Adopted:
6/2017

PUBLIC INVOLVEMENT PLAN

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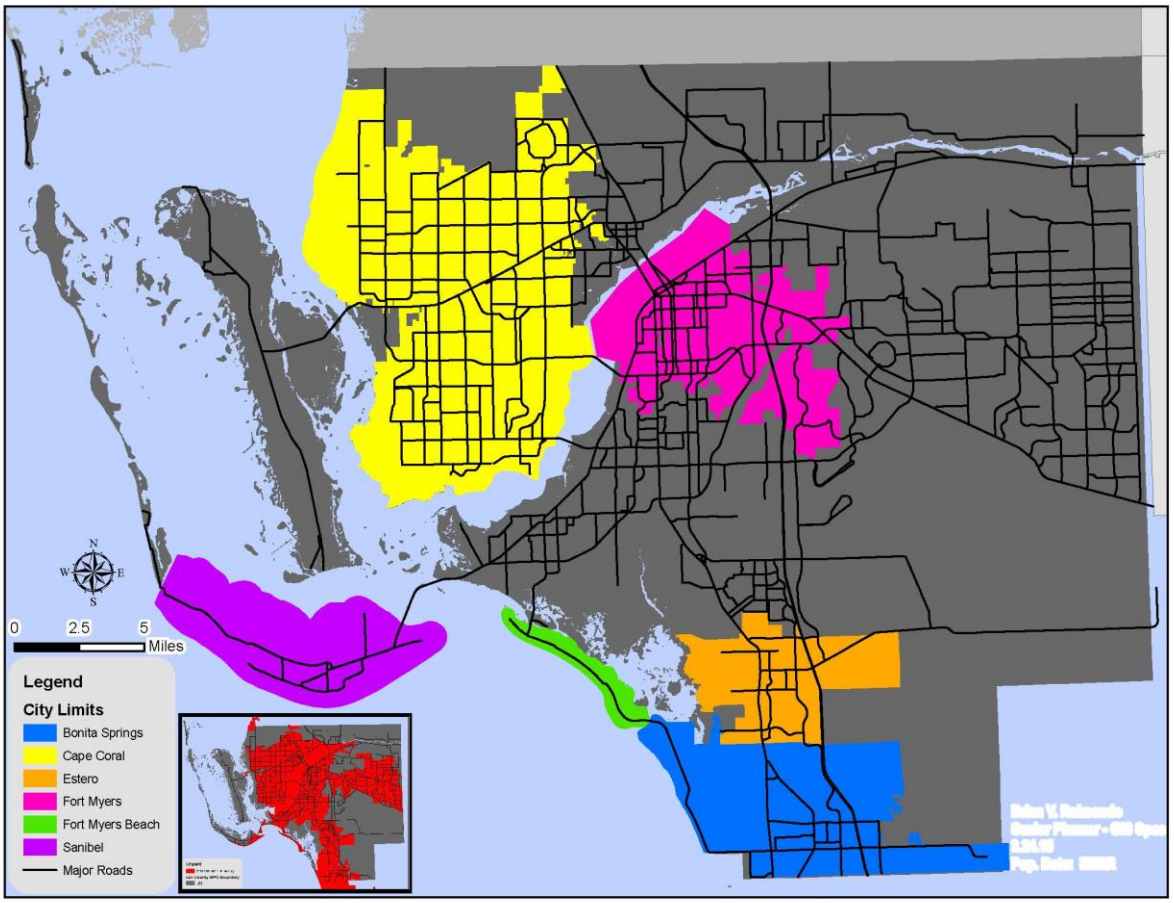
LEE COUNTY MPO
METROPOLITAN PLANNING ORGANIZATION

About Us

The Lee County Metropolitan Planning Organization (MPO) is responsible for transportation planning in the Cities of Bonita Springs, Cape Coral, Fort Myers, and Sanibel, the Town of Fort Myers Beach, the Village of Estero, and unincorporated Lee County.

Working with federal, state, and local transportation partners, the MPO looks five, 10, even 25 years into the future to identify projects that will serve the county and its cities, citizens, seasonal visitors, business, and industry. At each stage of development of transportation plans and programs for our communities, the MPO encourages ongoing public participation and involvement, reminding everyone today's discussion and decisions begin the process that puts essential roadway, sidewalk and pathway, transit, aviation, and rail projects in place years and decades from now.



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Public participation is solicited without regard to race, color, national origin, sex, age, disability, religion, or family status. Persons who require special accommodations under the Americans with Disabilities Act or persons who require translation services (free of charge) should contact Calandra Barraco with the Lee County MPO at 239-330-2243 or by email at cbarraco@leempo.com at least seven (7) days prior to the meeting. If you are hearing or speech impaired call (800) 955-8770 Voice / (800) 955-8771 TDD. The MPO's planning process is conducted in accordance with Title VI of the Civil Rights Act of 1964 and related statutes. Any person or beneficiary who believes they have been discriminated against because of race, color, national origin, sex, age, disability, religion, or familial status may file a complaint with the Lee County MPO Title VI Coordinator/Public Information Officer, Calandra Barraco, at 239-330-2243, or in writing at P.O. Box 150045, Cape Coral, Florida 33915-0045.

For more information about the Lee County MPO or to learn about ways to get involved please contact:

Lee County Metropolitan Planning Organization
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ACRONYMS			
ACRONYM	**DESCRIPTION**	**ACRONYM**	**DESCRIPTION**
AADT	Annual Average Daily Traffic	CUTS	Coordinated Urban Transportation Systems
ADA	American Disabilities Act	DB	Design Build
ADM	Administration	DBE	Disadvantaged Business Enterprise
AMDA	Application for Master Development Approval	DMS	Dynamic Messaging System
AMPO	Association of Metropolitan Planning Organization	DOT	Department of Transportation
ATIS	Advanced Traveler Information System	DRI	Development of Regional Impact
ATMS	Advanced Traffic Management System	EAR	Evaluation and Appraisal Report
ATPPL	Alternative Transportation in Parks and Public Lands	EEO	Equal Employment Opportunity
BOCC	Board of County Commissioners	EMO	Environmental Management Office
BPAC	Bicycle Pedestrian Advisory Committee	ENV	Environmental Mitigation
BPCC	Bicycle Pedestrian Coordinating Committee	ESRI	Environmental Systems Research Institute
BRT	Bus Rapid Transit	EST	Environmental Screening Tool
Bus.	Business	ETAT	Environmental Technical Advisory Team
CAC	Citizen's Advisory Committee	ETDM	Efficient Transportation Decision Making
CAD	Computer Aided Drafting	FAC	Federal Aid Circular
CAMP	Corridor Access Management Plan	FAP	Federal Aid Program
CAP	Capital Grant	FDOT	Florida Department of Transportation
CAT	Collier Area Transit	FGCU	Florida Gulf Coast University
CEI	Construction Engineering Inspection	FHWA	Federal Highway Administration
CEMP	Comprehensive Emergency Management Plan	FIHS	Florida Interstate Highway System
CFASPP	Continuing Florida Aviation System Planning Process	FM	Federal Management
CFDA	Catalogue of Federal Domestic Assistance	FMR	Federal Management Regulation
CFR	Code of Federal Regulations	FPN	Financial Project Number
CIGR	County incentive Grant Program with Growth Management Funds	FPTA	Florida Public Transportation Association
CIP	Capital Improvement Program	FS	Florida Statutes
CM/TSM	Congestion Mitigation/Transportation System Management	FSUTMS	Florida Standard Urban Transportation Model Structure
CMR	Congestion Monitoring Report	FY	Fiscal Year
CMP	Congestion Management Process	GA	General Aviation
CMS	Congestion Management System	GIS	Geographical Information Systems
COOP	Continuity of Operation Plan	HWY	Highway
CRA	Community Redevelopment Agency	I-	Interstate
CRT	Commuter Rail Transit	ICAR	Intergovernmental Coordination and Review
CTC	Community Transit Coordinator	IDAS	Intelligent Transportation Systems Deployment Analysis System
CTST	Community Traffic Safety Team	ITS	Intelligent Transportation System
CTD	Commission for Transportation Disadvantaged	IMS	Incident Management System
CUTR	Center for Urban Transportation Research	ISTEA	Intermodal Surface Transportation Efficiency Act of 1991

