



2011-2014
REPORT

NON-DISCRIMINATION AND AMERICANS WITH DISABILITIES ACT (ADA)

The Miami-Dade MPO has set a policy that assures that no person shall on the basis of race, color, national origin, sex, age, disability, family, or religious status, as provided by Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987, and the Florida Civil Rights Act of 1992 be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination or retaliation under any program or activity.

It is the policy of Miami-Dade County to comply with all of the requirements of the Americans with Disabilities Act. To request this document in accessible format please contact Elizabeth Rockwell at (305) 375-1881 or erockwell@miamidademppo.org.

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TITLE VI/ NONDISCRIMINATION POLICY STATEMENT

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

The Miami-Dade MPO further agrees to the following responsibilities with respect to its programs and activities:

1. Designate a Title VI Liaison that has a responsible position within the organization and access to the Recipient's Chief Executive Officer.
2. Issue a policy statement signed by the Chief Executive Officer, which expresses its commitment to the nondiscrimination provisions of Title VI. The policy statement shall be circulated throughout the Recipient's organization and to the general public. Such information shall be published where appropriate in languages other than English.
3. Insert the clauses of *Appendix A* of this agreement in every contract subject to the Acts and the Regulations
4. Develop a complaint process and attempt to resolve complaints of discrimination against sub-recipients. Complaints against the Recipient shall immediately be forwarded to the FDOT District Title VI Coordinator.
5. Participate in training offered on Title VI and other nondiscrimination requirements.
6. If reviewed by FDOT or USDOT, take affirmative action to correct any deficiencies found within a reasonable time period, not to exceed ninety (90) calendar days.
7. Have a process to collect racial and ethnic data on persons impacted by your agency's programs.

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

Dated: March 5, 2014

by Irma San Roman, Miami-Dade MPO Executive Director

APPENDIX A

During the performance of this contract, the contractor, for itself, its assignees and successors in interest (hereinafter referred to as the "Contractor") agrees as follows:

- (1.) **Compliance with Regulations:** The Contractor shall comply with the Regulations relative to nondiscrimination in Federally-assisted programs of the U.S. Department of Transportation (hereinafter, "USDOT") Title 49, Code of Federal Regulations, Part 21, as they may be amended from time to time, (hereinafter referred to as the Regulations), which are herein incorporated by reference and made a part of this Agreement.
- (2.) **Nondiscrimination:** The Contractor, with regard to the work performed during the contract, shall not discriminate on the basis of race, color, national origin, sex, age, disability, religion or family status in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The Contractor shall not participate either directly or indirectly in the discrimination prohibited by section 21.5 of the Regulations, including employment practices when the contract covers a program set forth in Appendix B of the Regulations.
- (3.) **Solicitations for Subcontractors, including Procurements of Materials and Equipment:** In all solicitations made by the Contractor, either by competitive bidding or negotiation for work to be performed under a subcontract, including procurements of materials or leases of equipment; each potential subcontractor or supplier shall be notified by the Contractor of the Contractor's obligations under this contract and the Regulations relative to nondiscrimination on the basis of race, color, national origin, sex, age, disability, religion or family status.
- (4.) **Information and Reports:** The Contractor shall provide all information and reports required by the Regulations or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the *Florida Department of Transportation, the Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, and/or the Federal Motor Carrier Safety Administration* to be pertinent to ascertain compliance with such Regulations, orders and instructions. Where any information required of a Contractor is in the exclusive possession of another who fails or refuses to furnish this information the Contractor shall so certify to the *Florida Department of Transportation, the Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, and/or the Federal Motor Carrier Safety Administration* as appropriate, and shall set forth what efforts it has made to obtain the information.
- (5.) **Sanctions for Noncompliance:** In the event of the Contractor's noncompliance with the nondiscrimination provisions of this contract, the *Florida Department of Transportation* shall impose such contract sanctions as it or the *Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, and/or the Federal Motor Carrier Safety Administration* may determine to be appropriate, including, but not limited to:
 - a. withholding of payments to the Contractor under the contract until the Contractor complies, and/or
 - b. cancellation, termination or suspension of the contract, in whole or in part.

- (6.) **Incorporation of Provisions:** The Contractor shall include the provisions of paragraphs (1) through (6) in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Regulations, or directives issued pursuant thereto. The Contractor shall take such action with respect to any subcontract or procurement as the *Florida Department of Transportation, the Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, and/or the Federal Motor Carrier Safety Administration* may direct as a means of enforcing such provisions including sanctions for noncompliance. In the event a Contractor becomes involved in, or is threatened with, litigation with a sub-contractor or supplier as a result of such direction, the Contractor may request the *Florida Department of Transportation* to enter into such litigation to protect the interests of the *Florida Department of Transportation*, and, in addition, the Contractor may request the United States to enter into such litigation to protect the interests of the United States.

MPO TITLE VI COMPLAINT PROCEDURES

The Miami-Dade MPO adopted the following Title VI Complaint Procedures to ensure all citizens are equally represented and treated fairly:

- 1) Any person who believes that he or she, or any specific class of persons, has been subjected to discrimination based on race, color, national origin, sex, age, handicap/disability, income status or retaliation prohibited by the Title VI of the Civil Rights Act of 1964 and other nondiscriminatory authorities, may file a written complaint. All written complaints submitted to the Miami-Dade County Metropolitan Planning Organization (MPO) shall be referred immediately by the MPO Title VI Specialist to the Florida Department of Transportation (FDOT) District Six Title VI Coordinator for processing in accordance with approved State procedures.
- 2) Verbal and non-written complaints received by the MPO shall be resolved informally by the Miami-Dade MPO Title VI Specialist. If the issue has not been satisfactorily resolved through informal means, or if at any time the person(s) request(s) to file a formal written complaint, the Miami-Dade MPO Title VI Specialist shall refer the Complainant to the FDOT District Six Title VI Coordinator for processing in accordance with approved State procedures.
- 3) The Miami-Dade MPO Title VI Specialist will advise the FDOT District Six Title VI Coordinator within five (5) calendar days of receipt of the allegations. The following information will be included in every notification to the FDOT District Six Title VI Coordinator:
 - a) Name, address, and phone number of the Complainant(s).
 - b) Name(s) and address(es) of Respondent.
 - c) Basis of complaint (i.e., race, color, national origin, sex, age, handicap/disability, income status or retaliation).
 - d) Date of alleged discriminatory act(s).
 - e) Date of complaint received by the MPO.
 - f) A statement of the complaint.
 - g) Other agencies (state, local or Federal) where the complaint has been filed.
 - h) An explanation of the actions the MPO has taken or proposed to resolve the allegation(s) raised in the complaint.
- 4) Within ten (10) calendar days, the Miami-Dade MPO Title VI Specialist will acknowledge receipt of the allegation(s), inform the Complainant of action taken or proposed action to process the allegation(s), and advise the Complainant of other avenues of redress available, such as the FDOT's Equal Opportunity Office (EOO).

- 5) Within sixty (60) calendar days, the Miami-Dade MPO Title VI Specialist will conduct and complete a review of the verbal or non-written allegation(s) and based on the information obtained, will render a recommendation for action in a report of findings to the head of the MPO.
- 6) Within ninety (90) calendar days of the verbal or non-written allegation(s) receipt, the Miami-Dade MPO Title VI Specialist will notify the Complainant in writing of the final decision reached, including the proposed disposition of the matter. The notification will advise the Complainant of his/her right to file a formal complaint with the FDOT's EOO, if they are dissatisfied with the final decision rendered by the MPO. The Miami-Dade MPO Title VI Specialist will also provide the FDOT District Six Title VI Coordinator with a copy of this decision and summary of findings.
 - a) The Miami-Dade MPO Title VI Specialist will maintain a log of all verbal and non-written complaints received by the MPO. The log will include the following information:
 - b) Name of Complainant(s).
 - c) Name of Respondent.
 - d) Basis of Complaint (i.e., race, color, national origin, sex, age, handicap/disability, income status or retaliation).
 - e) Date verbal or non-written complaint was received by the MPO.
 - f) Date the MPO notified the FDOT's District Five Title VI Coordinator of the verbal or non-written complaint.
 - g) Explanation of the actions the MPO has taken or proposed to resolve the issue raised in the complaint.

SECTION I: MIAMI-DADE MPO ORGANIZATION

CTAC Membership Composition

Goal: To maintain membership composition in the Citizens' Transportation Advisory Committee (CTAC) that represents the demographics of the citizenry of Miami-Dade County.

Vacancy Report

Vacancy reports are included as an agenda item at every MPO Governing Board meeting. As a result, Board members have been more diligent about making their appointments. Due to the continuation of this procedure, CTAC has maintained a membership composition that more closely represents the demographics of the citizens in Miami-Dade County. Membership drives are conducted to help Governing Board members fill their vacancies.

CTAC Demographic Report

The MPO produces a Demographic Report that provides the Governing Board with both the gender and ethnic breakdown of each of its citizen committees. Table 1 shows the distribution between African-Americans, Caucasians and Latins for the CTAC.

Citizens Interested in Serving

Individuals interested in serving on the CTAC are handled by the MPO Clerk of the Board. An interested person's letter of interest and/or resume is provided to all MPO Governing Board Members,

who have a vacancy, for their review and consideration. One-on-one meetings are then scheduled for the citizen to meet with interested appointers.

CTAC Minority Membership

Objective: To increase minority representation on the CTAC, fill existing vacancies and promote better citizen participation at CTAC meetings.

The Demographic Report in Table 1 shows that there is an even distribution of Latin, African American, and Caucasian women on the committee. It also shows a close margin between the Latin and Caucasian men with the African American men close in numbers. Also, there are now three "other" ethnicities represented on the committee amongst the male counterparts. This shows the diversity amongst the group, and the increase in women's participation level, albeit still low in comparison.

Citizen E-mail Distribution Lists

In an effort to promote better citizen participation, email notifications are sent to approximately 5,000 people through the MPO's master distribution lists. These lists include citizen, business, and MPO committee members advising them of upcoming CTAC meetings.

CTAC Attendance Policy and Report

Attendance is taken at full CTAC meetings. The attendance policy found in Section 1.02 of the CTAC By-Laws states the following:

**Table 1: Citizens Transportation Advisory Committee (CTAC)
Demographic Report**

| # | Description | Female | | Male | | Total | |
|--------------|------------------|----------|------------|-----------|------------|-----------|------------|
| | | # | % | # | % | # | % |
| 1 | African-American | 2 | 33.33 | 4 | 17 | 6 | 20 |
| 2 | Caucasian | 2 | 33.33 | 9 | 37 | 11 | 36 |
| 3 | Latin | 2 | 33.33 | 8 | 34 | 10 | 34 |
| 4 | Other | 0 | 0 | 3 | 12 | 3 | 10 |
| Total | | 6 | 100 | 24 | 100 | 30 | 100 |

“Any member who intends to be absent from a CTAC meeting shall, unless prevented by unusual circumstances, notify the CTAC Secretariat of their intended absence prior to the meeting. Excused absences must meet the criteria set out in MPO Resolution #01-13, which states: That any committee member of the Citizens Transportation Advisory Committee, the Bicycle Pedestrian Advisory Committee, the Transportation Aesthetic Review Committee, the Freight Transportation Advisory Committee, and any MPO Committee composed of citizens shall be automatically removed if, in a given fiscal year: (i) he or she is absent from two (2) consecutive meetings without an acceptable excuse; or (ii) if he or she is absent from three (3) of the committee's meetings without an acceptable excuse. A member of a MPO committee shall be deemed absent from a meeting when he or she is not present at the meeting at least seventy-five (75) percent of the time. An "acceptable excuse" is defined as an absence for medical reasons, business reasons, personal reasons, or any other reason which the MPO Board, by a two-thirds vote of the membership deems appropriate.”

