



**OCALA MARION  
TRANSPORTATION  
PLANNING  
ORGANIZATION**

# **PUBLIC PARTICIPATION PLAN (PPP)**

Prepared in cooperation with the Federal Highway Administration (FHWA), Federal Transit Administration (FTA), Florida Department of Transportation (FDOT) and participating local governments



***For further information about the Ocala Marion Transportation Planning Organization (TPO) and public participation process, please contact:***

**Ocala Marion TPO**

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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 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 family 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. Anyone requiring special assistance under the Americans with Disabilities Act (ADA), or requiring language assistance (free of charge) should contact Liz Mitchell, Title VI/Nondiscrimination Coordinator at (352) 438-2634 or [liz.mitchell@marioncountyfl.org](mailto:liz.mitchell@marioncountyfl.org).

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## 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 County 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 Public Involvement Plan adopted by the TPO Board on July 11, 2018. 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.



The TPO is committed to ensuring that individuals, affected public agencies and representatives, the disabled and other interested parties are provided reasonable opportunities to be involved in the transportation planning process, especially the traditionally under-served and under-represented. As a federally mandated agency, the TPO operates under federal law (Title USC 23) and Florida Statute (F.S. 339.175). **APPENDIX A** contains a summary of the applicable federal and state statutory requirements and how they pertain to public participation at the TPO.

their surrounding areas, and the adjoining areas between Ocala and Belleview. Also included are the areas of Silver Springs Shores and Marion Oaks, the SR 200 corridor to CR 484 and the US 441 corridor from Belleview to the Lake County line east of US 301 and west of CR 25.

## 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. The TPO was established in 1981 after the US Census Bureau determined that the urbanized population of Marion County had surpassed the threshold of 50,000 people. The Ocala/Marion County urbanized area includes the Cities of Ocala, Belleview and Dunnellon and

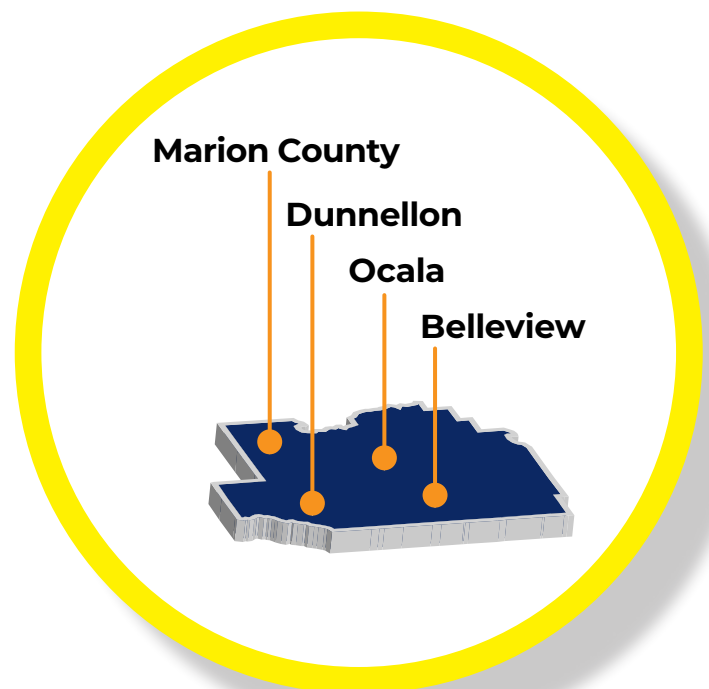


Figure 1 illustrates the 2010 Census designated Urbanized Areas (UZA) and Urban Cluster areas of Marion County, which are all served by the TPO. This also includes portions of Lady Lake-the Villages and the Homosassa Springs-Beverly Hills-Citrus areas within the Ocala Metropolitan Statistical Area (MSA), Marion Oaks, Rainbow Lakes and Ocala Estates-Lake Bryant. The planning boundary for the TPO includes all of Marion County.

