



**Citrus County Transportation Disadvantaged Local Coordinating Board
Thursday, August 11, 2022 at 10:30 a.m.**

MEETING LOCATION:

Lecanto Government Building 3600 W. Sovereign Path, Room 166, Lecanto, Florida 34461

AGENDA

A CALL TO ORDER

1. Moment of Silence
2. Pledge of Allegiance
3. Introduction of Committee Members and Staff
4. Declaration of Quorum

**B APPROVAL/MODIFICATION OF AGENDA
(Limited to Board and Staff comment only)**

**C REVIEW/APPROVAL OF MINUTES ANNUAL WORKSHOP AND REGULAR
MEETING – 5/12/2022**

D CORRESPONDENCE/INFORMATIONAL ITEMS

1. Membership Update - Roster
2. Community Transportation Coordinator Quarterly Report – Joanne Granger
3. Issue List
4. Commission for the Transportation Disadvantaged – Annual Workshop

E ACTION ITEMS

1. FY 2023-FY 2028 Transportation Disadvantaged Service Plan including Grievance Procedures
2. Actual Expenditure Report (AER) for FY 2022
3. Public Participation Plan/Title VI/Limited English Proficiency Plan

F CITIZEN COMMENTS

G BOARD/STAFF COMMENTS

H ADJOURNMENT AND NEXT MEETING – The next regular meeting of the Citrus County Local Coordinating Board will be held on Thursday, November 10, 2022, at 10:30 a.m. At Lecanto Government Building, 3600 W. Sovereign Path, Room 166, Lecanto, FL

The meeting agenda and back-up materials are available online at:
www.hernandocounty.us/hernandocitrusmpo.

C REVIEW OF MINUTES

The minutes from the Thursday, May 12, 2022 LCB Annual Public Workshop and Regular meeting are attached for review and approval.

Attachment: Annual Workshop and Regular Meeting Minutes Thursday, May 12, 2022

Citrus County Transportation Disadvantaged Local Coordinating Board (LCB) Workshop

Thursday, May 12, 2022, at 10:30 a.m.

MINUTES

The Citrus County Transportation Disadvantaged Local Coordinating Board (LCB) held a public workshop on May 12, 2022, at the Lecanto Government Building 3600 W. Sovereign Path, Room 166, Lecanto, Florida 34461. The meeting was advertised in the Citrus Chronicle and the agenda was available on the MPO Website.

MEMBERS PRESENT:

Ruthie Davis Schlabach, Chairman TD Board
Christine Mestrovich, Career Source, Regional Workforce Development Board
Tracy Noyes, Florida Department of Transportation
David Douglas, Citrus County, Public Transit User
Elizabeth Watson, Persons with Disabilities Agency
Ginger West, Family Resource Center
Deirdre Barrett-LaBelle, Local Alternate Children at Risk
Walter "Bud" Osborn, Citrus County Veterans Services
William Burda, Citrus County Citizen Advocate
Stephen Brown, Citrus County Resident, Disabled via telephone

MEMBERS ABSENT:

Jeffrey Aboumrad, Florida Division of Vocational Rehabilitation
Katie Lucas, Local Representative Medical Community
Ivonne Perez, Florida Agency for Healthcare Administration
Cara Brunk, Florida Department of Elder Affairs

OTHERS PRESENT:

Cayce Dagenhart, Transportation Planner II
Bob Esposito, Executive Director Hernando/Citrus MPO
Carlene Riecsc, Transportation Planner
Julia Scourtas, Financial Operations Assistant
Joanne Granger, Citrus County Transit Director
Barbara Branch, Key Center

A. CALL TO ORDER

- Chairman Davis Schlabach called the annual workshop to order at 10:30 a.m.
- The Pledge of Allegiance was recited.
- The LCB members and staff introduced themselves.
- A quorum was declared.
- Notice of Meeting publication was read into the record.

B. APPROVAL/MODIFICATION OF AGENDA (LIMITED TO BOARD AND STAFF COMMENT)

Motion: A Motion to approve the agenda was made by Mr. Bud Osborne and seconded by Mr. David Douglas. The motion passed unanimously.

It was noted that Mr. Stephen Brown had joined the meeting via telephone. Mr. David Douglas made a motion to allow Mr. Brown to participate via phone, seconded by Mr. Bud Osborne and the motion carried unanimously.

C. TRANSPORTATION DISADVANTAGED PROGRAM – INTERACTIVE

Ms. Dagenhart led the LCB in the interactive trivia game. A copy of the PowerPoint is in the meeting folder.

D. CITIZEN COMMENTS

No citizen comments.

E. ADJOURNMENT AND NEXT MEETING:

The Chairman closed the LCB workshop at approximately 10:55, and opened the LCB Regular Meeting. at the Lecanto Government Building 3600 W. Sovereign Path, Room 166, Lecanto, Florida 34461

Citrus County Transportation Disadvantaged Local Coordinating Board (LCB) Regular Meeting

Thursday, May 12, 2022

The Citrus County Transportation Disadvantaged Local Coordinating Board (LCB) held a public meeting on May 12, 2022, at the Lecanto Government Building 3600 W. Sovereign Path, Room 166, Lecanto, Florida 34461. The meeting was advertised in the Citrus Chronicle and the agenda was available on the MPO Website.

MEMBERS PRESENT:

Ruthie Davis Schlabach, Chairman TD Board
Christine Mestrovich, Career Source, Regional Workforce Development Board
Tracy Noyes, Florida Department of Transportation
David Douglas, Citrus County, Public Transit User
Elizabeth Watson, Persons with Disabilities Agency
Ginger West, Family Resource Center
Deirdre Barrett-LaBelle, Local Alternate Children at Risk
Walter "Bud" Osborn, Citrus County Veterans Services
William Burda, Citrus County Citizen Advocate
Stephen Brown, Citrus County Resident, Disabled via telephone

MEMBERS ABSENT:

Jeffrey Aboumrad, Florida Division of Vocational Rehabilitation
Katie Lucas, Local Representative Medical Community
Ivonne Perez, Florida Agency for Healthcare Administration
Cara Brunk, Florida Department of Elder Affairs

OTHERS PRESENT:

Cayce Dagenhart, Transportation Planner II
Bob Esposito, Executive Director Hernando/Citrus MPO
Carlene Riecscs, Transportation Planner
Julia Scourtas, Financial Operations Assistant
Joanne Granger, Citrus County Transit Director
Barbara Branch, Key Center

A. CALL TO ORDER

- Chairman Davis Schlabach called the meeting to order at 10:55 a.m.
- Notice of Meeting publication was read into the record.
- A quorum was declared.

B. APPROVAL/MODIFICATION OF AGENDA (LIMITED TO BOARD AND STAFF COMMENT)

Motion: A motion to approve the agenda was made by Mr. William Burda and seconded by Ms. Deirdre Barrett-LaBelle. The motion passed unanimously.

C. REVIEW OF MINUTES

Regular Meeting Minutes February 10, 2022

Motion: A motion to approve the draft minutes from February 10, 2022, was made by Mr. David Douglas, and seconded by Ginger West. The motion passed unanimously.

D. CORRESPONDENCE / INFORMATION ITEMS

1. Community Transportation Coordinator Quarterly Report – Joanne Granger

Ms. Joanne Granger provided the members with a synopsis of the Citrus Transit TD quarterly report.

She advised the LCB that the Citrus BOCC approved submittal of grant funding requests for shelters which are currently in the Federal Transit Agency (FTA) funding process.

Mr. William Burda had several questions and comments regarding issue follow up.

He stated we previously discussion communication with the public about the bus schedule and wanted an update regarding how it is being handled. Ms. Granger stated that they are developing a video, increased circulation of brochures, attendance at public outreach events, and starting to use Facebook platform more routinely.

They take public input and try to attend as many public events as possible.

Mr. Burda thought it would be beneficial for us to try and identify areas with the biggest transportation weaknesses so that we can figure out how to strength the system. He wanted more information regarding how we would gauge our successes and failures.

Mr. Burda was also concerned about what we are doing to address those people who require services but do not have internet access to find the information they may need. Ms. Granger mentioned that between January and March, Citrus county was addressing the cold weather shelter. Through that process, homeless organizations were provided information regarding transit to provide to their clients and update their website.

Mr. Burda wanted a better tracking system for the issues that are discussed. Chair Davis Schlabach suggested that we prepare a status list in a similar format to what the Citrus BOCC uses to keep track of the issues.

Ms. Granger further stated that Citrus Transit has a consultant preparing a comprehensive operational analysis of the entire fixed route system. We will be providing study results when it is completed.

2. Key Center Update

Barbara Branch from the Key Center indicated that the consistency of bus drivers serving their clients is important.

She stated that County brochures with the bus schedules have been provided to the families of their clients which is very helpful.

She reported they are waiting on a 16 passenger bus with a lift which should arrive in a couple of weeks. Their 2021 capital grant is in for review, the timeframe is anticipated to be approximately 30-45 days.

The previously mentioned issues with theft/vandalism have been addressed by moving the buses and adding cameras.

3. Trip and Equipment Grant

Ms. Granger discussed that the trip and equipment grant is currently being prepared for submittal.

4. Planning Agency Survey

Ms. Dagenhart introduced the annual survey as it relates to the MPO performance

E. ACTION ITEMS

1. Approval of the Memorandum of Agreement (MOA) between the Commission for the Transportation Disadvantaged and the Community Transportation Coordinator

The MOA between the Commission for the Transportation Disadvantaged and the Community Transportation Coordinator was presented to the LCB for review and approval. The MOA would be effective July 1, 2022-June 30, 2027. The MOA is scheduled for the Citrus County BOCC approval in June.

Motion: A motion to approve the MOA between the CTD and the CTC was made by Ms. Deirdre Barrett-LaBelle and seconded by Mr. William Burda. The motion passed unanimously.

2. Key Training Center Contract with Citrus County

The Key Training center provides transportation services to transportation disadvantaged citizens. The current agreement they have with the CTC expires on June 30, 2022. In order to continue providing services, a new agreement with the CTC is required. This agreement will require approval by Citrus County.

Motion: A motion to approve the Key Training Center contract with the CTC was made by Mr. David Douglas and seconded by Mr. William Burda. The motion passed unanimously.

3. Transportation Disadvantaged Service Plan (TDSP)

In accordance with Rule 41-2 F.A.C., the LCB must annually review and approve the following sections of the Transportation Disadvantaged Service Plan (TDSP). There was no public comment.

Motion: A motion to approve the TDSP update was made by Mr. David Douglas and seconded by Ms. Christine Mestrovich. The motion passed unanimously.

4. Community Transportation Coordinator (CTC) Annual Evaluation

Staff advised the LCB that an annual evaluation has been conducted for the LCB's review.

Motion: A motion to approve the CTC annual evaluation was made by William Burda and seconded by Mr. Stephen Brown. The motion passed unanimously.

H CITIZEN COMMENTS

There were no public comments.

I ADJOURNMENT AND NEXT MEETING:

The Chairman adjourned the meeting at 11:25 a.m., noting that the next regular meeting of the Citrus County Transportation Disadvantaged Local Coordinating Board (LCB) will be held on Thursday, August 11, 2022, at 10:30 a.m. at the Lecanto Government Building 3600 W. Sovereign Path, Room 166, Lecanto, Florida 34461

D CORRESPONDENCE/INFORMATIONAL ITEMS

1. Membership Update

The following updates have been made to the LCB Roster:

- Representing the Department of Health Care Administration, new regular member, Glorybee Perez, and alternate Emilio Santiago
- Members representing Children at Risk have switched positions, regular member is now Deirdre Barrett-LaBelle, and alternate is Sandra Woodard

The composition of the LCB is established by Florida Administrative Code and includes 18 positions, currently 14 are filled.

Attachments: N/A

2. Community Transportation Coordinator (CTC) Update –Joanne Granger

Attached is the CTC's Quarterly Report

Attachments: Quarterly report: April 1, 2022 - June 30, 2022

County:	Citrus			
CTC:	Citrus County Transit			
Contact:	Joanne Granger			
Email:	Joanne.Granger@citrusbocc.com			
	2022			
Trips By Type of Service	Apr	May	Jun	Average
Deviated Fixed Route*	1,192	1,255	1,517	1,321
Ambulatory	1,695	1,959	2,000	1,885
Wheelchair	218	242	232	231
Total Trips By Type of Service	3,105	3,456	3,749	3,437
Passenger Trips By Purpose				
Education/Training/Daycare	103	108	62	91
Employment	392	354	355	367
Medical	425	572	682	560
Nutritional	526	549	690	588
Life-Sustaining/Other	467	618	443	509
Total Trips by Purpose	1,913	2,201	2,232	
Passenger Trips by Funding Source				
CTD-Commission for the Transportation Disadvantaged	1,629	1,819	1,891	1,780
CTD-VA Hospital (Tampa/Gainesville/ The Villages)	34	50	30	38
APD-Agency for Persons with Disabilities	0	0	0	0
DOEA-Department of Elderly Affairs-Veterans	0	0	0	0
DOEA-Department of Elderly Affairs-Congregate Dining	0	0	0	0
Other-Public	250	332	311	298
Total Trips By Funding Source	1,913	2,201	2,232	2,115

*Deviated Fixed Route Service Suspended

*March 30, 2020 - August 31, 2021

D CORRESPONDENCE/INFORMATIONAL ITEMS

3. Issue List

At the May 12, 2022, meeting, it was requested that staff prepare a list of the various issues raised by the LCB in an effort to ensure resolution. Additional items may be added during LCB discussions. The MPO staff will update the list and provide to the Board in each agenda.

Citrus County Transportation Disadvantaged Local Coordinating Board - LCB				
Date	Issue	Staff	Status	Resolved
5/12/22	Identify clients with transportation needs but no internet access. Strategies to get the information out to them	Carlene/Joanne	Brochures and information to the Homeless organizations. They have us listed on their resource list. Partnering with training groups for the visually impaired to provide training. Community Service Brochures distributed at all events / speaking (including seniors). Speaking engagements. Ad running in the newspaper.	Ongoing
5/12/12	Comprehensive Operational Analysis – Update LCB upon completion	Carlene/Joanne	Will schedule for 11/10/22 LCB meeting	Waiting for PH II NTP
5/12/22	Areas where signage could be improved	Joanne	Put maps back up in the Libraries and added routes / stops / times next to the maps. Added signs where needed, especially in Beverly Hills.	Continue to identify areas where signage could be improved.
5/12/22	Develop some type of criteria to gauge successes and failures	All	CTC was just awarded the Citrus County Chronicle “Best of the Best” for Transportation. (based on voting by the public) Increased ridership in June and July (which is an achievement because we are short drivers and are getting fully booked).	Developing ongoing list of criteria.

