



**OCALA MARION
TRANSPORTATION
PLANNING
ORGANIZATION**

Public Participation Plan (PPP) 2024

Adopted: March 26, 2024



Contact information

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Public Disclosure Statement

The Ocala Marion Transportation Planning Organization (TPO) is committed to ensuring that no person is excluded from the transportation planning process and welcomes input from all interested parties, regardless of background, income level, or cultural identity. The Ocala Marion TPO does not tolerate discrimination in any of its programs, services, activities, or employment practices. Pursuant to Title VI of the Civil Rights Act of 1964, as amended, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 (ADA), the Age Discrimination Act of 1975, Executive Order 13898 (Environmental Justice) and 13166 (Limited English Proficiency), and other federal and state authorities, the Ocala Marion TPO will not exclude, deny the benefits of, or discriminate against anyone on the grounds of, race, color, national origin, sex, age, disability, religion, income, or family status. The Ocala Marion TPO welcomes and actively seeks public input to help guide decisions and establish a vision that encompasses all area communities and ensure that no one person(s) or segment(s) of the population bears a disproportionate share of adverse impacts. Persons wishing to express their may do so by contacting the TPO.

Acknowledgments

Prepared in cooperation with the Federal Highway Administration (FHWA), Federal Transit Administration (FTA), Florida Department of Transportation (FDOT), and participating local governments. The development of this plan was made possible by the leadership of the Ocala Marion Transportation Planning Organization, the Citizen Advisory Committee (CAC), the Technical Advisory Committee (TAC), and the Transportation Planning Organization (TPO) Board.

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Who we are

What is the Ocala Marion Transportation Planning Organization

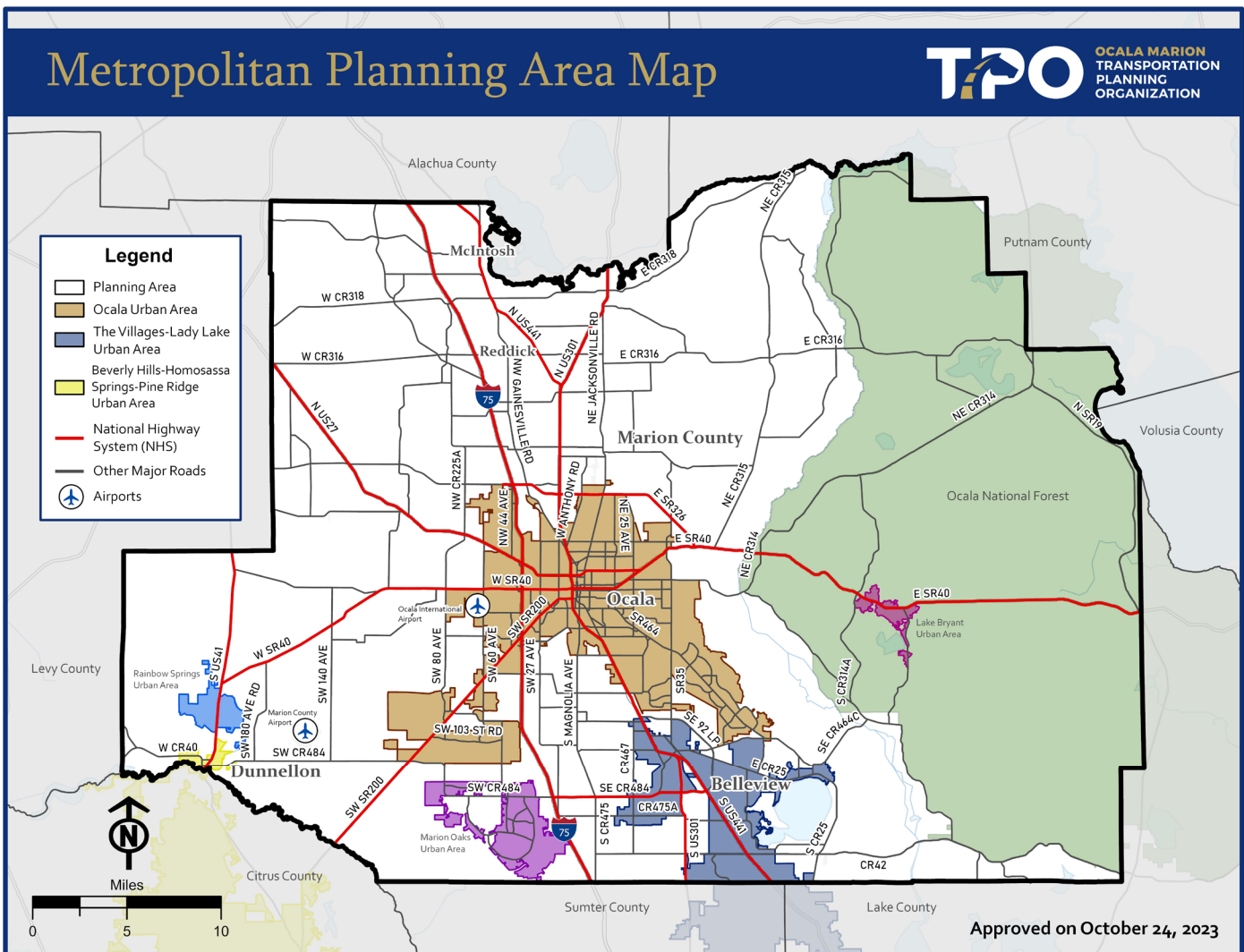
The Ocala/Marion County Transportation Planning Organization (TPO) is a federally mandated agency responsible for coordinating transportation projects, including highway, transit, rail, bicycle, pedestrian, aviation, and paratransit, throughout Marion County. The TPO allocates federal transportation funds and works to improve the region’s transportation system by developing a variety of plans and programs.

TPO History

The Federal Highway Act of 1962 established legislation that mandated that any urbanized area with a population of 50,000 or more that plans to expend United States Department of Transportation (DOT) funding must subscribe to a continuing, cooperative, and comprehensive (‘The 3-C’) planning process. The TPO was established to provide a forum for the development of transportation policy and transportation planning services for the Ocala/Marion County area.

TPO Planning Area

The TPO serves the cities of Belleview, Dunnellon, Ocala, and unincorporated Marion County. Due to population growth in the 1980s, the TPO Board approved the entirety of Marion County in 1992 as the



Ocala Marion TPO Planning Area Map

Metropolitan Planning Area (MPA) displayed in the map on the previous page. The UPWP incorporates all federal, state, regional and local activities to be performed in the census-designated Urban Areas and the entirety of Marion County.

TPO Structure

The TPO is supported by a diverse committee and governance structure that provides input from a variety of sources. A description of each of the elements of this structure is described below. Current bylaws, memberships, and meeting calendars are available on the TPO website (www.ocalamariontpo.org).

Transportation Planning Organization (TPO) Board

The TPO board is the final level of review and decision-making body in the TPO organizational structure. Recommendations from TPO staff and the committee substructure are reviewed, discussed, and then either approved or rejected through a one member-one vote process. The TPO Board is guided by bylaws, adopted in May 2004, amended in 2021 and 2022.

The TPO Board voting membership is comprised of:

- Marion County Commissioners (5)
- City of Ocala Council Members (4)
- City of Ocala Mayor (1)
- City of Belleview (1)
- City of Dunnellon (1)



TPO Board Meeting

The FDOT-District Five Secretary is also a nonvoting member of the TPO Board.

Regular meetings of the TPO Board are held at least quarterly on the fourth Tuesday of the month. Meeting dates and times may be changed by the Chair or Vice-Chair to accommodate special circumstances such as holidays. At the last regular meeting of each year, the TPO will approve the following year's meeting schedule.

A special meeting of the TPO Board may be called by the Chair. Each member of the TPO and local media services will 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.

An emergency meeting of the TPO Board may be called by the Chair when in his/her opinion, an emergency exists which requires immediate action. At least a 24-hour advance public notice of such a meeting must be provided.

Technical Advisory Committee (TAC)

The Technical Advisory Committee (TAC) is comprised of professional planners, engineers, technicians, and other professionals representing local and state government agencies, and local transit providers who review transportation plans, programs, and projects primarily from a technical standpoint. The TAC recommendations are based on the professional experience of the committee members. TAC meetings are held on the second Tuesday of the



TAC Meeting

month. The TAC serves at the pleasure of the TPO, and members are appointed representatives from the following organizations. The number in parenthesis's following the organization represents the number of representatives.

- Marion County (2)
- City of Ocala (2)
- City of Belleview (1)
- City of Dunnellon (1)
- SunTran (assigned by the City of Ocala) (1)
- Marion County School District (1)
- Department of Environment and Protection (Florida Office of Greenways and Trails) (1)
- Marion County Tourism (1)
- Florida Department of Transportation (FDOT) District 5, non-voting (1)

Citizens Advisory Committee (CAC)

The Citizens Advisory Committee (CAC) is comprised of up to 15 Marion County residents who provide input to the TPO from a citizen's point of view. Appointments to this committee are made through an application process where the candidates are interviewed by TPO staff and are then recommended to the TPO Board for membership. The TPO Board then votes on approval of each candidate's appointment. Considerations for appointment are based on the geographic location, interviews, and overall background of each candidate. The TPO strives to maintain a diversity of Marion County citizens in order to provide a well-rounded review of transportation issues both geographically and professionally. CAC meetings are held on the second Tuesday of the month.



CAC Meeting

Both the TAC and CAC offer input from their varying perspectives, whether that be in a professional sense (planners, engineers, etc.) or from a citizen perspective (local residents). These committees both garner feedback, input, advice, and recommendations for staff to present to the TPO Board.

Transportation Disadvantaged Local Coordinating Board (TDLCB)

The Transportation Disadvantaged Local Coordinating Board (TDLCB) is charged with oversight of the Community Transportation Coordinator (CTC). The Commission for the Transportation Disadvantaged (CTD) provides funding to the CTC to provide transportation to local residents. The TDLCB is responsible for reviewing the performance of the CTC and establishing trip priorities. The membership is comprised of one representative each from the City of Ocala, Marion County Public School board, FDOT, and various health and labor not-for-profit organizations. TDLCB meetings are held once a quarter on the second Thursday of the corresponding month. The TDLCB is comprised of representatives from the following organizations or groups:



TDLCB Workshop

- Local elected official, who serves as Chair
- Florida Department of Transportation

- Florida Department of Children and Families
- Marion County Public Schools
- Florida Department of Education or division of Blind Services
- Marion County Department of Veteran Affairs
- Florida Association for Community Action
- Marion County resident representative over 60
- Marion County resident representing the disabled
- Two citizen advocates of Marion County that use transportation services
- City of Ocala/SunTran
- Florida Department of Elder Affairs
- Local private for-profit transportation industry representative
- Florida Agency for Health Care Administration
- Agency for Persons with Disabilities
- Career Source Workforce Development
- Florida Department of Health – Marion County

Staff

The TPO staff includes an Executive Director, an Administrative Specialist/Social Media Coordinator, a Transportation Planner, and a Grants Coordinator/Fiscal Planner/ Title VI Non-Discrimination Coordinator. The TPO Committees, along with the TPO staff, provide recommendations to the TPO Board regarding short and long-range plans, implementation of projects, and related issues. The staff also works closely with the Florida Department of Transportation (FDOT) and other community partners. To contact the TPO staff, please visit <https://ocalamariontpo.org/contact-us/tpo-staff-information/>.