Enforcement of the attendance policy results in an increase in active member participation and assists in removing members who choose not to participate.

Public Comment at CTAC Meetings

The public is invited to comment at all CTAC meetings as one of the first items on the agenda as well as at the end. These efforts have shown a noticeable increase in citizen participation at CTAC meetings.

Citizen/MPO Board Member Appointment Schedule

As stated above, the MPO Clerk of the Board schedules meetings between interested CTAC candidates and respective MPO Governing Board members. This facilitates the CTAC

appointment process and has decreased the number of vacancies.

Advertisement Methods

CTAC meetings and vacancies are advertised through a variety of methods to engage members from disadvantaged and minority communities.

- *Community Events* – MPO staff attends community outreach events in coordination with local Community Action agencies (CAA), South Florida Commuter Services, and local Universities. Information regarding MPO committees and vacancies is distributed at these events.
- *Print Media* – Information regarding the MPO’s transportation plans and activities are distributed to the local libraries and MIHE colleges/universities.
- *E-Newsletters* - Committee vacancies and information regarding meetings and events are made available to the public through MPO E-newsletters.
- *Television/Radio* - Staff works with the Miami-Dade County Communications Department and with local English, Spanish, and Creole radio stations to reach the intended target audience, informing minority and disadvantaged communities on issues that affect them.
- *MPO Website* - The MPO has a comprehensive website that is updated daily. The website contains a united calendar of events where MPO sponsored meetings are announced.
- *Social Media* – The MPO’s Facebook Page keeps its followers up to date on MPO activities and meetings for them to get involved in the process.

SECTION II: DOCUMENTATION AND EVALUATION

Public Involvement Documentation and Evaluation

Goal: To develop better documentation efforts related to Title VI and to implement a mechanism to evaluate the MPO's public involvement activities.

Public Involvement Documentation

MPO Public Involvement (PI) Database

The MPO PI Database tracks all correspondence that comes in to the MPO office. It contains an agency list, a citizen request section, and outreach events attended.

- *Agency List* - consists of around 600 businesses and organizations that the PIO can draw from when organizing community outreach events.
- *Citizen Request Section* - documents all citizens' contact with the MPO, including but not limited to, phone calls, emails, faxes and comment cards. This section includes the citizen's contact information, method of contact and their concern. Each comment, concern or question submitted to the MPO is reviewed and a letter is mailed to the citizen informing him/her that their request will be directed to the appropriate agency. The information is then directed to the agency where the appropriate action or response is then taken. Once the request leaves the MPO, staff requests that the responsible agency copy their response so that it can then be entered into the database. This information can be queried and used to generate reports regarding the citizen's information, if needed.
- *Community Outreach Events List* - Each event that an MPO staff member attends is entered into the database. Each entry includes the event title,

location, contact information and a brief evaluation of the success of the event. This section serves as a form of documentation of MPO activities and is useful when planning and reflecting upon past outreach events.

Public Involvement Evaluations

To assess existing and future PI activities, the MPO utilizes evaluation methods to better gauge the level of success of its public involvement outreach and ensure compliance with federal agency regulations.

General Outreach Evaluation

MPO evaluates the effectiveness of PI strategies utilized in the transportation planning process. General Outreach Strategies (GOSs) such as PI events, newsletters, the MPO website, general information brochures, etc. are regularly discussed and analyzed. The dynamic nature of the evaluation process requires that the MPO constantly pursue innovative GOSs that will engage the general public. The evaluation process identifies areas where improvement can be made, and enables the MPO to eliminate participation barriers and incorporate minority and low-income populations in the transportation decision making process.

Special Project, Studies and Required Document Evaluations

Each special project, study, and required document is evaluated by the Project Manager at the completion of each project to ensure goals set by the Public Participation Plan (PPP) are met.

Federal Certification

To comply with Florida Statute 339.175, the Miami-Dade MPO must be recertified every four years. The certification evaluation will encompass the individual project specific evaluations performed within each evaluation period.

SECTION III: MPO CONTRACTS

Participation of Minority and Female Consultants

Goal: To provide information to FHWA that demonstrates the participation of minority and female consultants in the contracting process.

Currently, the MPO uses the procedures established by FDOT's DBE Program Plan to comply with Federal, State, and local regulations. All Miami-Dade County certified minority and female consultants are solicited in the request for proposal process. The Miami-Dade County Small Business Department must approve selection of any consultant. This committee ensures set aside goals are met as follows:

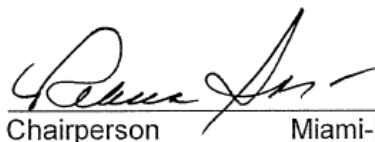
- MPO Request for Proposals Process
- Miami-Dade County Engineering, Architectural, Landscape Architecture and Surveying, and Mapping Professional Service Certification Process
- Certified Minority and Female Firms List provided by the Miami-Dade County Department of Business Development
- Miami-Dade County Affirmative Action Plan

DISADVANTAGED BUSINESS ENTERPRISE UTILIZATION

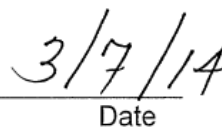
It is the policy of the Miami-Dade MPO that disadvantaged businesses, as defined by 49 Code of Federal Regulations, Part 26, shall have an opportunity to participate in the performance of MPO contracts in a nondiscriminatory environment. The objectives of the Disadvantaged Business Enterprise Program are to ensure non-discrimination in the award and administration of contracts, ensure firms fully meet eligibility standards, help remove barriers to participation, create a level playing field, assist in development of a firm so it can compete successfully outside of the program, provide flexibility, and ensure narrow tailoring of the program.

