

Florida-Alabama
Transportation Planning Organization

Public Participation Plan

staffed by: Emerald Coast Regional Council

Florida-Alabama



Transportation Planning Organization

Public Participation Plan

Florida-Alabama Transportation Planning Organization

June 12, 2019

Florida-Alabama Transportation Planning Organization
Staffed by: Emerald Coast Regional Council
4081 East Olive Road, Suite A
Pensacola, FL 32514
Contact: Public Involvement
PublicInvolvement@ecrc.org
850-332-7976

This document is posted online at www.ecrc.org and a print copy is available upon request.

RESOLUTION FL-AL 19-07
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;

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 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 Plan.

Passed and duly adopted by the Florida-Alabama Transportation Planning Organization on this 12th day of June 2019.

ATTEST: 

**FLORIDA- ALABAMA TRANSPORTATION
PLANNING ORGANIZATION**

BY: 

Jeff Bergosh, Chairman

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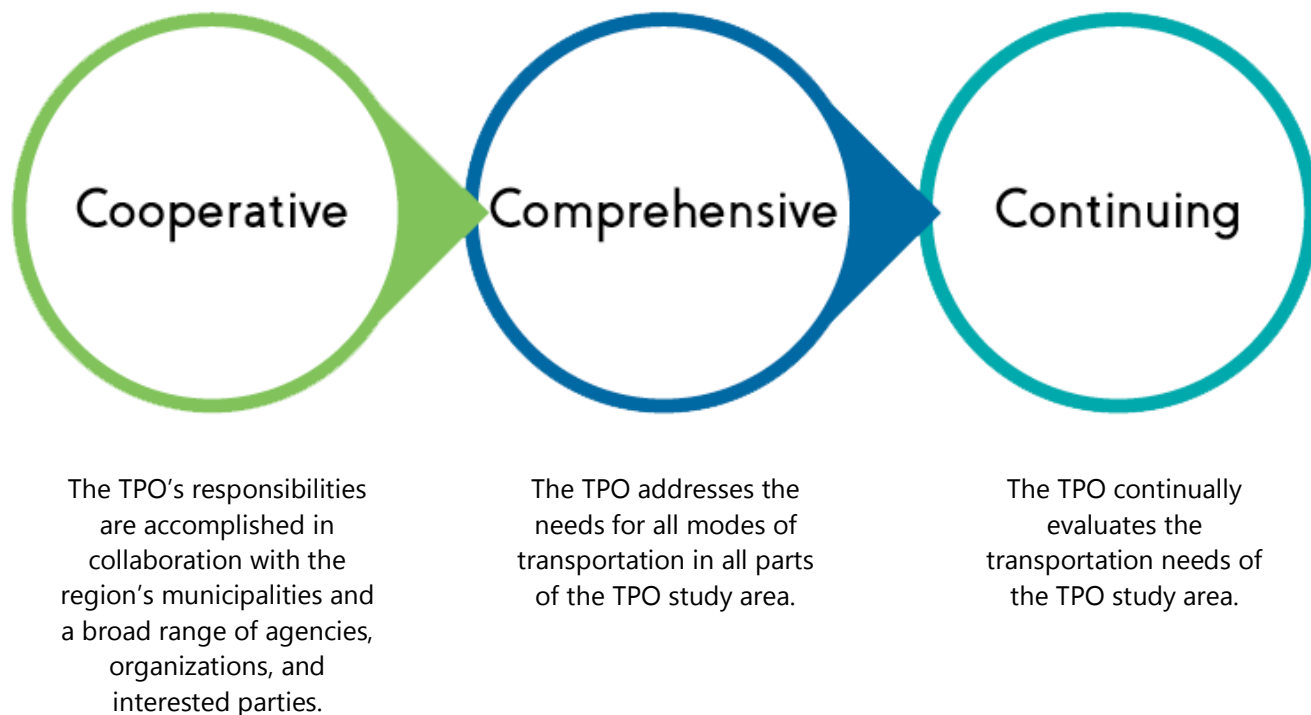
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Summary

The transportation planning process blends technical analysis and input from public and private transportation partners to identify priorities, choices, and risks to the transportation system within the Florida-Alabama Transportation Planning Organization (TPO) study area. It is also used to distribute resources for future investments. Long-range planning is required to be eligible for federal and state transportation funding assistance, given the vast amount of money invested in the system each year.

A TPO is designated to carry out the metropolitan transportation planning process. This process is accomplished through a forum of **cooperative**, **comprehensive**, and **continuing** transportation decision making.



TPOs are established in a study area with a population of 50,000 or more, determined by the U.S. Census. The Florida-Alabama TPO is the policy board for the urbanized areas within Escambia and Santa Rosa counties in Florida, and the City of Orange Beach and community of Lillian in Alabama. The principle responsibilities of the Florida-Alabama TPO include the development of a Unified Planning Work Program (UPWP), a 20-year Long Range Transportation Plan (LRTP), a five-year Transportation Improvement Program (TIP), a Congestion Management Process (CMP), a Public Participation Plan (PPP), and related planning studies and projects deemed necessary to address transportation issues in the Florida-Alabama TPO study area.

The Florida-Alabama TPO created the Public Participation Plan (PPP) to provide guidelines for achieving optimal engagement of the public when developing major planning documents and programs. Quality public participation is solicited early and continues throughout the planning process, helping to avoid, minimize, and mitigate negative project impacts while providing the best solutions for the community. Public input is often used in the development of plan or program goals, objectives, criteria, and overall recommendations to the TPO board.

The primary goals of the Florida-Alabama TPO 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 study 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 process.

The PPP is assessed on a quarterly basis to ensure effectiveness as trends and technologies change. All major or minor changes proposed for the plan are reviewed annually and implementation of updates initiate a 45-day review period. Changes to the plan will be posted online. A link to the document with changes will be provided to the TPO board, advisory committees, interested parties, and partners.

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, updated in 2019, based on feedback from the [Federal Certification Review](#) in 2018, is available online at www.ecrc.org or by contacting [Public Involvement](#) at 850-332-7976.

Preparation of this document was supported in part with funds provided by FHWA, FTA, Alabama Department of Transportation (ALDOT), Florida Department of Transportation (FDOT), and U.S. Department of Transportation (USDOT) through a cooperative agreement with the Florida-Alabama TPO. Development of the plan was made possible by leadership from the Florida-Alabama TPO; public comments; and input, review, and discussion provided by the Florida-Alabama Technical Coordinating Committee (TCC) and Citizen Advisory Committee (CAC). Special thanks to Carey Shepherd and Danielle Blackshear with FHWA and Carl Mikyska, with the Metropolitan Planning Organization Advisory Council. A complete list of comments will be included in the appendix, to be determined at the close of the 45-day comment period.

For more information about the Florida-Alabama TPO, to inquire about membership on the Citizen Advisory Committee, or to learn about ways to get involved, please contact [Public Involvement](mailto:publicinvolvement@ecrc.org) at 850-332-7976.



Get Connected!



Email us!

publicinvolvement@ecrc.org

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Send a request to:
publicinvolvement@ecrc.org



Write us!

FL-AL TPO
PO Box 11399
Pensacola, FL 32524



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Website!
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Tell us Your
Opinion!



Submit a written comment.
Request a comment card at:
publicinvolvement@ecrc.org

Participate in Person!

Access our calendar for
upcoming events:
ECRC.org/calendar



Call us!

850-332-7976





Ways to get Involved!

Attend a Public Meeting!

At public meetings, you not only have the opportunity to watch the action as the board deliberates and decides on transportation issues in your community, you have the opportunity to make your opinion known. Simply fill out a comment form when you arrive and give it to a staff member. You will be called and the board will hear your thoughts on any of the topics on the agenda, or a topic you wish to bring to their attention.

The TPO meets regularly and the schedule of meetings can be found at ecrc.org/FL-ALTPO

Public Meeting Rules of Civil Accordance

- *Respect the right of all members, the public, and staff to hold different opinions*
- *Avoid rhetoric intended to humiliate, delegitimize, or question the commitment or beliefs of those whose opinions are different from your own*
- *Strive to understand differing perspectives*
- *Choose words carefully*
- *Speak truthfully, without accusation, and avoid distortion*
- *Speak out against violence, prejudice, and incivility in all forms, whenever and wherever they occur*

The Emerald Coast Regional Council further pledges to exhibit and encourage the personal qualities that are emblematic of a civil society: gratitude, humility, openness, passion for service to others, propriety, kindness, caring, faith, sense of duty, and a commitment to doing what is right.

Participate on a Committee!

Community input is vital to the TPO. To acquire meaningful input from engaged community members, the Citizen Advisory Committee (CAC) meets regularly and provides recommendations to the TPO board, giving special attention to the impacts transportation plans and programs may have on their communities. Contact staff to learn about providing input in a non-voting capacity or joining if seats are available.

Complete a Comment Card!

The TPO staff collects public comments continually via comment cards. You do not have to attend a public meeting to complete and submit your comments regarding transportation issues. Ask a public involvement staff member how you can get a hard copy of the comment card, or simply follow this [link](#) to make your comment known.



Intent of the Public Participation Plan

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

The 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 and programs. Techniques for most effectively reaching the public are subject to ever-changing technologies and trends. The appropriate level of public involvement will vary by product. The minimum requirements for those plans are addressed in the PPP. The PPP also includes methodology for assessing effectiveness.

Florida-Alabama TPO Policy on Public Participation

The Code of Federal Regulations (450.316(b)(1)) and the Florida Metropolitan Planning Organization (MPO) Handbook outline public involvement requirements for defining a process for involving the public in the transportation planning process. The Florida-Alabama TPO is committed to providing stakeholders with opportunities to provide input for transportation plans and programs. Likewise, the FHWA and FDOT encourage the TPO to solicit public input in all efforts.

It is the policy of the Florida-Alabama TPO to:

- Provide complete and easily understood information for all segments of the public, particularly those affected by the outcomes and/or special populations
- Support early and continuous involvement of the public in the development and implementation of transportation plans and programs
- Continually identify and implement ways to improve the public participation process



Federal Requirements for Public Participation

The Fixing America's Surface Transportation (FAST) Act was signed into law on Dec. 4, 2015. The FAST Act authorizes \$305 billion over fiscal year (FY) 2016 - 2020 for federal-aid highways, highway and motor vehicle safety, public transportation, motor carrier safety, hazardous materials safety, rail, as well as, research, technology, and statistics programs.

The FAST Act:

- Maintains focus on safety (keeping intact the established structure of various highway-related programs)
- Continues efforts to streamline project delivery
- Provides a dedicated source of federal funds for freight projects

The FAST Act allows, states and local governments to move forward with critical transportation projects with confidence that they will have a federal partner long term. The FAST Act is the first long-term surface transportation authorization enacted in the last 10 years that provides long-term funding certainty. Policies and programs of the FAST Act are administered by FHWA.

The Moving Ahead for Progress in the 21st Century Act (MAP-21), enacted in 2012, included provisions to make federal surface transportation more streamlined, performance-based, multimodal, and to address challenges facing the U.S. transportation system. This includes improving safety, maintaining infrastructure condition, reducing traffic congestion, improving efficiency of the system, freight movement, protecting the environment, and reducing delays in project delivery. The FAST Act builds on changes made by MAP-21.

Setting the course for transportation investment in highways, the FAST Act:

- Improves mobility on America's highways
- Creates jobs and supports economic growth
- Accelerates project delivery and promotes innovation

These changes will improve innovation and efficiency in the development of projects from the planning and environmental review process, through project delivery.

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 Florida-Alabama TPO maintains public participation opportunities for transportation plans and programs for impacted communities through a wide range of methods, including but not limited to, board and advisory committees, public meetings and workshops, specialized outreach to community organizations, continuous public comment opportunities, news releases, eblasts, newsletters, and social media.

Staff works to maintain good relationships with members of the local media to raise awareness of public participation opportunities in transportation planning.



The Florida-Alabama TPO holds meetings at locations easily accessible to the geographically diverse urbanized area of Pensacola, Fla. Currently, meetings alternate between locations in Santa Rosa and Escambia counties. All meetings are noticed for the public and promoted through local media with a minimum of seven days' notice. 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 Florida-Alabama 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 public notices and media promotion provide the following notice for reasonable accommodations in accordance with the Americans with Disabilities Act:

In compliance with the Americans with Disabilities Act, reasonable accommodations to access meeting, and for limited English proficiency, are available upon request. Persons who require special accommodations under the Americans with Disabilities Act or persons who require translation services should contact [Public Involvement](#) toll-free 800-226-8914 or TTY 711, at least 48 hours in advance. Para informacion en espanol, puede llamar a Ada Clark al 850-332-7976, ext. 278 o TTY 711. Si necesita acomodaciones especiales, por favor llame 48 horas de antemano.

Participation is solicited without regard to race, color, national origin, age, sex, religion, disability, or family status. Persons who believe they have been discriminated against on these conditions may file a complaint with the [Title VI Coordinator](#), 850-332-7976, ext. 220.

Additionally, the Florida-Alabama TPO provides an opportunity for the public to comment at public meetings during public forum. The Florida-Alabama TPO recognizes the importance of reaching out to communities through social media tools such as [Facebook](#) (@EmeraldCoastRegionalCouncil). Often, they provide an efficient medium to communicate with the public. Incorporation of these media is determined on a case-by-case basis. Comments with abusive language or those deemed off topic may be deleted at the discretion of Florida-Alabama TPO staff. For more details about the social media policy, contact [Public Involvement](#) at 850-332-7976.

Organizational Structure

History

In November 1976, the Pensacola MPO was created, under the authority of Chapter 163 of the Florida Statutes, as a mechanism to conduct a **cooperative**, **comprehensive**, and **continuing** 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 U.S. Census, the Pensacola MPO was renamed the Florida-Alabama Transportation Planning Organization with the inclusion of the unincorporated community of Lillian, Ala.

The 2010 U.S. Census brought Orange Beach, Ala. into the TPO study area. 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. Authority is granted under amended 23 USC 134 in Section 1201(a) §134 (F)(2)(a) (Coordination in Multistate Areas). Two advisory committees make recommendations to the TPO board to ensure citizen participation and technical involvement is included in the planning process.



Transportation Planning Organization Board

The Florida-Alabama TPO is the local, intergovernmental transportation policy board for Escambia and Santa Rosa counties in Florida, and the City of Orange Beach and community of Lillian in Alabama. The board is comprised of local government officials who make decisions regarding transportation at the regional level. The TPO works to increase safety, security, accessibility, mobility, and connectivity for people and goods.

