



AGENDA TAC

Technical Advisory Committee
Collier County Growth Management Department
Conference Rooms 609/610
2800 Horseshoe Drive North
Naples, Florida 34104

May 21, 2018

NOTE EARLY START TIME

9:00 a.m.

(to be followed by Stakeholders Meeting on Bicycle & Pedestrian Master Plan)

1. **Call to Order**
2. **Roll Call**
3. **Approval of the Agenda**
4. **Approval of April 30, 2018 Meeting Minutes**
5. **Open to Public for Comments on Items Not on the Agenda**
6. **Agency Updates**
 - A. FDOT
 - B. MPO Executive Director
7. **Committee Action**
 - A. Endorse Golden Gate Community Walkability Study
 - B. Endorse 2018 Regional Priorities
- C. Endorse Revised MPO Bylaws – CAC Membership
8. **Reports and Presentations (May Require Committee Action)**
 - A. Annual MPO/FDOT Joint Certification Review
 - B. Draft MPO Public Participation Plan
9. **Member Comments**
10. **Distribution Items**
 - A. n/a
11. **Next Meeting Date**

*August 27, 2018 – 9:30 a.m.
Growth Management Department –
Conference Rooms 609/610*
12. **Adjournment**

PLEASE NOTE:

This meeting of the Technical Advisory Committee (TAC) to the Collier Metropolitan Planning Organization (MPO) is open to the public and citizen input is encouraged. Any person wishing to speak on any scheduled item may do so upon recognition of the Chairperson. Any person desiring to have an item placed on the agenda shall make a request in writing with a description and summary of the item, to the MPO Director 14 days prior to the meeting date. Any person who decides to appeal a decision of this Committee will need a record of the proceedings pertaining thereto, and therefore may need to ensure that a verbatim record of the proceeding is made, which record includes the testimony and evidence upon which the appeal is to be based. In accordance with the Americans with Disabilities Act, any person requiring special accommodations to participate in this meeting should contact the Collier Metropolitan Planning Organization 72 hours prior to the meeting by calling (239) 252-5804. The MPO's planning process is conducted in accordance with Title VI of the Civil Rights Act of 1964 and Related Statutes. Any person or beneficiary who believes that within the MPO's planning process they have been discriminated against because of race, color, religion, sex, age, national origin, disability, or familial status may file a complaint with the Collier MPO Executive Director and Title VI Specialist Ms. Anne McLaughlin (239) 252-5884 or by writing Ms. McLaughlin at 2885 South Horseshoe Dr., Naples, FL 34104.

**TECHNICAL ADVISORY COMMITTEE
OF THE
COLLIER METROPOLITAN PLANNING ORGANIZATION
Collier County Growth Management Division
Planning & Regulation, Rooms 609 & 610
2800 North Horseshoe Drive
Naples, FL 34104
9:30 A.M.**

April 30, 2018 Meeting Minutes

1. Call to Order

Mr. Holland called the meeting to order at approximately 9:30 a.m.

2. Roll Call

Ms. Gonzales called the roll and confirmed that a quorum was present.

TAC MEMBERS PRESENT

Andy Holland, City of Naples Planning, Chair
Michelle Arnold, Collier County PTNE, Vice-Chair
Lorraine Lantz, Collier County Transportation Planning
Debbie Brueggeman, Collier County Airport Authority (Alternate)
Dan Hall, Collier County Traffic Operations
Gregg Strakaluse, City of Naples Streets and Stormwater
Tim Pinter, City of Marco Island

TAC MEMBERS ABSENT

David Ogilvie, Collier County School Board - *Non-voting*
Don Scott, Lee County MPO
Ute Vandersluis, City of Naples Airport Authority
Daniel Smith, City of Marco Island Community Affairs

MPO STAFF

Anne McLaughlin, MPO Executive Director
Eric Ortman, MPO Senior Planner
Brandy Otero, MPO Senior Planner
Gabrielle Gonzalez, MPO Administrative Secretary

FDOT

Victoria Peters, FDOT District 1 Liaison

OTHERS PRESENT

Trinity Scott, Collier County Transportation Planning
Lorraine Lantz, Collier County Transportation Planning
Omar DeLeon, Collier County Public Transit & Neighborhood Enhancement Division (PTNE)
Matthew Liveringhouse, Collier County Public Transit & Neighborhood Enhancement Division (PTNE)
Wally Blain, Tindale Oliver
Katie Habgood, Jacobs Engineering
Adam Ahmad, Capital Engineering
Bill Gramer, Jacobs

3. Approval of the Agenda

Mr. Holland entertained a motion for approval of the agenda.

Mr. Pinter: **Move to approve.**

Ms. Lantz: **Second.**

THE MOTION CARRIED UNANIMOUSLY.

4. Approval of March 26, 2018 Meeting Minutes

Mr. Holland entertained a motion to approve the March 26, 2018 meeting minutes.

Ms. Arnold: **Move to approve.**

Mr. Strakaluse: **Second.**

THE MOTION CARRIED UNANIMOUSLY.

5. Open to the Public for Comments on Items not on the Agenda

None.

6. Agency Updates

A. FDOT

Ms. Peters stated that David Agacinski [FDOT Bike/Ped Coordinator] had added six-foot buffered bike lanes to both sides of the road on the resurfacing project on SR951 between the Judge Jolly Bridge and Fiddlers Creek. Ms. Peters stated that the Department was trying to incorporate Complete Streets aspects into the project.

B. MPO

Ms. McLaughlin noted that MPO staff is suggesting the committee start its next meeting (on May 21) at 9 am so the team that is working on the Bike/Ped Master Plan can hold another Stakeholders meeting that would involve the BPAC, CAC, TAC and Stakeholders Committee, if there are no objections. [no objections were voiced.] Announced that Ms. Gonzalez has accepted a job with Collier County Communications, following her chosen career path and we want to thank her for her wonderful work for us. [round of applause for Ms. Gonzalez.]

7. Committee Action

A. Endorse 2040 Long Range Transportation Plan (LRTP) Amendment

Ms. Otero introduced Mr. Blain of Tindale-Oliver Associates. Ms. Otero stated that this was the last time the committee will see this so we hope at the end you will endorse the changes. He will summarize the process and what's happened between your last briefing and now.

Mr. Blain provided a high-level overview, saying if the committee has any questions that require more detail, he can address those as well. He noted that some changes have been made to the Cost Feasible Plan since the last time the committee was briefed on it. [Powerpoint presentation available on request.]

He explained that the purpose is to update future growth projections as a result of Rural Lands West (RLW) coming in for development, keeping in mind that a portion of the RLW development was included in the 2040 LRTP socioeconomic allocations; the update today has to do with more current understanding of where development will be located. He stated that the amendment holds to the University of Florida Bureau of Economic and Business Research (BEBR) county-wide socio-economic projections.

Mr. Blain stated that the methodology used was consistent with that applied to other large-scale developments, whose growth was capped at 80% in the 2040 LRTP. It was a 3-tiered re-allocation process, including consolidating 6 zones to 3. He added that the Tier 2 and Tier 3 re-allocations were the projections that had to be reallocated RLW – a small percentage of the growth projected for eastern Collier County. He reiterated that the majority of growth was already allocated to RLW.

Mr. Blain summarized the two alternatives proposed for the LRTP amendment needs network. Alternative 2a included the extension of Randall Blvd to Oil Well Rd via the Randall Blvd “S” Curve. Alternative 3a included extending Randall Blvd. west and up to Oil Well Rd. Other roadways included in the needs network included adding Big Cypress Parkway and extending Vanderbilt Beach Rd and Golden Gate Blvd to Big Cypress Parkway. He stated that cost estimates were developed using the FDOT costing tool and were based on methodology that was consistent with 2040 LRTP. The two different alternatives are about \$2 million apart at planning level estimates and more refined estimates will be available as the corridor study is developed. Maps included in the report show the two alternatives.

He explained that the projects were evaluated and scored consistent with 6 evaluation criteria used for 2040 LRTP. He reminded the committee that when the MPO board reviewed the Draft 2040 LRTP in November 2015, they voted to remove the widening of Randall from 8th Street to Oil Well (which included the S-curve) and the addition of Vanderbilt extension (from 8th Street to Desoto) from the Cost Feasible Plan. In their place the Board added the Randall/Oil Well Study area, the widening of Wilson between Golden Gate and Immokalee Rd and extension of Little League Rd from SR 82 to Westclox.

Mr. Blain stated that during development of the Cost Feasible Plan, coordination occurred with Collier County, and adjustments were made to the funded/unfunded needs based on progress the County is making implementing the 2040 LRTP. Collier County would like to extend Vanderbilt Beach Rd to 16th Street, so the project was shown in phases (8th Street to 16th Street, and 16th Street to Desoto Blvd). He explained that the top 2 unfunded projects are Randall Blvd/Oil Well Corridor Study and the Vanderbilt Beach Rd (VBR) extension. The County is moving forward on Vanderbilt Beach Rd extension which is partly listed in 2040 LRTP Cost Feasible Plan. The Plan currently shows VBR extension from SR 951 to 8th Street in incremental phases with half of the project expected to be completed by 2025 and the remainder by 2040. The current plan shows that all right of way would be funded by 2040. The County is moving forward on the VBR extension from SR 951 to 8th Street in phases and they have determined that the roadway can be extended to 16th Street instead of 8th. The costs shown in the amendment are lower than cost included in the original plan. The County is purchasing the ROW as part of their Annual Update and Inventory Report (AUIR) through 2021. The cost savings allow the addition of design and mitigation costs for that segment of Randall Blvd from 8th Street to Everglades in the 2021-2025-time period, as was brought forward to the committee and the Board last month.

Since the last briefing given to the committee, during the public review period, we received a request from the County to consider allocating the \$122 million in funding in the “local improvements box” to design of Randall Blvd from 8th Street to Everglades and from Everglades to Oil Well, based on the preferred alternative coming

out of Randall/Oil Well Study. He stated that there was money to add design and environmental mitigation for the Randall/Oil Well Blvd study preferred alternative from Everglades Blvd to Oil Well Road within the 2021-2025-time period. In addition, there was funding to add ROW for the preferred alternative. The funding was pulled from the local improvement box. He explained that some of the ROW is identified in the outer years of the plan. Mr. Blain continued by summarizing the projects and phases shown in the presentation.

He stated that a public meeting was held on March 15th as was reported last month. A lot of concerns had to do with extending Vanderbilt Beach Road, opposition to the “S-curve” between Randall Boulevard and Oil Well. In addition, questions were raised about how the County Impact Fee program works, and about environmental impacts. The 21-day comment period ran until April 23rd and 24 written comments were received which were similar to comments received at the meeting. Specific concerns about Randall/S-curve connections to northeast 27th, 29th and 31st Avenues, and the timing of the amendment. There was a petition signed by 36 people. There were also three people who spoke against the “S-curve” at the April Board meeting. He stated that the recommendation is for the committee to endorse the amendment including the needs and cost feasible plans.

Mr. Strakaluse questioned the initial 3-lane extension of Vanderbilt Beach Road. He asked what a 3-lane road is.

Ms. Scott responded that the County’s plan is to construct half of a 6-lane road, either 2-lanes with Continuous Turn Lane or 2-lanes with a median and turn lane. Mr. Strakaluse noted update/amendment says to build a 3-lane roadway, but the County isn’t sure what that will be. He asked how the cost was determined.

Mr. Blain stated that the costs are from the County’s design re-evaluation and will be further defined during project development. Ms. Scott stated that the cost estimate based on 3 outside lanes being constructed. She added that cost can change based on public input, which is current phase. Mr. Strakaluse stated he was concerned about Continuous Turn Lanes. He stated that there are other locations in the LRTP where design could change, not just Randall, such as VBR extension. Mr. Blain stated that as new project information is developed, the information could be brought into the process. Mr. Strakaluse said it should be noted on the amendment that Randall extension which is shown as 2 or 4 lanes because there isn’t a color for 3 lanes, should be shown as 3 lanes on the map.

Ms. Lantz said the MPO has been very responsive to County’s concerns and project status. She explained that this represents the new data available and where the County is in the process of the Randall Corridor Study.

Mr. Holland entertained a motion for endorsement of this item.

Ms. Lantz: **Move to endorse with the recommendation to clarify on the map that the Vanderbilt Beach Road extension is for an initial 3-lanes.**

Mr. Pinter: **Second.**

THE MOTION CARRIED 7:1 with Mr. Strakaluse opposing the proposal to build a 3-lane road.

B. Endorse FY2018/19 – FY2019/20 Unified Planning Work Program (UPWP)

Ms. Otero stated that several changes had been made since the committee had previously seen the UPWP. She explained that most of the changes were in response to comments received, which were included in the appendices. She added that budget changes were to increase the de-obligation amount to \$177,000; and add \$200,000 to Task 5 in Surface Transportation Program Funds Anywhere (SA) for a Strategic Highway Safety Plan that will be managed by the MPO. Other changes included revising the Cost Analysis Certification forms, revising

the FDOT soft match, adding the website update to the UPWP. The public comment period began on April 19 and will end on May 10; the Board will be asked to take action on the UPWP on May 11.

Victoria Peters noted that Ms. Otero has done a great job with the UPWP and has been very responsive in terms of incorporating changes requested by FDOT.

Mr. Holland entertained a motion for endorsement of this item.

Ms. Arnold: **Move to endorse.**

Mr. Pinter **Second.**

THE MOTION CARRIED UNANIMOUSLY.

C. Endorse 2018 Project Priorities

Ms. McLaughlin introduced the topic by noting that the Board has adopted a policy of allocating its Transportation Management Area (TMA) Surface Transportation Urban funds (SU) at a level of 100 percent on an annual rotating basis with bicycle and pedestrian projects having been allocated 100% this year as shown in the new 5th year of the new Transportation Improvement Program (TIP), to be followed by Bridges, then Congestion Management, then back to Bike/Ped and Congestion Management again. She stated that new bridge construction is the focus for funding in federal FY 2024. All of the project priorities have been updated to show current funding status, with the exception of the Transit Priorities which is a new list submitted by Public Transportation and Neighborhood Enhancement (PTNE) for endorsement.

She explained that the top two bridges are 16th St NE and 47th Ave NE. Commissioner McDaniel has expressed his support for funding 16th St. The estimated cost is \$8 million per bridge. Ms. Scott reported that the County is working with FDOT on the timing of either of these bridges to coordinate with the extension of Vanderbilt Beach Road.

Ms. Arnold stated that Transit should be included in the SU split and that Transit needs more funding. A discussion ensued regarding including that in a recommendation to the MPO Board.

Ms. McLaughlin requested additional time to review which projects on PTNE's new list are eligible for SU funding, noting that bus shelters and related sidewalk improvements are currently funded out of the Bike/Ped share and the Regional Park and Ride is listed in the recently updated Congestion Management Process as an eligible expense.

Mr. Strakaluse commented that the first priority – the Traffic Management Center (TMC) Consolidation/Co-location study has been completed to the City's satisfaction, so it should be taken off the list. He asked whether the County had withdrawn its proposal to construct a new Transportation Management Center (TMC) now that they are planning a move to the Emergency Operations Center, which would strike the number two priority from the list, unless the County wants to submit a request to use some of the funds for the move to the EOC. He reported that the City is continuing to discuss the completion of the Video Wall Project (priority three) with FDOT and that project may be completed soon.

Following more discussion among committee members and MPO staff, the suggestion was made that the committee exclude the Congestion Management projects from the compilation of project priorities. There was some discussion that the CMC could clarify the status at its next meeting, or that MPO staff could simply remove all references to project status from the chart.

Mr. Holland entertained a motion for endorsement of this item.

Ms. Lantz: Move to endorse all priorities except Congestion Management.

Mr. Hall: Second.

Mr. Holland called the motion to question.

THE MOTION CARRIED UNANIMOUSLY.

8. Reports and Presentations (May Require Committee Action)

A. Golden Gate Community Walkability Study

Ms. Habgood gave a presentation, a copy of which is available upon request. This study is the fourth walkable community study and one of the largest, encompassing four square miles. Ms. Habgood stated the goal of the plan was to develop a prioritized list of projects that could be folded into the LRTP, included in the Bicycle & Pedestrian Master Plan, or otherwise implemented.

Ms. Habgood stated that a lot of people currently walked or used transit in Golden Gate City. Extensive public outreach was done which included bicycle and walking audits, windshield surveys, and stakeholder meetings with school officials, the business community and technical staff.

Ms. Habgood stated that the overall Level of Service for Golden Gate was E but that LOS grades were not the same as school grades and that depending on the community a LOS of E could be entirely acceptable. An analysis of where to prioritize investments was also done based on proximity to schools, transit stops, and bicycle and/or pedestrian crashes. Based on public outreach, LOS grades, locations of schools and transit stops, and bike/ped crashes this analysis led to areas where investments should be prioritized.

Ms. Habgood stated that in addition to infrastructure improvements the plan developed other non-infrastructure improvements that could be successfully used. Examples include brightly painted intersections with crosswalks, which she described as Tactical Urbanism because the painting could be temporary if it doesn't work out well; designating some roads as "home streets" that give pedestrians and cyclists a higher priority than cars; and early student dismissal to alleviate the number of conflicts between pedestrians and vehicles. Mid-length projects included aspects of complete street policy and completing gaps in sidewalks. Longer term recommendations included consideration of roundabouts, enhanced transit stops, and widening existing sidewalks around schools. Ms. Habgood stated that the residents of Golden Gate City had expressed a strong desire for improved pedestrian lighting, that school children were walking to school while it's still dark out. Ms. Habgood concluded by saying they are aiming for Board adoption in June 2018.

In response to questions from the committee members, Ms. Habgood said that a Home Street approach would only be appropriate on low volume residential streets and that there are no examples in Florida yet. Jacobs suggestion is that the designation would be appropriate for 18th Ave SW. Ms. Habgood also pointed out that painted intersections are in place in Tampa and Ft. Lauderdale. They are intended to slow down cars and give personality to the area.

Ms. Arnold commended staff and the consultant on the public involvement process for the study, specifically referring to engaging with the Golden Gate City Municipal Services Taxing Unit (MSTU) and describing the

interrelationship between multiple efforts. Ms. Habgood said they are continuing to look at proposed drainage and stormwater improvements to see how to line up the recommendations.

Ms. Lantz acknowledged the public involvement was a great effort. The County uses Walkability assessments to come up with projects to apply for grants and go for funding, so they need a list of the Tier 1 projects referred to in the draft. Ms. Habgood responded that a list will be provided but some recommendations will require further study before they can be implemented and the final list will be a combination of projects, plans and studies.

Mr. Hall asked how the consultants determined the recommended locations for midblock crosswalks. Ms. Habgood responded that they based their recommendations on observing people crossing where there was a long stretch between lit intersections. Mr. Hall noted that in order to implement the recommendation, there would have to first be a pedestrian study that meets state guidelines and that achieving the required threshold numbers can be difficult.

Ms. Scott said she is still reviewing the draft and will give final comments to MPO staff. She does not support the recommendation that residents conduct a lighting study. Florida Power and Light (FPL) needs to fix the lighting that's out there now. Ms. Scott restated the County's need for a list of projects in order to find money to implement the plan.

Ms. Otero expressed concern about a few recommendations involving citizens that belong with Code Enforcement instead and stated that the final version will be an implementable plan with a list of projects.

B. Update on Transit Fare Study

Ms. Otero stated that the MPO, Collier Area Transit and a consultant had been working on the transit study for the past eight months and that Mr. Deleon would be giving the presentation. Mr. Deleon stated that it is recommended that fares be evaluated every five years. The last time the fixed-route fares were evaluated was 2009 and 2012 for paratransit. The purpose of the study is to determine to what extent a change in fares would impact ridership and that any fare change was fair and equitable.

The study's main recommendations are:

- Increase one-way fare from \$1.50 to \$2.00 with a free 90-minute transfer
- Reduce the day pass from \$4.00 to \$3.00
- Eliminate the 7-day pass and replace with 15-day pass at half the cost of a 30-day pass
- Increase the cost of a 30-day pass from \$35 to \$40
- Increase the cost of the Marco Express from \$2.50 to \$3.00
- Consolidate the TD fare structure from 5 to 3 categories, with \$4.00 being the maximum copay
- Reduce fares for college students and military personal
- Create the capability to purchase bus passes on smart phones

Mr. Deleon stated that the study has been endorsed by the Local Coordinating Board and the Public Transit Advisory Committee.

In response to questions from committee members, Ms. Arnold noted that they had been able to successfully engage the public by meeting with transit riders at the transit center and that the fare recovery for fixed route service is about 20% compared with paratransit at 7%.

Mr. Holland entertained a motion for endorsement of this item.

Ms. Arnold: **Move to endorse.**

Ms. Lantz: **Second.**

THE MOTION PASSED UNANIMOUSLY.

9. Member Comments

None.

10. Distribution Items

None.

11. Next Meeting Date

May 21, 2018 – 9:00 a.m. Growth Management Department – Conference Rooms 609/610

12. Adjournment

With no further comments Mr. Holland entertained a motion to adjourn the meeting.

Mr. Strakaluse: **Move to adjourn.**

Ms. Lantz: **Second**

THE MOTION CARRIED UNANIMOUSLY.

COMMITTEE ACTION
ITEM 7A

Endorse Golden Gate City Walkable Community Study

OBJECTIVE: For the Committee to endorse the Golden Gate City Walkable Community Study

CONSIDERATIONS: Final edits to the study are being made subsequent to comments made at the May 11 MPO Board meeting. The final document will be distributed to the committee after these comments are incorporated into the documents. The final document will be distributed prior to the meeting by a separate email.

