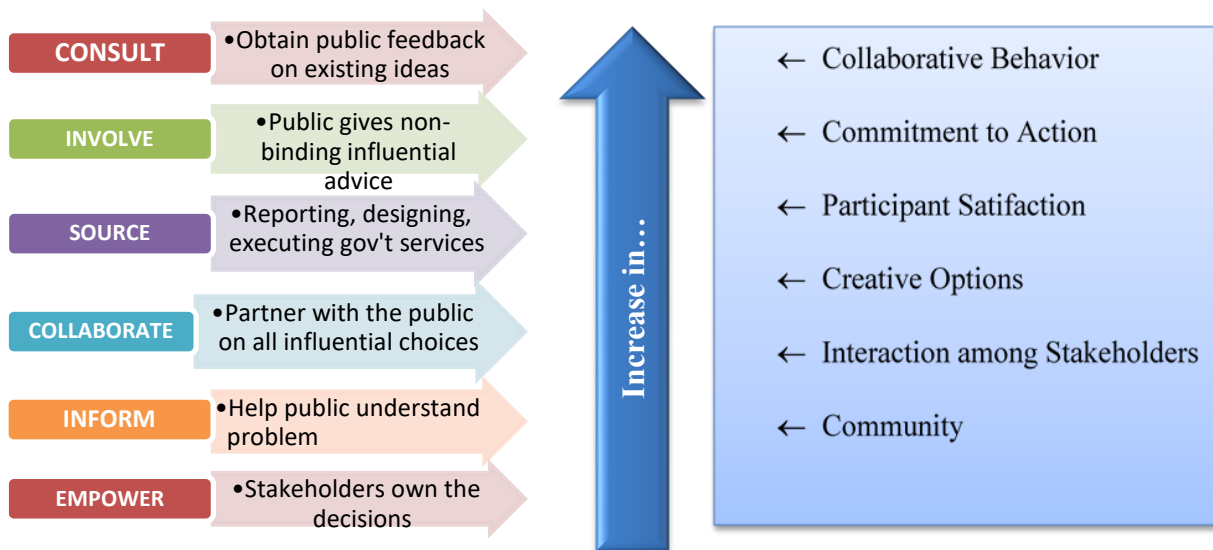




Public Participation Plan



25550 Harbor View Road, Suite 4
Port Charlotte, FL 33980
Phone: 941-883-3535
Fax: 941-883-3534
www.ccmpto.com

Adopted March 2019

**CHARLOTTE COUNTY-PUNTA GORDA
METROPOLITAN PLANNING ORGANIZATION**
25550 Harbor View Road, Suite 4
Port Charlotte, Florida 33980
(941) 883-3535
(941) 883-3534-Fax
office@ccmpo.com
www.ccmpo.com

This document was coordinated and prepared by the MPO Staff

Gary D. Harrell, MPO Director
Bekie Leslie, Administrative Services Coordinator
Lakshmi N. Gurram, Principal Planner
Wendy W. Scott, Planner
Eugene W. Klara, Planner

This document was prepared by the staff of the Charlotte County-Punta Gorda Metropolitan Planning Organization in cooperation with the Florida Department of Transportation and local government agencies. Funding for this document was provided by the U.S. Department of Transportation (Federal Highway Administration and Federal Transit Administration), the State of Florida Department of Transportation, Charlotte County, and the City of Punta Gorda.

Table of Contents

1.	Purpose	1
2.	Background and History of MPO Public Participation.....	2
3.	The MPO's Role in Public involvement	4
4.	Public Involvement Policies, Goals, and Objectives and Title VI Limited English Proficiency (LEP) Requirements.....	6
5.	Description of Public Participation Elements.....	12
6.	Public Participation Techniques and Performance Measures of Effectiveness (MOE).....	18

Appendices

<u>Appendix I</u> -	Charlotte County-Punta Gorda MPO Public Engagement Survey
<u>Appendix II</u> -	Acronyms
<u>Appendix III</u> -	Charlotte County-Punta Gorda Metropolitan Planning Organization and Sarasota/Manatee Metropolitan Planning Organization Joint Regional Public Involvement Process Component
<u>Appendix IV</u> -	Regional Public Involvement Plan Between the Lee County And Charlotte County-Punta Gorda MPO's
<u>Appendix V</u> -	Title VI Program and Limited English Proficiency (LEP)

1. **Purpose**

All decisions or actions made by a transportation planning agency affect someone to some degree. Whether it's a long range plan to build a major highway or bridge or a short-term road improvement or maintenance project, someone feels the impact of these actions. In a sense, these impacted people are the Metropolitan Planning Organizations (MPO's) "customers," and they deserve every opportunity to communicate their wants and needs on all transportation planning and implementation issues. This Public Participation Plan (PPP) is designed to provide a proactive public involvement process that includes the dissemination of accurate and timely information to the public, full public access for addressing and commenting on all transportation issues, and opportunities for the public to express its views ensuring they are heard, noted, and encouraged. All MPO directed public involvement activities including this document are consistent with Federal requirements.

The MPO realizes that there is no "cookie-cutter" approach to informing, involving, and connecting with the public. Every proposed project, improvement or program is different and requires the use of different strategies and goals. Yet, every project has one common aspect: there will be some level of public involvement, ranging from local government notification to public meetings. The MPO is committed to the concept that active public involvement leads to transportation improvements which meet community needs and desires. The MPO will utilize this document and subsequent biennial reviews in conducting public participation activities leading up to the adoption of MPO work tasks such as the Long Range Transportation Plan (LRTP), LRTP Amendments, the Transportation Improvement Program (TIP) and TIP Amendments Efforts to understand and fully support the approach that public involvement aids in the building of a more credible and trusting relationship between transportation agencies and the community they serve through partnering, outreach, active listening, and real two-way communication.

The MPO is cognizant that those groups directly affected by transportation decisions may be the most difficult segments of the metropolitan population to reach. Many citizens, such as members of minority groups, people with low incomes, and transit-dependent individuals, are unaware, unable, or for other reasons, do not take advantage of their opportunities to provide input into the planning process on a regular basis. The MPO is aware and committed to rising to the challenge of reaching such citizens and stimulating participatory interest at the grassroots level. A primary goal of the MPO is to provide adequate public notice and sufficient time for public comment at key decision points. This includes outreach efforts for obtaining active public involvement early in the planning and document preparation process.

This report includes the history of public participation by the Charlotte County-Punta Gorda MPO. The plan will discuss and identify the goals, objectives, policies and procedures relating to public involvement activities and opportunities. The plan will also outline the assessment and evaluation techniques and concepts to be utilized by the MPO in reaching its constituents. Through these systematic evaluation efforts, the plan will discuss outreach efforts with the goal of improving or adding new public involvement activities wherever possible.

2. Background and History of the MPO and Public Involvement

The Charlotte County-Punta Gorda Metropolitan Planning Organization (MPO) was authorized and began operating in July, 1992. Currently the MPO staff consists of the Director, Principal Planner, two part-time Planners, and an Administrative Services Coordinator.

Throughout 1994, the MPO Board adopted several measures and amendments to its Bylaws to increase public participation opportunities. These measures included the establishment and participation of the Citizens' Advisory Committee (CAC) whose origin can be traced through the LRTP process and the subsequent establishment of a Bicycle/Pedestrian Advisory Committee (BPAC). Throughout the mid and late 1990's, such public involvement concepts as the issuance of press releases to media outlets on transportation planning issues were established, as well as the establishment of Transportation Fairs with the Florida Department of Transportation (FDOT). Of note is the increased participation and improved analytical review of recommendations by the CAC to the MPO Board. Increased emphasis on Public involvement has been incorporated into the LRTP and the Transportation Improvement Plan (TIP).

Regional coordination and improvement of public involvement with the Sarasota/ Manatee MPO was greatly enhanced with the execution of the Interlocal Agreement for Joint Regional Transportation Planning and Coordination in January 2004. The Interlocal Agreement with the Sarasota/Manatee MPO led to the development of the Joint Regional Public Involvement Process and Process Components between the two MPOs and was adopted in February 2005 and included as Appendices III and IV.

Regional coordination and regional joint public involvement was again expanded and enhanced with the negotiation and execution of an Interlocal Agreement for Joint Regional Transportation Planning with the Lee County MPO, adopted on May 27, 2010. A joint regional Public Involvement Plan between the Charlotte County-Punta Gorda and Lee County MPOs was adopted as a part of this Agreement and is included as Appendix V of this Plan

These Joint Regional Public Involvement Components prescribes public notice and outreach actions and measures to assure public access and involvement for all Joint Regional activities within the four county area. It is the intent and goal of this PPP to integrate and build upon these joint regional objectives to provide complete information, timely public notice, and full early and continuous access to key decisions during the transportation planning process.

Joint annual MPO Board meetings have been held between the Charlotte County-Punta Gorda MPO and the Sarasota/Manatee MPO beginning in 2010. With the advent of the Interlocal Agreement between the Charlotte County-Punta Gorda MPO and the Lee County MPO, annual joint MPO Board meetings have been established beginning in April 2012.

The MPO is in communication with the Sarasota-Manatee and Lee County MPOs on a regular basis. Additionally, the MPO staff meets directly with their Sarasota-Manatee and Lee County MPO counterparts at Coordinated Urban Transportation Studies (CUTS) Meetings.

The MPO complies with Federal and Florida State requirements in addressing public involvement in transportation planning. The MPO meets public involvement requirements set forth in Federal 23 C.F.R. 450.316 and 23 U.S.C. and Florida Statutes 339.175. Chapter 339 (F.S.) requires that citizens, public agencies and other known interested parties be given the opportunity to comment on the Florida Transportation Plan, and to hold public meetings during the development of major transportation improvements.

Since its founding in July 1992, the MPO's public involvement policy has evolved and expanded to embrace citizen inclusion in all aspects of transportation planning.



3. The MPO's Role in Public Involvement

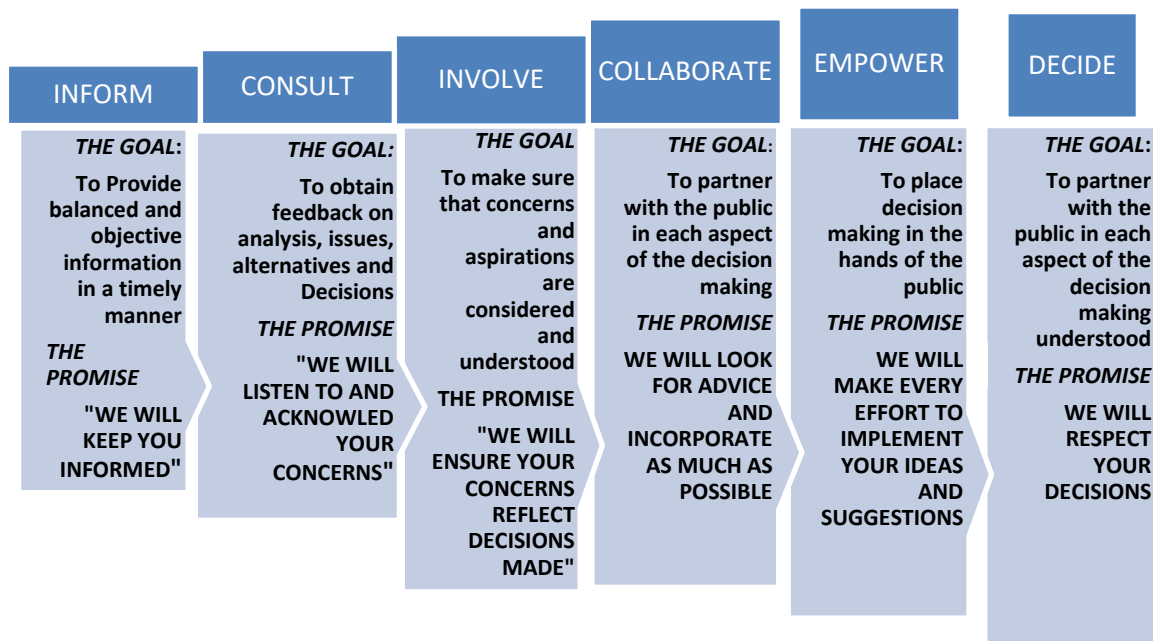
The MPO's role in public involvement is directed and influenced by Federal, State, and Local laws requirements. The MPO attempts to provide all interested parties reasonable opportunity to comment on all aspects of the planning process (TIP and LRTP) as is required. These requirements attempt to encourage a proactive public involvement process with the added goal of supporting early and continuing involvement of the public in the overall planning process. Additionally, other evaluation, analysis and development plans including Feasibility Studies, FDOT's Work Plan, median access and business access plans will follow the requirements and policies as set forth in this Plan.

- Provide "interested parties" including 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, pedestrian walkways, bicycle transportation facilities, and the disabled, opportunities to comment on all aspects of the MPO process.
- Provide timely information about transportation processes and issues to citizens, affected public agencies, public providers of transportation, and portions of the community affected by proposed transportation improvements, plans, programs and projects. This includes the use of visualization techniques to aid in describing and conducting transportation planning processes and products.
- Make available reasonable public access to policy and technical information utilized in the preparation, development and adoption of proposed transportation plans, such as the LRTP and TIP. This may include administrative changes proposed by the MPO, including project related roll-forward reports. This access includes fully open public meetings at convenient times and locations when planning issues are being considered at all levels of government.
- Provide adequate public notice of public involvement activities or events, as well as sufficient time for public review and comment at key decision points within the planning process. This includes providing additional opportunities for public comment if Draft and Final versions of planning documents differ significantly. This PPP as well as any revisions, as per federal requirements, will have a minimum comment time period of 45 days.
- Provide a summary, and analysis if there are a significant number of comments received on any draft transportation plan or document.
- Demonstrate explicit consideration and response to public input received during the planning and program development process.
- Seek out the needs of those traditionally underserved by existing transportation systems, including but not limited to, low-income and minority households.
- Periodically review this PPP in terms of its effectiveness in assuring that the process provides full and open access to all.