Membership of the Florida-Alabama TPO board is comprised of elected officials from the following municipalities:

Baldwin County, Ala:

- 1 Baldwin County Commissioner
- 1 City of Orange Beach Councilmember

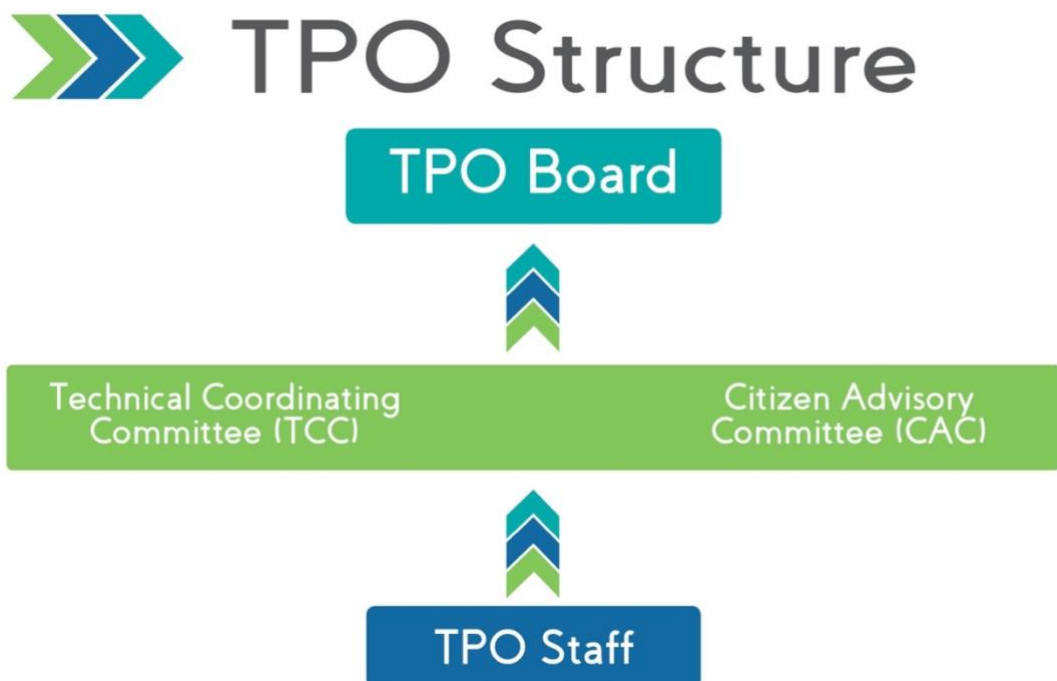
Escambia County, Fla:

- 5 Escambia County Commissioners
- 5 City of Pensacola Councilmembers

Santa Rosa County, Fla:

- 5 Santa Rosa County Commissioners
- 1 City of Milton Mayor or Councilmember
- 1 City of Gulf Breeze Mayor or Councilmember

The TPO board meets, at minimum, six times a year, at 9 a.m. on the second Wednesday of the meeting month. The meeting locations currently alternate between Escambia and Santa Rosa counties in Florida. The [TPO meeting schedule](#) can be found online at www.ecrc.org. A print copy of the TPO schedule is available upon request.



Citizen Advisory Committee

The Florida-Alabama CAC is comprised of members of the public who express an interest in transportation planning. Prospective members complete an application process and must be recommended for approval by the CAC and ultimately approved by the TPO board. Following approval, members serve at the pleasure of the TPO board. A maximum of 30 voting members may serve on the CAC.

Membership

Each member of the TPO board will appoint a member to the CAC who is representative of his/her respective jurisdiction, representing citizens from their respective districts. The TPO board appointed memberships equal 19 of the 30 CAC member seats. The appointments are subject to ratification by a majority vote at a regular TPO board meeting, at which a quorum is met. An appointed CAC member's term will mirror the term of their appointing TPO board member. TPO staff will correspond with new elected officials selected to serve on the TPO board regarding the CAC membership recruitment process.

The appointment of CAC members, by TPO board members, will represent the Florida-Alabama TPO study area as follows:

- Baldwin County (one seat)
- City of Orange Beach (one seat)
- Escambia County (five seats)
- City of Pensacola (five seats)
- Santa Rosa County (five seats)
- City of Milton (one seat)
- City of Gulf Breeze (one seat)

The number of representatives for each area is based on population

Five protected seats will represent underserved or special population segments of the Florida-Alabama TPO study area. Based on the population demographic data of the TPO study area, the protected seats may include the following:

- ADA
- Military/Veteran/Spouse
- Transit User
- Transportation Disadvantaged
- Youth

Citizens are welcome to apply directly through the TPO website for membership. General applications will be held for one year and verified for updated information annually.

The [CAC application](#) is available online at www.ecrc.org. A print copy of the CAC application is available upon request.

The CAC meets at 3 p.m. on the Tuesday prior to the TPO Board meeting on Wednesday. Meetings are held at Pensacola City Hall, 222 W. Main Street, Pensacola, Fla. The [CAC meeting schedule](#) can be found online at www.ecrc.org. A print copy of the TPO schedule is available upon request.

Technical Coordinating Committee

The Florida-Alabama TCC is comprised of local government technical staff. This committee participates in the planning process by providing technical advice to the TPO board on transportation issues.

The TCC meets at 8:30 a.m. on the Monday prior to the TPO Board meeting on Wednesday. Meetings are held at Pensacola City Hall, 222 W. Main Street, Pensacola, Fla. The [TCC meeting schedule](http://www.ecrc.org) can be found online at www.ecrc.org. A print copy of the TPO schedule is available upon request.

Freight Advisory Working Group

The Freight Advisory Working Group provides a forum for open dialogue where members of the freight community can gain insight into the TPO's decisions and upcoming projects. This forum provides much needed industry input to decision makers regarding freight transportation priorities and expenditures.

The [Freight Advisory Working Group](http://www.ecrc.org) meets as needed at various locations. Receive updates and meeting notices by signing up as an interested party or stay connected online at www.ecrc.org.

Interested Parties

To receive updates from the Florida-Alabama TPO, [subscribe](http://www.ecrc.org) online at www.ecrc.org for information regarding meetings, plans, programs, or committees. All public meetings and workshops are noticed seven days in advance on the Florida-Alabama TPO website calendar, eblast to interested parties, and news release. Florida-Alabama TPO board, committee, and other [public agendas](http://www.ecrc.org), and [schedules](http://www.ecrc.org) can be found online at www.ecrc.org. A print copy of the TPO schedule and public agendas are available upon request.



Stakeholders

A stakeholder is defined as any person or group that is affected by transportation plans or programs, including those who may not be aware they are affected.

The following groups and individuals are considered stakeholders in the transportation planning process and the audience for various communication tools and outreach efforts:

- Transportation agencies; freight and passenger railroads; logistics providers
- Media
- Homeowners/neighborhood associations
- Civic and advocacy groups
- Business community
- Interested parties expressing an interest in transportation planning
- Area Chambers of Commerce and Economic Development Agencies
- Environmental groups
- Pedestrian and bicycle users
- Special populations and groups
- Large employers
- Boards of education
- Other stakeholders identified by the TPO in outreach efforts

Governments and Agencies

In developing TPO plans and programs, the TPO will consult with governments, agencies, and officials responsible for other planning activities within the TPO study area that are affected by transportation (including State and local planned growth, economic development, tourism, natural disaster risk reduction, environmental protection, airport operations, or freight movements) or coordinate its planning process with such planning activities. In addition, the TPO shall develop the transportation plans and TIPs with due consideration of other related planning activities within the metropolitan area. [23 C.F.R. 450.316(a)(3)(b)]

The TPO will include appropriate Tribal Governments, federal land management agencies, state and local land use management and environmental agencies, including historic preservation in all phases of the TPO plans and programs. Technical staff from such agencies will be encouraged to provide input based on agency plans, mitigation strategies, policies, and/or programs. This input may be provided by electronic communication, participation on committees, or one-on-one meetings.

Although there are no public lands and/or Indian Tribal Lands in the Florida-Alabama TPO study area, the TPO strives to include Tribal Governments for insight on planning efforts such as the Long Range Transportation Plan, Project Priorities, and other products. Generally, correspondence between the TPO and Native American Tribes is conducted using electronic communications. The following Native American Tribes are:

- Miccosukee Tribe of Indians of Florida
- Mississippi Band of Choctaw Indians
- Muscogee (Creek) Nation
- Poarch Band of Creek Indians
- Seminole Tribe of Florida

The TPO also corresponds with the Santa Rosa County Creek Indian Tribe, Inc., to ensure this special population is included in the transportation planning process.

Traditionally Underserved Populations

Each public participation process provides an opportunity to develop methods to reach traditionally underserved populations, such as minorities and low-income. Potential underserved populations may also include youth, persons with disabilities, and senior citizens.

Identification of Special Populations

U.S. Census data is used to identify the Florida-Alabama TPO study area demographics which include, race, age, and limited English proficiency communities. Coordinating with agencies throughout the study area that serve special populations aids in the identification of traditionally underserved populations.

Outreach efforts are recorded via interactive map with demographic data and projects, with emphasized attention paid to special populations that may be affected as a result of plans and programs. Mapping this data shows corresponding projects relative to communities that would be most impacted and allows staff to identify populations most affected by the plans and programs. The interactive map, along with U.S. Census demographic data, is utilized to focus outreach efforts in communities of traditionally underserved and limited English proficiency populations. Enhanced outreach methods, such as community pop-up events, can be implemented to involve traditionally hard to reach populations in the transportation planning process. Additionally, the bylaws of the [Citizen 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.

Environmental Justice

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 Florida-Alabama TPO's environmental justice initiatives accomplish this by adhering to three fundamental 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 participation 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 resource agencies and 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, resource agencies, and other stakeholders. The opportunity for early input and consideration of the environment in transportation planning will be included in the LRTP process as needed.

Title VI, ADA, and LEP

The Florida-Alabama 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 Florida-Alabama TPO prohibits discrimination on the basis of race, color, or national origin in its employment and business opportunities.

As a FTA and FDOT fund recipient, the Florida-Alabama TPO will ensure that its programs, policies, and activities comply with both FTA and FDOT Title VI Regulations of the Civil Rights Act of 1964. The Florida-Alabama 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 these regulations.

The Florida-Alabama TPO’s Title VI Policy and Plan outlines policy of inclusivity and procedure for handling complaints of discrimination. The Limited English Proficiency (LEP) Plan, included in the Title VI Policy and Plan, identifies limited English proficient populations in the Florida-Alabama TPO study area and provides guidelines to ensure that information and services are accessible to LEP persons. With adequate notice, the TPO provides assistance to citizens who are hearing and visually impaired, of limited English proficiency, transportation disadvantaged, or have other specifically special needs, at all public meetings and workshops. For more details, please review the Title VI Policy and Plan online at www.ecrc.org. A print copy of the Title VI Policy and Plan is available upon request.



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 board and advisory committee members
- Provide adequate public notice by:
 - Posting all public meetings and workshops on the TPO website calendar and community calendars (where available)
 - Sending news releases via email to local media, including special population media outlets
 - Sending meeting notices via email to community groups, organizations, and other stakeholders through the interested contact parties list (interested parties may [subscribe](#) online at www.ecrc.org)
 - Placing a public notice in the Federal Administrative Register for review and adoption of core documents and amendments to core products*
- Include the website URL on all TPO meeting and workshop posts and news releases, so that the public can easily access meeting information
- Include provisions in public notices for interested persons to respond by phone or email
- 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 TPO enewsletter to inform the public of the TPO's accomplishments and to solicit public participation
- Make all information available at Emerald Coast Regional Council or by mail for interested parties with no computer access
- Schedule pop-up events in various communities to reach broader demographic of the study area
- Implement virtual workshops and etown halls whenever possible to allow remote engagement in the transportation process
- Host nontraditional outreach and workshops to garner input from special populations
- Utilize social media, when appropriate, to promote participation opportunities, workshops, and meetings

***Core products include:** Unified Planning Work Program (UPWP), Long Range Transportation Plan (LRTP), five-year Transportation Improvement Program (TIP), Congestion Management Process (CMP), and Public Participation Plan (PPP).

Emergency Meetings

The TPO or advisory committee chairman may call for an emergency meeting of their respective board or committee when, in their opinion, an emergency exists which requires immediate action. When such meetings are called, each member shall be notified of the meeting date, time, location, and purpose. No business, other than the notified purpose, shall be addressed at that meeting.

If after reasonable diligence, it becomes impossible to give notice to each 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 advisory committee.

Emergency meetings should be scheduled to allow seven day public notice, whenever possible, and will be noticed as described above in Goal 1: Inform the Public. In the event seven days public notice is not possible, at least a 24-hour advance public notice of the emergency meeting shall be given to local media services before the time the meeting is held.

Special Meetings

A special meeting may be called by the TPO or advisory committee chairman or a majority of the voting members at a regular meeting. When such meetings are called, each member shall be notified of the meeting date, time, location, and purpose. No business, other than the notified purpose, shall be addressed at that meeting.

In the event that the chairman wishes to cancel or change the time of a special meeting, advance notice of such cancellation or change shall be made as soon as practicable or at least 24 hours prior to when such meeting was to have taken place.

Special meetings should be scheduled to allow seven-day public notice, whenever possible, and will be noticed as described above in Goal 1: Inform the Public.

Goal 2: Involve the Public

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

Techniques:

- Maintain active advisory committees allowing residents the 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 website at www.ecrc.org allowing the public to email staff with questions or comments
- Create surveys, when appropriate to be administered at TPO meetings, workshops, events, etc.
- Ensure all digital comments are responded to by forwarding to the appropriate member of the transportation planning team
- Inform TPO board members of recommendations from the CAC and TCC
- Allocate time for public comment on the TPO board and committees' agenda

Goal 3: Include the Public

Reach out to the geographical, organizational, and demographic communities of the TPO study 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 comprise 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 that serve special populations
- Include in TPO public notices that upon request, with adequate notice, assistance will be provided to the hearing and visually impaired, those with limited English proficiency, the transportation disadvantaged, and others requiring specific special assistance

Goal 4: Improve the Public Participation Process

Continually identify and implement ways to improve the public participation process.

Techniques:

- Identify opportunities to improve and create innovative strategies that will reach greater and more diverse populations in the study area
- Conduct quarterly assessments of public participation techniques and adjust strategies as needed to improve effectiveness and reach set performance measure targets
- 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



Methods for Achieving Good Public Involvement

Public Meetings

1. A summary of questions and comments to be discussed at quarterly assessment
2. Provide adequate public notice by:
 - a. Posting all public meetings and workshops on the TPO website calendar and community calendars (where available)**
 - b. Sending news releases via email to local media, including special population media outlets**
 - c. Sending meeting notices via email to community groups, organizations, and other stakeholders through the interested contact parties list (interested parties may [subscribe](http://www.ecrc.org) online at www.ecrc.org)**
 - d. Placing a public notice in the Federal Administrative Register for review and adoption of core documents and amendments to core products *

***Core products include:** Unified Planning Work Program (UPWP), Long Range Transportation Plan (LRTP), five-year Transportation Improvement Program (TIP), Congestion Management Process (CMP), and Public Participation Plan (PPP).

