



Broward MPO Public Involvement Plan

Table of Contents

Executive Summary	3
Public Involvement Plan.....	4
Broward MPO Policy on Public Involvement.....	5
Federal Requirements for Public Participation	5
Major Planning Documents and Programs	8
Unified Planning Work Program or Business Plan (UPWP)	8
Long-Range Transportation Plan (LRTP).....	8
Transportation Improvement Program (TIP).....	9
Transportation Disadvantaged Service Plan (TDSP)	9
Transportation Enhancement Program (TEP)	10
Congestion Management Process (CMP).....	10
Achieving the Best Public Involvement	11
Existing Strategies	11
Advisory Committees	12
Environmental Justice / Title VI.....	14
Public Meetings, Workshops, and Hearings	15
Public Involvement Objectives, Policies, and Techniques	16
Assessment of the Effectiveness of Public Involvement Techniques.....	19
Improving the Public Involvement Process	20
Appendix A - Assessment of the Effectiveness of MPO Public Involvement Techniques ...	22

For complaints, questions or concerns about civil rights or nondiscrimination; or for special requests under the American with Disabilities Act, please contact: Christopher Ryan, Public Information Officer/Title VI Coordinator at (954) 876-0036 or ryanc@browardmpo.org

Public participation is solicited without regard to race, color, national origin, age, sex, religion, disability or family status. Persons who require special accommodations under the American with Disabilities Act or persons who require translation services (free of charge) should contact Christopher Ryan, Public Information Officer/Title VI Coordinator at (954) 876-0033 or 0036 or ryanc@browardmpo.org at least seven days prior to a meeting. If hearing impaired, telephone 1-800-273-7545 (TDD).

Executive Summary

The best policy decisions by government are made in the context of public participation. In 1991 the Intermodal Surface Transportation Efficiency Act (ISTEA), and its successor, the Transportation Equity Act for the 21st Century (TEA21) of 1998 and the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU) have continued and strengthened educating and involving the public in transportation planning activities. The mandates of ISTEA, TEA-21, and SAFETEA-LU have encouraged more concerted efforts to develop and maintain comprehensive and effective public outreach programs in accordance with TITLE VI of the Civil Rights Act of 1964. As the years pass, experience fosters greater knowledge of what measures are most effective, and MPO's around the state, and indeed the nation, are working together to share best practices.

The Broward Metropolitan Planning Organization (MPO) created this Public Involvement Plan (PIP or Plan) to provide guidelines for establishing and maintaining optimum public involvement with assessment tools to evaluate the effectiveness of the program. Exemplary public involvement begins early in the planning process and continues throughout each of the planning stages, helping to avoid, minimize, and mitigate project impacts while providing the best engineering solutions.

The objectives of the Broward MPO's Public Involvement Plan are to:

- **Inform** the public of transportation meetings and other events.
- **Educate** the public regarding their role in the transportation planning and decision-making process.
- **Involve** the public by providing opportunities early and often in the transportation planning and decision-making process.
- **Reach out** to all communities in the planning area to inform, educate, and involve; with special emphasis on those communities with people who have been underrepresented and/or underserved.
- **Improve** the public involvement process.

This Plan is reviewed as part of the four-year certification process conducted by the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) during the MPO certification process. Broward MPO staff reviews the plan annually to ensure that the planning process provides full and open access to all segments of the Broward County population.

Contained herein are the MPO's current public involvement objectives, policies, and techniques including long-term improvements.

The Broward MPO encourages public comment. This document is available on the Broward MPO website at <http://www.browardmpo.org/planning/public-involvement> or call Christopher Ryan, Public Information Officer/Title VI Coordinator at (954) 876-0033/0036 for a copy.

Broward MPO Public Involvement Plan

The Broward Metropolitan Planning Organization Board (MPO) is comprised of 19 members including representatives from fourteen municipalities, the South Florida Regional Transportation Authority (SFRTA), the School Board of Broward County, and three Broward County Commissioners. The MPO Board is also comprised of 19 Alternates, who have voting rights when others are absent. Primarily composed of elected officials, it is an agency created under Federal law to direct urban transportation planning and the allocation of federal and state funds. It is one of over 300 MPO's nationwide and its existence assures that Broward County will receive federal and state transportation funds.

The Broward Metropolitan Planning Organization (MPO) meets on the second Thursday of each month at 9:30 a.m. in the MPO Board Room, located in the Trade Centre South Building at, 100 West Cypress Creek Road, Suite 850, Fort Lauderdale, FL 33309-2112

In partnership with the residents of its many and diverse communities, the mission of the Broward MPO is to influence the expenditure of funds providing a regional transportation system that ensures the safe and efficient mobility of people and goods, optimizes transit opportunities, and enhances the community's environmental and economic well-being.

As the urbanized area of Broward County continues to experience rapid growth, the MPO plays a critically important role in the community, enabling interested persons to speak with a unified voice to their state and federal legislators about transportation needs, and ensuring tax dollars are applied according to the greatest needs and desires of the community. To accomplish this, the MPO places special emphasis on providing equal access to transportation planning choices through continuous public involvement.

Intent of this Plan

The awareness and involvement of interested persons in governmental processes are integral to successful transportation planning. The Public Involvement Plan (PIP) of the Broward MPO sets forth specific measures to heighten citizen education and responsiveness. Optimum public involvement begins early in the planning process and continues throughout each of the planning stages. Public involvement helps avoid, minimize, and mitigate project impacts by allowing the MPO to identify issues while providing the best engineering solutions. It is essential government agencies understand a given community's values, and it is equally important for the community to understand the tradeoffs and constraints associated with project planning.

