



Florida Department of Transportation  
Office of Policy Planning

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# Partner and Public Involvement Plan

for the update of the

Florida Transportation Plan

and

Strategic Intermodal System Policy Plan

March 2019



DRAFT





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## List of Acronyms

AARP	American Association of Retired Persons
ACES	Automated, Connected, Electric, and Shared
CMT	Communications Media Technology
ETAT	Environmental Technical Advisory Team
FDOT	Florida Department of Transportation
FHWA	Federal Highway Administration
FTA	Federal Transit Administration
FTP	Florida Transportation Plan
ISD	Intermodal Systems Development
LRTP	Long Range Transportation Plan
MPO	Metropolitan Planning Organization
MPOAC	Metropolitan Planning Organization Advisory Council
OPP	Office of Policy Planning
PIO	Public Information Officer
PPI	Partner and Public Involvement
RAO	Rural Area of Opportunity
RPC	Regional Planning Council
SIO	Systems Implementation Office
SIS	Strategic Intermodal System
TransPlex	Transportation Planning Exchange

# Introduction

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 purpose of this effort is to provide early and continuous opportunities for public and partner input into statewide transportation needs, opportunities, and decision-making processes.

## *Goal of the PPI Plan*

The overall goal of this PPI Plan is to use an efficient process, and actively involve as many partners, stakeholders, and members of the public as possible in the updates of the FTP and SIS Policy Plan. This goal is supported by three objectives:

- **Statewide partner involvement objective**—Strengthen coordination with key statewide partner organizations during the FTP and SIS Policy Plan updates.
- **Regional and local partner involvement objective**—Encourage input, feedback, and support from as many regional and local partners as possible in the plan updates.
- **Public involvement objective**—Promote multiple, convenient opportunities for interested members of the public, including traditionally underrepresented<sup>1</sup> communities, to offer input and feedback during the plan updates, and at the same time, inform the public on how the FTP and SIS Policy Plan may impact their day-to-day lives.

## *Principles of Partner and Public Involvement*

This PPI Plan incorporates 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 often throughout the process.
- Outreach 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.

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<sup>1</sup> FDOT recognizes the use of 'underserved' in federal regulation to mean those not traditionally served by the transportation system. For the purposes of describing partner and public involvement in this PPI Plan, 'underrepresented' is more often used to describe those who may not have historically had a voice in transportation decisions.

- Targeted outreach to specific stakeholder groups such as those emphasizing emerging issues (i.e., technology) and those traditionally underrepresented in statewide planning activities.
- Consideration of partner and public input and feedback throughout the plan development process and documentation of this consideration.
- Ongoing partnership-building to achieve improved coordination and consensus on many levels and among diverse interests.

## *Phases of the FTP and SIS Policy Plan Update Process*

The FTP and SIS Policy Plan update process is organized into three phases. These phases are Vision Development, Policy Development, and Transition to Implementation. Partner and public involvement will be planned and implemented for all phases.

- **Vision Development** will start in May 2019 during the Future of Transportation in Florida event hosted by FDOT and conclude in December 2019. It will include identification of long-range trends and challenges facing Florida's transportation system; assessment of alternative futures that might impact Florida's future transportation decisions; and engaging partners and the public in review of the alternative futures and update of the FTP Vision Element, which documents the long-range transportation vision for the state.
- **Policy Development** will be the emphasis of 2020, and will include revisions to or development of FTP goals, objectives, and other policies based on the long-range vision with input from partners and the public. This effort will culminate in completion of the FTP Policy Element by December 2020.
- **Transition to Implementation** will be the emphasis of 2021 and beyond, and will include efforts to initiate and conduct implementation of the updated FTP. The **SIS Policy Plan** will be updated in 2021, to ensure this policy document aligns with the goals and objectives of the FTP.

## *Expectations for Partner and Public Involvement*

This PPI Plan outlines specific coordination and implementation activities as required by federal or state law. These activities are designed to implement FDOT's three-phase approach to partner and public involvement: raising awareness, obtaining input to inform policy, and soliciting feedback on the draft plans. The input and feedback will be used to inform FDOT management, the Steering Committee, and the final plans.

During the course of the FTP and SIS Policy Plan updates, all federal, state, and FDOT regulations, statutes, rules, and policies relating to partner and public involvement will be followed for the purpose of raising awareness, obtaining input, and soliciting feedback. The next section reviews the federal regulations and state statutes that govern partner and public involvement.

In addition, the [FDOT Public Involvement Handbook](#) provides techniques and methods to encourage meaningful public participation throughout the transportation decision-making process. The handbook is intended for use by FDOT staff, FDOT consultants, and any others interested in conducting effective public involvement. It provides guidance for developing and implementing effective public involvement activities that meet and may, in some cases, exceed federal and state requirements.

# Federal and State Framework for Partner and Public Involvement

This section summarizes federal and state requirements for partner and public involvement as it relates to statewide planning.

## Overview of Federal and State Requirements

Partner and public involvement for the FTP update will be conducted in accordance with federal regulations, policies, and guidelines related to public participation in statewide transportation planning. Florida Statute also identifies requirements for partner and public involvement listing specific entities that should be consulted in the development of the FTP and the SIS Policy Plan.

The federal requirements for partner and public involvement related to statewide planning are listed in Table 1 in sequence of federal regulation. State requirements for partner and public involvement related to the FTP and the SIS Policy Plan are listed in Table 2 and Table 3, respectively. Other state requirements for partner and public involvement are shown in Table 4.

**TABLE 1. SUMMARY OF FEDERAL REQUIREMENTS FOR PARTNER AND PUBLIC INVOLVEMENT RELATED TO STATEWIDE PLANNING**

Requirement (Regulation Citation)	Actions to Accomplish the Requirement
Coordinate with metropolitan planning organizations (MPO) in metropolitan areas of the state. The state is encouraged to rely on information, studies, or analyses provided by MPOs. [23 CFR 450.208(a)(1)]	FDOT will coordinate with MPOs through presentations to the MPO Advisory Council (MPOAC) Governing Board and MPOAC Staff Directors, District outreach to individual MPO boards and committees, and review of MPO long-range transportation plans (LRTP) and planning studies.  FDOT will collaborate with MPOs to integrate information, studies, and analyses, with emphasis on regional-scale initiatives. ( <i>PPI Plan pg. 17, 23</i> )
Coordinate statewide transportation planning with statewide trade and economic development planning activities and related multistate planning efforts. [23 CFR 450.208(a)(2)]	FDOT will coordinate closely with development of the Florida Freight Mobility and Trade Plan, the Florida Strategic Plan for Economic Development, and related documents; targeted outreach to economic development, trade, and freight stakeholders, including multi-state initiatives. ( <i>PPI Plan pg. 18</i> )
Consider the concerns of Federal land management agencies that have jurisdiction over land within the boundaries of the state. [23 CFR 450.208(a)(3)]	FDOT will expand outreach to Federal land management agencies through invitation to participate in environmental partners meetings, briefings to the Environmental Technical Advisory Team (ETAT), and similar processes. ( <i>PPI Plan pg. 17</i> )