**** Includes:** In compliance with the Americans with Disabilities Act, reasonable accommodations to access meeting, and for limited English proficiency, are available upon request. Persons who require special accommodations under the Americans with Disabilities Act or persons who require translation services should contact [Public Involvement](http://www.ecrc.org) toll-free at 800-226-8914 or TTY 711, at least 48 hours in advance. Para informacion en espanol, puede llamar a Ada Clark al 850-332-7976, ext. 278 o TTY 711. Si necesita acomodaciones especiales, por favor llame 48 horas de antemano.

Participation is solicited without regard to race, color, national origin, age, sex, religion, disability, or family status. Persons who believe they have been discriminated against on these conditions may file a complaint with the [Title VI Coordinator](http://www.ecrc.org), 850-332-7976, ext. 220.

Public Workshops

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

1. Newsletter article in transportation newsletter ([subscribe](http://www.ecrc.org) online at www.ecrc.org)
2. Print collateral mailed to residents/property owners/business owners within project area of interest
3. Social media promotion of the opportunity
4. Tailored activities and presentations to include flip charts, maps, surveys, and/or handouts as needed

Virtual Workshops/eTown Halls

Can be held independent of, or in coordination with, a standing public workshop or meeting. Same steps as public meetings (above) and may also include:

1. Live Q & A session
2. Live streaming of presentations
3. Social media promotion of the opportunity

Nontraditional Outreach/Workshops

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

1. Social media promotion of the opportunity
2. Tailored activities and collateral to include flip charts, maps, surveys, and/or handouts as needed

Civic Outreach

1. Eblasts to TPO board and advisory committees, partners, stakeholders, community groups, and interested parties ([subscribe](#) online at www.ecrc.org)
2. Tailored activities and presentations to include flip charts, maps, surveys, and/or handouts as needed



Community/Pop-Up Events

1. Eblasts to TPO board and advisory committees, partners, stakeholders, community groups, and interested parties ([subscribe](#) online at www.ecrc.org)
2. Interactive booths with project specific information collateral
3. Post event details on the TPO website calendar
4. Send news releases via email to local media, including special population media outlets
5. Social media promotion of the opportunity

Networking Events

1. Tailored collateral to include handouts as needed

Educational Institution Outreach

1. Simplified and tailored activities and collateral to include flip charts, maps, surveys, and/or handouts
2. Educational activities, such as [StreetMix](#), will be used to educate students on the transportation planning process

Outreach activities will be assessed on a quarterly basis to evaluate their effectiveness and make improvements as needed. More details of the quarterly assessment process can be found on page 31.

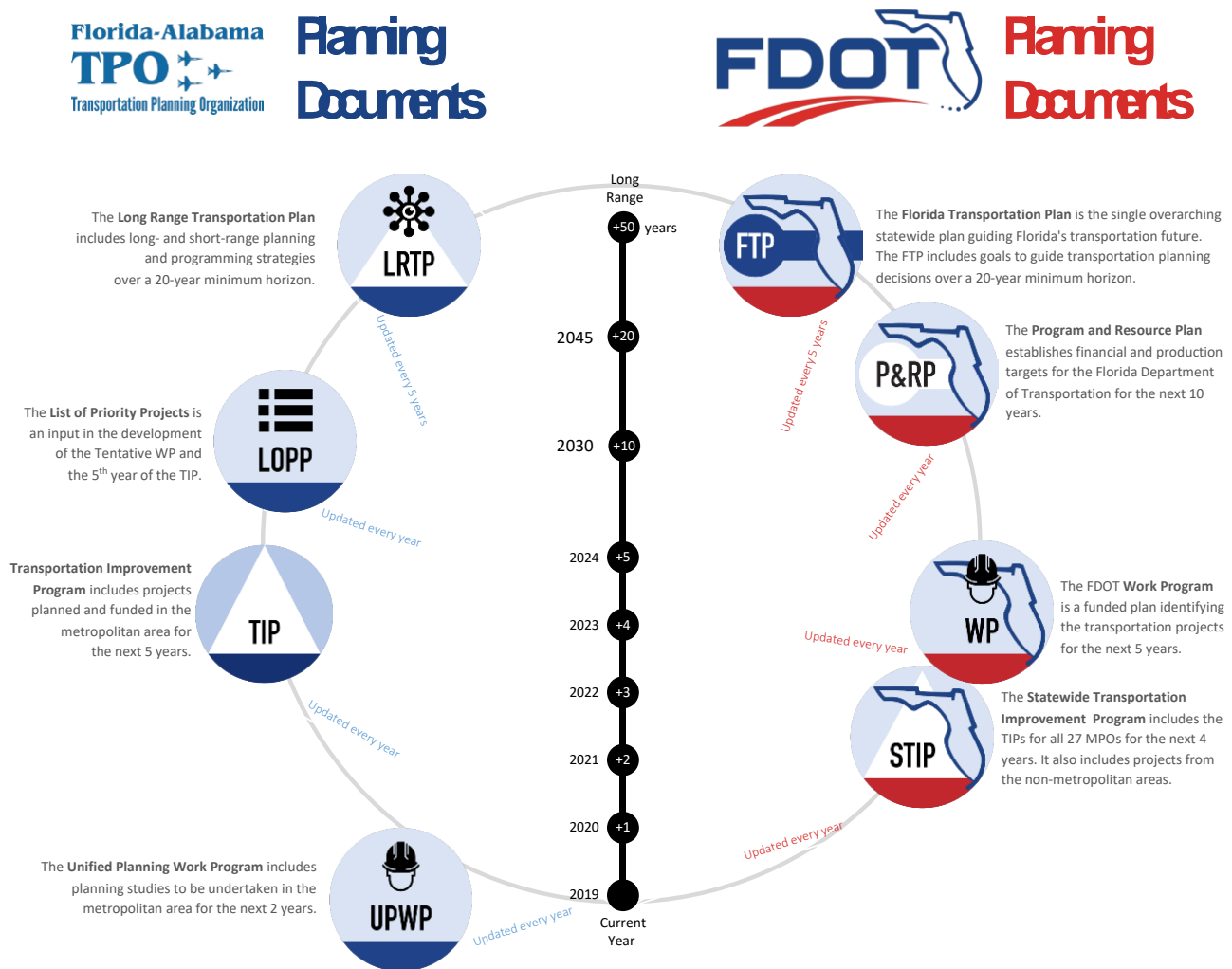


TPO Work Plans and Programs

The Florida-Alabama TPO continuously develops and updates several plans and programs. In exercising its authority to guide the expenditure of federal and state transportation funds, it is critical for the PPP to provide complete information and timely public notice, and to support continuing involvement of the public in the development of plans and programs. The Florida-Alabama TPO operates on an annual cycle with a fiscal year of July 1 through June 30. The following infographics, provided by FDOT, describe the relationship between the TPO and their planning documents:

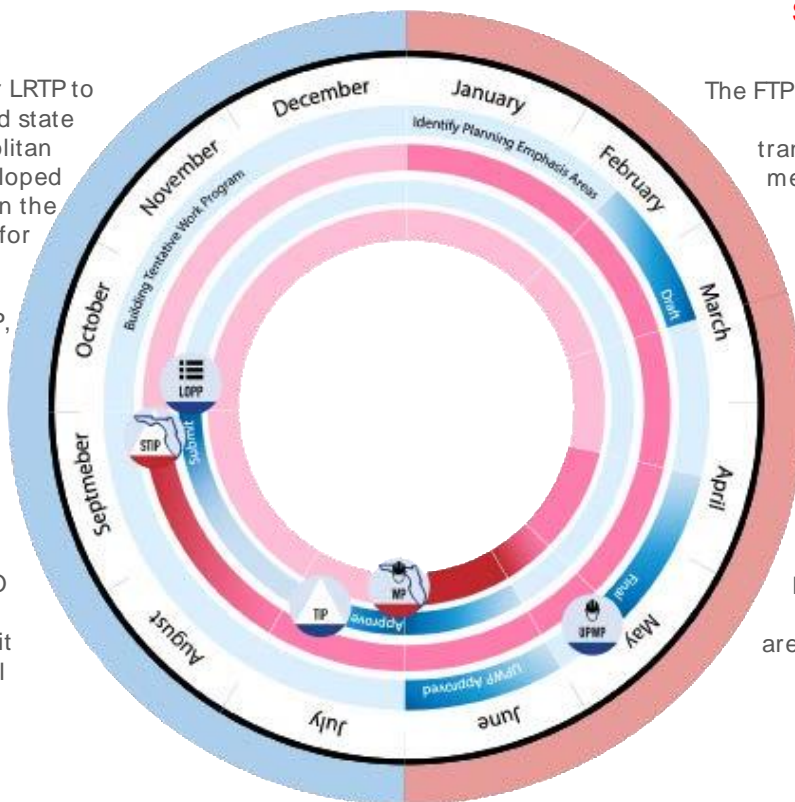
TPO/MPO Program Management

How TPO and FDOT Planning Documents work together to move Florida forward



TPO Planning

The TPOs develop their LRTP to implement national and state goals for their metropolitan area. Projects are developed and must be included in the LRTP to be considered for funding. The LOPP is used to inform the development of the TIP, which must be consistent with the LRTP. The projects included in the TIP are funded and completed through the Work Program (WP). The UPWP describes what planning work the MPO will do, when it will be completed, how much it will cost, and how it will be paid for.



Statewide Planning

The FTP is a long-term plan that sets goals to guide transportation decisions to meet the needs of Florida. The next 10 years of funding for programs are identified in the P&RP. All 27 TIPs are combined together, along with FDOT's other non-metropolitan statewide projects, to form the STIP. To be eligible for federal funding, projects must be included in the LRTP, TIP, and STIP. Projects are funded and completed through the Work Program (WP).



Long Range Transportation Plan

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. The LRTP, a major product of the TPO, details a variety of tasks to be accomplished during the on a 21-month update process, including the tasks outlined in the following infographic:

Long Range Transportation Plan TASKS

SCOPE OF SERVICES

An agreement between ALDOT, FDOT, the TPO, and consultants outlining the scope of the LRTP process, tasks to be completed through the process, and a general timeline of the process.

How to be Involved

Review the scope of work prior to adoption by the TPO. Sign up for agenda distribution list to receive updates and notifications.

NEEDS PLAN DEVELOPMENT

The development of the Year 2045 Needs Plan as well as Purpose and Needs Statements for each project in the 2045 Needs Plan, considering how the existing and proposed transportation facilities will function as an integrated, multimodal system.

How to be Involved

Attend the Public Workshop scheduled for the community to review and provide input.

CONGESTION MANAGEMENT PROCESS

The Congestion Management Process is a state and federally mandated document designed to support the transportation planning process formulating safety recommendations through the collection of annual data.

How to be Involved

Sign up for agenda distribution list to receive updates and notifications.

DOCUMENTATION

Elements of this task provide for the development of the Year 2045 Cost Feasible Plan. Cost and Year of Expenditure will be developed.

How to be Involved

Sign up for agenda distribution list to receive notifications of the published documents made available for public review by the TPO.

GOALS AND OBJECTIVES

The goals, objectives, and policies adopted at the out-set of the LRTP update will guide the study and will play a critical role in project ranking and systems evaluation. Performance measures and targets will be used in accordance with the required performance management approach.

How to be Involved

Attend the Public Workshop scheduled for the community to review and provide input.

FINANCIAL RESOURCES

This task will produce information regarding existing and projected funding sources to be used in developing the Year 2045 Cost Feasible Plan.

How to be Involved

This activity is data collection only.

EVALUATION CRITERIA

To ensure that the projects in the Needs Plan are evaluated with a common set of criteria, a series of evaluation criteria will be developed that reflect the Goals, Objectives, Policies, and Performance Measures.

How to be Involved

Review the scope of work prior to adoption by the TPO. Sign up for agenda distribution list to receive updates and notifications.

COST FEASIBLE PLAN DEVELOPMENT

Elements of this task provide for the development of the Year 2045 Cost Feasible Plan. Cost and Year of Expenditure will be developed.

How to be Involved

Attend the Public Workshop scheduled for the community to review and provide input.

Public involvement strategies for each LRTP update should include a variety of outreach activities designed to solicit feedback, which aid in the development of LRTP goals, objectives, evaluation criteria, and the final plan. Public involvement strategies should be implemented in all stages of the process to garner input 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 online at www.ecrc.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 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 LRTP (including the financial plan) as a result of public involvement, a summary, analysis, and report on the disposition of comments shall be made part of the final LRTP
- If the final LRTP differs significantly from the one made available for public comment or raises new material issues, an additional opportunity for public comment must be made available

General techniques for LRTP Update:

- Review the previous major update process public participation report, quarterly assessment reports, etc.
- Research and review similar public involvement plans, new methods, and trends for community outreach
- Develop a slogan, message, and design collateral
- Develop public participation timeline that outlines specific milestones for engaging the public
- Develop list of partners, stakeholders, and community groups to engage in the update process
- Develop and distribute of E-Blasts
- Strategic use of traditional and social media
- Develop effective visual aids such as maps, charts, and graphs
- Develop surveys and comments cards
- Coordinate presentations at regular local government and community organizations' meetings
- Coordinate focused outreach to engage special populations
- Coordinate Steering Committee meetings
- Coordinate public workshops at key points in the development of the long range transportation plan
- Develop Public Involvement Report to document all aspects of the public involvement efforts during the development of the plan update
- Include in public notice of the TPO board meeting when draft LRTP is to be presented for review and adoption

Any proposed project entered into [FDOT's ETDM](#) environmental screening tool provides stakeholders the opportunity for public comment.



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

Outreach

- Identification of stakeholders, organizations, special populations, Tribal organizations, and media outlets
- News releases/articles
- Radio/TV interviews
- Public Notices
- Creation and distribution of surveys, as deemed necessary
- Public open houses, workshops, and forums
- Presentations to specific groups
- Comment cards
- Use of GIS maps
- Visualization techniques, such as educational videos, maps, interactive activities, renderings, etc.

