

Florida Transportation Plan and Strategic Intermodal System (SIS) Policy Plan Update Partner and Public Involvement Plan

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Florida Department of Transportation
Office of Policy Planning

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This Partner and Public Involvement (PPI) Plan describes partner and public involvement activities to be conducted as part of the updates of the Florida Transportation Plan (FTP) and Strategic Intermodal System (SIS) Policy Plan.

The PPI Plan is divided into the following:

- **Section 1.0.** Federal and State Framework for Partner and Public Involvement;
- **Section 2.0.** Overview of Partner and Public Involvement Activities;
- **Section 3.0.** Partner and Public Involvement Tools and Strategies;
- **Section 4.0.** Roles and Responsibilities of Internal Florida Department of Transportation (FDOT) Committees;
- **Section 5.0.** Schedule and Milestones; and
- **Section 6.0.** Performance Monitoring and Evaluation.

1.0 FEDERAL AND STATE FRAMEWORK FOR PARTNER AND PUBLIC INVOLVEMENT

The purpose of this section is to review the most recent federal and state requirements for statewide planning, specifically in respect to partner and public involvement; and highlight changes from requirements that guided the previous FTP and SIS Policy Plan.

Federal Requirements

Partner and public involvement in the update of the FTP will be conducted in accordance with federal regulations, policies, and guidelines related to public participation in statewide transportation planning. The 23 CFR 450.210 requires each state, when carrying out the statewide transportation planning process, to develop and use a documented public involvement process that provides opportunities for public review and comment at key decision points.

The 23 CFR 450.210 also outlines principles of public involvement that should be adhered to during statewide transportation planning processes. These include:

- Establishment of early and continuous public involvement opportunities that provide timely information about transportation issues and decision-making processes to citizens, affected public agencies, and key stakeholder groups;
- Provision of reasonable public access to technical and policy information;
- Provision of adequate public notice of public involvement activities;
- Convenient and accessible public meeting locations and times;
- Use of visualization techniques to describe the proposed plan and supporting studies;

- Use of electronic media to make information accessible to the public;
- Explicit consideration of and response to public input; and
- Consideration and solicitation of needs of those traditionally underserved by existing transportation systems.

The 23 CFR 450.210 gives particular attention to the participation of two groups through documented processes:

1. Nonmetropolitan local officials representing units of general purpose local government and/or local transportation agencies participation; and
2. Indian Tribal governments, where applicable.

In June 2014, the Federal Highway Administration (FHWA) released a notice of proposed rulemaking (NPRM) for the statewide and metropolitan planning provisions of the Moving Ahead for Progress in the 21st Century Act (MAP-21). While the final rule will not be available until spring 2015, the proposed rule builds on the basic structure of public involvement codified in the 23 CFR 450.210, with greater emphasis on involvement of the nonmetropolitan local officials. The proposed rule emphasizes the need for cooperation, rather than consultation, with nonmetropolitan local officials; and formalizes the option of designating regional transportation planning organizations (RTPO) to help address the planning needs of nonmetropolitan areas of a state. This NPRM is still in draft form.

State Requirements

Florida statutes include the following requirements for partner and public involvement in the development of the FTP and the Strategic Intermodal System Plan¹.

FTP: Florida Statutes 339.155 (Excerpts)

(3) **FORMAT, SCHEDULE, AND REVIEW** – The Florida Transportation Plan shall be a unified, concise planning document that clearly defines the state’s long-range transportation goals and objectives. The plan shall:

(c) Be developed in cooperation with the metropolitan planning organizations and reconciled, to the maximum extent feasible, with the long-range plans developed by metropolitan planning organizations pursuant to s. 339.175.

(d) Be developed in consultation with affected local officials in nonmetropolitan areas and with any affected Indian tribal governments.

(5) PROCEDURES FOR PUBLIC PARTICIPATION IN TRANSPORTATION PLANNING.

(a) During the development of the Florida Transportation Plan and prior to substantive revisions, the department shall provide citizens, affected public agencies, representatives of transportation agency

¹ FDOT interprets the SIS Plan statutory requirements as including the SIS Strategic Plan (now termed the SIS Policy Plan) plus the Needs Plan and Cost Feasible Plan.

employees, other affected employee representatives, private providers of transportation, and other known interested parties with an opportunity to comment on the proposed plan or revisions. These opportunities shall include, at a minimum, publishing a notice in the Florida Administrative Register and within a newspaper of general circulation within the area of each department district office.

SIS Plan: Florida Statutes 339.64 (Excerpts)

(3)(a) During the development of updates to the Strategic Intermodal System Plan, the department shall provide metropolitan planning organizations, regional planning councils, local governments, transportation providers, affected public agencies, and citizens with an opportunity to participate in and comment on the development of the update.

Changes in Requirements

Previously, federal requirements stated that public meetings must be held at convenient and accessible locations and times, visualization techniques must be used to describe plans, and information must be electronically accessible. These three requirements are presented in a more detailed and specific format in the most recent update to the 23 CFR 450.210. The PPI process that has been implemented by FDOT for the development of the previous FTP generally has adhered to the expanded federal guidelines.