ACRONYMS			
ACRONYM	**DESCRIPTION**	**ACRONYM**	**DESCRIPTION**
JPA	Joint Participation Agreement	**SIB**	State Infrastructure Bank
LAP	Local Agency Program	**SIS**	Strategic Intermodal System
LAR	Local Advance Reimbursement	**SMS**	Safety Management System
LC	Lee County	**SOV**	Single Occupancy Vehicle
LCB	Local Coordinating Board	SR	State Road
LCDOT	Lee County Department of Transportation	SRTS	Safe Route to School
LCHSTP	Locally Coordinated Public Transit Human Services Transportation Plan	STP	Surface Transportation Program
LOS	Level of Service	SW	Sidewalk
LRTP	Long Range Transportation Plan	SWFIA	Southwest Florida International Airport
LUAM	Land Use Allocation Model	SWFMRT	Southwest Florida Metro-Regional Transportation
MCC	Model Coordinating Committee	SWFRPC	Southwest Florida Regional Planning Council
MN	Maintenance	TA	Transportation Alternatives
M&O	Maintenance and Operations	TAC	Technical Advisory Committee
MPO	Metropolitan Planning Organization	TAN	Transportation Advisory Network
MPOAC	Metropolitan Planning Organization Advisory Council	TAZ	Traffic Analysis Zone
MPP/PL	Metropolitan Planning Program	TD	Transportation Disadvantaged
MSTU	Municipal Service Taxing Unit	TDM	Transportation Demand Management
N, S, E, W	North, South, East, West	TDP	Transit Development Plan
NARC	National Association of Regional Councils	TDSP	Transportation Disadvantaged Service Plan
NEPA	National Environmental Policy Act	T/E Grant	Trip Equipment Grant
NHAC	Principle Arterials	TEA	Transportation Enhancement Application
NS/EW	North South/East West	TEA-21	Transportation Equity Act for the 21st Century
OMB	Office of Management and Budget	TELUS	Transportation Economic and Land Use System
OPS	Operations Grant	TIA	Traffic Impact Analysis
PDA	Personal Digital Assistant	TIM	Traffic Impact Analysis
PDC	Present Day Cost	TIP	Transportation Improvement Plan
PD&E	Project Development and Environment	TMA	Transportation Management Area
PE	Preliminary Engineering	TMC	Transportation Monitoring Center
PIP	Public Involvement Plan	TMOC	Traffic Management Operations Committee
PL	Planning	TOP	Transportation Operations Program
PTO	Public Transportation Organization	TRANPLAN	Transportation Planning
RFP	Request for Proposal	TRIP	Transportation Regional Incentive Program
ROW, R/W	Right of Way	TRB	Transportation Research Board
RW	Runway	ULAM	Urban Land Use Allocation Model
SAFETEA-LU	Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users	UPWP	Unified Planning Work Program
SAP	Specific Area Plans	USC	United States Code
SEIR	State Environment Impact Report	UZA	Urbanized Area

ACRONYMS			
ACRONYM	DESCRIPTION	ACRONYM	DESCRIPTION
VASI	Visual Approach Slope Indicator		
ZDATA	Zonal Data		

1. Purpose

The *Public Involvement Plan (PIP)* identifies a proactive public involvement process for the development of the Long Range Transportation Plan and other planning activities of the Lee County Metropolitan Planning Organization (MPO). This process provides for complete information, timely public notice, full access to key decisions, and early and continuing involvement of the public.

The obligation to provide information and consider public input in decision-making was made explicit by the Intermodal Surface Transportation Efficiency Act of 1991 (ISTEA). This strong federal emphasis on public involvement was continued in the Transportation Equity Act for the 21st Century (TEA-21) in 1998, continued in SAFETEA in 2003 and SAFETEA-LU in 2005, followed with Moving Ahead for Progress in the 21st Century (MAP-21) in July 2012, and finally through the FAST Act in December 2015. The true test of a successful public involvement plan is the level of public awareness and feedback. Too often, public participation does not occur until after the community-at-large becomes aware of an unpopular decision, at which point large citizen efforts become necessary to change decisions after the fact. A planning process that involves the average citizen early makes the public a participant in any decision that is ultimately made.

The *Public Involvement Plan* was adopted by the Lee County Metropolitan Planning Organization on April 18, 1997, and it has been amended as needed since then.

2. Lee County Metropolitan Planning Organization Board and Committee Agendas and Advertisement Requirements

Lee County Metropolitan Planning Organization (MPO)

- Consists of 18 voting members that include:
  - Lee County: 5
  - City of Cape Coral: 5
  - City of Fort Myers: 3
  - City of Bonita Springs: 2
  - City of Sanibel: 1
  - Town of Fort Myers Beach: 1
  - Village of Estero: 1

Technical Advisory Committee (TAC)

- Consists of 18 voting members that include:
- Local agency planners, engineers, and transit operators who make recommendations to the Lee County MPO on transportation plans, programs, amendments, and priorities on behalf of the agencies they represent.

Citizen Advisory Committee (CAC)

- Consists of 26 members that include:
  - 2 members from different communities within each county commission district
  - 13 members are distributed based on jurisdiction
    - City of Cape Coral: 5
    - City of Fort Myers: 3
    - City of Sanibel: 1
    - Town of Fort Myers Beach: 1
    - City of Bonita Springs: 2
    - Village of Estero: 1
  - 1 Transportation-handicapped
  - 2 At-Large positions to ensure minority, LEP, and low income participation

Traffic Management and Operations Committee (TMOC)

- Consists of 19 voting members that include:
- Local agency traffic engineers and planners. It oversees the MPO's congestion management system, and recommends congestion mitigation measures for programming with federal funds. It also oversees the planning of Intelligent Transportaion Systems project and programs.

Transportation Disadvantaged Local Coordinating Committee (TDLCB)

- Consists of government, social service agency, citizen, and consumer representatives who oversee the provision of safe, efficient, cost-effective and quality transportation services to Lee County's elderly, handicapped and low income residents

Bicycle Pedestrian Coordinating Committee (BPCC)

- Consists of 20 voting members that include:
  - 16 Local personnel who are responsible for bicycle and pedestrian planning for their agencies. It coordinates these agencies' bicycle/pedestrian planning activities, reviews provisions for pedestrians and cyclists in state and federal aid surface transportation projects, and advises the Lee County MPO on the development of the bicycle and pedestrian element of its transportation plan and the programming of bicycle and pedestrian facilities.
- 4 At-Large Citizen seats for Lee County Citizen's that are active in the community.

Board/ Committee	Advertise with News-press		Post on MPO Website	Submit Notification to Local Jurisdiction TV stations	Mail out Packet	Email out Packet
	# of days Submitted prior to Meeting	# of days Advertised prior to Meeting	# of days Posted prior to Meeting	# of days Submitted prior to Meeting	# of days Mailed out prior to Meeting	# of days Emailed out prior to Meeting
MPO	11	7	8	8	8	8
CAC	n/a	n/a	8	8	8	8
TAC	n/a	n/a	8	8	8	8
TMOC	n/a	n/a	8	8	8	8
TDLCB	21	14	14	14	14	14
BPCC	n/a	n/a	8	8	8	8

3. Long Range Transportation Plan (LRTP)

The intent and purpose of the Long Range Transportation Plan (LRTP) is to encourage and promote the safe and efficient management, operation, and development of a cost feasible intermodal transportation system that will serve the mobility needs of people and freight within and through the urbanized area, while minimizing transportation related fuel consumption and air pollution.

When developing the LRTP, the MPO must consult with a wide variety of state and local agencies and afford the opportunity to comment on the plan to a wide variety of groups. The agencies include, as appropriate, those that are responsible for land use management, natural resources, environmental protection, conservation, and historic preservation. The groups include citizens, affected public agencies, representatives of public transportation employees, private freight shippers, providers of freight transportation services, private providers of transportation, representatives of users of public transit, representatives of users of pedestrian walkways and bicycle facilities, representatives of the disabled, and other interested parties with a reasonable opportunity to comment on the LRTP.

