



2019 Public Participation Plan

Space Coast Transportation Planning Organization

Public Comment Period: October 28, 2019 – December 11, 2019

Adopted by Space Coast TPO Governing Board: December 12, 2019



www.sctpo.com



321-690-6890



2725 Judge Fran Jamieson Way
Building B, Melbourne, FL 32940

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WHO WE ARE



The Space Coast Transportation Planning Organization (SCTPO) continually monitors the conditions of Brevard's transportation system's modes and carries out planning at the regional level.



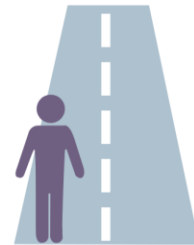
The SCTPO is governed by federal and state law. Any urbanized area with a population of more than 50,000 citizens **must** have a TPO to spend federal transportation funds.



A board made up of local elected officials sets policy for the SCTPO and adopts long-range plans and short-range programs of future transportation improvements.

What is Transportation Planning?

Transportation planning is about identifying opportunities to improve mobility for the people and businesses who use transportation systems; it is about providing accessibility for everyone in your community.



What is a Transportation System?

A **transportation system** is made up of different modes of transportation that use the system to move people and goods from one place to another. Brevard County has more transportation resources than any area its size.



Car



Walk/Bicycle



Transit



Air



Freight



Rail



Space



Sea

An icon showing a stack of gold coins with a dollar sign on top.

Economy 101

Brevard's economy is largely built on and around these transportation assets.

What is a TPO?

Transportation Planning Organizations (TPOs), also known as metropolitan planning organizations (MPOs), were created by law to **review and administer all policies and procedures applicable for state and federal transportation funding**.

The Space Coast Transportation Planning Organization (SCTPO) was established on October 19, 1977, to provide transportation planning services for Brevard County which includes the Palm Bay – Melbourne – Titusville urbanized area, as designated by the U.S. Census Bureau.

The responsibility of the SCTPO is **to manage a continuing, cooperative, and comprehensive planning process** that results in the development of transportation plans and programs. The SCTPO provides a forum for cooperative decision making by officials of the affected governmental entities with input from citizens and constituency groups. These plans serve as the framework for making transportation investment decisions in Brevard County.



What is Public Participation?



Public participation is a key component of transportation planning and one of the core functions of the SCTPO. Meaningful and effective public involvement brings a diverse set of views into the discussion and improves decision making by generating ideas for how the transportation system may be improved.

The **Public Participation Plan (PPP)** provides guidelines used by the SCTPO to inform and gather input from residents, communities, and interest groups throughout the county in order to expand the information available for planning initiatives.

WHAT IS THE PUBLIC PARTICIPATION PLAN?

The Public Participation Plan (PPP) is a **blueprint for action to involve and engage the public in transportation planning**. Meaningful and effective *participation* is essential to the successful implementation of a public plan, project, or program, and is necessary to ensure the needs of the local citizenry are adequately addressed.



The PPP provides a guide for public access to and involvement with the SCTPO planning process. All SCTPO planning work products, as well as major amendments to adopted plans and programs, must follow the *requirements* outlined in the PPP.

PPP Comment Period

The PPP is updated every *three years* to reflect changes in local, state, or federal legislation, to adjust the plan to include new technologies, and to adjust the plan to meet the needs of the community.

Before adoption, the SCTPO will post the PPP for public review prior to approval at a SCTPO Governing Board Meeting.

HIGHLIGHTS

- **Describes SCTPO public involvement and engagement tools and strategies**
- **Notes public comment periods for required work products**
- **Offers opportunities for public participation to help guide the planning process**

- ❖ Draft PPP document is posted on the SCTPO website at least **45 days prior** to SCTPO Board consideration and so begins the notice for public comment period.
 - All public comments are recorded and included in the final PPP. This document states how each comment was addressed. *See 2019 Public Participation Plan Comment Log in the Appendix pg.
- ❖ Other PPP public notice strategies:
 - Press Release Announcement
 - SCTPO E-News Feature
 - Social Media Posts
 - In-person, written, or electronic comments at SCTPO Advisory Committee Meetings or at the SCTPO Governing Board Meeting



When can I make comments on the PPP?

- Public Comment Period: Posted **45 days** prior to adoption
- Notice of PPP Adoption: Posted **7 days** before board meeting

Public Participation Plan Modifications

For major amendments, updates, or new PPP documents, the procedures listed above will be followed. Public input and suggestions are encouraged throughout the process. Public comment on the PPP will be taken at any time, considered, and implemented in the next plan update.



Adoptions and Amendments

- Adoption: every three years
- Amendments: As needed

Solicitation for Public Participation Plan Comments

Public participation is a vital part of the overall transportation planning process. The information and perspectives gathered through public participation provides transportation planners and decision makers with clear direction and leads to a more meaningful and comprehensive planning process.

This **draft document** provides the framework for public participation to be followed by the Space Coast Transportation Planning Organization (SCTPO).



Methods of Distribution

- Website (slider graphic, calendar event, & news)
- Social Media Outlets (Oct/Nov 2019)
- Event outreach (Oct/Nov 2019)
- En Route Newsletter (10/14/19); Other dates to be added
- Press Release (10/28/19); Other dates to be added
- Flyer (distributed during public comment period)



HOW DO I GET INVOLVED?



CALL US

321-690-6890

Office Hours: 8:00 a.m. to 4:30 p.m. Monday through Friday



WRITE TO US

Space Coast Transportation Planning Organization
2725 Judge Fran Jamieson Way, Building B
Melbourne, FL, 32940



EMAIL US

General Inquiries: tpostaff@spacecoasttpo.com

Public Involvement/Media: abby.hemenway@brevardfl.gov

Title IV/Limited English Proficiency: abby.hemenway@brevardfl.gov



VISIT OUR WEBSITE: www.spacecoasttpo.com

LIKE US ON FACEBOOK: www.facebook.com/SCTPO

FOLLOW US ON TWITTER: <https://twitter.com/SpaceCoastTPO>



PARTICIPATE IN PERSON

Make a public comment at a SCTPO Governing Board or committee meeting OR attend our Annual Open House.



COME TO AN EVENT

The SCTPO participates in special events throughout the county and hosts workshops for citizens to learn about projects where they work and live. Visit www.sctpo.com to learn more.



VOLUNTEER

Contact your local city council representative or your county commissioner to serve as a representative on a SCTPO committee or contact tpostaff@spacecoasttpo.com for more information.

WHO'S INVOLVED IN OUR PROCESS?

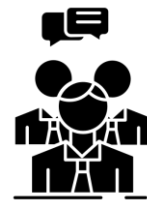


Space Coast TPO Governing Board

The SCTPO is managed by a Governing Board of elected officials representing local jurisdictions. The SCTPO Governing Board is comprised of 19 members and one non-voting advisor. The membership of the SCTPO was established under Florida Statute 339.175(2)(b), and is set up through an Interlocal Agreement.

Board Responsibilities

- Board sets big-picture framework for transportation decisions.
- Board has direct authority for SCTPO plans and programs required to keep transportation funds moving.
- The Board must consider ALL modes and involve the public in planning and programming.
- The Board is very involved in the project selection for prioritization and the funding process.