The state requirements have remained the same as they were for the previous updates and are described in the section above.

In the current update cycle, the following factors will continue to be emphasized to ensure consistency with the federal and state requirements:

- Use of visualization techniques to communicate plan contents and supporting technical information;
- Use of electronic communication (including social media) to share information about the plan updates;
- Targeted strategies to encourage participation of traditionally under-represented populations;
- Targeted efforts to encourage participation of nonmetropolitan officials;
- Collaboration with metropolitan planning organizations (MPO) to strengthen consistency with MPO long-range transportation plans; and
- Targeted coordination with Native American tribal nations.

2.0 OVERVIEW OF PARTNER AND PUBLIC INVOLVEMENT ACTIVITIES

The overall **goal** of this PPI Plan is to update the FTP and SIS Policy Plan in compliance with federal and state requirements, using an efficient, time-sensitive process; and actively involving as many partners, stakeholders, and members of the public as possible. This goal is supported with three objectives:

1. A **statewide partner involvement objective** to continue coordination with key statewide partner organizations during the FTP and SIS Policy Plan updates.

2. A **regional and local partner involvement objective** to encourage input, feedback, and support from as many regional and local partners as possible in the plan updates.
3. A **public involvement objective** to promote multiple, convenient opportunities for interested members of the public to offer input and feedback during the plan updates; and at the same time, inform members of the public on how the FTP and SIS Policy Plan impact their day-to-day quality of life.

This PPI Plan is based on the lessons learned and the experience gained from previous statewide planning processes. This plan reflects FDOT's longstanding principles of partner and public involvement emphasizing:

- An open and inclusive process to involve partners and the public early and throughout the process;
- Reaching out to partners at their regularly scheduled meetings and events;
- Continuous involvement opportunities throughout the process using a variety of mechanisms to reach as many partners and members of the public as possible;
- Targeted outreach to specific stakeholder groups to emphasize emerging issues or groups traditionally under-represented in statewide planning activities;
- Consideration of partner and public input and feedback throughout the plan development process; and
- Ongoing partnership building to achieve improved coordination and consensus on many levels and among diverse interests.

The overall FTP and SIS Policy Plan update process is organized into three phases:

1. **Vision Development.** Emphasis of 2014 and early 2015, including identification of long-range trends and challenges facing Florida's transportation system; development of alternative futures that might impact Florida's future transportation decisions; and engaging partners and the public in review of the alternative futures and development of a long-range transportation vision for the state;
2. **Policy Development.** Emphasis of 2015, including development of goals, objectives, and other policies for the FTP and SIS Policy Plan based on the long-range vision and with input from partners and the public; and
3. **Transition to Implementation.** Emphasis of late 2015 and beyond, including efforts to adopt and initiate implementation of the updated FTP and SIS Policy Plan.

This PPI Plan outlines specific activities designed to facilitate coordination and two-way communication between the FDOT and interested partner agencies, modal groups, other stakeholder groups, and the public throughout the course of the FTP and SIS Policy Plan updates. All activities are designed to implement FDOT's three-phase approach to partner and public involvement, namely to: raise **awareness**, obtain **input**, and solicit **feedback**, as shown in Table 1. It should be noted that activities aimed at promoting awareness of the FTP and SIS Policy Plan update will be employed and maintained over the course of the project process. In addition, activities contained within the PPI Plan are intended to maximize input and feedback opportunities from partners, stakeholders, and the public.

Table 1. PPI Activity Emphasis by Plan Update Phase

Phase	Partner and Public Involvement Focus		
	Awareness	Input	Feedback
Vision Development	■	■	
Policy Development	■	■	■
Transition to Implementation	■		■

Statewide Partner Coordination Activities

As with the prior FTP and SIS Policy Plans, building consensus among statewide partner organizations will be a critical element of the PPI Plan. Statewide partners include:

- State and federal agencies and commissions (e.g., Florida Department of Environmental Protection, Florida Transportation Commission, FHWA);
- Statewide modal and transportation entities (e.g., Florida Ports Council, Florida Public Transportation Association);
- Associations representing regional and local government interests (e.g., Metropolitan Planning Organization Advisory Council (MPOAC), Florida League of Cities (FLC), Florida Association of Counties (FAC));
- Community and environmental organizations (e.g., 1000 Friends of Florida, Defenders of Wildlife);
- Economic development, professional, business, and industry associations (e.g., Florida Chamber of Commerce, Florida Council of 100); and
- Florida’s Native American tribal nations.

Statewide partner coordination activities will build upon the partnerships created during development of previous plans. Key activities will include the following:

- **Individual briefings and working sessions** with specific statewide partners will be conducted throughout the process to make partners aware of the plan updates, obtain their input on key issues and potential policies, and obtain their feedback on draft plan elements. FDOT staff conducted briefings to or personal interviews with nearly 30 statewide partners during 2014 as early input to the FTP update. This activity will continue in 2015 through a combination of staff-level briefings, presentations at scheduled meetings, and other techniques, as appropriate for each partner.
- A **FTP and SIS Policy Plan Update Steering Committee** was convened in early 2015 and charged with providing guidance to the plan updates. The committee is chaired by a FDOT’s Assistant Secretary for Intermodal Systems Development and includes 35 representatives of key statewide partner

groups. The Steering Committee will develop a report with policy recommendations for the FTP and SIS Policy Plan. The Steering Committee will appoint four advisory groups consisting of subject matter experts in specific topical areas. The list of Steering Committee members is provided in Appendix A.