The MPO shall, at a minimum, include the following in its public participation process:

- Provide reasonable public access to technical and policy information used in the development of the LRTP;
- Provide adequate public notice of public involvement activities and time for public review and comment at key decisions, such as but not limited to the approval of the LRTP;
- Demonstrate explicit consideration and response to public input received during the plan development process;
- Employ visualization techniques to describe the LRTP (maps and charts of changes);
- Make the LRTP and any associated information available in electronic format such as World Wide Web (the MPO's website);
- Hold public meetings at convenient times and accessible locations;
- Seek out and consider the needs of those traditionally under served by existing transportation systems, including but not limited to low-income and minority households;
- When significant written and oral comments are received on a draft LRTP (including the financial plan) as a result of public involvement, a summary, analysis, and report on the disposition of comments shall be made part of the final LRTP; and
- If the final LRTP differs significantly from the one made available for public comment or raises new material issues, an additional opportunity for public comment must be made available.

The Lee County MPO would like to have participants from the entire community attending the public hearings and workshops given by the MPO. The public is encouraged to contact the Lee County MPO Staff seven (7) days in advance of a public hearing or workshop for the LRTP update if they are in need of assistance for transportation to and from the event being held by the Lee County MPO. The Lee County MPO shall make arrangements to meet the need from the public to the best of their ability.

The Lee County MPO must submit a major LRTP amendment to the District and other parties every five (5) years. The next scheduled major LRTP update is due by the end of 20~~15~~20. See Appendices I and II for the Regional Public Involvement Program.

LRTP Plan Update and Amendment Process

MAJOR UPDATE PROCESS (Adoption) The LRTP is required to be updated every five (5) years.	MAJOR AMENDMENT This includes major changes to project costs, Initiation dates, design concept, scope changes for existing projects, adding or deleting projects from the plan

- Staff will submit all suggested plan amendments received or initiated by it to the Lee County MPO Board members and committees.
- The TAC will review each request received to determine if extensive technical investigation of the suggested modification would be required, and if so, whether such investigation is or is not justified. The TAC will determine the kind of analysis and the level of effort required, designate responsibilities for any further work, and evaluate the probable benefits of any further analysis and testing it deems necessary.
- When developing the LRTP, MPO's must consult with a wide variety of State and local agencies and afford the opportunity to comment on the plan to a wide variety of groups. The agencies include, as appropriate, those that are responsible for land use management, natural resources, environmental protection, conservation, and historic preservation. The groups include citizens, affected public agencies, representatives of public transportation employees, private freight shippers, providers of freight transportation services, private providers of transportation, representatives of users of public transit, representatives of users of pedestrian walkways and bicycle transportation facilities, representatives of disabled, and other interested parties with a reasonable opportunity to comment on the LRTP.
- At the commencement of the process of the LRTP, the MPO shall extend notice to the Department and the Port Authority advising the scope of the work to be under taken and inviting comment and participation in the development process. The MPO shall ensure that the chief operating officials of the Department and the Port Authority shall receive approximately 14 days written formal notice of all public workshops and hearings related to the development of such plans and programs.
- Advertise the Major Update/Major amendment in the local newspaper, on local TV stations, and on the Lee County MPO's website, the public hearing notices of the proposed changes to the plan are advertised 30 days prior to the scheduled hearing.
- Distribute the draft plan with proposed changes to the local library system and local government agencies 14 days prior to public hearing.
- Post the draft plan with proposed changes on the Lee County MPO's website 14 days prior to the public hearing.
- A newsletter shall be distributed to the Transportation Advisory Network and other interested parties 14 days prior to a public hearing on a comprehensive update or amendment of the Lee County MPO's LRTP. This newsletter shall identify projects that are under consideration, and provide interested parties with the date, time and location of relevant workshops, meetings, and public hearings related to these issues.
- Take proposed changes to the Committees of the Lee County MPO Board for review and comments.
- Take proposed changes to the Lee County MPO's Board for review and comments and open a public comment period of 30 days at the Lee County MPO's meeting.
- Bring the final version back to the Lee County MPO Board for final approval and adoption after a 30 day public review period has been completed, this will require a roll call vote.

- Seek out and consider the needs of those traditionally underserved by the existing transportation systems, including but not limited to low-income and minority households.
- When significant written and oral comments are received on a draft LRTP (including the financial plan) as a result of public involvement, a summary, analysis, and report on the disposition of comments shall be made part of the final LRTP.
- If the final LRTP differs significantly from the one made available for public comment or raises new material issues, and additional opportunity for public comment must be made available.

Administrative Modification

This includes minor changes to project/phases costs, funding sources , project/phase initiation dates, does not require public review and comment or re-demonstrating fiscal constraint

- Lee County MPO staff will make corrected changes in draft form and bring them to the Committees for recommendation of approval to the Lee County MPO Board.

4. Transportation Improvement Program (TIP)

In accordance with the Metropolitan Planning Organization (MPO) Program Management Handbook, the MPO shall provide all interested parties reasonable opportunity to comment on the Transportation Improvement Program (TIP) as required in 23 C.F.R. 450.316 (Interested parties, participation, and consultation). Those "interested parties" include citizens, affected public agencies, representatives of public transportation employees, freight shippers, providers of freight transportation services, private providers of transportation, representatives of users of public transportation, pedestrian walkways, bicycle transportation facilities, and the disabled. The MPO will coordinate with LeeTran on including

their Program of Projects (POP) in the TIP and provide public review and participation to help meet the public requirements necessary for their various grant programs. This will include informing the public that the TIP public hearing requirements are being used to cover the public hearing requirements for Section 5307 funding.

In addition the MPO shall do the following when developing the Transportation Improvement Program (TIP):

- Provide adequate and timely notice about public participation activities;
- Use visualization techniques to describe the TIP;
- Make public information available in electronic formats such as World Wide Web;
- Hold public meetings at convenient times and accessible locations;
- Seek out and consider the needs of those traditionally under served by existing transportation systems such as low-income and minority households;
- Provide additional opportunity for public comment if the Final TIP differs significantly from the Draft TIP;
- Demonstrate explicit consideration and response to public input and provide a summary, analysis, and report on the comments received on the TIP if there were a significant number of comments received;
- Consult with state and local agencies that are responsible for other types of planning within the metropolitan area (such as planned growth, economic development, environmental protection, airport operations and freight movements).

The Lee County MPO must submit the approved TIP to the District and other parties no later than July 15. The District will review the TIP and prepare written comments within 14 calendar days of receipt from the Lee County MPO no later than August 1.

TIP Plan Amendment Process

AMENDMENT	PROCEDURES
Annual TIP Adoption	▪ The Lee County MPO shall provide all interested parties reasonable opportunity to comment on the TIP as required in 23 C.F.R. 450.316 (Interested parties, participation, and consultation). Those "interested parties" include citizens, affected public agencies, representatives of public transportation employees, freight shippers, providers of freight transportation services, private providers of transportation, representatives of users of public transportation, pedestrian walkways, bicycle transportation facilities, and the disabled. ▪ Consult with state and local agencies that are responsible for other types of planning within the metropolitan area (such as planned growth, economic development, environmental protection, airport operations, and freight movements). ▪ Distribute the draft plan with proposed changes to the local library system and local government agencies 14 days prior to public hearing.

	▪ Advertise in local newspaper, submit to local jurisdictions TV stations, and post on the Lee County MPO's website, the public hearing notice of the adoption of the plan seven (7) days prior to the scheduled hearing. ▪ Post the draft plan on the Lee County MPO's website 14 days prior to the public hearing. ▪ At the commencement of the process of the TIP, the MPO shall extend notice to the State Department of Transportation and the Port Authority advising the scope of the work to be under taken and inviting comment and participation in the development process. The MPO shall ensure that the chief operating officials of the Department and the Port Authority shall receive approximately 14 days written formal notice of all public workshops and hearings related to the development of such plans and programs. ▪ A newsletter shall be distributed to the Transportation Advisory Network and other interested parties 14 days prior to a public hearing on a comprehensive update or amendment of the Lee County MPO's TIP and the adoption of its transportation improvement priorities. This newsletter shall identify projects that are under consideration, and provide interested parties with the date, time and location of relevant workshops, meetings, and public hearings related to these issues. ▪ Seek out and consider the needs of those traditionally underserved by existing transportation systems, including but not limited to low-income and minority households. ▪ When significant written and oral comments are received on a draft Transportation Improvement Program as a result of public involvement, a summary, analysis, and report on the disposition of comments shall be made part of the final TIP. ▪ If the final TIP differs significantly from the one made available for public comment or raises new material issues, and additional opportunity for public comment must be made available.
TIP Amendment: This is needed if a project is added or deleted, fiscal constraints are impacted, or if changes are made in the scope of work.	▪ The Lee County MPO staff will submit all suggested plan amendments received or initiated by it to the Lee County MPO Board members and committees. ▪ The Lee County MPO shall provide all interested parties reasonable opportunity to comment on the TIP as required in 23 C.F.R. 450.316 (Interested parties, participation, and consultation). Those "interested parties" include citizens, affected public agencies, representatives of public transportation employees, freight shippers, providers of freight transportation services, private providers of transportation, representatives of users of public transportation, pedestrian walkways, bicycle transportation facilities, and the disabled. ▪ Distribute the draft plan amendment to the local library system and local government agencies 14 days prior to public hearing. ▪ Post the draft plan amendment on the Lee County MPO's website 14 days prior to the public hearing. ▪ Advertise in local newspaper, on local jurisdictions TV stations, and on the Lee County MPO's website, the public hearing notice of the endorsement of the plan amendment seven (7) days prior to the scheduled hearing. ▪ A newsletter shall be distributed to the Transportation Advisory Network and other interested parties 14 days prior to a public hearing on a comprehensive update or amendment of the Lee County MPO's TIP and the adoption of its transportation improvement priorities. This newsletter shall identify projects that are under

