



**HERNANDO/CITRUS METROPOLITAN PLANNING ORGANIZATION (MPO)
TECHNICAL ADVISORY COMMITTEE (TAC) AGENDA
Wednesday, October 26, 2022 at 10:00 a.m.**

**MEETING LOCATION:
Lecanto Government Center, 3600 W Sovereign Path, Room 166,
Lecanto, FL**

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 – 5/25/2022

D INFORMATIONAL/DISCUSSION ITEMS

1. FDOT Safety Presentation
2. Consultant Scopes of Service
3. Update from September 1, 2022, MPO Meeting/Workshop
4. Discussion – Joint Committee meetings

E ACTION ITEMS

1. Public Participation Plan, Title VI, and Limited English Proficiency (LEP)
2. 2023 Proposed Meeting Schedule

F CITIZEN COMMENTS

G COMMITTEE MEMBER COMMENTS/UPDATES

H MPO STAFF COMMENTS/UPDATES

I ADJOURNMENT AND NEXT MEETING – The next regular meeting of the TECHNICAL ADVISORY COMMITTEE (TAC) will be held on Wednesday, December 14, 2022, at 10:00 a.m. At Hernando County Building Training Facility, 1661 Blaise Drive, Brooksville, FL

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

C REVIEW OF MINUTES

The minutes from the Wednesday, May 25, 2022 Meeting are attached for review and approval.

Attachment: Meeting Minutes from Wednesday, May 25, 2022

HERNANDO/CITRUS METROPOLITAN PLANNING ORGANIZATION TECHNICAL ADVISORY COMMITTEE (TAC)

Meeting Minutes – May 25, 2022

The Hernando/Citrus Metropolitan Planning Organization (MPO) Technical Advisory Committee (TAC) held a regular meeting on Wednesday, May 25, 2022, at the Hernando County Building Division Training Room, 1661 Blaise Drive, Brooksville, FL. The meeting was advertised in the Hernando Sun Times and the Citrus Chronicle, and the agenda was available online at: www.hernandocountyus.com/hernandocitrusmpo.com.

MEMBERS PRESENT:

Walt Eastmond, Citrus County Engineering
Scott Herring, Hernando County Public Works
Joanne Granger, Citrus County Transit
Brian Hermann, City of Crystal River
Chuck Dixon, Citrus County School District
Chris Mundell, Hernando County School District
Brian Pessaro, TBARTA
Steve Gouldman, City of Brooksville

OTHERS IN ATTENDANCE:

Carlene Riecss, Transportation Planner III
Cayce Dagenhart, Transportation Planner II
Julia Scourtas, MPO Financial Operations Assistant
Robert Esposito, Executive Director
Siaosi Fine, Florida Turnpike Enterprise
Suzanne Monk, Florida Department of Transportation
Jennifer Stults, Florida Turnpike Enterprise
William Burke, Consultant with HDR

A. CALL TO ORDER

- Chairman Herring called the meeting to order at 10:00 a.m.
- Introductions were made.
- Proofs of publication of the Notice of Public meeting were entered into the record by Ms. Riecss.
- A quorum was declared.

B. APPROVAL/MODIFICATION OF AGENDA

Motion: Mr. Walt Eastmond motioned to approve the agenda as presented. Mr. Chuck Dixon seconded the motion. The motion passed unanimously.

C. REVIEW/APPROVAL OF MINUTES

Motion: Mr. Chris Mundell motioned to approve the minutes as presented Ms. Joanne Granger seconded the motion. The motion unanimously.

D. CORRESPONDENCE/INFORMATIONAL ITEMS

1. MPO Meeting Update – May 5, 2022

The meeting summary from the MPO's May 5, 2022, meeting is provided as an informational item; no action required.

2. Florida Turnpike Enterprise (FTE) – Presentation

FTE Staff made a presentation to the TAC regarding the Northern Extension of the Florida Turnpike.

3. Benesch and Associates – Complete Streets Presentation

Benesch and Associates staff made a presentation to the TAC regarding the Completed Streets project.

The MPO contracted with Benesch and Associates, Inc to perform a Scope of Services for the Complete Streets Policy and Implementation plan. The project is focusing on development of a Complete Streets Implementation Plan for the MPO, and its local agency partners based on the Implementation Strategies identified in the Phase I document.

The project is nearing completion and the consultant will be providing the TAC with an update prior to finalization.

E. ACTION ITEMS

1. Transportation Improvement Program (TIP) FY 2023-2027

The TIP contains the funded FDOT Five-Year Work Program and the local jurisdiction Transportation Work Programs. The TIP implements the projects contained in the 2045 Long Range Transportation Plan (LRTP). Projects are required to be shown in the TIP for inclusion into the State Transportation Improvement Program (STIP) and subsequent funding through joint participation agreements.

A draft TIP was submitted to the FDOT on May 13, 2022. The FDOT has a prescribed timeframe to review the draft and provide comments to staff. The comments will be addressed in the FY 2023-FY 2027 TIP prior to MPO approval. A 30 day public comment

period was opened on May 16, 2022. Additionally, the draft TIP has been posted to the MPO website.

The draft TIP will be reviewed by the MPO Board on June 2, 2022, and final action scheduled for July 7, 2022.

Mr. Eastmond requested the addition of 2 projects to the major project LOPP, specifically: addition of 2 lanes to existing 2 lanes for Rock Crusher Road from CR 490 to SR 44, and 2 lanes to existing 2 lanes of Venable St./Crystal Oaks Drive from US 19 to SR 44.

Motion: Mr. Walt Eastmond made a motion to approve with the 2 projects noted above, and recommend approval of the draft 2023-2027 TIP to the MPO. Mr. Chuck Dixon seconded, and the motion carried unanimously.

2. List of Priority Projects (LOPP)

MPO's in Florida are required to perform an annual review of the federally funded List of Priority Projects (LOPP). Consistent with the 2045 Long Range Transportation Plan (LRTP), revisions to the program take into account the project development activities of the prior year. The Hernando/Citrus MPO LOPP includes a list of Major Projects and Transportation Alternative Projects.

The attached LOPPs highlight changes in red for review. The TA list switches the placement of the N. Independence Highway Sidewalk with the Cardinal Drive Sidewalk. The CAC requested that consideration during a discussion in March. Two additional projects were suggested for addition to the major project list at the TAC meeting in March. They have not been added at this time because no ranking was indicated. The projects include Rock Crusher from CR 490 to SR 44, and Venable/Crystal Oaks from US 19 to SR 44.

With regards to the Major Project List, at the May 5, 2022, MPO Meeting, the placements of County Line Road and Cobb Road were switched. Pasco/Hernando County Line Road is proposed as the number 2 project on the MPO list (which is the #1 project in Hernando County), and Cobb Road was re-ranked to number 11.

The proposed changes will be reviewed by the MPO Board in June, and final adoption at their July 7, 2022, meeting. The LOPP will be incorporated into the FY 2023-FY 2027 Transportation Improvement Program.

Comments:

Motion: Mr. Walt Eastmond made a motion to approve the Proposed LOPP Major Projects List with the 2 projects noted above, and Transportation Alternatives LOPP as presented. Mr. Chuck Dixon seconded. The motion carried unanimously.

F. CITIZEN COMMENTS

The Chair opened the meeting for citizen comments. Seeing none, citizen comments were closed.

G. COMMITTEE/STAFF COMMENTS

H. ADJOURNMENT

Chairman Herring Motioned To Adjourn The Meeting, Seconded By Mr. Eastmond.

The meeting was adjourned at 11:15 a.m.

The next regular meeting of the TECHNICAL ADVISORY COMMITTEE (TAC) will tentatively be held on Wednesday, June 22, 2022, at 10:00 a.m. at Lecanto Government Building 3600 W. Sovereign Path, Room 166 Lecanto, Florida 34461

The meeting agenda and back-up materials are available online at:

www.hernandocounty.us/hernandocitrusmpo.

DRAFT

D CORRESPONDENCE/INFORMATION ITEMS

1. Florida Department of Transportation – Safety Presentation

The FDOT will be making a presentation regarding safety issues.

Attachments: FDOT Safety Presentation

2. Consultant Scopes of Services

Traffic Count Scope of Services - Benesch

The purpose of this task is to continue the Hernando County Count Program by collecting new count data that can be used in assessing roadway conditions and levels-of-service for transportation and land-use planning applications. This task work order includes the count station locations chosen for 2023. In addition, special counts are being collected in Citrus County along two previous PD&E study corridors (US 41 and SR 200),

The Hernando County Count Program includes 173 count stations located throughout the County. Many of these stations are located on state roadways (66) and count data is collected by the Florida Department of Transportation and made available to the Hernando/Citrus Metropolitan Planning Organization (MPO).