Awareness/Education

- Enewsletters
- Email marketing
- Social media
- Dedicated section on the TPO website

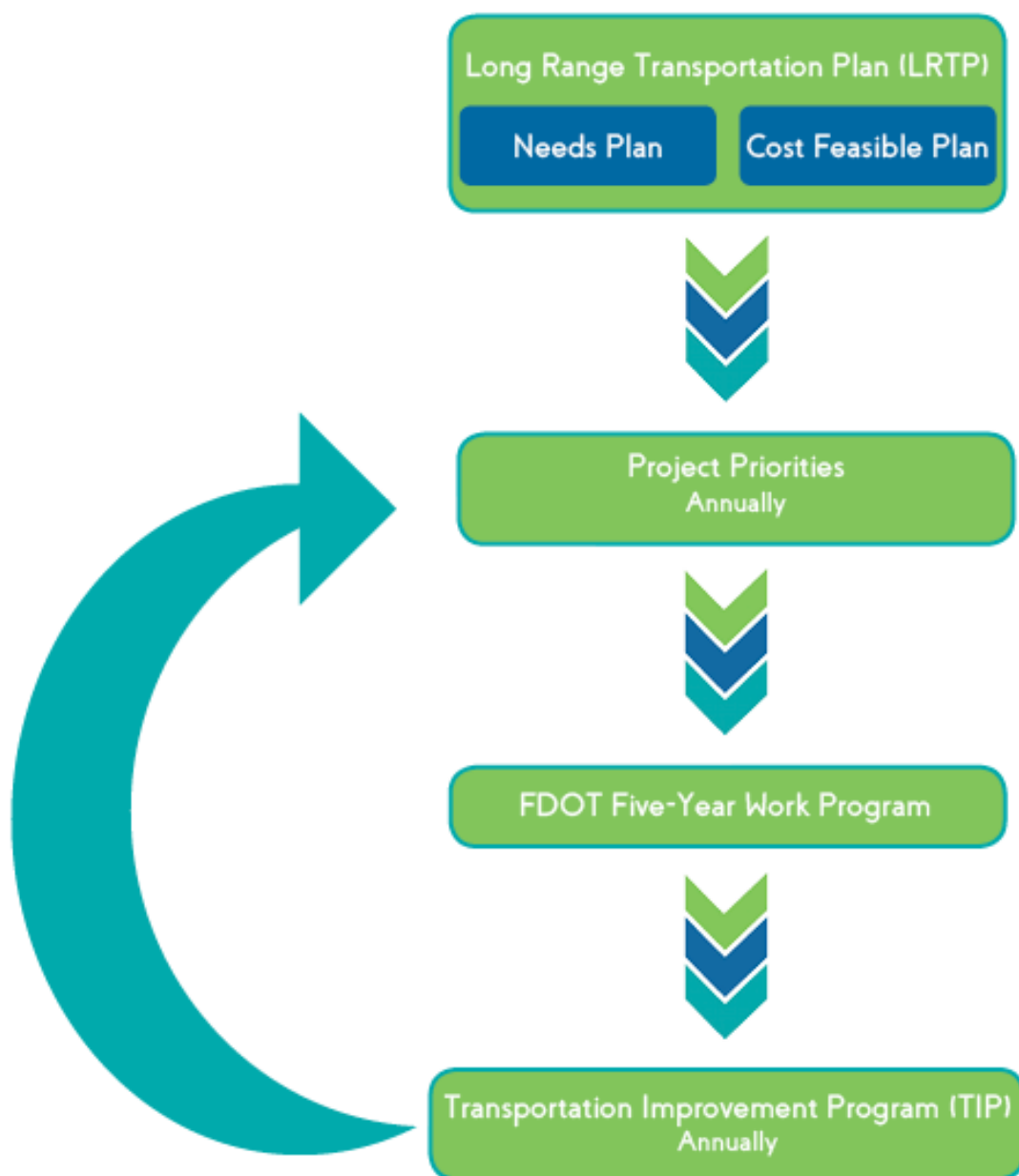
Documentation

- Compilation of comments
 - Photos of outreach activities
 - Oral and written comments to be posted to the website along with drafts
 - Documentation of outreach opportunity assessment*
- *More details of the quarterly assessment process can be found on page 31.



Project Priorities and Transportation Improvement Program

The Project Priorities result from the LRTP's Cost Feasible Plan and are reviewed with the public and the TPO board and advisory committees annually. Once adopted by the TPO board, the Project Priorities are given to FDOT to develop 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-year cycle. The TIP is revised annually and is available, in interactive format, on the TPO's V website at www.ecrc.org.



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 at www.ecrc.org, a print copy of the current plan is available upon request
- 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, as described in the [FDOT MPO Program Management Handbook](#)
- 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 techniques proven effective include:

- Provide a 30-day public review and comment period for the draft Project Priorities documents
- Promote development of the Project Priorities and TIP through news releases and social media, and eblast to TPO board and advisory committees, partners, stakeholders, community groups, and interested parties ([subscribe](#) online at www.ecrc.org)
- Hold public workshop(s) and implement additional project-specific outreach, as needed, to special populations during the Project Priorities process
- Coordinate public outreach to community groups (with emphasis on the underserved)
- Include public input collected at workshops in the draft Project Priorities and TIP
- Include in the public notice of the TPO board meeting when the draft Project Priorities and TIP are to be presented for review and adoption
- Provide the public with an opportunity to comment during public forum when the draft Project Priorities and TIP are presented for review and adoption to the TPO board and advisory committee meetings
- Publish adopted Project Priorities and TIP interactive site (provided by FDOT) on website at www.ecrc.org, a print copy of the current plan is available upon request

As previously described with the LRTP, any proposed project entered into the [FDOT's ETDM](#) environmental screening tool provides stakeholders the opportunity for public comment.

Unified Planning Work Program

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 to refine task descriptions and reflect changes necessary within the forecasted financial management schedule. The UPWP must be made available for comment to the public, federal agencies, and interested parties.

Below are some of the steps utilized to update and revise the UPWP:

- Provide a 30-day public review and comment period for the draft UPWP
- Include in the public notice of the TPO board meeting when draft is to be presented for review and adoption
- Provide the public with an opportunity to comment during public forum when the draft is presented for review and adoption
- Publish adopted document on website at www.ecrc.org, a print copy of the current plan is available upon request

Administrative Modifications

Administrative modifications to the PPP, LRTP, TIP, or UPWP are minor revisions and do not require public review but must be included in the public notice for the TPO board meeting when the modification is presented for review and adoption.

Amendments

Amendments are revisions that may involve the addition or deletion of a major project, a major change in project cost, or a major change in design concept or design scope. Amendments require a formal public review and comment period.

A 30-day formal comment period will be implemented for major LRTP amendments and the public participation procedures may vary based on the nature of the amendment. TPO board staff, with TPO board consultation, will make this determination based on the project, the nature of the change, the number of counties affected, and the impact on the planning process. Because of the wide variability in what an amendment can include, the TPO reserves the right to determine what participation techniques are appropriate, recognizing that outreach measures should fit the amendment content. At all times, the public, interested parties, policy makers, and partners are able to obtain the full extent of information about each project change. Review and adoption of amendments to core documents, by the TPO board, will be noticed in the Florida Administrative Register.

Below are some of the steps utilized for amendments to major documents or plans:

- Provide a 30-day public review and comment period for the draft document or plan
- Include in the public notice of the TPO board meeting when the draft document or plan is to be presented for review and adoption
- Provide the public with an opportunity to comment during public forum when the draft document or plan is presented for review and adoption
- Publish adopted document on website at www.ecrc.org, a print copy of amendments are available upon request

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, Pedestrian-Bicycle Plan, Regional Freight Plan, and Corridor Management Plans. Project specific public participation elements will be included early in the planning process.

The Florida-Alabama TPO's typical public participation elements may include:

- Provide a 30-day public review and comment period for the draft document or plan
- Include in the public notice of the TPO board meeting when the draft document or plan is to be presented for review and adoption
- Provide the public with an opportunity to comment during public forum when the draft document or plan is presented for review and adoption
- Publish adopted document on website at www.ecrc.org, a print copy of the current plan is available upon request

Public Participation Opportunities	Public Comment Period	Public Notice	Schedule
Transportation Planning Organization Board	Every meeting	Seven days prior to meeting	Meets at least six times per year
Citizen Advisory Committee	Every meeting	Seven days prior to meeting	Meets at least six times per year
Technical Coordinating Committee	Every meeting	Seven days prior to meeting	Meets at least six times per year
Freight Advisory Working Group	Every meeting	Seven days prior to meeting	Meets on an as needed basis
Public Access	www.ecrc.org		

Program Adoption and Amendment Timeline	Unified Planning Work Program (UPWP)	Long Range Transportation Plan (LRTP)	Transportation Improvement Program (TIP)	Congestion Management Process (CMP)	Public Participation Plan (PPP)	Project Priorities
Program Update Schedule	Every 2 years	Every 5 years	Every year	Minor Update: Every year Major Update Every 5 years	Every year	Every year
Adoption Public Comment Period	30 days prior to TPO board adoption		14 days prior to TPO board adoption	30 days prior to TPO board adoption	45 days prior to TPO board adoption	30 days prior to TPO Board adoption
Adoption Public Notice Period	7 days prior to TPO board review and adoption					
Program Amendments Schedule	As needed			N/A	Annual	N/A
Amendments Public Comment Period	7 days prior to TPO board review and adoption			N/A	45 days prior to TPO board adoption	N/A
Amendment Adoption and Review Public Notice Period	7 days public notice					
Public Access to Document	www.ecrc.org					

Assessment of Public Participation Strategies

The Florida-Alabama TPO staff must assess the effectiveness of public participation strategies to ensure that funds and time are well invested, and public participation goals are achieved. It is standard practice that all TPO plans and programs 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. Quarterly assessment meetings are held internally for transportation and other program staff to assess all outreach opportunities and plan or program specific goals. The assessment meetings give staff an opportunity to develop, evaluate, and modify goals.

Evaluation Tools

Several evaluation tools will be utilized to track metrics of public participation efforts. The Public Outreach Evaluation Form will be utilized to record qualitative and quantitative data. Public Outreach Evaluation Forms will be recorded and assessed quarterly. The Interactive Outreach Map will be updated quarterly with the plotting of outreach efforts. The map will be used in the assessment of areas in need of outreach and environmental justice impacts of the TPO's plans and programs. The Interactive Outreach Map will develop a baseline for outreach efforts and aid in the development of public participation goals. The map is available online at www.ecrc.org. Questionnaires, distributed to participants at meetings, via the web or by mail, is the final evaluation tool that will be utilized in tracking metrics.

Evaluation Metrics

The Florida-Alabama TPO's public participation activities can be evaluated through numerous methods. Currently, the TPO tracks the following metrics:

- Number and quality of outreach opportunities
- Estimated reach and attendance of outreach opportunity
- Number of social media followers and posts
- Number of newsletter subscribers and newsletters/email blasts
- 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 completed surveys and/or comments

Performance Measures

Performance measures are used in defining and monitoring objective indicators to assess and report the performance of public involvement efforts. The performance methodology, for public participation, aids in the identification of appropriate goals and objectives that could provide an effective framework for assessing and reaching public participation goals.

The following performance measures focus on desired outcomes and advance strategic objectives:

Equity - Provide equitable access to transportation decision-making.

Indicator E-1: Access to information and participation opportunities by persons with disabilities

Target: [100%] of disabled persons that requested accommodations were satisfied with efforts made to accommodate their needs

Target: [100%] of meetings, events and project-related information sources are accessible to persons with disabilities

Data and Measurement: This information will be tracked by noting the number of requests received for special accommodations for each meeting location or related to project information and the number of events (meetings, hearings, workshops) involving a public notice by the agency that provided special accommodations during a given year. A survey or comment form will be provided to those who required accommodation to assess their satisfaction with agency accommodations. Meetings, events and project-related information source accessibility to persons with disabilities, will be recorded on the Public Involvement Evaluation Form.

Indicator E-2: Convenience of meetings and events to public transportation, where available

Target: [60%] of public involvement events are within [1/8 mile] of a transit stop.

Data and Measurement: This information will be tracked by noting the number of meetings held within 1/8 mile of a transit stop for meetings and events that are held in areas that have public transit.

Indicator E-3: Geographic dispersion of involvement opportunities

Target: At least one meeting or opportunity is located in each affected neighborhood within the study area.

Data and Measurement: This information will be tracked using the Interactive Outreach Map

Note: this target pertains to corridor or area specific projects or actions.

Target: At least one meeting or opportunity is located in each county with the TPO study area.

Indicator E-4: Convenience of meeting or event time

Target: At least [75%] of participants and invitees felt the meeting or event was held at a convenient time.

Data and Measurement: This information will be tracked using responses to questionnaires that are administered at the meeting or distributed via the web or by mail.

Indicator E-5: Convenience of meeting or event location

Target: At least [75%] of participants and invitees felt the meeting or event was held at a convenient location.

Data and Measurement: This information will be tracked using responses to questionnaires that are administered at the meeting or distributed via the web or by mail.

Method - Use a variety of methods to involve and engage the public.

Indicator M-1: Perception of the value of methods used (e.g., public meeting, one-on-one meeting, agency presentation, online, mailings, other.)

Target: [60%] of participants agree [insert technique*] was of value in capturing their input.

Target: [60%] of participants agree [insert technique*] was of value in conveying project information.

Target: [60%] of project managers agree [insert technique*] was of value in capturing public input.

Target: [60%] of project managers agree [insert technique*] was of value in conveying project information.

*Techniques will be determined based on outreach activity, project, and outreach audience.

Data and Measurement: This information will be tracked using responses to questionnaires that are distributed to participants at meetings, via the web or by mail.



Appendix I – List of Acronyms

List of Acronyms	
Americans with Disabilities Act	ADA
Citizens Advisory Committee	CAC
Efficient Transportation Decision Making	ETDM
Federal Highway Administration	FHWA
Federal Transit Administration	FTA
Florida Department of Transportation	FDOT
Limited English Proficiency	LEP
Long Range Transportation Plan	L RTP
Metropolitan Planning Area	MPA
Metropolitan Planning Organization	MRPO
Moving Ahead for Progress in the 21st Century	MAP-21
Public Participation Plan	PPP
Technical Coordinating Committee	TCC
Transportation Improvement Program	TIP
Transportation Management Area	TMA
Transportation Planning Organization	TPO
Unified Planning Work Program	UPWP

Appendix II – Public Involvement Evaluation Form



Public Involvement Evaluation	
Activity:	
Date/Location:	
Intended Audience:	
Estimated Reach:	
Activity Attendance:	
Project/Program Promoted:	
Description of Activity:	
Materials/Tools Used:	
Results:	
Overall Assessment:	
Recommendations:	

Appendix III – Public Participation Plan Comments

2019 Florida-Alabama TPO Public Participation Plan Comments		
Comment	Submitted by	Solution/Adjustment
In the core document schedule tableUpdate TIP adoption public commnet period to 14 days prior to board adoption, instead of 30 days, as outlined in the FDOT MPO Program Management Handbook.	Gary Kramer	Staff made then requested change to the table.
Consider adding performance measures and set goals of 100% for mandates (i.e. ADA). The TPO is not explicitly required in federal or state law to place legal line advertisements for public notice. The TPO can write into the PPP Document where notices are sent. The TPO must document everything within resource availability is done (other than legal notice), such as sending press releases to small newspapers/radio stations that represent underserved populations	Rusty Ennemoser, PhD, State Public Involvement and Community Resource Coordinator, Florida Department of Transportation	Staff added performance measures to evaluate equity and methods of public involvement efforts. Please find the performance measures on page 31 and 32 of the plan.
We couldn't identify a section that provide detail procedures for 'unplanned' or 'short notice' meetings. What is the TPO process for these type of meetings, if there are any?	Luis D. López-Rivera, P.E. Senior Environmental Specialist and Interim Planning Program Manager U.S. Department of Transportation	Unplanned or Short Notice meetings are addressed as Emergency or special meetings on page 16.
The Plan doesn't outline roles, responsibilities, and key decision points for consulting with other governments and agencies. Does the TPO has a process in place for these consultations?	Luis D. López-Rivera, P.E. Senior Environmental Specialist and Interim Planning Program Manager U.S. Department of Transportation	The plan outlines the roles, responsibilities, and key decision points for consulting with other governments throughout the plan, but this comment is specifically addressed by the addition of Governments and Agencies section on page 12.
Does the TPO has Federal public lands and/or Indian Tribal lands in the region? If yes, were the management agencies and Indian Tribe governments involved in the development of the MTP and TIP?	Luis D. López-Rivera, P.E. Senior Environmental Specialist and Interim Planning Program Manager U.S. Department of Transportation	Tribal governments and Indian Tribal lands on page 12. The TPO area does not include any Tribal Governments or Indian Lands, but Native American organizations and Tribal Governments outside the TPO area are consulted through the PPP.
The entire document will be placed online and is designed for someone accessing it 'online'. My concern, if a person is reading a printed/hard copy, they will encounter several links in the document that state, "can be found online", "can be found on this website", and "is available online" – none of the links are spelled out. How will that person access the links that are referenced.	Donna M. Green, Planning Specialist Florida Department of Transportation – District Three	All links are ECRC.org, documents mentioned in the PPP will be included in the appenix, with the exception of working or "living" documents such as Project Priorities, LRTP, etc. These documents are available upon request. To ensure that the reader recieves the most recently adopted or drafted plan the PPP will clearly state that print copies are available upon request for each document referenced.
Page 2, The TPO's contact information is listed and Kathy's name is posted as a contact. As a professional stand-alone document, shouldn't the Executive Director (or the leadership team) be listed and the council's telephone number. I see the address and Kathy's name as a contact for the document.	Donna M. Green, Planning Specialist Florida Department of Transportation – District Three	Kathy was the Public Involvement Manager, which is the leadership team. Due to the new vacancy of that position general contact information is provided. Readers with questions regarding the PPP should contact public involvement staff. The agency phone number was also added.

