

2020 Public Participation Plan

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North Florida TPO Board Adoption: March 12, 2020

Submit Comments to:

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What is the North Florida Transportation Planning Organization (TPO)?

The North Florida Transportation Planning Organization (North Florida TPO) is the state and federally recognized organization for the metropolitan transportation planning process for the Jacksonville and St. Augustine Urbanized Areas described in federal and state statutes. Pursuant to Title 23 of the United States Code (See Section 134 on Metropolitan Planning) it fulfills federal and state mandates that require a regional planning organization to exist as a condition of funding. Urbanized areas with populations of 200,000 or more, such as the Jacksonville Urbanized Area with a population of 821,668, are also designated as transportation management areas or TMAs.

As a regional transportation planning organization, the North Florida TPO provides a forum for local elected officials, transportation experts and citizens to work together to improve mobility for residents, businesses and visitors. Operating as an independent agency since 2004, the TPO's membership includes Clay, Duval (Jacksonville), Nassau and St. Johns (St. Augustine) counties and five independent transportation authorities. The TPO mission is to provide a regional forum for developing an effective transportation system that moves people and goods safely, economically and efficiently while maintaining a high quality of life in North Florida.

How can I get Involved?

- **Call us:** 904-306-7500; office hours are from 8 a.m. to 5 p.m. Monday through Friday. The Public Affairs Manager is available 24/7 at 904-307-2888.
- **Write to Us:** North Florida TPO, 980 N. Jefferson Street, Jacksonville, FL 32209
- **Email us:** Public Participation/Media: Marci Larson, Public Affairs Manager, mlarson@northfloridatpo.com or call 904-307-2888.
- **Join us in person.** All board and committee meetings are open to the public and you are welcome to attend. Meeting times are on the TPO website. Your opinion is welcome during the public comment period at each meeting.
- If you need help to participate, the North Florida TPO will make accommodations at no cost for persons with disabilities or persons requiring alternative language services. Persons wanting to arrange accommodations at least 72 hours ahead should contact Public Affairs Manager Marci Larson at mlarson@northfloridatpo.com or call 904-307-2888.

- **We would love to attend your meetings.** If you cannot join us, we have staff available and eager to present to community groups. Contact Public Affairs Manager Marci Larson at mlarson@northfloridatpo.com or 904-307-2888.
- Our electronic newsletter provides information about plans, programs, studies, meetings and events. Add your name to our distribution list at <http://northfloridatpo.com/public-involvement/> or by calling 904-306-7500.
- **Follow us on social media:**



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What is the North Florida TPO Public Participation Plan?

The Public Participation Plan is a dynamic document that, as per 23 CFR 450.316(1), “defines a process for providing citizens, 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 reasonable opportunities to be involved in the metropolitan transportation planning process.”

Appendix A details rules and regulations governing the participation process. **Appendix B** provides the official North Florida TPO policy for citizen input.

Purpose and Objectives

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

- To ensure the public has notification, access and opportunities for comment at all regular and special meetings of the TPO Board and Committees
- To ensure public participation and input in core plans and studies
- To ensure adherence to regulatory requirements

Approval Process

The North Florida TPO must periodically review the Public Participation Plan to insure that it continues to provide full and open access. When updated every few years, the PIP is presented to the TCC, CAC and TPO Board and posted on the TPO website 45 days allowing for public comment. A public meeting is scheduled seven days prior to adoption by the TPO Board and advertised in the Florida Times Union, the area’s largest daily newspaper.

If the TPO receives significant oral and/or written comments that result in changes being made to any of these plans, the document adoption will be postponed so the necessary changes can be made with the revised document posted on the

website with a minimum 30-day public review period. Notice of the meeting cancellation will be advertised in the Florida Times-Union and other general circulation newspapers if deemed necessary stating the revised document is on the TPO website and the rescheduled plan approval date.

The Plan is reviewed and evaluated annually with major updates every four years. **Appendix C** details the process for amending the Public Participation Plan.

North Florida TPO Structure

As required under state and federal law, the North Florida TPO has organized a formal committee structure to carry out the required activities of the transportation planning process. All meetings of the North Florida TPO, its advisory committees, coalitions and subcommittees are conducted in accordance with the procedures and policies that apply to “government in the sunshine.” Meetings are held at regularly scheduled times and dates at the North Florida TPO, 980 North Jefferson Street, Jacksonville which is fully accessible to all interested parties. The general public is welcome to attend and encouraged to provide comments regarding transportation issues. The agenda books and meeting information are posted on the TPO website and advertised in the Florida Times Union, the largest area daily newspaper, a week ahead of the date. Members of the CAC, TCC, TD Board, TPO and staff are listed on the website.

TPO Policy Board

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

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

One board member from each of the five following independent transportation authorities:

- Jacksonville Aviation Authority (JAA)
- Jacksonville Port Authority (JAXPORT)
- Jacksonville Transportation Authority (JTA)
- Nassau County Ocean Highway and Port Authority (OH&PA)
- St. Augustine St. Johns County Airport Authority (Northeast Florida Regional Airport)

Ex officio members:

- Commanding Officer, U.S. Navy, NAS Jacksonville
- County Commissioner, Baker County
- County Commissioner, Putnam County
- District 2 Secretary, Florida Department of Transportation serves as a non-voting adviser

The Policy Board is responsible for regional transportation policy decisions including adopting the Long Range Transportation Plan (LRTP), Transportation Improvement Program (TIP), Unified Planning Work Program (UPWP) and List of Priority Projects (LOPP). The Board meets 10 times annually to discuss issues and make informed decisions about future transportation projects, initiatives and improvements, providing leadership for the comprehensive, cooperative and continuous planning process.

Emergency Board Meetings for an unusual or unforeseen circumstance can be held at the request of the Board Chairman with notice posted in the TPO office three working days in advance of the meeting and with an advertised notice to run one day ahead of the meeting. Board members will be notified by phone, text and/or email. Committee members will also be notified by phone, text and/or email of the emergency board meeting. The intent of an emergency meeting is not to circumvent the established committee process. Items approved at such a meeting will be brought to the committees at the next regularly scheduled committee meeting. For more information, please view the TPO Bylaws on the website at www.northfloridatpo.com.