For non-state facilities, the MPO uses its resources to collect traffic counts on a recurring basis. The frequency of a count being taken at a given location is determined by several factors, including total volume, roadway classification, volume/capacity ratio, and available resources as it is not financially feasible to count every station every year.

The scope of services will be presented to the MPO Board at their November 3, 2022, meeting for approval.

Vulnerability and Risk Assessment Study Scope of Services - Benesch

The purpose of this Hernando/Citrus MPO Vulnerability and Risk Assessment Study is to identify vulnerable transportation infrastructure assets and develop recommendations and mitigation strategies that promote system resilience. Transportation infrastructure construction and maintenance is programmed for normal operating conditions. This Study will identify hazards such as sea level rise, storm, and flooding conditions which may disrupt normal operating conditions or damage facilities over short and long periods of time for the purpose of providing the MPO, FDOT District 7, and the MPO's Local Planning Partners a prioritized list of locations and mitigation strategies to be integrated into the 2050 Long Range Transportation Plan.

A scope of services was requested from the MPOs consultant, Benesch,, to prepare a resilience action plan for MPO approval at their November 3, 2022, meeting.

Attachments: Scopes- 2023 Traffic Counts, and Vulnerability and Risk Assessment Study



Florida Department of
TRANSPORTATION



Hernando/Citrus County Traffic Safety Challenges & Opportunities

September 1, 2022

Hernando/Citrus MPO Board Meeting

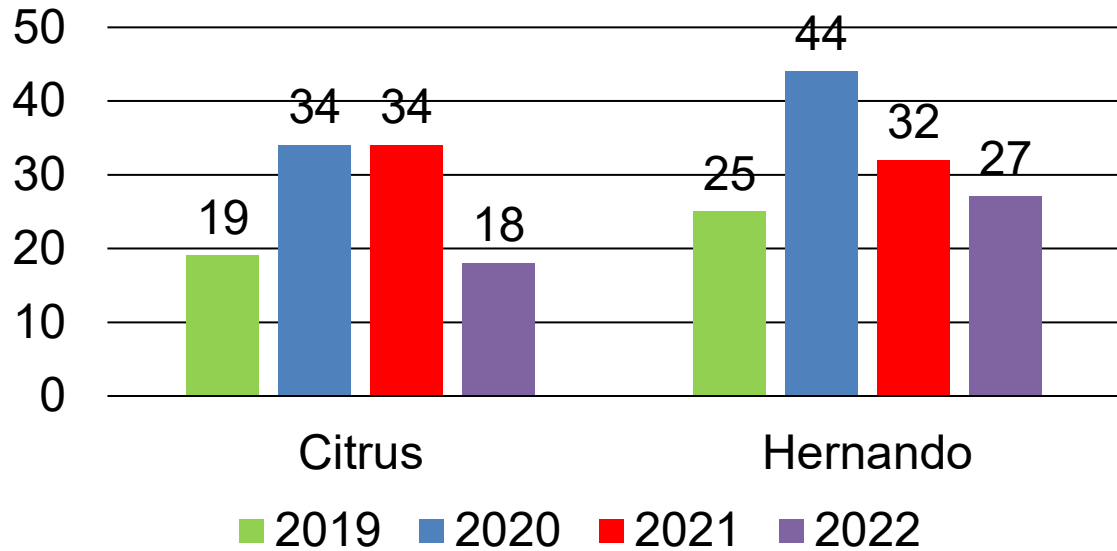
Peter Hsu, P.E.

District Seven Safety Administrator

What are the safety challenges?

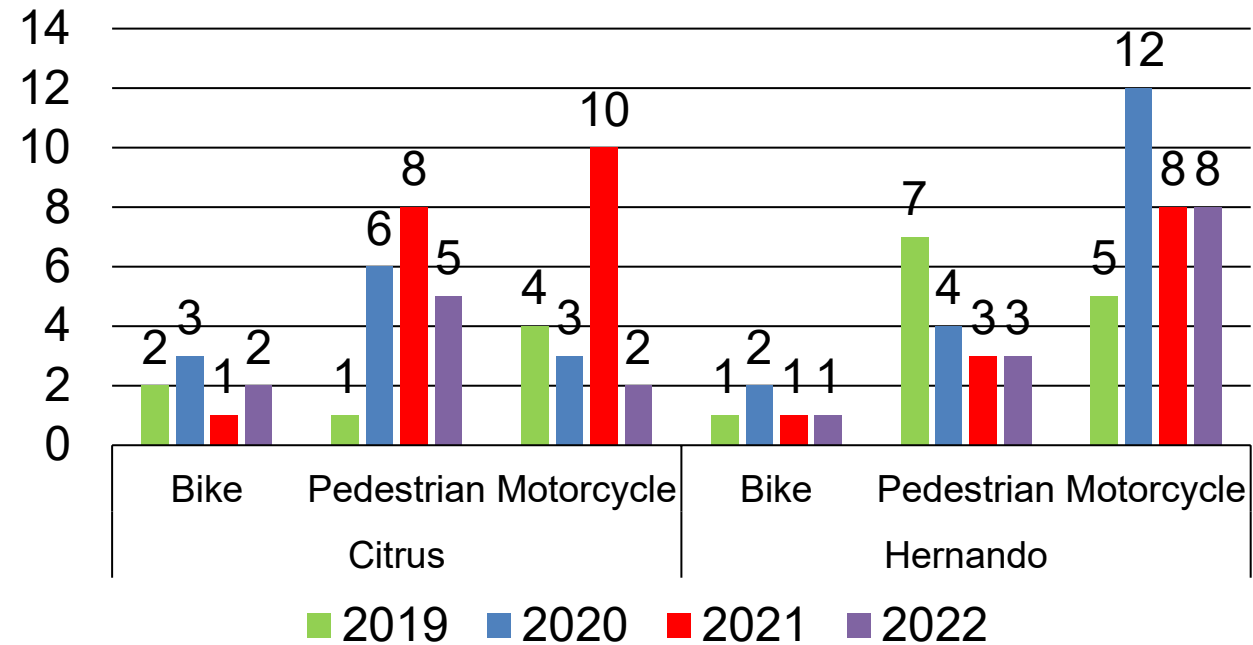


Total Fatalities



Citrus & Hernando represent about **10% of vulnerable user fatalities** and about **13% of all fatalities** in D7.

Vulnerable User Fatalities



D7 Fatalities by County
 January 1st to August 8th, 2022 vs January 1st to August 8th, 2021

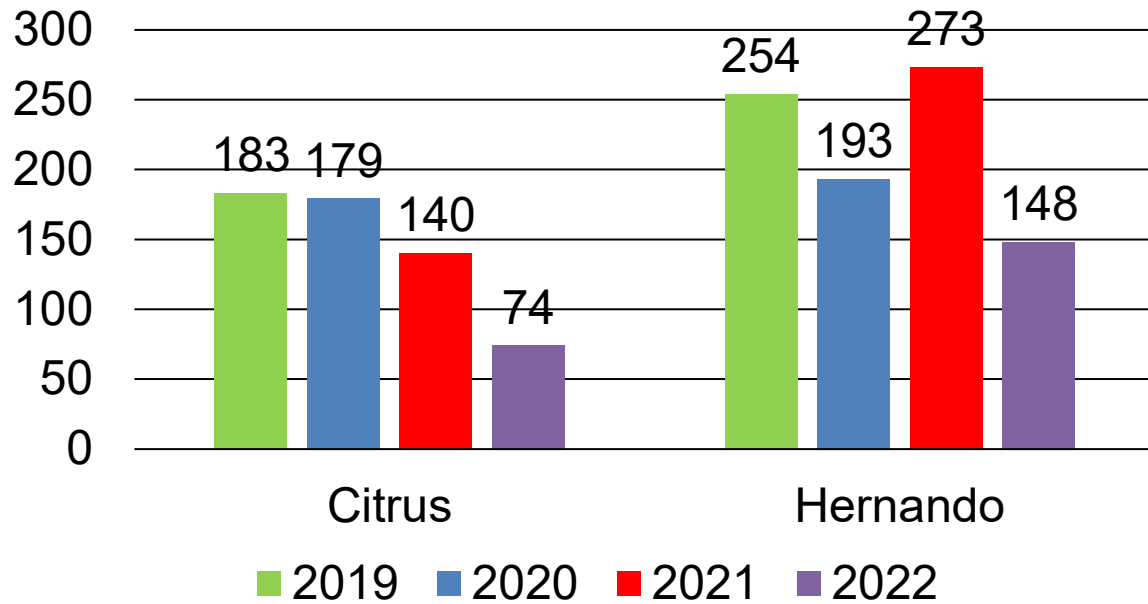
- Citrus County: 21.73% decrease
- **Hernando County: 31.58% increase**
- Hillsborough County: 29.93% decrease
- Pasco County: 23.18% decrease
- Pinellas County: 39.80% decrease

Source: Signal 4 Analytics, FLHSMV, 2020-2022 are unofficial data and the numbers are subject to change

What are the safety challenges?