	consideration, and provide interested parties with the date, time and location of relevant workshops, meetings, and public hearings related to these issues. ▪ Seek out and consider the needs of those traditionally underserved by existing transportation systems, including but not limited to low-income and minority households.
Administrative TIP Amendment: This is an amendment that does not have to go to the full MPO Board for approval as defined by the MPO Program Management Handbook and further allowed by Resolution 08-09 adopted by the MPO Board on June 20, 2008.	▪ FHWA has agreed to allow the MPO Director to process an Administrative TIP amendment for these types of projects rather than having to go before the full board. ▪ The amendment takes place between July 1 and September 30. ▪ The project must appear in the amendment exactly as it appears in the newly adopted TIP.

5. MPO Local Priorities

The Transportation Advisory Network (TAN) members receive notification of the upcoming public hearing items such as recommended Surface Transportation Program (STP), Congestion Mitigation/Transportation System Management (CM/TSM), Transportation Enhancement Activity (TA), bicycle pedestrian box, and aviation priorities prior to the annual update of the Lee County Metropolitan Planning Organization's (MPO's) project priorities. A public meeting is conducted prior to the adoption of these transportation improvement priorities.

Local Priorities Process

PRIORITY	PROCEDURES
STP Priorities	▪ MPO staff will prepare a list of unfunded projects from the previous year's priority list and add new projects from the MPO's Cost Feasible Highway Plan if necessary. ▪ Staff will submit the list of projects to FDOT for development of cost estimates ▪ Staff will bring STP priorities to all of the Committees for recommendations to the Board. ▪ A public hearing will be held at the beginning of the MPO meeting to adopt the priorities. The MPO Board will consider the comments received prior to the public hearing and during the public hearing, the recommendations by the advisory committees, and assign priorities for adoption.
CM/TSM Priorities	▪ The MPO staff solicits mail-in coupons from the public regarding congested locations that need to be addressed. The coupons are published in the local newspapers, are available on the website and are distributed to the school district and transit bus drivers. The congested problems raised during this process are

	addressed by each of the affected jurisdictions through the committee meetings and are also used as candidate projects for prioritization. ▪ The TMOC will identify candidate projects ▪ MPO staff and TMOC will finalize project limits, location map and project drawings ▪ MPO staff will submit the projects on the state highway system via Project Application to FDOT by early February (date changes slightly each year) to develop cost estimates. FDOT will conduct site reviews, obtain estimates, etc. on top priority projects and provide feedback by the end of May. Cost estimates on local roads will be developed by the local jurisdictions. ▪ The TMOC will recommend priorities to the TAC and CAC. Preliminary list of MPO/TPO Priorities are due to FDOT by mid-March (date changes slightly each year). ▪ The TMOC recommended priorities and the results from the mail-in coupons responses are taken to the TAC and CAC for recommendations to the MPO Board. The MPO Board will then hold a public hearing and consider all comments made from the public, the recommendations from the CAC and TAC, and the results from the mail-in coupon responses, before assigning priorities for adoption. MPO/TPO adopted priority list is due to FDOT by July 1.
Transportation Enhancement Activities (TA) Priorities	▪ MPO staff will send out a notice of Solicitation for Proposals for Transportation Enhancement Funds to the TAC, CAC, and the BPCC. ▪ MPO staff will mail a notification to members in the TAN mailing list announcing the Solicitation for Proposals for Transportation Enhancement Funds. Members of the TAN list will be encouraged to contact their local government's planning or public works department or elected officials if they have projects they would like a local government agency to sponsor during that year's application cycle. ▪ MPO staff will review the applications for project eligibility and completeness and the projects will be subsequently evaluated and ranked using an evaluation criterion. ▪ The eligible transportation enhancement projects rankings will be brought before the BPCC, TAC, and the CAC for review and recommendation of project priorities. ▪ All project proposals must be submitted using a Project Application. Applications are due to FDOT by February 1. ▪ Preliminary list of MPO/TPO Priorities is due to FDOT by mid-March. ▪ FDOT will conduct site reviews, obtain estimates, etc. on top priority projects and provide feedback by the end of May. ▪ A public hearing will be held at the beginning of the MPO meeting for adoption of the transportation enhancement priorities. The MPO Board will consider the comments from the public hearing, the recommendations by the advisory committees, and assign priorities for adoption. MPO/TPO adopted priority list is due to FDOT by July 1.
Multi-Modal Enhancement Box Priorities	▪ MPO staff will prepare a list of unfunded projects from the previous year's priority list and add other projects from the MPO's Bicycle Pedestrian Element if necessary. ▪ Staff will submit the list of projects to FDOT for development of cost estimates

	▪ The projects will be brought before the BPCC for recommendations of priorities to the TAC and CAC. ▪ The TAC and CAC will review the BPCC recommended priorities before they make recommendations to the MPO. ▪ A public hearing will be held at the beginning of the MPO meeting to adopt the bicycle pedestrian priorities. The MPO Board will consider the comments received prior to the public hearing, the comments from the public hearing, the recommendations by the advisory committees, and assign priorities for adoption.
Port Authority Aviation Priorities	▪ Lee County Port Authority will forward its aviation priorities for the Southwest Florida International Airport and the Page Field Airport to MPO staff ▪ The TAC and CAC will review the aviation priorities before making recommendations to the MPO Board for endorsement. ▪ The MPO Board will review the priorities at their meeting before endorsing them.

6. Unified Planning Work Program (UPWP)

This document is intended to inform the general public and all public officials and agencies that contribute monetary or in-kind support to the Lee County MPO's transportation planning process of its proposed work program for each fiscal year. It is also intended to assign specific responsibilities for the various tasks to the participating agencies in accordance with the supplemental interlocal agreement to the interlocal agreement creating the Lee County MPO. In addition, the Unified Planning Work Program provides the basis for federal funding of the transportation planning activities to be undertaken with Federal Highway Administration (FHWA) or Federal Transit Administration (FTA) funds. The Transportation Disadvantaged activities are funded with State dollars. The UPWP will also include a list of ongoing or upcoming planning projects that are being done throughout the County. This list will include who the responsible agency is, the cost of the study, a short description of what is being done, and the anticipated completion date.

The UPWP is submitted in draft form by March 15, to the FDOT District. The Lee County MPO addresses any comments and adopts the Final UPWP by May 15. The MPO and District must resolve any outstanding issues by June 30 or funding could be delayed. The Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) approve the UPWP by June 30. Once the UPWP

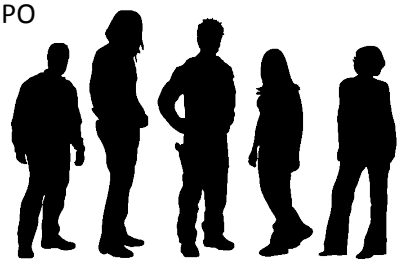
is finalized it is sent to the District.