# Ocala Marion TPO Urbanized Area

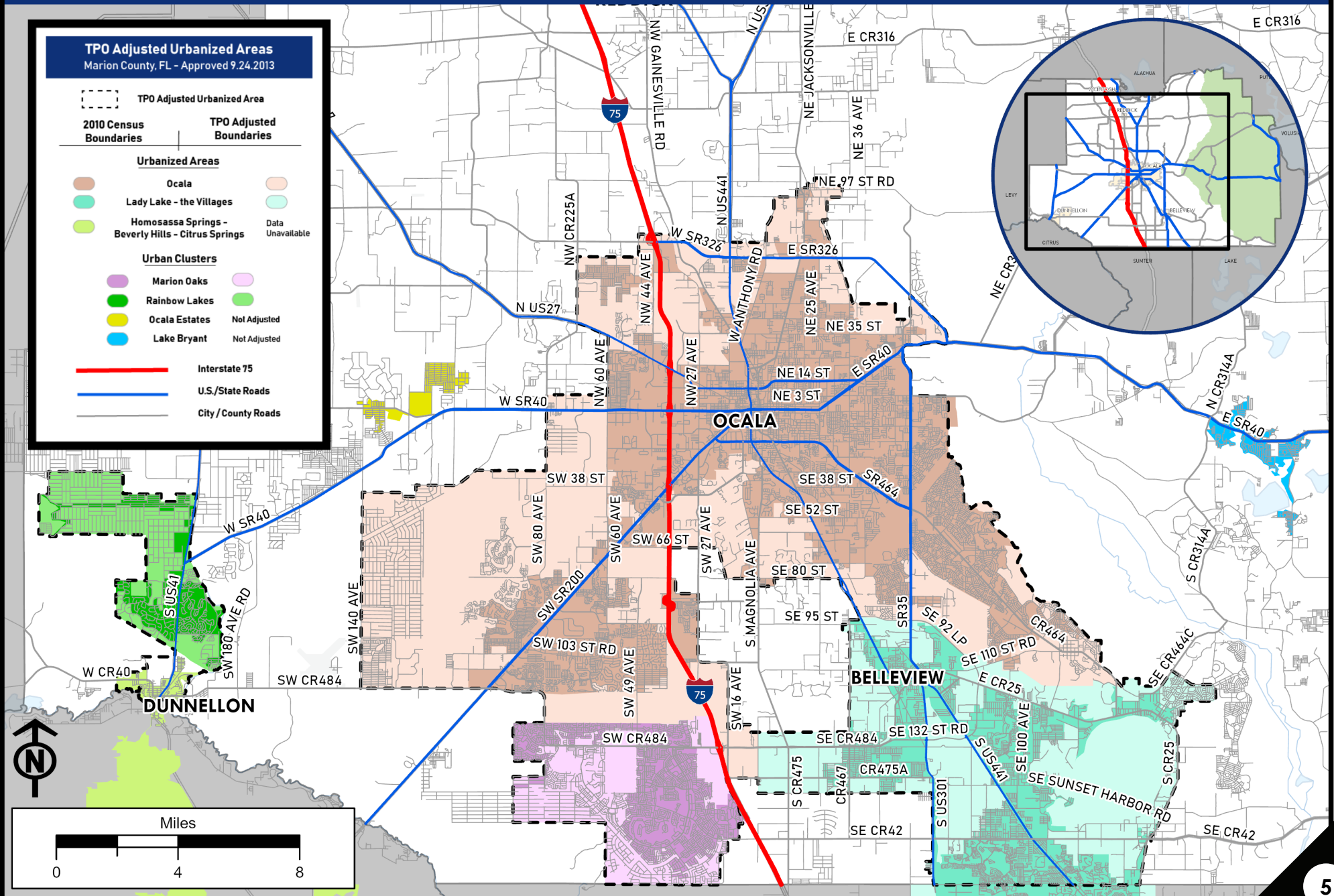
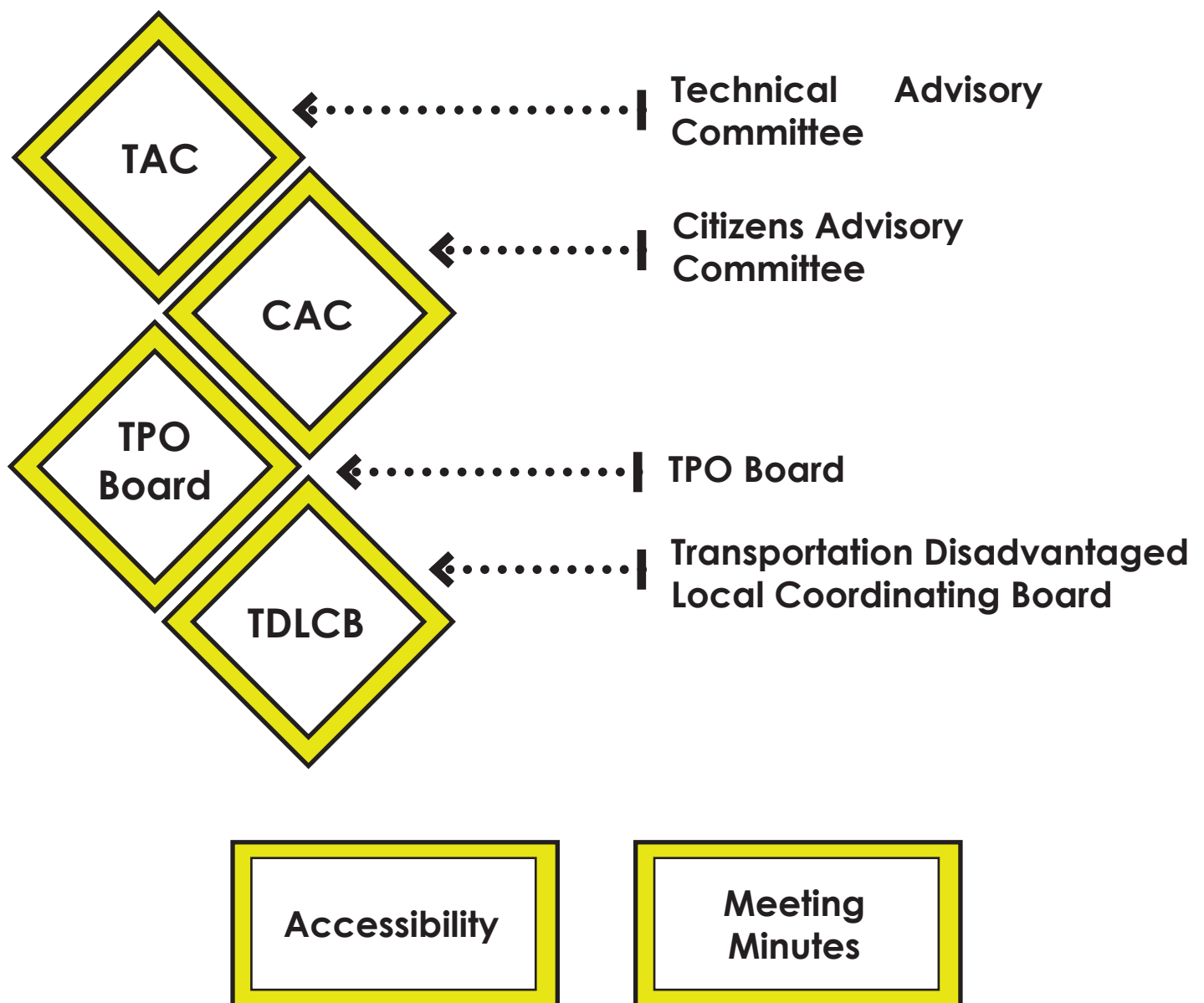


Figure 1: Ocala Marion TPO Urbanized Area Map

## COMMITTEES AND BOARDS 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](http://www.ocalamariontpo.org)).



## Technical Advisory Committee

The Technical Advisory Committee (TAC) membership is comprised of 11 members who are planners, engineers, technicians and other professionals representing local and state government agencies and local transit providers. The TAC recommendations are based on the professional experience of the committee members. TAC meetings are

held on the second Tuesday of the month.