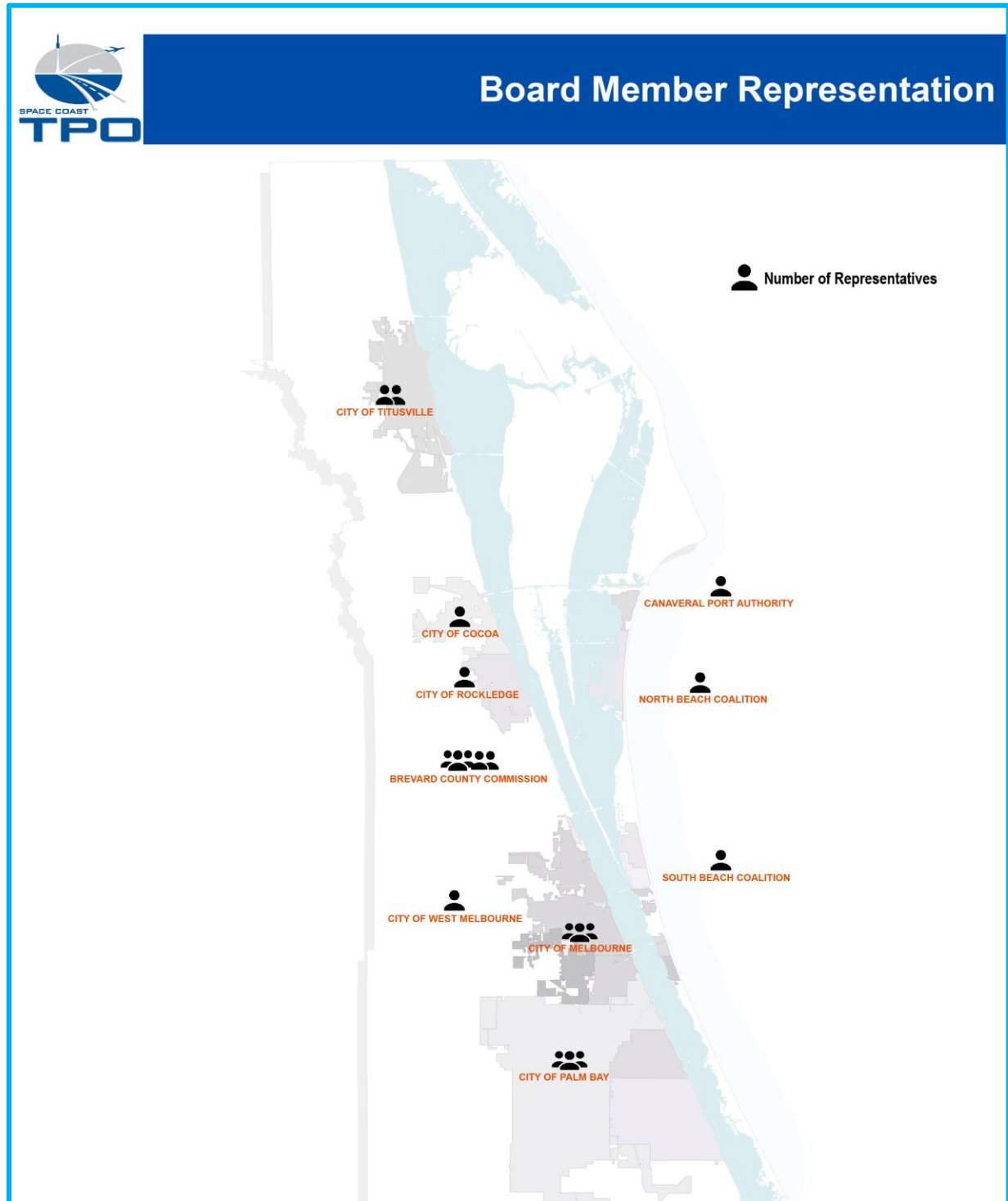
Meetings

The SCTPO Governing Board generally meets on the second Thursday of the month. Meetings begin at 1:30 p.m. and are typically held in the Florida Room in Building C within the Viera Government Center located at 2725 Judge Fran Jamieson Way, Melbourne, FL 32940. This facility is on a public Space Coast Area Transit route. **The board may not meet every month. Dates, times, and facility room are subject to change.*

Public notifications are made for all regular and special business meetings of the board and committees. All meetings are conducted in an open public forum in accordance with *Florida's Government-in-the-Sunshine Law* [s.286.011, F.S.]. The current agenda is posted online at www.sctpo.com, seven days in advance of the meeting. Meetings can be viewed live on SCGTV on Spectrum 499, U-verse 99, Comcast Channel 51 (North Brevard) or Channel 13 (South Brevard) or [online](#).

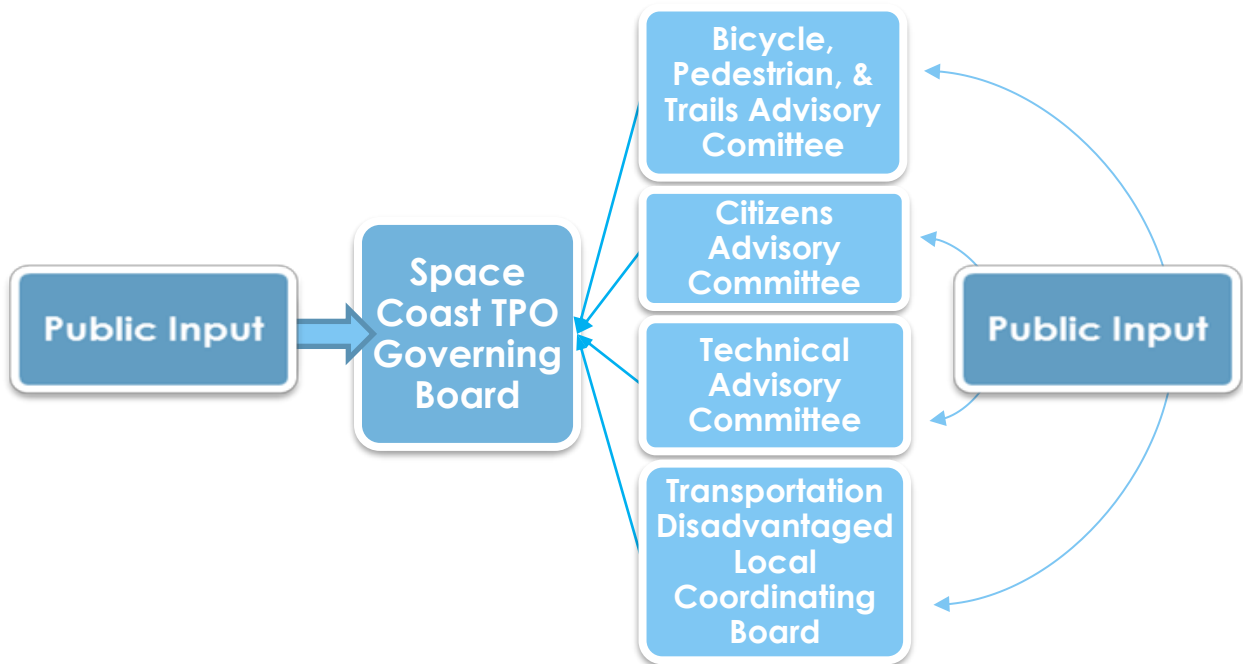
Board Member Designation

Nineteen elected officials from local governmental entities serve on the board based on the population of each community and each municipal position has an alternate.



Committee Input to the Governing Board

The SCTPO Governing Board is supported by three primary advisory committees and receives input from other key groups, representing various interests that may influence planning needs. Each committee fulfills an important role in the transportation planning process within Brevard County.



Participation in Advisory Committees

Public notifications are made for all regular and special business meetings of the board and committees. All meetings are conducted in an open public forum in accordance with *Florida's Government-in-the-Sunshine Law* [s.286.011, F.S.]. The current agenda is posted online at www.sctpo.com, seven days in advance of the meeting.



If you are interested in participating in an advisory committee, please review the next few descriptions of each group. If you would like to be considered for the CAC or BPTAC, please email tpostaff@sctpo.com or call 321-690-6890.

Bicycle, Pedestrian, and Trails Advisory Committee (BPTAC)

The BPTAC reviews plans and policies regarding **bicycle, pedestrian and multi-use trail projects** and makes recommendations to the CAC, TAC, and SCTPO Governing Board. The BPTAC may have up to 19 members who are endorsed by the SCTPO Governing Board.



Membership is open to a wide array of interested groups and citizens. Individuals may be nominated by one of the groups listed below or may contact SCTPO staff, requesting membership approval.

- Local governments
- Law enforcement agencies
- Educators
- Cyclists
- Hikers
- Walkers
- Environmentalists
- Businesses
- Interested citizens

Meetings: The BPTAC meets the third Monday of every other month. Meetings begin at 5:30 p.m. and are typically held in the Space Coast Room in Building C within the Viera Government Center located at 2725 Judge Fran Jamieson Way, Melbourne, FL 32940. The current agenda is posted online at www.sctpo.com, seven days in advance of the meeting.

Citizens Advisory Committee (CAC)

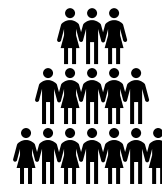
The function of the CAC is to **provide citizens' views** and recommendations on projects, plans, and programs through the Committee to the SCTPO Governing Board.