STAFF RECOMMENDATION: That the Committee endorse the Golden Gate City Walkable Community Study

Attachments:

1. None

Prepared By: Brandy Otero, MPO Senior Planner

COMMITTEE ACTION
ITEM 7B

Endorse 2018 Regional Priorities

OBJECTIVE: For the Committee to endorse the 2018 Regional Priorities

CONSIDERATIONS: Collier and Lee County jointly prioritize regional projects to be eligible for regional funding. The Transportation Regional Incentive Priorities (TRIP) have been updated to include Collier County's request to add Veteran's Memorial Blvd. The draft list of TRIP priorities shown in **Attachment 1** may change pending the outcome of additional research that Lee County MPO is conducting at the time of publication. An updated chart will be distributed to the committee, if needed.

Neither the Collier MPO or the Lee County MPO submitted any revisions to the Regional Transportation Alternative Program (RTAP) or the Strategic Intermodal System priorities (SIS). It is staff's understanding that these remain the same as in 2017. **Attachment 2.**

STAFF RECOMMENDATION: That the Committee endorse the 2018 Regional Priorities

Attachments:

1. Draft 2018 TRIP Priorities
2. 2017 SIS and RTAP Priorities

Prepared By: Anne McLaughlin, MPO Director

**Draft 2018 Joint TRIP Priorities for Lee and Collier
Adopted by Collier MPO on June 15, 2018 and Lee MPO on June 22, 2018**

Sponsor	Route	From	To	Proposed Improvement	Requested Phase	Total Cost	Requested TRIP Funds	Staff Priority Order	State Funding Level	Fiscal Year	(1) Utilizing or relieving an SIS Facility	(2) SIS Connectivity	(3) County Enterprise Zones, Rural Area	(4) Corridor Management Techniques	(5) Production Readiness	(6) TRIP Funding Not Received	(7) Job Access and Economic	(8) Performance on Previous TRIP Projects	(9) Overmatch	(10) Public Private Partnerships	Total Points
2017/2018																					
Collier County	Collier Blvd	Golden Gate Main Canal	Golden Gate Pkwy	4L to 6L	ROW	\$2,469,440	\$1,234,720	#1			3	3	0	3	5	2	4	2	1	0	23
Cape Coral	Chiquita Blvd	South of Cape Coral Pkwy	North of SR 78	4L to 6L	ROW	\$30,000,000	\$4,000,000	#2			0	0	0	5	3	6	4	0	3	0	21
LeeTran	Regional Transfer Facility and Connector			Facility and New Service Route	CST	\$3,000,000	\$1,500,000	#3			3	0	0	5	1	3	4	2	1	0	19
2018/2019																					
Lee County	Burnt Store Rd	SR 78	Tropicana Pkwy	2L to 4L	CST	\$7,700,000	\$3,850,000	#1	\$2,962,302	FY 19/20	3	3	0	3	5	0	4	2	1	0	21
Lee County	Estero Blvd	Segment 3		Road Upgrade	CST	\$7,750,000	\$3,875,000	#2			0	0	0	3	5	0	4	2	1	0	15
LeeTran	LeeTran Capital Expenditures for Passenger Amenities, Bus Pull- Outs, and pavement markings			Facility	CST	\$1,000,000	\$500,000	#3			0	0	0	3	5	3	0	2	1	0	14
2019/2020																					
Fort Myers	Hanson Street	Veronica Shoemaker	Ortiz Ave.	New 2L	CST	\$12,000,000	\$4,000,000	#1			3	0	2	3	5	6	4	2	1	0	26
Collier County	Golden Gate Blvd	20th Street	Everglades Blvd	2L to 4L	CST	\$24,300,000	\$12,150,000	#2			3	0	0	3	5	2	4	2	1	0	20
Collier County	Vanderbilt Beach Rd	US 41	E. of Goodlette	4L to 6L	CST	\$8,428,875	\$4,214,438	#3			3	0	0	3	5	2	4	2	1	0	20
2020/2021																					
Collier County	Immokalee at Randal Interim Intersection Improvements			Intersection	CST	\$ 5,953,200	\$ 2,976,600	#1			3	1	3	3	5	2	4	2	1	0	24
Collier County	Pine Ridge at Livingston Road Intersection Improvements			Intersection	CST	\$7,304,968	\$3,652,484	#2			3	3	0	3	5	2	4	2	1	0	23
Lee County	Three Oaks Ext.	North of Alico Road		New 4L	CST	\$47,000,000	\$7,000,000	#3			3	0	0	3	5	0	4	2	3	0	20
Lee County	Estero Blvd	South Segment		Road Upgrade	CST	\$7,750,000	\$3,875,000	Funded	\$ 2,651,966	FY 20/21	0	0	0	3	5	0	4	2	1	0	15
2021/2022																					
Collier County	Oil Well Road	Everglades	Oil Well Grade Rd.	2L to 6L	CST	\$ 31,400,000	\$ 15,700,000	#1			3	1	3	3	5	2	4	2	1	0	24
Lee County	Corkscrew Road	E.of Ben Hill Griffin	Bella Terra	2L to 4L	CST	\$12,000,000	\$6,000,000	#2			3	3	0	3	5	0	4	2	1	0	21
Lee County	Ortiz	Colonial Blvd	SR 82	2L to 4L	CST	\$13,950,000	\$6,975,000	#3			3	1	2	3	5	0	4	2	1	0	21
2022/2023																					
Collier County	Veterans Memorial Blvd.	Livingston Road	Old US41	New 2 Lane facility	CST	\$ 10,199,433	\$ 5,099,716	#1			3	0	0	5	5	0	4	2	1	0	20

**Table 3B Lee County and Collier MPOs Joint SIS Priorities
Adopted by Collier MPO June 9, 2017, Lee County MPO June 16, 2017**

Project	Interchange	Improvement Type	Next Unprogrammed Phase	Notes
I 75	@ Everglades Blvd	New Interchange	IJR	
I 75	@ Golden Gate Pkwy	Minor Interchange Improvements	Study	Short Term
I 75	@ Pine Ridge Rd	Minor interchange improvements	Study	Short Term
I 75	@ Immokalee Rd	Major interchange improvements	PD&E	Short Term
I 75	@ Bonita Beach Rd	Major interchange improvements	PE	Mid Term
I 75	@ Corksrew Rd	Major interchange improvements	PE	Short Term
I 75	@ Daniels Pkwy	Minor Interchange Improvements	Study	Short Term
I 75	@ SR 82	Major interchange improvements	PE	Long Term
I 75	@Luckett Rd	Major interchange improvements	PE	Long Term
I 75	@ SR 78	Minor interchange improvements	PE	Short Term
I 75	@ Del Prado Ext.	New Interchange	IJR	
<p><u>Notes to Table 3B</u> Short Term - Current to 2025 Mid Term - 2025-2035 Long Term - 2035-2045 Minor Interchange Improvement - Add additional turn lanes, operational improvements Major Interchange Improvement - Rebuild to accommodate future 10-lane cross section</p>				

**Table 8 – 2017 Joint Collier/Lee County MPO RTAP Regional Pathway Priorities
Adopted by Collier MPO June 9, 2017, Lee County MPO June 16, 2017**

2017 Rank	Roadway/ Project	Project Limits	Length	Proposed Improvements	Program med Phase	Next Unfunded Phase	Requested Funds	Local Match	Total Cost
1	SR 80	Buckingham Rd to Wemer Dr ¹	2.04 Mile	SUP (South Side)	NA	PE + CST	\$1,938,608	\$ -	\$1,938,608
2	Daniels Pkwy	West of Commerce Lakes Drive	2.50 Mile	SUP(North Side)	NA	PD&E	\$ 269,317	\$ -	\$ 269,317
3	Gladiolus Dr	Maida Lane to US 41	1.09 Mile	SUP (South Side)	NA	PD&E	\$ 284,424	\$ -	\$ 284,424
4	Estero Blvd	Hickory Blvd to Big Carlos Bridge	3.62 Mile	SUP (West Side)	NA	PD&E	\$ 297,230	\$ -	\$ 297,230

Note:

SUP - Shared Use Path

Cost estimates to be refined or developed

Costs based on FDOT provided unit cost for 12' Shared Use Path

Funding source is FDOT portion of 'any area' Transportation Alternative Program funds

¹LC School District has identified this segment as a hazardous walking location. As per Gabby's Law for Student Safety Act, school district identified hazardous walking locations on state highways should be corrected by FDOT by adding a project in its 5 year work program. Considering this is an expensive project FDOT can consider staging the construction.

COMMITTEE ACTION
ITEM 7C

Endorse Revised MPO Bylaws – CAC Membership

OBJECTIVE: For the Committee to review and endorse the revised MPO Bylaws regarding membership in the Citizens Advisory Committee (CAC)

CONSIDERATIONS: The CAC has several long-standing vacancies which the Director has tried to fill as have the MPO Board members whose jurisdictions are impacted - in particular the 2 vacancies for the City of Naples and 1 for Everglades City. The vacancies have contributed to difficulties achieving a quorum. MPO staff would like to bring revised membership requirements to the Board for adoption in June, to facilitate appointments being made when the Board reconvenes in September.

STAFF RECOMMENDATION: That the Committee review and endorse the revised MPO Bylaws regarding membership in the Citizens Advisory Committee

Attachments:

1. Track Changes Revised MPO Bylaws - CAC
2. Clean Version Revised MPO Bylaws – CAC
3. Current CAC Membership Roster

Prepared By: Anne McLaughlin, MPO Director

B. Citizens Advisory Committee – the responsibility of the Citizen Advisory Committee, hereinafter referred to as the CAC, is to advise the MPO reviewing, reacting to, and providing comment on transportation planning issues and needs regarding all modes of travel from the citizens’ perspectives. The CAC shall consist of voting members appointed by the MPO.

Membership shall be composed of thirteen (13) citizens residing in the following areas:

- City of Naples (2)
- Collier County Unincorporated Area (5)
- City of Marco Island (1)
- City of Everglades City (1) ~~and~~ and/or;

Individuals ~~Four (4) citizens at large, including a minimum of one (1) citizen representing or advocating for the disabled, elderly, or an advocate for the disabled community, one (1) minorities, economically disadvantaged populations, y citizen, and two (2) appointed from Collier County to ensure adequate representation from all geographic areas of the county, and to include or representing groups having civic, community and economic interests within Collier County groups having civic, community and economic interests.~~

- B. Citizens Advisory Committee – the responsibility of the Citizen Advisory Committee, hereinafter referred to as the CAC, is to advise the MPO reviewing, reacting to, and providing comment on transportation planning issues and needs regarding all modes of travel from the citizens' perspectives. The CAC shall consist of voting members appointed by the MPO.

Membership shall be composed of thirteen (13) citizens residing in the following areas:

City of Naples (2)
Collier County Unincorporated Area (5)
City of Marco Island (1)
City of Everglades City (1) and/or;

Individuals representing or advocating for the disabled, elderly, minorities, economically disadvantaged populations, or representing groups having civic, community and economic interests within Collier County .

Last Updated 4/23/2018

Citizens Advisory Committee Membership

Maximum CAC Membership 13
 Current CAC Members 8
 Vacancies 5
 Quorum 5

Vacant – Everglades City **Vacant – District II**
Vacant – City of Naples **Vacant – District V**
Vacant – City of Naples

<u>Name</u>	<u>Phone #/Email</u>	<u>District</u>	<u>Member Until</u>	<u>Member Since</u>
Gary Shirk – <i>Chairman</i> 614 97 th Ave North Naples, FL 34108	Cell: 239-272-5161 Home: 239-594-5160 GaryShirk@hotmail.com	At-Large	03/2019	December 2009
Karen Homiak <i>Vice-Chairwoman</i> 4613 Long Key Court Naples, FL 34112	Home: 239-774-4264 ARWKJH@aol.com	District I	03/2020	May 2001
Wayne Sherman 422 Countryside Drive Naples, FL 34104	Home: 239-352-9876 WHSerman@earthlink.net	District IV	04/2018	April 2012
Josh Rincon 1216 Lee Street Immokalee, FL 34142	Cell: 239-229-8972 joshrincon@hotmail.com	Representative of Minorities	09/2019	June 2013
Pam Brown 1626 Indian Camp Road Immokalee, FL 34142	239-370-1752 busyPam007@gmail.com P.O. Box 1768	At-Large	03/2019	March 2016
Russell Tuff 5101 31 st Ave SW Naples, FL 34116	239-353-1687 email@russelltuff.com	District III	05/2020	May 2017
Robert Phelan 907 Panama Ct Unit 303 Marco Island, FL 34145	239-272-4820 Bobjphelan1@gmail.com	City of Marco Island	09/2019	September 2016
Rick Hart 1100 Diamond Circle #1104 Naples, FL 34110	708-642-6793 rick@lighthouseofcollier.org	Persons with Disabilities	10/2020	October 2017

COMMITTEE PRESENTATION
ITEM 8A

Annual MPO-FDOT Joint Certification Review

OBJECTIVE: For the Committee to receive a presentation on the Annual MPO/FDOT Joint Certification Review

CONSIDERATIONS: Each year, FDOT and the MPO must jointly certify the metropolitan transportation planning process. The joint certification begins in January. The report includes a summary of noteworthy achievements by the MPO and, if applicable, a list of any recommendations and/or corrective actions. The signed joint certification package is due no later than June 1st. The Joint Certification Review report is shown in **Attachment 1**. The report includes updates on the MPO's responses to the federal certification review recommendations and corrective action, which have been addressed to the satisfaction of FDOT and FHWA. No additional recommendations or corrective actions were identified in the annual review.

STAFF RECOMMENDATION: That the Committee receive the presentation on the Annual MPO/FDOT Joint Certification Review

Attachments:

1. Joint Certification Review Report

Prepared By: Anne McLaughlin, MPO Director

FLORIDA DEPARTMENT OF TRANSPORTATION
MPO JOINT CERTIFICATION STATEMENT

525-010-05
 POLICY PLANNING
 02/18

Pursuant to the requirements of 23 U.S.C. 134(k)(5) and 23 CFR 450.334(a), the Department and the MPO have performed a review of the certification status of the metropolitan transportation planning process for the Collier MPO with respect to the requirements of:

1. 23 U.S.C. 134 and 49 U.S.C. 5303;
2. Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. 2000d-1) and 49 C.F.R. Part 21
3. 49 U.S.C. 5332 prohibiting discrimination on the basis of race, color, creed, national origin, sex, or age in employment or business opportunity;
4. Section 1101(b) of the FAST Act and 49 C.F.R. Part 26 regarding the involvement of disadvantaged business enterprises in USDOT funded projects;
5. 23 C.F.R. Part 230 regarding the implementation of an equal employment opportunity program on Federal and Federal-aid highway construction contracts;
6. The provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.) and the regulations found in 49 C.F.R. Parts 27, 37, and 38;
7. The Older Americans Act, as amended (42 U.S.C. 6101) prohibiting discrimination on the basis of age in programs or activities receiving Federal financial assistance;
8. Section 324 of 23 U.S.C. regarding the prohibition of discrimination on the basis of gender; and
9. Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and 49 C.F.R. Part 27 regarding discrimination against individuals with disabilities.

Included in this certification package is a summary of noteworthy achievements by the MPO, attachments associated with these achievements, and (if applicable) a list of any recommendations and/or corrective actions. The contents of this Joint Certification Package have been reviewed by the MPO and accurately reflect the results of the joint certification review meeting held on January 23, 2018.

Based on a joint review and evaluation, the Florida Department of Transportation and the Collier MPO recommend that the Metropolitan Planning Process for the Collier MPO be certified.

 Name: L.K. Nandam
 Title: Secretary, District One

June 8, 2018
 Date

 Name: Commissioner William L. McDaniel, Jr.
 Title: MPO Chair

June 8, 2018
 Date



Collier MPO

Joint Certification – 2017

February 7, 2018

Contents

Purpose	1
Certification Process	2
Risk Assessment Process	3
Section 1: MPO Overview	4
Section 2: Long-Range Transportation Plan (LRTP).....	8
Section 3: Transportation Improvement Program (TIP).....	9
Section 4: Unified Planning Work Program (UPWP).....	10
Section 5: Finances and Invoicing	11
Section 6: Title VI and ADA	14
Section 7: Disadvantaged Business Enterprises	17
Section 8: District Specific Questions	18
Section 9: Clean Air Act	21
Section 10: Noteworthy Practices & Achievements.....	22
Section 11: Recommendations and Corrective Actions	23
Section 12: Attachments	25

Purpose

Each year, the District and the MPO must jointly certify the metropolitan transportation planning process as described in [23 C.F.R. §450.336](#). The joint certification begins in January. This allows time to incorporate recommended changes into the Draft Unified Planning Work Program (UPWP). The District and the MPO create a joint certification package that includes a summary of noteworthy achievements by the MPO and, if applicable, a list of any recommendations and/or corrective actions. The District will include the signed joint certification package in its submittal of the Final UPWP, which is due no later than June 1.

Although the MPO develops and adopts a two-year UPWP, the MPO's certification must still occur annually. During those years when no UPWP is being adopted (i.e., year 1), the District and MPO will still do the certification review in January, albeit as a stand-alone process. The certification package and statement must be submitted to Central Office, Office of Policy Planning (OPP) no later than June 1.

Certification Process

Please read and answer each question using the checkboxes to provide a “yes” or “no.” Below each set of checkboxes is a box where a justification for each answer is to be inserted. The justification given must be in adequate detail to explain the question. Determining “adequate detail” is at the discretion of the MPO Liaison conducting the Certification. **Please add a justification for every answer where a box exists.**

Since all of Florida’s MPOs adopt a new Transportation Improvement Program (TIP) annually many of the questions related to the TIP adoption process have been removed from this certification, as these questions have been addressed during review of the draft TIP and after adoption of the final TIP.

Please attach any correspondence or comments related to the draft or final TIP, and the TIP checklist used by Central Office and the District, as an appendix to this certification report.

As with the TIP, many of the questions related to the Unified Planning Work Program (UPWP) and Long-Range Transportation Plan (LRTP) have been removed from this certification document, as these questions are included in the process of reviewing and adopting the UPWP and LRTP.

If the MPO has adopted a new UPWP or LRTP during the year covered by this certification, please attach any correspondence or comments related to the draft or final UPWP or LRTP, and any related checklists used by Central Office and the District, as an appendix to this certification report.

Note: This Certification has been designed as an entirely electronic document and includes interactive form fields and checkboxes. Section 12: Attachments allows you to embed any attachments to the certification, including the [MPO Joint Certification Statements and Assurances](#) document that must accompany the completed Certification report.

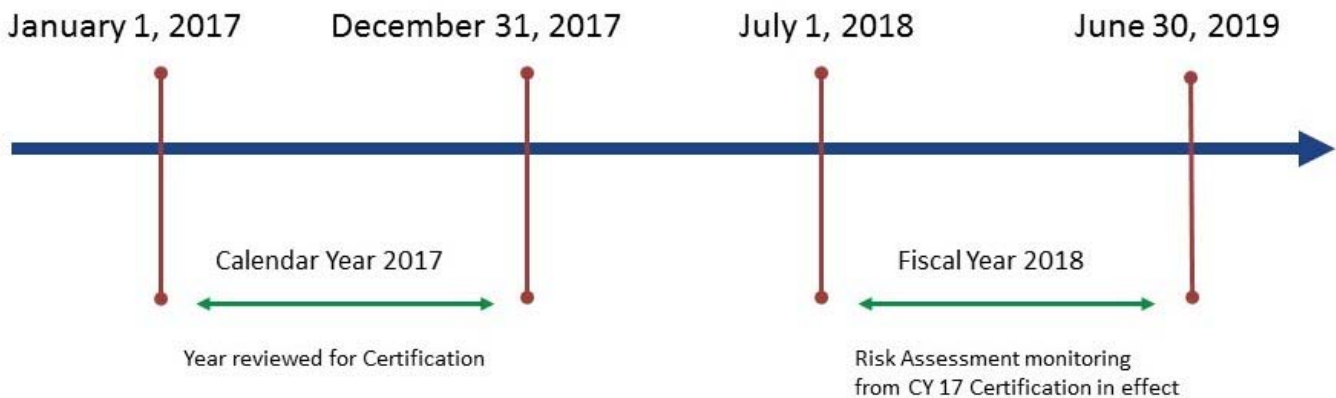
Please use the electronic form fields to fill out the Statements and Assurances document, and then print it. Once all of the appropriate parties sign the Statements and Assurances, scan it and attach it to the completed Certification in Section 12: Attachments.

Risk Assessment Process

Section 5: Finances and Invoicing is intended to satisfy the Risk Assessment requirements described in [2 CFR §200.331](#). These questions will be quantified using a point scale to assign a level of risk for each MPO, which will be updated annually during the Joint certification process. The results of the MPO Risk Assessment will determine the minimum frequency of which the MPO’s supporting documentation for their invoices is reviewed by FDOT District Liaisons for the upcoming year. The frequency of review, based on the level of risk is below:

Scale	Risk Level	Frequency of Monitoring
0-1	Low	Annually
2-3	Moderate	Bi-annually
4-5	Elevated	Triennially
>6	High	Quarterly

Risk Assessment: Certification Year vs. Monitoring



COMMITTEE PRESENTATION
ITEM 8B

Draft MPO Public Participation Plan

OBJECTIVE: For the Committee to receive a presentation on the draft MPO Public Participation Plan (PPP)

CONSIDERATIONS: The document, prepared by the MPO Director, represents a significant departure from previous versions of the Collier MPO's Public Involvement Plan adopted in 2013 and revised in 2015 and 2017. The draft PPP incorporates the more innovative approaches found in the process of reviewing a sampling of PPPs currently in use in the State of Florida. The PPP borrows a great deal of material from the Polk TPO's PPP, which was presented to the MPO Advisory Council in 2017.

