

# PUBLIC PARTICIPATION PLAN

*You are the missing piece...*



Miami-Dade Transportation  
Planning Organization



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If you are interested in participating in the transportation planning process, please contact the Miami-Dade TPO by phone at 305-375-4507 or email at [information@mdtpo.org](mailto:information@mdtpo.org), or visit [www.miamidadetpo.org](http://www.miamidadetpo.org).

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## I. INTRODUCTION

Public Involvement (PI) is an integral process with a goal to involve all persons in a community, regardless of race, color, national origin, sex, age, disability, family or religious status, being affected positively or negatively by a future transportation project. PI is two-way communication stream aimed at incorporating the views, concerns, and issues of the public into the transportation decision making process, which is on-going in all phases of a project. It allows the general public to be informed and to be heard.



PI should be inclusive of all decision makers and stakeholders and should include as many groups and individuals as possible, especially those who will be most affected. The most appropriate outreach tools should be used for each audience. It is important to know a community's context to determine the most appropriate outreach techniques and establish the measures to be used to evaluate those techniques.

A project record is important to maintain as it lets the public know its comments and concerns have been heard and ensures that commitments are carried throughout all phases of the project. Documentation shows that a process was used in evaluating alternatives and determining the solution.

This Public Participation Plan (PPP) is a dynamic document that, as per 23 CFR 450.316(1), "defines a process for providing citizens, affected public agencies, representatives of public transportation employees, freight shippers, providers of freight transportation services, private providers of transportation, representatives of users of public transportation, representatives of users of pedestrian walkways and bicycle transportation facilities, representatives of the disabled, and other interested parties with reasonable opportunities to be involved in the Metropolitan transportation planning process." To assist the reader in better understanding the material within this document, a list of acronyms is provided in Appendix A.

This PPP also meets the public participation requirements necessary for the Department of Transportation and Public Works' (DTPW) Program of Projects. DTPW shall utilize the general guidelines laid out in this PPP to develop specific public involvement plans (PIP) for their respective documents, plans, and programs.

## **II. HISTORY**

Organizations similar to the modern Transportation Planning Organization (TPO) have existed since the 1950's. These TPO predecessors have served to prepare special urban transportation studies under the auspices of the state highway agencies. In the 1950's, as a response to the explosive growth of suburbs, the federal government expanded requirements for regional planning and prompted the formation of a variety of new intergovernmental bodies, including Councils of Government, in major urban areas. The Act required that transportation projects in urbanized areas with a population of 50,000 or more be based on a continuing, comprehensive, and cooperative urban planning process between the states and local governments.

The Bureau of Public Roads, which later became the Federal Highway Administration (FHWA) in 1967, required the creation of planning agencies or organizational arrangements that would be capable of carrying out the required planning process. This new requirement, along with the growing impulse of the highway program and the federal financing of planning processes, led to the development of MPOs. In Transportation areas, MPOs are responsible for the transportation planning process in cooperation with State Departments of Transportation and transit agencies. They serve as a forum to provide short and long-term plans addressing transportation-related concerns in the region (USDOT, Citizen's Guide).

### **The Transportation Planning Organization for the Miami Urbanized Area**

For populations over 200,000 Florida State Statute 339.175 states, "encourage[s] and promote[s] the safe and efficient management, operation and development of the surface transportation system", and therefore, designates MPOs as Transportation Management Areas (TMA), which have to be certified every four years.

In 1977, the Miami-Dade Transportation Planning Organization (TPO), in its role as the Miami-Dade Metropolitan Planning Organization (MPO), was created under the authority of Chapter 163 of the Florida Statutes as a mechanism to conduct a continuing, cooperative, comprehensive, and coordinated (4-C) planning process for the transportation needs of the Miami urbanized area. Today, the Miami-Dade TPO is led by an Executive Director with a professional staff providing technical and administrative support to the office and the TPO Governing Board (TPO Board) consisting of twenty-five (25) voting members.



The Transportation Planning Council (TPC) is responsible for the overall technical adequacy of the TPO planning program and advises the TPO Board on proposed program actions. This committee relies on standing sub-committees concerned with major products of the transportation planning program including: Transportation Planning Technical Advisory Committee (TPTAC), Transportation Improvement Program (TIP) Committee, and Long Range Transportation Plan (LRTP) Committee.

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*The primary functions of the Miami-Dade TPO are detailed in the “Prospectus for Transportation Improvements”, which is available online at [www.miamidadetpo.org](http://www.miamidadetpo.org) for the general public, stakeholders, and staff to review. This document is a useful tool to learn the TPO’s structure and the legal requirements and regulations the agency must follow.*

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### **III. PUBLIC INVOLVEMENT LEGISLATION**

Transportation projects can greatly impact the economics and social structure of a society, which is why public participation is extremely important. There are many instances from the past when public involvement did not receive the attention it deserved in the transportation planning process. In order to assure the equal treatment of individual neighborhoods and ensure environmental justice in transportation projects, state and local transportation agencies have begun to utilize PI.

Through PI, affected communities as well as transportation planners and decision-makers are made aware of the likely benefits and consequences of a project. In order to conduct successful public involvement outreach, the following regulations and programs have been incorporated into the Miami-Dade TPO’s PPP:

#### **Intermodal Surface Transportation Efficiency Act**

The establishment of the Intermodal Surface Transportation Efficiency Act (ISTEA) in 1991 changed the role of PI in the field of transportation planning and programming. With the implementation of the ISTEA, transportation planning began to assume a performance measure approach to PI. This ensures that PI commences in the initial phases of a project and that agencies customize their PPP in response to local conditions, attitudes, and needs.

## **The Transportation Equity Act for the 21<sup>st</sup> Century**

The Transportation Equity Act for the 21<sup>st</sup> Century (TEA-21) enacted on June 9, 1998, outlines PI participation by mandating that “an annual listing of projects for which Federal funds have been obligated in the preceding year shall be published or otherwise made available by the TPO for public review. The listing shall be consistent with the categories identified in the transportation improvement program.”

## **Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users**

On August 10, 2005, the President signed into law the Safe, Accountable, Flexible, and Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU). SAFETEA-LU retained all of the public involvement language from the previous acts and added new requirements. The new requirements included the development of a TPO Public Participation Plan (PPP) in consultation with interested parties, the addition of bicycle and pedestrian facilities users and the disabled as interested parties, public meetings held at convenient times and accessible locations, and the use of electronic methods and visualization techniques to provide information to the public.

## **Moving Ahead for Progress in the 21st Century Act (MAP-21)**

H.R. 4348, the "Moving Ahead for Progress in the 21st Century Act" (MAP-21) was passed in the Congress on June 29, 2012 and signed into law (Public Law No: 112-141) by the President on July 6, 2012. MAP-21 continued the major PI guidelines from SAFETEA-LU (Title 23, 450.316) that states the PPP “shall be developed by the TPO in consultation with all interested parties and shall, at a minimum, describe explicit procedures, strategies, and desired outcomes for:

- Providing adequate public notice of public participation activities and time for public review and comment at key decision points, including but not limited to a reasonable opportunity to comment on the proposed Metropolitan transportation plan and the TIP;
- Providing timely notice and reasonable access to information about transportation issues and processes;
- Employing visualization techniques to describe Metropolitan transportation plans and TIPs;
- Making public information (technical information and meeting notices) available in electronically accessible formats and means, such as the World Wide Web;
- Holding any public meetings at convenient and accessible locations and times;
- Demonstrating explicit consideration and response to public input received during the development of the Metropolitan transportation plan and the TIP;



- Seeking out and considering the needs of those traditionally underserved by existing transportation systems, such as low-income and minority households, who may face challenges accessing employment and other services;
- Providing an additional opportunity for public comment, if the final Metropolitan transportation plan or TIP differs significantly from the version that was made available for public comment by the TPO and raises new material issues which interested parties could not reasonably have foreseen from the public involvement efforts;
- Coordinating with the statewide transportation planning, public involvement, and consultation processes under subpart B of this part; and
- Periodically reviewing the effectiveness of the procedures and strategies contained in the participation plan to ensure a full and open participation process.

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

Miami-Dade TPO complies with the 45-calendar day comment period by providing the PPP to the general public and its transportation partners through its Transportation Planning Council (TPC). The PPP is posted on the TPO’s website and disseminated for review through all Miami-Dade County libraries, social media accounts, and weekly e-newsletters. The document is also provided to the Citizens’ Transportation Advisory Committee (CTAC) for review and feedback. Once this general public review is completed, the PPP is adopted by the Miami-Dade TPO Governing Board.

### **Fixing America’s Surface Transportation (FAST) Act**

On December 4, 2015, the Fixing America’s Surface Transportation Act, or “FAST Act”, was signed into law by the President of the United States. Overall, the FAST Act largely maintains current program structures and funding shares between highways and transit. It is a down-payment for building a 21st century transportation system. The law also makes changes and reforms to many Federal transportation programs, including streamlining the approval processes for new transportation projects, providing new safety tools, and establishing new programs to advance critical freight projects.

## **State of Florida Statutes**

Chapter 339.175, F.S. requires public involvement in the development of the Long Range Transportation Plan (LRTP) and Transportation Improvement Program (TIP).

Chapter 286, F.S., commonly known as “The Sunshine Law”, addresses public access to governmental proceedings at the state and local level. The Sunshine Law requires that meetings of boards or commissions be open to the public, reasonable notice of such meetings be given, and minutes taken and made available to the public in a timely manner.

Chapter 339.175(16), F.S. requires each TPO to appoint a citizen advisory committee, representing a cross-section of the community (including minorities, the elderly and the disabled), to provide public input to the transportation planning process.

## **Special Meetings, Emergency Meetings, Hearings & Workshops**

As per the Miami-Dade TPO's *Prospectus for Transportation Improvements*:

- 1) A special meeting of the TPO Governing Board may be called by the majority of the members of the TPO. The TPO Board Clerk shall notify each member of the TPO of such special meeting stating the date, hour and place of the meeting and the purpose for which such meeting is called, and no other business shall be transacted at that meeting.
- 2) No less than seven (7) days before such special meeting, the TPO Board Clerk shall give public notice of the date, hour and place of the special meeting including a statement of the general subject matter to be considered unless such notice is impossible under the circumstances.
- 3) An emergency meeting of the TPO may be called by the Chairperson whenever, in his/her opinion, an emergency exists which requires immediate action by the TPO. Whenever such emergency meeting is called, the Chairperson shall notify the TPO Board Clerk who shall forthwith notify each TPO member, stating the date, hour and place of the meeting and the purpose for which it is called, and no other business shall be transacted at that meeting. At least twenty-four hours shall elapse between the time the TPO Board Clerk receives notice of the meeting and the time the meeting is to be held.
- 4) If after reasonable diligence, it becomes impossible to give notice to each member, such failure shall not affect the legality of the meeting if a quorum be in attendance. The minutes of each special or emergency meeting shall show the manner and method by



which notice of such special or emergency meeting was given to each member of the TPO or shall show a waiver of notice. All special or emergency meetings shall be open to the public and shall be held and conducted in a suitable facility within Miami-Dade County, Florida. Minutes thereof shall be kept by the TPO Board Clerk.

- 5) Anything herein to the contrary notwithstanding, notice of any special emergency meeting of the TPO may be waived only by a majority of the entire membership of the TPO. No special or emergency meeting shall be held unless notice thereof has been given in compliance with this section or notice thereof is waived by a majority of the entire membership of the TPO.
- 6) Public hearings and workshops may be called by the TPO Governing Board and may be scheduled before or after regular meetings at the same meeting place or may be scheduled at other times and places provided. The TPO Board Clerk shall give public notice of the date, hour and place of the hearing or workshop including a statement of the general subject matter to be considered no less than seven (7) days before the event, and no formal business, for which notice has not been given, shall be transacted at such public hearings or workshops.

#### **Title VI of the Civil Right Act, 42 – U.S.C. 2000**

This act provides in section 601 that: “No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal Financial Assistance.”

#### **Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations**

This order was created in 1994 in response to the concerns raised in Title VI. It explains the federal government’s commitment to promote environmental justice, which means that everyone within the United States deserves equal protection under the country’s laws. The order states “each Federal agency shall make achieving environmental justice part of its mission by identifying and addressing, as appropriate, disproportionately high and adverse human health or environmental effects of its programs, policies, and activities on minority populations and low-income populations.”