D CORRESPONDENCE/INFORMATIONAL ITEMS

4. Annual Commission for the Transportation Disadvantaged (CTD) Training

Attached for the TDLCB's information is the Florida Commission for the Transportation Disadvantaged (CTD) 2022 Annual Conference Event Schedule which will be held in Orlando August 29-31.

Members of MPO and CTC staff attend the workshop, and any information of interest will be provided to the TDLCB at the November 9, 2022, meeting.

Event Information

[Register Online](#)
[Contents](#)

- [Welcome](#)
- [Program](#)
- [Hotel Information](#)
- [Exhibitors & Sponsors](#)

[Registration & Logistics](#)

Avery Bender
tel: 352-294-0843

Annual Transportation Disadvantaged Training Workshop & Expo

Aug. 30-31, 2022

Program

Monday, August 29, 2022

12 pm – 5:00pm	Registration Desk Open Exhibitor Set Up and Move In <i>Location: Oceans Ballroom Foyer</i>
TBD	Florida Commission for the Transportation Disadvantaged Business Meeting <i>Location: TBD</i>

Tuesday, August 30, 2022

7:30 am – 5:00 pm	Registration Desk Open <i>Location: Oceans Ballroom Foyer</i>		
8:00 am – 9:30 am	Opening Session (Breakfast) Welcome Transportation Disadvantaged Project GROW David Darm, Executive Director <i>Location: Oceans Ballrooms 2, 3 and 4</i>		
9:30 am – 9:45 am	COFFEE BREAK		
9:45 am – 11:15 am	Session 1 Oceans 10 Florida Transit Manager's Toolkit	Session 2 Oceans 11 Disability Sensitivity	Session 3 Oceans 12 Cyber Security - Best Practices
11:15 am – 1:30 pm	One Stop Shop (Lunch) Exhibitor Hall Opens EXPO Hall		
1:30 pm – 3:00 pm	Session 1 Oceans 10 Warranty and TOP Procedures	Session 2 Oceans 11 Data and Your System	Session 3 Oceans 12 TD 101
3:00 pm – 3:15 pm	BREAK EXPO Hall		
3:15 pm – 4:45 pm	Session 1 Oceans 10 FDOT Session	Session 2 Oceans 11 Connecting the Dots – Maximizing Resources as a CTC	Session 3 Oceans 12 Policies & Procedures
5:30 pm – 7:00 pm	Reception EXPO Hall		

Wednesday, August 31, 2022

7:30 am – 5:00 pm	Registration Desk Open <i>Location: Oceans Ballroom Foyer</i>		
8:00 am – 9:30 am	General Session & Breakfast <i>Location: Oceans Ballrooms 2, 3 and 4</i>		
9:30 am – 9:45 am	BREAK EXPO Hall		
9:45 am – 11:15 am	Session 1 <i>Oceans 10</i>	Session 2 <i>Oceans 11</i>	Session 3 <i>Oceans 12</i>
	Path to Zero Emissions	How to talk to Elected Officials	CTC Session
11:30 am – 1:00 pm	General Session & Lunch <i>Location: Oceans Ballrooms 2, 3 and 4</i>		
1:15 pm – 2:45 pm	Session 1 <i>Oceans 10</i>	Session 2 <i>Oceans 11</i>	Session 3 <i>Oceans 12</i>
	Florida Small and Rural Transit Agency Roundtable	Quality Assurance Review	Equity and Inclusive Planning: They Go Hand in Hand
2:45 pm – 3:00 pm	BREAK EXPO Hall		
3:00 pm – 4:30 pm	Session 1 <i>Oceans 10</i>	Session 2 <i>Oceans 11</i>	Session 3 <i>Oceans 12</i>
	Planners Roundtable	TBD	Resources You Can't Afford to Miss
6:30 pm – 8:30 pm (Doors open at 6:00)	Awards Banquet <i>Location: Oceans Ballrooms 2, 3 and 4</i>		

EXHIBITOR BREAKDOWN AND MOVE OUT ON THURSDAY SEPTEMBER 1st, 8am-11am



[UF Home](#) | [DCE Home](#) | [Web & privacy policies](#) | [UF Conferences](#) |
 Copyright © 2017, Distance & Continuing Education, University of Florida (ICT-WEB-P-2)
 2046 NE Waldo Rd., Ste. 1101
 Gainesville, FL 32609
 tel: (352) 392-1701
 fax: (352) 392-6910
conferences@dce.ufl.edu



E ACTION ITEMS

1. Transportation Disadvantaged Service Plan FY 2022/23-FY 2027/28

As the LCB is aware, a new memorandum of agreement (MOA) was approved between Citrus County Transit and the Commission for the Transportation Disadvantaged to provide services to Citrus County public for the next 5 years (FY 2022/23 - FY 2027/28). As part of the MOA, a new TDSP is required. During the 5 year period of the MOA, the TDSP will be annually updated.

The document was updated to reflect the new MOA period, and the new no-show procedures.

On an annual basis, the Grievance Procedures require review. The Grievance Procedures are incorporated into the TDSP and no changes are proposed.

Staff Recommendation:

It is recommended that the LCB approve the FY 2022/23-FY 2027/28 TDSP to include the Grievance Procedures and authorize submittal to the CTD.

Attachment: Excerpt of additions to TDSP with Grievance Procedures incorporated

Citrus County Transportation Disadvantaged Service Plan (TDSP) FY 2022/23 - FY 2027/28



Citrus County Transit
1300 South Lecanto Highway
Lecanto, Florida 34461
Approved: August 11, 2022

The Chairperson and Vice-Chairperson of the Commission are elected annually by the Commission members.

COMMUNITY TRANSPORTATION COORDINATOR DESIGNATION / HISTORY

Designated Official Planning Agency

The designated official planning agency is responsible for transportation disadvantaged planning in a given area. In the urbanized areas of the state, the planning agencies are metropolitan planning organizations (MPOs). In the rural areas of the state, organizations that are eligible to be planning agencies are:

- County or city governments.
- Regional planning councils.
- Metropolitan planning organizations
- Local planning organizations who are currently performing planning activities in the service area.

Designation Date / History

Citrus County's Public Transit System, Citrus County Transit (CCT) originated in 1978, and is operated under the County's Community Services Department. **The CCT was most recently re-designated as the CTC effective July 1, 2022 - June 30, 2027.**

In August of 1990, the Citrus County BOCC accepted the position of Designated Official Planning Agency for the purposes of implementing the County's Transportation Disadvantaged Services Program, pursuant to Rule 41-2, FAC, and Chapter 427, FS. The Florida Transportation Disadvantaged Program is administered by the Florida Commission for the Transportation Disadvantaged. Effective July 1, 2018, the Hernando/Citrus Metropolitan Organization became the Designated Official Planning Agency for Citrus County

A local Transportation Disadvantaged Coordinating Board was organized and chaired by a County Commissioner. The local Coordinating Board consists of citizen volunteers representing the elderly, disabled users of the transportation-disadvantaged program in the county, the economically disadvantaged, the military, the veterans, and the citizens at large.

A staff representative of the County School Board, the Florida Department of Transportation, the Department of Children and Families, and the Labor and Employment Services represents appropriate governmental agencies.

Citrus County Transit was appointed by the Florida Commission for the Transportation Disadvantaged to serve as Citrus County's Community Transportation Coordinator. The Florida Commission for the Transportation Disadvantaged has made grant funds available to support transit planning and the Citrus County Community Services Department, Transit Services is the recipient of those funds.

The Florida Commission for the Transportation Disadvantaged has also made grant funds available to implement the services to the transportation disadvantaged citizens of the County and these grant funds support capital equipment purchases and the operations of the program. The Citrus County Community Services Department, Transit Services is the recipient of these funds which are called "Transportation Disadvantaged Trip/Equipment Funds."

Transit Cancellation/No Show Policy:

Transit Cancellation/No Show Policy: Citrus County Transit's, ("CCT"), Door-to-Door Program acknowledges that occasionally situations will arise that result in a rider needing to cancel or miss a scheduled trip. However, frequent, and excessive late cancellations and/or no-shows of scheduled trips negatively affect the efficiency of the service and the cost of providing the service. To cancel a trip, the rider must call (352) 527-7630.

Definitions:

Excessive cancellations: occurs when a rider schedules multiple trips and subsequently, regularly cancels.

Late cancellation: occurs when a rider cancels a scheduled trip with less than one (1) hour notice.

No-show: occurs when a rider is not at the designated pick-up location at the scheduled time of the trip or refuses the trip.

Sanctions and Appeals:

CCT will track the scheduled trips, no shows, late cancellations, and excessive cancellations of each rider. Each leg of the trip will be treated separately. CCT will enter the late cancellation/no show into the rider's file and will keep track of the occurrences. All riders will be issued a written notification after the first offense, and notifications will include a list of the late cancellations, excessive cancellations, and no-show of scheduled trips. CCT will notify the rider if they meet any of the following criteria within a 30- day period:

1. Late cancellations/cancellations representing 25% or more of scheduled trips, or
2. The rider has three (3) or more no-shows

When a rider violates this policy, the following progressive action is taken:

1. First offense – the rider will receive a verbal warning, documented in the rider's file.
2. Second offense – the rider will receive a 3-day suspension.
3. Third offense – the rider will receive a 7-day suspension.
4. Additional violations will result in a 30-day suspension.

CCT will take every step possible to ensure that a rider is an actual no-show. The bus operator will wait up to three (3) minutes before determining the rider is a no-show. No-shows that are out of the rider's control will not count against the rider and proof thereof shall be provided to a CCT supervisor.

All riders have the right to appeal any written notification they receive regarding their offense. Riders will be allowed to continue to use the service until their appeal is decided. All riders will receive a written notification of their appeal decision. All appeals must be reported to the Director at (352) 527-7630 or by mail to 1300 S. Lecanto Hwy., Lecanto, FL 34461.

ATTACHMENT A

GRIEVANCE PROCEDURES

- A. Establishment - It is the intent of the LCB (Local Coordinating Board) to encourage resolution of grievances at the lowest level and to educate passengers, funding agencies and any other interested parties about the grievance process(es).

A grievance committee is established under Article VII of the Citrus County Transportation Disadvantaged Coordinating Board by-laws and shall be applied as it becomes necessary under conditions described in Section D below.

- B. Hearing vs. Hearing and Determining - There is a distinct difference between “hearing” a grievance and “hearing and determining” a grievance. There is no bar to a person or entity listening to or “hearing” a grievance. An entity may investigate a grievance as long as it does not impose requirements on third parties that are not supported by statute or contractual agreement. However, when an entity makes a determination of the rights, duties, privileges, benefits or legal relationships of a specified person or persons, it is exercising “adjudicative” or “determinative” powers. It should be noted that Chapter 427, F.S grants no “adjudicative” powers to any party or entity “hearing” a grievance.

- C. This section will delineate the difference between a formal grievance pursuant to Chapter 427 F.S. and Rule 41-2 F.A.C., and a service complaint.

1. Service Complaint- service complaints are routine incidents that occur on a daily basis, and are reported to the driver, dispatcher or other individuals involved with the daily operations. Service complaints are to be resolved within a reasonable period of time and followed up by the CTC (Community Transportation Coordinator).

Service complaints may include but not limited to:

- I. Late trips (late pick-up and or late drop off)
- II. No-show by transit operator
- III. No-show by client
- IV. Client behavior
- V. Driver behavior
- VI. Service denial to client
- VII. Passenger discomfort

2. Formal Grievance- a formal grievance is a written complaint to document any concerns or an unresolved service complaint regarding the operation or administration of TD, (Transportation Disadvantaged), services by the CTC, DOPA (Designated Official Planning Agency), or LCB.

Formal Grievances may include but are not limited to:

- I. Chronic or reoccurring or unresolved service complaints
- II. Violations of specific laws governing the provision of TD services i.e., Charter 427 F.S., Rule 41-2 FAC and accompanying documents,
- III. Sunshine Law and ADA
- IV. Contract disputes (agencies/operators)
- V. Bidding disputes
- VI. Agency compliance

- VII. Conflicts of interest
- VIII. Billing and or accounting procedures

D. These procedures will apply to all service complaints and formal grievances brought to the attention of the CTC or the DOPA staff.

1. Passengers who are trespassed from Citrus County Transit by law enforcement and have been identified as a safety issue are NOT eligible for the Grievance process.
2. If a service complaint cannot be resolved after all efforts by the CTC to reach an amicable resolution, it may be treated as a formal grievance if it is submitted in writing to the CTC. All grievances must contain the following:
 - I. Name and Address of the complainant,
 - II. A statement of the grounds for the grievance with supporting documentation, made in a clear and concise manner.
 - III. An explanation of the relief desired by the complainant.

The CTC will issue a decision in writing, delivered via regular mail, no later than 20 working days after the formal grievance is filed with the CTC. The decision will give the complainant an explanation of the facts that led to the CTC's decision and will provide a method by which a resolution might be reached. Copies of all correspondence must be submitted to the LCB.

3. If an amicable resolution cannot be reached with the CTC, then the written grievance and the CTC's written report will be submitted to the Grievance Committee. The Grievance Committee must schedule a meeting at which the grievance will be heard, with the aggrieved party present. The grievance committee must respond in writing, by certified mail, to the complaint no later than 30 days after the meeting. If the majority of the grievance committee cannot satisfy the complainant or deems the complaint to be of a nature requiring the LCB's attention the matter will next be referred to the LCB.
4. The written grievance and written reports will be submitted to the LCB. The LCB shall meet with the aggrieved party and hear the grievance. The LCB shall have a maximum of 60 days to respond in writing, by certified mail, to the complainant.
5. If a resolution cannot be reached by the LCB, the written grievance and written reports will be submitted to the TDC, (Transportation Disadvantaged Commission). The TDC will review the written grievance and the written reports and will issue a written determination no later than sixty (60) days after its receipt of the case file. This written determination will be sent via Certified Mail to the complainant. Upon the TDC entering its determination, the TDC's direction will be followed, or the grievance matter will be closed with no further proceedings on the grievance at the County level.
6. At any time, an aggrieved party with proper standing may elect to seek recourse in other proceedings outside of this grievance process, through the Chapter 120, F.S., administrative hearing process or through the judicial system.

E ACTION ITEMS

2. Actual Expenditure Report for Fiscal Year 2022

Each year Planning Agencies are required to report actual expenditures of transportation disadvantaged funds to the Commission. These funds should include local and direct federal funds. The AER must be submitted to the CTD by September 15, 2022.

Staff Recommendation:

It is recommended that the LCB approve the FY 2022 AER and authorize submittal to the CTD.