This mutual understanding can only be achieved through early, frequent and continued communication. When the public is engaged in the process, their insight helps assure projects suit community needs. This Plan identifies the methods the Broward MPO currently uses and will implement in the future to optimize public participation in developing transportation projects, simultaneously complementing the movement of people and goods and addressing livability issues.

The true test of a successful public participation plan is the level of public awareness and feedback. Too often, public participation does not occur until after the community-at-large becomes aware of an unpopular decision, at which point extensive citizen efforts become necessary to change decisions after the fact. A planning process that involves citizens early on is the first step to make them participants in the final decisions.

The Broward MPO designed this Plan to identify existing and future proactive public involvement processes for developing the County's transportation planning activities. These processes provide for complete information, timely public notice, full access to key decisions, and early, continuous involvement of the public and an MPO that, in turn, is informed and educated by the public in order to make the most effective transportation planning decisions.

This Plan describes existing public involvement opportunities, including objectives, policies, and techniques that are being used to achieve them. The suggested public involvement activities from which the MPO can meet its public involvement objectives also include a methodology for measuring the effectiveness of the techniques with detailed descriptions located in Appendix A. This Plan includes the elements required for the Participation Plan [23 CFR 450.210 (a) (1) (i) and 450.316 (a)].

Broward MPO Policy on Public Involvement

The Broward MPO's policy on public participation is to create opportunities for all segments of the public to learn and become informed about issues and proposals under its consideration, particularly those affected by the outcomes or with special needs. This policy lays the foundation in ensuring the public is a key player in the planning and decision-making process.

To ensure that its public involvement strategies are in line with the current profile and vision of the community, the MPO annually reviews, and appropriately updates its public involvement strategies as needed. For a copy of the Broward MPO Rules visit the following link <http://www.browardmpo.org/about-us> or call (954) 876-0033/0036.

Federal Requirements for Public Participation

The public involvement process requirements in 23 CFR450, Section 450.316(b) (1), are listed below.* These requirements encourage a pro-active public involvement process and support early and continuing involvement of the public in the planning process. A reference to the section of this plan describing how the Broward MPO meets these requirements is included following each criterion listed below.

(i) Require a minimum public comment period of forty-five days before the public involvement process is initially adopted or revised;

To ensure all interested persons residing in Broward County have the opportunity to comment, before adopting or amending the PIP, the MPO provides a public comment period of forty-five days. The MPO publishes notices in the Fort Lauderdale-based *Sun Sentinel*, *Broward Times*, and *El Sentinel* newspapers, explaining the draft PIP is available for public comment. The draft

PIP is also posted on the Broward MPO website. Those interested persons requesting a printed copy of the draft PIP may call 954-876-0033/0036.

Once the MPO approves the PIP, it is distributed to local libraries and placed on the MPO website.

(ii) Provide timely information about transportation issues and processes to persons, affected public agencies, representatives of transportation agency employees, private providers of transportation, other interested parties and segments of the community affected by transportation plans, programs and projects (including but not limited to central city and other local jurisdiction concerns);

The MPO's public involvement process for the transportation planning process provides complete information, timely public notice, and full access to key decisions. It supports early and continuing involvement of the public.

See *Existing Strategies, below* and –the Bylaws of the Broward MPO at the following link or call (954) 876 0033/0036

(iii) Provide reasonable public access to technical and policy information used in the development of plans and TIP's, and open public meetings where matters related to the Federal-aid highway and transit programs are being considered;

The effectiveness of any program and policy plan depends upon its success in meeting the expectations of the public. Further, plans and programs are reassessed periodically to determine if the public's evolving needs and expectations are adequately provided for through the plan. To ensure this occurs, the public must be kept informed of activities, and must be given a meaningful opportunity to participate in the transportation planning process.

See *Major Planning Documents, Existing Strategies, and Enhancing Public Involvement*

(iv) Require adequate public notice of public involvement activities and time for public review and comment at key decision points, including, but not limited to, approval of plans and TIP's (in nonattainment areas, classified as serious and above, the comment period shall be at least thirty days for the plan) TIP and major amendment(s);

See *Major Planning Documents, Existing Strategies, and Enhancing Public Involvement*

(v) Demonstrate explicit consideration and response to public input received during the planning and program development processes;

See *Major Planning Documents, Existing Strategies, and Enhancing Public Involvement*

(vi) Seek out and consider the needs of those traditionally underserved by existing transportation systems, including but not limited to low-income and minority households;

The MPO analyzes census tract and Traffic Analysis Zone data to identify communities requiring more extensive public involvement outreach efforts, including press releases to media that target special populations and particular effort toward the Seminole Tribal Government.

Through utilizing a web-based Integrated Transportation Information System (ITIS) Community and Municipal Background Reports will provide community boundary definitions and a brief narrative information about the origins of each community's incorporation and relative cohesiveness as well as contemporary community dynamics and associated important historical events, and demographic data.

(vii) When significant written and oral comments are received on the draft transportation plan or TIP (including the financial plan) as a result of the public involvement process, a summary, analysis, and report on the disposition of comments shall be made part of the final plan and TIP;

See Major Planning Documents, Existing Strategies, and Enhancing Public Involvement

(viii) If the final transportation plan or TIP differs significantly from the one which was made available for public comment by the MPO and raises new material issues which interested parties could not reasonably have foreseen from the public involvement efforts, an additional opportunity for public comment on the revised plan or TIP shall be made available.

