

# Public Participation Plan



Miami-Dade  
Metropolitan  
Planning  
Organization  
Your Voice in Your Transportation





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## **I. INTRODUCTION**

Public Involvement (PI) is an integral process that tries to involve all persons in a community, regardless of race, income, or status being affected positively or negatively by a future transportation project. This document begins with a brief history pertaining to the foundation of Metropolitan Planning Organizations and then describes the creation and organizational structure of the Metropolitan Planning Organization for the Miami urbanized area in Miami-Dade County (Miami-Dade MPO). The legal basis for the necessity of PI in state and national organizations is discussed, followed by the implementation of PI strategies. This section explains useful key elements for creating a successful public involvement plan and the application of PI in the Miami-Dade MPO's general outreach strategies, studies, and required major planning documents. This document concludes with the evaluation methodology section, an explanation of PI processes and evaluations for the major planning documents and studies conducted by the MPO. The Public Participation Plan (PPP) is a working document that will serve as a guide for the selection and application of PI tools and strategies in all Miami-Dade MPO studies and required documents. Appendix A provides useful acronyms that will help the reader better understand the material within.

### **History**

Organizations similar to the modern MPO have existed since the 1950's. These MPO 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 Federal Highway Act of 1962 created the federal requirement for urban transportation planning, largely in response to the construction of the Interstate Highway System, and the planning of routes through and around 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), 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 metropolitan 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).

Since the 1980s a number of MPOs have been formed, most of which are stand-alone agencies or are housed within a city or county organization. This trend has encouraged local governments to cooperate in addressing transportation issues in the regional context.

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

For populations over 200,000 Florida State Statute 339.175 "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 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 MPO is composed of an MPO Secretariat structured with a professional staff providing technical and administrative support to the office and the MPO Governing Board (MPO Board) consisting of twenty-three (23) voting members. The Transportation Planning Council (TPC) is responsible for the overall technical adequacy of the MPO planning program and advises the MPO Board on proposed program actions. This committee relies on four standing sub-committees concerned with major products of the transportation planning program: Transportation Planning Technical Advisory Committee (TPTAC), Transportation Improvement Program (TIP) Committee, Unified Planning Work Program (UPWP) Committee, and Long Range Transportation Plan (LRTP) Committee.

The primary functions of the Miami-Dade MPO are detailed in the "Prospectus for Transportation Improvements", which is available online at [www.miamidade.gov](http://www.miamidade.gov) for citizens, stakeholders, and staff to review. This document is a useful tool to learn the MPO's structure and the legal requirements and regulations the agency must follow.

## **Why is Public Involvement Necessary?**

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 MPO'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 MPO 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). With guaranteed funding for highways, highway safety and public transportation totaling \$244.1 billion, SAFETEA-LU represented the largest surface transportation investment in our Nation's history to date. The two landmark bills that brought surface transportation into the 21st century, ISTEA and TEA-21, shaped the highway program to meet the Nation's changing transportation needs. SAFETEA-LU built on this firm foundation, supplying the funds and refining the programmatic framework for investments needed to maintain and grow our vital transportation infrastructure. SAFETEA-LU addresses the many challenges facing our transportation system today such as improving safety, reducing traffic congestion, improving efficiency in freight movement, increasing intermodal

connectivity, and protecting the environment as well as laying the groundwork for addressing future challenges. SAFETEA-LU promotes more efficient and effective federal surface transportation programs by focusing on transportation issues of national significance, while giving state and local transportation decision makers more flexibility for solving transportation problems in their communities.

SAFETEA-LU retained all of the public involvement language from the previous acts and added new requirements. The new requirements include the development of an MPO 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. These regulations are found in 23 Code of Federal Regulations (CFR), Part 450.210 and 450.316 to guide the development of statewide, local, and metropolitan plans and programs. These regulations also include the following:

- Early and continuous public involvement opportunities throughout the planning and programming process
- Timely information to citizens, affected public agencies, representatives of transportation agencies, private sector transportation entities and other interested parties, including segments of the community affected by transportation plans, programs, and projects
- Reasonable public access to information
- Adequate public notice of public involvement activities and ample time for public review and comment at key decision points
- Explicit consideration and response to public comment
- Consideration of the needs of the traditionally underserved, including low-income and minority citizens
- Periodic review of public involvement efforts by the Metropolitan Planning Organization (MPO) to ensure full and open access to all
- Review of public involvement procedures by the FHWA and FTA when necessary
- Coordination of MPO public involvement processes with statewide efforts whenever possible

***Florida Department of Transportation Regulations***

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 MPO 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. The “interested parties” as listed in 23 CFR 450.316 are the following:

- General Public
- Affected Public Agencies
- Public Transportation Employees
- Private Transportation Providers
- Public Transportation Users
- Freight Shippers
- Users of bicycle and pedestrian facilities
- Disabled
- Others as appropriate

***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.” Three principles at the core of environmental justice are:

1. To avoid, minimize or mitigate disproportionately high and adverse human health effects, including social and economic effects, on minority populations and low-income populations.

2. To ensure the full and fair participation by all potentially affected communities in the transportation decision-making process.
3. To prevent the denial of, reduction in, or significant delay in the receipt of benefits by minority and low-income populations (USDOT, 2000).

***Executive Order 13166: Improving Access to Service for Persons with Limited English Proficiency***

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.*

***Transportation Disadvantaged Program***

This program ensures that opportunities for PI shall be provided for all persons, including those with disabilities, to participate in the transportation planning process. As such, per Statue Statute 427 and Chapter 41-2 the Miami-Dade County Transportation Disadvantaged Local Coordinating Board (LCB) is recognized as an 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.”

***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 (US DOT, Citizen's Guide).

## II. KEY ELEMENTS FOR SUCCESSFUL PUBLIC INVOLVEMENT

The mission for the Miami-Dade MPO's Public Involvement Office (PIO) is "to educate the community regarding transportation issues and opportunities" and the goals are consistent with the emphasis established in TEA-21 and carried into SAFETEA-LU as follows:

*"The Metropolitan 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."*

To accomplish these goals, the following objectives have been established to ensure the resulting transportation improvement satisfies the community's needs:

- Achieve adequate support 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 will help 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.

### **Public Involvement Process**

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

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

In order to design and implement effective PI Program, the goals and objectives of each project, study, or required document must be clearly defined. Specific project goals and objectives should

also coincide with the main goals and objectives of the Miami-Dade MPO's public involvement mission statement.