Attachment: AER FY 2022 Report



**COMMISSION FOR THE TRANSPORTATION DISADVANTAGED
ACTUAL EXPENDITURE REPORT FORM**
(One form for each program,
Do not report funds from state agency sources)

COUNTY: Citrus
DUE: September 15, 2022

Coordinated Transportation

ACTUAL PRIOR YEAR			
Local Funding		Direct Federal Funding	
Expenditures	# of Trips, Operating Subsidy or Capital	Expenditures	# of Trips, Operating Subsidy or Capital
\$62,954	23,933		

Transportation Alternatives

ACTUAL PRIOR YEAR			
Local Funding		Direct Federal Funding	
Expenditures	# of Trips, Operating Subsidy or Capital	Expenditures	# of Trips, Operating Subsidy or Capital

Other

ACTUAL PRIOR YEAR			
Local Funding		Direct Federal Funding	
Expenditures	# of Trips, Operating Subsidy or Capital	Expenditures	# of Trips, Operating Subsidy or Capital

E ACTION ITEMS

3. Public Participation Plan (PPP)/Title VI/Limited English Proficiency (LEP)

The MPO is required to have a Public Participation Plan, Title VI and Limited English Proficiency Plan (LEP) in place to ensure that all members of the public have adequate opportunity and notification to participate in the planning processes.

The documents are reviewed and amended as needed. Drafts of these documents are provided to the TDLCB for review and comment.

A 45-day public review period is required prior to MPO Board approval. It is anticipated the drafts will be reviewed by the MPO committees in August/September, and the MPO Board in October/November.

Staff Recommendation:

It is recommended that the LCB Board review the PPP/Title VI and LEP Plans, provide comments, and recommend to the MPO for approval.

Attachment: Draft PPP/Title VI/LEP



Amended: Tentative October 6, 2022
Adopted: September 18, 2018

LIMITED ENGLISH PROFICIENCY PLAN (LEP)

Prepared by Hernando Citrus MPO
1661 Blaise Drive,
Brooksville, FL 34601
email: mpo@hernandocounty.us
website: www.hernandocitrusmpo.com

DRAFT

TABLE OF CONTENTS

LIMITED ENGLISH PROFICIENCY.....	1
ENVIRONMENTAL JUSTICE.....	1
PLAN SUMMARY.....	1
LEP FOUR FACTOR ANALYSIS	2
HOW TO IDENTIFY AN LEP PERSON WHO NEEDS LANGUAGE ASSISTANCE.....	3
LANGUAGE ASSISTANCE MEASURES	3
MPO STAFF TRAINING.....	3
PROVIDING NOTICE OF AVAILABLE LANGUAGE SERVICE TO LEP PERSONS.....	4
OUTREACH TECHNIQUES	4
MONITORING AND UPDATING THE LEP PLAN	4
DISSEMINATION OF THE MPO LIMITED ENGLISH PROFICIENCY PLAN.....	5
HERNANDO/CITRUS MPO DEMOGRAPHIC INFORMATION.....	6
Sociocultural Data Report – Citrus County.....	6
Sociocultural Data Report – Hernando County.....	7

DRAFT

LIMITED ENGLISH PROFICIENCY

Introduction

The purpose of this Limited English Proficiency (LEP) policy guidance is to clarify the responsibilities of the MPO as a recipient of federal financial assistance from the U.S. Department of Transportation (DOT) and to assist the MPO in fulfilling its responsibility to provide meaningful access to essential MPO programs and activities for those not able to read or speak English. . It was prepared in furtherance of Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000d, et seq., and other federal and state authorities to ensure that no person shall be subjected to discrimination on the basis of race, color, or national origin under any MPO program or activity that receives federal financial assistance.

ENVIRONMENTAL JUSTICE

Executive Order 13166

Executive Order 13166 "Improving Access to Services for Persons With Limited English Proficiency," reprinted at 65 FR 50121 (August 16, 2000), directs each Federal agency that is subject to the requirements of Title VI to publish guidance for its respective recipients clarifying that obligation. Executive Order 13166 further directs that all such guidance documents be consistent with the compliance standards and framework detailed in the Department of Justice's (DOJ's) Policy Guidance entitled "Enforcement of Title VI of the Civil Rights Act of 1964--National Origin Discrimination Against Persons With Limited English Proficiency." (See 65 FR 50123, August 16, 2000, DOJ's General LEP Guidance). Different treatment based upon a person's inability to speak, read, write, or understand English may be a type of national origin discrimination.

Executive Order 13166 applies to all federal agencies and subsequent DOT and modal administration orders included all programs and operations of entities that receive funding from the federal government, including state agencies, local agencies and governments such as the MPO, private and non-profit entities, and subrecipients.

PLAN SUMMARY

The Hernando/Citrus MPO has developed this Limited English Proficiency Plan (LEP) to help identify reasonable steps to provide meaningful language assistance for LEP persons seeking access to MPO programs. A Limited English Proficiency person is one who does not speak English as their primary language and who has a limited ability to read, speak, write, or understand English.

This plan details the procedures on how to identify a person who may need language assistance, the ways in which assistance may be provided, training staff, how to notify LEP persons that assistance is available, and information for future plan updates.

In developing the plan while determining the MPO's extent of obligation to provide LEP services, the

MPO undertook a U.S. Department of Transportation four factor LEP analysis which considers the following: 1) The number or proportion of LEP persons eligible in the County to be served or likely to encounter an MPO program, activity, or service; 2) the frequency with which LEP individuals come in contact with an MPO program; 3) the nature and importance of the program, activity or service provided by the MPO to the LEP population; and 4) the resources available to the MPO and overall costs to provide LEP assistance. A brief description of these considerations is provided in the following section.

LEP FOUR FACTOR ANALYSIS

1. The number or proportion of LEP persons eligible to be served or likely to encounter an MPO program, activity or service

The MPO examined the US Census Bureau's 2016-2020 American Community Survey (ACS) data and was able to determine that of the 316,286 residents within the Hernando/Citrus MPO Planning area over the age of 5 years old, 2.6% describe themselves as speaking English less than "very well", the majority of whom are Spanish speakers.

The MPO assesses the frequency at which staff has or could possibly have contact with LEP persons. This includes documenting phone inquiries and surveying public meeting attendees. Since the adoption of the LEP plan on September 18, 2018, the MPO recorded no requests for an interpreter in any language and no requests for translated MPO documents.

2. The nature and importance of the program, activity or services provided by the MPO to LEP community.

The MPO evaluates the need for any formal outreach efforts to identify those MPO programs would be of importance to a Spanish-speaking LEP person. One identified program is the paratransit and fixed-route transit systems to help accommodate the Spanish speaking LEP population. The transit operators in both counties have translated their system route maps and brochures. As there are relatively small concentrations of Spanish-speaking LEP persons in each county, MPO is able to assess program impacts and translate any of its documents and brochures into Spanish, as needed.

Many Spanish-speaking Outreach Operation clients are economically disadvantaged and receive medical services through Medicaid. The MPO's coordinates its Transportation Disadvantaged Program (TD) thru Mid Florida Community Services, Inc., in Hernando County and the Citrus Connection in Citrus County. The TD Program was also identified as a potential provider of important services for the Spanish-speaking LEP person.

3. The resources available to the MPO and overall costs

The MPO assessed its available resources that could be used for providing LEP assistance. This included identifying staff and volunteer language interpreters are readily available, how much a professional interpreter and translation service would cost, which documents should be translated, available organizations the MPO could partner with for outreach/translation efforts, examining which financial and in-kind sources could be used for assistance, and what level of staff training is needed.

After analyzing the four factors, the MPO developed the LEP plan which provides a reasonable degree of services for LEP populations in the service area.

HOW TO IDENTIFY AN LEP PERSON WHO NEEDS LANGUAGE ASSISTANCE

Tools to help identify persons who may need language assistance

- Examine records requests for language assistance from past meetings and events to anticipate the possible need for assistance at upcoming meetings;
- When MPO sponsored workshops or conferences are held, set up a sign-in sheet table, have a staff member greet and briefly speak to each attendee. To informally gauge the attendee's ability to speak and understand English, ask a question that requires a full sentence reply;
- Have the Census Bureau's "I Speak Cards" at the workshop or conference sign-in table. While staff may not be able to provide translation assistance at a particular meeting, the cards can be an excellent tool to identify language needs for future meetings. Also, have the cards available at the MPO office reception area and Transportation Disadvantaged Program office's walk-in counter; and;
- Post a notice of available language assistance at MPO reception area.

LANGUAGE ASSISTANCE MEASURES

Staff may be able to assist with written communications and small MPO document translation requests from LEP persons. Hernando County web pages may be translated by right clicking the page and selecting "Translate with Bing". Citrus County web pages may be translated by scrolling to the bottom of the page and clicking "TRANSLATE" with Bing.

The following MPO documents are currently available in Spanish: Transportation Disadvantaged Program brochure and application, THE Bus and Citrus Connection (fixed-route transit) routes and information, as well as the Title VI discrimination complaint form.

MPO STAFF TRAINING

All MPO staff will be provided with the LEP Plan and will be educated on procedures and services available. This information will also be part of the MPO staff orientation process for new hires.

Training Topics

- Understanding the Title VI LEP responsibilities;
- What language assistance services the MPO offers;
- Use of LEP "I Speak Cards;"
- How to access a staff interpreter;
- Documentation of language assistance requests;
- How to handle a complaint;

- The importance of educating subrecipients on the MPO's LEP program responsibilities and their obligation to provide language assistance.

PROVIDING NOTICE OF AVAILABLE LANGUAGE SERVICE TO LEP PERSONS

When an interpreter is needed, in person or on the telephone, first determine what language is required. If the required language is not available or if a formal interpretation is required, staff shall use the telephone interpreter service. Language Line Interpreter Services are available 24 hours a day, 7 days a week at 1-800-752-6096.

Information will be provided on the MPO website, in legal advertisements regarding language services available.

OUTREACH TECHNIQUES

- If staff knows that they will be presenting a topic that could be of potential importance to an LEP person or if staff will be hosting a meeting or a workshop in a geographic location with a known concentration of LEP persons, have meeting notices, fliers, advertisements, and agendas printed in an alternative language, such as Spanish.
- When running a general public meeting notice, staff should insert the clause "**Un traductor del idioma español estará disponible.**" This means, "A Spanish translator will be available." Or if not sure of the need, staff should insert this clause, "**Si usted necesita la ayuda de un traductor del idioma español, por favor comuníquese con la** (insert staff name) **al teléfono (###-###-###), cuando menos 48 horas antes de la junta,**" which asks persons who need Spanish language assistance to make arrangements with the MPO within two days of the publication notice.

MONITORING AND UPDATING THE LEP PLAN

This plan is designed to be flexible and is one that can be easily updated. At a minimum, the MPO will follow the Title VI Program update schedule for the LEP Plan.

Plan components to monitor

- How many LEP persons were encountered?
- Were their needs met?
- What is the current LEP population in Hernando and Citrus Counties?
- Has there been a change in the types of languages where translation services are needed?
- Is there still a need for continued language assistance for previously identified MPO programs? Are there other programs that should be included?
- Have the MPO's available resources, such as technology, staff, and financial costs changed?

- Has the MPO fulfilled the goals of the LEP Plan?
- Were any complaints received?

DISSEMINATION OF THE MPO LIMITED ENGLISH PROFICIENCY PLAN

The LEP plan is available on our website at: www.hernandocitrusmpo.us.

Any person, including social service, non-profit, and law enforcement agencies and other community partners with internet access will be able to access the plan. For those without personal Internet service, all Hernando County libraries offer free Internet access. Copies of the LEP Plan will be provided to the Hernando and Citrus County Office of Health and Human Resources, the Florida Department of Transportation, Federal Highway Administration, the Federal Transit Administration, and any person or agency requesting a copy. Each MPO subrecipient and program participants will be provided a copy and will be educated on the importance of providing language assistance. LEP persons may obtain copies/translations of the plan upon request.

Any questions or comments regarding this plan should be directed to the MPO Title VI Specialist:

Carlene Riccss

Hernando/Citrus MPO
1661 Blaise Drive

Brooksville, FL 34601
Phone: (352) 754-4082

Fax: (352) 754-4420

Email: cricss@hernandocounty.us

HERNANDO/CITRUS MPO DEMOGRAPHIC INFORMATION

Sociocultural Data Report – Citrus County

Source: US Census Bureau, 2010 American Community Survey (ACS) and 2016-2020 ACS, FDOT EDTM

Citrus County General Population	2010	2016 2020
Total Population	140686	147938
Total Households	59974	64621
Average persons/acre	0.351	0.37
Average persons/household	2	2.25
Average persons/family	2.861	2.89
Males	68183	71999
Females	72503	75939

Citrus Language Trends 5+	2010	2010 %	2016 2020	2016 2020 %
Speaks English Well	1475	1.09	1636	1.15
Speaks English Not Well	718	.53	718	.5
Speaks English Not at All	235	.17	274	.19
Speaks English Not Well or Not at All	953	.7	992	.7

Citrus Race and Ethnicity Trends	2010	2010 %	2016 2020	2016 2020 %
White alone	131271	93.31	135714	91.74
Black or African American Alone	3942	2.8	4043	2.73
Native Hawaiian and Other Pacific Islander Alone	33	.02	26	.02
Asian Alone	1851	1.32	2616	1.77
American Indian or Alaska Native Alone	606	.43	412	.28
Some other race alone	1026	.73	1224	.83
Claimed 2 or more races	1957	1.39	3903	2.64
Hispanic or Latino of Any Race	6171	4.39	8677	5.87
Not Hispanic or Latino Minority	134515	95.61	139261	94.13
	14687	10.44	18398	12.44

Sociocultural Data Report – Hernando County

Source: US Census Bureau, 2010 American Community Survey (ACS) and 2016-2020 ACS, FDOT EDTM

Hernando County General Population	2010	2016 2020
Total Population	170337	190700
Total Households	70254	76708
Average persons/acre	.543	.61
Average persons/household	2	2.46
Average persons/family	2.899	3.04
Males	81546	91920
Females	88791	98780

Hernando Language Trends 5+	2010	2010 %	2016 2020	2016 2020 %
Speaks English Well	2724	1.68	3841	2.11
Speaks English Not Well	1864	1.15	1473	.81
Speaks English Not at All	463	.29	515	.28
Speaks English Not Well or Not at All	2327	1.44	1988	1.09

Hernando Race and Ethnicity Trends	2010	2010 %	2016 2020	2016 2020 %
White alone	153968	90.39	165207	86.63
Black or African American Alone	8366	4.91	9964	5.2
Native Hawaiian and Other Pacific Islander Alone	166	.1	111	.06
Asian Alone	1716	1.01	2291	1.2
American Indian or Alaska Native Alone	264	.15	547	.29
Some other race alone	3434	2.02	4136	2.17
Claimed 2 or more races	2423	1.42	8444	4.43
Hispanic or Latino of Any Race	16500	9.69	26964	14.14
Not Hispanic or Latino	153837	90.31	163736	85.86
Minority	30931	18.16	44412	23.29



**RELATING TO
TRANSPORTATION
PLANNING PROJECTS**

Amended: Tentative October 6, 2022

Adoption: September 18, 2018

**PUBLIC
PARTICIPATION
PLAN (PPP)**

Prepared by **Hernando Citrus MPO**

1661 Blaise Drive

Brooksville, FL 34601

email: mpo@hernandocounty.us

website: www.hernandocitrusmpo.com

ACKNOWLEDGEMENTS

Preparation of this document was supported in part with funds provided by the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) through a cooperative agreement with the Hernando/Citrus Metropolitan Planning Organization. Development of the plan was made possible by the leadership of the Hernando/Citrus MPO, the Technical Advisory Committee (TAC), Citizens Advisory Committee, (CAC) and Bicycle Pedestrian Advisory Committee (BPAC).