Unified Planning Work Program Amendment Process

AMENDMENT	PROCEDURES
Biennial UPWP Adoption: This process is completed every other year.	▪ The Lee County MPO staff will submit all suggested plan amendments received or initiated by it to the Lee County MPO Board members and committees. ▪ The Lee County MPO shall provide all interested parties reasonable opportunity to comment on the UPWP as required in 23 C.F.R. 450.316 (Interested parties, participation, and consultation). Those "interested parties" include citizens, affected public agencies, representatives of public transportation employees, freight shippers, providers of freight transportation services, private providers of transportation, representatives of users of public transportation, pedestrian walkways, bicycle transportation facilities, and the disabled. ▪ Distribute the draft plan with proposed changes to the local library system and local government agencies 14 days prior to public hearing. ▪ Post the draft plan on the Lee County MPO's website 14 days prior to the public hearing. ▪ Advertise in local newspaper, submit to local jurisdictions TV stations, and on the Lee County MPO's website, the public hearing notice of the adoption of the plan seven (7) days prior to the scheduled hearing. ▪ A newsletter shall be distributed to the Transportation Advisory Network and other interested parties 14 days prior to a public hearing on a comprehensive update or amendment of the Lee County MPO's Unified Planning Work Program. This newsletter shall identify projects that are under consideration, and provide interested parties with the date, time and location of relevant workshops, meetings, and public hearings related to these issues. ▪ Seek out and consider the needs of those traditionally underserved by existing transportation systems, including but not limited to low-income and minority households. ▪ When significant written and oral comments are received on a draft UPWP as a result of public involvement, a summary, analysis, and report on the disposition of comments shall be made part of the final UPWP. ▪ If the final UPWP differs significantly from the one made available for public comment or raises new material issues, and additional opportunity for public comment must be made available.
UPWP Modifications: • Do NOT change the FHWA approved PL budget • Do NOT change the scope of the FHWA funded work task	▪ Revisions are coordinated with FDOT and are brought through the TAC, CAC, and MPO Board for approval. ▪ Document changes are forwarded to affected agencies.

• Do NOT add or delete a work task • Do NOT change the ratio of consultant versus staff time within a task.	
UPWP Amendments: Change the FHWA approved PL budget, the scope of the FHWA work tasks, and add or delete a work task	▪ The Lee County MPO staff will submit all suggested plan amendments received or initiated by it to the Lee County MPO Board members and committees. ▪ The Lee County MPO shall provide all interested parties reasonable opportunity to comment on the UPWP as required in 23 C.F.R. 450.316 (Interested parties, participation, and consultation). Those "interested parties" include citizens, affected public agencies, representatives of public transportation employees, freight shippers, providers of freight transportation services, private providers of transportation, representatives of users of public transportation, pedestrian walkways, bicycle transportation facilities, and the disabled. ▪ Distribute the draft plan amendment to the local library system and local government agencies 14 days prior to public hearing. ▪ Post the draft plan amendment on the Lee County MPO's website 14 days prior to the public hearing. ▪ Advertise in local newspaper, submit to local jurisdictions TV stations, and post on the Lee County MPO's website, the public hearing notice of the endorsement of the plan amendment seven (7) days prior to the scheduled hearing. ▪ A newsletter shall be distributed to the Transportation Advisory Network and other interested parties 14 days prior to a public hearing on a comprehensive update or amendment of the Lee County MPO's Unified Planning Work Program. This newsletter shall identify projects that are under consideration, and provide interested parties with the date, time and location of relevant workshops, meetings, and public hearings related to these issues. ▪ Seek out and consider the needs of those traditionally underserved by existing transportation systems, including but not limited to low-income and minority households.

7. Public Involvement Plan (PIP)



The Public Involvement Plan (PIP) shall be reviewed annually by MPO Staff and any updates or revisions will be brought to the Lee County MPO and committees for approval to ensure the Lee County MPO's planning process provides full and open access to the general public. The PIP shall also be reviewed as part of the certification process conducted by the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) for Transportation Management Areas (TMAs) and during the annual certification process that is required for each MPO.

A public comment period of 45 days shall be provided prior to the adoption or amendment of the PIP.

- Notice of the 45 day comment period shall be published in a newspaper of general circulation (The News-Press) in Lee County and a notification will be mailed out to the TAN.
- The TAN shall be given the opportunity to comment on any proposed amendments to this Public Involvement Plan (PIP) prior to their adoption.
- A copy of the proposed amendments will be published on the Lee County MPO's website.

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

The public is encouraged to provide verbal or written comments at public hearings, workshops, and exhibits; at monthly Lee County MPO Board and committee meetings, and through newsletters and notices mailed to the TAN mailing list. The public is given a three (3) minute timeframe to state their issues and concerns at the discretion of the Chairman and the Committee members.

8. Congestion Management Process (CMP)

A major component of the Congestion Monitoring Process is the publication of mail-in coupons in newspapers throughout Lee County and on the Lee County MPO's website, soliciting the identification of congested roads and suggestion for how to correct the problem. In addition, congestion report forms are distributed among law enforcement, emergency response agencies, LeeTran and Lee County School bus drivers asking them to identify congested locations. Press releases are also sent to local television and radio stations encouraging them to publicize this effort and provide coverage in their regular broadcasts. The congestion report forms can also be found on the Lee County MPO's website, where you can complete the form and submit it right from your computer.

9. Transportation Disadvantaged Service Plan (TDSP)

The Transportation Disadvantaged Service Plan is an annually updated tactical plan jointly developed by the Planning Agency and the Coordinator which contains development, service and quality assurance components. The Local Coordinating Board reviews and approves the Service Plan and it is submitted to the Commission for the Transportation Disadvantaged for final action. The Service Plan will cover a five year period, with annual updates due prior to July 1 of each subsequent year.

TDSP Amendment Process

AMENDMENT	PROCEDURES
TDSP Annual Update	▪ The Lee County MPO staff for the TD program will advertise the proposed draft of the TDSP Annual Update document via the local jurisdictions' (City of Cape Coral, City of Fort Myers, City of Bonita Springs and Lee County) TV channels and

	on the Lee County MPO's website fourteen (14) days prior to the Lee County Local Coordinating Board meeting scheduled to review said proposed draft TDSP. ▪ The Lee County MPO staff for the TD program will distribute the agenda package to the Lee County LCB board members fourteen (14) days prior to the Lee County Local Coordinating Board meeting. ▪ The proposed draft of the TDSP Annual Update document will be presented to the Lee County Local Coordinating Board for their approval at the LCB meeting in April or May of each year. ▪ The LCB approved annual update of the TDSP will be submitted to the TAC, CAC and MPO for endorsement.
TDSP Major Update: (occurs every five years) and due by October 30th	▪ The public hearing notice of the proposed draft of the major update to the TDSP will be published in the News-Press fourteen (14) days prior to the scheduled hearing. ▪ Post the draft of the major TDSP update on the Lee County MPO's website fourteen (14) days prior to the public hearing. ▪ The proposed draft of the major TDSP update will be advertised via the local jurisdictions' (City of Cape Coral, City of Fort Myers, City of Bonita Springs and Lee County) TV channels fourteen (14) days prior to the public hearing. ▪ The Lee County MPO staff for the TD program will distribute the agenda package to the Lee County LCB board members fourteen (14) days prior to the Lee County Local Coordinating Board meeting. ▪ The proposed draft of the TDSP Major Update document will be presented to the Lee County Local Coordinating Board for their approval at the LCB meeting in September. ▪ The LCB approved major update of the TDSP will be submitted to the TAC, CAC and MPO for endorsement.

10. Transit Development Plan (TDP)

AMENDMENT	PROCEDURES
TDP Annual Update	▪ The annual update of the TDP will be submitted to the TAC, CAC and MPO as an informational item.
TDP Major Update	▪ The public meeting notice of the proposed draft of the major update to the TDP will be published in the News-Press fourteen (14) days prior to the scheduled hearing. ▪ Post the draft of the major TDP update on the Lee County MPO's website fourteen (14) days prior to the public hearing. ▪ The proposed draft of the major TDP update will be advertised via the local jurisdictions' (City of Cape Coral, City of Fort Myers, City of Bonita Springs and Lee County) TV channels fourteen (14) days prior to the public hearing. ▪ The major update of the TDP will be submitted to the TAC, CAC and MPO for endorsement.