Accessibility

The public is encouraged to attend all TPO committee and board meetings. Meetings are advertised on the websites of the TPO, Marion County, and the cities of Belleview, Dunnellon, and Ocala as well as the TPO's most current social media sites. The TPO Board, TDLCB, and committees are governed by Florida Sunshine Law and in accordance with the notification requirements of Florida Statute s.286.011, F.S.

All TPO meetings are held in locations accessible to persons with disabilities and to citizens requiring transportation. Citizens that require special accommodations should contact the TPO in advance of a meeting. A summary of the schedule, and public comment/notice periods for the governing boards and committees are as follows:

Public Meetings and Opportunities for Participation			
Opportunities for Participation	Meetings	Public Comment Period	Public Notice
TPO Board	4 th Tuesday of the Month at 3:00 pm	At every meeting	7 days
Citizen Advisory Committee	2 nd Tuesday of the Month at 1:00 pm	At every meeting	7 days
Technical Advisory Committee	2 nd Tuesday of the Month at 3:30 pm	At every meeting	7 days
Transportation Disadvantaged Local Coordinating Board	2 nd Thursday at 10 am Quarterly	At every meeting	7 days

Meeting Minutes

Per Sunshine Law, meeting minutes are taken at all TPO meetings. Minutes are distributed at board and committee meetings for review and approval. Upon approval, minutes are available to the public by request or may be accessed at the TPO website. The TPO maintains a six-year history of all meeting minutes on the website.

What is a Public Participation Plan

Purpose

Public Involvement is at the center of the transportation planning process, as transportation networks affect the public in a variety of ways. Therefore, the voice of the public is essential in ensuring that the transportation decisions that are made, are efficient and effective at serving the residents they impact. The Ocala Marion Transportation Planning Organization's (TPO) Public Participation Plan (PPP) documents the goals, objectives, and strategies for ensuring that all individuals have every opportunity to be involved in transportation planning decisions. As the transportation network effects economic vitality, personal and freight mobility, and local/regional priorities, it is critical for the voices of everyone to be heard and documented.

This document serves as an update to the PPP adopted by the TPO Board on January 26, 2021. The revised PPP was developed in coordination with the Federal Highway Administration (FHWA), Federal Transit Administration (FTA), Florida Department of Transportation (FDOT), local government partners, and TPO advisory committees and boards, and through a 45-day public review process. It is the primary goal of this document to increase awareness on the various opportunities that are available to the public and the measurements used by the TPO to determine effectiveness with advertising and promoting those opportunities.

PPP Public Comment Period

- The PPP is updated every three years. Before the adoption of the plan the draft plan has a minimum comment period of 45 calendar days. Comments received are recorded and included in the final PPP.

Modifications and Amendments

- Modifications
 - Administrative modifications can be made that includes minor changes such as corrections and revisions to content that is not relevant to any associated public comment process. Modifications do not require a public comment review period.
- Amendments
 - An amendment to the PPP could include changes to the scope of the core work products' public participation process or public comment period. Another example could be changing any public participation strategy and outreach. The amendment process does require a minimum 45 day public comment period.

Methods of Public Notification

- Website through calendar events and news
- TPO Social Media Accounts
- Press Releases
- Email Notifications
- Local Newspaper Advertisement

How do I get Involved

- Call Us: Monday through Friday from 8:00 am to 5:00 pm at 352-438-2630.
- Visit or Write to Us: Ocala Marion TPO, 2710 E. Silver Springs Blvd, Ocala, FL 34470
- Email: For general inquiries: Ocalamariontpo@marionfl.org, for Title VI information: Liz.Mitchell@marionfl.org
- Website: <https://ocalamariontpo.org/>
- Social Media:
 - Facebook: <https://www.facebook.com/ocalamariontpo>

- Twitter: <https://twitter.com/ocalamariontpo>
- Linked In: <https://www.linkedin.com/company/ocalamariontpo>
- Participate in Person: Attend the TPO board meeting or one of the committees to make a public comment. Visit the website or call 352-438-2630 for more information.
 - Volunteer to serve on a committee: Apply to be on the Citizens Advisory Committee: <https://ocalamariontpo.org/wp-content/uploads/2023/12/CAC-Membership-Application.pdf>

Goals and Objectives

Goal 1: The TPO shall encourage participation by all Marion County citizens in the transportation planning process.

- **Objective 1.1:** Strive to include those citizens that are among the traditionally underserved and under-represented, including business owners and residents who are a part of but not limited to, low-income and minority households.
- **Objective 1.2:** Whenever possible, hold public meetings at locations that are easily accessible to potentially affected residents and business owners.
- **Objective 1.3:** Schedule public involvement activities, to the maximum extent possible, at key decision-making points, during the development of TPO projects.
- **Objective 1.4:** Assist in making arrangements, with reasonable notice of at least 48 hours, for any citizen who requires special accommodations while attending any TPO related events.
- **Objective 1.5:** Provide timely and comprehensive information that is easily understandable to the average citizen.
- **Objective 1.6:** Strive to continuously enhance the public awareness and knowledge of transportation related issues in an effort to foster increased trust and to maintain and continually increase credibility with the public.
- **Objective 1.7:** Ensure all TPO sponsored meetings, where two or more elected officials are present are subject to the rules of Florida's Government-in-the-Sunshine Law.

Goal 1 Measures of Effectiveness

- Hold public meetings in various locations and at times to ensure a large part of the populace has the opportunity to participate. Locations should be ADA accessible and along a transit route whenever possible. Keep an updated log of all events, activities, and locations.
- Keep a log of any accommodations that were provided to individuals upon request, such as translation of materials, or a translator for any Limited English Proficient (LEP) person.
- The TPO will post 7 days before a TPO sponsored meeting, where two or more elected officials will attend.

Goal 2: The TPO shall continually notify and provide updates to the public of all upcoming and ongoing TPO transportation related activities.

- **Objective 2.1:** Continually update the TPO website and social media pages in order to ensure that the most current versions of all TPO publications are readily available to the public.
- **Objective 2.2:** Post notices of all upcoming meetings and hearings on the TPO website.
- **Objective 2.3:** For upcoming and ongoing major transportation projects, the TPO will post notices and share updates to inform the public of the status.
- **Objective 2.4:** Use social media pages (Facebook, Twitter, LinkedIn) to post all meeting, workshop, public hearing notices, along with other general information.
- **Objective 2.5:** Post agendas and meeting packets of all upcoming CAC, TAC, TDLCB, and TPO board meetings on the TPO website.
- **Objective 2.6:** Maintain a contact database for mailing and electronic notification of all interested residents and organizations of upcoming meetings, hearings or projects.
- **Objective 2.7:** Ensure staff are available to address project specific or general information about the TPO or other transportation related activities to the public, private and public organizations.

- **Objective 2.8:** Make all documentation and data available, with reasonable notice, upon public request.

Goal 2 Measures of Effectiveness

- Continual update of the TPO website, social media pages, and plans.
- Notices for upcoming meetings and hearings will be posted at least 7 days before the meeting or hearing.
- Agendas and meeting packets will be available 7 days before a CAC, TAC, TDLCB, and TPO board meetings on the TPO website.
- Twice a year the contact database will be updated.
- At least 1 TPO staff member will be available at all times in the TPO office during normal business hours (M-F 8:00 am to 5:00 pm).
- Look for new ways to promote and advertise to increase awareness of events and activities.

Goal 3: The TPO shall continually identify, and where applicable, implement new methods to improve the overall public involvement process.

- **Objective 3.1:** Utilize continuing education and training courses to increase the communication, written, and presentation skills of TPO staff.
- **Objective 3.2:** Continually seek increasingly effective methods to enhance public involvement and community outreach activities.
- **Objective 3.3:** Review all public involvement activities for continued viability.
- **Objective 3.4:** Ensure that the most effective public outreach techniques are utilized for the appropriate tasks.
- **Objective 3.5:** Utilize innovative public participation procedures, such as virtual meetings, interactive maps, and other platforms to solicit public involvement and feedback. As necessary, follow the TPO Board Resolution on Procedures in Emergency Situations, adopted on April 28, 2020.
- **Objective 3.6:** Communicate with other Metropolitan Planning Organizations (MPO) to stay informed about the status of other public involvement programs.

Goal 3 Measures of Effectiveness

- TPO staff will attend conferences and trainings throughout the year to improve on communication, written, and presentation skills and will keep records of any conferences and trainings attended.
- Actively recruit a diverse group of new members for committees through our local partners and connections.
- TPO staff will incorporate the use of innovative technologies and methods, including virtual meetings to engage the public.
- The TPO regularly attends the Metropolitan Planning Organization Advisory Council (MPOAC), Florida Metropolitan Planning Partnership (FMPP), Central Florida MPO Alliance, and a joint Ocala Marion TPO, Hernando Citrus MPO, and Lake Sumter MPO quarterly meetings.