Meetings: The CAC meets the Monday prior to the SCTPO Governing Board Meeting. Meetings begin at 9:30 a.m. and are typically held in the Space Coast Room in Building C within the Viera Government Center located at 2725 Judge Fran Jamieson Way, Melbourne, FL 32940. This facility is on a public Space Coast Area Transit route. The current agenda is posted online at www.sctpo.com, seven days in advance of the meeting. Meetings can be [streamed live or viewed here](#). **There are no meetings in the months of January, June, and August.*

Citizens Advisory Committee Designation

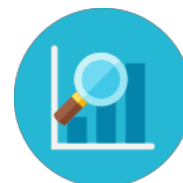
The CAC has 24 voting members and alternates appointed by local jurisdictions. Individuals interested in serving on the CAC may contact their county commissioner or city council representative to volunteer and may be appointed if there is a vacancy.



- Brevard County Commissioners – 5 (2 appointees each)
- Canaveral Port Authority (1 appointee)
- Cocoa (1 appointee)
- Melbourne (3 appointees)
- Palm Bay (3 appointees)
- Rockledge (1 appointee)
- Titusville (1 appointee)
- West Melbourne (1 appointee)
- North Beaches Coalition (1 shared appointee)
Cape Canaveral and Cocoa Beach
- South Beaches Coalition (1 shared appointee)
*Indian Harbour Beach, Satellite Beach
Indianalantic and Melbourne Beach*

Technical Advisory Committee (TAC)

The TAC reviews the work progress and **evaluates the technical acceptability** of plans and studies. They make recommendations to the SCTPO Governing Board, with supporting technical information to assist them with policy-making decisions.



The TAC has 26 voting members and alternates and one non-voting advisor designated by the Florida Department of Transportation. Fourteen of Brevard's 16 municipalities with populations over 2,500 are included, as well as representatives from other organizations and modes of transportation.

Meetings: The TAC meets the Monday prior to the SCTPO Governing Board Meeting. Meetings begin at 9:30 a.m. and are typically held in the Space Coast Room in Building C within the Viera Government Center located at 2725 Judge Fran Jamieson Way, Melbourne, FL 32940. This facility is on a public Space Coast Area Transit route. The current agenda is posted online at www.sctpo.com, seven days in advance of the meeting. Meetings can be [streamed live or viewed here](#). *There are no meetings in the months of January, June, and August.

Transportation Disadvantaged Local Coordinating Board (TDLCB)

The SCTPO participates in the TDLCB and annually appoints the TDLCB Chairman. The TDLCB works to ensure transportation opportunities are available for all residents, regardless of age, ability, or economic status.



Meetings: Under the leadership of [Space Coast Area Transit](#), the TDLCB holds periodic meetings and documents a [Transportation Disadvantaged Service Plan](#). Meetings are typically held in Building C within the Viera Government Center located at 2725 Judge Fran Jamieson Way, Melbourne, FL 32940. This facility is on a public Space Coast Area Transit route. For more information on the TDLCB, please call Space Coast Area Transit at 321-635-7815.

SCTPO CORE PLANS AND PROGRAMS

The SCTPO is responsible for **three core certification documents and various work products** that are required of each MPO/TPO in the country in order to be certified by the federal government as eligible to program and receive federal transportation funds.



The SCTPO is also responsible for the creation of the Public Participation Plan (PPP), Prioritized Project List, and for conducting special transportation studies.

Our core work products include:

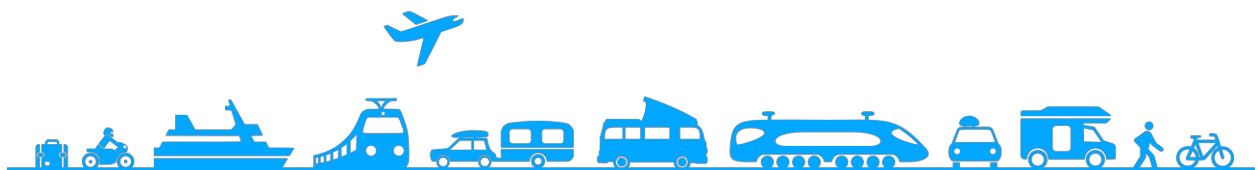
- Long Range Transportation Plan (**certification document*)
- Prioritized Project List
- Transportation Improvement Program (**certification document*)
- Unified Planning Work Program (**certification document*)
- Public Participation Plan
- Transportation Studies

Public participation requirements prescribed by the federal government vary by document, but all of these plans and programs are completed through an open process that allows for public review and feedback throughout various stages of plan development. Final products and reports are *adopted* after careful consideration of community comment.



Interested in a brief summary?

Check out the SCTPO's Work Product Timeline on pg. 24.



Long Range Transportation Plan (LRTP)

Every five years, the SCTPO adopts a new Long Range Transportation Plan (LRTP). The LRTP provides a **common vision for the community's future transportation needs** and guides the investment of public funds in transportation facilities, addressing a timeline of 20 or more years. It includes both short and long-term transportation strategies using multiple modes of transportation for moving people and goods.



HIGHLIGHTS

- Reflects the SCTPO's transportation vision
- Projects must be on Cost Feasible List in order to be considered for prioritization
- Includes projects addressing all types of modes: vehicular; bicycle; pedestrian; transit; space; seaport

LRTP Public Comment Process

The public has the opportunity to provide input throughout the *two-year* planning process. The *LRTP* has its own public participation plan which includes target audience outreach efforts:

- Public Survey
- Public Workshops
- LRTP Project Website/Online Project Dashboard
- SCTPO Newsletter & Press Releases
- Social Media Posts
- Pop-Up Events
- Underserved Populations Outreach
- SCTPO Governing Board Meetings, TAC/CAC Meetings



When can I make comments on the LRTP?

- Continuous involvement during two-year planning process
- Public Comment Period: Posted **30 days** prior to adoption
- Notice of LRTP Adoption: Posted **7 days** before board meeting

L RTP Modifications and Amendments

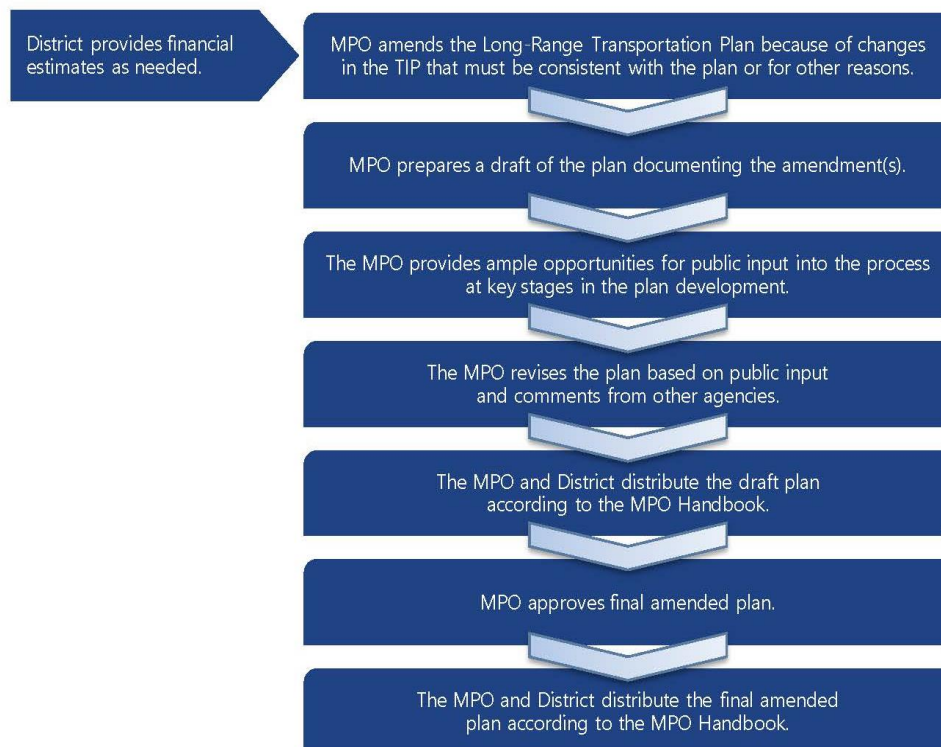
Any local government or agency (FDOT) may submit a request to the SCTPO to modify or amend the LRTP.

Modifications: a minor revision to the LRTP. It includes minor changes that typically involve items such as map corrections, revisions needed for consistency with the Transportation Improvement Program, and minor changes to funding sources. **Modifications do not require a demonstration of fiscal constraint or a public comment review.*

Amendments: requires public review and comment and an assurance of fiscal constraint. Proposed amendments include adding or deleting projects from the LRTP Cost Feasible Plan and major changes to project costs, initiation dates and scopes for existing projects. Florida Statute requires that the SCTPO Governing Board adopt any amendments to the LRTP by a recorded roll call vote of the majority of the membership present. See LRTP amendment process in Figure 4.3.