Requirement (Regulation Citation)	Actions to Accomplish the Requirement
Cooperate with local elected and appointed officials, or through rural transportation planning organizations (RTPOs) in nonmetropolitan areas. [23 CFR 450.208(a)(4)]	FDOT will target outreach to local elected and appointed officials in nonmetropolitan areas, through briefings to statewide organizations such as the Florida Association of Counties, Florida League of Cities, and Small County Coalition, as well as District outreach to individual regional planning councils and county commissions. <i>(PPI Plan pg. 17, 23)</i>
Consider the concerns of Indian Tribal governments that have jurisdiction over land within the state. [23 CFR 450.208(a)(5)]	FDOT will target outreach to representatives of tribal governments including a letter from the FDOT Secretary and Federal Highway Administration (FHWA) Division Administrator to leadership of Tribal governments. <i>(PPI Plan pg. 17)</i>
Consider related planning activities being conducted outside of metropolitan planning areas and between states. [23 CFR 450.208(a)(6)]	FDOT will consider regional visions, rural planning initiatives, and multi-state planning initiatives involving Florida. <i>(PPI Plan pg. 17-18)</i>
Coordinate data collection and analyses with MPOs and public transportation operators to support statewide transportation planning and programming priorities and decisions. [23 CFR 450.208(a)(7)]	FDOT will coordinate data collection and analysis with MPO and public transportation planners as needed. <i>(PPI Plan pg. 17, 23)</i>
Develop and use a documented public involvement process that provides opportunities for public review and comment at key decision points. [23 CFR 450.210(a)]	FDOT has developed a public involvement process. This PPI Plan serves as the documented public involvement process providing opportunities for public review and comment at key decision points.
Establish early and continuous public involvement opportunities that provide timely information about transportation issues and decision-making processes to individuals, affected public agencies, representatives of public transportation employees, public ports, freight shippers, private providers of transportation (including intercity bus operators), representatives of users of public transportation, representatives of users of pedestrian walkways and bicycle transportation facilities, representatives of the disabled, providers of freight transportation services, and other interested parties. [23 CFR 450.210(a)(1)(i)]	FDOT has established public involvement processes to receive input on the FTP. This PPI Plan describes involvement opportunities for all organizations listed here as well as other transportation stakeholders. <i>(PPI Plan pg. 17-18, 23)</i>
Provide reasonable public access to information used in the development of the long-range statewide transportation plan. [23 CFR 450.210(a)(1)(ii)]	Public access to information used to develop the FTP will be provided through the website or upon request from the FDOT project manager. <i>(PPI Plan pg. 19)</i>
Provide adequate public notice of public involvement activities and time for public review and comment at key decision points, including a reasonable opportunity to comment on the proposed long-range statewide transportation plan. [23 CFR 450.210(a)(1)(iii)]	FDOT will ensure meetings related to the FTP are publicly noticed and provide an opportunity for public comment; the draft FTP is posted for public comment before adoption. <i>(PPI Plan pg. 20)</i>

Requirement (Regulation Citation)	Actions to Accomplish the Requirement
Ensure that public meetings are held at convenient and accessible locations and times. [23 CFR 450.210(a)(1)(iv)]	FDOT will ensure public workshops are scheduled at convenient and accessible locations and times to the extent possible, and participants are asked to evaluate the times and locations. ( <i>PPI Plan pg. 16</i> )
Use visualization techniques to describe the proposed LRTP and supporting studies. [23 CFR 450.210(a)(1)(v)]	FDOT will ensure visualization techniques such as infographics, photos, renderings, and animation are used to support FTP development. ( <i>PPI Plan pg. 18</i> )
Make public information available in electronically accessible format and means, such as the World Wide Web. [23 CFR 450.210(a)(1)(vi)]	FDOT will ensure public information is provided through the FTP website. ( <i>PPI Plan pg. 19</i> )
Demonstrate explicit consideration and response to public input during the development of the long-range statewide transportation plan. [23 CFR 450.210(a)(1)(vii)]	All public comments received during the FTP process will be considered by staff and substantive comments will be considered by the FTP Steering Committee. Responses to comments will be posted on the FTP website. ( <i>PPI Plan pg. 20</i> )
Include a process for seeking out and considering the needs of those traditionally underserved by existing transportation systems, such as low-income and minority households. [23 CFR 450.210(a)(1)(viii)]	The process for seeking out and considering the needs of those traditionally underrepresented is included in this Plan at the statewide, regional, and local level. ( <i>PPI Plan pg. 23</i> )
Provide for the periodic review of the effectiveness of the public involvement process. [23 CFR 450.210(a)(1)(ix)]	Performance indicators are used to measure the effectiveness of public workshops. ( <i>PPI Plan pg. 27-28</i> )
State shall allow 45 calendar days for public comment on the existing and proposed processes for public involvement in the development of the long-range statewide transportation plan. [23 CFR 450.210(a)(2)]	This PPI Plan will be posted for a 45-day public comment period.
State shall provide copies of the approved public involvement process to FHWA and Federal Transit Administration (FTA) for informational purposes. [23 CFR 450.210(a)(2)]	FDOT will provide copies of the PPI Plan to FHWA and FTA.
State shall provide for nonmetropolitan local official participation in the development of the LRTP. The State must document the process for cooperating with nonmetropolitan local officials that is separate from the public involvement process. [23 CFR 450.210(b)]	FDOT will provide opportunities for nonmetropolitan local officials to participate in the development of the plan. The process for cooperating with nonmetropolitan local officials is included in this plan. ( <i>PPI Plan pg. 17, 23</i> )
For each area of the state under the jurisdiction of an Indian Tribal government, the state shall develop the long-range statewide transportation plan in consultation with the Tribal government and the Secretary of the Interior. [23 CFR 450.210(c)]	The FDOT Secretary will send letters to each tribal nation requesting their participation in the process. ( <i>PPI Plan pg. 17</i> )

**TABLE 2 SUMMARY OF STATE REQUIREMENTS FOR PARTNER AND PUBLIC INVOLVEMENT SPECIFICALLY RELATED TO THE FLORIDA TRANSPORTATION PLAN**

Requirement (Statutory Citation)	Actions to Accomplish the Requirement
<p>The FTP shall 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. [Sec. 339.155(3)(c), F.S.]</p>	<p>FDOT will cooperate with MPOs through presentations to the MPOAC Governing Board and MPOAC staff directors, District outreach to individual MPO boards and committees, and review of MPO LRTPs and planning studies. (<i>PPI Plan pg. 17, 23</i>)</p>
<p>The FTP shall be developed in consultation with affected local officials in nonmetropolitan areas and with any affected Indian tribal governments. [Sec. 339.155(3)(d), F.S.]</p>	<p>FDOT will target outreach to local elected and appointed officials in nonmetropolitan areas, through briefings to statewide organizations such as the Florida Association of Counties, Florida League of Cities, and Small County Coalition, as well as District outreach to individual regional planning councils and county commissions.</p> <p>FDOT will target outreach to representatives of tribal governments including a letter from the FDOT Secretary and FHWA Division Administrator to leadership of tribal governments. (<i>PPI Plan pg. 17, 23</i>)</p>

**TABLE 3 SUMMARY OF STATE REQUIREMENTS FOR PARTNER AND PUBLIC INVOLVEMENT SPECIFICALLY RELATED TO THE STRATEGIC INTERMODAL SYSTEM**

Requirement (Statutory Citation)	Actions to Accomplish the Requirement
<p>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. [Sec. 339.64(3)(a), F.S.]</p>	<p>FDOT will target outreach to these groups through executive staff-level meetings, presentations at regularly scheduled meetings, and invitations to workshops. The draft SIS Policy Plan will be available for public comment through the website. (<i>PPI Plan pg. 17-18</i>)</p>
<p>The department shall coordinate with federal, regional, and local partners, as well as industry representatives, to consider infrastructure and technological improvements necessary to accommodate advances in vehicle technology, such as autonomous technology and other developments, in Strategic Intermodal System facilities. [Sec. 339.155(3)(c), F.S.]</p>	<p>The Automated, Connected, Electric, and Shared (ACES) subcommittee will consider these topics in relation to SIS facilities. (<i>PPI Plan pg. 15</i>)</p>

**TABLE 4. OTHER STATE REQUIREMENTS RELATED TO PARTNER AND PUBLIC INVOLVEMENT**

Requirement (Statutory Citation)	Actions to Accomplish the Requirement
<p>The Florida Transportation Commission (FTC) shall perform an in-depth evaluation of the Florida Transportation Plan for compliance with all applicable laws and established departmental policies. [Sec. 20.23(2)(b)(3), F.S.]</p>	<p>FDOT will provide the draft plan to the FTC for review before final adoption. <i>(PPI Plan pg. 20)</i></p>
<p>Each agency shall give notice of public meetings, hearings, and workshops by publication in the Florida Administrative Register and on the agency's website not less than 7 days before the event. The notice shall include a statement of the general subject matter to be considered. [Sec. 120.525(1), F.S.]</p>	<p>FDOT will ensure all meetings related to the FTP and SIS are noticed in the Florida Administrative Register and on the FDOT website. <i>(PPI Plan pg. 15-16)</i></p>
<p>All meetings of any board or commission of any state agency or authority or of any agency or authority of any county, municipal corporation, or political subdivision, except as otherwise provided in the Constitution, including meetings with or attended by any person elected to such board or commission, but who has not yet taken office, at which official acts are to be taken are declared to be public meetings open to the public at all times, and no resolution, rule, or formal action shall be considered binding except as taken or made at such meeting. The board or commission must provide reasonable notice of all such meetings. [Sec. 286.011, F.S.]</p>	<p>FDOT will ensure that all meetings of the FTP-SIS Steering Committee are public meetings. They will be noticed as required by law. A public comment time will be included in the agenda for each meeting. <i>(PPI Plan pg. 15)</i></p>
<p>The agency is not permitted to conduct any proceeding otherwise subject to the provisions of Section 286.011, F.S., exclusively by means of communications media technology (CMT) without making provision for the attendance of any member of the public who desires to attend. [Florida Administrative Code 28-109]</p>	<p>FDOT will identify a physical location for anyone interested in attending a webinar in-person as part of the FTP update. <i>(PPI Plan pg. 16)</i></p>

# Role and Responsibilities

This section documents the roles and responsibilities for implementing the PPI Plan for FDOT staff as well as FDOT partners.