11. Other Planning Documents for Public Review

Other documents that have recently come through the MPO Board and its Committees for their input are the Land Use Study, Bus Pull-out Study, Bus Queue-jump Study, Rail Feasibility Study, the Lee County Complete Streets Initiative, Bicycle Pedestrian Element to the LRTP, Freight Element to the LRTP, and Cape Coral Bike Route Study.

Future documents/studies that will come through the MPO Board and its Committees include the Round-a-bout Study, Estero Bike Ped Study, and Sanibel Bike Ped Study. The specific public involvement required will change depending on the type of document but as a minimum shall follow these procedures:

PROCEDURES
▪ Document will be presented to the TAC, CAC, and MPO Board for endorsement. ▪ Document will be posted on the MPO website for public review at least eight (8) days prior to the MPO meeting. ▪ There will be a public comment period at the scheduled public meeting in order to receive input from the public and affected communities.

12. Lee County Metropolitan Planning Organization (MPO) vs. State and Local Government Roles in Public Involvement during Transportation System Planning, Programming, and Implementation

The Lee County MPO is responsible for developing comprehensive long and mid-range plans for Lee County's Surface Transportation System. In accordance with this Public Involvement Plan, the Lee County MPO holds public workshops in the course of the development of the Transportation System Plan, and public hearings prior to its adoption or amendment. The Lee County MPO may also hold public workshops on proposed plan amendments.

Every year the Lee County MPO updates its priorities for programming projects from its mid-range transportation plan, congestion management system, and other sources from Lee County's share of the state and federal funds allocated to Florida Department of Transportation (FDOT) District 1. These priorities are then transmitted to FDOT to guide it in programming Lee County projects in the new fifth year of its five (5) year Work Program. Once FDOT updates its Work Program, the Lee County MPO incorporates the projects within Lee County from it into the Lee County MPO's TIP, thereby qualifying the projects in it for federal funding. Once a project phase has been programmed in the TIP, it will be dropped from the Lee County MPO's priority list during the next annual update. FDOT also holds a series of public hearings at various locations within each of its districts, advertised and conducted in accordance with its own rules, before adopting its updated Work Program.

Lee County and most cities make the commitment to fund a project in a coming year by incorporating it into their multi-year capital improvement programs where they follow their own public involvement procedures. Just before a project phase reaches the current year of the capital improvement program, it is included in the jurisdiction's proposed budget for the coming fiscal year, at which point there will be more public hearings, advertised and conducted in accordance with its own ordinances and state law, before the budget is adopted.

The first phase in the implementation of a major transportation improvement project usually involves some sort of project planning study such as a project development and environmental study, or a corridor or alignment study. During these project planning studies, alternative locations, alignments, cross-sections, and configurations are evaluated in considerable detail in terms of their feasibility, cost, and environmental and community impacts by staff working for FDOT or the local government that is responsible for implementing the project. At this stage, the implementing agency, following its own public involvement process, will usually hold one (1) or more public workshops to inform the public about, and solicit public comments on, the concepts under consideration before making a final recommendation. Prior to deciding whether to proceed with the project as recommended, the implementing agency will also hold a final public hearing, which will be advertised and conducted in accordance with its own requirements. The Lee County MPO's role in these project planning workshops and hearings is generally limited to commenting on the consistency of the concepts and recommendations with the Lee County MPO's transportation plan, unless the implementing agency decides not to proceed with the project, in which case the MPO may need to reconsider its transportation system plan and evaluate other system-level alternatives.

13. Federal Public Participation Standards

The public involvement process requirements of 23 CFR Part 450, Section 450.316(b)(1), are listed below. These requirements encourage a proactive public involvement process and early and continuing involvement of the public in the planning process. A brief discussion describing how the *Public Involvement Plan (PIP)* meets these requirements is included following each of the criteria listed below.

(i) Require a minimum public comment period of 45 days before the public involvement process is initially adopted or revised;

A 45 day comment period for the draft PIP was initiated by the Lee County MPO at its regularly scheduled February 17, 2017 meeting. The Public Involvement Plan (PIP) was approved at a public hearing conducted by the Lee County MPO at their regularly scheduled meeting on April 21 , 2017, following a 63 day comment period.

(ii) Provide timely information about transportation issues and processes to citizens, affected public agencies, representatives of transportation agency employees, private providers of transportation, other interested parties and segments of the community affected by

transportation plans, programs and projects (including but not limited to central city and other local jurisdiction concerns.

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

(iv) Require adequate public notice of public involvement activities and time for public review and comment at key decision points, including, but not limited to, approval of plans and TIP's (in nonattainment areas, classified as serious and above, the comment period shall be at least 30 days for the plan) TIP and major amendment(s);

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

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

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

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

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

(x) These procedures will be reviewed by the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) during certification reviews for Transportation Management Areas (TMAs), and as otherwise necessary for all MPO's, to assure that full and open access is provided to decision-making processes.

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

In addition to the foregoing public involvement process requirements of 23 CFR Part 450, TEA-21 amended 23 USC 134 and 49 USC 5303 to require MPO's to consult with transit users, freight shippers, and service providers before approving a LRTP or TIP:

Before approving a Long Range Transportation Plan (LRTP) (also when developing and before approving a Transportation Improvement Program (TIP)), *each metropolitan planning organization shall provide citizens, affected public agencies, representatives of transportation agency employees, freight shippers, providers of freight transportation services, representatives of users of public transit, and other interested parties with a reasonable opportunity to comment on the Long Range Transportation Plan (LRTP), in a manner that the Secretary deems appropriate.*

14. Federal Regulations

The Lee County Metropolitan MPO has adopted these documents regarding various federal Civil Rights laws and they are available on the MPO website, www.leempo.com.

The *Lee County Metropolitan Planning Organization (MPO) ADA Compliance Policy, January 2014 Edition*, which addresses the Americans with Disabilities Act, of 1990, 42 U.S.C. 12101. (ADA). This is a policy statement regarding equal opportunity and accessibility for persons with disabilities in employment, State and local government services, public accommodations, commercial facilities and transportation and requiring the establishment of TDD/telephone relay services.

The *Lee County Metropolitan Planning Organization's (MPO's) Title VI complaint procedures 2014 Edition* and the *Overview of the Lee County Metropolitan Planning Organization (MPO) Title VI Policies for Annual Certification Compliance, 2014 Edition* which addresses the provisions in Title VI of the Civil Rights Act of 1964 (and amended) and related statutes, that 'no person shall, on the grounds of race, color, or national origin' or based upon sex, disability or age, be excluded from participation in, be denied benefits, or be otherwise subjected to discrimination under any program or activity receiving federal financial assistance.

The *Lee County Metropolitan Planning Organization's (MPO's) July 2011 Edition of the Florida Department of Transportation (FDOT) Disadvantaged Business Enterprise program plan, (DBE).* This addresses regulations in the US Department of Transportation 49 CFR Part 26 to ensure nondiscrimination in the award and administration of USDOT assisted contracts.

15. Public Participation Goals and Public Involvement Tools Evaluation

The effectiveness of any program and policy plan depends upon its success in meeting the expectations of the public. Further, plans and programs need to be reassessed periodically to determine if the public's evolving needs and expectations are adequately provided for through the plan. In order to ensure that this occurs, the public must be kept informed of activities, and must be given a meaningful opportunity to participate in the development and review of public policy. Thus it is important to have an ongoing program to involve citizens through the use of the CAC, public workshops, press releases and other public outreach activities.

The Public Participation Goal of the Lee County MPO is to provide complete information, timely public notice, and full access to key decisions during the transportation planning process; and to support early and continuing involvement of the public.