FDOT MPO Program Management Handbook

Figure 4.3 LRTP Amendment Process



Amendment Process:

- Public notice of all amendments will be made by posting the SCTPO Governing Board agenda on the SCTPO website at least **7 days** prior to consideration for approval;
- Citizens are able to submit comments **7 days** prior to consideration for approval



Adoptions and Amendments

- Adoption: every five years
- Amendments: As needed

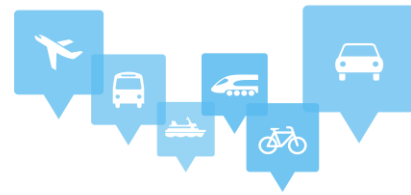
Prioritized Project List

Project Priorities are the list of projects the SCTPO selects from its Long Range Transportation Plan to submit to the Florida Department of Transportation to be considered for funding and implementation.

Each spring, the SCTPO solicits for projects from local governments and transportation agencies. All projects submitted must follow the SCTPO procedures and be included in the Long Range Transportation Plan (LRTP).

Any citizen interested in seeing a project move from the LRTP to implementation, has an opportunity to comment on projects through various outreach methods:

- Meet with County Commissioner whose district the project lies within;
- Meet with local city staff and/or elected official of the jurisdiction project lies within;
- Speak with SCTPO Staff to seek guidance on concerns or request



HIGHLIGHTS

- **Reflects the SCTPO's priority projects**
- **Projects must be on Priority List in order to be considered for funding**
- **Includes projects addressing all types of modes: vehicular; bicycle; pedestrian; transit; Space; Seaport**
- **Annually adopted**

Project Priorities Public Comment Process

The draft Project Priorities are presented to the public for comment at a Transportation Open House, prior to consideration by the TAC/CAC and the SCTPO Governing Board. Commenting on the priority projects is to **comment on where it ranks, not the details of construction.**



When can I make comments on the Project Prioritized List?

- Notice of Project Priority Adoption: Posted **7 days** before board meeting

Prioritized Project List Modifications and Amendments

In the event a project needs to be added to the Prioritized Project List, SCTPO staff will amend the list and take it back to the committees and SCTPO Governing Board for approval.

Amendment Process:

- Public notice of all amendments will be made by posting the SCTPO Governing Board agenda on the SCTPO website at least **7 days** prior to consideration for approval;
- Citizens are able to submit comments **7 days** prior to consideration for approval



Adoptions and Amendments

- Adoption: every year
- Amendments: As needed

Transportation Improvement Program (TIP)

The Transportation Improvement Program (TIP) lists each transportation project to be implemented over the next five years. The TIP is a realistic forecast of projects that have committed state or federal funds so it serves as the SCTPO's short range plan.

The **list of funded transportation projects** is developed annually with input from the community and updated throughout the year. Once public comments are reviewed, the TIP is adopted by the SCTPO Governing Board and then becomes part of the State Transportation improvement Program (STIP).



TIP Public Participation Process

Before adoption, the SCTPO will post the TIP for public review prior to approval at a SCTPO Governing Board Meeting.

- ❖ Draft TIP document is posted on the SCTPO website at least 30 days prior to SCTPO Board consideration and so begins the notice for public comment period.
 - All public comments are recorded and included in the final TIP. This document states how each comment was addressed.
- ❖ Other TIP public notice strategies:
 - Input at local jurisdiction meetings on specific projects
 - Press Release Announcement
 - SCTPO E-News Feature
 - Social Media Posts
 - SCTPO Open House
 - In-person, written, or electronic comments at SCTPO Advisory Committee Meetings or at the SCTPO Governing Board Meeting
- ❖ The final TIP is typically presented for approval to the SCTPO Governing Board every July.



HIGHLIGHTS

- **Lists funded project priorities**
- **Provides 5-year implementation schedule**
- **Allocates state and federal funds for capital projects**
- **Becomes part of the Statewide TIP (STIP)**



When can I make comments on the TIP?

- Public Comment Period: Posted **30 days** prior to adoption
- Notice of TIP Adoption: Posted **7 days** before board meeting

TIP Modifications and Amendments

Modifications: includes minor changes to project phases, costs, funding sources of previously included projects, or initiation dates. **Modifications do not require a demonstration of fiscal constraint or a public comment review.*

Amendments: a revision that involves a major project change, including addition or deletion of a project, or a major change in cost, phase, initiation date, or design concept or scope (i.e., changing project termini). An amendment requires verification of financial constraint and a public meeting.

- Public notice of all amendments will be made by posting the SCTPO Governing Board agenda on the SCTPO website at least **7 days** prior to consideration for approval;
- Citizens are able to submit comments **7 days** prior to consideration for approval

The SCTPO Executive Director has the authority to approve amendments or modifications to SCTPO plans approved by the Governing Board when such action is needed to obtain State or Federal approval within a constrained timeframe. All TIP amendments will be ratified at the next Governing Board meeting.



Adoptions and Amendments

- Adoption: every year
- Amendments: As needed

Unified Planning Work Program (UPWP)



The Unified Planning Work Program (UPWP) is a *required* document that identifies what tasks the SCTPO's planning budget will be used on and the products to be delivered over a two-year period. It is the "budget" used to support SCTPO staff and prepare work products that fulfill the requirements of Federal and State laws.

UPWP Public Participation Process

In an adoption year, a Draft UPWP is available by *March 15th* for transmittal to FDOT, federal agencies, and the public. Before adoption, the SCTPO will post the UPWP for public review prior to approval at a SCTPO Governing Board Meeting.

- ❖ Draft UPWP document is posted on the SCTPO website by March 15th, which begins the 30-day notice for public comment period.
 - All public comments are recorded and included in the final UPWP. This document states how each comment was addressed.
- ❖ Other UPWP public notice strategies:
 - Press Release Announcement
 - SCTPO E-News Feature
 - Social Media Posts
 - In-person, written, or electronic comments at CAC/TAC Advisory Committee Meetings or at the SCTPO Governing Board Meeting
- ❖ Final UPWP shall be approved by the SCTPO Governing Board and submitted by May 15th to the District in the adoption year.



HIGHLIGHTS

- **Summarizes planning tasks to be completed by the SCTPO**
- **Defines work products and timeline for major activities**
- **Proposes budget using federal and other funds for planning purposes**



When can I make comments on the UPWP?

- Public Comment Period: Posted by March 15th, with at least **30 days for review and comment** prior to adoption
- Notice of UPWP Adoption: Posted **7 days** prior board meeting

UPWP Modifications and Amendments

Revisions to the UPWP involving FHWA and FTA funds fall into one of two categories:

1. **Modifications:** these types of changes do not change the FHWA or FTA approved budgets; or scopes of the funded work tasks; or do not add or delete a work task(s). **Modifications do not require a demonstration of fiscal constraint or a public comment review.*
2. **Amendments:** these changes reflect a change in overall FHWA or FTA approved budget, a change in the scope of work of work tasks or add or delete a work task.

Amendment Process:

- Public notice of all amendments will be made by posting the SCTPO Governing Board agenda on the SCTPO website at least **7 days** prior to consideration for approval;
- Citizens are able to submit comments **7 days** prior to consideration for approval;
- In-person, written or electronic public comment is accepted at each SCTPO advisory committee and SCTPO Governing Board meeting;
- Amendments must be approved by the SCTPO Board and are typically done by Resolution;
- Amendments must be approved by the FHWA for all FHWA program funds;
- Approved amendments are sent to FDOT to be processed and approved by FHWA and FTA, if appropriate;
- Once approved by FHWA, the SCTPO will post amended UPWP to SCTPO website



Adoptions and Amendments

- Adoption: every two years
- Amendments: As needed

Transportation Studies

Periodically, the SCTPO undertakes **specialized studies 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. Frequently, the results of a specialized study lead to the development of a project or multiple projects that are advanced through the TIP. These studies help identify broad issues, concerns, and desires that might be relevant to a specific segment of the population or to a particular geographic area within the county.

Public Participation in Studies

Each study has a specific public outreach effort to involve the appropriate participants.

In addition, public outreach activities are included in every phase of a transportation project beginning with feasibility, through preliminary design and environmental assessment, design, and construction.