- Statewide partners will be invited to participate in **statewide summits** and **regional workshops** during the update process. These activities are described in Section 3.0.
- Statewide partner coordination also can take advantage of a variety of other awareness, input, and feedback tools during the plan update process, as described in Section 3.0.

Consistent with federal and state requirements, particular emphasis will be placed on coordination with specific statewide partner groups:

- **MPOs.** FDOT will work with the MPOAC to develop a process for coordination with Florida's 27 MPOs during the plan updates. This may include regular briefings to the MPOAC Governor Board, Staff Directors, and Policy and Technical Subcommittee; targeted workshops with the MPOAC; and, if desired, appointment of an MPOAC working group specific to the FTP and SIS updates. The MPOAC also will be represented on the Steering Committee. These targeted statewide activities will augment invitations for MPO leadership and staff to participate in the statewide summit and regional workshops, as well as presentations to individual MPO boards or committees by FDOT District staff.
- **Local government elected officials in metropolitan and nonmetropolitan areas.** The FAC and FLC will participate through the Steering Committee and Advisory Groups. FDOT also will make periodic presentations to FAC and FLC standing committees, as requested. The Florida Regional Councils Association Policy Board and the Small County Coalition also offer opportunities to engage local elected officials. The Steering Committee includes representation of local government-elected officials in both metropolitan and nonmetropolitan areas. These targeted statewide activities will augment invitations for leadership and staff to participate in the statewide summit and regional workshops, as well as presentations to individual boards or committees by District staff. FDOT will make presentations to rural groups, including the leadership groups of the three Rural Areas of Opportunity in the state.
- **Native American Tribal Nations.** FDOT's Secretary in conjunction with the Federal Highway Administration will send letters to the leadership of Florida's Native American tribal nations inviting their participation in the update process. FDOT will offer the Native American tribal nations multiple opportunities to be involved, including providing briefings, updates, and notices of postings on the FTP web site. The Florida Governor's Council on Indian Affairs will be contacted as well.

The following two informal advisory groups convened by FDOT to provide input on long-range corridor planning will be consulted periodically during the update process:

1. **Agency Coordination Team**, which in the past included representatives of the Florida Department of Agriculture and Consumer Services, the Florida Department of Economic Opportunity, the Florida Department of Environmental Protection, the Florida Transportation Commission, and the FHWA. This group will be expanded to include other state agencies, such as the Department of Health and Department of Highway Safety and Motor Vehicles.

2. **Environmental Partners Working Group**, which includes representatives of statewide environmental interest groups, such as 1000 Friends of Florida, Audubon of Florida, Defenders of Wildlife, the Florida Wildlife Federation, the Sierra Club, and The Nature Conservancy.

Targeted outreach to **economic development, business and industry partners, and other private sector interests** will occur throughout the process. Key partners include CareerSource Florida, Enterprise Florida, Florida Chamber of Commerce, Florida Council of 100, Florida Economic Development Council, and Visit Florida. Key activities will include staff-level coordination, presentations at regularly scheduled meetings, steering committee or advisory group membership, and invitations to participate in the statewide summits and regional workshops. Targeted outreach to statewide professional associations (e.g., American Planning Association Florida Chapter, Florida Engineering Society, Intelligent Transportation Society of Florida) will focus on involving these groups in developing the overall statewide transportation vision and providing content expertise to the Steering Committee or advisory groups.

Appendix B lists the more than 90 statewide partners with whom FDOT coordinates regularly, and indicates the anticipated level of participation in this process.

Regional and Local Partner Coordination Activities

Regional and local partner coordination activities will encourage input, feedback, and support from as many regional and local partners as possible in updating the FTP and the SIS Policy Plan. Regional and local partners include:

- Regional and local governmental entities in both metropolitan and nonmetropolitan areas (e.g., MPOs, regional planning councils, counties, cities);
- Modal and transportation entities (e.g., individual airports, seaports, expressway authorities);
- Regional and local community and environmental groups (e.g., regional visioning partnerships, community-based organizations); and
- Regional and local economic development, business and industry entities (e.g., chambers of commerce, economic development organizations).

A key desired outcome is to reach out to every MPO and local government in the state to obtain not only their input, but also their buy-in to the FTP and SIS Policy Plan.

Outreach to regional and local partners is primarily a responsibility of the Districts. Key activities will include:

- Presentations and briefings to **MPOs, regional planning councils, county commissions, city councils**, and other key partners to provide an overview of the plan update process, respond to questions, obtain input, and indicate how these partners may be involved in future activities. To the maximum extent feasible, these briefings will occur at regularly scheduled partner meetings. FDOT Central Office will develop tools in a “meeting in a box” format to assist the Districts with organizing these meetings, communicating a consistent input, and documenting input, including standard presentation materials and brochures, other collateral material, and easy-to-complete summary forms.