The TAC is comprised of the representatives from the following organizations. The number in parentheses 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)
- Florida Office of Greenways and Trails (1)
- Marion County Tourism (1)
- Florida Department of Transportation (FDOT) District 5, non-voting (1)



Visit the TPO website to learn more about the TAC, its members and meeting schedule at: <https://ocalamariontpo.org/boards-committees/technical-advisory-committee-tac/>



## Citizens Advisory Committee

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.

Both the CAC and TAC 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.



Visit the TPO website to learn more about the CAC, its members and meeting schedule at: <https://ocalamariontpo.org/boards-committees/citizens-advisory-committee-cac/>



## 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 voting membership is comprised of one representative from

the City of Belleview City Commission and the City of Dunnellon City Council; four members of the city council and the mayor from the City of Ocala; and the five county commissioners from the Marion County Board of County Commissioners. The FDOT-District Five Secretary is also a non-voting member of the TPO Board.

### **Regular Meetings:**

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

### **Special Meetings:**

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.

### **Emergency Meetings:**

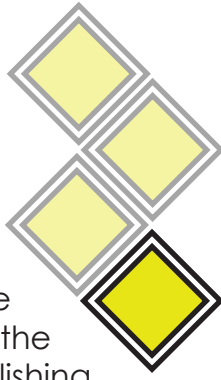
An emergency meeting of the TPO Board may be called by the Chair when in his/her opinion, an emergency exists which requires immediate action. At least a 24-hour advance public notice of such a meeting must be provided.



Visit the TPO website to learn more about the TPO Board, its members and meeting schedule at: <https://ocalamariontpo.org/boards-committees/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 membership is comprised of one representative each from the City of Ocala, Marion County Public School board, the FDOT, and various health and labor not-for-profit organizations. The Commission for the Transportation

Disadvantaged 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. TDLCB meetings are held on the third Thursday of the corresponding month. The TDLCB is comprised of representatives from the following organizations or groups:

- 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
- 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



Visit the TPO website to learn more about the TDLCB, its members and meeting schedule at: <https://ocalamariontpo.org/boards-committees/transportation-disadvantaged-local-coordinating-board-tdlcb/>



## 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:

Opportunities for Public Participation		Schedule	Public Comment Period	Public Notice
Meetings				
Governing Board	TPO Board	Meets 4th Tuesday of month, at minimum quarterly	Every Meeting	7 days
Committees	TAC, CAC	Meets 2nd Tuesday of month, at minimum quarterly	Every Meeting	7 days
Transportation Disadvantaged Board	TDLCB	Meets 3rd Thursday of month, quarterly	Every Meeting	7 days

\*The Transportation Disadvantaged Local Coordinating Board (TDLCB) also holds an annual public workshop

## **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.

# GOALS, OBJECTIVES AND POLICIES

## GOAL:

*The public involvement process is intended to provide accurate and timely information about ongoing or upcoming transportation planning projects.*

## OBJECTIVE: 1 OF 3

*The TPO shall encourage participation by all Marion County citizens in the transportation planning process*

**The TPO shall:**

**Policy 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.

**Policy 1.2:** Whenever possible, hold public meetings at locations that are easily accessible to potentially affected residents and business owners.

**Policy 1.3:** Schedule public involvement activities, to the maximum extent possible, at key decision-making points, during the development of TPO projects.

**Policy 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.

**Policy 1.5:** Provide timely and comprehensive information that is easily understandable to the average citizen.

**Policy 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.

**Policy 1.7:** Ensure that all TPO sponsored meetings, where two or more elected officials are present, will be subject to the rules of Florida's Government-in-the-Sunshine Law.

### Measurement



- Hold meetings in various locations, and times to ensure a large part of the populace has the opportunity to voice any questions, concerns, or support. 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) persons.

## OBJECTIVE: 2 OF 3

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

***The TPO shall:***

**Policy 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.

**Policy 2.2:** Post notices of all upcoming meetings and hearings on the TPO website.

**Policy 2.3:** Post updates on the status of upcoming and ongoing roadway projects.

**Policy 2.4:** Use social media pages (Facebook, Twitter, LinkedIn) to post all meeting, workshop, public hearing notices, along with other general information.

**Policy 2.5:** Post agendas and meeting packets of all upcoming CAC, TAC, TDLCB and TPO board meetings on the TPO website.

**Policy 2.6:** Maintain a contact database for mailing and electronic notification of all interested residents and organizations of upcoming meetings, hearings or projects.

**Policy 2.7:** Create and distribute flyers and newsletters to inform the public of upcoming projects and the status of ongoing projects.

**Policy 2.8:** Have staff available to address private and public organizations, as requested and with reasonable notice,

about TPO or other transportation related activities.

**Policy 2.9:** Have staff available at the TPO office during normal business hours to provide project specific and/or general information about TPO or other transportation related activities.

**Policy 2.10:** Make all documentation and data available, with reasonable notice, upon public request.

### Measurement



- Continual update of the TPO website, social media pages and plans.
- Continually advertise for upcoming events, plan updates, and scheduled TPO activities at least 7 calendar days in advance.
- Look for new ways to promote and advertise to increase awareness of events, and activities.