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

To develop the best possible PI program, past projects and case studies should 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 MPO 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, and a listing of public outreach strategies.

The customized demographic reports section is important to developing the most effective public information campaign. Users can search for demographic data at the Census 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. The program also complies with the FDOT suggestion that buffers of 100 feet, 200 feet, 500 feet and one mile be utilized when analyzing the potential effects of a project on the surrounding community. 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 2000 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 Departments</li> <li>➤ Intermodal Facilities</li> <li>➤ Cultural Centers</li> <li>➤ Police Departments</li> <li>➤ Community Centers</li> <li>➤ Social Service Facilities</li> <li>➤ Civic Centers</li> <li>➤ 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</li> <li>➤ Parks</li> <li>➤ Transit Routes/ Service Areas</li> <li>➤ Transportation Disadvantaged Service Plan Data Layers</li> <li>➤ Population and Employment Forecasts</li> <li>➤ Bridges</li> <li>➤ Work Force Development Data</li> <li>➤ ROW Lines</li> <li>➤ Business Districts</li> </ul>

The Community Background Reports (CBR) 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.

Public involvement strategies are provided in a standardized format listing definitions, 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. 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.

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

Limited English Proficiency (LEP) plays an integral role in the transportation planning process to ensure all citizens 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 speak or understands English “not well” or “not at all”. A LEP Plan has been developed to ensure access to the Miami-Dade MPO’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.

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

The Miami-Dade MPO PI Database stores all correspondence from local agencies and citizens as well as captures all outreach and media events. The agency list consists of approximately 500 businesses and organizations that staff can draw from when organizing community outreach events. The citizen list contains all persons who have had contact with the MPO, including but not limited to, phone calls, emails, faxes, and comment cards. This section includes the citizen’s contact information, method of contact, and their concern.

Each comment, concern, or question submitted to the Miami-Dade MPO is reviewed and a letter is mailed to the citizen 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 MPO 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 citizen's information. Individuals who provide email addresses, and agree to being placed on the MPO Citizen 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 is 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.

### **Letting Citizens Know How to Get Involved**

It is important that citizens 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, citizens are 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:

Miami-Dade MPO  
111 NW 1<sup>st</sup> Street, Suite 920, Miami, FL 33128  
Phone: (305) 375-4507  
Fax: (305) 375-4950  
Email: [mpo@miamidade.gov](mailto:mpo@miamidade.gov)

### **Title VI and ADA Compliance**

The Miami-Dade MPO 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: *“It is the policy of Miami Dade County 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.”*

### **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 County Manager's Office and 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 MPO's citizen advisory committees send issues specifically related to ADA to CODI, and rely of them to assist in advising them on such topics.

A citizen can learn more about CODI by visiting <http://www.miamidade.gov/codi> or calling the Miami-Dade County Office of ADA Coordination at (305) 375-3566.

#### ***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 MPO 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. Miami-Dade Transit (MDT) has been the CTC for Miami-Dade County since 1990. MDT is the main source of public transportation in Miami-Dade County and provides non-emergency special transportation for ambulatory and non-ambulatory clients. The service operates twenty-four hours a day, seven days a week. The agency has contracted successfully with agencies such as the Agency for Health Care Administration (Medicaid), the U.S. Department of Veterans Affairs, Miami-Dade Community Action Agency (CAA), Easter Seal Society, the Department for Human Resources, and the Florida Department of Children and Families Services and has worked cooperatively with the local WAGES Coalition to provide transportation services for WAGES participants.

A citizen can learn more about the LCB by visiting [www.miamidade.gov/mpo](http://www.miamidade.gov/mpo) or calling the MPO at (305) 375-4507.

### **Public Involvement Committees**

The Miami-Dade MPO coordinates the following groups to ensure there is a widespread dissemination of information to citizens as well as to share ideas and support one another in these efforts:

#### ***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. Quarterly meetings are held to develop a means of communication and strengthen collaboration between state, local, and non-government transportation organizations. The goal of the PIMT is to work together to learn about and share public involvement initiatives that will be effective in reaching out to all citizens, ensuring the participation of minority and low-income areas.

#### ***Regional Public Involvement Managers Team***

The Public Involvement Managers from Miami-Dade, Broward, and Palm Beach County meet on an as-needed basis and work together to share ideas and create strategies to reach out to south Florida citizens. 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 district.

### III. OPPORTUNITIES FOR CITIZENS TO GET INVOLVED

By 2010 Miami-Dade County's population was approximately 2.496 million (Census, 2010). This number is expected to exceed three million residents by 2035 (LRTP, 2009). The County's large size, rapid growth rate, and changing cultural dynamics must be considered when choosing the most appropriate outreach strategies to keep citizens involved in and aware of the planning process.

#### **Required Major Planning Documents**

The MPO generates major planning documents that require public input and community consensus. As a result, they are made available by applying various outreach strategies for the public to review and respond to. Completion timelines for these documents will vary, therefore they should be evaluated when they have reached the end of their cycle. Citizens can view all of the required documents, and any amendments, on the MPO website at [www.miamidade.gov](http://www.miamidade.gov) or call (305) 375-4507 to receive a copy. Following is a brief description of the major planning documents that citizens can comment upon to ensure they are part of the planning process:

#### ***Long Range Transportation Plan***

The Long Range Transportation Plan (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 the next 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 sequential list of suggested outreach strategies and time frames to develop the LRTP and maintain a proactive public outreach program:

- Beginning in the first month of the cycle, on-call meetings and monthly steering committee meetings take place. These tasks are continuously executed throughout the duration of the plan cycle.
- Commencing as early as the second month of the cycle, plan-related material is posted on the MPO website.
- In the fourth and fifth months, the goals, objectives, and policies (GOP's) of the LRTP are refined.
- During the fifth through seventh months, the PI Plan and Program is developed.
- A series of three promotional brochures is developed and distributed to the public.
  - The first brochure serves to promote the LRTP and introduce the plan to the public.
  - The second brochure is developed and distributed halfway through the LRTP process in the second 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 is developed towards the end of the cycle and serves as the executive summary. It is distributed once the plan is completed.
- Community outreach workshops/events are held during the entire LRTP cycle.
- A public hearing is held toward the end and advertisement for the hearing begins approximately five weeks ahead of time.
- Executive summary newsletters and newspaper inserts are published after the document has been adopted, during the last two months of the cycle.
- LRTP related issues and products are presented to the TPC and CTAC on at least three separate occasions.
- LRTP materials will be discussed and distributed at local community outreach events.
- A minimum of 45-days is to be provided to include citizen responses and requests into the document.