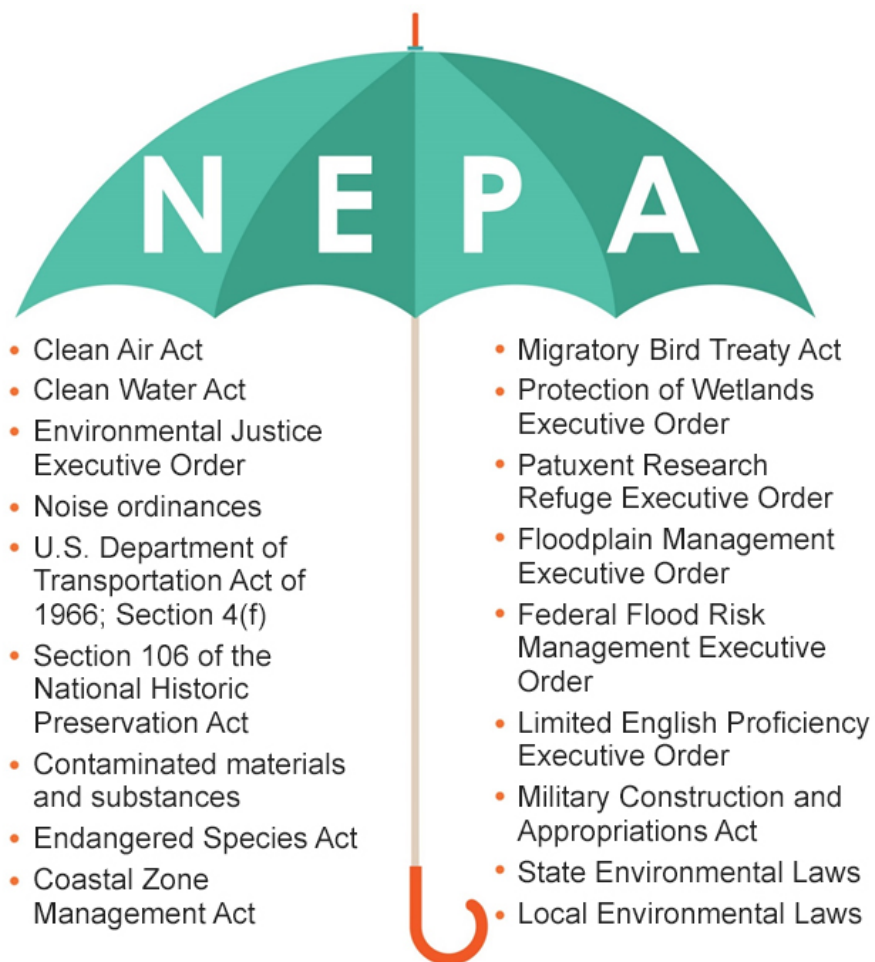
## Executive Order 13166: Improving Access to Service for Persons with Limited English Proficiency (LEP)

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.

It reads in part that “Each Federal agency shall prepare a plan to improve access to its federally conducted programs and activities by eligible LEP persons. Each plan shall be consistent with the standards set forth in the LEP Guidance and shall include the steps the agency will take to ensure that eligible LEP persons can meaningfully access the agency’s programs and activities.”

## National Environmental Policy Act of 1969

This law requires that any project receiving Federal funds or other Federal approvals (including transportation projects) undergo an analysis of potential impacts. It is under the NEPA umbrella that social, economic, and environmental impacts and concerns are addressed.





## IV. ELEMENTS FOR SUCCESSFUL PUBLIC INVOLVEMENT

The mission for the Miami-Dade TPO's Public Involvement Office (PIO) is "to educate the community regarding transportation programs and projects and encourage participation in the planning process." This is consistent with the emphasis established in TEA-21 and SAFETEA-LU and carried into MAP-21 as follows:

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*"The Transportation Planning Organization for the Miami Urbanized Area shall develop and implement a proactive PI process which provides complete and easily understood information with timely public notice, full access to key decisions and processes and supports an early and continuing involvement of the public in the development and implementation of transportation plans and programs that affect the citizens of the Miami-Dade Urbanized Area."*

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The Miami-Dade TPO adheres to the following objectives to ensure that the transportation improvement satisfies the community's needs:

- Achieve active engagement and on-going feedback for transportation related plans by providing timely and reliable information to the public.
- Create a process tailored to local circumstances.
- Establish an adequate mechanism to evaluate the openness, fairness, and responsiveness of the process.
- Solicit informed public input to effectively develop transportation plans and programs.

Carefully considering these elements before a project begins helps the TPO ensure a proactive approach when deciding which PI techniques and strategies to implement in a project, program, or study. Successful PI activities can be included, if appropriate, for the specific project or proposal, and noted deficiencies should be addressed and improved upon.

### Transportation Partners

The Miami-Dade TPO works collaboratively with its transportation partners to effectively reach out to the community. Partners include the following:

- Citizens' Independent Transportation Trust
- Florida Department of Transportation

- Florida's Turnpike Enterprise
- Miami-Dade Aviation Department
- Miami-Dade County Public Schools
- Miami-Dade Department of Transportation & Public Works
- Miami-Dade Expressway Authority
- Miami-Dade Parks, Recreation and Open Spaces
- Miami-Dade Regulatory and Economic Resources (RER)
- Miami-Dade Seaport Department (PortMiami)
- South Florida Regional Transportation Authority/Tri-Rail

## **Public Involvement Process**

The Miami-Dade TPO strives to implement successful PI strategies for programs and required documents by applying the following procedures:

### ***Setting Goals and Objectives***

In order to design and implement an effective PI Program, the goals and objectives of each project, study, or required document will be clearly defined. Specific project goals and objectives should also coincide with the main goals and objectives of the Miami-Dade TPO's public involvement mission statement.

### ***Review of Previous Public Involvement Plans***

To develop the best possible PI program, past projects and case studies will be considered as valuable reference resources. The previous success or failure of the application of PI tools and strategies can help when creating a unique PI program and deciding which tools to utilize. If the project is a required work product (TIP, UPWP, or LRTP) there is a documented history of the outcome of public involvement activities that can be referred to. Project and program evaluation reports should be considered before and during the development of a plan, project, or program. This will aid in setting milestones and will contribute to the creation of a successful PI program.

### ***Gathering and Documenting Information***

When selecting the most appropriate PI outreach tools and strategies to apply it is important to make informed decisions. The Miami-Dade TPO utilizes the Transportation Outreach Planner (discussed in the next section) and Public Involvement Database to more efficiently identify and gather information about the public and stakeholders affected by transportation decisions in Miami-Dade County.

### ***Determining the Affected Community's Characteristics***

The Transportation Outreach Planner is a regional, web-based tool located at <http://mpotransportationoutreachplanner.org> that enables staff to review the social, economic, and geographic characteristics of an area before PI outreach is initiated. This tool enables the identification of attitudes and issues facing a community, facilitating PI efforts to conduct more effective outreach and accomplish stated Title VI goals. The program is currently composed of three (3) segments: customized demographic reports, Community Background Reports (CBR), and a listing of public involvement strategies.

The customized demographic reports section is important to developing the most effective public information campaign. Users can search for demographic data at the latest available ACS data block group level, which are aggregated to the geographic boundaries they require. These data include poverty rates and income level, race and ethnicity, age distribution, housing tenure, education level, and percentage of disabled persons. Table 1 depicts primary and secondary GIS layers that have been determined necessary for the evaluation of sociocultural effects by the FDOT. This helps to accomplish the sociocultural effects evaluations within the Efficient Transportation Decision Making (ETDM) Process Report that has been reviewed and utilized in the creation of the program.

**TABLE 1**  
**PRIMARY AND SECONDARY GIS LAYERS FOR**  
**SOCIOCULTURAL EFFECTS**

PRIMARY LAYERS	SECONDARY LAYERS
<ul style="list-style-type: none"> <li>➤ Total Population</li> <li>➤ Total, percent, and density of African Americans</li> <li>➤ Total, percent, and density of Hispanics</li> <li>➤ Total, percent, and density of Asians</li> <li>➤ Total, percent, and density of Native Americans</li> <li>➤ Total, percent, and density of all other minorities</li> <li>➤ Population aged 65 or older</li> <li>➤ Population with income-to-poverty ratio under 125% of poverty status</li> <li>➤ Total, percent, and density of population that do not speak English</li> <li>➤ Total, percent, and density of population with disabilities</li> <li>➤ Age distribution</li> <li>➤ Household size</li> <li>➤ Educational level of population aged 25 or older</li> <li>➤ Vehicles per household</li> <li>➤ Average household income</li> </ul>	<ul style="list-style-type: none"> <li>➤ Places of Worship</li> <li>➤ Schools</li> <li>➤ Medical/Health Facilities (Hospitals)</li> <li>➤ Fire/Police Departments</li> <li>➤ Intermodal Facilities</li> <li>➤ Cultural Centers/Community Centers</li> <li>➤ Social Service Facilities</li> <li>➤ Civic Centers/Government Buildings</li> <li>➤ Cemeteries</li> <li>➤ Community Boundaries</li> <li>➤ Future Land Use Map</li> <li>➤ Emergency Response Service Zones</li> <li>➤ Historic Structures/Parks</li> <li>➤ Transit Routes/Service Areas</li> <li>➤ Transportation Disadvantaged Service Plan Data</li> <li>➤ Population and Employment Forecasts</li> <li>➤ Bridges/ROW Lines</li> <li>➤ Work Force Development Data</li> <li>➤ Business Districts</li> </ul>

The CBRs are available for each municipality in Miami-Dade County, communities within these municipalities, and the unincorporated areas of the county. Each CBR provides boundary definitions, type of community, important historical events, community dynamics, and a business landscape. This information can be of vital use, especially for those who may sometimes need to approach a community that may be unreceptive due to historical decisions about infrastructure construction.

Finally, public involvement strategies are provided in a standardized format listing, descriptions, target demographic group(s), steps needed to implement the strategy, and case studies associated with each strategy, whenever possible.

### ***Selecting the Most Appropriate Outreach Strategy***

The goals and objectives, community characteristics, and lessons learned from previous projects should be considered when selecting the most appropriate outreach strategy for a specific project, study, or required document. When feasible, the final project document should include information about specific PI activities such as:

- Number and types of public involvement strategies that were conducted
- Number of individuals that attended public meetings
- Type of materials developed thought to be effective or ineffective
- Languages made available for outreach materials
- Total number of comments received
- Total amount of funds dedicated to the public outreach effort

This will maintain effective and proactive PI programs and ensure that resources are used in the most efficient way possible. The outreach strategy applied in each special project or required document is unique and depends upon the selection and combination of PI techniques applied. The ability to choose from a variety of outreach activities is essential for ensuring community participation in a dynamic environment. As such, the public involvement strategies within the Transportation Outreach Planner stand alone as a viable resource (Appendix B). This collection of PI techniques provides building blocks, which can be utilized to tailor effective PI programs. Although one project may not use all PI techniques, the careful use of a variety of these techniques will ensure that plans, designs, and construction phases are in accordance with the needs of the affected community.



### ***Documenting Activities and Correspondence***

The Miami-Dade TPO PI Database stores all correspondence from local agencies and the general public as well as captures all outreach and media events. The agency list consists hundreds of businesses and organizations that staff can draw from when organizing community outreach events. The general public list contains all persons who have had contact with the TPO, including but not limited to, phone calls, emails, faxes, and comment cards. This section includes a person's contact information, method of contact, and their request.

Each comment, request, or question submitted to the Miami-Dade TPO is reviewed and citizens are either personally contacted by phone or email informing them their information will be sent to the appropriate agency. The information is then directed to the agency where the appropriate action or response is taken. Once the request leaves the Miami-Dade TPO office, staff requests that the responsible agency send back their response so that it can then be entered into the database. This information can be queried and used to generate reports regarding the person's information. Individuals who provide email addresses and agree to being placed on the TPO Distribution List receive PI information via email. The database also serves to record outreach and media events. Each outreach and media event that a staff member attends are documented with the event title, location, contact information, and a brief evaluation of the success of the event. This process is useful when planning and reflecting upon past outreach initiatives.

### ***Dissemination of Final Products/Documents***

The Miami-Dade TPO disseminates final products/documents as follows:

- Posted on the TPO website and social media accounts
- Miami-Dade County library branches make documents available for the public
- Local universities and colleges place documents within their respective library system
- Through TPO Board Members' district offices
- Through Miami-Dade County Community Action Committees
- Distributed via outreach events

## **Getting the General Public Involved**

It is important that the general public get involved in the transportation planning process and that their suggestions on how to improve their transportation system is considered and studied, if deemed implementable. To ensure their participation, the general public is informed at meetings, workshops, outreach events, and within collateral materials that they can get involved with the planning process by mailing, phoning, faxing, emailing, or by visiting the following:

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*Miami-Dade TPO  
111 NW 1st Street, Suite 920  
Miami, FL 33128  
Phone: 305-375-4507  
Fax: 305-375-4950  
Email: [information@mdtpo.org](mailto:information@mdtpo.org)*

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## **Working with Limited English Proficiency Persons**

Limited English Proficiency (LEP) plays an integral role in the transportation planning process to ensure all persons are appropriately reached in the community. As defined in the 2010 United States Census, an LEP person is any individual who speaks a language at home other than English as their primary language, and who speaks or understands English “not well” or “not at all”.

A LEP Plan has been developed to ensure access to the Miami-Dade TPO’s programs and activities where it is determined that a substantial number of residents, within an area of the county, do not speak or read English proficiently (Appendix C). The production of multilingual publications and documents, and/or interpretation at meetings or events are provided to the degree that funding permits, based on current laws and regulations.

