

**Florida-Alabama  
Transportation Planning Organization  
Title VI Non-discrimination  
Policy and Plan  
Including Limited English Proficiency (LEP)**

**2016**

**Florida-Alabama**



**Transportation Planning Organization**

# **Title VI and Non-Discrimination Policy and Plan Including Limited English Proficiency (LEP)**

**Reviewed by staff  
To be adopted by Florida-Alabama TPO  
August 2016**

**Prepared by:  
Florida-Alabama Transportation Planning Organization (TPO)  
4081 E. Olive Road  
Pensacola, Florida 32514  
(850) 332-7976**

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**RESOLUTION FL-AL 16-30**  
**A RESOLUTION OF THE FLORIDA-ALABAMA**  
**TRANSPORTATION PLANNING ORGANIZATION APPROVING**  
**THE UPDATED TITLE VI AND NONDISCRIMINATION POLICY**  
**AND PLAN INCLUDING LIMITED ENGLISH PROFICIENCY**

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**WHEREAS,** the Florida-Alabama Transportation Planning Organization (TPO) is the organization designated by the governors of Florida and Alabama as being responsible, together with the states of Florida and Alabama, for carrying out the continuing, cooperative and comprehensive transportation planning process for the Florida-Alabama TPO planning area; and

**WHEREAS,** the Florida-Alabama TPO is the recipient of state and federal grant funds for public transportation in the Pensacola Urbanized Area; and

**WHEREAS,** the state and federal grants impose certain obligations; and

**WHEREAS,** in order for the TPO to continue receiving and utilizing state and federal grant funds it is necessary to update the Title VI and Nondiscrimination Policy and Plan including Limited English Proficiency (LEP);

**NOW, THEREFORE, BE IT RESOLVED BY THE FLORIDA-ALABAMA TRANSPORTATION PLANNING ORGANIZATION THAT:**

The TPO authorizes the TPO Chairman to sign and approve the updated Title VI and Nondiscrimination Policy and Plan including LEP.

Passed and duly adopted by the Florida - Alabama Transportation Planning Organization on this 7<sup>th</sup> day of September 2016.

**FLORIDA- ALABAMA TRANSPORTATION  
PLANNING ORGANIZATION**

BY:   
Grover C. Robinson, IV, Chairman



ATTEST: 

## Title VI and Non-Discrimination Policy Statement

Florida-Alabama Transportation Planning Organization (TPO) is the metropolitan planning organization for the Escambia and Santa Rosa County areas as well as Orange Beach and Lillian, Alabama. As a transportation planning organization, Florida-Alabama TPO provides a forum for local elected officials, transportation experts and citizens to work together to improve mobility for residents, businesses and visitors. Recipients of federal funds, such as metropolitan planning organizations, must comply with Title VI of the Civil Rights Act of 1964 and other nondiscrimination requirements, ensuring that no person is subjected to discrimination on the basis of race, color, national origin, sex, age, disability, religion and family status in employment and the provision of government services. This requirement includes the creation of a Title VI Nondiscrimination Plan, along with a regular review of its effectiveness and conformity with federal and state law. This Title VI Nondiscrimination Plan works in concert with the organization's [Public Involvement Plan](#) and [Limited English Proficiency Plan](#), which identify specific tactics for outreach and involvement (i.e. notification, information, and opportunities for diverse participation). The Florida-Alabama TPO is reviewed annually by the Florida Department of Transportation and every four years by the Federal Highway Administration.



***Title VI of the Civil Rights Act of 1964; Section 504 of the Rehabilitation Act of 1973; Age Discrimination Act of 1975; Section 324 of the Federal-Aid Highway Act of 1973; Civil Rights Restoration Act of 1987; the Florida Civil Rights Act of 1992***

The TPO is committed to ensuring that no person is excluded from participation in, denied the benefits of, or otherwise subjected to discrimination under any of its programs, activities, or services on the basis of race, color or national origin. All persons, regardless of their citizenship, are covered under this regulation. In addition, the TPO prohibits discrimination on the basis of race, color or national origin in its employment and business opportunities.

The TPO will not condone retaliation against an individual for his/her involvement in asserting his/her rights pursuant to Title VI or because he/she filed a complaint or participated in an investigation under Title VI, and /or this regulation.

As a Federal Transit Administration (FTA) fund recipient, as well as a Florida Department of Transportation (FDOT) fund recipient, the TPO will ensure that its programs, policies and activities comply with the both FTA and FDOT Title VI Regulations of the Civil Rights Act of 1964.

The TPO will submit its Title VI Program to the FTA once every three (3) years to ensure compliance with Title VI Requirements.

The TPO will maintain a list of any Title VI investigations, complaints, or lawsuits filed which allege the TPO discriminated against a person or group on the basis of race, color, or national origin. This list will include:

- a) The date the investigation, complaint, or lawsuit was filed;
- b) A summary of the allegation(s);
- c) The status of the investigation, complaint, or lawsuit; and
- d) Any actions or corrective actions taken by the TPO in response to the investigation, complaint or lawsuit.

The TPO will ensure that the level and quality of its transportation service is provided without regard to race, color or national origin.

The TPO will promote the full and fair participation of all affected populations in the transportation decision-making process.

The TPO will make good faith efforts to achieve environmental justice as part of its mission by identifying and addressing, as appropriate, disproportionately high and adverse human health or environmental effects of its programs, activities, and services on minority populations and low-income populations within the TPO's service area as provided herein.

The TPO will ensure that Limited English Proficient (LEP) individuals have access to the TPO's programs, activities, and services.

The TPO will seek out and consider the viewpoints of minority, low-income and Limited English Proficient (LEP) populations in the course of conducting public outreach and involvement activities. The TPO's public participation strategy will offer early and continuous opportunities for the public to be involved in the identification of social, economic and environmental impacts of proposed transportation decisions.

The TPO will ensure that individuals have access to its programs, activities and services by developing and carrying out the language plan herein. The TPO will continually assess the language assistance needs of the population to be served.

The TPO will use the following four (4) factors to determine what measures must be undertaken to provide reasonable and meaningful access to LEP individuals:

- a) Languages likely to be encountered and the number or proportion of LEP persons in the eligible service population likely to be affected by the program, activity, or service.
- b) Frequency with which LEP individuals come into contact with TPO programs, activities, and services.
- c) Importance of the program, activity, or service provided by the TPO to LEP individual's lives.
- d) Resources needed to provide effective language assistance and costs.

The purpose of the document is to detail specific compliant procedures for better documentation efforts related to Title VI and related statutes.

## List of Locations Where Title VI Notice is Posted

Florida-Alabama Transportation Planning Organization's Title VI notice to the public is currently posted at the following locations:

Location Name	Address
West Florida Regional Planning Council	4081 E. Olive Rd. Pensacola, FL 32514
West Florida Regional Planning Council Website	<a href="http://www.wfrpc.org">www.wfrpc.org</a>

*Such notices may also be posted or announced with local stakeholders, community centers, affected route and major transfer points. New locations may be added as needed.*

## Title VI Public Notice (FTA Version in English & Spanish)

### **Notifying the Public of Rights Under Title VI**

#### **Florida-Alabama Transportation Planning Organization (TPO)**

- The TPO operates its programs and services without regard to race, color, and national origin in accordance with Title VI of the Civil Rights Act. Any person who believes she or he has been aggrieved by any unlawful discriminatory practice under Title VI may file a complaint with the TPO.
- For more information on the TPO's civil rights program, and the procedures to file a complaint, contact (850) 332-7976, Ext. 220; email [brittany.ellers@wfrpc.org](mailto:brittany.ellers@wfrpc.org); or visit our administrative office at 4081 East Olive Road, Pensacola, Florida 32514. For more information, visit [www.wfrpc.org](http://www.wfrpc.org).
- A complainant may file a complaint directly with the Federal Transit Administration by filing a complaint with the Office of Civil Rights, Attention: Title VI Program Coordinator, East building, 5<sup>th</sup> Floor-TCR, 1200 New Jersey Ave., SE, Washington, DC 20590.
- If information is needed in another language, contact (850) 332-7976.

Approved by the Federal Transit Administration (FTA)

### **Notificación al Público de Derechos Bajo el Título VI**

#### **Florida-Alabama Organización de Planificación de Transporte (TPO)**

- El TPO (por sus siglas en español) opera sus programas y servicios, sin distinción de raza, color y origen nacional, de conformidad con el Título VI de la Ley de Derechos Civiles. Cualquier persona que cree que él o ella ha sido agraviada por cualquier práctica discriminatoria ilegal bajo el Título VI, puede presentar una queja ante el TPO.
- Para obtener más información sobre el programa de derechos civiles del TPO, y los procedimientos para presentar una queja, contacte a (850) 332-7976; [brittany.ellers@wfrpc.org](mailto:brittany.ellers@wfrpc.org) correo electrónico; o visite nuestra oficina administrativa en 4081 East Olive Road, Pensacola, Florida 32514. Para obtener más información, visite [www.wfrpc.org](http://www.wfrpc.org).
- El demandante puede presentar una queja directamente con la Administración Federal de Transporte mediante la presentación de una queja ante la Oficina de Derechos Civiles, Atención: Coordinador de Programa del Título VI, edificio Oriente, 5th Floor-TCR, 1200 New Jersey Ave., SE, Washington, DC 20590.
- Si se necesita información en otro idioma, llame al (850) 332-7976.

Aprobado por la Administración Federal de Tránsito (FTA)

## **Title VI Public Notice (FDOT Version in English & Spanish)**

### **Notifying the Public of Rights Under Title VI**

#### **Florida-Alabama Transportation Planning Organization (TPO)**

No person in the United States and State of Florida shall, on the basis of race, color, national origin, sex, age, handicap/disability, income status, retaliation, or other reason be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination or retaliation, under any Federally or non-federally funded activity or program administered by a recipient of federal financial assistance. Any person who believes he or she has been aggrieved by any unlawful discriminatory practice under Title VI may file a complaint with the TPO. For more information on Title VI or to file a complaint, contact the Title VI Coordinator at (850) 332-7976, Ext. 220 or visit [www.wfrpc.org](http://www.wfrpc.org).

Approved by the Florida Department of Transportation (FDOT)

### **Notificación al Público de Derechos Bajo el Título VI**

#### **Florida-Alabama Organización de Planificación de Transporte (TPO)**

Ninguna persona en los Estados Unidos será, sobre la base de raza, color u origen nacional, sexo, edad, hándicap/discapacidad, nivel de ingresos, represalias, or otro razón ser excluida de participar en, negado los beneficios de, o ser objeto de otro modo a discriminación o represalia, bajo cualquier actividad o programa federal o no fondos federales administrado por un receptor de la asistencia financiera federal. Cualquier persona que cree que él o ella ha sido agraviada por cualquier práctica discriminatoria ilegal bajo el Título VI, puede presentar una queja ante el TPO. Para obtener más información sobre el Título VI o para presentar una queja, comuníquese con el Coordinador del Título VI al (850) 332-7976, Ext. 220 o visite [www.wfrpc.org](http://www.wfrpc.org).

Aprobado por el Departamento de Transporte de la Florida (FDOT)

## Title VI Complaint Procedures

The Florida-Alabama Transportation Planning Organization abides by both the Federal Transit Administration and the Florida Department of Transportation's (FDOT) Title VI/Nondiscrimination Programs. As a result, it is the policy of this agency, under ***Title VI of the Civil Rights Act of 1964; Section 504 of the Rehabilitation Act of 1973; Age Discrimination Act of 1975; Section 324 of the Federal-Aid Highway Act of 1973; Civil Rights Restoration Act of 1987; the Florida Civil Rights Act of 1992***, and related statutes and regulations, that no person in the United States shall, on the basis of race, color, national origin, sex, age, disability/handicap, or income status, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination or retaliation under any federally or non-federally funded program or activity administered by this agency or its sub-recipients.

Any person who believes he or she has been discriminated against by the TPO, (hereinafter referred to as "TPO") may file a Title VI complaint by completing and submitting the TPO's Title VI Complaint Form. The Title VI Coordinator investigates complaints received no more than 180 days after the alleged incident. The Title VI Coordinator will only process complaints that are complete. The following procedures will be used to investigate formal Title VI complaints:

1. Once the complaint is received, the Title VI Coordinator will review it to determine if our office has jurisdiction. The complainant will receive an acknowledgement letter or email informing her/him whether the complaint will be investigated by our office. The complaint will be confidential.
2. The TPO has 60 days to investigate the complaint. If more information is needed to resolve the case, the Title VI Coordinator may contact the complainant. The complainant has 10 business days from the date of contact to send requested information to the investigator assigned to the case. If the investigator is not contacted by the complainant or does not receive the additional information within 10 business days, the Title VI Coordinator can administratively close the case. A case can be administratively closed also if the complainant no longer wishes to pursue their case.
3. After the investigator reviews the complaint, he/she will present the case to the TPO board only. The TPO will issue one of two determinations to the complainant: a closure letter/email or a letter/email of finding. A closure letter/email summarizes the allegations and states that there was not a Title VI violation and that the case will be closed. A letter/email of finding summarizes the allegations and the interviews regarding the alleged incident, and explains whether any disciplinary action, additional training of the staff member, or other action will occur. If the complainant wishes to appeal the decision, he/she has 30 days after the date of the determination letter/email to do so. The complaint case will be filed in the office electronically.

The person may also file a complaint directly with the Federal Transit Administration, at FTA Office of Civil Rights, East Building, 5th Floor TCR, 1200 New Jersey Ave., S.E., Washington, D.C. 20590.



Section V	
Have you filed this complaint with any other Federal, State, or local agency, or with any Federal or State Court? Yes <input type="checkbox"/> No <input type="checkbox"/>	
If yes, check all that apply and list name of agency/court if known:	
<input type="checkbox"/> Federal Agency: _____	<input type="checkbox"/> Federal Court: _____
<input type="checkbox"/> State Agency: _____	<input type="checkbox"/> State Court: _____
<input type="checkbox"/> Local Agency: _____	
Section VI	
Please provide information about a contact person at the agency/court where the complaint was filed.	
Name:	Title:
Agency:	Telephone:
Address:	
You may attach any written materials or other information that you think is relevant to your complaint.	
Complainant(s) or Complainant(s) Representatives Signature:	Date of Signature:

Please submit this form in person at the address below, or mail this form to:  
 Florida-Alabama TPO  
 Brittany Ellers, Title VI Coordinator,  
 4081 E. Olive Rd. Pensacola, Florida 32514  
 (850) 332-7976, Ext. 220 phone (850) 637-1923 fax  
[brittany.ellers@wfrpc.org](mailto:brittany.ellers@wfrpc.org)

Internal Use Only		
Date Complaint Was Received:	Date Investigation Was Completed:	Investigator Assigned:



<input type="checkbox"/> Agencia federal _____	<input type="checkbox"/> Tribunal Federal: _____
<input type="checkbox"/> Agencia Estatal: _____	<input type="checkbox"/> Tribunal Estatal: _____
<input type="checkbox"/> Agencia Local: _____	
<b>Sección VI</b>	
Por favor provea información sobre una persona de contacto en la agencia/tribunal donde se presentó la denuncia.	
Nombre:	Título:
Agencia:	Teléfono:
Dirección:	
Puede adjuntar cualquier material escrito o cualquier otra información que usted piensa que es relevante para su queja.	
Demandante (s) o recurrente (s) Representantes Firma Del:	Fecha de la firma:

**Por favor envíe este formulario en persona en la dirección abajo, o envíe este formulario a:**

Florida-Alabama TPO  
 Brittany Ellers, Coordinador del Título VI  
 4081 E. Olive Rd. Pensacola, Florida 32401  
 (850) 332-7976 Teléfono (850) 637-1923 Fax  
 brittany.ellers@wfrpc.org

<b>Sólo para uso interno:</b>		
Fecha De Recibimiento por Florida-Alabama TPO:	Fecha De La Investigación Completada:	Investigador Asignado:

# Title VI Investigations, Complaints & Lawsuits

There have been no Title IV complaints, investigations, or lawsuits, filed with the Florida-Alabama TPO.

Type of Process	Date (Month, Day, Year)	Summary (Including basis of complaint: race, color, national origin, sex, age, handicap/disability, income status, retaliation, or other)	Status	Action(s) Taken
<b>Investigations</b>				
1.				
<b>Lawsuits</b>				
1.				
<b>Complaints</b>				
1.				

# Environmental Justice Requirements

TPO shall integrate an environmental justice analysis into its National Environmental Protection Act (NEPA) documentation of construction projects. The TPO is not required to conduct environmental justice analyses of projects where NEPA documentation is not required. The TPO will consider preparing an environmental assessment (EA) or environmental impact statement (EIS) to integrate into its documents the following components:

1. A description of the low-income and minority population within the study area affected by the project, and a discussion of the method used to identify this population (e.g., analysis of Census data, direct observation, or a public involvement process).
2. A discussion of all adverse effects of the project both during and after construction that would affect the identified minority and low-income populations;
3. A discussion of all positive effects of the project that would affect the identified minority and low-income populations, such as improvements in transit service, mobility, or accessibility;
4. A description of all mitigation and environmental enhancement actions incorporated into the project to address the adverse effects, including, but not limited to, any special features of the relocation program that go beyond the requirements of the Uniform Relocation Act and address adverse community effects such as separation or cohesion issues; and the replacement of the community resources destroyed by the project;
5. A discussion of the remaining effects, if any, and why further mitigation is not proposed; and
6. For projects that traverse predominantly minority and low-income and predominantly non-minority and non-low-income areas, a comparison of mitigation and environmental enhancement actions that affect predominantly low-income and minority areas with mitigation implemented in predominantly non-minority or non-low-income areas.

## **Public Participation Plan**

The Public Participation Plan (PPP) for Florida-Alabama TPO was developed to ensure that all members of the public, including minorities and Limited English Proficient (LEP) populations, are encouraged to participate in the decision making process for Florida-Alabama TPO. Policy and service delivery decisions need to take into consideration community sentiment and public opinion based upon well-executed outreach efforts. The public outreach strategies described in the PPP are designed to provide the public with effective access to information about Florida-Alabama services and to provide a variety of efficient and convenient methods for receiving and considering public comment prior to implementing changes to services. The PPP is included for reference, in the Appendix of this document.

## Current Outreach Efforts

Florida-Alabama TPO is required to submit a quarterly report of public outreach efforts throughout the year. The following is a short description of Florida-Alabama TPO's outreach efforts derived directly from the Public Participation Process manual.

1. **Inform the Public:** *Inform the public, to the maximum extent possible with available resources, of opportunities to participate in the transportation decision making process.*
2. **Involve the Public:** *Involve the public early and often in the transportation planning process.*
3. **Include the Public:** *Reach out to the geographical, organizational and demographic communities that compose the TPO planning area to increase the public's opportunity to participate in developing transportation plans and services.*
4. **Improve the Public Participation Process:** *Continually identify and implement ways to improve the public participation process.*

## Language English Proficiency Plan

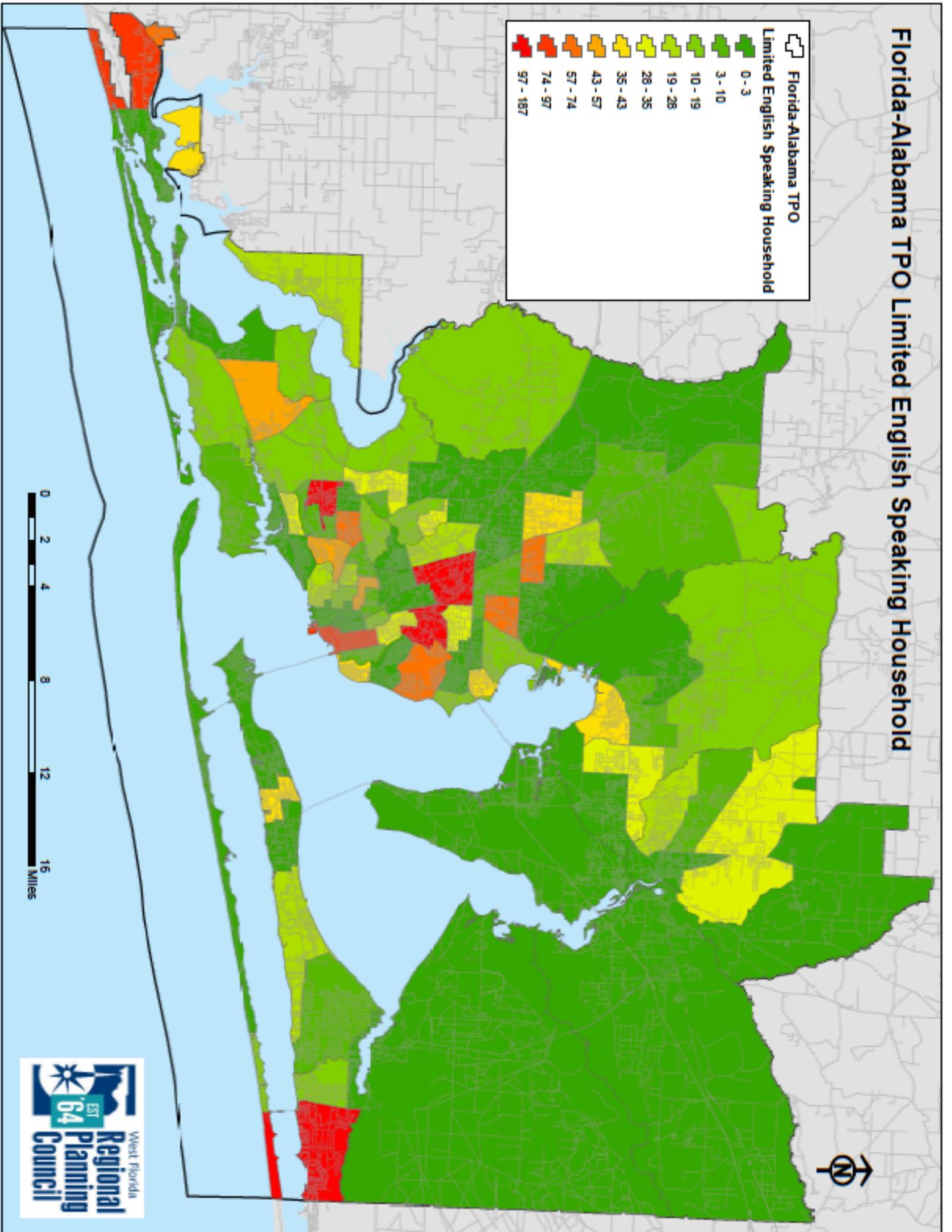
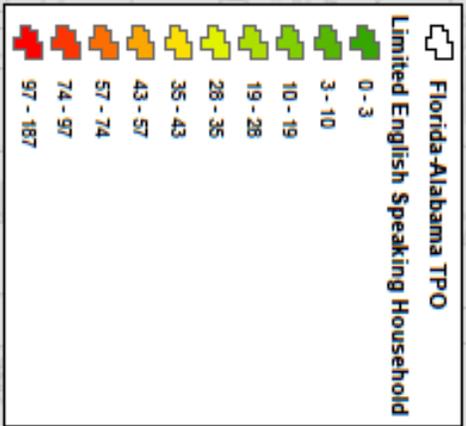
The TPO will seek out and consider the viewpoints of minority, low-income and Limited English Proficient (LEP) populations in the course of conducting public outreach and involvement activities. The TPO’s public participation strategy will offer early and continuous opportunities for the public to be involved in the identification of social, economic and environmental impacts of proposed transportation decisions.

