEP Plan](#).

CRTPA - Organization and the 3C Planning Process

CRTPA – A Metropolitan Planning Organization

The Capital Region Transportation Planning Agency (CRTPA) is the Metropolitan Planning Organization (MPO) responsible for the regional multimodal transportation planning for Gadsden, Jefferson, Leon, and Wakulla Counties, and the municipalities within. The Federal Highway Act of 1962 established legislation that mandated that an urbanized area (UZA) with a population of 50,000 establish a MPO and subscribe to a continuing, cooperative and comprehensive ‘[3C Planning Process](#)’ in order to expend United States Department of Transportation (USDOT) funding. ,

The CRTPA’s Metropolitan Planning Area (MPA) *Figure 1* extends beyond the urbanized area to include the counties of Gadsden, Jefferson, and Wakulla, the Capital Region. This four-county planning areas is also designated as the Metropolitan Statistical Area, *Figure 1* by the [U.S. Census Bureau](#). A summary of federal and state regulations governing MPOs is provided in Appendix A.

CRTPA MPA – Metropolitan Planning Area

***Figure 1: CRTPA Metropolitan Planning Area
Tallahassee Metropolitan Statistical Area (Census)***



History of the CRTPA

1977 - The Tallahassee Urban Area Transportation Study Policy Committee was reorganized into the Tallahassee-Leon County (TLC) MPO.

Renamed to the CRTPA in 2004, the Metropolitan Planning Area (MPA) was expanded to include the urbanized portions of Gadsden and Wakulla Counties, along with expanded membership.

In 2008, the CRTPA planning boundaries and membership were again expanded to include all of Gadsden, Jefferson, Leon, and Wakulla Counties, as seen in Figure 1.

Purpose of Public Involvement

3 C Planning Process

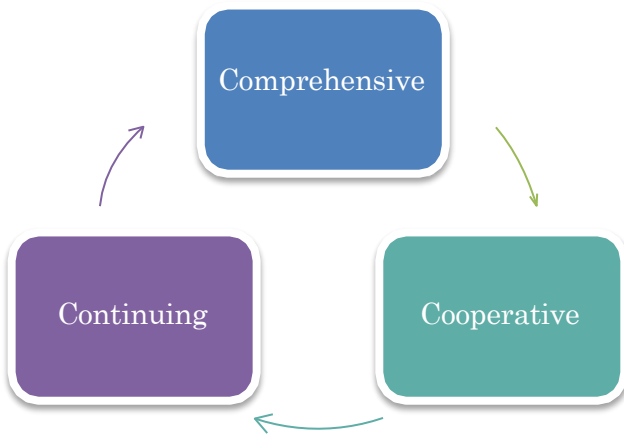


Figure 2

Public Involvement is at the foundation of the 3C planning process (**Figure 2**) as transportation networks affect the public in a variety of ways. Therefore, the voice of the public is essential in ensuring that the transportation decisions made are efficient and effective in serving the community they impact. The CRTPA's Public Involvement Plan (documents the goals, objectives, and strategies that provides all users of the transportation system an opportunity to be involved in the transportation planning process. As the transportation network affects economic vitality, personal and freight mobility, and local/regional priorities, it is critical for the voices of everyone to be heard and considered.

Proactive, continuous, and inclusive public involvement assists in:

- Providing the public the opportunity to engage in the transportation-decision making process.
- Enhancing the development and implementation of transportation programs and projects.
- Promoting a thorough exploration of community needs, communications on objectives and trade-offs.
- Advancing more complete solutions that considers public input and examines a range of alternatives.
- Obtaining funding and support for projects and programs in the CRTPA Region.
- Increasing customer satisfaction, public trust, and public acceptance.
- Developing a better final product, especially context-sensitive solutions.
- Ensuring effective use of limited financial resources.



Public Participation in the Planning Process

Meeting Schedules: Schedules are posted on the CRTPA website at the beginning of each calendar year. Any change to a scheduled committee or board meeting will be noticed a minimum of 7-days in advance, with exception if canceled due to emergency circumstances.

In-person meetings: The public is encouraged to attend all CRTPA Committee and Board meetings. Board meetings, except the Retreat, are broadcast live on WCOT. Written or verbal comments may be provided to staff.

<i>Opportunities for Public Comment</i>		<i>Scheduled Monthly</i>	<i>Time</i>	<i>Exception</i>
Governing Meetings	Board	<i>3rd Monday or Tuesday</i>	<i>1:30 pm</i>	<i>Jan, Jul, Aug</i>
	Executive Committee	<i>Minimum Annually</i>	<i>Posted</i>	<i>As Needed</i>
Committees	TAC	<i>1st Tuesday of the Month</i>	<i>9:00 am</i>	<i>Jan, Jul, Aug</i>
	CMAC	<i>1st Tuesday of the Month</i>	<i>11:30 am</i>	<i>Jan, Jul, Aug</i>
<i>Cancellation of a meeting is posted 7-days in advance of the scheduled date, unless due to an emergency event.</i>				

Virtual Participation: Comment may be provided virtually on agenda and non-agenda items at a Board meeting. The CRTPA requests virtual participation be scheduled a day in advance in an effort to ensure that public comment can be provided at the meeting.

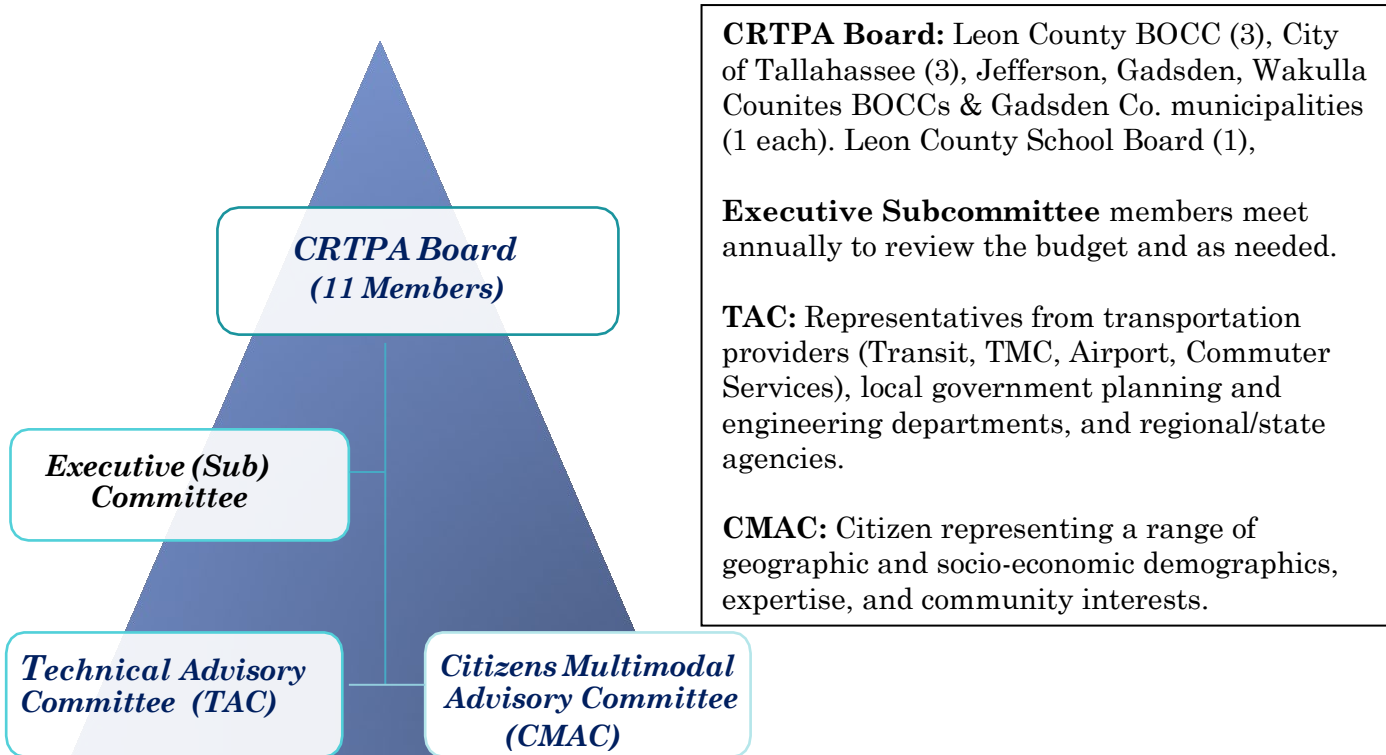
**To provide comment virtually at a Board Meeting
register by 5:00 p.m. the day before the meeting.**

Florida Sunshine Law: The CRTPA Board and Committees are governed by Florida Sunshine Law and in accordance with the notification requirements of Florida Statute §.286.011. Per Sunshine Law, meeting minutes are taken at all CRTPA Board and Committee meetings. Minutes are distributed at the following board and committee meetings for review and approval. Upon approval, minutes are available to the public by request or may be accessed via the Internet. Meeting minutes are included in the agendas posted on the CRTPA and City of Tallahassee Board Docs websites.

As part of the “3C” planning process and during every stage of the decision-making process consideration is given the principles of Environmental Justice and Title VI of the Civil Rights Act as relating to transportation systems and facilities.

Accessibility: All meetings are held in locations accessible to persons with disabilities and to citizens requiring transportation. Citizens that require special accommodation should contact the CRTPA three business days in advance of a meeting at (850) 891-8630 Contact Suzanne Lex, Title VI Coordinator by email, or by phone at 850.891.8627. The telephone number of the Florida Relay TDD Service is # 711.

In addition, the CRTPA Board meetings are televised live on WCOT. Following the meeting the recording is posted to the CRTPA Agenda page [on the City of Tallahassee’s You Tube Channel].