Meetings: 10 a.m. the second Thursday monthly, except January and July

Notification: TPO website, print ad in Florida Times-Union, Twitter, Facebook, e-newsletter

Participation: Public Comment period during meeting; comments may be submitted via phone, email, Twitter or Facebook

Documentation: Comments are recorded in meeting minutes and posted on the North Florida TPO website in the subsequent agenda package

Technical Coordinating Committee

As defined in Florida Statutes 339.175 (6) (d), the **Technical Coordinating Committee (TCC)** makes recommendations to the TPO on technical issues concerning transportation and air quality. The membership includes transportation planners and engineers who are employed by local governments or agencies in the region. Also represented are staff members from JTA, FDOT, JAA, JAXPORT, NAS Jacksonville, the City of Jacksonville, Air and Water Quality Division, the Duval County Sheriff's Department, the Northeast Florida Regional Council and other groups.

Meetings: 10 a.m. at the North Florida TPO the first Wednesday monthly, except January and July

Notification: TPO website, print ad in Florida Times-Union, Twitter, Facebook, e-newsletter

Participation: Public Comment period during meeting; comments may be submitted via phone, email, Twitter or Facebook

Documentation: Comments are recorded in meeting minutes and posted on the North Florida TPO website in the subsequent agenda package

Citizens Advisory Committee

The **Citizens Advisory Committee (CAC)** as defined in Florida Statute 339.175 (6) (e) (1) provides an opportunity for citizens to participate in the transportation planning process. Its citizen membership is diverse and includes minorities and citizens who are elderly and/or disabled.

Members are appointed via a number of channels: from the six Citizen Planning Advisory Committees (CPACs) for the City of Jacksonville; by the Clay, Nassau and St. Johns Board of County Commissioners; and from local neighborhood groups, the business community and other advocacy groups, such as environmental interests. The CAC serves as a forum for citizens and citizen groups to bring issues directly related to transportation or air quality to the attention of the TPO and its staff and to provide the citizen perspective. For citizens interested in the CAC, the membership application is posted on the website. The Public Affairs Manager is the point of contact to field calls from the public regarding CAC membership.

Meetings: 2 p.m. at the North Florida TPO the first Wednesday monthly, except January and July

Notification: TPO website, print ad in Florida Times-Union, Twitter, Facebook, e-newsletter

Participation: Public Comment period during meeting; comments may be submitted via phone, email, Twitter or Facebook

Documentation: Comments are recorded in meeting minutes and posted on the North Florida TPO website in the subsequent agenda package

Duval County Transportation Disadvantaged Coordinating Board

The **Duval County Transportation Disadvantaged Local Coordinating Board** is mandated by Chapter 427, Florida Statutes (F.S.) to advise the TPO on issues pertaining to providing transportation services to the “transportation disadvantaged”. These include the elderly, persons with disabilities, children at-risk and those who economically cannot afford to transport themselves or purchase transportation. The North Florida TPO is the designated official planning agency (DOPA) for this program in Duval County.

The Board is comprised of representatives from various agencies and groups such as the Florida Department of Transportation, Florida Department of Children and Family Services, the public education community, the Florida Division of Vocational Rehabilitation, veterans, economically disadvantaged, the elderly and disabled, and a transportation service user, to name a few. Chapter 427, Florida Statutes specifies the Board duties and required membership. The Northeast Florida Regional Council is the DOPA for Clay, Nassau and St. Johns Counties. The DOPA staffs the local coordinating board that oversees the operation of the Community Transportation Coordinator, the Jacksonville Transportation Authority.

Meetings: 9 a.m. at the North Florida TPO the first Thursday of March, May, September and November.

Notification: TPO website, print ad in Florida Times-Union, Twitter, Facebook, e-newsletter

Participation: Public Comment period during meeting; comments may be submitted via phone, email, Twitter or Facebook

Documentation: Comments are recorded in meeting minutes and posted on the North Florida TPO website in the subsequent agenda package

TPO Staff

The TPO Public Affairs Manager has the primary responsibility for public participation planning and execution, but all staff members are responsible for determining public participation needs and conducting outreach for their respective planning activities. The Public Affairs Manager is the chief liaison between the TPO and the public, media, Citizens Advisory Committee and all interested parties.

Partnerships

The North Florida TPO partners with government agencies, businesses, nonprofits, stakeholder groups and the public to help meet the transportation needs of our region. Our partners include, but are not limited to, the following:

| | |
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| Florida Department of Transportation | St. Augustine Beach Police Department |
| Jacksonville Aviation Authority | St. Johns County Sheriff's Office |
| Jacksonville Port Authority | Federal Highway Administration |
| Jacksonville Transportation Authority | Federal Transit Administration |
| Nassau County Ocean Highway and Port Authority | U.S. Department of Energy |
| Northeast Florida Regional Council | North Florida Clean Fuels Coalition |
| Northeast Florida Regional Transportation Commission | Smart North Florida Coalition |
| St. Augustine - St. Johns County Airport Authority | American Planning Association |
| Baker County | American Society of Highway Engineers |
| City of Atlantic Beach | Association of Metropolitan Planning Organizations |
| City of Fernandina Beach | Florida/Northeast Florida League of Cities |
| City of Green Cove Springs | Florida Metropolitan Planning Organization Advisory Council |
| City of Jacksonville | Florida Planning and Zoning Association |
| City of Jacksonville Beach | Institute of Transportation Engineers |
| City of Keystone Heights | Intelligent Transportation Society of Florida |
| City of Neptune Beach | Jacksonville Community Council Inc. |
| City of St. Augustine | JAX Alliance |
| Clay County | Jax Chamber Transportation & Logistics Council |
| Nassau County | National Association of Regional Councils |
| Putnam County | Propeller Club of Jacksonville |
| St. Johns County | Society for Marketing Professional Services |
| Town of Baldwin | Urban Land Institute |
| Town of Orange Park | Women's Transportation Seminar |
| Atlantic Beach Police Department | Amelia Island Tourist Development Council |
| Baker County Sheriff's Office | Amelia Island-Fernandina Beach-Yulee Chamber of Commerce |
| Clay County Sheriff's Office | Baker County Chamber of Commerce |
| Fernandina Beach Police Department | Clay County Chamber of Commerce |
| Florida Highway Patrol | Greater Nassau County Chamber of Commerce |
| Green Cove Springs Police Department | Jacksonville Chamber of Commerce |
| Jacksonville Beach Police Department | Putnam County Chamber of Commerce |
| Jacksonville Sheriff's Office | St. Augustine, Ponte Vedra & The Beaches VCB |
| Nassau County Sheriff's Office | St. Johns County Chamber of Commerce |
| Neptune Beach Police Department | Visit Jacksonville |
| Orange Park Police Department | |
| Putnam County Sheriff's Office | |
| St. Augustine Police Department | |