## OBJECTIVE: 3 OF 3

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

### **The TPO shall:**

**Policy 3.1:** Utilize continuing education and training courses to increase the communication, written and presentation skills of TPO staff.

**Policy 3.2:** Continually seek increasingly effective methods to enhance public involvement and community outreach activities.

**Policy 3.3:** Review all public involvement activities for continued viability.

**Policy 3.4:** Ensure that the most effective public outreach techniques are utilized for the appropriate tasks.

**Policy 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.

**Policy 3.6:** Communicate with other Metropolitan Planning Organizations (MPO) to stay informed about the status of other public involvement programs.

### **Measurement**



- TPO staff will keep records of any continuing education/seminars/webinars taken throughout the year.
- Will seek out new training opportunities throughout the year.
- 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.

## PRINCIPLE RESPONSIBILITIES

Public participation is especially crucial in the development of any long-term plan or program. The activities listed below shape the development and implementation of the transportation system over the course of several years. To obtain the highest level of

public participation, individual participation plans are developed for each activity. The tools utilized can include large public meetings, small community or civic group meetings, interactive sessions, or displays at public events.

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

- **Transportation Improvement Program (TIP)**

- **List of Priority Projects (LOPP)**

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

- **Bicycle & Pedestrian Master Plan Update**

- **Title VI Nondiscrimination Plan**

- **Limited English Proficiency (LEP)**

- **Annual Activities**

## Long Range Transportation Plan (LRTP)

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 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.

- ✓ ***Cornerstone of the transportation planning process***
- ✓ ***Serves as a 20 to 25-year blueprint for transportation improvements and projects***
- ✓ ***Analyzes future population, employment, and economic growth***
- ✓ ***Includes financial projections***
- ✓ ***\*A 30-Day Public Comment Period***
- ✓ ***Updated every 5 years***

\*Public comments are recorded and documented how they are integrated into the LRTP development/update process

## Amendments to or Removals from Long Range Transportation Plan

Administrative modifications can be made to the plan to reflect marginal changes in project funding sources, project cost, or year of implementation. However, major changes to the LRTP require an amendment. Plan amendments can be made if the TPO wants to add a new project or projects to the cost feasible plan or if the scope and cost of a project in the Cost Feasible Plan 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 up to two times per year (in May and November), provided the required process is followed, depending on the nature of the amendment. The amended plan must be adopted officially by the TPO Governing Board as if it were adopting a new LRTP.

## Transportation Improvement Program (TIP)

The Transportation Improvement Program (TIP) serves as the TPO's five-year transportation budget. It lists all 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 twice each year in June and October to maintain consistency with the FDOT. 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.

- ✓ ***A 5-year transportation budget***
- ✓ ***Lists all projects upcoming within a 5-year period***
- ✓ ***Includes all modes of transportation***
- ✓ ***Includes projects from the Long-Range Transportation Plan (LRTP)***
- ✓ ***\*30-Day Public Comment Period***
- ✓ ***Updated every year (Usually May & October)***

\*Public comments are recorded and documented how they are integrated into development of the TIP document

### **Amendments to or Removals from Transportation Improvement Program**

The existing federally approved TIP can be modified at any time when there is a joint agreement between the TPO and FDOT. Modification of a current TIP may require amendment to the FDOT Adopted Work Program. The FDOT District may amend the Adopted Work Program based on projects that require mid-year rescheduling, however; any project change requires joint action by the TPO and the FDOT.

is sent to the FDOT District and DCA for consistency review purposes. Therefore, the TPO may not remove or reschedule any local City, County, or City/County funded level of service project from the current TIP to a subsequent TIP without an amendment. However, if a locally funded project is a non-level of service requirement, the TPO may unilaterally add, remove, or reschedule any project to the TIP.

Upon TPO endorsement of the TIP modification, a copy of the modification

## Transportation Improvement Program (TIP) ----- [Continued]

Upon TPO endorsement of the TIP modification, a copy of the modification is sent to the FDOT District and DCA for consistency review purposes. Therefore, the TPO may not remove or reschedule any local City, County, or City/County funded level of service project from the current TIP to a subsequent TIP without an amendment. However, if a locally funded project is a non-level of service requirement, the TPO may

unilaterally add, remove, or reschedule any project to the TIP.

Action by the FDOT District Secretary is required for all joint TIP amendments that involves the FDOT Adopted Work Program that is to be advanced, deleted, or rescheduled pursuant to the following provisions of paragraph 339.135(7) (c), F.S.:

- (a) *Any amendment that deletes any projects or project phase;*
- (b) *Any amendment which adds a project estimated to cost over \$150,000;*
- (c) *Any amendment which advances or defers to another fiscal year, a right of way phase, a construction phase, or a public transportation project phase estimated to cost over \$500,000, except an amendment advancing or deferring a phase for a period of 90 days or less; or*
- (d) *Any amendment which advances or defers to another fiscal year, any preliminary engineering phase or design phase estimated to cost over \$150,000, except an amendment advancing or deferring a phase for a period of 90 days or less.*

## List of Priority Projects (LOPP)

Each year the TPO is required to review its List of Priority Projects (LOPP). The Priority Projects 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 the FDOT. Beginning in May, 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 listing and approves a final list of the Top 20 priorities for submittal to the FDOT.

## Unified Planning Work Program (UPWP)

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 February. 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.