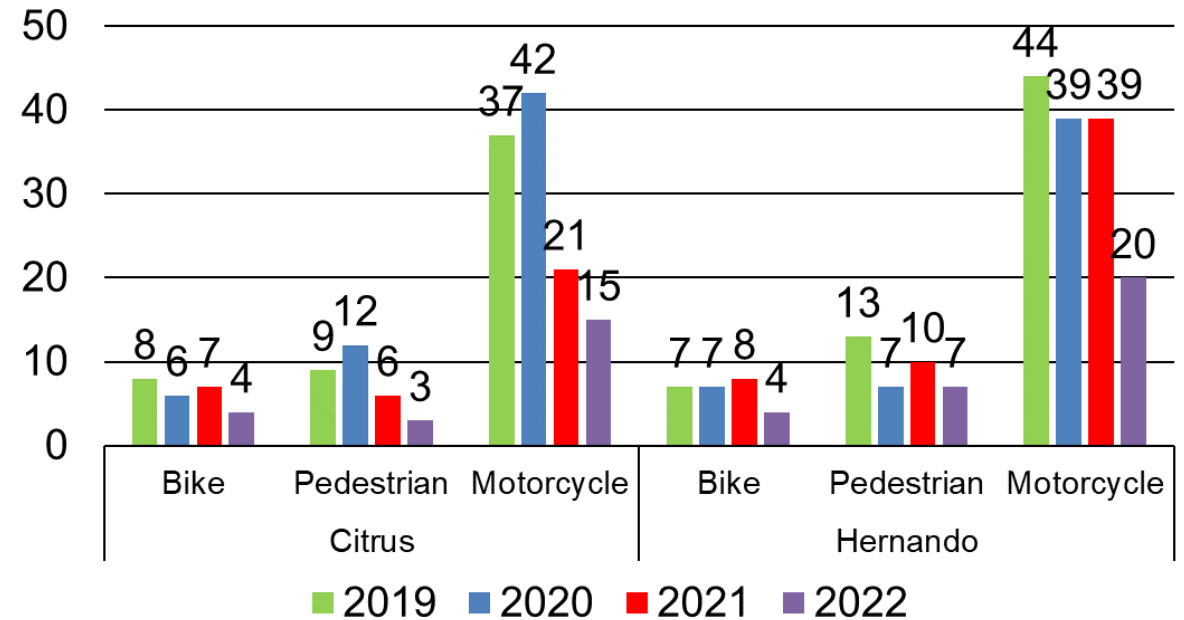
Total Incapacitating Injuries



Citrus & Hernando represent about **13% of vulnerable user incapacitating injuries in D7.**

Citrus & Hernando represent about **15% of all incapacitating injuries in D7.**

Vulnerable User Incapacitating Injuries



Source: Signal 4 Analytics, FLHSMV, 2020-2022 are unofficial data and the numbers are subject to change

National definition for Severe Injury Crashes

The US DOT defines a serious injury using the MMUCC 4th Edition “Suspected Serious Injury (A)” attribute found in the “injury status” data element. A suspected serious injury is defined in the MMUCC 4th Edition as any injury other than fatal that results in one or more of the following:

- Severe laceration resulting in exposure of underlying tissues/muscle/organs or resulting in significant loss of blood
- Broken or distorted extremity (arm or leg)
- Crush injuries
- Suspected skull, chest, or abdominal injury other than bruises or minor lacerations
- Significant burns (second and third degree burns over 10% or more of the body)
- Unconsciousness when taken from the crash scene
- Paralysis



What are the safety challenges?



FY 2023 Highway Safety Matrix - Ranking of Florida Counties Based on Total Actual Serious Injuries and Fatalities during 2017-2020									
	Aging Road Users (Drivers 65+)	Distracted Driving	Impaired Driving	Motorcyclists	Occupant Protection	Pedestrian or Bicyclist	Speeding or Aggressive Driving	Teen Drivers	Work Zones
Bay	7	2	5	4	4	1	3	2	8
Charlotte	6	7	6	5	12	5	7	12	6
Citrus	2	1	4	1	2	3	1	3	1
Columbia	8	9	2	15	1	13	4	4	15
Flagler	12	12	11	6	14	14	12	15	13
Hernando	1	3	3	2	5	4	2	1	3
Highlands	3	6	9	8	6	8	6	5	14
Indian River	4	10	10	11	7	7	8	6	5
Martin	9	15	8	7	9	6	5	10	7
Monroe	11	4	14	3	15	2	13	14	12
Nassau	13	14	7	14	11	15	14	7	4
Putnam	14	13	1	10	3	10	11	11	10
Santa Rosa	10	5	12	9	10	11	9	9	9
Sumter	5	8	13	12	8	9	15	8	2
Walton	15	11	15	13	13	12	10	13	11
Population of 50,001 to 200,000									
= Highest 25% in a category									

- Hernando is highest 25% for fatalities and serious injuries for all emphasis areas except occupant protection.
- Citrus is highest 25% for fatalities and serious injuries for all emphasis areas.

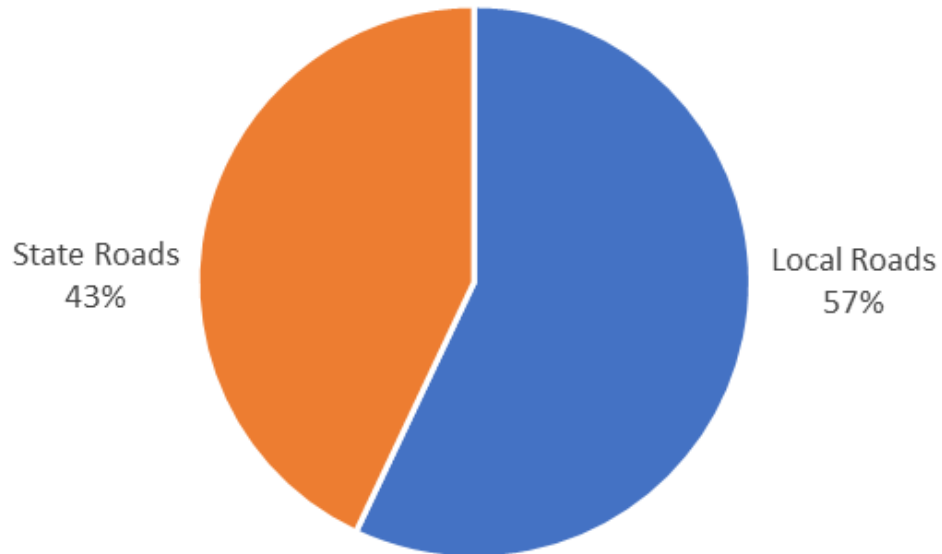
What are the safety challenges?