- Coordinate with Federal (FHWA and FTA) and statewide (FDOT) public information processes, wherever possible, to enhance public consideration of the issues, plans and programs, and reduce redundancies and costs.
- Coordinate to the extent possible, public participation events, meetings and workshops with meetings and events scheduled by other governmental agencies to maximize their input and reduce logistical conflicts

Below is a graphic representation of the MPOs Conceptual Framework for public participation. The framework takes into account the people involved; the people initiating the involvement; the degree of public involvement; the forum for exchange; and methods used for decision making. As with other review methods, application of the framework is also useful as it identifies gaps in the framework. These “gaps” when observed will be evaluated in order to increase our understanding of how to promote public involvement and evaluate the effectiveness of different public participation approaches.

THE SPECTRUM OF PUBLIC PARTICIPATION-Conceptual Framework



4. Public Involvement Policies, Goals and Objectives including Federal Requirements and Title VI Limited English Proficiency (LEP) Requirements

Past experience has shown that substantial benefits accrue from the participation of the public in issues ranging from the LRTP and the TIP to specific individual considerations on street, highway, bicycle/pedestrian, and transit projects. The MPO has also benefited from experience gained in implementing Florida's Efficient Transportation Decision Making Process (ETDM). This new process encourages interaction with consulting parties associated with or affected by transportation projects into the early stages of transportation planning. Through these experiences, the MPO has found that a varied strategy of public participation, with a mix of formal and informal techniques, yields the best results. This public participation plan will allow for a comprehensive and accountable process for providing public access to transportation planning issues. This Plan will be built on past practices and refined to carry out the requirements. To meet these goals, the MPO will continue to:

- Build public knowledge about the transportation planning process and the local issues related to this process
- Identify public concerns, values, and interests on transportation planning issues
- Improve the quality of decisions by consulting with the public to help clarify the goals and objectives of a project or policy
- Gather information, develop consensus and resolve conflicts lead to more supportable decisions
- Gain and utilize the fresh perspectives of empowered citizens which can lead to creative problem solving approaches and their early identification
- Enhance the accountability of government decisions by having the public involved early and often in the planning process
- Encourage citizen input and comment
- Build trust and partnerships throughout the planning process with individuals, government agencies, and the private sector
- Ensure that all persons, regardless of race, color, religion, income status, natural origin, age, gender disability, martial status or political affiliation will have an equal opportunity to participate or comment on any MPO related project, plan or program

Furtherance to these goals, it is the intent and will be the practice of the MPO to conduct an open and accessible planning process that:

- Meets federal, state and local requirements, including the rapid implementation of new legislation, and guidelines as it relates to future public participation directives. Suggested ideas, thoughts, and concepts provided by any citizen to improve participation will be reviewed by staff and implemented as soon as possible.
- Is proactive, clear and concise. This includes the use of census and mapping data to identify areas with concentrations of minority, young families and the economically disadvantaged. This data will be analyzed to broaden the MPO
- contact and mailing lists.

- All MPO events will be held in facilities that are centrally located to decrease travel costs, improve attendance, and improve attendance by those citizens who use transit. All meeting locations will be easily accessible along major roads, and will have adequate parking. All meeting sites will be handicapped accessible, and will have audio/visual equipment on location to facilitate and embellish project or proposal descriptions. All meeting sites will be adequate in size to accommodate the seating of all participants at all MPO sponsored events.
- Uses a variety of mechanisms to solicit participation and involvement including the writing of all documents in a style that facilitates readability and understanding. This includes the dissemination of the MPO Evaluation/Comment Form at all MPO sponsored public participation events.
- Use a variety of outlets to increase public awareness and increase attendance at MPO sponsored meetings and events. All MPO public participation events are posted on the MPO website including all public meetings, planning documents, maps, and MPO staff contact information. The MPO contacts and periodically meets with and discusses public participation with a number of citizen and governmental organizations. These include: transit interest groups (i.e. AARP and users of public transit), social service organizations (i.e. Salvation Army, Goodwill), homeowner associations i.e.(South Charlotte County Coalition), economic development organizations (i.e. The Charlotte Harbor and the Gulf Islands Visitors Bureau), bicycle and pedestrian interest groups including B-PAC members, major employers (i.e. hospitals, retail store billboards), and all local public libraries. Additionally, all County Transportation Agencies including the Charlotte County Airport Authority are sent public participation event notices and flyers.
- Provide “early and often” input opportunities in the development of major transportation planning documents, policy issues and project proposals. This includes the use of educational seminars and events sponsored by the MPO to help clarify understanding and goals of the project or concept being proposed throughout the planning process.
- Include education as a key component to facilitate active and informed participation, including audio/visual presentations, easy to understand maps and charts, simplified handouts of the key proposals, and MPO orientation for new MPO Board and CAC members.
- Analyze and review all comments received, including summaries that include organizational affiliation, geographical location, type of comment, categorizing of comments, and the preparation of statistical displays with a narrative summary.
- Have on-going communication between MPO staff and the community-at-large through well organized and open meetings including clearly written and accessible reports, meeting agenda items, meeting minutes, and programs through their completion and implementation. This includes the sending either electronically or by regular mail of any meeting agenda packet, meeting minutes, or any planning document if so requested.
- Ensure that the views of those traditionally underserved by transportation and their organizations are solicited. This includes providing MPO documents and information to public participation events to all private and public agencies to extend the MPO’s resources for public outreach. Civil Rights Groups and Senior Citizens organizations such as the AARP have and will continue to be used as

- outreach points. The MPO will attempt to honor requests for information and meeting notices in other languages, when given 10 business days advance notice of such requests.
- Use all forms of media including the World Wide Web to reach the widest possible audience. This includes an easy to navigate site, a “Click to Comment” section, and a link to a complete listing of transportation planning sites. This includes the examination and use of ever evolving technologically advanced communication tools including text messaging, mp3 formatted meeting recordings, and the use of teleconference calling with video interface.



The Public Participation Plan (PPP) 3-step Outreach Process and Conceptual Framework goals and objectives are outlined above. The Process is based on the understanding that:

1. **Participation levels will vary.** Those with more to gain or lose will be more willing to participate over a longer period of time or more intensively in the MPO planning process. Conversely, the participation of individual and agency interests that are less and/or indirectly affected will vary according to perceived project impact.
2. **Some individuals and groups don't realize that they have a stake.** Education must be an integral part of the public participation process at the MPO.

3. **Different interests are motivated to participate at different stages of the process.** The “general” public needs information in a “digestible” form, early in the process and before decisions are made. Yet, the MPO is aware that the “general public” is not typically included in the day-to-day project development process. The MPO will strive for a balance between these interests and to provide opportunities for participation at different levels of involvement or development.
4. **The Charlotte County-Punta Gorda MPO’s PPP needs to be flexible enough for all changing situations and conditions.** The MPO understands that public participation concepts must be matched with public interests and the issue at hand. As policies and programs are developed, the need for changes in strategies becomes apparent, often as a result of public input. Response to public input provided is essential to the MPO in order to continue to be an effective and responsible organization to meet the needs of the community. This PPP is written in such a way as to anticipate and plan for evolving changes in transportation planning, programming, and implementation in Charlotte County and the Southwest Florida region.
5. **The Charlotte County Citizens’ Advisory Committee (CAC) is a critical link to the public participation process.** The MPO will utilize CAC member insight and knowledge, experience, and public participation passion to aid in the MPO’s strong commitment to effective public participation including this Plan and future Plan effectiveness reviews.
6. **The Charlotte County-Punta Gorda MPO Board ultimately sets MPO policies.** Public participation can influence the method and way issues are resolved, but do not substitute for the legitimate decision making responsibility of the MPO Board. For major policy documents like the Long Range Transportation Plan (LRTP) and the Transportation Improvement Program (TIP) public participation is dictated on the basis of a “consensus of the affected parties”. The MPO Board is composed of locally elected officials and an advisory representative from FDOT. Given this makeup, political acceptability is a major consideration when regional transportation policy is developed. The MPO’s PPP set forth here is meant to enhance and maximize public input of decisions made by the MPO Board on planning processes, products and policies.

Federal law requires that the public involvement process be proactive and provide complete information, timely public notice, full public access to key decisions, and opportunities for early and continuing involvement. A key provision requires that all MPOs develop and utilize a PPP that will provide a 45 day comment period for all interested parties to comment on the PPP as required. The MPO will also follow 23 CFR 450.316 defined principles for public involvement in the MPO’s planning process including:

- Provide a 30 day public comment period, if feasible and advertise at least once in a local newspaper detailing public Meetings, or public participation opportunities including opportunities to comment and express opinions on the LRTP and TIP. The MPO's website will also post all opportunities for public comment to meet these guidelines.
- For LRTP and TIP amendments, the MPO will strive to meet the 30 day public comment period, if feasible. However, the MPO can envision exceptions to this comment period for these amendments as meeting schedules, funding timetables, agency guidance, and contractor scheduling may be such that project delays could result in meeting notice guidelines.
- Hold Public Meetings on proposed adoption of the LRTP and TIP
- Conduct a roll call vote of the MPO Board on the proposed adoption of the LRTP and TIP, including any Amendments to the LRTP and TIP.
- Provide timely notice and reasonable access to information about transportation issues and processes
-
- Employ visualization techniques to describe the LRTP and TIP
- Make public participation, related technical information and meeting notices available through accessible means and formats. These include the World Wide Web and electronic mail
- Hold public and MPO Advisory Committee meetings at convenient and accessible locations and times. Annually the MPO prepares a Public Evaluation and Summary Report addressing Advisory Committee attendance, actions of the Committees, significant public participation events and statistical analysis of the MPO Comment/Evaluation (MCE) Form used for LRTP and other Plan public participation events. Included in the report are summaries of MPO related newspaper articles, and editorials; citizen phone, letter and personal communication summaries; website usage; and a review of demographic data included on the MCE.
- Seek out and consider the needs of those traditionally underserved by the existing transportation system, such as low income and minority households (EJ population)
- Include public participation activities that ensure equality among all citizens. The MPO is committed to this concept of Environmental Justice (EJ) [Executive Order (EO) 12898] and will ensure that the full and fair participation by all potentially affected communities in the transportation decision-making process. This includes public participation consistent with Title VI of the Civil Rights Act of 1964 and the Americans with Disabilities Act of 1990. Demographic data review and analysis will be performed when proposed plans and proposals could impact EJ populations. Public participation plans that promote access to public information and scheduled events for minority and low income communities will be developed.
- Demonstrate explicit consideration and response to public input received during the development of the LRTP and TIP. All revisions to the LRTP and TIP will always include procedures consistent with this PPP. During TIP and LRTP

development the MPO will provide include and provide public participation opportunities to public agencies, users of pedestrian walkways and bicycle transportation facilities, representatives of the disabled, freight shippers, freight transportation services, private providers of transportation and users of public transit.

- Include a summary of significant comments received on the draft LRTP and TIP as part of the final document. This includes periodic reviews of the LRTP by MPO Boards, their Advisory Committees, and the public during the preparation of the document, interim tasks and final draft Plan preparation.
- The MPO will continue to prepare a list of project priorities for FDOT review, by October 1 of each year. The list will continue to be reviewed by the MPOs TAC and CAC Advisory Committees, before approval by the MPO Board and submittal to FDOT.
- The MPO will compile an annual listing for public review, of projects for which Federal funds have been obligated in the preceding year
- The MPO will periodically review the FDOT MPO Program Management Handbook including Chapter 6-Public Involvement for additional requirements, authority, Plan development and activities.
- The MPO will make readily available the TIP and LRTP for public review in hard copy, electronically accessible formats and readily obtained on its website
- Periodically review the effectiveness of the procedures and strategies contained in the PPP to ensure a full and open process including adherence to all aspects of Florida's Government in the Sunshine Law (F.S. 286.011).
- The MPO will adhere to the "Jessica Lunsford Act" (F.S. 1012.465). This Act requires background checks of all persons entering school grounds when children are present. The MPO will consult the Charlotte County Legal Department before planning to hold any meeting or public participation event on school property

On August 11, 2000 President Clinton signed the Executive Order 13166: Improving Access to Service for Persons with Limited English Proficiency, to clarify Title VI of the Civil Rights Act of 1964. Subsequent US Department of Transportation (DOT) guidance explicitly identifies MPOs as organizations that must follow Limited English Proficiency (LEP) guidelines in order to continue receiving federal financial assistance in any form (Appendix V). The intent of the MPO's LEP Plan is to ensure access to the planning process and information published by the MPO where it is determined that a very small number of residents (approximately 1%) in the Charlotte County-Punta Gorda planning area do not speak or read English proficiently.

Inclusive public participation is a priority consideration in the MPO planning process including MPO plans, studies and programs. The MPO must and will ensure that all segments of the population including LEP persons have the opportunity to be involved in any MPO sponsored public participation opportunity. As new Census data becomes available the MPO will monitor changes in the LEP population and adjust its LEP policy

accordingly. If warranted in the future the MPO will consider the feasibility of public participation techniques to reach the LEP population. These techniques and concepts include (1) the translation of key elements of the MPO web site, including future public participation opportunities, (2) the pursuit of other user-friendly multi-lingual software applications compatible with the web content management systems currently used by the MPO and (3) the translation of executive summaries for key MPO documents such as the Long Range Transportation Plan (LRTP) and this Public Participation Plan (PPP).

Notifications including newspaper advertisements, meeting place signage, or public outreach materials distributed at public participation events will also be considered for translation. All translated public participation materials will be user-friendly, appealing and easy to understand.

