

May 21, 2024



AGENDA ITEM 7 B

CRTPA PUBLIC INVOLVEMENT PLAN UPDATE

TYPE OF ITEM: Information

STATEMENT OF ISSUE

The Draft Public Involvement Plan (PIP) (***Attachment 1***) is presented for comment and discussion.

CRTPA COMMITTEE ACTIONS

At the May 7, 2024, CRTPA committee meetings, staff announced the PIP was posted and available for review. The CRTPA's Technical Advisory Committee (TAC) and Citizen's Multimodal Advisory Committee (CMAC) will formally review the draft PIP at the June 4, 2024, meetings.

BACKGROUND

Public Involvement is at the center of the transportation planning process, 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 that are made are efficient and effective at serving the residents they impact. The CRTPA's Draft PIP documents the goals, objectives, and strategies for ensuring that all individuals have every opportunity to be involved in transportation planning decisions.

An update to the PIP requires a 45-day public review period began on May 2, 2024, and will close on June 17, 2024, at the CRTPA Board Meeting, which is the scheduled date for approval of the PIP. The updated PIP provides a complete rewrite of the plan and, in an effort to provide quick access to key information, the PIP layout has been streamlined. As drafted, the updated PIP offers quick access to information on engagement opportunities during scheduled meetings and in the development of key planning documents and programs.

The Goals, Objectives and Measures of Effectiveness are revised to establish four distinct components of the public involvement process. This framework identifies that the first step in the process is informing the public and providing access to information. As part of the CRTPA's transportation planning process continuous outreach occurs to inform and involve the public. Building upon this are the broader objectives of establishing an ongoing dialog and engagement and fostering collaboration with the public and stakeholders.

NEXT STEPS

The PIP will be included for review and comment during the upcoming Transportation Improvement Program and Priority Project Lists public meetings, scheduled for May and June. All announcements of these public meetings will also solicit comment on the draft PIP. As mentioned, the draft PIP will be presented to the Committees the June 4, 2024, meetings. In addition, staff will continue to distribute the document to interested parties. At the June 17, 2024, Board Meeting the comment period closes prior to the final action by the Board.

RECOMMENDED ACTION

This item is presented for Board discussion.

ATTACHMENT

Attachment 1: Draft Public Involvement Plan



Draft Public Involvement Plan

*Prepared by the Capital Region Transportation Planning Agency
300 South Adams Street
Tallahassee, FL 32301
(850) 891-8630
www.crtpa.org*

Comment and Formal Review Schedule

- May 02, 2024 - Public-comment period is initiated**
- May 07, 2024 - TAC/CMAC Meetings: Informational Item.**
- May 21, 2024 - CRTPA Board Meeting: Presented for review and comment.**
- June 04, 2024 - TAC/CMAC Meetings: Presented for review and comment.**
- June 17, 2024 - Board Meeting: Closes comment period at adoption.**

Scheduled date of adoption, June 17, 2024.