Staff will provide an overview of the major differences between the new, draft PPP and the current Public Involvement Plan and the timeline for review and comment.

The draft MPO Public Participation Plan is provided in **Attachment 1**.

STAFF RECOMMENDATION: That the Committee receive a presentation on the draft MPO Public Participation Plan

Attachments:

1. Draft MPO Public Participation Plan

Prepared By: Anne McLaughlin, MPO Director



8B Attachment 1

Public Participation Plan



2018 DRAFT

Scan the QR code with your smartphone to visit our website.

Collier MPO
2885 South Horseshoe Drive
Naples, FL 34104
(239) 252-5804
CollierMPO.com

COLLIER COUNTY METROPOLITAN PLANNING ORGANIZATION

2885 South Horseshoe Drive

Naples, Florida 34104

www.colliermopo.com

E-mail: mpo@colliergov.net

Phone: 239-252-5804

ACKNOWLEDGEMENT

The preparation of this document has been financed in part through grants from the Federal Highway Administration and the Federal Transit Administration, the U.S. Department of Transportation, under the Metropolitan Planning Program, Section 104 (f) of Title 23, U.S. Code, and local funding. The contents of this document do not necessarily reflect the official views or policy of the U.S. Department of Transportation.

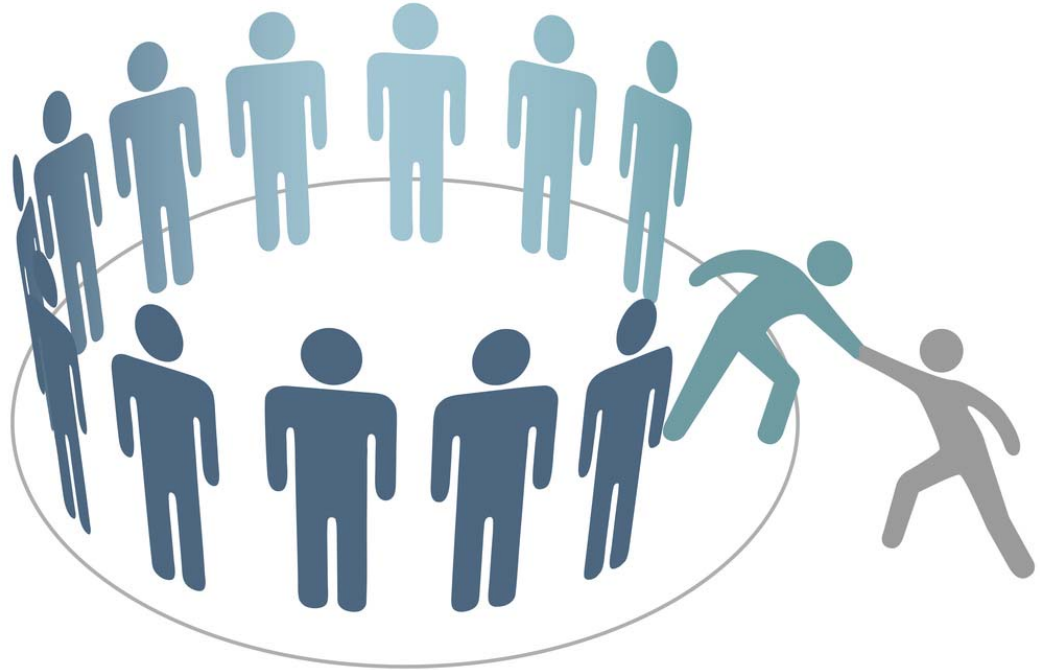
TITLE VI AND RELATED LAWS

The MPO's public participation is conducted in accordance with Title VI of the Civil Rights Act of 1964 and related statutes. Public participation in the MPO's planning process is solicited without regard to race, color, national origin, sex, age, disability, religion or family status. Persons requiring special accommodations for MPO meetings or to participate in MPO activities under the Americans with Disabilities Act of 1990 (ADA) should contact the MPO Executive Director, Anne McLaughlin at (239) 252-5884 or annemclaughlin@colliergov.net.

LEARNING FROM OUR COLLEAGUES

This document represents a significant departure from prior versions of Collier MPO's PIP adopted in 2013 and revised in 2015 and 2017. Staff reviewed Public Participation Plans produced by other Florida MPOs to identify elements that were innovative and applicable to Collier MPO's needs. This PPP borrows a great deal of material from the Polk Transportation Planning Organization's Public Participation Plan (2016). Interested readers may wish to view the entire Polk TPO PPP at www.polktpo.com

Collier MPO places a high value on public involvement. For questions regarding public involvement and to learn more about how you can get involved, contact the MPO office at (239) 252-5804.



You Can Make a Difference

There are several ways for you to help shape the future of transportation:

Become a member of Collier MPO's Adviser Network	Page 10
How to submit your comments to the Collier Metropolitan Planning Organization	Page 14
How to leave comments about a specific plan or study	Page 16
Submit an application to serve on an MPO Advisory Committee	Page 16

TABLE OF CONTENTS

Introduction.....4

Guiding Principles.....4

About Us.....5

What is the Collier MPO Responsible For?.....9

Our Planning Partners.....9

Planning Factors.....11

Goals, Objectives and Performance Measures.....12

Whom We Seek to Consult With.....13

Having Your Say.....13

Getting Involved.....14

Access for All.....17

Outreach Strategies.....17

Evaluation.....19

Required Notification.....19

Federal Compliance.....25

FDOT MPO Handbook Compliance.....26

Acronyms.....30

APPENDICES

 A. Government to Government Public Involvement Policy.....32

 B. Lee County MPO/Collier MPO Interlocal Agreement.....37

 C. Limited English Proficiency Plan.....45

 D. Nondiscrimination Plan & Complaint Process.....52

 E. Traditionally Underserved Communities.....58

INTRODUCTION

The goal of the Collier Metropolitan Planning Organization's (MPO) Public Involvement Plan is to ensure that all citizens regardless of race, color, religion, national origin, sex, age, disability, or familial status, have an equal opportunity to participate in the MPO's decision-making process. A 1994 Presidential Executive Order directed every Federal agency to make Environmental Justice part of its mission by identifying and addressing the effects of all programs, policies, and activities on "minority populations and low-income populations." The MPO strives to accomplish this by involving the potentially affected public in MPO outreach programs. MPO staff activities are designed to develop partnerships and enhance the participation in the transportation planning process, with groups and individuals of "traditionally underserved" communities. These communities include minorities, low income, the elderly, and persons with disabilities. Staff activities include, but are not limited to, participation in groups serving these communities, targeted communications with local media outlets, conducting meetings at convenient times and in locations that are accessible to transit, when possible, and the publication of MPO documents in non-technical, accessible formats when needed.

GUIDING PRINCIPLES

The Public Participation Plan (PPP) serves as a framework to the public involvement process in regards to MPO planning related activities. The plan identifies federal, state and MPO requirements, PPP goals and objectives, PPP policies, planning activities which require public involvement and the process involved when providing the public with full access and notice to planning activities. The PPP incorporates the following guiding principles into the development of any required transportation plans and programs:

- 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;
- Adequate public notice of public involvement activities and ample time for public review and comment at key decision points;
- Consideration of the needs of the traditionally underserved, including low-income and minority citizens;
- Periodic review of public involvement efforts by the MPO to ensure full and open access to all;
- Review of public involvement procedures by the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) when necessary;
- Coordination of MPO public involvement processes with statewide efforts whenever possible;
- Reasonable public access to information; and

- Consideration and reasonable response to public comments received.

ABOUT US

Established in 1982, the Collier MPO is a federally mandated transportation policy-making organization composed of locally elected officials from Collier County, City of Naples, City of Marco Island, and the City of Everglades City. The MPO is tasked to provide both the urban and rural areas of the County with a **Continuing, Cooperative, and Comprehensive (3-C) planning process** to ensure that highways, transit, bicycle, pedestrian and other facilities are properly considered within the context of the overall transportation needs of the community.

The MPO staff reports directly to the MPO Board and provides information and technical assistance to the advisory committees. On a regular basis the committees, along with the MPO staff, provide recommendations to the MPO Board regarding short and long-range planning, implementation of projects, and related issues. The MPO Board and each of its advisory committees operate under bylaws approved by the MPO Board. The advisory committees include the Technical Advisory Committee (TAC), Citizens Advisory Committee (CAC), Bicycle and Pedestrian Advisory Committee (BPAC), Local Coordinating Board (LCB) and the Congestion Management Committee (CMC). Members of these committees, various interested parties and citizens make up the MPO Master Database of Contacts. The committees review plans, documents and programs and provide comments and recommendations during the development of plans and major studies. Documents presented to the MPO Board for approval, endorsement or ratification have typically been reviewed by the TAC and CAC.



The Collier MPO Board adopted new Vision and Mission statements in 2017. The MPO's goal is to work together with the public citizens of the Collier MPO planning area to fulfill the MPO's Mission and Vision.

Vision Statement

The MPO strives to provide a fully integrated and multi-modal transportation system that safely and efficiently moves people and goods while promoting economic development and protecting natural and man-made regional assets.

Mission Statement

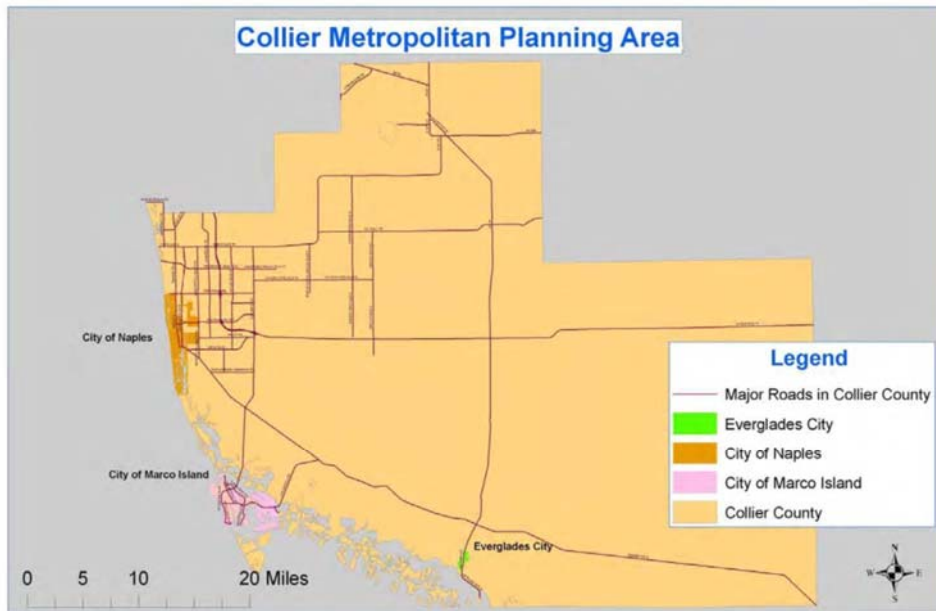
PUBLIC PARTICIPATION PLAN

Provide transportation planning leadership through a collaborative effort to maintain a safe, efficient, integrated, and multi-modal transportation system.

ABOUT THE REGION

The Collier MPO's jurisdiction includes Collier County and the cities of Naples, Marco Island and Everglades City.

Collier Metropolitan Planning Area Map



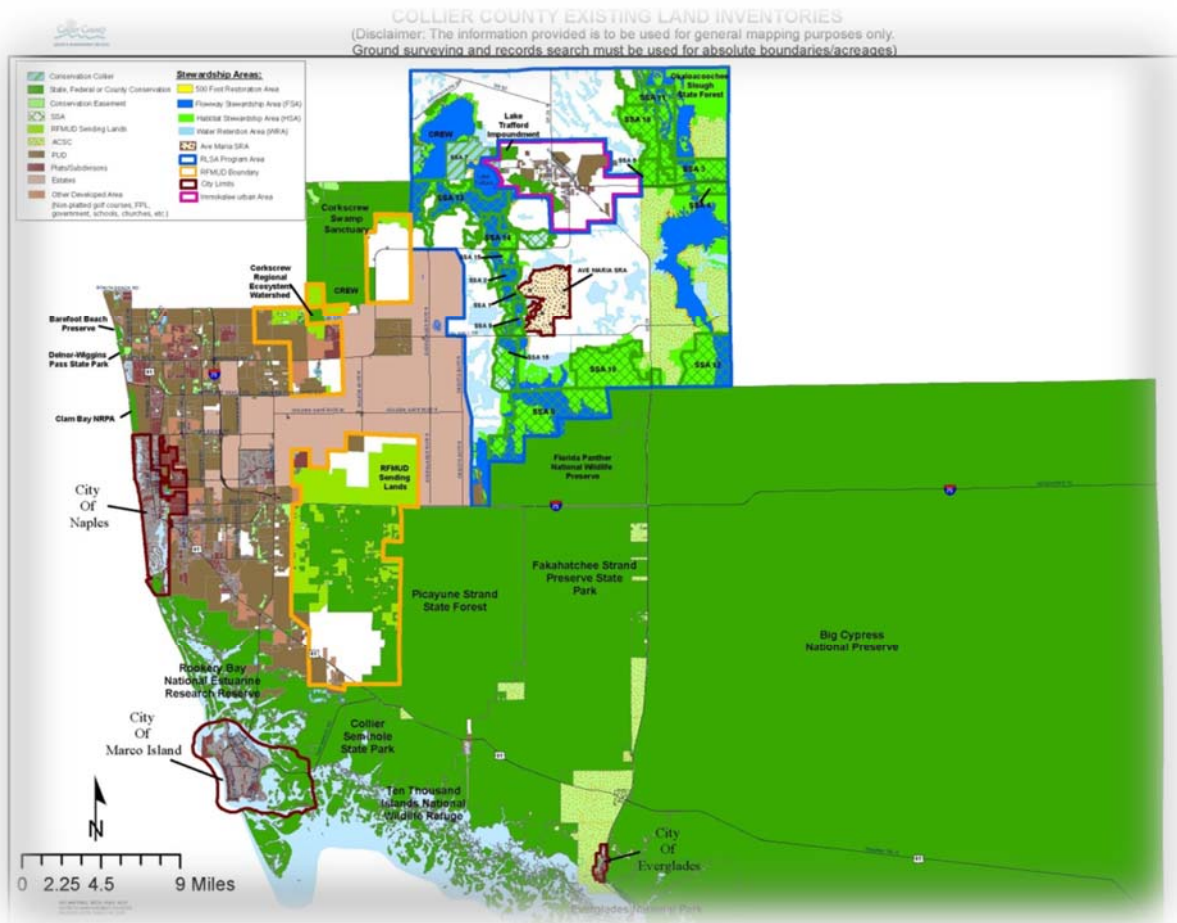
Collier MPO FY2014/15 - 2018/19 TDP

Page 7 of 208

Collier County has an estimated population of 334,474 in 2014, according to the US Census (2014). The Median Household Income in Collier County is \$56,250 compared with \$47,212 for the state of Florida as a whole. The Percent of Population Below Poverty Level is 14% in Collier County, compared with 17% for Florida.

PUBLIC PARTICIPATION PLAN

All of Collier County - including the Cities of Naples, Marco Island, and Everglades City – experience a large, seasonal increase in population and traffic between October and April, with the highest traffic volumes occurring in the months of February and March. Collier County is expected to continue growing in population. Collier County has a large land area preserved under various conservation mechanisms combined with State and Federal conservation lands, shown in green on the map below. The conservation lands provide recreational opportunities and help sustain the natural environment. They also constrain development.



The protected lands to the southeast buffer Collier County somewhat from the intense traffic impacts and pressures that interconnectivity with urban areas to the southeast. As a result, Collier County has a minimal system of Federal Aid Eligible roadways, as shown on the map on the following page, which somewhat constrains the availability of State and Federal funding for the MPO.

Federal Aid Eligibility Map COLLIER COUNTY - FLORIDA -

January 7, 2013



Federal Aid Eligible

- On State Highway System
- Not on State Highway System

Not Federal Aid Eligible

- Eligible for FEMA compensation

Interstate State Hwy US Hwy Toll Road Turnpike

0 1.5 3 6 9 12 Miles



Any public road NOT shown as Federal Aid Eligible whether on this map or not, is eligible for FEMA (Federal Emergency Management Agency) funds



FLORIDA DEPARTMENT OF TRANSPORTATION
Transportation Statistics Office

WHAT IS THE COLLIER MPO RESPONSIBLE FOR?

The Collier MPO is required under State and Federal laws to develop the following documents:

- 1. Long-Range Transportation Plan (LRTP)** – updated every five years, required to address a minimum time horizon of 20 years. The LRTP identifies needed improvements to the transportation network and provides a long-term investment framework that addresses current and future transportation needs. The LRTP must be multimodal and include, at a minimum, roadway, bicycle and pedestrian and transit infrastructure improvements.
- 2. Transportation Improvement Program (TIP)** – identifies transportation projects and priorities that will be pursued over the next five years.
- 3. Unified Planning Work Program (UPWP)** – a two-year plan that identifies funding sources for each MPO planning activity and a schedule of activities
- 4. Public Participation Plan (PPP)** – provides a framework for public involvement in regard to MPO planning related activities. MPOs are required to provide early and easy access to the PPP and a 45-day public comment period is required prior to adoption.

OUR PLANNING PARTNERS

MPO BOARD (BOARD)

The MPO Board establishes transportation policies and evaluates transportation needs for the area. The Board is comprised of 9 elected officials, including all 5 County Commissioners, 2 City Council members representing the City of Naples, 1 City Council member representing the City of Marco Island and 1 City Council member representing Everglades City. The Florida Department of Transportation (FDOT) attends and participates in all MPO Board meetings.

TECHNICAL ADVISORY COMMITTEE (TAC)

The TAC is composed of professional staff of member entities. The TAC advises the MPO on technical matters, promotes coordination among member agencies regarding transportation planning and programming, reviews MPO products for technical sufficiency, accuracy and completeness, makes priority recommendations for the LRTP, TIP, UPWP and provides technical analyses on other transportation planning issues.

CITIZENS ADVISORY COMMITTEE (CAC)

The CAC advises the MPO by reviewing, reacting to, and providing comment on transportation planning issues and needs from the citizens' perspectives. The CAC consists of voting members appointed by the MO Board to represent various regions and jurisdictions, the disabled, minorities and groups having civic, community and economic interests.

BICYCLE AND PEDESTRIAN ADVISORY COMMITTEE (BPAC)

The BPAC provides citizen input on bicycle and pedestrian related issues within the community, advises on developing a Bicycle and Pedestrian Master Plan that is responsive to the needs of the community, recommends policies that will improve the walking and bicycling environment, recommend priorities for bicycle and pedestrian projects and program implementation. Members are appointed by the MPO Board to represent a broad cross-section of Collier County residents, neighborhoods and to include bike/ped safety professions, transit riders, local advocacy groups, organizations that encourage active transportation from a community health perspective and advocates for persons with disabilities and other transportation disadvantaged populations.

CONGESTION MANAGEMENT COMMITTEE (CMC)

The CMC advises on technical matters related to updating the MPO's Congestion Management Process (CMP) and coordinating the CMP with regional Congestion Management System and Intelligent Transportation System architecture. Members are professional staff appointed by the division, department or agency they represent.

LOCAL COORDINATING BOARD (LCB) FOR TRANSPORTATION DISADVANTAGED

The LCB assists the MPO in identifying local service needs, providing information and direction to the Community Transportation Coordinator (Board of County Commissioners) on the coordination of services. Members on the LCB are appointed by designated planning agencies. The designated official planning agency for Collier County is the MPO.

ADVISER NETWORK

Collier MPO established the Adviser Network to serve as an additional mechanism for citizen involvement with the objective of increasing participation by local residents who may not have the time to participate on a standing committee. The MPO gathers contact information from participants at MPO-sponsored public meetings and special events who express an interest in remaining informed of MPO activities and wish to comment on MPO actions of specific interest to them. Members of the Adviser Network have several options for participating in the MPO planning process, varying from interaction through social media, responding to surveys, submitting comments, and viewing of videos to attendance at community forums. Members are encouraged to participate on an as-desired basis as time allows and their interest dictates.

INTERGOVERNMENTAL COORDINATION

The MPO adopted a **Government to Government Public Involvement Policy** effecting tribal entities in June 2016. The policy is incorporated in the PPP as **Appendix A**.

The MPO has an **Interlocal Agreement** with Lee County MPO to coordinate regional transportation planning. The Interlocal Agreement is incorporated in the PPP as **Appendix B**.

PLANNING FACTORS

The Fixing America's Surface Transportation (FAST) Act, signed into law in December 2015, continued the performance based planning and public involvement requirements of prior transportation acts. It is likely that future transportation appropriation acts will do likewise. However, to the extent that Planning Factors change in the future, this section of the PPP will be updated to reflect them.

The FAST Act identifies ten planning factors the MPO must consider when developing its LRTP.

1. Support the **economic vitality** of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency.
2. Increase the **safety** of the transportation system for motorized and non-motorized users.
3. Increase the **security** of the transportation system for motorized and non-motorized users.
4. Increase the **accessibility*** and **mobility*** of people and for freight.
5. Protect and enhance the **environment**, promote **energy conservation**, improve the **quality of life** and promote consistency between transportation improvements and state and local **planned growth** and **economic development** patterns.
6. Enhance the **integration and connectivity*** of the transportation system, across and between modes, for **people and freight**.
7. Promote **efficient** system management and **operation**.
8. Improve the **resiliency and reliability** of the transportation system and reduce or mitigate **stormwater impacts** of the transportation system.
9. Emphasize the **preservation** of the existing transportation system.
10. Enhance travel and **tourism**.