PART II - CRTPA BOARD, COMMITTEES AND STAFF

The CRTPA Board and staff are supported by the Technical Advisory Committee and the Citizens Multimodal Advisory Committee. Member representation provides input from a variety of sources. The governance [Board] structure is composed of elected officials from the four-county region and a Leon County School Board as voting members. The CRTPA’s voting structure is a weighted vote and is established in the Interlocal Agreement. Representatives from StarMetro and the ARPC participate as non-voting members. Executive Committee members are the Chair, Vice-Chair, and immediate past Chair, with representation from Leon County, the City of Tallahassee (COT) and one rural local government.

Both the CMAC and TAC offer input from their varying perspectives, whether that be in a professional sense (planners, engineers, etc.) or from a citizen perspective (local residents). These committees garner feedback, input, advice, and provide recommendations for staff to present to the CRTPA Board.

Current bylaws, membership and meeting calendars are available on the [CRTPA website.](#)

**Watch CRTPA Board Meetings live on WCOT.
Missed the Live Meeting – Catch the meeting on You Tube
See the CRTPA’s Meetings webpage for details.**

Citizens Multimodal Advisory Committee

The *Citizens Multimodal Advisory Committee (CMAC)* is comprised of individuals in the community and includes representatives of various agencies and transportation interests. Members of this committee must reside within the CRTPA Planning Area. The committee's purpose is to provide comment and guidance to the CRTPA Board on transportation planning and policy issues. The charge of the CMAC is to reflect a broad cross-section of residents within the CRTPA areas representing a wide variety of interests and special needs. Members must also be interested in the development of an integrated, safe, efficient, and cost-effective transportation network for all users. Special interests to be represented include child/youth advocates, minorities, off-road cyclists, pedestrians, persons with disabilities, road bicyclists, senior citizens, students, transit riders and the transportation disadvantaged.

Public Involvement and the CMAC

Meetings Held: First Tuesday of the month at 11:30 am.

Address: 300 South Adams Street, City Hall, Tallahassee

Meeting Calendar: Posted annually on the CRTPA website.

Meetings are not scheduled in January, July, and August.

(Consult website, meetings may be canceled, or the location may change.)



Meeting Notice: Agenda posted 7 days in advance of the meeting on CRTPA.org.

Meeting Participation: Written or verbal comments may be provided to staff in advance of the meeting. At the CMAC meeting comment is taken in-person or on agenda and non-agenda items.

Accommodations are available to the public upon request 3 business days before the meeting. Contact Suzanne Lex, Title VI Coordinator by email, or by phone at 850.891.8627.

Members: Application and approval by the CRTPA Board.

Interested in serving on the Citizen's Multimodal Advisory Committee?

[Apply Online Here!](#)

Application Process: Candidate are interviewed by CRTPA staff and then recommended to the Board for membership. The Board votes on the approval of each candidate's appointment. Considerations for appointment are based on the geographic location, interviews, and overall background/experience of each candidate. The CRTPA strives to maintain a diversity of citizens in order to provide a well-rounded review of transportation issues.

Technical Advisory Committee

The ***Technical Advisory Committee (TAC)*** is the CRTPA's technical committee and is comprised of local and state planners and engineers with expertise in the area of transportation planning, engineering, or management. TAC members provide technical reviews of CRTPA plans, programs, and projects and makes recommendations as to their need, feasibility, technical accuracy and consistency with local, state, and regional plans, programs, and projects. The TAC assists the CRTPA in carrying out the CRTPA's planning function through recommendations on various transportation issues. Another integral role of the TAC is providing technical expertise on steering committees, project working groups and their contribution as members of the Community Traffic Safety Team.

Public Involvement and the TAC

Meetings Held: First Tuesday of the month at 9:00 am.
Address: 300 South Adams Street, City Hall, Tallahassee

Meeting Calendar: Posted annually on the CRTPA website.
Meetings are not scheduled in July, August, and January.

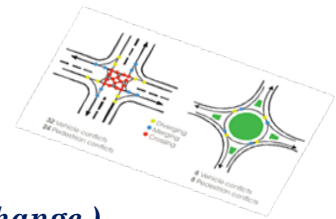
(Consult website, meetings may be canceled, or the location may change.)

Meeting Agenda: Posted 7 days in advance of the meeting on CRTPA.org.

Meeting Participation: Written or verbal comments may be provided to staff in advance of the meeting.

Accommodations are available to the public upon request 3 business days before the meeting. Contact Suzanne Lex, Title VI Coordinator by email, or by phone at 850.891.8627.

Members: Appointed consistent with the Bylaws, Florida Statutes and Federal Code.



Established in §339.175(6)(d), F.S., the membership of the TAC must include, whenever possible, planners; engineers; representatives of local aviation authorities, port authorities, and public transit authorities or representatives of aviation departments, seaport departments, and public transportation departments of municipal or county governments, as applicable; the school superintendent of each county within the jurisdiction of the MPO [CRTPA] or the superintendent's designee, and other appropriate representatives of affected local governments. The TAC membership is appointed by the local agencies providing their expertise.

CRTPA Board

The CRTPA Board is comprised of 11 voting members representing Gadsden, Jefferson, Leon and Wakulla counties and municipalities. A list of [members and their contact information](#) is available on the CRTPA website. The CRTPA Board is the final level of review and decision-making body in the Agency's organizational structure. Recommendations from CRTPA staff and the committees are reviewed, discussed and then either approved, accepted, or rejected through a weighted vote. Annually, in January the Board holds a Retreat. It provides a forum for strategic planning, policy development and CRTPA initiatives, as such, no public comment is taken.

Public Involvement and the CRTPA Board

Meetings Held: The First Monday or Tuesday of the month at 1:30 pm.
Address: 300 South Adams Street, City Hall, Tallahassee

Meeting Calendar: Posted annually on the CRTPA website. A Board Retreat is held in January. ***Check the Calendar for any updates. No meetings are scheduled in July and August.***

Meeting Agenda: Posted 7 days in advance of the meeting on [CRTPA.org](#) & [COT Board Docs](#).

Meeting Participation: Written or verbal comments may be provided to staff in advance of the meeting. At the meeting comment is taken in-person or virtually on agenda and non-agenda items. The CRTPA requests virtual participation be scheduled a day in advance in an effort to ensure that public comment can be provided at the meeting.

Virtual participation options are available to the public upon request. Contact the CRTPA no later than 5 pm the last business day before the scheduled meeting.

Accommodations available to the public upon request 3 business days before the meeting. Contact [Suzanne Lex](#), Title VI Coordinator by email, or by phone at 850.891.8627.

Members: Appointed by a member government or agency, consistent with the CRTPA's Bylaws & Interlocal Agreement. A quorum must be present for the CRTPA to take any action.

Annual Retreat: Held in January of each year on the third Tuesday at 9:00 or 10:00 am.
Address: ***Consult website for location***, listed on the calendar and on the meeting webpage.

Retreat Agenda: Posted 7 days in advance of the meeting on [CRTPA.org](#).

Meeting Participation: *None at the Retreat as no action items are presented.

Any Retreat agenda item that requires acceptance or adoption by the Board will be included as part of a future Board Meeting and noticed in accordance with the requirements set forth in this plan. This ensures the public has the opportunity to participate in the planning process.

CRTPA Executive Committee Meetings

The CRTPA Executive [Sub] Committee is established in the CRTPA Bylaws and meets at a minimum annually. Committee members are the Chair, Vice-Chair, and immediate past Chair.

Public Involvement and the CRTPA Executive Committee

Meetings Held: At minimum, annually in August or September, see website for date and time.

Address: 300 South Adams Street, City Hall, Tallahassee

Meeting Calendar: Posted on the CRTPA website.

Meeting Agenda: Posted 7 days in advance of the meeting on CRTPA.org.

Meeting Participation: Written or verbal comments to staff in advance of the meeting. Comment during the meeting from the public on agenda and non-agenda items. No virtual option.

Accommodations are available to the public upon request 3 business days before the meeting. Contact [Suzanne Lex](mailto:Suzanne.Lex@crtpa.org), Title VI Coordinator by email, or by phone at 850.891.8627.

Members: Established in Bylaws

Executive Committee Emergency Meetings

At times there is a need to meet and take immediate action to ensure the continuity of the planning program. The CRTPA can elect to call a meeting of the Executive Committee for issues that are time-sensitive and require immediate action. In cases of emergency or other constrained circumstances, there is a minimum 24-hour minimum notification of the meeting. The meeting shall be advertised on the CRTPA webpage and noticed via CRTPA Social Media. An e-mail notification is sent to the all committee and board members.

CRTPA Staff

The CRTPA is staffed by an Executive Director, an Assistant Executive Director, Planning Manager, Programs Manager/Title VI Non-Discrimination Coordinator, and an Administrative Assistant. The staff works closely with the Florida Department of Transportation (FDOT), local governments, community partners and stakeholders. To contact the CRTPA staff, please visit <https://crtpa.org/contact-us/>

Items presented to the Executive Committee, whether a regularly scheduled Executive Committee meeting or one conducted under emergency circumstances, is included as part of the next regularly scheduled CRTPA meeting and noticed in accordance with the requirements set forth in this plan. This ensures that the public has an opportunity to participate and comment.

PART III - Public Involvement and the Planning Program

Planning Documents

The CRTPA is charged with preparing numerous other planning documents including, but not limited to, the documents listed below.

Public Involvement Plan (PIP) - The Public Involvement Plan (PIP) identifies strategies to provide complete information, timely public notice, and full access to key decisions before adoption of or amendment to the CRTPA's plans and programs.

Long-Range Transportation Plan (LRTP) - Establishes the investment priorities established in the 2044 Connections Regional Mobility Plan (RMP), which is the CRTPA's LRTP. The plan fulfills state and federal requirements for a coordinated transportation plan consistent with local and regional goals; and that demonstrates the transportation projects are financially cost feasible.

Priority Projects Lists (PPLs) - Approved annually, the PPLs identify projects, or project phases, that the CRTPA seeks funding for in the Florida Department of Transportation's (FDOT) Work Program. Lists are developed for all modes of transportation; and list the region's transportation projects in priority order.