Local Road Fatal Crashes in Hernando & Citrus Counties

Fatal crashes are also as frequent on local roads. (2019-2022)

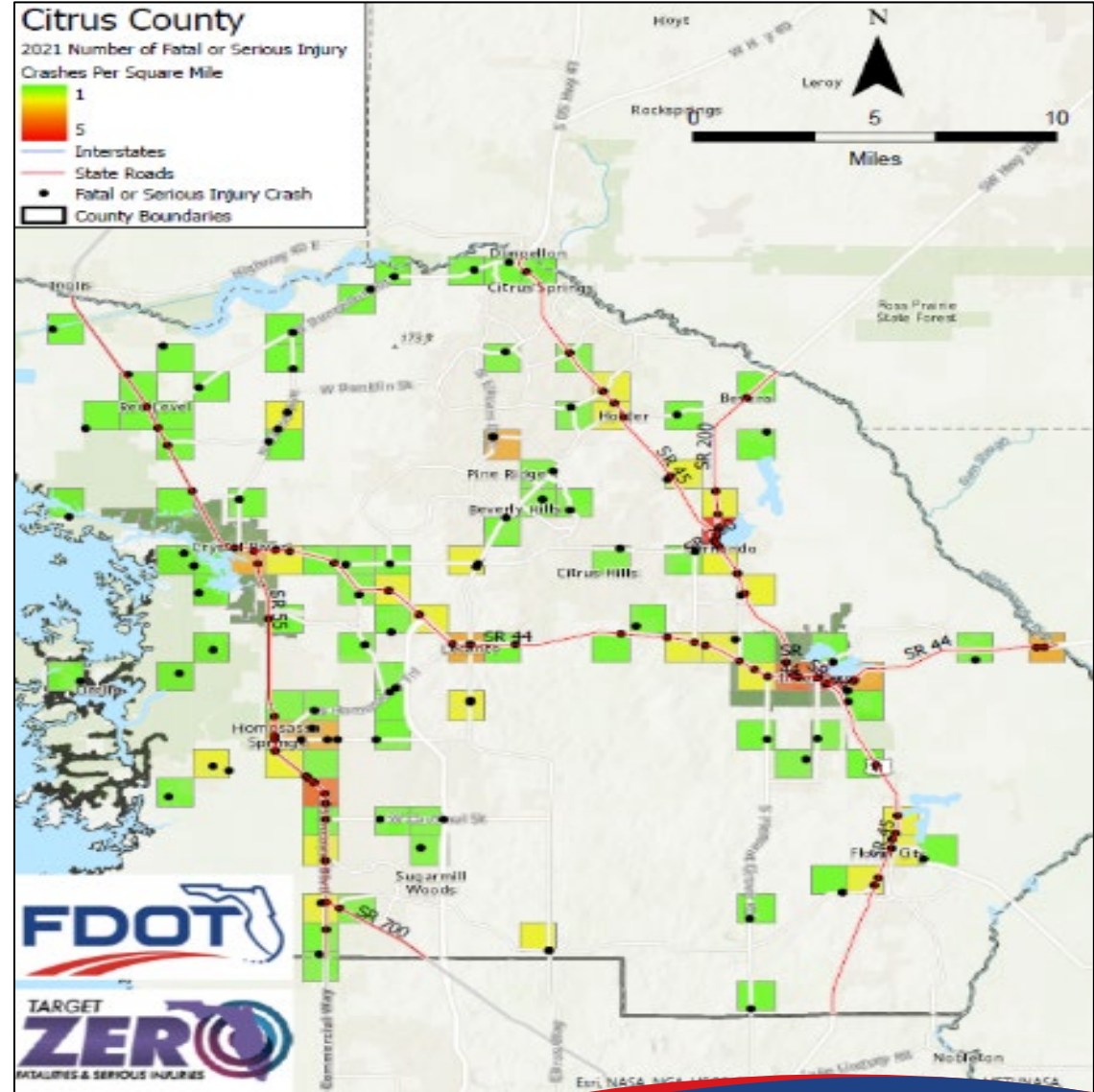
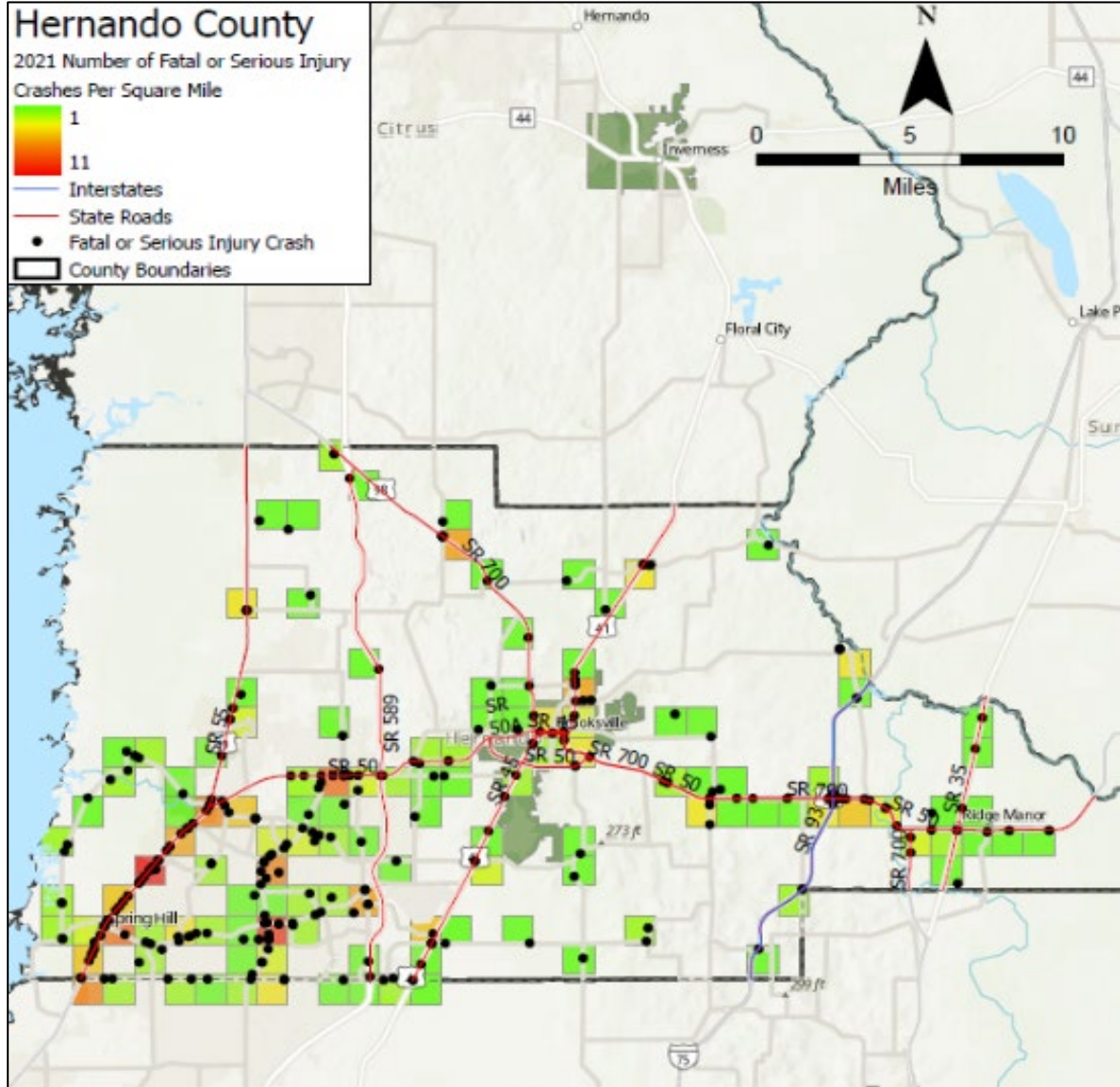
Hernando County Fatal Crashes