Appendix IV – Title VI Policy and Plan

The [Florida-Alabama Title VI Policy and Plan](#) can be found online. Please contact [public involvement staff](#) to obtain a print copy of the document.

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

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
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**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

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
Emerald Coast Regional Council	4081 E. Olive Rd. Pensacola, FL 32514
Emerald Coast Regional Council Website	www.ecrc.org

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@ecrc.org; or visit our administrative office at 4081 East Olive Road, Pensacola, Florida 32514. For more information, visit www.ecrc.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, 5th 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@ecrc.org correo electrónico; o visite nuestra oficina administrativa en 4081 East Olive Road, Pensacola, Florida 32514. Para obtener más información, visite www.ecrc.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.ecrc.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.ecrc.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.

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:

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.

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@ecrc.org

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

Complaint of Discrimination

La Organización de Planificación de Transporte del Florida-Alabama permanece tanto por la Administración Federal de Tránsito y el Departamento de Programas Título / No Discriminación VI de Transporte de la Florida. Como resultado de ello, es la política de este organismo, en el **Título VI de la Ley de Derechos Civiles de 1964; Sección 504 de la Ley de Rehabilitación de 1973; Ley de Discriminación por Edad de 1975; Sección 324 de la Ley Federal de Carreteras-Aid de 1973; Ley de Restauración de Derechos Civiles de 1987; la Ley de Derechos Civiles de Florida de 1992**, y los estatutos y reglamentos relacionados, que ninguna persona en los Estados Unidos será, sobre la base de raza, color, origen nacional, sexo, edad, discapacidad / impedimento o estado de ingresos, ser excluido de la participación en, ser negado los beneficios de, o ser sujeto de otro modo a discriminación o represalia bajo cualquier programa no federal con fondos federales o actividad administrada por esta agencia o sus sub-receptores.

Sección I:

Nombre Del Demandante:

Dirección Del Demandante:

Teléfono (Casa):

Teléfono (Trabajo):

Dirección De Correo Electrónico:

Requisitos formato accessible: Letra Grande ☐ TDD ☐ Audio Tape ☐ Otro ☐

Sección II:

¿Está presentando esta queja en su propio nombre? Sí* ☐ No ☐
*Si usted contestó "sí" a esta pregunta, vaya a la Sección III.

Si no es así, por favor provea el nombre y la relación de la persona a la que usted se está quejando por:

Nombre:

Relación:

Por favor, explique por qué usted ha presentado por una tercera persona:

Por favor, confirma que ha obtenido el permiso de la parte perjudicada, si usted está presentando en nombre de un tercero: Si ☐ No ☐

Sección III:

Creo que la discriminación que experimenté fue basado en (marque todo lo que corresponda):

☐ Raza ☐ Color ☐ Origen Nacional
☐ Sexo ☐ Edad ☐ Handicap/Discapacidad
☐ Estado de Ingresos ☐ Represalias ☐ Otro

Fecha de la Discriminación Presunta:

Explique lo más claramente posible lo que pasó y por qué cree que fue discriminado. Describa todas las personas que estuvieron involucradas. Incluya el nombre y la información de contacto de la persona (s) que lo discriminó (si se conoce), así como los nombres y la información de los testigos en contacto. Si se necesita más espacio, por favor use el reverso de este formulario.

Sección IV

¿Ha presentado previamente una queja del Título VI con esta agencia? Si ☐ No ☐

Sección V

¿Ha presentado esta queja ante cualquier otro, estatal o agencia local Federal, o ante cualquier tribunal federal o estatal? Si ☐ No ☐

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: _____	
Sección VI	
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@ecrc.org

Sólo para uso interno:		
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
Investigations				
1.				
Lawsuits				
1.				
Complaints				
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

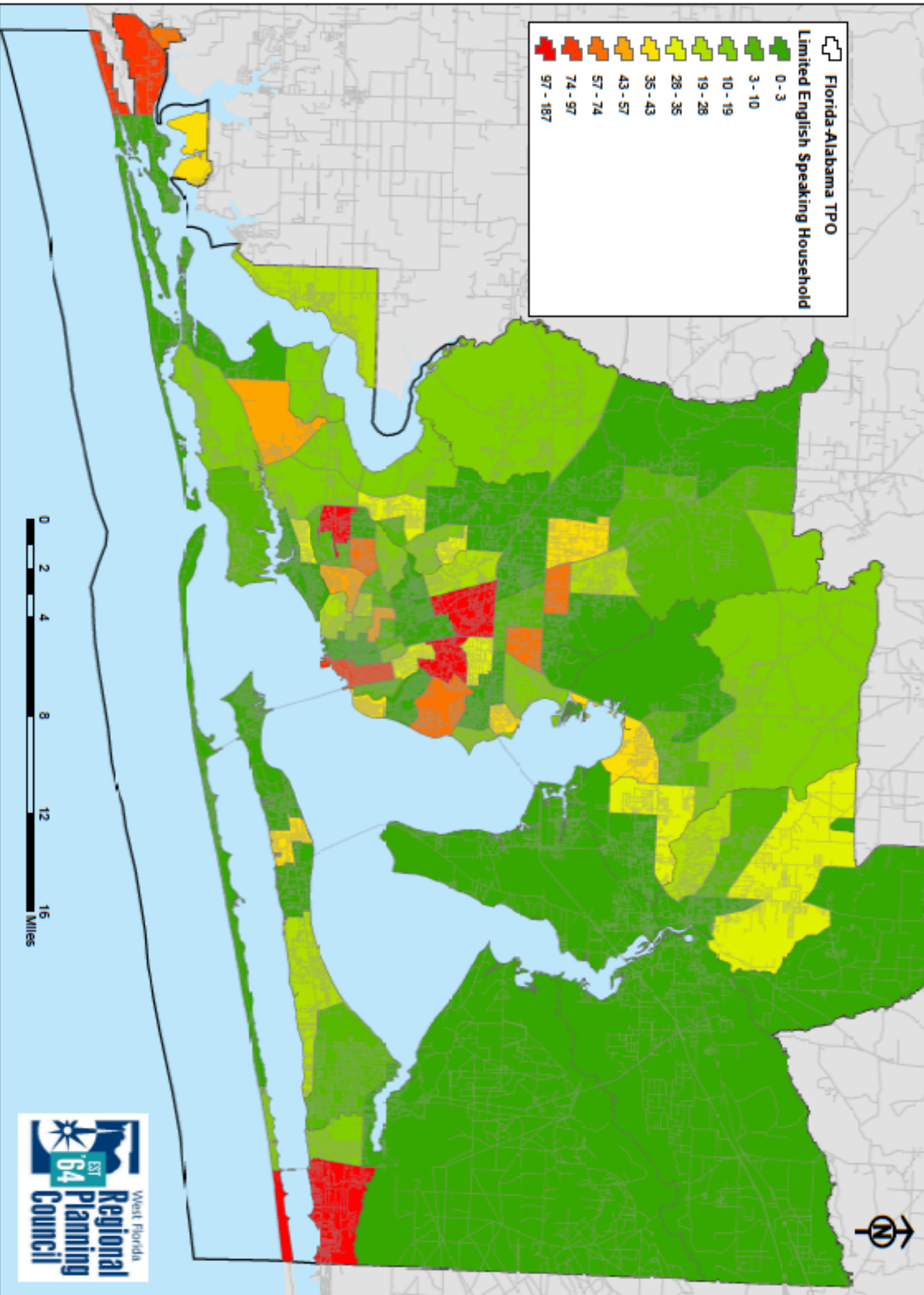
The TPO will seek out and consider the viewpoints of minority, low-income and Limited English Proficient (LEP) populations in the course of conducting public outreach and involvement activities. The TPO's public participation strategy will offer early and continuous opportunities for the public to be 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
Total Population	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.

Persons Speaking English "Less Than Very Well" (Age 14+)			
Baldwin County	Escambia County	Santa Rosa County	TPO Area Total
0.9%	1.5%	0.7%	1.15%

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

English Language Proficiency For Florida-Alabama Area Residents			
Language Spoken	Person Speaking English Less Than Very Well	% of LEP Population	% of Florida-Alabama Area Population
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%

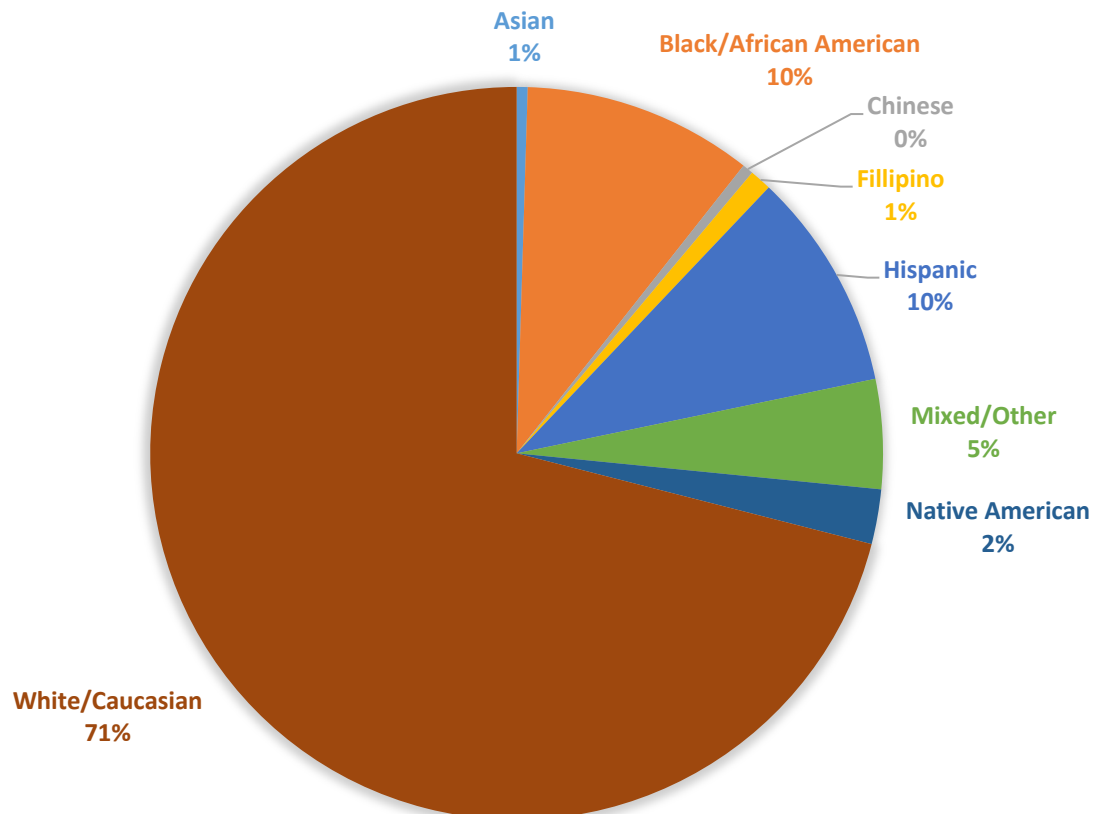
Based on the information in the table above, Asian and Pacific Island languages are the highest LEP population at over 1000 individuals. Due to the diversity of Asian and Pacific Island languages the TPO will provide translated material upon request in a timely and efficient manner.

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.

Contact Initiated/Administered by the Florida-Alabama TPO		
Program/Activity	Frequency	Resources Available
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.

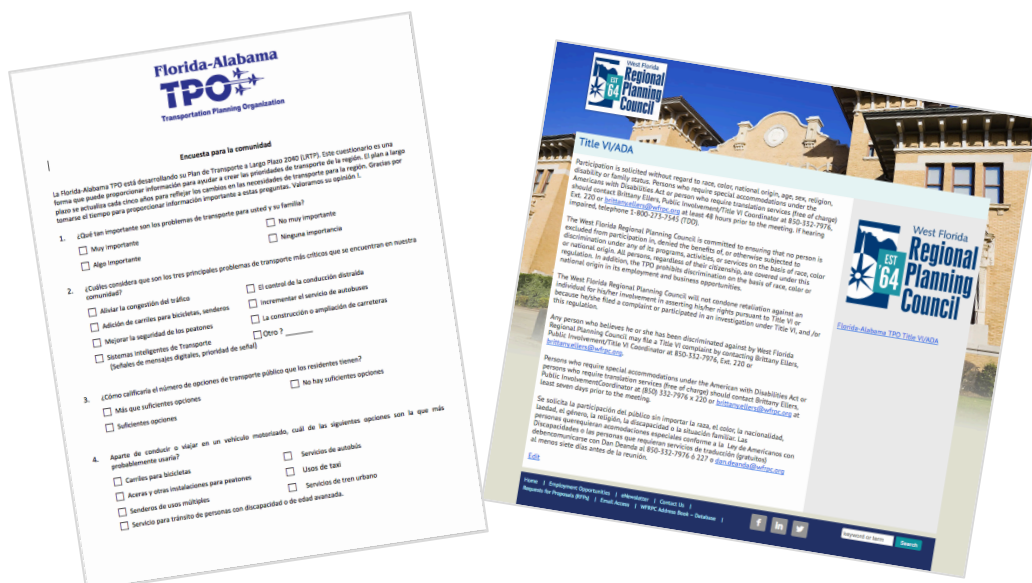
Future transportation projects and investments are shaped by three distinct plans developed by the Florida-Alabama TPO:

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.