The TPO will ensure that individuals have access to its programs, activities and services by developing and carrying out the language plan. The TPO will continually assess the language assistance needs of the population to be served. The TPO will use the U.S. Department of Transportation (U.S. DOT) Four-Factor LEP Analysis to determine appropriate measures to provide reasonable and meaningful access to LEP individuals.

The baseline analysis of minority and disadvantaged populations in the Florida-Alabama TPO boundary is derived from the U.S. Census Bureau data. The following table and maps provide a county-by-county snapshot. Baldwin County is used to estimate population demographics for Lillian and Orange Beach, Alabama.

	Baldwin County		Escambia County		Santa Rosa County	
	Number	Percent	Number	Percent	Number	Percent
<b>Total Population</b>	197,992	100%	304099	100%	158240	100%
White	165,673	83.7 %	210631	66.4%	137,237	83.4%
Black	17,907	9%	66834	21.1%	8,450	5.1%
Hispanic or Latino	8,630	4.4%	15581	4.9%	7,654	4.7%
American Indian/Alaskan Native	999	0.5%	1506	0.5%	995	0.6%
Asian	1,256	0.6%	8795	2.8%	3,113	1.9%
Native Hawaiian/Pacific Islander	0	0	541	0.2%	799	0.5%
Persons reporting 2 or more races	3,527	1.8%	13117	4.1%	6,309	3.8%
English spoken "less than very well" (age 5+)	1,721	0.90%	4562	1.50%	1,107	0.70%
Persons 65 years & older (elderly)	2,046	0.1%	44,501	15.1%	21,167	12.9%
Persons with a disability	1,032	19.40%	43,317	15.10%	21,890	14.60%

# Florida-Alabama TPO Limited English Speaking Household



Data Source: Minnesota Population Center, National Historical Geographic Information System, Version 2.0, Minneapolis, MN: University of Minnesota 2011.

## Four-Factor Analysis

### *Factor One: Demographics*

The first part of the organization’s self-assessment involves data on the number of Limited English Proficiency (LEP) persons eligible to be served, likely to be served, or likely to be encountered by the organization through programs, services, or activities. The Florida-Alabama TPO collects data related to language from several sources. The broadest data available to the organization is compiled by the U.S. Census Bureau in the American Community Survey.

Of persons that speak a language other than English, data on the percentage of those individuals who also reported they speak English “less than very well” is of particular importance in identifying those likely to be encountered by the organization or eligible for language assistance. A map of limited English proficiency populations was included on the previous page.

<b>Persons Speaking English “Less Than Very Well” (Age 14+)</b>			
<b>Baldwin County</b>	<b>Escambia County</b>	<b>Santa Rosa County</b>	<b>TPO Area Total</b>
<b>0.9%</b>	<b>1.5%</b>	<b>0.7%</b>	<b>1.15%</b>

The community profile further identifies the most common languages spoken at home for respondents who reported they speak English “less than very well”

<b>English Language Proficiency For Florida-Alabama Area Residents</b>			
<b>Language Spoken</b>	<b>Person Speaking English Less Than Very Well</b>	<b>% of LEP Population</b>	<b>% of Florida-Alabama Area Population</b>
Spanish	973	29%	>1%
Other Indo-European Languages	744	22%	>1%
Asian and Pacific Island Languages	1,404	42%	>1%
Other Languages - Various	236	7%	>1%
Total	3,355	100%	>1%

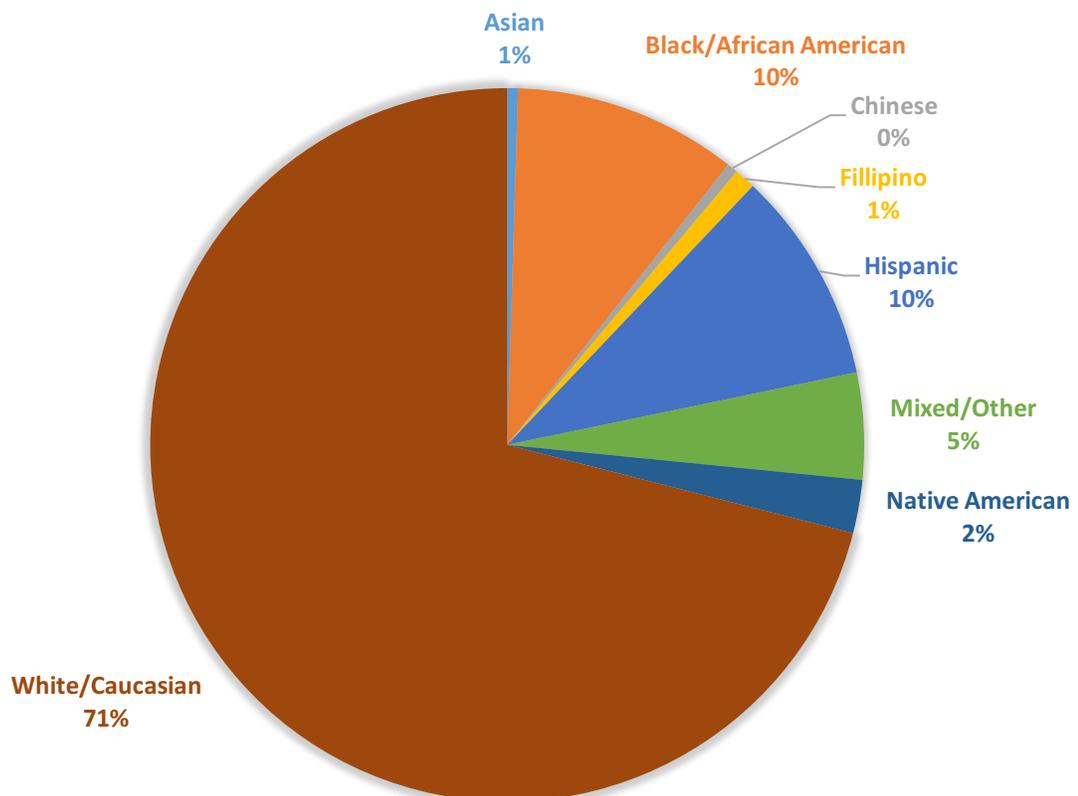
Based on the information in the table above, Asian and Pacific Island languages are the highest LEP population at over 1000 individuals. Due to the diversity of Asian and Pacific Island languages the TPO will provide translated material upon request in a timely and efficient manner.

*Additional Data:*

The Florida-Alabama TPO maintains records of additional data to track limited English proficiency needs. Though results are not formal, the data does provide a timely snapshot of current requests and activities related to language assistance. Given the time between U.S. Census Bureau reports, this information can provide a timelier indication of shifts in the community’s demographic makeup.

Years	Category	Results
2013-2015	Community Surveys: Surveys Completed in a Language other than English	33
2013-2015	Community Events: Participation in events where staff contacted a large number of limited English proficiency persons	1 (The TPO participates in Latino Fest each year)
2013-2015	Public Hearing: Request for translation	0
2013-2015	Public Hearing: Comments submitted in a language other than English	0
2013-2015	General Inquiries: Request for information in another language	1 (Sign Language translation)

### RACIAL BREAK DOWN OF SURVEY RESPONDENTS



**Factor Two: Frequency of Contact**

Though the Florida-Alabama TPO has regular public hearings, board meetings and committee meetings throughout the year, community outreach is the main source of contact (or potential contact) between the organization and Limited English Proficiency (LEP) Persons. As a result, the frequency of contact is difficult to anticipate.

The organization’s Public Involvement Plan notes a special emphasis on community outreach opportunities that engage traditionally underserved populations.

<b>Contact Initiated/Administered by the Florida-Alabama TPO</b>		
<b>Program/Activity</b>	<b>Frequency</b>	<b>Resources Available</b>
Board Meetings	Every Other Month	Bilingual employee, Special assistance notice in meeting advert, LEP notice on all agendas, case-by-case response
Committee Meetings	Every Other Month	Bilingual employee, Special assistance notice in meeting advert, LEP notice on all agendas, case-by-case response
Community Events	The Florida-Alabama strives to do at least two community events per year.	Bilingual employee, Spanish language material, “I speak” Cards
Public Hearings/Workshops	Depends on project	Bilingual employee, Special assistance notice in meeting advert, LEP notice on all agendas, case-by-case response

### Factor Three: Importance of Program

Transportation planning organizations receive funds to develop transportation plans for a designated urban area. The planning process is guided by federal and state law, including public involvement requirements to ensure diverse public outreach, notice, and opportunities for input.

The planning process does 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). Additionally, Florida-Alabama TPO does not require documents, such as completed application, for public participation. However, determining whether materials, information, and/or notification related to an action is “vital”, the absences of direct services or application requirements is not the only consideration.

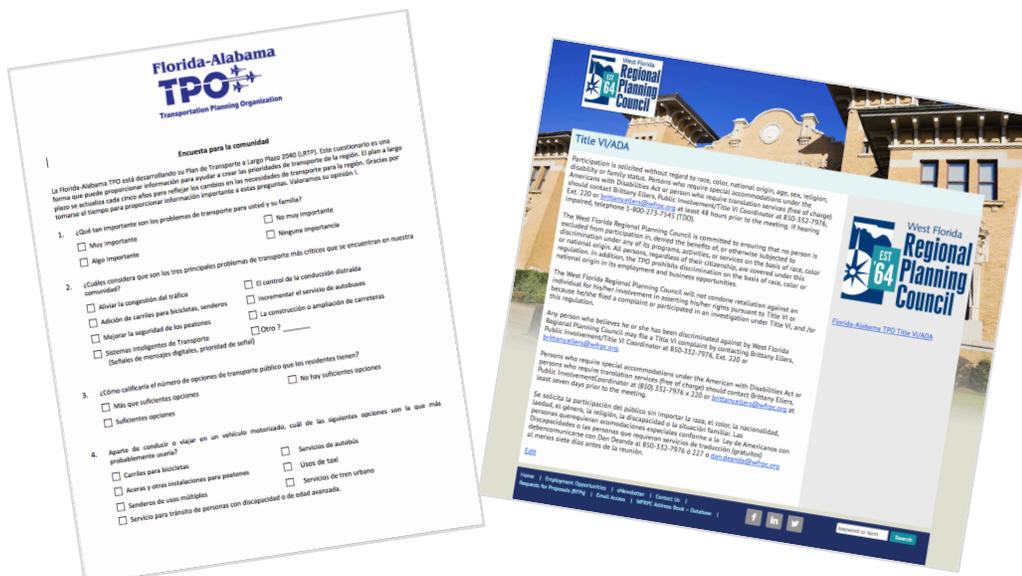
Future transportation projects and investments are shaped by three distinct plans developed by the Florida-Alabama TPO:

1. Transportation Improvement Program
2. Long Range Transportation Plan
3. Unified Planning Work Program

Given the impact of these plans on northwest Florida’s future transportation system, the Florida-Alabama TPO places a special emphasis on language assistance for educational materials and public input tools related to the Transportation Improvement Program, the Long Range Transportation Plan, and the Unified Planning Work Program. These tools are often helpful with outreach related to other programs and studies.

While meaningful access for all participants and the Limited English Proficiency (LEP) population is the intent behind services identified in this plan, the availability of resources may limit the language services in some areas. Additionally, services provided one year may not be possible in a future year because of available resources.

Language assistance involving notification of services, translation of public input forms and/or surveys related to a formal public hearing, and maintenance of the translated documents online have high priority. Other activities, such as community events, optional meetings, and specialized speakers have a lower priority if/when resources preclude the organization from executing all language assistance options.



**Factor Four: Resources**

In developing the Limited English Proficiency Plan, the Florida-Alabama TPO has identified resources for potential recipients and associated costs for services. The organization maintains a file with specific contact information for service providers and volunteer-based programs, allowing timely updates. Cost are often determined by the type and scope of services provided. As a result, some resources list “indeterminable” as an associated cost until a specific project is identified.

<b>Resources and Associated Cost</b>		
<b>Resource</b>	<b>Associated Cost</b>	<b>Application</b>
Translation (General)	\$29.00 per page *estimate	Translation services for standard forms and documents.  -Outside services and bilingual staff
Interpretation Services	\$75-\$100 per hour  *minimum of 2 hours	Services for public meetings.  -Outside services and bilingual staff
Notice	Indeterminable	Notification of availability of free language services to LEP persons is included within meeting notices. Notification is also sent to other language publications in the TPO area.
“I Speak” Cards	Printing Cost, Vary	“I Speak” cards are available at all outreach events and public meetings.

## Limited English Proficiency Plan Implementation and Maintenance

The Language Assistance Plan provides an implementation process to address appropriate language needs identified in the organization’s self-assessment, completed in the previous section of this document.

### Goals

- provide meaningful access to vital Florida-Alabama TPO programs and services for the Limited English Proficiency (LEP) population identified using the four-factor analysis presented in the previous section of this document
- identify various resources, with or without associated costs, to ensure the organization can balance meaningful access to programs and services, while not incurring undue burdens on financial resources
- complete plan updates every three years and staff reviews annually to ensure resources identified remain consistent with identified needs

Services and Resources		
Area	Service	Description
Notification	Print Publication	Special assistance notice in public meeting advertisements, LEP-specific notice on all agendas, targeted ads in other language publications (when vital)
	Website	LEP-specific notice webpage and on TPO webpage
	Internal Partners	Access to notification resources of all members of the Florida-Alabama TPO partnership
	Direct Mail	On request, ability to customize direct mail by requested language
Outreach Material	General Brochures	General information brochures available in Spanish
	Community Survey	Customized language specific surveys available upon request
	Targeted Forms	Complain form available in Spanish, “I Speak” cards available to identify additional language needs
Public Hearing	Overview Material	Bilingual employees, Spanish language brochures, Spanish language forms, news release for public hearings send to other language publications, “I Speak” cards
Bilingual Employees	Miscellaneous	Currently the Florida-Alabama TPO has two bilingual employees on staff who communicates in English and Spanish

***Outside Translation Providers***

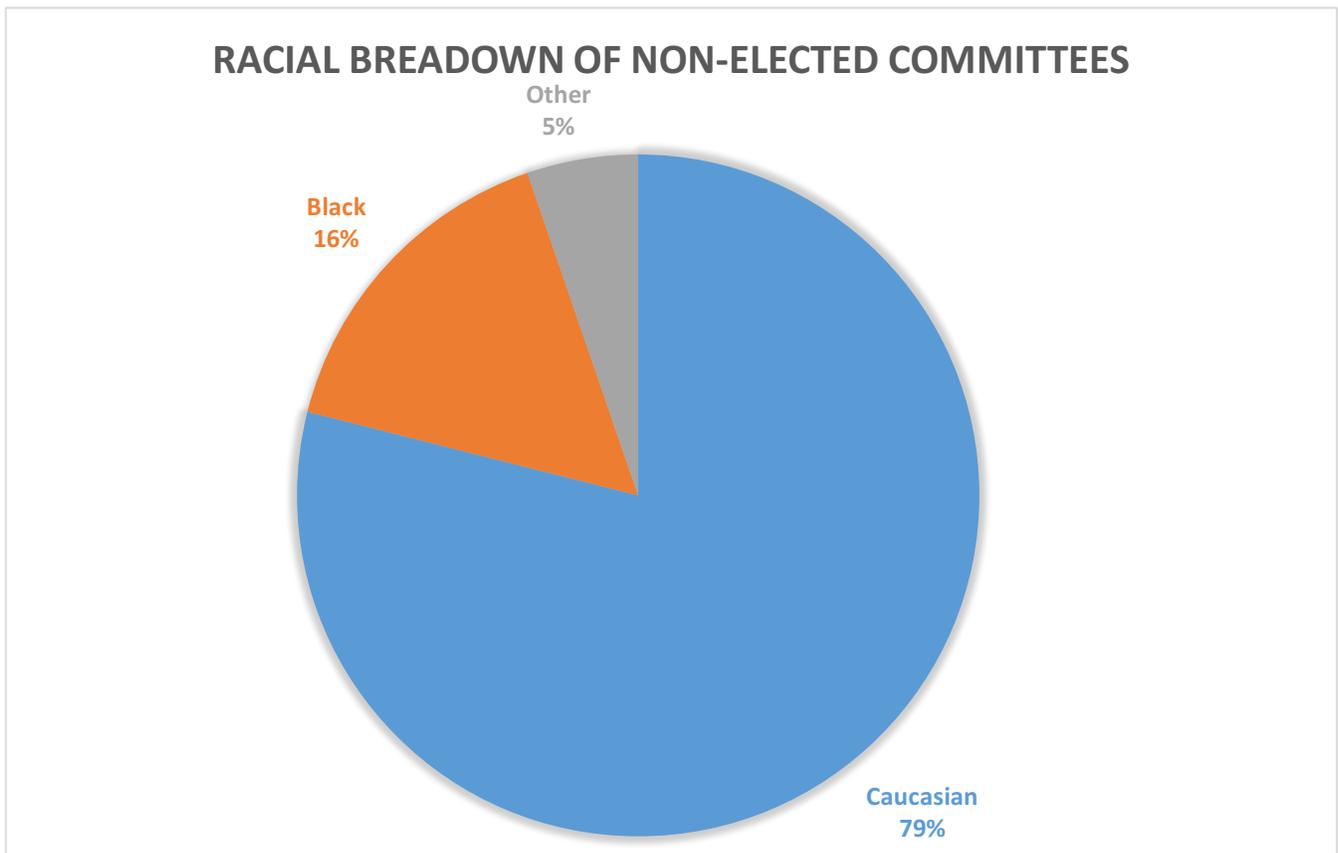
Florida-Alabama TPO staff maintains a more detailed list of contact information for translation and ADA services. A brief list is below:

<b>Outside Translation/Service Provider</b>	
<b>Provider</b>	<b>Service/Translation Provided</b>
Sign Language Services, Inc.	Sign Language Interpretation
Interpreting Associates, LLC.	Sign Language Interpretation
GSID	Sign Language Interpretation
Professional Interpreting Service for the Deaf, Inc.	Sign Language Interpretation
Alliance Services	Document Translation (any language)
Technical Translation	Document Translation (any language)
Escambia County Area Transit	ADA Information
Center for Independent Living	ADA Information
UWF Student Disability Center	ADA Information
Escambia County	ADA and Community Information

***Updates done annually will include verifying information on this list.***

## Minority Representation of Non-Elected Committees

The decision making board herein referred to as the Florida-Alabama TPO Board makes efforts to encourage minority participation in all committees of the TPO. These efforts are outlined in the board/committee bylaws as well as the Public Participation Process manual. Citizens' Advisory Committee membership is solicited on social media, at community outreach events, and public workshops. Eligible interested parties are also asked if there is interest in participating on the committee. Organizations related to and within the TPO areas and project areas are encouraged to participate as community stakeholders in an advisory capacity. A current roster of committee members can be obtained upon request.



## Monitoring for Title VI Compliance

This Title VI and Non-Discrimination Policy and Plan as well as the Limited English Proficiency included in the plan will be updated every three years to:

1. ensure compliance with federal and state law,
2. update demographic statistics to accurately track northwest Florida's population and language needs
3. confirm the Florida-Alabama TPO board's commitment to providing services for person with limited English proficiency
4. provide an assessment of the plan's effectiveness in addressing non-discrimination objectives.

### ***Maintenance and Updates***

This plan will be updated every three (3) years to: (1) ensure compliance with federal and state law, (2) update demographic statistics to accurately track Northwest Florida's population and language needs, (3) confirm the Florida-Alabama TPO's commitment to providing services for persons with limited English proficiency, and (4) provide an assessment of the plan's effectiveness in addressing nondiscrimination objectives. The plan will be reviewed annually by staff to ensure effectiveness. This annual review is done by using the following checklist:

**Annual Title VI/ADA and LEP Review Checklist**

\_\_\_ Has the information been placed in a visible location?

Actions taken to comply:

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\_\_\_ If such information is available, are staff members aware that they have this information?

Actions taken to comply:

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\_\_\_ Are announcements audible?

Actions taken to comply:

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\_\_\_ Are any announcements, such as security awareness announcements, able to be made in languages other than English?

Actions taken to comply:

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\_\_\_ Does the station display information or instructions using pictographs?

Actions taken to comply:

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\_\_\_ Are "I Speak" cards taken to community meetings?

Actions taken to comply:

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\_\_\_ Are translated versions of any written materials available on request?

Actions taken to comply:

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\_\_\_ Can members of the public provide oral as well as written comments?

Actions taken to comply:

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\_\_\_ Do meeting notices, press releases, and public service announcements include the translation services statement?

Actions taken to comply:

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\_\_\_ Does the agency website have a link to requesting translation service request on its home page?

Actions taken to comply:

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\_\_\_ Does the agency have the most current LEP data available reflected in the process plan?

Actions taken to comply:

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\_\_\_ Is the current plan still effective for the current LEP data?