5. Description of Public Participation Elements

A. Mailing Lists/Contact Database

The maintenance and updating of the master database of all contacts from business and individual citizens is a key component to the MPO's public involvement process. Mailing lists are confidentially maintained in a database that includes mailing addresses, e-mail addresses, phone numbers, and fax numbers. New attendees at all MPO-sponsored meetings are added and included in the database to help target and identify various interest groups and individuals, as necessary. All meeting announcements, as well as public workshops, public meetings, and specific public information and input meeting are placed on the website as soon as dates are finalized. E-mail notifications of meetings and workshops are sent to MPO Committee members, and interested citizens to further improve participation and input. The MPO continues to seek more public participation from the traditionally underserved community. The MPO continually discusses with minority and younger aged citizens of contact opportunities the MPO could use to increase public participation of this age group. In spite of Charlotte County's not having a large minority, or under 30 age group within its population, the MPO continues to use press releases, electronic media, personal contacts, and advisory committee members to increase participation diversification.

The MPO is responsive to any and all citizen requests for meeting agendas, meeting minutes and any other MPO prepared planning document. These requests are sent electronically or by mail when requested. The MPO is also cognizant that many CAC members and their constituency do not have access to e-mail. These members are notified of public participation events through more traditional agenda packet, mailing, and telephone contact methods.

B. Meetings to Stimulate Public Participation

Various meeting types will provide the MPO with opportunities for early and continuous input into the transportation planning process. The MPO has always and will continue to hold public meetings leading to the adoption of the LRTP and TIP. All parties interested in attending and commenting on these planning documents are encouraged to do so, including 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, pedestrian walkways, bicycle transportation facilities and the disabled. The MPO will employ a process planning approach which will include identifying the public participation activities and how they fit into the sequence of the decision making process. These activities include the following techniques that best meet the goals and objectives of the planning or decision making needs to be accomplished with public input.

Open Houses/Workshops

An open house or workshop is a forum where people receive information and provide input about a transportation plan or project. Workshop forums have worked well for the MPO where citizens receive information and explanations about a plan or project on a one-to-one or small group interaction basis. Attendees glean information from displays and exhibits and from talking to MPO staff or their consultants. In this type of forum, citizens often express their comment and concerns in writing on “Evaluation/Comment Forms” (Appendix I).

Field Trips/Site Visits

Many proposed actions look very different when people are actually out in the field looking at the issue or situation. It is one thing to discuss impacts when they are an abstraction or an image in peoples’ heads, and quite another to engage with the actual reality on the ground. The key point is that citizens build mental concepts on what the impact of a project will be and then, participate in public participation forums based on those images. Field trips provide an opportunity for people to match their mental images to the reality of the actual situation.

Public Meetings

Generally, MPO public meetings are more structured than the open house/workshop public participation format. The MPO will use public meetings when the need to meet specific objectives arises. A formal agenda will be

prepared to structure the topics to be covered and to stimulate live input from the attending participants. All MPO public meetings will have a minimum of a 30 day comment period prior to MPO Board adoption action, with the exception of TIP amendments, where a shortened timeframe may be necessary in an attempt to reduce project startup delays or to keep within budgetary constraints. Comments and opinions can be transmitted to the MPO using written, spoken, and electronic (e-mail or website) methods. These comments are addressed in formal summary, presented to the MPO Board and its Advisory Committees and become public record. Roll call votes required of the MPO Board for adoption of the Long Range Transportation Plan (LRTP) and the Transportation Improvement Plan (TIP), including any amendments, will be conducted and placed in the public record. Documents/policies to be adopted are made available in public libraries and are available on the MPO website.

Where practical, the MPO will utilize PowerPoint or graphic visual aids to assist in the understanding of the planning topic being addressed or to stimulate feedback from citizens attending. The MPO also uses public meetings to help understand and monitor community reaction and support to transportation planning proposals. This in turn aids the MPO in diminishing public controversy and misunderstandings. The MPO has observed that public meetings have resulted in citizens proposing viable solutions to solve complex transportation planning issues, as well as offering “average citizen” concerns.

C. Notices for Public Meetings, Workshops, and Public Participation Events

All MPO-generated meeting notices and announcements will describe the meeting purpose, sponsor, time, place, and answer the questions of “who, what, when, where and how”. All MPO Board Meetings, Advisory Committees, public workshops, public meetings and any special meetings called by the MPO or informational or educational purposes held within the community for presenting plans, gathering public input and public participation shall generate notices of public meeting by the MPO. Notices will be displayed in public places including the Murdock Administration Center, all County Public Libraries, and the Cultural Center of Charlotte County. The MPO website will also be used to promote regular and special meetings, planning studies, publications, and work products such as the TIP, and the LRTP. Additionally, the MPO will continue to advertise all MPO Board, MPO Advisory Committee Meetings and all special meetings, including all public meetings, and public workshops on the transportation planning process in the *Charlotte Sun* newspapers.

D. Meeting Agendas

An agenda sets the course for a meeting and attempts to inform attendees of the topics and concepts to be discussed, and the progression of these topics. Opportunities are provided for public participation in these agendas and include the opportunity for members to suggest new topics and issues to be presented and discussed at the next meeting. Agendas and minutes of all MPO Board, Advisory Committees and special meetings will be mailed at least one week in advance of the meeting to all members, geographically adjacent MPOs, senior county and city planning and administration officials, FHWA, and interested citizens who request an agenda packet be sent to them in electronic format. All MPO Board and Advisory Committee Agendas and meeting packets including meeting minutes will be posted on the MPO website. Meeting agenda packets are also displayed at all County libraries. Meeting agenda packets are provided to local newspaper editors and pertinent local news reporters for inclusion in their community news sections, and to encourage them to attend and report on MPO Board and Advisory Committee meeting highlights, and current issues and concerns being discussed.

The MPO continues to strive to increase the number of MPO Advisory Committee members who agree to receive meeting agendas and meeting packets in electronic form. Concurrently, the MPO recognizes that some Advisory Committee members are not able to receive information in an electronic format. All MPO Advisory Committee members who request printed copies of meeting agendas and packets will continue to receive them in this format. New Advisory Committee members will be encouraged to utilize electronic information formats.

E. Information Highway (MPO Website and WIKIMAPIA)

In the ever expanding information age we are currently experiencing, it is now customary to use the internet, electronic mail and fax machines to reach the public. The MPO continually revises and strives to improve its website for users to easily and quickly find MPO related information and planning activities. The MPO's website provides users with direct contact to any staff member via e-mail and encourages citizenry to comment on any and all transportation planning issues associated with the MPO including local, state and federal related transportation planning matters. *Google Earth* maps are utilized on the "Contact Us-Connect with Us" dropdown menu to aid users in pinpointing the location of their concerns and comments to better aid MPO staff in understanding the issue or concern. Easy to navigate dropdown menus including archived and recent meeting agenda packets, meeting minutes and MPO event calendar, a revised set of federal, state, and local transportation planning "links" have been added. The website also has posted the most current planning documents including the annually updated TIP, the 2040 LRTP, and related amendments. This communication format will continue to play an increased role in future public involvement outreach efforts including annual TIP and 2045 LRTP development.

Since 2017 in conjunction with the preparation of the Charlotte County Regional Bicycle and Pedestrian Plan the MPO has used Wikimapia as an electronic public engagement tool. Wikimapia is a privately owned open-content collaborative mapping project, that utilizes an interactive "clickable" web map with a geographically-referenced system. The data in Wikimapia is derived from voluntary crowdsourcing. All users are allowed to add a place on the Wikimapia layer. Using a simple graphical editing tool, users are able to draw an outline or polygon that matches the satellite image layer underneath. Each object or "tag" has specific information fields which include categories, a textual description, street address, and a related Wikipedia link. Users are likewise capable of uploading several relevant photos. Wikimapia will be used to solicit public opinion to target specific areas and locations for inclusion in the MPOs 2045 Long Range Transportation Plan (LRTP).

F. Media Outreach

Media outreach is a continuing activity by the MPO staff to keep the public informed and updated about the MPO, and its projects and milestones. The MPO strives to encourage the media to highlight transportation issues and to increase public awareness of the transportation planning process. The MPO has compiled and continually updates a media outreach database. Press releases are developed and distributed as needed to increase media and public interest in upcoming events and meetings sponsored by the MPO and its related planning partners. As needed, media briefings have been and continue to be conducted to update the media regarding the transportation planning process and in response to media requests for interviews. Appropriate MPO staff members continue to make themselves available to the media to answer questions and provide details of planning programs that are being proposed. The MPO will accept invitations from the media, and local radio and television public affairs shows to discuss the transportation planning process in further detail and answer media questions. The MPO will participate in this media outlet whenever possible to inform the public of the MPO's role in the transportation planning process and to inform the public on opportunities to participate in the MPO planning process.

To facilitate improved access for County residents and coordination with County related planning functions MPO Board meetings are videotaped and shown twice a week on the local government access television station (Comcast Channel 20). The MPO anticipates increased public involvement, and participation in response to these public access improvements and will monitor and evaluate their effectiveness and target improvements and enhancements.

G. Citizens', Technical, Bicycle/Pedestrian Advisory Committees and Transportation Disadvantaged Local Coordinating Board

The CAC provides a public perspective to the MPO process, and strives to represent public views to the MPO Board. As part of the MPO structure, the role played by the CAC and all MPO staffed Advisory Committees and the LCB in the public

participation process cannot be underemphasized, as they provide the link between the MPO Board and the community's citizens. The MPO subscribes to the concept that these committees are a critical link in aiding the MPO to meet the goals and objectives outlined in this Plan.

At the forefront of this critical link, members of the CAC have a chance to become informed about the issues before coming to conclusions and have a better understanding of the consequences of decisions. As a result, their counsel to the MPO Board combines a citizen's perspective with a more complex understanding of the situation. The CAC is composed of lay citizens appointed by the MPO Board to act in an advisory role and provide public input to aid the MPO Board in the decision making process. As plans, programs and proposals are initiated; the CAC is kept updated by the MPO staff and afforded time at their meetings to discuss these proposals and plans. In turn, the committee members solicit opinions from their constituents and relay these concerns to the MPO Board for consideration. All MPO planning documents including the TIP and LRTP are presented to the CAC as formal agenda items during regularly scheduled CAC meetings for their information, consideration, endorsement, support and input.

All Advisory Committee and LCB meetings are open to the public and any member may request additional information on any planning topic. The MPO strives to ensure that historically underrepresented or unrepresented groups such as minorities, the elderly and the disabled are adequately represented and encouraged to participate and hold membership.

H. Written Forms of Communication including Brochures, and Evaluation/Comment Forms

The MPO updates its informative brochure on a regular basis. The MPO has developed two tri-fold brochures one entitled "This is Your MPO" which describes the MPO's overall function and responsibilities and the "Charlotte County Bicycle/Pedestrian Map" which describes in map form the existing bike and pedestrian sidewalks and trails within the county. The brochures are distributed to all committees, at public events and public meetings, and government offices. As these maps are revised and updated, they will be placed on the MPO website for user reference and to download.

The most common and in many cases the most effective way for the public in general to relate their ideas and input is through written comments. The MPO is aware that effective public involvement activities produce public comments. Public comments can help build an understanding of community issues, which must be considered in designing transportation solutions that fit community needs. The amount and type of comments received will help in evaluating the success of the individual public involvement activity, as well as, the overall public involvement plan. Additionally, the information gleaned from public comments can serve as an excellent record for future project phases. A summary report of all comments received on a particular issue will be generated, with the identification of key issues and concerns raised.

6. Public Participation Techniques and Performance

Measures of Effectiveness (MOE)

Federal legislation requires that MPO's periodically review the effectiveness of their public involvement process. All MPOs are mandated by law to focus on performance objectives and measures. The MPO has identified five (5) objectives to ensure that the mobility needs of the community are addressed. These objectives link the role of the public with the intended outcomes of the public participation process, that is, they clearly identify the appropriate role of the

public in the process, how their input will be used, and what input you need to gather from them. Additionally these objectives also reflect how the public might provide additional information or knowledge to the MPO and other agencies.

Objective 1- Promote proactive and early public involvement; and provide diverse opportunities for public participation by geographic region and by venue or event location facility to as many people as possible.

Objective 2- Provide easy access to complete information and key decisions in a user-friendly format

Objective 3- Effectively involve the transportation underserver and underrepresented in the community

Objective 4- Consider and provide opportunities for public input in transportation decision making.

Objective 5- Continuously monitor and improve the public participation plan.

The Charlotte County Punta Gorda MPO Public Participation Plan will be reviewed periodically to ensure that the process provides full and open access to all citizens, and meets federal and state requirements. The MPO is however aware that it is important to assess and evaluate public outreach efforts not only to meet federal and state requirements, but also to ensure that these outreach efforts are successful. As the MPO's PPP is implemented and the various public involvement techniques are utilized over the next years, information concerning public comment patterns and trends will be collected. This data will form the basis of performance standards and measures for subsequent PPP reviews and updates. Staff debriefings to improve public involvement for a project will be performed, including the consideration that a significant portion of the entire project community may not be participating. Review on the timing and location of meetings and the effectiveness of meeting notifications will be discussed and changes implemented to improve public awareness and participation.

Measures of Effectiveness (MOE) of public participation efforts are practiced continually by the MPO staff. A portion of MPO staff meetings are dedicated to discussions of recent interactions with the public on any MPO related planning topic. These discussions then lead to staff insight as to the general direction and

emotions exhibited on a transportation planning topic. This qualitative method has been demonstrated by the MPO to be an effective method to increase staff understanding of local planning issues. The use of site visits between community residents and transportation planning officials, and the use of informal citizen requested meeting are examples of trust building between citizens and the MPO.