Core Plans and Programs

Unified Planning Work Program (UPWP)

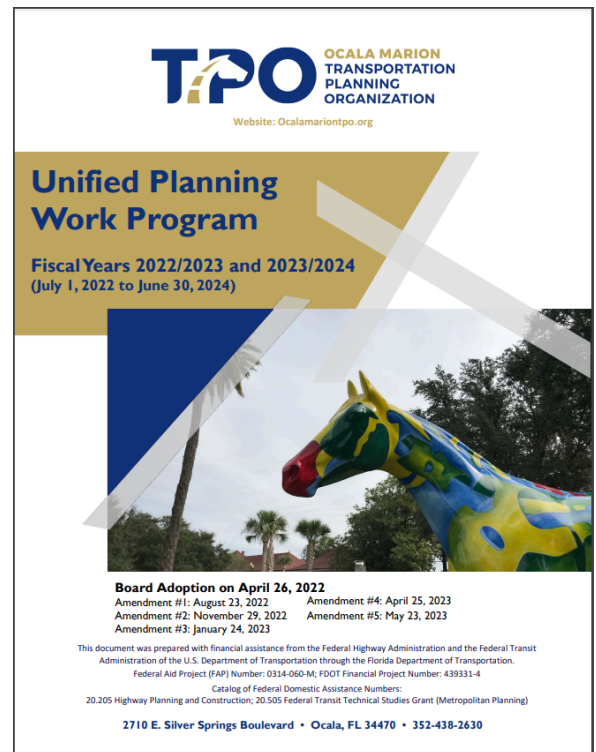
Program Adoption

- The Unified Planning Work Program (UPWP) is produced on a biennial basis and serves as the TPO's work plan for a given fiscal year. The UPWP outlines various tasks and programs for which the TPO is responsible and lists projected expenditures. It also identifies funding sources (federal, state, and local) and their contribution. The UPWP is developed over a four-month period beginning in January. The initial draft is developed by staff and reviewed by the TPO Board. The Board then approves or recommends modifications to the draft version of the document. The draft is also transmitted to the FDOT, the Federal Highway Administration (FHWA), and the Federal Transit Administration (FTA)

for review. These agencies provide comments back to TPO staff. The draft with all comments is then reviewed by the TPO Board prior to adoption. FHWA and FTA provide final approval of the UPWP.

Revisions

- Modifications
 - Any change to the UPWP that is not listed in the below categories may be processed as a modification. Modifications do not need approval.
- Amendments
 - Plan amendments can be made if any revision results in the need to increase the UPWP budget, adding or deleting tasks or subtasks, change in scope or objective of the program or task, a transfer between tasks/sub-tasks that exceeds a combined amount equal or greater than \$100,000 or 10% of the total budget, reducing the budget of a task/subtask more than 50%, change in key person, extending the period of performance past the approved work program period, sub awarding, transferring, or contracting out any of the activities in the UPWP, disengagement from a project for more than 3 months, and inclusion of costs that require prior approval.
 - Amendments are broken down into two categories: financial and non-financial amendments. The amendments must be approved by the TPO board before the UPWP is submitted to FDOT, FHWA, and FTA for final approval.



Long Range Transportation Plan (LRTP)

Program Adoption

- The Long Range Transportation Plan (LRTP) is the cornerstone of the transportation planning process for the Ocala/Marion County area. The LRTP serves as a twenty-five-year blueprint for multi-modal transportation improvements for the entire county. The plan projects future population and employment and analyzes their impact on the anticipated transportation system. In addition, it includes goals, objectives, and financial projections as well as estimates of future traffic. The LRTP is updated every five years, and must be adopted by the TPO Board at a public hearing, and include an extensive public participation process.

Revisions

- Modifications
 - Administrative modifications can be made to the plan to reflect marginal changes in project funding sources, project cost, or year of implementation.
- Amendments
 - Major changes to the LRTP require an amendment. Plan amendments can be made if the TPO adds a new project or projects to the Cost Feasible Plan or if the scope and cost of a project changes by a margin of fifty percent or greater. Such an amendment does require adherence to the PPP and analysis determining that the Cost Feasible Plan is in fact still demonstrably cost feasible, relative to updated project costs and revenues by time band. The LRTP may be amended as needed, provided the required process is followed, depending on the nature of

the amendment. The amended plan must be approved by the TPO Governing Board through a roll call vote, and include a formal public hearing.

Transportation Improvement Program (TIP)

Program Adoption

- The Transportation Improvement Program (TIP) serves as the programmed listing of transportation projects and their costs for a five-year period. The TIP includes projects from all modes of transportation (highway, transit, aviation, bicycle, and pedestrian) as well as maintenance and resurfacing. By federal law, the TIP must be financially feasible based on available revenues. Since the State of Florida operates on a different fiscal year than local governments (July 1 – June 30 vs. October 1 – September 30), the TIP is updated at a minimum of twice each year in June and September to maintain consistency with the FDOT Five-Year Work Program. The June update includes federal and state projects included in FDOT Five-Year Work Program. The October “Roll-Forward” update also includes local projects adopted as part of each municipality’s respective budget process.
 - The TIP must be adopted each year by the TPO Board through a roll call vote.



Revisions

- Modifications
 - The existing federally approved TIP can be modified at any time when there is a joint agreement between the TPO and FDOT. A TIP modification includes minor changes such as to project phase costs, funding sources and project initiation dates. TIP Modifications are less than 20 percent and \$2 million.
- Amendment
 - An amendment is required when there is a major change to a project in the TIP. TIP amendments are brought to the TPO by the district. TIP amendments occur when there is an addition or deletion of a project, a major change in project cost (more than 20% and \$2 million), or a major change in design concept or design scope (changing the project termini – increase or decrease of 0.5 mile and 20%, or the number of through traffic lanes).
 - A Roll Forward Amendment are projects programmed in the prior TIP that were not authorized by the end of the state fiscal year (June 30) may be authorized between July 1 and September 30, and included in an annual Roll-Forward TIP report to be amended in the new TIP.
 - TIP amendments must be approved by the TPO Board through a roll call vote.

List of Priority Projects (LOPP)

Program Adoption

- Each year the TPO is required to review its List of Priority Projects (LOPP). The LOPP process is used to rank the significance of future transportation projects which establishes a preferred hierarchy for funding eligibility that is used as a guideline by FDOT District Five. Beginning in April, TPO staff makes recommendations to both the CAC and TAC for the current year priorities. After a 30-day review, the CAC and TAC make a final recommendation to the TPO board in June. The TPO board then reviews the draft LOPP and approves a final list of priorities for submittal to FDOT District Five.

Transportation Disadvantaged Service Plan (TDSP)

Program Adoption

- The Florida Commission for the Transportation Disadvantaged (CTD) requires that each Community Transportation Coordinator (CTC) adopts a comprehensive Transportation Disadvantaged Service Plan (TDSP) and annually updated tactical plan that includes the following components for the local transportation disadvantaged (TD) program: Development Plan, Service Plan, Quality Assurance, Cost/Revenue Allocations and Fare Justifications. The TDSP has a major update every five years but has a smaller update every year.

Title VI Non-Discrimination Plan

Program Adoption

- The TPO Board adopted the Title VI Non-Discrimination Plan on January 24, 2023. The plan outlines the TPO's commitment to ensuring that no person is excluded or discriminated against because of their race, color, or national origin as identified as part of Title VI of the Civil Rights Act of 1964 and related statutes. Therefore, through the planning process of plan updates, committee meetings, and associated TPO activities, staff has used and will continue to use a variety of outreach strategies to incorporate all individuals throughout the community. These include stakeholder interviews, community meetings, project specific websites, and in-person meetings. In addition, any board meeting is open to the public and there is opportunity for public comment. Strategies for outreach include holding public activities and community meetings in locations that are accessible to all individuals. Therefore, meetings are held throughout Marion County. This ensures that all communities have the opportunities to be involved without having to travel long distances in order for their voices to be heard. Also, it is defined by Executive Order 12898 Environmental Justice, that communities that have been traditionally underserved will be involved throughout the transportation planning process. See APPENDIX C for the TPOs Title VI Policy and complaint procedure. For information on instructions on how to file a complaint, a complaint form, a list of Title VI investigations, complaints, or lawsuits, please see the TPOs Title VI Plan at the TPO website: <https://www.ocalamariontpo.org/public-involvement/title-vi/>. APPENDIX D contains a copy of the TPO's Civil Rights Assurance statement. This statement may also be accessed at the TPO website: <https://ocalamariontpo.org/public-involvement/civil-rights-assurance>.
 - The TPO will not exclude from participation in, deny the benefits of, or subject to discrimination, anyone on the grounds of
 - Sex
 - Age
 - Religion
 - Race
 - Color
 - Disability
 - Income
 - Family Status
 - National Origin

Limited English Proficiency

Program Adoption

- The purpose of the LEP is to increase awareness and provide meaningful access to all TPO plans, programs, meetings, and events to individuals with limited to no ability to speak, read, or write English. The TPO is committed to increasing awareness to all individuals, including those that have been traditionally underserved, such as those with Limited English Proficiency (LEP). The TPO website can be translated into other languages so that greater access is available to citizens. For more

information regarding the TPO's LEP plan, please see the appendix section of the Title VI Plan on the TPOs website: <https://ocalamariontpo.org/public-involvement/title-vi/>.

Transportation Studies

- Sometimes the TPO will undertake specialized studies such as the Congestion Management Plan and the Safety Action Plan. These studies are funded as part of the UPWP. Each study has their own public participation requirements and needs.

Annual Activities

- Throughout the course of any given year, the TPO is required to produce or update a varied number of documents that detail various aspects of the transportation planning process. A majority of these documents are reviewed by both the CAC and TAC for recommendation and then forwarded to the TPO Board for final approval. While the TPO strives to keep annual activities on a consistent schedule, the timeframes listed may shift slightly from year to year. Please check the TPO website at: www.ocalamariontpo.org for the most up-to-date information regarding any activities. A summary of the schedule, and public comment/notice periods for the required plans of the TPO are as follows:

*Quick Reference Table

Plans or Programs	Schedule	Public Comment Period	Public Notice
Program Adoption			
Public Participation Plan	Every 3 years	45	45
Unified Planning Work Program (UPWP)	Every 2 years	30	30
Long Rang Transportation Plan (LRTP)*	Every 5 years	30	30
Transportation Improvement Program (TIP)	Every year	30	30
List of Project Priorities (LOPP)	Every year	30	30
Transportation Disadvantaged Service Plan	Every 5 years/ updated annually	21	21
Title VI Nondiscrimination Plan	Every year	30	30
TPO Transportation Planning Studies	Every year	30	30
Program Amendments			
Public Participation Plan	As needed	45	45
Unified Planning Work Program (UPWP)	As needed	7	7
Long Rang Transportation Plan (LRTP)	As Needed	21	21
Transportation Improvement Program (TIP)	As needed	7	7
List of Project Priorities (LOPP)	As needed	7	7
Title VI Nondiscrimination Plan	As needed	7	7

* The Long Range Transportation Plan (LRTP) requires a public hearing. Public Hearings satisfy specific regulatory requirements. Whereas, public meetings are held throughout the planning process to gather citizen input and feedback. For more information about Public hearings see the Public Involvement Techniques section regarding Legal Advertisements.

Public Participation Strategies and Outreach

Public Notice

- A Public Notice is a form of advertisement for TPO meetings, events, workshops, plans, or plan updates. The TPO advertises in multiple jurisdictions across Marion County, which include the cities of Belleview, Dunnellon, Ocala, and Marion County. In addition, advertisements for all TDLCB meetings are sent to the local newspaper, the Ocala Star Banner. Please refer to the following sections for specific strategies and tools utilized by the TPO for public outreach and involvement.