## **Title VI and ADA Compliance**

The Miami-Dade TPO has set a policy that assures 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, and the Florida Civil Rights Act of 1992, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination or retaliation under any program or activity.

Public meetings are held in locations that comply with ADA regulations to ensure the participation from all persons with disabilities. In addition, all meeting notices contain the following statement:

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*“It is the policy of the Miami-Dade TPO to comply with all of the requirements of the Americans with Disabilities Act. The facility is accessible. For sign language interpreters, assistive listening devices, or materials in accessible format, please call 305-375-4507 at least five business days in advance.”*

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### **Working with Environmental Justice (EJ) Populations**

EJ populations encompass minority and low-income persons who experience adverse effects from a transportation related project. A minority population is “any readily identifiable group or groups of minority persons who live in geographic proximity, and if circumstances warrant, geographically dispersed/ transient persons”, and a low-income population is “any readily identifiable group of low-income persons who live in geographic proximity, and if circumstances warrant, geographically dispersed/transient persons”.

Adverse effects include “totality of effects on human health or environment and denial of, reduction in, or significant delay in receipt of benefits, and disproportionately high and adverse effect on human health or the environment of EJ populations. An adverse effect that is predominantly borne by a minority population and/or a low-income population, or will be suffered by the minority population and/or low-income population and is appreciably more severe or greater in magnitude than the adverse effect that will be suffered by the non-minority population and/or non-low-income population.”

To ensure that minority and low-income populations do not experience adverse effects, the Miami-Dade TPO adheres to the following EJ principles:

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

Meaningful public engagement allows: potentially affected community members to have an appropriate opportunity to participate in decisions about a proposed activity that will affect their environment and/or health, the public's contribution to influence the regulatory agency's decision, the concerns of all participants involved to be considered in the decision-making process, and the decision-makers to seek out and facilitate the involvement of those potentially affected. The following efforts can be utilized to reach low-income and/or minority populations that may be potentially affected by a proposed project:

- Contact social agencies and private organizations
- Advertise in target publications and community newsletters, other than in English
- Provide opportunities for public input utilizing all outreach opportunities

### **Coordination with Local Tribal Governments and Land Management Agencies**

The Miccosukee Tribe of Indians of Florida is a federally recognized Native American tribe in the U.S. State of Florida. They were part of the Seminole nation until the mid-20th century, when they organized as an independent tribe, receiving federal recognition in 1962. The Tribe has a written constitution and elects officers, including a Chief. The Tribe today occupies several reservations in southern Florida, collectively known as the Miccosukee Indian Reservation. The largest land section is a 333-acre reservation on the northern border of Everglades National Park, about 45 miles west of Miami.





There are thirty-five (35) Land Management Agencies located in Miami-Dade County. The Land Management addresses both incorporated and unincorporated areas due to the many area wide responsibilities of Miami-Dade County government. Each of the thirty-four municipalities in Miami-Dade County is also required by Chapter 163, F.S. to adopt its own comprehensive plan for the area within its jurisdiction. The County plan emphasizes the unincorporated areas and the County's jurisdictional responsibilities in municipal areas. The Miami-Dade TPO coordinates with Miami-Dade County Department of Regulatory and Economic Resources (RER) who actively participates as a committee member in the development of the LRTP and the TIP.

Consultation on the Miami-Dade TPO's planning products (including the LRTP) with the Miccosukee Tribe of Indians of Florida and Federal Land Management agencies is documented. The interaction documentation with these stakeholders outlines the roles, responsibilities and key decision points for consulting with other governments and agencies. Additionally, State and local agencies responsible for land use management, natural resources, environmental protection, conservation and historic preservation are consulted during the development of the LRTP.

### **Coordination with Disadvantaged and Disabled Committees**

Coordination occurs with the following established disadvantaged and disabled committees within Miami-Dade County to ensure these persons are included in the planning process:

#### ***Commission on Disability Issues***

The Miami-Dade County Commission on Disability Issues (CODI) advises the Board of County Commissioners (BCC) on county government issues that affect people with disabilities. The BCC may refer items to CODI, or CODI may forward opinions or recommendations to the Board. CODI also provides advice to the various County departments. While CODI's primary role is to advise the BCC, it can, and often does, make recommendations on municipal, state, and federal issues. The TPO's citizen advisory committees can send issues specifically related to ADA to CODI and rely of them to assist in advising them on such topics.

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*The general public can learn more about CODI by visiting [www.miamidade.gov/peoplewithdisabilities/commission-on-disability-issues.asp](http://www.miamidade.gov/peoplewithdisabilities/commission-on-disability-issues.asp) or calling the Miami-Dade County Office of ADA Coordination at 305-375-3566.*

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### ***Transportation Disadvantaged Local Coordinating Board***

The Miami-Dade County Transportation Disadvantaged Local Coordinating Board (LCB) was established to identify local service needs and provide information, advice, and direction to the Community Transportation Coordinator (CTC) on the coordination of services to be provided to the transportation disadvantaged through the Florida Association of Coordinated Transportation System (FACTS), as required by Chapter 427, Florida Statutes. The LCB's main objectives are:

- To achieve compliance with state requirements for transportation disadvantaged planning.
- To make the public transit system accessible to people who are physically and mentally challenged and currently are unable to use the public transit system.

The Miami-Dade TPO is designated, pursuant to Chapter 427, Florida Statutes, by the Florida Commission for the Transportation Disadvantaged as the “planning agency” that oversees the CTC’s activities. The Miami-Dade Department of Transportation and Public Works (DTPW) has been the CTC for Miami-Dade County since 1990.

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*The general public can learn more about the LCB by visiting [www.miamidadetpo.org](http://www.miamidadetpo.org) or calling the TPO at 305-375-4507.*

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### **Public Involvement Committees**

The Miami-Dade TPO coordinates the following groups to ensure there is a widespread dissemination of information to the general public as well as to share ideas and support one another:

#### ***Public Involvement Management Team***

The Public Involvement Management Team (PIMT) is comprised of all the Public Involvement Officers/Managers that work for the various transportation agencies in Miami-Dade County. The goal of the PIMT is to work together and share public involvement initiatives that will be effective in reaching out to all persons, ensuring the participation of minority and low-income areas.

#### ***Regional Public Participation Subcommittee***

Public Involvement staff from the Miami-Dade TPO, Broward MPO, Palm Beach TPA, and FDOT Districts 4 and 6 meet on an as-needed basis and work together to share ideas and create strategies to reach out to the South Florida general public. The goal of this group is to develop a unified approach to outreach and develop effective strategies that can be implemented in each MPO’s respective county.

## V. OPPORTUNITIES TO GET INVOLVED

Miami-Dade County's large size, rapid growth rate, and evolving cultural dynamics must be considered when choosing the most appropriate outreach strategies to keep the general public involved in and aware of the transportation planning process.

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*In 2015, Miami-Dade County's population was approximately 2.693 million (ACS, 2015). This number is expected to exceed three million residents by 2045 (2040 LRTP).*

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### Required Major Planning Documents

The TPO generates three major planning documents that require public input and community consensus: the Long Range Transportation Plan, the Transportation Improvement Program, and the Unified Planning Work Program.



At a minimum, each major planning document should:

- Provide access to information
- Provide adequate public notice
- Consider and respond to public input
- Employ visualization techniques
- Make information available via the internet
- Hold meetings at convenient times/locations
- Seek out the traditionally underserved
- Provide for additional public review, if necessary

Following is a brief description of the major planning documents that the general public can comment upon to ensure they are part of the planning process:

### ***Long Range Transportation Plan (LRTP)***

The LRTP is developed to guide future transportation investments in Miami-Dade County. The plan assesses socioeconomic data, community demographics, and transportation trends to predict the county's transportation needs for a minimum of twenty years. The plan contains a list of reasonably feasible surface transportation projects contemplated for construction within the plan period. Each LRTP has a project cycle that lasts five years. Following is a chart of activities to develop the LRTP and maintain a proactive public outreach program:

Monthly Cycle	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>	6 <sup>th</sup>	7 <sup>th</sup>
On-call meetings and monthly steering committee meetings, which will be continuously executed throughout the duration of the plan cycle.	X	X	X	X	X	X	X
Plan-related material will be posted on the TPO website.		X	X	X	X	X	X
The goals, objectives, and policies (GOP's) of the LRTP are to be refined.				X	X		
The PI Plan and Outreach Program will be developed					X	X	X

The following are actions and public involvement strategies to be employed during the LRTP process:

- A series of promotional brochures will be developed and distributed to the public:
  - The first brochure serves to promote the LRTP and introduce the plan to the public.
  - The second brochure will be developed and distributed halfway through the LRTP process in the first year of the cycle. It provides more detailed material including census data, traffic problem areas and possible solutions to traffic problems. This PI tool also invites the public to participate in the LRTP process and encourages feedback from the community.
  - The final brochure will be developed towards the end of the cycle and serves as the executive summary. It will be distributed once the plan is completed.
- Community outreach workshops/events will be held during the LRTP cycle.
- Social media will be utilized to announce and document events, and to inform citizens how to participate in the LRTP process.
- Executive summary documents will be published after the document has been adopted.
- LRTP related issues and products will be presented to the TPC and CTAC for review and input.



- LRTP materials will be discussed and distributed at local community outreach events.
- A public hearing will be held at a TPO Governing Board meeting and must be advertised 14-days prior to going before the TPO Governing Board for adoption.
- Prior to the public hearing, the draft document will be posted on the TPO website for a 30-day period to give the general public the opportunity to provide final comments.

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*The general public can access the LRTP on the TPO website at [www.miamidadetpo.org](http://www.miamidadetpo.org) or call 305-375-4507 to speak with the Project Manager for more information.*

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### **Transportation Improvement Program (TIP)**

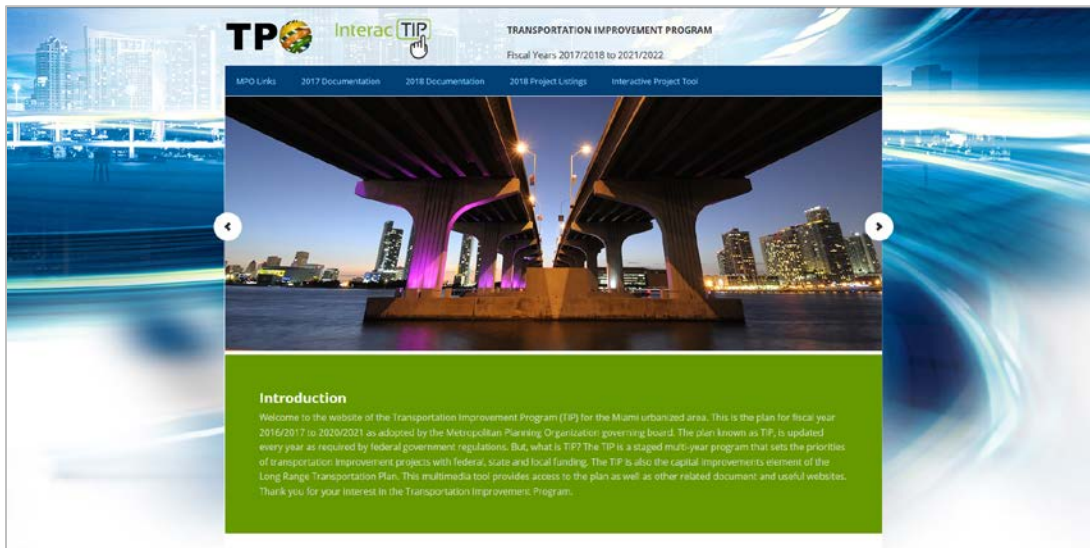
The TIP prioritizes transportation improvement projects for federal, state, and local funding. It includes a prioritized listing of transportation improvement projects for Miami-Dade County within the next five fiscal years. Basically, the TIP puts the LRTP into action. It must also attempt to meet clean air standards (1990 Clean Air Act Amendments). The TIP not only lists specific projects but includes the anticipated schedule and cost for each project.

Once compiled, review of the TIP begins, and projects receive air quality and environmental justice analyses during which time there is a 45-day public review (23 CFR 450.316.1.i). The list of projects must also be reviewed by the Miami-Dade TPO's technical committees and Citizens' Transportation Advisory Committee (CTAC) before being approved by the TPO Governing Board. Since the TIP is a dynamic document, projects may be added to meet changing priorities or to take advantage of a special opportunity. For this reason, the TIP may be changed after it is approved, and is amended in order to add, change, or delete projects (see Page 23).

Since public outreach and access to information is critical to the development of the TIP, the Miami-Dade TPO developed an Interactive Transportation Improvement Program (InteracTIP). This innovative web-based technology was designed to automate the development of the TIP every year while at the same time accomplishing the following:

- Improving consistency.
- Reformatting the book into a more user-friendly document.
- Developing the ability to create special reports answering questions from the general public as well as public officials.
- Facilitating the analysis of the report.

- Providing the public with access to information in a meaningful and easy-to-read format via the internet.