This evaluation of outreach efforts strives to identify what is being done right and where improvements need to be made. It includes a monitoring and review of the Plan with staff after all public participation events. This includes an assessment of local newspaper coverage, and reporting accuracy. Evaluation and assessment of communication from of all MPO Advisory Committees members will also be used to evaluate participation effectiveness and how members perceive their role in the decision making process. The MPO is cognizant of the difference between analyzing public comments and evaluating it. The purpose of an *analysis* is to summarize and display public comments in such a way that maximum information is available to decision makers and the public about what was said. *Evaluation* of public comments takes place after analysis and includes judgment and weighting. The MPO is committed to increasing the understanding citizens have on the transportation planning process and to encourage the public in the decision making process.

To meet the public outreach goals, and to implement viable improvements based on measurable data, the MPO prepares an annual Public Involvement Plan Evaluation Update. This Update attempts to quantify public participation data including MPO Advisory Committee(s) attendance rates and topics of most interest, MPO related media stories and advertisements, notation of any public comments or interest including medium used, and website usage with the continual goal of website functionality and ease of use.

Conclusion

Public input offers the MPO an opportunity to understand a community's values so it can better seek to avoid, minimize or mitigate impacts from agency decisions. This PPP addresses the MPO's public involvement practices during decision-making and program implementation activities. The fundamental premise of this plan is that, in all of its programs, the MPO recognizes that it is vital to provide for meaningful public involvement. Openness to the public furthers the MPOs mission by increasing its credibility and improving agency decision-making. The guidelines and tactics outlined in this PPP will be implemented for all MPO planning activities. This document also provides guidance and tools to comply with federal and State statutes and regulations under Title VI, including EJ, LEP and Florida's Sunshine Law. The MPO continues and is certainly willing to remain open to new ideas from stakeholders, and to incorporate them where appropriate. The MPO remains cognizant of its mission Mission of providing plans and and an environment where the development safe, efficient, cost effective transportation system can flourish in Charlotte County.



Public Participation Techniques	Indicator
Local Newspaper Assessment	<ul style="list-style-type: none"> -Number of MPO related stories -Accuracy of stories written -Number of Press releases submitted -Confirm ad or press release published
Review of Public Participation Plan (PPP) including televising of the MPO Board Meetings on Public Access TV	<ul style="list-style-type: none"> -Staff meeting debrief after public participation plan events -Solicitation of staff suggesting improvements/innovations to PPP - Analysis of venue effectiveness, event timing, and A/V techniques, - Number who saw TV Message Boards
MPO Advisory Committees (CAC-TAC- BPAC) and the LCB	<ul style="list-style-type: none"> -Total communications received from members per Quarter -Review of vacancies on committees discussed with current members -Discussion with members of their perceived effectiveness in decision making process. Suggested improvements. -Type and Time of Follow-Up Required
MPO Public Participation Events-Workshops- (Local Festivals, Fairs, social gatherings)	<ul style="list-style-type: none"> -Total number per year -Number and Nature of Comments Received - Number of citizens who have limited English Proficiency in attendance -Type of group represented -Type and Time of Follow-up required and venue review

<u>Public Participation Techniques</u>	<u>Methods of Effectiveness</u> (Indicator)
Evaluation/Comment Form and/or Verbal Comments from Meetings, Workshops or Forums	<ul style="list-style-type: none"> -Number of Attendees -Total number of Forms Turned In -Nature of Comments and Remarks - Community Groups Represented
Telephone Comments	<ul style="list-style-type: none"> -Total Call Received per Quarter -Nature of Calls -Number of positive/negative call received -Type of Follow-up required -Time spent on Follow-up/Handle request
Citizen Letters	<ul style="list-style-type: none"> -Total Letters Received per Quarter -Number of positive/negative Letters received -Translation of letters from citizens who have limited English Proficiency -Nature of Letters -Type of Follow-Up Required -Time Spent to Follow –Up/Handle request
MPO Website	<ul style="list-style-type: none"> -Total number of hits per Month -Number and Nature of Comments received -Type of group representation -Type of Follow-up Required -Time Spent on Follow-up/Handle request -Poll Advisory Committee Members at meetings to solicit awareness and improvements to newsletter -Data derived from online mapping tool- WIKIMAPIA
E-Mail Coents	<ul style="list-style-type: none"> -Total Comment Messages per month -Number and Nature of Messages received -Type of Follow-up required -Time Spent on Follow-Up/Handle request

Mailing Lists/Handouts/MPO Recognition

- Lists and informative brochures updated at least quarterly
- Number of informational brochures handed out or taken by the public at events or at office. Opinions noted.
- Evaluate quarterly mailing lists of advisory committee members, citizens, and community groups.
- Revise and update contact list as Needed
- Continue awarding “Peggy Walters” Citizen Mobility recognition Trophy and nameplate



APPENDICES

APPENDIX I – Charlotte County-Punta Gorda MPO Public Engagement Survey



Charlotte County-Punta Gorda MPO Public Engagement Survey

Event/Place/Date

-The meeting time and location met my needs.

Strongly Disagree
[]

Disagree
[]

Agree
[]

Strongly Agree
[]

-There was enough time for me to provide input and ask questions during the meeting.

Strongly Disagree
[]

Disagree
[]

Agree
[]

Strongly Agree
[]

-My opinions and any questions asked at the meeting were valued.

Strongly Disagree
[]

Disagree
[]

Agree
[]

Strongly Agree
[]

-How did you hear about this Public Participation event?

Newspaper
[]

Website
[]

Invitation
[]

Another Person
[]

Other
[]

-The topics discussed during this public Involvement event met my needs and the needs of the community

Strongly Disagree
[]

Disagree
[]

Agree
[]

Strongly Agree
[]

Please list any additional topics or needs for your community that were not discussed today or any other comments, ideas, or concerns you may have.

Demographic Data- The MPO compiles this data to aid in improving and increasing citizen participation. This information is kept strictly confidential.

Sex: Male [] Female []

Race: White [] Black [] Latin [] Asian [] Other []

Age: Less than 25 [] 25-50 [] 50-75 [] greater than 75 []

www.ccmpo.com

APPENDIX II

Acronyms

AAASWFL	Area Agency for Aging for Southwest Florida
AADT	Average Annual Daily Traffic
AARP	American Association of Retired Persons
AASHTO	American Association of State Highway and Transportation Officials
ADA	Americans with Disabilities Act
ADS	Autonomous Driving System
AER	Actual Expenditure Report
AHCA	Agency for Health Care Administration
AI	Artificial Intelligence
AMPO	Association of Metropolitan Planning Organizations
APR	Annual Performance Report
APTA	American Public Transit Association
ARRA	American Recovery and Reinvestment Act
ATMS	Automatic Traffic Management System
AV	Autonomous Vehicles
BCC	Charlotte County Board of County Commissioners
BEBR	Bureau of Economic and Business Research
BPAC	Bicycle/Pedestrian Advisory Committee
BMS	Bridge Management System
CAC	Citizens' Advisory Committee
CAD	Computer Assisted Drafting
CAMP	Corridor Access Management Plan
CAP	Commuter Assistance Program
CCAA	Charlotte County Airport Authority

CDMS	Crash Data Management Process
CFR	Code of Federal Regulations
CFASPP	Continuing Florida Aviation System Planning Process
CHHT	Charlotte Harbor Heritage Trails Master Plan
CHIP	Community Health Improvement Plan
CIA	Community Impact Assessment.
CIP	Capital Improvements Program
CMP	Congestion Management Process
CMS	Congestion Management System
COOP	Continuity of Operations Plan
CPT-HSTP	Coordinated Public Transit-Human Services Transportation
CRA	Community Redevelopment Agency
CST	Construction
CTC	Community Transportation Coordinator
CTD	Florida Commission for the Transportation Disadvantaged
CTPP	Census Transportation Planning Package
CTST	Community Traffic Safety Team
CUTR	University of South Florida, Center for Urban Transportation Research
CUTS	Coordinated Urban Transportation Studies
CV	Connected Vehicles
DBE	Disadvantaged Business Enterprise
DCA	Department of Community Affairs
DOEA	Department of Elder Affairs
DRI	Development of Regional Impact
D1RPM	(FDOT) District 1 Regional Planning Modes
E+C	Existing plus committed (network used in modeling)
EAR	Comprehensive Plan Evaluation and Appraisal Report

EIC	Englewood Interstate Connector
EIS	Environmental Impact Statement
EJ	Environmental Justice
EOP	Emergency Operations Plan
EPA	Environmental Protection Agency
ETAT	Environmental Technical Advisory Team
ETDM	Efficient Transportation Decision-making
EV	Electric Vehicles
FAC	Florida Administrative Code
FACTS	Florida Coordinated Transportation System
FAP	Federal Aid Program
FAST ACT	Fixing America’s Surface Transportation Act
FDOT	Florida Department of Transportation
FGTS	Florida Greenways and Trails System
FHWA	Federal Highway Administration
FIHS	Florida Interstate Highway System
FM	Financial Management
FS	Florida Statutes
FSUTMS	Florida Standard Urban Transportation Model Structure
FTA	Federal Transit Administration
FTC	Florida Transportation Commission
FTP	Florida Transportation Plan
FY	Fiscal Year
GIS	Geographic Information Systems
GPC	General Planning Consultant
HOA	Home Owners Association
HOV	High Occupancy Vehicle

HP&R/D	Highway Planning and Research/Department - also known as state “D” funds.
HSP	High Speed Rail
ICAR	Intergovernmental Coordination and Review
IMS	Incident Management System
ISTEA	Intermodal Surface Transportation Efficiency Act
IT	Information Technology
ITS	Intelligent Transportation System
IVHS	Intelligent Vehicle Highway System
JARC	Job Access Reverse Commute
JPA	Joint Participation Agreement
LAP	Local Area Project
LCB	Local Coordinating Board
LEP	Limited English Proficiency
LIDAR	Light Detection and Radar
LOS	Level of Service
LRT	Light Rail Transit
LRTP	Long Range Transportation Plan
MAP-21	Moving Ahead for Progress in the 21 st Century-Federal Highway Funding Act
MOA	Memorandum of Agreement
MOE	Memorandum of Effectiveness
MPA	Metropolitan Planning Area
MPO	Metropolitan Planning Organization
MPOAC	Metropolitan Planning Organization Advisory Council
MPM	Mobility Performance Measures
MSTU	Municipal Service Tax Unit
MTP	Metropolitan Transportation Plan
NEPA	National Environmental Policy Act

NHS	National Highway System
NPS	National Park Service
NTSB	National Transportation Safety Board
OPA	Official Planning Agency
PD&E	Project Development and Environmental Study
P+R	Park and Ride
PE	Preliminary Engineering (Design)
PEA	Planning Emphasis Area
PL	Planning Funds
PMS	Pavement Management System
PPP	Public Participation Plan
RFLI	Request for Letters of Interest
RFP	Request for Proposal
ROW or R/W	Right of Way (acquisition)
RPC	Regional Planning Council
RSF	Regionally Significant Facility
RTCA	Rivers, Trails, and Conservation Assistance Program
SAFETEA-LU	Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users
SCAT	Sarasota County Area Transit
SGA	State of Good Repair
SIS	Strategic Intermodal System
SMS	Safety Management System
SPR	State Planning and Research
SR	State Road
STIP	State Transportation Improvement Program
STP	Surface Transportation Program

STTF	State Transportation Trust Fund
SWFRPC	Southwest Florida Regional Planning Council
SWFTI	Southwest Florida Transportation Initiative
TAC	Technical Advisory Committee
TAM	Transit Asset Management
TAMP	Transportation Asset Management Plan
TAZ	Traffic Analysis Zone
TD	Transportation Disadvantaged
TDM	Travel Demand Management
TDP	Transit Development Plan
TDSP	Transportation Disadvantaged Service Plan
T/E	Trip and Equipment
TE	Transportation Enhancement
TEA-21	Transportation Equity Act for the 21 st Century
TIGER	Transportation Investment Generating Economic Recovery
TIM	Traffic Incident Management
TIP	Transportation Improvement Program
TMA	Transportation Management Area
TOD	Transit Oriented Development
TOP	Transportation Outreach Program
TRB	Transportation Research Board
TRIP	Transportation Regional Incentive Program
TPO	Transportation Planning Organization
TRB	Transportation Research Board
TRIP	Transportation Regional Incentive Board
TSM	Transportation System Management
TTF	Transit Task Force

UPWP	Unified Planning Work Program
USC	United States Code
USBC	United States Bureau of the Census
USDOT	United States Department of Transportation
UA or UZA	Urbanized Area
VMT	Vehicle Miles Traveled
VPD	Vehicles per Day
YOE	Year of Expenditure

APPENDIX III

Charlotte County-Punta Gorda Metropolitan Planning Organization and Sarasota/Manatee Metropolitan Planning Organization Joint Regional Public Involvement Process Component

I. Introduction

On January 26, 2004, an Interlocal Agreement for Joint Regional Transportation Planning between the Sarasota/Manatee and the Charlotte County-Punta Gorda MPOs was executed. As part of this agreement, both MPOs agreed to collectively develop and adopt a Joint Regional Public Involvement Process Component for inclusion into each MPO's existing public involvement process. This Component prescribes public notice and outreach actions and measures to assure public access and involvement for all joint regional activities, including development of the Joint Regional Long Range Transportation Plan Component and annual project priority list for the Regional Multi-Modal Transportation System within the tri-county area.