- Special outreach efforts will be targeted to **non-MPO area local government officials** and staff to ensure they are aware of the plan updates that have multiple opportunities for input and feedback. The Districts may design special briefing opportunities, such as workshops for the non-MPO areas, and will specifically reach out to these counties and cities to encourage their involvement.
- Targeted outreach to **local business, economic development, community, and environmental groups**, including presentations at regularly scheduled meetings and/or invitations to participate in summits and workshops. Each District will determine the optimal method to reach out to its full range of partners.
- Regional and local partners will be invited to participate in **statewide summits** and **regional workshops**, as described in Section 3.0.
- Regional and local partner coordination also can take advantage of other awareness, input, and feedback tools during the plan update process, as described in Section 3.0.

Public Involvement Activities

The public involvement activities will provide opportunities for interested members of the public to offer input and feedback during the plan updates. The “public” includes residents or visitors to Florida.

Public participation will be encouraged to participate in the statewide summits and regional workshops, as described in Section 3.0. Particular attention will be given to groups traditionally underrepresented in public involvement activities (e.g., seniors, youth, groups representing disadvantaged, minority groups, or groups with limited English proficiency). FDOT will explore opportunities for targeted events for these groups, working with partners such as the Florida Department of Elder Affairs and young professional associations.

3.0 PARTNER AND PUBLIC INVOLVEMENT TOOLS AND STRATEGIES

A number of tools and mechanisms will be used for the primary purposes of making partners and the public aware of the plan update, obtaining input on topics and issues, and obtaining feedback on the draft plans. This section documents the specific partner and public involvement tools and strategies that will be used during the FTP and SIS Policy Plan update process. Table 2 provides a summary of these tools and indicates which phase of the plan update each tool primarily will support. Other tools and strategies may be used during the process if determined to provide needed benefits. Examples of these are virtual town hall meetings, statewide webinars, and newsletters or fact sheets.

Table 2. Partner and Public Involvement Tools by Plan Update Phase

Tool	Vision Development	Policy Development	Transition to Implementation
Statewide summits	✓	✓	
Regional workshops	✓	✓	
Briefings and presentations	✓	✓	✓
Brochures and videos	✓	✓	
Frequently Asked Questions (FAQ)	✓	✓	✓
Web site	✓	✓	✓

Statewide summits. FDOT will convene two statewide summits:

- An initial summit in December 2014 focused on obtaining input from statewide partners on the vision element of the FTP and SIS Policy Plan. It was structured to obtain input on long-range trends, alternative futures for transportation in Florida, and bold ideas to prepare for these futures.
- A second summit in August 2015 will focus on obtaining input from statewide partners on the policy element of the FTP and SIS Policy Plan, including key policies under consideration by the Steering Committee.

Regional workshops. FDOT also will convene two rounds of regional workshops:

- An initial round of workshops (called regional forums) took place in early 2015 to provide input on the vision element. These workshops were structured to help refine the alternative futures and the list of bold ideas. Five workshops were held in Northwest Florida, Northeast Florida, Tampa Bay, South Central Florida, and Southeast Florida. Invitations were sent to regional and local partners in each region, including MPOs, RPCs, city and county officials, and other partners and organizations.
- A second round of regional workshops will take place during preparation of the policy elements of the FTP and the SIS Policy Plan to obtain input on goals, objectives, and implementation strategies. Three workshops will be scheduled for July to solicit comments on possible FTP policies and another three will be scheduled for August on the SIS policy framework. District staff will lead development of a targeted invitation list emphasizing MPOs, local governments, other transportation partners, stakeholders, and the public.

Briefings and presentations. Briefings and presentations to statewide, regional, and local partners will be conducted to inform attendees of the FTP and SIS Policy Plan development process and to obtain their input on key issues and strategies. The speakers at the briefings will encourage partners to visit the web site and attend any upcoming workshops and summits. A PowerPoint presentation (with detailed speaker notes) will be updated periodically and used by both Central Office and District staff in conducting briefings. Central Office will lead briefings to state agencies and organizations, and the Districts will be responsible for briefings to regional and local partners. Presentation content will be tailored to specific partners, as needed or requested. To support the distributed nature of the briefings and provide consistent

reporting of completed District partner and public involvement activities, a template will be developed to: 1) track activity and dates; 2) document the briefing purpose and participants; and 3) summarize input, questions, and follow-up items.

Brochures and videos. Brochures and videos will provide information about the FTP and SIS Policy Plan process and how to get involved. The brochures will be provided as a hand-out in briefings to partners and stakeholders and for other outreach events, where appropriate. The video will be posted on the project web site and shared via existing media. The brochures and video will be updated, as needed.

Email updates, event notices, and social media. Email updates and notices will be sent, as needed, to the statewide partners and others who expressed an interest in FDOT long-range planning, as well as those who signed up on the project web site. District staff will be encouraged to forward emails to their own mailing/contact lists, as appropriate. TRANPLAN News, a weekly email information service of FDOT's Office of Policy Planning, will provide notices and current information concerning the FTP and SIS Policy Plan development process to its subscribers.