TPO Website

- In 2020, the TPO released a new, standalone website to serve the public. The TPO website features information on current and upcoming construction projects, priority projects, committee descriptions, meeting schedules and times, TPO staff contact information, and sections that allow for the download of TPO documents and viewing interactive maps. The website is continually updated and maintained by TPO staff. The TPO website is the primary location of the most up-to-date information regarding all TPO activities. The website may be accessed at: www.ocalamariontpo.org.

Legal Advertisements

- Formal notifications are distributed to the print media for publication in the legal section of the local newspaper for all TDLCB meetings, draft TIP, LRTP, PPP, and UPWP documents for public review at least 7-days in advance, to notify the public about upcoming meetings and documents. The LRTP requires a Public Hearing as it contains federal and state funded major transportation improvements. FDOT defines a major transportation improvement in accordance with state law (Chapter 339.155, F.S.) as a project that increases capacity, builds new facilities, or provides new access to limited-access facilities. In addition, the TDLCB requires an annual public workshop.

Press Releases

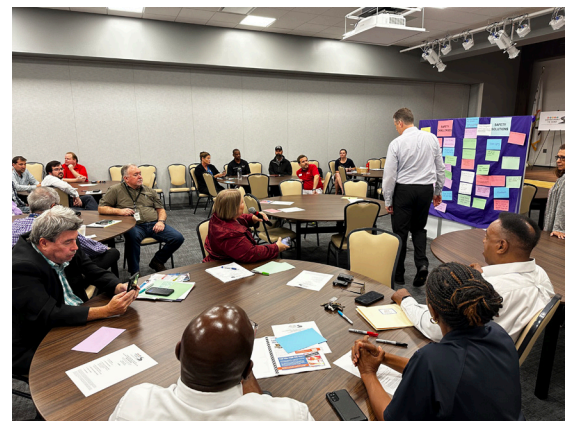
- General or official notifications are distributed to different media sources to inform the public of upcoming and ongoing transportation projects or other TPO related activities.

Project Update Meetings

- Project Update Meetings are held to keep the public informed on the progress of specific projects, plans, or studies. These meetings typically begin approximately midway through a project, plan, or study analysis period and additional meetings are conducted until the requisite action is completed.

Community Meetings

- Community Meetings are held to solicit public opinion as related to a wide range of TPO sponsored activities. They are utilized in a variety of different planning activities from the development of individual projects all the way up to area-wide activities such as development of the LRTP. These meetings can be designed as broadly as to implore area wide attendance or specifically targeted towards individual groups such as civic organizations, homeowner's associations, special-interest groups, municipalities, and local-elected officials.



Safety Summit on November 9, 2023.

Meeting Room Security as needed

- On an as needed basis, the TPO hires local law enforcement and/or private security to provide meeting room security during TPO events or meetings.

Virtual Meetings – Emergency Meetings – Special Circumstances

- In 2020, the TPO began the use of virtual meetings during the COVID-19 public health emergency. Virtual meetings are conducted by using services such as WebEx, Zoom, Microsoft Teams, GoToMeeting, among others. Virtual meetings are used by the TPO to supplement or in some cases replace in-person meetings, workshops, or events due to emergency situations. On April 28, 2020, the TPO Board adopted a Resolution on Procedures in Emergency Situations. APPENDIX E contains a copy of the resolution.

Civic Groups

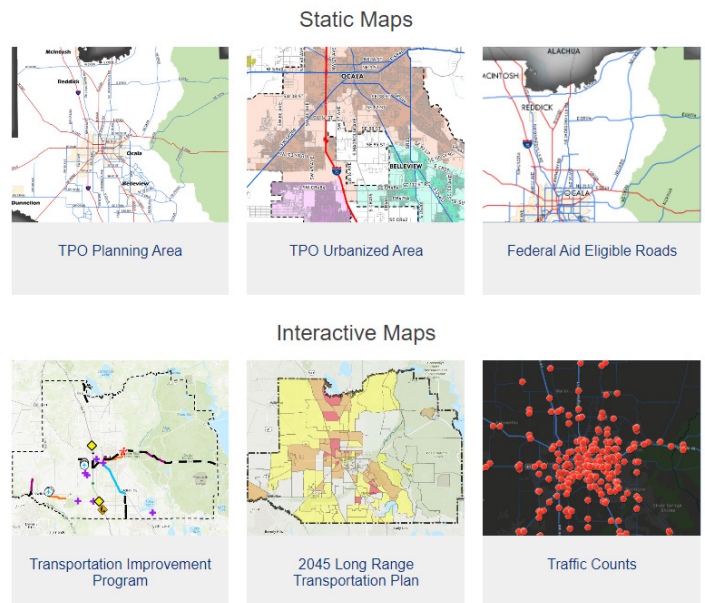
- Civic Groups are specifically engaged in order to assemble diverse perspectives from groups that are organized around a common interest or in pursuit of a common cause. These groups can be composed of, but not limited to minorities, low-income citizens, the physically challenged, and/or the elderly.

Newsletters

- Newsletters are used to inform the public about the activities of the TPO or provide status updates on current or upcoming projects. They can be general in nature by providing quarterly or yearly synopses of TPO activities or more project-specific by focusing on individual phases of ongoing projects, plans, or studies.

Maps

- Printed maps are used in every type of TPO public involvement activity to provide a visible reference so participants are able to more effectively relate to the data that is being presented. Maps can be as small as a sheet of paper for inclusions in hand-outs or packets, or as large or larger than 'poster-size' to be openly displayed during meetings. In 2020, the TPO created a Map portal on its website to serve as a hub of information for the general public. This portal provides interactive maps for the public to access regarding the TIP, LRTP, traffic counts, crashes, among other information. The map portal may be accessed at: <https://ocalamariontpo.org/maps>.



Surveys

- Surveys are a standardized and structured method of soliciting input about specific topics, plans, or projects from the public. Surveys can also be used to collect technical or quantifiable data such as travel pattern information, number of miles driven to work, or average number of trips driven per day. Current and prior surveys conducted by the TPO may be accessed at: <https://ocalamariontpo.org/public-involvement/surveys/>

Comment Forms

- Comment forms or comment cards are used to solicit open ended public input about specific topics or presentations at public workshops or meetings. They are also used to allow the public to gauge different elements of those workshops and meetings, such as the quality of the presentation, clarity of the topic, staff knowledge and professionalism. APPENDIX D contains a copy of the TPO's comment card.

Posted Mail and Email/Automated Email Systems

- Traditional and digital mailings are utilized to notify individuals and/or organizations about upcoming meetings, hearings, or the status of a specific project and to transmit agendas. Posted mail can be postcards, flyers, agendas, newsletters, or letters.

Sign-in Sheets and Contact Database

- All TPO sponsored events utilize sign-in sheets to record citizen participation and to use as a basis for the construction of a contact database that is maintained by TPO staff or contracted consultants. Contact databases are used to notify all previous participants about significant upcoming events and to distribute newsletters either by e-mail or posted mail.

Email Communication

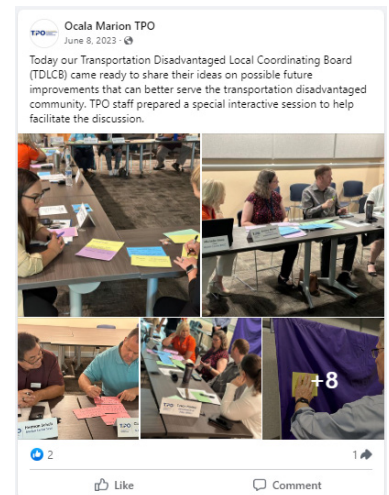
- The TPO sends out e-blast notifications to partner agencies, stakeholders, and citizens that have requested to be notified about TPO meetings, activities, and document reviews. To be added to the TPO's email list, a request may be submitted at the TPO sign up and email list at: <https://ocalamariontpo.org/contact-us/enotification/>.

TPO Staff and Contact Information

- The TPO website contains a link to TPO staff and contact information for citizens with preference for providing comments online. When a comment is submitted, it is directly emailed to the TPO Director and Title VI/Non-discrimination Coordinator. TPO staff provide responses within 7 business days to all inquiries or comments. The link may be accessed at: <https://ocalamariontpo.org/contact-us/tpo-staff-information/>

Social Media

- In 2020, the TPO instituted the use of social media via Facebook, Twitter, and LinkedIn. A Social Media Plan was also published that guides staff on the methods for social media posting, making announcements, and disseminating information. Facebook and Twitter specifically serve as tools for announcing all TPO meetings, draft and final documents for public review, and staff/ committee or board announcements. The social media pages may be accessed at:
 - Facebook: <https://www.facebook.com/ocalamariontpo>
 - Twitter: <https://www.twitter.com/ocalamariontpo>
 - Linked In: <https://www.linkedin.com/company/ocalamariontpo>



TPO Fact Sheets

- In 2020, the TPO began publishing a series of facts sheets devoted to sharing background information with the public about core plans and programs, committees and boards, and various transportation topics. The fact sheets may be accessed at: <https://ocalamariontpo.org/about-us/facts-and-figures>.

Annual Report

- Beginning in January 2021, the TPO publishes an annual report to highlight major accomplishments and activities over the past calendar year. The report will be an ongoing annual publication and available on the TPO's website, or in print format on demand.

TPO Logo

- The TPO logo is included on all TPO publications to signify the origin of the document or product. Any documents produced by the TPO, or by a consultant for the TPO, will feature the TPO logo. The TPO logo was updated in 2020, and may be downloaded on the TPO's website

*Summary of Strategies and Outreach

	TPO Board	TPO Committees	L RTP	TIP	LOPP	Transportation Studies
Public Notice	X	X	X	X		
Website	X	X	X	X	X	X
Legal Ad			X	X		
Press Release			X	X		
Project Update Meetings			X			X
Community Meetings			X			X
Maps			X	X	X	X
Surveys			X			X
Comment Cards	X	X	X	X	X	X
Social Media	X	X	X	X	X	X

Evaluation

Throughout the year the TPO staff will evaluate the effectiveness of the public participation strategies and outreach. A summary will be included with the TPO Annual Report. The following list will be evaluated every PPP update to determine their effectiveness:

- Attendance at various meetings such as the TPO Board Meeting, CAC, TAC, and project specific meetings;
- Social media post engagements;
- General Email List participants;
- Surveys taken;
- Comments received; and
- Presentations made to public groups

Appendices

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Appendix A Statutory Requirements

Federal and State Law require all MPOs/TPOs to provide consideration for planning activities. Per 23 Code of Federal Regulations (CFR), Part 450.306, the MPO/TPO metropolitan planning process shall be continuous, cooperative, and comprehensive, and provide for consideration and implementation of projects, strategies, and services that will address the following ten planning factors:

- Support the economic vitality of the metropolitan area, especially by enabling global
- competitiveness, productivity, and efficiency;
- Increase the safety of the transportation system for motorized and non-motorized uses
- Increase the security of the transportation system for motorized and non-motorized uses;
- Increase the accessibility and mobility of people and freight;
- Protect and enhance the environment, promote energy conservation, and improve quality of life;
- Enhance the integration of connectivity of the transportation system, across and between modes, for people and freight;
- Promote efficient system management and operation;
- Emphasize the preservation of the existing transportation system;
- Improve the resiliency and reliability of the transportation system and reduce or mitigate stormwater impacts on surface transportation; and
- Enhance travel and tourism.