II. Joint Regional Public Involvement Process Component General Guidelines

This Joint Regional Public Involvement Process Component provides direction for public involvement activities to be conducted by the Charlotte County-Punta Gorda MPO and the Sarasota/Manatee MPO and contains the policies, goals, objectives, and techniques used by the respective MPOs for regional public involvement. In its regional public participation process, the MPOs will:

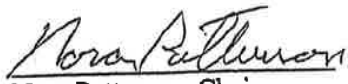
1. Provide timely information about regional transportation issues and processes to citizens, affected public agencies, representatives of transportation agencies, private providers of transportation, other interested parties and segments of the community affected by regional transportation plans, programs and projects (including, but not limited to, local jurisdiction concerns).
2. Provide reasonable public access to technical and policy information used in the development of the Joint Regional Long Range Transportation Plan Component, the two MPOs respective Transportation Improvement Programs; and other appropriate transportation plans and projects; and conduct open public meetings where matters related to regional transportation programs, projects and activities are being considered.
3. Give adequate public notice of public involvement activities and allow time for public review and comment at key decision points, including, but not limited to; approval of the Joint Regional Long Range Transportation Plan Component; Regional Multi-Modal Transportation System and the setting of its project priorities; other appropriate regional transportation plans, and projects and activities within the tri-county area. If the final draft of any of these differs significantly from the one available for public

comment by the MPOs and raises new material or substantive issues, which interested parties could not reasonably have foreseen, an additional opportunity for public comment on the revised plan shall be made available.


4. Respond in writing to all applicable public input related to regional plans, projects and activities. When significant written and oral comments are received on any draft of these (including their related financial plans) as a result of the public involvement process or the interagency consultation process required under the U.S. Environmental Protection Agency conformity regulations; a summary, analysis, and report on the disposition of these comments shall be made part of the final documents.
5. Solicit the needs of those traditionally under-served or disadvantaged by existing transportation systems, including, but not limited to, minorities, the elderly, persons with disabilities, and low income households.
6. Provide a public comment period of 45 calendar days prior to the adoption of the Joint Regional Public Involvement Process Component and/or any amendments. Notice of the 45 day comment period will be advertised in two newspapers of general circulation, minority community newspapers, each MPO's website and relevant other publications prior to the commencement of the 45 day comment period and on both the Charlotte County and Sarasota/Manatee Counties' Government Access Television Channels. Notice will also be mailed to each MPO's mailing list prior to the commencement of the 45 day comment period.
7. Each MPO will provide a public comment period of not less than 30 days prior to the adoption of each MPO's Joint Regional Public Involvement Process Component of the Joint Regional Long Range Transportation Plan Component, the two MPOs' respective Transportation Improvement Programs, the Transit Development Plans, with any amendments or updates, and other appropriate transportation plans and projects.
8. Each MPO will coordinate and establish its Joint Regional Public Involvement Process Component with statewide public involvement processes, whenever possible, to enhance public consideration of the issues, plans and programs, to satisfy regional concerns, issues, and conflicts, and to reduce redundancies and costs.
9. The evaluation and guidelines used to measure the effectiveness and improvement of the Joint Regional Public Involvement Process Component will be evaluated in accordance with each MPO's public participation/involvement plan, and will be in accordance with statewide public information plan evaluation guidelines.

III. Relationship to the Public Involvement Process of the Two MPOs

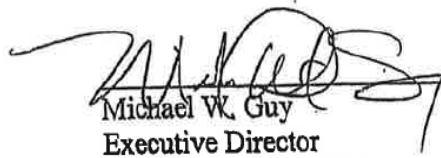
The Sarasota/Manatee Metropolitan Planning Organization hereby incorporates by reference as if fully set out herein, the terms and provisions of its Public Involvement Plan, adopted April 23, 2001, as its Joint Regional Public Involvement Process Component. The Charlotte County-Punta Gorda Metropolitan Planning Organization hereby adopts by reference as if fully set out herein, the terms and provisions of its "Public Participation Plan" adopted November 21, 1994, as its Joint Regional Public Involvement Process Component. The two MPOs mutually agree that nothing shall preclude its respective authorities to employ and initiate additional public involvement activities and techniques in addition to the respective adopted public participation /involvement plan.


Nora Patterson, Chair
Sarasota/Manatee MPO

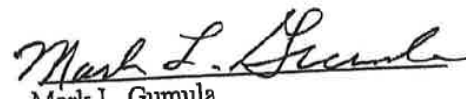
Date: 2-28-05


Stephen M. Fabian, Jr., Chair
Charlotte County-Punta Gorda MPO

Date: 2-14-05


Michael W. Guy
Executive Director
Sarasota/Manatee MPO

Date: 2/28/05


Mark L. Gumula
Director
Charlotte-County Punta Gorda MPO

Date: 2/14/05

APPENDIX IV



REGIONAL PUBLIC INVOLVEMENT PLAN BETWEEN THE LEE COUNTY AND CHARLOTTE COUNTY-PUNTA GORDA MPO'S

INTRODUCTION

On May 27, 2010 an Interlocal Agreement for Joint Regional Transportation Planning and Coordination between the Lee County and the Charlotte County-Punta Gorda MPOs was executed. As part of this agreement, both MPOs agreed to collectively develop and adopt a Joint Regional Public Involvement Process Component for inclusion into each MPO's existing public involvement process. This Component prescribes public notice and outreach actions and measures to assure public access and involvement for all joint regional activities, including development of the Joint Regional Long Range Transportation Plan Component and an annual project priority list for the Regional Multi-Modal Transportation System within the two county areas.

OVERVIEW OF EXISTING REGIONAL COORDINATION

The Lee County and Charlotte County-Punta Gorda MPOs currently coordinate regional transportation issues by collaborating at meetings such as the Metropolitan Planning Organization Advisory Council (MPOAC) Staff Directors' Advisory Committee and Governing Board and the Coordinated Urban Transportation Systems (CUTS) Committee. Both MPOs also have a member of each MPOs staff serving as a voting member on the other's Technical Advisory Committee in order to coordinate regional transportation planning activities. Both MPOs annually hold at least one joint Metropolitan Planning Organization policy board meeting. Representatives of each of the MPO's joint Citizen's Advisory Committee, and Bicycle Pedestrian Coordinating Committee meetings will attend each other's meetings, as needed.

REGIONAL PUBLIC INVOLVEMENT GOALS AND OBJECTIVES

The goals and objectives of the Lee County and Charlotte County-Punta Gorda MPO's Public Involvement Plans will also govern the public involvement process of the regional transportation plan.

The Public Involvement Goals of the Lee County and Charlotte County-Punta Gorda Metropolitan Planning Organizations are to provide complete information, timely public notice, and full access to key decisions during the transportation planning process; and to support early and continuing involvement of the public.

REGIONAL PUBLIC INVOLVEMENT STRATEGY

Each MPO will make appropriate use of the public involvement techniques in its own Public Involvement Plan (PIP) for the public involvement process of the regional long range transportation plan and the regional transportation priorities. In addition, public input data sharing, MPO newsletters, MPO brochures, and coordinated media outreach are proposed as regional public involvement strategies to complement the separate public involvement efforts of both MPOs.

PUBLIC INPUT DATA SHARING

The staff of each MPO regularly meets to discuss regional issues and priorities and to share public involvement received that affects the regional plans and priorities. Each MPO posts adopted regional documents, agendas and minutes from joint meetings, regional maps, priorities and upcoming meetings of interest to their websites.

NEWSLETTERS

Any newsletters published by each MPO in accordance with its respective Public Involvement Plan shall be used to inform the public about recent and upcoming joint regional long range transportation planning activities, including comprehensive updates or amendments of the joint regional long range transportation plan and updates or changes to the joint regional transportation priorities, and project planning activities for facilities on the joint regional transportation plan. The two MPO staffs should collaborate or consult with each other in the preparation of articles on regional matters.

BROCHURES

Each MPO, will incorporate basic information about the coordination of its planning activities with the other MPO, such as annual joint Board meetings in its public information brochures.

MEDIA OUTREACH

The Lee County and Charlotte County–Punta Gorda MPOs will coordinate their outreach to the key media contacts in the bi-county region on significant regional transportation issues, and provide information on joint regional long range transportation issues affecting both counties, and public workshops and hearings on the development of the joint regional long range transportation plan.

Media outreach may also include public service announcements in partnerships with other agencies. These outreach efforts should complement and not conflict with or pre-empt efforts already being conducted by the Lee County and Charlotte County– Punta Gorda MPOs based on their Public Involvement Plans.

Adoption of Transportation Regional Incentive Program (TRIP) Priorities

The Lee County and Charlotte County – Punta Gorda MPOs will coordinate together in identifying candidate projects for TRIP funds and assigning project priorities. A public hearing will be held at the joint MPO Board meeting before the two MPOs adopt the assigned priorities. The procedures that the MPOs will follow are:

- Lee County and Charlotte County-Punta Gorda MPO staffs will send out a notice of Solicitation for Proposals for TRIP funds separately to their Technical Advisory Committees (TAC) and Citizen’s Advisory Committees (CAC).
- Staff of the two MPOs will coordinate with local government agencies within their respective MPO boundaries interested in submitting applications for TRIP funds.
- The TACs and CACs for both MPOs will review the TRIP proposals at their individual meetings and recommend project priorities to the two MPO Boards.
- A public meeting will be held at the joint meeting of the two MPO Boards. The MPO Boards will consider the recommendations of the TACs and CACs and the comments from the public meeting before assigning and adopting TRIP priorities.
- Staff from the two MPOs will coordinate together in transmitting the applications and the priorities to FDOT.

Adoption of Strategic Intermodal System (SIS) Priorities

The Lee County and Charlotte County–Punta Gorda MPOs will coordinate updating priorities for SIS funds. A public meeting will be held at the joint MPO board meeting before the two MPOs adopt the updated priorities. The procedures that the MPOs will follow are:

- Lee County and Charlotte County–Punta Gorda MPOs staff will annually prepare a list of unfunded projects from the previous year’s SIS priority list and add new projects from the two MPO’s Joint Multi-modal Regional Plan if necessary.
- MPO staff will evaluate and rank all the projects in the list, if necessary, using the evaluation parameters approved by the TACs of both MPOs.
- The TACs and the CACs for both MPOs will review the updated list at their individual meetings and recommend project priorities to the two MPO Boards.
- A public meeting will be held at the joint meeting of the two MPO Boards. The MPO Boards will consider the recommendations of the TAC and CAC Advisory Committees and the comments from the public meeting before assigning and adopting SIS priorities.

**This document will serve as an appendix to each MPOs individual Public Participation Plan*

APPENDIX V



TITLE VI PROGRAM

Charlotte County-Punta Gorda MPO

25550 Harbor View Road, Suite 4
Port Charlotte, FL 33980-2503
(941) 883-3535 www.ccmppo.com
Adopted: March 25, 2019

TITLE VI PROGRAM CHARLOTTE COUNTY- PUNTA GORDA MPO

Table of Contents

1.	Title VI Nondiscrimination Policy Statement and Management Commitment to Title VI Program.....	2
2.	Introduction & Description of Services.....	3
2.1	Annual Certifications and Assurances.....	4
2.2	Title VI Program Adoption.....	4
3.	Title VI Notice to the Public and Posting Locations.....	5
4.	Title VI Procedures and Compliance.....	6
4.1	Complaint Procedure.....	6
4.2	Complaint Form.....	8
4.3	Record Retention and Reporting Policy.....	12
5.	Title VI Investigations, Complaints and Lawsuits.....	13
6.	Public Participation.....	14
7.	ADA/504 Statement.....	15
8.	Limited English Proficiency (LEP) Plan.....	16
9.	Planning and Advisory Bodies.....	22
10.	Title VI/Environmental Justice Analysis.....	23
11.	Data Collection.....	24
12.	Appendix A – Title VI/Nondiscrimination Assurance.....	25
13.	Appendix B – TPO Organizational Chart.....	28
14.	Appendix C – Title VI Program Activity Log.....	29

1.0 Title VI Nondiscrimination Policy Statement and Management Commitment to Title VI Program

The Charlotte County-Punta Gorda Metropolitan Planning Organization (MPO) assures the Federal Highway Administration (FHWA), the Federal Transit Administration (FTA) and the Florida Department of Transportation (FDOT) that no person shall, on the basis of race, color, national origin, sex, age, disability, family or religious status, as provided by Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987, the Florida Civil Rights Act of 1992, and other nondiscrimination authorities be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination or retaliation under any program or activity undertaken by the MPO. The management commitment to the Title VI Program can be found in Appendix A.

2.0 Introduction & Description of Services

The Charlotte County-Punta Gorda MPO submits this Title VI Program in compliance with Title VI of the Civil Rights Act of 1964, 49 CFR Part 21 and the guidelines of FHWA and FTA.

The Charlotte County-Punta Gorda MPO is a “metropolitan planning organization,” a federally-funded local agency tasked with planning, project selection and prioritizing of State and Federal funding for transportation improvements. The Charlotte County-Punta Gorda MPO is governed by a Board which is comprised of elected officials from Charlotte County, the City of Punta Gorda and the Charlotte County Punta Gorda Airport Authority. Three advisory committees provide direction and recommendations to the MPO Board. These are the Technical Advisory Committee (TAC), the Citizens’ Advisory Committee (CAC) and the Bicycle-Pedestrian Advisory Committee (BPAC). The MPO also is the designated official planning agency to receive Florida Commission for the Transportation Disadvantaged (CTD) Trust Funds for planning for the transportation disadvantaged population in the urbanized area through the Charlotte County Transportation Disadvantaged Local Coordinating Board (LCB).

The Charlotte County-Punta Gorda MPO must designate a Coordinator for Title VI issues and complaints within the organization. The Coordinator is the focal point for Title VI implementation and monitoring of activities receiving federal financial assistance. The Title VI Coordinator has “easy access” to the MPO Director to discuss discrimination issues as shown in the MPO Organizational Chart in Appendix B. Key responsibilities of the Title VI Coordinator include:

- Maintaining knowledge of Title VI requirements.
- Attending training, as appropriate, on Title VI and other nondiscrimination authorities when offered by FHWA, FTA, FDOT or any other regulatory agency.
- Disseminating Title VI information to the public including in languages other than English, when necessary.
- Developing a process to collect data related to race, gender and national origin of the service area population to ensure low income, minorities and other traditionally underserved groups are included and not discriminated against.