Transportation Improvement Program (TIP) - Approved annually, the TIP sets the schedule for improvements to the region's transportation system over the next five years. The TIP identifies local, state and federally- funded transportation projects in the FDOT Work Program; and Assigns available funding to specific projects and covers all modes of transportation in **the Capital Region**.

Unified Planning Work Program (UPWP) - The UPWP is a biennial statement of work identifying the planning priorities and activities to be carried out within a metropolitan planning area. At a minimum, a UPWP includes a description of the planning work and resulting products, who will perform the work, time frames for completing the work, the cost of the work, and the source(s) of funds.

Public Involvement Plan

A guide to how the CRTPA conducts engagement in the development of program documents and projects, the Public Involvement Plan (PIP) is central to the transportation planning process. The CRTPA's Public Involvement Plan (PIP) identifies strategies and processes to provide citizens and stakeholders with reasonable public notice, complete information, and full access to key decisions before adoption of or amendment to the CRTPA's plans and programs.

Another critical component in the public involvement process is collaboration with local communities, and regional and state partners. It is important that the public engagement process

consider the voices of leadership, stakeholders, special interest groups and the residents in the Capital Region.

At a minimum, the PIP will be evaluated and updated every three years. Updates will consider changing technologies, outreach strategies, and the success of the current plan's public engagement strategies and processes. An analysis of the effectiveness of the plan informs the staff and shapes recommendations for an update to the PIP. Necessary updates to comply with any new statutory requirement will be processed in a timely fashion in accordance with this plan.

Public Involvement and the PIP

PIP Development - 45-Day Public Comment Period

- An assessment of public engagement PIP is completed, and proposed revisions identified.
- The draft PIP is made available on CRTPA.org for a minimum 45 day-comment period.
- Notice PIP proposed for adoption at a regularly scheduled Board meeting.
- Distribute PIP to contacts list via email & social media along with notice of meeting dates.
- Comment may be provided throughout the comment period & at all public meetings.
- Draft PIP is presented to the TAC/CMAC & Board at the next regularly scheduled meetings.
- Reviews & comments will be solicited from FDOT, FHWA, & other partner agencies.

PIP Adoption & Amendments

- Comment period on the draft PIP closes after minimum of 45-days and as noticed.
- Public involvement activities & comments are recorded and included in the final document
- A post is made to the CRTPA's social media accounts with a link to the final draft PIP.
- Final draft PIP adopted and website is updated accordingly.
- Amendments follow the same process with the exception of updates to appendices.
- Updates to the appendix is to ensure supporting material is current.
- Will be posted on the website and the update to the appendices documented in the PIP.

For more information on the CRTPA's meetings, projects, latest news, and public outreach activities please visit our main webpage. To stay connected and provide public input on the CRTPA's plans and programs see the webpage CRTPA.org "Get Involved".

Long-Range Transportation Plan

The Cost Feasible Plan (CFP), in the Long-Range Transportation Plan (LRTP), is the cornerstone of the transportation planning process. The CRTPA's adopted LRTP is the [Regional Mobility Plan \(RMP\)](#). Updated every five years, the LRTP provides a 20-year blueprint for transportation improvements and the expenditure of federal, state, and local transportation funds for the four-county region. This plan provides a common vision for the community's future transportation needs and is developed considering population, employment, and economic growth. The LRTP presents projection of anticipated transportation funding and costs for all modes of transportation, as well as for the operation and maintenance of facilities. Because funds are limited, public input is essential to help identify the

priority projects and programs that will be included in the twenty-year plan for future implementation.

The public can provide input throughout the planning process and before the plan is fully drafted. Engagement with the public varies and could include workshops, surveys, outreach to local governments and information table at community events throughout the region, as well as through social media and digital platforms. Using virtual platforms and social media, citizens and community groups throughout the region are provided access to participate in the planning process. Comment may also be provided at scheduled TAC/CMAC meetings.

LRTP and Public Involvement

Initiate Project & Public Involvement Plan

- Develop project webpage to include a schedule with ongoing project updates & meeting notices.
- Information on the LRTP update is included at annual TIP & PPLs community meetings.
- Updates & relevant project information is distributed as the plan is developed.
- Comment may be provided throughout the development of the LRTP and at all public meetings.
- Board recommendations and public comments are considered in the final draft for adoption.

14-day Public Comment - CFP Draft

- Posted for 7 days before the TAC/CMAC meetings and 7 days before the Board meetings.
- Notice to adopt final draft CFP at the next regularly scheduled CMAC/TAC and Board Meetings.
- Electronic notice is sent to regional & local partners, stakeholders & transportation providers.
- Electronic notice to local government administrators & if applicable, public information liaison.
- Adoption Public Hearing proceeds final Board action on CFP at the regularly scheduled Meeting.
- If comment warrants significant changes the schedule will be adjusted for additional review.

LRTP Amendments and Modifications

- An **Amendment** is required to add, delete, or to make changes to a project scope or cost.
- An RMP amendment is noticed 7-days before a public hearing and the adoption by the Board.
- Notice to adopt amended CFP at the next regularly scheduled CMAC/TAC & Board Meetings.
- Public can comment in writing via email or through the CRTPA website or at meetings.
- The amendment demonstrates that the project can be completed based on expected funding.
- An **Administrative Modification** allows for minor changes to a project in the adopted LRTP.
- The change is presented to the Committee and Board as an informational item.

Project Priority Lists

Each year the CRTPA is required to develop a list of projects, prioritize the projects, and provide the list to FDOT District Three by August 1 of each year. The adopted Project Priority Lists, PPLs, are updated in consultation with modal partners, local governments and FDOT. Development of the PPLS and public engagement is conducted

concurrently with the development of TIP. All public involvement announcements and material include a discussion of the PPLs and request comment and input from the public and stakeholders. Projects are identified from adopted plans and documents prepared by the respective operator or modal provider.

Project Priority List Sources – Plans and Studies

Regional Mobility Plan (LRTP)
Tallahassee International Airport Master Plan
StarMetro Transit Development Plan
DEP & SUN Trails Priority Maps
ITS Master Plan
Bike-Ped Studies
Corridor, Safety and Operational Studies

Public Involvement and the PPLs

PPL Development and Public Involvement

- Draft PPLs are developed in consultation with local transportation providers and FDOT.
- Post draft PPLs along with the public engagement & meeting schedules on the CRTPA website.
- Distribute PPLs, notice local government administrators; if applicable, public information liaison.
- Send E-Blast to contacts list via email & social media distributing PPLs with notice of meetings.
- Two in-person and/or virtual public meetings providing the public an opportunity to comment.
- Comment may be provided throughout the development of the PPLs and at all public meetings.

PPL Adoption - 7 Day Public Comment Period

- The 7-The minimum comment period for draft PPLs is 7 days.
- Finalize draft PPLs; address all comments & include a record of all public engagement.
- Posted for 7 days before the TAC/CMAC meetings and 7 days before the Board meetings.
- Notice to adopt final PPLs at the next regularly scheduled CMAC/TAC and Board Meetings.
- Electronic notice to local government administrators; & if applicable, public information liaison.
- Board action at a regularly scheduled meeting in May or June.

PPL Amendments

- Comment period on Amendment begins with the posting of the TAC/CMAC meeting agendas.
- Distribute & notice the 7-day comment period in advance of the Board adoption.
- Finalize draft PPLs; include comments and address all comments.
- Electronic notice to local government administrator(s); & if applicable, public information liaison.

Transportation Improvement Program

The TIP contains all transportation projects programmed in the Capital Region for the upcoming five fiscal years. It is updated annually to add a new fifth-year and to incorporate those projects in the CFP and PPLs having the highest priority and an ability to be funded. Projects in the TIP are grouped by modal types or category and then by county within each modal type or category. The TIP provides the year the improvement is scheduled, the source and amount of funding, and the agency responsibility for implementation. Project phases are provided as well as some level of detail regarding the project or program.

From a policy perspective, the TIP reflects the priorities for scheduling improvements to the state highway system and federal Interstate highway system. It also includes freight, bridge, rail, and port improvements in addition to ITS strategies.

Each year, in May or June, the CRTPA updates its project priorities and includes them in the TIP document. The new priorities are used by FDOT for programming consideration in the upcoming new fifth year of FDOT's Work Program. Coordination with FDOT, StarMetro, local jurisdictions, and other partner agencies and transportation providers is ongoing throughout TIP development and after adoption

Public Involvement and the TIP

TIP Development and Public Involvement

- Draft TIP is developed in consultation with local transportation providers and FDOT.
- Post notice of TIP development, public engagement & meeting schedule on the CRTPA website.
- Electronic notice to local government administrators; & if applicable, public information liaison.
- Distribute draft via E-Blast & social media, also comment online using the Interactive TIP tool.
- Two in-person and/or virtual public meetings providing the public an opportunity to comment.
- Comment may be provided throughout the development of the TIP and at all public meetings.

TIP Adoption - 7 Day Public Comment Period

- The minimum comment period for draft TIP is 7 days.
- Posted for 7 days before the TAC/CMAC meetings and 7 days before the Board meetings.
- Finalize TIP; address all comments & include a record of public involvement for Board action.
- Electronic notice to local government administrators & if applicable, public information liaison.
- Noticed for Board action at a regularly scheduled meeting in May or June.

TIP Amendments and Modifications -

- Annually the TIP is updated to include the projects on Eastern Federal Lands.
- An **Amendment** is required to add, delete, or to make major changes to a project scope or costs.
- An **Administrative Modification** allows for minor changes to a project in the adopted TIP.
- The following page details the processes & opportunities for public comment on TIP changes.

TIP Modifications and Amendments

Annually, in May or June, the Five-Year Transportation Improvement Plan is adopted for the upcoming [State] Fiscal Year, July 1 through June 30. However, the Federal Fiscal Year Cycle runs from October 1 through September 30. To ensure that required federal authorization of

expenditures can occur during July, August, and September both the old TIP and the new TIP need to be consistent. This triggers the need for an Administrative or Roll-Forward TIP Amendment.