*"The Twisted Oak" City of Brooksville
Taken by: Cayce Dagenhart*

Table of Contents

ACKNOWLEDGEMENTS.....	2
ABOUT THE HERNANDO/CITRUS MPO	5
PURPOSE OF THE PUBLIC PARTICIPATION PLAN	6
FEDERAL NONDISCRIMINATION COMPLIANCE REQUIREMENTS	7
Title VI Of the Civil Rights Act Of 1964.....	7
Americans With Disabilities Act (ADA).....	7
Environmental Justice – Executive Order 12888	7
Limited English Proficiency – Executive Order 13166.....	8
MPO BOARDS, COMMITTEES AND STAFF.....	9
Hernando/Citrus MPO Board.....	9
Transportation Disadvantaged Local Coordinating Boards	9
MPO Committees.....	10
Technical Advisory Committee (TAC).....	10
Citizens Advisory Committee (CAC).....	10
Bicycle/Pedestrian Advisory Committee (BPAC).....	10
MPO STAFF.....	10
RESPONSIBILITIES OF THE MPO.....	12
Long Range Transportation Plan (LRTP).....	12
Transportation Improvement Program (TIP)	12
List of Priority Projects (LOPP)	12
Unified Planning Work Program (UPWP).....	12
Public Participation Plan (PPP).....	12
PUBLIC PARTICIPATION POLICIES	13
Public Notice	13
Public Access	13
Public Comment Period.....	13
Underrepresented Segments of The Public.....	13
Stakeholder Coordination	14

Transit Development Plans	14
Transportation Disadvantaged Local Coordinating Board	14
MPO OUTREACH STRATEGIES	15
Additional Strategies – Project Applicable	17
CORE MPO PLANS AND PROGRAMS	18
SPECIAL CIRCUMSTANCES	23
State Of Emergency	23
PPP MONITORING ACTIVITIES	24
Appendix A	26
Public Participation Plan Monitoring Activities	26
Appendix B	27
FEDERAL PUBLIC INVOLVEMENT PROCESS REQUIREMENTS	27
Appendix C	31
GLOSSARY	31

TTY-based Telecommunications Relay Services permit persons with a hearing or speech disability to use the telephone system via a text telephone (TTY) or other device to call persons with or without such disabilities. Dial 711 to be connected to an assistant.

Discapacidad para usar el sistema telefónico a través de un teléfono de texto (TTY) u otro dispositivo para llamar a personas con o sin tales discapacidades. Marque 711 para conectarse a un asistente.

Las personas que requieran acomodaciones especiales bajo la Ley para las Personas con Impedimentos (Americans with Disabilities Act), conocida por sus siglas en inglés ADA, o las personas que requieran servicios de traducción (de forma gratuita) deben comunicarse con el Oficial de Derechos Civiles.

PLEASE CONTACT THE MPO OFFICE FOR MORE INFORMATION :



Carlene Riecsc, Hernando/Citrus MPO
 1661 Blaise Drive, Brooksville, Florida 34601
 Email: MPO@hernandocounty.us
 Website: www.HernandoCitrusMPO.us

ABOUT THE HERNANDO/CITRUS MPO

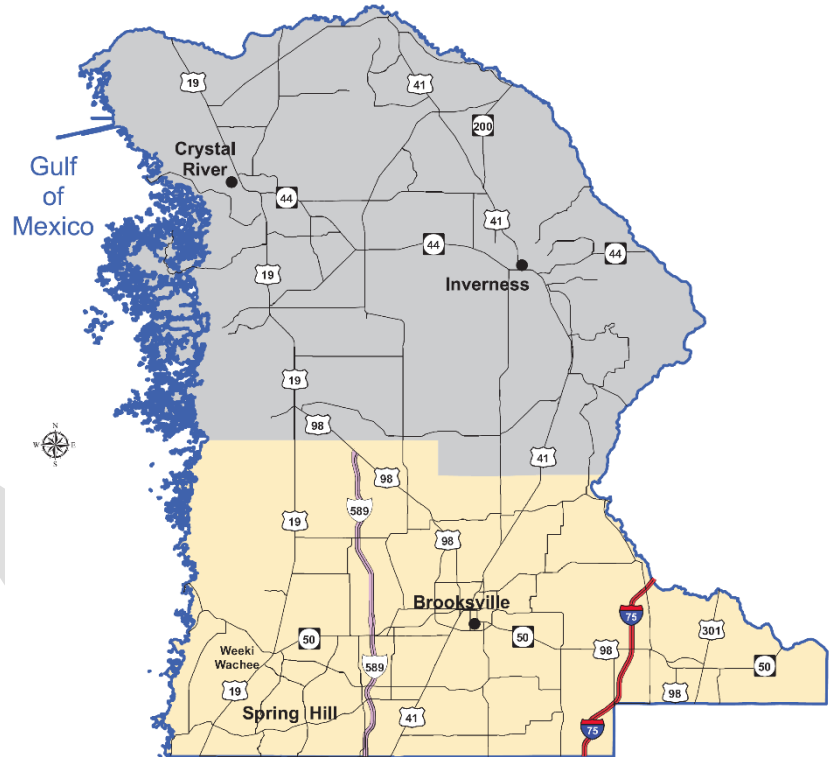
The Hernando/Citrus MPO was created in 2014 and is responsible for facilitating and coordinating regional transportation planning activities in Hernando County, Citrus County, and the cities of Inverness, Crystal River and Brooksville. MPOs exist throughout the U.S. and began with the development of the Interstate Highway System. To carry out federal transportation planning requirements, Title 23 of the United States Code (USC) provides that a metropolitan planning organization be designated for each urbanized area with a population of more than 50,000 individuals.

With the Federal Aid Highway Act of 1962, Congress passed legislation making urban transportation planning a condition for receipt of federal highway funds in urban areas. This legislation encouraged “a *Continuing, Comprehensive* transportation planning process carried on *Cooperatively* by the states and local communities (referred to as the 3-C’s)”. The MPO is responsible for ensuring that federal and state dollars spent on existing and future transportation projects and programs are based on the 3-C’s planning process. Each urban area in the United States has a MPO which acts as a liaison between local communities, their citizens, and the state departments of transportation (DOTs). MPOs are important because they direct how and where available state and federal dollars for transportation improvements will be spent.

Committees were established to assist the MPO in the development of plans and programs while offering additional opportunities for the public to participate. The committees serve at the pleasure of the MPO. The Hernando/Citrus MPO has a Technical Advisory Committee (TAC), a Citizens Advisory Committee (CAC), a Bicycle

*“Bicycling on the Suncoast Trail”
Taken by: Kimberly Poppke*

The Hernando/Citrus MPO Area, 2021



Pedestrian Advisory Committee (BPAC) and two Transportation Disadvantaged Local Coordinating Boards.

PURPOSE OF THE PUBLIC PARTICIPATION PLAN

The Hernando/Citrus Metropolitan Planning Organization (MPO) Public Participation Plan was initially adopted on September 30, 2014, and updated on September 18, 2018. The plan is periodically reviewed to ensure consistency with applicable regulations, and changes are appropriate. The Hernando/Citrus MPO encourages early and continuing participation by residents in the transportation planning and decision-making process. Public outreach efforts are intended to provide all members of the community opportunities to participate.



The PPP provides guidance to the public regarding when and how to participate in the transportation planning and decision making process. The MPO makes every effort to make our plans and programs easy to understand by the general public by using common terms that are familiar to the layperson.

The MPO must provide communities, affected public agencies, representatives of public transportation employees, freight shippers, providers of freight transportation services, private providers of transportation, representatives of users of public transportation, representatives of users of pedestrian walkways and bicycle transportation facilities, representatives of and those with disabilities, representatives and members of traditionally underserved, minority and low income communities, , and other interested parties with a reasonable opportunity to comment on the Long Range Transportation Plan (LRTP), Transportation Improvement Program (TIP) and major revisions.



FEDERAL NONDISCRIMINATION COMPLIANCE REQUIREMENTS

The Hernando/Citrus MPO complies with the following federal requirements:

Title VI Of the Civil Rights Act Of 1964

Title VI of the Civil Rights Act of 1964 (42 USC. 2000d) prohibits discrimination on the basis of race, color, and national origin in programs and activities receiving federal financial assistance. In addition, the MPO complies with other federal and state authorities and does not deny the benefits of, exclude from participation in or discriminate against anyone on the basis of race, color, national origin, sex, age, disability, religion, income or family status. Any person who believes themselves subject of any unlawful discriminatory practice under Title VI or other nondiscrimination authorities may file a complaint with the Title VI Coordinator for the MPO.



Americans With Disabilities Act (ADA)

The Americans with Disabilities Act of 1990 (ADA) prohibits the exclusion of persons with disabilities from participation in services, programs, or activities of a public entity which include the MPO. The MPO is responsible for providing reasonable accommodations to those with disabilities who require special services to access information or participation in MPO activities. (42 U.S.C. 12131-12134)

Environmental Justice – Executive Order 1288

Addressing requirements for Federal actions to address environmental justice concerns for low-income and minority populations. The focus of the order was to:

- identify and address the disproportionately high and adverse human health or environmental effects of their actions on minority and low income populations to the greatest extent practicable by law
- Develop a strategy for implementing environmental justice
- Promote nondiscrimination in federal programs that affect human health and the environment, as well as provide minority and low-income communities access to public information and public participation

Limited English Proficiency – Executive Order 13166

The purpose of the order is to improve access to services for persons with Limited English Proficiency (LEP). The order requires agencies that receive federal funds to develop plans so that people for whom English is not their second language or have limited ability to read, speak, write, or understand English can have meaningful access to services provided.

ANYONE WISHING TO CONTACT THE MPO WITH COMMENTS, QUESTIONS, OR COMPLAINTS REGARDING CIVIL RIGHTS, PLEASE CONTACT:

CARLENE RIECSS AT CRIECSS@HERNANDOCOUNTY.US

DRAFT

MPO BOARDS, COMMITTEES AND STAFF

Hernando/Citrus MPO Board

The MPO Board is a transportation policy-making board comprised of nine (9) elected officials representing the local governments within the MPO area, and a non-voting advisor from the Florida Department of Transportation.

The primary role of the Hernando/Citrus MPO is to ensure existing and future expenditures of governmental funds for transportation projects and programs within the MPO area are developed based on a continuing, cooperative, and comprehensive (3-C) planning process. The MPO meetings are typically scheduled the first Thursday of the month and begin at 1:30 p.m. Meetings alternate between Hernando and Citrus County on an annual basis. Please check our website for specific meeting dates and times.

Transportation Disadvantaged Local Coordinating Boards

The Transportation Disadvantaged Local Coordinating Boards oversee the activities of the Community Transportation Coordinator (CTC) which provides services to the transportation disadvantaged pursuant to Chapter 427, Florida Statutes. Each County in the MPO area has a Transportation Disadvantaged Local Coordinating Board. Hernando County's Board is referred to as the "TDLCB", Citrus County's Board as the "LCB".

The MPO Board serves as the Designated Official Planning Agency "DOPA" for both the TDLCB and LCB providing administrative support to the program. The Board positions are established by Florida Administrative Code and include agency and citizen representatives appointed by the DOPA.

The Public Participation policies in this document are followed for meetings of the Transportation Disadvantaged Local Coordinating Boards. Minimum public notices in the local jurisdictions' newspaper are published a minimum of 5-10 days prior to the meetings.

TDLCB meeting are held quarterly at the Hernando County Building Training Facility at 1661 Blaise Drive in Brooksville beginning at 10:00 a.m. LCB meetings are held quarterly at the Lecanto Government Center, 3600 W Sovereign Path, Room 166, Lecanto, FL beginning at 10:30 a.m.

Please check our website for specific meeting dates at: www.hernandocitrusmpo.us.

MPO Committees

Committee meetings are held at least quarterly with additional meetings as needed. Locations alternate between the Hernando County Building Training Facility at 1661 Blaise Drive in Brooksville, and the Lecanto Government Center, 3600 W Sovereign Path, Room 166, Lecanto, FL. Meetings are typically the 4th Wednesday of the month. The TAC meets at 10:00 a.m., CAC at 1:00 p.m., and BPAC at 3:00 p.m. Please check our website for specific dates, times and locations.

Technical Advisory Committee (TAC)

Membership of the TAC includes planners, engineers, transit and other technical specialty representatives from the various governments and agencies in the Hernando/Citrus MPO area. It is important for the TAC to be involved in the development of MPO plans and programs to ensure consistency with local programs and provide technical assistance as needed.

Citizens Advisory Committee (CAC)

To gain diverse input regarding transportation plans and programs, members of the Hernando/Citrus CAC comprise a cross section of people including transit users, older citizens, citizens with physical challenges, and citizens of the counties and cities in the MPO area. The only thing missing from our CAC is you! If you would like to serve on the CAC or participate in any of the MPO's activities, please contact us at 352-754-4082 or visit our website.

Bicycle/Pedestrian Advisory Committee (BPAC)

The BPAC assists in the development of priority plans and programs important to bike/pedestrian communities. The membership includes citizen volunteers, and agency representatives. Citizens interested in serving on the BPAC may complete the application on our website or contact MPO staff for more information at 352-754-4082.

MPO STAFF

The MPO staff includes an Executive Director, Transportation Planners, and a Financial Operations Assistant. On a regular basis, MPO Committees, along with Staff, provide recommendations to the MPO Board regarding short and long-range planning, implementation of projects, and related issues. The MPO staff works closely with our community partners and the Florida Department of Transportation (FDOT).

The MPO Staff can be contacted at any time with questions or comments regarding the Transportation Planning Process.

- Visit our website at www.HernandoCitrusMPO.us
- Email us at mpo@hernandocounty.us
- Call us at (352) 754-4082



Citrus County Transit Staff and Buses



Beverly Howard, CAC member and recipient of the 2020 Vision Zero Hero Award for outstanding achievements in education and encouragement

RESPONSIBILITIES OF THE MPO

The Hernando/Citrus MPO is the transportation planning agency for the area. A cooperative process is used to make decisions about the transportation investments needed to meet the existing and future travel needs. The MPO develops the following Core plans and programs:

Long Range Transportation Plan (LRTP)

Identifies transportation improvements necessary to maintain adequate mobility and accommodate growth forecasted over the next 20-year timeframe. The plan includes long-range and short-range strategies that provide for development of an integrated multimodal transportation system (to include accessible pedestrian walkways and bicycle transportation facilities). The process includes innovative technical modeling and collaborative public engagement. Future goals, strategies and projects to address the planning factors required by 23 C.F.R. 450.306(a) and (b)] are identified in the LRTP.