Actions taken to comply:

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\_\_\_ Has the agency done the annual review of sub-recipients (with sub-recipient checklist)?

Actions taken to comply:

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Title VI Coordinator: \_\_\_\_\_ Date of Review: \_\_\_\_\_

### ***Sub-Recipient Monitoring***

The Florida-Alabama TPO, as the primary recipient, has an agreement with sub recipients, ARC Gateway and Escambia County Area Transit; both agencies have a Title VI plan implemented that is in compliance with the Florida-Alabama TPO's Title VI requirements. Periodic monitoring of Title VI measures that have been implemented can help an agency determine if assistance is being provided competently and effectively. Sub-recipients are monitored with regular site visits as well as annual audits for compliance. The Florida-Alabama TPO Title VI Coordinator works closely with sub-recipients to maintain an effective Title VI Process and Plan. The Florida-Alabama TPO, Title VI Coordinator uses the the checklist on the following page to audit and review the agencies' Title VI plan and implementation.

**Sub-Recipient Annual Review Checklist**

	<b>In Compliance</b>	<b>Reviewer Initials</b>	<b>Date</b>
Has the information been placed in a visible location?			
Are vehicle operators/staff aware and trained on the Title VI procedure?			
Can a person speaking limited English or language other than English request information?			
Are procedures still effective with current population data?			
Can staff describe to a caller what language assistance the agency provides and how to obtain translated information or oral interpretation?			
Has at least one member of staff been to the annual Title VI training?			

*Items may vary due to available information and update requirements.*

**Actions to comply to any non-compliant items:**

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**Other comments:**

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**Title VI Coordinator:** \_\_\_\_\_ **Date of Review:** \_\_\_\_\_

## Title VI Equity Analysis

Title 49 CFR, Appendix C, Section (3)(iv) requires that “the location of projects requiring land acquisition and the displacement of persons from their residences and business may not be determined on the basis of race, color, or national origin.” For purposes of this requirement, “facilities” does not include bus shelters, as they are considered transit amenities. It also does not include transit stations, power substations, or any other project evaluated by the National Environmental Policy Act (NEPA) process. Facilities included in the provision include, but are not limited to, storage facilities, maintenance facilities, operations centers, etc. In order to comply with the regulations, Florida-Alabama TPO will ensure the following:

1. Florida-Alabama TPO will complete a Title VI equity analysis for any facility during the planning stage with regard to where a project is located or sited to ensure the location is selected without regard to race, color, or national origin. The Florida-Alabama TPO will engage in outreach to persons potentially impacted by the siting of the facility. The Title VI equity analysis must compare the equity impacts of various siting alternatives, and the analysis must occur before the selection of the preferred site.
2. When evaluating locations of facilities, Florida-Alabama TPO will give attention to other facilities with similar impacts in the area to determine if any cumulative adverse impacts might result. Analysis should be done at the U.S. Census tract or block group level where appropriate to ensure that proper perspective is given to localized impacts.
3. If the Florida-Alabama TPO determines that the location of the project will result in a disparate impact on the basis of race, color, or national origin, the Florida-Alabama TPO may only locate the project in that location if there is a substantial legitimate justification for locating the project there, and where there are no alternative locations that would have a less disparate impact on the basis of race, color, or national origin. Florida-Alabama TPO must demonstrate and document how both tests are met. Florida-Alabama TPO will consider and analyze alternatives to determine whether those alternatives would have less of a disparate impact on the basis of race, color, or national origin, and then implement the least discriminatory alternative.

The Florida-Alabama TPO has not recently constructed any facilities nor does it currently have any facilities in the planning stage. Therefore, the Florida-Alabama TPO does not have any Title VI Equity Analysis reports to submit with this Plan. The Florida-Alabama TPO will utilize the demographic maps included in Appendix for future Title VI analysis.

# Effective Practices to Fulfill the Service Standard

## *Mobility Needs*

The Florida-Alabama TPO uses multiple procedures to access the mobility needs of minority populations. Census data, survey results and information provided from partner organizations are used in analyzing these mobility needs. Each year the TPO goes through the Long Range Transportation Plan, Transportation Improvement Plan and Project Priorities processes as well as other projects, such as Corridor Management Studies. The TPO also participates in the 5-year major update of the Transportation Development Plan (TDP). The TDP targets minority and LEP concentrated population areas for outreach and input in the process.

Demographic Maps: Charts that analyze the impacts of the distribution of State and Federal funds, including Federal funds, including Federal funds managed by the MPO as a designated recipient. Analysis of the MPO’s transportation system investments that identifies and addresses any disparate impacts.

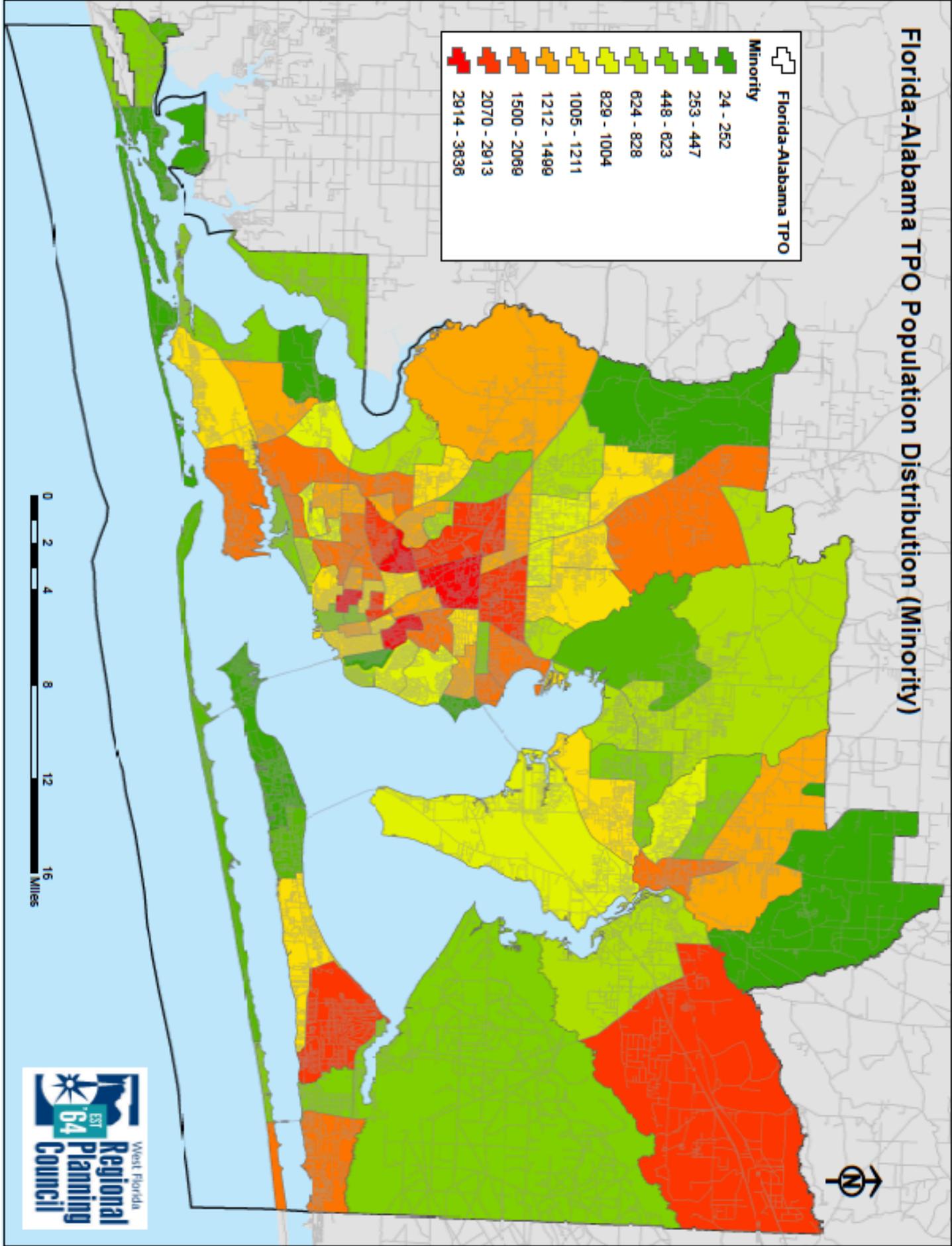
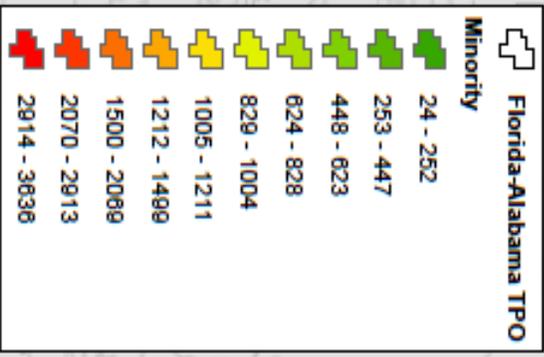
<b>Persons With Access to 1 or Fewer Vehicles (Age 16+)</b>			
<b>Baldwin County</b>	<b>Escambia County</b>	<b>Santa Rosa County</b>	<b>TPO Area Total</b>
<b>18%</b>	<b>26%</b>	<b>17%</b>	<b>23%</b>

## *Program Administration*

The Florida-Alabama TPO and sub recipient enter into an agreement for operation that lays out the specific duties of the TPO and sub recipient, budget and vehicles and equipment maintenance. Each quarter the sub recipient submits a statement to the TPO. The TPO will then reimburse the sub recipient for qualified amount and expenses.

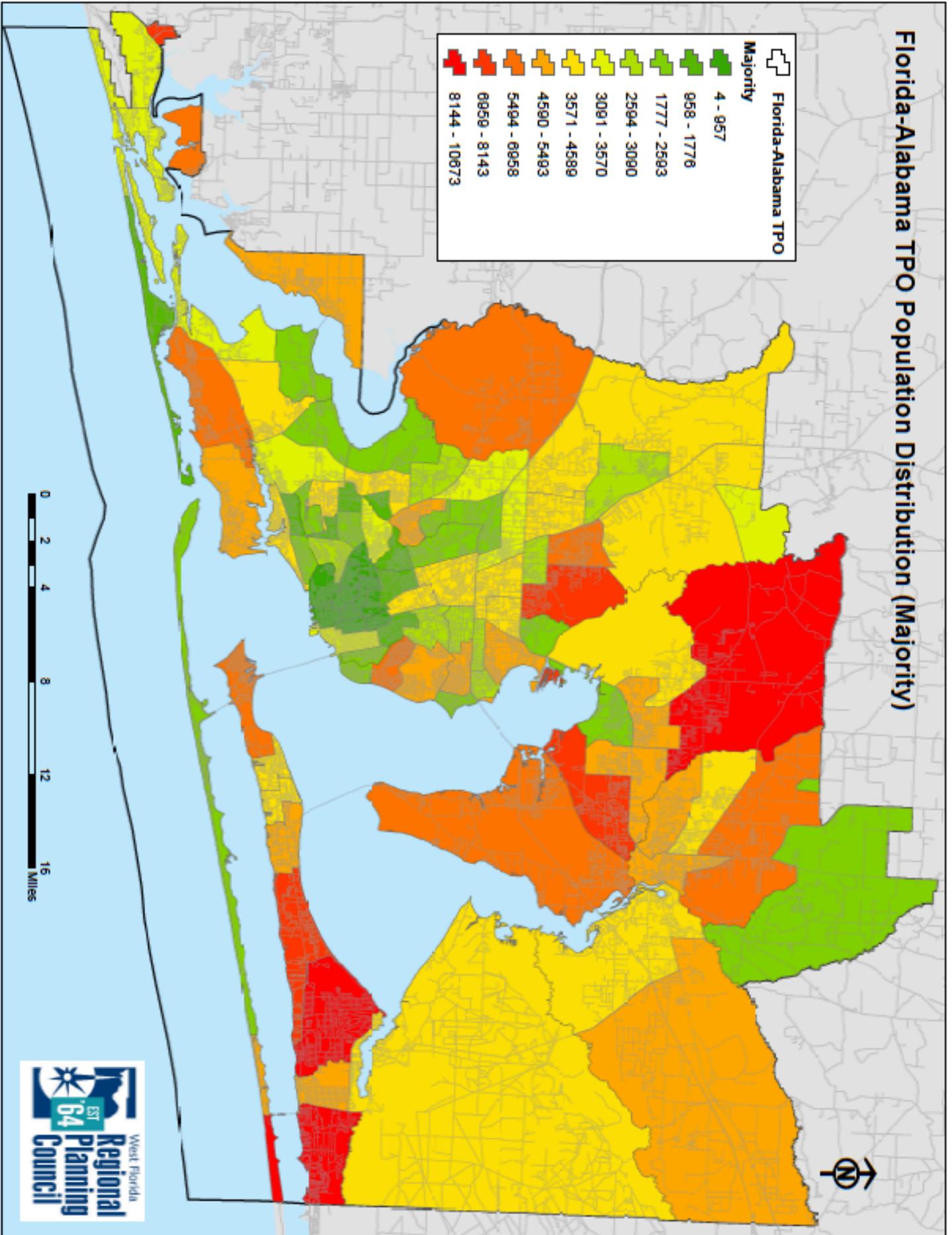
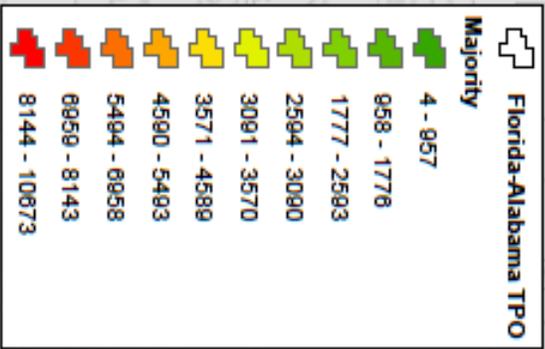
Annually the Florida-Alabama holds a competitive application process. In this process staff reaches out to service providers within the TPO boundary with a concentration on applicants that provide service to the minority population.

# Florida-Alabama TPO Population Distribution (Minority)



Data Source: Minnesota Population Center, National Historical Geographic Information System, Version 2.0, Minneapolis, MN; University of Minnesota 2011.

# Florida-Alabama TPO Population Distribution (Majority)



Data Source: Minnesota Population Center; National Historical Geographic Information System; Version 2.0; Minneapolis, MN; University of Minnesota 2011.

## Definitions

**Adverse Effect** means having a harmful or undesired effect.

**Age** means the length of existence extending from the beginning to any given time.

**Color** means the natural appearance of a person's skin.

**Disability** means a condition of being unable to perform a task or function because of a physical or mental impairment.

**Discrimination** refers to any act or inaction, whether intentional or unintentional, in any program or activity of a Federal aid recipient, sub-recipient, or contractor that results in disparate treatment, disparate impact, or perpetuates the effects of prior discrimination based on race, color, or national origin.

**Handicap** means a person who has some condition that markedly restricts their ability to function physically or mentally or socially.

**Income** means the amount of money or its equivalent received during a period of time in exchange for labor or services, from the sale of goods or property, or as profit from financial investments.

**Limited English Proficient (LEP) Persons** are individuals for whom English is not their primary language and who have a limited ability to speak, understand, read, or write English. It includes people who reported to the U.S. Census that they do not speak English well or do not speak English at all.

**Low-Income Population** means any readily identifiable groups of low-income individuals who live in geographic proximity, and if circumstances warrant, geographically dispersed transient persons who will be similarly affected by a proposed DOT program, policy, or activity.

### Minority Individuals

1. American Indian and Alaska Native, which refers to people having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.
2. Asian, which refers to people having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent.
3. Black or African American, which refers to people having origins in any of the Black racial groups of Africa.
4. Hispanic or Latino, which includes people of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
5. Native Hawaiian and other Pacific Islanders, which refers to people having origins in any of the original people of Hawaii, Guam, Samoa, or other Pacific Islands.

**National Origin** means the particular nation in which a person was born, or where the person's parents or ancestors were born.

**Race** means a group of people united or classified together on the basis of common history, nationality, or geographic distribution.

**Recipient** means one that has received or is receiving Federal financial assistance. The term includes sub-recipients of a recipient and sub-recipients in FTA State administered programs.

**Retaliation** is any adverse action taken against another individual because of his/her participation in the complaint, investigation, or hearing relating to this policy or the provision of federal or state law.

**Sex** means the differentiation between a male and female with reference to the reproductive organs.

**Vital Documents** are documents that convey information that critically affects the ability of the customer to make informed decisions about his/her participation in the program (e.g., public notices, consent forms, complaint forms, eligibility rules, notices pertaining to the reduction, denial or termination of services or benefits, right to appeal, and notices informing customers of the availability of free language assistance).

# APPENDIX

Source: U.S. Census Bureau, 2010-2014 American Community Survey 5-Year Estimates

Subject	Escambia County, Florida		Santa Rosa County, Florida	
	No one age 14 and over speaks English only or speaks English "very well"		No one age 14 and over speaks English only or speaks English "very well"	
	Estimate	Margin of Error	Estimate	Margin of Error
All households	1.5%	+/-0.3	0.7%	+/-0.3
Households speaking --				
Spanish	19.8%	+/-5.8	6.3%	+/-6.1
Other Indo-European languages	14.6%	+/-4.2	7.2%	+/-6.1
Asian and Pacific Island languages	18.1%	+/-4.5	9.3%	+/-5.3
Other languages	0.0%	+/-14.3	21.3%	+/-16.3
PERCENT IMPUTED				
Language status	5.2%	(X)	4.7%	(X)
Language status (speak a language other than English)	5.4%	(X)	3.5%	(X)
Ability to speak English	6.6%	(X)	5.3%	(X)

Subject	Escambia County, Florida					
	Total		With a disability		Percent with a disability	
	Estimate	Margin of Error	Estimate	Margin of Error	Estimate	Margin of Error
Total civilian noninstitutionalized population	287,062	+/-972	43,317	+/-1,459	15.1%	+/-0.5
Population under 5 years	18,680	+/-48	71	+/-65	0.4%	+/-0.3
With a hearing difficulty	(X)	(X)	45	+/-49	0.2%	+/-0.3
With a vision difficulty	(X)	(X)	26	+/-42	0.1%	+/-0.2
Population 5 to 17 years	45,403	+/-127	3,078	+/-480	6.8%	+/-1.1
With a hearing difficulty	(X)	(X)	376	+/-204	0.8%	+/-0.5
With a vision difficulty	(X)	(X)	254	+/-110	0.6%	+/-0.2
With a cognitive difficulty	(X)	(X)	2,452	+/-398	5.4%	+/-0.9
With an ambulatory difficulty	(X)	(X)	377	+/-161	0.8%	+/-0.4
With a self-care difficulty	(X)	(X)	422	+/-175	0.9%	+/-0.4
Population 18 to 64 years	178,478	+/-905	22,332	+/-1,113	12.5%	+/-0.6
With a hearing difficulty	(X)	(X)	3,942	+/-426	2.2%	+/-0.2
With a vision difficulty	(X)	(X)	3,260	+/-510	1.8%	+/-0.3
With a cognitive difficulty	(X)	(X)	9,323	+/-717	5.2%	+/-0.4
With an ambulatory difficulty	(X)	(X)	12,013	+/-770	6.7%	+/-0.4
With a self-care difficulty	(X)	(X)	3,860	+/-434	2.2%	+/-0.2
With an independent living difficulty	(X)	(X)	8,262	+/-685	4.6%	+/-0.4
Population 65 years and over	44,501	+/-235	17,836	+/-619	40.1%	+/-1.4
With a hearing difficulty	(X)	(X)	7,577	+/-520	17.0%	+/-1.2
With a vision difficulty	(X)	(X)	3,332	+/-334	7.5%	+/-0.8
With a cognitive difficulty	(X)	(X)	4,597	+/-430	10.3%	+/-1.0
With an ambulatory difficulty	(X)	(X)	12,159	+/-611	27.3%	+/-1.4
With a self-care difficulty	(X)	(X)	3,603	+/-413	8.1%	+/-0.9
With an independent living difficulty	(X)	(X)	8,376	+/-476	18.8%	+/-1.1
SEX						
Male	137,485	+/-877	20,639	+/-1,081	15.0%	+/-0.8
Female	149,577	+/-487	22,678	+/-953	15.2%	+/-0.6
RACE AND HISPANIC OR LATINO ORIGIN						
One Race	275,089	+/-1,537	41,785	+/-1,396	15.2%	+/-0.5
White alone	199,665	+/-988	31,248	+/-1,270	15.7%	+/-0.6
Black or African American alone	62,808	+/-927	9,399	+/-693	15.0%	+/-1.1
American Indian and Alaska Native alone	1,440	+/-268	370	+/-131	25.7%	+/-8.2
Asian alone	8,473	+/-476	688	+/-199	8.1%	+/-2.4
Native Hawaiian and Other Pacific Islander alone	483	+/-76	76	+/-61	15.7%	+/-12.8
Some other race alone	2,220	+/-565	4	+/-9	0.2%	+/-0.4
Two or more races	11,973	+/-1,100	1,532	+/-328	12.8%	+/-2.7
White alone, not Hispanic or Latino	190,387	+/-712	30,430	+/-1,249	16.0%	+/-0.7
Hispanic or Latino (of any race)	13,408	+/-333	1,065	+/-240	7.9%	+/-1.8
PERCENT IMPUTED						
Disability status	7.0%	(X)	(X)	(X)	(X)	(X)

Hearing difficulty	5.0%	(X)	(X)	(X)	(X)
Vision difficulty	5.3%	(X)	(X)	(X)	(X)
Cognitive difficulty	5.5%	(X)	(X)	(X)	(X)
Ambulatory difficulty	5.6%	(X)	(X)	(X)	(X)
Self-care difficulty	5.6%	(X)	(X)	(X)	(X)
Independent living difficulty	5.4%	(X)	(X)	(X)	(X)