A citizen can access the LRTP on the MPO website at [www.miamidade.gov/mpo](http://www.miamidade.gov/mpo) or call (305) 375-4507 to speak with the Project Manager for more information.

### ***Transportation Improvement Program***

The Transportation Improvement Program (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). 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. Amendments to the TIP must undergo the same review and public outreach as the original TIP and must be advertised 30-days prior to going before the MPO Governing Board for adoption (23 CFR450.326). Because PI is a critical component of the TIP, outreach strategies are implemented in order to encourage public participation. The most commonly used PI tools are: televised interactive meetings, press releases, e-balsts, newspaper ads and inserts, outreach meetings, library distribution, and workshops and awareness sessions.

Since public outreach and access to information is critical to the development of the TIP, the Miami-Dade MPO 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 citizens, 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.

A citizen can access the InteracTIP on the MPO website at [www.miamidade.gov/mpo](http://www.miamidade.gov/mpo)

### ***Unified Planning Work Program***

The Unified Planning Work Program (UPWP) describes transportation planning activities for the Miami Urbanized Area scheduled to be completed during a two-year period or as determined by respective funding sources. The document outlines the planning studies that will support the comprehensive and multimodal TIP approved for the metropolitan area in the LRTP. The UPWP also includes the Municipal Grant Program (MGP), whereby municipalities are granted funds 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 planning studies that will assist in further defining the comprehensive and multimodal transportation plans for the area.

The UPWP Committee receives input from the community and provides equitable, accessible means for feedback through a “Call for Ideas” process. A public hearing is held at the end of the revision process to provide all citizens of Miami-Dade County with ample opportunity to comment on the plan. The following are strategies to ensure participation:

- Call for Ideas - The UPWP Committee receives input from the community through the mass distribution of a “Call for Ideas” brochure. Both the UPWP and “Call for Ideas” brochure are posted on the web.
- Presentation to MPO Governing Board and Advisory Committees - Preliminary drafts of the UPWP are presented to the MPO Governing Board and its advisory committees to provide feedback and suggestions. Revisions to the document are made accordingly.
- Public Hearing - Once the draft document is approved by the committees it is presented at the MPO Governing Board meeting with an advertised Public Hearing session. The hearing is open to the public and is advertised in local newspapers.

A citizen can view the UPWP’s schedule on the MPO website at [www.miamidade.gov/mpo](http://www.miamidade.gov/mpo) or call (305) 375-4507 to request a copy.

### ***Transportation Enhancement Program***

The Transportation Enhancement Program (TEP) is a federal program that funds non-traditional transportation projects that are not usually included in roadway projects, such as off-road bicycle and pedestrian trails, landscaping, and the preservation of historic transportation structures. The Miami-Dade MPO solicits new projects each year from the public through local governments, the MPO Governing Board members, and individuals that have requested an application or expressed an interest in the TEP in the past. The Miami-Dade MPO prioritizes the proposed projects through a TEP Review Committee and as well as input from the four citizen advisory committees.

The TEP project solicitation package includes a letter from the MPO Secretariat announcing the opening of the application cycle, the application form, the MPO's TEP guideline, and a TEP brochure describing the program and giving examples of previously funded projects. The letter from the MPO Secretariat includes an invitation to participate in the TEP workshop where interested parties have the opportunity to ask questions to the Miami-Dade MPO and FDOT District VI staff involved in the TEP process. All applications received are presented to the public through the CTAC, BPAC, FTAC and TARC committees when the projects are prioritized. The projects that are ranked highest by each committee receive extra points in the prioritization process. The final list of prioritized projects is presented to the TPC and approved by the MPO Governing Board.

A citizen can view the TEP solicitation package on the MPO website at [www.miamidade.gov/mpo](http://www.miamidade.gov/mpo) or call (305) 375-4507 to request a copy of the package.

### ***Congestion Management Program***

The Congestion Management Program (CMP) contains a systematic process that provides information on transportation system performance and alternative strategies to alleviate congestion and enhance the mobility of people and goods. The CMP includes methods to monitor and evaluate performance, identify alternative actions, assess and implement cost-effective actions, and evaluate the effectiveness of implemented actions. Both federal and state laws suggest that planning of transportation facilities should be, primarily, a local responsibility led by MPOs. Therefore, consistent with the recommendations of federal and state regulations as well as the Florida Task Force, the Miami-Dade MPO took the lead in developing the CMP within Miami-Dade County. The only roadways within the county not included are those that have been designated as part of the Florida Intrastate Highway System (FIHS). Although responsibility for FIHS roadways lies with FDOT, congestion management efforts for both the Miami-Dade MPO and the State are coordinated.

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. However, a CMP Steering Committee was created to discuss the guidelines recommended by the Statewide Task Force. Due to the CMP being a continuous process and to take a proactive approach of a more positive concept that would address mobility rather than congestion, a decision was needed to change the name of the local process to “Dade County Mobility Management Process”.

A citizen can view this information on the MPO website at [www.miamidade.gov/mpo](http://www.miamidade.gov/mpo) or call (305) 375-4507 to speak with the Project Manager.

### ***Transportation Disadvantaged Service Plan***

The Transportation Disadvantaged Service Plan (TDSP) is an annually updated plan jointly developed by the Miami-Dade MPO and Miami-Dade Transit, which is the current Community Transportation Coordinator (CTC) for Miami-Dade County. As per Florida State Statute 427 and Chapter 41-2, the TDSP contains a development, service, and quality assurance component for both sponsored and non-sponsored trips for the poor, disabled, seniors, unemployed, homeless and children, and adults at-risk. The Plan is developed through a process that includes representatives of public, private, and non-profit transportation and human services providers and participation by the public.

The Miami-Dade County Local Coordinating Board (LCB) reviews and approves the Plan, 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 'Florida Coordinated Transportation System'.

A citizen can view the document on the MPO website at [www.miamidade.gov/mpo](http://www.miamidade.gov/mpo) or call (305) 375-4507 to speak with the Project Manager.

### **Transportation Studies/Projects**

Any major project or study partially funded by the Miami-Dade MPO 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. 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.