A.1 Federal Requirements

- “In October 1993, the Federal Highway Administration (FHWA) and the Federal Transit
- Administration jointly issued regulations found in **23 CFR, Part 450 to guide the development of statewide, local and metropolitan plans and programs.**” These regulations include the following:
 - Early and continuous public involvement opportunities throughout the planning and programming process;
 - Timely information to citizens, affected public agencies, representatives of transportation agencies, private sector transportation entities and other interested parties, including segments of the community affected by transportation plans, programs, and projects;
 - Reasonable access to information;
 - Adequate public notice of public involvement activities and ample time for public review and comment at key decision points;
 - Explicit consideration and response to public comment;
 - Consideration of the needs of the traditionally underserved, including low-income and minority citizens;
 - Periodic review of the public involvement efforts by the MPO/TPO to ensure full open access to all;
 - Review of public involvement procedures by the FHWA and FTA when necessary; and
 - Coordination of the MPO/TPO public involvement processes with statewide efforts whenever possible.

450.316 Interested Parties, Participation, and Consultation

(a) Specific to the public participation process, 23 CFR, Section 450.316 outlines how an MPO/TPO shall *“develop and use a documented participation plan that defines a process for providing individuals, affected public agencies, representatives of public transportation employees, public ports, freight shippers, providers of freight transportation services, private providers of transportation (including intercity bus operators, employer-based commuting programs, such as carpool program, vanpool program, transit benefit program, parking cashout program, shuttle program, or telework program), 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 reasonable opportunities to be involved in the metropolitan transportation planning process.”*

(1) The MPO shall develop the participation plan in consultation with all interested parties and shall, at a minimum, describe explicit procedures, strategies, and desired outcomes for:

- (i) Providing adequate public notice of public participation activities and time for public review and comment at key decision points, including a reasonable opportunity to comment on the proposed metropolitan transportation plan (LRTP) the TIP;
- (ii) Providing timely notice and reasonable access to information about transportation issues and processes;
- (iii) Employing visualization techniques metropolitan transportation plans (LRTP) and TIPs;
- (iv) Making public information (technical information and meeting notices) available in electronically accessible formats and means, such as the World Wide Web;
- (v) Holding any public meetings at convenient and accessible locations and times;
- (vi) Demonstrating explicit consideration and response to public input received during the development of the metropolitan transportation plan (LRTP) and the TIP;
- (vii) Seeking out and considering the needs of those traditionally underserved by existing transportation systems, such as low-income and minority households, who may face challenges accessing employment and other services;
- (viii) Providing an additional opportunity for public comment, if the metropolitan transportation plan (LRTP) or TIP differs significantly from the version that was made available for public comment by the MPO and raises new material issues that interested parties could not reasonably have foreseen from the public involvement efforts;
- (ix) Coordinating with the statewide transportation planning public involvement and consultation processes under subpart B of this part; and
- (x) Periodically reviewing the effectiveness of the procedures and strategies contained in the participation plan to ensure a full and open participation process.

(2) When significant written and oral comments are received on the draft metropolitan transportation plan (LRTP) and TIP (including the financial plans) as a result of the participation process in this section or the interagency consultation process required under the EPA transportation conformity regulations (40 CFR part 93, subpart A), a summary, analysis, and report on the disposition of comments shall be made as part of the final metropolitan transportation plan and TIP.

(3) A minimum public comment period of 45 calendar days shall be provided before the initial or revised participation plan is adopted by the MPO. Copies of the approved participation plan shall be provided to the FHWA and the FTA for informational purposes and shall be posted on the World Wide Web, to the maximum extent practicable.

(b) In developing metropolitan transportation plans (LRTP) and TIPs, the MPO should consult with agencies and officials responsible for other planning activities within the MPA 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 (to the maximum extent practicable) with such planning activities. In addition, the MPO shall develop the metropolitan transportation plans (LRTP) and TIPs with due consideration of other related planning activities within the metropolitan area, and the process shall provide for the design and delivery of transportation services within the area that are provided by:

- (1) Recipients of assistance under title 49 USC Chapter 53;
- (2) Governmental agencies and non-profit organizations (including representatives of the agencies and organizations) that receive Federal assistance from a source other than the U.S. Department of Transportation to provide non-emergency transportation services; and
- (3) Recipients of assistance under title 23 USC Chapters 201-204.

(c) When the MPA includes Indian Tribal lands, the MPO shall appropriately involve the Indian Tribal government(s) in the development of the metropolitan transportation plan (LRTP) and the TIP.

(d) When the MPA includes Federal public lands, the MPO shall appropriately involve the Federal land management agencies in the development of the metropolitan transportation plans (LRTP) and the TIP.

(e) MPOs shall, to the extent practicable, develop a documented process(es) that outlines roles, responsibilities, and key decision points for consulting with other governments and agencies, as defined in paragraphs (b), (c), and (d) of this section, which may be included in the agreement(s) developed under 23 USC 450.314.

23 CFR, Section 450 includes additional sections applicable to MPO/TPOs as follows:

- Section 450.212(a) Public Involvement
- Section 450.214 Long Range Statewide Transportation Plan
- Section 450.216 Statewide Transportation Improvement Program (STIP)
- Section 450.318(b) Metropolitan Transportation Planning Process, Transportation Investments
- Section 450.322(c) Metropolitan Planning Process, Transportation Plan
- Section 450.324(c) Transportation Improvement Program

This code, in its entirety, can be accessed at: www.access.gpo.gov/uscode.

- In January of 2003, **23 USC 135** was enacted. It provides for the reasonable access to comment on proposed plans. This code, in its entirety, can be accessed at www.access.gpo.gov/uscode.
- **Title VI of the Civil Rights Act of 1964** - This title declares it to be the policy of the United States that discrimination on the ground of race, color, or national origin shall not occur in connection with programs and activities receiving Federal financial assistance and authorizes and directs the appropriate Federal departments and agencies to take action to carry out this policy. This title is not intended to apply to foreign assistance programs. Title VI of the Civil Rights Act of 1964 can be accessed, in its entirety, at: <https://highways.dot.gov/civil-rights/title-vi-civil-rights-act-1964-and-additional-nondiscrimination-requirements>.
- **28 CFR 36 – The Americans with Disabilities Act** was signed into legislation in July of 1990. It requires all government programs to be accessible to people with disabilities. In addition, the Americans with Disabilities Act (ADA) requires that reasonable efforts be made to accommodate citizens with disabilities who wish to attend public meetings. 28 CFR 36 can be accessed at: <https://www.ecfr.gov/current/title-28/chapter-I/part-36>.
- In February of 1994, **Executive Order 12898 on Environmental Justice** was signed into legislation. This order addresses avoidance of actions that can cause disproportionately high and adverse impacts on minority and low-income populations. Executive Order 12898 on Environmental Justice can be accessed at: <https://www.archives.gov/files/federal-register/executive-orders/pdf/12898.pdf>.
- In August 2000, **Executive Order 13166 on Improving Access to Services for Persons with Limited English Proficiency** was signed into legislation. It requires Federal agencies to examine the services provided, identify any needs, and develop and implement a system to provide LEP persons with services. To view the Executive Order 13166 visit: <https://www.lep.gov/executive-order-13166>

A.2 State Requirements

- **s.339.155**, F.S., provides for public involvement in transportation planning. It states that citizens, public agencies, and other known interested parties be given sufficient opportunity to comment on the long-range component of the Florida Transportation Plan. It also states that hearings are a required element during the development of major transportation improvements. This statute can be viewed at: http://www.leg.state.fl.us/Statutes/index.cfm?App_mode=Display_Statute&Search_String=&URL=0300-0399/0339/Sections/0339.155.html.
- **s.339.175**, F.S., requires public involvement in the development of the Long Range Transportation Plan (LRTP) and the Transportation Improvement Program (TIP). This statute can be viewed at: http://www.leg.state.fl.us/Statutes/index.cfm?App_mode=Display_Statute&Search_String=&URL=0300-0399/0339/Sections/0339.175.html.
- **s.286.011**, F.S. – “The Sunshine Law” – Founded in 1967, the Sunshine Law “establishes a basic right of access to most meetings of boards, commissions and other governing bodies of state and local governmental agencies or authorities. The Sunshine Law requires that meetings of boards or commissions be open to the public, reasonable notice of such meetings be given, and minutes taken and made available to the public in a timely manner.” The Sunshine Law can be viewed, in its entirety, at: <https://www.myfloridalegal.com/open-government/the-quot-sunshine-quot-law>.

Appendix B Title VI

Policy Statement

The Ocala Marion Transportation Planning Organization (TPO) is committed to ensuring that no person is excluded from the transportation planning process and welcomes input from all interested parties, regardless of background, income level or cultural identity. The Ocala Marion TPO does not tolerate discrimination in any of its programs, services, activities or employment practices. Pursuant to Title VI of the Civil Rights Act of 1964, and other nondiscrimination statutes, regulations and authorities. The Ocala Marion TPO will not exclude from participation in, deny the benefits of, or subject to discrimination, anyone on the grounds of race, color, national origin, sex, age, disability, religion, income or familial status. The Ocala Marion TPO welcomes and actively seeks input from the public, to help guide decisions and establish a vision that encompasses all area communities and ensure that no one person(s) or segment(s) of the population bears a disproportionate share of adverse impacts.

Complaint Procedures

The Ocala Marion TPO has put in place a concise, prompt and reasonable complaint procedure to ensure that any discrimination is investigated and eliminated. The Title VI Coordinator has direct, easy and unimpeded access to the TPO Director for the purposes of discussing nondiscrimination issues. Any person(s) who believes has been subjected to discrimination based upon race, color, national origin, sex, age, disability, religion, income or family status in any of Ocala Marion TPO services, activities, plans, programs or employment practices may file a complaint with the Ocala Marion TPO.