The Miami-Dade MPO, and its consultants shall take all necessary and reasonable steps to ensure that disadvantaged businesses have an opportunity to compete for and perform the contract work of the (insert name of MPO) in a non-discriminatory environment.

The Miami-Dade MPO shall require its consultants to not discriminate on the basis of race, color, national origin and sex in the award and performance of its contracts. This policy covers in part the applicable federal regulations and the applicable statutory references contained therein for the Disadvantaged Business Enterprise Program Plan, Chapters 337 and 339, Florida Statutes, and Rule Chapter 14-78, Florida Administrative Code.


Chairperson

Miami-Dade MPO


Date

SECTION IV: PUBLIC INVOLVEMENT

Community Participation

Goal: To provide additional opportunities to the community to participate in the MPO programs and activities.

The population of Miami-Dade County is expected to grow over 30% between 2010 and 2040, from almost 2.5 million people to over 3.3 million people. Employment is expected to grow over 40% for the time period, from 1.4 million workers to more than 2 million workers. As a global hub, Miami attracts many visitors every year. The Greater Miami Convention and Visitor Bureau estimated the area had 13.9 million overnight visitors in 2013. These overnight visits translate into increased demand on the County's transportation system (2040 LRTP).

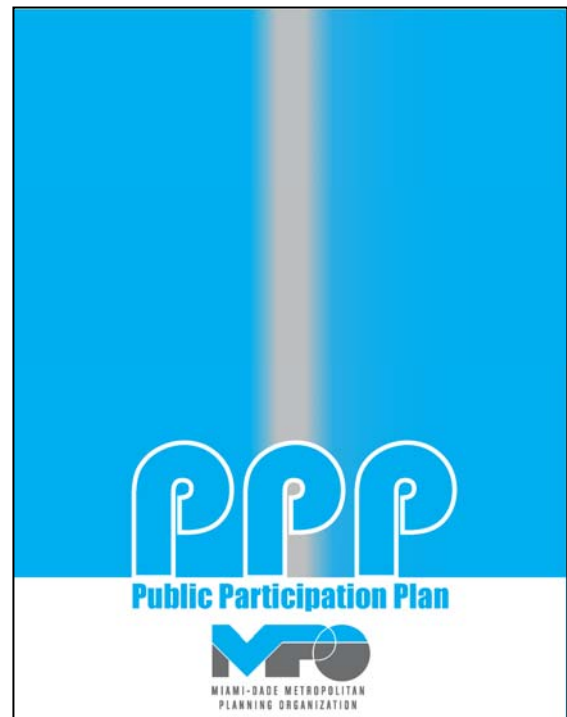
The County's large size, rapid growth rate, and changing cultural dynamics must be considered when choosing the most appropriate outreach strategy to apply when performing general outreach. The MPO considers this ever-changing environment when developing new and innovative public involvement strategies and techniques.

Public Participation Plan

The MPO has developed a comprehensive Public Participation Plan (PPP) that incorporates outreach initiatives for all office activities, including the Long Range Transportation Plan, the Transportation Improvement Program and the Unified Planning Work Program. The PPP is a stand-alone, working document that provides the MPO with the tools, procedures, and structure needed to create, implement, and evaluate public involvement programs, projects, and required documents.

The PPP begins with a brief history pertaining to the foundation of Metropolitan Planning Organizations and then describes the creation and organizational structure of the Miami-Dade Metropolitan Planning Organization. The legal basis for the necessity of PI in state and national organizations is discussed followed by

the implementation of PI strategies. This section explains useful key elements for creating a successful public involvement plan and the application of PI in the MPO's general outreach strategies, special projects, and required major planning documents. This document concludes with the evaluation methodology section, an explanation of PI processes and evaluations for the major planning documents, specific projects and studies conducted by the MPO.



The PPP outlines a process that will allow the MPO to better assess the effectiveness of its outreach efforts, which will lead to the most appropriate application of public involvement strategies. In order to meet the needs of the dynamic metropolitan area it represents, the PPP requires continuous revision. The following are best practices and public involvement tools have been adopted to reach out to Miami-Dade County's multicultural public:

Transportation Outreach Planner

The Transportation Outreach Planner is a regional web-based tool, which enables Transportation Planners and Public Involvement Offices (PIO) to create an effective public involvement (PI) program and accomplish stated Title VI goals that allows the identification of the attitudes and issues facing that particular community.



PI strategies are modified according to community characteristics, such as, but not limited to, literacy rates, income levels, cultural composition, and religious affiliation. For example, if an area has a low literacy rate, it would be more effective to use audio and visual aids rather than to distribute brochures, hand-outs and other reading materials.

By utilizing this program, staff has access to this invaluable information to tailor its outreach approach to determine a community's stand on a project and work with that community to gather support.

Community Outreach Events

Community outreach events are an effective tool used by the PIO to ensure public participation in the developing of transportation plans and services. The MPO coordinates with various transportation agencies in the county along with the MPO Governing Board Members to take part in their outreach events within the community.

The key to community outreach events, however, must be the MPO's willingness to go out and search for people or groups of people whose transportation needs might have been overlooked in the past. Presenting information at existing community meetings has been successful in extending to individuals who would otherwise not be attending a "transportation" meeting.

Between 2011 and 2014, MPO staff attended one hundred and fifty-nine (159) events.

Community Action Agency

Staff attends various Miami-Dade County Community Action Agency (CAA) meetings to assist them with their transportation needs. Issues are directed to the appropriate agency for follow-up and possible action. The CAA empowers economically disadvantaged individuals, families and communities to achieve self-sufficiency through resource mobilization, service delivery, education, and advocacy. The agency changes people's lives, embodies the spirit of hope, improves communities, and makes America a better place to live. They care about the entire community, and are dedicated to helping people help themselves and each other.