Subject	Santa Rosa County, Florida					
	Total		With a disability		Percent with a disability	
	Estimate	Margin of Error	Estimate	Margin of Error	Estimate	Margin of Error
Total civilian noninstitutionalized population	150,205	+/-677	21,890	+/-1,252	14.6%	+/-0.8
Population under 5 years	9,288	+/-242	136	+/-137	1.5%	+/-1.5
With a hearing difficulty	(X)	(X)	87	+/-119	0.9%	+/-1.3
With a vision difficulty	(X)	(X)	124	+/-141	1.3%	+/-1.5
Population 5 to 17 years	27,016	+/-289	2,058	+/-423	7.6%	+/-1.6
With a hearing difficulty	(X)	(X)	199	+/-98	0.7%	+/-0.4
With a vision difficulty	(X)	(X)	179	+/-123	0.7%	+/-0.5
With a cognitive difficulty	(X)	(X)	1,722	+/-380	6.4%	+/-1.4
With an ambulatory difficulty	(X)	(X)	124	+/-88	0.5%	+/-0.3
With a self-care difficulty	(X)	(X)	122	+/-65	0.5%	+/-0.2
Population 18 to 64 years	92,734	+/-643	11,717	+/-882	12.6%	+/-1.0
With a hearing difficulty	(X)	(X)	2,523	+/-370	2.7%	+/-0.4
With a vision difficulty	(X)	(X)	1,841	+/-343	2.0%	+/-0.4
With a cognitive difficulty	(X)	(X)	4,878	+/-689	5.3%	+/-0.7
With an ambulatory difficulty	(X)	(X)	6,209	+/-585	6.7%	+/-0.6
With a self-care difficulty	(X)	(X)	1,783	+/-344	1.9%	+/-0.4
With an independent living difficulty	(X)	(X)	3,564	+/-514	3.8%	+/-0.6
Population 65 years and over	21,167	+/-161	7,979	+/-470	37.7%	+/-2.2
With a hearing difficulty	(X)	(X)	3,388	+/-328	16.0%	+/-1.5
With a vision difficulty	(X)	(X)	1,015	+/-221	4.8%	+/-1.0
With a cognitive difficulty	(X)	(X)	1,917	+/-377	9.1%	+/-1.8
With an ambulatory difficulty	(X)	(X)	5,248	+/-417	24.8%	+/-2.0
With a self-care difficulty	(X)	(X)	1,865	+/-318	8.8%	+/-1.5
With an independent living difficulty	(X)	(X)	3,172	+/-374	15.0%	+/-1.8
SEX						
Male	73,646	+/-611	11,582	+/-788	15.7%	+/-1.1
Female	76,559	+/-357	10,308	+/-695	13.5%	+/-0.9
RACE AND HISPANIC OR LATINO ORIGIN						
One Race	144,178	+/-866	20,898	+/-1,200	14.5%	+/-0.8
White alone	132,109	+/-842	19,374	+/-1,142	14.7%	+/-0.9

Black or African American alone	6,089	+/-683	774	+/-198	12.7%	+/-3.2
American Indian and Alaska Native alone	976	+/-280	327	+/-189	33.5%	+/-16.9
Asian alone	3,095	+/-281	287	+/-115	9.3%	+/-3.6
Native Hawaiian and Other Pacific Islander alone	799	+/-369	67	+/-64	8.4%	+/-7.6
Some other race alone	1,110	+/-375	69	+/-61	6.2%	+/-5.7
Two or more races	6,027	+/-582	992	+/-236	16.5%	+/-3.8
White alone, not Hispanic or Latino	127,293	+/-572	18,849	+/-1,118	14.8%	+/-0.9
Hispanic or Latino (of any race)	6,986	+/-217	621	+/-300	8.9%	+/-4.3
PERCENT IMPUTED						
Disability status	6.0%	(X)	(X)	(X)	(X)	(X)
Hearing difficulty	4.1%	(X)	(X)	(X)	(X)	(X)
Vision difficulty	4.3%	(X)	(X)	(X)	(X)	(X)
Cognitive difficulty	4.8%	(X)	(X)	(X)	(X)	(X)
Ambulatory difficulty	4.9%	(X)	(X)	(X)	(X)	(X)
Self-care difficulty	4.8%	(X)	(X)	(X)	(X)	(X)
Independent living difficulty	4.7%	(X)	(X)	(X)	(X)	(X)

Subject	Census Tract 116.02, Baldwin County, Alabama (Includes Lillian)	
	No one age 14 and over speaks English only or speaks English "very well"	
	Estimate	Margin of Error
All households	0.9%	+/-1.3
Households speaking --		
Spanish	0.0%	+/-41.1
Other Indo-European languages	0.0%	+/-65.4
Asian and Pacific Island languages	27.5%	+/-41.7
Other languages	-	**
PERCENT IMPUTED		
Language status	3.2%	(X)
Language status (speak a language other than English)	10.3%	(X)
Ability to speak English	10.3%	(X)

Escambia County, Florida  
 Powered by The American Community Survey

	Total *										Two or More Races	Hispanic or Latino (any race)						
	One Race																	
	White		Black or African American		American Indian and Alaska Native		Asian		Native Hawaiian and Other Pacific Islander		Some Other Race							
	Estimate	Margin of Error	Estimate	Margin of Error	Estimate	Margin of Error	Estimate	Margin of Error	Estimate	Margin of Error	Estimate	Margin of Error						
Total:	304,099	(+/ 633)	210,631	(+/ 436)	66,834	(+/ 906)	1,506	(+/ 274)	8,795	(+/ 494)	541	(+/ 74)	2,675	(+/ 568)	13,117	(+/ 1,163)	15,581	(+/ 91)
Male:	151,056	(+/ 436)	106,335	(+/ 327)	31,286	(+/ 537)	823	(+/ 182)	3,875	(+/ 250)	223	(+/ 77)	1,666	(+/ 412)	6,848	(+/ 700)	8,674	(+/ 91)
Under 18 years:	32,764	(+/ 164)	19,316	(+/ 104)	9,024	(+/ 432)	106	(+/ 94)	616	(+/ 146)	35	(+/ 45)	299	(+/ 129)	3,368	(+/ 474)	2,225	(+/ 91)
Native:	32,391	(+/ 182)	19,162	(+/ 182)	8,955	(+/ 442)	106	(+/ 94)	540	(+/ 149)	35	(+/ 45)	263	(+/ 119)	3,330	(+/ 478)	2,079	(+/ 96)
Foreign born:	373	(+/ 89)	154	(+/ 89)	69	(+/ 77)	0	(+/ 31)	76	(+/ 50)	0	(+/ 31)	36	(+/ 51)	38	(+/ 58)	146	(+/ 96)
Naturalized U.S. citizen:	121	(+/ 46)	44	(+/ 46)	11	(+/ 13)	0	(+/ 31)	28	(+/ 31)	0	(+/ 31)	0	(+/ 31)	38	(+/ 58)	0	(+/ 31)
Not a U.S. citizen:	252	(+/ 82)	110	(+/ 82)	58	(+/ 76)	0	(+/ 31)	48	(+/ 39)	0	(+/ 31)	36	(+/ 51)	0	(+/ 31)	146	(+/ 96)
18 years and over:	118,292	(+/ 379)	87,019	(+/ 321)	22,262	(+/ 321)	717	(+/ 164)	3,259	(+/ 183)	188	(+/ 63)	1,367	(+/ 343)	3,480	(+/ 452)	6,449	(+/ 91)
Native:	110,802	(+/ 500)	84,384	(+/ 447)	20,966	(+/ 447)	713	(+/ 164)	814	(+/ 194)	96	(+/ 54)	717	(+/ 182)	3,112	(+/ 417)	4,407	(+/ 406)
Foreign born:	7,490	(+/ 443)	2,635	(+/ 443)	1,296	(+/ 290)	4	(+/ 8)	2,445	(+/ 232)	92	(+/ 66)	650	(+/ 316)	368	(+/ 172)	2,042	(+/ 406)
Naturalized U.S. citizen:	3,741	(+/ 186)	1,045	(+/ 186)	806	(+/ 263)	4	(+/ 8)	1,538	(+/ 235)	36	(+/ 39)	96	(+/ 81)	216	(+/ 139)	523	(+/ 289)
Not a U.S. citizen:	3,749	(+/ 415)	1,590	(+/ 415)	490	(+/ 162)	0	(+/ 31)	907	(+/ 223)	56	(+/ 42)	554	(+/ 302)	152	(+/ 93)	1,519	(+/ 403)
Female:	153,043	(+/ 340)	104,296	(+/ 340)	35,548	(+/ 533)	683	(+/ 148)	4,920	(+/ 351)	318	(+/ 78)	1,009	(+/ 278)	6,269	(+/ 694)	6,907	(+/ 91)
Under 18 years:	31,508	(+/ 188)	18,014	(+/ 188)	9,277	(+/ 421)	178	(+/ 79)	951	(+/ 213)	78	(+/ 55)	287	(+/ 153)	2,723	(+/ 493)	2,016	(+/ 91)
Native:	31,156	(+/ 194)	17,918	(+/ 194)	9,207	(+/ 421)	177	(+/ 76)	794	(+/ 229)	78	(+/ 55)	287	(+/ 153)	2,695	(+/ 487)	2,007	(+/ 13)
Foreign born:	352	(+/ 83)	96	(+/ 83)	70	(+/ 62)	1	(+/ 3)	157	(+/ 86)	0	(+/ 31)	0	(+/ 31)	28	(+/ 28)	9	(+/ 12)
Naturalized U.S. citizen:	141	(+/ 82)	87	(+/ 82)	16	(+/ 32)	1	(+/ 3)	32	(+/ 42)	0	(+/ 31)	0	(+/ 31)	5	(+/ 9)	6	(+/ 10)
Not a U.S. citizen:	211	(+/ 10)	9	(+/ 10)	54	(+/ 51)	0	(+/ 31)	125	(+/ 65)	0	(+/ 31)	0	(+/ 31)	23	(+/ 29)	3	(+/ 7)
18 years and over:	121,535	(+/ 231)	86,282	(+/ 231)	26,271	(+/ 251)	505	(+/ 121)	3,969	(+/ 257)	240	(+/ 54)	722	(+/ 173)	3,546	(+/ 430)	4,891	(+/ 91)
Native:	112,887	(+/ 422)	83,005	(+/ 422)	25,070	(+/ 374)	490	(+/ 120)	650	(+/ 202)	166	(+/ 82)	356	(+/ 133)	3,150	(+/ 382)	3,261	(+/ 229)
Foreign born:	8,648	(+/ 217)	3,277	(+/ 217)	1,201	(+/ 341)	15	(+/ 18)	3,319	(+/ 250)	74	(+/ 40)	366	(+/ 141)	396	(+/ 210)	1,630	(+/ 229)
Naturalized U.S. citizen:	5,073	(+/ 289)	1,854	(+/ 289)	609	(+/ 202)	15	(+/ 18)	2,183	(+/ 205)	28	(+/ 34)	127	(+/ 76)	257	(+/ 159)	696	(+/ 188)
Not a U.S. citizen:	3,575	(+/ 276)	1,423	(+/ 276)	592	(+/ 252)	0	(+/ 31)	1,136	(+/ 201)	46	(+/ 33)	239	(+/ 134)	139	(+/ 126)	934	(+/ 222)

Source: U.S. Census Bureau, 2010-2014 American Community Survey 5-Year Estimates

Except where noted, "race" refers to people reporting only one race. "Hispanic" refers to an ethnic category. Hispanics may be of any race. An entry of "+/-0" in the margin of error column indicates that the estimate is controlled. A statistical test for sampling variability is not appropriate. A "Z" entry in the estimate or margin of error column indicates that the estimate or margin of error is not applicable or not available.

\* Margins of Error are not provided for Totals but may be found for those estimates where available in American Factfinder or our FTP server. See Appendix 3 of "What General Users Need to Know" for instructions on calculating an approximate MOE for any totals not already provided within the ACS data tables.

**Sex by Age By Nativity and Citizenship Status**  
**Baldwin County, Alabama**  
**Powered by The American Community Survey**

	Total*: One Race										Two or More Races:										
	White			Black or African American			American Indian and Alaska Native			Asian			Native Hawaiian and Other Pacific Islander			Some Other Race			Hispanic or Latino (any race)		
	Estimate	Estimate	Margin of Error	Estimate	Margin of Error	Estimate	Margin of Error	Estimate	Margin of Error	Estimate	Margin of Error	Estimate	Margin of Error	Estimate	Margin of Error	Estimate	Margin of Error	Estimate	Margin of Error	Estimate	Margin of Error
<b>Total:</b>	191,205	165,673	(+/ -710)	17,907	(+/ -427)	999	(+/ -325)	1,256	(+/ -269)	0	(+/ -27)	1,843	(+/ -660)	3,527	(+/ -599)	8,630	(+/ -0)				
<b>Male:</b>	93,229	80,822	(+/ -568)	8,517	(+/ -276)	502	(+/ -247)	543	(+/ -208)	0	(+/ -27)	1,132	(+/ -505)	1,713	(+/ -395)	4,714	(+/ -93)				
<b>Under 18 years:</b>	21,870	18,010	(+/ -270)	2,357	(+/ -251)	109	(+/ -112)	173	(+/ -147)	0	(+/ -27)	339	(+/ -206)	882	(+/ -348)	1,642	(+/ -92)				
<b>Native</b>	21,627	17,904	(+/ -295)	2,357	(+/ -251)	109	(+/ -112)	99	(+/ -120)	0	(+/ -27)	276	(+/ -200)	882	(+/ -348)	1,579	(+/ -107)				
<b>Foreign born:</b>	243	106	(+/ -122)	0	(+/ -27)	0	(+/ -27)	74	(+/ -102)	0	(+/ -27)	63	(+/ -57)	0	(+/ -27)	63	(+/ -57)				
<b>Naturalized U.S. citizen</b>	47	31	(+/ -34)	0	(+/ -27)	0	(+/ -27)	0	(+/ -27)	0	(+/ -27)	16	(+/ -32)	0	(+/ -27)	16	(+/ -32)				
<b>Not a U.S. citizen</b>	196	75	(+/ -119)	0	(+/ -27)	0	(+/ -27)	74	(+/ -102)	0	(+/ -27)	47	(+/ -70)	0	(+/ -27)	47	(+/ -70)				
<b>18 years and over:</b>	71,359	62,812	(+/ -445)	6,160	(+/ -100)	393	(+/ -158)	370	(+/ -96)	0	(+/ -27)	793	(+/ -429)	831	(+/ -194)	3,072	(+/ -0)				
<b>Native</b>	68,133	60,518	(+/ -575)	6,056	(+/ -132)	371	(+/ -143)	80	(+/ -73)	0	(+/ -27)	390	(+/ -393)	718	(+/ -177)	1,556	(+/ -456)				
<b>Foreign born:</b>	3,226	2,294	(+/ -523)	104	(+/ -95)	22	(+/ -31)	290	(+/ -88)	0	(+/ -27)	403	(+/ -250)	113	(+/ -94)	1,516	(+/ -456)				
<b>Naturalized U.S. citizen</b>	1,019	830	(+/ -254)	0	(+/ -27)	0	(+/ -27)	75	(+/ -55)	0	(+/ -27)	114	(+/ -110)	0	(+/ -27)	404	(+/ -181)				
<b>Not a U.S. citizen</b>	2,207	1,464	(+/ -490)	104	(+/ -95)	22	(+/ -31)	215	(+/ -66)	0	(+/ -27)	289	(+/ -216)	113	(+/ -94)	1,112	(+/ -437)				
<b>Female:</b>	97,976	84,851	(+/ -312)	9,390	(+/ -231)	497	(+/ -161)	713	(+/ -104)	0	(+/ -27)	711	(+/ -293)	1,814	(+/ -402)	3,916	(+/ -93)				
<b>Under 18 years:</b>	21,316	17,629	(+/ -190)	2,480	(+/ -195)	15	(+/ -27)	61	(+/ -57)	0	(+/ -27)	187	(+/ -174)	944	(+/ -316)	1,444	(+/ -93)				
<b>Native</b>	20,922	17,496	(+/ -236)	2,480	(+/ -195)	15	(+/ -27)	27	(+/ -40)	0	(+/ -27)	91	(+/ -96)	813	(+/ -313)	1,306	(+/ -188)				
<b>Foreign born:</b>	394	133	(+/ -161)	0	(+/ -27)	0	(+/ -27)	34	(+/ -46)	0	(+/ -27)	96	(+/ -137)	131	(+/ -174)	138	(+/ -145)				
<b>Naturalized U.S. citizen</b>	153	23	(+/ -28)	0	(+/ -27)	0	(+/ -27)	34	(+/ -46)	0	(+/ -27)	96	(+/ -137)	0	(+/ -27)	96	(+/ -137)				
<b>Not a U.S. citizen</b>	241	110	(+/ -158)	0	(+/ -27)	0	(+/ -27)	0	(+/ -27)	0	(+/ -27)	0	(+/ -27)	131	(+/ -174)	42	(+/ -74)				
<b>18 years and over:</b>	76,660	67,222	(+/ -221)	6,910	(+/ -95)	482	(+/ -159)	652	(+/ -29)	0	(+/ -27)	524	(+/ -214)	870	(+/ -215)	2,472	(+/ -0)				
<b>Native</b>	73,712	65,393	(+/ -370)	6,839	(+/ -118)	482	(+/ -159)	55	(+/ -44)	0	(+/ -27)	203	(+/ -157)	740	(+/ -218)	1,411	(+/ -220)				
<b>Foreign born:</b>	2,948	1,829	(+/ -374)	71	(+/ -65)	0	(+/ -27)	597	(+/ -88)	0	(+/ -27)	321	(+/ -218)	130	(+/ -68)	1,061	(+/ -221)				
<b>Naturalized U.S. citizen</b>	1,254	767	(+/ -196)	45	(+/ -68)	0	(+/ -27)	297	(+/ -124)	0	(+/ -27)	145	(+/ -133)	0	(+/ -27)	367	(+/ -141)				
<b>Not a U.S. citizen</b>	1,694	1,062	(+/ -296)	26	(+/ -29)	0	(+/ -27)	300	(+/ -97)	0	(+/ -27)	176	(+/ -129)	130	(+/ -68)	694	(+/ -177)				

**Source: U.S. Census Bureau, 2010-2014 American Community Survey 5-Year Estimates**

Except where noted, 'race' refers to people reporting only one race. 'Hispanic' refers to an ethnic category. Hispanics may be of any race.

An entry of '+/-0' in the margin of error column indicates that the estimate is controlled. A statistical test for sampling variability is not appropriate.

A '2' entry in the estimate or margin of error column indicates that the estimate or margin of error is not applicable or not available.

\* Margins of Error are not provided for Totals but may be found for those estimates where available in American Factfinder or our FTP server. See Appendix 3 of 'What General Users Need to Know' for instructions on calculating an approximate MOE for any totals not already provided within the ACS data tables.

**Sex by Age By Nativity and Citizenship Status**  
**Santa Rosa County, Florida**  
**Powered by The American Community Survey**

	Total*																	
	One Race		White		Black or African American		American Indian and Alaska Native		Asian		Native Hawaiian and Other Pacific Islander		Some Other Race		Two or More Races		Hispanic or Latino (any race)	
	Estimate	Margin of Error	Estimate	Margin of Error	Estimate	Margin of Error	Estimate	Margin of Error	Estimate	Margin of Error	Estimate	Margin of Error	Estimate	Margin of Error	Estimate	Margin of Error	Estimate	Margin of Error
<b>Total:</b>	158,240	(+/- 580)	137,237	(+/- 580)	8,450	(+/- 643)	595	(+/- 281)	3,113	(+/- 283)	799	(+/- 369)	1,337	(+/- 404)	6,309	(+/- 599)	7,654	(+/- 0)
<b>Male:</b>	80,593	(+/- 341)	69,090	(+/- 341)	5,476	(+/- 394)	403	(+/- 158)	1,111	(+/- 180)	511	(+/- 241)	741	(+/- 216)	3,261	(+/- 435)	3,943	(+/- 100)
<b>Under 18 years:</b>	18,510	(+/- 165)	15,750	(+/- 165)	666	(+/- 207)	91	(+/- 68)	171	(+/- 117)	98	(+/- 79)	30	(+/- 34)	1,704	(+/- 330)	1,200	(+/- 100)
<b>Native</b>	18,289	(+/- 192)	15,543	(+/- 192)	665	(+/- 207)	91	(+/- 68)	158	(+/- 116)	98	(+/- 79)	30	(+/- 34)	1,704	(+/- 330)	1,056	(+/- 124)
<b>Foreign born:</b>	221	(+/- 163)	207	(+/- 163)	1	(+/- 2)	0	(+/- 31)	13	(+/- 23)	0	(+/- 31)	0	(+/- 31)	0	(+/- 31)	144	(+/- 151)
<b>Naturalized U.S. citizen</b>	10	(+/- 18)	10	(+/- 18)	0	(+/- 31)	0	(+/- 31)	0	(+/- 31)	0	(+/- 31)	0	(+/- 31)	0	(+/- 31)	0	(+/- 31)
<b>Not a U.S. citizen</b>	211	(+/- 163)	197	(+/- 163)	1	(+/- 2)	0	(+/- 31)	13	(+/- 23)	0	(+/- 31)	0	(+/- 31)	0	(+/- 31)	144	(+/- 151)
<b>18 years and over:</b>	62,083	(+/- 235)	53,340	(+/- 235)	4,810	(+/- 323)	312	(+/- 134)	940	(+/- 139)	413	(+/- 188)	711	(+/- 212)	1,557	(+/- 284)	2,743	(+/- 0)
<b>Native</b>	59,624	(+/- 296)	52,144	(+/- 296)	4,523	(+/- 323)	283	(+/- 131)	405	(+/- 176)	324	(+/- 210)	535	(+/- 204)	1,410	(+/- 271)	2,037	(+/- 216)
<b>Foreign born:</b>	2,459	(+/- 315)	1,196	(+/- 315)	287	(+/- 124)	29	(+/- 38)	535	(+/- 139)	89	(+/- 142)	176	(+/- 128)	147	(+/- 119)	706	(+/- 215)
<b>Naturalized U.S. citizen</b>	1,278	(+/- 220)	725	(+/- 220)	194	(+/- 105)	29	(+/- 38)	251	(+/- 100)	0	(+/- 31)	24	(+/- 27)	55	(+/- 53)	343	(+/- 149)
<b>Not a U.S. citizen</b>	1,181	(+/- 211)	471	(+/- 211)	93	(+/- 78)	0	(+/- 31)	284	(+/- 132)	89	(+/- 142)	152	(+/- 123)	92	(+/- 107)	363	(+/- 152)
<b>Female:</b>	77,647	(+/- 187)	68,147	(+/- 187)	2,974	(+/- 349)	592	(+/- 167)	2,002	(+/- 213)	288	(+/- 156)	596	(+/- 251)	3,048	(+/- 373)	3,711	(+/- 100)
<b>Under 18 years:</b>	17,970	(+/- 187)	15,102	(+/- 187)	653	(+/- 188)	109	(+/- 77)	270	(+/- 166)	94	(+/- 88)	220	(+/- 132)	1,522	(+/- 296)	1,279	(+/- 100)
<b>Native</b>	17,895	(+/- 191)	15,084	(+/- 191)	653	(+/- 188)	109	(+/- 77)	223	(+/- 138)	94	(+/- 88)	210	(+/- 132)	1,522	(+/- 296)	1,279	(+/- 100)
<b>Foreign born:</b>	75	(+/- 21)	18	(+/- 21)	0	(+/- 31)	0	(+/- 31)	47	(+/- 72)	0	(+/- 31)	10	(+/- 17)	0	(+/- 31)	0	(+/- 31)
<b>Naturalized U.S. citizen</b>	44	(+/- 31)	0	(+/- 31)	0	(+/- 31)	0	(+/- 31)	34	(+/- 60)	0	(+/- 31)	10	(+/- 17)	0	(+/- 31)	0	(+/- 31)
<b>Not a U.S. citizen</b>	31	(+/- 21)	18	(+/- 21)	0	(+/- 31)	0	(+/- 31)	13	(+/- 23)	0	(+/- 31)	0	(+/- 31)	0	(+/- 31)	0	(+/- 31)
<b>18 years and over:</b>	59,677	(+/- 277)	53,045	(+/- 277)	2,321	(+/- 245)	483	(+/- 137)	1,732	(+/- 84)	194	(+/- 97)	376	(+/- 157)	1,526	(+/- 288)	2,432	(+/- 0)
<b>Native</b>	55,970	(+/- 448)	51,324	(+/- 448)	2,174	(+/- 252)	483	(+/- 137)	270	(+/- 107)	176	(+/- 94)	240	(+/- 137)	1,303	(+/- 288)	1,866	(+/- 187)
<b>Foreign born:</b>	3,707	(+/- 354)	1,721	(+/- 354)	147	(+/- 96)	0	(+/- 31)	1,462	(+/- 125)	18	(+/- 31)	136	(+/- 84)	223	(+/- 114)	566	(+/- 187)
<b>Naturalized U.S. citizen</b>	2,317	(+/- 320)	1,153	(+/- 320)	76	(+/- 69)	0	(+/- 31)	832	(+/- 174)	18	(+/- 31)	97	(+/- 65)	141	(+/- 92)	376	(+/- 141)
<b>Not a U.S. citizen</b>	1,390	(+/- 201)	568	(+/- 201)	71	(+/- 61)	0	(+/- 31)	630	(+/- 176)	0	(+/- 31)	39	(+/- 49)	82	(+/- 73)	190	(+/- 102)