The complaint should be submitted in writing and contain the identity of the complainant, the basis of allegation(s) (i.e. race, color, national origin, sex, age, disability, religion income or family status) and a description of the alleged discrimination with the date it occurred (refer to Appendix B). The official complaint will need to be submitted to our Title VI Coordinator or the TPO Director. The complaint can be submitted at the following location:

Liz Mitchell, Title VI/Nondiscrimination Coordinator
2710 E. Silver Springs Blvd.
Ocala, Florida 34470
Email: liz.mitchell@marioncountyfl.org
Phone: (352) 438-2634

Ocala Marion TPO investigates complaints received no more than 180 days after the alleged incident. The Ocala Marion TPO will process complaints that are complete. Once the complaint is received, Ocala Marion TPO will review it to determine if our office has jurisdiction. The complainant will receive an acknowledgment letter informing him/her whether the complaint will be investigated by our office.

The Title VI/Nondiscrimination Coordinator has ninety (90) days to investigate the complaint. If more information is needed to resolve the case, the Coordinator may contact the complainant.

The complainant has ten (10) business days from the date of the letter 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 ten (10) business days, the Coordinator can administratively close the case. A case can also be administratively closed if the complainant no longer wishes to pursue their case.

After the investigator reviews the complaint, she/he will issue one of two letters to the complainant: a closure letter or a letter of finding (LOF). A closure letter summarizes the allegations and states that there was not a Title VI violation and that the case will be closed. A LOF 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, she/he has seven (7) days to do so from the time he/she receives the closure letter or the LOF.

Should the Ocala Marion TPO be unable to satisfactorily resolve a complaint, the Ocala Marion TPO will forward the complaint, along with a record of its disposition to the Florida Department of Transportation (FDOT), Equal Opportunity Office. The written complaint may be submitted directly to FDOT if the complainant is unable or unwilling to complain to the Ocala Marion TPO. FDOT will serve as a clearinghouse, forwarding the complaint to the appropriate state or federal agency:

Florida Department of Transportation, Equal Opportunity Office
ATTN: Title VI Complaint Processing
605 Suwannee St. MS 65,
Tallahassee, Florida 32399

The staff of the Ocala Marion TPO will maintain a log of all complaints received by the agency.

The log will include all the following information:

1. Name of Complainant;
2. Name of Respondent;
3. Basis of complaint (i.e., race, color, national origin, sex, age, disability, religion, familial status, or retaliation);
4. Date complaint received;
5. Explanation of the complaint and the actions that have been taken or are proposed to resolve the issue raised in the complaint.

Appendix C Civil Rights Certificate and Assurance

CIVIL RIGHTS CERTIFICATION AND ASSURANCE

The Ocala Marion Transportation Planning Organization (TPO) assures the Florida Department of Transportation that no person shall, on the basis of race, color, national origin, age, disability, family or religious status, as provided by Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987, and the Florida Civil Rights Act of 1992 be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination or retaliation under any program, or activity undertaken by this agency.

The Ocala Marion TPO further agrees to the following responsibilities with respect to its programs and activities:

1. Designate a Title VI Liaison that has a responsible position within the organization and access to the recipient's Chief Executive Officer or authorized representative.
2. Issue a policy statement signed by the Executive Director or authorized representative, which expresses its commitment to the nondiscrimination provisions of Title VI. The policy statement shall be circulated throughout the Recipient's organization and to the general public. Such information shall be published where appropriate in language other than English.
3. Insert the clauses of **APPENDIX E** of this plan into every contract subject to the Acts and the Regulations.
4. Develop a complaint process and attempt to resolve complaints of discrimination against the Ocala Marion TPO.
5. Participate in training offered on the Title VI and other nondiscrimination requirements.
6. If reviewed by FDOT or any other state or federal regulatory agency, take affirmative actions to correct any deficiencies found within a reasonable time period, not to exceed ninety (90) days.
7. Have a process to collect racial and ethnic data on persons impacted by the agency's programs.
8. Submit the information required by FTA Circular 4702.1B to the primary recipients (refer to **APPENDIX A** of this plan).

THIS ASSURANCE is given in consideration of and for the purpose of obtaining any and all federal funds, grants, loans, contracts, properties, discounts or other federal financial assistance under all programs and activities and is binding. The person whose signature appears below is authorized to sign this assurance on behalf of the agency.

Date: 1/24/2023



Robert Balmes
TPO Director
Ocala Marion TPO

Appendix D Comment Card



COMMENT CARD

The TPO staff welcomes and encourages public comment and participation at all TPO related meetings. If you simply wish to formally make a comment regarding any TPO matter, please fill out the comment form below.

Date:	Phone/email:
Full Name:	Address:

Comments:

Submit all comments to:
 Robert Balmes, TPO Director
 2710 E. Silver Springs Blvd.
 Ocala, Florida 34470
 Phone: (352) 438-2630
OcalamarionTPO@marionfl.org

Please check if you wish to have a staff member contact you to discuss any concerns in detail.

Thank you in advance for contributing to the transportation planning process.

Appendix E Public Involvement Resolution Emergency Procedures

Resolution

No. 20-07

RESOLUTION OF THE OCALA/MARION COUNTY TRANSPORTATION PLANNING ORGANIZATION (TPO) ENDORSING ALTERNATIVE PUBLIC PARTICIPATION PROCEDURES IN EMERGENCY SITUATIONS.

WHEREAS, the Ocala/Marion County Transportation Planning Organization (TPO), designated by the Governor of the State of Florida as the Metropolitan Planning Organization (MPO) and body responsible for the urban transportation planning process for the Ocala/Marion County area; and

WHEREAS, Title 23 CFR Section 450.316 and Section 134, and Florida Statute 339.175 require each MPO to develop a public involvement plan and provide reasonable opportunities for all parties to participate and comment on planning activities; and

WHEREAS, due to emergency situations to protect public health and safety, the Ocala/Marion County Transportation Planning Organization shall implement alternative public participation procedures in place of in-person meetings and workshops, which also include time periods for public comments and responses by the TPO. These procedures include:

- Conducting Virtual Meetings to give people insight into the background of the project and the ability to provide comments and/or suggestions;
- Conducting Virtual Workshops that detail established goals and objectives, as well as presenting needs (projects) and prioritizing those needs; and
- TPO staff will participate in email blasts, presenting information through the TPO's website and partnering jurisdictions, as well as utilizing social media to get information disseminated to citizens.

WHEREAS, these procedures for public participation are temporary and are to be used only during an emergency situation as the primary public participation procedures; and may continue to be used as supplemental procedures after the emergency is over, but not in place of any in-person public meetings and workshops.

NOW THEREFORE BE IT RESOLVED by the Ocala/Marion County Transportation Planning Organization endorses the alternative public participation procedures and authorizes the TPO Director and TPO staff to implement in support of ongoing planning activities during emergency situations.

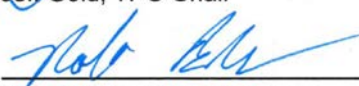
CERTIFICATE

The undersigned duly qualified and acting Chairman of the Ocala/Marion County Transportation Planning Organization hereby certifies that the foregoing is a true and correct copy of a Resolution adopted at a legally convened meeting of the Ocala/Marion County Transportation Planning Organization held on this 28th day of April, 2020.

By:



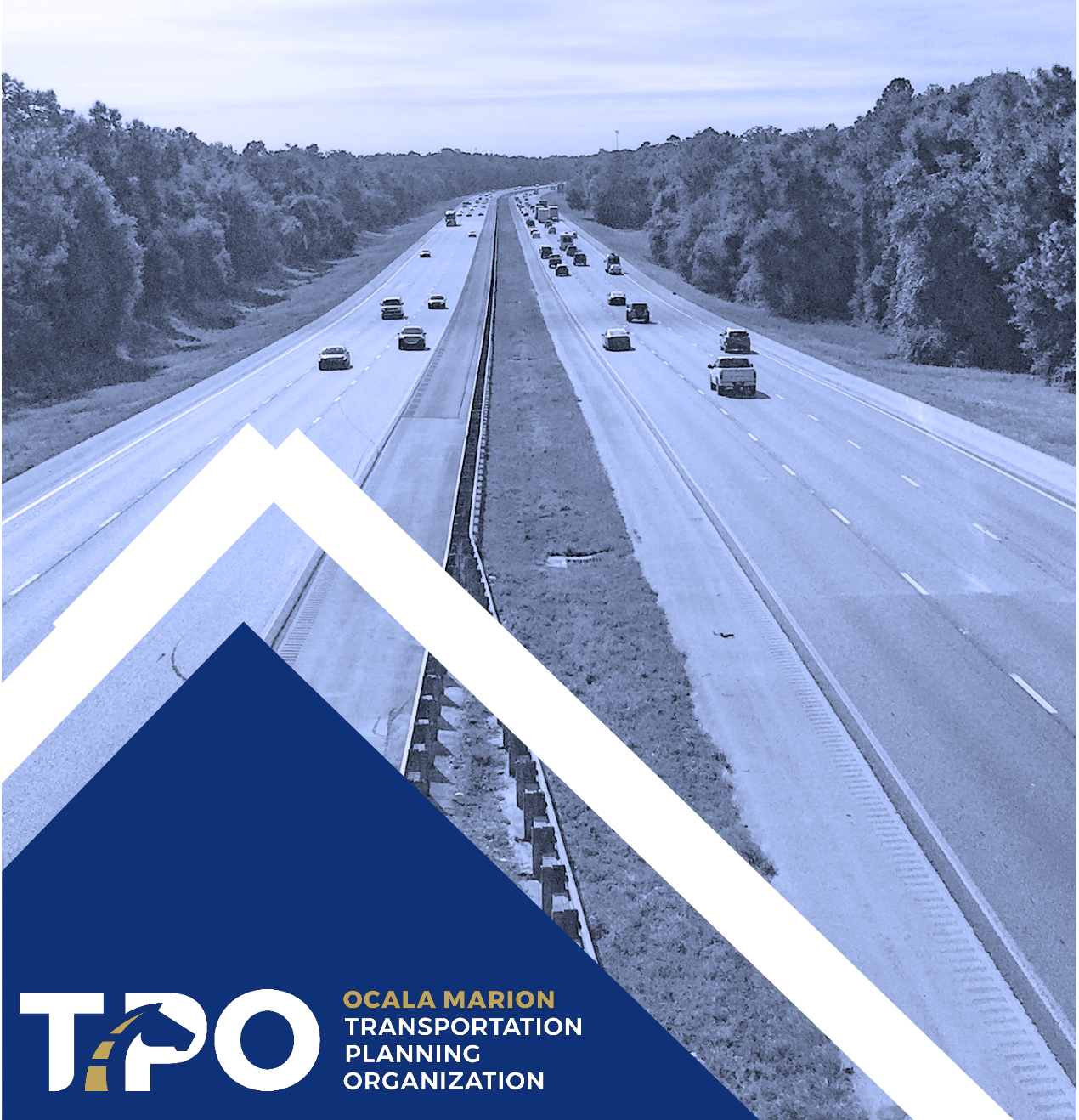
 Jeff Gold, TPO Chair



 Rob Balmes, TPO Director

Appendix F Glossary of Terms and Acronyms

Glossary of Terms and Acronyms



OCALA MARION
TRANSPORTATION
PLANNING
ORGANIZATION

November 2023

ACRYONYM	NAME	DESCRIPTION
3C	Continuing, Cooperative and Comprehensive	A Continuing, Cooperative and Comprehensive (3C) process is required for all Metropolitan Planning Organizations (MPO) to be eligible for Federal transportation funding.
AADT	Average Annual Daily Traffic	Average daily traffic on a roadway segment for all days of the week during a period of one year expressed in vehicles per day.
ACS	American Community Survey	The American Community Survey is an ongoing survey that provides vital information on a yearly basis about our nation and its people.
ADA	Americans with Disabilities Act	The Americans with Disabilities Act (ADA) prohibits discrimination against people with disabilities in employment, transportation, public accommodation, communications, and governmental activities.
ATMS	Automated Traffic Management System	ATMS is used to improve the efficiency of the transportation network. ATMS utilizes data-analysis and communication technology to reduce congestion in real-time due to crashes and other traffic problems.
BEA	Bureau of Economic Analysis	Federal agency within the Department of Commerce that provides economic data and projections.
BLS	Bureau of Labor Statistics	Federal agency within the Department of Labor that tracks federal employment data.
BTS	Bureau of Transportation Statistics	The Bureau of Transportation Statistics was established as a statistical agency in 1992. The Intermodal Surface Transportation Efficiency Act (ISTEA) of 1991 created BTS to administer data collection, analysis, and reporting and to ensure the most cost-effective use of transportation- monitoring resources.
CAAA	Clean Air Act Amendments of 1990	The original Clean Air Act was passed in 1963, but the national air pollution control program is actually based on the 1970 revision of the law. The Clean Air Act as amended in 1990 made major changes and contains the most far reaching revisions of the 1970 law.
CAC	Citizen Advisory Committee	The Citizens Advisory Committee (CAC) advises the TPO on local transportation issues based on the input of citizens they represent in the area. The TPO strives to keeps the composition of the CAC diverse in terms of geographic location and professions represented.
CBSA	Core Based Statistical Areas	CBSAs consist of the county or counties or equivalent entities associated with at least one core (urbanized area or urban cluster) of at least 10,000 population plus adjacent counties having a high degree of social and economic integration with the core. Social and economic integration is measured in the form of commuting and other reoccurring travel.
CFMPOA	Central Florida Metropolitan Planning Organization Alliance	A partnership of Transportation Planning Organizations in Central Florida created to provide transportation solutions throughout the region.
CFR	Code of Federal Regulations	The codification of the rules published in the Federal Register by the executive departments and agencies of the Federal Government. These are the administrative rules and regulations that clarify the impact of the United States Code (USC) or the law.

ACRYONYM	NAME	DESCRIPTION
CFRPM	Central Florida Regional Planning Model	Travel demand forecasting tool used by numerous planning agencies throughout central Florida.
CIP	Capital Improvement Program	The CIP is a multi-year schedule of programmed capital improvement projects, including cost estimates and budgeted by year. CIP documents are typically updated annually by a local government.
CMAQ	Congestion Mitigation and Air Quality Improvement Program	The CMAQ program funds transportation projects and programs in air quality non-attainment and maintenance areas that reduce traffic congestion and transportation related emissions (ozone, carbon monoxide, particulate matter, etc.).
CMP	Congestion Management Process	A systematic approach required in transportation management areas (TMAs) that provides for effective management and operation. Provides information on transportation system performance and finds alternative ways to alleviate congestion and enhance the mobility of people and goods, to levels that meet state and local needs.
COOP	Continuity of Operations Plan	The COOP outlines guidance to TPO Staff and Board Members to ensure all federal and state required essential functions continue to be performed in the event of an extended interruption of services due to a declared emergency or disaster.
CTC	Community Transportation Coordinator	Community Transportation Coordinators are businesses or county departments responsible for arrangement of transportation services delivered to the transportation disadvantaged. (Definition taken from Lee MPO - http://leempo.com/programs-products/transportation-disadvantaged/).
CTD	Commission for Transportation Disadvantaged	Created in 1989, the CTD was created to provide statewide policy guidance to Florida's Transportation Disadvantaged Program, which coordinates funds to provide older adults, persons with disabilities and people with limited access to employment, health care and educational opportunities (Definition taken from NCFRPC - http://www.ncfrpc.org/TD/td.html).
CTST	Community Traffic Safety Team	An organization created to inform the public about transportation safety issues. Major events conducted by the Marion County CTST include "Walk Your Child to School Day", a mock DUI scenario, and a Battle of the Belts competition.
DBE	Disadvantaged Business Enterprise	The DBE program ensures that federally-assisted contracts for transportation projects are made available for small businesses owned/ controlled by socially and economically disadvantaged individuals (Definition taken from FHWA - https://www.fhwa.dot.gov/civilrights/programs/dbe/).
DOPA	Designated Official Planning Agency	An agency that assists the Florida Commission for the Transportation Disadvantaged (CTD) in the coordination of safe, efficient, cost effective transportation services to those who are transportation disadvantaged. (Definition taken from CTD - https://ctd.fdot.gov/communitytransystem.htm)
DRI	Development of Regional Impact	A large-scale development project that may impact multiple counties or jurisdictions

ACRYONYM	NAME	DESCRIPTION
EIS	Environmental Impact Statement	Report developed as part of the National Environmental Policy Act requirements, which details any adverse economic, social, and environmental effects of a proposed transportation project for which Federal funding is part of the project.
EPA	Environmental Protection Agency	The federal regulatory agency responsible for administering and enforcing federal environmental laws, including the Clean Air Act, the Clean Water Act, the Endangered Species Act, and others.
ETDM	Efficient Transportation Decision Making	Developed by the Florida Department of Transportation (FDOT) to streamline the environmental review process, ETDM helps protect natural resources by involving stakeholders early in the transportation planning process. Specifically, ETDM is used to identify the impacts may occur from planned transportation projects.
FAA	Federal Aviation Administration	FAA provides a safe, secure, and efficient global aerospace system that contributes to national security and the promotion of US aerospace safety.
FAST Act	Fixing America's Surface Transportation Act	The Fixing America's Surface Transportation (FAST) Act is five-year legislation that was enacted into law on December 4, 2015. The main focus of the legislation is to improve the Nation's surface transportation infrastructure, including our roads, bridges, transit systems, and rail transportation network.
FDOT	Florida Department of Transportation	Originally named the Florida State Road Department, the Florida Department of Transportation (FDOT) was created in 1969. FDOT's mission is to ensure the mobility of people and goods, enhance economic prosperity, and preserve the quality of the environment and community (Definition taken from State of Florida- https://jobs.myflorida.com/go/ Department-of-Transportation/2817700/).
FHWA	Federal Highway Administration	A branch of the U.S. Department of Transportation that administers the federal-aid highway program, providing financial assistance to states to construct and improve highways, urban and rural roads, and bridges.
FMTP	Freight Mobility and Trade Plan	FDOT's Freight Mobility and Trade Plan (FMTP) defines policies and investments that will enhance Florida's economic development into the future.
FSUTMS	Florida Standard Urban Transportation Modeling Structure	FSUTMS is a computerized planning model that allows users to better predict the impact of transportation policies and programs by providing a standardized framework for the development, use and sharing of models.
FTA	Federal Transit Administration	A branch of the U.S. Department of Transportation that administers federal funding to transportation authorities, local governments, and states to support a variety of locally planned, constructed, and operated public transportation systems throughout the U.S., including buses, subways, light rail, commuter rail, streetcars, monorail, passenger ferry boats, inclined railways, and people movers.
FTP	Florida Transportation Plan	Florida's long-range plan that guides current transportation decisions. The plan outlines transportation issues and solutions related to improving safety, efficiency, population growth, economic development, and access to transit and other modes of transportation.

ACRYONYM	NAME	DESCRIPTION
FY	Fiscal Year/ Federal Fiscal Year	The TPO's Fiscal Year is from July 1 to June 30. The Federal Fiscal Year is from October 1 to September 30.
GIS	Geographic Information System	Computerized data management system designed to capture, store, retrieve, analyze, and display geographically referenced information.
HOV	High-Occupancy Vehicle	Vehicles carrying two or more people.
HSIP	Highway Safety Improvement Program	The goal of the HSIP program is to achieve a significant reduction in traffic fatalities and serious injuries on all public roads, including non-State-owned public roads and roads on tribal lands.
HUD	Department of Housing and Urban Development	HUD's mission is to increase homeownership, support community development and increase access to affordable housing free from discrimination. HUD's Community Development Block Grant Program (CDBG) is a program with many resources that are used to help address a wide array of community development needs, including sidewalks and other transportation infrastructure.
IIJA	Infrastructure Investment and Jobs Act	Commonly referred to as the Bipartisan Infrastructure Bill, IIJA was signed into law by President Biden on November 15, 2021. IIJA includes \$550 billion in new funding for transportation infrastructure. IIJA authorizes \$1.2 trillion in total spending.
IRI	International Roughness Index	International Roughness Index (IRI) is used by transportation professionals around the world as a standard to quantify road surface roughness. IRI is highly useful for assessing overall roadway pavement ride quality; a higher IRI value indicates a rougher road surface.
ITS	Intelligent Transportation Systems	Electronics, photonics, communications, or information processing to improve the efficiency or safety of the surface transportation system.
LOS	Level of Service	Level of Service (LOS) is a term that describes the operating conditions a driver, transit users, bicyclist, or pedestrian will experience while traveling on a particular street, highway or transit vehicle. LOS is used in transportation planning as a data friendly tool to help aid in the decision making process regarding road capacity. LOS data allows planners to make more informed decisions regarding transportation projects.
LOPP	List of Priority Projects	The List of Priority Projects (LOPP) is a formalized list developed each year by the TPO in collaboration with local government partners, and as required by state statute. The LOPP contains the highest priorities for future transportation projects and investments to receive consideration for federal and state funding.
LRTP/MTP	Long-Range Transportation Plan (or Metropolitan Transportation Plan)	A document that serves as the defining vision for the region's transportation systems and services. The LRTP addresses a planning horizon of no less than a 20-years and is developed, adopted, and updated every five years by the TPO. The most recent LRTP was adopted in December 2015. The plan can be viewed on the TPO website at: https://ocalamariontpo.org/plans-and-programs/long-range-transportation-plan-lrtp/ .