- ❖ Other public participation strategies:
 - Presentations to CAC/TAC, SCTPO Governing Board
 - Press Release Announcement
 - SCTPO E-News Feature
 - Social Media Posts
 - Project websites
 - Project Public Meetings



HIGHLIGHTS

- **Modal studies such as transit, bicycle, or pedestrian**
- **Data collection and analysis for traffic management**
- **Road, intersection, or corridor studies**
- **Specialized studies to advance LRTP goals**



Summary Table: Plans/Programs Public Participation

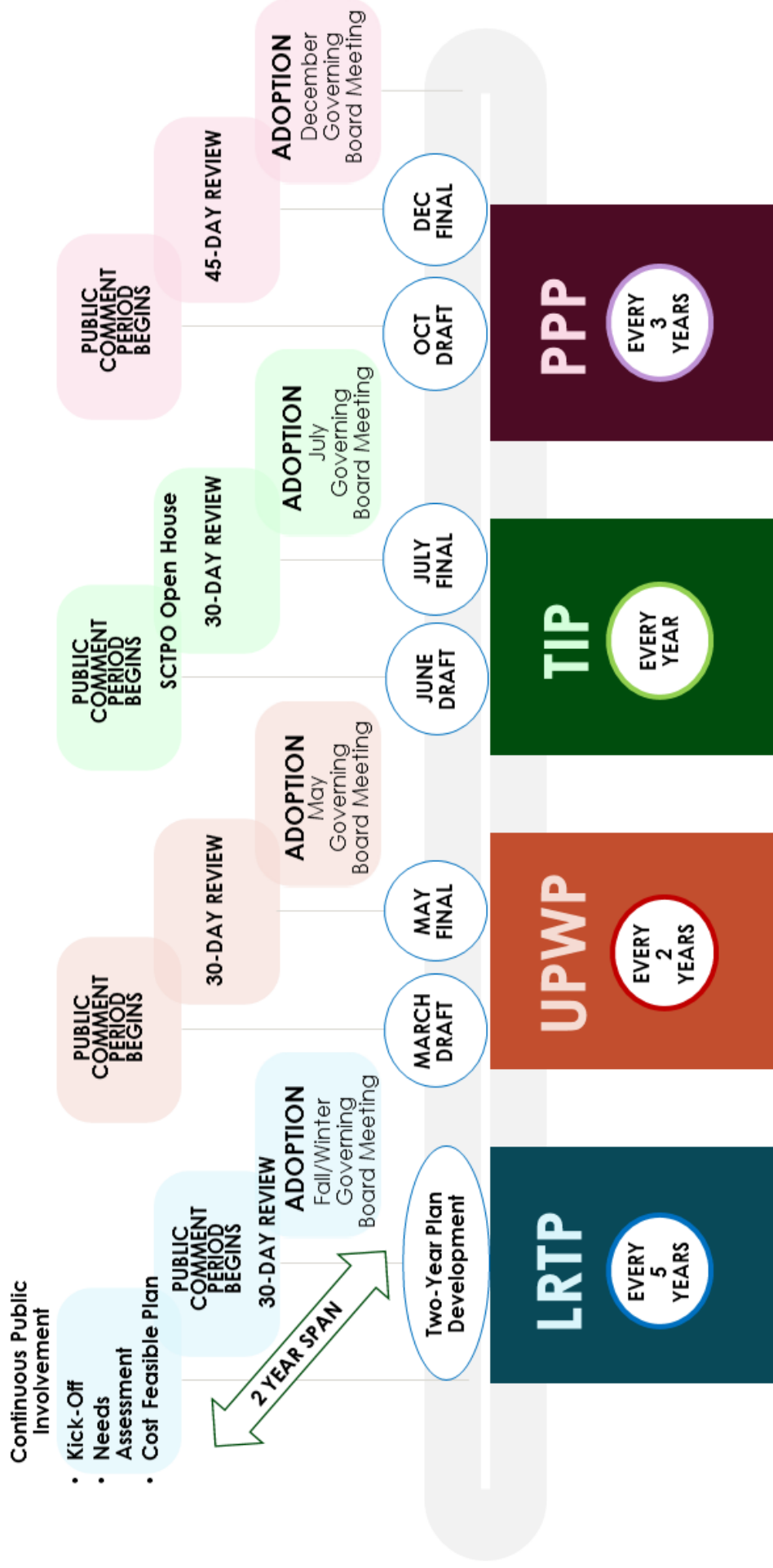
Links to each of these documents are available on the SCTPO website, www.sctpo.com, and paper copies are available at our office located at:



2725 Judge Fran Jamieson Way, Building B
Melbourne, Florida
Business Hours: 8:00 AM - 4:30 PM.

Program/Plan	Adoption Schedule	Public Comment Period Length	Public Notice of Adoption (Prior to Board Meeting)	Public Access/Distribution Methods
Long Range Transportation Plan (LRTP)	Every 5 years	30 days	7 days	<p>Each mandated document is posted on the SCTPO website for public review, additionally the following outreach efforts are utilized:</p> <ul style="list-style-type: none">➤ Press Release Announcement➤ SCTPO E-News Feature➤ Social Media Posts➤ Physical copies available
Prioritized Project List	Every year	30 days	7 days	
Transportation Improvement Program (TIP)	Every year	30 days	7 days	
Unified Planning Work Program (UPWP)	Every 2 years	30 days	7 days	
Public Participation Plan (PPP)	Every 3 years	45 days	7 days	

WORK PRODUCT TIMELINE



PUBLIC PARTICIPATION STRATEGIES AND TOOLS

Public participation is an on-going activity. The SCTPO has a variety of strategies and tools for communicating and engaging the public, and is continually working to improve its outreach efforts to ensure inclusivity of all citizens – including underserved populations. These are the primary tools used to interact with stakeholders and the community.

Public Participation: Face-To-Face Opportunities

Public Meetings

All meetings of the SCTPO governing board, committees, advisory groups and project meetings are open to the public and subject to *Florida's Government-in-the-Sunshine Law* [s.286.011, F.S.], which mandates that all meetings of any board or commission of any state, county, municipal, or political subdivision, agency, or authority conduct business in a transparent manner to provide the public a right of access to proceedings. All materials presented during meetings become public record and are available for review online and at the SCTPO office during normal business hours. Copies of archived records are available upon request.

- **Advance notice:** Public notices of all SCTPO meetings are distributed and/or posted on the SCTPO website at least seven days in advance.

Meeting Notice Requirements

- Date, time, and place of the event.
- A brief description of the purpose of the event.
- A brief list of any items on which action may be taken at the event.
- The address and phone number where individuals can get meeting information and a copy of the agenda.
- Information about how to get a verbatim record of the meeting if a person decides to appeal any decision made by the agency as stated in Florida Statute 286.0105.
- Contact information for persons with disabilities needing special accommodations to participate in the proceeding in accordance with the Americans with Disabilities Act and Florida Statute 286.26.

- **Agendas:** A meeting agenda is included with the advance public notices for SCTPO governing board and committee meetings. Agendas list the items in the order they will be discussed, provide additional detail about the meeting, and highlight specific actions to be considered. Members of the public can make a request to have an item placed on the agenda by sending a written notice to the SCTPO at least 21 days in advance.

- **Public Comment:** Every meeting of the SCTPO includes time for public comment. Members of the public fill out a public comment card that indicates the agenda item or subject they wish to address.



Comment cards are provided to the chair, or to the person presiding, so that individuals can be called to speak at the appropriate time during the meeting and prior to any action being taken by the voting members. Non-agenda items topics are heard at the beginning of each meeting.

- **Accessibility:** In accordance with the Americans with Disabilities Act and Section 286.26, Florida Statutes, persons with disabilities needing special accommodations to participate in this proceeding or persons who require translation services (free of charge) should contact the SCTPO Office no later than 48 hours prior to the meeting.



The SCTPO is actively working to increase the accessibility of our meeting materials and in doing so, adhere to many of the available standards and guidelines, when applicable. Should you encounter any inaccessible material, please contact Abby Hemenway, Public Involvement Officer and Title VI Coordinator, at abby.hemenway@brevardfl.gov or 321-690-6890.

- **Live Broadcast:** The SCTPO Governing Board meeting is broadcasted live on Space Coast Government Television (SCGTV) on Spectrum 499, U-verse 99, Comcast Channel 51 (North Brevard) or Channel 13 (South Brevard). Viewers can also access it [online](#). TAC/CAC committee meetings are streamed live and can be viewed on the [SCTPO's YouTube channel](#).

Public Workshops/Open Houses



The SCTPO staff hosts open and informal meetings for the public to review and ask questions about major transportation plan documents like the LRTP and the TIP.