The application includes a “Transportation Improvements” option that allows users to pull up a map or list of transportation projects near a specific location in the county. Project specific information can also be obtained by selecting a project on the “Project Page” application. InteracTIP is a “Best Practice” that provides the general public, the business community, and decision makers with a valuable information tool that will educate, engage, and make the public aware of the transportation projects affecting their communities. The general public can access the InteracTIP on the TPO website at [www.miamidadetpo.org](http://www.miamidadetpo.org)

### ***Unified Planning Work Program (UPWP)***

The UPWP describes transportation planning activities for Miami-Dade County scheduled to be completed during a two-year period or as determined by respective funding sources. The document outlines the transportation planning studies and activities that will support the comprehensive and multimodal TIP approved for the Transportation area in the LRTP. The UPWP also includes the Municipal Program under the SMART Moves Program, whereby municipalities are granted funds on a competitive basis to prepare relevant transportation planning studies. The work outlined in the UPWP is to be undertaken in a cooperative manner between state, county, and local municipalities.

As a whole, the UPWP outlines transportation planning efforts that will assist in further defining the comprehensive and multimodal transportation plans for the area. The following are potential strategies to ensure participation:

- 
- *SMART Moves Program – This strategy helps to describe the UPWP and solicit ideas to solve transportation issues. The Miami-Dade TPO receives input from the general public and municipalities through proposals submitted resulting from a mass distribution.*
  - *Presentation to the TPO Governing Board and Advisory Committees - Preliminary drafts of the UPWP are presented to the TPO Governing Board and its advisory committees to provide feedback and suggestions. Revisions to the document are made accordingly.*
- 

The general public can view the UPWP's schedule at [www.miamidadetpo.org](http://www.miamidadetpo.org) or call 305-375-4507 to request a copy.

### **Amendments**

As per the Miami-Dade TPO's *Prospectus for Transportation Improvement*, Amendments can occur for the LRTP, TIP, and UPWP as follows:

- **LRTP and TIP Amendments** – Three (3) main steps are involved in the amendment process for the LRTP and/or the TIP:
  1. Technical review and analysis;
  2. Citizen involvement; and
  3. Policy decision.

Amendments to the TPO planning documents include addition or deletion of projects, or major changes in the scope and/or cost of a project. Amendments must be submitted to TPO staff in the prescribed format and are reviewed for sufficiency of information and supporting documentation. Citizen review procedures in the amendment process are accomplished through the regular citizen activities defined in the TPO process. Amendments to the LRTP and TIP require a Public Hearing and TPO Governing Board approval and may be considered at any time of the year. Public Hearings are publicly advertised at least fourteen (14) calendar days prior to adoption.

- **UPWP Amendments** – Amendments to the UPWP document are approved by the TPO Governing Board and may be considered at any time of the year. Upon the publication of the TPO Board agenda, the general public will be provided an opportunity to review any amendments thereto. All TPO Board meetings are open to the public.

### ***Administrative Modifications and Amendments***

As per the Miami-Dade TPO's *Prospectus for Transportation Improvement*, Administrative Modifications and Amendments can occur for the LRTP and TIP as follows:

- **Administrative Modifications to the LRTP and TIP** – An Administrative Modification to the LRTP is considered a minor revision that is typically necessitated due to minor changes in the scope or cost of a project. This action does not require an amendment to the LRTP and TIP. Furthermore, the provisions under Title 23 Code of Federal Regulation (C.F.R.) 450.104 for public review and comment, or demonstration of fiscal constraint are not triggered.
- **Administrative Amendment to the TIP** – The Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) allow Administrative TIP Amendments during the three (3) month gap (between July 1 and September 30) for new projects that were added during the Tentative Work Program development cycle. During this timeframe the TPO Executive Director has the discretion to grant an Administrative TIP Amendment. An Administrative TIP Amendment does not require TPO Governing Board approval.

## **Programs**

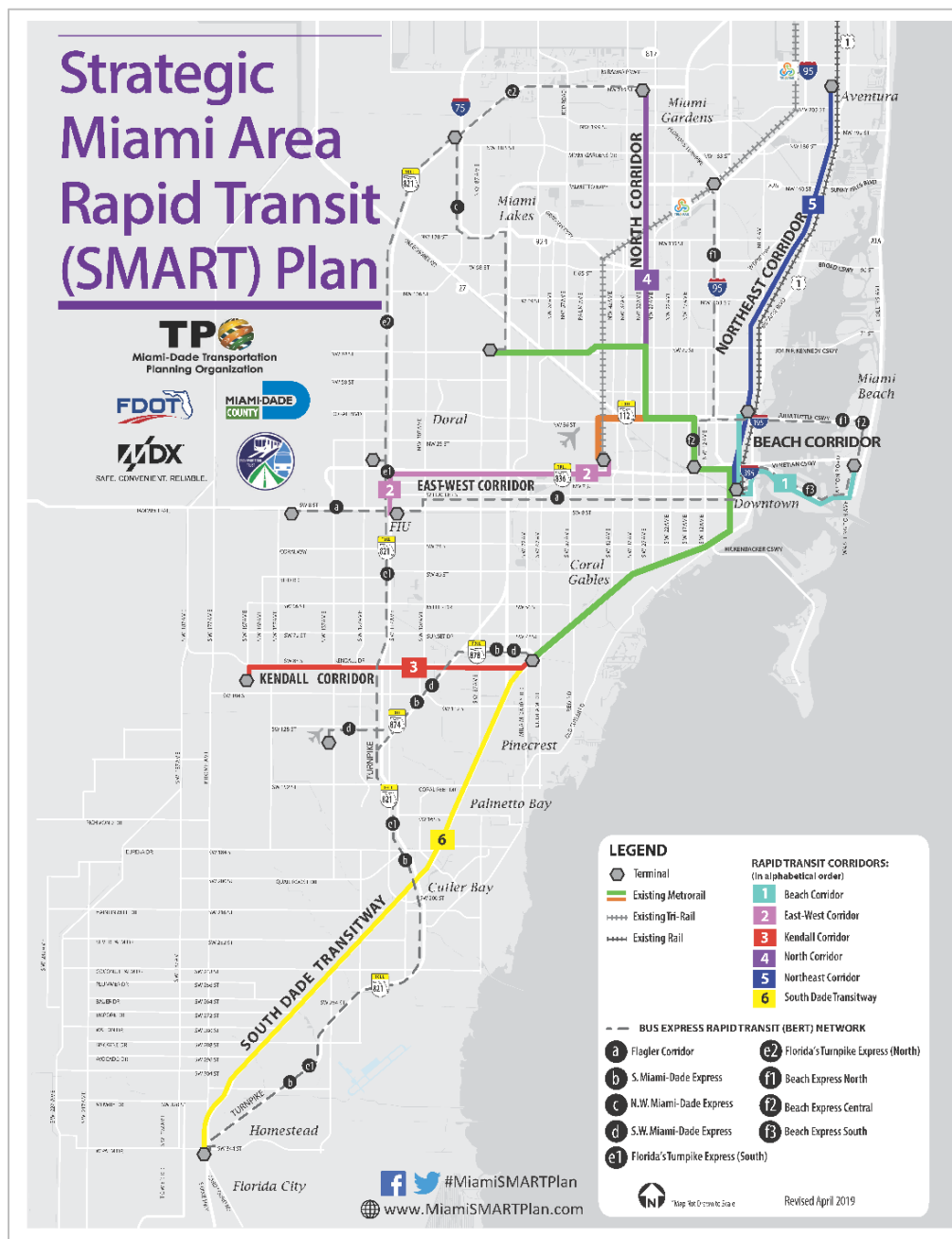
### ***Strategic Miami Area Rapid Transit (SMART) Plan***

On April 21, 2016, the Miami-Dade TPO Governing Board officially adopted and endorsed the SMART Plan. The Plan intends to advance six rapid transit corridors, along with a network system of Bus Express Rapid Transit (BERT) service, in order to implement mass transit projects in Miami-Dade County (see map on next page).

The SMART Plan will provide a world-class transit system that will promote economic growth and job creation, as well as increase the region's international competitiveness. Miami is a global hub, representing not only the Gateway of the America's, but also the nations southeast capital for international freight and cargo, as well as the number one passenger cruise port in the world. The SMART Plan represents a vision for the region that is both strategic and far-reaching, creating a



system of multiple transportation options by leveraging existing infrastructure, and integrating technology at the highest levels. The plan is comprehensive, proactive, and supports the future population and employment growth anticipated in our region.



*The general public can view the SMART Plan on the TPO website at [www.miamidadetpo.org](http://www.miamidadetpo.org) or call 305-375-4507 to request more information.*

### ***Transportation Alternatives Program (TAP)***

The TAP is a Federal program that funds a variety of alternative transportation projects such as bicycle and pedestrian facilities. The Miami-Dade TPO solicits new projects each year from eligible local governments and agencies. The Miami-Dade TPO prioritizes the proposed projects through a TAP Review Committee and as well as input from the Citizens Transportation Advisory Committee (CTAC), the Bicycle/Pedestrian Advisory Committee (BPAC), and the Transportation Aesthetics Review Committee (TARC). The final list of prioritized projects is presented to the Transportation Planning Council (TPC) and approved by the TPO Governing Board.

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*The general public can view the TAP solicitation package on the TPO website at [www.miamidadetpo.org](http://www.miamidadetpo.org) or call 305-375-4507 to request a copy of the package.*

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### ***Congestion Management Program (CMP)***

The CMP is a systematic process for defining what levels of congestion are acceptable to communities; developing performance measures to monitor congestion levels; identifying alternative solutions to manage congestion; prioritizing funding for those strategies and assessing the effectiveness of those actions, as required by the Safe, Accountable, Flexible, Efficient, Transportation Equity Act – A Legacy for Users (SAFETEA-LU). The MPOs are responsible for the development of the CMPs. In coordination with other transportation agencies, Miami-Dade TPO developed the first CMP in 1996.

Since then, the CMP has been updated every 5 years and in between, the TPO has developed other studies to identify projects that can be implemented in a short/medium term. In addition, the process has been evolved from a stand along process, to an element of the Transportation Improvement Program (TIP) and finally to be incorporated in the Long Range Transportation Plan (LRTP).

Because congestion management is a systematic process that is a decision-making tool for local entities that will analyze and summarize information used in the selection and implementation of cost-effective programs and strategies, there are no specific outreach plans mandated in this process. The general public can view CMP studies on the TPO website at [www.miamidadetpo.org](http://www.miamidadetpo.org) or call 305-375-4507 to speak with the Project Manager.

### ***Bicycle/Pedestrian (BP) Program***

The BP Program strives to increase the number of people who bicycle and walk while reducing the number of traffic crashes that involve pedestrians and bicyclists. This program utilizes a variety of public involvement tools and strategies to inform the Miami-Dade County general public of their transportation options. The Bicycle Pedestrian Advisory Committee (BPAC) meetings and community outreach events, the B/P Kiosk, the website, presentations to schools and local organizations, safety information, maps, and future project plans are made available to the public. An email and standard mailing list is maintained for distributing BPAC agendas and other B/P related information. This program also maintains the B/P Kiosk, a display strategically located in the Government Center Metrorail Station. The kiosk is updated regularly and is accessible to the public.

The B/P Program coordinates its events with local government and non-government safety and health providers, such as the Safe Kids Coalition, the Injury Prevention Coalition, and FDOT's Community Traffic Safety Team (CTST) program. Safety tips, local bike and pedestrian route maps, and TPO materials are distributed at scheduled events. In addition, comment cards are made available and are filled out by the general public to collect feedback from the community, which are later input into the TPO PI Database.



The large number of bicyclists and pedestrians at elementary schools make them a target audience for this program's activities. As such, the B/P Program supports 'Walk to School Day' events each October to promote walking and increase pedestrian safety awareness.

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*The general public can get more information about the B/P program at [www.miamidadetpo.org](http://www.miamidadetpo.org) or contact the Project Manager at 305-375-4507.*

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### ***Transportation Disadvantaged Program***

This program ensures that opportunities for public involvement shall be provided for all locally recognized transportation disadvantaged persons to participate in the transportation planning process. As such, per State Statute 427 and Chapter 41-2, the Miami-Dade County Transportation

Disadvantaged Local Coordinating Board (LCB) is recognized as the advisory body to “identify local service needs and to provide information, advice, and direction to the local Community Transportation Coordinator (CTC) on the coordination of services to be provided to the transportation disadvantaged through the Florida Coordinated Transportation System (FCTS).”

The Transportation Disadvantaged Service Plan (TDSP) is an annually updated plan jointly developed by the Miami-Dade TPO and the Miami-Dade Department of Transportation and Public Works (DTPW), which is the current CTC for Miami-Dade County. The TDSP contains a development, service, and quality assurance component for non-sponsored trips for the low-income, unemployed, homeless and children at-risk. The TDSP is developed through a process that includes input from public, private, and non-profit transportation providers, human services providers, and the general public.

The Miami-Dade County LCB reviews and approves the TDSP, which is then submitted to the Florida Commission for the Transportation Disadvantaged (CTD) for final approval. The LCB also identifies local service needs and provides information, advice, and direction to the CTC on the coordination of services to be provided to the transportation disadvantaged through the FCTS.