- ✓ ***Outlines various tasks the TPO is responsible for***
- ✓ ***Identifies funding sources and their contributions from local partners***
- ✓ ***Developed every 2 years (Must be adopted by July 1st when developed)***
- ✓ ***\*A 30-Day Public Comment Period***

\*Public comments are recorded and documented how they are integrated into development of the UPWP document

## Bicycle & Pedestrian Master Plan

The Bicycle/Pedestrian Master Plan provides the framework for a twenty-year planning horizon that identifies key bicycling and pedestrian facilities, projects and policy direction. This program is the first step in establishing a contiguous system of bicycle and pedestrian pathways throughout Marion

County. The first master plan was adopted in 1997. An update to the initial document was completed in September of 2014 by identifying new facilities and deficiencies, adding an extensive trails component and updating policies.

## Title VI Nondiscrimination Plan

The TPO is committed 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 in Silver Springs Shores, Marion Oaks, City of Dunnellon, City of Belleview, as well as throughout the City

of Ocala. 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.

Please 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://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>.



## Limited English Proficiency (LEP)

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). Both the TPO and SunTran websites can be translated into more than 100 languages so that access is available to all 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/>.

## Annual Activities

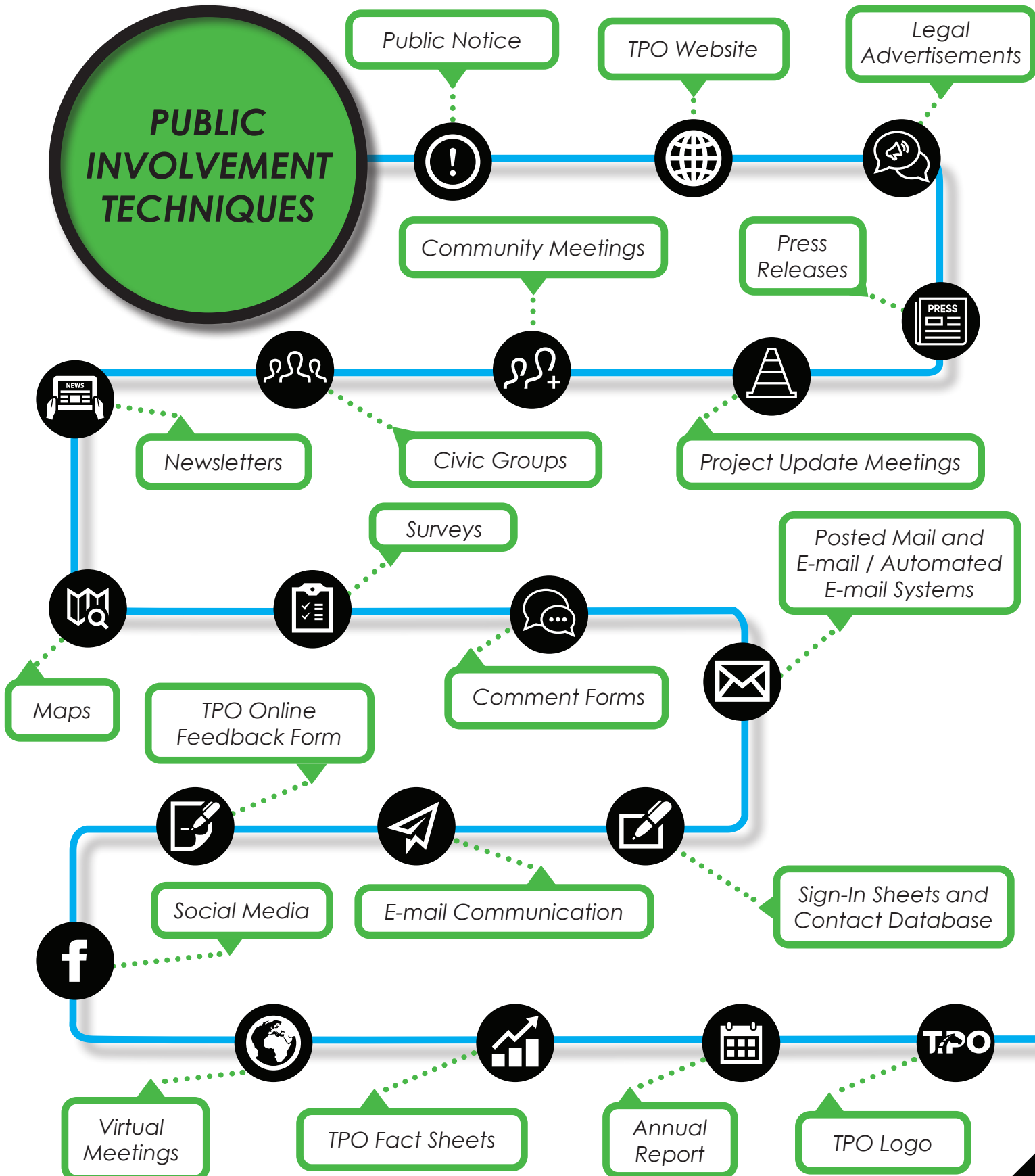
Throughout the course of any given year, the TPO is required to produce or update a varied number of documents that detail various aspects of the transportation planning process. A majority of these documents are reviewed by both the CAC and TAC for recommendation and then forwarded to the TPO for final 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](http://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:

Opportunities for Public Participation		Schedule	Public Comment Period (in days)	Public Notice (in days)
<b>Program Adoption</b>				
*Long Range Transportation Plan	L RTP	Every Five Years	30	30
Transportation Improvement Program	TIP	Every Year (May and October)	30	30
Unified Planning Work Program	UPWP	Every Two Years (July 1st)	30	30
Public Participation Plan	PPP	Every Three Years	45	45
<b>Program Amendments</b>				
Long Range Transportation Plan	L RTP	Two Times Per Year - (May, November)	30	30
Transportation Improvement Program	TIP	As Needed	7	7
Unified Planning Work Program	UPWP	As Needed	7	7
Public Participation Plan	PPP	As Needed	7	7

\*The Long-Range Transportation Plan (L RTP) 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.