Citrus County Fatal Crashes



Severe Injury and Fatal Crash Hot Spots



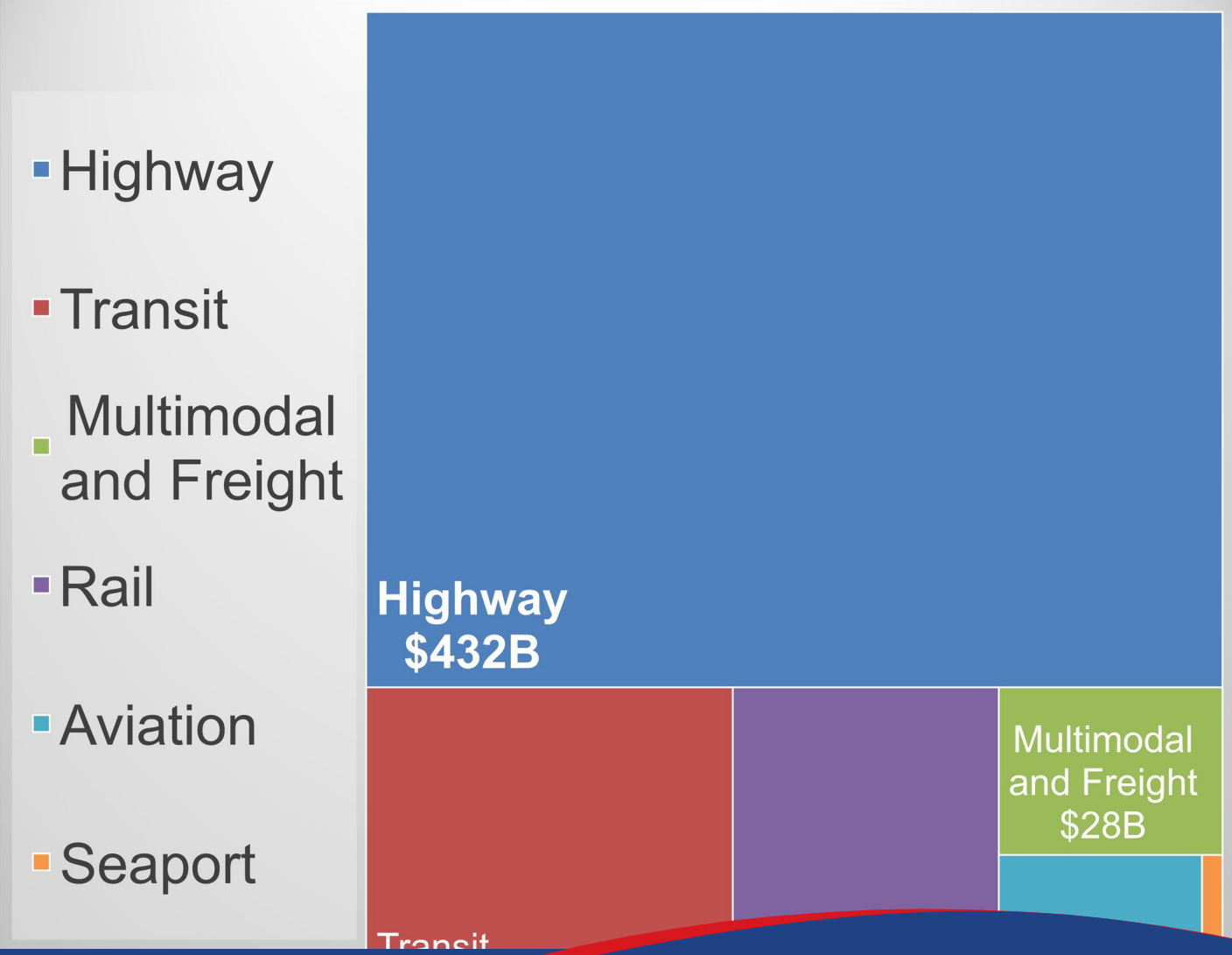
Safety Actions at the Federal Level



Infrastructure Investment and Jobs Act (IIJA)

**\$789M/5-Year for FL
Roadway Safety – Highway
Safety Improvement
Program**

~30%



Safety Actions at the Federal Level

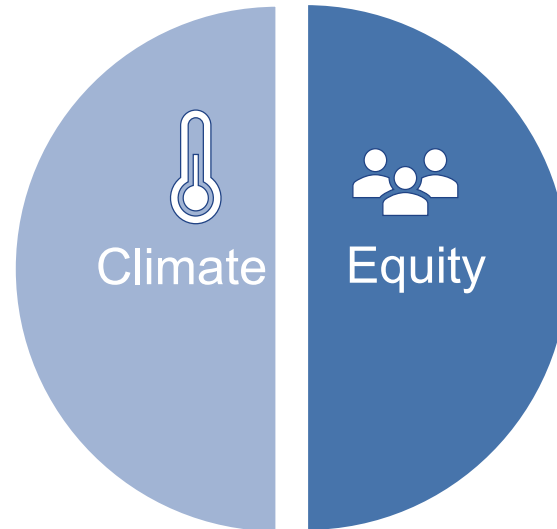


USDOT National Roadway Safety Strategy

Goal and vision – Cultural Shift towards Zero Fatalities on all Roadways.

Adopts a **Safe System** Approach with 5 key objectives

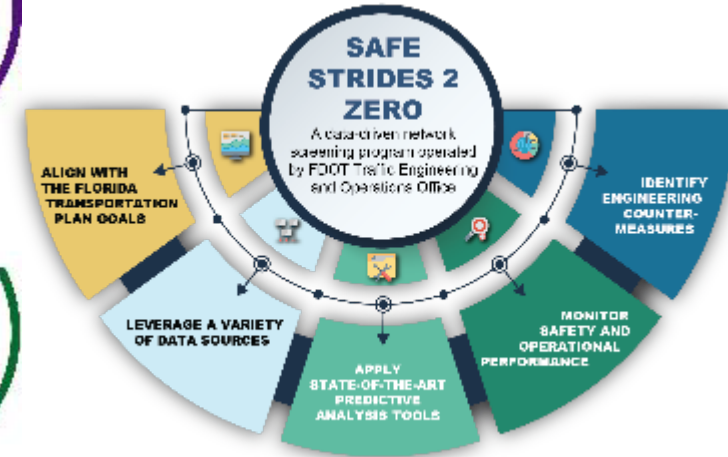
Other priorities



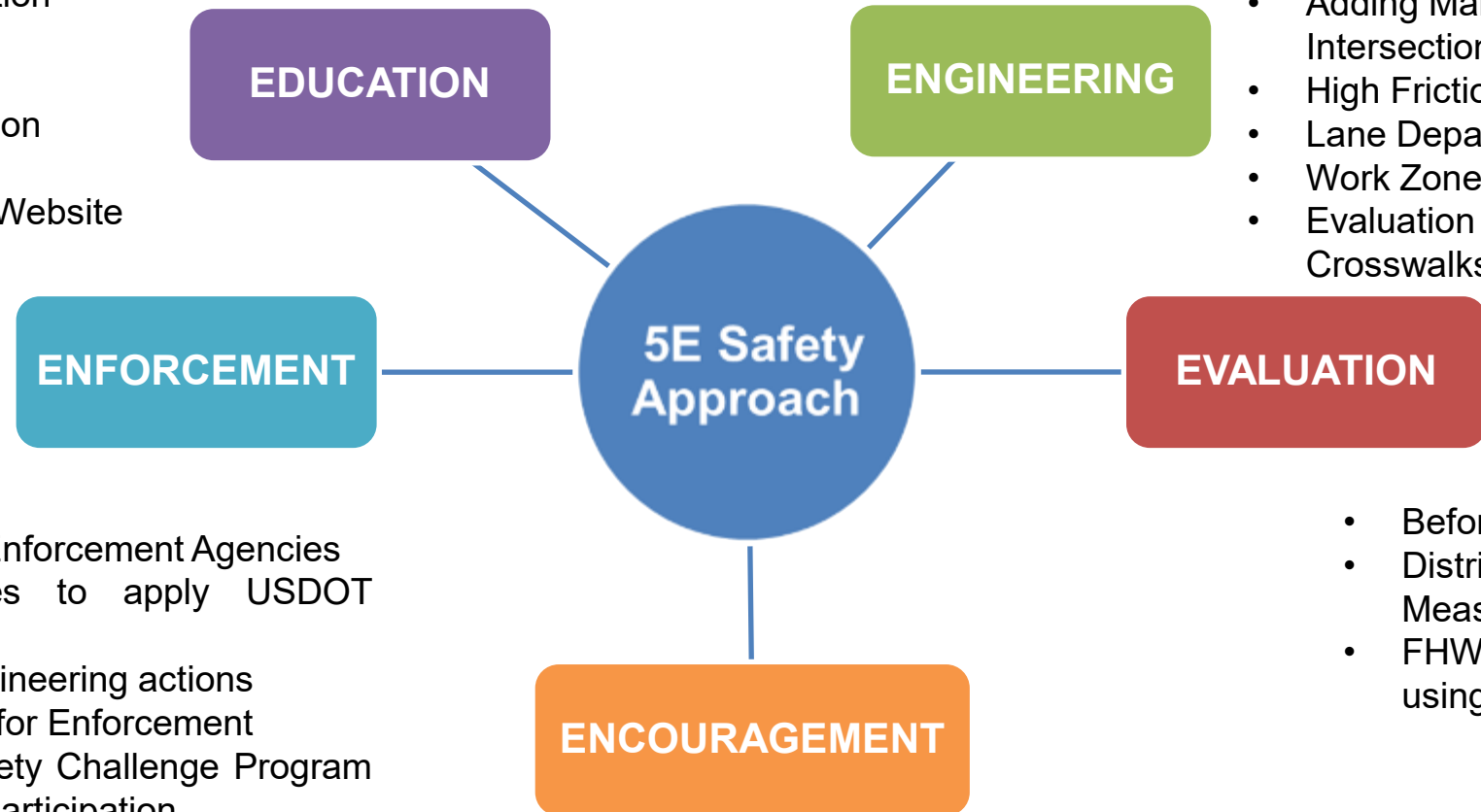
Safety Actions at the State Level



- Strategic Highway Safety Plan
- Target Zero Behavior Campaign
- Florida Design Manual Revisions Include
 - Arterials/Collectors Wrong-way Driving Countermeasures
 - Safe System Approach into RRR projects
 - Setting Target Speed on all projects
 - Review of Safety Needs of each project location
- Safe Strides 2 Zero – Predictive
- Vital Few – Safety