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*The general public can view the TDSP on the TPO website at [www.miamidadetpo.org](http://www.miamidadetpo.org) or call 305-375-4507 to request a copy from the TD Grant Program Project Manager.*

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## **Transportation Studies/Projects Outreach**

Any major project or study partially funded by the Miami-Dade TPO shall include a PI component. When determining the best outreach strategies to implement from the PI Toolbox for the project or study, the results should be reviewed and analyzed. PI activities should then be decided by recognizing the purpose, target area, and other specialized needs as shown in Figure 1 (Page 29). The Consultant shall work with staff to review the plan for the study/project and use the Transportation Outreach Planner to properly identify the demographics of the community they will be working with. This ensures a comprehensive outreach effort to the community.

## Community Outreach Events

Staff attends community outreach events (COEs) to target different sectors of the community to ensure that the public is provided with an equal opportunity to participate as follows:

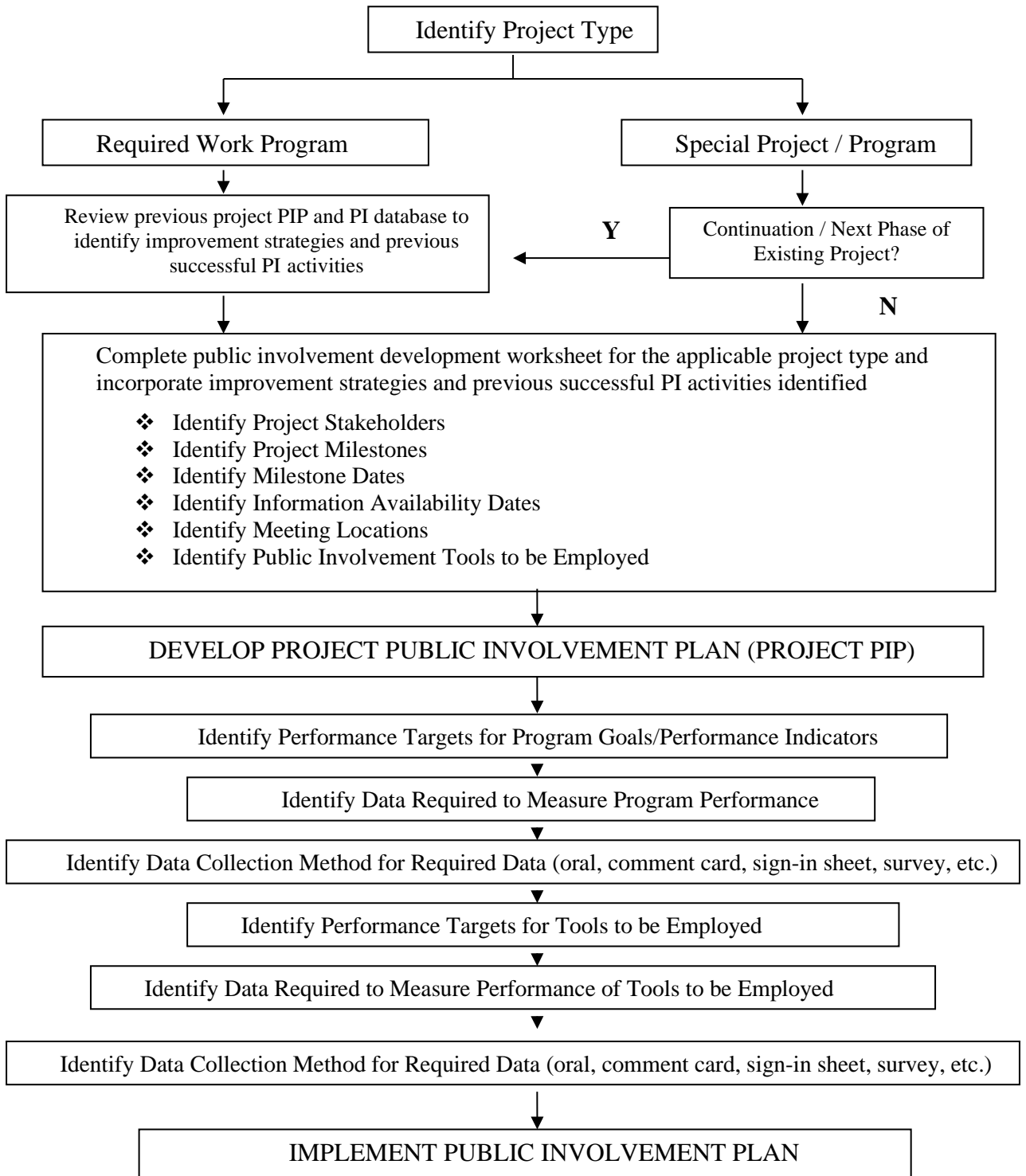
- **General Public Events** – Events with TPO Governing Board members, the library system, and the Miami-Dade Department of Transportation and Public Works (DTPW) to reach out to the public and gather valuable feedback.
- **Business Events** – Events with South Florida Commuter Services to visit businesses and attend various workshops to find out the transportation needs of employers and employees.
- **Student Events** – Visit various High Schools and colleges to provide information about the TPO's function and how they can get involved in the process. The objective is to obtain feedback on transportation ideas, and educate students about transportation options.



These events provide an opportunity for the general public to adequately provide transportation recommendations and comments to the Miami-Dade TPO. Comment cards are made available to be filled out by participants at events with information being input into the PI Database and responded to accordingly.



**FIGURE 1- DEVELOPMENT OF A PUBLIC INVOLVEMENT PLAN**



## **Community Action Agency Centers**

Miami-Dade County operates various Community Action Agency (CAA) centers throughout the county, which are mainly located in minority neighborhoods. A list of these centers can be viewed in Appendix D. Staff has been given permission by these centers to attend their meetings on a regular basis, and to speak directly with these individuals regarding their transportation needs. These requests are relayed back to the appropriate operating agencies for consideration and implementation.

## **Citizen Advisory Committees**

There are four citizen advisory committees that directly report to the TPO Governing Board to ensure participation from the general public is included in the transportation planning process. All meetings are held at varying convenient and accessible locations and times (450.316(a)(1)(v)).

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*A person interested in serving on any of the four citizen advisory committees is encouraged to contact the TPO at 305-375-4507 or [information@mdtpo.org](mailto:information@mdtpo.org).*

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### ***Citizens' Transportation Advisory Committee***

The Citizens' Transportation Advisory Committee (CTAC) meets two weeks prior to the TPO Governing Board at 5:30 PM. CTAC was created in 1983 under the Authority of Chapter 163 of the Florida Statutes to ensure that proposed transportation projects are responsive to the community's needs and goals. The CTAC advises the TPO Governing Board and serves as a public forum to review and discuss future projects pertaining to the transportation planning process.

### ***Bicycle Pedestrian Advisory Committee***

The Bicycle Pedestrian Advisory Committee (BPAC) usually meets on the fourth Tuesday of each month (except August) at 5:30 PM. BPAC participates in the planning process and advises the TPO Governing Board on issues regarding bicycle and pedestrian modes of transportation. Citizens and professionals with an interest in walking and bicycling participate in the BPAC's meetings to review project plans and programs and discuss issues of relevance to non-motorized transportation users.

### ***Transportation Aesthetics Review Committee***

The Transportation Aesthetics Review Committee (TARC) usually meets on the first Wednesday of each month (except August) at 4:00 PM. The TARC advises the TPO Governing Board on the

aesthetic and architectural aspects of planned transportation projects. This group of mostly design professionals (architects, engineers, planners, etc.) and other concerned residents review the aesthetic impact of bridges and other high visibility transportation projects on the community.

### ***Freight Transportation Advisory Committee***

The Freight Transportation Advisory Committee (FTAC) usually meets on the fourth Wednesday of each month at 2:00 PM. Members strive to promote and facilitate the planned movement of freight throughout Miami-Dade County. This committee works with local, state, and federal agencies to improve and maintain freight movement infrastructure that is crucial to the economy of south Florida.

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*To obtain a current schedule of all TPO related meetings, the general public can contact the TPO at 305-375-4507, [information@mdtpo.org](mailto:information@mdtpo.org), or visit [www.miamidadetpo.org](http://www.miamidadetpo.org)*

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### **Website**

The TPO website, located at [www.miamidadetpo.org](http://www.miamidadetpo.org), is an interactive experience that provides user-friendly data and information about the various Miami-Dade TPO related transportation functions and activities. The general public can access meeting dates, members' information, interactive maps, links to related sites, and download electronic versions of newsletters, the Unified Planning Work Program, the Transportation Improvement Plan, and the Long Range Transportation Plan as well as most studies produced by the agency. In addition, the main portions of the website can be read in fifty-three (53) languages utilizing the 'Google Translate' plug-in.

### **Media Relations**

The Miami-Dade TPO works in close collaboration with various types of media outlets to guarantee that two-way communication efforts penetrate all appropriate markets. The objective is to reach out to different segments of the population, generate the public interest in the organization various projects, elicit responses from the public, and provide feedback or response to public inquiries. Miami-Dade TV maintains a cable television network that is part of basic cable service within the county. Miami-Dade TV broadcasts and webcasts all TPO Governing Board meetings. E-Newsletters are distributed to local media outlets (newspaper, TV, and radio) to provide information on specific issues being conducted or considered by the Miami-Dade TPO. The objective is to target articles and news ideas to media outlets based on their audience.

## Social Media Accounts

Twitter, Facebook, Instagram, LinkedIn, YouTube, SlideShare, and EZ Texting are utilized to spread the word about what is occurring at the TPO. Policy for utilizing social media can be viewed in Appendix E. In addition, e-Newsletters are sent out weekly to the TPO's ever growing email distribution list. These methods have become some of the primary means through which stakeholders, the general public, and community groups remain informed about Miami-Dade TPO activities. Internet users can follow the TPO's social media accounts as follows:



@miamidadetpo  
[www.facebook.com/miamidadetpo](http://www.facebook.com/miamidadetpo)



@miamidadetpo  
<https://twitter.com/miamidadetpo>



[www.linkedin.com/company/miamidadetpo/](http://www.linkedin.com/company/miamidadetpo/)



miamidadetpo  
[www.instagram.com/miamidadetpo/](http://www.instagram.com/miamidadetpo/)



Miami-Dade TPO  
[www.youtube.com/user/MiamiTPO](http://www.youtube.com/user/MiamiTPO)



Miami-Dade TPO  
[www.slideshare.net/miamidadetpo](http://www.slideshare.net/miamidadetpo)



<https://eztxt.s3.amazonaws.com/301849/widget/s/57ffc39be87d58.07364971.html>

## Public Hearing Advertisements

Upcoming public hearings are advertised in the local newspaper with the largest circulation, announced in the weekly e-Newsletters, and posted on the TPO's website at [www.miamidadetpo.org](http://www.miamidadetpo.org).

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*The general public can request to be added to the email distribution list by calling 305-375-4507 or emailing [information@mdtpo.org](mailto:information@mdtpo.org)*

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## Transportation Disadvantaged Voluntary Dollar Program

In a campaign called "Put Your Dollar to Work", the general public can get involved in helping those who need transportation services by voluntarily contributing one dollar or more to the Transportation Disadvantaged (TD) Trust Fund. This opportunity is available due to the passage of a law passed by the 1994 Florida Legislature. Funding for the program comes from revenues collected from the vehicle registrations. For every registration or renewal \$1.50 is earmarked for the TD Trust Fund.

*FOR MORE INFORMATION ABOUT TD  
VOLUNTARY DOLLAR PROGRAM,  
PLEASE CALL YOUR LOCAL TAX  
COLLECTOR'S OFFICE OR CONTACT  
THE CTD PUBLIC RELATIONS  
MANAGER AT (800) 983-2435.*



## **VI. Evaluation Methodology**

To assess existing and future PI activities, the Miami-Dade TPO shall utilize various evaluation methods to gauge the level of success for each strategy and ensure compliance with state and federal agency regulations.