Workshops and open houses may also be used by the SCTPO, the Florida Department of Transportation, or their consultants to share information and to gather public comment on specific transportation projects. In these cases, the meeting locations are geographically located near the project area to provide easy access for the citizens who will benefit from or be impacted by the proposed project.

Public Events/Presentations

SCTPO staff and volunteers may participate in events, attend meetings of community groups or civic organizations, or make presentations in public forums. This type of public outreach provides education and engages new audiences in public transportation planning activities.



Public Participation: Feedback Methods

- **Feedback Forms:** Feedback or comment forms are used to solicit input in writing at public meetings or online. The forms may be very general in nature or specific for gathering input on a particular issue. Sometimes they are included in draft documents or publications or may be available through a link on the SCTPO website. Feedback forms are typically available at SCTPO public meetings, workshops, and open houses.



- **Surveys/Questionnaires:** Surveys are used when very specific input from the public is desired. A survey may be used in place of comment forms to ask very specific questions such as a person's support for a specific alignment in a corridor study or it can also be used to gather technical data like travel patterns. Surveys or questionnaires can be used at public meetings, through the mail, over the telephone, or electronically.



DEMOGRAPHIC DATA COLLECTION

Federal regulations require federal-aid recipients to collect racial, ethnic and other similar demographic data on beneficiaries of or those affected by transportation programs, services and activities. The SCTPO accomplishes this through the use of census data, American Community Survey reports, Environmental Screening Tools and other methods.

At times, the SCTPO may request voluntary identification of certain racial, ethnic or other data from those who participate in its public involvement events. This information assists the SCTPO with improving its targeted outreach and measures of effectiveness.

Public Participation: Digital Tools

The SCTPO continually looks for ways to engage citizens and present informational programs to increase community awareness. The SCTPO uses various digital tools to help streamline its engagement and outreach efforts to reach key audiences. Below is a list of the SCTPO's frequently used digital tools:



SCTPO Website: The SCTPO website (www.sctpo.com) provides current information about the SCTPO activities, projects, meetings, and contacts. Updated regularly, the website makes information available quickly and conveniently. It also serves as an avenue for regular input for submitting comments and views, particularly on draft documents and studies. Comments on any website content can be submitted by email to tpostaff@spacecoasttpo.com.



Social Media: Social media outlets are a vital means of outreach methods for transportation organizations. SCTPO uses its social media channels to announce meetings/workshops, provide information on projects, post draft documents and to engage its audience in transportation safety education. The SCTPO's social media channels are designed to reach new individuals and audiences in a targeted, strategic manner.



[@SCTPO](https://www.facebook.com/SCTPO)



[SCTPO YouTube](https://www.youtube.com/SCTPO)



[@SpaceCoastTPO](https://twitter.com/SpaceCoastTPO)



[SCTPO Nextdoor](https://nextdoor.com/SCTPO)



Public Participation: Deliverables

The SCTPO regularly creates deliverables that use visualization techniques such as the use of colors, diagrams, tables, maps, photos, and videos that illustrate the ideas and concepts represented in transportation plans, projects, and programs. Effective deliverables help to promote understanding, clarify ideas and build consensus for proposed transportation activities, especially for those who do not have a background in transportation planning. Deliverable examples include:



Graphics: The SCTPO routinely creates visual graphics to use on its social media outlets, in newsletters, and event promotion materials. These graphics help to effectively communicate transportation or traffic-related information.



Flyers/Brochures: The SCTPO is always seeking new ways to reach citizens. SCTPO staff frequently creates visual deliverables, such as flyers or brochures, to help explain the transportation planning processes on a smaller scale.



Press Releases/Briefs: Press releases are sent to newspapers, radio and television stations, and other media outlets in the region, to announce meetings and activities, opportunities for public participation, and the availability of documents for public review. This broader media coverage is intended to reach members of the public who may not usually take part in transportation planning.



Newsletter: The SCTPO electronic newsletter (*En Route News*) is used to announce public meetings, share event photos, highlight the availability of materials and documents for public review, and showcase other outreach information. It also informs the public of the status of current and planned transportation projects and promotes SCTPO planning studies and other transportation publications. The SCTPO newsletter has over 3,500 subscribers including local officials, businesses, civic organizations, and citizens.

Public Participation: Tracking Methods

The SCTPO uses several tools to track and evaluate the effectiveness of public participation activities for the transportation planning process. These tools and evaluation analytics help the SCTPO to continually improve or to add new public participation activities. Based on the gauge of interest and digital impression, SCTPO staff can identify ineffective strategies and look for new areas of opportunity to reach targeted and underserved audiences.



Project/Plan Public Meeting Summary Reports: Certification documents include summary reports of public participation activities at each stage of project/plan development and detail the methods used, the comments received, and the number of participants. Summary reports are also written to document survey results, project website activity, and complaint resolutions.



Public Records: The SCTPO keeps formal records of its meetings and project materials. Written minutes of meetings are kept and made available to the public. Minutes include a list of participants and a summary of public comments. Video and audio recordings are retained for both TAC/CAC committee meetings and SCTPO governing board meetings.



Quarterly Public Engagement Reports: The SCTPO creates quarterly Public Engagement Reports to report back to its committees and the Governing Board on public involvement activities. The report highlights school-based outreach activities, community-based involvement, social media analytics, and news media features.



SCTPO Digital Tools Analytics Log: For online public participation activities, monthly electronic tracking is used to track digital reach, impressions, website visits and video views. For some participation tools, like news articles or other media coverage, staff members are assigned to monitor activity and to keep a log or record for review.



SCTPO Digital Database: The SCTPO utilizes Constant Contact as a primary means of communicating news and updates to vested stakeholders and citizens. Constant Contact is a content management and email marketing tool that is used to send targeted messages to key audiences via email. The Constant Contact platform enables the SCTPO to reach desired audiences via newsletters, press releases, emails, polls, surveys, and event promotions.

Every time a campaign is sent, Constant Contact auto-generates an engagement report which details reporting metrics such as the number of sends, opens, and clicks (see term definitions below). These metrics help the organization to measure the effectiveness of each email campaign. Thus, measurement supports our use of resources, and helps us make changes so we get better results in the future.

- **Successful deliveries:** the number of emails sent that were successfully delivered to our contacts' inboxes
- **Email open rate:** the percentage of recipients who opened the email compared to how many contacts were sent the email.
- **Click rate:** the percentage of clicks an email receives based on the number of contacts who opened the email

Measures of Effectiveness

The following table showcases public participation methods, tracking measurement, and the goal of each method.

Public Participation Method	Tracking of Method	Measurement	Goal
Public Meetings	Attendance Records, Meeting Minutes, and Sign-In Sheets	# in Attendance # of Meetings	▲
Public Events/ Presentations	Sign-In Sheets and Feedback Forms	# in Attendance # of Presentations	▲
Workshops/Open Houses	Sign-In Sheets and Feedback Forms	# in Attendance # of Workshops/Open Houses Conducted	▲
Surveys/ Questionnaires	Summary Reports	# of Surveys Conducted # of Responses % of Returned Surveys/Questionnaires	●
Title VI/Nondiscrimination Complaint Resolutions	Public Records	# of Complaints Received	●
Public Comments	Meeting Minutes and Public Comment Cards	# of Comment Cards	●
SCTPO Website	Electronic Tracking	# of Webpage Sessions	▲
Social Media	Facebook, Twitter, Nextdoor and YouTube	Facebook Reach #, # of Twitter & Nextdoor Impressions, and #of YouTube Views	▲
Deliverables	Graphics and in-house publications distributed via Press Releases, Meeting Packets, and Social Media	(non-numerical) Compilation of Visuals	▲
SCTPO En Route News	Electronic Tracking	# of Subscribers # of Published Issues Open Rate Click-Rate	▲

▲ Increase ● Maintain

TITLE VI/RELATED NONDISCRIMINATION POLICIES

The SCTPO strives to ensure full and fair participation by all potentially affected individuals, groups, and communities in the transportation decision-making process. The SCTPO does not discriminate against any person with respect to a SCTPO program, activity or service and adheres to the Federal non-discrimination requirements under Title VI and other related regulations and statutes.

Public comments are solicited without regard to race, color, national origin, age, sex, religion, disability or family status.



If you have questions or comments about the SCTPO'S Public Participation Plan, please contact:

Abby Hemenway, Public Involvement Officer/ Title VI Coordinator

Phone: 321-690-6890

Email: Abby.Hemenway@brevardfl.gov

Space Coast Transportation Planning Organization

2725 Judge Fran Jamieson Way; Building B; Room 105; MS #82

Melbourne, FL 32940

To review complete Title VI program administration and general responsibilities, please see [SCTPO PLC-5, Section 2](#).