- Implementing procedures for the prompt processing of Title VI complaints.

Title VI Coordinator

Wendy Scott
Title VI-ADA Coordinator
Planner
Charlotte County-Punta Gorda MPO
25550 Harbor View Road, Suite 4
Port Charlotte, FL 33980-2503
Phone: (941) 883-3535
Fax: (941) 883-3534
scott@ccmpo.com
Hearing/Speech Impaired: 711 Florida Relay System

2.1 Annual Certifications and Assurances

In accordance with 49 CFR Section 21.7(a), every application for financial assistance from FHWA and FTA must be accompanied by an assurance that the applicant will carry out the program in compliance with Title VI regulations. This requirement shall be fulfilled when the applicant/recipient submits its annual certifications and assurances.

The Charlotte County-Punta Gorda MPO will remain in compliance with this requirement by annual submission of certifications and assurances to FDOT as part of the annual joint certification process.

2.2 Title VI Program Adoption

This Title VI Program was approved and adopted by the Charlotte County-Punta Gorda MPO Board at a meeting held on March 25, 2019.

3.0 Title VI Notice to the Public and Posting Locations

Recipients of federal funds must notify the members of the public of their rights under Title VI and include the notice and posting locations in the Title VI Program. The notice must include:

- A statement that the agency operates programs without regard to race, color and national origin.
- A description of the procedures members of the public should follow in order to request additional information on the agency's nondiscrimination obligations.
- A description of the procedures members of the public should follow in order to file a discrimination complaint against the agency.

The following is the Charlotte County-Punta Gorda MPO's Title VI notice to the public:

The Charlotte County-Punta Gorda MPO's planning process is conducted in accordance with Title VI of the Civil Rights Act of 1964 and related statutes. Any person or beneficiary who believes he or she has been discriminated against because of race, color, religion, sex, age, national origin, disability, or familial status may file a complaint with the Charlotte County-Punta Gorda MPO Title VI Coordinator Wendy W. Scott at (941) 883-3535, scott@ccmpo.com or by writing her 25550 Harbor View Road, Suite 4, Port Charlotte, FL 33980-2503 or on our website at www.ccmpo.com.

Alternatively, a complainant may file a complaint directly with the Florida Department of Transportation by filing a complaint with the Florida Department of Transportation District 1 Title VI Coordinator, 801 N. Broadway Avenue, Bartow, Florida, 33830-3809 .

In addition, a complainant may also file a complaint directly with the Federal Transit Administration by filing a complaint with the Office of Civil Rights, Attention: Complaint Team, East Building, 5th Floor-TCR, 1200 New Jersey Ave., SE, Washington, DC 20590.

If information is needed in another language, please contact Wendy Scott at (941) 883-3535, scott@ccmpo.com.

Español: Si usted desea recibir esta información en Español, por favor llame al (941) 883-3535.

The Title VI Notice to Public will be posted in the reception area of the Charlotte County-Punta Gorda MPO office. It will also be posted on the MPO's website at www.ccmpo.com.

4.0 Title VI Procedures and Compliance

4.1 Complaint Procedure

1. Any person who believes that he or she, or any specific class of persons, has been subjected to discrimination or retaliation prohibited by the Title VI of the Civil Rights Act of 1964, as amended, and related statutes, may file a written complaint. All written complaints received by the Charlotte County-Punta Gorda Metropolitan Planning Organization shall be referred immediately by the Metropolitan Planning Organization (MPO) Title VI Specialist to the FDOT's District One Title VI Coordinator for processing in accordance with approved State procedures.
2. Verbal and non-written complaints received by the Charlotte County-Punta Gorda Metropolitan Planning Organization shall be resolved informally by the MPO Title VI Specialist. If the issue has not been satisfactorily resolved through informal means, or if at any time the person(s) request(s) to file a formal written complaint, the MPO Title VI Specialist shall refer the Complainant to the FDOT's District One

3. Title VI Coordinator for processing in accordance with approved State procedures.
4. The MPO Title VI Specialist will advise the FDOT's District One Title VI Coordinator within five (5) calendar days of receipt of the allegations. The following information will be included in every notification to the FDOT's District One Title VI Coordinator:
 - (a) Name, address, and phone number of the Complainant.
 - (b) Name(s) and address(es) of Respondent.
 - (c) Basis of complaint (i.e., race, color, national origin, sex, age, disability, religion, familial status or retaliation).
 - (d) Date of alleged discriminatory act(s).
 - (e) Date of complaint received by the MPO.
 - (f) A statement of the complaint.
 - (g) Other agencies (state, local or Federal) where the complaint has been filed.
 - (h) An explanation of the actions the MPO has taken or proposed to resolve the allegation(s) raised in the complaint.
5. Within ten (10) calendar days, the MPO Title VI Specialist will acknowledge receipt of the allegation(s), inform the Complainant of action taken or proposed action to process the allegation(s), and advise the Complainant of other avenues of redress available, such as the FDOT's Equal Opportunity Office (EOO).
6. Within sixty (60) calendar days, the MPO Title VI Specialist will conduct and complete a review of the verbal or non-written allegation(s) and based on the information obtained, will render a recommendation for action in a report of findings to the MPO Director.
7. Within ninety (90) calendar days of the verbal or non-written allegation(s) receipt, the MPO Director will notify the Complainant in writing of the final decision reached, including the proposed disposition of the matter. The notification will advise the Complainant of his/her right to file a formal complaint with the FDOT's EOO, if he/she is dissatisfied with the final decision rendered by the MPO. The MPO Title VI Specialist will also provide the FDOT's District One Title VI Coordinator with a copy of this decision and summary of findings.
8. The MPO Title VI Specialist will maintain a log of all verbal and non-written complaints received by the MPO. The log will include the following information:
 - a. Name of Complainant.
 - b. Name of Respondent.
 - c. Basis of Complaint (i.e., race, color, national origin, sex, age, disability, religion, familial status or retaliation)
 - d. Date verbal or non-written complaint was received by the MPO.

- e. Date MPO notified the FDOT's District One Title VI Coordinator of the verbal or non-written complaint.
- f. Explanation of the actions the MPO has taken or proposed to resolve the issue raised in the complaint.

4.2 Complaint Form

Section I:				
Name:				
Address:				
Telephone (Home):			Telephone (Work):	
Electronic Mail Address:				
Accessible Format Requirements?	Large Print		Audio Tape	
	TDD		Other	
Section II:				
Are you filing this complaint on your own behalf?			Yes*	No
*If you answered "yes" to this question, go to Section III.				
If not, please supply the name and relationship of the person for whom you are complaining:				
Please explain why you have filed for a third party: _____				
Please confirm that you have obtained the permission of the aggrieved party if you are filing on behalf of a third party.			Yes	No
Section III:				
I believe the discrimination I experienced was based on (check all that apply):				
<input type="checkbox"/> Race <input type="checkbox"/> Color <input type="checkbox"/> National Origin <input type="checkbox"/> Age <input type="checkbox"/> Disability <input type="checkbox"/> Family or Religious Status <input type="checkbox"/> Other (explain)				

Date of Alleged Discrimination (Month, Day, Year): _____				
Explain as clearly as possible what happened and why you believe you were discriminated against. Describe all persons who were involved. Include the name and contact information of the person(s) who discriminated against you (if known) as well as names and contact information of any witnesses. If more space is needed, please use the back of this form.				

Section IV				
Have you previously filed a Title VI complaint with this agency?			Yes	No

Section V
Have you filed this complaint with any other Federal, State, or local agency, or with any Federal or State court? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, check all that apply: <input type="checkbox"/> Federal Agency: _____ <input type="checkbox"/> Federal Court _____ <input type="checkbox"/> State Agency _____ <input type="checkbox"/> State Court _____ <input type="checkbox"/> Local Agency _____
Please provide information about a contact person at the agency/court where the complaint was filed.
Name:
Title:
Agency:
Address:
Telephone:
Section VI
Name of agency complaint is against:
Contact person:
Title:
Telephone number:

You may attach any written materials or other information that you think is relevant to your complaint.
 Signature and date required below

 Signature

 Date

Please submit this form in person at the address below, mail or e-mail this form to:

Wendy Scott
 Title VI-ADA Coordinator
 Planner
 Charlotte County-Punta Gorda MPO
 25550 Harbor View Road, Suite 4
 Port Charlotte, FL 33980-2503
 Phone: (941) 883-3535
 Fax: (941) 883-3534
scott@ccmpo.com
 Hearing/Speech Impaired: 711 Florida Relay System

Forma De Queja

Seccion I: Escribir en forma legible				
Nombre:				
Direccion:				
Telefono:			Telefono secundario(opcional):	
Direccion de correo electronico::				
Reuistos de forma accesible?	Impresion grande		Cinta de audio	
	TDD		Otros	
Section II:				
Esta presentando esta queja en su propio nombre?			Si*	No
Si usted contesto "Si", vaya a la Seccion III				
Si usted contesto "No", Nombre(s) del Individuo(s) Quien(es) Usted Allega Discrimino (naron) Contra Usted Si lo(s) Conoce:				
Cual es su relacion con este individuo:				
Por favor, explique por que han presentado para una tercera parte:				
Por favor, confirme que ha obtenido el permiso de la parte agraviada en el archivo en su nombre..			Si	No
Section III:				
Creo que la discriminacion que he experimentado fue basado en (marqu todas las que correspondan):				
<input type="checkbox"/> Raza <input type="checkbox"/> Color <input type="checkbox"/> Origin Nacional <input type="checkbox"/> Edad				
<input type="checkbox"/> Impedimento <input type="checkbox"/> Familia o Estatus Religioso <input type="checkbox"/> Otro (explicar)				
Fecha de supuesta discriminacion: (mm/dd/aaaa)_____				
Explica lo mas claramente posible lo que ocurrio y por que usted cree que son objeto discriminacion. Describir todas las personas que han participado. Incluir el nombre y la informacion de contacto de la(s) persona(s) que discrimina contra usted (si se conoce), asi como los nombres y la informacion de contacto de los testigos. Si se necesita mas espacio, por favor adjunte hojas adicionales de papel.				
Section IV				
Anteriormente ha presentado un Titulo VI denuncia con the esta agencia?			Si	No
Section V				
Ha presentado esta queja con cualquier otro local, estado o federal, o con cualquier Federal o Estado??				
<input type="checkbox"/> Si <input type="checkbox"/> No				
Si la respuesta es si, Marque todo lo que aplica			52 P a g e	
<input type="checkbox"/> Agencia Federal: _____				

[] Federal Tribunal _____		[] Agencia Estatal _____	
[] Tribunal Estatal _____		[] Agencia Local _____	
Proporcionan informacion acerca de una persona de contacto en la agencia/tribunal donde se presento la denuncia			
Nombre:			
Título:			
Organismo:			
Dirección:			
Teléfono:		Correo electrónico:	
Section VI			
Nombre de organismo Transito denuncia es contra:			
Persona de contacto:			
Título::			
Teléfono:			

Usted puede adjuntar cualquier material escrito u otra información que considere relevante para su reclamación.

Firma y fecha son necesarios para completar la forma siguiente:

Firma: _____

Fecha: _____

Por favor, envíe este formulario en persona o por correo o correo electrónico este formulario a la siguiente dirección:

Wendy Scott
 Title VI-ADA Coordinator
 Planner
 Charlotte County-Punta Gorda MPO
 25550 Harbor View Road, Suite 4
 Port Charlotte, FL 33980-2503
 Phone: (941) 883-3535
 Fax: (941) 883-3534
scott@ccmpo.com
 Hearing/Speech Impaired: 711 Florida Relay System

4.3 Record Retention and Reporting Policy

The Charlotte County-Punta Gorda MPO will submit Title VI Program information to FDOT as requested as part of the annual certification process or any time a major change in the Program occurs. Compliance records and all Title VI-related documents will be retained for a minimum of three (3) years. After that time, they may be archived and eventually destroyed.

5.0 Title VI Investigations, Complaints and Lawsuits

In accordance with 49 CFR 21.96(b), the Charlotte County-Punta Gorda MPO must record and report any investigations, complaints or lawsuits involving allegations of discrimination. The records of these events shall include the date the investigation, complaint or lawsuit was filed; a summary of the allegations; the status of the investigation, complaint or lawsuit; actions taken by the Charlotte County-Punta Gorda MPO in response; and final findings related to the investigation, complaint or lawsuit. The records for the previous three (3) years shall be included in the Title VI Program when it is submitted to FDOT.

The Charlotte County-Punta Gorda MPO has had no investigations, complaints or lawsuits involving allegations of discrimination on the basis of race, color or national origin over the past three (3) years (from the date of document adoption).

6.0 Public Participation Plan

The MPO's Public Participation Plan (PPP) was developed to ensure that all members of the public, including minorities and Limited English Proficient (LEP) populations, are encouraged to participate in the transportation decision making process. Policy and service delivery decisions need to take into consideration community sentiment and public opinion based upon well-executed outreach efforts. The public outreach strategies described in the PPP are designed to provide the public with effective access to information about the MPO plans, programs and services. They also provide a variety of efficient and convenient methods for receiving and considering public comment prior to implementing changes to plans, programs and services. The MPO also recognizes the importance of many types of stakeholders in the decision making process, including other units of government, community based organizations, major employers and the general public, including low income, minority, LEP and other traditionally underserved communities.

For additional current information on the Charlotte County-Punta Gorda MPO Public Participation Plan, please refer to the latest version of the document (adopted March 25, 2019).

7.0 ADA/504 Statement

Section 504 of the Rehabilitation Act of 1973 (Section 504), the Americans with Disabilities Act of 1990 (ADA), and related Federal and State laws and regulations forbid discrimination against those who have disabilities. Furthermore, these laws require federal aid recipients and other government entities to take affirmative steps to reasonably accommodate disabled persons and ensure that their needs are equitably represented in transportation programs, services and activities.