See Major Planning Documents, Existing Strategies, and Enhancing Public Involvement

(ix) Public involvement processes shall be periodically reviewed by the MPO in terms of their effectiveness in assuring that the process provides full and open access to all;

For a copy of the Broward MPO Rules visit the following link
<http://www.browardmpo.org/about-us> or call (954) 876-0033/0036.

(x) These procedures will be reviewed by the FHWA and the FTA during certification reviews for TMAs, and as otherwise necessary for all MPOs, to assure that full and open access is provided to decision-making processes.

See Executive Summary

(xi) Metropolitan public involvement processes shall be coordinated with statewide public involvement processes wherever possible to enhance public consideration of the issues, plans, and programs and reduce redundancies and costs.

The MPO makes every attempt to coordinate its public involvement process with state and local governments' public involvement processes to enhance public consideration of the issues, plans, and programs, and reduce redundancies and costs.

See Major Planning Documents, Existing Strategies, and Enhancing Public Involvement

*** Please Note:** Other components of the legislation which support 23CFR450, Section 450.316(b) (1) are:

- 450.212(a) –Public Involvement
- 450.214 – Statewide Transportation Plan
- 450.216 -- Statewide transportation improvement program (STIP)
- 450.318(b) - - Metropolitan Transportation Planning Process: Major Metropolitan Transportation Investments
- 450.322(c) - - Metropolitan Planning Process: Transportation Plan
- 450.324(c) - - Transportation Improvement Program: General

Major Planning Documents and Programs

The Broward MPO continuously develops and updates several programs and plans associated with transportation alternatives and activities. In exercising its authority to guide the expenditure of federal and state transportation funds, it is critical for its public involvement process to provide complete information, timely public notice, and support continuing involvement of the public in developing plans and programs. For those in need of programs and plans in alternative formats requests can be made by contacting the Broward MPO Public Information Officer at (954) 876-0033/0036. Below is a listing of the primary planning documents developed by the Broward MPO with community input.

Unified Planning Work Program or Business Plan (UPWP)

The Unified Planning Work Program or Business Plan (UPWP) is the Broward MPO's principal budgetary document. It describes the planning activities to be undertaken by the MPO for the next two (2) years. Although the UPWP portrays a two year program, planning activities are driven by long-range operational goals focused on economic vitality, environmental protection and transportation safety, accessibility, connectivity, efficiency, and maintenance.

The MPO develops the UPWP every other year, beginning in the month of January. By March 15, the MPO submits a draft document to Florida Department of Transportation and U.S. Department of Transportation staff that review the UPWP to ensure that the narrative reflects all required activities and that the budget contains sufficient, but constrained, funding. The draft UPWP is submitted to the TCC, CIR, and BCCB for their review and recommendation. These are the advisory committees to the MPO, described in the Existing Strategies section of this Plan. Following a sufficient public comment period and positive recommendations from its advisory boards, the MPO approves the UPWP by May 15 for the coming two fiscal years that commence on July 1 of the first year.

Long-Range Transportation Plan (LRTP)

The Long-Range Transportation Plan (LRTP) is a federal requirement that addresses future transportation needs for a minimum of twenty years. The LRTP is updated every five years to

confirm the validity of the transportation plan, ensure consistency with current and forecast transportation and land use conditions and to reflect the changing public and political sentiment. The LRTP is financially constrained and includes transportation projects for upgrading the transportation infrastructure within the next twenty-five years.

The Broward MPO uses the LRTP to 1) estimate future needs and identify improvements in the pedestrian, bicycle, transit, highway and freight movement networks, 2) guide the expenditure of transportation funds, 3) ensure new transportation improvements meet community values, 4) prioritize transportation projects, and 5) promote safe and efficient transportation services. Local and state planning officials use the LRTP to select projects for inclusion in their work programs.

The success of the LRTP is dependent upon a successful public outreach effort that fosters community interaction. The process is guided by public sentiment about long term transportation investments to achieve the best possible mobility connections. The result is expanded public awareness of and support for the resulting LRTP.

The current LRTP has a horizon year of 2035 and was approved by the Broward MPO Board on November 19, 2009. This plan was based upon a year-long dialogue with many stakeholders including the general public; government officials, professional staff, economic development interest and private business, non-profit and community organizations and transportation planners. This process included public open houses, workshops and forums. Additional engagement techniques utilized included surveys, oral and written comments, projects newsletter, a dedicated website and email blasts. New technologies including electronic surveys and a project blog were also used.

Transportation Improvement Program (TIP)

The Transportation Improvement Program (TIP) contains all transportation projects programmed for the upcoming five years. It is revised annually to incorporate those projects in the LRTP having the highest priority and an ability to be funded within the five-year period. Projects are grouped by jurisdictional responsibility and indicate the year, fund source, and funding levels for each project phase. From a policy perspective, the TIP is particularly important in that it establishes the priorities for scheduling improvements on the Florida Intrastate Highway System, State Highway System, local roadways and MPO priorities concerning pedestrian- and bicycle-friendly environments.

The deadline for TIP submittal to state and federal offices is July 15 each year, with MPO adoption occurring before that date, following public hearings held at June's TCC and CIR meetings, as well as the MPO's July meeting. For comments or questions regarding the TIP please call (954) 876-0033/0042.