ACRYONYM	NAME	DESCRIPTION
LOTTR	Level of Travel Time Reliability	The Level of Travel Time Reliability (LOTTR) is the ratio of the 80th percentile travel time to the normal travel time (50th percentile) throughout a full calendar year. Data for this measure is derived from the FHWA National Performance Management Research Data set (NPMRDS).
MAP-21	Moving Ahead for Progress in the 21st Century	The Moving Ahead for Progress in the 21st Century Act (P.L. 112-141), was signed into law in 2012. Funding surface transportation programs at over 105 billion for fiscal years (FY) 2013 and 2014, MAP-21 is the first long-term highway authorization enacted since 2005. MAP-21 creates a streamlined and performance-based surface transportation program and builds on many of the highway, transit, bike, and pedestrian programs and policies established in 1991.
MPA	Metropolitan Planning Area	The geographic area determined by agreement between the transportation planning organization (TPO) for the area and the Governor, in which the metropolitan transportation planning process is carried out.
MPO	Metropolitan Planning Organization	An MPO, also known as a TPO, is a forum for cooperative transportation decision-making for metropolitan planning areas. In order for a TPO to be designated as an MPO, an urban area must have a population of at least 50,000 as defined by the US Census Bureau.
MPOAC	Metropolitan Planning Organization Advisory Council	A planning and policy organization created to assist individual MPO/TPOs across Florida in building a more collaborative transportation planning process.
MSA	Metropolitan Statistical Area	A Core Based Statistical Areas associated with at least one urbanized area that has a population of at least 50,000. The metropolitan statistical area comprises the central county or counties or equivalent entities containing the core, plus adjacent outlying counties having a high degree of social and economic integration with the central county or counties as measured through commuting.
NTD	National Transit Database	The National Transit Database (NTD) is the repository of data for the financial, operating and asset conditions of the nation's transit systems.
NEPA	National Environmental Policy Act of 1969	Established requirements that any project using federal funding or requiring federal approval, including transportation projects, examine the effects of proposed and alternative choices on the environment before a federal decision is made.
NHPP	National Highway Performance Program	The NHPP provides support for the condition and performance of the National Highway System (NHS), for the construction of new facilities on the NHS.
NHPP (Bridge)	National Highway Performance Program (Bridge)	Reconstruction, resurfacing, restoration, rehabilitation, or preservation of a bridge on a non-NHS Federal-aid highway (if Interstate System and NHS Bridge Condition provision requirements are satisfied) [23 U.S.C. 119(i)].
NHS	National Highway System	This system of highways designated and approved in accordance with the provisions of 23 U.S.C. 103(b) (23CFR500).

ACRYONYM	NAME	DESCRIPTION
PD&E	Project Development and Environmental Study	A study conducted to determine feasible building alternatives for transportation projects and their social, economic and environmental impacts. PD&E studies are required per the National Environmental Policy Act (NEPA). (Definition taken from FDOT, District 7 - https://www.fdotd7studies.com/what-is-a-pde-study.html).
PEA	Planning Emphasis Area	Planning Emphasis Areas set planning priorities that are supportive of the statewide Florida Transportation Plan (FTP), and give importance to topics that all MPOs are encouraged to address in their respective planning programs.
PM	Performance Management	Performance Management (PM) serves as federally required strategic approach that uses system data and information guide investment and policies to achieve national goals.
PPP	Public Participation Plan	The Public Participation Plan documents the goals, objectives and strategies for ensuring all individuals have every opportunity to be involved in transportation planning decisions. The plan is designed to provide a transparent planning process that is free from any cultural, social, racial or economic barriers and offers multiple opportunities for public participation and input.
PTASP	Public Transportation Agency Safety Action Plan	A plan that is developed by transit agencies to identify responsibilities for safety and day to day implementation of a safety management system.
RPC	Regional Planning Council	Organizations designated by Florida law to provide planning and technical expertise to local governments in order to promote regional collaboration.
SHSP	Strategic Highway Safety Plan	This is a statewide and coordinated safety plan that provides a comprehensive framework for eliminating highway fatalities and reducing serious injuries on all public roads.
SIS	Strategic Intermodal System	A network of transportation facilities important to the state's economy and mobility. The SIS was created to focus the state's limited resources on the facilities most significant for interregional, interstate and international travel (Definition taken from FDOT - https://www.fdot.gov/planning/sis/default.shtm).
SOV	Single-Occupancy Vehicle	Any motor vehicle operated or driven by a single person.
STBG	Surface Transportation Block Grant Program	The STBG federal funding promotes flexibility in State and local transportation decisions and provides flexible funding to best address State and local transportation needs.
STIP	Statewide Transportation Improvement Program	The STIP is a statewide prioritized listing/program of transportation projects covering a period of four years that is consistent with the long-range statewide transportation plan, metropolitan transportation plans, and TIPs, and required for projects to be eligible for funding under title 23 U.S.C. and title 49 U.S.C. Chapter 53.
STP	Surface Transportation Program	Federal-aid highway funding program that supports a broad range of surface transportation capital needs, including many roads, transit, sea and airport access, vanpool, bike, and pedestrian facilities.

ACRYONYM	NAME	DESCRIPTION
TAC	Technical Advisory Committee	The Technical Advisory Committee provides technical expertise to the TPO by reviewing transportation plans, programs and projects primarily from a technical standpoint. The TAC is comprised of professional planners, engineers, and other state and local professionals.
TAMP	Transportation Asset Management Plan	The TAMP outlines the process for effectively operating, maintaining and improving the physical transportation assets in Florida (e.g., roads, bridges, culverts).
TAZ	Traffic Analysis Zone	A defined geographic area used to tabulate traffic-related land use data and forecast travel demand. Traffic Analysis Zones typically consist of one or more Census blocks/tracts or block groups.
TD	Transportation Disadvantaged	Transportation Disadvantaged includes individuals with physical and economic challenges and senior citizens facing mobility issues.
TDLCB	Transportation Disadvantaged Local Coordinating Board	The TDLCB coordinates transportation needs of the disadvantaged, including individuals with physical and economic challenges and senior citizens facing mobility issues. The Board helps the TPO identify local service needs of the Transportation Disadvantaged (TD) community to the Community Transportation Coordinator (CTC).
TDM	Transportation Demand Management	Programs designed to reduce demand for transportation through various means, such as the use of public transit and of alternative work hours.
TDP	Transit Development Plan	The Transit Development Plan (TDP) represents the community's vision for public transportation in the Ocala Marion TPO service area for a 10- year span. Updated every five years, the Plan provides a comprehensive assessment of transit services in Marion County. Specifically, the TDP details SunTran's transit and mobility needs, cost and revenue projections, and community transit goals, objectives, and policies.
TDSP	Transportation Disadvantaged Service Plan	The TDSP is a tactical plan outlining the services provided to the transportation disadvantaged population served by the Community Transportation Coordinator (Marion Transit). The TDSP is update every year, and also undergoes a major update every five years by the TPO.
TIP	Transportation Improvement Program	A TIP is a prioritized listing/program of transportation projects covering a period of five years that is developed and formally adopted by a TPO as part of the metropolitan transportation planning process, consistent with the metropolitan transportation plan, and required for projects to be eligible for funding under title 23 U.S.C. and title 49 U.S.C. Chapter 53.
TMA	Transportation Management Area	An urbanized area with a population over 200,000 (as determined by the latest decennial census) or other area when TMA designation is requested by the Governor and the TPO (or affected local officials), and officially designated by the Administrators of the FHWA and FTA. The TMA designation applies to the entire metropolitan planning area.
TMIP	Travel Model Improvement Program	TMIP supports and empowers planning agencies through leadership, innovation and support of planning analysis improvements to provide better information to support transportation and planning decisions.

ACRYONYM	NAME	DESCRIPTION
TOD	Transit Oriented Development	Transit-oriented development, or TOD, is a type of community development that includes a mixture of housing, office, retail and/or other amenities integrated into a walkable neighborhood and located within a half-mile of quality public transportation (Definition taken from Reconnecting America- www.reconnectingamerica.org).
TPM	Transportation Performance Management	FHWA defines Transportation Performance Management as a strategic approach that uses system information to make investment and policy decisions to achieve national performance goals.
TPO	Transportation Planning Organization	A TPO, also known as an MPO, is a forum for cooperative transportation decision-making for metropolitan planning areas. In order for a TPO to be designated, an urban area must have a population of at least 50,000 as defined by the US Census Bureau.
TRB	Transportation Research Board	The mission of the Transportation Research Board (TRB) is to promote innovation and progress in transportation through research.
TRIP	Transportation Regional Incentive Program	Created in 2005, the program provides state matching funds to improve regionally significant transportation facilities.
TTTR	Truck Travel Time Reliability Index	The Truck Travel Time Reliability Index (TTTR) is defined as the ratio of longer truck travel times (95th percentile) compared to normal truck travel times (50th percentile) on the interstate system.
UA	Urban Area	A statistical geographic entity delineated by the Census Bureau, consisting of densely settled census tracts and blocks and adjacent densely settled territory that together contain at least 50,000 people.
ULB	Useful Life Benchmark	The expected lifecycle or the acceptable period of use in service for a transit capital asset, as determined by the transit agency or by a default benchmark provided by the Federal Transit Administration.
UPWP	Unified Planning Work Program	UPWP means a Scope of Services identifying the planning priorities and activities to be carried out within a metropolitan planning area. At a minimum, a UPWP includes a description of planning work and resulting products, who will perform the work, time frames for completing the work, the cost of the work, and the source(s) of funds.
USC	United States Code	The codification by subject matter of the general and permanent laws of United States.
USDOT	United States Department of Transportation	When used alone, indicates the U.S. Department of Transportation. In conjunction with a place name, indicates state, city, or county transportation agency.
YOE	Year of Expenditure	The current dollar in the year (adjusted for inflation) during which an expenditure is made or benefit realized, such as a project being constructed.
VMT	Vehicle Miles Traveled	A measurement of miles traveled by vehicles within a specified region for a specified time period (Definition taken from Wikipedia).