Safety Actions at the Regional Level



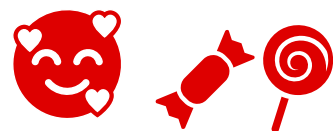
- Quarterly D7 Newsletter
- Geofencing Program
- Teen Traffic Safety Education Program
- Safety PSAs
- Work Zone Safety Education Program
- Tampa Bay Traffic Safety Website

- Leading Pedestrian Intervals (LPIs)
- LED Intersection & Corridor Street Lighting Program
- Adding Marked Crosswalks at Signalized Intersections
- High Friction Surface Treatment
- Lane Departure Safety Program
- Work Zone Safety Program
- Evaluation of Existing Midblock Crosswalks with RRFBs

- DUI Teamwork with Law Enforcement Agencies
- Encourage LE Agencies to apply USDOT Behavior Grants
- Educate LE Agencies Engineering actions
- Partner with LE Agencies for Enforcement
- D7 Law Enforcement Safety Challenge Program – Hernando & Citrus SO participation

- Before/After Studies
- Districtwide Lighting Level Measurement
- FHWA Safety Countermeasures using D7 data

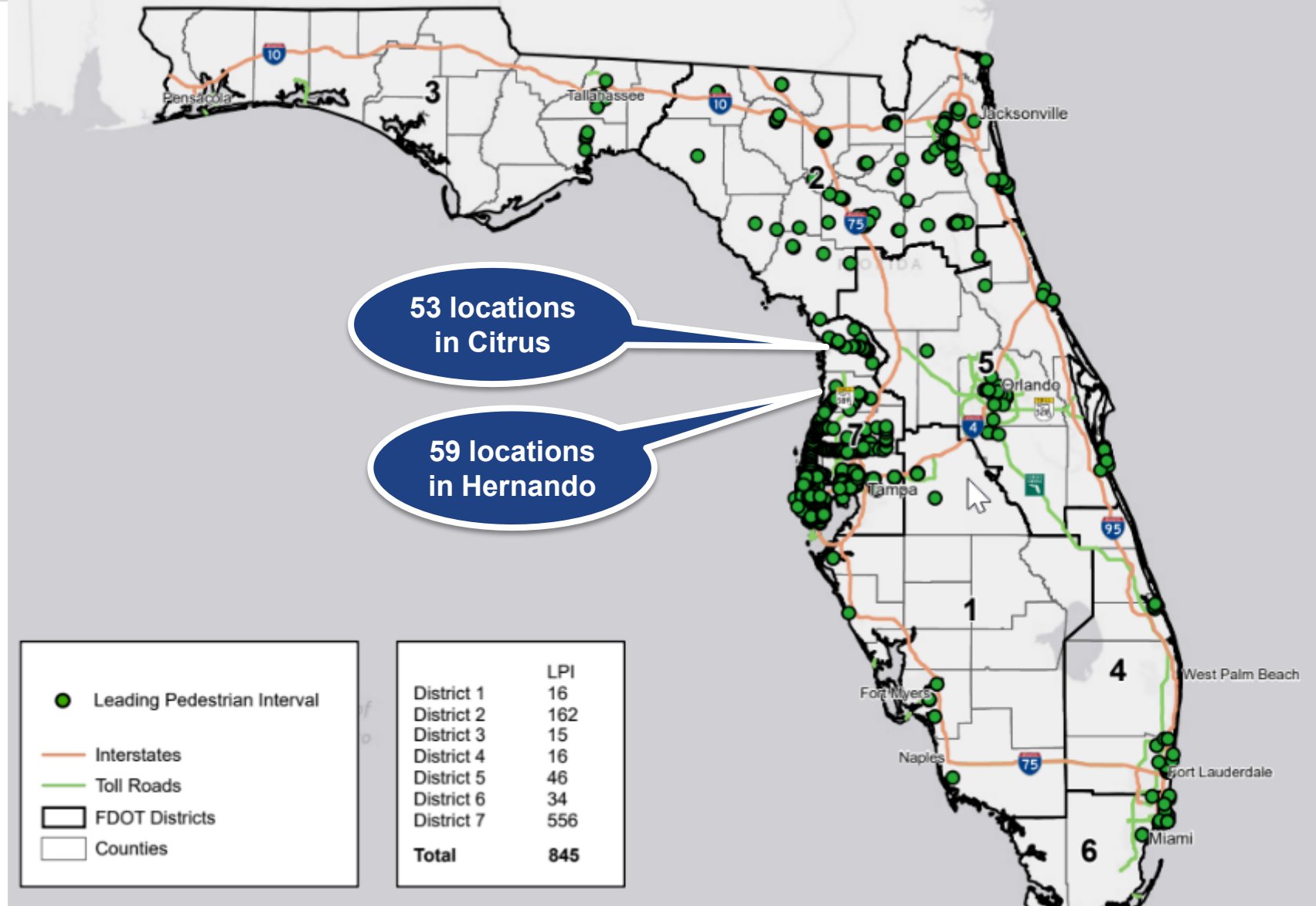
- FDOT Candy Man



Leading Pedestrian Interval (LPI)

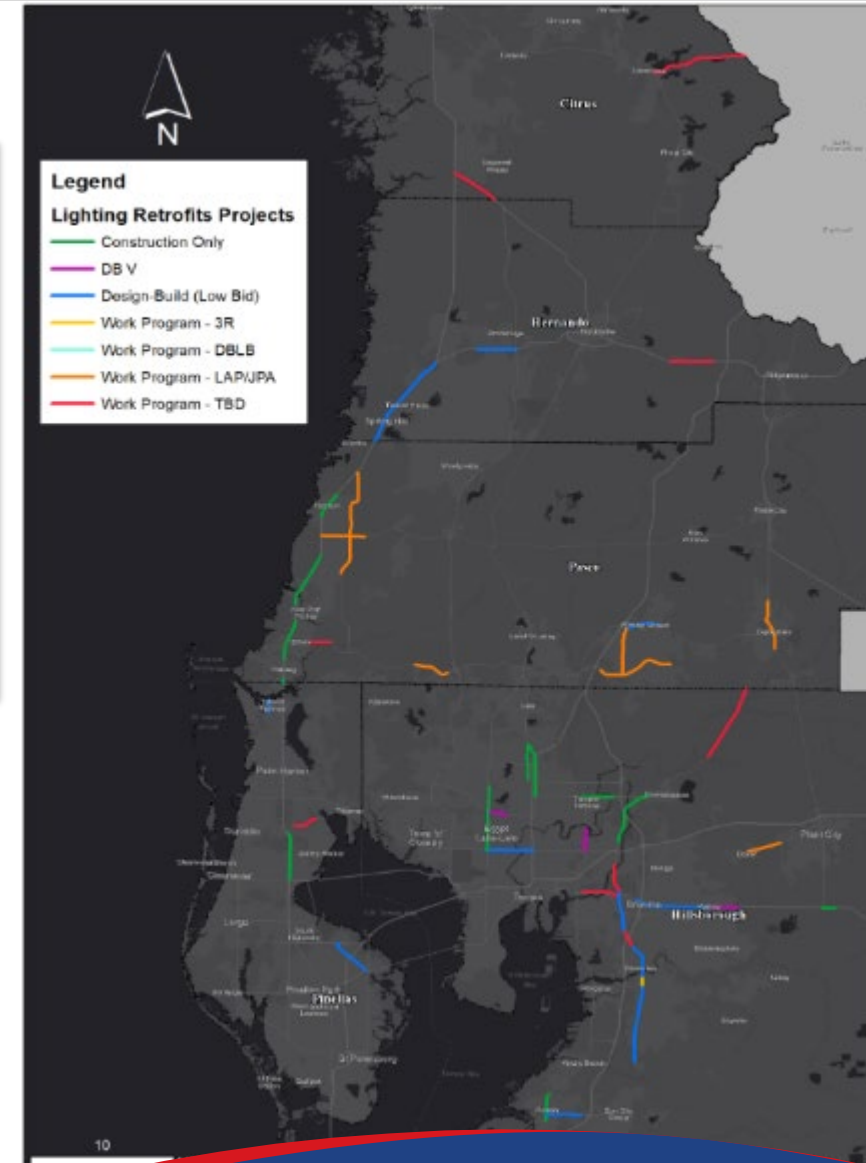
- 700+ signalized intersections in D7 on State & Local roads
- More locations have been identified and are currently in the works.
- Some challenges:
 - Old or incompatible signal equipment -- \$80K allocated to Hernando/Citrus Counties
 - Shortage of expertise and manpower in smaller Counties
- Before & After Evaluation – Data collection phase ongoing

D7 has 2/3 of LPis implemented in FL



Districtwide Lighting Retrofit

- District 7 continues LED lighting retrofit projects for all FDOT owned poles for on-system corridors.
- Retrofit projects are programmed through various methods.
 - 5-Year Work Program
 - Design Build Low Bid
 - Design Build Push Button – National award 😊
 - **Local Agency LAP or JPA**
 - **Utility Agency Owner Permits**
- Ongoing **Districtwide Lighting Level Measurement** on all state roadways to aid in enhancing safety in a **pro-active approach**.