Transportation Improvement Program (TIP)

A priority list of transportation projects developed by an MPO that is to be carried out within the four (4)-year period following its adoption; must include documentation of Federal and State funding sources for each project and be consistent with adopted MPO Long Range Transportation Plan and local government comprehensive plans.

List of Priority Projects (LOPP)

A list of priority projects developed by the MPO in coordination with the FDOT on an annual basis. The LOPPs must be based upon selection criteria which considers the approved LRTP, the Strategic Intermodal System Plan, the Transportation Regional Incentive Program (TRIP) Priorities, results of transportation management systems and public involvement.

Unified Planning Work Program (UPWP)

The work program for the MPOs transportation program. The UPWP must include a description of work, resulting products, who will perform the work, cost of the work and source of the funding. The UPWP covers two State fiscal years. The establishment of the initial 2-year program is considered "new UPWP development", the 2nd year update is the "UPWP Revision". A revision can be categorized as a modification or amendment depending on the threshold of revision.

Public Participation Plan (PPP)

A plan which defines the processes for providing reasonable opportunities for public involvement in the MPO planning process. The PPP should be reviewed periodically and in particular, prior to initiation of the development of a new LRTP.

PUBLIC PARTICIPATION POLICIES

Public Notice

The MPO informs the public, in a timely manner, of upcoming decisions regarding plans and programs. Notices will be posted on the MPO website and advertised in local newspapers in each county consistent with Florida Statutes. Additional information for Core MPO Plans and programs can be found in the specific requirement section of this document. Exceptions to the minimum requirements may be allowable as outlined in Section (emergency provisions)

Public Access

All Meetings are open to the public and participation is encouraged. Meeting locations alternate between Hernando and Citrus Counties. Public participation is solicited without regard to race, color, national origin, age, sex, religion, disability, income or family status.

Persons who require special accommodations under the Americans with Disabilities Act should contact the MPO at least 2 days prior to the proceedings, for language assistance please contact the MPO at least 5 days prior to the proceedings to allow adequate coordination time.

Public Comment Period

A key opportunity for members of the public to share their thoughts and ideas is during the public review and comment period. The public comment periods are intended to ensure the public has easy access to information and timely notice about the transportation planning process. The MPO advises the public of the comment periods in several ways:

- The MPO Website: documents released for public review are available online, and by request.
- The public may comment regarding any of the MPO products on our website.

Underrepresented Segments of The Public

The MPO seeks participation from those people who are typically under-represented including but not limited to, the transportation disadvantaged, minorities, the elderly, persons with disabilities and low income households.



Stakeholder Coordination

To provide affected and interested parties' opportunities to comment on the transportation planning process pursuant to 23 USC 104(d)1, the MPO maintains an up-to-date database of contacts which includes:

- Elected Officials
- Local Government Staff
- Transportation Agencies (Port, Airports, Transit, etc.)
- Law enforcement and emergency services management, emergency operations centers, chambers of commerce, and economic development agencies.
- Local Media (TV, Radio, Print, etc.)
- Homeowners Associations
- Civic Groups
- Special Interest Groups (Other Interested Parties)
- Libraries (for Public Display)
- Federal, State and local agencies responsible for land use management, natural resources, environmental protection, conservation and historic preservation, and other environmental issues
- Representatives of Users of Pedestrian Walkways
- Private Freight Shippers
- Representatives of Users of Bicycle Transportation Facilities
- Other parties that would have an interest in the planning and development of the transportation network, including affected public agencies in the transportation planning area
- Native American Tribal Council
- Representatives of Public Transportation Employees
- Providers of Freight Transportation Services
- Private Providers of Transportation
- Representatives of Users of Public Transportation
- Representatives of the Disabled
- Interested parties may request to be added to the email data base at any time. Please contact MPO staff.

Transit Development Plans

Major updates to Transit Development Plans (TDP) for Hernando and Citrus County are reviewed by the MPO staff and posted to the MPO website for the public's information. The TDP or TDP updates are not approved by the MPO Board

Transportation Disadvantaged Local Coordinating Board

Meeting notices are published in a newspaper of general circulation in the home county 5-10 days prior to any public Transportation Disadvantaged Local Coordinating Board meeting. The meeting notice and associated agendas will be posted to the MPO website approximately one week prior to meetings.

Updates to the Transportation Disadvantaged Service Plans (TDSP) for either Citrus or Hernando County are available on the MPOs website for public review prior to approval. Public access is provided as identified in this document.

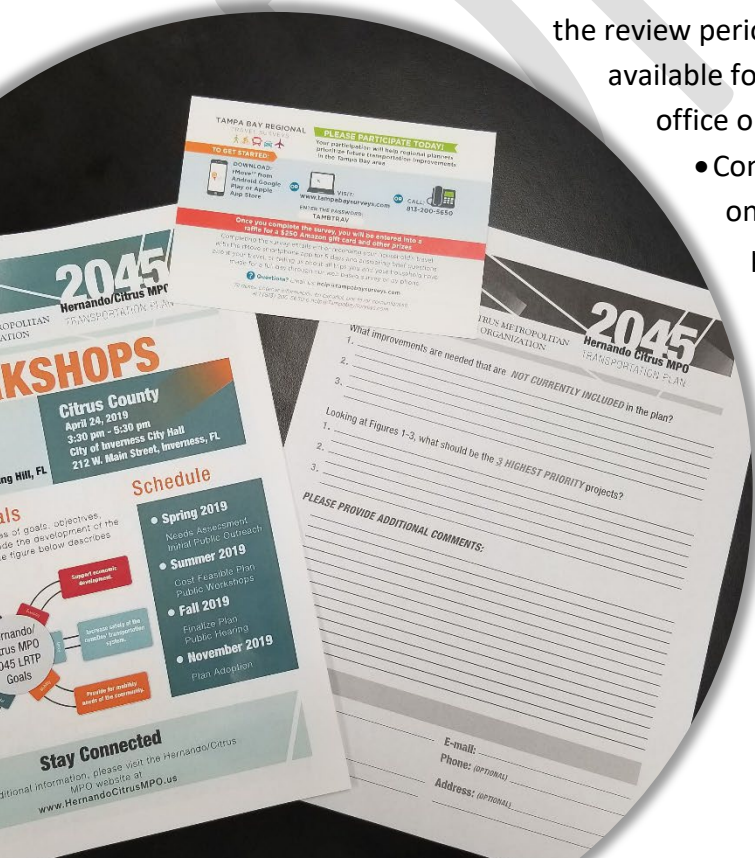
Minor updates to the TDSP that do not affect program operations do not require public review (i.e.: corrections, descriptions, etc.)

MPO OUTREACH STRATEGIES

The following outreach strategies are regularly used by the MPO:

- Provide timely information about transportation issues and processes to communities, affected public agencies, representatives of transportation agencies, private providers of transportation, other interested parties and segments of the community affected by transportation plans, programs and projects (including, but not limited to, local jurisdiction concerns).
- Provide reasonable public access to technical and policy information used in the development of the LRTP, the TIP, and other appropriate transportation plans and projects, and conduct open public meetings where matters related to transportation programs are being considered.
- If the final draft of any transportation plan differs significantly from the one available for public review by the MPO and raises new material issues which interested parties could not reasonably have foreseen, an additional opportunity for public comment on the revised plan is made available.
- All transportation plans and project documents are posted to the MPO's website to ensure reasonable access to the information by the public during the review period. Hard copy of the materials are always available for public review during business hours at our office or upon request.

- Comment Forms are used to solicit public comment on specific issues or transportation plans being presented at a workshop or other public meeting. A general comment form is available on the MPO website and monitored regularly.
- Citizens may also submit email comments, or via regular mail. Responses to questions and comments concerning the public participation process, draft transportation plans, programs or public agency consultation process will be made directly to the citizen by letter, telephone call or by email



within 10 days of receipt. A summary of comments received will be made part of the final plan or program.

- Social Media platforms such as Twitter, Facebook, and Instagram are used to promote MPO products. These platforms are used to communicate information to the public and provide a means for the public to communicate back with comments or questions.
- When significant written and oral comments are received on the draft transportation plan (including the financial plan) as a result of the public participation process or the interagency consultation process required under the U.S. Environmental Protection Agency conformity regulations, a summary, analysis, and report on the disposition of comments is made part of the final plan.
- Solicit the needs of those under-served by existing transportation systems, including, but not limited to, the transportation disadvantaged, minorities, elderly, persons with disabilities, and low-income households.
- Use visualization techniques at meetings and workshops to include mapping, PowerPoint presentations, pictures, etc.
- Hold public meetings at convenient locations and accessible times which in the event of a statewide emergency, includes the ability to conduct virtual meetings
- Coordination with the statewide transportation planning public involvement and consultation processes
- Periodically reviewing the effectiveness of the procedures and strategies contained in the participation plan to ensure a full and open participation process
- Meeting notices are to be published in a newspaper of general circulation (in both Hernando and Citrus Counties with the exception of Transportation Disadvantaged Boards which are only required in the Board's home county). Notices shall be published consistent with Florida Statutes, Chapter 50.
- The MPO Core products are identified in this document with the associated minimum review requirements.
- Newsletters will be produced biannually to keep the public up to date regarding plans and projects, and timelines for participation
- An MPO logo, consistent font, and a color scheme representing the MPO is used to identify products and publications of the MPO.
- E-mail Announcements and MPO information will be e-mailed to interested persons that have submitted their e-mail addresses to MPO staff.

Additional Strategies – Project Applicable

- Project Workshops/Open Houses/Community Forums may be used to provide project information to the public and to solicit public comment.
- Media releases may be sent to local media to announce upcoming meetings and activities and to provide information on specific issues being considered by the MPO or their committees.
- Surveys may be available online or distributed in person
- Virtual meeting/communication technology may be used with regularly scheduled and noticed public meetings. In a state of emergency, where the law permits, these technologies may be used in lieu of in person meetings.
- Project websites may be used for individual projects, such as corridor studies, that are typically performed using consulting services. In this case, a link to the project site would be included on the MPO site.



CORE MPO PLANS AND PROGRAMS

TABLE 1: LONG RANGE TRANSPORTATION PLAN (LRTP)

LRTP	Updated Plan every five years
Public Review	<ul style="list-style-type: none"> Public meetings with MPO Committees (TAC, CAC, and BPAC) for review Draft LRTP is posted to the MPO website at least 30 days prior to the MPO adoption meeting to allow for public comment Documents will also be available for public review in MPO offices, or upon request
Meeting Notices	<ul style="list-style-type: none"> Publish legal notices a minimum of 5-10 days prior to any public meeting Meeting information is posted to the MPO Website
Approval	<ul style="list-style-type: none"> By the MPO Board, two advertised public meetings are required for adoption LRTP documentation must be posted to the website, and available in MPO offices no later than 90 days after adoption
MODIFICATION	Minor changes to text, project/project phase costs, funding sources of previously included projects, and/or project/project phase initiation dates
Public Review	Formal review not required; modifications are posted to website
Approval	Administrative
AMENDMENT	A major revision to the LRTP, such as adding or deleting a project, a major change in project costs, initiation dates, and/or design concept and scope, such as changing project locations or the number of through traffic lanes.
Public Review	<ul style="list-style-type: none"> Public meetings with MPO Committees (TAC, CAC, and BPAC) for review Draft LRTP amendment is posted to the MPO website at least 10 days prior to the MPO adoption meeting to allow for public comment Documents will also be available for public review in MPO offices, or upon request
Notices	<ul style="list-style-type: none"> Publish legal notices a minimum of 5-10 days prior to any public meeting Meeting information is posted to the MPO Website
Approval	<ul style="list-style-type: none"> By the MPO Board at an advertised public meeting Roll Call Vote for adoption if amendment affects projects in first 3 years, otherwise standard vote

TABLE 2: TRANSPORTATION IMPROVEMENT PROGRAM (TIP)

TIP	<ul style="list-style-type: none"> • New TIP is developed annually and covers five years (5th year is illustrative)
Public Review	<ul style="list-style-type: none"> • Public meetings with MPO Committees (TAC, CAC, and BPAC) for review • Draft TIP is posted to the MPO website at least 30 days prior to the MPO adoption meeting to allow for public comment • Documents will also be available for public review in the MPO office, or upon request
Meeting Notices	<ul style="list-style-type: none"> • Publish legal notices a minimum of 5-10 days prior to any public meeting • Meeting information is posted to the MPO Website • 30 day public notice must be advertised
Approval	<ul style="list-style-type: none"> • By the MPO Board at an advertised public meeting Roll call vote
MODIFICATION	Minor changes to text, project/project phase costs, funding sources of previously included projects, and/or project/project phase initiation dates. Consult MPO handbook for guidance
Public Review	No formal review required; modifications are posted to the website
Approval	Administrative
ROLL FORWARD AMENDMENT	<ul style="list-style-type: none"> • Takes place between July 1 and September 30. • Project must appear in the amendment exactly as the newly adopted TIP. • No public meetings with MPO committees (TAC, CAC, BPAC) are required • MPO Board approval, publish meeting notices a minimum of 5-10 days prior to meeting, or MPO Director approval with Board authorization
AMENDMENT	A major revision to the TIP, such as adding or deleting a project, a major change in project costs, initiation dates, and/or design concept and scope, such as changing project locations or the number of through traffic lanes. Consult MPO Handbook for additional threshold guidance
Public Review	<ul style="list-style-type: none"> • Public meetings with MPO Committees (TAC, CAC, and BPAC) for review • Draft amendment is posted to the MPO website at least 10 days prior to MPO adoption meeting to allow for public comment • Documents will also be available for public review in the MPO office, or upon request
Meeting Notices	<ul style="list-style-type: none"> • Publish legal notices a minimum of 5-10 days prior to any public meeting • Meeting information is posted to the MPO Website
Approval	<ul style="list-style-type: none"> • By the MPO Board at an advertised public meeting. Roll Call Vote if amendment affects projects in the first 3 years

Table 3: LIST OF PRIORITY PROJECTS (LOPP)