**Source: U.S. Census Bureau, 2010-2014 American Community Survey 5-Year Estimates**  
 Except where noted, 'race' refers to people reporting only one race. 'Hispanic' refers to an ethnic category; Hispanics may be of any race.  
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# 2016 Public Participation Plan

Florida-Alabama Transportation Planning Organization (TPO)



April 13, 2016

# Florida-Alabama Transportation Planning Organization

## Public Participation Plan

April 13, 2016

*with renewal in five years*

Florida-Alabama Transportation Planning Organization  
staffed by the West Florida Regional Planning Council

4081 East Olive Road, Suite A

Pensacola, Florida 32514

Contact: Ms. Mary Beth Washnock, Transportation Planning Manager

[marybeth.washnock@wfrpc.org](mailto:marybeth.washnock@wfrpc.org)

This report was prepared as a cooperative effort of the U.S. Department of Transportation (USDOT), Federal Highway Administration (FHWA), Federal Transit Administration (FTA), and the Florida Department of Transportation (FDOT), and local governments, in fulfillment of requirements set forth in (put info here). The contents of this report do not necessarily reflect the official views or policies of the U.S. Department of Transportation)

This document posted online at [www.wfrpc.org](http://www.wfrpc.org).

Date adopted: April 13, 2016

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# RESOLUTION FL-AL 16-05

## A RESOLUTION OF THE FLORIDA-ALABAMA TRANSPORTATION PLANNING ORGANIZATION ADOPTING THE PUBLIC PARTICIPATION PROCESS PLAN

**WHEREAS**, the Florida-Alabama Transportation Planning Organization (TPO) is the organization designated by the governors of Florida and Alabama as being responsible, together with the states of Florida and Alabama, for carrying out the continuing, cooperative and comprehensive transportation planning process for the Florida-Alabama TPO planning area; and

**WHEREAS**, 23 Code of Federal Regulations (CFR), Part 450, Subpart C, Section 316 (b)(1) states the metropolitan planning process shall, "include a proactive public participation process that provides complete information, timely public notice, full public access to key decisions, and supports early and continuing participation of the public in developing plans;" and

**WHEREAS**, in general, federal legislation built upon previous transportation legislation (ISTEA, TEA-21 and SAFETEA-LU) to provide states and metropolitan planning organizations specific direction in conducting and promoting broad-based public participation activities; and

**WHEREAS**, federal legislation requires metropolitan planning organizations to provide citizens, affected public agencies, representatives of public transportation employees, freight shippers, providers of freight transportation services, private providers of transportation, representatives of users of public transportation, representatives of users of pedestrian walkways and bicycle transportation facilities, representatives of the disabled and other interested parties with a reasonable opportunity to comment on the transportation plan; and

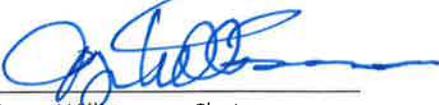
**WHEREAS**, opportunity for comment was provided to exceed the forty-five (45) day requirement;

**NOW, THEREFORE, BE IT RESOLVED BY THE FLORIDA-ALABAMA TRANSPORTATION PLANNING ORGANIZATION THAT:**

- 1) The TPO has reviewed its public participation procedures, hereafter referred to as Public Participation Process Plan, to assure that full and open access to the TPO decision-making process is provided for all citizens, and finds the document to be in compliance with the Code of Federal Regulation (CFR) 450.316 and the Florida Metropolitan Planning Organization (MPO) Handbook.
- 2) The TPO adopts the Public Participation Process Plan.

Passed and duly adopted by the Florida-Alabama Transportation Planning Organization on this 13<sup>th</sup> day of April 2016.

FLORIDA- ALABAMA TRANSPORTATION  
PLANNING ORGANIZATION

BY: 

Jayer Williamson, Chairman

ATTEST: 

## Summary

The Florida-Alabama Transportation Planning Organization (FL-AL TPO) created this Public Participation Plan (PPP) to provide guidelines for achieving optimum engagement of the public when developing major planning documents and programs. Quality public participation is solicited before the planning process begins and continues throughout the process, helping to avoid, minimize and mitigate project impacts while providing the best solutions. The primary goals of the FL-AL TPO's PPP are to:

- **Inform the Public**  
*Inform the public, to the maximum extent possible with available resources, of opportunities to participate in the transportation decision-making process.*
- **Involve the Public**  
*Involve the public early and often in the transportation planning process.*
- **Include the Public**  
*Reach out to the geographical, organizational and demographic communities that compose the TPO planning area to increase the public's opportunity to participate in developing transportation plans and services.*
- **Improve the Public Participation Process**  
*Continually identify and implement ways to improve the public participation processes.*

The PPP is reviewed as part of the four-year certification process conducted by the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA). This document is available online at [www.wfrpc.org](http://www.wfrpc.org) or by calling (850) 332-7976.

## History

In November of 1976, the Pensacola Metropolitan Planning Organization was created under the authority of Chapter 163 of the Florida Statutes, as a mechanism to conduct a **continuing, cooperative and comprehensive** planning process for the transportation needs of the Pensacola urbanized area. The MPO was a governing board of elected officials representing Escambia and Santa Rosa counties and the cities of Pensacola, Gulf Breeze and Milton. Following the 2000 Census, the Pensacola MPO was renamed the Florida-Alabama Transportation Planning Organization (TPO) with the inclusion of the unincorporated town of Lillian, Alabama. The 2010 Census brought Orange Beach, Alabama into the TPO area, as well as the addition of an Escambia County Area Transit representative to the TPO. The Florida-Alabama TPO holds joint planning jurisdictional responsibilities with regard to the unincorporated community of Lillian and the city of Orange Beach in Baldwin County, Alabama. Authority is granted under amended 23 USC 134 in Section 1201(a) §134 (F)(2)(a) (Coordination in Multistate Areas). Two advisory committees report to the TPO to ensure citizen participation is included in the planning process.

### **Citizens Advisory Committee**

The Citizens Advisory Committee (CAC) is comprised of members of the public who express an interest in transportation planning. Prospective members complete an application process and must be approved by the TPO.

### **Technical Coordinating Committee**

The Technical Coordinating Committee (TCC) is made up of local government staff. This committee participates in the planning process by providing technical advice to the TPO on all transportation issues.

### **Intent of the Public Participation Plan**

The true test of successful public participation is the level of early awareness and the quality of feedback received. A process that involves the public in a project's beginning stages fosters buy-in and better overall acceptance of the plans.

This PPP is designed to identify strategies to most effectively gather public input for the Florida-Alabama TPO to use throughout the planning process and in the development of transportation plans. Techniques for most effectively reaching the public are subject to ever-changing technologies and trends. This document is to be referenced as a guide and will be reviewed regularly and updated as needed to meet changing requirements in law and/or changes in strategies employed.

The appropriate level of public involvement will vary by product. The minimal requirements for those plans are addressed entirely in this document. The PPP also includes a methodology for assessing effectiveness.

### **Florida-Alabama TPO Policy on Public Participation**

**The Code of Federal Regulations and the Florida MPO Handbook outline public involvement requirements for development of the LRTP and the TIP.** The FL-AL TPO is committed to providing stakeholders with opportunities to provide input for each transportation plan and program. Likewise, the Federal Highway Administration (FHWA) and Florida Department of Transportation (FDOT) encourage the TPO to solicit public input in all efforts.

It is the policy of the FL-AL TPO to:

- provide complete and easily understood information for all segments of the public, particularly those affected by the outcomes and/or those with special needs;

- support an early and continuing involvement of the public in the development and implementation of transportation plans and programs; and
- continually identify and implement ways to improve the public participation process.

### **Federal Requirements for Public Participation**

Moving Ahead for Progress in the 21st Century (MAP-21) was signed into law on July 6, 2012, and contains specific language outlining federal requirements regarding public participation processes and procedures. In general, MAP-21 legislation built upon previous transportation legislation (ISTEA, TEA-21 and SAFETEA-LU) to provide states and metropolitan planning organizations specific direction in conducting and promoting broad-based public participation activities.

MAP-21 legislation (Public Law 112-141) requires metropolitan planning organizations to provide citizens, affected public agencies, representatives of public transportation employees, freight shippers, providers of freight transportation services, private providers of transportation, representatives of users of public transportation, representatives of users of pedestrian walkways and bicycle transportation facilities, representatives of the disabled and other interested parties with a reasonable opportunity to comment on the transportation plan.

### **Environmental Justice/Title VI**

Each public involvement process gives staff the opportunity to develop methods to reach traditionally underrepresented populations such as minorities and the economically disadvantaged. These potentially underserved populations may also be youth, persons with disabilities, and seniors.

In 1994, a presidential executive order directed federal agencies to address the effects of all programs, policies and activities on “minority populations and low-income populations.” The TPO’s environmental justice initiatives accomplish this by adhering to three fundamental environmental justice principles:

1. To avoid, minimize or mitigate disproportionately high and adverse health and environmental effects (including social and economic) 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.

Properly implemented, environmental justice principles and procedures improve all levels of transportation decision-making. It enhances the public involvement process, strengthens community-based partnerships and provides minority and low-income populations with opportunities to improve the quality of transportation in their lives. Further, environmental justice assists to avoid disproportionately high and adverse impacts on underserved populations, and mitigates avoidable negative impacts by

identifying concerns early in the planning phases.

Any proposed projects entered into the Efficient Transportation Decision Making (ETDM) environmental screening tool allow for the opportunity to incorporate environmental considerations into transportation planning and engage the resource agencies as well, as well as support the environmental policy of FDOT “to help preserve and enhance Florida’s natural, physical, cultural, and social environment as we develop, implement, and maintain transportation facilities and services” (Policy No.: 000- 625-001-I). The ETDM tool provides citizens with the opportunity to direct comments to FDOT agencies and other stakeholders the opportunity for early input and consideration of the environment in transportation planning and will be included in the LRTP process as needed (<https://etdmpub.flas-etat.org/est>).

### **Achieving the Best Public Participation**

Federal and state laws require the transportation planning process to include proactive public participation that provides complete information, timely public notice and full public access to key decisions.

The TPO maintains public participation opportunities for transportation plans and projects for impacted communities through a wide range of methods including but not limited to board and advisory committees, public meetings and workshops, outreach to community organizations, continuous public comment opportunities at TPO meetings, news releases, surveys, email blasts to interested parties, monthly newsletters and social media. Staff works to maintain good relationships with members of the local media to raise awareness of public involvement opportunities in transportation planning.

The TPO holds meetings at locations easily accessible to the geographically diverse urbanized area of Pensacola, Florida. Currently, meetings alternate between locations in Santa Rosa and Escambia counties. All meetings are legally advertised and promoted through local media. When possible, public meetings and workshops are held at facilities offering free public parking and accessibility to transit. All public meetings and workshops of the TPO and its advisory committees are held in Americans with Disabilities Act (ADA)-compliant venues. Locations must be accessible and meet the Florida Building code Chapter 11 accessibility standards of design, per Florida Statute 286.26. All legal advertising and media promotion provides notice that reasonable accommodations will be made for access in accordance with the Americans with Disabilities Act and lists contact information for those needing assistance.

Additionally, the TPO provides an opportunity for the public to comment at each meeting during public forum. All meetings are held in compliance with Sunshine Law.

The Florida-Alabama TPO recognizes the importance of reaching out to communities through social media tools such as Facebook (/wfrpc) and Twitter (@wfrpc). Often they provide an efficient medium to communicate with the public. Incorporation of these medias is determined on a case-by-case basis. It is our policy to delete comments with abusive language or those deemed off topic.

The Florida-Alabama TPO’s Limited English Proficiency (LEP) Plan identifies the limited English proficient

populations in our service area and provides guidelines for TPO staff to help ensure that information and services are accessible to LEP persons. Additionally the bylaws of the Citizens Advisory Committee address diversity requirements for minority representation to ensure all members of the public have every opportunity to be involved in the transportation planning process.

With adequate notice, the TPO provides assistance to citizens who are hearing and visually impaired, of limited English proficiency, transportation disadvantaged or having other special needs, at all public meetings and workshops.

### **Best Practices for Achieving Good Public Involvement**

#### **Public Meetings**

1. Legal line advertisement seven days in advance in printed newspaper of largest circulation of area\*
2. Facebook event and reminder post ([www.facebook.com/wfrpc](http://www.facebook.com/wfrpc))
3. Tweet/reminder tweet (@wfrpc)
4. News release/reminder release\*
5. Event on web site calendar ([www.wfrpc.org](http://www.wfrpc.org))
6. Email to TPO/TCC/CAC members and interested parties (Subscribe online at [www.wfrpc.org](http://www.wfrpc.org).)

\* Includes: *Public participation is solicited without regard to race, color, national origin, sex, age, religion, disability or family status. Reasonable accommodations will be made for access in accordance with the Americans with Disabilities Act. Call the TPO public involvement coordinator at 800-226-8914 for details at least 48 hours in advance.*

#### **Public Workshops**

Same steps as public meetings (above) and may also include:

1. Fliers emailed to committees/interested parties and posted on public transit (Subscribe online at [www.wfrpc.org](http://www.wfrpc.org).)
2. Postings of event on online community event calendars
3. Email notice to groups and organizations
4. Newsletter article in monthly enewsletter. (Subscribe online at [www.wfrpc.org](http://www.wfrpc.org).)
5. Tailored presentations to include flip charts, pens, maps, surveys and/or handouts as needed

#### **Presentations to Groups and Organizations**

1. Tailored presentation to include flip charts, pens, maps, surveys and/or handouts as needed
2. Invitations to TPO chair and DOT liaisons

3. Follow up note of thanks and a summary of questions and comments to meeting coordinator

Staff will assess outreach activities on a quarterly basis to evaluate their effectiveness and make improvements as needed

### **Public Participation Goals and Techniques**

#### **Goal 1: Inform the Public**

*Inform the public, to the maximum extent possible with available resources, of opportunities to participate in the transportation decision-making process.*

#### **Techniques:**

- Provide meeting agendas to TPO members and advisory committee members.
- Post meetings and workshops on the TPO web site ([www.wfrpc.org](http://www.wfrpc.org)) and on social media outlets (Facebook.com/wfrpc and Twitter @wfrpc) with posts to community online calendars as needed for specific events.
- Maintain and grow relationships with local media for coverage of public participation.
- Send news releases via email to local media as well as community groups and organizations. Interested parties may subscribe online at [www.wfrpc.org](http://www.wfrpc.org).
- Include the web site URL on all TPO advertising and news releases, so that the public can easily access meeting information.
- Include provisions in meeting advertisements for interested persons to respond by phone or by e-mail.
- Set up educational displays at public events, including those in traditionally underserved communities.
- Speak at local organizations, schools, neighborhoods and other interested groups about transportation planning.
- Give interviews on local TV/radio news programs to educate the public regarding transportation planning issues and the role of residents.
- Publish updates in the monthly TPO newsletters to inform the public of the TPO's accomplishments and to request public participation. Post the TPO newsletter online at [www.wfrpc.org](http://www.wfrpc.org)
- Make all information available at West Florida Regional Planning Council for interested parties with no computer access.

#### **Goal 2: Involve the Public**

*Involve the public early and often in the transportation planning process.*

**Techniques:**

- Maintain active, standing advisory committees so residents have an opportunity to participate in the continuous planning process.
- Review CAC composition to ensure that equitable representation is maintained for the region.
- Include a feature on the TPO's web page allowing the public to e-mail staff with questions or comments.
- Create annual surveys to be administered at TPO meetings, workshops, events, etc.
- Respond to all inquiries, providing interim responses while a question is being researched.
- Inform TPO members of recommendations from the CAC and TCC.
- Allocate time for public input on each committee's agenda.

**Goal 3: Include the Public**

*Reach out to the geographical, organizational and demographic communities of the TPO planning area to increase the public's opportunity to participate in developing transportation plans and services.*

**Techniques:**

- Participate in community outreach events, maintaining a focus to include traditionally underserved communities.
- Take advantage of training opportunities and learn from the experiences of other TPOs.
- Learn about the communities that make up the TPO area by attending festivals, special events, lectures, etc. that highlight the diversity of the area. Continually add interested parties to email database.
- Coordinate with local government redevelopment agencies and non-profit agencies who have already developed community contacts.
- Include in public notices advertised by the TPO that upon request and adequate notice, assistance will be provided to the hearing and visually impaired, those with limited English proficiency, the transportation disadvantaged, and others requiring special assistance.

**Goal 4: Improve the Public Participation Process**

*Continually identify and implement ways to improve the public participation processes.*

**Techniques:**

- Look for opportunities to add and create strategies that will reach greater numbers and more diverse populations.
- Conduct quarterly assessments of off-line public participation techniques and discuss with staff. Adjust strategies as needed to improve effectiveness.
- Utilize web-based analytics tools to track the performance of online public outreach strategies.

- Continue expansion of regional interagency coordination of public participation activities, particularly when projects may directly involve residents from adjacent counties.

### **Primary Planning Documents and Programs**

The FL-AL TPO continuously develops and updates several programs and plans. In exercising its authority to guide the expenditure of federal and state transportation funds, it is critical for its PPP to provide complete information, timely public notice and to support continuing involvement of the public in developing plans and programs.

The following information includes public involvement strategies for the primary planning documents developed by the FL-AL TPO:

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

The Long Range Transportation Plan (LRTP) is a federally required plan, updated every five years, that addresses future transportation needs for a minimum of twenty years.

Public involvement strategies for each LRTP update should include a variety of outreach activities designed to solicit feedback in all stages of the process from stakeholders of all ages, communities and interests, and must subscribe to the following explicit procedures, strategies and desired outcomes, as outlined by the Code of Federal Regulation (CFR 450.316) and the MPO Handbook. These strategies are as listed:

- Provide reasonable public access to technical and policy information used in the development of the LRTP on the web site ([www.wfrpc.org](http://www.wfrpc.org)) and at the TPO office at West Florida Regional Planning Council;
- 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 plan development process;
- Employ visualization techniques to describe the LRTP;
- Make the LRTP and any associated information available on the TPO web site;
- Hold public meetings at convenient times and accessible locations;
- Seek out and consider the needs of those traditionally underserved by existing transportation systems, including but not limited to, low-income and minority households;
- Coordinate with the statewide transportation planning public involvement and consultation processes under 23 C.F.R. Subpart B;
- Periodically review the effectiveness of the procedures and strategies contained in the participation plan;

- 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.

General methods proven effective in previous efforts by the TPO include:

- Reviewing previous assessments and LRTP activities for successful public outreach endeavors;
- Reviewing Community Profiles to understand the diversity of the TPO area and identify traditionally underserved populations to help guide the TPO's outreach;
- Developing a listing of specific public involvement tasks to include in the draft scope of services.