Core Products

Unified Planning Work Program (UPWP)

The UPWP is a working budgetary document. All federally- funded planning activities and studies by the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) must be in the UPWP and must be developed through the required planning factors. Each task describes the work accomplished through the prior UPWP, the required tasks for the upcoming years, the responsible agency, programmed budget and funding source. Though the document covers a two-year period, the UPWP is reviewed annually to refine previously identified tasks and better reflect changes in needs, conditions and priorities.

The steps for developing the UPWP are as follows:

1. The TPO begins developing the UPWP every January.
2. By March 15, the TPO submits a draft document to the Florida Department of Transportation. The Department of Transportation staff reviews the UPWP, ensuring the narrative reflects all required activities and the budget contains sufficient, but constrained funding.
3. The draft UPWP is submitted to the TCC and CAC at the April meetings for their review and comment.
4. The draft UPWP is placed on the TPO website for 30 days public comment.
5. Following the comment time and recommendations received, the TPO finalizes and approves the UPWP at its June meeting to become effective July 1 for the new fiscal year.
6. The final UPWP is posted on the website.

See **Appendix D** for the UPWP Amendment process.

Notification and Participation: The monthly meetings advertisements include the timeline for the UPWP to be adopted. E-newsletters and social media are also used to promote the UPWP, and it is featured prominently on the TPO website home page. Amendments are posted on the TPO website as part of the TPO, TCC and CAC agenda packages and approved during regular meeting agendas. Comments received are provided to the responsible county staff and transportation agency for review.

Transportation Improvement Program (TIP)

The **Transportation Improvement Program (TIP)** is a staged multi-year program of transportation project improvements to be implemented during the next five years in the North Florida TPO area which will be funded by Title 23 U.S.C. and the Federal Transit Act, prepared in accordance with 23 CFR Part 450 and 49 CFR Part 613. In addition, for information purposes and air quality conformity analysis, the TIP identifies all regionally significant transportation projects requiring Federal Highway Administration (FHWA) and/or Federal Transit Administration (FTA) approval, regardless of funding source(s) as defined in 40CFR 51.392.

The TIP also includes a list of projects that are financed with non-federal dollars which assists local governments within the TPO area with their transportation planning efforts. Projects listed in the TIP include recommended improvements consistent with the approved Long Range Transportation Plan and the adopted comprehensive plans of member local governments within the TPO area. Project details include a description, planned costs or anticipated revenues for the services, and the year the project or services are to be undertaken.

The steps for developing the TIP are as follows:

1. Input is received from the TCC, CAC and TPO members and presentations are made to every City Council and County Commission during April, May and June.
2. A formal public meeting, advertised in the Florida Times-Union, the area's largest daily newspaper, and other select minority publications, is held at least seven days prior to adoption.
3. Public comment via the TPO web site is available at least 30 days prior to adoption. A press release and communication through our e-newsletter is used to notify our stakeholders.
4. Once adopted at the June committee and TPO meetings, the TIP is posted as an interactive tool on www.northfloridatpo.com. **Appendix E** also includes discussion of the TIP amendment process.

Notification and Participation: TIP development is promoted in e-newsletters, social media, the TPO website and outreach to every municipality elected board in the TPO service area. All outreach and comments are detailed in the TIP report document posted on the TPO website.

List of Priority Projects (LOPP)

The **List of Priority Projects (LOPP)** is created each year from the LRTP and identifies potential projects to be funded in the new fifth year of the Florida Department of Transportation Work Program with a prioritized list of state highway, mass transit and aviation projects. Non-state highway projects are included for informational purposes to assist local agencies within the TPO service area in identifying local priorities. The steps for developing the LOPP are as follows:

1. A draft list of candidate projects is developed in January from projects in the previous year List of Priority Projects not funded through construction; submittals from local counties/cities, ports and transit authorities within the TPO area; the adopted Long Range Transportation Plan; the Congestion Management System Plan; Concurrency or Mobility Management Systems; Regional System Safety Plan and the public.
2. Mass transit, port and aviation projects are prioritized by the submitting agency and forwarded to the TPO in January to include in the LOPP.
3. In February, the TPO staff reviews the draft list of projects submitted to ensure they are within the TPO area and that capacity projects are in the Cost Feasible List of the adopted Long Range Transportation Plan unless proposed for PD&E study only.
4. The TCC, CAC and TPO approve the LOPP in March.

Notification and Participation: LOPP development is promoted through interagency coordination and TPO Board and committee meetings. LOPP discussion is included in meeting agendas and posted on the TPO website a week in advance of meetings. The final LOPP is posted on the TPO website.

Long Range Transportation Plan (LRTP)

Based on current needs and forecasted future growth, the **Long Range Transportation Plan (LRTP)** is a list of multi-modal transportation projects that can be funded over a 20-year horizon. The Plan is updated every five years considering changes in growth trends, land use, technologies, transportation needs and preferences. The Plan may be amended as a result of changes in projected federal, state and local funding; major investment studies; congestion management systems plans; interstate interchange justification studies; and environmental impact studies. The 2045 LRTP was adopted November 14, 2019.