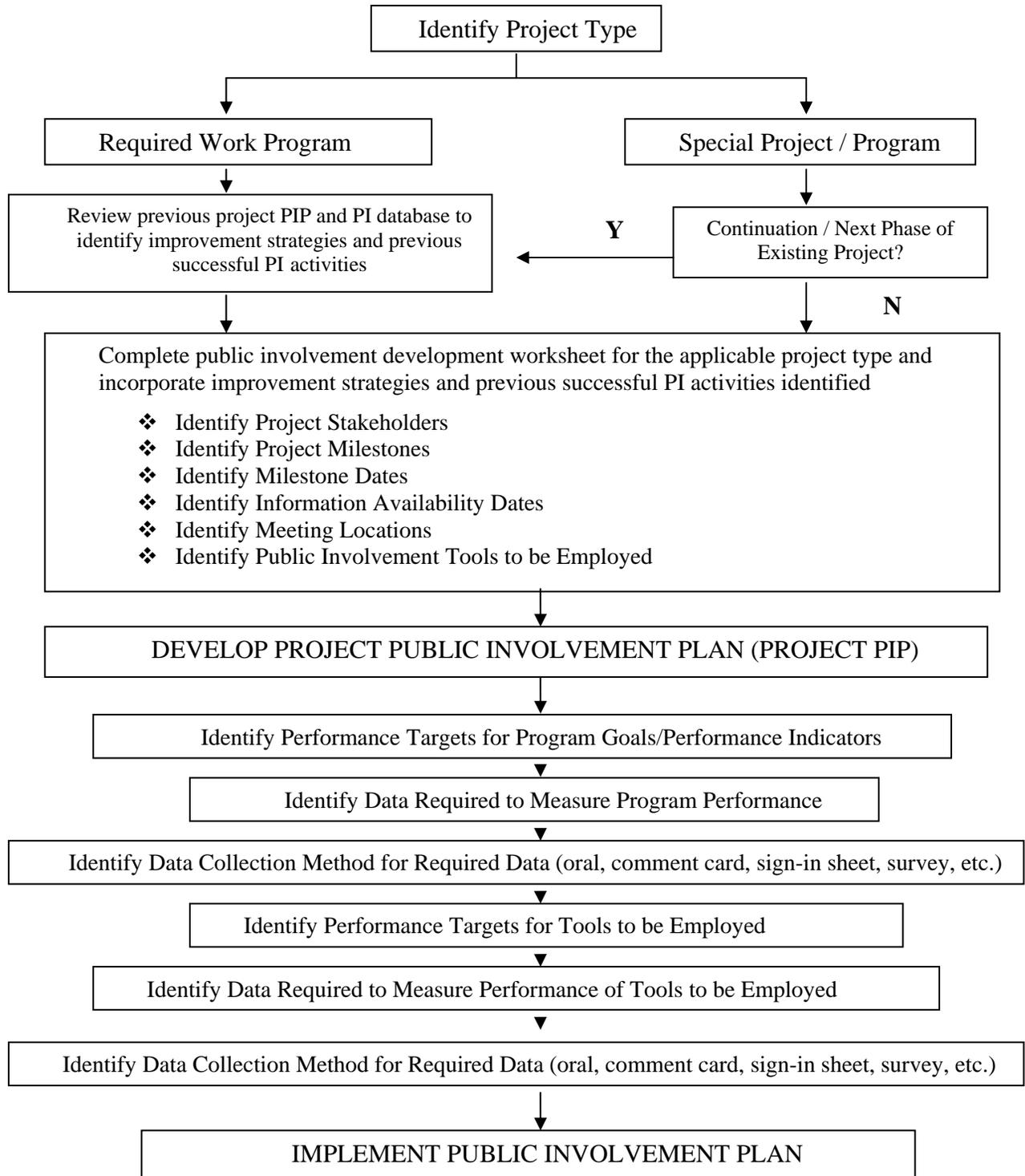
### **Community Outreach Events**

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:

- **Citizen Events** – Events with MPO Governing Board members, the library system, and Miami-Dade Transit (MDT) 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 the employers and employees.
- **Student Events** – Visit various High Schools and colleges to provide information about the MPO's function and how they can get involved in the process. The objective is to obtain feedback on transportation needs, and educate students about their transportation options.

These events provide an opportunity for citizens to adequately provide transportation recommendations and comments to the Miami-Dade MPO. 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 and are the lifelines to the poor and disabled. 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 and concerns. These needs 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 MPO Board to ensure citizen participation is included in the transportation planning process. All meetings are held at convenient and accessible locations and times (450.316(a)(1)(v)). A citizen interested in serving on any of the following committees is encouraged to contact the MPO at (305) 375-4507 or [mpo@miamidade.gov](mailto:mpo@miamidade.gov):

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

The Citizens Transportation Advisory Committee (CTAC) meets on the fourth Wednesday of each month (except August) at 5:30 PM. CTAC was created in 1983 under the Authority of Chapter 163 of the Florida Statutes and provides a forum for citizens to become involved in the transportation planning process. The CTAC consists of a group of 46 citizens who advise the MPO Board on all transportation related projects within Miami-Dade County. Each MPO voting member has two appointments, and at least one of the appointees from the County Commissioners must reside in the Commissioners' District.

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

The Bicycle/Pedestrian Advisory Committee (BPAC) meets on the fourth Tuesday of each month (except August) at 5:30 PM. BPAC participates in the planning process and advises the MPO 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 Aesthetic Review Committee***

The Transportation Aesthetic Review Committee (TARC) meets on the first Wednesday of each month (except August) at 4:00 PM. The TARC advises the MPO Board on the aesthetic and architectural aspects of projects. This group of concerned citizens reviews the aesthetic impact of

bridges and other high visibility transportation projects on the community. The revision process is continuous; initiating at the beginning of a project until contracts are finalized.

***Freight Transportation Advisory Committee***

The Freight Transportation Advisory Committee (FTAC) meets on the fourth Wednesday of each month at 2:00 PM. strives to promote and facilitate the movement of freights and goods 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.

To obtain a current schedule of meetings, a citizen can contact the MPO at (305) 375-4507 or [mpo@miamidade.gov](mailto:mpo@miamidade.gov), or visit [www.miamidade.gov/mpo](http://www.miamidade.gov/mpo)

**Website**

The MPO website, located at [www.miamidade.gov/mpo](http://www.miamidade.gov/mpo), is an interactive experience that provides user-friendly data and information about the various Miami-Dade MPO related transportation functions and activities. Citizens 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 MPO works in close collaboration with various types of media outlets to guarantee that two-way communication efforts penetrate all appropriate markets. Several multi-cultural media relation strategies and activities are planned and executed in an on-going effort to reach out to the communities with the spoken word. 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.