*the following definitions help explain the use of these words in transportation planning:

Accessibility – *the ability to reach a desired destination*

Mobility – *physical movement from one place to another, relates to the availability of different modes or options for travel*

Connectivity – *the integration of transportation modes throughout the system*

GOALS, OBJECTIVES AND PERFORMANCE MEASURES

PRIMARY GOAL: TO ACTIVELY ENGAGE A BROAD CROSS-SECTION OF THE PUBLIC IN TRANSPORTATION PLANNING AND SERVE AS A CLEARING HOUSE FOR INFORMATION ON TRANSPORTATION PLANNING ACTIVITIES IN THE REGION

OBJECTIVES

1. Maintain an up-to-date master database of contacts
2. Develop an Adviser Network
3. Broaden public awareness of, and active engagement with, the MPO
4. Develop a presence on social media
5. Develop an interactive website, conduct on-line surveys and invite on-line commentary
6. Receive input from a diverse cross-section of the community
7. Demonstrate effectiveness of public input

PERFORMANCE MEASURES

1. Database - updated quarterly at a minimum
2. Adviser Network – track numbers of Advisers listed and attendance at community forums on an annual basis
3. Public Awareness/Engagement – conduct annual on-line surveys
4. Social Media –establish a program and report on beginning levels of activities after year one
5. Interactive Website – track opportunities and participation numbers annually
6. Diversity – track and report on participation by demographics, businesses, NGO, civic groups
7. Effectiveness – track and report on changes that can be directly linked to public comments

SECONDARY GOAL: TO COMPLY WITH STATE AND FEDERAL REGULATIONS

OBJECTIVES

1. Identify regulatory requirements in PPP
2. Develop PPP to meet requirements.

PERFORMANCE MEASURES

1. FDOT review and concurrence
2. FDOT review and concurrence

WHOM WE SEEK TO CONSULT WITH

Tribal entities	Regional planning partners
Public Agencies	Minority communities
Business groups	Public health organizations
Civic organizations	Neighborhood/Homeowner Associations
Freight industry representatives	Private transportation providers
Low-income communities	Environmental groups
Tourism industry representatives	Bicyclists and pedestrians
Representatives of the disabled	Higher education institutions
Social service organizations	Transit dependent persons
Organizations focused on aging	Organizations focused on youth
Community & economic development organizations	Workforce development organizations/agencies

HAVING YOUR SAY

The Collier MPO encourages public comments and provides the public with a variety of ways to voice their opinions and share their ideas.

EARLY COORDINATION

The Adviser Network will have an opportunity to submit early comments and provide direction on the development of major work products such as the LRTP, PPP, UPWP and TIP. The Adviser Network will also have an opportunity to provide public input on transportation planning issues and subject areas prior to the MPO actually beginning work on developing a specific plan. Comments and suggestions will be used to guide the development of work products that will eventually go before the advisory committees and MPO Board.

PUBLIC COMMENT PERIODS & NOTIFICATIONS

The primary opportunity for the public to share their thoughts and ideas occurs during public review and comment periods as major plans are developed through the MPO’s planning process and reviewed at regularly scheduled advisory committee and Board meetings. **The public will have at least 30 days to review and comment as major plans make their way through the advisory committee process and ultimately, go to the MPO Board for formal action such as approval or adoption.** State statutes and Federal law require the provision of **adequate public notice** of public participation activities, providing **timely notice** and **reasonable access** to information about transportation issues, using **visualization techniques** to describe the **LRTP** and **TIP** and making information and meeting notices available in **electronic format** on the **Internet**. Rarely are public comment periods of specific duration specified by law except for the following with regards to the PPP and LRTP:

- **PPP - Adopting or revising the MPO’s Public Participation Plan – 45 calendar days**

PUBLIC PARTICIPATION PLAN

- **L RTP** - Posting the final adopted L RTP on the internet and having hard copies available at the MPO office— **no later than 90 days after adoption**

HOW TO SUBMIT COMMENTS TO THE COLLIER MPO

- The MPO provides self-addressed stamped comment cards which may be mailed to the MPO office. Call 239-252-5804 for more information.
- Comments may be submitted on the MPO website with electronic comment cards. Go to www.colliermmpo.com
- The public may comment at any MPO advisory committee or MPO Board meeting. The meeting schedule is available on the MPO website (<http://colliermmpo.com/index.aspx?page=125>) or by calling 239-252-5804

HOW YOUR COMMENTS WILL BE USED

The Collier MPO values public input. All comments received will be considered as part of the transportation decision-making process. Staff will document all comments and forward them to the MPO advisory committees and Boards. All organizations and individuals who submit a comment in writing or via email and include their contact information will receive a response to their comment. Staff will make every effort to respond to comments before a final vote by the MPO Board on an action item. Comments received using the methods described above are documented as part of the public record and are posted on line at www.colliermmpo.com

GETTING INVOLVED

The current calendar of MPO and advisory committee meetings may be found online at www.colliermmpo.com or you may request a hard copy be mailed or faxed to you by calling 239-252-5804.

MPO BOARD MEETINGS

The MPO Board meets on the second Friday of the month (with the exception of July, August and January, when there are no regularly scheduled meetings.) Board meetings are typically held in the Board of County Commissioners Chambers, 3299 E. Tamiami Blvd. Naples, Administration Building (F), third floor. See Site map for Collier County Government Center, following page. The Collier MPO traditionally holds its April Board meeting in a different location, rotating between facilities provided by member entities.

Joint Lee County MPO/Collier MPO advisory committee and Board meetings rotate locations between Lee County and Collier County. Additionally, special meetings are sometimes called on dates, times and locations that vary from the norm. Staff advises checking the MPO website prior to a Board meeting to confirm the location, date and time of a meeting you wish to attend. Please check the MPO calendar for advisory committee meeting dates, times and locations as well.

Collier County, Florida

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Revised 051917

PUBLIC PARTICIPATION PLAN

ADVISER NETWORK PUBLIC FORUMS

The MPO convenes the Adviser Network when hosting community forums on plans and studies in process, to solicit public input on issues of current interest. As part of the process, MPO staff or the MPO's consultant will prepare a recap of the forum to document public comments and to share the comments and recommendations with the advisory committees and MPO Board.

APPOINTMENTS TO ADVISORY COMMITTEES

The Collier MPO Board appoints local residents to serve on two Advisory Committees – the Citizens Advisory Committee (CAC) and the Bicycle and Pedestrian Advisory Committee (BPAC). The MPO Bylaws specify the makeup of each committee. The MPO Bylaws may be viewed on the MPO website at the following link: **NEED TO POST MPO BYLAWS on WEBSITE**

The bylaws of the CAC may be viewed at the following link(s): **NEED TO POST CAC BYLAWS ON LINE**

BPAC Bylaws: <http://colliermpo.com/modules/showdocument.aspx?documentid=6611>

If you are interested in serving on one of these two advisory committees, staff recommends first reviewing the bylaws to determine your eligibility, then contacting the MPO Director at 239-252-5884 if you have questions concerning eligibility or the time commitment entailed.

You may download an application to serve on an Advisory Committee at this link: **NEEDS TO POST APPLICATIONS ONLINE**

As an alternative, you may call the MPO office at 239-252-5804 and ask that an application form be sent to your home address. Completed application forms must include your signature and may be scanned and sent electronically to colliermpo@colliergov.net. If you prefer, you may mail in or hand deliver applications to the MPO office at 2885 South Horseshoe Drive, Naples, FL 34104

HOW TO LEAVE COMMENTS ABOUT A SPECIFIC PLAN OR STUDY

The MPO website features the Long Range Transportation Plan (LRTP), the Transportation Improvement Program (TIP), the Unified Public Work Program (UPWP) and other plans currently underway. Opportunities for the public to comment accompany each posted plan. Call the office if you have any questions (239) 252-5804 or cannot find what you are looking for on the website: www.colliergov.com

PUBLIC MEETING SCHEDULES

- The meeting schedule is standardized but it is subject to change. Check the location by viewing the current agenda on the MPO website or call the MPO office at 239-252-5804 to have one sent to you. Link to agendas: <http://colliermpo.com/index.aspx?page=125>

ACCESS FOR ALL

LIMITED ENGLISH PROFICIENCY PLAN

The purpose of the Collier MPO's Limited English Proficiency Plan is to provide meaningful access to the MPO for people with limited or no ability to speak, read, write or understand English. The LEP Plan is incorporated in the PPP as **Appendix C**.

NONDISCRIMINATION POLICY AND COMPLAINT PROCEDURE

Collier MPO places a high value on providing equal access to the transportation planning process. The MPO's Nondiscrimination Plan and Complaint Procedures are incorporated in the PPP as **Appendix D**.

IDENTIFYING UNDERSERVED POPULATIONS

Collier MPO maintains a GIS database and map that identifies traditionally underserved populations in the region. MPO staff updates the database and map periodically, based on conducting annual reviews of Census Bureau statistics. See **Appendix E** for the current version of the map and related statistics. The following Outreach Strategies are intended to reach a broad cross-section of the region's demographics, including traditionally underserved populations.

Un traductor del idioma español está disponible en la oficina de MPO. Teléfono: 239-252-5804

Yon tradiktè pou Kreyòl ayisyen ki disponib nan biwo MPO la. Telefòn: 239-252-5884

OUTREACH STRATEGIES

ENHANCED INTERACTIVE WEBSITE: www.colliermpo.com

The MPO is updating its website to introduce interactive features that will enhance its ability to serve as a clearing house of information. The site provides a calendar of events, links to agendas, minutes, and draft documents currently under review. Opportunities for the public to comment are available in the form of staff email and phone number listings. Interactive surveys and maps are frequently posted on the website while major plans and studies are in process.

VISUALIZATION TECHNIQUES

The MPO will invest in enhanced visualization techniques such as videos, simulation models, animated graphics and 3D imaging in the course of developing updates to the Long Range Transportation Plan and other major plans and studies that may be underway in any given year. For example, in 2018, staff posted a video created for the Golden Gate Walkability Study . The video was produced by a drone, fly-over camera view of people walking and crossing streets in the community. Information was added to generate interest in participating in public meetings to develop the plan. The video was also shown on local public access TV.

E-BLASTS AND SOCIAL MEDIA

The MPO began posting information on Collier County's Facebook page in January 2018. Current MPO postings may be viewed at the following link:

<https://www.facebook.com/CollierGov/>

The MPO plans to start a Twitter account in early 2018 as well. In addition, E-blasts will be sent to members of the Adviser Network and other interested parties to provide helpful information on transportation planning, public meetings, events and opportunities for involvement.

SURVEYS & POLLS - conduct surveys and focus groups with individuals within organizations/agencies that work with traditionally underserved individuals. The information will be shared on social media sites such as Facebook, and on the MPO's website.

PERSON-TO-PERSON – staff informational booths and kiosks at heavily visited locations such as transit stations, grocery and discount stores, flea and farmers markets, community concerts and cultural festivals

PARTNERING – coordinate with government agencies to conduct outreach at health care centers, food banks and food stamp offices, schools, offices on aging etc. and develop alliances with faith-based institutions, cultural centers, community-based organizations; partnering with local interest groups to conduct outreach at special events. Partners in outreach will be encouraged to take a leadership role in public participation efforts in the area. The purpose is to build relationships and identify strategies to bring former nonparticipants into the planning process.

PUBLIC TELEVISION

Regular MPO Board meetings – those that take place at the Board of County Commissioners Chamber - are shown on Collier TV, and can be watched live and on-line at the following link:

<http://www.colliergov.net/your-government/divisions-a-e/communication-customer-relations-division/watch-collier-tv-online>

PUBLIC PARTICIPATION PLAN

Collier County maintains an archive of MPO Board meetings on-line. The MPO is currently working with Collier TV to also post video recordings and flyers produced by the MPO.

<http://www.colliergov.net/your-government/divisions-a-e/communication-customer-relations-division/meeting-video-archive>

EARNED MEDIA

The MPO will issue press releases and provide briefings in advance of special events and public meetings and workshops oriented to plan development or gathering public comments on major issues. The intention is to build relationships with local television, radio and print journalists and reporters to facilitate public information campaigns. For example, during the development of the Bicycle and Pedestrian Master Plan in 2018, the Project Manager with the MPO was interviewed on Univision, with translation services provided by the station for its Spanish speaking audience.

PROJECT SPECIFIC PUBLIC INVOLVEMENT PLANS (PIP)

The MPO typically develops project specific PIPs targeting stakeholders who are most likely to be interested in the outcome of the plan or project in question. The public involvement strategies are geared to the target audience, and may vary by topic or subarea of the MPO.

A PIP developed for a specific project must meet or exceed the notification commitments in the Board-adopted PPP.

EVALUATION

ANNUAL REPORTING ON PERFORMANCE MEASURES

Reporting on the PPP performance measures is included in the MPO Director's Annual Report to the MPO Board at the end of each fiscal year. If the analysis indicates a need for modifications to the PPP, the Director will discuss options with the Board and follow-up with bringing the changes through the Advisory Committee review process during the coming year.

REQUIRED NOTIFICATION

The MPO will review the PPP on an annual basis to ensure it remains consistent with the requirements in the Florida Department of Transportation's MPO Handbook. The MPO Handbook may be viewed in its entirety at the following link:

<http://www.fdot.gov/planning/policy/metrosupport/mpohandbook/>

Current requirements are summarized by planning product as follows.

LONG RANGE TRANSPORTATION PLAN

Florida Statutes 339.175 – requires the MPO to provide the following interested parties, at a minimum, a **reasonable opportunity** to comment on the LRTP:

- Public
 - Affected Public Agencies
 - Representatives of Transportation Agencies
 - Freight Transportation Service Providers and Shippers
 - Private providers of Transportation
 - Public Transit Representatives and Users
 - 23 CFR 450.322 – All interested parties are to be given a reasonable opportunity to comment on the LRTP.
- **Administrative Modifications** are minor revisions to the LRTP and do not require public review and comment or re-demonstrating fiscal constraint. 23 CFR 450.104
 - **Amendments** are major revisions to the LRTP and do require public involvement and re-demonstrating fiscal constraint.
 - **Major Updates** are adopted every 5 years. Amendments and Major Updates will be previewed by the MPO TAC and CAC, at a minimum, before being acted upon by the Board.

PUBLIC PARTICIPATION PLAN

Maintaining Concurrency with MPO Handbook - FDOT continually updates the MPO Handbook and notifies the MPOs of any changes. These FDOT-generated updates may on occasion trigger the need to update the PPP as well. When that occurs, the MPO will post notice containing the new PPP language on its website and distribute copies to the MPO Advisory Committees and Board. Other routine updates, such as identifying new MPO Board members and/or officers, new MPO contact information, new State and Federal code citations, correcting typographical or grammatical errors or clarifications, will be handled in the same manner

Amendments and Adopting a New PPP - Amendments and Major Updates will be previewed by the MPO TAC and CAC before being acted upon by the Board.

- **Federal law requires a minimum 45-day public comment period prior to amending or adopting a PPP. The public comment period begins with posting the CAC and TAC meeting agendas, posting notification on the MPO website, and emailing the Adviser Network. Final Board action may be scheduled to occur after the 45-day public comment period has ended.**

TRANSPORTATION DISADVANTAGED SERVICE PLAN (TDSP)

Purpose – A TDSP addresses the services provided to meet the public transportation and mobility needs of the elderly and persons with disabilities. The plan discusses the types of paratransit services available to citizens of the county. Examples include: ADA paratransit service and Transportation Disadvantaged Program (TD) services which are part of a coordinated human services requirement of all three core FTA grant programs as reauthorized under the FAST Act for the Urbanized Area Formula Funding program, 49 U.S.C. 5307, 5310 and 5311.

Statutory Requirements – Florida Statutes (F.S.) 427. Each county or each MPO is required to develop a TDSP with updates every five years. The Florida Commission for the Transportation Disadvantaged (FCTD) oversees the implementation of the TDSP. The Community Transportation Coordinator (CTC) and the Local Coordinating Board (LCB) will use the TDSP as a guide for maintaining and improving transportation services. It is the requirement of the MPO to provide an annual performance evaluation of the CTC. The MPO is also required to provide annual minor updates to the TDSP and a major update every five years.

Florida Commission for the Transportation Disadvantaged

The Florida Commission for the Transportation Disadvantaged has issued two regulatory documents – “Local Coordinating Board and Planning Agency Operating Guidelines (2014)” and an “Instruction Manual for the Memorandum of Agreement and the TDSP – 2007/2008” that remain in effect today. The documents may be viewed on the Commission’s website at: <http://www.fdot.gov/ctd/doingbusiness.htm>

The Commission stipulates that Major Updates to the TDSP be announced by way of an “advertisement” published in the local newspaper with the greatest circulation. This requirement is carried out by the MPO.

Major Update - adopted every 5 years

Public Comment Period

- **30-day public comment period required**
- **Legal ad required – place in Naples Daily News**
 - Additional public notice of public comment period provided by posting on the MPO website, emailing the Adviser Network and any other stakeholders the MPO and LCB have identified
 - Distribute flyers on transit vehicles to notify riders of comment period and adoption meeting
 - Distribute copies of the Major TDSP Update and/or QRC on comment forms to local government agency offices and libraries
 - Post Major TDSP Update and comment forms on the MPO website
 - Distribute copies of the Major TDSP Update to the LCB members

Response to Comments

- MPO staff will respond in writing to public input received during the comment period

PUBLIC PARTICIPATION PLAN

- When significant written and oral comments are received, a summary, analysis or report will be included in the plan. The term, “significant” is used in State statutes and Federal law governing public involvement, but remains undefined. The MPO’s working definition of “significant” is any comment that could potentially result in a change to the scope of a document, existing conditions analysis, issue definition, recommended projects, policies.

Adoption

- The LCB will meet at the end of the public comment period and allow time for public comment at the meeting prior to adoption of the TDSP
- The LCB will consider the comments received during the public comment period before adopting the TDSP by Roll Call Vote
- The MPO Board will ratify the Major TDSP Update after adoption by the LCB. Ratification may be placed on the MPO Board Consent Agenda

Minor Update – adopted annually except in Major Update adoption years

- **The only difference between the public involvement requirements of a Major and Minor Update is the required public comment period is shortened to 14 days.**

TRANSPORTATION IMPROVEMENT PROGRAM

Administrative Modifications are minor revisions to the TIP and do not require public review and comment, or re-demonstrations of fiscal constraint. Administration Modifications will be distributed as informational items in MPO Board and advisory committee meeting packets, in addition to being posted on the MPO website’s TIP page.

Amendments are major revisions to the TIP and do require public review and comment along with re-demonstration of financial constraint. Amendments and the annual adoption of a new 5-year TIP based on the FDOT Work Program will be previewed by the TAC and CAC before being acted upon by the Board. The MPO will follow the notification procedures outlined herein for MPO Board and Advisory Committee meetings

UNIFIED PLANNING WORK PROGRAM

The two-year UPWP is adopted every other year. As with Amendments, the MPO adoption process requires that the two-year UPWP be previewed and commented upon by the MPO TAC and CAC, at a minimum, before being acted upon by the Board.

Modifications as defined by the FDOT MPO Handbook, do not require MPO Board or FDOT approval and do not require public involvement. Modifications will be posted on the MPO website on the UPWP page and distributed to FDOT, the MPO Board and Advisory Committees as informational items in agenda packets.

Amendments as defined by the FDOT MPO Handbook, do require MPO Board approval. Amendments will be previewed and commented upon by the MPO TAC and CAC, at a minimum, before being acted upon by the Board. The MPO will follow the notification procedures outlined herein for MPO Board and Advisory Committee meetings.

MPO BOARD MEETINGS AND WORKSHOPS

The MPO commits to maintaining the following longstanding notification standard:

- Posting agenda and meeting packet **seven days in advance** on the MPO website
- Email distribution of agenda and packet to MPO Board members and delivering hard copies to members who have requested them, seven days in advance of the meeting
- Email distribution of agenda and packet to Advisor Network and to other interested parties on the MPO's email contact list

MPO ADVISORY COMMITTEE MEETINGS

The MPO commits to maintaining the following longstanding notification standard:

- Posting agenda and meeting packet **seven days in advance** on the MPO website
- Email distribution of agenda and packet to committee members along with hard copies delivered to members who have requested them, seven days in advance of the meeting
- Email distribution of agenda and packet to Advisor Network and to other interested parties on the MPO's email contact list

OTHER PUBLIC MEETINGS AND WORKSHOPS

The MPO may wish to schedule other public meetings and workshops in the course of developing a wide variety of planning documents, researching specific issues, conducting surveys and public education campaigns. The MPO commits to maintaining the longstanding notification standard of:

- Posting notices of public meetings a **minimum seven days in advance** on the MPO website,
- Posting agenda and meeting packet, to the extent materials are available, on MPO website
- Email distribution of agenda and packet to Advisor Network and to other interested parties on the MPO's contact list
- Issuing press release to major local newspapers, television and radio stations
- Emailing MPO Advisory Committee members notice of meetings on topics of interest to the Committee members as appropriate

EXCEPTIONS TO NOTIFICATION COMMITMENTS

There are occasions when the MPO is required to act quickly in order to meet a grant deadline, preserve spending authority or respond to an unforeseen opportunity. This is most likely to occur in response to a request by FDOT due to the severe time constraints the agency operates under.

When situations demanding immediate Board action arise, staff may bring proposed actions forward to the MPO Board that the TAC and CAC have not had the opportunity to preview and comment on. This allows the Board to be fully informed of the situation and to take action if it wishes to do so, or to decline to take immediate action and remand the item to one or more Advisory Committee for further study.