Fact Sheets or newsletters. FDOT may develop and disseminate short newsletters or factsheets at key milestones throughout project. These could be focused on near-term activities and avenues for public and partner involvement. These would be disseminated through existing media like the web site, TRANPLAN News Updates, email updates, event notices, and social media.

FAQ. This document will be developed and regularly updated to assist the Districts in responding to anticipated questions from partners and the public.

Web Site. This web site will provide a full range of information related to the plan update process and serve as a comprehensive resource for partners and the public. There will be separate web pages within a common site for the FTP and the SIS Policy Plan. The web site design will complement a new logo/brand for the FTP and the SIS, which will carry forward in all project materials. The web site will be used to share materials and announcements for meetings, briefings, and workshops. The web site will include:

- Current information about the FTP and SIS update process;
- Information about upcoming events;
- Materials from and summaries of Steering Committee and other key meetings;
- Additional technical resources and draft documents;
- Contact information for requesting more detailed material; and
- An on-line comment form to make it possible for partners and the public to submit comments at any time convenient for them.

The web site will be advertised widely via the FDOT web site's Home Page (What's New); TRANPLAN News; and Central Office and District email lists and social media outlets (e.g., Twitter). Statewide partners will be encouraged to include the web site address in their newsletters and as a link on their web site home page and social media to inform their members of the process.

To keep focus on the project and encourage participation in the process, the web site will be frequently updated.

When the draft FTP and SIS Policy Plans are available for public comment, they will be made available for review via the web site (minimum 30 days). Notices will be published using existing media and other required mechanisms. Comments will be accepted through the web site in addition to email, facsimile, or U.S. mail. All comments, along with the recommended course of action and any actions taken, will be published on the FTP web site. During this period, FDOT also will conduct briefings and special review sessions with partner groups to obtain and respond to feedback.

4.0 INTERNAL FDOT ROLE AND RESPONSIBILITIES

This section documents the roles and responsibilities of FDOT staff in carrying out the PPI Plan².

The Office of Policy Planning (**OPP**) has lead responsibility for all aspects of the FTP and SIS Policy Plan updates, including implementation of the PPI Plan. OPP's responsibilities related to partner and public involvement include:

- Lead coordination activities with all statewide partner groups;
- Coordinate with the Districts on PPI and technical issues, as described below;
- Provide periodic updates to the FDOT Executive Board, as well as Central Office and District Directors, Intermodal Systems Development Managers, and District SIS Coordinators; and
- Coordinate review and approval of the draft FTP and SIS Policy Plan documents.

The **District Offices** will have the following responsibilities:

- Lead coordination activities with all regional and local partners;
- Provide briefings and updates for regional and local partners using established channels (e.g., MPO, RPC, county commission, and city council meetings); and
- Assist Central Office with logistics for meetings and workshops held in the Districts and coordinate participation of local and regional partners for those meetings.

Two internal FDOT groups will meet regularly throughout the process:

1. A **technical advisory committee (TAC)**, that includes SIS Coordinators; and
2. A **partner and public involvement committee**.

² Consultant staff may support Central Office and District staff with various activities; however, Department staff are to assume the lead role in welcoming attendees and presenting information the majority of the time.

FDOT's Executive Board, District Directors, District Intermodal Systems Development Managers, and SIS Coordinators will receive regular progress reports and have opportunities for input throughout the process. These internal groups will review and provide feedback on the draft FTP and SIS Policy Plan developed by OPP. The FDOT Secretary will adopt the final FTP and SIS Policy Plan.

Technical Advisory Committee (TAC)

The TAC will include technical staff from Districts and key modal and program offices. Membership is shown in Appendix C.

The TAC will be charged with reviewing all technical work in support of the plan updates, including review of recommendations developed by the Steering Committee or other external partners.

OPP will chair and provide staff support for the TAC. The TAC will meet regularly via web- or video-conference. Its meetings will include the following agenda items:

- Status reports on the overall FTP and SIS Policy Plan update process;
- Presentations from staff and consultants on technical issues related to the plan updates; and
- Review of draft plan documents.

The TAC will work in partnership with the SIS Coordinators on SIS Policy Plan issues related to designation criteria and policies related to needs, prioritization, and finance.

SIS Coordinators

The District and Central Office SIS Coordinators and staff from key program and modal offices will provide technical review and feedback on the SIS Policy Plan and develop recommendations of proposed changes to SIS designation criteria and investment policies.

Partner and Public Involvement Committee

The Partner and Public Involvement Committee will help develop and execute all partner and public involvement activities. Its membership is shown in Appendix D.

Key responsibilities of this committee are to:

- Coordinate, develop, and execute all partner and public involvement activities at the state and regional levels;
- Develop and implement targeted strategies within each District to obtain input from regional and local partners, including city and county governments; private-sector partners; and the public, including traditionally under-represented groups.