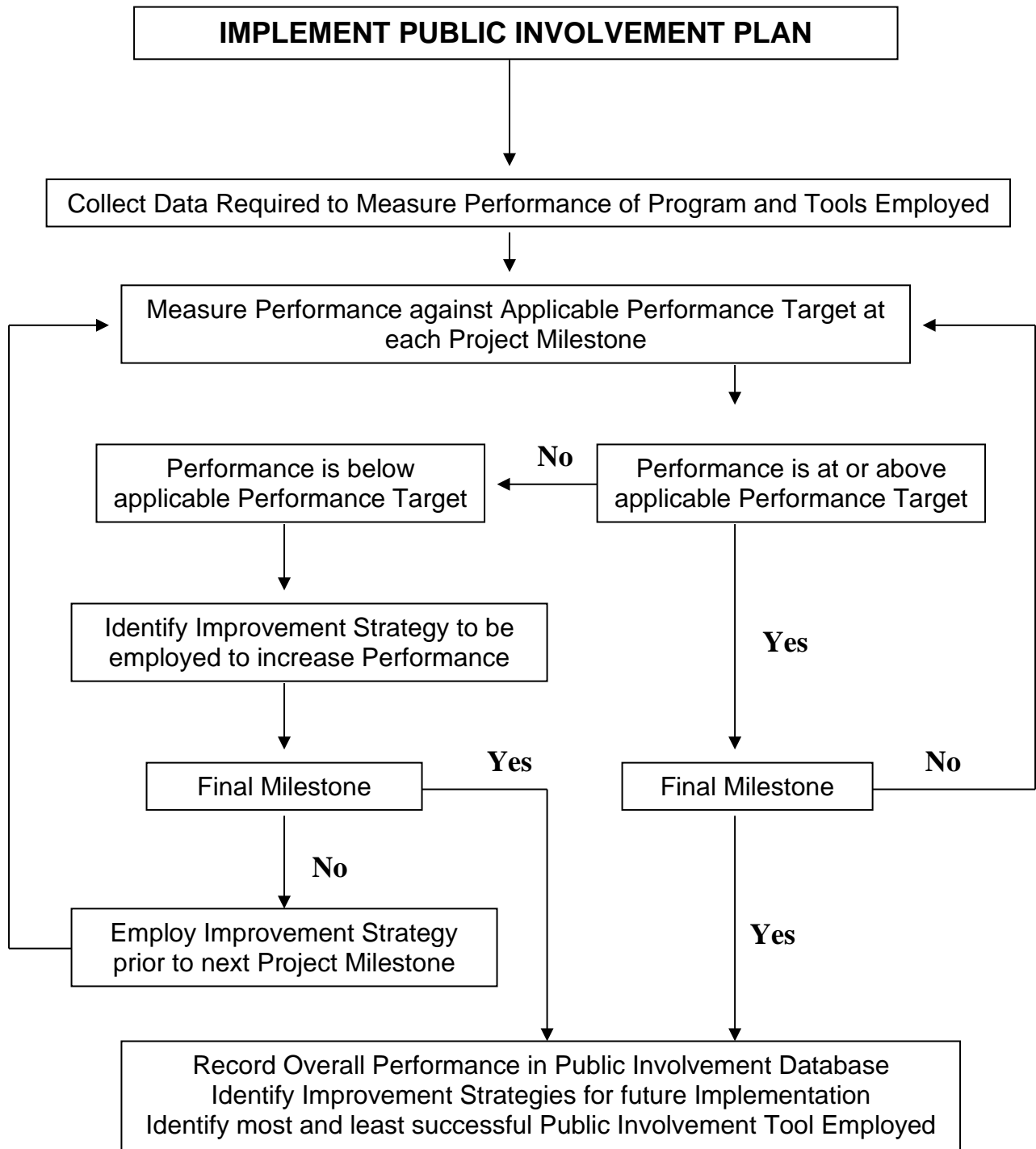
To maintain an up-to-date and effective public involvement program, the Miami-Dade TPO must continuously evaluate the effectiveness of its PI strategies. General outreach strategies (GOS) such as outreach events, CAA meetings, the website, the Annual Report, etc., can be evaluated on a yearly basis. In contrast, due to their dynamic nature, applicable studies and required documents shall be evaluated at their completion, and shall meet the goals set by their specific PIP as depicted in Figure 2 (page 35).

When evaluating a strategy it is suggested to refer to the approach depicted within the Florida Department of Transportation's (FDOT) "Public Involvement Handbook" that recommends:

- Identifying applicable performance measures and targets for each strategy that are should either be measurable, verifiable, or cost effective.
- Utilizing evaluation methods such as surveys in the form of face-to-face, email, mail, and phone calls.
- Utilizing statistical analysis to determine the effectiveness of a strategy.
- Engage in staff debriefings, especially after a study has been completed.
- Improvements to the Public Involvement Program should be made to increase public awareness and to improve the quantity and quality of information provided to the public.

As per the FDOT's "Public Involvement Handbook", examples are shown in Table 2 (pages 36-37) that "...illustrate various public involvement techniques, criteria for success, and methods to achieve the public involvement goals. For the purposes of this table, performance measures are not specifically identified because these are usually determined at the planning stage of each public involvement activity. By being aware of the goals of public involvement, and knowledgeable of the project, quantifiable performance measures can be determined."

**FIGURE 2**  
**PUBLIC INVOLVEMENT PLAN EVALUATION PROCESS**



**TABLE 2**  
**EVALUATION OF EXAMPLE PUBLIC INVOLVEMENT TOOLS**

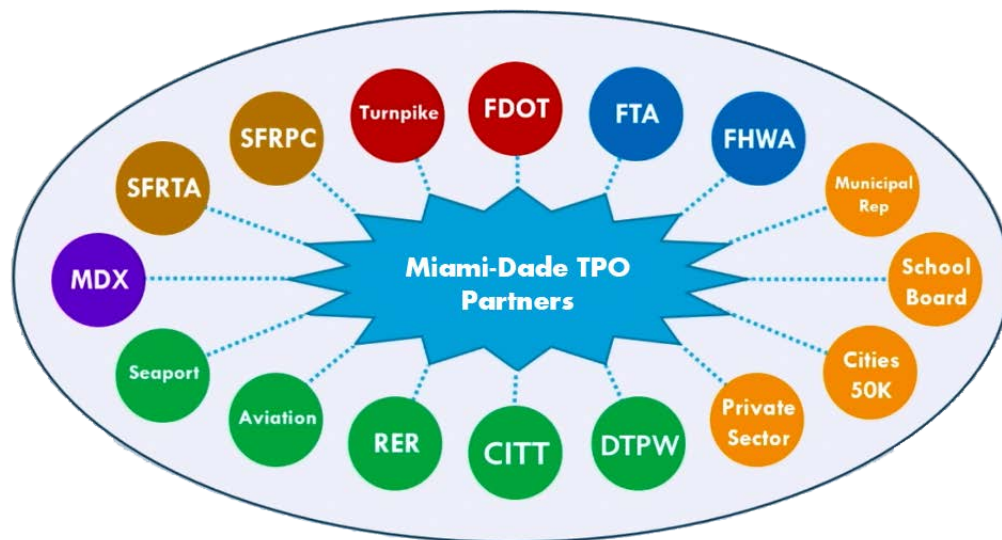
TOOL	GOAL	INDICATOR
Project/Plan Logo	Develop a logo for all major project materials	Recognition of the project
Fact Sheets	Distribute information facts to prepare people to assist in decision making and project/plan understanding	Quality and relevance of comments received
Posters and Flyers	Inform the community of public involvement activity or project/plan information	Minimum of ?% of meeting attendees/ survey respondents indicated that they saw a poster/flyer
Comment Forms	Create a form that will elicit relevant project/plan comments	?% of meeting attendees filled out a form OR ?% of visitors to a website submitted a form OR ?% of mail recipients return the form
Project Specific Newsletters	Increase understanding and encourage the public to assist in the decision-making process	Minimum of ?% of meeting attendees/ survey respondents indicated that they received a newsletter OR Reaches a minimum of ?% persons that area affected by a project/plan
Other Newsletters (Cities, Homeowners Associations, etc.)	Increase understanding and encourage the public to assist in the decision-making process	If no project specific newsletter: Minimum of ?% of meeting attendees/ survey respondents were reached OR Reaches a minimum of ?% persons that area affected by a project/plan  If in addition to project specific newsletter: Minimum of ?% of meeting attendees/ survey respondents were reached
Direct Mailings	Provide legal notification to affected community	Mailed piece received by all intended property owners; none returned
Ads/Press Releases	Provide legal notification to affected community	Confirmation that ad or press release was published

TOOL	GOAL	INDICATOR
Project Specific Websites	Inform the public of upcoming opportunities to participate in decision-making	Minimum of 75% hits per month Increase of at least 75% over the life of the project/plan. Expectations may be higher depending on the size of the study area.
TV Message Boards	Inform the public of upcoming opportunities to participate in decision-making	Minimum of 75% of meeting attendees/survey respondents indicated that they saw the meeting notice
Surveys	Encourage relevant responses by explaining importance of receiving feedback	75% of contacted persons participate in the survey OR 75% of mail recipients return the survey
Public Access TV	Inform the public of upcoming opportunities to participate in decision-making	Minimum of 75% of meeting attendees/survey respondents indicated that they saw the meeting notice
Email Announcements/ Internet Message Boards	Inform the public of upcoming opportunities to participate in decision-making	Minimum of 75% of meeting attendees/survey respondents indicated that they saw the meeting notice
Small Group Meetings	Increase understanding; relevant project/plan comments received	Evaluation form indicating project/plan understanding increased; relevant comments received
Public Hearings	Meet legal requirements and ascertain that the community understands the project/plan	Quality and relevance of comments received
Project Open Houses/ Workshops	Increase understanding; provide avenue to receive comments	75% of affected population (based on study area) in attendance; relevant comments received
Citizen Advisory Committees	Create a representative group of individuals to review project materials	All segments of affected community are represented

## VII. Conclusion

Public involvement incorporates the general public into the transportation decision-making process that can potentially affect their neighborhood. It ensures that Miami-Dade TPO planning activities provide an equal opportunity for all individuals to participate and comply with Title VI specifications. The Miami-Dade TPO strives to identify residential, employment, and transportation patterns within the county, ensuring that the benefits and burdens of transportation investments can be fairly distributed. Feedback is highly valued by the TPO Governing Board, and public opinion is an integral part of the Board's decision-making process.

As the umbrella organization for Miami-Dade County's transportation agencies, the Miami-Dade TPO is in a favorable position to collect, disseminate, and implement public opinion into the planning process. The TPO collects feedback through general outreach activities and its four citizen advisory committees with applicable comments and suggestions channeled to the appropriate transportation agency where the concern can be further investigated. Also, feedback can result in the undertaking of a new study or project, or the termination or modification of an ongoing project or program.



Individuals know the intricacies of their community better than anyone else. It is for this reason that the early involvement of affected neighborhoods is essential in the transportation planning process. It is also for this reason that careful and continuous application of PI strategies throughout the life of a transportation project, program, or study can ensure proper participation and a successful PI process for all.

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# **Appendix A**

## **List of Acronyms**

## Acronyms

ADA	-----	American with Disabilities Act
BPAC	-----	Bicycle Pedestrian Advisory Committee
CAA	-----	Community Action Agency
CAP	-----	Community Awareness Plan
CCI	-----	Community Characteristics Inventory
CFR	-----	Code of Federal Regulation
CMS	-----	Congestion Management System
COE	-----	Community Outreach Events
CSS	-----	Context Sensitive Solutions
CTAC	-----	Citizens' Transportation Advisory Committee
COM	-----	Communications (Miami-Dade TV)
CTC	-----	Community Transportation Coordinator
CTD	-----	Florida Commission for the Transportation Disadvantaged
DOT	-----	Department of Transportation
DCMMP	-----	Dade County Mobility Management Process
DTPW	-----	Department of Transportation and Public Works
EJ	-----	Environmental Justice
ELL	-----	English Language Learners
EO	-----	Executive Order
ETDM	-----	Efficient Transportation Decision Making
FCTS	-----	Florida Coordinated Transportation System
FDOT	-----	Florida Department of Transportation
FHWA	-----	Federal Highway Administration
FIHS	-----	Florida Interstate Highway System
FS	-----	Florida Statute
FTA	-----	Federal Transit Administration
FTAC	-----	Freight Transportation Advisory Committee
FTP	-----	Florida Transportation Plan

GIS	-----	Geographic Information Systems
GOS	-----	General Outreach Strategy
HOA	-----	Homeowner's Association
ISTEA	-----	Intermodal Surface Transportation Efficiency Act
LEP	-----	Limited English Proficiency
LCB	-----	Local Coordinating Board
LRTP	-----	Long Range Transportation Plan
MDTV	-----	Miami-Dade Television
TPO	-----	Transportation Planning Organization
NEPA	-----	National Environmental Policy Act
PD&E	-----	Project Development & Environment Study
PI	-----	Public Involvement
PIO	-----	Public Involvement Office
PIEEP	-----	Public Involvement Effectiveness Evaluation Program
PIMT	-----	Public Involvement Management Team
PM	-----	Project Manager
PPP	-----	Public Participation Plan
ROW	-----	Right-of-Way
SCE	-----	Sociocultural Effects
STIP	-----	State Transportation Improvement Program
TAP	-----	Transportation Alternatives Program
TARC	-----	Transportation Aesthetics Review Committee
TD	-----	Transportation Disadvantaged
TDSP	-----	Transportation Disadvantage Service Plan

TEA-21 -----	Transportation Equity Act for the 21 <sup>st</sup> Century
TIP -----	Transportation Improvement Program
TMA -----	Transportation Management Area
TPC -----	Transportation Planning Council
TPTAC -----	Transportation Planning Technical Advisory Committee
UPWP -----	Unified Planning Work Program
USC -----	United States Code
USDOT-----	U.S. Department of Transportation