A separate Public Involvement Plan is developed to support the LRTP including specific goals, objectives and measures. Varied and multiple opportunities and outreach are identified for interested parties to be involved throughout the plan development and update process. The process to amend the LRTP is discussed in Appendix F.

Notification and Participation: LRTP development is promoted in e-newsletters, social media, the LRTP website and via targeted outreach. Public meetings are advertised in the daily newspaper. Participation strategies are updated through each LRTP cycle to reflect evaluation of results from previous LRTP outreach efforts and changes in communications technologies and platforms. All outreach and comments are detailed in the LRTP Public Involvement report posted on the TPO website.

Transportation Disadvantaged Service Plan (TDSP)

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

Notification and Participation: The Duval County Transportation Disadvantaged Coordinating Board serves as the stakeholder representatives who provide input and guide plan development. The Board includes representatives from social service organizations, citizens, advocates and systems users.

Studies

Transportation studies are specialized to address specific modes, issues, target areas or corridors. These studies are included and funded as part of the UPWP and advance specific goals, strategies or projects included in the LRTP. Occasionally the results of a specialized study lead to developing a project or multiple projects that are advanced through the TIP. Each study has a specific public outreach effort to involve the appropriate participants.

Notification and Participation: Public participation is customized to each study scope and stakeholders. Participation techniques may include advisory groups, surveys, focus groups, presentations, small group meetings, e-news, social media, websites, print collateral and displays. Study participation is documented in study reports which are posted on the North Florida TPO website.

Special Initiatives

North Florida Clean Fuels Coalition

The North Florida Clean Fuels Coalition, formed in 2009, is a voluntary government-industry partnership under a program established by the U.S. Department of Energy (DOE) in 1993 for the transportation sector and promotes alternative fuels and vehicles, idle reduction technologies, hybrid-electric vehicles, fuel blends and fuel economy measures. The North Florida TPO is a founding partner of the local coalition with diverse stakeholders including businesses; fleet managers; vehicle dealers; fuel providers; environmental advocates; federal, state and local government agencies; and private citizens. Funded and staffed by the TPO, the Coalition has grown into a stable and sustainable center for alternative fuels, vehicles and infrastructure excellence. The U.S. Department of Energy designated this group as an official “Clean Cities Coalition” in 2016. The North Florida Clean Fuels Coalition is a non-profit 501(c)(3) organization.

By championing Clean Fuels technologies, the TPO has raised its visibility and importance to the level of major transportation initiatives. Once considered a “feel good” initiative, these solutions are now viewed as integral to the region’s transportation system, reaping economic benefits, improving quality of life and protecting the environment. The Coalition began directly funding alternative fuel projects via the TPO beginning with initiatives to transition public fleets from diesel to natural gas and expand public fleet access to natural gas fueling stations. Recognizing the need to strategically direct its funding efforts, the Coalition began a year-long master planning process, resulting in the release of the North Florida Alternative Fuels, Vehicles and Infrastructure Master Plan in 2014. The plan is directing the energies of a region exploding with alternative fuels activity as new alternative fuels infrastructure projects and fleet transitions have been announced. To date the North Florida TPO has invested over \$5 million in Coalition support and alternative fuels projects.

Notification and Participation: The TPO conducts an annual coalition member survey to assess alternative fuel use, alternative fuel vehicles in service and reduction in greenhouse gas emissions. The TPO maintains a Clean Fuels web section on its site with the direct url www.northfloridacleanfuels.com. The TPO hosts educational events, cleans fuels summits, EV events and participates in other clean fuels, air quality and environmental events. The coalition meets as needed, at least twice annually. Clean Fuels events are advertised via emails, e-newsletters, social media, public affairs radio and TPO/Clean Fuels website.

Smart North Florida

Smart North Florida is an outgrowth of the TPO's successful Intelligent Transportation Systems program and ITS Coalition in concert with partner agencies. Smart North Florida is using innovative and emerging technologies to collect, analyze and apply data from many sources to solve problems and enhance the region's livability. While some of these technologies have been deployed independently with great success, harnessing the power of regional collaboration and coordinated data will provide new and innovative means to improve citizens' quality of life. Though the North Florida Smart Region Master Plan's initial focus is on transportation, the Smart North Florida movement has grown to include seven key areas: safety, mobility, energy/climate, opportunity for all, economic growth, education and health.

Notification and Participation: Public interest and participation in this initiative has been strong and spurred by a variety of engagement methods including the Smart North Florida and BayJax Innovation Corridor websites, over 100 individual and small group meetings, and special events via the Meetup platform (Jacksonville Tech and Beer and Smart North Florida groups). Smart North Florida Coalition meetings are held as needed to discuss significant milestones. Events are promoted through Meetup, social media, e-news, public affairs radio. This initiative has greatly increased awareness of the North Florida TPO outside of traditional sectors with an emphasis on increased participation from younger, tech-oriented and entrepreneurial community members. The nexus with social service organizations has expanded far beyond providing mobility to the transportation disadvantaged to using technology, data sharing and collaboration to identify and solve challenges via the Smart North Florida Integrated Data Exchange (IDE).

Outreach and Participation Tools

Agency Website

Our website, www.northfloridatpo.com, serves as the organization's main information source for the organization. It serves as a repository for all of the TPO's major plans, programs and documents. The site is currently being updated to enhance access and functionality with the launch of the new site expected by June 2020. The current site meets ADA accessibility guidelines and includes the UserWay accessibility tool. TPO staff and consultants met with the Florida School for the Deaf and Blind Assistive Technology Specialist in St. Augustine to assess the current site and gain input on enhancements.

Project Websites

Standalone websites linked to the TPO's main site are created for selected projects and initiatives such as the Long Range Transportation Plan, Smart North Florida and targeted campaigns.

Social Media

The North Florida TPO has Facebook pages and Twitter accounts for the North Florida TPO and North Florida Clean Cities Coalition: Twitter - @NorthFloridaTPO and @NF_CleanFuels; Facebook - @NorthFloridaTPO and @NorthFloridaCleanFuels. These platforms are used to distribute information and engage the public relative to TPO studies, events and initiatives. They are also used to share relevant information of interest on related topics.