TIP Modifications - Minor Change to a Project in the TIP

- Minor change to project costs of less than 20 percent of total project cost & \$2 million.
- Minor change of additional funding source(s) or project initiation date for projects included.
- A TIP Modification is included in the agenda package at the next regular scheduled meetings.
- The modification(s) is provided as an information item to the TAC/CMAC and the Board.
- No formal comment period on a TIP Modification, 7-day notice as part of the meeting agenda.

TIP Amendments - Major Change

- Major change includes:
 - the addition of a new project or the deletion of an existing project;
 - a project cost increase of more than 20 percent & \$2 million;
 - design concept or scope change; project limits increase or decrease by a 1/2 mile & 20 percent.
- A TIP Amendment may be time-sensitive due to FDOT deadline of the 10th of each month.
- An amendment is processed immediately for Board action at next regularly scheduled meeting.
- There is minimum 24-hour public notice of the Amendment to add it to a Board Agenda.
- An Executive Committee meeting will be scheduled if necessary to meet deadlines.
- The Amendment is ratified at the next regularly scheduled TAC/CMAC & Board meeting.

Roll Forward TIP Amendments

- Project(s) is in any of the first four [Federally recognized] years of the old TIP.
- Project(s) was not authorized by June 30, but can still be authorized based on the old TIP.
- TIP Amendment request must be made between July and September 30.
- Project to be Approved After September 30 - Roll Forward Amendment
- Need to ensure such projects are in the new TIP.
- Accomplished by Roll Forward TIP Amendment which must occur before October 1.

Administrative TIP Amendments

- In the new TIP (effective July 1) new projects may be added in Year One.
- However, this TIP is not recognized by FHWA until October 1.
- The project requires federal authorization prior to October 1.
- Reflects minor changes to project, such as project phase costs, funding sources or limits.
- The amendment is presented at the next regularly scheduled CMAC, TAC & Board Meetings.

Unified Planning Work Program

The Unified Planning Work Program (UPWP) is produced on a biennial basis and serves as the CRTPA's work plan and budget for the two fiscal years. As such, it details the tasks and programs for which the CRTPA is responsible, associated expenditures and the funding sources. An initial draft UPWP is noticed for committee and board action. Concurrently it is transmitted for review to the Federal Transit Administration (FTA), the

Federal Highway Administration (FHWA), and to the FDOT. These agencies provide comments. The final draft UPWP, addressing all comments, is then presented at a regularly scheduled meeting for approval by the committees and the CRTPA Board. At the time of the final draft UPWP is approved, the accompanying two-year contract with the FDOT is executed by the Board, which may be amended from time to time.

Public Involvement and the UPWP

UPWP Development

- Draft UPWP is developed in consultation with FHWA, FDOT, & agency representatives.
- Post draft UPWP along with the scheduled date of adoption on the CRTPA website.
- Public engagement is initiated on draft UPWP at Feb or March TAC/CMAC & Board meetings.
- Comment may be provided throughout the UPWP development & at all public meetings.

UPWP Adoption - 7 Day Public Comment Period

- The minimum comment period for draft UPWP is 7 days.
- Posted for 7 days before the TAC/CMAC meetings and 7 days before the Board meetings.
- Finalize draft UPWP, address all comments & include all necessary forms.
- Board adoption of the two-year UPWP includes the accompanying FDOT-CRTPA contract.
- Noticed for Board action on the UPWP & contract at a regularly scheduled meeting in May.

UPWP Modifications and Amendments

- ***UPWP Modification***
 - Minor changes, modifications, informational item FDOT & FHWA/FTA.
 - A modification does not change the total contract budget, add or delete a project.
- ***UPWP [Minor] Amendment pursuant to the CRTPA Bylaws §IV.D.1. Administration***
 - Provides the Executive Director authority to approve a minor amendment, defined as:
 - a onetime extension to an existing project schedule by no more than six months.
 - a onetime amendment to an existing project scope and/or cost by no more than \$25,000.
 - The amendment is subject to final approval by the Board, FDOT & FHWA.;
- ***UPWP Amendment (List of Amendment Thresholds)***
 - Follows the same 7-day comment period described for the final UPWP Adoption.
 - Noticed for action at a regularly scheduled Board meeting; final approval by FDOT & FHWA.
- ***UPWP Amendment Time-Sensitive***
 - A UPWP amendment may be time-sensitive for an essential project or operations to continue.
 - Amendment is processed immediately for Board action at next regularly scheduled meeting.
 - There is a minimum 24-hour public notice of the Amendment to add it to a Board Agenda.
 - An Executive Committee meeting will be scheduled if necessary to continue essential work.
 - The Amendment is presented at the next regularly scheduled TAC/CMAC & Board meeting.
 - The amendment is subject to final approval by FDOT & FHWA.

Federal Certification of the Transportation Planning Process

Every four-years, jointly, the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) must certify the metropolitan transportation planning process in Transportation Management Areas (TMAs). A TMA is an urbanized area, as defined by the U.S. Census Bureau, with a population of over 200,000. Pursuant to 23 U.S.C. 134(k) and 49 U.S.C. 5303(k). [23 C.F.R. 450.336(b)(4)]

As part of the certification process, FHWA and FTA provide opportunities for public involvement within the metropolitan planning area under review. The agencies consider the public input received in the final certification action. This process can be used by the CRTPA to improve the overall delivery of future public outreach based on the input received during the

public engagement. Additional primary activities include a review of the CRTPA planning products and a scheduled certification meeting to discuss the CRTPA responses to FHWA and FTA certification questions. Lastly is the preparation of a Certification Review Report by FHWA and FTA that summarizes the review and offers findings. The reviews focus on compliance with Federal regulations, challenges, successes, and experiences of the cooperative relationship between the CRTPA, FDOT and StarMetro in conducting the metropolitan transportation planning process. A final Certification Report documents the results of the review process. The reports and final actions are the joint responsibility of the appropriate FHWA and FTA field offices.

Public Involvement and Federal Quadrennial Certification

Certification Process Initiated Every Four-Years

- The CRTPA Federal Certification process occurs, at minimum, every four years.
- Post the schedule of certification activities along with the public engagement meeting date.
- FHWA and FDOT provide certification questions for response by the CRTPA.
- Webpage is updated with CRTPA responses to the certification questions.
- Comment may be provided throughout the process & at all public meetings.

Certification Public Meeting

- Meeting date & time is noticed a minimum of 7-days before scheduled public engagement event.
- The meeting will be held virtually and in-person providing for maximum accessibility.
- Distribute notice to local government administrators; if applicable, public information liaison.
- Send E-Blast to contacts list via email & social media distributing meeting notice.
- A follow-up notice will be sent at minimum 7-days before the scheduled engagement.
- Public meeting presentations by the CRTPA and FHWA will be uploaded to the webpage.

Certification Report

- Webpage is updated with the draft (and if applicable) final Certification Report.
- Any follow-up action is documented and updated on the Certification project page.
- The final report is noticed as part of the regularly scheduled TAC/CMAC and Board Meetings.
- Meeting material is posted to the certification webpage.

Planning Studies and Reports

Meaningful public involvement is a process that proactively seeks full representation from the community, considers public comments and feedback, and incorporates that feedback into a project, program, or plan. The process not only considers community contributions, but also encourages early and continuous public involvement and brings diverse viewpoints and values into the transportation decision-making process. It enables the community and agencies to make better-informed decisions through collaborative efforts.

The CRTPA conducts project, corridor, safety and/or specific area studies. These may be carried out by staff and/or consultants, and the

scope, level of detail and products can vary greatly, as can the level of public involvement and engagement technique.

For such activities the public involvement is tailored to the project and is developed as project progresses. The CRTPA strives to identify affected parties and invite them to collaborate as stakeholders. The project website is updated regularly and at a minimum, the CRTPA will provide timely notification of all such plans or studies as they develop in draft form and to allow the public reasonable opportunity to review and comment on them.

Public Involvement and Planning Projects and Studies

Project or Study Initiated

- Webpage with the project overview and milestones is developed when project initiated.
- Updates & relevant project information is distributed as the plan or study is developed.
- A project kick-off and/or updates are noticed and presented at regularly scheduled meetings.
- Comment may be provided throughout the process & at all public meetings.
- All public comment is included as part of the project record.

Acceptance or Approval of Final Report

- Distribute notice to applicable, local government administrators; & public information liaison.
- Send E-Blast to contacts list via email & social media distributing meeting notice.
- Distribute notice to all parties that have provided their contact information for the project.
- The final report is noticed as part of the regularly scheduled TAC/CMAC & Board Meetings.
- Meeting material is posted to the project webpage.

Citizen participation throughout the process helps to shape a plan or study by:

- ❖ ***Identifying the issues or problem statement;***
 - ❖ ***Defining goals, objectives, and prioritization factors;***
 - ❖ ***Developing alternative solutions;***
 - ❖ ***Reaching a consensus on the preferred alternative; and***
 - ❖ ***Reviewing and commenting on draft plans and studies.***
-

PART III - Public Involvement Goals, Objectives, Strategies

Goal 1: Provide accurate and timely information to the public about the CRTPA transportation planning programs, processes, and projects.

Goal 2: Make available a wide range of opportunities for the public and stakeholders to be involved and to stay engaged throughout the planning process, and plan or project development.

Goal 3: Collaborate with transportation planning partners, providers, stakeholders, and the public to support a continuous, comprehensive, and coordinated exchange of information, ideas and resources.

Goal 4: Document and assess the success of the techniques and strategies throughout the process and evaluate the effectiveness of the Public Involvement Plan.

Strategies and Techniques: Public participation is an ongoing activity of the CRTPA, with several techniques occurring continuously. Public involvement is an integral part of both regular outreach and one-time activities such as corridor studies, and frequent activities such as the annual TIP process, or LRTP updates. The strategies implemented through the PIP revolve around the activities of the CRTPA's advisory committees and outreach efforts conducted by CRTPA staff. This section of the PIP describes these strategies as well as implementation during the process.