**Appendix B**  
**Transportation Outreach**  
**Planner**  
**Public Involvement**  
**Strategies**

Public Involvement Strategy	Intent of Use											
	Communicate Information	Conflict Resolution	Create a Core Participation Group	Education	Interactive Techniques	Media Strategies	Obtaining Feedback	Outreach to Underserved Populations	Outreach to Persons with Disabilities	Planning Meetings	Promotions	Technology
1. Accessibility & Outreach Strategies for Persons with Disabilities									X			
2. Brainstorming							X	X	X	X		
3. Briefings	X					X		X	X			
4. Brochures	X			X							X	
5. Charrettes							X	X		X		
6. Civic Advisory Committees			X									
7. Collaborative Task Forces		X	X					X	X			
8. Community Advisory and Policy Boards			X									
9. Computer Presentations and Simulations				X	X							X
10. Conferences and Summits	X			X						X		
11. Creative Promotions											X	
12. Crisis Management		X										
13. Cross-Cultural Training				X				X	X			
14. Crowd Sourcing					X							X
15. Discounts and Special Promotions								X			X	
16. Drop-In Centers	X			X			X					
17. Editorial Boards	X					X						
18. Facilitation		X					X					
19. Focus Groups		X					X	X	X			
20. Games and Contests				X	X						X	
21. Guest Columns and Editorials	X					X						
22. Handheld Instant Voting					X		X		X			X
23. Interactive Television				X	X							X
24. Interactive Video Displays and Kiosks				X	X							X
25. Internet-Based Communication/Social Media	X			X	X	X	X				X	X
26. Key Person Interview		X					X	X	X			
27. Mailing Lists and Direct Mail	X										X	
28. Geographic Information Systems (GIS) Mapping				X								X
29. Mash-Ups				X								X
30. Media Plan	X					X					X	
31. Negotiation and Mediation		X					X					
32. News and Feature Stories	X					X						
33. Newsletters	X			X								



Public Involvement Strategy	Intent of Use											
	Communicate Information	Conflict Resolution	Create a Core Participation Group	Education	Interactive Techniques	Media Strategies	Obtaining Feedback	Outreach to Underserved Populations	Outreach to Persons with Disabilities	Planning Meetings	Promotions	Technology
34. Non-Traditional Events					x			x	x			
35. On-Line Jams				x	x							x
36. On-Line Services	x			x	x		x		x			x
37. Open House/Open Forum Hearings	x			x	x		x	x	x	x	x	
38. Strategies for Non-English Speaking Populations	x			x		x	x	x		x	x	x
39. Paid Advertising	x					x					x	
40. Paratransit Applications									x			
41. Personal Information Sharing					x							x
42. Press Conferences	x					x						
43. Press Releases	x					x					x	
44. Public Deliberation		x					x					
45. Public Information Materials	x			x							x	
46. Public Meetings/Hearings	x						x			x		
47. Public Opinion Surveys							x					
48. Public Service Announcements	x			x		x						
49. Remote Sensing Applications									x			x
50. Role Playing				x	x							
51. School Curriculum (K-12)	x											
52. Simulations				x	x							x
53. Site Visits		x		x			x	x	x			
54. Small Group Techniques					x					x		
55. Social Marketing												
56. Social Networking	x				x	x	x	x	x		x	x
57. Speaker's Bureau	x	x		x							x	
58. Teleconferencing					x					x		x
59. Telephone Hotlines							x	x	x			
60. Text Markup Software					x		x					x
61. Transportation Fairs	x			x		x					x	
62. Video Techniques	x			x								x
63. Visioning							x	x	x	x		
64. Visualization Techniques					x							x
65. Web Sites	x			x	x							x
66. Wikis				x	x							x
67. Workshops and Retreats				x			x	x	x	x		

# **Appendix C**

## **Limited English Proficiency**

### **Plan**

# MIAMI-DADE TRANSPORTATION PLANNING ORGANIZATION LIMITED ENGLISH PROFICIENCY (LEP) PLAN

## INTRODUCTION

The Miami-Dade Transportation Planning Organization (TPO) is responsible for an on-going, cooperative, and comprehensive transportation planning process in Miami-Dade County. This planning process guides the use of Federal and State dollars spent on existing and future transportation projects or programs. Limited English Proficiency (LEP) plays an integral role in this process to ensure all citizens are appropriately reached in the community. This document details the Miami-Dade TPO LEP Plan, which has been developed in conjunction with public involvement best practice standards.

## BACKGROUND

On August 11, 2000, the President of the United States 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 eligible 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. It reads in part,

*Each Federal agency shall prepare a plan to improve access to its federally conducted programs and activities by eligible LEP persons. Each plan shall be consistent with the standards set forth in the LEP Guidance, and shall include the steps the agency will take to ensure that eligible LEP persons can meaningfully access the agency's programs and activities.*

Not only do all Federal agencies have to develop LEP Plans as a condition of receiving Federal financial assistance, recipients have to comply with Title VI and LEP guidelines of the Federal agency from which funds are provided.

Federal financial assistance includes grants, training, and 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. Simply put, any organization that receives Federal financial assistance is required to follow this Executive Order.

The US Department of Transportation (DOT) published **Policy Guidance Concerning Recipients Responsibilities to Limited English Proficient Person** in the December 14, 2005, Federal Register. The guidance explicitly identifies TPO organizations that must follow this guidance:

*The guidance applies to all DOT funding recipients, which include State Departments of Transportation, State Motor Vehicle Administrations, airport operations, Transportation Planning Organizations, and regional, State, and local transit operators, among many others. Coverage extends to a recipient's entire program or activity, i.e., to all parts of a recipients operations. This is true even if only one part of*

*the recipient receives the Federal assistance. For example, if DOT provides assistance to a State Department of Transportation to rehabilitate a particular highway on the National Highways System, all of the operations of the entire State Department of Transportation—not just the particular highways program or project—are covered by the DOT guidance.*

***Who is an LEP individual?***

An LEP person is any individual who speaks a language at home other than English as their primary language, and who speak or understands English “less than very well”.

The intent of this LEP Plan is to ensure access to the Miami-Dade TPO’s programs and activities where it is determined that a substantial number of residents, within an area of the County, do not speak or read English proficiently (see Table 1 on page 3). 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 the Miami-Dade TPO 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:

<b>Title VI of the Civil Rights Act of 1964</b>	<b>Limited English Proficiency Executive Order 13166</b>
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
Annual Accomplishment and Upcoming Goals Report to FHWA	Annual Accomplishment and Upcoming Goals Report to FHWA

**DETERMINING LEP NEEDS**

As a recipient of federal funding, the Miami-Dade TPO has made 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”.

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

The DOT Policy Guidance provides 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 Miami-Dade County in relation to the four factors and the transportation planning process.

### ***LEP Assessment for Miami-Dade TPO***

#### **Factor 1: The number and proportion of LEP persons in the eligible service area.**

The Miami-Dade TPO analyzed the U.S. Census Bureau's 2012 American Community Survey 1-year estimates to identify Miami-Dade County's LEP population, which includes persons 5 years and over that speak English "less than very well." Further, only the top four language groups were examined. The ACS is a continuous nationwide survey of addresses conducted monthly by the U.S. Census Bureau. It is intended to measure changing socioeconomic characteristics and conditions of the population on a recurring basis.

Table 1: The Top Four Languages Spoken at Home in Miami-Dade County by LEP Persons (US Census Bureau’s 2012 American Community Survey )										
Population 5 years and older	Number of LEP Persons	Percentage of LEP Persons	LEP Persons who speak “Spanish”		LEP Persons who speak “Indo- European” languages		LEP Persons who speak “Asian and Pacific Islander” languages		LEP Persons who speak “Other” languages	
Total	Total	Percent	Total	Percent	Total	Percent	Total	Percent	Total	Percent
2,438,164	821,661	33.7%	742,995	90.4%	67,581	8.2%	8,813	1.0%	3,480	0.4%

Analysis findings indicate that 33.7 percent of the Miami-Dade County population speaks English "less than very well." Of the LEP persons within the Miami-Dade TPO area, just over ninety (90) percent speak Spanish at home, making this the most significant percentage of the area's population. About eight (8) percent speak an Indo-European language, such as French, Creole, Portuguese, Russian, or German. One (1) percent speak Asian and Pacific Islander languages, such as Chinese, Korean and Japanese. Finally, less than one (>1) percent speak "other" languages at home.

#### **Factor 2: The frequency in which LEP Persons encounter TPO programs and activities**

There are many LEP persons encountering Miami-Dade TPO programs and activities. As such, collateral materials are currently being translated to Spanish and Creole to assist LEP individuals. When available, information is posted on the TPO website both in Spanish and Creole.

#### **Factor 3: The importance of the service provided by the TPO program**

TPO 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 for shelter). Further, involvement by any citizen with the TPO or its committees is voluntary. However, the Miami-Dade TPO must ensure that all segments of the population, including LEP persons, are involved to have had the opportunity to be consistent with the goal of the Federal Environmental Justice program and policies.

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

1. Unified Planning Work Program (UPWP),
2. Transportation Improvement Program (TIP),
3. Long Range Transportation Plan (LRTP), covering 20+ years.

Inclusive public participation is a priority consideration in other Miami-Dade TPO plans, studies, and programs as well. 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 Miami-Dade TPO is concerned with input from all stakeholders, and every effort is taken to make the planning process as inclusive as possible.

As a result of the LRTP 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 is implemented.

**Factor 4. The resources available and overall TPO cost**

To serve both the Hispanic and Haitian LEP populations, the Miami-Dade TPO intends to make Executive Summaries for the UPWP, TIP, LRTP, and collateral materials available in Spanish and Creole. To accommodate the cost, these summaries may be presented in alternative formats, such as brochures or newsletters, which are designed to capture all of the significant points of the full document. The TPO will continue efforts to collaborate with state and local agencies to provide language transportation and interpretation services when practical and in consideration of the funding available. The translation of these documents will begin after the final English version has been completed. Spanish and Creole language outreach materials from organizations such as federal, state, and local transportation agencies will be used when possible.

## **MEETING THE REQUIREMENTS**

Engaging the diverse population within the Miami-Dade TPO area is important. The TPO is committed to providing quality services to all citizens, including those with limited English proficiency. Spanish and Creole are the most dominant languages spoken by LEP individuals in Miami-Dade TPO's service area. All language access activities detailed below will be coordinated in collaboration with the TPO Governing 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 TPO) 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 (Page 2-4).

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. Translation can also 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***

USDOT 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 TPO 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 TPO services and the availability of language assistance; and
7. Providing presentations and/or notices at schools and community based organizations (CBO).

The TPO will publicize the availability of Spanish and Creole interpreter services, free of charge, at least seven (7) days prior to TPO Governing Board and committee meetings, workshops, forums, or events, which will be noticed on the TPO website, in meeting notices (packets), and using the following additional tools as appropriate: public outreach materials, community-based organizations, local newspapers, and Miami-Dade County school and library systems.

Currently, the Miami-Dade TPO places meeting notices in the “El Nuevo Herald” newspapers that serve the Hispanic community, and in “Haiti en Marche” that serves the Haitian community. As covered under Title VI requirements for nondiscrimination, at each meeting, the Miami-Dade TPO will provide Title VI material and include this material in an alternative language, when applicable.

### ***Language Assistance***

A goal of the Miami-Dade TPO Public Participation Plan is to provide user-friendly materials that will be appealing and easy to understand. The Miami-Dade TPO may provide Executive Summaries in alternative format, such as brochures or newsletters, depending on the work product. The Miami-Dade TPO intends to translate the Executive Summaries for the TIP and LRTP in Spanish and Creole.

The Miami-Dade TPO 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 Miami-Dade TPO will request interpreter services from the Miami-Dade County ADA Office, Internal Services Department, and translation services from the Miami-Dade County Communications Department, as needed.

### ***Miami-Dade TPO Staff Training***

In order to establish meaningful access to information and services for LEP individuals, the TPO will properly train its employees to assist in person, and/or by telephone. LEP individuals who request assistance Miami-Dade TPO Governing Board members will receive a copy of this LEP Plan, and have access to training, assuring that they are fully aware of and understand the plan and its implementation.

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- U.S. Census Bureau, American Community Survey (2015).
- U.S. Department of Transportation. *Policy Guidance Concerning Recipients Responsibilities to Limited English Proficient Persons*. (December 2005).