Videos

Videos are created as needed for TPO studies, initiatives and campaigns, and disseminated via the TPO website, project websites, social media and e-news.

Database and E-News

The TPO maintains a Constant Contact database of over 2,500 contacts including agencies, elected and appointed officials, neighborhood, business and civic groups. We also maintain targeted contact lists for the Board and Committees, and special projects and programs. Constant Contact emails are used primarily to notify stakeholders of upcoming meetings and events, and report on TPO activities and accomplishments.

Surveys

Surveys are used to obtain feedback on specific projects and transportation issues. The North Florida TPO has begun using the publicinput.com survey platform which provides mapping and location capabilities, as well as a wide array of question formats. The platform also provides tagging and other automated reporting features which greatly increases data collection and analysis effectiveness and efficiency.

Presentations

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

Sponsorships and Events

The TPO participates in selected special events to increase awareness and solicit input on transportation issues. The level of participation may range from having a staffed display to a major sponsorship. The TPO also conducts special events to inform and engage stakeholders relative to targeted issues.

Public Meetings, Hearings and Workshops

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

Radio/Podcasts

Paid radio advertising is becoming less common with the increasing use of social media, though it is still used for targeted campaigns as appropriate. The TPO's sponsorship of the WJCT (local NPR affiliate) First Coast Connect weekday public affairs program has enabled us to share information and outreach to the public on a variety of issues. Recently, the TPO has explored the use of podcasts, beginning with an overview of the 2045 Long Range Transportation Plan.

Print Advertising

Print advertising is used to announce monthly the TPO Board and Committees, and hearings as required to meet regulatory requirements.

Print Brochures

The TPO produces brochures for plans and studies as needed. Newsletters are prepared annually to summarize Clean Fuels activities. The materials are distributed at meetings and events, and posted on the TPO website. The TPO also produces an annual report highlighting the previous year's major activities. The report is posted on the website and distributed at meetings and events.

Displays

Displays are created and deployed at meetings and events to help participants visualize information and engage them in the planning process.

Public Affairs Partnerships

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

Media Relations

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

Glossary of Terms

A glossary is included in **Appendix G** to aid in understanding terms used in transportation planning.

Traditionally Underserved Populations

The transportation underserved, such as persons with disabilities, low incomes, minority groups, young people and disadvantaged youth, and the elderly have a greater difficulty getting to jobs, schools, recreation and shopping than the population at large. Additionally, they are often unaware of transportation proposals that could dramatically change their lives.

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

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

Identifying Special Populations

As each study begins, the TPO project manager, Public Affairs Manager and consultant team (if applicable) meet to identify the level and type of outreach needed. U.S. Census data is used to identify special populations.

Limited English Proficiency

American Community Survey data has been used to evaluate language as a barrier to public participation. English is the primary language spoken in public and at home throughout Northeast Florida, with 2.9% speaking English "less than well." For this reason, the TPO will continue to provide meeting materials in English. Staff is available, however, to communicate in Spanish as well as English. Spanish language materials are used in communication efforts targeting areas with a high concentration of Spanish speakers.

Enhanced Outreach

Enhanced outreach methods are tailored to the needs of each community in terms of the type of materials used for sharing information and requesting input. In general, the TPO will use simple, straight-forward language, incorporating visual cues such as photos, renderings, aerials and color charts to help communicate complex concepts and plans. Meetings and workshops will be held at locations that are ADA accessible, convenient and most effective in encouraging turnout and input. Facilities will typically be located close to participants' home, work or other places they frequent. Potential meeting sites include community churches, public schools, libraries and community businesses. Understanding the best time and place to either give information and/or receive input is gleaned in consultation with those agencies, organizations and individuals that are familiar with the populations that we need to reach.

Examples of enhanced outreach techniques recently used include the following:

Minority and Low Income: Outreach for the 2045 Long Range Transportation Plan Update included door-to-door input solicitation in low-income, minority neighborhoods and outreach at minority, low-income community events.

Limited English Proficiency: A segment of Beach Boulevard was identified as a high pedestrian crash area. The area also has one of the highest concentrations of Spanish speakers in the TPO boundary. A safety campaign was developed that included a bilingual website, bilingual video, bilingual postcard mailing, Spanish language radio PSA's on Spanish stations, bilingual sidewalk stickers, a bilingual display, outreach to Spanish speaking churches and outreach at the neighborhood flea market.

Disabled: The TPO began building a relationship with the Florida School for the Deaf and Blind (FSDB) in 2013. Two teams of FSDB students were included in the Future City Competition held by the TPO to engage youth in the 2040 Long Range Plan Update. Two Orientation and Mobility Specialists from FSDB were included as presenters in the TPO's 2018 Safe Streets Summit. Their presentation, "Safe Streets for the Blind are Safe Streets for Everyone," was the most event's most highly rated presentation. TPO staff and consultants are currently working with the FSDB Assistive Technology Specialist to ensure accessibility for the 2020 TPO website update.

Ladders of Opportunity - A Paradigm Shift

The TPO is developing a Mobility Plan for the Underserved and Ladders of Opportunity assessment tool. Outreach for the Smart North Florida initiative identified the opportunity to leverage development of the Smart North Florida Integrated Data Exchange to include data collection and analytics for social service organizations that serve these special populations. By providing these data capabilities to social service organizations, the TPO can develop partnerships and gather insights to better serve the community.

Previous targeted outreach to solicit transportation planning input identified more pressing needs related to health, education, personal safety, energy/climate and economic opportunity. These basic needs are critical to having a good quality of life and are also tangential to many transportation issues. TPO Executive Director Jeff Sheffield's TEDx Talk, "[The Pulse of a Smart City](#)," provides an overview of this concept.

The scope of this effort includes developing a plan and GIS-based tool to identify underserved communities in compliance with Title VI and Environmental Justice rules and regulations. It will identify benefits and burdens of planned improvements and community challenges that can be overcome with new and innovative approaches to improve mobility and access to jobs, quality education, food and affordable housing.