## *FDOT Staff*

### **Office of Policy Planning (OPP)**

OPP has lead responsibility for all aspects of the FTP update including implementation of the PPI Plan. OPP's responsibilities related to partner and public involvement include:

- Leading coordination activities with all statewide partner groups.
- Coordinating with the Districts on PPI and technical issues, as described in the process section below.
- Leading planning and preparation for statewide events and regional workshops.
- Assisting District staff with briefings as needed.
- Periodically updating the FDOT Executive Board as well as Central Office and District Directors and Managers.
- Coordinating review and approval of the draft and final FTP and SIS Policy Plan documents.

### **Systems Implementation Office (SIO)**

SIO has lead responsibility for all aspects of the SIS Policy Plan update. SIO will coordinate and partner with OPP's public and partner involvement activities. Their responsibilities related to partner and public involvement include:

- Partnering with OPP on outreach activities with statewide partner groups.
- Coordinating with the Districts on PPI and technical issues, as described in the process section below.
- Periodically updating the FDOT Executive Board as well as Central Office and District Directors and Managers.
- Coordinating review and approval of the draft and final SIS Policy Plan.

## District Offices

District Office responsibilities related to partner and public involvement include:

- Distributing materials provided by FDOT Central Office to promote awareness among District staff and offices about the FTP and SIS Policy Plan updates, engage District staff in the updates, and encourage implementation of the plans.
- Collecting, documenting, and responding to input received from District staff and offices related to the FTP and SIS Policy Plan, and sharing this information with OPP.
- Leading coordination activities with all regional and local partners and the public.
- Providing briefings and updates for regional and local partners using established channels (e.g., MPO, RPC, and local government meetings).
- Reviewing the MPO's long range transportation plans for alignment with the FTP.
- Assisting Central Office with logistics for meetings and workshops held in the Districts and coordinating participation of local and regional partners for those meetings.
- Documenting completed District partner and public involvement activities as well as the input received during these activities, and sharing this information with OPP.

## Other FDOT staff

Other FDOT staff will assist in the following ways:

- **FDOT's Executive Board, Directors, and Intermodal Systems Development (ISD) Managers** 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.
- The Central Office and District **SIS Coordinators**, and staff from key program and modal offices, will provide technical review and feedback on the SIS Policy Plan. These staff will develop recommendations of proposed changes to SIS designation criteria and investment policies.

## FDOT Partners

### Metropolitan Planning Organizations (MPO)

MPOs have lead responsibility for all aspects of their respective long range transportation plans. MPOs responsibilities related to partner and public involvement during the update of the FTP and SIS Policy Plan include:

- Assisting OPP with coordinated targeted outreach to respective MPOs.
- Distributing materials provided by FDOT Central Office to promote awareness among MPO elected officials and staff about the FTP and SIS Policy Plan updates, engage MPO elected officials and staff in the updates, and encourage implementation of the plans.



- Hosting workshops and/or providing time for input as part of the MPO's regularly scheduled meetings.
- Promoting public involvement in the FTP through use of social media and other outlets including feedback received through the MPO's typical outreach to their communities
- Collecting and forwarding input received from MPO elected officials, staff, and the public related to the plan updates, and sharing this information with OPP.

## Non-metropolitan partners

FDOT will target outreach to local elected and appointed officials in non-metropolitan areas through FDOT's consultative process to ensure that all local entities in areas not served by MPOs have sufficient input into the update of the FTP. Statewide organizations such as Florida Regional Councils Association, Florida League of Cities, Florida Association of Counties, and the Small County Coalition can provide public involvement support during the update of the FTP and SIS Policy Plan in the following ways:

- Assisting OPP with coordinated targeted outreach to respective organizations.
- Distributing materials provided by FDOT Central Office to promote awareness among nonmetropolitan elected and appointed officials and staff about the FTP and SIS Policy Plan updates, engage them in the update process, and encourage implementation of the plans.
- Hosting workshops and/or providing time for input as part of the organization's regularly scheduled meetings.
- Collecting and forwarding input received from nonmetropolitan elected and appointed officials and staff related to the plan updates, and sharing this information with OPP.

## Other partners

FDOT works with many traditional transportation partners such as statewide modal organizations as well as economic development, community, and environmental organizations. These partners can provide public involvement support during the update of the FTP and SIS Policy Plan in the following ways:

- Distributing materials provided by FDOT Central Office to promote awareness among organization leadership and staff about the FTP and SIS Policy Plan updates, engage them in the update process, and encourage implementation of the plans, where applicable.
- Collecting and forwarding input received from partner membership and staff related to the plan updates, and sharing this information with OPP.

# Overview of the Partner and Public Involvement (PPI) Process

Meaningful outreach to partners and the public is accomplished through a multi-step process. This is accomplished by employing multiple staff and ensuring many opportunities are provided for 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.

This PPI Plan outlines the function of the Partner and Public Involvement Coordinators as well as identification of partners, preparation and analysis, tool development, and engagement. It is designed to implement FDOT’s three-phase approach to partner and public involvement including raising awareness, obtaining input to inform policy, and soliciting feedback on the draft plans, as shown in Table 5. The input and feedback will be used to inform FDOT management, the Steering Committee, and the draft and final plans.

The activities described in this PPI Plan are aimed at promoting awareness specifically for the FTP and SIS Policy Plan updates and will be employed and maintained over the course of the planning process. They are intended to maximize input and feedback opportunities from partners, stakeholders, and the public for these plans. Once the FTP is adopted, additional targeted outreach may be conducted for the SIS Policy Plan.

**TABLE 5. PPI ACTIVITY EMPHASIS BY PLAN UPDATE PHASE**

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

## *Partner and Public Involvement (PPI) Coordinators*

The process for partner and public involvement begins with identifying PPI Coordinators. These coordinators, made up of FDOT Central and District office staff, are responsible for developing and executing all partner and public involvement activities for the update of the FTP and SIS Policy Plan. The list of PPI Coordinators is shown in Appendix A. Key responsibilities of these coordinators over the life of the update include



- coordinating, developing, and executing all partner and public involvement activities at the state, regional, and local levels;
- developing and implementing targeted strategies within each District in coordination with the MPOs to obtain input from regional and local partners, including city and county governments, private sector partners, and the public;
- coordinating the review and consideration of regional and local sociocultural profiles that may help tailor partner and public outreach; and
- coordinating with multi-disciplinary internal staff to receive input and feedback on the FTP and vision, policy, and implementation strategies.

OPP will lead the PPI Coordinators and provide overarching direction to them. Specific responsibilities include

- planning, scheduling, and facilitating coordinator meetings;
- providing staff support to other Central Offices and the Districts regarding the partner and public involvement process for the FTP and SIS Policy Plan;
- identifying best practices and approaches for engaging key audiences based on sociocultural profiles;
- planning, scheduling, coordinating, and conducting briefings with key statewide partners and documenting input from these briefings;
- providing training, as needed, to District staff; and
- drafting and updating PowerPoint presentations as well as drafting other materials and tools for use in briefings and updates to statewide, regional, and local partners to ensure consistent messaging.