Transportation Disadvantaged Service Plan (TDSP)

The mission of the Florida Commission for the Transportation Disadvantaged (FCTD) is to ensure the availability of efficient, cost-effective, and quality transportation services for

transportation disadvantaged persons. "Transportation disadvantaged" means those persons who because of physical or mental disability, income status, or age are unable to transport themselves or to purchase transportation and are, therefore, dependent upon others to obtain access to health care, employment, education, shopping, social activities, or other life-sustaining activities, or children who are handicapped or high-risk or at-risk as defined in F.S. 427.011- s. 411.202. The goals and objectives of the Transportation Disadvantaged Service Plan (TDSP) are consistent with Florida's legislative and administrative requirements, and support the goals and objectives of the FCTD. The TDSP also addresses the requirements of the federal Safe, Accountable, Flexible Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU), expanding it as a Coordinated Public Transit-Human Services Transportation Plan (CHSTP). The purpose of this plan is to improve transportation services for persons with disabilities, older adults, and individuals with lower incomes by ensuring that communities coordinate transportation resources provided through multiple programs.

The TDSP is a collaborative effort between the MPO and the Community Transportation Coordinator (CTC). Broward County Board of County Commissioners/BCT serves as the CTC. The TDSP is developed in accordance with state legislative requirements and criteria established by the Florida Commission for the Transportation Disadvantaged. It is updated annually and is a tactical plan containing four components: 1) a five-year development plan identifying long-term goals and objectives; 2) a one-year service plan identifying operational and administrative structure; 3) quality assurance; and 4) cost-revenue allocation and rate structure justification.

Transportation Enhancement Program (TEP)

Transportation Enhancement activities are a means of stimulating additional efforts to create an improved transportation environment and system, while making an aesthetic contribution to the surrounding community. This is accomplished through projects such as facilities for pedestrians and bicycles, acquisition of scenic easements and scenic or historic sites, scenic or historic highway programs, landscaping and other scenic beautification, historic preservation, and preservation of abandoned railway corridors for the conversion and use by pedestrians or cyclists. In coordination with the MPO's focus on public transit, Enhancement projects in Broward County that include various eligible transit amenities, such as bus shelters or sidewalks accessing bus stops, are encouraged in the pre-ranking process.

Since the inception of the Transportation Enhancement Program, the MPO has made a concerted effort to create awareness of the Program on the part of municipalities, interest groups, and the public. The project application cycle generally commences annually in mid-March.

Congestion Management Process (CMP)

Since the passage of SAFETEA-LU in 2005, the emphasis on congestion management has been on the process, and how that process results in strategies that can be reflected in the LRTP and TIP. The CMP is developed, established and implemented as part of the metropolitan transportation planning process and is integrated into project prioritization and performance evaluation of the transportation system.

The current Broward MPO's CMP analyzes and evaluates the county's transportation network (roadway and transit) annually, depicting the most congested areas through Geographic Information Systems (GIS) maps, and recommending mitigation solutions in the form of roadway and transit improvements. In the past couple of years, the analysis of the freight network has been added to the process.

Recommendations from the CMP include operational improvements, measures to reduce single occupancy vehicle (SOV) travel and encourage High Occupancy Vehicle (HOV) use, public transit capital and operational improvements, measures to encourage walking and cycling, and growth management strategies.

Congestion Management Process/ Livability Planning Report

The Broward MPO is currently revising its Congestion Management Process to combine it with the Livability Planning Initiative. Following the direction of the Partnership for Sustainable Communities (comprised of the U.S. Department of Transportation, Department of Housing and Urban Development, and the Environmental Protection Agency), the MPO added a Livability Planning task to the UPWP and incorporated the Livability Planning Initiative in the 2035 LRTP.

Public involvement is a fundamental element of the Livability Planning Initiative. The MPO staff takes an active approach to seek stakeholder input through the Livability Studies. When the MPO identifies a corridor/study area, staff works with the local municipalities to define public involvement strategies based on the diverse characteristics of the communities and neighborhoods. Among the actions are numerous meetings not only at government facilities but at private and civic associations, homeowner associations and commercial/business organizations. Presentations are scheduled for the times and places where the public is already gathering for a meeting or event, incorporating material on the CMP/Livability Study into existing agendas. This approach has proven most effective in expanding the coverage and obtaining input from the community. These efforts are publicized through press releases, informational bulletins, newsletters and regular advertising, and in articles in the print media.

The combination of CMP with Livability Planning will increase the efficiency of both processes, and assist in determining study area prioritization, performance evaluation measures and project ranking to promote and implement 2035 LRTP recommendations. Partner government agencies, planning professionals, engineering firms, and community associations use the CMP and the recommendations from the Livability Studies to identify strategies and help implement solutions.

Achieving the Best Public Involvement

Existing Strategies

Federal and state laws require the metropolitan transportation planning process to include proactive public involvement that provides complete information, timely public notice, and full public access to key decisions. After reading the descriptions of the MPO's goals, program and

plans in the previous section, one can easily understand the need for collaborative and ongoing public input.

The MPO maintains public involvement opportunities for transportation plans and projects for impacted communities through a wide range of methods including but not limited to: advisory committees, public meetings and workshops, public workshops on special interest issues, community meetings to reach specific communities, neighborhoods or groups of people, transportation fairs, community events, visits to elementary schools, continuous public comment opportunities at MPO and committee meetings, media stories and press releases, user satisfaction surveys, displays, periodic mailings including a transportation newsletter, press kits and web pages.

Advisory Committees

In making transportation decisions, the Broward MPO considers, among other tools, recommendations from advisory committees. These committees offer input from interested persons, transit users, bicycle and pedestrian interests, business persons, persons representing special interest groups, and local technical experts like municipal engineers and planners. The advisory committees represent a fundamental means for communities to become involved in planning transportation projects. The following section describes the standing advisory committees to the MPO, their composition, and the role in MPO decision-making.