The following graphic illustrates the public involvement techniques explained in greater detail on pages 23-30. These techniques are not intended to be in any particular order.





## 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 Dunnellon, Belleview, Ocala, and Marion County. In addition,

advertisements for all TDLCB meetings will be 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, stand-alone 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 the current version of the Interactive TIP. 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](http://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.



## 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

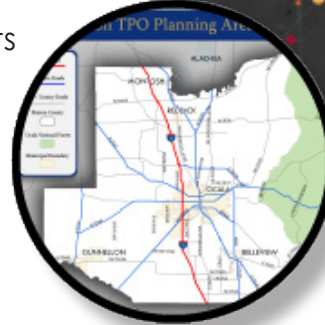
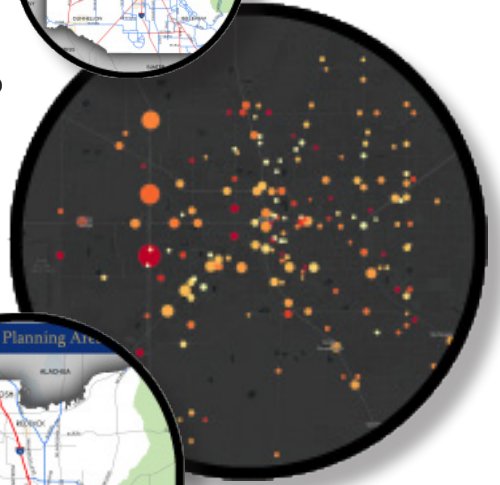
Newsletters are used to inform the public about the activities of the TPO or provide status updates on current or upcoming projects. They can be general in nature by providing quarterly or yearly synopses of TPO activities or more project-specific by focusing on individual phases of ongoing projects,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



## Comment Forms

Comment forms or comment cards are used to solicit 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 B** contains a copy of the TPO's comment card.



## Posted Mail and E-Mail/ Automated E-Mail 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>

The screenshot shows a web form titled "TPO Sign Up Email List" with a "Share & Bookmark" and "Print" button in the top right. The form is divided into two main sections. The top section, titled "eNotification Signup | Change eNotification Preferences", contains four input fields: "Email Address \*", "Retype Email Address \*", "First Name \*", and "Last Name \*". The bottom section is split into two columns. The left column, titled "Calendar", has a checkbox for "TPO Events". The right column, titled "News", has checkboxes for "TPO Announcements" and "TPO News".

## 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:



<https://twitter.com/OcalaMarionTPO>;



<https://www.facebook.com/ocalamariontpo>;



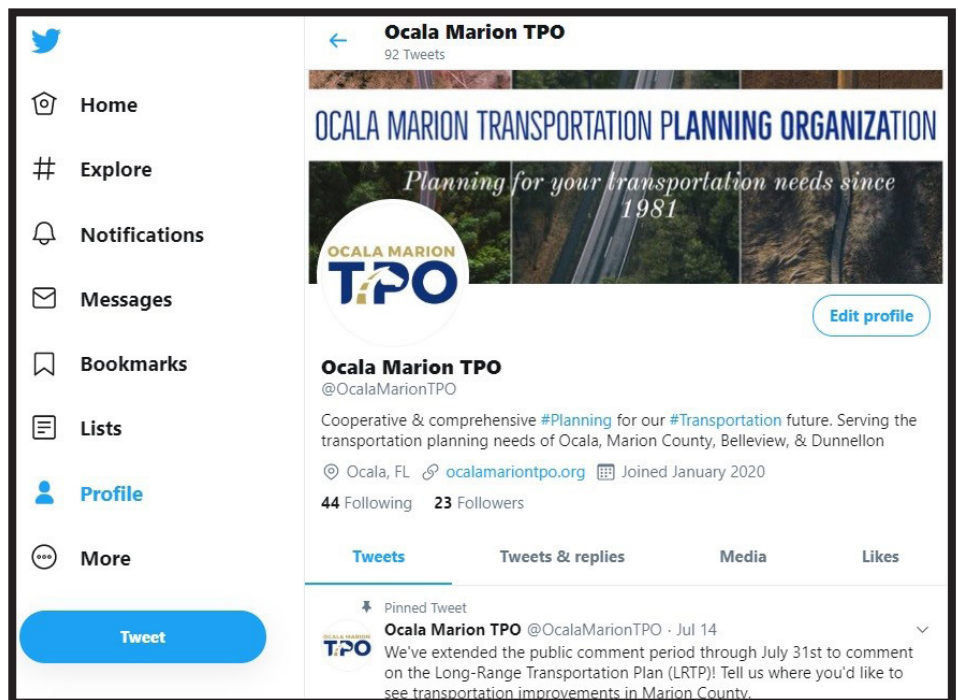
<https://www.linkedin.com/company/ocalamariontpo>



## TPO Online Feedback Form

The TPO website contains a link to an electronic TPO Feedback Form 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 form may be accessed at:

<https://ocalamariontpo.org/contact-us/tpo-feedback-form>





## Virtual Meetings

## 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>

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.

**Ocala Marion TPO**  
**Public Involvement and the Transportation Planning Process**

OCALA MARION TRANSPORTATION PLANNING ORGANIZATION

Public involvement is a vital part of the transportation planning process in Marion County. The **Ocala Marion Transportation Planning Organization (TPO)** relies on the public's input to better understand transportation needs and potential solutions throughout the region. The TPO works in conjunction with the public to ensure that transportation decisions are efficient and effective at serving the residents they impact.