Each District will identify a group of staff members to coordinate the partner and public involvement activities within the District. These staff should organize within their District to best execute their PPI responsibilities. These coordinators play a critical role in the success of this process. Specific responsibilities include

- planning, scheduling, coordinating, and conducting District briefings with key partners and recording input from these briefings;
- developing and updating email and other notification lists;
- developing flyers, notices, and emails for key events and activities;
- planning and implementing regional workshops;
- informing OPP of any issues that may arise in the Districts;
- identifying additional awareness, input, and feedback mechanisms, as needed;
- coordinating with MPO staff on partner outreach; and

- documenting completed District partner and public involvement activities and the input received from these activities, and sharing this information with OPP.

Prior to the kick-off of the update cycle, and well before the FTP and SIS Policy Plan updates begin, the PPI Coordinators meet to review federal and state guidelines and discuss potential techniques for current and new requirements prior to the kick-off of the update cycle. Following the kick-off of the FTP and SIS Policy Plan updates, the PPI Coordinators will meet regularly throughout the process. These meetings will generally 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 to date;
- sharing of effective practices and lessons learned; and
- review of progress toward the implementation of this PPI Plan.

As needed, internal technical meetings and coordination will take place to solicit input and feedback from groups such as the Intermodal Systems Development (ISD) Managers, Freight Coordinators, SIS Coordinators, and Community Planning Coordinators.

## *Statewide Coordination Activities*

OPP will lead the statewide coordination activities. OPP will be responsible for identifying partners, conducting preparation and analysis, and developing outreach tools at the statewide level. OPP will use these steps to engage the partners through various activities. The District PPI Coordinators will support the statewide coordination efforts as needed.

## **Identify Partners**

As with the prior FTP and SIS Policy Plan updates, building consensus among statewide partner organizations is a critical element of the PPI Plan. Partner groups with whom FDOT coordinates regularly are listed below. Other partner groups identified throughout the process will be added on an ongoing basis. Engagement techniques will be tailored for the different partners depending on the nature and interest of the groups. A complete list of the currently identified statewide partners, organized by partner type, is provided in Appendix B and indicates the anticipated level of participation in this process.

- **State and federal agencies and commissions.** (e.g., Florida Department of Environmental Protection, Florida Department of Economic Opportunity, Florida Fish and Wildlife Commission, Florida Department of Highway Safety and Motor Vehicles/Florida Highway Patrol, Federal Highway Administration)
- **Statewide organizations representing modal partners.** (e.g., Florida Airports Council, Florida Ports Council, Florida Public Transportation Association)
- **Associations representing regional and local government interests.** (e.g., Metropolitan Planning Organization Advisory Council, Florida League of Cities, Florida Association of Counties, Small County Coalition)

- **Community and environmental organizations.** (e.g., 1000 Friends of Florida, The Nature Conservancy)
- **Economic development, professional, business, and industry associations.** (e.g., Florida Chamber of Commerce, Florida Council of 100)
- **Florida’s six designated Native American Tribes.**

## Conduct Preparation and Analysis

OPP will be responsible for preparation and analysis at the statewide level. In preparation for the update of the FTP, OPP will review current federal and state requirements for statewide planning, meet with FHWA to discuss the federal requirements, begin coordination with applicable FDOT planning and modal offices, and review recent partner plans including an analysis of existing MPO LRTPs, that compares the goals and objectives to those plans to the FTP.

In addition, OPP will conduct a quantitative analysis of recent trends by reviewing historical and available forecast data to document shifts in population, the economy, tourism, freight movement, technology, the transportation system, and others as applicable. The results of the trends analysis will help identify potential new messages and target new audiences for the FTP. Depending on the outcome of the analysis, there may also be new priorities to consider as part of the FTP. Along with the trends review, analysis will be conducted qualitatively through what is already known about many statewide partners and reaching out to new ones to discuss their participation. Initial outreach to key statewide partners such as the MPOAC leadership also will be conducted.

Preparation will also include OPP and the FDOT PPI Coordinators discussing best practices and approaches for engaging key audiences to help shape partner and public outreach. They will discuss prior outreach efforts as well as new techniques to determine what methods work best for certain audiences. This PPI Plan is part of the practice for discussing outreach efforts and activities will be adjusted throughout the process as needed. This plan will be provided to the FDOT PPI Coordinators and other interested FDOT offices for review and comment. Following internal review, it will be made available for a 45-day public comment period.

## Develop and Implement Tools and Campaigns for Outreach

OPP will develop tools and campaigns that will be used to make partners and the public aware of the plan update, obtain input on topics and issues, and receive feedback on the draft plans. OPP will work with the Districts to identify outreach opportunities and track contacts and input. These opportunities may include partner briefings during regularly scheduled meetings or workshops, FTP-specific meetings or contacts, and/or specific campaigns at critical points in the FTP process. Campaigns may target specific topics, feedback, or audiences. In addition, OPP will work with partners, including MPOs, to identify outreach opportunities to their constituencies, using their existing meetings, workshops, social media, videos, and webinar capabilities.

Table 6 lists tools for outreach and indicates which phase of the plan update each tool primarily supports. A summary of each tool is provided following the table. Other tools and strategies may be used during the process if determined to provide needed benefits.

**TABLE 6. STATEWIDE PARTNER AND PUBLIC INVOLVEMENT TOOLS BY PLAN UPDATE PHASE**

Tool	Vision Development	Policy Development	Transition to Implementation
Steering Committee	■	■	■
Statewide events	■	■	■
Regional workshops		■	
Standard presentation	■	■	■
Partner briefings and targeted outreach	■	■	■
Brochures, infographics, and videos	■	■	■
Email updates, event notices, & social media	■	■	■
Fact sheets and newsletters	■	■	■
Website	■	■	■
Specific comment on draft FTP and SIS Policy Plan		■	
Informal advisory groups	■	■	■
Outreach tracker	■	■	

### Steering Committee

The FTP/SIS Steering Committee is charged with providing guidance on the plan updates. The committee members represent a variety of partner organizations including state and federal agencies and commissions; statewide organizations representing modal partners; associations representing regional and local government interests; community and environmental organizations; and economic development, professional, business, and industry associations. OPP is responsible for organizing this committee and providing staff support. The meetings of this committee will be publicly noticed and time for public comment will be made available at each meeting.

In a change from prior FTP updates, working groups for every goal area are not anticipated. Instead, focused subcommittees will be created for key cross-cutting issues, such as automated, connected, electric, and shared vehicles (ACES) and resilience. Subcommittees would be made up of Steering Committee members on a voluntary basis. Individuals and representatives from organizations who are not represented on the Steering Committee but are interested stakeholders and subject matter experts, are encouraged to become ‘friends’ of the subcommittee. Friends of the subcommittee will be informed of subcommittee meetings and are encouraged to participate and provide comment for the subcommittee members to consider.

## Statewide Events

Statewide events provide an opportunity to reach many people at one time. These events are widely advertised including the FTP website and distributed to various email lists of partners, stakeholders, and the interested public. The May 2019 Future of Transportation in Florida event will focus on obtaining input from statewide, regional, and local partners on Florida's long-range transportation vision. This event will be structured to obtain input on long-range trends, alternative futures for transportation in Florida, and potential strategies to prepare for these futures. This event will provide input for updating the FTP Vision Element. OPP is responsible for planning and conducting the TransPlex conference. This conference will be used for outreach opportunities depending on the timing of the event. Other statewide events, specific to the FTP, may be planned if the need arises. In addition, OPP may work with other FDOT offices or partners to promote the FTP through their statewide events (i.e., Focus on Community) if it makes sense.

Statewide webinars may be convened at key points in the process to inform the full list of statewide, regional, and local partners about the status of the plan updates. In particular, a webinar may be held at the release of the draft plans for public comment. In adherence to state rule, a physical location will be provided to complement any virtual/electronic meeting.

## Regional Workshops

OPP will convene regional workshops that will take place during the update process to obtain feedback from regional and local partners and the public on draft goals, objectives, and implementation strategies. The schedule for the workshops will be determined sometime after the kickoff of the update. Once scheduled, the time and location of the workshops will be planned to consider the needs of those who are transit-dependent or have limited mobility. All workshops will be publicly noticed. OPP will be responsible for scheduling, planning, and facilitating the regional workshops across the state. District staff will provide input on workshop location, interpreter or translator needs for those with limited English proficiency, and logistical support for any workshop in their district. District staff will lead development of a targeted invitation list for the regional workshops emphasizing MPOs, local governments, other transportation partners, stakeholders, and the public. Districts also should explore local, ethnic, and cultural media outlets to advertise the regional workshops and reach diverse demographic segments.