Community Involvement Roundtable (CIR)

The Community Involvement Roundtable (CIR) is a 44-member citizen advisory group to the MPO and functions as a sounding board for public opinion on transportation issues, promoting ways to improve the quality of the County's transportation system. The CIR formulates goals and objectives for shaping the urban environment, recommends public information programs, provides an effective citizen review of transportation plans and makes recommendations to the MPO.

The MPO appoints members to the CIR on an at-large basis. The MPO monitors the diversity and composition of the committee as vacancies occur, ensuring that a broad cross-section of the community is represented, i.e., elderly persons, minorities, persons with disabilities, economically disadvantaged.

The Community Involvement Roundtable (CIR) meets on the fourth Tuesday of each month at 6 p.m. in the MPO Board Room, located in the Trade Centre South Building at, 100 West Cypress Creek Road, Suite 850, Fort Lauderdale, FL 33309-2112.

For more information or to inquire about CIR vacancies, interested parties may contact the Broward Metropolitan Planning Organization at (954) 876-0033/0036, Monday - Friday from 8:00 a.m. – 5:00 p.m. or visit the following link <http://www.browardmpo.org/about-us/board-committees> All meetings are open to the public.

Broward County Coordinating Board for Transportation Disadvantaged Services (BCCB)

The Florida Commission for the Transportation Disadvantaged (FCTD) coordinates transportation services for the transportation disadvantaged (persons who because of physical or mental disability, income status, or age are unable to transport themselves or purchase transportation to access health care, employment, education, shopping, social activities, or other life-sustaining activities) with the assistance of Local Coordinating Boards such as the BCCB. The guidelines for the Transportation Disadvantaged (TD) Program and the responsibilities of the program participants are provided in Chapter 427 of the Florida Statutes, and Rule 41-2 of the Florida Administrative Code. The Broward Metropolitan Planning Organization (MPO), as required by Rule 41-2 provides staff support and resources to the Broward County Coordinating Board for Transportation Disadvantaged Services (BCCB). The BCCB identifies Broward County's service needs and provides information, advice and direction to the Community Transportation Coordinator (the Broward County Board of County Commissioners/Transportation Department).

BCCB members meet bimonthly and are appointed by the MPO, as mandated by Rule 41-2. The members represent agencies and organizations such as the Aging & Disability Resource Center of Broward County, Florida Department of Children and Families, the School Board of Broward County, Broward County Health Department, Veterans, Persons with Disabilities, citizen advocates and users, and Persons over Sixty. Through outreach efforts of the BCCB and the County's Transportation Department/Paratransit Services Section, local participation in the planning and delivery of coordinated transportation services is encouraged and acted upon.

The BCCB meets, when scheduled, in the Broward MPO Board Room, located in the Trade Centre South Building at, 100 West Cypress Creek Road, Suite 850, Fort Lauderdale, FL 33309-2112 from 2PM to 4:00PM.

For more information or to inquire about the BCCB, interested parties may contact the Broward Metropolitan Planning Organization at (954) 876-0037/0033, Monday - Friday from 8:00 a.m. – 5:00 p.m. or visit the following link <http://www.browardmpo.org/about-us/board-committees>
All meetings are open to the public.

Technical Coordinating Committee (TCC)

The Technical Coordinating Committee is comprised of technically qualified representatives of agencies responsible for developing and improving the transportation system in Broward County. The TCC has twenty-seven voting members representing the Broward County Public Works Department, Department of Planning and Environmental Protection, Office of Transportation, Traffic Engineering Division, Port Everglades Department, Aviation Department and others. Other members include the Broward County Planning Council, the Tri-County Commuter Rail Authority, and the Broward County School Board. Each city having a regular voting member on the MPO also appoints a member to the TCC. The Florida Departments of Transportation and Environmental Protection also have a place on the committee, as does the Seminole Tribe of Florida.

In selecting its representative to the TCC, each governmental unit identifies technically qualified representatives for planning transit, pedestrian and bicycle facilities, land use, traffic engineering, or civil engineering.

Committee activities include coordinating transportation planning and programming activities, reviewing all transportation technical studies and reports, and reviewing work programs and transportation improvement programs. The principal responsibility of the TCC is to provide technical recommendations to the MPO on transportation matters.

The TCC meets on the fourth Monday of every month at 2:15 p.m. in the MPO Board Room, located in the Trade Centre South Building at 100 West Cypress Creek Road, Suite 850, Fort Lauderdale, FL 33309-2112.

For more information or to inquire about TCC vacancies, interested parties may contact the Broward Metropolitan Planning Organization at (954) 876-0033/0036, Monday - Friday from 8:00 a.m. - 5:00 p.m. or visit the following link <http://www.browardmpo.org/about-us/board-committees> All meetings are open to the public.

Bicycle Pedestrian Advisory Committee (BPAC)

In 1981, the Broward County Board of County Commissioners recognized the need to improve bicycling conditions in the county and created the Broward County Bicycle Pedestrian Advisory Committee (BPAC). Its primary purpose is to advise the County Commission and its staff on all matters related to bicycling. While an advisory committee to the County Commission, the BPAC typically reviews and comments on the MPO's transportation programs and projects as they relate to bicycle interests.