The [Integrated Data Exchange](#) will be expanded to include census and other relevant demographic data including but not limited to:

- Population (race, age, ethnic origin, language spoken at home)
- Land use
- Employment
- Education
- Health characteristics
- Natural resources, climate impacts, evacuation routes

The project will also assess economic impacts.

Title VI of the Civil Rights Act of 1964

The North Florida TPO has a formal Title VI procedure posted on our [website](#).

Accommodating Persons with Disabilities

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

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

As noted on TPO agendas and meetings ads, accommodations can be made for persons with disabilities with 72 hour notice. Printed materials can be provided in large print or Braille and, if necessary, accommodation can be made for the hearing impaired.

Summary of Outreach and Participation Tools

| | TPO,Board & Committee Meetings | L RTP | TIP/LOPP | UPWP | Planning Studies | Clean Fuels | Smart North Florida |
|-----------------------|--------------------------------|-------|----------|------|------------------|-------------|---------------------|
| Websites | ■ | ■ | ■ | ■ | ■ | ■ | ■ |
| Social Media | ■ | ■ | ■ | ■ | ■ | ■ | ■ |
| Videos | | ■ | | | ■ | ■ | ■ |
| Database + E-news | ■ | ■ | ■ | ■ | ■ | ■ | ■ |
| Surveys | | ■ | | | ■ | ■ | ■ |
| Presentations | ■ | ■ | ■ | ■ | ■ | ■ | ■ |
| Sponsorships & Events | | ■ | | | ■ | ■ | ■ |
| Public Meetings | ■ | ■ | ■ | | ■ | | |
| Radio / Podcasts | | ■ | | | ■ | ■ | ■ |
| Print Ads | ■ | ■ | ■ | | ■ | | |
| Brochures & Displays | | ■ | | | ■ | ■ | ■ |
| Partnerships | ■ | ■ | ■ | ■ | ■ | ■ | ■ |
| Media Relations | ■ | ■ | ■ | ■ | ■ | ■ | ■ |

The TPO's Public Participation Plan is updated every three-four years to reflect lessons learned and changes in communications strategies and technologies. The following public participation performance goals and tactics are evaluated annually:

- To ensure the public has notification, access and opportunities for comment at all regular and special meetings of the TPO Board and Committees
 - Post meeting notices and agendas on the TPO website the week prior to the meeting
 - Advertise Board and Committee meetings in the Florida Times-Union daily print newspaper
 - Promote upcoming meetings in e-newsletters
 - Provide the opportunity for public comment in agendas of all Board and Committee meetings
 - Document all public comments in Board and Committee meeting minutes
 - Post Board and Committee meeting minutes on the TPO website for easy public access

- To ensure public participation and input in core plans and studies
 - Core Plans: The LRTP Public Participation Plan is defined and documented at study onset, executed in concert with TPO staff and documented in final study reports. Documentation includes evaluations of results and available metrics. TIP public participation strategies are well-defined and consistent on an annual basis. Participation tactics and results are detailed in the final TIP document and posted on the TPO website. UPWP and LOPP public participation is achieved through the TPO Board and Committee notifications, public meetings, documentation and web posting.
 - Studies: TPO study project manager and Public Affairs Manager meet with the study team to identify public participation needs at study initiation. Public participation requirements are documented in the study scope, executed in concert with TPO staff and documented in final study reports.

- To ensure adherence to regulatory requirements
 - adequate public notice of public participation activities (via website, newspaper advertising, social media and e-news);
 - review and comment at key decision points in developing the MTP (LRTP) and TIP (activities detailed in final report documents); and
 - multiple, accessible participation formats, including electronic and in-person (small group presentations, elected board and agency presentations, public meetings, special events, online surveys, social media, agency and study websites).

Additionally, the TPO conducts an annual review of core communication tools where metrics are available. These include the following:

- Website: Sessions/Users/Pageviews
- Social Media: Tweets/Impressions/New Followers for Twitter; Posts/Reach for Facebook
- E-Newsletters: Number Newsletters per Year/Open Rate

APPENDIX A: Rules and Regulations Governing the Participation Process

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

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

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

- Providing adequate public notice of public participation activities and time for public review and comment at key decision points, including but not limited to a reasonable opportunity to comment on the proposed metropolitan transportation plan and the TIP;
- Providing timely notice and reasonable access to information about transportation issues and processes;
- Employing visualization techniques to describe metropolitan transportation plans and TIPs;
- Making public information (technical information and meeting notices) available in electronically accessible formats and means, such as the World Wide Web;
- Holding any public meetings at convenient and accessible locations and times;
- Demonstrating explicit consideration and response to public input received during the development of the metropolitan transportation plan and the TIP;
- Seeking out and considering the needs of those traditionally underserved by existing transportation systems, such as low-income and minority households, who may face challenges accessing employment and other services;
- Providing an additional opportunity for public comment, if the final metropolitan transportation plan or TIP differs significantly from the version that was made available for public comment by the MPO and raises

new material issues which interested parties could not reasonably have foreseen from the public involvement efforts;

- Coordinating with the statewide transportation planning public involvement and consultation processes under subpart B of this part; and
- Periodically reviewing the effectiveness of the procedures and strategies contained in the participation plan to ensure a full and open participation process.

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

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

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

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

- Recipients of assistance under title 49 U.S.C. Chapter 53;
- Governmental agencies and nonprofit organizations (including representatives of the agencies and organizations) that receive Federal assistance from a source other than the
- U.S. Department of Transportation to provide non-emergency transportation services; and
- Recipients of assistance under 23. U.S.C. 204.

(c) When the MPA includes Indian Tribal lands, the MPO shall involve the Indian Tribal government(s) in

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

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

§601. No person in the United States shall, on the grounds of race, color or national origin, be excluded from participation in, be denied the benefits of or be subjected to discrimination under any program or activity receiving Federal financial assistance.