PUBLIC INVOLVEMENT TOOL	EVALUATION CRITERIA	PERFORMANCE GOAL(S)	METHODS TO MEET GOAL(S)
Public Participation Evaluation Report	Annual report to indicate if the PIP reflects the practices and effectiveness of the MPO	2% increased in returned surveys from the prior year and statistical increase in overall MPO evaluation score.	Evaluate performance measures to determine if Strategies for engaging the public are working.
MPO Website	Number of hits	Minimum of 50 hits/month and a 5% increase in hits/quarter.	Use other public involvement tools to increase advertisement of the website.
TAN List Database	Number of returned items	Maximum of 2% return rate per mailing.	Make immediate corrections when items are returned.
MPO Newsletter	Number of returned newsletters, how often the newsletter is distributed	Maximum of 2% return rate per mailing with a minimum of 2 mailings per year.	▪ Make immediate corrections to mailing lists when the items are returned as undeliverable. ▪ Continue to print items that receive favorable comments and correct or improve mistakes or items that receive negative comments. ▪ Have at least 2 mailings of the newsletter annually.
Developing Community Knowledge of the MPO	Number of community meetings attended	Increase number of community meetings attended	▪ Attend festivals, special events, lectures. ▪ Add contact names to mailing list, develop community profiles
Project Specific Newsletters	Calls, letters, etc.; Number of persons contacted	Increase awareness of the Lee MPO and its projects and increase participation and the number of attendees at the MPO meetings.	Increase or decrease distributions to more accurately target an area that may be affected.
Advertisements	Number of Advertisements submitted per year.	Minimum of 12 Advertisements per year.	Encourage publication of Press Releases in order to keep the public and the media informed of MPO activities.

TV Message Boards	Calls, letters, etc; Number of persons reached	Minimum of 15% of meeting attendees/survey respondents indicated that they saw the meeting notice.	Provide information to the Government Access TV channel as soon as it is available to increase the airtime. Encourage making the announcements prominent.
Project Specific Websites	Calls, letters, etc; Number of hits	▪ Minimum of 30 hits per month. ▪ Increase of at least 10% over the life of the project. NOTE: Expectations may be higher depending on the size of the study area.	Use other public involvement tools to increase advertisement of the website.
Small Group Meetings	Calls, letters, etc.; Met the expectations of the group	N/A. These meetings are held at the request of affected groups.	MPO staff and any consulting staff should be available in a timely manner to hold small group meetings regarding any MPO activity or issue. The meeting should be formatted to provide specific information requested by the group and should highlight issues that are of interest to the group.
Project Specific Open Houses/Workshops	Calls, letters, etc.; Attendance	3% - 5% of affected population (based on study area) in attendance.	▪ Schedule at convenient times and locations. ▪ Hold multiple workshops. ▪ Use other tools to increase awareness.
Public Hearings	Calls, letters, etc.; Attendance	3% - 5% of affected population (based on study area) in attendance.	Schedule hearings at convenient times and locations. Use other public involvement tools to increase awareness of hearings.
Citizen Advisory Committee	Calls, letters, etc.; Attendance	Monitor attendance at the CAC meetings and contact the MPO Board for direction if: ▪ Any CAC member has incurred three (3) consecutive absences from regularly scheduled meetings – OR- ▪ Any CAC member has missed four (4) of the preceding six (6)	MPO and consultant staff should encourage appointed members to attend committee meetings. Lack of attendance may indicate the need to replace that committee member.

		regularly scheduled meetings.	
MPO Informational Items	Calls, letters, etc.; Number of persons reached.	Number of informational materials produced each year.	Increase distribution by having materials available at public meetings, on the MPO website, and in public places.
Comment Cards	Calls, letters, etc.; Number of responses	20% of meeting attendees filled out a comment form –OR- 2% of visitors to a website submitted a comment form –OR- 20% of mail recipients returned a comment card.	Encouraged responses by explaining the importance of receiving comments.
MPO Logo	Calls, letters, etc.	Recognition of the logo.	The MPO logo should be used on all MPO products and publications, and on materials for all MPO sponsored activities.
Surveys	Calls, letters, etc.; Number of responses	40% of contacted persons participated in the survey – OR- 20% of mail recipients returned the survey.	Encouraged responses by explaining the importance of receiving feedback.

16. Public Outreach Techniques

The Lee County MPO uses several different techniques for public outreach. Listed below are the techniques the Lee County Metropolitan Planning Organization is currently pursuing.

Limited English Proficiency Plan (LEP)

The intent of the Lee County MPO's Limited English Proficiency Plan is to ensure access to the planning process and information published by the MPO where it is determined that a substantial number of residents in the Lee County MPO Planning Area do not speak or read English proficiently. The production of multilingual publications and documents and/or interpretation at meetings or events will be provided to the degree that funding permits based on current laws and regulations. This document is located on the MPO website at www.leempo.com, under Public Involvement.

Transportation Advisory Network (TAN) Mailing List

As part of the initial public involvement program adopted by the Lee County MPO in 1994, a mailing list consisting of interested individuals, organizations and businesses known as the Transportation Advisory Network (TAN) was established. The TAN continues to provide key contact persons for outreach efforts, the dissemination of information, and informal review of and comment on draft Lee County MPO documents, to ensure sensitivity to varied community needs, concerns, values and interests. In 1998, the TAN was expanded to include churches with large minority congregations, environmental organizations, local fire districts, other entities representing stakeholders affected and others traditionally under served by the transportation planning process. The Lee County MPO staff

updates the membership list and adds individuals and organizations continuously. Distributed at public meetings is an informational card or sign in sheet for the public to complete to enable staff in adding members to the TAN Mailing List, in order to receive future notices of ongoing issues such as Plan Amendments, workshops, events and priorities. The public can also visit our website at www.leempo.com and click on the link to request to be added.

Media Coverage

The Lee County MPO submits legal ad notices for all MPO Board meetings to the News-Press at least 11 days before the scheduled meeting, so that the advertisement can be run seven (7) days before the scheduled meeting.

The Lee County MPO submits an advertisement to the Local jurisdictions television stations at least eight (8) days before the scheduled meetings, stating the location of the meetings along with a link to the MPO website where the meeting agenda can be viewed, so that the televisions stations can run the advertisement for at least one (1) week before the scheduled meeting date.

MPO Website

The Lee County MPO has an active website which provides access to the public to view and review all documents and issues that the Lee County MPO is currently addressing. Documents that can be found on the Website include: Staff contact information, current LRTP, TIP, UPWP, PIP, meeting agendas (posted eight (8) days prior to the scheduled meeting), meeting minutes, audio files of all scheduled meetings, a link to the Joint Lee/Collier Long Range Transportation Plan (LRTP) Website, current year meeting schedule, 3rd Edition Bicycle Facilities map, etc. The public can access this information by going to the website at www.leempo.com. Staff has included a counter on each of the website pages in order to evaluate the effectiveness of the site in regards to reaching out to the public. The counters will also allow staff to evaluate how effective each individual page is in regards to the annual Public Involvement Evaluation Report. Staff anticipates receiving at least 5,000 hits to the MPO Website for the year. The MPO Staff is currently researching the cost of transcribing documents on the MPO Website into different languages so that we are able to reach the Limited English Proficiency (LEP) communities. The MPO recently added an MPO en Espanol page to the website.

Public Hearings

Public Hearings will be held by the MPO prior to the adoption or amendment of the LRTP, the TIP and the Transportation Project Priorities. The public hearing may be held as part of a regularly scheduled MPO Board meeting.

Public Workshops

Public Workshops shall be held prior to the adoption of the MPO's LRTP. Copies of comments received at the workshop shall be provided to the MPO Board and its committee's prior to the adoption of the Long Range Plan. Public workshops are also held by each of the jurisdictions developing transportation projects in the community that is being affected.

Newsletters

The Lee County MPO sends out general information newsletters and when appropriate notifications for public hearing items such as the LRTP and TIP, to the TAN mailing list, the local library system and it is also available on the MPO Website. These newsletters include information about any bicycle/pedestrian issues, ongoing transit projects, transportation disadvantaged issues, port authority issues, freight and goods issues, TIP Amendments, LRTP Updates, scheduled workshops, priorities, etc. The Lee County MPO is currently researching the cost of converting Newsletters into different languages so that the MPO can reach the Limited English Proficiency (LEP) communities.

Brochures

The Lee County MPO distributes an informational brochure, maps and graphics about the Lee County MPO Board and its Committees, to local jurisdictions, local libraries, the different Chamber of Commerce, and it is also available on the MPO website.

17. Feedback Information

The Lee County MPO completes an End of Year Public Involvement Evaluation Report in January of each year. This report gives results such as the number of agendas distributed via mail and email, the number of citizens that signed in at the different meetings, the amount of new members added to our TAN list, the amount of survey responses received, etc.

The Lee County MPO distributes a Public Participation Plan Survey at some of its public and project meetings ~~and each of it Lee County MPO Board meetings and its Committee's meetings~~, to receive information on what the public would like to see in the future, and to let Staff know what strategies are and are not working, when it comes to reaching the public and keeping them informed on what issues are currently being addressed. This Public Participation Plan Survey is also available on the MPO website at www.leempo.com.