The BPAC consists of eleven members, representing cyclists of all ages and abilities. The BPAC is involved in a wide variety of bicycling issues and projects and guided by the principles that 1) bicycles are vehicles; 2) bicyclists have the same rights and responsibilities as a motorist; and 3) bicyclists' abilities vary and that a variety of facilities need to be developed to serve them.

For more information or to inquire about BPAC vacancies, interested parties may contact Ted Vitale at 954-357-6617 Monday - Friday from 8:00 a.m. - 5:00 p.m.

Environmental Justice / Title VI

Each public process confronts the challenge of getting traditionally underrepresented populations involved in the planning process. These potentially underrepresented populations may also be youth of the community, persons with disabilities and senior persons, and others who may be too busy to attend public meetings.

In 1994, a Presidential Executive Order directed federal agencies to make environmental justice part of their missions by identifying and addressing the effects of all programs, policies, and

activities on "minority populations and low-income populations." The MPO's environmental justice initiatives accomplish this by involving the potentially affected public in developing transportation projects that fit harmoniously within their communities.

There are three fundamental environmental justice 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.

Properly implemented, environmental justice principles and procedures improve all levels of transportation decision making. It enhances the public-involvement process, strengthens community-based partnerships, provides minority and low-income populations with opportunities to learn about and improve the quality and usefulness of transportation in their lives, and avoids disproportionately high and adverse impacts on minority and low-income populations, and mitigation of avoidable negative impacts by identifying concerns early in the planning phase.

Limited English Proficiency (LEP) Plan

The Broward MPO's Limited English Proficiency (LEP) Plan identifies the Limited English Proficient populations in our service area and provides guidelines for MPO staff to help ensure that information and services are accessible to LEP persons. A copy of the Broward MPO's Limited English Proficiency Plan can be found at the following link:
<http://www.browardmpo.org/planning/public-involvement> or call (954) 876-0033/0036.

Public Meetings, Workshops, and Hearings

As noted earlier, the Broward MPO uses several techniques to involve the public in making transportation decisions, including frequent public meetings, workshops, hearings, exhibits and other activities during development of transportation plans, studies, and projects.

Advertising of public meetings in secondary and ethnic newspapers

Many residents in Broward County rely on their local newspapers for notification of community events. Placing advertisements or adding an event description to the newspaper's community events column encourages these residents to attend MPO events. Combining this advertising with a tailored article highlighting any particular significant issues from that portion of the study area that may be addressed in the planning process also helps communicate the project's specific importance to those individuals.

The Broward MPO makes special efforts to reach out to minorities and low-income groups within the County by focusing on local community newspapers and radio stations serving these audiences, as well as local/neighborhood libraries, homeowner's associations, churches, chambers of commerce, shopping areas and schools.

Generally, the MPO announces public meetings at least 30 days in advance, usually through paid advertisements in the *Sun-Sentinel*, *Broward Times*, and *El Sentinel* newspapers. Relevant information is also made available at the MPO office during business hours and with notices posted on the MPO website.

The MPO holds meetings at locations easily accessible to broad cross-sections of Broward County residents. The MPO provides assistance, upon request, and adequate notice to the hearing and visually impaired, those with limited English proficiency, the transportation disadvantaged and others requiring special assistance. When possible, public meetings and workshops are held at facilities offering free public parking and accessible to transit. All meetings and workshops of the MPO and its advisory committees are held in ADA-compliant venues.

The MPO conducts public hearings before the adoption of transportation plans and programs (see *Major Planning Documents and Programs*), providing opportunity for the public to comment prior to any final action. Additionally, the MPO provides all significant previously-received public comments concerning transportation plans, studies, and projects to the MPO, the Technical Coordinating Committee, and the Community Involvement Roundtable before any action is taken on the planning products that are to be adopted or amended.

Notices for Standing MPO and Advisory Committee Meetings

Following the standards described above, the MPO provides notice for these meetings through:

- Publication on the MPO website at <http://www.browardmpo.org/about-us/agendas-minutes>
- Electronic mail to board members, advisory committee members, and other interested parties
- Direct mailing upon request
- All meetings are Sunshined

Public Involvement Objectives, Policies, and Techniques

One of the primary goals of the MPO in providing public involvement is to ensure that transportation plans reflect community values and benefit all segments of the community equitably. The following objectives, policies, and techniques reflect the MPO's existing strategies as well as new strategies that are underway.

Objective 1: Informing the Public

Policy: Inform the public, to the maximum extent possible with available resources, of

opportunities to participate in the transportation decision-making process.

Techniques:

- Provide meeting agendas to MPO members, committee members, and interested parties. Mail/e-mail at least one week in advance and post on web page.
- Maintain a current mailing list of local governments, homeowners associations, local businesses and media and send agenda at least a week in advance.
- Create and distribute flyers for special events such as workshops.
- Write newsletter articles announcing upcoming events, reviewing results of recent activities, and highlighting newsworthy MPO programs.
- Include the web page address on all MPO documents, including brochures and flyers, so that the public can easily access meeting information.
- Include provisions in meeting announcements for interested persons to respond in writing, by phone, or by e-mail.
- Establish a relationship with local media for coverage of public involvement events and airing of Public Service Announcements.

Objective 2: Educating the Public

Policy: Educate residents regarding their role in the transportation planning process.