Strategies used by the TPO may include but are not be limited to:

#### Outreach

- Identification of stakeholders, entities, organizations, traditionally underserved communities, tribal organizations and media outlets
- News releases/articles
- Radio/TV interviews
- Advertisements
- Creation and distribution of surveys
- Public open houses, workshops and forums
- Presentations to specific groups
- Comment cards
- Use of GIS maps

#### Awareness/Education

- Newsletters
- Email marketing
- Social Media
- Dedicated section on the TPO website

#### Documentation

- Compilation of survey information and comments
- Photos of outreach activities
- Oral and written comments to be posted to the web site along with drafts

## **Project Priorities and Transportation Improvement Program (TIP)**

The Project Priorities result from the LRTP's Cost Feasible Plan and are reviewed with the public and the TPO's advisory committees each July. Once approved by the TPO, the priorities are given to FDOT for creation of the Five-Year Work Program. From the Five-Year Work Program, the TPO develops the Transportation Improvement Program (TIP) which contains all transportation programs and projects scheduled during the next five years. The TIP is revised annually in June and is available, in interactive format, on the TPO's web site.

The Project Priorities and TIP must be developed by the TPO in consultation with all interested parties and, at a minimum, describe explicit procedures, strategies, and desired outcomes for the following, as outlined by the Code of Federal Regulation (CFR 450.316) and the MPO Handbook.

- Provide reasonable public access to technical and policy information used;
- 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 TIP/Project Priorities;
- Demonstrate explicit consideration and response to public input received during plan development process;
- Make the TIP and Project Priorities drafts and final documents available on the TPO website;
- Hold public meetings at convenient times and accessible locations;
- Seek out and consider the needs of those traditionally underserved by existing transportation systems, including but not limited to, low-income and minority households;
- Coordinate with the statewide transportation planning public involvement and consultation processes under 23 C.F.R. Subpart B;
- Periodically review the effectiveness of the procedures and strategies contained in the participation plan;
- When significant written and oral comments are received on a draft TIP or Project Priorities as a result of public involvement, a summary, analysis, and report on the disposition of comments shall be made part of the final documents;
- If the final Project Priorities/TIP differ significantly from the one made available for public comment or raises new material issues, an additional opportunity for public comment must be made available;
- When the Metropolitan Planning Area (MPA) includes Indian tribal lands, the TPO shall appropriately involve the Indian tribal government(s);
- When the MPA includes federal public lands, the TPO shall appropriately involve the federal government.

General methods proven effective in previous Project Priorities and TIP public involvement efforts include:

- Providing the public with a sufficient opportunity to review the draft Project Priorities and TIP documents online;
- Promote development of the Project Priorities and TIP through news releases, social media outlets and email blasts to TPO and advisory committee members as well as interested parties;
- Hold at least two public workshops for Project Priorities and TIP across the FL-AL TPO area unless an LRTP update is underway, in which case the Project Priorities and TIP would be discussed in conjunction with LRTP presentations;
- Coordinate public outreach to at least two additional community groups (with emphasis on the underserved) unless an LRTP update is underway, in which case the Project Priorities and TIP would be discussed in conjunction with LRTP presentations;
- Provide the public with a sufficient opportunity to review the draft Project Priorities and TIP documents online;
- Include public input collected at workshops in the draft Project Priorities and TIP;
- Include Project Priorities and TIP review in the advertisement of the TPO meeting when the draft Project Priorities and TIP are to be presented;
- Provide public with an opportunity to comment during public forum when the draft Project Priorities and TIP are presented for review to the TPO and advisory committees;
- Include adoption in the advertisement of the TPO meeting when final draft Project Priorities and TIP are to be presented;
- Provide public with an opportunity to comment during public forum when the draft Project Priorities and TIP are presented for adoption to the TPO and advisory committees;
- Publish adopted TIP interactive site and final Project Priorities document on web site.

As previously described with the LRTP, any proposed projects entered into the state's EDTM environmental screening tool provides stakeholders the opportunity for public comment (<https://etdmpub.fl-a-etat.org/est>).

### **Amendments to Adopted Plans (LRTP or TIP)**

Administrative modifications to the LRTP or TIP are minor revisions and do not require public review but must be included in the advertisement of the TPO meeting when the modification is presented.

An amendment is a major revision to an LRTP or TIP and includes adding or deleting projects to a plan. It also includes major changes to project costs, initiation dates or design concepts. Amendments must be included in the advertisement of the TPO meeting when the draft amendment is presented. The public must be provided with an opportunity to comment during public forum when the draft is presented for adoption to the TPO and advisory committees as follows:

- Provide the public with a sufficient opportunity to review the draft amended document online.
- Include adoption in the advertisement of the TPO meeting when amendment is to be presented.
- Provide public with an opportunity to comment during public forum when the amendment is presented for adoption to the TPO and advisory committees.
- Publish adopted amended final document on web site.

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

The Unified Planning Work Program (UPWP) is the document that details the tasks assigned to the TPO staff and the projected funding to cover those tasks within the fiscal year. The plan covers a two-year period but is revised annually, in April, to refine task descriptions and reflect changes necessary within the forecasted financial management schedule. Public involvement for this administrative document must be made available to the public, federal agencies and interested parties for comment. Below are some of the steps utilized to update and revise the UPWP.

- Provide the public with a sufficient opportunity to review the draft document online.
- Include review in the advertisement of the TPO meeting when draft is to be presented in February.
- Provide public with an opportunity to comment during public forum when the draft is presented in February for review to the TPO and advisory committees.
- Include adoption in the advertisement of the TPO meeting when final draft is to be presented in April.
- Provide public with an opportunity to comment during public forum when the final draft is presented in April for adoption to the TPO and advisory committees.
- Publish adopted final document on website.

## **Additional TPO Projects and Plans**

Public involvement strategies and techniques vary widely depending on the depth and detail of a project or plan. Examples include the Congestion Management Process Plan, Corridor Management Plan, Bicycle-Pedestrian Plan and the Regional Freight Plan. Project specific public involvement elements will be included prior to the planning process. The TPO's typical public involvement elements may include but are not limited to:

- Providing the public with a sufficient opportunity to review the draft document online.
- Including review in the advertisement of the TPO meeting when draft is to be presented.
- Providing the public with an opportunity to comment during public forum when the draft is presented for review to the TPO and advisory committees.
- Including adoption in the advertisement of the TPO meeting when final draft is to be presented.
- Providing the public with an opportunity to comment during public forum when the draft is presented for adoption to the TPO and advisory committees.
- Publishing adopted final document on web site.

## **Assessment of Public Participation Strategies**

The Florida-Alabama TPO must assess the effectiveness of its public participation strategies to ensure that funds and time invested in public participation activities are achieving their goals. It is standard practice for all projects and initiatives initiated by the TPO to require an evaluation of public outreach activities on a quarterly basis. If the assessment reveals that the public participation goals are not being achieved, the techniques may be modified or changed.

The Florida-Alabama TPO's public participation activities can be evaluated through numerous possible methods. Currently the TPO is measuring effectiveness by tracking the following:

- Number and quality of outreach opportunities.
- Number of social media followers and posts.
- Number of newsletter subscribers and newsletters/eblasts.
- Number of news release subscribers (media as well as groups and organizations) and number of news releases distributed.
- Number of attendees at public workshops.
- Number and geographic distribution of CAC members.
- Number of unique visitors to the website.
- Number of completed surveys.

### **Get Involved!**

For more information about the Florida-Alabama TPO, to inquire about membership on the Citizens' Advisory Committee, or to learn about ways to get involved, please contact the Public Involvement Coordinator at (850) 332-7976, follow us on Facebook at [Facebook.com/WFRPC](https://www.facebook.com/WFRPC) and Twitter [@WFRPC](https://twitter.com/WFRPC), visit us online at [www.wfrpc.org](http://www.wfrpc.org) or write:

Florida-Alabama Transportation Planning Organization  
c/o West Florida Regional Planning Council  
4081 East Olive Road, Suite A  
Pensacola, Florida 32514

*For questions, comments or concerns about civil rights or nondiscrimination; or for special requests under the American with Disabilities Act, contact the Public Involvement Coordinator at (850) 332-7976.*

### List of Acronyms

Name/Title	Acronym
Americans with Disabilities Act	ADA
Citizens Advisory Committee	CAC
Efficient Transportation Decision Making	ETDM
Environmental Protection Agency	EPA
Federal Highway Administration	FHWA
Federal Transit Administration	FTA
Florida Commission for the Transportation Disadvantaged	FCTD
Florida Department of Transportation	FDOT
Intermodal Surface Transportation Efficiency Act	ISTEA
Language Assistance Program	LAP
Limited English Proficiency	LEP
Long Range Transportation Plan	LRTP
Metropolitan Planning Area	MPA
Moving Ahead for Progress in the 21st Century	MAP-21
Public Participation Plan	PPP
Technical Coordinating Committee	TCC
Transportation Alternatives Program	TAP
Transportation Disadvantaged	TD
Transportation Disadvantaged Service Plan	TDSP
Transportation Equity Act for the 21st Century	TEA-21
Transportation Improvement Program	TIP
Transportation Management Area	TMA
Transportation Planning Organization	TPO
Unified Planning Work Program	UPWP

**FLORIDA-ALABAMA  
TRANSPORTATION PLANNING ORGANIZATION  
AND  
ADVISORY COMMITTEE  
BYLAWS, POLICIES AND PROCEDURES**

**DATE APPROVED:** June 9, 2004  
**AMENDED:** December 12, 2007  
April 9, 2008  
June 11, 2008  
January 11, 2012  
February 12, 2014

**FLORIDA-ALABAMA TRANSPORTATION PLANNING ORGANIZATION**  
**(TPO)**  
**BYLAWS, POLICIES AND PROCEDURES**

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**FLORIDA-ALABAMA TPO TECHNICAL COORDINATING COMMITTEE  
(TCC)**

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**FLORIDA-ALABAMA TPO CITIZENS' ADVISORY COMMITTEE  
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**FLORIDA-ALABAMA TPO  
BYLAWS, POLICIES AND PROCEDURES**

**1.01 TPO PREAMBLE**

The Florida-Alabama Transportation Planning Organization (TPO) serves as the Metropolitan Planning Organization (MPO) for the Pensacola FL-AL Urbanized Area and is created in accordance with federal and state requirements to perform the area-wide transportation planning process in the TPO study area. The TPO study area includes the Pensacola FL-AL Urbanized Area and adjacent areas in Escambia County Florida, Santa Rosa County Florida, and Baldwin County Alabama. The powers, privileges and authority of the TPO are contained in the Interlocal Agreement for Creation of the Florida-Alabama TPO. In compliance with the interlocal agreement, the following sets forth the operating rules and procedures of the TPO.

**1.02 TPO PURPOSE AND FUNCTIONS**

- (1) The purposes of the TPO shall be the following:
  - (a) To carryout a continuing, cooperative, and comprehensive transportation planning process in the Florida-Alabama TPO Study Area consistent with applicable federal, state and local laws in cooperation with the Florida Department of Transportation and Alabama Department of Transportation;
  - (b) To develop transportation systems embracing various modes of transportation to maximize the mobility of people and goods within and through the Florida-Alabama TPO Study Area and minimize, to the maximum extent feasible, transportation-related fuel consumption and air pollution;
  - (c) To develop transportation plans and programs, in cooperation with the Florida Department of Transportation and Alabama Department of Transportation, which provide for the development of transportation facilities that will function as a multi-modal and intermodal transportation system for the TPO Study Area; and
  - (d) To assure the continued eligibility for the receipt of federal and state capital and operating assistance for transportation projects in the Florida-Alabama TPO Study Area.
- (2) The functions of the TPO shall include, but are not limited to the following:
  - (a) Update, adopt and maintain a Long Range Transportation Plan;
  - (b) Develop and annually adopt a Unified Planning Work Program (UPWP);
  - (c) Prepare and annually adopt a Transportation Improvement Program (TIP) and Project Priorities
  - (d) Develop and annually adopt a Congestion Management System (CMS) Plan;

- (e) Assist the Florida Department of Transportation and Alabama Department of Transportation in mapping transportation planning boundaries required by federal and state law;
- (f) Ensure the compatibility of TPO plans and projects with state, and local county and city transportation plans and projects;
- (g) Ensure that all jurisdictional areas within the Florida-Alabama TPO Study Area are included in the transportation planning process;
- (h) Ensure that all transportation modes are considered in the transportation planning process;
- (i) Ensure that the transportation needs of all persons, including senior citizens and persons with disabilities, are considered in the transportation planning process;
- (j) Ensure meaningful citizen participation in the transportation planning process and establish/maintain a Citizens' Advisory Committee (CAC) to the TPO;
- (k) Ensure local technical review and coordination with state and local plans in the transportation planning process and establish/maintain a Technical Coordinating Committee (TCC) to the TPO;
- (l) Ensure local technical review and coordination of bicycle/pedestrian projects to improve safety and encourage these modes by establishing/maintaining a Bicycle/Pedestrian Advisory Committee (BPAC) to the TPO;
- (m) Ensure regional planning and coordination with the Okaloosa-Walton Transportation Planning Organization (TPO) through participation on the Northwest Florida Regional TPO;
- (n) Establish other standing or adhoc advisory committees as necessary or specified in state statutes, such as the Local Coordinating Boards for the Transportation Disadvantaged Programs in Escambia and Santa Rosa Counties, corridor management teams; or freight advisory committees; and
- (o) Perform other duties delegated by federal and state laws or rules and regulations.

### **1.03 TPO MEMBERSHIP**

- (1) The voting membership of the TPO is apportioned among the governmental entities, which constitute the TPO. TPO governmental entities appoint the appropriate number of members to the TPO from eligible officials, based on the Governor approved TPO Apportionment Plan.
- (2) A TPO voting member's term of office shall be held for the duration of his/her elected office. The membership of a member who is a public official automatically terminates upon said official leaving the elective or appointive office for any reason, including resignation, or may be terminated by a majority vote of the total membership of the governmental entity represented by the member. A vacancy shall be filled by the original appointing entity.

- (3) The original appointing body shall appoint members to fill TPO membership vacancies.
- (4) The original appointing body shall appoint alternate voting members from eligible officials to vote at TPO meetings in place of voting members who cannot attend.
- (5) Alternate voting members sit with the same rights and privileges as voting members.
- (6) Non-voting advisory members may be appointed by the TPO as deemed necessary.
- (7) Non-voting advisory members shall sit with the same rights and privileges as TPO voting members, except that non-voting members shall not have the right to present resolutions, motions or second same, or to vote upon any motions or resolutions of the TPO.

#### **1.04 TPO OFFICERS AND ELECTIONS**

- (1) The officers of the TPO shall be the chair and vice-chair. The officers shall be voting members elected by the TPO membership.
- (2) The chair shall preside at TPO meetings and be responsible for the preparation of agendas and minutes (with staff assistance).
- (3) In the absence or incapacity of the TPO chair, the vice-chair shall assume the duties of the chair. In the absence or incapacity of the TPO chair and vice chair, the TPO staff representative shall determine whether a quorum is present and shall call for election of a temporary chair. Upon the arrival of the chair or vice chair the temporary chair shall relinquish the chair upon conclusion of the business immediately before the TPO.
- (4) Election of TPO officers shall be part of the regular TPO meeting in June (or in the event there is not a meeting in June, the election shall take place at the next TPO meeting). Newly elected officers shall assume their duties at the next meeting following the election. They shall hold office for one year, or until their successors are elected, and they shall be eligible for reelection.
- (5) The TPO chair shall appoint a nominating committee at the regular TPO meeting in April (or in the event there is not a meeting in April, the appointment shall take place at the next CAC meeting). The nominating committee shall report its recommended candidates for officers at the next TPO meeting. Nominations may also be made from the floor.
- (6) Election of officers shall be by a majority vote of the TPO voting members present.
- (7) In the event that either the chair or vice-chair position becomes vacant, a replacement shall be elected at the next scheduled TPO meeting.
- (8) The TPO shall elect a member and alternate to the Florida Metropolitan Planning Organization Advisory Council (MPOAC). They shall be voting members of the TPO. They shall be elected annually prior to the January MPOAC meeting. They shall hold office for one year, or until their successors are elected, and they shall be eligible for reelection.

- (9) The TPO shall also appoint a total of eight (8) members and alternates for each, to serve on the Northwest Florida Regional Transportation Planning Organization to represent Escambia and Santa Rosa Counties. They shall be voting members of the TPO. Four (4) members shall be from Escambia County and four (4) from Santa Rosa County, and may be county or city officials.

#### **1.05 TPO REGULAR MEETINGS**

- (1) Regular meetings of the TPO shall be held as needed, at a time and place designated by the TPO chair; normally scheduled on the second Wednesday of the month.
- (2) In the event that the TPO chair wishes to cancel or change the meeting time of a regular TPO meeting, advance notice of such cancellation or change shall be made at least twenty-four (24) hours prior to when such meeting was to have taken place.
- (3) At least seven (7) days prior to a regular TPO meeting, public notice and tentative agendas shall be sent to the members of the TPO and local media services.

#### **1.06 TPO SPECIAL MEETINGS**

- (1) A special meeting of the TPO may be called by the TPO chair or a majority of the voting members at a regular TPO meeting. Each member of the TPO shall receive a notification of such special meeting stating the date, hour and place of the meeting and the purpose for which such meeting is called. No other business shall be transacted at that meeting.
- (2) In the event that the TPO chair wishes to cancel or change the meeting time of a special TPO meeting, advance notice of such cancellation or change shall be made at least twenty-four (24) hours prior to when such meeting was to have taken place.
- (3) At least seven (7) days prior to a special TPO meeting, public notice and tentative agendas shall be sent to the members of the TPO and local media services stating the date, hour and place of the special meeting including a statement of the general subject matter to be considered.

#### **1.07 TPO EMERGENCY MEETINGS**

- (1) The TPO chair may call an emergency meeting of the TPO when in his or her opinion an emergency exists which requires immediate action by the TPO. When such meeting is called, each TPO member shall be notified, stating the date, hour and place of the meeting and the purpose for which it is called. No other business shall be transacted at that meeting. At least a twenty-four (24) hour advance public notice of such emergency meeting shall be given to local media services before the time the meeting is held.
- (2) If after reasonable diligence, it becomes impossible to give notice to each TPO member, such failure shall not affect the legality of the emergency meeting if a quorum is present. The minutes of each emergency meeting shall show the manner and method by which notice of such meeting was given to each member of the TPO, or shall show a waiver of notice.

### **1.08 TPO PUBLIC HEARINGS AND WORKSHOPS**

- (1) A public hearing or workshop may be called by the TPO and may be scheduled before, during or after a regular meeting at the same meeting place or may be scheduled at another time and place.
- (2) Public notice shall be given to local media services and each TPO member stating the date, hour and place of a public hearing or workshop including a statement of the general subject matter to be considered at least seven (7) days prior to the event.
- (3) Only agenda items that are included in the advertisement shall be discussed at a public hearing or workshop and no formal action shall be taken.

### **1.09 TPO MEETING AGENDA**

- (1) There shall be an official agenda for every meeting of the TPO, which shall determine the order of business conducted at the meeting.
- (2) Requests for agenda changes to any TPO meeting must be received by the chair by twenty-four (24) hours prior to the meeting date.
- (3) The TPO shall not take action upon any matter, proposal or item of business not listed on the official agenda; however, following call to order, addition of new business to the agenda may be authorized with the approval of two thirds (2/3) of the voting members present.
- (4) No agenda item listed on the TPO agenda for public hearing or vote thereon may be deferred until a later time unless two-thirds (2/3) of the voting members present shall vote in favor of such deferral.
- (5) Action on the following agenda items shall require a recorded roll call vote and approval by two-thirds (2/3) majority of voting members present constituting a quorum:
  - (a) Long Range Transportation Plan,
  - (b) Transportation Improvement Program (TIP),
  - (c) Project Priorities, and
  - (d) Each amendment to such plans and programs.
- (6) A TPO or advisory committee member, county administrator, city manager or the TPO staff may place an item on the TPO agenda. Any citizen may also request matters within the scope of jurisdiction of the TPO on the agenda.

### **1.10 TPO OFFICIAL ACTIONS**

- (1) All official actions of the TPO shall be by adoption of resolutions or motions as follows:
  - (a) Action by adoption of a resolution shall occur for all matters where adoption of a resolution is required by federal or state regulations and any other matters deemed by the TPO to be of sufficient importance to warrant adoption by a formal resolution.
  - (b) All other actions of the TPO shall be by adoption of a motion.

- (2) All official actions of the TPO shall be recorded in the TPO Actions Report and meeting minutes and kept in the TPO's permanent files. Verbatim minutes are not required but minutes shall include an accurate summary of discussions and actions taken. Summary minutes shall be supported by a recording of each meeting.

### **1.11 TPO CONDUCT OF MEETINGS**

- (1) All TPO meetings shall be consistent with the Florida Sunshine Law open to the public and press.
- (2) Roberts Rules of Order shall be followed at all TPO meetings.
- (3) A majority of the current voting members (which is currently 11) of the TPO shall constitute a quorum. No official action shall be taken without a quorum. No resolution or motion shall be adopted by the TPO except upon the affirmative vote of a majority of the members present, or of a two-thirds (2/3) majority of the voting members present for items requiring a two-thirds (2/3) majority vote, as specified in Section 1.09, TPO Meeting Agenda.
- (4) The TPO chair shall adjourn the meeting if he or she determines that no quorum is in attendance fifteen (15) minutes after the hour appointed for the meeting. Those members present may, by unanimous agreement, select another hour or day to meet. Those members present may also, by unanimous agreement, select to continue the meeting as a workshop to discuss items on the agenda as per paragraph 1.08. The names of the members present and items discussed at such meeting shall be recorded in summary minutes.
- (5) All meetings of the TPO shall be conducted in accordance with the following:
  - (a) The chair shall preside at all TPO meetings at which he or she is present.
  - (b) The chair shall take the chair at the hour appointed for the meeting and shall call the TPO to order immediately.
  - (c) In the absence of the chair, the vice-chair shall preside.
  - (d) The chair shall state every question coming before the TPO and announce the decision of the TPO on all matters.
  - (e) A majority vote of the members present shall govern and conclusively determine all questions of order not otherwise covered.
  - (f) In the absence of the TPO chair and vice-chair, the TPO staff representative shall determine whether a quorum is present and in that event shall call for election of a temporary chair. Upon the arrival of the chair, or vice-chair, the temporary chair shall relinquish the chair upon conclusion of the business immediately before the TPO.
  - (g) Any TPO member who intends to be absent from any TPO meeting shall notify the TPO staff of the intended absence as soon as he or she conveniently can.