The Charlotte County-Punta Gorda MPO will make every effort to ensure that its facilities, programs, services and activities are accessible to those with disabilities. The most frequently used meeting sites, the Board of County Commissioners Chambers (Murdock County Administration Bldg), Training Rooms A and B (EastPort Environmental Campus) and the Cultural Center of Charlotte County, are all ADA accessible. Additionally, the MPO will attempt to ensure that its Advisory Committees, public involvement activities and all other programs, services and activities include representation by the disabled community and disability service groups.

The MPO encourages the public to report any facility, program, service or activity that appears inaccessible to disabled persons. The MPO will provide reasonable accommodation to disabled persons who wish to participate in public involvement events or who require special assistance to access facilities, programs, services or activities. Because providing reasonable accommodation may require outside assistance, organizations or resources, the MPO asks that requests be made at least five (5) business days prior to the need for accommodation.

Questions, concerns, comments or requests for accommodation should be made to the Charlotte County-Punta Gorda MPO ADA Officer:

Wendy Scott
Title VI-ADA Coordinator
Charlotte County-Punta Gorda MPO
25550 Harbor View Road, Suite 4
Port Charlotte, FL 33980-2503
Phone: (941) 883-3535
Fax: (941) 883-3534
scott@ccmpo.com
Hearing/Speech Impaired: 711 Florida Relay System

8.0 Limited English Proficiency (LEP) Plan (adopted March 7, 2016)

The Charlotte County-Punta Gorda Metropolitan Planning Organization (MPO) is responsible for a continuing, cooperative, and comprehensive metropolitan transportation planning process in Charlotte County, as well as a small portion of DeSoto County included in the MPO's Planning Area. This planning process guides the use of federal and state dollars spent on existing and future transportation projects or programs, and the **Limited English Proficiency (LEP) Plan** plays an integral role in this process. This document will detail the LEP Plan, developed in conjunction with best practice standards for public involvement.

Introduction

On August 11, 2000, President Clinton signed **Executive Order 13166: Improving Access to Service for Persons with Limited English Proficiency**, to clarify Title VI of the Civil Rights Act of 1964. Its purpose was to ensure accessibility to programs and services to persons who are not proficient in the English language.

This executive order stated that individuals who do not speak English well and who have a limited ability to read, write, speak, or understand English are entitled to language assistance under Title VI of the Civil Rights Act of 1964 with respect to a particular type of service, benefit, or encounter.

All federal agencies must develop LEP Plans, as a condition of receiving federal financial assistance. State and local recipients also are required to comply with Title VI and LEP guidelines of the federal agency from which they receive funds.

Federal financial assistance includes grants, training, use of equipment, donations of surplus property and other assistance. Recipients of federal funds range from state and local agencies to nonprofits and other organizations. Title VI covers a recipient's entire program or activity. This means all components of a recipient's operations are covered.

The US Department of Transportation (DOT) published: **"Policy Guidance Concerning Recipients' Responsibilities to Limited English Proficient Persons"** in the December 14, 2005 Federal Register. The guidance explicitly identifies MPOs as organizations that must comply.

The intent of this **Limited English Proficiency Plan** is to ensure access to the planning process and information published by the MPO where it is determined that a substantial number of residents in the Charlotte County-Punta Gorda MPO Planning Area do not speak or read English proficiently. The production of multilingual publications and documents and/or interpretation at meetings or events will be provided to the degree that funding permits based on current laws and regulations.

Laws and Policies Guiding Limited English Proficiency Plans

As part of Metropolitan Planning Organization certification by the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA), the *LEP Plan*

will be assessed and evaluated. The following matrix illustrates these laws, policies and considerations:

Title VI of the Civil Rights Act of 1964	Limited English Proficiency Executive Order 13166
Federal Law	Federal Policy
Enacted in 1964	Enacted in August 2000
Considers all persons	Considers eligible population
Contains monitoring and oversight compliance review requirements	Contains monitoring and oversight compliance review requirements
Factor criteria is required, no numerical or percentage thresholds	Factor criteria is required, no numerical or percentage thresholds
Provides protection on the basis of race, color, and national origin	Provides protection on the basis of national origin
Focuses on eliminating discrimination in federally funded programs	Focuses on providing LEP persons with meaningful access to services using four factor criteria
<i>Annual Accomplishment and Upcoming Goals Report to FHWA</i>	<i>Annual Accomplishment and Upcoming Goals Report to FHWA</i>

Who is an LEP individual?

As described in the United States Census Bureau’s American Community Survey 2007-2011, it is any Individual who speaks a language at home other than English as his/her primary language, **and** who “speaks English less than very well.”

Determining the need

As a recipient of federal funding, the MPO must take reasonable steps to ensure meaningful access to the information and services it provides. As noticed in the **Federal Register/ Volume 70, Number 239/ Wednesday, December 14, 2005/ Notices**, there are four factors to consider in determining “reasonable steps:”

- Factor 1. The number and proportion of LEP persons in the eligible service area;
- Factor 2. The frequency with which LEP persons encounter MPO programs;
- Factor 3. The importance of the service provided by MPO programs;
- Factor 4. The resources available and overall cost to the MPO.

The DOT Policy Guidance gives recipients of federal funds substantial flexibility in determining what language assistance is appropriate based on a local assessment of the four factors listed above. The following is an assessment of need in the Charlotte County-Punta Gorda MPO's Planning Area in relation to the four factors and the transportation planning process.

LEP Assessment for the Charlotte County-Punta Gorda MPO

Factor 1. The Number and proportion of LEP persons in the eligible service area

The first step towards understanding the profile of individuals who could participate in the transportation planning process is a review of Census data. Tables 1 and 2 display the primary language spoken and number of individuals that are LEP. For planning purposes, the MPO is considering people that speak English "less than very well," and only the top four language groups are included in the analysis.

Table 1, derived from the United States Census Bureau's Fact Finder - American Community Survey 2010-2014, shows the number and percent of persons who are age five (5) and older, with regard to their English language skills, for the City of Punta Gorda, the unincorporated portion of Charlotte County and the Lake Suzy portion of DeSoto County within the MPO urbanized planning area. As indicated, slightly more than one (1) percent of the MPO area population is not proficient in English.

Table 1: Limited English Proficient Persons in the MPO Planning area and local jurisdictions Derived from Census Bureau Fact Finder report s B16004 - Charlotte County-Punta Gorda MPO Planning Area 12-21-2015			
Jurisdiction	Population 5 years and older	Number of LEP Persons	Percentage of LEP Persons
Punta Gorda	16,808	243	1.45%
Unincorporated Charlotte County	141,027	1,607	1.14%
Portion of DeSoto County in MPO planning area (greater Lake Suzy)	4,074	21	0.52%
MPO Area (includes all cities, unincorporated county and Lake Suzy)	161,909	1,871	1.16%

Table 2 shows the number and percent of LEP persons by language spoken at the individual's home. Of the LEP persons within the MPO area, roughly one quarter (25.17%) speak other Indo-European languages, such as Urdu, Hindi, Portuguese, Russian, French or German. The most common language of the area's LEP population is Spanish with 58.69%. Asian and Pacific Islander languages, such as Chinese, Korean and Japanese represent 14.32%, and 1.82% speak "other" languages at home. Two members of MPO staff have some proficiency in Spanish.

Table 2: Language Spoken at Home by LEP Persons - Charlotte County-Punta Gorda MPO Planning Area Derived from Table B16004 -2010-2014 American Communities Survey 5 Year Estimates				
LEP Persons	Spanish Language	Other Indo-European Languages	Asian & Pacific Islander Languages	Other Languages
5-17 years old	77	0	0	0
18-64 years old	771	77	251	0
65 and older	250	394	17	34
Total	1,098	471	268	34
Percent of all LEP Persons	58.69%	25.17%	14.32%	1.82%

Factor 2. The frequency in which LEP Persons encounter MPO programs

The small, but growing size of the LEP population in this region will likely increase the probability of future contact with the MPO. To date, no requests were made by either individuals or groups directly to the MPO for Spanish or other language interpreters or publications.

Factor 3. The importance of the service provided by the MPO program

MPO programs use federal funds to plan for future transportation projects, and therefore do not include any direct service or program that requires vital, immediate or emergency assistance, such as medical treatment or services for basic needs (like food or shelter). Further, the MPO does not require interviews or other activities prior to participation in its programs or events. Involvement by any citizen with the MPO or its committees is voluntary, and a short application is required to volunteer to be a member of a committee.

However, the MPO must ensure that all segments of the population, including LEP persons, have been involved or have had the opportunity to be involved in the transportation planning process to be consistent with the goal of the Federal Environmental Justice program and policy.

The impact of proposed transportation investments on underserved and under-represented population groups is part of the evaluation process in the use of federal funds in three major areas for the MPO:

- the biennial **Unified Planning Work Program**,
- the five year **Transportation Improvement Program**,
- the **Long Range Transportation Plan**, covering 20+ years.

Inclusive public participation is a priority in all MPO plans, studies and programs. The impacts of transportation improvements resulting from these planning activities have an impact on all residents. Understanding and continued involvement are encouraged throughout the process. The MPO is concerned with input from all stakeholders, and makes every effort to ensure that the planning process is as inclusive as possible.

As a result of the long range transportation planning process, selected projects receive approval for federal funding and progress towards project planning and construction under the responsibility of local jurisdictions or state transportation agencies. These state and local organizations have their own policies to ensure LEP individuals can participate in the process that shapes where, how and when a specific transportation project or program is implemented.

Factor 4. The resources available and overall MPO cost

Given the relatively small size of the LEP population in the MPO area and current financial constraints, full multi-language translations of large transportation plan documents and maps are not considered to be warranted at this time. The MPO will continue efforts to collaborate with state and local agencies to provide language translation and interpretation services when practical and in consideration of the funding available. Spanish and other language outreach materials from organizations such as federal, state, and local transportation agencies will be used when possible. Continually, the MPO will monitor increases in the LEP population and adjust its LEP policy accordingly. If warranted, the MPO will consider new techniques to reach the LEP population, such as (1) the translation of key elements of the MPO web site, (2) the pursuit of other user-friendly multi-lingual software applications compatible with the web content management system currently used by the MPO and (3) the translation of executive summaries for key MPO documents, such as the Long Range Transportation Plan, the Transportation Improvement Program, and the Public Participation Plan. Additionally, the MPO will explore the use of volunteer translators (including multi-lingual MPO Committee and LCB members) to assist with citizen outreach.

MEETING THE REQUIREMENTS

Engaging the diverse population within the MPO area is important. The MPO is committed to providing quality services to all citizens, including those with limited English proficiency. All language access activities detailed below will be coordinated in collaboration with the MPO Board and staff.

Safe Harbor Stipulation

Federal law provides a ‘safe harbor’ stipulation so recipients of federal funding can ensure compliance with their obligation to provide written translations in languages other than English with greater certainty. A ‘safe harbor’ means that as long as a recipient (the MPO) has created a plan for the provision of written translations under a specific set of circumstances, such action will be considered strong evidence of compliance with written translation obligations under Title VI.

However, failure to provide written translations under the circumstances does not mean there is noncompliance, but rather provides for recipients a guide for greater certainty of compliance in accordance with the four factor analysis.

Evidence of compliance with the recipient’s written translation obligations under ‘safe harbor’ includes providing written translations of vital documents for each eligible LEP language group that constitutes 5% or 1,000 persons, whichever is less of eligible persons served or likely to be affected. (Note: At this time, as evidenced in Table 2 on page 5, data on area language groups indicates that this requirement applies only specifically to Spanish.) Translation also can be provided orally. The ‘safe harbor’ provision applies to the translation of written documents only. It does not affect the requirement to provide meaningful access to LEP individuals through competent oral interpreters where oral language services are needed and reasonable to provide.

Providing Notice to LEP Persons

US DOT guidance indicates that once an agency has decided, based on the four factors, to provide language services, it is important that the recipient notify LEP persons of services available free of charge in a language the LEP persons would understand. Example methods for notification include:

- 1.** Signage that indicates when free language assistance is available with advance notice;
- 2.** Stating in outreach documents that language services are available;
- 3.** Working with community-based organizations and other stakeholders to inform LEP individuals of MPO services and the availability of language assistance;
- 4.** Using automated telephone voice mail or menu to provide information about available language assistance services;
- 5.** Including notices in local newspapers in languages other than English;
- 6.** Providing notices on non-English-language radio and television about MPO services and the availability of language assistance; and
- 7.** Providing presentations and/or notices at schools and community based organizations (CBO).

If deemed essential in the future, the MPO will publicize the availability of interpreter services, free of charge, at least 7 days prior to MPO Board and committee meetings, workshops, forums or events which will be noticed on the MPO web site, in meeting notices (packets), and using the following additional tools as appropriate:

- signage
- public outreach materials
- community-based organizations
- local newspapers
- CC-TV
- Charlotte County school and library systems

The MPO defines an interpreter as a person who translates spoken language orally, as opposed to a translator, who translates written language and transfers the meaning of written text from one language into another. The MPO will request language interpreter services as needed.

As covered under Title VI requirements for nondiscrimination, at each meeting, the MPO will provide Title VI material and include this material in an alternative language when applicable.

Language Assistance

A goal of the MPO **Public Participation Plan** is to provide user-friendly materials that will be appealing and easy to understand. The MPO may provide on an “as needed” basis, executive summaries in alternative formats, such as brochures or newsletters, depending on the work product.

Public participation is solicited without regard to race, color, national origin, age, sex, religion, disability or family status. Persons who require special accommodations under the Americans with Disabilities Act or persons who require translation services for a meeting (free of charge) should contact MPO staff at 941-883-3535 or office@ccmpo.com at least seven days in advance. Hearing impaired individuals are requested to telephone the Florida Relay System at #711.