Techniques:

- Maintain an updated MPO Orientation presentation that can be given not only to the MPO but also to local organizations and citizen groups.
- Set up educational displays at public events, including those in traditionally underserved communities.
- Speak at local civic group meetings, schools, and leadership courses and conferences about transportation planning.
- Give interviews on local tv/radio news programs and talk shows to educate the public regarding transportation planning issues and the role of residents.
- Publish a report in MPO newsletters to inform the public of the MPO's accomplishments and to request public participation. Post the MPO report online and send to media.
- Distribute newsletters prior to a comprehensive update, amendment or adoption of the transportation improvement priorities, e.g. Long Range Transportation Plan. Includes date, time and location of relevant workshops, meetings and public hearings.

Objective 3: Involving the Public

Policy: Involve the public early and often in the transportation planning process.

Techniques:

- Maintain active, standing committees such as the CIR, BCCB, and TCC so residents have an opportunity to participate in the continuous planning process.
- Review CIR composition and US Census data to ensure that equitable representation is

maintained, to the maximum extent possible.

- Include a feature on the MPO's web page allowing the public to e-mail staff with questions or comments.
- Create surveys, to be administered at MPO meetings, public hearings, workshops, events, etc.
- Include comment forms in MPO products.
- Encourage public involvement by greeting residents who attend MPO meetings and providing them an agenda.
- Include a variety of public involvement techniques in the development of plans or services: for example, workshops, visioning, and/or public hearings.
- Respond to all inquiries, providing interim responses while a question is being researched.
- Inform MPO members of recommendations from the CIR, TCC, BCCB, BPAC and inform MPO members of trends indicated from other contacts with the public.
- Allocate time for public input on each committee agenda.
- Maintain and update ITIS community data annually.

Objective 4: Reaching Out to Communities

Policy: Reach out to the geographical, organizational, and demographic communities that compose the MPO planning area to increase the opportunity to participate in the developing transportation plans and services.

Techniques:

- Participate in community outreach events, maintaining a focus to include traditionally underserved communities.
- Distribute copies of the TIP, LRTP, TDSP, UPWP, and other MPO documents and plans (see Major Planning Documents and Programs) to public libraries throughout Broward County.
- Provide documents to local planning departments and other participating agencies through the Technical Coordinating Committee (TCC).
- Take advantage of training opportunities and learn from the experiences of other MPO's.
- Learn about the communities that make up the Broward County Urbanized Area by attending festivals, special events, lectures, etc. that highlight the diversity of the area. Add contact names to mailing lists and develop community profiles.
- Coordinate with local government redevelopment agencies, non-profit agencies, and others who have already developed community contacts.
- Include in public notices posted by the MPO that upon request and adequate notice, the hearing and visually impaired, those with limited English proficiency, the transportation disadvantaged or others requiring special assistance, that assistance will be provided.

Objective 5: Improving Public Involvement

Policy: Continually identify and implement ways to improve its public involvement processes.

Techniques:

- Look for opportunities to add media that will reach greater numbers and more diverse populations.
- Conduct annual assessments of the effectiveness of public involvement techniques and discuss with transportation staff.
- Seek to improve community outreach activities.
- Continue expansion of regional inter-MPO coordination of public involvement activities, particularly when projects may directly involve residents from adjacent counties.

Assessment of the Effectiveness of Public Involvement Techniques

Why Assessment is Needed

The MPO must periodically assess the effectiveness of its public involvement techniques to ensure the funds and time invested in public involvement activities are achieving the public involvement objectives of:

Informing the public of transportation planning meetings and other events

Educating the public regarding their role in the transportation planning and decision making process

Involving the public by providing opportunities early and often in the transportation planning and decision making process

Reaching all segments of the community to inform, educate, and involve

Improving the public involvement process

Evaluation Criteria (or Indicators), Performance Objectives, and Techniques

Data Collection for the Assessment

To aid in the assessment on a continuing basis, information will be collected from sign-in sheets, mini-surveys or from actual surveys. This technique will be used for all public events including workshops, displays, outreach activities, etc.

If the assessment reveals that the public involvement objectives are not being achieved, then the techniques will be modified or changed. In order to assess effectiveness for each public involvement technique, the following will be established: evaluation criteria or indicators, a performance objective, and strategies to achieve the performance objective. The assessments are related to achieving the following objectives of public involvement: Informing, Educating, Involving, and Reaching Out to the Public. Please refer to the tables in Appendix C. Note: The fifth objective – Improving the public involvement process – does not include measurements. Once the techniques in this section are implemented, they will be placed into one of the first four objectives and will then be measured.

Continuing Assessment

During staff meetings, strategies can be discussed for improving progress toward public involvement objectives. MPO staff will conduct a more formal annual assessment of the effectiveness of the public involvement techniques on an annual basis by March 31 of each year.

Improving the Public Involvement Process

Long-term Improvements

The MPO will continue to evaluate the feasibility and value of using the public involvement techniques listed in this document. These strategies that are implemented will contain measurement tools to enable the MPO to assess their effectiveness. The MPO will continue to:

- Meet quarterly with Tri-County Public Involvement Management Team (PIMT) to discuss and plan for regional transportation activities.
- Hold annual Regional Citizens' Advisory Committee (CAC) Meetings with board members from Miami-Dade, Broward and Palm Beach counties. The annual Regional CAC meetings give advisory boards the opportunity to meet and discuss regional issues affecting their communities.
- Host orientations for new members of the MPO board as well as for new members of its Community Involvement Roundtable (CIR), its citizen advisory board. The orientations educate members of their duties and roles while serving on their respective boards.
- Participate in outreach events at public venues, fairs, festivals to inform the public about the role of the MPO and how they can become involved in the transportation process. Have printed materials available in alternate languages, Spanish and Creole at outreach events. Continue to survey the public on their thoughts of what transportation issues are of importance to them
- Produce public service announcements that are available for radio and TV stations. The MPO has produced and has on file video explaining the role of the MPO and MPO staff working at outreach events.
- Publish the quarterly newsletter, *Transportation Transformation*, in alternate languages, Spanish and Creole. The newsletter is also posted to the MPO website in English, Spanish, and Creole.
- Inform the public of outreach activities by posting photos and summary of events on the MPO website.
- Provide published materials to the public upon request, e.g., Citizens Guide to Transportation Planning, MPO Progress Report, MPO press kit.