Media Relations

The MPO works in closely with various types of media to guarantee that two-way communication efforts penetrate all appropriate markets. For the 4-year period between 2011 and 2014 several multi-cultural media relation strategies and activities were planned and executed in an on-going effort to reach out to the communities with the spoken word. The objectives were for the MPO to reach out to different segments of the population, generate the public interest in the organization various projects, elicit responses from the public, and provide feedback or response to public inquiries.

The MPO produces materials in coordination with Miami-Dade TV, which maintains a cable television network that is part of basic cable service within the county. In addition to rolling message scripts, Miami-Dade TV broadcasts and webcasts all MPO Governing Board meetings, as well as short informative programs about the department activities or projects of interests.

Citizen's Guide

The MPO, in collaboration with Florida International University, updated the user-friendly pocket transportation guide in English, Spanish and Creole. This mini handbook is full of transportation information that is useful to both residents and visitors. The Citizen's Guide is mass distributed through public libraries, the MPO Governing Board, the Greater Miami Chamber of Commerce, and the Greater Miami Convention and Visitors Bureau.



MPO Website

A new, improved website (and logo) was debuted to better explain the complexity of the MPO's structure, and to better organize the close to 1,000 documents contained within this website. The main pages include: Governance, Community Involvement, Programs, Documents, and Tools. In addition, a text version for ADA compliance is included along with the Google Translate toolbar.

Social Media and e-Blasts

Facebook and YouTube are utilized to spread the word about what is occurring at the MPO. In addition, e-Blasts are sent out regularly to the

MPO's email distribution list and to local media outlets (newspaper, TV, and radio) to provide information on specific issues being conducted or considered by the Miami-Dade MPO. The objective is to target articles and news ideas to media outlets based on their audience. These methods have become some of the primary means through which stakeholders, the general public, and community groups remain informed about Miami-Dade MPO activities.

Media Advisories/Press Releases

Media Advisories and Press Releases are distributed to local media (newspaper, TV, and radio) to provide to the general public information on specific issues being considered by the MPO or their committees. The objective of the PIO is to target articles and news ideas to media outlets based on their audience and appeal.

Multi-Lingual Advertisements

The Miami-Dade MPO is sensitive to the diverse communities that make up Miami-Dade County. MPO public hearing notices are translated to Spanish and Creole and are published in newspapers that target the diverse communities of the county. These papers are selected based on circulation numbers and ability to reach specific target markets, which not only include the general population but the Latin, Haitian, and African American communities.

Televised and Webcast Meetings

The MPO Governing Board meetings are televised live and rebroadcast through the week thereafter. In addition, the meetings are webcast and archived to be viewed at a later date, if desired.

Bicycle Pedestrian Program

The MPO's Bicycle and Pedestrian Program strives to increase the number of people who bicycle and walk while reducing the number of traffic crashes that involve pedestrians and bicyclists. This

program utilizes a variety of PI tools and strategies to inform Miami-Dade County citizens of alternative transportation options. Through community outreach events, the Bicycle/Pedestrian Kiosk and presentations to schools and local organizations. Useful safety information, maps and future project plans are made available to the public.

Required Work Documents Public Involvement

Objective: To establish specific public involvement programs for the Long Range Transportation Plan, the Transportation Improvement Program, and the Unified Planning Work Program.

Unified Planning Work Program

The Unified Planning Work Program (UPWP) describes transportation planning activities for the Miami Urbanized Area scheduled to be completed during a two fiscal year period or as determined by respective funding sources. The document outlines the planning projects that will support the comprehensive and multimodal Transportation Improvement Program approved for the metropolitan area in the Long Range Transportation Plan.

The work outlined in the UPWP is to be undertaken in a cooperative manner between the various participating Miami-Dade County and regional agencies, municipalities, and the Florida Department of Transportation. The UPWP also includes the Municipal Grant Program, whereby municipalities are granted funds to prepare relevant transportation planning studies.

As a whole, the UPWP outlines planning projects that will assist in further defining the comprehensive and multimodal transportation plans for the area.

To comply with the public involvement process, Miami-Dade County municipalities are formally requested to review the UPWP prior to its adoption. The UPWP committee receives input

from the community and provides equitable, accessible means for feedback through a "Call for Ideas", monthly meetings of the CTAC, and the participatory UPWP revision process.

- *Call for Ideas* - The MPO solicits ideas from stakeholders and the general public to help solve the traffic congestion through a "Call for Ideas" campaign. A "Call for Ideas" bulletin is sent to over 5,000 persons and posted in the local libraries, the MPO website, and MIHE universities. Ideas recommended for funding are programmed in the draft Unified Planning Work Program for consideration of award.
- *Municipal Grant Program* - One of the elements in the Unified Planning Work Program titled "Municipal Grant Program" encourages Miami-Dade County Municipalities to participate in a competitive program for the performance of relevant transportation planning studies. Every year the MPO solicits all thirty-four cities to submit transportation planning proposals to compete for available funds. This program requires a 20% minimum match to ensure a commitment from the cities.
- *Presentation to MPO Governing Board and Committees* - Preliminary drafts of the UPWP are presented to the MPO Governing Board and its advisory committees. Each committee is encouraged to provide feedback and suggestions are reviewed. Revisions to the document are made accordingly.

Long Range Transportation Plan

The Long Range Transportation Plan (LRTP) has been developed to guide future transportation investments in Miami-Dade County. The plan assesses socioeconomic data, community demographics and transportation trends to

predict the county's transportation needs for the next twenty to twenty-five years. It contains a list of reasonably feasible surface transportation projects contemplated for construction within the project period.



The 2040 LRTP for Miami-Dade County represents an advance in the state of long range transportation planning in the County to a level that innovates and maximizes the benefits of public involvement, optimal financial allocation, and regional coordination, to name a few.