# **Appendix D**

## **Community Action Agency Centers**

<b>CAA CENTER</b>	<b>ADDRESS</b>
Accion CAA	Accion CAA 858 W. Flagler Street, Miami, FL 33128
Allapattah CAA	Ebenezer United Methodist Church 2001 NW 35 <sup>th</sup> Street, Miami, FL 33142
Brownsville CAA	Bethune Head Start Center 2900 NW 43 <sup>rd</sup> Terrace, Miami, FL 33142
Coconut Grove CAA	Frankie S. Rolle NSC 3750 South Dixie Highway, Miami, FL 33133
Culmer CAA	Culmer Center 1600 NW 3rd Avenue, Miami, FL 33136
Edison CAA	Edison CAA Enrichment Center 150 NW 79 <sup>th</sup> Street, Miami, FL 33150
Florida City CAA	Florida City Neighborhood Center 1600 NW 6 <sup>th</sup> Court, Miami, FL 33034
Goulds CAA	Isaac A. Withers 21300 SW 122 <sup>nd</sup> Avenue, Miami, FL 33170
Hialeah CAA	Park Place Apartments 250 East 2nd Avenue, 2 <sup>nd</sup> Floor, Miami, FL 33010
Liberty City CAA	Liberty City CAA Center 6100 NW 7 <sup>th</sup> Avenue, Miami, FL 33127
Naranja Plant/Leisure City CAA	Naranja Neighborhood Center 13955 SW 264 <sup>th</sup> Street, Miami, FL 33032
Opa-Locka CAA	Dr. Robert B. Ingram Elementary 600 Ahmad Street, Miami, FL 33054
Perrine CAA	Perrine CAA Service Center 17801 Homestead Avenue, Miami, FL 33157
South Beach CAA	Miami-Beach Service Center 833 6th Street, 2 <sup>nd</sup> Floor, Miami, FL 33139
South Miami CAA	HUD Senior Citizen Center 6701 SW 62 <sup>nd</sup> Avenue, Miami, FL 33143
Wynwood CAA	De Hostos Neighborhood Center 2902 NW 2 <sup>nd</sup> Avenue, Miami, FL 33127

# **Appendix E**

## **Policy on Utilizing Social Media**

# **Miami-Dade TPO General Social Media Policy**

The purpose of social media is to promote the activities of the Miami-Dade Transportation Planning Organization (TPO), a government entity that guides the transportation planning process in Miami-Dade County. The Miami-Dade TPO encourages citizens to share transportation information and to be a part of the transportation planning process by expressing transportation ideas via the TPO's social media pages. However, the Miami-Dade TPO does not endorse, support, or otherwise promote any private or commercial entity or the information, products, or services contained on those websites that may be reached through links from the TPO's social media pages. The following policy is regarding how to administer the Miami-Dade TPO social media pages:

- The following information will be posted on applicable social media pages:
  - TPO Governing Board meetings and agendas
  - TPO Governing Board member changes
  - Citizen committee meeting dates and agendas
  - Information as it relates to the Transportation Improvement Program (TIP), Long Range Transportation Plan (LRTP), and Unified Planning Work Program (UPWP)
  - Completed studies/projects
  - Outreach event information and pictures
  - Other information, as deemed appropriate by the Miami-Dade TPO Executive Director
- Comments:
  - The enclosed Social Media Comment Policy is to be posted on all applicable pages.
  - Any transportation planning related comment(s) received will be captured in the public involvement database and handled as dictated under "Documenting Activities and Correspondence" on Page 11 of this PPP.
- "Like" feature:
  - Only other applicable government agencies and TPO Governing Board Members can be "Liked" or followed. No personal social media pages are to be "Liked" or followed.

The Miami-Dade TPO reserves the right to modify this policy at any time.

## **Social Media Comment Policy**

The purpose of the page is to promote the Miami-Dade Transportation Planning Organization (TPO). We encourage you to share your thoughts and comments on the Miami-Dade TPO's transportation planning process.

The views expressed in comments reflect those of the author and do not reflect the views of the Miami-Dade TPO.

The Miami-Dade TPO reserves the right to remove any posts that contains vulgar or abusive language, personal attacks of any kind, or offensive terms that target specific groups. In addition, the Miami-Dade TPO may remove comments that are spam, that promote commercial services/products, or are clearly off topic, inappropriate, or unrelated.

The Miami-Dade TPO does not guarantee or warrant that any information posted by individuals is correct, and disclaims any liability for any loss or damage resulting from reliance on any such information.

The Miami-Dade TPO does not verify, does not warrant or guarantee, and assumes no liability for posts by individuals. The Miami-Dade TPO does not endorse, support, or otherwise promote any private or commercial entity or the information, products, or services contained on those websites that may be reached through links on our social pages.

Please be aware that Florida has a broad public records law. Most written communications to or from state officials regarding state business are public records available to the public and media upon request. To protect your privacy, please do not post confidential information.

The Miami-Dade TPO reserves the right to modify this policy at any time.



**Appendix F**  
**Resolutions Supporting the**  
**Public Participation Plan**

## TPO RESOLUTION #16-18

**RESOLUTION APPROVING THE MIAMI-DADE TRANSPORTATION  
PLANNING ORGANIZATION (TPO) PUBLIC PARTICIPATION PLAN**

**WHEREAS**, the Interlocal Agreement creating and establishing the Miami-Dade Metropolitan Planning Organization (MPO), for the Miami Urbanized Area, now known as the Transportation Planning Organization (TPO), requires that the TPO provide a structure to evaluate the adequacy of the transportation planning and programming process; and

**WHEREAS**, the Transportation Planning Council (TPC) has been established and charged with the responsibility and duty of fulfilling the aforementioned functions; and

**WHEREAS**, the Public Participation Plan is reviewed and revised every three years to meet the needs of the dynamic metropolitan area it represents, ensure compliance with stated Federal and State regulations, and coincide with the Federal triennial certification process administered by both the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA); and

**WHEREAS**, the TPC has reviewed the Publication Participation Plan, made a part hereof, and finds it consistent with the goals and objectives of the Transportation Plan for the Miami Urbanized Area,

**NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BOARD OF THE TRANSPORTATION PLANNING ORGANIZATION IN ITS ROLE AS THE MPO FOR THE MIAMI URBANIZED AREA**, that the attached Miami-Dade Transportation Planning Organization (TPO) Public Participation Plan, is hereby approved.

The adoption of the foregoing resolution was moved by Board Member Jose “Pepe” Diaz. The motion was seconded by Board Member Rebeca Sosa, and upon being put to a vote, the vote was as follows:

**Chairman** Esteban L. Bovo, Jr.-Aye  
**Vice Chairman** Francis Suarez-Absent

Board Member Juan Carlos Bermudez	-Aye	Board Member Vince Lago	-Aye
Board Member Jose “Pepe” Diaz	-Aye	Board Member Daniella Levine Cava	-Aye
Board Member Audrey M. Edmonson	-Aye	Board Member Roberto Martell	-Absent
Board Member Dan Gelber	-Absent	Board Member Joe A. Martinez	-Aye
Board Member Oliver G. Gilbert, III	-Absent	Board Member Jean Monestime	-Aye
Board Member Perla T. Hantman	-Absent	Board Member Dennis C. Moss	-Aye
Board Member Carlos Hernandez	-Absent	Board Member Jeff Porter	-Absent
Board Member Sally A. Heyman	-Absent	Board Member Rebeca Sosa	-Aye
Board Member Barbara J. Jordan	-Absent	Board Member Javier D. Souto	-Aye
Board Member Smith Joseph	-Aye	Board Member Xavier L. Suarez	-Aye

The Chairperson thereupon declared the resolution duly passed and approved this 26<sup>th</sup> day of April, 2018.

**TRANSPORTATION PLANNING ORGANIZATION**

By *Zainab Salim*  
Zainab Salim, Clerk  
Miami-Dade TPO



## TPC RESOLUTION #10-18

**RESOLUTION RECOMMENDING APPROVAL OF THE MIAMI-DADE TPO  
PUBLIC PARTICIPATION PLAN**

**WHEREAS**, the Interlocal Agreement creating and establishing the Miami-Dade Metropolitan Planning Organization (MPO), for the Miami Urbanized Area, now known as the Transportation Planning Organization (TPO), requires that the TPO provide a structure to evaluate the adequacy of the transportation planning and programming process; and

**WHEREAS**, the Transportation Planning Council (TPC) has been established and charged with the responsibility and duty of fulfilling the aforementioned functions; and

**WHEREAS**, the Public Participation Plan is reviewed and revised every three years to meet the needs of the dynamic metropolitan area it represents, ensure compliance with stated Federal and State regulations, and coincide with the Federal triennial certification process administered by both the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) ; and

**WHEREAS**, the TPC has reviewed the Publication Participation Plan, made a part hereof, and finds it consistent with the goals and objectives of the Transportation Plan for the Miami Urbanized Area,

**NOW, THEREFORE, BE IT RESOLVED BY THE TRANSPORTATION PLANNING COUNCIL FOR THE TRANSPORTATION PLANNING ORGANIZATION, IN ITS ROLE AS THE MPO FOR THE MIAMI URBANIZED AREA**, that the attached Miami-Dade TPO Public Participation Plan, is hereby recommended for approval to the TPO Governing Board.

The adoption of the foregoing resolution was moved by Mr. Tom Ruiz. The motion was seconded by Mr. John O'Brien, and upon being put to a vote, the vote was as follows:

Jesus Guerra, Chairperson	-Aye	Michelle Lopez	-Aye (S. Hammons)
Alice N. Bravo	-Aye (A. Hernandez)	Kevin Lynskey	-Aye (D. Yoder)
Alice N. Bravo	-Aye (G. Miranda)	Jack Osterholt	-Aye (J. Gonzalez)
Julio Brea	-Aye	Jack Osterholt	-Absent
Anthony J. Catalina	-Absent	Javier Rodriguez	-Absent
Harold Desdunes	-Absent	Tom Ruiz	-Aye
Rudy Garcia	-Absent	Jose Sanchez	-Aye
Jorge Gomez	-Aye	Eduardo "Ed" Santamaria	-Aye
Jose R. Gonzalez	-Absent	Lester Sola	-Absent
Sandra Harris	-Aye	Larry M. Spring, Jr.	-Aye (J. O'Brien)
Juan Kuryla	-Absent		

The Chairperson thereupon declared the resolution duly passed and approved this 9<sup>th</sup> day of April, 2018.

**MIAMI-DADE TRANSPORTATION PLANNING ORGANIZATION**

By Zainab Salim  
Zainab Salim, Clerk  
Miami-Dade TPO



**CTAC RESOLUTION #1-18**

**RESOLUTION RECOMMENDING THE MIAMI-DADE  
TRANSPORTATION PLANNING ORGANIZATION  
(TPO) GOVERNING BOARD ADOPT THE UPDATED  
TPO DRAFT PUBLIC PARTICIPATION PLAN (PPP)**

WHEREAS, the Miami-Dade Transportation Planning Organization (TPO) established the Citizens' Transportation Advisory Committee (CTAC) to advise it on transportation related matters; and

WHEREAS, federal and state regulations require that the Miami-Dade TPO adopt a PPP, which provides a guide to developing public involvement plans for transportation related studies, projects, and planning documents as well as for general outreach activities for the Miami-Dade TPO; and

WHEREAS, the CTAC has reviewed the updated PPP and has found the document to be a comprehensive guide for the purpose of reaching out to the community and achieving stated goals.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITIZENS' TRANSPORTATION  
ADVISORY COMMITTEE OF THE TRANSPORTATION PLANNING ORGANIZATION FOR  
THE MIAMI URBANIZED AREA:**

**SECTION 1:** That the Miami-Dade TPO's PPP be approved and adopted by the TPO Governing Board.

The foregoing resolution was offered by Marlon Kelly. Sr., who moved its adoption. The motion was seconded by Antonio Reyes, and upon being put to a vote, the vote was as follows:

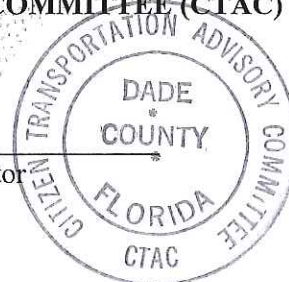
Dr. Claudius Carnegie	Aye	Dr. Adolfo Danilo Lopez	Absent
Hudson Gaulman, Jr.	Aye	Anson Jean Pierre	Aye
Susana Guasch	Absent	Lee Swerdlin	Aye
Jessica A. Keller	Aye	Naomi L. Wright	Aye
Marlon L. Kelly, Sr.	Aye	Daniel Yglesias	Aye

Chair Alan B. Fishman - Aye

The Chairperson thereupon declared the resolution duly passed and approved this 7<sup>th</sup> day of February 2018.

**CITIZENS' TRANSPORTATION ADVISORY COMMITTEE (CTAC)**

By   
Paul Chance, CTAC Coordinator







**Miami-Dade Transportation  
Planning Organization**

**111 NW 1st Street, Suite 920  
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[www.miamidadetpo.org](http://www.miamidadetpo.org)**

The Miami-Dade TPO has set a policy that assures 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, and the Florida Civil Rights Act of 1992, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination or retaliation under any program or activity. It is the policy of the Miami-Dade TPO to comply with all of the requirements of the Americans with Disabilities Act (ADA). To request this document in accessible format, please call (305) 375-1881. If you are interested in participating in the transportation planning process, please contact the Miami-Dade TPO at (305) 375-4507.

*The preparation of this report has been funded in part from the U.S. Department of Transportation (USDOT), the Federal Highway Administration (FHWA), and the Federal Transit Administration (FTA), the State Planning and Research Program (Section 505 of Title 23, U.S. Code), and Miami-Dade County, Florida. The contents of this report do not necessarily reflect the official views or policy of the USDOT.*