Resources and Associated Cost		
Resource	Associated Cost	Application
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

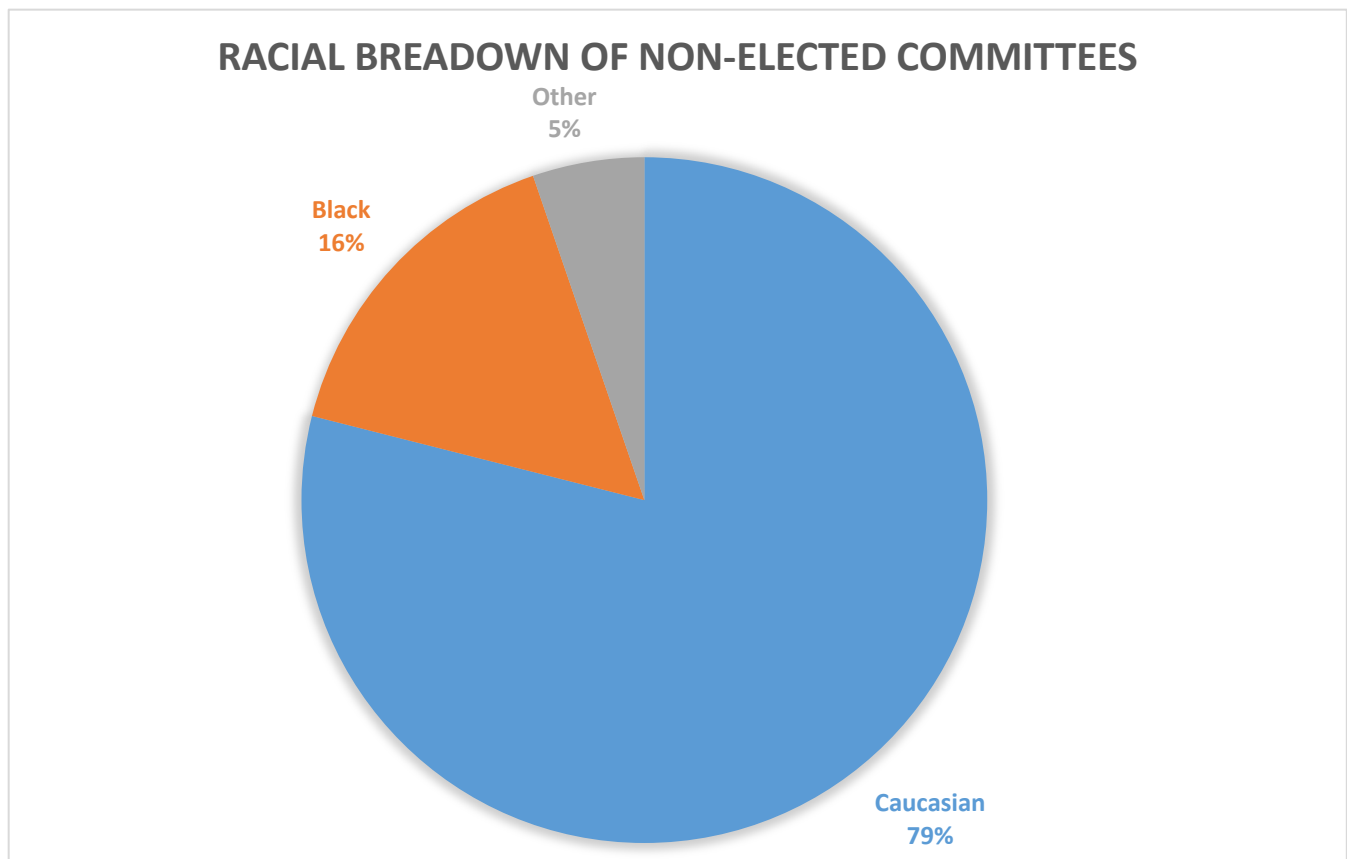
Florida-Alabama TPO staff maintains a more detailed list of contact information for translation and ADA services. A brief list is below:

Outside Translation/Service Provider	
Provider	Service/Translation Provided
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:

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

Actions taken to comply:

___ Are announcements audible?

Actions taken to comply:

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

Actions taken to comply:

___ Does the station display information or instructions using pictographs?

Actions taken to comply:

___ Are "I Speak" cards taken to community meetings?

Actions taken to comply:

___ Are translated versions of any written materials available on request?

Actions taken to comply:

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

Actions taken to comply:

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

Actions taken to comply:

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

Actions taken to comply:

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

Actions taken to comply:

___ Is the current plan still effective for the current LEP data?

Actions taken to comply:

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

Actions taken to comply:

Title VI Coordinator: _____ Date of Review: _____

Sub-Recipient Monitoring

The Florida-Alabama TPO, as the primary recipient, has no sub recipients.

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.

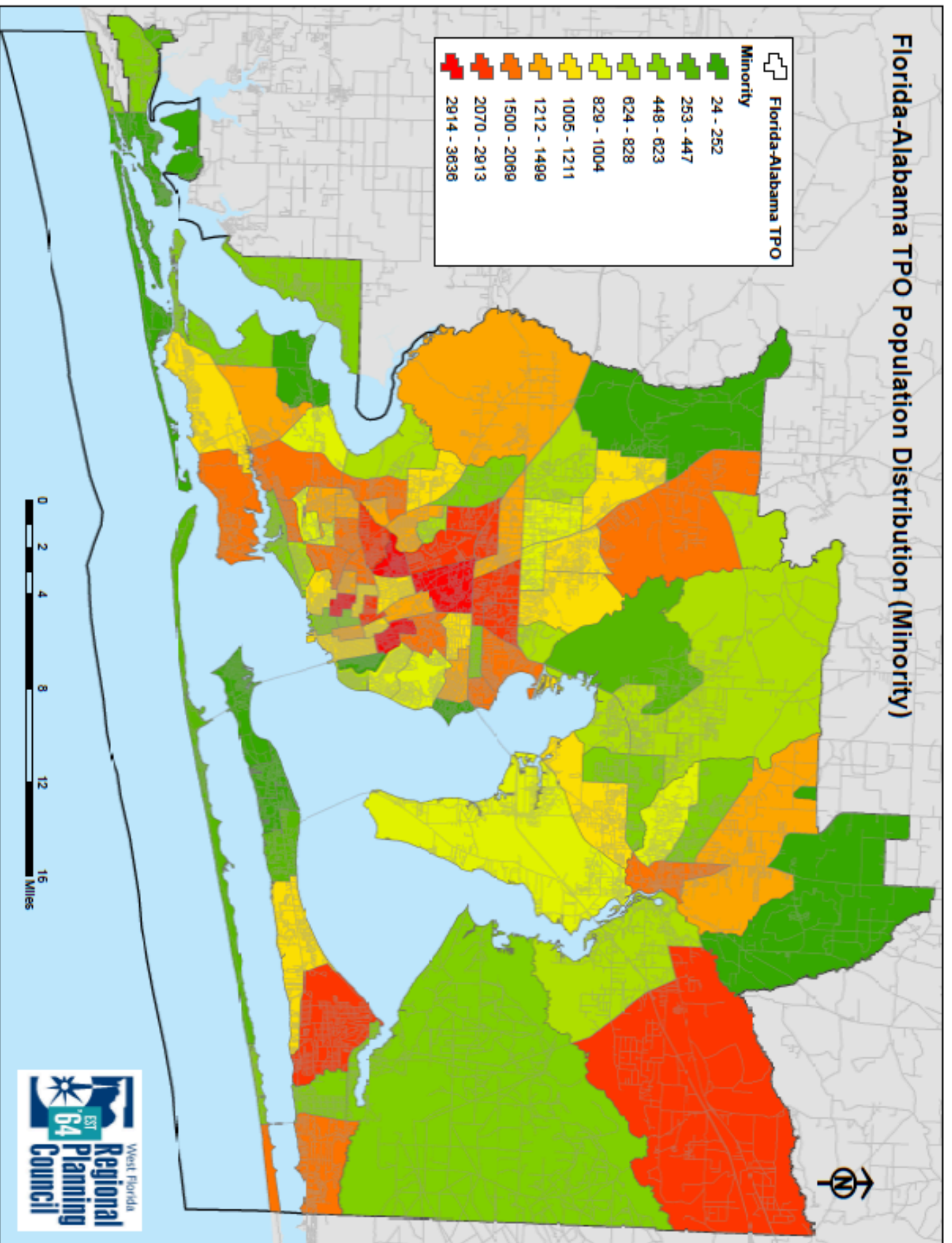
Persons With Access to 1 or Fewer Vehicles (Age 16+)			
Baldwin County	Escambia County	Santa Rosa County	TPO Area Total
18%	26%	17%	23%

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.

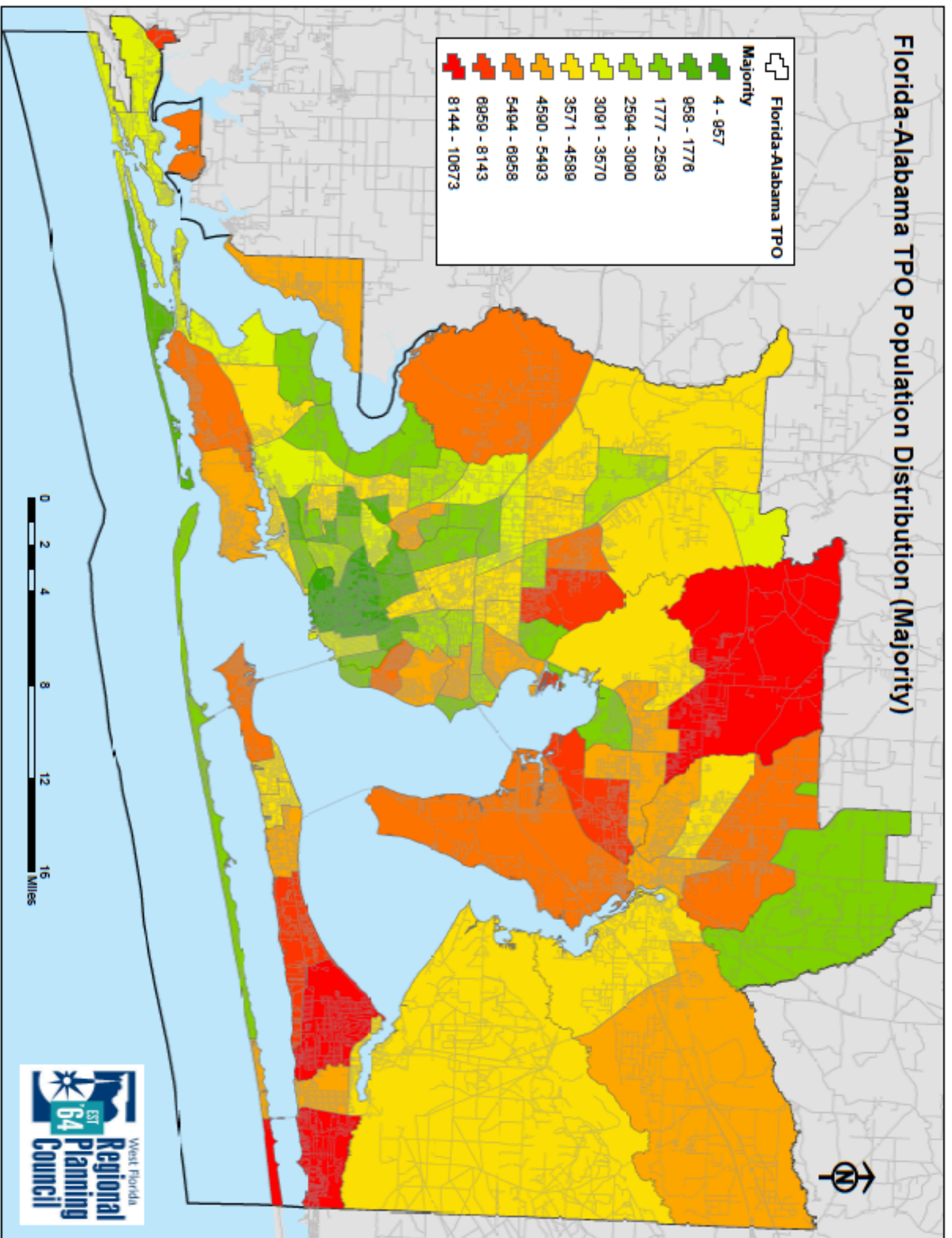
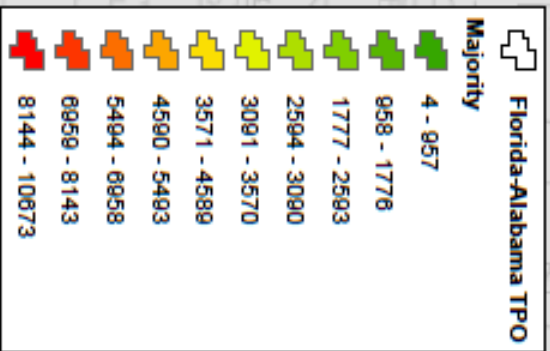
Annually the Florida-Alabama holds a competitive application process. In this process staff reaches out to service providers within the TPO boundary with a concentration on applicants that provide service to the minority population.