Page Intentionally Left Blank

Appendix A - Assessment of the Effectiveness of MPO Public Involvement Techniques

Objective 1: INFORMING THE PUBLIC

PI Techniques	Indicator	Performance Objective	Strategies to Achieve Performance Objective
1. Public meeting announcements, flyers, marketing materials, etc.	Number of places documents distributed	Increase number of exposures to announcements	Determine recipient. Discuss posting location and visibility to public. Consider redesign of the announcement and determine if it's posted in a timely manner.
2. Press releases	Number of press releases submitted to media	Increase number of press releases	Contact local news media to get more air time/news space. Broaden scope and subject of releases.
3. Number of websites linked to MPO web page	Number of people who attended a meeting or event because they saw an announcement on the internet	Increase the number of people who have attended a meeting or event because they saw an announcement on the internet	Look for community calendar of events on other websites to post meeting/event announcements.

Objective 2: EDUCATING THE PUBLIC

PI Technique	Indicator	Performance Objective	Strategies to Achieve Performance Objective
1. Agenda packages	Feedback comments regarding agenda packages	Post agendas on website	Annually, survey MPO members and committee members regarding agenda packages. As a result of comments, take action as needed.
2. MPO Orientation Workshop	Feedback comments regarding orientation	Increase in number of comments received regarding orientation	After each orientation, survey attendees. Revise orientation accordingly.
3. Distribution of plans and summaries	Feedback comments regarding the plans or summaries	Increase in number of comments received regarding plans or	Try to get "early and often" public review of draft plans and provide

		summaries	comment form for responses. When final plans or summaries are distributed, include comment form. Consider comments for development of future plans.
4. Brochures	Number of publications distributed	Increase in number of brochure distribution points	Keep brochures current and distribute in places where the public can have access to them. Periodically, check status of displays and replenish supply of brochures. If brochures are not being picked up, consider changing brochure design and locations of displays. During presentations, encourage planners to take copies.
5. Web page	Number of hits Feedback on “user friendliness”	Increase the number of hits	Keep information on web page current. If hits are decreasing, consider redesign of web page.
6. Videos, CDs, audio tapes about transportation planning or services	Distribution or showing of video tape, CDs or audio tape material in presentations or events	Increase the distribution or showing of a video tape, CD or audio tape	Order video tapes, CDs or audio tapes and review for applicability to educational efforts of the MPO. If suitable, make video tapes, CDs, or audio tapes available for public viewing.
7. Newsletter articles	Number of articles appearing in external newsletters	Increase the number of articles appearing in newsletters	Look for opportunities to submit articles to local government, regional planning council, and government agency newsletters.

8. TV or radio appearances	MPO members, committee members, or staff appearances on tv or radio	Increase in tv or radio appearances by MPO members, committee members, or staff	PI director establishes contacts with local media representatives. Staff keeps abreast of newsworthy issues relating to transportation planning and decision making.
9. Responding to office visits, phone calls, e-mail and U.S. mail	Respond to all visits, phone calls, inquiries in timely manner.	Increase response time to inquiries from public	MPO staff document number of inquiries and topic.

Objective 3: INVOLVING THE PUBLIC

PI Techniques	Indicator	Performance Objective	Strategies to Achieve Performance Objective
1. Public hearings/forums	Public attendance at MPO public hearings/forums	Increase in public attendance at public hearing /forums	Consider time, location, and accessibility of meeting room. Review announcements of meetings for timeliness, clarity, and distribution. Consider redesign of announcements.
2. Surveys or comments forms	Number of comments / surveys	Increase in the number of comments / surveys received	Make sure a survey or comment form is available at every event. Keep survey forms simple and quick to complete. Make sure they stand out.
3. Follow-up responses	Response time	Shorten response time	Use pre-printed thank-you notes. Make notes available to consultants and/or staff responsible for mailings.

4. Outreach events	Number of people visiting MPO booth at outreach events.	Increase in the number of surveys received from people attending outreach events.	PI director develops a network of contacts for outreach events. PI coordinator schedule and organize outreach events in neighborhoods.
--------------------	---	---	--

Objective 4: REACHING OUT TO THE PUBLIC

PI Techniques	Indicator	Performance Objective	Strategies to Achieve Performance Objective
1. Media advertisements with distribution in specific community groups	Public attendees who indicate they saw or heard the ads in community-oriented media	Increase in number of attendees representing the diversity of the MPO planning area.	PI coordinator ensures ads are placed in publications oriented toward specific community groups. PI coordinator devise a survey to help assess how attendees knew of the event
2. Developing community knowledge	Number of community events attended	Increase number of community events attended	Attend festivals, special events, lectures. Add contact names to mailing list, develop community profiles
3. Involvement from diverse community groups	Attendees to MPO meetings or events who were invited from community groups	Increase in representation from diverse community groups to reflect composition of the planning area	Attend meetings of community groups and solicit involvement in the transportation planning process. Build a network of contacts in different communities.