LOPP DEVELOPMENT	Annually
Public Review	<ul style="list-style-type: none"> • Public meetings with MPO Committees (TAC, CAC, and BPAC) for review • Draft LOPP is posted to the MPO website at least 10 days prior to the MPO adoption meeting to allow for public comment • Documents will also be available for public review in the MPO office, or upon request
Meeting Notices	<ul style="list-style-type: none"> • Publish legal notices a minimum of 5-10 days prior to any public meeting • Meeting information is posted to the MPO Website
Approval	<ul style="list-style-type: none"> • By the MPO Board at an advertised public meeting
REVISIONS	Any changes to project priorities, or addition/deletion of projects
Public Review	<ul style="list-style-type: none"> • Public meetings with MPO Committees (TAC, CAC, and BPAC) for review • Documents are available on the MPO website for public review and comment for a minimum of 10 days prior to final action
Meeting Notices	<ul style="list-style-type: none"> • Publish legal notices a minimum of 5-10 days prior to any public meeting • Meeting information is posted to the MPO Website
Approval	<ul style="list-style-type: none"> • By the MPO Board at an advertised public meeting

TABLE 4: UNIFIED PLANNING WORK PROGRAM (UPWP)

UPWP DEVELOPMENT	New UPWP is developed every 2 years and covers 2 State fiscal years. UPWP is updated/amended in the second year, and as appropriate
Public Review	
Meeting Notice	
Approval	<ul style="list-style-type: none"> By the MPO at an advertised public meeting
MODIFICATION	Does not change the approved FHWA and FTA budget, scope of the FHWA and FTA funded work task(s), or add or delete a work task(s)
Public Review	Not formally required. Post modification to the MPO website
Approval	Administrative
AMENDMENT	
Public Review	<ul style="list-style-type: none"> Draft UPWP amendment is posted to the MPO website at least 10 days prior to MPO adoption meeting to allow for public comment Documents are available in the MPO office, and upon request
Meeting Notices	<ul style="list-style-type: none"> Publish legal notices a minimum of 5-10 days prior to any public meeting Meeting information is posted to the MPO Website
Approval	<ul style="list-style-type: none"> By the MPO at an advertised public meeting

TABLE 5: Public Participation Plan (PPP)

PPP	
Approval and Modifications	<ul style="list-style-type: none"> • Review by MPO committees at advertised public meetings (TAC, CAC and BPAC) • Draft PPP or PPP amendments are posted to the MPO website for public review and comment for a minimum of 45 days prior to final MPO approval • Documents are available in the MPO office, and upon request
Meeting Notice	<ul style="list-style-type: none"> • Publish legal notices a minimum of 5-10 days prior to any public meeting • Meeting information is posted to the MPO Website • Publish a legal notice opening the 45 day review period
Approval	<ul style="list-style-type: none"> • By the MPO at an advertised public meeting

DRAFT

SPECIAL CIRCUMSTANCES

Most amendments to program documents are reviewed in accordance with the Specific Requirements section of this Public Participation Plan. Exceptions can be made if an emergency amendment or action must be approved in a timeframe where strict adherence to the requirements cannot be met.

Legal notices may advertise meetings in a shorter period of time or provide a shorter review and comment period than indicated in the PPP. All possible effort will be made to maximize conformance with the MPO's notification requirements, but if necessary, the MPO staff will place the notices regarding short notice meetings and special meetings via email to MPO contacts, the MPO's website and other social media platforms.

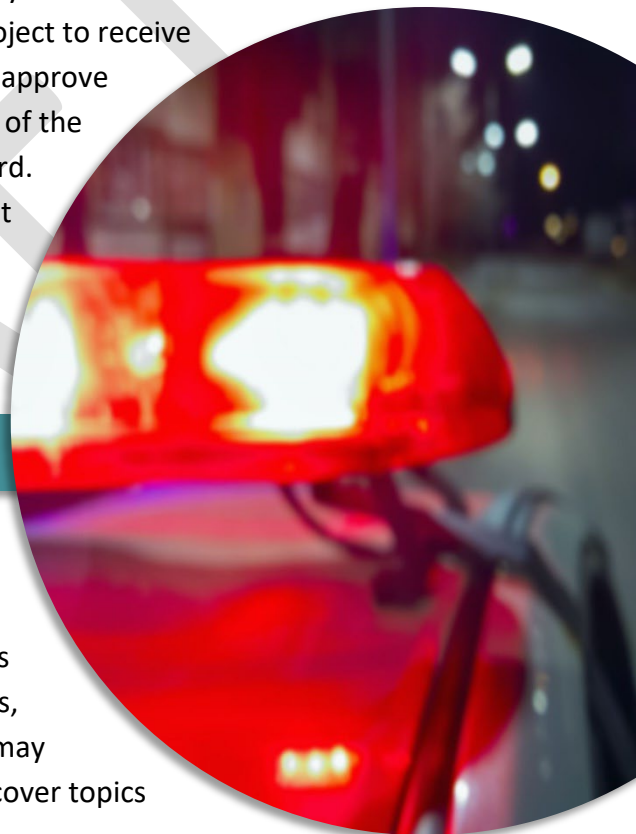
In the instance of TIP amendments as outlined in table 2, most receive a review before entering the program. Exceptions are made when an emergency amendment must be approved prior to the next Board meeting for the amended project to receive funding. In these cases, the Executive Director is authorized to approve the amendment and sign a corresponding resolution on behalf of the board without having to call an emergency meeting of the Board. The Executive Director's approval of the amendment then must be provided to advisory committees as an information item and ratified at the next regularly scheduled MPO meeting.

State Of Emergency

During a local, state, or federal emergency, every attempt will be made to follow the MPO participation plan or to offer alternatives for committee and board approval, to continue community engagement, and to seek input. Adjusted strategies may include enhanced use of media and social media resources, and increased mailings or mass email distributions. The MPO may consider providing information via webinar or short videos to cover topics which would have been addressed in an in person meeting.

The MPO Continuity of Operations Plan (COOP) provides guidance in the event of an interruption of services due to an emergency. The purpose of the COOP is to provide the conditions for continuous performance of essential operations during a crisis, disaster, or other debilitating loss of resources and to ensure operational and managerial requirements are met.

The MPO is required by law to produce, approve, and submit the Unified Planning Work Program (UPWP), Long Range Transportation Plan (LRTP), List of Project Priorities, and Transportation Improvement Program (TIP) in compliance with statutory mandates and



timelines. In the event the COOP is activated when one or more of these documents must be approved, the MPO is authorized to implement emergency protocols in a local, state, or federal declaration of a State of Emergency:

1. The Executive Director, in consultation with the Chair (or their respective successors), may request a deferral of approval depending on the emergency, the specific essential document needing approval, and the projected date when the MPO Board could meet again.
2. If the quorum requirements for public meetings are suspended by Executive Order of the Governor of the State of Florida, the MPO may hold a public meeting of the MPO Board using communications media technology, following rules pursuant to F.S. Section 120.54(5)(b)2 and waiving official recommendations from MPO committees.



*MPO Executive Director (2018-2021),
Steve Diez, doing what he loved.
Unknown photographer.*

PPP MONITORING ACTIVITIES

- The public participant email data base will be updated at least two (2) times per year.
- The MPOs newsletter will be prepared and circulated at least two (2) times per year
- The MPO website will be updated at least once per month
- Social Media sites will be updated at least once per month
- Agendas with associated back up for all MPO Board and Committee meetings will be posted to the MPO website approximately 7 days prior to the public meeting
- Legal advertisements for upcoming meetings will be posted to the website at least 5 to 10 days prior to the meeting
- Public comment section of the MPO website will be checked on a weekly basis
- Public comments received will be acknowledged and provided to the MPO Board for information and/or action. File in comment folder MPO folder/Public comment
- A checklist identifying the monitoring activities is included in Attachment A and will be completed monthly and filed in the PPP folder



Appendix A

Public Participation Plan Monitoring Activities

Table 5: Monthly Review		Date:
Activity	Staff Member	Completion Date
Public Participation email database updated at least 2 times/year.		
MPO Newsletter prepared and circulated at least 2 times/year		
MPO Website updated at least 1 time/month		
Social Media Platforms updated at least 1 time/month		
Legal advertisements for meetings posted to the website at least 7 days prior to the meeting		
Public Comment section on the website checked at least 1 time/week		
Acknowledge Public Comments forward to the board as appropriate. Maintain record (MPO folder/Public Comments by month/year)		
Committee recruitment will be ongoing		
Public review period noticed; documents available (circle appropriate)		
<ul style="list-style-type: none"> • LRTP adoption/amendment 		
<ul style="list-style-type: none"> • TIP adoption/amendment 		
<ul style="list-style-type: none"> • UPWP adoption/amendment 		
<ul style="list-style-type: none"> • LOPP adoption/amendment 		
<ul style="list-style-type: none"> • TDP review 		
<ul style="list-style-type: none"> • TDSP adoption/amendment 		
Checklist – review monthly.		

Note: Minimum criteria has been identified to ensure accountability with public participation plan.

Appendix B

FEDERAL PUBLIC INVOLVEMENT PROCESS REQUIREMENTS

The public involvement process requirements in 23 CFR 450, Section 450.316 are described below.

§450.316 INTERESTED PARTIES, PARTICIPATION, AND CONSULTATION



(a) The MPO shall develop and use a documented participation plan that defines a process for providing individuals, affected public agencies, representatives of public transportation employees, public ports, freight shippers, providers of freight transportation services, private providers of transportation (including intercity bus operators, employer-based commuting programs, such as carpool program, vanpool program, transit benefit program, parking cash-out program, shuttle program, or telework program), representatives of users of public transportation, representatives of users of pedestrian walkways and bicycle transportation facilities, representatives of the disabled, and other interested parties with reasonable opportunities to be involved in the metropolitan transportation planning process.

- 1) The MPO shall develop the participation plan in consultation with all interested parties and shall, at a minimum, describe explicit procedures, strategies, and desired outcomes for:
 - i. **Providing adequate public notice** of public participation activities and time for public review and comment at key decision points, including a reasonable opportunity to comment on the proposed metropolitan transportation plan (known as the LRTP) and the TIP.
 - ii. **Providing timely notice and reasonable access** to information about transportation issues and processes.
 - iii. **Employing visualization techniques** to describe metropolitan transportation plans and TIPs.
 - iv. **Making public information** (technical information and meeting notices) available in electronically accessible formats and means, such as the World Wide Web (Internet).
 - v. **Holding any public meetings at convenient and accessible locations and times.**

- vi. **Demonstrating explicit consideration and response to public input** received during the development of the metropolitan transportation plan and the TIP.
 - vii. **Seeking out and considering the needs of those traditionally underserved by existing transportation systems**, such as low-income and minority households, who may face challenges accessing employment and other services.
 - viii. **Providing an additional opportunity for public comment**, if the final metropolitan transportation plan or TIP differs significantly from the version that was made available for public comment by the MPO and raises new material issues that interested parties could not reasonably have foreseen from the public involvement efforts.
 - ix. **Coordinating** with the statewide transportation planning public involvement and consultation processes under subpart B of this part; and
 - x. **Periodically reviewing** the effectiveness of the procedures and strategies contained in the participation plan to ensure a full and open participation process.
- 2) When significant written and oral comments are received on the draft metropolitan transportation plan and TIP (including the financial plans) as a result of the participation process in this section or the interagency consultation process required under the EPA transportation conformity regulations (40 CFR part 93, subpart A), a summary, analysis, and report on the disposition of comments shall be made as part of the final metropolitan transportation plan and TIP.
- 3) A minimum public comment period of 45 calendar days shall be provided before the initial or revised participation plan is adopted by the MPO. Copies of the approved participation plan shall be provided to the FHWA and the FTA for informational purposes and shall be posted on the World Wide Web (Internet), to the maximum extent practicable.
- (b) In developing LRTPs and TIPs, the MPO should consult with agencies and officials responsible for other planning activities within the Metropolitan Planning Area (MPA) that are affected by transportation (including State and local planned growth, economic development, tourism, natural disaster risk reduction, environmental protection, airport operations, or freight movements) or coordinate its planning process (to the maximum extent practicable) with such planning activities. In addition, the MPO shall develop the metropolitan transportation plans and TIPs with due consideration of other related planning activities within the metropolitan area, and the process shall provide for the design and delivery of transportation services within the area that are provided by:

- 1) Recipients of assistance under title 49 U.S.C. Chapter 53.
- 2) Governmental agencies and non-profit organizations (including representatives of the agencies and organizations) that receive Federal assistance from a source other than the U.S. Department of Transportation to provide non-emergency transportation services; and
- 3) Recipients of assistance under 23 U.S.C. 201-204.



- (c) When the MPA includes Indian Tribal lands, the MPO shall appropriately involve the Indian Tribal government(s) in the development of the metropolitan transportation plan and the TIP.
- (d) When the MPA includes Federal public lands, the MPO shall appropriately involve the Federal land management agencies in the development of the metropolitan transportation plan and the TIP.
- (e) MPOs shall, to the extent practicable, develop a documented process(es) that outlines roles, responsibilities, and key decision points for consulting with other governments and agencies, as defined in paragraphs (b), (c), and (d) of this section, which may be included in the agreement(s) developed under §450.314.



[[81 FR 34135](#), May 27, 2016, as amended at [81 FR 93473](#), Dec. 20, 2016: [82 FR 56544](#), Nov. 29, 2017]



**RELATING TO
TRANSPORTATION
PLANNING PROJECTS**

Amended: Tentative October 6, 2022

Adoption: September 18, 2022

**TITLE VI/NON
DISCRIMINATION
PROGRAM**

Prepared by Hernando Citrus MPO

1661 Blaise Drive

Brooksville, FL 34601

email: mpo@hernandocounty.us

website: www.hernandocitrusmpo.com

Table of Contents

INTRODUCTION	2
ASSURANCE	3
POLICY STATEMENT	4
ANNUAL ASSURANCES	4
TITLE VI/NONDISCRIMINATION NOTICE TO THE PUBLIC.....	5
TITLE VI/NONDISCRIMINATION COMPLAINT PROCEDURES	5
TITLE VI/NONDISCRIMINATION COMPLAINT FORMS.....	7
TITLE VI INVESTIGATIONS, COMPLAINT AND LAWSUITS.....	9
PUBLIC PARTICIPATION PLAN	9
ENVIRONMENTAL JUSTICE.....	10
OBJECTIVES	10
RECORD OF LANGUAGE ASSISTANCE	11
ADA/504 STATEMENT.....	11
PLANNING AND ADVISORY BODIES	11
REQUIRED CONSULTANT AND SUBGRANTEE TITLE VI CONTRACT CLAUSES	13
INCLUSION OF APPENDICES A & E IN MPO CONTRACTS.....	15

INTRODUCTION

THE HERNANDO/CITRUS METROPOLITAN PLANNING ORGANIZATION

The Hernando/Citrus Metropolitan Planning Organization (MPO) is a subrecipient of federal funds from the U.S. Department of Transportation modal agencies, including Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) through the Florida Department of Transportation. All Recipients of federal funding must comply with the requirements of Title VI of the Civil Rights Act of 1964 and other nondiscrimination statutes, regulations and authorities. This Implementation Plan describes how the MPO effectuates nondiscrimination in the delivery of its federally assisted programs, services and activities. The Plan includes the structure of the MPO's Title VI/Nondiscrimination program as well as the policies, procedures and practices that are used to comply with nondiscrimination requirements.