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)



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)	(X)
Vision difficulty	5.3%	(X)	(X)	(X)	(X)	(X)
Cognitive difficulty	5.5%	(X)	(X)	(X)	(X)	(X)
Ambulatory difficulty	5.6%	(X)	(X)	(X)	(X)	(X)
Self-care difficulty	5.6%	(X)	(X)	(X)	(X)	(X)
Independent living difficulty	5.4%	(X)	(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**	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	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
Total:			304,099	210,631	(+/− 635)	66,834	(+/− 906)	1,506	(+/− 274)	8,795	(+/− 494)	541	(+/− 74)	2,675	(+/− 568)	13,117	(+/− 1,163)	15,581	(+/− 0)		
Male:			151,056	106,335	(+/− 436)	31,286	(+/− 537)	823	(+/− 182)	3,875	(+/− 250)	223	(+/− 77)	1,666	(+/− 411)	6,848	(+/− 700)	8,674	(+/− 0)		
Under 18 years:			32,764	19,316	(+/− 164)	9,024	(+/− 432)	106	(+/− 94)	616	(+/− 146)	35	(+/− 45)	299	(+/− 123)	3,368	(+/− 474)	2,225	(+/− 0)		
Native			32,391	19,162	(+/− 181)	8,955	(+/− 441)	106	(+/− 94)	540	(+/− 149)	35	(+/− 45)	263	(+/− 119)	3,330	(+/− 478)	2,079	(+/− 96)		
Foreign born:			373	154	(+/− 89)	69	(+/− 77)	0	(+/− 31)	76	(+/− 50)	0	(+/− 31)	36	(+/− 51)	38	(+/− 58)	146	(+/− 96)		
Naturalized U.S. citizen			121	44	(+/− 46)	11	(+/− 13)	0	(+/− 31)	28	(+/− 33)	0	(+/− 31)	0	(+/− 31)	38	(+/− 58)	0	(+/− 31)		
Not a U.S. citizen			252	110	(+/− 81)	58	(+/− 76)	0	(+/− 31)	48	(+/− 39)	0	(+/− 31)	36	(+/− 51)	0	(+/− 31)	146	(+/− 96)		
18 years and over:			118,292	87,019	(+/− 379)	22,262	(+/− 321)	717	(+/− 164)	3,259	(+/− 183)	188	(+/− 63)	1,367	(+/− 343)	3,480	(+/− 452)	6,449	(+/− 0)		
Native			110,802	84,384	(+/− 500)	20,966	(+/− 447)	713	(+/− 164)	814	(+/− 194)	96	(+/− 54)	717	(+/− 182)	3,112	(+/− 417)	4,407	(+/− 406)		
Foreign born:			7,490	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	1,045	(+/− 186)	806	(+/− 263)	4	(+/− 8)	1,538	(+/− 235)	36	(+/− 39)	96	(+/− 81)	216	(+/− 139)	523	(+/− 189)		
Not a U.S. citizen			3,749	1,590	(+/− 415)	490	(+/− 161)	0	(+/− 31)	907	(+/− 223)	56	(+/− 41)	554	(+/− 301)	152	(+/− 93)	1,519	(+/− 403)		
Female:			153,043	104,296	(+/− 340)	35,548	(+/− 533)	683	(+/− 148)	4,920	(+/− 351)	318	(+/− 78)	1,009	(+/− 278)	6,269	(+/− 694)	6,907	(+/− 0)		
Under 18 years:			31,508	18,014	(+/− 188)	9,277	(+/− 421)	178	(+/− 75)	951	(+/− 213)	78	(+/− 55)	287	(+/− 153)	2,723	(+/− 491)	2,016	(+/− 0)		
Native			31,156	17,918	(+/− 194)	9,207	(+/− 421)	177	(+/− 76)	794	(+/− 229)	78	(+/− 55)	287	(+/− 153)	2,695	(+/− 487)	2,007	(+/− 13)		
Foreign born:			352	96	(+/− 83)	70	(+/− 61)	1	(+/− 3)	157	(+/− 86)	0	(+/− 31)	0	(+/− 31)	28	(+/− 28)	9	(+/− 12)		
Naturalized U.S. citizen			141	87	(+/− 82)	16	(+/− 32)	1	(+/− 3)	32	(+/− 42)	0	(+/− 31)	0	(+/− 31)	5	(+/− 9)	6	(+/− 10)		
Not a U.S. citizen			211	9	(+/− 10)	54	(+/− 51)	0	(+/− 31)	125	(+/− 65)	0	(+/− 31)	0	(+/− 31)	23	(+/− 29)	3	(+/− 7)		
18 years and over:			121,535	86,282	(+/− 231)	26,271	(+/− 251)	505	(+/− 121)	3,969	(+/− 257)	240	(+/− 54)	722	(+/− 173)	3,546	(+/− 430)	4,891	(+/− 0)		
Native			112,887	83,005	(+/− 422)	25,070	(+/− 374)	490	(+/− 120)	650	(+/− 202)	166	(+/− 82)	356	(+/− 133)	3,150	(+/− 382)	3,261	(+/− 229)		
Foreign born:			8,648	3,277	(+/− 410)	1,201	(+/− 341)	15	(+/− 18)	3,319	(+/− 250)	74	(+/− 40)	366	(+/− 141)	396	(+/− 210)	1,630	(+/− 229)		
Naturalized U.S. citizen			5,073	1,854	(+/− 289)	609	(+/− 201)	15	(+/− 18)	2,183	(+/− 205)	28	(+/− 34)	127	(+/− 76)	257	(+/− 159)	696	(+/− 188)		
Not a U.S. citizen			3,575	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.

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.

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Sex by Age By Nativity and Citizenship Status Baldwin County, Alabama

[illegible]

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
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		
Total:			158,240	(+/ -580)	137,237	(+/ -643)	8,450	(+/ -281)	595	(+/ -283)	3,113	(+/ -283)	799	(+/ -369)	1,337	(+/ -404)	6,309	(+/ -599)	7,654	(+/ -0)
Male:			80,593	(+/ -341)	69,090	(+/ -394)	5,476	(+/ -158)	403	(+/ -180)	1,111	(+/ -180)	511	(+/ -241)	741	(+/ -216)	3,261	(+/ -435)	3,943	(+/ -100)
Under 18 years:			18,510	(+/ -165)	15,750	(+/ -207)	666	(+/ -68)	91	(+/ -68)	171	(+/ -117)	98	(+/ -79)	30	(+/ -34)	1,704	(+/ -330)	1,200	(+/ -100)
Native			18,289	(+/ -192)	15,543	(+/ -207)	665	(+/ -207)	91	(+/ -68)	158	(+/ -116)	98	(+/ -79)	30	(+/ -34)	1,704	(+/ -330)	1,056	(+/ -124)
Foreign born:			221	(+/ -163)	207	(+/ -2)	1	(+/ -2)	0	(+/ -31)	13	(+/ -23)	0	(+/ -31)	0	(+/ -31)	0	(+/ -31)	144	(+/ -151)
Naturalized U.S. citizen			10	(+/ -18)	10	(+/ -31)	0	(+/ -31)	0	(+/ -31)	0	(+/ -31)	0	(+/ -31)	0	(+/ -31)	0	(+/ -31)	0	(+/ -31)
Not a U.S. citizen			211	(+/ -163)	197	(+/ -2)	1	(+/ -2)	0	(+/ -31)	13	(+/ -23)	0	(+/ -31)	0	(+/ -31)	0	(+/ -31)	144	(+/ -151)
18 years and over:			62,083	(+/ -235)	53,340	(+/ -323)	4,810	(+/ -134)	312	(+/ -134)	940	(+/ -129)	413	(+/ -188)	711	(+/ -212)	1,557	(+/ -284)	2,743	(+/ -0)
Native			59,624	(+/ -296)	52,144	(+/ -323)	4,523	(+/ -131)	283	(+/ -131)	405	(+/ -126)	324	(+/ -210)	535	(+/ -204)	1,410	(+/ -271)	2,037	(+/ -216)
Foreign born:			2,459	(+/ -315)	1,196	(+/ -124)	287	(+/ -38)	29	(+/ -38)	535	(+/ -139)	89	(+/ -142)	176	(+/ -128)	147	(+/ -119)	706	(+/ -215)
Naturalized U.S. citizen			1,278	(+/ -220)	725	(+/ -105)	194	(+/ -38)	29	(+/ -38)	251	(+/ -100)	0	(+/ -31)	24	(+/ -27)	55	(+/ -53)	343	(+/ -149)
Not a U.S. citizen			1,181	(+/ -211)	471	(+/ -78)	93	(+/ -31)	0	(+/ -31)	284	(+/ -132)	89	(+/ -142)	152	(+/ -123)	92	(+/ -107)	363	(+/ -152)
Female:			77,647	(+/ -356)	68,147	(+/ -356)	2,974	(+/ -167)	592	(+/ -167)	2,002	(+/ -213)	288	(+/ -156)	596	(+/ -251)	3,048	(+/ -373)	3,711	(+/ -100)
Under 18 years:			17,970	(+/ -187)	15,102	(+/ -188)	653	(+/ -77)	109	(+/ -77)	270	(+/ -166)	94	(+/ -88)	220	(+/ -132)	1,522	(+/ -296)	1,279	(+/ -100)
Native			17,895	(+/ -191)	15,084	(+/ -188)	653	(+/ -77)	109	(+/ -77)	223	(+/ -138)	94	(+/ -88)	210	(+/ -132)	1,522	(+/ -296)	1,279	(+/ -100)
Foreign born:			75	(+/ -21)	18	(+/ -31)	0	(+/ -31)	0	(+/ -31)	47	(+/ -22)	0	(+/ -31)	10	(+/ -17)	0	(+/ -31)	0	(+/ -31)
Naturalized U.S. citizen			44	(+/ -31)	0	(+/ -31)	0	(+/ -31)	0	(+/ -31)	34	(+/ -60)	0	(+/ -31)	10	(+/ -17)	0	(+/ -31)	0	(+/ -31)
Not a U.S. citizen			31	(+/ -21)	18	(+/ -31)	0	(+/ -31)	0	(+/ -31)	13	(+/ -23)	0	(+/ -31)	0	(+/ -31)	0	(+/ -31)	0	(+/ -31)
18 years and over:			59,677	(+/ -277)	53,045	(+/ -252)	2,321	(+/ -137)	483	(+/ -137)	1,732	(+/ -84)	194	(+/ -97)	376	(+/ -157)	1,526	(+/ -288)	2,432	(+/ -0)
Native			55,970	(+/ -448)	51,324	(+/ -252)	2,174	(+/ -137)	483	(+/ -137)	270	(+/ -107)	176	(+/ -94)	240	(+/ -137)	1,303	(+/ -298)	1,866	(+/ -187)
Foreign born:			3,707	(+/ -354)	1,721	(+/ -96)	147	(+/ -31)	0	(+/ -31)	1,462	(+/ -125)	18	(+/ -31)	136	(+/ -84)	223	(+/ -114)	566	(+/ -187)
Naturalized U.S. citizen			2,317	(+/ -320)	1,153	(+/ -69)	76	(+/ -31)	0	(+/ -31)	832	(+/ -174)	18	(+/ -31)	97	(+/ -65)	141	(+/ -92)	376	(+/ -141)
Not a U.S. citizen			1,390	(+/ -201)	568	(+/ -61)	71	(+/ -31)	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.

A '2' entry in the estimate or margin of error column indicates that the estimate is controlled. A statistical test for sampling variability is not appropriate.

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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.

Appendix V – Citizen Advisory Committee Application

The [Citizen Advisory Committee Application](#) can be found online. Please contact [public involvement staff](#) to obtain a print copy of the application.



Transportation Planning Organization

**Citizen Application for Membership
Transportation Planning Organization (TPO)
Citizens Advisory Committee (CAC)**

Name: _____

Organization (if applicable): _____

Address: _____

City/State/Zip: _____

Phone (Home/Cell/Business): _____

E-Mail: _____

Race/Ethnicity (optional): _____

Check the box that applies:

- ☐ I am applying for new membership.
- ☐ I am a returning committee member. My information is still current.
(by checking this box there is no need to complete a new application.)

My reasons for wanting to be involved in this committee are:

Potential conflicts of interest:

(These affiliations do not necessarily prohibit you from being on a committee. This information is only requested to insure that potential committee members do not have a conflict of interest.)

Information provided in this document becomes a public record.

Please read and confirm your understanding of the following:

- A voting membership may be attained in one of the following ways:
 - A citizen of the TPO study area may be nominated for membership by a TPO member, local government, the CAC, or other organizations and be approved by the TPO; or
 - A citizen of the TPO study area may directly petition the CAC for nomination for membership and be approved by the TPO.
- CAC members shall not be elected officials or employees of public or private agencies directly involved in transportation or land-use planning.
- Any member who expects to be absent from a meeting shall inform the TPO staff as soon as practicable to receive an excused absence. If a member is consistently absent without an excused absence, the CAC may recommend to the TPO that the member be removed from the CAC. Three consecutive unexcused absences by a member shall be grounds for such recommendation.
- CAC citizen members are expected to attend meetings in the planning area by their own means. The meeting facilities meet all ADA requirements
- CAC members must be legal U.S. citizens and residents of the TPO study area.
- CAC citizen members are approved by the TPO and members serve at the pleasure of the TPO.
- The TPO conducts an **annual review** of advisory committee membership.
- To serve on the CAC, the applicant must **have attended a committee meeting, be recommended for approval by the committee, and attend the TPO meeting where they will be presented for membership (when scheduling permits) and be approved by the TPO.** Both the committee members and TPO members may ask questions of the proposed new committee applicant. The advisory committee members may be removed at any time by the TPO.

I have been given the opportunity to review the above information, read the by-laws, and I understand and will comply with all stipulations. FL-AL CAC By-Laws may be found at www.wfrpc.org.

Printed Name

Signature

Date

I understand that refusal to sign will result in the termination of the application to serve on either committee.

For questions concerning this application, please contact Brittany Ellers at (850) 332-7976 x 220.

Persons needing a special accommodation to participate in an advisory committee meeting should contact Brittany Ellers at 850-332-7976 x 220 or e-mail at brittany.ellers@wfrpc.org.

Please complete the attached background form or attach a recent resume.
(A completed background form or resume must accompany this application.)

Background Form
(To be used if a resume is not available)

Name: _____

Address: _____

City/State/Zip: _____

Phone (Home/Cell/Business): _____

E-Mail: _____

Community Involvement:

Work Experience:

Education:

Appendix VI – TPO and Advisory Committee Bylaws

The [Florida-Alabama TPO and Advisory Committee Bylaws](#) can be found online. Please contact [public involvement staff](#) to obtain a print copy of the document.

**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
December 10, 2018

**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
(CAC)**

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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 (TPO) 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, adoption and maintenance of a Long Range Transportation Plan;
 - (b) Development and annual adoption of a Unified Planning Work Program (UPWP);
 - (c) Preparation and annual adoption of a Transportation Improvement Program (TIP);
 - (d) Development and annual adoption of 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) Insure the compatibility of TPO plans and projects with state, and local county and city transportation plans and projects;
- (g) Insure that all jurisdictional areas within the Florida-Alabama TPO Study Area are included in the transportation planning process;
- (h) Insure that all transportation modes are considered in the transportation planning process;
- (i) Insure that the transportation needs of all persons, including the elderly and handicapped, are considered in the transportation planning process;
- (j) Insure meaningful citizens participation in the transportation planning process and establish/maintain a Citizens' Advisory Committee (CAC) to the TPO;
- (k) Insure 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) Insure 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) Insure regional planning and coordination with the Okaloosa-Walton Transportation Planning Organization (TPO) by participation on the Northwest Florida Regional TPO.
- (n) The TPO may also have other standing or ad-hoc 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. (Note: On September 10, 2003 the TPO approved a Baldwin County Alabama Commissioner as a Non-Voting Member to represent the Lillian area).
- (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 Chairman and Vice-Chairman. The officers shall be Voting Members elected by the TPO membership.
- (2) The Chairman shall preside at TPO meetings and be responsible for the preparation of agendas and minutes (with staff assistance), and appoint subcommittees as needed.
- (3) In the absence or incapacity of the TPO Chairman, the Vice-Chairman shall assume the duties of the Chairman.
- (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 chairman shall appoint a nominating committee at the regular TPO meeting in April. The nominating committee shall report its recommended candidates for officers at the June TPO meeting. In the event that a nominating committee is not formed or is formed and does not meet for any reason the TPO can make nominations from the floor at the scheduled June meeting and elect a chairman and vice-chairman directly.
- (6) Election of officers shall be by a majority vote of the TPO Voting Members present.
- (7) In the event that either the Chairman or Vice-Chairman 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 (TPOAC). They shall be Voting Members of the TPO. They shall be elected annually prior to the January TPOAC 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 elect members 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.