Complaint Resolution Policies

Any individual or group wishing to file a complaint regarding any policy, procedure or action of the SCTPO or any of its advisory committees, for any reason including, but not limited to, the belief that any policy, procedure or action has negatively impacted or caused undue burden to a specific minority group, disabled individual(s), lower-income population, or the traditionally underserved or a belief that he or she, or any specific class of persons, has been subjected to discrimination or retaliation prohibited by Title VI of the Civil Rights Act of 1964, as amended, or any other Federal or State law, shall:



Submit a written statement (complaint) with the SCTPO at its offices located at:

Space Coast Transportation Planning Organization
2725 Judge Fran Jamieson Way
Building B, Room 105
Melbourne, FL 32940

The statement shall include, at a minimum, the following:

1. The name, address and phone number of the person(s) filing the complaint (the Complainant). Multiple individuals submitting a complaint as a group are strongly encouraged, but not required, to appoint a single person to represent the group throughout the Informal Resolution process.
2. A statement describing as fully as possible the procedure, policy or action taken by the SCTPO or Advisory Committee, the date the action occurred and the relief being sought.
3. The names of any witnesses to the action or copies of any supporting documentation.
4. Signature of the complainant(s).

In cases where the complainant is unable or incapable of providing a written statement, a verbal complaint may be made to the SCTPO Title VI Coordinator by calling 321-690-6890. See *Appendix for Title VI/Nondiscrimination Complaint Form Example*. To review the complete complaint resolution process and FDOT Discrimination Complaint Procedure, please see [SCTPO PLC-5, Section 3](#).

Limited English Proficiency Plan (LEPP)

It is the Space Coast Transportation Planning Organization's policy to provide meaningful access to all its programs and services to all individuals, including those who are limited in English proficiency.

OVERVIEW

Most individuals living in the United States read, write, speak and understand English. There are many individuals, however, for whom English is not their primary language and they are limited English proficient, or "LEP."

Language for LEP individuals can be a barrier to accessing important benefits or services, understanding and exercising important rights, complying with applicable responsibilities, or understanding other information provided by federally funded programs and activities.



As a recipient of federal funding, the SCTPO is committed to taking reasonable efforts to assure that individuals are not excluded from participating in programs simply because they face challenges communicating in English.

The purpose of this Limited English Proficiency (LEP) Plan is to establish steps that the SCTPO will take to provide language assistance for LEP persons seeking meaningful access to SCTPO programs. The production of multilingual publications and documents and/or interpretation at meetings/events will be provided to the degree that funding permits and based on current laws and regulations.

As available, educational material (i.e. safety brochures) provided free-of-charge from various entities (i.e. National Highway Traffic Safety Administration) will be ordered and distributed at SCTPO public participation events.

To review LEP implementation plan, monitorization, and assistance measures, please see [SCTPO PLC-5, Section 4](#).

STAY CONNECTED

Stay up to date on the latest transportation planning news, projects, and initiatives by following us on our social media outlets or by visiting our website. Connect with us today!



@SCTPO



@SpaceCoastTPO



Space Coast TPO



www.sctpo.com

For questions regarding our civil rights adherence policies, please contact Abby Hemenway, Title VI Coordinator, at abby.hemenway@brevardfl.gov or call 321-690-6890.

CONTACT US

Have a question or concern? Feel free to contact us via email, phone, or visit our office. To learn more about the SCTPO visit www.spacecoasttpo.com.



2725
Judge Fran Jamieson Way
Building B
Melbourne FL 32940



tpostaff@sctpo.com



(321) 690-6890



Office Hours:
Open Monday – Friday
8:00 a.m. - 4:30 p.m.
Closed on public holidays.



APPENDIX

Acronyms and Abbreviations

ADA	Americans with Disabilities Act
AMPO	Association of Metropolitan Planning Organizations
ATMS	Advanced Traffic Management System
BMBA	Brevard Mountain Bike Association
BOCC	Board of County Commissioners
BPTAC	Bicycle/Pedestrian and Trails Advisory Committee
CAC	Citizens Advisory Committee
CFMPO	Central Florida Metropolitan Planning Organization
CMS	Congestion Management System
CRA	Community Redevelopment Agency
CTST	Community Traffic Safety Team
ECFRPC	East Central Florida Regional Planning Council
ECRRT	East Central Florida Regional Rail Trail
EJ	Environmental Justice
EPA	Environmental Protection Agency
ETDM	Efficient Transportation Decision Making
FAA	Federal Aviation Authority
FDOT	Florida Department of Transportation
FEC	Florida East Coast Railroad
FHWA	Federal Highway Administration
FM	Financial Management
FS	Florida Statute
FTA	Federal Transit Administration
GIS	Geographical Information System
GMSC	Growth Management Subcommittee
GPC	General Planning Consultant

ITS	Intelligent Transportation System
LAP	Local Agency Program
LEP	Limited English Proficiency
LOGT	Local Option Gas Tax
L RTP	Long Range Transportation Plan
MAP-21	Moving Ahead for Progress in the 21 st Century
MPO	Metropolitan Planning Organization
MPOAC	Metropolitan Planning Organization Advisory Council
PD&E	Project Development & Environment
PPP	Public Participation Plan
SAFETEA-LU	Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users
SCAT	Space Coast Area Transit
SCTPO	Space Coast Transportation Planning Organization
SJHP	St. John's Heritage Parkway
SJRWMD	St. Johns River Water Management District
SR	State Road
TAC	Technical Advisory Committee
TDP	Transit Development Plan
TDLCB	Transportation Disadvantaged Local Coordinating Board
TIP	Transportation Improvement Program
TITLE VI	Federal non-discrimination regulations
TPO	Transportation Planning Organization
UPWP	Unified Planning Work Program

Title VI/Nondiscrimination Complaint Form Example

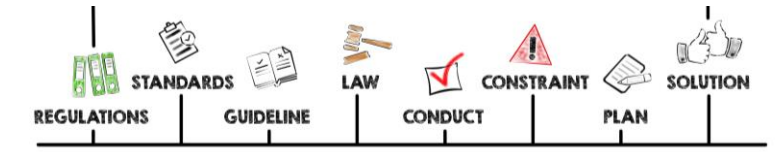
State of Florida Department of Transportation		275-010-10
Title VI / Nondiscrimination Program		EQUAL OPPORTUNITY OFFICE
Complaint of Discrimination		03-07
Complainant(s) Name:	Complainant(s) Address:	
Complainant(s) Phone Number:		
Complainant's Representative's Name, Address, Phone Number and Relationship (e.g. friend, attorney, parent, etc):		
Name and Address of Agency, Institution, or Department Whom You Allege Discriminated Against You:		
Names of the Individual(s) Whom You Allege Discriminated Against You (If Known):		
Discrimination Because Of:	<input type="checkbox"/> Race <input type="checkbox"/> Sex <input type="checkbox"/> Income Status	<input type="checkbox"/> Color <input type="checkbox"/> Age <input type="checkbox"/> Retaliation
	<input type="checkbox"/> National Origin <input type="checkbox"/> Handicap/Disability <input type="checkbox"/> Other	Date of Alleged Discrimination:
Please list the name(s) and phone number(s) of any person, if known, that the Florida Department of Transportation could contact for additional information to support or clarify your allegation(s).		
Please explain as clearly as possible how, why, when and where you believe you were discriminated against. Include as much background information as possible about the alleged acts of discrimination. Additional pages may be attached if needed.		
Complainant(s) or Complainant(s) Representatives Signature:		Date of Signature:

MPO Program Management Handbook

Florida Department of Transportation

Office of Policy Planning

Revised: July 22, 2019



Regional transportation planning is guided by laws, rules, and policies set by federal and state governments. The following are excerpted requirements from the *MPO Management Handbook*, "Chapter 6: Public Involvement."

View the entire handbook [here](#).