Se solicita la participación del público, sin importar la raza, color, nacionalidad, edad, sexo, religión, incapacidad o estado familiar. Personas que requieran facilidades especiales bajo el Acta de Americanos con Discapacidad (Americans with Disabilities Act) o personas que requieren servicios de traducción (sin cargo alguno) deben contactar a MPO staff al telefono 941-883-3535 o office@ccmpo.com por lo menos siete días antes de la reunión. Si tiene problemas de audición, llamar al teléfono #711.

MPO Staff Training

In order to establish meaningful access to information and services for LEP individuals, the MPO will properly train its employees to assist, in person, and/or by telephone, LEP individuals who request assistance. MPO Board members will receive a copy of the **LEP Plan**, and have access to training, assuring that they are fully aware of and understand the plan and its implementation. “I Speak” Language cards are in place at all times in the

office to determine what language an LEP individual uses and obtain whatever assistance is required for that individual. Additionally, two current staff members possess some fluency in Spanish.

9.0 Planning and Advisory Bodies

The Charlotte County-Punta Gorda MPO is governed by a Board which is composed of elected officials from three jurisdictions (Charlotte County, the City of Punta Gorda and the Charlotte County Airport Authority). There are five (5) voting members on the MPO Board. The MPO also maintains three committees and one other board: the Technical Advisory Committee (TAC), the Citizens' Advisory Committee (CAC), the Bicycle-Pedestrian Advisory Committee (BPAC) and the Charlotte County Transportation Disadvantaged Local Coordinating Board (LCB) to provide opportunities for additional public involvement in the transportation planning process.

The MPO will continue to make efforts to encourage minority and disabled participation on these boards and committees. These efforts are made by distributing information about participation at public meetings, in newspaper advertisements, on CC-TV Channel 20 and through governmental websites.

10.0 Title VI/Environmental Justice Analysis

Outreach to Title VI/Environmental Justice (EJ) communities was conducted during the development of the MPO's 2040 Long Range Transportation Plan (LRTP) and an EJ analysis was included in the document. The EJ analysis sought to determine the existence of disproportionately high and adverse effects on these communities as well as the equitable distribution of benefits to these communities. It was determined that disproportionately high and adverse effects were not present and that EJ communities benefitted from many of the transportation improvements in the LRTP. A similar EJ analysis will be conducted this coming year with the development of the MPO's 2045 Long Range Transportation Plan (LRTP) to ensure that this situation has not changed.

The MPO assisted Charlotte County with the development of the Charlotte Regional Bicycle- Pedestrian Master Plan. Mr. Carey Shepherd, FHWA- Florida Division Civil Rights Officer, provided a review of the draft document prior to adoption of the Plan's Executive Summary by the MPO Board on October 29, 2018. Board of County Commissioners adopted this Plan on January 22, 2019.

The Charlotte County Transportation Disadvantaged Service Plan/Charlotte County Coordinated Public Transit-Human Service Transportation Plan (TDSP/CPT-HSTP) contains a required analysis of the local Transportation Disadvantaged (TD) population. The general TD population methodology estimates all disabled, elderly and low-income persons and "high-risk" or "at-risk" children in the area. The "critical need TD" population estimates a subset of those individuals who due to severe physical limitations or low incomes who are unable to transport themselves or purchase transportation, and are dependent on others to obtain access to health care, employment, education, shopping, social activities, or other life sustaining activities.

11.0 Data Collection

Federal aid recipients are required to collect and analyze racial, ethnic and other similar demographic data on beneficiaries of or those affected by transportation programs, services and activities. The MPO accomplishes this through the use of Census data, Environmental Screening Tools (EST), driver and ridership surveys and other methods. Demographic analysis is also conducted during the development of major planning documents such as the Long Range Transportation Plan (LRTP) and the Transportation Disadvantaged Service Plan (TDSP).

From time to time, the MPO may find it necessary to request voluntary identification of certain racial, ethnic or other data from those who participate in its public involvement events. This information assists the MPO with improving its targeted outreach and measures of effectiveness. Identification of personal data to the MPO will always be voluntary and anonymous. Additionally, the MPO will not release or otherwise use this data in any manner inconsistent with federal regulations.

Appendix A – Title VI/Nondiscrimination Assurance

FLORIDA DEPARTMENT OF TRANSPORTATION
**UNIFIED PLANNING WORK PROGRAM (UPWP)
STATEMENTS AND ASSURANCES**

525-010-08
POLICY PLANNING
02/18

TITLE VI/ NONDISCRIMINATION ASSURANCE

Pursuant to Section 9 of US DOT Order 1050.2A, the Charlotte County-Punta Gorda MPO assures the Florida Department of Transportation (FDOT) that no person shall on the basis of race, color, national origin, sex, age, disability, family or religious status, as provided by Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987, the Florida Civil Rights Act of 1992 and other nondiscrimination authorities be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination or retaliation under any program or activity.

The Charlotte County-Punta Gorda MPO further assures FDOT that it will undertake the following with respect to its programs and activities:

1. Designate a Title VI Liaison that has a responsible position within the organization and access to the Recipient's Chief Executive Officer.
2. Issue a policy statement signed by the Chief Executive Officer, which expresses its commitment to the nondiscrimination provisions of Title VI. The policy statement shall be circulated throughout the Recipient's organization and to the general public. Such information shall be published where appropriate in languages other than English.
3. Insert the clauses of *Appendices A and E* of this agreement in every contract subject to the Acts and the Regulations
4. Develop a complaint process and attempt to resolve complaints of discrimination against sub-recipients. Complaints against the Recipient shall immediately be forwarded to the FDOT District Title VI Coordinator.
5. Participate in training offered on Title VI and other nondiscrimination requirements.
6. If reviewed by FDOT or USDOT, take affirmative action to correct any deficiencies found within a reasonable time period, not to exceed ninety (90) calendar days.
7. Have a process to collect racial and ethnic data on persons impacted by your agency's programs.

THIS ASSURANCE is given in consideration of and for the purpose of obtaining any and all federal funds, grants, loans, contracts, properties, discounts or other federal financial assistance under all programs and activities and is binding. The person whose signature appears below is authorized to sign this assurance on behalf of the Recipient.



Name:
Title: MPO Chairman (Stephen R. Deutch)

05/7/2018
Date

FLORIDA DEPARTMENT OF TRANSPORTATION
UNIFIED PLANNING WORK PROGRAM (UPWP)
STATEMENTS AND ASSURANCES

525-010-08
POLICY PLANNING
02/18

APPENDICES A and E

During the performance of this contract, the contractor, for itself, its assignees and successors in interest (hereinafter referred to as the "Contractor") agrees as follows:

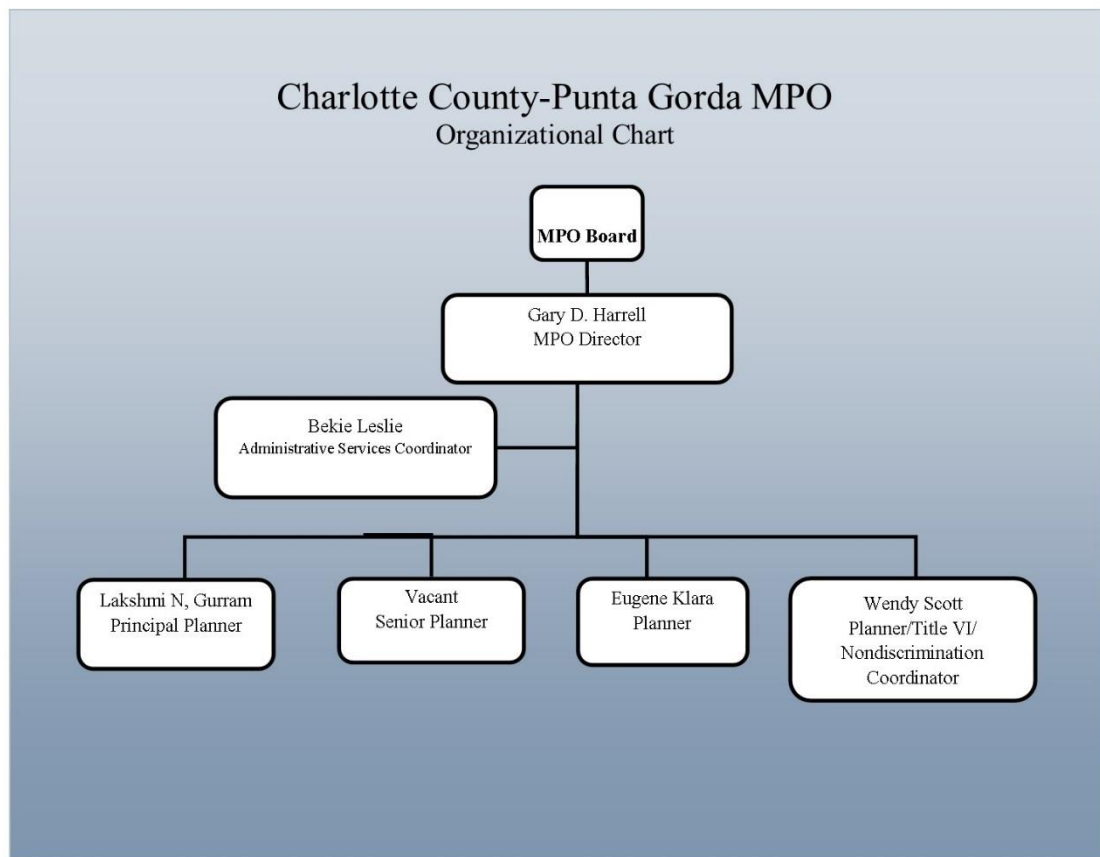
- (1) **Compliance with Regulations:** The Contractor shall comply with the Regulations relative to nondiscrimination in Federally-assisted programs of the U.S. Department of Transportation (hereinafter, "USDOT") Title 49, Code of Federal Regulations, Part 21, as they may be amended from time to time, (hereinafter referred to as the Regulations), which are herein incorporated by reference and made a part of this Agreement.
- (2) **Nondiscrimination:** The Contractor, with regard to the work performed during the contract, shall not discriminate on the basis of race, color, national origin, sex, age, disability, religion or family status in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The Contractor shall not participate either directly or indirectly in the discrimination prohibited by section 21.5 of the Regulations, including employment practices when the contract covers a program set forth in Appendix B of the Regulations.
- (3) **Solicitations for Subcontractors, including Procurements of Materials and Equipment:** In all solicitations made by the Contractor, either by competitive bidding or negotiation for work to be performed under a subcontract, including procurements of materials or leases of equipment, each potential subcontractor or supplier shall be notified by the Contractor of the Contractor's obligations under this contract and the Regulations relative to nondiscrimination on the basis of race, color, national origin, sex, age, disability, religion or family status.
- (4) **Information and Reports:** The Contractor shall provide all information and reports required by the Regulations or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the *Florida Department of Transportation, the Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, and/or the Federal Motor Carrier Safety Administration* to be pertinent to ascertain compliance with such Regulations, orders and instructions. Where any information required of a Contractor is in the exclusive possession of another who fails or refuses to furnish this information the Contractor shall so certify to the *Florida Department of Transportation, the Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, and/or the Federal Motor Carrier Safety Administration* as appropriate, and shall set forth what efforts it has made to obtain the information.
- (5) **Sanctions for Noncompliance:** In the event of the Contractor's noncompliance with the nondiscrimination provisions of this contract, the *Florida Department of Transportation* shall impose such contract sanctions as it or the *Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, and/or the Federal Motor Carrier Safety Administration* may determine to be appropriate, including, but not limited to:
 - a. Withholding of payments to the Contractor under the contract until the Contractor complies, and/or
 - b. Cancellation, termination or suspension of the contract, in whole or in part.

FLORIDA DEPARTMENT OF TRANSPORTATION
UNIFIED PLANNING WORK PROGRAM (UPWP)
STATEMENTS AND ASSURANCES

525-010-08
POLICY PLANNING
02/18

- (6) **Incorporation of Provisions:** The Contractor shall include the provisions of paragraphs (1) through (7) in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Regulations, or directives issued pursuant thereto. The Contractor shall take such action with respect to any subcontract or procurement as the Florida Department of Transportation, the Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, and/or the Federal Motor Carrier Safety Administration may direct as a means of enforcing such provisions including sanctions for noncompliance. In the event a Contractor becomes involved in, or is threatened with, litigation with a subcontractor or supplier as a result of such direction, the Contractor may request the Florida Department of Transportation to enter into such litigation to protect the interests of the Florida Department of Transportation, and, in addition, the Contractor may request the United States to enter into such litigation to protect the interests of the United States.
- (7) **Compliance with Nondiscrimination Statutes and Authorities:** Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin); and 49 CFR Part 21; The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601); (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects); Federal-Aid Highway Act of 1973, (23 U.S.C. § 324 et seq.), (prohibits discrimination on the basis of sex); Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 et seq.), as amended, (prohibits discrimination on the basis of disability); and 49 CFR Part 27; The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 et seq.), (prohibits discrimination on the basis of age); Airport and Airway Improvement Act of 1982, (49 USC § 471, Section 47123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex); The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms "programs or activities" to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not); Titles II and III of the Americans with Disabilities Act, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131 – 12189) as implemented by Department of Transportation regulations at 49 C.F.R. parts 37 and 38; The Federal Aviation Administration's Non-discrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex); Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures non-discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations; Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100); Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. 1681 et seq)

Appendix B – MPO Organizational Chart



Appendix C – Title VI Program Activity Log

Title VI Program Activity Log

Date	Activity	Responsible Person	Remarks
	(Review/Update/Addendum/ Adoption/Distribution		