Marked Crosswalks at Signalized Intersections

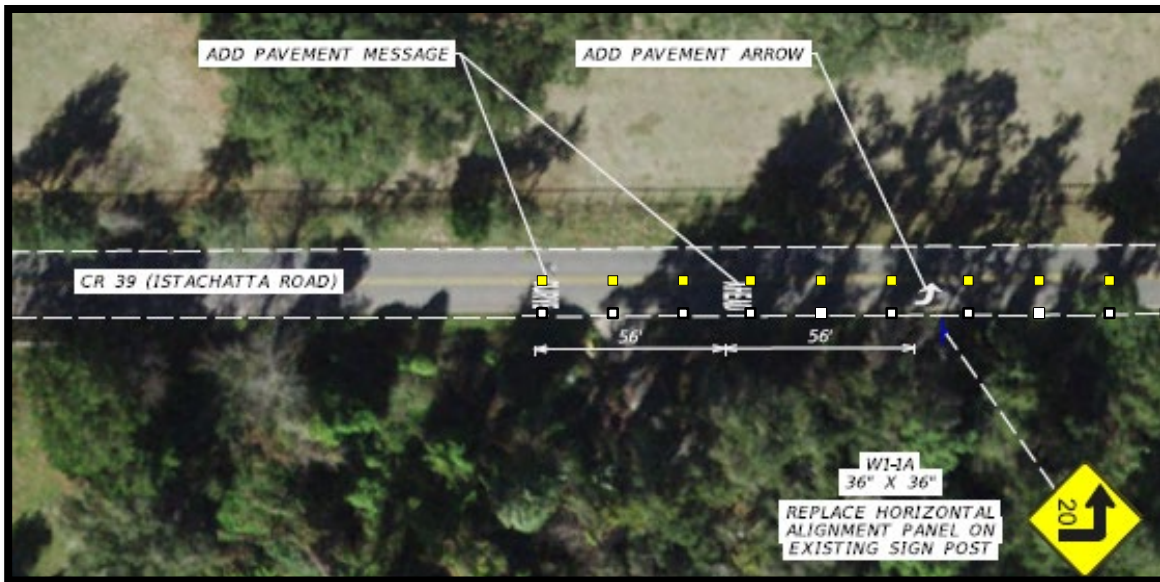
- **Missing Crosswalks** Assessment reviewed 319 locations (31 in Citrus & Hernando) at signalized intersections within District 7
- Evaluate feasibility and prioritize based on crash data and signal phasing

Proactive Approach



Lane Departure Safety Program

- Installing speed feedback signs along curves & priority corridors
- Implementing curve signing and pavement marking enhancements for curves on **five (5) roadways** in Citrus County Utilizing **FDOT D7 Design Build Pushbutton contract** to install/enhance signage and pavement markings in lane departure hot spots and segments – **on local roads**



Work Zone Safety Program



Work Zone Road Safety Audits

- Two WZ RSAs in Citrus County this year – both U.S. 19 projects
- Two WZ RSAs in Hernando County this year – both S.R. 50 projects
- Targets major interstate construction projects.
- Assess **safety and mobility of all road users, pedestrians, and bicyclists** in work zones area an
- Audit team includes: FDOT staff, Safety Engineers, CEI, Contractor, Law Enforcement partners

**Set D7 Interstate Work Zone
Speeds = MAX 60MPH**

Monthly Work Zone Safety Virtual Meetings

- Purpose is to start an education process to better identify and evaluate MOT areas, **what is right, wrong, and how it can be improved.**



PSAs and Geofenced Messages

Wrong Way Driving PSA:

Together We Can All Get There Safely

https://youtu.be/ZzvdfHxDh_Q



FDOT Move Over PSA:

Move Over, Florida!

<https://youtu.be/TicuUDTv7B4>



Geofenced Messages:

Messages are delivered directly to mobile devices when travelers are in the geofenced area. Motorists are encouraged to take a survey and may receive a reward in return.

**Fast drive could
be your last drive**

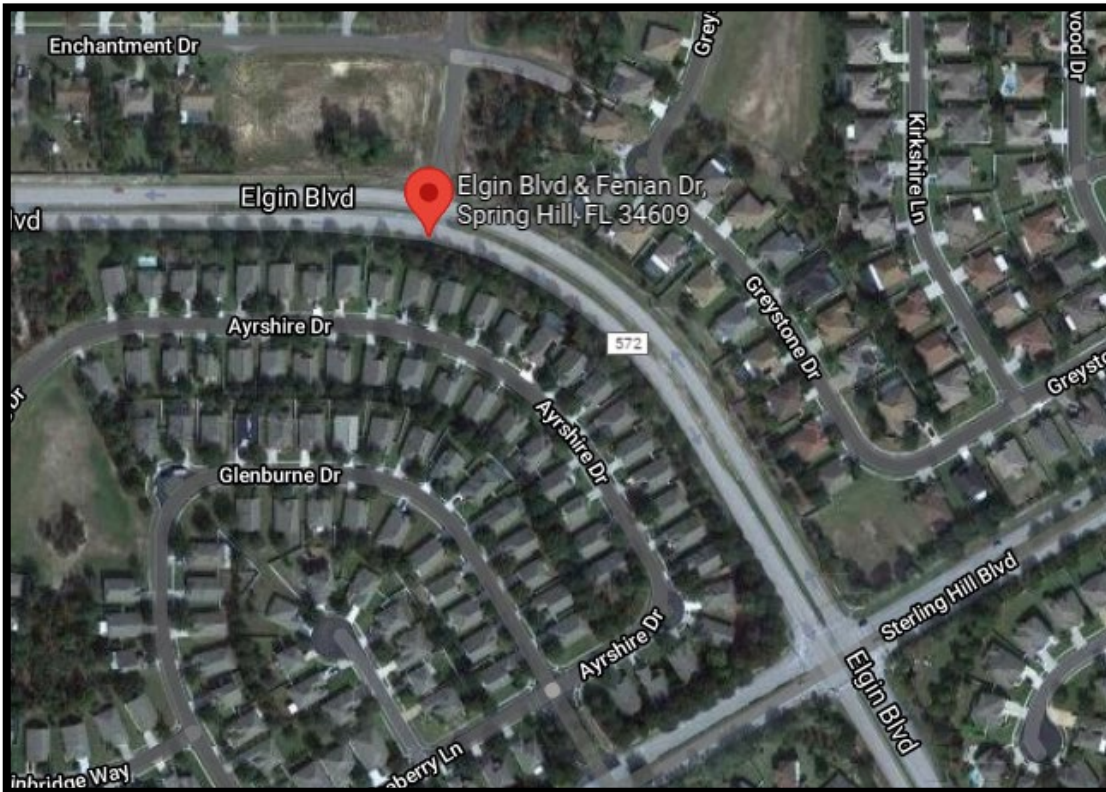
**TAKE THIS
SURVEY**

FDOT WALK
BIKE
DRIVE

Planned Local Road Safety Actions in Hernando & Citrus



- Safety treatments - FDOT material purchases - County installation
- Low-cost safety engineering treatments
- Teamwork for Safety Actions
- Fatal Crash on Turner Camp Road at Sherri Lane and Elgin Boulevard at Fenian Drive –
 - Off Road: **failed to negotiate a curve in the roadway**

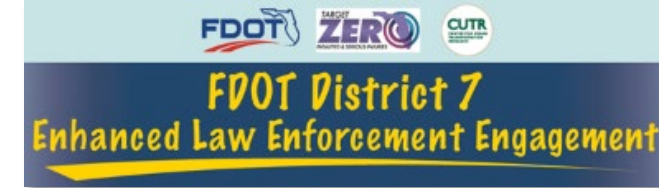


Collaboration and Enhanced Engagement with Law Enforcement Partners



Enhanced Law Enforcement Engagement

Provides agencies with an opportunity to promote traffic safety in the communities that they serve.