Table of Contents

Part I Introduction and Overview 1

General Guidelines..... 2

Title VI and Environmental Justice..... 3

CRTPA - Organization and 3C Planning Process 4

Purpose of Public Involvement..... 5

Public Participation in the Planning Process..... 6

Meeting Schedules

In-Person Meetings

Opportunities for Public Comment

Virtual Participation

Florida Sunshine Law

Accessibility

Part II Public Involvement and the CRTPA Board, Committees and Staff 7

Citizens Multimodal Advisory Committee (CMAC)..... 8

Technical Advisory Committee (TAC)..... 9

CRTPA Board 10

CRTPA Executive Committee..... 11

Special and Emergency Meetings..... 11

CRTPA Staff 11

Part III Public Involvement and Planning Program 12

Public Involvement Plan..... 13

Long Range Transportation Plan (LRTP)..... 14

Project Priority Lists (PPLs)..... 15

Transportation Improvement Program (TIP)..... 16

Unified Planning Work Program (UPWP)..... 18

Quadrennial Certification 19

Planning Studies and Reports 20

Part IV Public Involvement Plan Goals, Objectives, and Strategies 21

Objectives..... 22

 To Inform..... 23

 To Involve..... 24

 To Engage..... 25

 To Collaborate..... 25

Outreach Tools 26

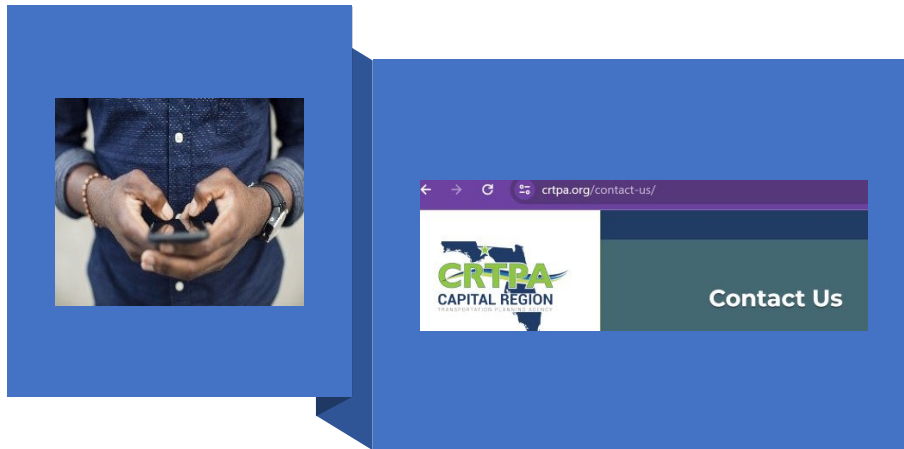
Appendix A Statutory Requirements A1

Appendix B Acronyms and Glossary B1

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
300 South Adams Street, Mail Box A-26,
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

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.

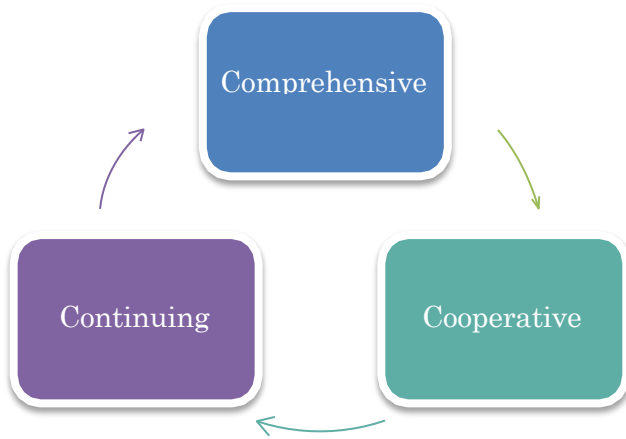


Figure 2

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.**

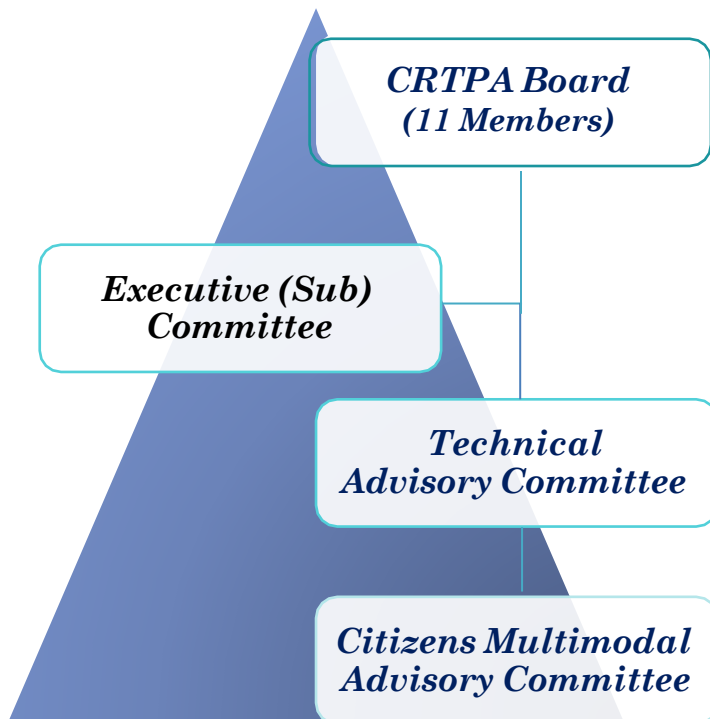
Florida Sunshine Law: The CRTPA Board and Committees are governed by Florida Sunshine Law and in accordance with the notification requirements of Florid Statute §.286.011. Per Sunshine Law, meeting minutes are taken at all CRTPA Board and Committee meetings. Minutes are distributed at the following board 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 and posted to the City of Tallahassee’s You Tube Chanel.

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.



Leon County BOCC (3), City of Tallahassee (3), Jefferson, Gadsden, Wakulla Counties BOCCs & Gadsden Co. municipalities (1 each). Leon County School Board (1),

Executive Subcommittee members meet annually to review the budget and as needed.

Representatives from transportation providers (Transit, TMC, Airport, Commuter Services), local government planning and engineering departments, and regional/state agencies.

Citizen representing a range of geographic and socio-economic demographics, expertise, and community interests.

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.

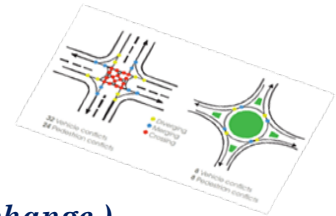
(Consult website, meetings may be canceled, or the location may change.)

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](#), 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 C RTPA 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 C RTPA 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	CRTPA Website crtpa.org/contact-us/
Public/Project/Agency Meetings	<u>Targeted Outreach to Affected Areas</u>
Email/Social Media	Public Comment and/or Forms
Workshops/Special Events	Virtual Platforms and Meetings
Surveys/Polling	Interactive Digital & Mobile Formats
Distribute through Multiple Sources	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 may be virtual or in-person, and can 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.