Evaluation: Throughout the year the CRTPA staff will evaluate the effectiveness of the public participation strategies and outreach. A summary document will be completed annually on the measures of effectiveness.

Annual documentation will include, at a minimum: Attendance at various meetings such as the CRTPA Board Meeting and project and plan specific meetings; Highlights of social media posts; Updates to contacts list and project distribution lists; Involvement in community events, CTSTs, and educational/informational meetings; Surveys taken and the results; and, Presentations made to public groups

Objective – To Inform

To inform and educate the public and stakeholders about the transportation planning process and the role of the CRTPA.

- ❖ To provide the community with a balanced and objective information.
- ❖ To assist the public with accessing information and understanding the planning process and documents.
- ❖ To present citizens with comprehensive information on transportation projects, issues, alternatives, opportunities and/or solutions.

Strategies and Techniques

Brochures,	Notifications	Documents
Fact Sheets	Press Releases	You Tube
Website/webpages	Newsletters	Mailings
Interactive webpages	Community Events	Postcards
Social Media	Reports	

- ❖ Increase awareness and understanding of the role of the CRTPA and transportation planning process, including sources of funding and impacts of regional planning decisions.
- ❖ Clearly define the purpose and objectives for public dialogue on transportation plans, programs, projects, policies, and partnerships.
- ❖ Post all relevant information online, including staff presentations.
- ❖ Make information accessible and understandable, and develop visual aids when appropriate to illustrate and enhance communications.
- ❖ Provide timely public notice of information resources and opportunities to comment on plans, policies and programs, and decisions involving within the CRTPA Planning Area.

Measures of Effectiveness

- ❖ Timely and comprehensive information provided, including responding to requests for information, presentations, and training.
- ❖ Website and project pages maintained and updated regularly.
- ❖ Educational materials made available about the planning process, initiatives, and projects.
- ❖ Information distributed via print, digital including a mobile-friendly format, radio, social media, and in-person as appropriate consistent with the requirements of this plan or as identified in the project scope.
- ❖ Affected parties are identified and informed of the proposed planning activity.
- ❖ Enable public information accessibility for languages other than English, as appropriate, or in other means to address disabilities.
- ❖ Maintain a reasonably current and up-to-date database of contacts to provide interested parties reasonable opportunities to comment on the planning process and products.
- ❖ Document distribution of educational materials and training as provided.
- ❖ Ongoing evaluation of written program materials to identify areas of improvement.

Objective – To Involve

To involve the public early in the planning process, providing accessible and inclusive opportunities for participation; and actively seek involvement of communities most affected by particular plans or projects.

- ❖ To provide opportunities for public input that is accessible and inclusive, identifying the most affected communities.
- ❖ To obtain feedback from the public, member governments, modal and transportation partners, and communities.
- ❖ To gather, understand and report public input, and as applicable further collaborate throughout the transportation planning process.

Strategies and Techniques

Plans and Project Webpages
Public/Project/Agency Meetings
Email/Social Media
Workshops/Special Events
Surveys/Polling
Distribute through Multiple Sources

CRTPA Website crtpa.org/contact-us/
Targeted Outreach to Affected Areas
Public Comment and/or Forms
Virtual Platforms and Meetings
Interactive Digital & Mobile Formats
Meeting & Communication Accommodations

- ❖ Provide people with a variety of ways to participate and provide input, including flexible, creative, and innovative approaches, visual aids, and interactive maps.
- ❖ Focus outreach to inform the affected public and other stakeholder groups with respect to the plans, programs, projects, and policies under development.
- ❖ Post all relevant information online, including staff presentations, so that people can be involved in the public process and provide input at their convenience.
- ❖ Ensure transparency and accessibility for open meetings, and provide language translation and accommodations upon request.
- ❖ Connect with organizations and community leaders who can help reach a more diverse audience to engage those individuals in the planning process.
- ❖ Strive to eliminate barriers to participation by hosting public meetings at accessible locations and/or virtual meetings, and convenient times.
- ❖ Recorded public input, as applicable to project, plan, or program, is documented and considered in the decision-making process.

Measures of Effectiveness

- ❖ Record of in-person meeting, subject, attendance, and dates/types of announcements.
- ❖ Record of virtual meeting, subject, participants, and dates/types of announcements.
- ❖ Written comments via meeting forms, website, email, mail, meetings.
- ❖ Written communications to the public, including CRTPA postcard mailings.
- ❖ Workshops and meetings that are ADA accessible.
- ❖ Accommodations provided, if requested.
- ❖ Public meetings in a metropolitan area has access to transit.
- ❖ Comments and responses recorded and reported for consideration in decision-making
- ❖ Outreach activities are focused and vary according to type of project or plan.

Objective – To Engage

To promote ongoing meaningful engagement opportunities for stakeholders, including community groups, local governments, underserved communities, and transportation agencies to participate in the planning process.

- ❖ To continuously work with citizens, organizations, and businesses in the planning process.
- ❖ To actively encourage ongoing participation in the CRTPA’s planning, safety & education initiatives.
- ❖ To engage the public through proactive outreach and strategic initiatives.

Strategies and Techniques

Focus Groups	Pop-Up Events
Workshops	Presentation to Organizations
Community Events	Training Sessions
Stakeholder Meetings	Educational Programs
Ongoing Project/Program Updates	Special Meetings

- ❖ Develop long-term, collaborative working relationships and learning opportunities with residents, community organizations, local governments, and advocacy groups.
- ❖ Allow for public comments at the beginning and end of all CRTPA public meetings.
- ❖ Offer periods for review and comment before adopting planning and process documents
- ❖ Actively build relationships with diverse community members.
- ❖ Engage the public through proactive continuous outreach and educational campaigns.
- ❖ Encourage participation to ensure that transportation plans reflect community needs.
- ❖ Share public input with the Board and Committees and facilitate information.
- ❖ Utilize technology in a strategic manner for ongoing outreach.
- ❖ Provide ongoing project and plan updates to interested citizens and affected parties.
- ❖ Host streamed and recorded public meetings on the CRTPA website.
- ❖ Consider (and when appropriate respond to) public priorities and concerns.

Measures of Effectiveness

- ❖ Website project page and material is updated at milestones and for public events.
- ❖ Interested parties are informed as new project material or plan updates are posted.
- ❖ Additional public involvement effort undertaken in response to prior engagements; typically associated with a specific project.
- ❖ Continuing coordination with local governments, and regional & state agencies.
- ❖ Documentation of ongoing public engagement activities and community priorities.
- ❖ Solicit feedback on the public involvement processes.

Objective – To Collaborate

Collaborate with transportation planning partners, providers, stakeholders, and the public to support a continuous, comprehensive, and coordinated exchange of information and ideas.

- ❖ To partner with the public, and community and technical representatives to ensure the development of projects and programs are coordinated and comprehensive.
- ❖ To develop long-term, collaborative working relationships and learning opportunities with residents, community organizations, municipalities, and advocacy groups;.
- ❖ To coordinate plans and projects with the public, identified stakeholders and property owners on issues and to develop context sensitive solutions.
- ❖ To identify opportunities to maximize efficiency and resources in transportation planning and implementation of projects.
- ❖ To actively promote communication, transparency, and accountability for informed decision-making.

Strategies and Techniques

Technical & Citizens Advisory Committees	FHWA
Transportation Providers	Environmental Groups
Project Working Groups	Homeowners Associations
Steering Committees	Business Associations
CTSTs	State & local agencies
FDOT	Professional Organizations

- ❖ Regularly scheduled/noticed Technical & Citizens Advisory Committee meetings.
- ❖ Meeting minutes reviewed and formally approved.
- ❖ Project Working Group reviews & recommendations, as applicable.
- ❖ Steering Committees reviews & recommendations, as applicable.
- ❖ Attend regularly scheduled CTST meetings.
- ❖ Ongoing coordination with FDOT and/or FHWA on planning program/projects.
- ❖ Consultation with transportation providers, state, and regional, environmental, and special interest groups, state & local agencies.
- ❖ Increase awareness of CRTPA among community organizations and seek creative ways to collaborate
- ❖ Targeted public engagement.
- ❖ Participate in training opportunities related to transportation, planning and public involvement. (Capacity Building)
- ❖ Continue to participate in programs offered by the American Planning Association, Association of Metropolitan Planning Organizations, and the Metropolitan Planning Organization Advisory Council.

Measures of Effectiveness

- ❖ Increased awareness of CRTPA among community organizations and stakeholder groups.
- ❖ Facilitated collaboration between local governments, transportation providers, stakeholders, and residents in the planning process.
- ❖ Steering committees and advisory or working groups established to provide technical expertise.
- ❖ Ongoing professional development in areas of transportation and public involvement.

Public Involvement Tools

Public Notice: A Public Notice is a form of advertisement for CRTPA meetings, events, workshops, plans, or plan updates.

CRTPA Website: See The website is continually updated and maintained by CRTPA staff. The CRTPA website is the primary location of the most up-to-date information regarding all CRTPA activities. The website may be accessed at: CRTPA.org.

Social Media: The CRTPA utilizes two different Facebook accounts to distribute information, promote meetings and events. recognizes the importance of reaching out to communities through social media. These platforms are used to communicate information to the public as well as providing a means for the public to communicate back with comments or questions. Additionally, the CRTPA coordinates with local agencies/municipalities to leverage their social media resources for all relevant projects and plan updates.

Legal Advertisements: The LRTP requires a Public Hearing as it contains federal and state funded major transportation improvements. FDOT defines a major transportation improvement in accordance with state law (Chapter 339.155, F.S.) as a project that increases capacity, builds new facilities, or provides new access to limited-access facilities.

Press Releases: General or official notifications are distributed to different media sources to inform the public of upcoming and ongoing transportation projects or other CRTPA related activities.