FEDERAL COMPLIANCE

AMERICANS WITH DISABILITIES ACT

The Americans with Disabilities Act (ADA), signed into law in 1990, is a landmark civil rights legislation ensuring equal opportunity for people with disabilities to access employment, public facilities, transportation, state and local government services and communications. The ADA requires coordinating with disabled community representatives in the development and improvement of transportation services. Persons with disabilities must also be able to access the sites where public involvement activities occur as well as the information presented. See www.ada.gov for more information.

TITLE VI OF THE CIVIL RIGHTS ACT OF 1965

Title VI of the Civil Rights Act of 1965 prohibits discrimination based upon race, color or national origin. Specifically, 42 USC § 2000d states, “No person in the United States shall, on the grounds of race, color or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.” See www.justice.gov/crt/about/cor/coord/titlevi.php for more information.

EXECUTIVE ORDER 12898 – ENVIRONMENTAL JUSTICE

Executive Order (EO) 12898; Federal Actions to Address Environmental justice in Minority and Low Income Populations. The EO reinforced the requirements of Title VI of the Civil Rights Act of 1964 and focused federal attention on the environmental and human health conditions in minority and low income communities. Furthermore, recent guidance issued by the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) emphasizes the importance of considering and addressing Environmental Justice (EJ) in all phases of the transportation planning process. EJ calls for the fair treatment and meaningful involvement of all people regardless of race, color, national origin or income, and that the benefits, as well as the impacts, of transportation investments are fairly distributed.

EXECUTIVE ORDER 13166 – LIMITED ENGLISH PROFICIENCY

People with Limited English Proficiency (LEP) are those with a primary or home language other than English. EO 13166 requires any agency that receives federal funds to make their activities accessible to non-English speaking individuals. See www.justice.gov/crt/about/cor/13166.php for more information.

FDOT MPO HANDBOOK - COMPLIANCE

CHAPTER SIX PUBLIC INVOLVEMENT

Chapter Six of the FDOT MPO Handbook identifies Federal and State public involvement requirements for Metropolitan Planning Organizations (MPO) in Florida. The primary public involvement document that MPOs must develop and maintain is a Public Participation Plan (PPP) that defines a process for providing interested parties reasonable opportunities to review and comment on MPO work products. In addition, MPOs must make Long Range Transportation Plans (LRTP) and Transportation Improvement Plans (TIP) readily available for public review.

The MPO is required to develop the participation plan in consultation with all interested parties and must, at a minimum, describe explicit procedures, strategies, and desired outcomes for: [23 C.F.R. 450.316(a)(1)]

1. 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 LRTP and the TIP;
2. Providing **timely notice and reasonable access to information** about transportation issues and processes;
3. Employing **visualization techniques to describe LRTPs and TIPs**;
4. Making public information (technical information and meeting notices) **available in electronically accessible formats and means, such as the Internet**;
5. Holding any **public meetings at convenient and accessible locations and times**;
6. **Demonstrating explicit consideration and response to public input received during the development of the LRTP and the TIP**;
7. **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**;
8. **Providing an additional opportunity for public comment, if the final 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;
9. **Coordinating with the statewide transportation planning public involvement and consultation processes; and**
10. **Periodically reviewing the effectiveness** of the public involvement procedures and strategies contained in the PPP to ensure a full and open participation process.

PUBLIC PARTICIPATION PLAN

PUBLIC PARTICIPATION PLAN

When developing the PPP, it is important to allow enough time to receive and respond to public input to find a balance between addressing appropriate public comments and adopting the LRTP within the required timeframe, including any meetings or hearings that take place during that time.

A minimum public comment period of 45 calendar days must be provided before the initial or revised participation plan is adopted by the MPO. Copies of the approved PPP must be provided to the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) for informational purposes; and must be posted on the Internet to the maximum extent practicable. [23 C.F.R. 450.316(a)(3)]

LRTP AND TIP

When **“significant” written and oral comments are received on the draft 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 U.S. Environmental Protection Agency (EPA) transportation conformity regulations (40 C.F.R. Part 93, Subpart A), **a summary, analysis, and report on the disposition of comments are required to be included in the final LRTP and TIP.** [23 C.F.R. 450.316(a)(2)]

The term, *“significant”* is used in State statutes and Federal law but remains undefined.

THE COLLIER MPO DEFINES “SIGNIFICANT” AS ANY COMMENT THAT COULD POTENTIALLY RESULT IN A CHANGE TO THE SCOPE OF A PROJECT OR STUDY, TO REPORTING ON EXISTING CONDITIONS THAT LEADS TO DEFINING ISSUES AND RECOMMENDING SOLUTIONS IN TERMS OF PROJECTS OR POLICIES.

When the MPO area includes Indian Tribal lands, the MPO must appropriately involve the Indian Tribal government(s) in the development of the LRTP and the TIP. [23 C.F.R. 450.316(c)]

The MPO may develop a PPP specific to the LRTP as part of the scope of that project. If this is done, the PPP for the LRTP must be consistent with the overall PPP of the MPO.

Federal Strategies for Implementing Requirements for LRTP Update for the Florida MPOs, U. S. Department of Transportation, November 2012. This additional guidance states that for LRTPs, MPO Boards, their advisory committees, and the public, should have the opportunity to periodically review the LRTP products, interim tasks, and reports that result in the final LRTP documentation. Furthermore, this guidance also states **that final adopted LRTP documentation should be posted to the Internet, and available at the MPO offices, no later than 90 days after adoption.**

PUBLIC PARTICIPATION PLAN

Specific to the TIP, Federal requirements are that the MPO must provide all interested parties with a **reasonable opportunity to comment** on the proposed TIP, as required by the PPP. In addition, the MPO must **publish or otherwise make readily available the TIP for public review, including** (to the maximum extent practicable) **in electronically accessible formats and means, such as the Internet**, as described in the PPP. [23 C.F.R. 450.326(b)], [23 U.S.C. 134 (i)(6) and (7)]

In the event an MPO revises its TIP, the MPO must always use public participation procedures consistent with the MPO's PPP. However, public participation is not required for administrative modifications unless specifically addressed in the PPP. [23 C.F.R. 450.328(a)]

ANNUAL LIST OF PRIORITIZED PROJECTS

Each MPO annually must prepare a list of project priorities and submit the list to the appropriate FDOT District by October 1 of each year. The list must have been **reviewed by the technical and citizens' advisory committees and approved by the MPO before submission to the District**. The annual list of project priorities **must be based upon project selection criteria that consider, among other items, the MPO's public involvement procedures**. [s.339.175(8)(b)(5), F.S.]

**MOST MPOS CONSIDER THEIR STANDING
COMMITTEES TO BE A FUNDAMENTAL PART OF
THEIR PUBLIC INVOLVEMENT ACTIVITIES.**

PUBLIC INVOLVEMENT AND MPO COMMITTEES

Most MPOs consider their standing committees to be a fundamental part of their public involvement activities. **The formation of a technical advisory committee (TAC) and citizens' advisory committee (CAC) are required pursuant to s.339.175(6)(d), F.S. and s.339.175(6)(e), F.S.;** and formation guidance is provided in Chapter 2 of the MPO Handbook.

As an alternative to the use of a CAC, Florida Statute provides provisions for MPOs to adopt an alternate program or mechanism that ensures adequate citizen involvement in the transportation planning process following approval by FHWA, FTA, and FDOT. MPOs may also consider additional standing committees as a public involvement activity to address specific needs, such as bicyclists, pedestrians, and multiuse trails, safety, goods/freight movement, etc. MPOs must address and include their committee activities in the PPP; and are encouraged to detail how the schedule for meetings, agenda packages, and actions of the committees will be communicated with the public and how the public can participate in those meetings.

SUNSHINE LAW

MPOs must provide reasonable notice of meetings and make adequate accommodations to hold open meetings and provide an opportunity for public input. Minutes of meetings must be available for public inspections. **MPOs are prohibited from holding public meetings at a facility or location that discriminates on the basis of sex, age, race, creed, color, origin, or economic status; or that otherwise restrict public access.** The statute establishes penalties for violations of these provisions and exceptions for specific situations. MPOs should consult legal counsel for any questions regarding Florida's Government-in-the-Sunshine Law.

ACRONYMS

ADA	Americans with Disabilities Act
BPAC	Bicycle and Pedestrian Advisory Committee
CFR	Code of Federal Regulations
EJ	Environmental Justice
EO	Executive Order
FAST Act	Fixing America’s Surface Transportation Act
FDOT	Florida Department of Transportation
FHWA	Federal Highway Administration
FTA	Federal Transit Administration
LCB	Local Coordinating Board
LEP	Limited English Proficiency
LRTP	Long Range Transportation Plan
MPO	Metropolitan Planning Organization (interchangeable with TPO)
PIP	Public Involvement Plan (for individual projects)
PPP	Public Participation Plan (adopted by the MPO)
TDP	Transit Development Plan
TDSP	Transportation Disadvantaged Service Plan
TIP	Transportation Improvement Program
TPO	Transportation Planning Organization (interchangeable with MPO)
UPWP	Unified Planning Work Program
USC	United States Code

APPENDICES

- A. GOVERNMENT TO GOVERNMENT PUBLIC INVOLVEMENT POLICY**
- B. LEE COUNTY MPO/COLLIER MPO INTERLOCAL AGREEMENT**
- C. LIMITED ENGLISH PROFICIENCY PLAN**
- D. NONDISCRIMINATION POLICY AND COMPLAINT PROCEDURE**
- E. TRADITIONALLY UNDERSERVED COMMUNITIES**

**APPENDIX A: COLLIER MPO'S GOVERNMENT TO GOVERNMENT
PUBLIC INVOLVEMENT POLICY EFFECTING TRIBAL ENTITIES**

GOVERNMENT TO GOVERNMENT PUBLIC INVOLVEMENT POLICY Adopted June 9, 2017

I. **Purpose:** To promote Tribal involvement in the MPO planning process; initiate and maintain a positive working relationship between the MPO and Tribal governments; promote effective collaboration and communication between the MPO and Tribes;

II. **Goals of Tribal Consultation:**

- To create durable relationships between the Tribes and the MPO based on a mutual respect that promotes coordinated transportation partnerships in service to all of our citizens.
- For the MPO to take a proactive approach to consultation by ensuring Tribal participation in MPO planning processes that may affect Tribal governments, Tribal programs and Tribal citizens.

III. **Consultation Requirements**

Federal Transportation Planning Requirements

23 USC § 135(f)(2)c applies to FDOT, as follows: “With respect to each area of the State under the jurisdiction of an Indian Tribal government, the statewide transportation plan shall be developed in consultation with the Tribal government.”

23 CFR § 450.316(c), Interested parties, participation and consultation, applies to MPOs where an MPO **includes** Indian Tribal lands and provides:

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

23 CFR § 450.316(e), Interested parties, participation and consultation, provides:

- “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 § 450.314.”

In addition to the above-referenced consultation requirements, if a Tribe wishes to access federal transportation funds available to MPOs, the Tribe must do so through the MPO processes as provided by law.

IV. **Definitions**

Collaboration: – Indicates a process in which two or more parties work together to achieve a common set of goals. Collaboration is the timely communication and joint effort that lays the groundwork for mutually beneficial relationships, including identifying issues and problems, identifying solutions and providing follow-up as needed.

Communication: - Refers to verbal, electronic or written exchange of information between the MPO and the Tribe. Generally, posting information on a website or in the newspaper does not constitute consultation. Written correspondence, whether electronic or letter/postal format, should generally be sent to the Tribe Chair with a copy to staff, requesting review and comment on specific plans or

PUBLIC PARTICIPATION PLAN

projects that will affect a Tribe. While Tribal review may occur concurrently with public review, Tribes are not considered the “public” for purposes of such communication.

Consultation – Means that one or more parties confer with other identified parties in accordance with an established process and, prior to taking action(s), considers the views of the other parties and periodically informs them about action(s) taken.” (See 23 CFR Part 450 Planning Assistance and Standards, subpart A §450.104).

Government-to-Government Relations: Refers to an intergovernmental relationship between a federally-recognized Tribe and the MPO Board during which consultation, meetings, and communications occur between top-level officials of the MPO and the Tribe.

Tribal Sovereignty: Refers to a unique, political relationship between American Indians and the United States government that recognizes that Tribes are sovereign nations with recognized powers of self-government.

V. Effected Tribes

The two Federally-recognized Tribes with land holdings within or abutting Collier County are:

- The Miccosukee Tribe of Indians of Florida, represented by the Business Council, consisting of Chairman, Assistant Chairman, Treasurer, Secretary, and Lawmaker

Mailing address:

PO Box 440021

Tamiami Station

Miami, FL 33144

(o) 305-223-8380

- The Seminole Tribe of Florida, represented by the Tribal Council comprised of Chairman, Vice Chairman, Big Cypress Councilman, Brighton Councilman, and Hollywood Councilman

Mailing address:

Attn: Chairman and General Counsel

6300 Stirling Rd

Hollywood, FL 33024

(o) 239-354-5220 x 11402

This policy also extends to The Council of the Original Miccosukee Simanolee Nation Aboriginal Peoples, which has not sought Federal recognition. The Council’s contact information is as follows:

Bobby C. Billie, One of the Clan Leaders and Spiritual Leader

Council of the Original Miccosukee Simanolee Nation Aboriginal Peoples

PO Box 1452

PUBLIC PARTICIPATION PLAN

Lake Placid, FL 33862

Email: Ancienttrees@hotmail.com

For FedEx deliveries mail to:

Bobby C. Billie

258 Boston Way

Lake Placid, FL 33852

VI. **Core Principles**

1. The MPO wishes to establish a Government-to-Government relationship and communication protocol in recognition of the principle of Tribal sovereignty.
2. The MPO recognizes that good faith, mutual respect, and trust are fundamental to meaningful collaboration and communication between governmental entities.
3. Formal communication and consultation will take place between the MPO Chair or Vice Chair and the Tribal Chair or Assistant/Vice Chair. Written notification in the form of an email or letter requesting consultation may be initiated by either the Tribal government or the MPO and should include the following information:
 - Identify the proposed action, program or project requiring consultation; and
 - Identify the personnel authorized to consult on behalf of the MPO and the Tribe.
4. Informal Communications may occur between MPO and designated Tribal staff members on an as-needed basis. The MPO will include designated Tribal staff members or representatives on email distribution lists to receive notifications of all upcoming MPO advisory committee and Board meetings. MPO staff will provide convenient access to meeting agendas and packets for review and be available to answer questions.

VII. **Application of Tribal Consultation Policy**

1. The MPO will make a good-faith effort to review all proposed plans, policies, rulemakings, actions or other aspects of the transportation planning process that may affect or impact Tribal resources and determine whether Tribal consultation or collaboration may assist in the process. The MPO will notify Tribal governments and inquire whether Tribal consultation should occur. Tribal Officials have the discretion whether to engage in the consultation process. Consultation will be initiated by formal, written request.
2. If the MPO does not receive a response from a Tribe requesting a response to a proposed plan, project or other matter that may affect or impact a Tribal government, the MPO is encouraged to follow up further with the Tribal government to ascertain its level of interest. If no response is provided, the MPO believes that it is only appropriate to move forward after the following: (a) directly contacting a Tribal government authorized representative to solicit its participation, review and comment after providing sufficient time for the Tribe's review and response; (b) that the direct communication/request for information or comment include a date when the MPO would like the response; and (c) that a minimum of thirty (30) days be provided for the Tribal government to provide for requests for information, or review and comment on draft documents.

PUBLIC PARTICIPATION PLAN

3. The MPO recognizes that formal consultation may not be required in all situations or interactions. Tribal staff members and MPO staff may communicate on an as-needed basis. These communications do not negate the authority of the MPO and the Tribes to pursue formal consultation.
4. This policy will not diminish any administrative or legal remedies otherwise available by law to the MPO or the Tribe. This policy shall not be construed to waive the sovereign immunity of any party or create a cause of action for either party for failing to comply with this policy.
5. This policy is a working document and may be revised as needed. The MPO will consult periodically with the Tribes to evaluate its effectiveness and determine the need for revision.
6. The policy shall become effective upon the date signed by the MPO Chair following approval by the MPO Board.

APPENDIX B: LEE COUNTY MPO/COLLIER MPO INTERLOCAL AGREEMENT

**2018 AMENDMENT TO
INTERLOCAL AGREEMENT FOR JOINT REGIONAL
TRANSPORTATION PLANNING AND COORDINATION BETWEEN
THE COLLIER AND LEE COUNTY MPOS**

This INTERLOCAL AGREEMENT (hereinafter the Agreement) is made and entered into as of the date last signed below by and between the Collier Metropolitan Planning Organization (hereinafter the Collier MPO) and the Lee County Metropolitan Planning Organization (hereinafter the Lee County MPO).

Whereas, the Lee County and Collier Metropolitan Planning Organizations (MPOs) are the duly designated and constituted agencies responsible for carrying out the metropolitan transportation planning and programming processes for the Cape Coral and Bonita Springs-Naples Urbanized Areas; and

Whereas, the 2000 Census, while identifying distinct and separate Bonita Springs-Naples and Cape Coral Urbanized Areas, also determined that the Naples Urbanized Area had expanded into the metropolitan planning area of the Lee County MPO to become the Bonita Springs-Naples Urbanized Area; and

Whereas, the elected and appointed officials comprising the policy boards of the Collier MPO and the Lee County MPO recognize the benefits of regional cooperation; and

Whereas, on October 17, 2002, at a joint meeting, the members of the Collier MPO and Lee County MPO voted unanimously for staff not to pursue consolidation of the MPOs or alter their common metropolitan planning area boundary; and

Whereas, on October 17, 2002, at a joint meeting, the members of the Collier MPO and Lee County MPO voted unanimously for staff to coordinate transportation planning and policy activities in this bi-county region to promote regional transportation solutions and enhance overall regional transportation system efficiency using a straightforward, resourceful method; and

Whereas, the parties agree that the MPOs should continue coordination efforts by having a member of each MPO's staff serve as a voting member of the other's technical advisory committee and by holding joint MPO policy board meetings on an as-needed basis and when necessary to resolve otherwise irresolvable differences; and

Whereas, staff and policy board members from both the Collier and Lee County MPOs also already coordinate regional transportation issues through participation in the Metropolitan Planning Organization Advisory Council (MPOAC), the District One Coordinated Urban Transportation Studies (CUTS) Committee, and the Southwest Florida Regional Planning Council (SWFRPC); and

PUBLIC PARTICIPATION PLAN

Whereas, the Collier and Lee County MPOs executed an agreement on January 27, 2004 and amended it in January 2006 to develop a joint regional long range transportation plan and joint long range regional transportation priorities; and

Whereas, the Collier and Lee County MPOs executed an amended agreement on March 20, 2009 to update the joint coordination activities to match the current requirements and processes at the time; and

Whereas, certain provisions of the amended Agreement now need updating;

NOW, THEREFORE, in consideration of the covenants made by each party to the other and of the mutual benefits to be realized by the parties hereto, the Collier MPO and Lee County MPO hereby agree as follows:

Section 1. Authority. This Interlocal Agreement is entered into pursuant to the general authority of Sections 339.175, Florida Statutes, relating to metropolitan planning organizations, and 163.01, Florida Statutes, relating to interlocal agreements.

Section 2. Purpose. The purpose of this Agreement is to promote and establish a forum for communication and coordination between the Collier and Lee County MPOs and to foster joint regional cooperation and conduct regarding transportation planning in accordance with Section 339.175, Florida Statutes, 23 C.F.R. 450.312, and the goals and requirements of current applicable Federal transportation appropriations legislation. More specifically, this Agreement establishes the commitment by the parties to develop joint regional transportation planning products and processes for the bi-county region of Collier and Lee Counties and provides targeted timeframes for the accomplishment of these products and processes.

Section 3. Staff-level Coordination. Each party will continue to maintain a representative of the other party's staff agency as a voting member of its Technical Advisory Committee.

Section 4. Joint Meetings and Quorum Requirements. Joint meetings of the governing boards, and advisory committees of the Collier and Lee County MPOs will be held at least annually. Quorum requirements for each MPO's Technical Advisory Committee at the joint meetings will be consistent with their respective bylaws, after leaving out the SWFRPC and MPO staff representatives from the quorum calculations. However, during voting on any items, while the SWFRPC representatives will each have a single vote, MPO representatives will abstain from voting as they provide the administrative support at these meetings. Quorum requirements for each MPO's Citizens Advisory Committee and Bicycle-Pedestrian Advisory Committee at the joint meetings will be as established for each committee under their respective MPO bylaws.

Section 5. Planning Products and Timeframes. The parties hereby agree to coordinate and collaborate in good faith and with due diligence to develop the following joint regional planning products by the target dates set out by each product described below:

(a) Joint Regional Long Range Transportation Plan (LRTP)

The parties will continue to maintain and update as necessary the Joint Regional Multi-Modal Transportation System. The system will continue to remain a component of each MPO's LRTP and will continue to identify a network of regionally significant transportation corridors, facilities, and services. The two MPOs continue to participate in the development and implementation of the FDOT Districtwide Florida Standard Urban Transportation Model Structure (FSUTMS) through the Coordinated Urban Transportation Studies (CUTS) meetings and coordination with FDOT.