6.3 Federal Requirements for Public Involvement

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

6.3.1 Development of a Public Participation Plan

MPOs are required to develop a Public Participation Plan (PPP). The requirements for this plan are contained in 23 C.F.R. 450.316, and are described below. The MPO must develop and use a documented PPP that defines a process for providing individuals, affected public agencies, representatives of public transportation employees, public ports, freight shippers, providers of freight transportation services, private providers of transportation (including intercity bus operators, employer-based commuting programs, such as carpool program, vanpool program, transit benefit program, parking cash-out program, shuttle program, or telework program), representatives of users of public transportation, representatives of users of pedestrian walkways and bicycle transportation facilities, representatives of the disabled, and other interested parties with reasonable opportunities to be involved in the metropolitan transportation planning process. [23C.F.R. 450.316(a)]

The MPO is required to develop the participation plan in consultation with all interested parties and must, at a minimum, describe explicit procedures, strategies, and desired outcomes for: [23 C.F.R. 450.316(a)(1)]

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

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

When developing the PPP, it is important to allow enough time to receive and respond to public input in order to find a balance between addressing appropriate public comments and adopting the LRTP within the required timeframe; this would include any meetings or hearings that take place during that time. When significant written and oral comments are received on the draft LRTP and TIP (including the financial plans) as a result of the participation process in this section or the interagency consultation process required under the U.S. Environmental Protection Agency (EPA) transportation conformity regulations (40C.F.R.Part 93, Subpart A), a summary, analysis, and report on the disposition of comments are required to be included in the final LRTP and TIP.

[23 C.F.R. 450.316(a)(2)]

A minimum public comment period of 45 calendar days must be provided before the initial or revised participation plan is adopted by the MPO. Copies of

the approved PPP must be provided to the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) for informational purposes. These copies must be posted on the Internet to the maximum extent practicable. [23 C.F.R. 450.316(a)(3)]

In developing LRTPs and TIPs, the MPO should consult with agencies and officials responsible for other planning activities within the MPO area. This consultation should include entities that are affected by transportation, including State and local planned growth, economic development, tourism, natural disaster risk reduction, environmental protection, airport operations, or freight movements. In addition, the MPO must develop the LRTPs and TIPs with due consideration of other related planning activities within the metropolitan area; the process must provide for the design and delivery of transportation services within the area that are provided by: [23 C.F.R. 450.316(b)]

- Recipients of FTA assistance under [49 U.S.C. Chapter 53];
- Governmental agencies and nonprofit organizations (including representatives of the agencies and organizations) that receive Federal assistance from a source other than the U.S. DOT to provide nonemergency transportation services; and
- Recipients of assistance under 23 U.S.C. 201-204(Federal lands and Tribal transportation programs).

When the MPO area includes Indian Tribal lands, the MPO must appropriately involve the Indian Tribal government(s) in the development of the LRTP and the TIP. [23 C.F.R. 450.316(c)]

When the MPO area includes Federal public lands, the MPO must appropriately involve the Federal land management agencies in the development of the LRTP and the TIP. [23C.F.R. 450.316(d)]

MPOs also must develop a documented process that outlines the roles, responsibilities, and key decision points for consulting with other governments and agencies, as defined in paragraphs in this section, which may be included in the MPO's Metropolitan Planning Agreement. [23 C.F.R. 450.316(e)]

Note that MPOs are required to conduct the activities listed in their plans. If the PPP calls for a public hearing for LRTPs, for instance, that hearing becomes a requirement; this is even if it is not required by law or regulation. Likewise, if the PPP calls for newspaper advertisements, the MPO must publish those advertisements. MPOs should clearly identify the minimum public involvement

activities they will undertake for LRTPs, as well as any additional activities they may undertake.

MPOs should anticipate the potential for additional meetings beyond the minimum and clearly identify in the PPP how the public will be informed of additional meetings. Please note MPOs are exempt from the state law that requires publishing meeting notices in the Florida Administrative Register (see Section 120.52, FS), but the MPO must follow the meeting noticing requirements in their PPP and should provide adequate notice to the public of their meetings.

6.3.2 Federal Public Involvement Requirements Specific to the LRTP

When developing the LRTP, the MPO must provide interested parties with a reasonable opportunity to comment on it using the strategies identified in the MPO's adopted PPP. In some cases, the MPO may develop a PPP specific to the LRTP as part of the scope of that project. If this is done, the PPP for the LRTP must be consistent with the overall PPP of the MPO. Parties that should be included in the development of LRTPs include:

- Public agencies,
- Representatives of public transportation employees,
- Public ports,
- Freight shippers,
- Providers of freight transportation services,
- Private providers of transportation (including intercity bus operators, employer-based commuting programs, such as carpool program, vanpool program, transit benefit program, parking cash-out program, shuttle program, or telework program),
- Representatives of users of public transportation,
- Representatives of users of pedestrian walkways and bicycle transportation facilities,
- Representatives of the disabled, and
- Other interested parties using the participation plan developed consistent with 23C.F.R. 450.316(a). [23C.F.R.450.324(k)]

The MPO must publish or otherwise make readily available the LRTP for public review, including (to the maximum extent practicable) in electronically accessible formats and means (e.g., the Internet). [23 C.F.R. 450.324(l)]

6.3.3 Federal LRTP Requirements Specific to Florida

The MPO must be aware of additional requirements or guidance provided by FHWA and FTA when developing the LRTP. For example, in January 2018, the FHWA and FTA developed a summary of “expectations” for the subsequent update of LRTPs, Federal Strategies for Implementing Requirements for LRTP Update for the Florida MPOs, U.S. Department of Transportation, November 2012. This additional guidance states that for LRTPs, MPO Boards, their advisory committees, and the public, should have the opportunity to periodically review the LRTP products, interim tasks, and reports that result in the final LRTP documentation. Furthermore, this guidance also states that final adopted LRTP documentation should be posted to the Internet; it should be available at the MPO offices, no later than 90 days after adoption.

6.3.4 Federal Public Involvement Requirements Specific to the TIP

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

6.3.5 Public Involvement for the Federal Certification Review

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

6.3.6 Americans with Disabilities Act

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

6.3.7 Title VI of the Civil Rights Act

Title VI of the Civil Rights Act of 1964 provides that no person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.
[42U.S.C.2000d-1]

Title VI provides the following protection and activities relative to public involvement:

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

6.3.8 Executive Order 12898, Environmental Justice

Executive Order (EO) 12898, Environmental Justice (EJ), requires all Federal agencies to identify and address disproportionately high and adverse health or environmental effects of its activities on minority and low-income populations. EO12898 also promotes access to public information and public participation for minority and low-income communities. MPOs must ensure and document early, continuous, and meaningful opportunities for involvement for these communities. See Chapter 10: for a discussion of EJ requirements as they pertain to MPOs.

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

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

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

MPOs must use these four factors to determine when, and to what extent, LEP services are required. Translation of vital documents into languages other than English and oral interpretation through translators or other interpretive services are methods of communication that may constitute meaningful access. See Chapter 10: for a discussion of LEP requirements as they pertain to MPOs.

6.4 State Requirements for Public Involvement

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

6.4.1 State Public Involvement Requirements Specific to the LRTP

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

6.4.2 State Public Involvement Requirements Specific to the TIP

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

6.4.3 Public Involvement for the Annual List of Prioritized Projects

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

6.4.4 Public Involvement for the Annual List of Federally Obligated Projects

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

6.4.5 Public Involvement and MPO Committees

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

6.4.6 Government-in-the-Sunshine Law

Florida's Government-in-the-Sunshine Law [s.286.011, F.S.], mandates that all meetings of any board or commission of any state, county, municipal, or political subdivision, agency, or authority conduct business in a transparent manner to provide the public a right of access to proceedings. This includes an MPO's Governing Board, general members (voting and nonvoting members), and any active committees designed to advise the MPO Board such as TACs and CACs. The Sunshine Law provides guidance on how to conduct MPO and the MPO advisory committee meetings and workshops; it also shows how to process public records, communications, notices, minutes, in addition to general ethics issues.

The Sunshine Law secures the public's right to attend or record meetings, for the public to have reasonable opportunity to be heard, and for all meetings to be open to the public. Therefore, MPOs must provide reasonable notice of meetings and make adequate accommodations to hold open meetings and provide an opportunity for public input. Minutes of meetings must be available for public inspections. MPOs are prohibited from holding public meetings at a facility or location that discriminates on the basis of sex, age, race, creed, color, origin, or economic status; they are also forbidden to hold meetings at places that otherwise restrict public access. The statute establishes penalties for violations of these provisions and exceptions for specific situations. MPOs should consult legal counsel for any questions regarding Florida's Government-in-the-Sunshine Law.

6.4.7 Jessica Lunsford Act

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

6.4.8 FDOT Public Involvement Handbook

For more detail about public involvement, please consult the FDOT's Public Involvement Handbook. This handbook provides more in-depth guidance for public involvement activities in general.

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2019 Public Participation Plan

Space Coast Transportation Planning Organization

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