Media Advisories and Press Releases are distributed to local media outlets (newspaper, TV, and radio) to provide information on specific issues being conducted or considered by the Miami-Dade MPO. The objective is to target articles and news ideas to media outlets based on their audience.

Miami-Dade TV maintains a cable television network that is part of basic cable service within the County. Miami-Dade TV broadcasts live regular MPO Governing Board meetings, Citizen Transportation Advisory Committee (CTAC) meetings, as well as the annual Transportation Improvement Program (TIP) Interactive Meeting.

### **Social Media**

Facebook and YouTube is utilized to spread the word about what is occurring at the MPO. Policy for utilizing Facebook can be viewed in Appendix E. In addition, e-Blasts are sent out regularly to the MPO's ever growing email distribution list. These methods have become some of the primary means through which stakeholders, individual citizens, and community groups remain informed about Miami-Dade MPO activities.

A citizen can follow the MPO on Facebook at [www.facebook.com/miamidadempo](http://www.facebook.com/miamidadempo) and request to be added to the email distribution list by calling (305) 375-4507 or emailing [mpo@miamidade.gov](mailto:mpo@miamidade.gov).

### **Meeting Advertisements**

Upcoming public hearings are advertised in the Miami Herald as well as posted on the MPO's website at [www.miamidade.gov/mpo](http://www.miamidade.gov/mpo). In addition, the Miami-Dade County Local Coordinating Board's (LCB) Annual Public Hearing is posted in the Florida Administrative Weekly (FAW) located at <https://www.flrules.org> as well as on the MPO website.

### **Bicycle/Pedestrian Program Outreach**

The Bicycle and Pedestrian (B/P) 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 PI tools and strategies to inform Miami-Dade County citizens 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 daily 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). Safety tips, local bike and pedestrian route maps, and MPO materials are distributed at scheduled events. In addition, comment cards are made available and are filled out by citizens to collect feedback from the community, which are later input into the MPO 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 works with the Safe Kids Coalition to coordinate a 'Walk to School Day' event once a year to promote walking and increase pedestrian safety awareness.

A citizen can get more information about the program at [www.miamidade.gov/mpo](http://www.miamidade.gov/mpo) or call (305) 375-4507 to speak with the B/P Coordinator.

### **Transportation Disadvantaged Voluntary Dollar Program**

In a campaign called "Put Your Dollar to Work" citizens can get involved in helping friends and neighbors who need transportation services by voluntarily contributing one dollar or more to the Transportation Disadvantaged (TD) Trust Fund. The Commission for the Transportation Disadvantaged (CTD), in conjunction with Department of Highway Safety and Motor Vehicles and the county Tax Collectors launched a program to secure additional trips for Floridians.

This opportunity is available due to the passage of a law passed by the 1994 Florida Legislature, which allows citizens who register their vehicles or renew their registrations to voluntarily contribute additional funds (in increments of a dollar) to be used to offer more rides to people who use coordinated transportation. Funding for the program comes from revenues collected from the vehicle registrations. For every registration or renewal \$1.50 is ear marked for the TD Trust Fund.

Citizens can mark the TD Trust Fund for their voluntary contribution and add dollars to those of your family and friends who are "Putting Their Dollars to Work". For more information about the program, please call your local Tax Collector's office or contact John Irvine, CTD Public Relations Manager, at (800) 983-2435 or [john.irvine@dot.state.fl.us](mailto:john.irvine@dot.state.fl.us).

## IV. Evaluation Methodology

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

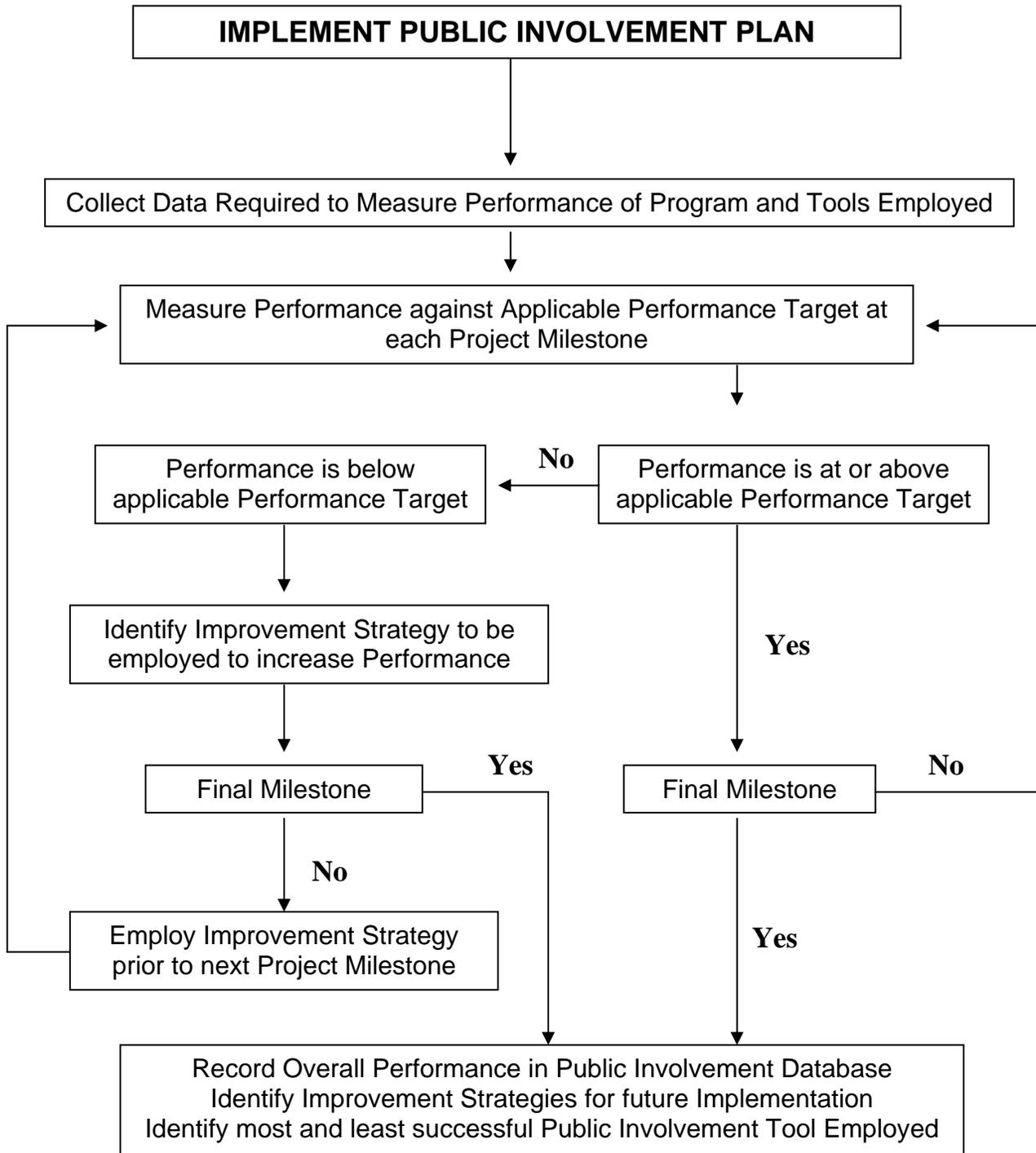
To maintain an up-to-date and effective public involvement program, the Miami-Dade MPO must continuously evaluate the effectiveness of its PI strategies. General outreach strategies (GOS) such as outreach events, CAA meetings, the website, the Annual Report, etc. can be evaluated on a yearly basis. In contrast, due to their dynamic nature, 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 28).