The District PPI Coordinators will play a critical role in the success of this process. Within each District, they will have the following responsibilities:

- Plan, schedule, and conduct District briefings with key partners and record input from these briefings;
- Develop and update email and other notification lists;
- Develop flyers, notices, and emails for key events and activities;
- Plan and implement regional workshops;
- Identify additional awareness, input, and feedback mechanisms, as needed; and
- Document completed District partner and public involvement activities.

OPP will chair and provide staff support for the PPI Committee. OPP also will provide the Districts with PowerPoint Presentations and other meeting materials for use in their briefings and updates to regional and local partners to ensure consistent messaging.

The PPI Committee will meet regularly via web- or video-conference. Its meetings will include the following agenda items:

- Status reports on the overall FTP and SIS Policy Plan update process;
- Status reports from Central Office and the Districts on partner and public involvement activities;
- Sharing of effective practices and lessons learned; and
- Review of progress toward the implementation of this PPI Plan.

5.0 SCHEDULE AND KEY MILESTONES

Public and partner involvement activities are anticipated to occur throughout the duration of the FTP and SIS Policy Plan updates. A high-level outline showing both technical and public involvement activities is shown in Appendix E.

6.0 PERFORMANCE MONITORING AND EVALUATION

As part of the general Partner and Public Involvement Process used by FDOT, 17 performance indicators are identified under four key objectives to form the basis for performance measurement. The four objectives are:

1. **Equity.** Provide equitable access to transportation decision-making;
2. **Information.** Inform partners and the public early, clearly, and continuously;
3. **Methods.** Use a variety of methods to involve and engage partners and the public; and
4. **Responsiveness.** Carefully consider public input in transportation decisions.

These indicators are detailed in the FDOT report, which is entitled *Performance Measures to Evaluate the Effectiveness of Public Involvement Activities in Florida*. Only select indicators that best reflect the specific process for developing the FTP and SIS Policy Plan are used. Table 3 presents the subset of performance indicators proposed for the FTP and SIS Policy Plan updates; therefore, the list of indicators does not reflect consecutive numbers.

Table 3. Partner and Public Involvement Performance Indicators

Objective	Indicator	General Targets (Based on 5.0 as the Highest Rating, Where Applicable)
Equity. Provide equitable access to transportation decision-making.	E-1. Access to information and participation opportunities by persons with disabilities.	Number of disabled persons who requested accommodations satisfied with efforts made to accommodate their needs.
	E-4. Convenience of meeting or event time.	Participants and invitees who agree the meeting or event was held at a convenient time – Average 4.0
	E-5. Convenience of meeting or event location.	Participants and invitees who agree meeting or event was held at a convenient location – Average 4.0
	E-7. Diversity of project committee representation.	Diversity of participants in steering committee and advisory groups by age, racial/ethnic, income, gender, and employment characteristics, compared to demographics of affected populations.
	E-8. Availability of information in languages other than English.	Notices provided in languages other than English where the affected population comprises a high proportion of non-English speakers. Information translated upon request.
Information. Inform the public early, clearly, and continuously.	I-1. Clarity and adequacy of project information.	Participants who agree that information provided by the Department was clear – Average 4.0
		Participants who agree that the information provided by the Department was adequate – Average 4.0.

Objective	Indicator	General Targets (Based on 5.0 as the Highest Rating, Where Applicable)
	I-4. Affected parties feel that ample notice of public meetings was provided.	Affected parties who feel ample notice were provided of public meetings – Average 4.0.
Methods. Use a variety of methods to involve and engage the public.	M-1. Participants are involved using multiple techniques.	Number of techniques used to involve/engage the public in decision-making.
	M-2. Affected parties feel they had an adequate opportunity to participate.	Affected parties who feel they had adequate opportunity to participate – Average 4.0.
	M-3. Perception of the value of methods used.	Participants who agree that technique was of value in capturing their input – Average 4.0.
Responsiveness. Carefully consider public input in transportation decisions.	R-1. Agency partners feel that their input was considered.	Government units, organizations, user groups, and individuals feel that their input was considered – Average 4.0.

APPENDIX A. STEERING COMMITTEE

Organization	Member
Florida Department of Transportation	Richard Biter (Chair)
Metropolitan Planning Organization (MPO) Advisory Council	The Honorable Susan Haynie (Vice Chair)
AARP Florida	Laura Cantwell
CareerSource Florida	Andra Cornelius
Enterprise Florida	Cori Henderson
Federal Highway Administration	James Christian
Florida Airports Council	Michael Stewart
Florida Association of Counties	The Honorable Doug Smith
Florida Chamber of Commerce	Alice Ancona
Florida Commission for the Transportation Disadvantaged	Steven Holmes
Florida Council of 100	Susan Pareigis
Florida Defense Alliance	Rocky McPherson
Florida Department of Economic Opportunity	Karl Blischke
	Bill Killingsworth
Florida Department of Environmental Protection	Christopher Stahl
Florida Department of Highway Safety and Motor Vehicles	Lt. Col. Troy Thompson
Florida Department of Transportation	Paul Steinman
Florida League of Cities	The Honorable Matthew Surrency
Florida Ports Council	John Walsh
Florida Public Transportation Association	Karen Diegl
Florida Railroad Association	Bob O'Malley
Florida Regional Councils Association	Patricia Steed
Florida Transportation Builders Association	Robert Burleson
Florida Transportation Commission	Kenneth Wright
Florida Trucking Association	Tisha Keller
Floridians for Better Transportation	Matthew Ubben
Metropolitan Planning Organization (MPO) Advisory Council	The Honorable James Wood
Rails to Trails Conservancy - Florida	Ken Bryan
Small County Coalition of Florida	The Honorable Karson Turner
Space Florida	Mark Bontrager
The Nature Conservancy- Florida Chapter	Janet Bowman