TTY-based Telecommunications Relay Services permit persons with a hearing or speech disability to use the telephone system via a text telephone (TTY) or other device to call persons with or without such disabilities. Dial 711 to be automatically connected to a TRS communications assistant.

Discapacidad para usar el sistema telefónico a través de un teléfono de texto (TTY) u otro dispositivo para llamar a personas con o sin tales discapacidades. Marque 711 para conectarse a un asistente.

Individuals requiring special accommodations under the Americans with Disabilities Act, known by its acronym in English ADA, or persons requiring translation services (free of charge) should contact the Civil Rights Officer.

Las personas que requieran acomodaciones especiales bajo la Ley para las Personas con Impedimentos (Americans with Disabilities Act), conocida por sus siglas en inglés ADA, o las personas que requieran servicios de traducción (de forma gratuita) deben comunicarse con el Oficial de Derechos Civiles.

The Plan is intended to be a living document, regularly updated by the Department to reflect the program as it changes and grows. Anyone wishing to provide input into the MPO's Title VI/Nondiscrimination Program is encouraged to contact the Title VI/Nondiscrimination Program Coordinator, Carlene Ricciss, 1661 Blaise Drive, Brooksville, FL 34601, criccss@hernandocounty.us.

MPO ASSURANCE

Pursuant to Section 9 of US DOT Order 1050.2A, the Hernando/Citrus MPO assures the Florida Department of Transportation (FDOT) that no person shall on the basis of race, color, national origin, sex, age, disability, income, family or religious status, as provided by Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987, the Florida Civil Rights Act of 1992 and other nondiscrimination authorities to be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination or retaliation under any program or activity.

The Hernando/Citrus 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 and E* 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.

Robert Esposito, MPO Executive Director

POLICY STATEMENT

It is the policy of the MPO to comply with all federal and state authorities requiring nondiscrimination, including but not limited to Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987, Federal-Aid Highway Act of 1973 (23, U.S.C. 324), Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 (ADA), the Age Discrimination Act of 1975 and Executive Order 12898 (Environmental Justice) and 13166 (Limited English Proficiency).

The MPO does not and will not exclude from participation in; deny the benefits of; or subject anyone to discrimination on the basis of race, color, national origin, sex, age, disability or income. In addition, the MPO complies with the Florida Civil Rights Act, and does not permit discrimination on the basis of religion or family status in its programs, services or activities.

ANNUAL CERTIFICATION ASSURANCES

Title VI of the Civil Rights Act of 1964 provides that: “No person in the United States shall, on the grounds of race, color, or national origin, be excluded from, participation in, or be denied the benefits of, or be subjected to discrimination under any program, or activity receiving Federal financial assistance.” Other federal legislation extended the protections under Title VI of the Civil Rights Act of 1964 to prohibit discrimination based on sex, disability, and age.

Federal rule, 23 CFR 450.316(b)(2), requires that the metropolitan transportation planning process “[b]e consistent with Title VI of Civil Rights Act of 1964 and the Title VI assurance executed by each State under 23 U.S.C. 324 and 29 U.S.C. 794, which ensure that no person shall, on the grounds of race, color, sex, national origin, or physical handicap, be excluded from participation in, be denied benefits, or be otherwise subjected to discrimination under any program receiving Federal assistance from the United States Department of Transportation.” An effective public involvement process is integral to providing assurances that the MPO's planning process is consistent with Title VI.

Each MPO must annually certify to the FDOT that the MPO planning process is being conducted in accordance with Title VI of the Civil Rights Act of 1964. The MPO uses a variety of strategies to demonstrate that their planning process is consistent with Title VI. These strategies include but are not limited to the following:

- Developing and updating a Title VI plan;
- Designing the MPO public involvement plan with specific Title VI strategies;
- Evaluating any existing public involvement Title VI strategies;
- Reviewing planning products and projects for disparate impacts on various cultures and socioeconomic groups; and,
- Maintaining documentation of its Title VI strategies.

TITLE VI/NONDISCRIMINATION NOTICE TO THE PUBLIC

The Hernando/Citrus MPO operates its programs and services without regard to race, color, and national origin in accordance with Title VI of the Civil Rights Act. In addition, the Agency does not deny the benefits of, exclude from participation in or discriminate against anyone on the basis of race, color, national origin, sex, age, disability, religion, income or family status. Any person who believes themselves subject of any unlawful discriminatory practice under Title VI or other nondiscrimination authorities may file a complaint with the Title VI Coordinator for the MPO.

Any person who believes they have been discriminated against under Title VI has the right to file a formal complaint within 180 days of the alleged discrimination. Individuals and organizations may file a complaint with the MPO Title VI Liaison by contacting us or submitting a complaint form.

The form should be completed, signed, and sent to:

Carlene Riecss, Transportation Planner III, Title VI Coordinator
Hernando/Citrus MPO
1661 Blaise Drive
Brooksville, FL 34601
Phone: (352) 754-4082
Email: mpo@hernandocounty.us

If information is needed in another language or accessible in another required format, please contact us at the above phone number and assistance will be provided.

This notice to the public is posted at the Hernando/Citrus MPO offices and on the MPO website.

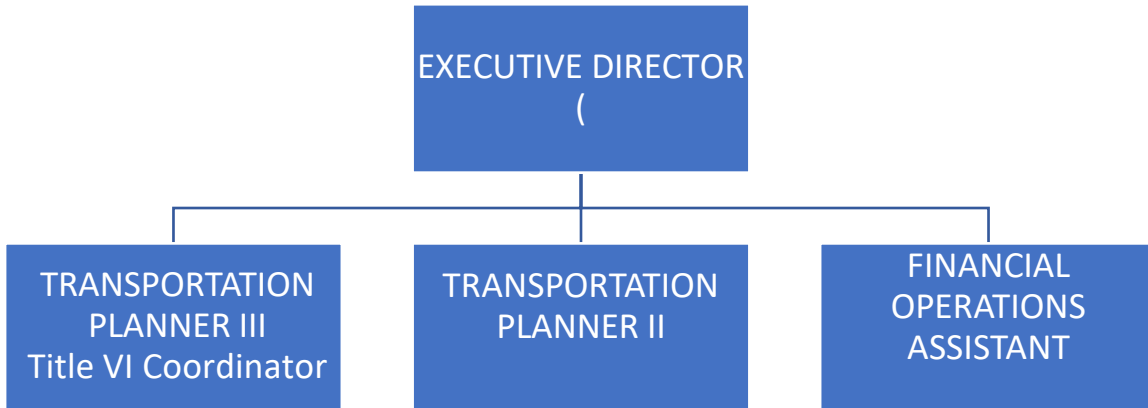
Si necesita información en otro idioma o necesita los documentos en otros formatos, por favor contactese con nosotros al número telefónico ya mencionado y se le prestará asistencia.

TITLE VI/NONDISCRIMINATION COMPLAINT PROCEDURES

The Hernando/Citrus MPO has put in place a complaint procedure to ensure that any alleged discrimination is investigated and eliminated, if found. The Title VI coordinator has direct, easy and unimpeded access to the MPO Executive Director for purposes of discussing nondiscrimination issues. Any person(s) who believes they have been subjected to discrimination based on race, color, national origin, sex, age, disability, religion, income or family status in any of the Hernando/Citrus MPO services, activities, plans and programs may file a written complaint within 180 days of the alleged incident with the Hernando/Citrus MPO.

1. The complaint should be submitted in writing, signed and dated, contain the identity of the complainant, the basis of allegations(s) (i.e., race, color, national origin, sex, age, disability, religion, income or family status) and a description of the alleged discrimination with the date it occurred (refer to MPO Complaint Form, Appendix C). The official complaint will need to be submitted to the Title VI Coordinator or the MPO Executive Director. The complaint can be mailed or submitted at the following location:

HERNANDO/CITURS MPO
ORGANIZATION CHART



Carlene Riecss, Title VI/Nondiscrimination Coordinator
1661 Blaise Drive, Brooksville, FL 34601
352-754-4082, email: crieess@hernandocounty.us

2. Within 10 business days from receipt of the complaint, the MPO will investigate the complaint for completeness. If more information is needed to resolve the case, the MPO will send correspondence requesting the additional information by mail (with return receipt requested). The complainant has 10 business days from receipt of the letter to provide requested information.
3. By FDOT policy and FHWA requirement, copies of all MPO nondiscrimination complaints involving race, color or national origin will be immediately provided to the FDOT District Title VI/Nondiscrimination Coordinator. The FDOT Title VI Coordinator can assist MPO staff in investigating the complaint and identifying resolution, but will also ensure that the federal authority with Title VI jurisdiction .
4. If the MPO is not contacted by the complainant or does not receive the additional information within 10 business days of the receipt of the request, the MPO can administratively close the case. A case can be administratively closed also if the complainant no longer wishes to pursue their case. After the investigator reviews the complaint, she/he/they will issue one of two letters to the complainant: a letter closing the matter or one recommending resolution. A closure letter summarizes the allegations and states that there was not a Title VI violation and that the case will be closed. A resolution letter summarizes the allegations and the interviews regarding the alleged incident, and explains whether any disciplinary action, additional training of the staff member, or other action will occur. If the complainant wishes to appeal the decision, she/he/they has/have 30 days to do so after the date of the resolution
5. The review process by the MPO shall not exceed 90 days from determination of a complete complaint by the MPO's Title VI Coordinator.
6. If the Hernando/Citrus MPO is unable to satisfactorily resolve a complaint, the MPO will forward the complaint, along with a record of its disposition to the Florida Department of Transportation (FDOT) Equal Opportunity Office. The written complaint may be submitted directly to FDOT if the complainant is unable or unwilling to complain to the MPO. FDOT will serve as a clearinghouse forwarding the complaint to appropriate state or federal agency.

Florida Department of Transportation, Equal Opportunity Office
Attn: Title VI Complaint Processing
605 Suwannee St. MS 65, Tallahassee, FL 32399

TITLE VI/NONDISCRIMINATION COMPLAINT FORMS

TITLE VI PROGRAM AND RELATED STATUTES DISCRIMINATION COMPLAINT AGAINST THE HERNANDO/CITRUS MPO		
Name:	Telephone (home):	Telephone (work):
Address:	City, State, Zip Code:	
Complaint Discriminated Against You, if applicable :		
Address:	City, State, Zip Code:	
Date of Alleged Incident:		
You were discriminated because of:		
<input type="checkbox"/> Race	<input type="checkbox"/> Retaliation	<input type="checkbox"/> Sex
<input type="checkbox"/> Color	<input type="checkbox"/> National Origin (Language)	<input type="checkbox"/> Age
	<input type="checkbox"/> Familial Status	<input type="checkbox"/> Religion
	<input type="checkbox"/> Disability	<input type="checkbox"/> Other
<p>Explain as briefly and clearly as possible what happened and how you were discriminated against. Indicate who was involved. Be sure to include how other persons were treated differently than you. Also attach any written material pertaining to your case.</p>		
Signature:	Date:	

**FORMULARIO DE QUEJA
CONDADO DE HERNANDO/CITRUS MPO**

Nombre de la persona discriminada:	Número de Teléfono (residencia):	Número de Teléfono (trabajo):
Dirección de Residencia (Número y calle, número de departamento):	Ciudad, Estado y Código Postal de Residencia:	



Nombre de la persona que discrimina: contra usted, y nombre de la dependencia (si lo sabes):

Dirección de la persona o dependencia que discrimina: contra usted:	Ciudad, Estado y Código Postal de la persona o dependencia que discrimina: contra usted:
---------------------------------------------------------------------	------------------------------------------------------------------------------------------

Fecha del incidente discriminatorio:

Causa de la discriminación:

<input type="checkbox"/> Raza	<input type="checkbox"/> Retaliación	<input type="checkbox"/> Sexo	<input type="checkbox"/> Estado Civil	<input type="checkbox"/> Religión
<input type="checkbox"/> Color de Piel	<input type="checkbox"/> Nacionalidad	<input type="checkbox"/> Edad	<input type="checkbox"/> Impedimento Físico o Mental	<input type="checkbox"/> Otro

Explique claramente como sucedió la discriminación y quienes participaron en ella. Incluya en su explicación cualquier conocimiento que tenga de tratamiento diferente a otras personas. Adjunte cualquier otro escrito relacionado con su caso.

Firma:	Fecha:
---------------	---------------

TITLE VI INVESTIGATIONS, COMPLAINT AND LAWSUITS

In accordance with 49 CFR 21.9B), the Hernando/Citrus MPO must record and report any investigations, complaints or lawsuits involving allegations of discrimination. the records of these events shall include a summary of the date of the investigation, lawsuit or complaint, a summary of the allegations, status and final action takes. Records shall be maintained in the MPO files.

	Date (Month, Day, Year)	Summary (Include basis of complaint: race, color, or national origin)	Status:	Action(s) Taken:
Investigations				
1.				
2.				
Lawsuits				
1.				
2.				
Complaints				
1.				
2.				

PUBLIC PARTICIPATION PLAN

In order to plan for efficient, effective, safe, equitable and reliable government services, the MPO must have the input of its public. The MPO spends extensive resources in furtherance of this goal and strongly encourages the participation of the entire community.

The Hernando/Citrus MPO seeks out and considers viewpoints of all persons including low-income, minority, elderly, and those with disabilities, Limited English Proficiency (LEP), ethnic and religious groups in the course of conducting public outreach and involvement activities regarding transportation planning activities. The MPO uses the approved Public Participation Plan (PPP) to facilitate this effort. Strategies to facilitate public input include:

- **Website and Publications:** The MPO includes information on its website regarding transportation planning activities and the Title VI plan. The MPO can supply most documents, upon request, in a variety of alternative formats and the use of Google Translator enables multi-lingual options. MPO transportation planning documents are available on the website. Social Media outlets including Facebook and Twitter are utilized to expand public outreach. .
- **Public Meetings and Workshops:** Any person may attend any MPO meeting, workshop, or committee meeting and speak during the public comment portion of the agenda

concerning a matter of MPO business or concern to the person. All public meetings are advertised and open to the public. Agendas and notices are posted to MPO website.

- Surveys: Transportation planning activity surveys are conducted as needed to gain feedback from the public. Staff considers the needs of those who cannot read or write and will verbally read the survey and record the respondent's comments. Surveys have also been made available in alternative formats such as large type and Spanish.
- Community Outreach – The MPO participates in various community and business meetings to promote public involvement, including social and faith-based organizations that serve vulnerable or traditional underserved communities.

ENVIRONMENTAL JUSTICE

Executive Order 12898, as well as the principles of equity and nondiscrimination require the MPO to identify and address discriminatory impacts on low income and minority communities. This process is referred to as Environmental Justice (EJ). As part of its planning process, the MPO is required to evaluate the impact its plans and projects have on these populations. The three fundamental principles the MPO follows include:

1. To avoid, minimize or mitigate the disproportionately high and adverse health, social and economic effects on minority and low-income populations;
2. To ensure full and fair participation by all potentially affected communities in the transportation decision-making process; and
3. To collect and analyze data relating to environmental justice.