Each MPO has adopted a 2040 LRTP. The 2045 LRTP is due to be adopted in 2020. During the development of each MPO's 2045 LRTP update, the parties agree to identify where improvements may be needed, to propose and test appropriate alternative system improvements, and update the current joint regional long range transportation plan addressing those needs. The parties further agree to incorporate this regional plan in the updates of their own LRTPs, and to agree on any refinements or modifications to the regional plan that either MPO may wish to include in its LRTP prior to or concurrent with the adoption of their LRTPs. The joint regional long range transportation plan shall be published in and adopted as part of each MPO's LRTP. The target date for adoption of the initial LRTPs thus coordinated is December 2020.

The parties agree that amendments to their LRTPs affecting the joint regional long range transportation plan must be approved by both MPOs' governing boards.

(b) Joint Regional Project Priorities

On the basis of the Joint Regional Multi-Modal Transportation System addressed in paragraph 5(a) above, the MPOs agree to continue adopting priorities for funding unprogrammed improvements on the network that will be competing for statewide discretionary funding within the next six fiscal years, and include said projects in the respective MPO's project priorities adopted in the summer. The MPOs also agree to continue adopting priorities jointly for improvements to transportation facilities and services on the identified regional network that are competing for funding through the state's Transportation Regional Incentive Program (TRIP). Both sets of Joint Regional Project Priorities must be adopted by each MPO's governing board. Either MPO governing board may require that the Joint Regional Project Priorities be reconsidered at any time. This collaboration and the products developed will recur each subsequent year during the duration of this Agreement and will be a continuing obligation and commitment.

(c) Joint Regional Public Involvement Process Component

The parties will collaborate to maintain the Joint Regional Public Involvement Component which shall continue to be included in each MPO's existing Public

Involvement Plan. This Joint Regional Component prescribes public notice and outreach actions and measures to assure public access and involvement for all joint regional activities including development of the Joint Regional Long Range Transportation Plan component and annual regional priority list within the bi-county area. Any amendments to this Joint Regional Public Involvement Process Component must be approved by both MPO's governing boards.

(d) **Joint Regional Web Page**

The parties will collaborate to maintain the Collier and Lee County MPO Joint Regional Web Page. The Web Page is hosted in the Lee County MPO Web Site, and maintained and updated as necessary by Lee County MPO staff. A link to this web page will continue to be provided in the Collier MPO Web Site.

Section 6. Staff Services and Costs. The directors and staffs of each MPO will be responsible for development and maintenance of the joint regional products identified in this Agreement, subject to review and final approval by each MPO governing board. In this regard, each MPO will cooperate to assign and share equitably the needed staff resources to accomplish these regional efforts as specified in their respective Unified Planning Work Programs (UPWP). The cost of staff or consultant services provided by one party for the mutual benefit of both parties shall be split between the parties in proportion to their annual allocations of FHWA planning funds as shown in their latest adopted Unified Planning Work Programs. Similarly, direct costs for the joint regional efforts and products identified in this Agreement will be split between the parties in proportion to their annual allocations of FHWA planning funds.

Either party may also provide staff services to, or provide for the use of its consultants by, the other party, in which event the benefiting party shall reimburse the party providing the services for its full cost of the services rendered, including any associated direct expenses and any applicable share of personnel benefits and allocated indirect costs. The parties agree to invoice each other at the end of each monthly or quarterly accounting period for all expenses thus incurred on the other's behalf during that period. The parties further agree, as may be necessary in order to carry out the terms and commitments of this Agreement, to cooperate in seeking federal, state and local funding for the joint regional products to be developed.

Section 7. Conflict Resolution. The parties to this Agreement concur that if an issue is otherwise irresolvable, their staffs will organize a joint meeting of the MPO governing boards to resolve said matter. If the parties are unable to resolve the issue at the joint meeting, they agree to submit the issue to the Southwest Florida Regional Planning Council for non-binding arbitration. Notwithstanding any such resolution process, the parties to this agreement do not waive their respective rights to seek declaratory judgment as provided in Chapter 86, Florida Statutes.

Section 8. Duration of Agreement. This Agreement shall have an initial term of five (5) years, commencing on the date first above written, and shall automatically renew at the end of five (5) years for an additional five (5)-year term and every five years thereafter unless terminated or rescinded as set out in Section 10, herein. Prior to the end of each five (5)-year term, the parties shall reexamine the terms hereof for possible amendment. However, the failure to amend or reaffirm the terms of this Agreement shall not invalidate or otherwise terminate this Agreement.

PUBLIC PARTICIPATION PLAN

Section 9. Modification. This Agreement may be modified at any time, but only by a new or addendum interlocal agreement duly signed by both parties.

Section 10. Termination-Rescission. This Agreement shall continue in force unless terminated with or without cause by either party by providing thirty (30) days written notice to the other party.

Section 11. Liability. The parties agree that nothing created or contained in this Agreement shall be construed, interpreted or inferred to establish any joint liability amongst or between one or more of the parties by the actions or omissions of its individual employees or agents acting pursuant to the terms of this Agreement. In this regard, each party agrees that it shall be solely responsible and bear its own cost of defending any claim or litigation arising out of the acts or omissions of its employees or agents for actions or omissions in carrying out the terms and provisions of this Agreement. Finally, pursuant to Section 768.28, Florida Statutes each party agrees to indemnify, hold harmless and defend the other party against any claims or causes of action based upon the individual acts or omissions of its employees or agents.

Section 12. Notice. Any notice provided for herein, including the written notice referenced in Section 10 above, shall be provided by Certified Mail, Return Receipt Requested, to the other party's representatives listed below at the following addresses:

Director

Collier MPO

2885 South Horseshoe Drive

Naples, Florida 34104

Director

Lee County MPO

P.O. Box 150045

Cape Coral, Florida 33915-0045

Notice shall be deemed received on the first business day following actual receipt of the notice. The parties will promptly notify the other in writing of any change to their respective addresses.

As required by Section 163.01(11), Florida Statutes, this Interlocal Agreement and all future amendments hereto shall be filed with the Clerks of the Circuit Courts of Collier and Lee Counties, Florida.

IN WITNESS WHEREOF, the parties herein have executed this Agreement by their duly authorized officials as of the day and year written below.

Commissioner Penny Taylor, Chair

Collier MPO

Councilman Rick Williams, Chair

Lee County MPO

PUBLIC PARTICIPATION PLAN

Date: _____

Date: _____

Approved as to form and legality:

Scott R. Teach, Deputy Collier County Attorney

Derek Rooney, Lee County MPO Attorney

APPENDIX C. Limited English Proficiency Plan

LIMITED ENGLISH PROFICIENCY PLAN

The Collier Metropolitan Planning Organization (MPO) is responsible for a continuing, cooperative, and comprehensive transportation planning process in Collier County (as well as a small portion of Lee County included in the MPO's Planning Area). This planning process guides the use of federal and state dollars spent on existing and future transportation projects or programs, and the **Limited English Proficiency (LEP) Plan** plays an integral role in this process. This document will detail the LEP Plan, developed in conjunction with best practice standards for public involvement.

Introduction

On August 11, 2000, President William J. Clinton signed an executive order, **Executive Order 13166: Improving Access to Service for Persons with Limited English Proficiency**, to clarify Title VI of the Civil Rights Act of 1964. Its purpose was to ensure accessibility to programs and services to eligible persons who are not proficient in the English language.

This executive order stated that individuals who do not speak English well and who have a limited ability to read, write, speak, or understand English are entitled to language assistance under Title VI of the Civil Rights Act of 1964 with respect to a particular type of service, benefit, or encounter. It reads in part,

“Each Federal agency shall prepare a plan to improve access to its federally conducted programs and activities by eligible LEP persons. Each plan shall be consistent with the standards set forth in the LEP Guidance, and shall include the steps the agency will take to ensure that eligible LEP persons can meaningfully access the agency's programs and activities.”

Not only do all federal agencies have to develop LEP Plans, as a condition of receiving federal financial assistance, but also state and local recipients are required to comply with Title VI and LEP guidelines of the federal agency from which they receive funds.

Federal financial assistance includes grants, training, use of equipment, donations of surplus property and other assistance. Recipients of federal funds range from state and local agencies to nonprofits and other organizations. Title VI covers a recipient's entire program or activity. This means all components of a recipient's operations are covered. Simply put, any organization that receives federal financial assistance is required to follow this Executive Order.

The US Department of Transportation (DOT) published: **“Policy Guidance Concerning Recipients' Responsibilities to Limited English Proficient Person”** in the December 14, 2005 Federal Register. The guidance explicitly identifies MPOs as organizations that must follow this guidance:

*The guidance applies to all DOT funding recipients, which include state departments of transportation, state motor vehicle administrations, airport operators, **metropolitan planning organizations**, and regional, state, and local transit operators, among many others. Coverage extends to a recipient's entire program or activity, i.e., to all parts of a recipient's operations. This is true even if only one part of the recipient receives the Federal assistance. For example, if DOT provides assistance to a state department of*

PUBLIC PARTICIPATION PLAN

transportation to rehabilitate a particular highway on the National Highway System, all of the operations of the entire state department of transportation—not just the particular highway program or project—are covered by the DOT guidance.

The intent of this **Limited English Proficiency Plan** is to ensure access to the planning process and information published by the MPO where it is determined that a substantial numbers of residents in the Collier MPO Planning Area do not speak or read English proficiently. The production of multilingual publications and documents and/or interpretation at meetings or events will be provided to the degree that funding permits based on current laws and regulations.

Laws and Policies Guiding Limited English Proficiency Plans

As part of Metropolitan Planning Organization certification by the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA), the *LEP Plan* will be assessed and evaluated. The following matrix illustrates these laws, policies and considerations:

Title VI of the Civil Rights Act of 1964	Limited English Proficiency Executive Order 13166
Federal Law	Federal Policy
Enacted in 1964	Enacted in August 2000
Considers all persons	Considers eligible population
Contains monitoring and oversight compliance review requirements	Contains monitoring and oversight compliance review requirements
Factor criteria is required, no numerical or percentage thresholds	Factor criteria is required, no numerical or percentage thresholds
Provides protection on the basis of race, color, and national origin	Provides protection on the basis of national origin
Focuses on eliminating discrimination in federally funded programs	Focuses on providing LEP persons with meaningful access to services using four factor criteria
<i>Annual Accomplishment and Upcoming Goals Report to FHWA</i>	<i>Annual Accomplishment and Upcoming Goals Report to FHWA</i>

Who is an LEP individual?

As defined in the 2000 United States Census, it is any Individual who speaks a language at home other than English as his/her primary language, **and** who speaks or understands English ‘not well’ or ‘not at all’.

Determining the need

As a recipient of federal funding, the MPO must take reasonable steps to ensure meaningful access to the information and services it provides. As noticed in the **Federal Register/ Volume 70, Number 239/ Wednesday, December 14, 2005/ Notices**, there are four factors to consider in determining “reasonable steps”.

- Factor 1 - The number and proportion of LEP persons in the eligible service area;
- Factor 2 - The frequency with which LEP persons encounter MPO programs;

PUBLIC PARTICIPATION PLAN

- Factor 3 - The importance of the service provided by MPO programs;
- Factor 4 - The resources available and overall cost to the MPO.

The DOT Policy Guidance gives recipients of federal funds substantial flexibility in determining what language assistance is appropriate based on a local assessment of the four factors listed above. The following is an assessment of need in Collier MPO’s Planning Area in relation to the four factors and the transportation planning process.

LEP Assessment for the Collier MPO

Factor 1. The Number and proportion of LEP persons in the eligible service area

The first step towards understanding the profile of individuals who could participate in the transportation planning process is a review of Census data. Tables 1 and 2 on the following pages display the primary language spoken and number of individuals that are LEP.

For our planning purposes, we are considering people that speak English ‘less than very well’ and only the top four language groups are included in the analysis.

Table 1, derived from the 2010 US Census, shows the number and percent of the population, with regard to their English language skills, for the cities and the unincorporated portions of the county within the MPO area. As indicated, over 15% of the MPO area population 5 years of age or older is not proficient in English; that is, they speak English less than ‘very well’.

Table 1: Limited English Proficient Persons in the MPO Planning area and local jurisdictions				
2010 Census Data and 2007-2011 American Community Survey 5 year estimates				
Jurisdiction	Population	Population 5 years and over	Number of LEP Persons (5 years and over)	Percentage of LEP Persons (5 years and over)
Everglades City	334	310	0	0.00%
City of Naples	20,091	19,667	724	3.68%
City of Marco Island	16,573	16,172	1,199	7.41%
Naples Area (including the unincorporated county)	320,087	302,602	49,895	16.49%
Collier MPO Area (includes all cities and unincorporated county)	357,085	338,751	51,818	15.30%

Table 2 shows the number and percent of LEP persons by language spoken at the individual’s home. Of the LEP persons within the MPO area, 12.12% speak Spanish at home making this the most significant percentage of the area’s population. The second most common language of the area’s LEP population is Other Indo-European languages, with 2.79%. Asian and Pacific Islander languages represent 0.32% and 0.06% speak “other” languages at home.

PUBLIC PARTICIPATION PLAN

Table 2: Language Spoken at Home by LEP Persons - Collier MPO Planning Area				
2010 Census Data and 2007-2011 American Community Survey 5 year estimates				
LEP Persons	Spanish Language	Other Indo-European Languages	Asian & Pacific Islander Languages	Other Languages
5 years and over - Everglades City	0	0	0	0
5 years and over - City of Naples	363	297	10	54
5 years and over - Marco Island	903	259	37	0
5 years and over - Naples Area (including the unincorporated county)	39,806	8,906	1,041	142
5 years and over - Total	41,072	9,462	1,088	196
Percent of Total Population 5 years and over	12.12%	2.79%	0.32%	0.06%

Factor 2. The frequency in which LEP Persons encounter MPO programs

The MPO documents phone inquiries, public meetings and office visits. To date, the MPO has had no requests for interpreters and no requests for translated program documents or publications by either individuals or groups.

Factor 3. The importance of the service provided by the MPO program

MPO programs use federal funds to plan for future transportation projects, and therefore do not include any direct service or program that requires vital, immediate or emergency assistance, such as medical treatment or services for basic needs (like food or shelter). Further, the MPO does not conduct required activities such as applications, interviews or other activities prior to participation in its programs or events. Involvement by any citizen with the MPO or its committees is voluntary.

However, the MPO must ensure that all segments of the population, including LEP persons, have been involved or have had the opportunity to be involved in the transportation planning process to be consistent with the goal of the Federal Environmental Justice program and policy. The impact of proposed transportation investments on underserved and under-represented population groups is part of the evaluation process in use of federal funds in three major areas for the MPO:

- the biennial Unified Planning Work Program,
- the five year Transportation Improvement Program,
- the Long Range Transportation Plan, covering 20+ years.

Inclusive public participation is a priority consideration in other MPO plans, studies and programs as well. The impacts of transportation improvements resulting from these planning activities have an impact on all residents. Understanding and continued involvement are encouraged throughout the process. The MPO is concerned with input from all stakeholders, and makes every effort to ensure that the planning process is as inclusive as possible.

As a result of the long range transportation planning process, selected projects receive approval for federal funding and progress towards project planning and construction under the responsibility of local jurisdictions or state transportation agencies. These state and local organizations have their own policies

PUBLIC PARTICIPATION PLAN

to ensure LEP individuals can participate in the process that shapes where, how and when a specific transportation project is implemented.

TRANSLATION OF MPO DOCUMENTS IS NOT CONSIDERED TO BE WARRANTED AT THIS TIME.

THE MPO WILL CONTINUE EFFORTS TO COLLABORATE WITH STATE AND LOCAL AGENCIES TO PROVIDE LANGUAGE TRANSLATION AND INTERPRETATION SERVICES WHEN PRACTICAL AND FUNDING IS AVAILABLE

Factor 4. The resources available and overall MPO cost

Given the size of the LEP population in the MPO area, the current financial constraints of the MPO and the expense of full multi-language translations of large transportation plan documents and maps which have frequent changes and are not often used by the public, translation of MPO documents is not considered to be warranted at this time.

The MPO will continue efforts to collaborate with state and local agencies to provide language translation and interpretation services when practical and funding is available. Spanish and other language outreach materials from organizations such as federal, state, and local transportation agencies will be used when possible. The MPO will monitor increases in the LEP population and adjust its LEP policy accordingly. If warranted in the future, the MPO will consider new techniques to reach the LEP population, such as (1) the translation of executive summaries for key MPO documents, such as the Long Range Transportation Plan, the Transportation Improvement Program, and the Public Involvement Plan, and (2) the translation of document summaries, brochures or newsletters, which are designed to capture significant points of the full document. Additionally, the MPO currently has an employee that is fluent in both English and Spanish. In addition, Collier County Growth Management Division and the Alternative Transportation Modes Department have employees fluent in both English and Spanish and are available as interpreters as needed. Additionally, the MPO will explore the use of volunteer translators (including multi-lingual MPO Committee and LCB members) to assist with citizen outreach.

MEETING THE REQUIREMENTS

Engaging the diverse population within the MPO area is important. The MPO is committed to providing quality services to all citizens, including those with limited English proficiency. All language access activities detailed below will be coordinated in collaboration with the MPO Board and staff.

Safe Harbor Stipulation

Federal law provides a 'safe harbor' stipulation so recipients of federal funding can ensure compliance with their obligation to provide written translations in languages other than English with greater certainty. A 'safe harbor' means that as long as a recipient (the MPO) has created a plan for the provision of written translations under a specific set of circumstances, such action will be considered strong evidence of compliance with written translation obligations under Title VI.

However, failure to provide written translations under the circumstances does not mean there is noncompliance, but rather provides for recipients a guide for greater certainty of compliance in accordance with the four factor analysis. Evidence of compliance with the recipient's written translation

PUBLIC PARTICIPATION PLAN

obligations under ‘safe harbor’ includes providing written translations of vital documents for each eligible LEP language group that constitutes 5% or 1,000 persons, whichever is less of eligible persons served or likely to be affected. (Note: At this time, as evidenced in [Table 2 on page 46](#), data on area language groups indicates that this requirement does not apply.) Translation also can be provided orally. The ‘safe harbor’ provision applies to the translation of written documents only. It does not affect the requirement to provide meaningful access to LEP individuals through competent oral interpreters where oral language services are needed and reasonable to provide.

Providing Notice to LEP Persons

US DOT guidance indicates that once an agency has decided, based on the four factors, to provide language services, it is important that the recipient notify LEP persons of services available free of charge in a language the LEP persons would understand. Example methods for notification include:

1. Signage that indicates when free language assistance is available with advance notice;
2. Stating in outreach documents that language services are available;
3. Working with community-based organizations and other stakeholders to inform LEP individuals of MPO services and the availability of language assistance;
4. Using automated telephone voice mail or menu to provide information about available language assistance services;
5. Including notices in local newspapers in languages other than English;
6. Providing notices on non-English-language radio and television about MPO services and the availability of language assistance; and
7. Providing presentations and/or notices at schools and community based organizations (CBO).

If deemed essential in the future in light of revised census data, the MPO will publicize the availability of interpreter services, free of charge, at least 7 days prior to MPO Board and committee meetings, workshops, forums or events which will be noticed on the MPO website, in meeting notices (packets), and using the following additional tools as appropriate:

- signage
- public outreach materials
- community-based organizations
- local newspapers
- Collier County library systems

The MPO defines an interpreter as a person who translates spoken language orally, as opposed to a translator, who translates written language and transfers the meaning of written text from one language into another. The MPO will request language interpreter services from MPO committee members or volunteers, as needed. As covered under Title VI requirements for nondiscrimination, at each meeting, the MPO will provide Title VI material and include this material in an alternative language when applicable.

Language Assistance

A goal of the PPP is to provide user-friendly materials that will be appealing and easy to understand. The MPO may provide on an “as needed” basis, executive summaries in alternative formats, such as brochures or newsletters, depending on the work product.

MPO Staff Training

This LEP Plan is incorporated in the PIP to maintain meaningful access to information and services for LEP individuals, the MPO will properly train its employees to assist in person, and/or by telephone, LEP individuals who request assistance. MPO Board members will receive a briefing on the PIP & LEP Plan, assuring that they are aware of and understand how the PIP implements the LEP Plan.

**APPENDIX D. NONDISCRIMINATION PLAN AND COMPLAINT
PROCEDURE**

Title VI Nondiscrimination Program Policy and Complaint Procedure

Introduction

The Collier MPO is a recipient of federal funds from the U.S. Department of Transportation modal agencies, including the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA). All recipients of federal funding must comply with the requirements of Title VI of the Civil Rights Act of 1964 and other nondiscrimination statutes, regulations and authorities. This Implementation Plan describes how the Department effectuates nondiscrimination in the delivery of its federally assisted programs, services and activities. The Plan includes the structure of the MPO's Title VI/Nondiscrimination program as well as the policies, procedures and practices that the Department uses to comply with nondiscrimination requirements. The Plan is intended to be a living document, regularly policed and updated by the Department to meaningfully reflect the program as it changes and grows. Anyone wishing to provide input into the Department's Title VI/Nondiscrimination Implementation Plan is encouraged to contact the Title VI/Nondiscrimination Program Coordinator, Anne McLaughlin at AnneMcLaughlin@dot.state.fl.us or 239-252-8192 or by writing at 2885 South Horseshoe Drive, Naples, FL 34104.

Policy Statement

It is the policy of the MPO to comply with all federal and state authorities requiring nondiscrimination, including but not limited to Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 (ADA), the Age Discrimination Act of 1975 and Executive Order 12898 (Environmental Justice) and 13166 (Limited English Proficiency). The MPO does not and will not exclude from participation in; deny the benefits of; or subject anyone to discrimination on the basis of race, color, national origin, sex, age, disability or income. In addition, the MPO complies with the Florida Civil Rights Act, and does not permit discrimination on the basis of religion or family status in its programs, services or activities.