Organization	Member
Transportation and Expressway Authority Membership (TEAM) Florida	Jim Ely
Urban Land Institute – Florida Chapter	Samuel Poole, Esq.
Visit Florida	William Seccombe
1000 Friends of Florida	Charles Pattison

APPENDIX B. STATEWIDE PARTNERS COORDINATION ACTIVITIES

Partner	Interview or Other Staff Level Coordination	Target for Presentation at Scheduled Meeting	Ongoing Coordination (Summit/Workshop, Emails, etc.)
1000 Friends of Florida	✓		✓
AAA Florida Chapter			✓
AARP Florida Chapter			✓
American Institute of Architects (AIA) Florida			✓
American Planning Association Florida Chapter		✓	✓
American Society of Landscape Architects, Florida Chapter			✓
Asphalt Contractors Association of Florida			✓
Associated Industries of Florida			✓
Association of Florida Community Developers		✓	✓
Audubon of Florida	✓		✓
Bicycle and Pedestrian Partnership Council		✓	✓
CareerSource Florida	✓		✓
Congress for the New Urbanism – Florida Chapter			✓
Connect Florida/College Leadership Florida			✓
Continuing Florida Aviation System Planning Process		✓	✓
Defenders of Wildlife	✓		✓
Enterprise Florida, Inc.	✓	✓	✓
Executive Office of the Governor	✓		✓
FHWA			✓

Partner	Interview or Other Staff Level Coordination	Target for Presentation at Scheduled Meeting	Ongoing Coordination (Summit/Workshop, Emails, etc.)
Florida Airports Council	✓	✓	✓
Florida Association of Counties	✓	✓	✓
Florida Attractions Association			✓
Florida Bicycle Association			✓
Florida Brownfields Association			✓
Florida Chamber of Commerce/Florida Chamber Foundation/Florida Trade & Logistics Institute	✓	✓	✓
Florida Commission for the Transportation Disadvantaged	✓	✓	✓
Florida Concrete and Products Association			✓
Florida Council of 100	✓	✓	✓
Florida Defense Alliance	✓	✓	✓
Florida Defense Support Task Force		✓	✓
Florida Department of Agriculture and Consumer Services			✓
Florida Department of Economic Opportunity	✓		✓
Florida Department of Education			✓
Florida Department of Elder Affairs			✓
Florida Department of Environmental Protection	✓		✓
Florida Department of Health	✓	✓	✓
Florida Department of Highway Safety and Motor Vehicles	✓		✓
Florida Department of State			✓
Florida Earth Foundation			✓
Florida Economic Development Council	✓	✓	✓
Florida Engineering Society			✓

Partner	Interview or Other Staff Level Coordination	Target for Presentation at Scheduled Meeting	Ongoing Coordination (Summit/Workshop, Emails, etc.)
Florida Institute of Consulting Engineers			✓
Florida Fish and Wildlife Conservation Commission	✓		✓
Florida Governor's Council on Indian Affairs			✓
Florida Homebuilders Association			✓
Florida Inland Navigation District			✓
Florida Intermodal Transportation Association			✓
Florida Land Council			✓
Florida League of Cities	✓	✓	✓
Florida Legislative Transportation Committee Staff	✓		✓
Florida Mainstreets			✓
Florida MPOAC	✓	✓	✓
Florida Military Base Commanders			✓
Florida Ports Council	✓	✓	✓
Florida Public Transportation Association	✓	✓	✓
Florida Railroad Association		✓	✓
Florida Redevelopment Association			✓
Florida Regional Councils Association	✓	✓	✓
Florida Rehabilitation Council			✓
Florida TaxWatch			✓
Florida Transportation Builders Association			✓
Florida Transportation Commission	✓	✓	✓
Florida Trucking Association	✓	✓	✓
Florida Wildlife Federation			✓
Floridians for Better Transportation		✓	✓

Partner	Interview or Other Staff Level Coordination	Target for Presentation at Scheduled Meeting	Ongoing Coordination (Summit/Workshop, Emails, etc.)
Institute of Transportation Engineers Florida Section			✓
Intelligent Transportation Society of Florida		✓	✓
Rails to Trails Conservancy Florida Office			✓
Rural Economic Development Initiative		✓	✓
Sierra Club			✓
Small County Coalition	✓	✓	✓
Space Florida	✓		✓
The Nature Conservancy	✓		✓
Transportation and Expressway Authority Membership of Florida (TEAMFL)		✓	✓
Trust for Public Land Southeast Regional Office (Tallahassee)			✓
U.S. Army Corps of Engineers			✓
U.S. Fish and Wildlife Service			✓
U.S. Forest Service			✓
Urban Land Institute, Florida Districts		✓	✓
Visit Florida	✓	✓	✓
Water Management Districts			✓
West Coast Inland Navigation District			✓