A.3 Americans with Disabilities Act of 1990

Section 201. Definition

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

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

Section 202. Discrimination

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

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

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

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

The Florida Legislature has insured that local government operates in the “Sunshine.” Chapter 286, Florida Statutes outlines how public business is conducted in the State of Florida including rules for public officials, noticing of public meeting and record keeping. All meetings of the

North Florida TPO Policy Board and its Committees are advertised, noticed and conducted in accordance with the provisions of Chapter 286.

A.6 Chapter 119.01 Florida Statutes, Public Records Law

119.01 General state policy on public records

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

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

APPENDIX B: TPO Official Policy for Citizen Input

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

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

APPENDIX C: Amending the Public Participation Plan

The Public Participation Plan can be amended at any time by providing a 45 day public comment period and the opportunity for public comment on the proposed change in the regular Board and Committee meeting cycle. The opportunity to comment on the proposed change will be provided at regularly scheduled and advertised meetings of the Technical Coordinating Committee, Citizens Advisory Committee and Policy Board. Notice of the proposed change will also be posted on the TPO website.

APPENDIX D: UPWP Revisions and Amendments

Modifications to the UPWP involving FHWA/FTA funds fall into two categories, each requiring different actions:

Modifications are revisions that:

- Do not change the FHWA approved PL budget or
- Do not change the scope of a FHWA funded work task(s) or
- Do not add or delete a work task(s)

Amendments are modifications that:

- Change the FHWA approved PL budget or
- Change the scope of a FHWA funded work task(s) or
- Add or delete a work task(s)

Modifications

Revising the UPWP does not require approval; however, the North Florida TPO will notify the FDOT District Liaison when changes are made. The FDOT Liaison will then notify FHWA/FTA.

Amendments

Amendments must be approved by the TPO Board upon the recommendation of the Technical Coordinating and Citizens Advisory Committees. The public has the opportunity to comment on the proposed amendment (s) at the Board and committee meetings. Once approved the amendment is forwarded to the Florida Department of Transportation District Liaison. Within 10 days of receipt it is forwarded to FHWA/FTA for approval. The District will notify the TPO of FHWA/FTA's response within 10 working days.

Amendment of the UPWP requires amending the Metropolitan Planning Agreement.

APPENDIX E: TIP Administrative Modification and Amendment Process

Administrative Modifications

Administrative modifications to the Transportation Improvement Program (TIP) are made without public involvement. These revisions consist of minor changes such as project/phase costs, funding sources project/phase/initiation dates that do not require re-demonstrating fiscal constraint. The Executive Director of the North Florida TPO was given authority by the board November 10, 2011 with Resolution 2011-10 to approve administrative modifications to the TIP.

Amendments

The TIP can be amended at any time during the annual planning period, provided adequate opportunity for public participation is provided consistent with U.S. 23 C.F.R. §450.316.(b)(1). These procedures are not required for amendments that involve safety projects funded under section §450.324(1).¹

Amendments are considered at regularly scheduled monthly meetings of the North Florida TPO and are preceded for consideration at regularly scheduled meetings of the Technical Coordinating Committee (TCC) and Citizens Advisory Committee (CAC). Proposed amendments are included in the agenda package of these committees and posted on the TPO website www.northfloridatpo.com at least one week prior to the advertised meeting.

Formal TIP/State Transportation Improvement Program (STIP) amendments are required when one or more of the following criteria are met:

- The change adds one or more new projects
- The change adversely impacts fiscal constraint
- The change results in a major scope change to a project
- The change deletes a project from the TIP/STIP
- The change increases the cost of a project by more than 20 percent AND \$2 million

TIP Amendments during Non-Attainment Periods

During periods of air quality nonconformance, that is, when the U.S. Environmental Protection Agency designates one or more counties in the planning area or the entire air shed or metropolitan area or some other geographic area to be non-attainment for one or more criteria pollutants² the TIP amendment procedure is significantly different. Should this be the case, a determination will be made if in addition to the previously identified amendment tests:

- a. New air quality conformity analysis is required.
- b. The air quality conformity analysis performed for the Long-Range Transportation Plan at adoption or since the most recent amendment or TIP/LRTP analysis is sufficient.
- c. The project is exempt and air quality conformity analysis is not required.

Public Participation for TIP Amendments

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

Amendments are initiated by the agency responsible for the project.

APPENDIX F: LRTP Administrative Modifications and Amendments

Between Long Range Transportation Plan (LRTP) updates, revisions may be made to plans in the form of administrative modifications and amendments. These are defined as follows:

Administrative Modifications

Administrative modifications may include minor changes to project phase costs, minor changes to funding sources of previously included projects and changes to project phase initiation dates. These types of revisions do not require public review and comment and re-demonstration of fiscal constraint. Administrative modifications may be accomplished by the North Florida TPO Executive Director per Resolution 2011-10 approved by the TPO Board November 10, 2011 or may be approved at regularly scheduled meetings of the North Florida TPO Board without additional public meetings or public hearings.

Amendments

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

The TPO attempts to minimize the number of major amendments to the LRTP due to the amount of work involved and potentially the cost (staff time and advertising) and may hold amendments until mid-year.³ The following actions are potential amendments:

- Adding or deleting a federally-funded or regionally significant project, including earmarks.
- Increasing or decreasing the cost of project phases in excess of the thresholds for administrative modifications established by the Florida Department of Transportation.
- Making a major change to the scope of work to an existing project. A major change would be any change that alters the original intent (e.g. a change in the number of lanes, a change in the project length more than 20%, or a change in location).⁴

L RTP Amendments during Non-Attainment Periods

During periods of air quality nonconformance, that is, when the U.S. Environmental Protection Agency (USEPA) designates one or more counties in the planning area or the entire air shed, metropolitan area or some other geographic area to be non-attainment for ozone or one or more criteria pollutants⁵ the L RTP amendment process is significantly different. Should this be the case, in addition to the previously listed amendment process it will be determined if:

- a. New air quality conformity analysis is required.
- b. The air quality conformity analysis performed for the Long-Range Transportation Plan at adoption or since the most recent amendment or TIP/L RTP conformity analysis is sufficient.
- c. The project is exempt and air quality conformity analysis is not required.