OBJECTIVES

The MPO will continue to monitor impacts to the minority and low-income populations that could be affected by any of its programs or policies. By conducting analysis of these impacts, the MPO will ensure that no disparate treatment or consequences result from any of its activities. This analysis has been a useful tool in examining the distribution of transportation planning impacts on the traditionally underserved populations. Using this tool, the MPO has developed strategies to address environmental justice that are integrated throughout its numerous planning processes, programs and activities. The following plans contain significant elements that support environmental justice goals:

1. Long Range Transportation Plan (LRTP): Elements of the plan address the MPO's commitments to a safe and efficient multi-modal system and to keeping communities intact and to provide information and opportunities for input from the traditionally underserved.
2. Transportation Improvement Program (TIP)
3. Public Participation Plan (PPP): Complies with the public participation requirements of the new federal legislation. It addresses how the MPO will provide information and opportunity for input to the traditionally underserved. The plan also includes considerations such as the use of visualization techniques and simple language.

4. Title VI Complaint Process: Provides a procedure for individuals who believe they were subjected to discrimination or retaliation through the MPO's programs or activities. The MPO recognizes that the Spanish-speaking population of this MPO is a significant population, as indicated in the 2010 Census. As a result, a Spanish language complaint form is provided.
5. Limited English Proficiency (LEP) Plan: Describes the MPO's commitment to provide language assistance for LEP persons seeking meaningful access to MPO programs, as required by *Executive Order 13166*.

RECORD OF LANGUAGE ASSISTANCE

The MPO maintains a file for language assistance requests. As Spanish is the primary LEP language for those within the MPO planning boundaries, the MPO provides notice in Spanish of language services available. For more information or to review the MPO's LEP Plan, contact the Title VI Coordinator or visit our website at: www.hernandocitrusmpo.us.

ADA/504 STATEMENT

Section 504 of the Rehabilitation Act of 1973 (Section 504), the Americans with Disabilities Act of 1990 (ADA) and related federal and state laws and regulations forbid discrimination against those who have disabilities. Furthermore, these laws require federal aid recipients and other government entities to take affirmative steps to reasonably accommodate the disabled and ensure that their needs are equitably represented in programs and services.

The Hernando/Citrus MPO will make every effort to ensure that its facilities, programs, and services are accessible to those with disabilities. The MPO will make every effort to ensure that its advisory committees, public involvement and other programs and services includes representation by the disabled community and disability service groups. A reasonable accommodation is a change or modification to afford a qualified individual with a disability full enjoyment of the MPOs programs, unless modifications of policies, practices, and procedures would fundamentally alter the nature of the program or service or result in undue financial and administrative burdens or hardships to the MPO. The public is encouraged to report any facility, program, activity, or service that appears inaccessible to those who are disabled. Furthermore, the MPO will provide reasonable accommodations to disabled individuals who wish to participate in public involvement events or who require special assistance to access facilities, programs, activities, or services. Because providing reasonable accommodations may require outside assistance, organizations or resources, the MPO asks that requests be made at least five (5) business days prior to the need for accommodation by contacting: Hernando/Citrus MPO, 352-754-4082 or mpo@hernandocitrus.mpo.

PLANNING AND ADVISORY BODIES

The Hernando/Citrus MPO is governed by a board which is comprised of 9 elected officials from the 5 jurisdictions in the MPO area, 4 from Hernando County Board of County Commissioners, 2 from Citrus County Commissioners, and one member from each City in the MPO area, Brooksville, Inverness and Crystal River.

The MPO also maintains 3 advisory committees: the Technical Advisory Committee (TAC), the Citizens Advisory Committee (CAC), and the Bicycle/Pedestrian Advisory Committee (BPAC)

The MPO is also the designated planning agency for 2 local coordinating boards, the Hernando County Transportation Disadvantaged Local Coordinating Board (TDLCB) and the Citrus County Transportation Disadvantaged Local Coordinating Board.

The MPO makes every effort to encourage a diversity of participants on its boards and committees by posting positions on the MPO website and social media platforms. Anyone interested in serving on an MPO committee or participating in any MPO-sponsored activity should contact MPO staff at mpo@hernandocounty.us, or 352-754-4082..

DATA COLLECTION

The Federal Highway Administration (FHWA) regulations require federal-aid recipients to collect racial, ethnic, and other similar demographic data on beneficiaries of or those affected by transportation programs, services, and activities. The MPO accomplishes this through the use of census data and other reporting methods. From time to time, the MPO may find it necessary to request voluntary identification of certain racial, ethnic, or other data from those who participate in its public involvement events. This information assists the MPO with improving its targeted outreach and measures of effectiveness. Self-identification of personal data to the MPO will always be voluntary and anonymous. Moreover, the MPO will not release or otherwise use this data in any manner inconsistent with the federal regulations.

To assist with its Title VI and EJ responsibilities, the MPO maintains a Community Characteristics Inventory (CCI) that maps communities within the planning boundaries by race, ethnicity, age, low income and other 'base data'. This information is essential to the MPO in assessing whether its activities are equitably distributed or if planned projects may adversely impact a particular area or group. The MPO updates the CCI every three (3) years using the best available data, usually decennial census or American Community Survey result.

The MPO will conduct periodic EJ studies when warranted. Information drawn from the results of these studies is useful in developing subsequent MPO *plans*.

- The MPO will use American Community Survey and census data to determine the broad geographic location, total number and percentage of population groups. addressed by the *U.S. Department of Transportation Order on Environmental Justice and Executive Order 12898*.
- Studies consisting of interviews of representatives with health and social service organizations in the community have been performed to obtain a clearer picture of where minority groups and low-income persons can be found and what types of barriers they face in gaining access to transportation services.

CONSULTANT SERVICES AND CONTRACTING SERVICES

The Procurement Department of Hernando County provides support services to the MPO relating to policy and establishing procedures for consultant selection, negotiation, and administration of consultant contracts. Title VI responsibilities associated with the consultant contracts include but are not limited to:

- Monitor Disadvantaged Business Enterprise (DBE) program requirements. For FHWA-assisted contracts, the MPO is required to follow the FDOT DBE program and goal. Currently that goal is 100% race neutral.
- Ensure that all consultant contracts administered by the MPO have the appropriate Title VI provisions included
- Review directives and procedures to ensure Title VI nondiscrimination compliance
- Maintain necessary data and documentation required for completion of the department's Title VI Annual Report

REQUIRED CONSULTANT AND SUBGRANTEE TITLE VI CONTRACT CLAUSES

As a policy, the following civil rights clauses regarding non-discrimination are included in all MPO contracts and subgrantee agreements:

CIVIL RIGHTS – The following requirements apply to this AGREEMENT:

- a. **Nondiscrimination** - In accordance with Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d, section 303 of the Age Discrimination Act of 1975, as amended, 42 U.S.C. § 6102, section 202 of the Americans with Disabilities Act of 1990, 42 U.S.C. § 12132, and Federal transit law at 49 U.S.C. § 5332:

“The CONSULTANT or SUBGRANTEE shall not discriminate on the basis of race, age, creed, disability, marital status, color, national origin, or sex in the performance of this contract. The CONSULTANT or SUBGRANTEE shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of DOT assisted contracts. Failure by the CONSULTANT or SUBGRANTEE to carry out these requirements is a material breach of this AGREEMENT, which may result in the termination of this AGREEMENT or such other remedy, as the MPO deems appropriate.”

Each subcontract the CONSULTANT or SUBGRANTEE signs in regard to this federal aid PROJECT must include the assurance in this paragraph (see 49 CFR 26.13(b)). The CONSULTANT or SUBGRANTEE agrees to comply with applicable federal implementing regulations and other implementing requirements FTA may issue.

- b. **Equal Employment Opportunity** - The following equal employment opportunity requirements apply to this AGREEMENT:

- (1) Race, Color, Creed, National Origin, Sex – In accordance with Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000e, 23 U.S.C. § 324, and Federal transit laws at 49 U.S.C. § 5332, the CONSULTANT or SUBGRANTEE agrees to comply with all applicable equal employment opportunity requirements of U.S. Department of Labor (U.S. DOL) regulations, “Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor,” 41 C.F.R. Parts 60 et seq., (which implement Executive Order No. 11246, “Equal Employment Opportunity,” as amended by Executive Order No. 11375, “Amending Executive Order 11246 Relating to Equal

Employment Opportunity,” 42 U.S.C. § 2000e note), and with any applicable Federal statutes, executive orders, regulations, and Federal policies that may in the future affect construction activities undertaken in the course of the PROJECT. The CONSULTANT or SUBGRANTEE agrees to take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, creed, national origin, sex, or age. Such action shall include, but not be limited to, the following: Employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. In addition, the CONSULTANT or SUBGRANTEE agrees to comply with any implementing requirements FTA may issue.

- (2) **Age:** In accordance with Section 4 of the Age Discrimination in Employment Act of 1967, as amended, 29 U.S.C. § 621 through 634, Title 42 U.S.C. § 6101 and Federal transit law at 49 U.S.C. § 5332, the CONSULTANT or SUBGRANTEE agrees to refrain from discrimination against present and prospective employees for reason of age. In addition, the CONSULTANT or SUBGRANTEE agrees to comply with any implementing requirements FTA may issue.
- (3) **Disabilities:** In accordance with section 102 of the Americans with Disabilities Act, as amended, 42 U.S.C. § 12112, the CONSULTANT or SUBGRANTEE agrees that it will comply with the requirements of U.S. Equal Employment Opportunity Commission, “Regulations to Implement the Equal Employment Provisions of the Americans with Disabilities Act,” 29 C.F.R. Part 1630, and 29 C.F.R. Part 27, pertaining to employment of persons with disabilities. In addition, the CONSULTANT or SUBGRANTEE agrees to comply with any implementing requirements FTA may issue.
- (4) **Access to Services for Persons with Limited English Proficiency:** To the extent applicable and except to the extent that FTA determines otherwise in writing, the CONSULTANT or SUBGRANTEE agrees to comply with the policies of Executive Order No. 13166, “Improving Access to Services for Persons with Limited English Proficiency,” 42 U.S.C. § 2000d-1 note, and with the provisions of U.S. DOT Notice, “DOT Guidance to Recipients on Special Language Services to Limited English Proficient (LEP) Beneficiaries,” 66 Fed. Reg. 6733 et seq., January 22, 2001. The MPO’s LEP Plan is available at the MPO office or may be viewed online at www.hernandocitrusmpo.us.
- (5) **Environmental Justice:**– The CONSULTANT or SUBGRANTEE agrees to comply with the policies of Executive Order No. 12898, “Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations,” 42 U.S.C. § 4321 note, except to the extent that the Federal Government determines otherwise in writing.
- (6) **Drug or Alcohol Abuse: Confidentiality and Other Civil Rights Protections** – To the extent applicable, the CONSULTANT or SUBGRANTEE agrees to comply with the confidentiality and other civil rights protections of the Drug Abuse Office and Treatment Act of 1972, as amended, 21 U.S.C. §§ 1101 et seq., with the Comprehensive

Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970, as amended, 42 U.S.C. §§ 4541 et seq., and with the Public Health Service Act of 1912, as amended, 42 U.S.C. §§ 201 et seq., and any amendments to these laws.

- (7) **Other Nondiscrimination Laws:** The CONSULTANT or SUBGRANTEE agrees to comply with all applicable provisions of other federal laws, regulations, and directives pertaining to and prohibiting discrimination, except to the extent the Federal Government determines otherwise in writing. The CONSULTANT or SUBGRANTEE also agrees to include these requirements in each subcontract financed in whole or in part with federal assistance provided by FTA, modified only if necessary to identify the affected parties.

INCLUSION OF APPENDICES A & E INTO MPO CONTRACTS

Title VI Nondiscrimination Policy Language

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:
- (1.) withholding of payments to the Contractor under the contract until the Contractor complies, and/or
 - (2.) 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.
- (7) Compliance with Nondiscrimination Statutes and Authorities:** Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin); and 49 CFR Part 21; The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects); Federal-Aid Highway Act of 1973, (23 U.S.C. § 324 et seq.), (prohibits discrimination on the basis of sex); Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 et seq.), as amended, (prohibits discrimination on the basis of disability); and 49 CFR Part 27; The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 et seq.), (prohibits discrimination on the basis of age); Airport and Airway Improvement Act of 1982, (49 USC § 471, Section 47123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex); The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms "programs or activities" to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not); Titles II and III of the Americans with Disabilities Act, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131 -- 12189) as implemented by Department of Transportation regulations at 49 C.F.R. parts 37 and 38; The Federal Aviation Administration's Non-discrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex); Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures non-discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations; Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100); Title IX of the Education Amendments of 1972, as amended, which

prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. 1681 et. seq)

DRAFT

DISADVANTAGED BUSINESS ENTERPRISE (DBE) PROGRAM

It is the Hernando/Citrus MPO's policy to encourage all qualified businesses to actively participate in the procurement of all Hernando/Citrus MPO sponsored contracts. The MPO has adopted the Florida Department of Transportation's Unified Certification Program (UCP) for DBE certification and utilization by resolution.

DRAFT

APPENDIX A: PROFILE OF THE HERNANDO/CITRUS MPO AREA –

Source: American Community survey 2010, 2016-2020, FDOT EDTM

Hernando County

Description	2010	2010 %	2016-2020	2016-2020 %
White Alone	153968	90.39	165207	86.63
Black or African American Alone	8366	9.69	9964	14.14
Native Hawaiian and Other Pacific Islander Alone	166	0.1	111	0.06
Asian Alone	1716	1.01	2291	1.2
American Indian or Alaska Native Alone	264	0.15	547	0.29
Some Other Race Alone	3434	2.02	4136	2.17
Claimed 2 or More Races	2423	1.42	8444	4.43
Hispanic or Latino of Any Race	16500	9.69	26964	14.14
Not Hispanic or Latino	153837	90.31	163736	85.86
Minority	30931	18.16	44412	23.29

Citrus County

Description	2010	2010 %	2016-2020	2016-2020 %
White Alone	131271	93.31	135714	91.74
Black or African American Alone	3942	4.39	4043	5.87
Native Hawaiian and Other Pacific Islander Alone	33	0.02	26	0.02
Asian Alone	1851	1.32	2616	1.77
American Indian or Alaska Native Alone	606	0.43	412	0.28
Some Other Race Alone	1026	0.73	1224	0.83
Claimed 2 or More Races	1957	1.39	3903	2.64
Hispanic or Latino of Any Race	6171	4.39	8677	5.87
Not Hispanic or Latino	134515	95.61	139261	94.13
Minority	14687	10.44	18398	12.44