The Collier MPO has adopted the Florida Department of Transportation's (Department) Title VI/Nondiscrimination policy and ADA policy by reference. Topic No.:275-010-010-f–Title VI Program and Related Statutes-Implementation and Review Procedures.

The Department's Title VI/Nondiscrimination policy and ADA policy statement may be found at: <http://www.dot.state.fl.us/equalopportunityoffice/TitleVI/001-275-006.pdf>. Those requiring information in alternative formats or in a language subject to the Department's Limited English Proficiency (LEP) Plan, should contact the Title VI/Nondiscrimination Coordinator.

MPO DISCRIMINATION COMPLAINT PROCEDURE

Any person who believes that he or she, or any specific class of persons, has been subjected to discrimination or retaliation prohibited by the Title VI of the Civil Rights Act of 1964, as amended, and related statutes, under the MPO's planning process may file a written complaint.

The MPO encourages the filing of a complaint in writing which includes a name, address, and other information so that you may be contacted in regards to the matter. Please see the Title VI Complaint

PUBLIC PARTICIPATION PLAN

Form. The MPO will investigate complaints received no more than 180 days after the alleged incident. The MPO will process complaints that are complete.

- All complaints will be investigated promptly. Reasonable measures will be undertaken to preserve any information that is confidential. The MPO's Title VI Specialist will review every complaint to determine if our office has jurisdiction.
- Within ten (10) calendar days, the Title VI Specialist will acknowledge receipt of the allegation(s), inform the Complainant of action taken or proposed action to process the allegation(s), and advise the Complainant of other avenues of redress available, such as the FDOT's Equal Opportunity Office (EOO).
- The MPO has sixty (60) calendar days to investigate the complaint. If more information is needed to resolve the complaint, the MPO's Title VI Specialist will contact the complainant. The complainant has 10 business days from the date of the letter to send the requested information to the Title VI Specialist. If the Title VI Specialist is not contacted by the complainant or does not receive the additional information within 15 business days, the MPO may administratively close the case. A case can also be administratively closed if the complainant no longer wishes to pursue their case.
- At a minimum, the investigation will:
 - Identify and review all relevant documents, practices, and procedures;
 - Identify and interview persons with knowledge of the Title VI violation, including the person making the complaint, witnesses, or anyone identified by the complainant; anyone who may have been subject to similar activity or anyone with relevant information.
- Within ninety (90) calendar days of the complaint, the MPO's Title VI Specialist 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. An LOF summarizes the allegations and the interviews regarding the alleged incident, and explains whether any disciplinary action, additional training of the staff members or other action will occur.
- If no violation is found and the complainant wishes to appeal the decision, he/she has fourteen (14) days after the date of the letter or the LOF to do so.
- If the issue has not been satisfactorily resolved through the MPO's investigation, or if at any time the person(s) request(s) to file a formal complaint, the recipient's MPO Title VI Specialist shall refer the Complainant to the FDOT's District One Title VI Coordinator for processing in accordance with approved State procedures.
- The MPO's Title VI Specialist will advise the FDOT's District One Title VI Coordinator within five (5) calendar days of the completed investigation. The following information will be included in every notification to the FDOT's District One Title VI Coordinator:

PUBLIC PARTICIPATION PLAN

- (a) Name, address, and phone number of the Complainant.
 - (b) Name(s) and address(es) of Respondent.
 - (c) Basis of complaint (i.e., race, color, national origin, sex, age, disability, religion, familial status or retaliation).
 - (d) Date of alleged discriminatory act(s).
 - (e) Date of complaint received by the recipient.
 - (f) A statement of the complaint.
 - (g) Other agencies (state, local or Federal) where the complaint has been filed.
 - (h) An explanation of the actions the recipient has taken or proposed to resolve the allegation(s) raised in the complaint.
- The MPO's Title VI Specialist will maintain a log of complaints received by the MPO. The log will include the following information:
 - Name of Complainant
 - Name of Respondent
 - Basis of Complaint (i.e., race, color, national origin, sex, age, disability, religion, familial status or retaliation)
 - Date complaint was received by the recipient
 - Date that the MPO Title VI Specialist notified the FDOT's District One Title VI Coordinator of the complaint
 - Explanation of the actions the recipient has taken or proposed to resolve the issue raised in the complaint

The MPO's planning process is conducted in accordance with Title VI of the Civil Rights Act of 1964 and Related Statutes. Any person or beneficiary who believes as part of the MPO planning process they have been discriminated against because of race, color, religion, sex, age, national origin, disability, or familial status may file a complaint with the Collier MPO Title VI Specialist Anne McLaughlin (239) 252-5884 by writing Ms. McLaughlin at 2885 South Horseshoe Dr., Naples, FL 34104 or via email at: annemclaughlin@colliergov.net; or by contacting Brandy Otero, Senior Planner, by phone at 239-252-5859, in writing at the above address, or via email at: brandyotero@colliergov.net

Title VI Complaint Form

Before completing this form, please read the Collier MPO's Title VI Complaint Procedures located on our website or by visiting our office.

The following information is necessary and required to assist in processing your complaint. If you require assistance in completing this form, please contact us at the phone number listed. Complaints must be filed within 180 calendar days after the date alleged discrimination occurred.

Complainant's Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____ Telephone

Numbers: Home _____ Work: _____ Cell: _____

E-mail Address: _____

Date of alleged discrimination: _____

Which of the following best describes the reason you believe the discrimination took place?

Was it because of your: Race Color: _____ National Origin: _____

Person discriminated against (if someone other than complainant). Please confirm that you have obtained the permission of the aggrieved party if you are filing on behalf of a third party.

Name _____

Address: _____

City: _____ State: _____ Zip Code: _____

Have you filed this complaint with any other federal, state, or local agency?

Yes No

If yes, check each box that applies:

PUBLIC PARTICIPATION PLAN

- Federal Transit Administration
- Department of Transportation
- Dept. of Justice
- Equal Opportunity Commission
- Other: _____

Have you filed a lawsuit regarding this complaint?

- Yes No

In your own words, describe the alleged discrimination. Explain what happened and whom you believe was responsible. Include specific details such as names, dates, times, route numbers, witnesses, and any other information that would assist us in our investigation of the allegations. Please also provide any other documentation that is relevant to this complaint.

Complainant's Signature

Date

APPENDIX E – TRADITIONALLY UNDERSERVED COMMUNITIES

Environmental Justice Communities / Traditionally Underserved Communities

The Federal Highway Administration (FHWA) advised the MPO during the quadrennial Transportation Management Area (TMA) review in 2016 to incorporate an analysis of Environmental Justice Communities and issues in all new plans and studies. The FHWA advised MPO staff to include the type of analysis conducted for the MPO's Transportation Disadvantaged Service Plan.

According to guidance published by the Florida Department of Transportation (FDOT), it is important to see Environmental Justice as an opportunity to make better transportation decisions by doing the following:

(http://www.fdot.gov/research/Completed_Proj/Summary_PL/FDOT_BD171_TEJ.pdf)

- Making transportation decisions that meet the needs of all people
- Designing facilities that fit into communities
- Enhancing the public involvement process and strengthening community-based partnerships
- Improving the tools for analyzing the impacts of transportation decisions on minority and low-income communities
- Partnering with other public and private agencies to leverage resources and achieve a common vision for communities

MPO staff began by reviewing the MPO's Transportation Disadvantaged Service Plan (TDSP), Major Update, adopted October 25, 2013 for maps showing *Populations in Poverty*, *Households with No Vehicles* and *Identified Areas of Need* as a starting point in identifying disadvantaged communities potentially underserved by transportation infrastructure and programs within Collier County.

FHWA advised using a variety of resources, and local knowledge to determine the location and needs of disadvantaged communities. MPO staff augmented the TDSP maps using the following sources:

- US Census Bureau *American Community Survey (ACS)*
- American Association of State Highway and Transportation Officials (AASHTO) *Census Transportation Planning Products (CTPP)*
- US Environmental Protection Agency (EPA) *Environmental Justice (EJ) Screening and Mapping Tool*
- MPO Advisory Committee review of findings (for local knowledge)

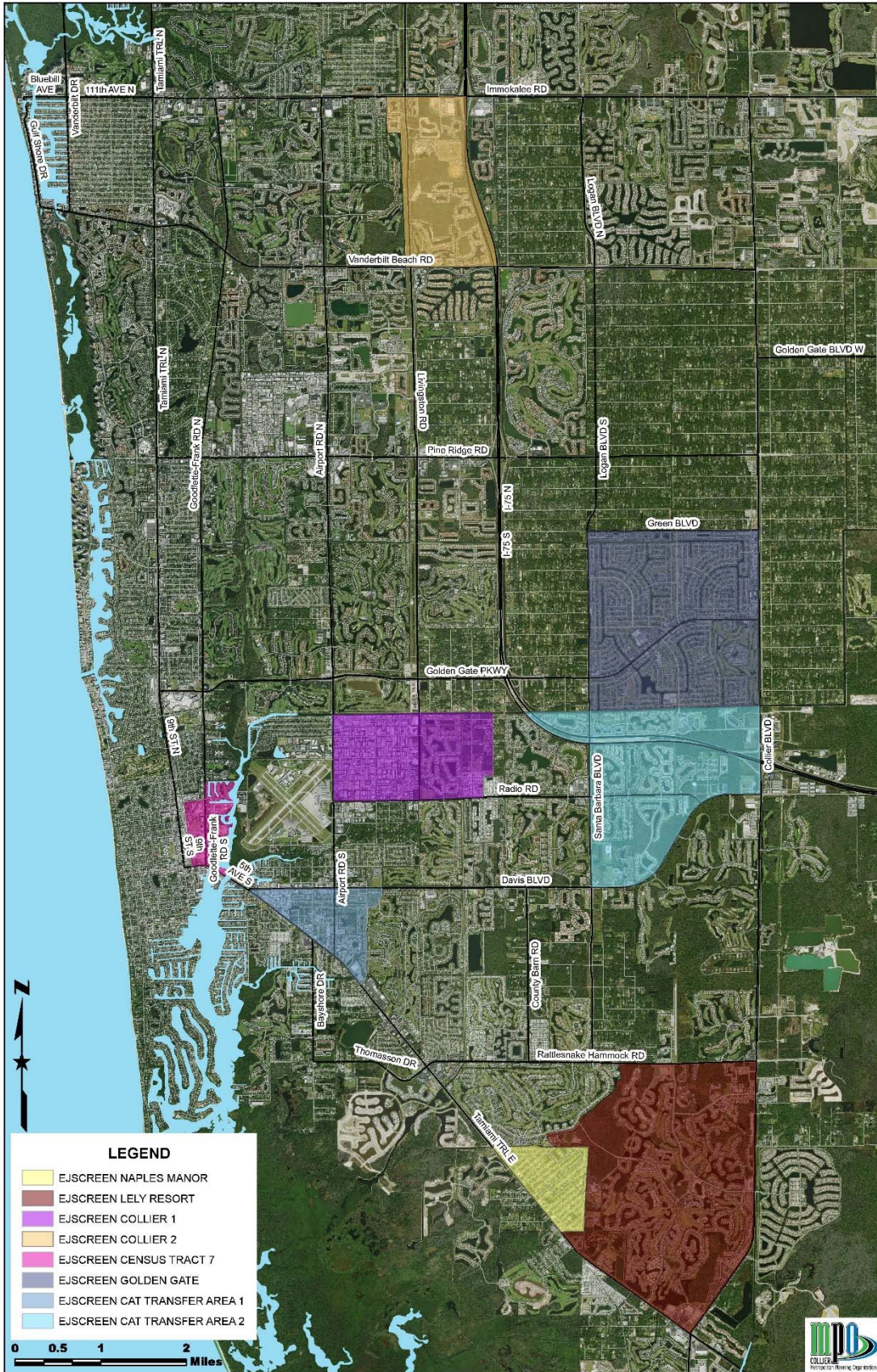
MPO staff found the EPA's *EJ Screening and Mapping Tool* particularly helpful in establishing a GIS database for the purpose of EJ analysis. The data source is the US Census Bureau. The *EJ Screening and Mapping Tool* applies the following demographic indicators, by US Census block group. MPO staff used County-wide averages as a benchmark. Individual block groups were added together and an average obtained to describe larger areas. As a general rule initially, the resulting area percentages that were 10% or more above the Countywide average for at least two of the four indicators were mapped as potential Environmental Justice communities for further consideration by the MPO advisory committee.

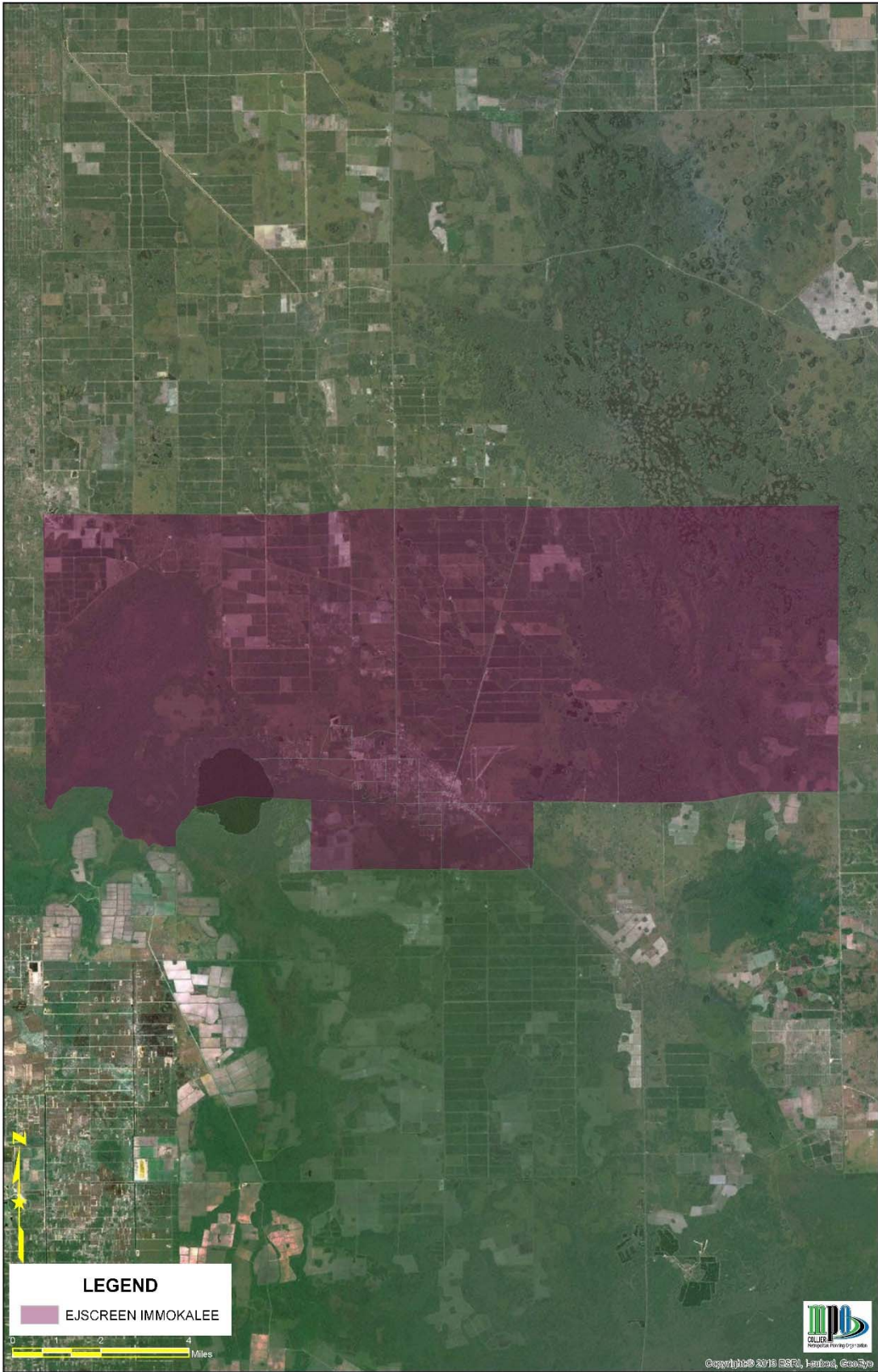
PUBLIC PARTICIPATION PLAN

EPA EJ Screen – Demographic Indicators

• <u>Naples Manor</u>	<u>NM</u>	<u>Collier</u>
○ Minority Population	95%	35%
○ Low Income	70%	35%
○ Less than High School	53%	14%
○ Linguistic Isolation	39%	7%
• <u>Collier 1</u>	<u>C1</u>	<u>Collier</u>
○ Minority Population	56%	35%
○ Low Income	54%	35%
○ Less than High School	25%	14%
○ Linguistic Isolation	21%	7%
• <u>Collier 2</u>	<u>C2</u>	<u>Collier</u>
○ Minority Population	49%	35%
○ Low Income	35%	35%
○ Less than High School	4%	14%
○ Linguistic Isolation	4%	7%
• <u>Census Tract 7</u>	<u>CT7</u>	<u>Collier</u>
○ Minority Population	80%	35%
○ Low Income	82%	35%
○ Less than High School	35%	14%
○ Linguistic Isolation	23%	7%
• <u>Golden Gate</u>	<u>GG</u>	<u>Collier</u>
○ Minority Population	77%	35%
○ Low Income	56%	35%
○ Less than High School	31%	14%
○ Linguistic Isolation	28%	7%
• <u>CAT Transfer Area 1</u>	<u>CAT1</u>	<u>Collier</u>
○ Minority Population	37%	35%
○ Low Income	44%	35%
○ Less than High School	20%	14%
○ Linguistic Isolation	12%	7%
• <u>CAT Transfer Area 2</u>	<u>CAT2</u>	<u>Collier</u>
○ Minority Population	50%	35%
○ Low Income	47%	35%
○ Less than High School	14%	14%
○ Linguistic Isolation	13%	7%
• <u>Collier 5</u>	<u>C5</u>	<u>Collier</u>
○ Minority Population	77%	35%
○ Low Income	84%	35%
○ Less than High School	28%	14%
○ Linguistic Isolation	15%	7%
• <u>Bayshore</u>	<u>BayS</u>	<u>Collier</u>
○ Minority Population	44%	35%
○ Low Income	53%	35%
○ Less than High School	31%	14%
○ Linguistic Isolation	10%	7%

PUBLIC PARTICIPATION PLAN





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Section 1: MPO Overview

1. Does the MPO have up-to-date agreements such as the interlocal agreement that creates the MPO, the intergovernmental coordination and review agreement; and any other applicable agreements? Please list all agreements and dates that they need to be readopted.

[\[23 C.F.R. 450.314 \(a\) and \(e\)\]](#)

Please Check: Yes No

-2/26/15 Amended and Restated Interlocal Agreement for creation of the Collier MPO; requires review every 5 years- next review due 2/2020

-3/2/09 Interlocal Agreement with Lee County MPO for Regional Cooperation; review required every 5 yrs but automatically renews. thus, would have been reviewed in 2014. Next review due 3/2019. However, Collier and Lee County MPO have initiated an update, reviewed at joint meeting in October 2017. Next steps are Collier MPO Board action 2/9/18 to be followed by Lee County MPO on a date TBD.

-7/1/16 MPO Agreement with FDOT for PL funding. Current agreement expires on 6/30/2018.

6/28/16 amended Staff Services Agreement & amended Lease Agreement with Collier County; 3 yr review required in 6/2019

-6/2/14 FDOT D1 Regional Planning Model Agreement; remains in effect until FDOT determines new one required for 2045 LRTP

2. Does the MPO coordinate the planning of projects that cross MPO boundaries with the other MPO(s)?

[\[23 C.F.R. 450.314\(e\)\]](#)

Please Check: Yes No

-pursuant to Interlocal Agreement with Lee County MPO identified in response to question 1; coordinate on development of regional roadway network, regional nonmotorized network, regional transit service connections and regional project priorities

-may enter into regional agreements for project specific undertakings. none currently underway, but Lee County MPO is considering Origin and Destination Survey and if they proceed with it, Collier MPO is likely to participate through a joint agreement.

3. Does the MPO planning process provide for consideration of the 10 Planning Factors?

[\[23 U.S.C. 134\(h\); 23 C.F.R. 450.306\(a\)\]](#)

Please Check: Yes No

-The 2040 LRTP p 3-7 identifies the 8 planning factors in effect per MAP-21 requirements

-2 new requirements resulting from the FAST-ACT; included in new member orientation PPT slide 12 and all 10 criteria considered in project prioritization process

- The UPWP identifies the 10 planning factors and illustrates which task addresses each factor.
-Draft Scope for 2045 LRTP includes all 10 factors

4. Are the transportation plans and programs of the MPO based on a continuing, comprehensive, and cooperative process?

[\[23 C.F.R. 450.300 \(a\)\]](#)

Please Check: Yes No

-referenced in 2040 LRTP p1-1.
-referenced in current MPO Board and Advisory Committees Orientation PPT slide 4
-recent example is adoption of Government to Government Public Involvement Policy involving tribal entities

5. Does the MPO have an up-to-date congestion management process?

[\[339.175 \(6\)\(c\)\(1\) F.S.\]](#)

Please Check: Yes No N/A

2017 CMP Update adopted by MPO Board 10/30/2017

6. Does the MPO have a documented Public Participation Plan that defines a process in sufficient detail for members of the public to have reasonable opportunity to participate in the planning process?