Extensive efforts were made to reach and serve disadvantaged populations during the LRTP update process. Online survey advisories were sent to Haitian American Business News, Amigos for Kids and We Care of South Dade, Inc., a not-for-profit organization that oversees a network of low-income programs in south Miami-Dade. Furthermore, local, and state officials were asked to distribute study information to their constituents. LRTP materials were produced in English, Spanish and Creole and mailed to residents in the local MPO's database. Materials were also hand-delivered to venues serving disadvantaged populations, including the Haitian Organization of Women, Homestead City Hall, and Frankie Rolle Neighborhood Service Center. Meeting

surveys, agendas, and comment cards were produced in English, Spanish and Creole. Spanish and Creole-speaking translators were on-hand at public meetings to assist non-English speaking attendees.

The PIP Team identified key groups serving low-income and transit-dependent populations in Miami-Dade County. Public meeting brochures were sent to each group by electronic mail. Additionally, follow-up telephone calls were placed to confirm receipt of the information and encourage a representative of the organization to attend a public meeting.

The PIP Team incorporated several outreach techniques into the public involvement program to engage the transit-dependent population. For example, the PIP Team partnered with the Miami-Dade County Community Action Agency (CAA) boards to reach transit-dependent residents in Florida City/Homestead, Perrine, and Naranja. Presentations were made at board meetings, materials distributed at area meetings, and reminder telephone calls placed to CAA board members in advance of public meetings.

Brochures were delivered to community-based organizations providing social services to underserved residents. This distribution process ensured that residents without transportation or Internet access were aware of the update process. Their members were encouraged to call the Miami-Dade MPO public information office to share their comments.

To ensure public meetings were accessible to the underserved population, the PIP Team held several public meetings at the neighborhood centers and public libraries operating in low-income communities, including: the Frankie Rolle Neighborhood Center (Coconut Grove), Culmer/Overtown Neighborhood Center (Overtown), North Dade Regional Library

(Miami Gardens/Opa-Locka), South Dade Regional Library (Goulds, Homestead, Perrine), and Victor Wilde Community Center (Hialeah).

The use of visualization techniques is an important method of dissemination of technical transportation information to the public and decision makers. A variety of visualization techniques were developed and utilized in the 2040 LRTP. Some examples of the techniques include the following:



Blocks & Ribbons Exercise

The Blocks & Ribbons exercise includes the use of Legos, ribbon and base maps, providing a 3-dimensional interactive medium for participants to visualize population and employment growth (Legos) and address the growth with transportation solutions (ribbon). Blocks and Ribbons was utilized for six public workshops and the LRTP Steering Committee's use. The exercise both engaged users to participate actively and provided them an opportunity to learn about the challenges faced by transportation planners.

Interactive Survey Technology

An audience response system called "Option Finder" provided an interactive survey methodology to gauge public sentiment regarding mobility issues and challenges facing Miami-Dade County. This enabled a real-time assessment of the transportation priorities of participants. At each of the workshops with the public, participants were asked a series of questions and, using a digital keypad resembling a television remote, keyed in their

respective choices. As soon as the choices were selected, the Option Finder system displayed a chart depicting participant's responses. The use of Option Finder successfully engaged participants and facilitated the efficient and accurate collection of public input that ultimately helped shape the outcome of the LRTP.

Interactive LRTP Web Application

An interactive LRTP website was developed to provide users with a variety of information pertaining to the development of the 2040 LRTP. Citizens were able to utilize this website to download materials, stay current with public involvement activities, and provide comments and/or suggestions using online applications of surveys administered at public meetings.

Another interactive feature of the LRTP website is a project mapping element that can be used to view projects in a Google Maps environment, which includes aerial photography and other mapping elements. Cost Feasible Plan project can be accessed through a variety of methods, including by proximity to a particular location, in the path of a particular trip, or simply by project type, such as highway or transit projects.

Integration of Freight Plan and Congestion Management Process

Both the Freight Plan and the Congestion Management Process (CMP) were again integrated into the LRTP process. This integration provides a more meaningful role for both the LRTP and the CMP in the cost efficient improvement of the transportation network in the County at a time when transportation funding projections are more limited than in past plan updates.

Financial Set-Asides

Financial set-asides were established early in the LRTP update process for Congestion Management, Freight, and

Non-Motorized improvements. The fund set-aside for these programs were subtracted from projected revenue estimates prior to the development of the Cost Feasible Plan, ensuring a minimum funding commitment in the plan to those two programs. This represents a commitment very important types of transportation improvements, consistent with public input received in the development of the plan.

Regional RTP Process and the South East Florida Transportation Council (SEFTC)

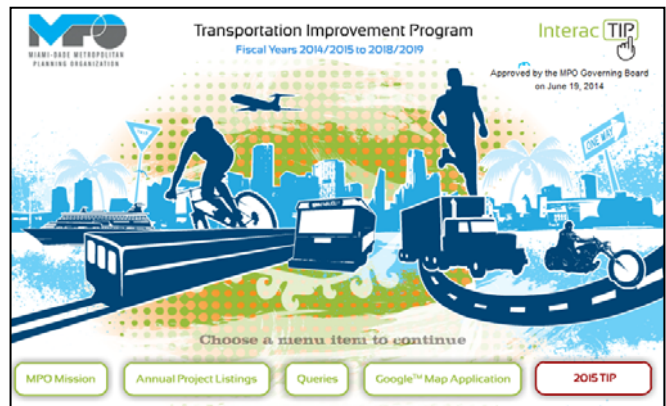
A regional coordination process was conducted for the southeast Florida region to develop a Regional Transportation Plan (RTP) that is focused on highway and transit facilities serving regional travel markets. The 2040 RTP update in southeast Florida was again accomplished via coordination throughout the plan update process through the participation of a regional board, SEFTC, as well as two regional committees that report to the SEFTC: the Regional Transportation Technical Advisory Committee (RTTAC) and the RTTAC Modeling Subcommittee.