Email Communication: The CRTPA sends out e-blast notifications to partner agencies, stakeholders, and citizens that have requested to be notified about CRTPA meetings, activities, and document reviews. To be added to the CRTPA's email list, a request may be submitted through the [CRTPA Contact-Us link](#).

Community Meetings: Virtual and In-Person Community Meetings are held to solicit public opinion as related to a wide range of CRTPA sponsored activities. They are utilized in a variety of different planning activities from the development of individual projects all the way up to area-wide activities such as development of the LRTP. These meetings maybe virtualorin-person, andcan be designed broadly for an area wide attendance or specifically targeted towards individual groups such as civic organizations, homeowner's associations, special-interest groups, municipalities, and local-elected officials.

Project Update Meeting: An important strategy and type of community involvement meeting designed to keep the public informed on the progress of specific projects, plans, or studies. These meetings are outlined in the project public involvement plan. Additional meetings may be scheduled in response to ongoing public involvement.

Civic Groups: Civic Groups are specifically engaged in order to assemble diverse perspectives from groups that are organized around a common interest or in pursuit of a common cause. These groups can be composed of, but not limited to minorities, low-income citizens, the physically challenged, and/or the elderly.

Newsletters: Newsletters are used to inform the public about the activities of the CRTPA or provide status updates on current or upcoming projects. They can be general in nature by providing quarterly or yearly synopses of CRTPA activities or more project-specific by focusing on individual phases of ongoing projects, plans, or studies.

Maps: Printed maps are used in every type of CRTPA public involvement activity to provide a visible reference so participants are able to more effectively relate to the data that is being presented. Maps can be as small as a sheet of paper for inclusions in hand-outs or packets, or as large or larger than 'poster-size' to be openly displayed during meetings.

Surveys: Surveys are a standardized and structured method of soliciting input about specific topics, plans, or projects from the public. Surveys can also be used to collect technical or quantifiable data such as travel pattern information, number of miles driven to work, or average number of trips driven per day.

Comment Forms: Comment forms or comment cards are used to solicit open ended public input about specific topics or presentations at public workshops or meetings. They also allow the public to provide input anonymously.

Posted Mail: Traditional mailings are utilized to notify individuals and/or organizations about upcoming meetings, hearings, or the status of a specific project. Posted mail can be postcards, flyers, agendas, newsletters, or letters.

Sign-in Sheets and Contact Database: All CRTPA sponsored events utilize sign-in sheets to record citizen participation and interest in receiving communications. A contact database is maintained by CRTPA staff or contracted consultants. Contact databases are used to notify previous participants about developments in a specific project, and interested parties to receive information about significant upcoming events.

Social Media: The CRTPA instituted the use of social media via Facebook to disseminate information and updates about the construction of the Capital City to the Sea Trail. Social media serve as a tool for announcing CRTPA meetings, draft and final documents for public review, and staff/ committee or board announcements.

Appendix A: Statutory Requirements

Appendix A Statutory Requirements

Federal and State Law require all MPOs (CRTPA) to provide consideration for planning activities. Per 23 Code of Federal Regulations (CFR), Part 450.306, requires the CRTPAs the metropolitan planning process shall be continuous, cooperative, and comprehensive, and provide for consideration and implementation of projects, strategies, and services that will address the following ten planning factors:

- Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency;
- Increase the safety of the transportation system for motorized and non-motorized uses
- Increase the security of the transportation system for motorized and non-motorized uses;
- Increase the accessibility and mobility of people and freight;
- Protect and enhance the environment, promote energy conservation, and improve quality of life;
- Enhance the integration of connectivity of the transportation system, across and between modes, for people and freight;
- Promote efficient system management and operation;
- Emphasize the preservation of the existing transportation system;
- Improve the resiliency and reliability of the transportation system and reduce or mitigate stormwater impacts on surface transportation; and
- Enhance travel and tourism.

A.1 Federal Requirements

- Early and continuous public involvement opportunities throughout the planning and programming process;
- Timely information to citizens, affected public agencies, representatives of transportation agencies, private sector transportation entities and other interested parties, including segments of the community affected by transportation plans, programs, and projects;
- Reasonable access to information;
- Adequate public notice of public involvement activities and ample time for public review and comment at key decision points;
- Explicit consideration and response to public comment;
- Consideration of the needs of the traditionally underserved, including low-income and minority citizens;
- Periodic review of the public involvement efforts by the MPO/CRTPA to ensure full open access to all;
- Review of public involvement procedures by the FHWA and FTA when necessary; and
- Coordination of the MPO/CRTPA public involvement processes with statewide efforts whenever possible.

450.316 Interested Parties, Participation, and Consultation

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

(1) The MPO shall develop the participation plan in consultation with all interested parties and shall, at a minimum, describe explicit procedures, strategies, and desired outcomes for:

(i) Providing adequate public notice of public participation activities and time for public review and comment at key decision points, including a reasonable opportunity to comment on the proposed metropolitan transportation plan (LRTP) the TIP;

(ii) Providing timely notice and reasonable access to information about transportation issues and processes;

(iii) Employing visualization techniques metropolitan transportation plans (LRTP) and TIPs;

(iv) Making public information (technical information and meeting notices) available in electronically accessible formats and means, such as the World Wide Web;

(v) Holding any public meetings at convenient and accessible locations and times;

(vi) Demonstrating explicit consideration and response to public input received during the development of the metropolitan transportation plan (LRTP) and the TIP;

(vii) Seeking out and considering the needs of those traditionally underserved by existing transportation systems, such as low-income and minority households, who may face challenges accessing employment and other services;

(viii) Providing an additional opportunity for public comment, if the metropolitan transportation plan (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;

(ix) Coordinating with the statewide transportation planning public involvement and consultation processes under subpart B of this part; and

(x) Periodically reviewing the effectiveness of the procedures and strategies contained in the participation plan to ensure a full and open participation process.

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

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

(b) In developing metropolitan transportation plans (LRTP) and TIPs, the MPO should consult with agencies and officials responsible for other planning activities within the MPA that are affected by transportation (including state and local planned growth, economic development, tourism, natural disaster risk reduction, environmental protection, airport operations, or freight movements) or coordinate its planning process (to the maximum extent practicable) with such planning activities. In addition, the MPO shall develop the metropolitan transportation plans (LRTP) and TIPs with due consideration of other related planning activities within the metropolitan area, and the process shall provide for the design and delivery of transportation services within the area that are provided by:

(1) Recipients of assistance under title 49 USC Chapter 53;

(2) Governmental agencies and non-profit organizations (including representatives of the agencies and organizations) that receive Federal assistance from a source other than the U.S. Department of Transportation to provide non-emergency transportation services; and

(3) Recipients of assistance under title 23 USC Chapters 201-204.

(c) When the MPA includes Indian Tribal lands, the MPO shall appropriately involve the Indian Tribal government(s) in the development of the metropolitan transportation plan (LRTP) and the TIP.

(d) When the MPA includes Federal public lands, the MPO shall appropriately involve the Federal land management agencies in the development of the metropolitan transportation plans (LRTP) and the TIP.

(e) MPOs shall, to the extent practicable, develop a documented process(es) that outlines roles, responsibilities, and key decision points for consulting with other governments and agencies, as defined in paragraphs (b), (c), and (d) of this section, which may be included in the agreement(s) developed under 23 USC 450.314.

23 CFR, Section 450 includes additional sections applicable to MPO/CRTPAs as follows:

- Section 450.212(a) Public Involvement
- Section 450.214 Long Range Statewide Transportation Plan
- Section 450.216 Statewide Transportation Improvement Program (STIP)
- Section 450.318(b) Metropolitan Transportation Planning Process, Transportation Investments
- Section 450.322(c) Metropolitan Planning Process, Transportation Plan
- Section 450.324(c) Transportation Improvement Program

This code, in its entirety, can be accessed at: www.access.gpo.gov/uscode.

- In January of 2003, **23 USC 135** was enacted. It provides for the reasonable access to comment on proposed plans. This code, in its entirety, can be accessed at www.access.gpo.gov/uscode.
- **Title VI of the Civil Rights Act of 1964** - This title declares it to be the policy of the United States that discrimination on the ground of race, color, or national origin shall not occur in connection with programs and activities receiving Federal financial assistance and authorizes and directs the appropriate Federal departments and agencies to take action to carry out this policy. This title is not intended to apply to foreign assistance programs. Title VI of the Civil Rights Act of 1964 can be accessed, in its entirety, at: <https://highways.dot.gov/civil-rights/title-vi-civil-rights-act-1964-and-additional-nondiscrimination-requirements>.
- **28 CFR 36 – The Americans with Disabilities Act** was signed into legislation in July of 1990. It requires all government programs to be accessible to people with disabilities. In addition, the Americans with Disabilities Act (ADA) requires that reasonable efforts be made to accommodate citizens with disabilities who wish to attend public meetings. 28 CFR 36 can be accessed at: <https://www.ecfr.gov/current/title-28/chapter-I/part-36>.
- In February of 1994, **Executive Order 12898 on Environmental Justice** was signed into legislation. This order addresses avoidance of actions that can cause disproportionately high and adverse impacts on minority and low-income populations. Executive Order 12898 on Environmental Justice can be accessed at: <https://www.archives.gov/files/federal-register/executive-orders/pdf/12898.pdf>.
- In August 2000, **Executive Order 13166 on Improving Access to Services for Persons with Limited English Proficiency** was signed into legislation. It requires Federal agencies to examine the services provided, identify any needs, and develop and implement a system to provide LEP persons with services. To view the Executive Order 13166 visit: <https://www.lep.gov/executive-order-13166>

State of Florida Requirements

- **s.339.155**, F.S., provides for public involvement in transportation planning. It states that citizens, public agencies, and other known interested parties be given sufficient opportunity to comment on the long-range component of the Florida Transportation Plan. It also states that hearings are a required element during the development of major transportation improvements.