TPO REGULAR MEETINGS

- (1) Regular meetings of the TPO shall be held as needed, at a time and place designated by the TPO Chairman; normally scheduled on the second Wednesday of the month.
- (2) In the event that the TPO Chairman wishes to cancel or change the meeting time of a regular TPO meeting, advance notice of such cancellation or change shall be made as soon as practicable or 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.
- (4) TPO Subcommittee meetings shall have the same meeting requirements as regular TPO meetings.

1.06 TPO SPECIAL MEETINGS

- (1) A special meeting of the TPO may be called by the TPO Chairman 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, and no other business shall be transacted at that meeting.
- (2) In the event that the TPO Chairman wishes to cancel or change the meeting time of a special TPO meeting, advance notice of such cancellation or change shall be made as soon as practicable or 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 Chairman 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, and 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 (or as required by federal and state regulations) prior the event.
- (3) No formal business, for which notice has not been given, shall be transacted at a public hearing or workshop.

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 Chairman (or TPO staff) at least one (1) working day 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, the TPO Chairman 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 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 of 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 digital audio 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 total of nine (9) members 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 Chairman may adjourn the meeting if he or she determines that no quorum is in attendance fifteen (15) minutes after the hour appointed for the meeting. In that event, 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 their action 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 Chairman shall preside at all TPO meetings at which he or she is present;
 - (b) The Chairman 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 Chairman, the Vice-Chairman shall preside;
 - (d) The Chairman 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 Chairman and Vice-Chairman, the TPO staff representative shall determine whether a quorum is present and in that event shall call for election of a temporary Chairman. Upon the arrival of the Chairman, or Vice-Chairman, the temporary Chairman 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 an 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 Chairman 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 two (2) full working days prior to the meeting;
- (n) Each person, other than TPO staff members, who addresses the TPO shall give the following information for the minutes:
 - (1) name;
 - (2) address;
 - (3) representing;
 - (4) whether or not he or she is being compensated by the person or persons for whom he or she speaks; and
 - (5) whether he or she or any member of his or her immediate family has a personal financial interest in the pending matter, other than that set forth in (4) above;
- (o) Unless further time is granted by the TPO, each person shall limit his or her address 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 Chairman. No question shall be asked a governing board member except through the Chairman.

1.12 TPO CITIZENS' PARTICIPATION

- (1) Citizens' participation in the TPO transportation planning process is strongly encouraged and any citizen shall be entitled to be placed on the official agenda of a regular meeting of the TPO and be heard concerning any matter within the scope of the jurisdiction of the TPO.

- (2) The regular TPO meeting agenda shall include a "Public Forum" agenda item to provide an opportunity for citizens to address the TPO at each TPO meeting. In addition, the Chairman 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 SUBCOMMITTEES

TPO Subcommittees may be designated by the TPO as necessary to investigate and report on specific subject areas of interest to the TPO. Subcommittee meetings have the same meeting notice requirements as regular meetings.

1.14 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 staff shall furnish a recording secretary for all TPO meetings.
- (4) The WFRPC 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 minute files by the WFRPC. These files shall be open for public inspection during regular office hours at the WFRPC/TPO office.
- (7) The TPO is responsible for the supervision and review of all financial matters concerning it. 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 purposes of the TCC shall be the following:
 - (a) To insure 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 school safety concerns in the TPO's Long Range 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, local aviation, port, and public transit agency representatives, local 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 they represent shall appoint a replacement who holds a similar position in that organization.
- (7) There is no limit on number of Voting Members who may serve on the TCC.
- (8) The TCC shall have additional Non-Voting Advisory Members as necessary and desirable; however, they must be approved by the TPO. (Note: On September 10, 2003, the TPO approved advisory committee memberships to represent Baldwin County, Alabama as Non-Voting memberships only).
- (9) 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.
- (10) 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 Chairman and Vice-Chairman. The officers shall be Voting Members elected by the TCC membership.
- (2) The Chairman shall preside at TCC meetings and be responsible for the preparation of agendas and minutes (with staff assistance), and appoint subcommittees as needed.
- (3) In the absence or incapacity of the TCC Chairman, the Vice-Chairman shall assume the duties of the Chairman.
- (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 Chairman shall appoint a Nominating Committee at the regular TCC meeting in April (or in the event there is not a meeting in May, 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 Chairman or Vice-Chairman 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 Chairman; normally the day before the TPO meeting is scheduled.
- (2) In the event that the TCC Chairman wishes to cancel or change the meeting time of a regular TCC meeting, advance notice of such cancellation or change shall be made as soon as practicable or 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.
- (4) TCC Subcommittee meetings shall have the same meeting requirements as regular TCC meetings.

2.06 TCC SPECIAL MEETINGS

- (1) A special meeting of the TCC may be called by the TCC Chairman 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 Chairman wishes to cancel or change the meeting time of a special TCC meeting, advance notice of such cancellation or change shall be made as soon as practicable or 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 Chairman 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 Chairman 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) No formal business, for which notice has not been given, shall be transacted at such workshops.

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 Chairman (or TPO staff) at least one (1) working day 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 Chairman 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 TCC agenda for a 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) A TCC member, the TPO or the TPO staff may place matters on the TCC agenda.
- (6) This rule is not applicable to special or emergency meetings.

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 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 TCC shall be by adoption of a motion.
- (2) 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 is a very large committee and the TCC Chairman 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 Chairman 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.
- (3) The TCC Chairman may adjourn the meeting if he or she determines that no quorum is in attendance fifteen (15) minutes after the hour appointed for the meeting. In that event, 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 action 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 Chairman shall preside at all TCC meetings at which he or she is present;
 - (b) The Chairman 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 Chairman, the Vice-Chairman shall preside;
 - (c) The Chairman shall state every question coming before the TCC and announce the decision of the TCC on all matters;
 - (d) A majority vote of the members present shall govern and conclusively determine all questions of order not otherwise covered;
 - (e) In the absence of the TCC Chairman and Vice-Chairman, the TCC staff representative shall determine whether a quorum is present and in that event shall call for election of a temporary Chairman. Upon the arrival of the Chairman, or Vice-Chairman, the temporary Chairman shall relinquish the Chair upon conclusion of the business immediately before the TCC;

- (f) Any TCC member who intends to be absent from any TCC meeting shall, send a representative to the meeting from their department or agency as their representative, or notify the TPO staff of the intended absence as soon as he or she conveniently can;
- (g) 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;
- (h) No member may abstain from voting on any matter unless a conflict of interest is declared.
- (i) The TCC vote upon any resolution or motion may be by a voice vote, unless the Chairman or any member requests that a show of hands or a roll call vote be taken;
- (j) Upon every TCC roll call vote the TPO staff representative shall call the roll, tabulate the votes, and announce the results;
- (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 two (2) full working days prior to the meeting;
- (m) Each person, other than TPO staff members, who addresses the TCC shall give the following information for the minutes;
 - (1) name;
 - (2) address;
 - (3) representing;
 - (4) whether or not he or she is being compensated by the person or persons for whom he or she speaks; and
 - (5) whether he or she or any member of his or her immediate family has a personal financial interest in the pending matter, other than that set forth in (4) above;
- (n) Unless further time is granted by the TCC Chairman, each person 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 Chairman. No question shall be asked a TCC member except through the Chairman.

2.12 TCC SUBCOMMITTEES

TCC Subcommittees may be designated by the TCC as necessary to investigate and report on specific subject areas of interest to the TCC. Subcommittee meetings have the same meeting notice requirements as regular meetings.

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 staff shall furnish a recording secretary for all TCC meetings.
- (4) The WFRPC staff shall prepare, duplicate, and distribute of all materials necessary for TCC meetings.
- (5) All official actions of the TCC 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.

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 citizens' 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) 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.
- (2) CAC Membership will be obtained as follows:
 - (a) Each member of the TPO elected body will appoint a member to the CAC who is representative of his/her respective jurisdiction representing citizens from their respective districts. The TPO elected body appointed membership will constitute 19 of the 30 CAC member seats. The appointments are subject to ratification by a majority vote at a regular TPO board meeting at which a quorum is present. Members of CAC shall serve at the pleasure of the TPO members who appoint them. TPO staff will correspond with new elected officials selected to serve on the TPO board regarding this CAC membership recruitment process. The appointment of CAC members by TPO board members will represent the Metropolitan Planning Area as follows:

○ Baldwin County	1
○ City of Orange Beach	1
○ Escambia County	5
○ City of Pensacola	5
○ Santa Rosa County	5
○ City of Milton	1
○ City of Gulf Breeze	1

The number of representatives for each area is based on urban population
 - (b) TPO staff will research and correspond with local interest/advocacy groups or organizations, for the purpose of appointing five (5) CAC members to serve on protected seats that represent underserved or targeted segments of the Florida-Alabama TPO Study Area population. Based on the population of the TPO Study Area, the protected seats include the following:
 - a. Transportation Disadvantaged
 - b. Transit User
 - c. Youth
 - d. ADA
 - e. Military/Veteran/Spouse

- (c) Unless appointed by a TPO board member or community group, committee members, as of December 2018, shall serve as grandfathered, at-large members. Grandfathered, at-large seats will not be reassigned if vacated, and following the attrition of these seats, only three regular at-large seats will remain.
- (3) There is a limit of thirty (30) Voting Members who may serve on the CAC.
- (4) Voting Members shall not be elected officials or employees of public agencies directly involved in transportation or land-use planning.
 - (a) Prospective new members must complete and submit an application along with a resume or Background Form for TPO consideration.
 - (b) Prospective new members must have read and understood all provisions in the application form.
 - (c) Prospective new members will be available for questions, if possible, from the appropriate committee and the TPO.
- (1) Non-Voting members represent the West Florida Regional Planning Council (WFRPC), Florida Department of Transportation District Three Planning Office and Alabama Department of Transportation.
- (2) The CAC may have other Non-Voting advisory members as deemed necessary; however, they must be approved by the TPO. (Note: On September 10, 2003, the TPO approved advisory committee memberships to represent Baldwin County, Alabama as Non-Voting memberships only).
- (3) Non-Voting members shall not have the right to present or second motions, or to vote on motions before the CAC. They are entitled to participate in all other functions to the same extent as other members.
- (4) 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.
- (5) 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) Each CAC member is expected to demonstrate his or her interest in TPO planning activities by regular attendance of CAC meetings, except for unavoidable reasons.

- (7) Any member who expects to be absent from a meeting shall inform the TPO staff as soon as practicable to receive an excused absence. If a member is consistently absent without an excused absence, 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.
- (8) No county commissioner, city council member, or mayor shall be on the CAC, either as a member or alternate.

CAC OFFICERS AND ELECTIONS

- (1) The officers of the CAC shall be the Chairman and Vice-Chairman. The officers shall be Voting Members elected by the CAC membership.
- (2) The Chairman shall preside at CAC meetings, be responsible for the preparation of agendas and minutes (with staff assistance), appoint subcommittees as needed and communicate CAC actions to the TPO (with staff assistance),
- (3) In the absence or incapacity of the CAC Chairman, the Vice-Chairman shall assume the duties of the Chairman.
- (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 Chairman shall appoint a Nominating Committee at the regular CAC meeting in April (or in the event there is not a meeting in May, 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 Chairman or Vice-Chairman 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 Chairman; normally the day before the TPO meeting is scheduled.
- (2) In the event that the CAC Chairman wishes to cancel or change the meeting time of a regular CAC meeting, advance notice of such cancellation or change shall be made as soon as practicable or 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.

- (4) CAC Subcommittee meetings shall have the same meeting requirements as regular CAC meetings.

3.06 CAC SPECIAL MEETINGS

- (1) A special meeting of the CAC may be called by the CAC Chairman or a majority of the Voting Members at a regular CAC meeting. 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 Chairman wishes to cancel or change the meeting time of a special CAC meeting, advance notice of such cancellation or change shall be made as soon as practicable or 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 Chairman 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 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 CAC member, such failure shall not affect the legality of the emergency meeting if the Chairman 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 PUBLIC HEARINGS AND WORKSHOPS

- (1) A public hearing or workshop may be called by the CAC 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 (or as required by federal and state regulations) before the event..
- (3) No formal business, for which notice has not been given, shall be transacted at such public hearings or workshops.

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 Chairman (or TPO staff) at least one (1) working day prior to the meeting date.
- (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 Chairman 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.
- (5) A CAC member, the TPO or the TPO staff may place matters on the CAC agenda. Any citizen may also place matters within the scope of jurisdiction of the TPO on the agenda.
- (6) This rule is not applicable to special or emergency meetings.

3.10 CAC OFFICIAL ACTIONS

- (1) 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. 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 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; 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 Chairman 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 Chairman declares there is a quorum present. No resolution or motion shall be adopted by the CAC except upon the affirmative vote of the majority of the members present.

- (4) The CAC Chairman may adjourn the meeting if he or she determines that no quorum is in attendance fifteen (15) minutes after the hour appointed for the meeting. In that event, 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 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 Chairman shall preside at all CAC meetings at which he or she is present;
 - (b) The Chairman 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 Chairman, the Vice-Chairman shall preside;
 - (d) The Chairman 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 Chairman and Vice-Chairman, the CAC staff representative shall determine whether a quorum is present and in that event shall call for election of a temporary Chairman. Upon the arrival of the Chairman, or Vice-Chairman, the temporary Chairman 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 Chairman or any member requests that a show of hands or a roll call vote be taken;
 - (k) Upon every CAC roll call vote the TPO staff representative shall call the roll, tabulate the votes, and announce the results;

- (1) 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, who addresses the CAC shall give the following information for the minutes;
 - (1) name;
 - (2) address;
 - (3) representing;
 - (4) whether or not he or she is being compensated by the person or persons for whom he or she speaks; and
 - (5) whether he or she or any member of his or her immediate family has a personal financial interest in the pending matter, other than that set forth in (4) above;
- (o) Unless further time is granted by the CAC Chairman, each person shall limit his or her address 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 Chairman. No question shall be asked a CAC member except through the Chairman.

3.12 CAC CITIZENS' PARTICIPATION

- (1) Citizens' involvement in the TPO transportation planning process is encouraged and any citizen shall be entitled to be placed on the official agenda of a regular meeting of the CAC and be heard concerning any matter within the scope of the jurisdiction of the TPO.
- (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 Chairman may recognize citizens to speak on agenda items immediately following discussion by the CAC and prior to a vote on the matter by the CAC.

3.13 CAC SUBCOMMITTEES

CAC Subcommittees may be designated by the CAC as necessary to investigate and report on specific subject areas of interest to the CAC. Subcommittee meetings have the same meeting notice requirements as regular meetings.

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 staff shall furnish a recording secretary for all CAC meetings.
- (4) The WFRPC staff shall prepare, duplicate, and distribute of 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.