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 (page 29-30) 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

<b>TOOL</b>	<b>GOAL</b>	<b>INDICATOR</b>
Project Specific Websites	Inform the public of upcoming opportunities to participate in decision-making	Minimum of ?? hits per month Increase of at least ??% 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 ??% of meeting attendees/survey respondents indicated that they saw the meeting notice
Surveys	Encourage relevant responses by explaining importance of receiving feedback	??% of contacted persons participate in the survey  OR ??% of mail recipients return the survey
Public Access TV	Inform the public of upcoming opportunities to participate in decision-making	Minimum of ??% 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 ??% 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	??% of affected population (based on study area) in attendance; relevant comments received
Citizen Advisory Committees	Create a representative group of citizens to review project materials	All segments of affected community are represented

## **V. Conclusion**

Public involvement incorporates the citizenry into the transportation decision-making process that can potentially affect their neighborhood. It ensures that Miami-Dade MPO planning activities provide an equal opportunity for all citizens to participate and comply with Title VI specifications. The Miami-Dade MPO strives to identify residential, employment, and transportation patterns within the county ensuring that the benefits and burdens of transportation investments can be fairly distributed. Citizen feedback is highly valued by the MPO 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 MPO is in a favorable position to collect, disseminate, and implement public opinion into the planning process. The MPO Governing Board collects feedback from citizens 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, citizen feedback can result in the undertaking of a new study or project, or the termination or modification of an ongoing project or program.

Citizens 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 for this reason that careful and continuous application of PI strategies throughout the life of a transportation project, program, or study can ensure proper citizen participation and a successful PI process for all.

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# **Appendix A**

## **List of Acronyms**

## Acronyms

BPAC -----	Bicycle/Pedestrian Advisory Committee
CMS -----	Congestion Management System
COE -----	Community Outreach Events
CTAC -----	Citizens' Transportation Advisory Committee
CTC -----	Community Transportation Coordinator
CTD -----	Florida Commission for the Transportation Disadvantaged
DOT -----	Department of Transportation
DCMMP-----	Dade County Mobility Management Process
FCTS -----	Florida Coordinated Transportation System
FDOT -----	Florida Department of Transportation
FHWA -----	Federal Highway Administration
FIHS -----	Florida Interstate Highway System
FTA -----	Federal Transit Agency
GIS -----	Geographic Information Systems
GOS -----	General Outreach Strategy
ISTEA -----	Intermodal Surface Transportation Efficiency Act
LCB -----	Local Coordinating Board
LRTP -----	Long Range Transportation Plan
MDT -----	Miami-Dade Transit
MDTV -----	Miami-Dade Television

MPO -----	Metropolitan Planning Organization
PI -----	Public Involvement
PIP -----	Public Involvement Plan
PIO -----	Public Involvement Office
PIEEP -----	Public Involvement Effectiveness Evaluation Program
PIMT -----	Public Involvement Management Team
PM -----	Project Manager
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
TEP -----	Transportation Enhancement Program
TIP -----	Transportation Improvement Program
TMA -----	Transportation Management Area
TPC -----	Transportation Planning Council
TPTAC -----	Transportation Planning Technical Advisory Committee
UPWP -----	Unified Planning Work Program



## **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. Principles of Persuasion												
45. Public Deliberation		X					X					
46. Public Information Materials	X			X							X	
47. Public Meetings/Hearings	X						X			X		
48. Public Opinion Surveys							X					
49. Public Service Announcements	X			X		X						
50. Remote Sensing Applications									X			X
51. Role Playing				X	X							
52. School Curriculum (K-12)	X											
53. Simulations				X	X							X
54. Site Visits		X		X			X	X	X			
55. Small Group Techniques					X					X		
56. Social Marketing												
57. Social Networking	X				X	X	X	X	X		X	X
58. Speaker's Bureau	X	X		X							X	
59. Teleconferencing					X					X		X
60. Telephone Hotlines							X	X	X			
61. Text Markup Software					X		X					X
62. Transportation Fairs	X			X		X					X	
63. Video Techniques	X			X								X
64. Visioning							X	X	X	X		
65. Visualization Techniques					X							X
66. Web Sites	X			X	X							X
67. Wikis				X	X							X
68. Workshops and Retreats				X			X	X	X	X		



**Appendix C**

**Limited English Proficiency Plan**

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

## INTRODUCTION

The Miami-Dade Metropolitan Planning Organization (MPO) 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 MPO's LEP Plan, which has been developed in conjunction with public involvement best practice standards.

## BACKGROUND

On August 11, 2000, President William J. Clinton signed an Executive Order, **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 organization. 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 MPO 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, Metropolitan 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?**

As defined in the 2000 United States Census, 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 “not well” or “not at all”.

The intent of this **LEP Plan** is to ensure access to the Miami-Dade MPO’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 MPO 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 Right 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 MPO 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 MPO programs
3. The importance of the service provided by MPO programs
4. The recourses available and overall cost to the MPO

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 MPO***

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

The first step towards understanding the characteristics of individuals that could participate in the Miami-Dade MPO’s programs and activities is a review of Census data. Table 1 shows the number and percent of persons derived from the 2000 US Census (Summary File 4 Table PCT38), who are age five (5) and older that speak English “not well” or “not at all” within the top four language groups for each municipality and the County as a whole: Spanish; Indo-European; Asian and Pacific Island; and other.