Transportation Improvement Program

The Transportation Improvement Program (TIP) prioritizes transportation improvement projects for federal, state, and local funding. The TIP puts the LRTP into action. It includes a prioritized listing of transportation improvement projects for the Miami-Dade County region within the next five fiscal years. It must also attempt to meet clean air standards (1990 Clean Air Act Amendments). The TIP not only lists specific projects, but also includes the anticipated schedule and cost for each project. Since the TIP is a dynamic document, projects may be added to meet changing priorities or to take advantage of a special opportunity. For this reason, the TIP may be changed after it is approved, and is amended in order to add, change or delete projects. Amendments to the TIP must undergo the same review and public outreach as the original TIP. The document undergoes a series of evaluations, and includes ample opportunity for public comment. Once compiled, review of the TIP begins and projects receive air quality and environmental justice

analyses. During this period of time, there is a 45-day public review period.

The TIP Development Schedule consists of a Work Program Public Hearing, TIP Program Development Committee Meetings and review and endorsement by the CTAC, TPTAC, and TPC. A final public hearing is held during an MPO Governing Board meeting, all of which are webcast and televised on Miami-Dade Public Access Television.



Interactive Transportation Improvement Program

The MPO maintains an Interactive Transportation Improvement (InteracTIP) Program. This innovative tool is a web-based technology designed to automate the development of the TIP every year while at the same time: improving consistency, reformatting the book into a more user-friendly document, developing the ability to create special reports answering questions from the general public as well as public officials, facilitating the analysis of the report, and providing the public with access to information in a meaningful and easy-to-read format via the internet. Information availability is critical to ensure that the public is able to participate effectively in the transportation planning process.

InteracTIP provides citizens, the business community, and decision-makers with valuable information tool that will educate,

engage, and make the public cognizant of the transportation projects affecting their communities.

Interactive Google Maps

This application resides on the MPO website and can be accessed to fully display all layers of projects in the TIP. It can be sorted by agency and can be zoomed in and saved in Adobe to create a graphic file that can be emailed.

Citizens TIP Version

A booklet printed in color and illustrated with pictures that highlights TIP projects by agency. It also provides an update on projects completed in the last TIP and those on-going TIP Projects.

TIP Public Comments

Objective: To evaluate review time for public comment in the TIP development process.

Once the document is compiled, review of the TIP begins and projects receive air quality and environmental justice analyses. During this period of time, there is a 45-day public review period.

The TIP is available online, hardcopies are made available at the MPO office and local libraries, and the public can interact with the TIP through the InteractTIP. Citizen committees are informed of TIP proposals through presentations from TIP representatives at committee meetings. Citizens are able to submit amendments until the final call for drafts in the TIP Development Schedule. The public is also made aware of the TIP development process and upcoming projects through the outreach events.

Public Involvement Teams

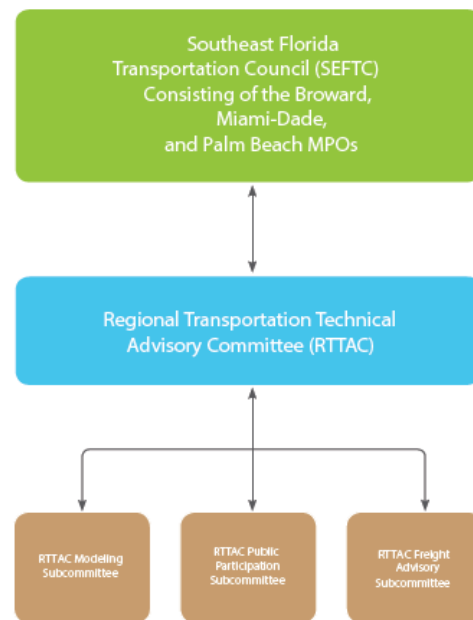
Objective: Work collaboratively to reach out to the public.

Public Involvement Management Team

The MPO coordinates the Miami-Dade Public Involvement Management Team (PIMT), which is a committee comprised of PIMs from the various transportation agencies in the county. Meetings are held to develop a means of communication and collaboration with the goal of working together to develop countywide public involvement initiatives that will be effective in reaching out to the general public, ensuring the participation of minority and low-income areas.

Regional Public Participation Subcommittee

The Public Involvement Managers from the Miami-Dade, Broward, and Palm Beach MPOs, and FDOT Districts 4 and 6 work together to share ideas and create strategies to reach out to the South Florida general public. The goal of this group is to develop a unified approach to outreach and develop effective strategies that can be implemented in each MPO's respective district.



SECTION V: MPO PUBLIC HEARINGS

Increase Public Participation

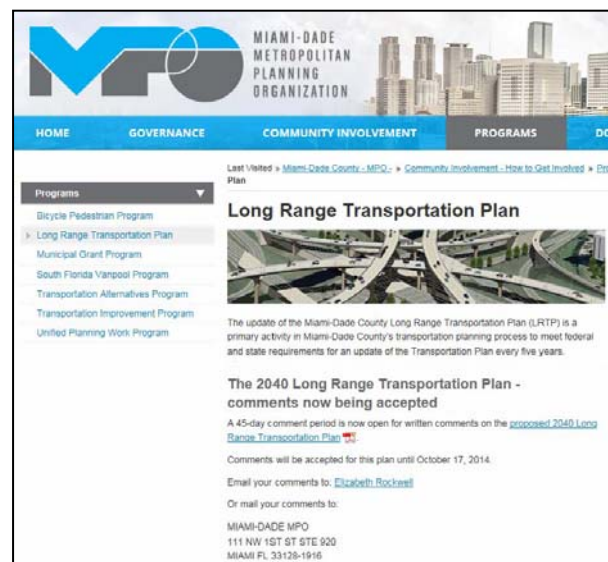
Goal: To increase public participation at public hearings.