[\[23 C.F.R. 450.316 \(a\)\]](#)

Please Check: Yes No

MPO's 2014 PIP revisions approved by MPO Board on 2/10/2017

7. Has the MPO recently reviewed its Public Participation Plan? If so, when?

[\[23 C.F.R. 450.316 \(a\)\(1\)\(x\)\]](#)

Please Check: Yes No

-Reviewed and revised on 2/10/2017; additional revisions currently underway to expand and improve public engagement while eliminating ineffective requirements; incorporate Government to Government Public Involvement Policy (tribal entities); anticipate advisory committee review in February or March 2018

8. Was the Public Participation Plan made available for public review for at least 45 days before adoption?

[\[23 C.F.R. 450.316\(a\)\(3\)\]](#)

Please Check: Yes No

-2/10/2017 adoption of revised PIP followed 45-day public comment period

9. Does the MPO utilize one of the methods of procurement identified in [2 C.F.R. 200.320 \(a-f\)](#)?

[\[2 C.F.R. 200.320\]](#)

Please Check: Yes No

-The Collier County Grants Management Office is highly trained on CFR 200 including section 200.320 methods of procurement, which are rigorously followed by MPO staff and County Procurement Office.
-Recent document review conducted by FDOT and results of recent and current annual financial audits attest to compliance with CFR 200.

10. Does the MPO maintain sufficient records to detail the history of procurement? These records will include, but are not limited to: rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for the contract price.

Note: this documentation is required by 2 C.F.R. 200.324 (a) to be available upon request by the Federal awarding agency, or pass-through entity when deemed necessary.

[\[2 C.F.R. 200.318 \(i\)\]](#)

Please Check: Yes No

-Documentation required and maintained by Collier County Grants Management Office during procurement process includes: rationale for method of procurement, selection of contract type, contractor selection or rejection and basis for the contract price. Forms maintained on each procurement project include Method Of Procurement (MOP) and Initial Cost Estimate (ICE) prepared by MPO staff.

11. Does the MPO have any intergovernmental or inter-agency agreements in place for procurement or use of goods or services?

[\[2 C.F.R. 200.318 \(e\)\]](#)

Please Check: Yes No

N/A

12. Does the MPO have methods in place to maintain oversight to ensure that consultants or contractors are performing work in accordance with the terms, conditions and specifications of their contracts or work orders?

[\[2 C.F.R. 200.318 \(b\)\]](#)

Please Check: Yes No

Each project manager is responsible for ensuring that consultants are performing work in accordance with the terms, conditions and specifications of their contract. In addition, invoices are routinely reviewed against contracts to ensure consistency.

Section 2: Long-Range Transportation Plan (LRTP)

1. When developing the LRTP, did the MPO provide the required individuals and entities a reasonable opportunity to comment on the proposed plan and program?

[\[23 C.F.R. 450.316 \(a\)\]](#)

Please Check: Yes No

2040 LRTP public involvement documentation may be viewed on Collier MPO website (www.colliermmpo.com) at this link: <http://colliermmpo.com/modules/showdocument.aspx?documentid=9440> and hard copies are available on request.

2. Is the LRTP published or otherwise readily available for public review?

[\[23 C.F.R. 450.324 \(k\), 23 C.F.R 450.326 \(b\)\]](#)

Please Check: Yes No

The 2040 LRTP may be viewed at this link: <http://colliermmpo.com/modules/showdocument.aspx?documentid=9877> Hard copies available on request.

3. Did the MPO adopt a new LRTP in the year that this certification is addressing?

Please Check: Yes No

If yes, please attach any correspondence or comments related to the draft or final LRTP, and the LRTP checklist used by Central Office and the District, as an appendix to this certification report

Section 3: Transportation Improvement Program (TIP)

1. Did the MPO update their TIP in the year that this certification is addressing?

Please Check: Yes No

If yes, please attach any correspondence or comments related to the draft or final TIP, and the TIP checklist used by Central Office and the District, as an appendix to this certification report

Section 4: Unified Planning Work Program (UPWP)

1. Did the MPO adopt a new UPWP in the year that this certification is addressing?

Please Check: Yes No

If yes, please attach any correspondence or comments related to the draft or final UPWP, and the UPWP checklist used by Central Office and the District, as an appendix to this certification report

Section 5: Finances and Invoicing

1. Are Federal-aid funds expended in conformity with applicable Federal and State laws, the regulations in 23 C.F.R. and 49 C.F.R., and policies and procedures prescribed by the Division Administrator of FHWA?

Please Check: Yes No (+1)

The Collier MPO has conformed with State and Federal laws, policies and procedures as prescribed by the Division Administrator of FHWA.

2. How often does the MPO currently submit invoices to the District for review and reimbursement?

The Collier MPO submits their invoices on a quarterly basis (for the three month period)

3. Timeliness of Invoicing

Has the MPO submitted invoices to the District for reimbursement more than 90 days after the end of the invoicing period?

Please Check: Yes (+1 for each late invoice) No

The Collier MPO has not submitted their invoices past 90 days, in fact, they send their invoices within 30 days after the invoicing period

4. Since the last Joint Certification, have any incurred costs by the MPO been deemed unallowable, not necessary or not reasonable by the District based on invoice or supporting documentation review?

Please Check: Yes No

All incurred costs have been allowable in both the District invoice and Document Review.

5. If the answer to question 4 was **yes**, how many incurred costs since the last Joint Certification have been deemed unallowable, not necessary or not reasonable?

+1 for each incurred cost deemed unallowable, not necessary or not reasonable

N/A

6. Has the MPO/TPO shown mismanagement of the UPWP budget, the PL fund balance, or incurred expenses, resulting in emergency payments outside of the contract, or other situations of financial concern?

Please Check: Yes (+1) No

The Collier MPO is very ethical in the financial management of their funds and they have very knowledgeable, experienced and conscientious staff managing the finances pertaining to the MPO's UPWP, PL funds and other incurred expenses.

7. Does the MPO's financial management system comply with the requirements set forth in [2 C.F.R. §200.302](#)?

Please Check: Yes No (+1)

The Collier MPO's financial management system follows the rules and regulations set forth in 2 C.F.R.

8. Are records of costs incurred under the terms of the MPO Agreement maintained and readily available upon request by FDOT at all times during the period of the MPO Agreement, and for five years after final payment is made?

Please Check: Yes No (+1)

Yes, the MPO's record of costs have been readily available upon request and maintained for 7 years after the final payment is made.

9. Is supporting documentation submitted by the MPO to FDOT in detail sufficient for proper pre-audit and post-audit monitoring?

Please Check: Yes No (+1)

Yes. Per our risk assessment documentation reviews.

10. Does the MPO comply with, and require its consultants and contractors to comply with, applicable Federal law pertaining to the use of Federal-aid funds?

Please Check: Yes No (+1)

Yes. The MPO complies with applicable federal laws and ensures that its contractors do as well.

Risk Assessment Point Total: 0

Level of Risk: Low

Scale	Risk Level	Frequency of Monitoring
0-1	Low	Annually
2-3	Moderate	Bi-annually
4-5	Elevated	Triennially
>6	High	Quarterly

Section 6: Title VI and ADA

1. Does the MPO have a signed Title VI policy statement expressing commitment to non-discrimination?

[\[23 C.F.R. 200.9 \(a\)\(1\)\]](#)

Please Check: Yes No

-The MPO Title VI Policy statement is included in the UPWP. It is executed on an annual basis and sent to FDOT. The policy statement is also included on each MPO Board agenda

2. Does the MPO take action to correct any deficiencies found by FDOT within a reasonable time period, not to exceed 90 days, in order to implement Title VI compliance?

[\[23 C.F.R. 200.9 \(a\)\(3\)\]](#)

Please Check: Yes No

No deficiencies have been found by FDOT; however, the MPO would take action within a reasonable time period, not to exceed 90 days, if needed to implement Title VI compliance.

3. Does the MPO have a staff person assigned to handle Title VI and ADA-related issues?

[\[23 C.F.R. 200.9 \(b\)\(1\); 49 C.F.R. 27.13\]](#)

Please Check: Yes No

MPO Director is the staff person assigned.

4. Does the MPO have a procedure in place for the prompt processing and disposition of Title VI and Title VIII complaints, and does this procedure comply with FDOT's procedure?

[\[23 C.F.R. 200.9 \(b\)\(3\)\]](#)

Please Check: Yes No

MPO has a Discrimination Complaint Procedure in place; Board approved 5/11/2007
MPO staff has developed an updated, combined Policy and Procedure and Complaint Form for incorporation in PIP update in 2018

5. Does the MPO collect statistical data (race, color, national origin, sex, age, disability) of participants and beneficiaries of the MPO's programs and activities?

[\[23 C.F.R. 200.9 \(b\)\(4\)\]](#)

Please Check: Yes No

-MPO updated demographic data and mapped Environmental Justice Communities in response to recommendation by FHWA Federal Certification review December 2016. MPO followed federal guidelines, using a variety of resources and sources, including the US Census and the American Community Survey, the US EPA's EJ Screening tool and local knowledge.

-As part of Scope for Bicycle & Pedestrian Master Plan, anticipated completion date June 30, 2018, consultant is further updating and refining EJ community mapping and identification.

6. Does the MPO conduct an annual review of their program areas (for example: public involvement) to determine their level of effectiveness in satisfying the requirements of Title VI?

[\[23 C.F.R. 200.9 \(b\)\(6\)\]](#)

Please Check: Yes No

MPO Director included report on Title VI program in Annual Report given to MPO Board on 12/8/2017.

7. Has the MPO participated in any recent Title VI training, either offered by the State, organized by the MPO, or some other form of training, in the past year?

Please Check: Yes No

MPO Director attended FDOT Civil Rights Roundtable 12/14/16 in Sarasota FL.

MPO Senior Planner attended FDOT regional training session held in November 2017 held in Arcadia.

MPO staff viewed FDOT Foundations of Environmental Justice webinar series over the summer and held debriefings during staff meetings

8. Does the MPO have a signed [Nondiscrimination Agreement](#), including Title VI Assurances, with the State?

Please Check: Yes No

-The MPO executes a Title VI/Nondiscrimination Policy Statement each year as part of the UPWP. The statement is transmitted to FDOT on an annual basis.

9. Do the MPO's contracts and bids include the appropriate language, as shown in the appendices of the [Nondiscrimination Agreement](#) with the State?

Please Check: Yes No

Each of the MPO's contracts include all required language as an exhibit. The language shown in the nondiscrimination agreement is included in Exhibit A.

10. Does the MPO hold its meetings in locations that are ADA accessible?

[\[49 C.F.R. 27.7 \(5\)\]](#)

Please Check: Yes No

Each of the MPO's Board and advisory committees are in buildings that have been determined to be ADA accessible. Each agenda includes a statement that in accordance with the Americans with Disabilities Act, any one requiring special accommodations should notify the MPO Executive Director and accommodations will be made.

11. Does the MPO take appropriate steps to ensure its communications are available to persons with impaired vision and hearing?

[\[49 C.F.R. 27.7 \(6\)\(c\)\]](#)

Please Check: Yes No

Each agenda includes a statement that in accordance with the Americans with Disabilities Act, any one requiring special accommodations should notify the MPO Executive Director and accommodations will be made.

The MPO has made accommodations in the past, including using microphones at meetings, to accommodate hearing impaired committee members. The MPO currently has a committee member that is vision impaired. Staff has contacted him to determine the best way to meet his needs. As requested, all items are sent to him electronically prior to the meeting.

12. Does the MPO keep on file for one year all complaints of ADA noncompliance received, and for five years a record of all complaints in summary form?

[\[49 C.F.R. 27.121\]](#)

Please Check: Yes No

MPO received verbal complaint from Miccosukee Tribal planning representative in 2017. No formal, written complain followed. MPO established a template for recording and tracking actions on complaints and will maintain the detailed log of communications for 5 years. .

Section 7: Disadvantaged Business Enterprises

1. Does the MPO have a FDOT-approved Disadvantaged Business Enterprise (DBE) plan?

Please Check: Yes No

The MPO adopted a Disadvantaged Business Enterprise Policy on May 12, 2006. This policy is in accordance with FDOT's DBE Plan.

2. Does the MPO track DBE participation through the use of the Bid Opportunity List and DBE Participation Statement?

Please Check: Yes No

This information is tracked by the Collier County Purchasing Department as all MPO requests for proposals and contracts are placed through their system. All contracts and scopes of services require the vender to fill-out an anticipated DBE statement form and an additional form each time the anticipated DBE percentage changes or is updated. The anticipated DBE forms and invoice amounts are tracked and monitored by the MPO staff and the Budget Analyst assigned to the MPO.

3. Does the MPO report actual payments to DBEs through the Equal Opportunity Compliance (EOC) system?

Please Check: Yes No

The MPO is requesting a username and password for the new EOC system. The MPO will report DBE payments directly to the District EEO office until we obtain access to the EOC system.

4. Does the MPO include the DBE policy statement in its contract language for consultants and subconsultants?

Please Check: Yes No

The MPO includes a DBE Participation/Policy statement in its contract language for all consultants and subconsultants.

Section 8: District Specific Questions

The District may ask up to five questions at their own discretion based on experience interacting with the MPO that were not included in the sections above. Please fill in the question, and the response in the blanks below. This section is optional, and may cover any topic area of which the District would like more information.

1. Please explain how the Collier MPO addressed the Corrective Action for the Congestion Management Process (CMP) as noted in the September, 2016 FHWA and FTA Joint Certification.

The MPO was quite thorough in addressing the Corrective Action, viewing it as an opportunity to improve the Congestion Management Process, which had last been updated in 2008. The issue concerned the lack of formal evaluation assessments conducted on completed projects and reliance on a limited number of strategies to address congestion. The MPO took the following steps:

- Reviewed CMS/ITS prioritized projects against projects in the TIP completed during the years applicable to the Certification Review (2012-2016); compiled a list of projects and sponsoring agencies

- Reviewed the 2008 CMP for applicable evaluation criteria and realized none were formerly adopted or assigned to specific projects. This has been corrected in the 2012 CMP. To address the Corrective Action, the MPO reviewed the benefits described in the project applications; developed a matrix of benefits ascribed to projects and distributed it to sponsoring agencies to evaluate whether the benefits had been achieved and describe the data and analysis supporting their conclusions. This led to a better understanding of how to relate evaluation criteria to performance metrics for the CMP update.

- Demonstrated how lessons-learned from the evaluation of former projects informed the 2017 CMP Update. The Update included an Implementation Matrix that draws attention to the need to study and apply a total of 31 strategies derived from a review of Best Practices.

- Established new priorities to conduct studies addressing Travel Demand Management, Transportation and Land Use Policy and conducting a Regional Park & Ride Study. In addition, the CMP Update calls for the development of a data-driven Transportation System Performance Report to institutionalize the practice of continual evaluation and monitoring of performance.

2. Please explain how the Collier MPO addressed the suggested Recommendation to seek available opportunities to attend freight meetings in their efforts to build a stronger relationship with the Freight industry as noted in the September, 2016 FHWA and FTA Joint Certification.

The MPO contacted the FDOT-Freight Coordinator and received several hours of training on the FDOT Freight Plan. County Transportation Planning staff were invited to the training session, and one staff member attended. We discussed how best to develop an understanding of freight industry needs and which forums would be most effective for the freight industry representatives to communicate with the MPO. The FDOT Freight Coordinator subsequently invited MPO staff to attend a regional coordination meeting in the Immokalee area where agricultural and mining industries are clustered. We were able to meet industry representatives, and hear what their needs and concerns are. We are on the FDOT's mailing list to be informed of future meetings, and we have contact information to reach out to freight industry representatives as needed.

3. Please explain the efforts (Policy) that the Collier MPO recently undertook to promote Tribal involvement in the MPO Planning Process in 2017.

The MPO Chair initiated a meeting with the Miccosukee Tribal Council to discuss items of mutual interest and to hear tribal concerns regarding ongoing projects that would impact their privately held and reservation lands on or near US41 east. Both entities were open to developing a high-level communication protocol commonly referred to as "Government to Government." In this protocol, the Chair of an MPO or Board of County Commissioners agrees to communicate with the Chair or Director of the Tribal Government to discuss upcoming projects, identify any concerns or areas of mutual interest, prior to decisions having to be made. This allows for better communication and mutual understanding to develop over time. Staff members of the respective governments may interact more informally and as often as needed. The MPO ultimately obtained the support of three tribal entities - the Seminole Tribe of Florida, the Miccosukee Tribe of Florida, and the Council of the original Miccosukee Simanolee (sic, aka "Seminole") - Nation Aboriginal Peoples. (The Seminole and Miccosukee Tribes are federally recognized.) The MPO Board adopted its Government to Government Public Involvement Policy in June 2017. We believe it is the first MPO to have done so in the State of Florida.

4. Please provide examples of any steps the MPO has taken in preparation for the upcoming new 2 year UPWP.

MPO staff began the process of preparing a new 2-year UPWP by holding a kick-off meeting with Collier County Public Transportation and Neighborhood Enhancement Division (PTNE) to discuss their transit planning needs. Next, the MPO raised it as a discussion item at the MPO Citizens and Technical Advisory Committee meetings and followed-up with a discussion item before the MPO Policy Board at one of their meetings. The MPO has coordinated with our FDOT D1 Planning Liaison throughout the process and is preparing a draft UPWP that includes FDOT's focus areas.

5. Please explain the action(s) taken towards the process of updating the MPO's Bike/Ped Masterplan.

The MPO began with a staff update of the existing conditions reported in the 2012 Plan. Staff focused on bicycle and pedestrian safety (crash) data and demographics, the latter in order to identify areas with potential Environmental Justice concerns. Staff's work culminated in a series of GIS overlays and identification of Bicycle/Pedestrian Safety Focus Areas for further analysis and discussion.

The MPO then hired Tindale Oliver Associates to assist with the development of the new Plan. Staff developed a Stakeholders Group to broaden the outreach beyond the Technical, Citizens and Bike/Ped Advisory Committees, then invited all four groups to a Kick-Off meeting in October 2017 to facilitate communications between interested parties. The Kick-Off meeting was well attended.

The MPO has incorporated a number of innovative public outreach techniques thus far, including an interactive map (Wikimaps) and survey (Survey Monkey) posted on the MPO website. The survey is available in English, Spanish and Creole. The MPO received over 300 comments in a very short timeframe using these techniques. The MPO hosted a well-attended public meeting in north-central Collier County that was the subject of a staff interview on Spanish language television see: https://youtu.be/d1ekNc_JVfg

Staff is continuing to expand the public outreach to include hosting a booth at a number of local farmers markets and making presentations on the plan at Community Redevelopment Agency meetings in Immokalee and Bayshore.

Section 9: Clean Air Act

The requirements of [Sections 174](#) and [176 \(c\) and \(d\)](#) of the Clean Air Act.

The Clean Air Act requirements affecting transportation only applies to areas designated nonattainment and maintenance for the National Ambient Air Quality Standards (NAAQS). Florida currently is attaining all NAAQS. No certification questions are required at this time. In the event the Environmental Protection Agency issues revised NAAQS, this section may require revision.

Section 10: Noteworthy Practices & Achievements

One purpose of the certification process is to identify improvements in the metropolitan transportation planning process through recognition and sharing of noteworthy practices. Please provide a list of the MPOs noteworthy practices and achievements below.

Government to Government Public Involvement Policy - improved communications and cooperation with tribal entities

Strategic Plan - improved business practices and skills

Annual Report on performance measures - combines required performance measures with those adopted by the MPO Board; established base year performance as point of comparison with future activities

Section 11: Recommendations and Corrective Actions

Status of Recommendations and/or Corrective Actions from Prior Certifications

2016 Federal TMA Review

-Conduct review of Joint Regional Transportation Planning and Coordination agreement between Collier and Lee County MPO. - staff submitted revisions to Joint MPO Policy Board in October and is following up with each entity separately to adopt final revisions in 2017

-Update freight planning documents on website and seek opportunities to attend freight industry meetings and events - updated documents are now on the website and staff has attended a training session with FDOT Freight Coordinator and participated in an FDOT hosted coordination meeting with freight industry representatives held in Immokalee in 2017.

-Conduct annual training on COOP - staff held a training session in August 2017 and put the training into action when Hurricane Irma struck in September 2017

Recommendations

Safety - work with other MPOs and MPOAC to learn how to utilize available crash data and hot spot analyses - staff has discussed and presented data to other MPOs at regional CUTs meeting and at joint Lee County/Collier MPO advisory committee and Board meetings; staff received training on Crash Data Management System (CDMS) tool used by Collier County and available to the MPO and is becoming familiar with FDOT crash data and mapping tools.

-PIP - update PIP to reflect current practices; expand tribal outreach; report on participation in community events; expand understanding of "significant" public comments and response to them (vis-à-vis the TIP); consider using social media; update website on regular basis - staff has acted on all of these recommendations as documented by current work updating the PIP, adoption of the Government-to-Government policy; maintaining and reporting on public involvement on all topics and plans; and is in process of posting MPO activities on County sponsored Facebook page.

Title VI and EJ - be more proactive, update EJ data and maps and incorporate into plans; attend training on civil rights and add links to complaint procedure to website; conduct evaluation of effectiveness of activities - staff has acted on all of these recommendations, has updated and continues to update EJ data and community maps and is incorporating information in current plans; staff has attended trainings and added link on website.

Corrective Actions

Congestion Management Process - submitted follow-up correspondence and documentation in the 2008 CMP Update providing an evaluation of the effectiveness of identified strategies. The analysis was required to clearly reflect the results of the evaluation and how it would be used to guide the selection and use of strategies for future implementation. Received FHWA approval and closure on Corrective Action.

Section 12: Attachments

Please attach any documents required from the sections above, or other certification related documents here. (Link to [MPO Joint Certification Statements and Assurances](#))