<b>Jurisdiction</b>	<b>Population 5 years and older</b>	<b>Number of LEP Persons</b>	<b>Percentage of LEP Person</b>
Aventura	24,371	1,219	5.00%
Bal Harbour	3,189	170	5.33%
Bay Harbor Islands	4,877	359	7.36%
Biscayne Park	3,075	180	5.85%
Coral Gables	40,123	2,903	7.23%
Cutler Bay	16,425	555	3.38%
Doral	18,535	2,484	13.40%
El Portal	2,368	192	8.10%
Florida City	7,214	688	9.54%
Golden Beach	967	38	3.93%
Hialeah	213,195	90,897	42.64%
Hialeah Gardens	17,954	6,119	34.08%
Homestead	28,675	6,996	24.40%
Key Biscayne	9,720	535	5.50%
Medley	1,077	425	39.46%
Miami	341,205	111,484	32.67%
Miami Beach	84,879	16,177	19.06%
Miami Gardens	2,360	373	15.81%
Miami Lakes	21,194	2,213	10.44%
Miami Shores	9,803	486	4.96%
Miami Springs	12,945	1,919	14.82%
North Bay Village	6,451	945	14.65%
North Miami	55,175	7,157	12.97%
North Miami Beach	37,945	5,015	13.22%
Opa-Locka	13,856	1,502	10.84%
Palmetto Bay	11,442	975	8.52%
Pincrest	17,948	706	3.93%
South Miami	10,337	839	8.12%

Sunny Isles Beach	14,778	2,094	14.17%
Sweetwater	13,486	5,673	42.07%
Virginia Gardens	2,207	439	19.89%
MPO Area (includes all municipalities and unincorporated areas)	2,108,512	446,031	21.15%

As indicated, over twenty-one (21) percent of the entire Miami-Dade MPO area population is not proficient in English. Sweetwater and Hialeah have the greatest concentration of LEP persons with over forty-two (42) percent (highlighted green). In contrast, Cutler Bay, Golden Beach, and Pinecrest each have a relatively low concentration with less than four (4) percent LEP persons (highlighted blue).

Table 2 shows the number and percent of LEP persons by language spoken at the individual's home.

LEP Persons	Spanish Language	Indo-European Languages	Asian & Pacific Islander Languages	Other Languages
5 to 17 years	22,731	1,988	184	73
18 to 64 years	276,686	18,582	2,211	419
65 years and over	117,767	4,499	598	293
<b>Total</b>	<b>417,184</b>	<b>25,069</b>	<b>2,993</b>	<b>785</b>
<b>Percent of all LEP Persons</b>	<b>93.53%</b>	<b>5.62%</b>	<b>0.67%</b>	<b>0.18%</b>

Of the LEP persons within the Miami-Dade MPO area, over ninety-three (93) percent speak Spanish at home, making this the most significant percentage of the area's population. Over five (5) percent speak an Indo-European language, such as French, Creole, Portuguese, Russian, or German. Less than one (>1) percent speak Asian and Pacific Islander languages, such as Chinese, Korean and Japanese, as well as "other" languages at home.

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

There are many LEP persons encountering Miami-Dade MPO programs and activities. As such, newsletters, Public Service Announcements, citizen guides, and outreach materials are currently being translated to Spanish and Creole to assist LEP individuals. When available, information is posted on the MPO website both in Spanish and Creole.

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

MPO programs use Federal funds to plan for future transportation projects, and therefore do not include any direct service or program that requires vital, immediate or emergency assistance, such as medical treatment or services for basic needs (like food or shelter). Further, involvement by any citizen with the MPO or its committees is voluntary. However, the Miami-Dade MPO 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 MPO:

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

Inclusive public participation is a priority consideration in other Miami-Dade MPO 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 MPO 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 MPO cost**

To serve both the Hispanic and Haitian LEP populations, the Miami-Dade MPO intends to make Executive Summaries for the UPWP, TIP, LRTP, and outreach 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 MPO 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 MPO area is important. The MPO 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 MPO's service area. All language access activities detailed below will be coordinated in collaboration with the MPO 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 MPO) has created a plan for the provision of written translations under a specific set of circumstances, such action will be considered strong evidence of compliance with written translation obligations under Title VI.

However, failure to provide written translations under the circumstances does not mean there is noncompliance, but rather provides for recipients a guide for greater certainty of compliance in accordance with the four factor analysis (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 effect 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 MPO services and the availability of language assistance;
4. Using automated telephone voice mail or menu to provide information about available language assistance services;
5. Including notices in local newspapers in languages other than English;
6. Providing notices on non-English-language radio and television about MPO services and the availability of language assistance; and
7. Providing presentations and/or notices at schools and community based organizations (CBO).

The MPO will publicize the availability of Spanish and Creole interpreter services, free of charge, at least 7 days prior to MPO Governing Board and committee meetings, workshops, forums, or events, which will be noticed on the MPO 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 MPO notices meetings in the “El Nuevo Herald” and “El Diario Las Americas” 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 MPO will provide Title VI material and include this material in an alternative language, when applicable.

### ***Language Assistance***

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

The Miami-Dade MPO defines an interpreter as a person who translates spoken language orally, as opposed to a translator, who translates written language and transfers the meaning of written text from one language into another. The Miami-Dade MPO will request interpreter services from the Miami-Dade County ADA Department and translation services from the Miami-Dade County Government Information Center (GIC), as needed.

### ***Miami-Dade MPO Staff Training***

In order to establish meaningful access to information and services for LEP individuals, the MPO will properly train its employees to assist in person, and/or by telephone, LEP individuals who request assistance. Miami-Dade MPO 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.



**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 Facebook**

## **Miami-Dade MPO Facebook Policy**

Policy regarding how to administer the Miami-Dade MPO Facebook page is as follows:

- The following information will be posted on the Facebook page:
  - MPO Governing Board meetings and agendas
  - MPO Governing Board member changes
  - All 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
  - Bicycle/Pedestrian highlights and events
  - Other information as deemed appropriate by the MPO Director
- Comments:
  - 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 10 of this document .
- “Like” feature:
  - Only other applicable government agencies can be “Liked”. No personal Facebook pages are to be “Liked”.

This policy is subject to change.