Feedback from the public is incorporated into the planning process in a variety of ways. For example, the determination of goal weighting for the **2045 Long Range Transportation Plan (L RTP)** was determined, in part, by the public via an online survey. The goal weights will determine how future projects will be prioritized in the TPO's service area. In addition to the L RTP, the public also serves an important role in the annual update to the **Transportation Improvement Program (TIP)**, studies and all other planning documents.

To ensure compliance with federal and state anti-discrimination laws, the TPO has developed the **Public Participation Plan (PPP)**. This plan outlines how the TPO engages with the public throughout the transportation planning process.

To get involved with the TPO, follow us on **Facebook, Twitter** and **LinkedIn**; sign up for the TPO's **e-newsletters**; attend one of our **monthly meetings**; and/or volunteer on the **Citizen's Advisory Committee**.

For questions and concerns regarding public involvement, contact the TPO's Grants Coordinator/Fiscal Planner, Liz Mitchell, at (352) 438-2634 or [liz.mitchell@marioncountyfl.org](mailto:liz.mitchell@marioncountyfl.org).

**Public Involvement & Transportation Planning Process**

[www.ocalamariontpo.org](http://www.ocalamariontpo.org)

2710 E. Silver Springs Blvd  
 Ocala, FL 34470  
 (352) 438-2630

Designed by jennalyn / freepress

**Ocala Marion TPO**  
**What is the Transportation Improvement Program?**

OCALA MARION TRANSPORTATION PLANNING ORGANIZATION

The Ocala Marion Transportation Planning Organization (TPO) **Transportation Improvement Program (TIP)** is a five-year schedule of programmed transportation projects proposed by government agencies, the public and stakeholders within Marion County. The TIP documents the anticipated timing (fiscal year), source of funding (specific grant or local/state contribution), and cost of transportation projects adopted in the **Long Range Transportation Plan (L RTP)** anticipated to receive federal or state funds. Projects in the TIP and L RTP include roadway construction and reconstruction, maintenance, bridges, operations, bicycle and pedestrian, trails, transit and aviation, among others.

All sections of the TIP are financially feasible, meaning the anticipated costs must not exceed the anticipated revenue. To ensure the document remains current with the needs of Marion County, the TIP is updated on an annual basis. Additionally, the TIP is developed by TPO staff in conjunction with the Florida Department of Transportation (FDOT), public transit providers, the general public, and local governments to ensure the efficient use of limited transportation funds.

Before projects can make their way into the TIP, they must first be identified in the **Needs Plan** and be prioritized into the **Cost Feasible Plan** as part of the L RTP development process. These projects are then submitted to FDOT on an annual basis for consideration of funding as part of the **List of Priority Projects (LOPP)**. For more information on the L RTP and LOPP, please review the TPO's Fact Sheets on these specific plans and processes at: [www.OcalaMarionTPO.org](http://www.OcalaMarionTPO.org).

[www.ocalamariontpo.org](http://www.ocalamariontpo.org)

2710 E. Silver Springs Blvd  
 Ocala, FL 34470  
 (352) 438-2630

## 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**

## 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.



## APPENDIX A-F



# **APPENDIX A**

## STATUTORY REQUIREMENTS

## 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 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

➤ **The Intermodal Surface Transportation Efficiency Act (ISTEA)** of 1991 was landmark legislation for the future of transportation in the United States. ISTEA was unprecedented in its requirement that the “planning processes consider such factors as land-use and the overall social, economic, energy, and environmental effects of transportation decisions.” Additionally, ISTEA recognized that:

- The inclusion of public outreach practices in the planning process is of critical importance as it allows the citizens and organizations to voice concerns and recommendations for individual plans or projects;
- the Interstate Highway System is nearly complete and preservation rather than expansion is the higher priority;
- a well integrated multi-modal transportation network is more efficient at moving freight and passengers than an independent, loosely connected series of transportation modes;
- protection of the natural and human environments is important to the overall welfare of the population;
- there should be accessibility to and equity in the provision of transportation services;

- development patterns are rapidly changing, and the need to provide metropolitan planning areas with more control over their jurisdictions is paramount;
- On June 9, 1998, the President signed into law **PL 105-178 Transportation Equity Act for the 21<sup>st</sup> Century (TEA-21)**. **TEA-21** continues to build on the emphasis placed on transportation by **ISTEA**. **TEA-21** can be viewed at: [www.fhwa.dot.gov/tea21](http://www.fhwa.dot.gov/tea21).
- On August 10, 2005 the President signed into law the **Safe, Accountable, Flexible, Efficient Transportation Efficiency Act: A Legacy for Users (SAFETEA-LU)**. With guaranteed funding for highways, highway safety, and public transportation totaling \$286.4 billion, SAFETEA-LU represents the largest surface transportation investment in our nation's history. The two landmark bills that brought surface transportation into the 21<sup>st</sup> century—the **Intermodal Surface Transportation Efficiency Act of 1991 (ISTEA)** and the **Transportation Equity Act for the 21<sup>st</sup> Century (TEA-21)**—shaped the highway program to meet the nation's changing transportation needs. **SAFETEA-LU** continues to build on that firm foundation, supplying the funds and refining the programmatic framework for investments needed to maintain and grow our vital transportation infrastructure. SAFETEA-LU can be viewed at: [www.fhwa.dot.gov/safetealu](http://www.fhwa.dot.gov/safetealu).
- On July 6, 2012, the President signed into law P.L. 112-141, the **Moving Ahead for Progress in the 21st Century Act (MAP-21)**. **MAP-21** creates a streamlined, performance-based, and multimodal transportation program. MAP-21 can be viewed at: [www.fhwa.dot.gov/map21](http://www.fhwa.dot.gov/map21).
- On December 4, 2015, the President signed into law P.L. 114-94, the **Fixing America's Surface Transportation Act, FAST**. The Fast Act authorized five years of transportation funding (fiscal years 2016 to 2020) with an emphasis on safety, project delivery streamlining and dedicated funds for freight. The FAST Act also resulted in two additional planning factors - resiliency and reliability of transportation, and tourism. The FAST Act can be viewed at: <https://www.fhwa.dot.gov/fastact>.
- “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.