APPENDIX C. TECHNICAL ADVISORY COMMITTEE MEMBERS

Member	Office
Regina Colson (Chair)	CO – Policy Planning
Brian Watts	CO – Policy Planning
Andy Keith	CO – Aviation
Jim Halley	CO – Aviation
Duane Brautigam	CO - Design
Tom Duncan	CO – Spaceports
DeWayne Carver	CO – Bicycle/Pedestrian
John Lanham	CO – Emergency Management
Rusty Ennemoser	CO – Environmental Management
Shereen Yee-Fong	CO – Environmental Management
Dan Cashin	CO – Finance and Administration
Donna Lockhart	CO – Finance and Administration
Rickey Fitzgerald	CO – Freight Logistics and Passenger Operations
Ed Lee	CO – Rail and Motor Carrier Operations
Tim Lattner	CO – Maintenance
Dick Kane	CO – Public Information
Trenda McPherson	CO – Safety
Robert Emerson	CO – Seaports and Waterways
Mark Wilson	CO – Traffic Engineering and Operations
Gail Holley	CO – Traffic Engineering and Operations
Ed Coven	CO – Transit

Member	Office
Diane Quigley	CO – Transit
Ed Hutchinson	CO – Transportation Statistics
Huiwei Shen	CO- Systems Planning
Chris Edmonston	CO- Systems Planning
Lawrence Massey	District 1
Barney Bennette	District 2
Ray Kirkland	District 3
Virgie Bowen	District 3
Jayne Pietrowski	District 4
Lisa Dykstra	District 4
John Zielinski	District 5
Ryan Marks	District 5
Aileen Boucle	District 6
Waddah Farah	District 7
Genessa Casanova	Turnpike Enterprise

APPENDIX D. PARTNER AND PUBLIC INVOLVEMENT COMMITTEE MEMBERS

Member	Office
Melanie Weaver Carr (Chair)	Policy Planning
Sarah Catala	District 1
Jordan Green	District 2
Lauri Shubert ^a	District 2
Victoria Wilson	District 3
Lois Bush	District 4
Jeremy Upchurch	District 4
Mary Schoelzel	District 5
Aileen Boucle	District 6
Lisa Colemenares	District 6
Steven James ^a	District 6
Carlos Castro ^a	District 6
Dionne Richardson ^a	District 6
Lee Royal	District 7
Tomas Martinelli	Turnpike Enterprise
Randy Fox ^a	Turnpike Enterprise
Barbara Davis ^a	Turnpike Enterprise
Genessa Casanova	Turnpike Enterprise

^a Alternate or as needed.

APPENDIX E. SCHEDULE

Month	Activity
January-August 2014	Interviews with statewide partners to identify potential issues and opportunities Initial briefings with statewide partners
September-November 2014	Initial framework for alternative futures Initial list of issues to be considered in FTP and SIS Policy Plan updates Draft Partner and Public Involvement Plan Additional briefings with statewide partners
November- December 2014	Establish Partner and Public Involvement Committee Establish Technical Advisory Committee Internal staff coordination meeting (December 3-4) Project branding and web site Targeted coordination with key partners
December 17, 2014	Statewide summit to gather input on transportation vision
Ongoing in 2015	Continued partner coordination at statewide and District level
January 2015	1 st Steering Committee meeting
February 2015	2 nd Steering Committee meeting
February-March 2015	5 regional forums to gather input on transportation vision Draft transportation vision summary report
March-May 2015	Advisory Group Meetings
May 29, 2015	3 rd Steering Committee meeting <ul style="list-style-type: none"> • Review initial recommendations from advisory groups • Discuss potential FTP framework • Discuss key issues and opportunities for the SIS Policy Plan
June-July 2015	Advisory Group meetings, as needed
June 2015	3 regional workshops to gather input on FTP policy framework and emphasis areas recommendations

Month	Activity
July 21-22, 2015	4 th Steering Committee meeting <ul style="list-style-type: none"> • Review input from regional workshops • Refine FTP policy framework and emphasis areas • Discuss potential recommendations on SIS Policy Plan
August 2015	3 regional workshops to gather input on SIS Policy Plan recommendations
August 25, 2015	Statewide Transportation Policy “Town Hall” <ul style="list-style-type: none"> • Receive feedback on draft FTP policy framework and emphasis areas • Receive feedback on initial SIS Policy Plan recommendations
September 17, 2015	5 th Steering Committee meeting <ul style="list-style-type: none"> • Review input from regional workshops and statewide “town hall” • Adopt draft Steering Committee recommendations on FTP • Continue discussion of potential recommendations on SIS Policy Plan
October 2015	Draft FTP released for public comment
October 27, 2015	6 th Steering Committee meeting <ul style="list-style-type: none"> • Adopt recommendations on SIS Policy Plan
November 2015	Draft SIS Policy Plan released for public comment Final FTP
December 2015	Final SIS Policy Plan