The Lee County MPO Board and its Committee's allow for the public to speak at each of their meetings, in order to receive comments from the public on the issues currently being addressed and the issues that the public would like to see addressed.

The Lee County MPO has incorporated a section on all survey's and feedback materials that is specific as to how the public encounter the feedback form they are currently participating in. Such as a "How did you hear about us?" radio, television, newsletter, internet, newspaper, etc. This will help staff in evaluating where the public participation is coming from in order to re-evaluate it each year during the Public Involvement Evaluation Report in January.

APPENDIX I

REGIONAL PUBLIC INVOLVEMENT PROGRAM

REGIONAL PUBLIC INVOLVEMENT PROGRAM

INTRODUCTION

On January 27, 2004, the Lee and Collier County MPOs entered into an interlocal agreement to promote and establish a forum for communication and coordination and to foster joint regional cooperation and conduct regarding transportation planning in accordance with Section 339.175, *Florida Statutes*, 23 C.F.R. 450.312, and the goals and requirements of the Transportation Equity Act for the 21st Century (TEA-21) and its successor legislation, the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users, (SAFETEA-LU). The agreement committed both MPOs to develop a bi-county transportation model, a joint regional long range transportation plan, joint regional priorities, and a Joint Regional Public Involvement Plan. According to this Agreement, a joint regional public involvement component must be included in each MPO's existing public involvement plan and adopted as part of the Public Involvement Plan update. This joint regional component will prescribe public notice and outreach actions and measures to assure public access and involvement for all joint regional activities, including the development of the joint regional long range transportation plan and the annual regional priority list, within the bi-county area.

OVERVIEW OF EXISTING REGIONAL COORDINATION

The Collier County and the Lee County MPOs currently coordinate regional transportation issues by collaborating at meetings such as the Metropolitan Planning Organization Advisory Council (MPOAC) Staff Directors' Advisory Committee and Governing Board and the

Coordinated Urban Transportation Systems (CUTS) Committee. Both MPOs also have a member of each MPO staff serving as a voting member on the other's Technical Advisory Committee in order to coordinate regional transportation planning activities. Finally, both MPOs annually hold at least one joint Metropolitan Planning Organization policy board, a joint Technical Advisory Committee meeting, a joint Citizens Advisory Committee meeting and a joint Bicycle/Pedestrian Committee meeting.

As an example, currently the two MPOs are working on the SR 82 project development process and SUN Trail network, to ensure that this project is consistent with the local and regional plans.

REGIONAL PUBLIC PARTICIPATION GOAL AND OBJECTIVES

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

The Public Participation Goal of the Lee County Metropolitan Planning Organization is to provide complete information, timely public notice, and full access to key decisions during the transportation planning process; and to support early and continuing involvement of the public.

REGIONAL PUBLIC INVOLVEMENT STRATEGY

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

PUBLIC INPUT DATA SHARING

The staff of each MPO regularly meets to discuss regional issues and priorities and to share public involvement received that affects the regional plans. Both MPOs have now included a regional web page on their respective websites that is used to inform the public on regional plans, meetings and projects and to encourage public input into the regional programs that are established.

~~REGIONAL WEBSITE~~

~~The Lee and Collier MPO's have established a regional website component that consists of regional web pages on both of the MPO websites. These web pages include the adopted regional documents, minutes and agendas for the joint meetings, regional maps, priorities and upcoming meetings of interest. Changes to the web pages are coordinated between the staffs to ensure that the data on each website is up to date and consistent.~~

NEWSLETTERS

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

BROCHURES

Each MPO, when it next prints its public information notices and brochures, should incorporate basic information about the coordination of its planning activities with the other MPO, such as annual joint committee meetings.

MEDIA OUTREACH

The Lee County and Collier County MPOs will coordinate their outreach to the key media contacts in the bi-county region on significant regional transportation issues, and provide event-driven press releases and news items to publicize joint regional long range transportation planning activities such as joint MPO and Committee meetings, joint studies of transportation issues affecting both counties, and public workshops and hearings on the development of the joint regional long range transportation plan.

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

ADOPTION OF TRANSPORTATION REGIONAL INCENTIVE PROGRAM (TRIP) PRIORITIES

The Lee County and Collier County MPOs will coordinate together in identifying candidate projects for TRIP funds and assigning project priorities. The priorities are usually adopted at a Joint MPO Board meeting.

Procedures to Follow	
☐	Lee County and Collier MPO staff will seek the solicitation of Proposals for TRIP funds from their local jurisdictions and will also discuss upcoming opportunities at TAC and CAC committee meetings.
☐	Staff of the two MPOs will coordinate with local government agencies within their respective MPO boundaries interested in submitting applications for TRIP funds
☐	Staff of the two MPOs will coordinate together in reviewing the applications for project eligibility and completeness, and ranking the proposals using the evaluation criteria approved by both MPOs.
☐	The TACs and the CACs for both MPOs will review the TRIP proposals at their individual joint meetings and recommend project priorities to the two MPO Boards.
☐	A public meeting will be held at a joint meeting of the two MPO Boards. The MPO Boards will consider the recommendations of the TACs and CACs and any comments received prior to or at the meeting before assigning and adopting TRIP priorities.

☐	Staff from one the two MPOs will coordinate together in transmitting the applications and the priorities to FDOT.

ADOPTION OF STRATEGIC INTERMODAL SYSTEM (SIS) PRIORITIES

The Lee County and Collier County MPOs will coordinate together in updating priorities for SIS funds. The approval of these priorities will occur at a joint MPO Board meeting.

	Procedures to Follow
☐	Lee County and Collier MPO staff will prepare a list of unfunded projects from the previous year's SIS priority list and add new projects from the two MPO's Joint Multimodal Regional Plan if necessary.
☐	MPO staff will evaluate and rank all the projects on the list, if necessary, using the evaluation parameters approved by the TACs of both MPOs
☐	The TACs and the CACs for both MPOs will review the updated list at their individual or joint meetings and recommend project priorities to the two MPO Boards.
☐	Approval of the priorities will occur at joint meeting of the two MPO Boards. The MPO Boards will consider the recommendations of the TACs and CACs and the comments from the public before assigning and adopting SIS priorities.

APPENDIX II

LEE COUNTY/CHARLOTTE COUNTY – PUNTA GORDA MPO'S

REGIONAL PUBLIC INVOLVEMENT PROGRAM

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

INTRODUCTION

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

OVERVIEW OF EXISTING REGIONAL COORDINATION

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

REGIONAL PUBLIC INVOLVEMENT GOALS AND OBJECTIVES

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

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

REGIONAL PUBLIC INVOLVEMENT STRATEGY

Each MPO will make appropriate use of the public involvement techniques in its own Public Involvement Plan (PIP) for the public involvement process of the regional long range transportation plan and the regional transportation priorities. In addition, public input data

sharing, MPO newsletters, MPO brochures, and coordinated media outreach are proposed as regional public involvement strategies to complement the separate public involvement efforts of both MPOs.

PUBLIC INPUT DATA SHARING

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

NEWSLETTERS

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

BROCHURES

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

MEDIA OUTREACH

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

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

Adoption of Transportation Regional Incentive Program (TRIP) Priorities

The Lee County and Charlotte County – Punta Gorda MPOs will coordinate together in identifying candidate projects for TRIP funds and assigning project priorities. The adoption of

TRIP priorities will usually occur separately at the Lee and Charlotte County - Punta Gorda MPO Board meetings before the two MPOs adopt the assigned priorities. The procedures that the MPOs will follow are:

- Lee County and Charlotte County-Punta Gorda MPO staffs will bring up the upcoming TRIP funding cycle separately at the Technical Advisory Committees (TAC) and Citizens Advisory Committees (CAC).
- Staff of the two MPOs will coordinate with local government agencies within their respective MPO boundaries interested in submitting applications for TRIP funds.
- The TACs and CACs for both MPOs will review the TRIP proposals at their individual meetings and recommend project priorities to the MPO Boards.
- The MPO Boards will consider the priorities at each of their respective MPO Board meetings considering the recommendations of the TACs and CACs and the comments from the public before assigning and adopting TRIP priorities.
- Staff from the two MPOs will coordinate together in transmitting the applications and the priorities to FDOT.

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