## **Appendix F**

### **Resolutions Supporting the Public Participation Plan**



**CTAC RESOLUTION #10-11**

**RESOLUTION RECOMMENDING THE  
MIAMI-DADE METROPOLITAN  
PLANNING ORGANIZATION GOVERNING  
BOARD ADOPT THE UPDATED MPO  
PUBLIC PARTICIPATION PLAN (PPP)**

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

WHEREAS, the Miami-Dade MPO's PPP was updated as a result of the suggested additions during the recent certification process administered by both the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA); and

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

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

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

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

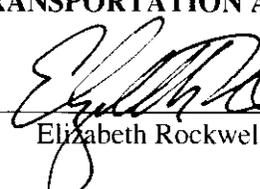
The foregoing resolution was offered by Alan Fishman, who moved its adoption. The motion was seconded by Norman Wartman, and upon being put to a vote, the vote was as follows:

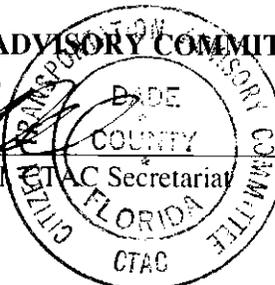
Rolando Acosta	- Aye	Zvi Krugliak	- Aye
Marc Billings	- Absent	David Lyons	- Absent
Mark Blumstein	- Aye	Lesline McKenzie	- Absent
Andrew Burgess	- Aye	Bob Powers	- Absent
Claudius A. Carnegie	- Absent	Eric D. Prince	- Absent
Crystal Connor	- Absent	Emma Pringle	- Absent
Gerald M. Del Amo	- Absent	Ramon Ramos	- Absent
Gary J. Dufek	- Aye	Jose Javier Rodriguez	- Aye
Daniel Fils-Aime	- Absent	Hilario G. Rojas	- Aye
Alan B. Fishman	- Aye	Leonardo Scarpati	- Absent
Cesar M. Garcia-Pons	- Absent	Lee Swerdlin	- Aye
Hudson Gaulman, Jr.	- Aye	Barbara Walters	- Aye
David B. Haber	- Absent	Norman Wartman	- Aye
Marlon L. Kelly, Sr.	- Absent	Daniel Yglesias	- Absent
Chair Naomi L. Wright - Aye			

The Chairperson thereupon declared the resolution duly passed and approved this 19th day of October 2011.

**CITIZENS TRANSPORTATION ADVISORY COMMITTEE (CTAC)**

By

  
Elizabeth Rockwell



TPC RESOLUTION #12-12

RESOLUTION RECOMMENDING APPROVAL OF THE MIAMI-DADE MPO PUBLIC PARTICIPATION PLAN (PPP)

WHEREAS, the Interlocal Agreement creating and establishing the Metropolitan Planning Organization (MPO) for the Miami Urbanized Area requires that the MPO 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 TPC approved has reviewed the MPO Public Involvement 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 OF THE METROPOLITAN PLANNING ORGANIZATION FOR THE MIAMI URBANIZED AREA that the attached Miami-Dade MPO Public Involvement Plan is hereby recommended for approval to the MPO Governing Board.

The adoption of the foregoing resolution was moved by Mr. Alfred Lurigados. The motion was seconded by Mr. Gaspar Miranda, and upon being put to a vote, the vote was as follows:

- |                             |                    |                           |                     |
|-----------------------------|--------------------|---------------------------|---------------------|
| Irma San Roman, Chairperson | -Aye               | Stephen Johnson           | -Aye (J. O'Brien)   |
| Jose Abreu                  | -Aye               | Ysela Llort               | -Aye (A. Hernandez) |
| Fred H. Beckmann            | -Aye (J. Gonzalez) | Jack Osterholt            | -Aye (M. Armada)    |
| Joe Corradino               | -Absent            | Lilia Medina              | -Aye                |
| William L. Cross            | -Absent            | Jay Marder                | -Aye (B. Pandya)    |
| Charles Danger              | -Aye (J. Gonzalez) | Debora Rivera             | -Aye                |
| Harold Desdunes             | -Aye (A. Boucle)   | Javier Rodriguez          | -Aye (A. Lurigados) |
| Jorge E. Hernandez          | -Absent            | Vivian G. Villaamil       | -Aye                |
| Lee Hoefert                 | -Aye               | Kathleen Woods-Richardson | -Aye (G. Miranda)   |
| Bill Johnson                | -Absent            |                           |                     |

The Chairperson thereupon declared the resolution duly passed and approved this 13<sup>th</sup> day of February, 2012.

METROPOLITAN PLANNING ORGANIZATION M.P.O.

By *Zainab Salim*  
Zainab Salim, Clerk  
MPO Secretariat



**MPO RESOLUTION #08-12**

**RESOLUTION APPROVING THE MIAMI-DADE METROPOLITAN PLANNING ORGANIZATION (MPO) PUBLIC PARTICIPATION PLAN**

**WHEREAS**, the Interlocal Agreement creating and establishing the Metropolitan Planning Organization (MPO) for the Miami Urbanized Area requires that the MPO 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 TPC has reviewed the MPO Public Participation Plan (PPP), 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 METROPOLITAN PLANNING ORGANIZATION FOR THE MIAMI URBANIZED AREA**, that the attached Miami-Dade Metropolitan Planning Organization (MPO) Public Participation Plan (PPP) is hereby approved.

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

**Chairman** Joe A. Martinez -Aye  
**Vice Chairwoman** Maritza Gutierrez -Aye

Board Member Zevin V. Auerbach	-Aye	Board Member Sally A. Heyman	-Absent
Board Member Bruno A. Barreiro	-Aye	Board Member Barbara J. Jordan	-Absent
Board Member Steven C. Bateman	-Absent	Board Member Jean Monestime	-Absent
Board Member Lynda Bell	-Aye	Board Member Dennis C. Moss	-Aye
Board Member Esteban Bovo Jr.	-Absent	Board Member Andre D. Pierre	-Absent
Board Member Matti Herrera Bower	-Aye	Board Member Shirley M. Gibson	-Aye
Board Member Jose "Pepe" Diaz	-Aye	Board Member Rebeca Sosa	-Absent
Board Member Audrey M. Edmonson	-Absent	Board Member Javier D. Souto	-Aye
Board Member Perla Tabares Hantman	-Aye	Board Member Francis Suarez	-Absent
Board Member Carlos Hernandez	-Absent	Board Member Xavier L. Suarez	-Aye

The Chairperson thereupon declared the resolution duly passed and approved this 23<sup>rd</sup> day of February, 2012.

**METROPOLITAN PLANNING ORGANIZATION  
M.P.O.**

By Zainab Salim  
**Zainab Salim, Clerk  
MPO Secretariat**