## Standard Presentation

OPP will create and periodically update a standard PowerPoint presentation (with detailed speaker notes) describing the update process to ensure a consistent message to partners and the public. Both Central Office and District staff will use the presentation when conducting briefings. Presentation content will be tailored to specific partners as needed or requested. FDOT Central Office will lead briefings to state agencies and statewide organizations and be responsible for documenting comments and input for each meeting. District staff may be called on to support statewide briefings if these events are in their general area.

## Partner Briefings and Targeted Outreach

OPP is responsible for conducting briefings to statewide partners throughout the process to make them aware of the plan updates, obtain their input on key issues and potential policies, and take their feedback

on draft plan elements. The speakers at the briefings will encourage partners to visit the website, sign up for notices, and attend any upcoming workshops.

Consistent with federal and state requirements, OPP will lead targeted outreach with the following statewide partner groups to ensure their concerns and comments are captured and addressed.

- **Metropolitan Planning Organizations (MPOs).** OPP will work with the Metropolitan Planning Organization Advisory Council (MPOAC) to develop a process for coordination with Florida's 27 MPOs during the update process. This will include ongoing coordination with the MPOAC executive leadership, briefings to the MPOAC Governing Board, Staff Directors, and Policy and Technical Subcommittee, as needed or requested; and targeted workshops with the MPOAC and regional MPO alliances. The MPOAC also will be represented on the FTP/SIS Steering Committee. These targeted statewide activities will augment invitations for MPO leadership and staff to participate in the statewide and regional workshops, as well as presentations to individual MPO boards or committees by District staff. In addition, District staff will work with MPO staff to spread the word about public involvement activities for the FTP and SIS Policy Plan and will review the MPO LRTPs for alignment with the FTP.
- **Local government elected officials in metropolitan and non-metropolitan areas.** OPP will make periodic presentations to the Florida Association of Counties and Florida League of Cities 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 FTP/SIS Steering Committee will include representation of local government elected officials in both metropolitan and non-metropolitan areas. These targeted statewide activities will augment invitations for leadership and staff to participate in the statewide and regional workshops, as well as presentations to individual boards or committees by District staff, such as presentations to Rural Areas of Opportunity (RAO) and coordinating with communities through the rural transportation planning process.
- **Native American Tribal Nations.** Federal Highway Administration's Florida Division Administrator, in conjunction with the FDOT Secretary, will send letters to the leadership of Florida's Native American Tribal Nations inviting their participation in the update process. FDOT will offer the 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 advised of opportunities as well.
- **Federal land management agencies.** OPP will coordinate with Federal land management agencies including U.S. Department of the Interior-Bureau of Land Management, U.S. Fish and Wildlife, National Park Service, and the U.S. Forest Service through their participation on the Florida Environmental Technical Advisory Team (ETAT). Coordination will occur through staff-level briefings, presentations at meetings as requested, and invitations to participate in statewide and regional workshops.
- **Statewide organizations representing modal partners.** OPP will coordinate periodic presentations to key modal association groups as part of their regularly scheduled meetings. These presentations may be conducted by OPP staff, FDOT modal staff, and/or FTP/SIS Steering Committee members. Key partners include Florida Airports Council, Florida Bicycle and Pedestrian Partnership, Florida Ports Council, Florida Public Transportation Association, Florida Rail Association, and Florida Trucking Association. OPP may also reach out to other modal representatives, as required by law. Specific outreach may include, for example, meetings with intercity bus providers and/or public transportation unions, and riders. Coordination with these entities will occur through staff-level briefings, presentations at regularly scheduled meetings, as requested, and invitations to participate in the statewide and regional workshops.



- **Economic development, business and industry partners, and other private sector interests.** OPP will conduct outreach to these groups throughout the process. Key partners include Florida Department of Economic Opportunity, CareerSource Florida, Enterprise Florida, Space Florida, Visit Florida, Florida Chamber of Commerce, Florida Council of 100, Florida Economic Development Council, Florida Transportation Builders Association, and Floridians for Better Transportation. Key activities will include staff-level coordination, presentations at regularly scheduled meetings, and invitations to participate in the statewide and regional workshops.

In addition, OPP will lead targeted outreach with other statewide partner groups to ensure their concerns and comments are captured and addressed.

- **Community and environmental organizations.** OPP will coordinate with these statewide organizations and conduct outreach throughout the process. Key community and environmental partners include 1000 Friends of Florida, Audubon of Florida, Conservancy of Southwest Florida, Defenders of Wildlife, Everglades Foundation, Florida Conservation Coalition, Florida Wildlife Federation, Sierra Club, St. Johns Riverkeeper, The Nature Conservancy, and Trust for Public Land. Coordination will occur through staff-level briefings, presentations at meetings as requested, and invitations to participate in statewide and regional workshops.
- **Statewide professional associations.** OPP will focus on involving these groups in developing the overall statewide transportation vision and providing content expertise to the Steering Committee or subcommittees. Groups might include American Planning Association Florida Chapter, Florida Engineering Society, Intelligent Transportation Society of Florida, Women's Transportation Seminar, and Institute of Transportation Engineers.
- **Statewide organizations representing underrepresented populations.** OPP will leverage connections with statewide organizations representing underrepresented populations and assist with outreach to these groups throughout the process. Groups might include American Association of Retired Persons (AARP), Florida Agency for Persons with Disabilities, Florida Association of Area Agencies on Aging, and CareerSource Florida and the regional workforce boards. OPP will coordinate with the Districts to identify groups and events where briefings could take place as well as invitations to regional workshops, where applicable.

## Brochures, Infographics, and Videos

A FTP brochure or Infographics and companion video (closed-captioned, where available) will provide information about the FTP process and how to get involved. The brochure will be provided as a hand-out in briefings to partners and stakeholders and for other outreach events where appropriate. The brochures and video will be posted on the website. The brochures and video will be updated as needed. Upon request, brochures will be made available in Spanish, Haitian Creole, and other languages. Large print and Braille also will be available, if requested.

## Email Updates, Event Notices, and Social Media

Email updates and notices will be sent, as needed, to the statewide partners and others who express an interest in FDOT long-range planning using an email contact management software. District staff will be encouraged to forward emails to their own mailing/contact lists, as appropriate. FDOT's Central Public Information Officer (PIO) and District PIOs may use social media accounts, including Twitter and Facebook, to share information and announce public involvement events. TransPlan News, a monthly email information service of FDOT's Office of Policy Planning, may also be used to provide notices and

current information regarding activities and opportunities for input concerning the FTP and SIS Policy Plan development process.

## Fact Sheets and Newsletters

OPP may develop and disseminate short newsletters or fact sheets at key milestones throughout the project. These could be focused on near term activities and avenues for public and partner involvement. These would be disseminated through existing media such as the website, TransPlan News, email updates, event notices, and social media. Upon request, these items will be made available in Spanish, Haitian Creole, and other languages.

## Website

OPP is responsible for creating and maintaining the website. The website 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 website will be used to share materials and announcements for meetings, briefings, and workshops. The website will include:

- The Florida Transportation Plan.
- Current information about the FTP and SIS update process.
- Calendar of events.
- Materials from and summaries of FTP/SIS Steering Committee and other key meetings.
- Additional technical resources and draft documents.
- Contact information for requesting more detailed material (including in Spanish, Haitian Creole, and other languages).
- An online comment form to make it possible for partners and the public to submit comments at any time convenient for them as well as regular updates of comments received.

The FTP website will be promoted via the FDOT website's Home Page, the OPP website, TransPlan News, and Central Office and District email lists and social media outlets, where applicable. Statewide partners will be encouraged to include the website address in their newsletters and as a link on their website home page and social media to inform their members of the process.

To keep focus on the update process and encourage participation in the process, the website will be frequently updated. Potential ways to encourage frequent access are:

- Providing and revising Frequently Asked Questions.
- Periodically including interesting facts or photos, news or public interest stories, or guest articles from agency partners.
- Highlighting topics or questions to be discussed at upcoming meetings or workshops.