This statute can be viewed at:

http://www.leg.state.fl.us/Statutes/index.cfm?App_mode=Display_Statute&Search_String=&URL=0300-0399/0339/Sections/0339.155.html.

- **s.339.175**, F.S., requires public involvement in the development of the Long Range Transportation Plan (LRTP) and the Transportation Improvement Program (TIP). This statute can be viewed at:

http://www.leg.state.fl.us/Statutes/index.cfm?App_mode=Display_Statute&Search_String=&URL=0300-0399/0339/Sections/0339.175.html.

- **s.286.011**, F.S. – “The Sunshine Law” – Founded in 1967, the Sunshine Law “establishes a basic right of access to most meetings of boards, commissions and other governing bodies of state and local governmental agencies or authorities. The Sunshine Law requires that meetings of boards or commissions be open to the public, reasonable notice of such meetings be given, and minutes taken and made available to the public in a timely manner.” The Sunshine Law can be viewed, in its entirety, at: <https://www.myfloridalegal.com/open-government/the-quot-sunshine-quot-law>.

Appendix B: Acronyms and Glossary

TRANSPORTATION PLANNING ACRONYMS AND GLOSSARY

AASHTO	American Association of State Highway and Transportation Officials
ADA	Americans with Disabilities Act
ADT	Average Daily Traffic (or Average Daily Trips)
AMPO	Association of Metropolitan Planning Organizations
APA	American Planning Association
APTA	American Public Transportation Association
CAA	Clean Air Act
CAAA	Clean Air Act Amendments
CIP	Capital Improvement Program
CMAQ	Congestion Mitigation and Air Quality Program
CMS	Congestion Management System
DOT	Department of Transportation
EIS	Environmental Impact Statement
EJ	Environmental Justice
EPA	Environmental Protection Agency
FAA	Federal Aviation Administration
FDOT	Florida Department of Transportation
FHWA	Federal Highway Administration
FTA	Federal Transit Administration
IHS	Interstate Highway System
ISTEA	Intermodal Surface Transportation Efficiency Act of 1991
ITS	Intelligent Transportation Systems
LOS	Level of Service (Traffic flow rating)
LRTP	Long-Range Transportation Plan
MPA	Metropolitan Planning Area
MPO	Metropolitan Planning Organization
MSA	Metropolitan Statistical Area
MTP	Metropolitan Transportation Plan
NAA	Nonattainment Area
NEPA	National Environmental Policy Act of 1969
NHS	National Highway System
ROW	Right of Way
STIP	State Transportation Improvement Program
STP	Surface Transportation Program
TAC	Technical Advisory Committee
TAZ	Traffic Analysis Zone
TDM	Transportation Demand Management
TDP	Transit Development Program
TEA-21	Transportation Equity Act for the 21st Century
TIP	Transportation Improvement Program
TMA	Transportation Management Area
TOD	Transit-Oriented Development
TRB	Transportation Research Board
TSM	Transportation System Management
UPWP	Unified Planning Work Program
VMT	Vehicle Miles Traveled
VPD	Vehicles Per Day

Glossary

A

Administrative Modification

A minor revision to a long-range statewide transportation or metropolitan transportation plan, TIP, or STIP that includes minor changes to project/project phase costs, minor changes to funding sources of previously included projects, and minor changes to project/project phase initiation dates. An administrative modification is a revision that does not require public review and comment, redemonstration of fiscal constraint, or a conformity determination (in nonattainment and maintenance areas).

Amendment

A revision to a long-range statewide or metropolitan transportation plan, TIP, or STIP, that involves major change to a project included in a LRTP, TIP, or STIP, including the addition or deletion of a project or a major change in project cost, project/project phase initiation dates, or a major change in design concept or design scope (e.g., changing project termini or the number of through traffic lanes). Changes to projects that are included only for illustrative purposes do not require an amendment. An amendment is a revision that requires public review and comment, redemonstration of fiscal constraint, or a conformity determination (for MTPs and TIPs involving “non-exempt” projects in nonattainment and maintenance areas). In the context of a long-range statewide transportation plan, an amendment is a revision approved by the state in accordance with its public involvement process.

Area Sources

Small stationary and non-transportation pollution sources that are too small and/or numerous to be included as point sources but may collectively contribute significantly to air pollution (e.g., dry cleaners).

Attainment Area

Any geographic area in which levels of a given criteria air pollutant (e.g., ozone, carbon monoxide, PM10, PM2.5, and nitrogen oxide) meet the health-based National Ambient Air Quality Standards (NAAQS) for that pollutant. An area may be an attainment area for one pollutant and a nonattainment area for others. A “maintenance area” (see definition below) is not considered an attainment area for transportation planning purposes.

C

Capacity

A transportation facility’s ability to accommodate a moving stream of people or vehicles in a given time period.

Capital Program Funds

Financial assistance from the transit major capital programs of 49 U.S.C. Section 5309. This program enables the Secretary of Transportation to make discretionary capital grants and loans to finance public transportation projects divided among fixed guideway (rail) modernization; construction of new fixed guideway systems and extensions to fixed guideway systems; and replacement, rehabilitation, and purchase of buses and rented equipment, and construction of bus-related facilities.

Carbon Monoxide (CO)

A colorless, odorless, tasteless gas formed in large part by incomplete combustion of fuel. Human activities (i.e., transportation or industrial processes) are largely the source for CO emissions.

Clean Air Act (CAA)

The original Clean Air Act was passed in 1963, but the national air pollution control program is actually based on the 1970 revision of the law. The Clean Air Act as amended in 1990 made major changes and contains the most far-reaching revisions of the 1970 law.

Conformity (Air Quality)

A CAA (42 U.S.C. 7506[c]) requirement that ensures that federal funding and approval are given to transportation plans, programs and projects that are consistent with the air quality goals established by a State Implementation Plan (SIP). Conformity, to the purpose of the SIP, means that transportation activities will not cause new air quality violations, worsen existing violations, or delay timely attainment of the National Ambient Air Quality Standards (NAAQS). The transportation conformity rule (40 CFR part 93) sets forth policy, criteria, and procedures for demonstrating and assuring conformity of transportation activities.

Congestion Management Process (CMP)

A systematic approach required in transportation management areas (TMAs) 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 U.S.C. and title 49 U.S.C. through the use of operational management strategies. Provides information on transportation system performance and finds alternative ways to alleviate congestion and enhance the mobility of people and goods, to levels that meet state and local needs.

Congestion Mitigation and Air Quality Improvement (CMAQ) Program

A federal-aid funding program created under ISTEA. Directs funding to projects that contribute to meeting national air quality standards. CMAQ funds generally may not be used for projects that result in the construction of new capacity available to SOVs (single-occupancy vehicles).

D

Department of Transportation (DOT)

When used alone, indicates the U.S. Department of Transportation. In conjunction with a place name, indicates state, city, or county transportation agency (e.g., Florida DOT).

E

Emissions Budget

The part of the State Implementation Plan (SIP) that identifies the allowable emissions levels, mandated by the National Ambient Air Quality Standards (NAAQS), for certain pollutants emitted from mobile, stationary, and area sources. The emissions levels are used for meeting emission reduction milestones, attainment, or maintenance demonstrations.

Environmental Justice (EJ)

Environmental justice assures that services and benefits allow for meaningful participation and are fairly distributed to avoid discrimination. (See also "Title VI.")

Environmental Mitigation Activities

Strategies, policies, programs, actions, and activities that, over time, will serve to avoid, minimize, or compensate for (by replacing or providing substitute resources) the impacts of to or disruption of elements of the human and natural environment associated with the implementation of a long-range statewide transportation plan. The human and natural environment includes, for example, neighborhoods and communities, homes and businesses, cultural resources, parks and recreation areas, wetlands, and water sources, forested and other natural areas, agricultural areas, endangered and threatened species, and the ambient air.

Environmental Protection Agency (EPA)

The federal regulatory agency responsible for administering and enforcing federal environmental laws, including the Clean Air Act, the Clean Water Act, the Endangered Species Act, and others.

F

Federal Highway Administration (FHWA)

A branch of the U.S. Department of Transportation that administers the federal aid highway program, providing financial assistance to states to construct and improve highways, urban and rural roads, and bridges. The FHWA also administers the Federal Lands Highway Program, including survey, design, and construction of forest highway system roads, parkways and park roads, Indian reservation roads, defense access roads, and other Federal Lands roads.

Federal Transit Administration (FTA)

A branch of the U.S. Department of Transportation that administers federal funding to transportation authorities, local governments, and states to support a variety of locally planned, constructed, and operated public transportation systems throughout the U.S., including buses, subways, light rail, commuter rail, streetcars, monorail, passenger ferry boats, inclined railways, and people movers.

Financial Plan

The documentation required to be included with a LRTP and TIP (optional for the long-range statewide transportation plan and STIP) that demonstrates the consistency between reasonably available and projected sources of federal, state, local, and private revenues and the costs of implementing the proposed transportation system improvements.

Financial Programming

A short-term commitment of funds to specific projects identified in both the regional and the statewide Transportation Improvement Program.

Fiscal Constraint

Making sure that a given program or project can reasonably expect to receive funding within the time allotted for its implementation. The MTP, TIP, and STIP must include sufficient financial information for demonstrating that projects in the MTP, TIP, and STIP can be implemented using committed, available, or reasonably available revenue sources, with reasonable assurance that the federally supported transportation system is being adequately operated and maintained. For the TIP and the STIP, financial constraint/fiscal constraint applies to each program year. Additionally, projects in air quality nonattainment and maintenance areas can be included in the first two years of the TIP and STIP only if funds are “available” or “committed.”

Formula Capital Grants

Federal transit funds for transit operators, allocated by FTA, and used to purchase rolling stock (e.g., buses and trains) as well as design and construct facilities (e.g., shelters, transfer centers, etc.).TP

G

Geographic Information System (GIS)

Computerized data management system designed to capture, store, retrieve, analyze, and display geographically referenced information.