Advertisement of Public Hearings

The PIO advertises public hearings through the following variety of methods to make information accessible and to engage members from disadvantaged and minority communities:

- **Community Events** - Information regarding MPO committees and meeting dates, including public hearings, is distributed at these events.
- **Newsletters** - Information regarding meetings and events are made available to the public through MPO e-Newsletters, which can be translated from English into 52 languages using Google Translate.
- **Newspapers** – Advertisements are placed in the Miami Herald (broad based), Miami Times (predominantly African American readership), Community Newspapers (broad based), Haiti en Marche (Haitian readership), Diario de las Americas (Hispanic readership) and Libre (Hispanic). Note: Advertisement in community newspapers has provided more of a grass-root method.

- **Radio and Television Shows** - While working with a variety of radio and television stations, the MPO informs the audiences of any Public Hearings and meetings that will be taking place within the next couple of months.
- **MPO Website** - The MPO has a comprehensive website that is updated daily with applicable advertisements.



EYES ON THE FUTURE

The Metropolitan Planning Organization seeks resident and business participation to prepare a transportation plan for the future of Miami-Dade. Provide feedback for a safer and more efficient transportation system. Help Guide the Improvement of Your Transportation System!

ATTEND ONE OF THE KICK-OFF PLANNING MEETINGS LISTED HERE AND SHARE YOUR IDEAS:

Wednesday - June 19, 2013
Kendale Lakes Branch Library - 15205 SW 88th Street - Miami, FL 33196

Tuesday - June 25, 2013
North Miami Beach Library - 1601 NE 164th Street
North Miami Beach, FL 33162

Tuesday - June 25, 2013
Coral Gables Branch Library - 3443 Segovia Street - Coral Gables, FL 33146

Wednesday - June 26, 2013
Cutler Bay Town Center - Council Chamber Suite 115
10720 Caribbean Boulevard - Cutler Bay, FL 33189

Wednesday - June 26, 2013
West Dade Regional Library - 9445 Coral Way - Miami, FL 33165

Photos by Akad Gram

ALL MEETINGS: 6:00 - 8:00 P.M.
(305) 375-4507 www.miamidade2040lrtp.com

Accessible Meeting Times

All CTAC meetings are held at 5:30 PM to enable working citizens to attend. The objective is to encourage greater participation of citizens in the transportation planning process.

Public Comment at Public Hearings

The public is invited to comment in all MPO Governing Board and advisory committee meetings as one of the first items on the agenda. These efforts have shown a noticeable increase in citizen participation at public hearings.

SECTION VI: SOCIOCULTURAL EFFECTS

Sociocultural Effects Strategies and Techniques

Goal: To implement Sociocultural Effects strategies and techniques into the MPO planning process.

Transportation Outreach Planner

The Transportation Outreach Planner is a regional, web-based tool that enables Transportation Planners and Public Involvement Officers (PIO) to review the social, economic, and geographic characteristics of an area before public involvement (PI) outreach is initiated. The program is composed of three (3) segments: web-based GIS system, Community Background Reports and a “How to Reach Out to the Community” Guide.

county employees are currently using this tool to select and develop customized neighborhood reports at the Census block group level, which are aggregated to the geographic boundaries they require. These data include poverty rates and income level, race and ethnicity, age distribution, housing tenure, education level, and percentage of disabled persons.

The “How to Reach Out to the Community” Guide consists of public involvement toolbox strategies, which have been collected, researched and presented in a standardized format, listing definitions, descriptions, target demographic group(s), steps needed to implement the strategy and case studies associated with each strategy, whenever possible.

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|  <p><u>Customized Demographic Reports</u> Generate a customized demographic report for your transportation project or study within Broward, Miami-Dade and Palm Beach Counties.</p> |  <p><u>Community Background Reports</u> Provides information on select communities, including history and other issues that may affect public involvement efforts.</p> |  <p><u>Public Outreach Strategies</u> Get detailed information on the most effective strategies to use on various target populations (including hard-to-reach populations).</p> |
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This tool facilitates PIO efforts to create an effective PI program and accomplish stated Title VI goals that will ultimately allow the identification of the attitudes and issues facing that particular community.

PI strategies are modified according to community characteristics, such as, but not limited to, literacy rates, income levels, cultural composition and religious affiliation. For example, if an area has a low literacy rate, it would be more effective to use audio and visual aids rather than to distribute brochures, handouts and other reading materials. By utilizing the program the PIO has access to this invaluable information to tailor its outreach approach accordingly.

Community Background Reports are available for the municipality level and neighborhood level in unincorporated areas of Miami-Dade County. These reports provide boundary definitions and brief narrative information about the origins of the community’s incorporation or relative cohesiveness as well as contemporary community dynamics and important historical events. This information is vital for public involvement officers who may sometimes need to approach a community that may be hostile to public officials due to historical decisions about infrastructure construction.

The GIS component is extremely important to developing the most effective public information campaign. Many planners and

SECTION VII: MPO SERVICE EQUITY

Distribution of Benefits and Impacts

Goal: To address the distribution of benefits and impacts of the transportation investment program.

The Transportation Outreach Planner (discussed in Section VII) has already been executed and is available via internet for use by Public Involvement Managers and Transportation Planners. This tool serves as a methodology to evaluate social equity for the Long Range Transportation Plan and is described in Section VII. One of the goals of the Transportation Outreach Planner is to address Environmental Justice and Title VI when developing project proposals. It also enables planning agencies to evaluate public participation in the implementation of projects in minority and low-income areas, measure the positive and negative impacts of the transportation plan in these communities and collect feedback for future analyses.

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|  <p>Customized Demographic Reports</p> <p>Generate a customized demographic report for your transportation project or study within Broward, Miami-Dade and Palm Beach Counties.</p> |  <p>Community Background Reports</p> <p>Provides information on select communities, including history and other issues that may affect public involvement efforts.</p> |  <p>Public Outreach Strategies</p> <p>Get detailed information on the most effective strategies to use on various target populations (including hard-to-reach populations).</p> |
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