- (h) In the event that a TPO member will be absent from any TPO meeting, an officially designated alternate member may attend the TPO meeting and exercise full membership powers in the absence of the TPO member.
- (i) When a conflict of interest exists, it shall be declared by the member(s) with a conflict upon opening of discussion of a matter by the TPO. Any member of the TPO who has a conflict of interest on a matter is required to fill out the necessary conflict of interest form that will be attached to the minutes for the meeting and shall be deemed absent for the purpose of constituting a quorum, voting or for any other purpose for that particular matter only.
- (j) No member may abstain from voting on any matter unless a conflict of interest is declared. The TPO vote upon any resolution or motion may be by a voice vote, unless the chair or any member requests that a show of hands or a roll call vote be taken.
- (k) Upon every TPO roll call vote the TPO staff representative shall call the roll, tabulate the votes, and announce the results.
- (l) The minutes of prior TPO meetings shall be approved by a majority of the members present and upon approval shall become the official minutes.
- (m) Unless a reading of the minutes of a TPO meeting is requested by a majority of the TPO, the minutes shall not be read for approval provided the TPO staff delivers a copy thereof to each TPO member at least twenty-four (24) hours prior to the meeting.
- (n) Each person, other than TPO staff members and presenters on the agenda, who addresses the TPO shall give the following information for the minutes:
  - (1) name
  - (2) address
  - (3) party being represented
- (o) Unless further time is granted by the TPO, each person shall limit his or her comments to five (5) minutes; and
- (p) All remarks shall be addressed to the TPO as a body and not to any member thereof. No person, other than TPO members and the persons having the floor, shall be permitted to enter into any discussion, either directly or through a member, without permission of the chair. No question shall be asked a governing board member except through the chair.

## **1.12 TPO PUBLIC PARTICIPATION**

- (1) Public participation in the TPO transportation planning process is strongly encouraged and any member of the public shall be entitled to speak during public forum or when recognized by the TPO chair to speak on agenda items.
- (2) The regular TPO meeting agenda shall include a "Public Forum" agenda item to provide an opportunity for the public to address the TPO at each TPO meeting. In addition, the chair may recognize citizens to speak on agenda items immediately following discussion by the TPO and prior to a vote on the matter by the TPO.

### **1.13 TPO AD HOC COMMITTEES**

- (1) TPO ad hoc committees may be designated by the TPO as necessary to investigate and report on specific subject areas of interest to the TPO.
- (2) Ad hoc committee members shall be appointed by the TPO.
- (3) Ad hoc committee meetings have the same meeting notice requirements as regular meetings of the TPO.
- (4) Ad hoc committee meetings shall be held as needed, at a time and place designated by the TPO.

### **1.14 TPO CORRESPONDENCE AND POSITIONS OF COMMITTEE MEMBERS**

- (1) TPO stationary and stationary which resembles the official TPO stationary, is only to be used in correspondence by the TPO chairperson and the TPO staff. Any and all correspondence on TPO stationary or any stationary resembling TPO stationary shall never be used to present any position that contradicts the official policy or position of the Florida-Alabama TPO.
- (2) Any correspondence conducted by individual TPO (TCC or CAC) members concerning TPO matters shall be represented as individual comments and opinions. Only when a position has been adopted by the TPO as a whole shall it be represented as being the opinion of the TPO.
- (3) Notwithstanding the provisions of this rule, any member of the TPO has the inalienable right under the First Amendment to the United States Constitution to make public his or her opinion on any matter related to the TPO actions and policies, whether positive or negative.

### **1.15 TPO ADMINISTRATION**

- (1) The West Florida Regional Planning Council (WFRPC) transportation staff shall serve as the planning staff of the TPO.
- (2) The WFRPC transportation staff is responsible for producing all notices and agendas for TPO meetings and recording the minutes of all meetings.
- (3) The WFRPC transportation staff shall furnish a recording secretary for all TPO meetings.
- (4) The WFRPC transportation staff shall prepare, duplicate, and distribute all materials necessary for TPO meetings.
- (5) All official actions of the TPO are to be recorded and kept in permanent files by the WFRPC. These files shall be open for public inspection during regular office hours at the WFRPC/TPO office.
- (6) The TPO is responsible for the supervision and review of all financial matters pertaining to the TPO. In order to best execute this, the WFRPC will keep, maintain, and manage all accounts, records, and documents, both of the technical and financial nature, for the TPO as specified in the Memorandum of Agreement between the TPO and the WFRPC.

# **FLORIDA-ALABAMA TPO TECHNICAL COORDINATING COMMITTEE (TCC) BYLAWS, POLICIES AND PROCEDURES**

## **2.01 TCC PREAMBLE**

The TPO's Technical Coordinating Committee (TCC) has been created in accordance with federal and state requirements to provide technical assistance to the TPO in the performance of the transportation planning process in the Florida-Alabama TPO study area. The following sets forth the operating rules and procedures of the TCC.

## **2.02 TCC PURPOSE AND FUNCTIONS**

- (1) The purpose of the TCC shall be the following:
  - (a) To ensure coordination and consistency with local, state and regional plans, programs and projects; and
  - (b) To provide technical review of TPO plans, programs, and projects to determine the need, feasibility, and technical accuracy.
- (2) The TCC shall assist the TPO in carrying out the TPO's planning function through recommendations to the TPO on various transportation issues.
- (3) As an advisory committee to the TPO, all TCC recommendations shall be in the form of recommendations to the TPO and not to other governmental entities, private organizations or individuals.
- (4) The functions of the TCC shall include, but not be limited to the following:
  - (a) Nominate studies and projects to be undertaken by the TPO and/or the Florida Department of Transportation or Alabama Department of Transportation;
  - (b) Provide data to the TPO to assist the TPO with achieving coordination and consistency with local comprehensive plans, programs, and projects and TPO plans, programs, and projects. For example: accident data, parcel data, GIS files, local transportation revenue resources, capital improvement programs, existing and future land use, and other data;
  - (c) Identify projects with safety concerns in the TPO's Long Range Transportation Plan and Transportation Improvement Program (TIP); and
  - (d) Conduct any other functions assigned to the TCC by the TPO.

## **2.03 TCC MEMBERSHIP**

- (1) The TCC includes technically qualified persons representing the various local and state governmental entities, including: local government representatives, aviation, port, and public transit agency representatives, utility and transportation authority representatives, school board representatives, and other appropriate representatives with some level of expertise in the area of transportation planning.

- (2) TCC voting memberships are attained through the appointment of members by the local governments represented on the TPO and other agencies to fill TPO approved standing TCC positions.
- (3) TCC voting members who fill the standing TCC positions serve at the pleasure of the appointing agency and the TPO.
- (4) In the event that the appointed member is unable to attend a TCC meeting, an alternate from their department or agency may serve as their representative at the meeting.
- (5) TCC voting members shall retain their membership so long as the local government or agency employs them in the position approved by the TPO.
- (6) If a voting member chooses to no longer serve on the TCC, or is removed from the committee, the local government or agency he/she represents shall appoint a replacement who holds a similar position in that organization.
- (7) The TCC may have additional non-voting advisory members as necessary and desirable; however, they must be approved by the TPO.
- (8) Non-voting members shall sit with the same rights and privileges as other members, except that non-voting members shall not have the right to present motions or second same, or to vote upon any motions of the TCC.
- (9) No county commissioner, city council member or mayor shall be on the TCC, either as a member or an alternate.

#### **2.04 TCC OFFICERS AND ELECTIONS**

- (1) The officers of the TCC shall be the chair and vice-chair. The officers shall be voting members elected by the TCC membership. Alternates are not eligible to be officers.
- (2) The chair shall preside at TCC meetings and be responsible for assisting the TPO staff in communicating TCC actions to the TPO.
- (3) In the absence or incapacity of the TCC chair, the vice-chair shall assume the duties of the chair. In the absence of the TCC chair and vice-chair, the TPO staff representative shall determine whether a quorum is present and shall call for a temporary chair. Upon arrival of the chair or vice chair the temporary chair shall relinquish the chair upon conclusion of the business immediately before the TCC.
- (4) Election of officers shall be part of the regular monthly meeting in June (or in the event there is not a meeting in June, the election shall take place at the next TCC meeting). Newly elected officers shall assume their duties at the next meeting following the election. They shall hold office for one year, or until their successors are elected, and they shall be eligible for reelection.
- (5) The TCC chair shall appoint a nominating committee at the regular TCC meeting in April (or in the event there is not a meeting in April, the appointment shall take place at the next TCC meeting). The

nominating committee shall report their recommended candidates for officers at the next TCC meeting. Nominations may also be made from the floor.

- (6) Election of officers shall be by a majority vote of the TCC voting members present.
- (7) In the event that either the chair or vice-chair position becomes vacant, a replacement shall be elected at the next scheduled TCC meeting.

### **2.05 TCC REGULAR MEETINGS**

- (1) Regular meetings of the TCC shall be held as needed, at a time and place designated by the TCC chair; normally the day before the TPO meeting is scheduled.
- (2) In the event that the TCC chair wishes to cancel or change the meeting time of a regular TCC meeting, advance notice of such cancellation or change shall be made at least twenty-four (24) hours prior to when such meeting was to have taken place.
- (3) At least seven (7) days prior to a regular TCC meeting, public notice and tentative agendas shall be sent to the members of the TCC and local media services.

### **2.06 TCC SPECIAL MEETINGS**

- (1) A special meeting of the TCC may be called by the TCC chair or a majority of the voting members at a regular TCC meeting. Each member of the TCC shall receive a notification of such special meeting stating the date, hour and place of the meeting and the purpose for which such meeting is called, and no other business shall be transacted at that meeting.
- (2) In the event that the TCC chair wishes to cancel or change the meeting time of a special TCC meeting, advance notice of such cancellation or change shall be made at least twenty-four (24) hours prior to when such meeting was to have taken place.
- (3) Seven (7) days before such special meeting, public notice shall be given of the date, hour and place of the special meeting including a statement of the general subject matter to be considered.

### **2.07 TCC EMERGENCY MEETINGS**

- (1) The TCC chair may call an emergency meeting of the TCC when in his or her opinion an emergency exists which requires immediate action by the TCC. When such a meeting is called, each TCC member shall be notified, stating the date, hour and place of the meeting and the purpose for which it is called, and no other business shall be transacted at that meeting. At least a twenty-four (24) hour advance notice of such emergency meeting shall be given before the time the meeting is held.
- (2) If after reasonable diligence, it becomes impossible to give notice to each TCC member, such failure shall not affect the legality of the emergency meeting if the chair deems a quorum is present. The minutes of each emergency meeting shall show the manner and method by which notice of such meeting was given to each member of the TCC, or shall show a waiver of notice.

## **2.08 TCC WORKSHOPS**

- (1) A workshop may be called by the TCC and may be scheduled before, during or after a regular meeting at the same meeting place or may be scheduled at another time and place.
- (2) Public notice shall be given to local media services and each TCC member stating the date, hour and place of the workshop including a statement of the general subject matter to be considered at least seven (7) days before the event.
- (3) Only agenda items that are included in the advertisement shall be discussed at a workshop and no formal action shall be taken.

## **2.09 TCC MEETING AGENDA**

- (1) There shall be an official agenda for every meeting of the TCC, which shall determine the order of business conducted at the meeting.
- (2) Requests for agenda changes to any TCC meeting must be received by the chair (or TPO staff) at least twenty-four (24) hours prior to the meeting date.
- (3) The TCC shall not take action upon any matter, proposal or item of business not listed on the official agenda; however, following call to order, the TCC chair may authorize addition of new business to the agenda with the approval of two thirds (2/3) of the voting members present.

No agenda item listed on the TCC agenda for a vote thereon may be deferred until a later time unless two-thirds (2/3) of the voting members present vote in favor of such deferral.

## **2.10 TCC OFFICIAL ACTIONS**

- (1) As an advisory committee to the TPO, all TCC recommendations shall be in the form of recommendations to the TPO and not to other governmental entities, private organizations or individuals. The TCC shall have the authority, however, to adopt motions to request information and studies to assist in formulating a recommendation to the TPO.
- (2) All official actions of the TCC shall be by adoption of motions as follows:
  - (a) Action by adoption of a motion to recommend the TPO approve, not approve, or consider TCC-recommended changes to resolutions on the agenda.
  - (b) All other actions of the TCC shall be by adoption of a motion.
- (3) All official actions of the TCC shall be recorded in the meeting minutes and kept in the TPO's permanent files. Verbatim minutes are not required but minutes shall include an accurate summary of discussions and actions taken.

## **2.11 TCC CONDUCT OF MEETINGS**

- (1) All TCC meetings shall be consistent with the Florida Sunshine Law and open to the public and press.

- (2) Roberts Rules of Order shall be followed at all TCC meetings.
- (3) The TCC chair shall have the authority to determine when a representative number of members are present to declare a quorum and conduct committee business. No official action shall be taken unless the TCC chair declares there is a quorum present. No resolution or motion shall be adopted by the TCC except upon the affirmative vote of the majority of the members present.
- (4) The TCC chair shall adjourn the meeting if he or she determines that no quorum is in attendance fifteen (15) minutes after the hour appointed for the meeting. Those members present may, by unanimous agreement, select another hour or day to meet. Those members present may, by unanimous agreement, select to continue the meeting as a workshop to discuss items on the agenda as per paragraph 2.08. The names of the members present and their discussion at such meeting shall be recorded in summary minutes.
- (5) All meetings of the TCC shall be conducted in accordance with the following:
  - (a) The chair shall preside at all TCC meetings at which he or she is present.
  - (b) The chair shall take the chair at the hour appointed for the meeting, and shall call the TCC to order immediately.
  - (c) In the absence of the chair, the vice-chair shall preside.
  - (d) The chair shall state every question coming before the TCC and announce the decision of the TCC on all matters.
  - (e) A majority vote of the members present shall govern and conclusively determine all questions of order not otherwise covered.
  - (f) In the absence of the TCC chair and vice-chair, the TCC staff representative shall determine whether a quorum is present and in that event shall call for election of a temporary chair. Upon the arrival of the chair, or vice-chair, the temporary chair shall relinquish the chair upon conclusion of the business immediately before the TCC.
  - (g) Any TCC member who intends to be absent from any TCC meeting shall notify his or her alternate and the TPO staff of the intended absence as soon as he or she conveniently can.
  - (h) When a conflict of interest exists, it shall be declared by the member(s) with a conflict upon opening of discussion of a matter by the TCC. Any member of the TCC who has a conflict of interest on a matter is required to fill out the necessary conflict of interest form that will be attached to the minutes for the meeting and shall be deemed absent for the purpose of constituting a quorum, voting or for any other purpose for that particular matter only.
  - (i) No member may abstain from voting on any matter unless a conflict of interest is declared.
  - (j) The TCC vote upon any resolution or motion may be by a voice vote, unless the chair or any member requests that a show of hands or a roll call vote be taken.

- (k) The minutes of prior TCC meetings shall be approved by a majority of the members present and upon approval shall become the official minutes.
- (l) Unless a reading of the minutes of a TCC meeting is requested by a majority of the TCC members present, the minutes shall not be read for approval provided the TPO staff delivers a copy thereof to each TCC member at least twenty-four (24) hours prior to the meeting;
- (m) Each person, other than TPO staff members and presenters on the agenda, who addresses the TCC shall give the following information for the minutes;
  - (1) name
  - (2) address
  - (3) party being represented
- (n) Unless adjusted by the TCC chair, each person (other than TCC members, TPO staff and presenters on the agenda) shall limit his or her address to five (5) minutes; and
- (o) All remarks shall be addressed to the TCC as a body and not to any member thereof. No person, other than TCC members, and the persons having the floor, shall be permitted to enter into any discussion, either directly or through a member, without permission of the chair. No question shall be asked of a TCC member except through the chair.

## **2.12 TPO CORRESPONDENCE AND POSITIONS OF COMMITTEE MEMBERS**

- (1) TPO stationary and stationary which resembles the official TPO stationary, is only to be used in correspondence by the TPO chairperson and the TPO staff. Any and all correspondence on TPO stationary or any stationary resembling TPO stationary shall never be used to present any position that contradicts the official policy or position of the Florida-Alabama TPO.
- (2) Any correspondence conducted by individual TPO (TCC or CAC) members concerning TPO matters shall be represented as individual comments and opinions. Only when a position has been adopted by the TPO as a whole shall it be represented as being the opinion of the TPO.
- (3) Notwithstanding the provisions of this rule, any member of the TCC has the inalienable right under the First Amendment to the United States Constitution to make public his or her opinion on any matter related to the TPO actions and policies, whether positive or negative.

## **2.13 TCC ADMINISTRATION**

- (1) The West Florida Regional Planning Council (WFRPC) transportation staff shall serve as the planning staff of the TCC.
- (2) The WFRPC transportation staff is responsible for producing all notices and agendas for TCC meetings and recording the minutes of all meetings.
- (3) The WFRPC transportation staff shall furnish a recording secretary for all TCC meetings.

- (4) The WFRPC transportation staff shall prepare, duplicate, and distribute all materials necessary for TCC meetings.
- (5) All official actions of the TCC are to be recorded and kept in permanent files by the WFRPC. These files shall be open to public inspection during regular office hours at the WFRPC/TPO office.

**FLORIDA-ALABAMA TPO CITIZENS' ADVISORY  
COMMITTEE (CAC) BYLAWS, POLICIES AND  
PROCEDURES**

**3.01 CAC PREAMBLE**

The TPO's Citizens' Advisory Committee (CAC) has been created in accordance with federal and state requirements to provide a forum for citizen review and input to the TPO on the performance of the transportation planning process in the Florida-Alabama TPO study area. The following sets forth the operating rules and procedures of the CAC.

**3.02 CAC PURPOSE AND FUNCTIONS**

- (1) The purpose of the CAC shall be the following:
  - (a) To provide citizen review of planning proposals and to provide comment to the TPO with respect to the concerns of various segments of the population in regard to their transportation needs; and
  - (b) To provide citizen review of TPO plans, programs, and projects to determine the need, feasibility, and desirability from the citizen perspective.
- (2) The CAC shall assist the TPO in carrying out the TPO's planning function through recommendations to the TPO on various transportation issues.
- (3) As an advisory committee to the TPO, all CAC recommendations shall be in the form of recommendations to the TPO and not to other governmental entities, private organizations or individuals.
- (4) The functions of the CAC shall include, but not be limited to the following:
  - (a) Assist in carrying out the processes described in the TPO's adopted "Public Participation Process Plan," which includes the establishment of a CAC;
  - (b) Assist in updating transportation goals and objectives for TPO approval, which guide the TPO's planning efforts, including the development of the Long Range Transportation Plan;
  - (c) Assist in the evaluation of the effects of TPO transportation plans, programs, and projects on various segments/interest groups of the community and provide recommendations to the TPO based on this evaluation; and
  - (d) Assist in any other functions as deemed desirable by the TPO.

**3.03 CAC MEMBERSHIP**

- (1) CAC voting memberships are approved by the TPO and CAC members serve at the pleasure of the TPO. CAC members shall serve terms of indefinite length unless otherwise specified by the TPO and can be removed from the committee at any time by a majority vote of the TPO.

- (2) A CAC voting membership may be attained in one of the following ways:
  - (a) A citizen of the Florida-Alabama TPO study area may be nominated for CAC membership by an TPO member, local government, the CAC, or other organizations and be approved by the TPO; or
  - (b) A citizen of the Florida-Alabama TPO study area may directly petition the CAC for nomination for CAC membership and be approved by the TPO.
  - (c) CAC members voting privileges begin at the next scheduled CAC meeting following TPO approval.
- (3) There is a limit of thirty (30) voting members who may serve on the CAC.
- (4) CAC voting members shall not be elected officials or employees of public agencies directly involved in transportation or land use planning.
- (5) Prospective new members must complete and submit an application along with a resume or background form for TPO consideration. Prospective new members must have read and understood all provisions in the application form. Prospective new members will be available for questions, if possible, from the appropriate committee and the TPO. The TPO strives to maintain an equitable balance in CAC membership to represent all segments of the Florida-Alabama TPO study area population, the varied interests groups in the community, and all geographic areas of the community. The CAC shall advise the TPO when additional members are needed to achieve that goal, and shall actively seek nominations of qualified citizens as needed.
- (6) Any member who expects to be absent from a meeting shall inform the TPO staff. If a member is consistently absent, the CAC may recommend to the TPO that the member be removed from the CAC. Three consecutive absences by a member shall be grounds for such recommendation.
- (7) No county commissioner, city council member, or mayor shall be on the CAC.

### **3.04 CAC OFFICERS AND ELECTIONS**

- (1) The officers of the CAC shall be the chair and vice-chair. The officers shall be voting members elected by the CAC membership.
- (2) The CAC chair shall preside at CAC meetings and assist the TPO staff in communicating CAC actions to the TPO.
- (3) In the absence or incapacity of the CAC chair, the vice-chair shall assume the duties of the chair. In the absence of the CAC chair and vice-chair, the TPO staff representative shall determine whether a quorum is present and call for election of a temporary chair. Upon the arrival of the chair or vice-chair, the temporary chair shall relinquish the chair upon conclusion of the business immediately before the CAC.

- (4) Election of officers shall be part of the regular monthly meeting in June (or in the event there is not a meeting in June, the election shall take place at the next CAC meeting). Newly elected officers shall assume their duties at the next meeting following the election. They shall hold office for one year, or until their successors are elected, and they shall be eligible for reelection.
- (5) The CAC chair shall appoint a nominating committee at the regular CAC meeting in April (or in the event there is not a meeting in April, the appointment shall take place at the next CAC meeting). The nominating committee shall report their recommended candidates for officers at the next CAC meeting. Nominations may also be made from the floor.
- (6) Election of officers shall be by a majority vote of the CAC voting members present.
- (7) In the event that either the chair or vice-chair position becomes vacant, a replacement shall be elected at the next scheduled CAC meeting.