H

High-Occupancy Vehicle (HOV)

Vehicles carrying two or more people. The number that constitutes an HOV for the purposes of HOV highway lanes may be designated differently by different transportation agencies.

I

Intelligent Transportation Systems (ITS)

Electronics, photonics, communications, or information processing used singly or in combination to improve the efficiency or safety of a surface transportation system. The National ITS architecture is a blueprint for the coordinated development of ITS technologies in the U.S., providing a systems framework to guide the planning and deployment of ITS infrastructure.

Intermodal

The ability to connect, and connections between, differing modes of transportation.

Intermodal Surface Transportation Efficiency Act of 1991 (ISTEA)

Legislative initiative by the U.S. Congress that restructured and authorized federal funding for transportation programs; provided for an increased role for regional planning commissions/MPOs in funding decisions; and required comprehensive regional and statewide long-term transportation plans.

Interstate Highway System (IHS)

The specially designated system of highways, begun in 1956, which connects the principal metropolitan areas, cities, and industrial centers of the United States. Also connects the U.S. to internationally significant routes in Canada and Mexico.

L

Land Use

Refers to the manner in which portions of land or the structures on them are used (or designated for use in a plan), i.e., commercial, residential, retail, industrial, etc.

Long-Range Statewide Transportation Plan (LRSTP)

The official, statewide, multimodal transportation plan covering no less than 20 years developed through the statewide transportation planning processes.

Long-Range Transportation Plan (LRTP)

A document resulting from regional or statewide collaboration and consensus on a region's or state's transportation system, and serving as the defining vision for the region's or state's transportation systems and services. In metropolitan areas, this is the official multi-modal transportation plan addressing no less than a 20-year planning horizon that is developed, adopted, and updated by the MPO through the metropolitan transportation planning process.

M

Maintenance Area

Any geographic region of the United States that the EPA previously designated as a nonattainment area for one or more pollutants pursuant to the CAA Amendments of 1990, and subsequently redesignated as an attainment area subject to the requirement to develop a maintenance plan under section 175A of the CAA, as amended.

Metropolitan Planning Area

The geographic area determined by agreement between the metropolitan planning organization (MPO) for the area and the Governor, in which the metropolitan transportation planning

process is carried out.

Metropolitan Planning Organization (MPO)

The policy board of an organization created and designed to carry out the metropolitan transportation planning process for urbanized areas with populations greater than 50,000, and designated by local officials and the Governor of the state.

Metropolitan Transportation Plan (MTP) The official multimodal transportation plan addressing no less than a 20-year planning horizon that is developed, adopted and updated by the MPO through the metropolitan transportation planning process.

Mode

A specific form of transportation, such as auto- mobile, subway, bus, rail, air, bicycle, or foot.

N

National Ambient Air Quality Standards (NAAQS)

Federal standards that set allowable concentrations and exposure limits for various pollutants. The EPA established these standards pursuant to section 109 of the CAA. Air quality standards have been established for the following six criteria pollutants: ozone (or smog), carbon monoxide, particulate matter, nitrogen dioxide, lead, and sulfur dioxide.

National Environmental Policy Act of 1969 (NEPA)

Established requirements that any project using federal funding or requiring federal approval, including transportation projects, examine the effects of proposed and alternative choices on the environment before a federal decision is made.

Nonattainment Area (NAA)

A geographic region of the United States that has been designated by the EPA as a nonattainment area under section 107 of the CAA for any pollutants for which an NAAQS exists, meaning that federal air quality standards are not being met.

O

Operational and Management Strategies

Actions and strategies aimed at improving the performance of existing and planned transportation facilities to relieve congestion and maximize the safety and mobility of people and goods.

Ozone (O₃)

Ozone is a colorless gas with a sweet odor. It is a secondary pollutant formed when VOCs and NO_x combine in the presence of sunlight. Ozone is associated with smog or haze conditions. Although the ozone in the upper atmosphere protects us from harmful ultraviolet rays, ground-level ozone—resulting from human and natural sources—produces an unhealthy environment in which to live.

P

Particulate Matter (PM-10 and PM 2.5)

Particulate matter consists of airborne solid particles and liquid droplets. Particulate matter may be in the form of fly ash, soot, dust, fog, fumes, etc. These particles are classified as “coarse” if they are smaller than 10 microns, or “fine” if they are smaller than 2.5 microns. Coarse airborne particles are produced during grinding operations, or from the physical disturbance of dust by natural air turbulence processes, such as wind. Fine particles can be a by-product of fossil fuel combustion, such as diesel and bus engines. Fine particles can easily reach remote lung areas, and their presence in the lungs is linked to serious respiratory

ailments such as asthma, chronic bronchitis, and aggravated coughing. Exposure to these particles may aggravate other medical conditions.

Performance Measures

Indicators of how well the transportation system is performing with regard to such measures as average speed, reliability of travel, and accident rates. Used as feedback in the decision making process.

Planning Funds (PL)

Primary source of funding for metropolitan planning administered by the FHWA.

Public Participation / Public Involvement

The active and meaningful involvement of the public in the development of transportation plans and programs.

R

Regional Council of Governments (COG)

Regional councils of governments are multipurpose, multijurisdictional public organizations. Created by local governments to respond to federal and state programs, regional councils bring together participants at multiple levels of government to foster regional cooperation, planning and service delivery. They may also be called planning commissions, development districts, or other names, and may or may not include the structure and functions of Metropolitan Planning Organizations (MPOs).

S

SAFETEA-LU

The Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU). SAFETEA-LU authorized the federal surface transportation programs for highways, highway safety, and transit for the 5-year period 2005-2009.

Sources (Pollution)

Refers to the origin of air contaminants. Can be point (coming from a defined site) or non-point (coming from many diffuse sources). Stationary sources include relatively large, fixed facilities such as power plants, chemical process industries, and petroleum refineries. Area sources are small, stationary, non-transportation sources that collectively contribute to air pollution, and include such sources as dry cleaners and bakeries, surface coating operations, home furnaces, and crop burning. Mobile sources include on-road vehicles such as cars, trucks, and buses; and off-road sources such as trains, ships, airplanes, boats, lawnmowers, and construction equipment. Common mobile source-related pollutants are carbon monoxide (CO), hydrocarbons (HC), nitrogen oxides (NO_x), and particulate matter (PM-10 and PM 2.5).

Stakeholders

Individuals and organizations involved in or affected by the transportation planning process. Include federal/state/local officials, MPOs, transit operators, freight companies, shippers, users of the transportation infrastructure, and the general public.

State Implementation Plan (SIP)

The portion (or portions) of the implementation plan produced by the state environmental agency (not the MPO) to monitor, control, maintain, and enforce compliance with the NAAQS, it must also be considered in the transportation planning process.

State Infrastructure Bank (SIB)

A revolving fund mechanism for financing a variety of highway and transit projects through loans and credit enhancement. Designed to complement traditional federal-aid highway and transit grants by providing states increased flexibility for financing infrastructure.

State Planning and Research Funds (SPR)

Primary source of funding for statewide long-range planning, administered by the FHWA.

Statewide Transportation Improvement Program (STIP)

A statewide prioritized listing/program of transportation projects covering a period of four years that is consistent with the long-range statewide transportation plan (LRSTP), metropolitan transportation plans (MTPs), and transportation improvement plans (TIPs), and is required for projects to be eligible for funding under title 23 U.S.C. and title 49 U.S.C. Chapter 53.

Surface Transportation Program (STP)

Federal-aid highway funding program that supports a broad range of surface transportation capital needs, including many roads, transit, sea and airport access, vanpool, bike, and pedestrian facilities.

T

Telecommuting

Employment utilizing electronic communications (by telephone, computer, fax, etc.) with a physical office, either from home or from another site, instead of traveling to and working in the office.

Title VI

Title VI of the Civil Rights Act of 1964 prohibits discrimination in any program receiving federal assistance. (See "Environmental Justice")

Transportation Demand Management (TDM)

Programs designed to reduce demand for transportation through various means, such as the use of public transit and of alternative work hours.

Transportation Equity Act for the 21st Century (TEA-21)

Legislated in 1998, TEA-21 authorized approximately \$217 billion in federal funding for transportation investment for FYs 1998-2003. Used for highway, transit, and other surface transportation programs.

Transportation Improvement Program (TIP)

A prioritized listing/program of transportation projects covering a period of four years that is developed by an MPO as part of the metropolitan transportation planning process, consistent with the metropolitan transportation plan (MTP), and required for projects to be eligible for funding under title 23 U.S.C. and title 49 U.S.C. Chapter 53.

Transportation Infrastructure Finance and Innovation Act of 1998 (TIFIA)

A federal credit program under which the DOT may provide three forms of credit assistance secured (direct) loans, loan guarantees, and standby lines of credit – for surface transportation projects of national or regional significance. The fundamental goal is to leverage federal funds by attracting substantial private and non-federal co-investment in critical improvements to the nation's surface transportation system.

Transportation Management Area (TMA)

An urbanized area with a population of 200,000 or more, as defined by the U.S. Census and designated by the Secretary of Transportation, or any additional area where TMA designation is requested by the Governor and the MPO and designated by the U.S. Secretary of Transportation.

Trust Fund

A fund credited with receipts that are held in trust by the government and earmarked by law for use in carrying out specific purposes and programs in accordance with an agreement or a statute.

U

Unified Planning Work Program (UPWP)

A statement of work identifying the planning priorities and activities to be carried out within a metropolitan planning area. At a minimum, a UPWP includes a description of the planning work and resulting products, who will perform the work, time frames for completing the work, the cost of the work, and the source(s) of funds.

Urbanized Area (UA)

A geographic area with a population of 50,000 or more, as designated by the U.S. Bureau of the Census.

V

Visualization Techniques

Methods used by states and MPOs in the development of transportation plans and programs with the public, elected and appointed officials, and other stakeholders in a clear and easily accessible format such as maps, pictures, and/or other displays to promote improved understanding of existing or proposed transportation plans and programs.