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 cash-out 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](http://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](http://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: [www.fhwa.dot.gov/environment/title\\_vi.htm](http://www.fhwa.dot.gov/environment/title_vi.htm).
- **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: [www.usdoj.gov/crt/ada/adahom1.htm](http://www.usdoj.gov/crt/ada/adahom1.htm).
- 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: [www.fhwa.dot.gov/environment/ejustice/facts/index.htm](http://www.fhwa.dot.gov/environment/ejustice/facts/index.htm).

## **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: [www.dep.state.fl.us/cmp/federal/files/339ana01.pdf](http://www.dep.state.fl.us/cmp/federal/files/339ana01.pdf).

- **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: [www.dep.state.fl.us/cmp/federal/files/339ana01.pdf](http://www.dep.state.fl.us/cmp/federal/files/339ana01.pdf).
- **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: [www.myfloridalegal.com/sunshine](http://www.myfloridalegal.com/sunshine).



# **APPENDIX B**

## COMMENT CARD





# **APPENDIX C**

## **TITLE VI POLICY AND PROCEDURE**

## **TITLE VI POLICY AND COMPLAINT PROCEDURES**

### **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](mailto: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 acknowledgement 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 D**

### **CIVIL RIGHTS CERTIFICATION 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 Section 4.5 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.

  
 Robert Balmes  
 TPO Director  
 Ocala Marion TPO



# **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 28<sup>th</sup> 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**

ACRYONYM	NAME	DESCRIPTION
3-C	Continuing, Cooperative, and Comprehensive	A Comprehensive, Cooperative, and Continuing (3-C) process is required for initiatives to be eligible for Federal transportation funding.
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 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. It 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. (reworded)
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. (reworded)
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.
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.
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 - <a href="http://leempo.com/programs-products/transportation-disadvantaged/">http://leempo.com/programs-products/transportation-disadvantaged/</a> )
CTD	Commission for the 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 - <a href="http://www.ncfrpc.org/TD/td.html">http://www.ncfrpc.org/TD/td.html</a> )
CTPP	Census Transportation Planning Products	The CTPP is a set of special tabulations designed by and for transportation planners using large sample surveys conducted by the Census Bureau.
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 - <a href="https://www.fhwa.dot.gov/civilrights/programs/dbe/">https://www.fhwa.dot.gov/civilrights/programs/dbe/</a> )
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 - <a href="https://ctd.fdot.gov/communitytransystem.htm">https://ctd.fdot.gov/communitytransystem.htm</a> )
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 being sought.
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 what 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- <a href="https://jobs.myflorida.com/go/Department-of-Transportation/2817700/">https://jobs.myflorida.com/go/Department-of-Transportation/2817700/</a> )
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.
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.

ACRYONYM	NAME	DESCRIPTION
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.
FY	Fiscal Year/Federal Fiscal Year	The TPO's Fiscal Year is from July 1-June 30. The Federal Fiscal Year is from Oct 1-Sept 30. (Confirming that these are our TPO's fiscal year dates too?)
GIS	Geographic Information System	Computerized data management system designed to capture, store, retrieve, analyze, and display geographically referenced information.
HIS	Interstate Highway System	The specially designated system of highways, begun in 1956, which connects the principal metropolitan areas, cities, and industrial centers of the United States.
HOV	High-Occupancy Vehicle	Vehicles carrying two or more people
HSIP	Highway Safety Improvement Program	The goal of the 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.
ITS	Intelligent Transportation Systems	Electronics, photonics, communications, or information processing used singly or in combination to improve the efficiency or safety of a surface transportation system.
LOS	Level of Service	Level of Service 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.
LRTP/MTP	Long-Range Transportation Plan (also known as a Metropolitan Transportation Plan)	A document resulting from regional or statewide collaboration and consensus on a region's transportation system. It 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: <a href="https://ocalamariontpo.org/plans-and-programs/long-range-transportation-plan-lrtp/">https://ocalamariontpo.org/plans-and-programs/long-range-transportation-plan-lrtp/</a>

ACRYONYM	NAME	DESCRIPTION
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, 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 Areas	Are (?) 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.
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. 103b). (23CFR500)
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 - <a href="https://www.fdotd7studies.com/what-is-a-pde-study.html">https://www.fdotd7studies.com/what-is-a-pde-study.html</a> )

ACRYONYM	NAME	DESCRIPTION
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.
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.
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-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 - <a href="https://www.fdot.gov/planning/sis/default.shtm">https://www.fdot.gov/planning/sis/default.shtm</a> )
SOV	Single-Occupancy Vehicle	Any motor vehicle not meeting the established occupancy requirement of a High-Occupancy (HOV) lane.
STBG	Surface Transportation Block Grant Program	The STBG 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.
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 school officials.
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.

ACRYONYM	NAME	DESCRIPTION
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.
TIGER	Transportation Investment Generating Economic Recovery	The TIGER Discretionary Grant program, provides a unique opportunity for the DOT to invest in road, rail, transit and port projects that promise to achieve national objectives. (Definition taken from USDOT- <a href="http://www.transportation.gov/tiger/about">www.transportation.gov/tiger/about</a> )
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.
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- <a href="http://www.reconnectingamerica.org">www.reconnectingamerica.org</a> .)
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.

ACRYONYM	NAME	DESCRIPTION
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
UA	Urbanized 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.
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 the 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.
VMT	Vehicle Miles Traveled	A measurement of miles traveled by vehicles within a specified region for a specified time period. (Definition taken from Wikipedia)