## Specific Comment on Draft FTP and SIS Policy Plan

When the draft FTP is ready for public comment, it will be made available for review via the FTP website for a minimum 30 days. Notice of the public comment period will be published using the website, the FTP distribution list, and other required and available mechanisms. Comments will be accepted through the FTP website in addition to email, facsimile, or U.S. mail. Each comment will be reviewed to understand the recommended course of action. All comments, along with the recommended course of action and any actions taken, will be published on the FTP website. During this period, FDOT also will conduct briefings and special review sessions with partner groups to obtain and respond to feedback. Following the public comment period, a draft final plan will be produced and provided to the Florida Transportation Commission for review. The FDOT Secretary will adopt the final FTP. A similar but separate process will be used to obtain input on the draft SIS Policy Plan. This feedback will be posted to the SIS website.

## Informal Advisory Groups

Two informal advisory groups have been convened by FDOT to provide input on long-range planning and will be consulted periodically during the update process.

- **State and Federal Agency Coordination Team**, which includes representatives of the Florida Department of Agriculture and Consumer Services, the Florida Department of Economic Opportunity, the Florida Department of Environmental Protection, the Florida Division of Emergency Management, the Florida Department of Health, the Florida Fish and Wildlife Conservation Commission, and the Federal Highway Administration.
- **Environmental Partners Working Group**, which includes representatives of statewide environmental interest groups including 1000 Friends of Florida, Audubon of Florida, Conservancy of Southwest Florida, Defenders of Wildlife, Everglades Foundation, Florida Conservation Coalition, Florida Wildlife Federation, Sierra Club, St. Johns Riverkeeper, The Nature Conservancy, and Trust for Public Land as well as members of the Environmental Technical Advisory Team (ETAT). The ETAT includes representatives from Metropolitan Planning Organizations (MPOs), federal and state agencies, and participating Native American Tribes

## Outreach Tracker

To support the distributed nature of the briefings and provide consistent reporting of completed FDOT partner and public involvement activities, a tracking mechanism will be developed by OPP to track activity and dates; document the briefing purpose and participants; and summarize input, questions, and follow-up items. OPP and the District PPI Coordinators will be responsible for providing a complete update during each PPI Coordinators meeting throughout the process. Reporting back regularly on partner and public involvement activities encourages ownership in the activities and hopefully results in meaningful insight that will shape the FTP.

## *Regional and Local Coordination Activities*

The District PPI Coordinators are responsible for leading the regional and local coordination activities as well as outreach to the public. This includes identifying partners, preparation and analysis, and outreach tool development at the regional and local level. They will use these steps to engage partners and the

public through various activities. OPP will support the regional and local coordination efforts as well as public outreach as needed.

## Identify Partners and the Public

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. Reaching out to every MPO and local government in the state is desirable, if possible, to obtain not only their input but also their buy-in to the FTP and the SIS Policy Plan. Regional and local partner groups are listed below. Using the assistance of statewide organizations such as the MPOAC, the Florida League of Cities, and the Florida Association of Counties, as mentioned above, may help to accomplish this effort.

District PPI Coordinators will be responsible for reaching out to representatives of the following regional and local partner groups and the public. OPP will assist with leveraging statewide connections, as needed, to boost access to local chapters of groups, especially underrepresented populations.

- **Regional and local governmental entities** in both metropolitan and non-metropolitan areas (e.g., MPOs, regional planning councils, counties, cities).
- **Modal and transportation entities** (e.g., individual airports, seaports, expressway authorities, transit authorities).
- **Regional and local community and environmental groups** (e.g., regional visioning partnerships, community-based organizations).
- **Regional and local economic development, business and industry entities** (e.g., chambers of commerce, economic development organizations, rural area of opportunity groups).
- **Interested members of the public** (e.g., residents, visitors, businesses, and groups including underrepresented populations).

## Conduct Preparation and Analysis

Districts will be responsible for preparation and analysis at the district level. District PPI Coordinators will review current federal and state requirements for statewide planning and begin coordination with applicable District offices. Coordination should include leveraging staff within the District as they go about their regular business such as District Freight Coordinators, MPO Liaisons, and other project specific managers. Districts should capitalize on opportunities at already scheduled public hearings and other project meetings, as appropriate, to inform and gather input on the FTP. Each District is encouraged to complete a district-specific outreach plan that is tailored to the relationships and connections within the District such as the relationship the MPO Liaisons have with the MPOs in their District.

In addition, the Districts should review and apply information from sociocultural profiles using FDOT's Sociocultural Data Report tool<sup>2</sup>. These profiles, available at specified Areas of Interest or in Census Designated Places, provide demographic information that may help in identifying population groups.

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<sup>2</sup> <http://www.fdot.gov/environment/pubs/sce/sce1.shtm>.

Drilling down into local and neighborhood level data can help identify population groups by age, income, ethnicity, or transit dependency. OPP can assist the Districts with guidance on running the tool for further analysis. Districts are encouraged to use information from the tool, as appropriate, to supplement the partner and public involvement activities they already undertake as well as those they are planning.

## Develop and Implement Tools for Outreach

District PPI Coordinators will develop tools and mechanisms to make partners and the public aware of the plan update, obtain input on topics and issues, and record feedback on the draft plans. Table 7 provides a summary of these District tools and indicates which phase of the plan update each tool primarily will support. Other tools and strategies, in addition to those provided by OPP, may be used during the process if determined to provide needed benefits.

**TABLE 7. DISTRICT PARTNER AND PUBLIC INVOLVEMENT TOOLS BY PLAN UPDATE PHASE**

Tool	Vision Development	Policy Development	Transition to Implementation
Tailored presentation	■	■	■
Partner briefings and targeted outreach	■	■	■
Email updates, event notices, & social media	■	■	■
Fact sheets and newsletters	■	■	■
Outreach tracker	■	■	

### Tailored Presentations

OPP will provide a PowerPoint presentation (with detailed speaker notes) to the District PPI Coordinators to ensure a consistent message when conducting briefings. District staff are responsible for briefings to regional and local partners and for documenting comments and input for each meeting. It is anticipated that material will be provided at regular intervals including FTP kickoff, the beginning of each campaign, and the comment period for review of the draft plan. In some cases, OPP will provide tailored content for specific partner meetings as needed or requested; however, it is expected the Districts will tailor their own presentations given their knowledge of the regional and local partners issues and concerns.

### Partner Briefings and Targeted Outreach

District PPI Coordinators and other District staff are responsible for briefings to regional and local partners 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 website, sign up for notices, and attend any upcoming workshops.

Consistent with federal and state requirements, Districts will lead targeted outreach with the following regional and local partner groups to ensure their concerns and comments are captured and addressed.

- **MPOs, regional planning councils, county commissions, and city councils.** Districts will brief these entities 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.
- **Non-metropolitan area local government officials and staff.** Districts will conduct specific outreach efforts to ensure these officials and staff are aware of the plan updates and have multiple opportunities for input and feedback. Districts may design special briefing opportunities such as workshops for the non-metropolitan areas and will specifically reach out to these counties and cities to encourage their involvement.
- **Modal and transportation entities.** Districts will reach out to these groups to offer presentations at regularly scheduled meetings and provide invitations to participate in regional workshops. Groups might include individual airports, seaports, expressway authorities, and transit agencies.
- **Local business, economic development, community and environmental groups.** Districts will reach out to these groups to offer presentations at regularly scheduled meetings and invitations to participate in workshops. Each District will determine the optimal method to reach out to its full range of partners.
- **Interested members of the public.** Districts will provide specific outreach opportunities for interested members of the public to offer input and feedback during the plan updates. The “public” includes residents or visitors to Florida, as well as businesses, groups, and anyone interested in the FTP.
- **Traditionally underrepresented groups.** Public participation with these groups will be encouraged in statewide events and regional workshops, as well as regional and local activities coordinated by the Districts. Traditionally underrepresented groups generally include
  - seniors,
  - youth,
  - low-income populations,
  - persons with disabilities or limited mobility,
  - minority groups, and
  - persons with limited English proficiency.

Discussions with underrepresented groups potentially might include asking about their current needs and the barriers to meeting those needs and then asking for their input on how the future might look if these barriers were removed.