### **3.05 CAC REGULAR MEETINGS**

- (1) Regular meetings of the CAC shall be held as needed, at a time and place designated by the CAC chair.
- (2) In the event that the CAC chair wishes to cancel or change the meeting time of a regular CAC meeting, advance notice of such cancellation or change shall be made at least twenty-four (24) hours prior to when such meeting was to have taken place.
- (3) Seven (7) days prior to a regular CAC meeting, public notice and tentative agendas shall be sent to the members of the CAC and local media services.

### **3.06 CAC SPECIAL MEETINGS**

- (1) A special meeting of the CAC may be called by the CAC chair. Each member of the CAC shall receive a notification of such special meeting stating the date, hour and place of the meeting and the purpose for which such meeting is called, and no other business shall be transacted at that meeting.
- (2) In the event that the CAC chair wishes to cancel or change the meeting time of a special CAC meeting, advance notice of such cancellation or change shall be made at least twenty-four (24) hours prior to when such meeting was to have taken place.
- (3) Seven (7) days before such special meeting, public notice shall be given of the date, hour and place of the special meeting including a statement of the general subject matter to be considered.

### **3.07 CAC EMERGENCY MEETINGS**

- (1) An emergency meeting of the CAC may be called by the CAC chair when in his or her opinion, an emergency exists which requires immediate action by the CAC. When such a meeting is called, each CAC member shall be notified, stating the date, hour, place of the meeting, and the purpose for which it is called. No other business shall be transacted at that meeting. At least a twenty-four (24) hour advance notice of such emergency meeting shall be given before the time the meeting is held.

- (2) If after reasonable diligence, it becomes impossible to give notice to each CAC member, such failure shall not affect the legality of the emergency meeting if the CAC chair deems a quorum is present. The minutes of each emergency meeting shall show the manner and method by which notice of such meeting was given to each member of the CAC, or shall show a waiver of notice.

### **3.08 CAC WORKSHOPS**

- (1) A CAC workshop may be called by the CAC chair and may be scheduled before, during or after a regular meeting at the same meeting place or may be scheduled at another time and place.
- (2) Public notice shall be given to local media services and each CAC member stating the date, hour and place of the hearing or workshop including a statement of the general subject matter to be considered at least seven (7) days before the event.

Only agenda items that are included in the advertisement shall be discussed at a workshop and no formal action shall be taken.

### **3.09 CAC MEETING AGENDA**

- (1) There shall be an official agenda for every meeting of the CAC, which shall determine the order of business conducted at the meeting.
- (2) Requests for agenda changes to any CAC meeting must be received by the chair (or TPO staff) at least twenty-four (24) hours prior to the meeting time.
- (3) The CAC shall not take action upon any matter, proposal or item of business not listed on the official agenda; however following call to order, the CAC chair may authorize addition of new business to the agenda with the approval of two thirds (2/3) of the voting members present.
- (4) No agenda item listed on the CAC agenda for public hearing or vote thereon may be deferred until a later time unless two-thirds (2/3) of the voting members present shall vote in favor of such deferral.

### **3.10 CAC OFFICIAL ACTIONS**

- (1) As an advisory committee to the TPO, all CAC actions shall be in the form of recommendations to the TPO and not to other governmental entities, private organizations or individuals. The CAC shall have the authority, however, to adopt motions to request information and studies to assist in formulating a recommendation to the TPO.
- (2) All official actions of the CAC shall be by adoption of motions as follows:
  - (a) Action by adoption of a motion to recommend the TPO approve, not approve, or approve with CAC-recommended changes, resolutions on the agenda.; and
  - (b) All other actions of the CAC shall be by adoption of a motion.

- (3) All official actions of the CAC shall be recorded in the minutes and kept in the TPO's permanent files. Verbatim minutes are not required but minutes shall include an accurate summary of discussions and actions taken.

### **3.11 CAC CONDUCT OF MEETINGS**

- (1) All CAC meetings shall be consistent with the Florida Sunshine Law and open to the public and press.
- (2) Roberts Rules of Order shall be followed at all CAC meetings.
- (3) The CAC chair shall have the authority to determine when a representative number of members are present to declare a quorum and conduct committee business. No official action shall be taken unless the CAC chair declares there is a quorum present. No recommendation or motion shall be adopted by the CAC except upon the affirmative vote of the majority of the members present.
- (4) The CAC chairman shall, within fifteen (15) minutes of the appointed hour of the meeting, determine if a quorum is present. The CAC members present may, by unanimous agreement, select to continue the meeting as a workshop to discuss items on the agenda as per paragraph 3.08. The names of the members present and their action at such meeting shall be recorded in summary minutes.
- (5) All meetings of the CAC shall be conducted in accordance with the following:
  - (a) The chair shall preside at all CAC meetings at which he or she is present.
  - (b) The chair shall take the chair at the hour appointed for the meeting, and shall call the CAC to order immediately.
  - (c) In the absence of the chair, the vice-chair shall preside.
  - (d) The chair shall state every question coming before the CAC and announce the decision of the CAC on all matters.
  - (e) A majority vote of the members present shall govern and conclusively determine all questions of order not otherwise covered.
  - (f) In the absence of the CAC chair and vice-chair, the CAC staff representative shall determine whether a quorum is present and shall call for election of a temporary chair. Upon the arrival of the chair, or vice-chair, the temporary chair shall relinquish the chair upon conclusion of the business immediately before the CAC.
  - (g) Any CAC member who intends to be absent from any CAC meeting shall notify the TPO staff of the intended absence as soon as he or she conveniently can.
  - (h) When a conflict of interest exists, it shall be declared by the member(s) with a conflict upon opening of discussion of a matter by the CAC. Any member of the CAC who has a conflict of interest on a matter is required to fill out the necessary conflict of interest form that will be

attached to the minutes for the meeting and shall be deemed absent for the purpose of constituting a quorum, voting or for any other purpose for that particular matter only.

- (i) No member may abstain from voting on any matter unless a conflict of interest is declared.
- (j) The CAC vote upon any resolution or motion may be by a voice vote, unless the chair or any member requests that a show of hands or a roll call vote be taken.
- (l) The minutes of prior CAC meetings shall be approved by a majority of the members present and upon approval shall become the official minutes.
- (m) Unless a reading of the minutes of a CAC meeting is requested by a majority of the CAC members present, the minutes shall not be read for approval provided the TPO staff delivers a copy thereof to each CAC member at least two (2) full working days prior to the meeting.
- (n) Each person, other than TPO staff members and presenters on the agenda, who addresses the CAC shall give the following information for the minutes;
  - (1) name
  - (2) address
  - (3) party being represented
- (o) Unless further time is granted by the CAC chair, each person shall limit his or her comments to five (5) minutes; and
- (p) All remarks shall be addressed to the CAC as a body and not to any member thereof. No person, other than CAC members, and the persons having the floor, shall be permitted to enter into any discussion, either directly or through a member, without permission of the chair. No question shall be asked a CAC member except through the chair.

### **3.12 PUBLIC PARTICIPATION**

- (1) Public participation in the TPO transportation planning process is encouraged and any citizen shall be entitled to speak during public forum or when recognized by the CAC chair to speak on agenda items.
- (2) The regular CAC meeting agenda shall include a "Public Forum" agenda item to provide an opportunity for citizens to address the CAC at each CAC meeting. In addition the CAC chair may recognize members of the public to speak on agenda items immediately following discussion by the CAC and prior to a vote on the matter by the CAC.

### **3.13 TPO CORRESPONDENCE AND POSITIONS OF COMMITTEE MEMBERS**

- (1) TPO stationary and stationary which resembles the official TPO stationary, is only to be used in correspondence by the TPO chairperson and the TPO staff. Any and all correspondence on TPO stationary or any stationary resembling TPO stationary shall never be used to present any position that contradicts the official policy or position of the Florida-Alabama TPO.

- (2) Any correspondence conducted by individual TPO (TCC or CAC) members concerning TPO matters shall be represented as individual comments and opinions. Only when a position has been adopted by the TPO as a whole shall it be represented as being the opinion of the TPO.
- (3) Notwithstanding the provisions of this rule, any member of the CAC has the inalienable right under the First Amendment to the United States Constitution to make public his or her opinion on any matter related to the TPO actions and policies, whether positive or negative.

### **3.14 CAC ADMINISTRATION**

- (1) The West Florida Regional Planning Council (WFRPC) transportation staff shall serve as the planning staff of the CAC.
- (2) The WFRPC transportation staff is responsible for producing all notices and agendas for CAC meetings and recording the minutes of all meetings.
- (3) The WFRPC transportation staff shall furnish a recording secretary for all CAC meetings.
- (4) The WFRPC transportation staff shall prepare, duplicate, and distribute all materials necessary for CAC meetings.
- (5) All official actions of the CAC are to be recorded and kept in permanent minute files by the WFRPC. These files shall be open to public inspection during regular office hours at the WFRPC/TPO office.



# **Title VI and Non-Discrimination Process**

# **Title VI and Non-Discrimination Policy and Plan**

**Reviewed by staff  
To be adopted by ARC Gateway  
August 2016**

**Prepared by:  
Florida-Alabama Transportation Planning Organization (TPO)  
4081 E. Olive Road  
Pensacola, Florida 32514  
(850) 332-7976**

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## Title VI and Non-Discrimination Policy Statement

Arc Gateway's purpose is to provide the best possible life experiences for persons with intellectual and developmental disabilities. Since 1954, we have been proud to provide life-enhancing programs that help the people we serve realize their dreams. We see the **ability**, not the disability. With the help of our members, supporters and volunteers, we are able to sustain our services and develop innovative ways to help children and adults with developmental disabilities reach their full potential. People with developmental disabilities accomplish great things every day.



They are our friends, neighbors and coworkers; and they enrich our community in countless ways. Recipients of federal funds, such as metropolitan planning organizations, must comply with Title VI of the Civil Rights Act of 1964 and other nondiscrimination requirements, ensuring that no person is subjected to discrimination on the basis of race, color, national origin, sex, age, disability, religion and family status in employment and the provision of government services. This requirement includes the creation of a Title VI Nondiscrimination Plan, along with a regular review of its effectiveness and conformity with federal and state law. This Title VI Nondiscrimination Plan works in concert with the Florida-Alabama TPO Title VI and Non-Discrimination Program. The program is reviewed annually by the Florida-Alabama TPO to ensure that compliance is met.

***Title VI of the Civil Rights Act of 1964; Section 504 of the Rehabilitation Act of 1973; Age Discrimination Act of 1975; Section 324 of the Federal-Aid Highway Act of 1973; Civil Rights Restoration Act of 1987; the Florida Civil Rights Act of 1992***

ARC Gateway is committed to ensuring that no eligible person is excluded from participation in, denied the benefits of, or otherwise subjected to discrimination under any of its programs, activities, or services on the basis of race, color or national origin. All eligible persons, regardless of their citizenship, are covered under this regulation. In addition, the TPO prohibits discrimination on the basis of race, color or national origin in its employment and business opportunities.

ARC Gateway will not condone retaliation against an individual for his/her involvement in asserting his/her rights pursuant to Title VI or because he/she filed a complaint or participated in an investigation under Title VI, and /or this regulation.

As a Federal Transit Administration (FTA) fund recipient, the TPO will ensure that its programs, policies and activities comply with the both FTA Title VI Regulations of the Civil Rights Act of 1964.

ARC Gateway will submit its Title VI Program to the Florida-Alabama TPO annually to ensure compliance with Title VI Requirements.

ARC Gateway will any Title VI complaints, or lawsuits filed which allege the ARC Gateway discriminated against an eligible person or group on the basis of race, color, or national origin. This complaint or lawsuit submission will include:

- a) The date the complaint, or lawsuit was filed;
- b) A summary of the allegation(s);

ARC Gateway will ensure that the level and quality of its transportation service is provided without regard to race, color or national origin.

ARC Gateway will ensure that eligible individuals have access to its programs, activities and services by developing and carrying out the language plan herein. The TPO will continually assess the language assistance needs of the population to be served.

The purpose of the document is to detail specific compliant procedures for better documentation efforts related to Title VI and related statutes.

## List of Locations Where Title VI Notice is Posted

Florida-Alabama Transportation Planning Organization's Title VI notice to the public is currently posted at the following locations:

Location Name	Address
ARC Gateway	3932 N. 10 <sup>th</sup> Ave., Pensacola, FL 32503
ARC Gateway Vehicles	Interior of vehicles
Vehicles	4081 E. Olive Rd., Pensacola, FL 32514
West Florida Regional Planning Council Website	<a href="http://www.wfrpc.org">www.wfrpc.org</a>

Such notices may also be posted or announced with local stakeholders, community centers, affected route and major transfer points. New locations may be added as needed.

## Title VI Public Notice (FTA Version in English & Spanish)

### **Notifying the Public of Rights Under Title VI ARC Gateway**

- ARC Gateway operates its programs and services without regard to race, color, and national origin in accordance with Title VI of the Civil Rights Act. Any person who believes she or he has been aggrieved by any unlawful discriminatory practice under Title VI may file a complaint with the Florida-Alabama TPO.
- For more information on the ARC Gateway's civil rights program, and the procedures to file a complaint, contact (850) 332-7976, Ext. 220; email [brittany.ellers@wfrpc.org](mailto:brittany.ellers@wfrpc.org); or visit our administrative office at 4081 East Olive Road, Pensacola, Florida 32514. For more information, visit [www.wfrpc.org](http://www.wfrpc.org).
- A complainant may file a complaint directly with the Federal Transit Administration by filing a complaint with the Office of Civil Rights, Attention: Title VI Program Coordinator, East building, 5<sup>th</sup> Floor-TCR, 1200 New Jersey Ave., SE, Washington, DC 20590.
- If information is needed in another language, contact (850) 332-7976.

Approved by the Federal Transit Administration (FTA)

### **Notificación al Público de Derechos Bajo el Título VI ARC Gateway**

- ARC Gateway (por sus siglas en español) opera sus programas y servicios, sin distinción de raza, color y origen nacional, de conformidad con el Título VI de la Ley de Derechos Civiles. Cualquier persona que cree que él o ella ha sido agraviada por cualquier práctica discriminatoria ilegal bajo el Título VI, puede presentar una queja ante el Florida-Alabama TPO.
- Para obtener más información sobre el programa de derechos civiles del TPO, y los procedimientos para presentar una queja, contacte a (850) 332-7976; [brittany.ellers@wfrpc.org](mailto:brittany.ellers@wfrpc.org) correo electrónico; o visite nuestra oficina administrativa en 4081 East Olive Road, Pensacola, Florida 32514. Para obtener más información, visite [www.wfrpc.org](http://www.wfrpc.org).
- El demandante puede presentar una queja directamente con la Administración Federal de Transporte mediante la presentación de una queja ante la Oficina de Derechos Civiles, Atención: Coordinador de Programa del Título VI, edificio Oriente, 5th Floor-TCR, 1200 New Jersey Ave., SE, Washington, DC 20590.
- Si se necesita información en otro idioma, llame al (850) 332-7976.

Aprobado por la Administración Federal de Tránsito (FTA)

## Title VI Complaint Procedures

ARC Gateway abides by both the Federal Transit Administration Title VI/Nondiscrimination Programs. As a result, it is the policy of this agency, under *Title VI of the Civil Rights Act of 1964; Section 504 of the Rehabilitation Act of 1973; Age Discrimination Act of 1975; Section 324 of the Federal-Aid Highway Act of 1973; Civil Rights Restoration Act of 1987; the Florida Civil Rights Act of 1992*, and related statutes and regulations, that no person in the United States shall, on the basis of race, color, national origin, sex, age, disability/handicap, or income status, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination or retaliation under any federally or non-federally funded program or activity administered by this agency or its sub-recipients.

Any person who believes he or she has been discriminated against by ARC Gateway, may file a Title VI complaint by completing and submitting ARC Gateway's Title VI Complaint Form. The Florida-Alabama TPO Title VI Coordinator investigates complaints received no more than 180 days after the alleged incident. The Title VI Coordinator will only process complaints that are complete. The following procedures will be done to investigate formal Title VI complaints:

1. Once the complaint is received, ARC Gateway will submit the complaint to the Florida-Alabama TPO Title VI Coordinator for review to determine if they have jurisdiction. The complainant will receive an acknowledgement letter or email informing her/him whether the complaint will be investigated by our office. The complaint will be confidential.
2. The Florida-Alabama TPO has 60 days to investigate the complaint. If more information is needed to resolve the case, the Title VI Coordinator may contact the complainant. The complainant has 10 business days from the date of contact to send requested information to the investigator assigned to the case. If the investigator is not contacted by the complainant or does not receive the additional information within 10 business days, the Title VI Coordinator can administratively close the case. A case can be administratively closed also if the complainant no longer wishes to pursue their case.
3. After the investigator reviews the complaint, he/she will present the case to the TPO board and ARC Gateway Management only. The TPO will issue one of two determinations to the complainant: a closure letter/email or a letter/email of finding. A closure letter/email summarizes the allegations and states that there was not a Title VI violation and that the case will be closed. A letter/email of finding summarizes the allegations and the interviews regarding the alleged incident, and explains whether any disciplinary action, additional training of the staff member, or other action will occur. If the complainant wishes to appeal the decision, he/she has 30 days after the date of the determination letter/email to do so. The complaint case will be filed in the office electronically.

The person may also file a complaint directly with the Federal Transit Administration, at FTA Office of Civil Rights, East Building, 5th Floor TCR, 1200 New Jersey Ave., S.E., Washington, D.C. 20590.

## Complaint of Discrimination

The Florida-Alabama Transportation Planning Organization abides by both the Federal Transit Administration and the Florida Department of Transportation's Title VI/Nondiscrimination Programs. As a result, it is the policy of this agency, under *Title VI of the Civil Rights Act of 1964; Section 504 of the Rehabilitation Act of 1973; Age Discrimination Act of 1975; Section 324 of the Federal-Aid Highway Act of 1973; Civil Rights Restoration Act of 1987; the Florida Civil Rights Act of 1992*, and related statutes and regulations, that no person in the United States shall, on the basis of race, color, national origin, sex, age, disability/handicap, or income status, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination or retaliation under any federally or non-federally funded program or activity administered by this agency or its sub-recipients.

### Section I:

Complainant(s) Name:

Complainant(s) Address:

Telephone (Home):

Telephone (Work):

Email Address:

Accessible Format Requirements:

Large Print

TDD

Audio Tape

Other

### Section II:

Are you filing this complaint on your own behalf?

Yes\*

No

**\*If you answered "yes" to this question, go to Section III.**

If not, please supply the name and relationship of the person for whom you are complaining for:

Name:

Relationship:

Please explain why you have filed for a third party:

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Please confirm that you have obtained the permission of the aggrieved party if you are filing on behalf of a third party:

Yes

No

### Section III:

I believe the discrimination I experienced was based on (check all that apply):

Race

Color

National Origin

Sex

Age

Handicap/Disability

Income Status

Retaliation

Other

Date of Alleged Discrimination:

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

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### Section IV

Have you previously filed a Title VI complaint with this agency?

Yes

No

Section V	
Have you filed this complaint with any other Federal, State, or local agency, or with any Federal or State Court? Yes <input type="checkbox"/> No <input type="checkbox"/>	
If yes, check all that apply and list name of agency/court if known:	
<input type="checkbox"/> Federal Agency: _____	<input type="checkbox"/> Federal Court: _____
<input type="checkbox"/> State Agency: _____	<input type="checkbox"/> State Court: _____
<input type="checkbox"/> Local Agency: _____	
Section VI	
Please provide information about a contact person at the agency/court where the complaint was filed.	
Name:	Title:
Agency:	Telephone:
Address:	
You may attach any written materials or other information that you think is relevant to your complaint.	
Complainant(s) or Complainant(s) Representatives Signature:	Date of Signature:

Please submit this form in person at the address below, or mail this form to:  
 Florida-Alabama TPO  
 Brittany Ellers, Title VI Coordinator,  
 4081 E. Olive Rd. Pensacola, Florida 32514  
 (850) 332-7976, Ext. 220 phone (850) 637-1923 fax  
[brittany.ellers@wfrpc.org](mailto:brittany.ellers@wfrpc.org)

Internal Use Only		
Date Complaint Was Received:	Date Investigation Was Completed:	Investigator Assigned:



¿Ha presentado esta queja ante cualquier otro, estatal o agencia local Federal, o ante cualquier tribunal federal o estatal?		Si <input type="checkbox"/>	No <input type="checkbox"/>
En caso afirmativo, marque todo lo que corresponda:			
<input type="checkbox"/> Agencia federal _____	<input type="checkbox"/> Tribunal Federal: _____		
<input type="checkbox"/> Agencia Estatal: _____	<input type="checkbox"/> Tribunal Estatal: _____		
<input type="checkbox"/> Agencia Local: _____			
<b>Sección VI</b>			
Por favor provea información sobre una persona de contacto en la agencia/tribunal donde se presentó la denuncia.			
Nombre:		Título:	
Agencia:		Teléfono:	
Dirección:			
Puede adjuntar cualquier material escrito o cualquier otra información que usted piensa que es relevante para su queja.			
Demandante (s) o recurrente (s) Representantes Firma Del:			Fecha de la firma:

**Por favor envíe este formulario en persona en la dirección abajo, o envíe este formulario a:**

Florida-Alabama TPO  
 Brittany Ellers, Coordinador del Título VI  
 4081 E. Olive Rd. Pensacola, Florida 32401  
 (850) 332-7976 Teléfono (850) 637-1923 Fax  
 brittany.ellers@wfrpc.org

<b>Sólo para uso interno:</b>		
Fecha De Recibimiento por Florida-Alabama TPO:	Fecha De La Investigación Completada:	Investigador Asignado:

# Title VI Investigations, Complaints & Lawsuits

There have been no Title IV complaints, investigations, or lawsuits, filed with the ARC Gateway.

Type of Process	Date (Month, Day, Year)	Summary (Including basis of complaint: race, color, national origin, sex, age, handicap/disability, income status, retaliation, or other)	Status	Action(s) Taken
<b>Investigations</b>				
1.				
<b>Lawsuits</b>				
1.				
<b>Complaints</b>				
1.				