Public Participation Procedures for Major L RTP Amendments

A formal comment period of a minimum 20 days is required for major L RTP amendments and the public participation procedures may vary based on the nature of the amendment. TPO staff with board consultation will make this determination based on the project, the nature of the change, the number of counties affected, and its impact on the planning process. Because of the wide variability in what an amendment can include, the TPO reserves the right to determine what participation procedures are appropriate, recognizing that outreach measures should fit the amendment content. At all times, however, the interested public, policy makers and agency partners are able to obtain the full extent of information about each project change and engage the project sponsor and TPO staff.

The following minimum public participation process will be followed:

- Full advance disclosure of the proposed changes via appropriate communications channels to all agencies and the interested public. This will include advertising in the Florida Times Union and other publications as appropriate, announcement in the TPO's electronic newsletter, announcement and discussion at TPO meetings, and posting on the TPO webpage www.northfloridatpo.com
- If warranted one or more public meetings will be held in the affected counties.

Amendments are initiated by the agency responsible for the project.

APPENDIX G: Glossary of Terms

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

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

AVL - Automated Vehicle Locator: A device that makes use of the Global Positioning System

(GPS) to enable a business or agency to track remotely the location of its vehicle fleet by using the internet.

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

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

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

CAC - Citizens Advisory Committee: A diverse citizen committee of the TPO that provides input to the TPO Policy Board.

Capacity Funds: Allocated by FDOT for (1) highway rights of way and construction, and (2) aviation, rail, seaports and intermodal access programs after funds for operations, preservation, safety and security have been excluded.

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

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

Concurrency: As used in growth management, the requirement that public facilities and services needed to support development shall be available at the same time the impacts of such development will occur. For transportation facilities and services, there are specific legal criteria that address the time requirements for providing services and facilities, jurisdiction over level of service standards for specific portions of the highway and road system, and other issues.

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

Cost Feasible Plan: A phased plan of transportation improvements that is based on (and constrained by) estimates of future revenues.

Demand Management: A set of strategies that promote increased efficiency of the transportation system by influencing individual travel behavior.

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

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

Efficient Transportation Decision Making: An FDOT initiative to improve and streamline the environmental review and permitting process by involving resource protection agencies and concerned communities from the first step of planning. Agency interaction continues throughout the life of the project, leading to better quality decisions and an improved linkage of transportation decisions with social, land use and ecosystem preservation decisions.

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

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

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

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

FAST Act - Fixing America's Surface Transportation Act: Signed into law Dec. 5, 2015 this authorizes \$305 billion over fiscal years 2016-2020 for highway, highway and motor vehicle safety, public transportation, motor carrier safety, hazardous materials safety, rail, and research, technology and statistics programs.

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

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

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

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

Florida Transportation Commission: Created by the 1987 Legislature to serve as a citizen's oversight board for the Florida Department of Transportation. The Commission is independent of the Department.

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

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

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

Grade Separation: The raising or lowering of a road or highway grade to bridge over/under another road or highway to eliminate traffic movement conflicts.

Greenway: A corridor of protected open space that is managed for conservation or recreation purposes. Greenways follow natural land or water features such as ridges or rivers or human landscape features such as abandoned railroad corridors or canals. They link natural reserves, parks, and cultural and historic sites with one another and, in some cases, with populated areas.

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

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

Intermodal Center: An existing or planned transportation facility providing an interface between more than one mode of transportation.

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

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

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

JTA - Jacksonville Transportation Authority: The public transit and road building agency serving Duval County.

Livable Community: A neighborhood, community or region with compact, multidimensional land use patterns that ensure a mix of uses, minimize the impact of cars and promote walking, bicycling and transit access to employment, education, recreation, entertainment, shopping and services.

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

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

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

MAP 21 - Moving Ahead for Progress in the 21st Century Act: The highway authorization for funding surface transportation programs at over \$105 billion for fiscal years FY 2013 and 2014.

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

MPO - Metropolitan Planning Organization: The forum for cooperative transportation decision-making; required for urbanized areas with populations over 50,000. Also known as TPO (Transportation Planning Organization) in some areas, such as the North Florida TPO.

MPOAC - Metropolitan Planning Organization Advisory Committee: A statewide organization created by the Florida Legislature to augment the role of individual metropolitan planning organizations in the cooperative transportation planning process. The MPOAC assists the MPOS in carrying out the urbanized area transportation planning process by serving as the principal forum for the collective policy decisions.

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

NHS - National Highway System: Specific major roads designated September 30, 1995.

The NHS consists of 155,000 (plus or minus 15%) miles of road and represents one category of roads eligible for federal funds under ISTEA.

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

Paratransit: Forms of transportation service that are more flexible and personalized than conventional fixed route, fixed schedule service; often utilized to accommodate the elderly and disabled passengers unable to use the fixed route service.

PDE - Project Development and Environmental Study: The formal process to ensure consideration is given to engineering design, project costs, environmental and social impacts, and public input in developing major transportation projects.

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

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

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

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

Regional Planning Council: An organization that promotes communication, coordination and collaboration among local governments, metropolitan planning organizations and other local regional authorities on a broad range of regional issues, including transportation and land use planning. Florida has 11 Regional Planning Councils.

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

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

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

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

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

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

Strategic Intermodal System - SIS: Florida's transportation system composed of facilities and services of statewide and interregional significance including appropriate components of all modes.

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

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

Sunshine Bus Company: The Sunshine Bus system is operated through the St. Johns County Council on Aging, a private not-for-profit agency partially funded by the State of Florida Dept. of Elder Affairs through C.C.E. and O.A.A. programs, administered by the Area Agency on Aging and ElderSource with support from the United Way of St. Johns County, St. Johns County Board of County Commissioners and private donations. It is a public transportation provider with nine bus routes in Jacksonville and St. Johns County and 185 bus stops.

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

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

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

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

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

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

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

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

VMT - Vehicle Miles Traveled: An output of the travel demand model and measured traffic flow over a highway segment.

For additional Transportation Glossary of Terms and Acronyms provided by the Florida Dept. of Transportation please access a copy at www.dot.state.fl.us/planning/glossary.