District staff will explore opportunities for targeted events with these groups by working with local partners such as area agencies on aging; civic associations; communities of interest; faith-based groups; hospitals, clinics, and other health care providers; local community and voluntary groups; racial, ethnic, and cultural groups; senior citizen organizations; urban leagues; workforce development areas; and YMCAs. OPP will assist with leveraging statewide connections, as needed, to boost access to underrepresented populations by working with statewide partners such as AARP, Communities for a Lifetime (with Department of Elder Affairs), Florida Agency for Persons with Disabilities, Florida Association for Community Action, Florida Association of Area Agencies on Aging, Florida Association of Community Health Centers, Florida Association of Senior Centers, Florida State Hispanic Chamber of Commerce, Florida Department of Health, Florida Department of Veterans Affairs, and young professional associations.

## **Email Updates, Event Notices, and Social Media**

Districts are responsible for distributing District-specific email updates and notices, as needed, to the partners and others who express an interest in FDOT long- range planning. District staff are encouraged to forward emails to their own mailing/contact lists, as appropriate. The District PPI Coordinators will work with the District Public Involvement Officer to share information and announce public involvement events using social media accounts, such as Twitter and Facebook, as applicable.

## **Fact Sheets and Newsletters**

Districts may develop and disseminate district-specific newsletters or fact sheets at key milestones throughout the project. These could be focused on near term activities and avenues for public and partner involvement. These would be disseminated through existing media resources, such as websites, email updates, event notices, and social media. Upon request, these items will be made available in Spanish, Haitian Creole, and other languages.

## **Outreach Tracker**

District PPI Coordinators will use the tracking mechanism provided by OPP to track activity and dates; document briefing purpose and participants; and summarize input, questions, and follow-up items. District PPI Coordinators will be responsible for providing a complete update during each PPI Coordinators meeting throughout the process.

# 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 of each project phase showing both technical and public involvement activities is shown in Table 8.

**TABLE 8. KEY MILESTONES (SUBJECT TO CHANGE)**

Date		Activity
<b>2018</b>		
<b>PREPARATION</b>	October 2018	FDOT PPI Coordinators kickoff meeting
	November 2018	Implementation Committee Go-to-Meeting, Tallahassee
	December 2018	FDOT PPI Coordinators meeting
<b>2019</b>		
<b>VISION ELEMENT</b>	January 2019	ACES Subcommittee kickoff meeting
	March 2019	FDOT PPI Plan available for public comment (45 days) FDOT PPI Coordinators meeting
	April 2019	ACES Subcommittee meeting FDOT PPI Coordinators meeting
	May 8, 2019	FTP Update Kickoff, Jacksonville Steering Committee meeting, Jacksonville
	Spring/Summer 2019	Targeted partner work sessions as needed
	June 2019	FDOT PPI Coordinators meeting Resilience Subcommittee kickoff meeting
	July 10-11, 2019	Steering Committee meeting, Bonita Springs
	August 2019	FDOT PPI Coordinators meeting
	October/November 2019	Steering Committee meeting, Location TBD
	October 2019	FDOT PPI Coordinators meeting
	December 2019	Draft FTP Vision Element Review by Executive Board FDOT PPI Coordinators meeting

Date		Activity
<b>2020</b>		
<b>POLICY ELEMENT</b>	February 2020	FDOT PPI Coordinators meeting
	April 2020	Steering Committee meeting, Location TBD FDOT PPI Coordinators meeting
	June 2020	FDOT PPI Coordinators meeting
	July 2020	Steering Committee meeting, Location TBD
	August 2020	FDOT PPI Coordinators meeting
	October 2020	Steering Committee meeting, Location TBD FDOT PPI Coordinators meeting
	November 2020	Draft FTP Policy Element Review by FDOT Executive Committee Draft FTP Policy Element available for public comment (30 days)
	Early December 2020	Draft FTP Policy Element Review by Florida Transportation Commission
	December 2020	Finalize and adopt FTP Policy Element FDOT PPI Coordinators meeting
<b>2021</b>		
<b>TRANSITION TO IMPLEMENTATION</b>	February 2021	FDOT PPI Coordinators meeting
	March 2021	Implementation Committee meeting, Location TBD
	April 2021	FDOT PPI Coordinators meeting
	September 2021	Implementation Committee meeting, Location TBD
	November 2021	Draft SIS Policy Plan Review by FDOT Executive Committee Draft SIS Policy Plan available for public comment (30 days)
	Early December 2021	Draft SIS Policy Plan Review by Florida Transportation Commission
	December 2021	Finalize and adopt SIS Policy Plan





# Performance Monitoring and Evaluation

As mentioned in the Introduction, the overall goal of this PPI Plan is to use an efficient process, and actively involve as many partners, stakeholders, and members of the public as possible in the updates of the FTP and SIS Policy Plan. Three objectives were identified to achieve this goal relating to statewide partner involvement; regional and local partner involvement; and public involvement.

To measure the effectiveness of the goal and objectives, progress indicators are used to ensure that the public involvement process provides full and open access to all interested parties in a meaningful way. Outputs and outcomes will be measured to capture both quantitative and qualitative data, where possible. For example, it is useful to know how many people attended a public workshop (quantitative/output) but it also would be valuable to know if they felt the information they received was clear and adequate, whether they were satisfied with the involvement process, and if they understood how their input was used (qualitative/outcome).

As part of the general Partner and Public Involvement Process used by FDOT, example performance indicators are identified under four key objectives to form the basis for performance measurement. These objectives and the example indicators are described in Chapter Nine of the [FDOT Public Involvement Handbook](#). Indicators are those items used to measure or “indicate” progress toward an objective. The four public involvement objectives are:

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

The indicators that best reflect the specific process for updating the FTP and SIS Policy Plan are identified in Table 9. The targets for each indicator consider various aspects of partner and public involvement throughout the update process including the effectiveness of partner briefings, public workshops, printed material (such as brochures and factsheets), social media, webinars, and the website, among others. Evaluation surveys are often used to measure the various aspects. For example, to evaluate public workshops a survey is provided to those who attend a FTP/SIS workshop. The survey asks attendees to evaluate the workshops based on a variety of indicators using a scale of 1.0 – 5.0, where 5.0 is the highest rating. In other cases, a survey might be used to evaluate a user’s satisfaction with the information obtained through social media and their understanding as to how their input was used. In both cases, all responses are tallied and matched to the indicator target to determine how the event or information is perceived by the evaluators.

Similar to previous FTP/SIS update processes, the information obtained through performance evaluation is used to adjust or enhance to current and future public involvement activities, as needed, based on the results of evaluation.



**TABLE 9. PARTNER AND PUBLIC INVOLVEMENT PERFORMANCE INDICATORS**

Objective	Indicator	General Targets
Equity—Provide equitable access to transportation decision-making.	E-1: Access to information and participation opportunities by persons with disabilities	All meetings and events were located in ADA compliant facilities. All electronic material was Section 508 compliant.
	E-2: Convenience of meeting or event time	Percent of participants and invitees who agree meeting or event was held at a convenient time
	E-3: Convenience of meeting or event location	Percent of participants and invitees who agree meeting or event was held at a convenient location
	E-4: Diversity of project committee representation	Percent of participants identified by age, racial/ethnic, income, gender, and employment characteristics reflect demographics of affected populations. Percent of participants representing traditionally underrepresented groups
	E-5: Availability of information in languages other than English	Percent of recipients who agree printed documents were provided in languages other than English where the affected population comprises a high proportion of non-English speakers. Percent of recipients who agree electronic or web documents were made available in languages other than English when requested
Information—Inform the public early, clearly, and continuously.	I-1: Clarity and adequacy of project information	Percent of participants who agree that information provided by the Department was clear Percent of participants who agree that the information provided by the Department was adequate
	I-2: Affected parties impression that ample notice was provided of public meetings	Percent of affected parties who feel ample notice was provided of public meetings
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	Percent of affected parties who feel they had adequate opportunity to participate
	M-3: Perception of the value of methods used	Percent of users who agree that the website was of value in capturing their input Percent of users who agree that social media was of value in capturing their input Percent of users who agree that the project materials were of value in capturing their input
Responsiveness—Carefully consider public input in transportation decisions.	R-1: Agency partners feel that their input was considered	Percent of government units, organizations, and user groups feel that their input was considered
	R-2: The public feel that their input was considered	Percent of individuals feel that their input was considered

# Appendix A. FDOT Partner and Public Involvement Coordinators

Office	Members	
<b>Policy Planning</b>	Dana Reiding Jennifer Carver	Rusty Ennemoser Jim Halley
<b>Systems Implementation</b>	Chris Edmonston	Huiwei Shen
<b>Public Information Office</b>	Tim Jacques	
<b>Performance Coordinator</b>	Regina Colson	
<b>Complete Streets Program Manager</b>	DeWayne Carver	
<b>District 1</b>	Deborah Chesna Sarah Catala Tony Clark	Wayne Gaither Jennifer Marshall Bessie Reina
<b>District 2</b>	Barney Bennette Janice Charles	Jordon Green Stephen Browning
<b>District 3</b>	Casey Johns Ray Kirkland	Bryant Paulk Starsky Harrell
<b>District 4</b>	Lois Bush	Jayne Pietrowski
<b>District 5</b>	Kellie Smith Allison Stettner	Jeremy Upchurch
<b>District 6</b>	Tish Burgher Carlos Castro Steven James	Ken Jeffries Dionne Richardson
<b>District 7</b>	Jennifer Bartlett Stephen Benson	Alex Henry
<b>Turnpike Enterprise</b>	Carol Scott	Jennifer Stults



# Appendix B. Potential Statewide Partners<sup>3</sup>

TABLE 10. STATE AND FEDERAL AGENCIES AND COMMISSIONS

Statewide Partners	Interview or other Staff Level Coordination	Target for Presentation at Scheduled Meeting	State Agency Coordination Team	Environmental Partners Working Group	Ongoing Coordination (Workshop, Emails, etc.)
CareerSource Florida	■				■
Enterprise Florida, Inc.	■				■
Executive Office of the Governor	■				■
Federal Highway Administration	■		■		■
Federal Railroad Administration					■
Federal Transit Administration					■
Florida Commission for the Transportation Disadvantaged	■	■			■
Florida Defense Support Task Force		■			■
Florida Department of Agriculture and Consumer Services, Florida Forest Service			■	■	■
Florida Department of Economic Opportunity	■		■		■
Florida Department of Education			■		■
Florida Department of Elder Affairs			■		■
Florida Department of Environmental Protection	■		■	■	■

<sup>3</sup> Participation level identified in the tables is anticipated and subject to change over the time of the planning process.



Statewide Partners	Interview or other Staff Level Coordination	Target for Presentation at Scheduled Meeting	State Agency Coordination Team	Environmental Partners Working Group	Ongoing Coordination (Workshop, Emails, etc.)
Florida Department of Health	■	■	■		■
Florida Department of Highway Safety and Motor Vehicles/Florida Highway Patrol	■		■		■
Florida Department of State			■		■
Florida Division of Emergency Management	■		■		■
Florida Fish and Wildlife Conservation Commission	■		■	■	■
Florida Legislative Transportation Committee Staff	■				■
Florida Main Street					■
Florida Military Base Commanders					■
Florida Transportation Commission	■	■			■
National Park Service					■
Space Florida	■		■		■
U.S. Army Corps of Engineers					■
U.S. Department of the Interior, Bureau of Land Management					■
U.S. Fish and Wildlife Service					■
U.S. Forest Service					■
VISIT FLORIDA	■	■	■		■
Water Management Districts				■	■



**TABLE 11. STATEWIDE ASSOCIATIONS REPRESENTING REGIONAL AND LOCAL GOVERNMENT**

Statewide Partners	Interview or other Staff Level Coordination	Target for Presentation at Scheduled Meeting	State Agency Coordination Team	Environmental Partners Working Group	Ongoing Coordination (Workshop, Emails, etc.)
Florida Association of Counties	■	■			■
Florida League of Cities	■	■			■
Florida Metropolitan Planning Organization Advisory Council	■	■ <sup>1</sup>			■
Florida Redevelopment Association					■
Florida Regional Councils Association	■	■ <sup>1</sup>			■
Rural Economic Development Initiative	■	■			■
Small County Coalition	■	■			■

<sup>1</sup> Regular agenda item.

**TABLE 12. FLORIDA'S NATIVE AMERICAN TRIBAL NATIONS**

Statewide Partners	Interview or other Staff Level Coordination	Target for Presentation at Scheduled Meeting	State Agency Coordination Team	Environmental Partners Working Group	Ongoing Coordination (Workshop, Emails, etc.)
Florida Governor's Council on Indian Affairs					■



**TABLE 13. STATEWIDE ORGANIZATIONS REPRESENTING MODAL PARTNERS**

Statewide Partners	Interview or other Staff Level Coordination	Target for Presentation at Scheduled Meeting	State Agency Coordination Team	Environmental Partners Working Group	Ongoing Coordination (Workshop, Emails, etc.)
Bicycle and Pedestrian Partnership		■			■
Continuing Florida Aviation System Planning Process		■			■
Florida Airports Council	■	■			■
Florida Bicycle Association					■
Florida Inland Navigation District					■
Florida Ports Council	■	■			■
Florida Public Transportation Association	■	■			■
Florida Railroad Association	■	■			■
Florida Trucking Association	■	■			■
Rails to Trails Conservancy Florida Office					■
Transportation and Expressway Authority Membership of Florida (TEAMFL)		■			■
West Coast Inland Navigation District					■



**TABLE 14. STATEWIDE ORGANIZATIONS REPRESENTING COMMUNITY AND ENVIRONMENTAL ORGANIZATIONS**

Statewide Partners	Interview or other Staff Level Coordination	Target for Presentation at Scheduled Meeting	State Agency Coordination Team	Environmental Partners Working Group	Ongoing Coordination (Workshop, Emails, etc.)
1000 Friends of Florida	■			■	■
Audubon of Florida	■			■	■
Congress for the New Urbanism—Florida Chapter					■
Defenders of Wildlife	■			■	■
Florida Earth Foundation					■
Florida Land Council					■
Florida Wildlife Federation				■	■
Sierra Club				■	■
The Nature Conservancy	■			■	■
Trust for Public Land Southeast Regional Office (Tallahassee)					■
Urban Land Institute, Florida Districts		■			■



**TABLE 15. STATEWIDE ORGANIZATIONS REPRESENTING UNDERREPRESENTED POPULATIONS**

Statewide Partners	Interview or other Staff Level Coordination	Target for Presentation at Scheduled Meeting	State Agency Coordination Team	Environmental Partners Working Group	Ongoing Coordination (Workshop, Emails, etc.)
AARP Florida Chapter	■	■			■
Communities for a Lifetime (Elder Affairs)	■				■
Florida Agency for Persons with Disabilities	■				■
Florida Association for Community Action	■				■
Florida Association of Area Agencies on Aging and Aging and Disabilities Resource Centers					■
Florida Association of Community Health Centers					■
Florida Association of Senior Centers					■
Florida Department of Veterans Affairs					■
Florida State Hispanic Chamber of Commerce	■	■			■
United Way					■





**TABLE 16. STATEWIDE ECONOMIC DEVELOPMENT, PROFESSIONAL, BUSINESS, AND INDUSTRY ASSOCIATIONS**

Statewide Partners	Interview or other Staff Level Coordination	Target for Presentation at Scheduled Meeting	State Agency Coordination Team	Environmental Partners Working Group	Ongoing Coordination (Workshop, Emails, etc.)
AAA 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					■
Connect Florida/College Leadership Florida					■
Florida Attractions Association					■
Florida Brownfields Association					■
Florida Chamber of Commerce/ Florida Chamber Foundation/ Florida Trade & Logistics Institute/Autonomous Florida	■	■			■
Florida Concrete and Products Association					■
Florida Council of 100	■	■			■
Florida Defense Alliance	■	■			■
Florida Economic Development Council	■	■			■
Florida Engineering Society					■
Florida Institute of Consulting Engineers					■



Statewide Partners	Interview or other Staff Level Coordination	Target for Presentation at Scheduled Meeting	State Agency Coordination Team	Environmental Partners Working Group	Ongoing Coordination (Workshop, Emails, etc.)
Florida Homebuilders Association					■
Florida Rehabilitation Council					■
Florida TaxWatch					■
Florida Transportation Builders Association		■			■
Floridians for Better Transportation	■	■			■
Institute of Transportation Engineers Florida Section					■
Intelligent Transportation Society of Florida					■
Leadership Florida					■

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