- **Targets Specific Violations** on state roadways and document the outcomes of their efforts for evaluation purposes.
- **Recognizes** agencies that are **Leaders In Traffic Safety** with speed lasers, incident mapping systems, speed radars, speed feedback trailers and light towers.
- **Encourages** increased districtwide **enforcement** to reduce crashes, serious injuries, and fatalities.
- **Citrus County Sheriff's Office** has earned **1250 points** so far this year with 519 warnings and 836 citations*
- **Hernando County Sheriff's Office** has earned **350 points** so far this year with 361 warnings and 363 citations*
- **Florida Highway Patrol – Hernando** has earned **1130 points** so far this year with 428 warnings and 774 citations*

DEPARTMENT	SPEEDING		DUI		WRONG WAY		INTERSECTION		AGGRESSIVE		SEATBELT		WORK ZONE		OTHER		CRIMINAL	
	Warnings	Citations	Warnings	Citations	Warnings	Citations	Warnings	Citations	Warnings	Citations	Warnings	Citations	Warnings	Citations	Warnings	Citations	Warnings	Citations
Hernando Sheriff's Office	316	317	0	1	0	0	0	1	0	12	0	0	45	23	0	3	0	6
FHP Hernando	257	652	0	2	0	0	4	2	1	2	39	34	1	0	95	77	31	5
Citrus County Sheriff's Office	327	688	0	0	0	1	8	2	16	8	48	33	6	21	114	79	0	4
Total	4054	7401	4	123	17	6	399	211	144	296	445	983	57	93	2445	1919	78	662

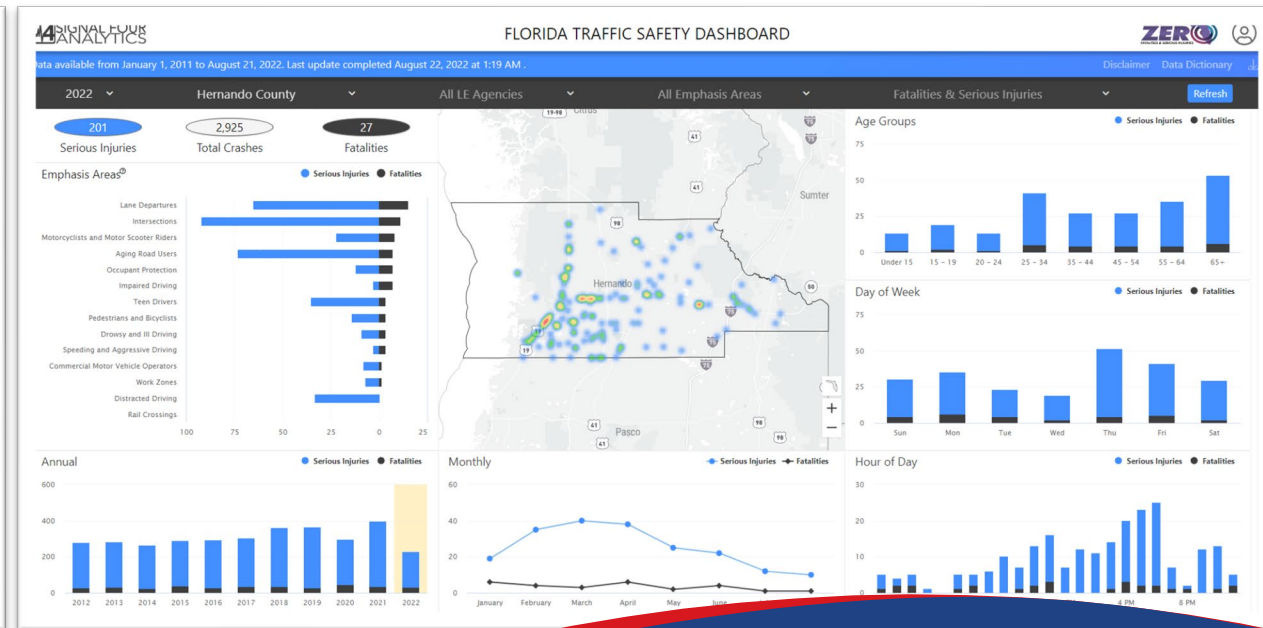
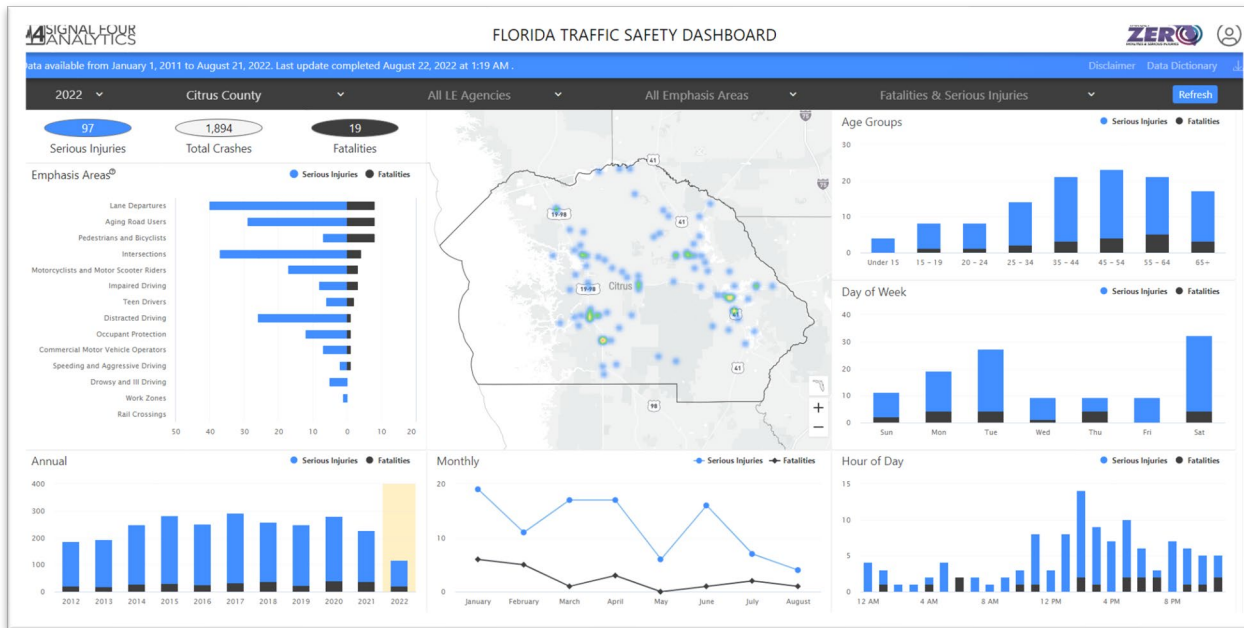
7643 TOTAL WARNINGS AND 11,694 TOTAL CITATIONS*

*Based on preliminary data

Federal Safety Funding Application



- Project must target **fatal and serious injury crash reduction** occurring at that location
- Signal Four Analytics and CDMS for crash data and hot spots for countermeasures
- NO right-of-way and/or utility impacts
- Materials requests – Rectangular Rapid Flashing Beacons (RRFB), Speed Feedback Signs (SFS), Solar-Powered Flashing LED Stop Signs, Warning Signs, Bright Sticks, Rumble Strips, RPMs, Delineators



Let us Team Up to address Local Road Safety



Peter Hsu, P.E.

FDOT District Seven Safety Administrator

Ping.Hsu@dot.state.fl.us

(813) 975-6251



CONSULTANT TASK WORK ORDER

2023 HERNANDO/CITRUS TRAFFIC COUNT PROGRAM HERNANDO/CITRUS METROPOLITAN PLANNING ORGANIZATION

SCOPE OF SERVICES

September 23, 2022

DESCRIPTION OF SERVICES

The purpose of this task is to continue the Hernando County Count Program by collecting new count data that can be used in assessing roadway conditions and levels-of-service for transportation and land-use planning applications. This task work order includes the count station locations chosen for 2023. In addition, special counts are being collected in Citrus County along two previous PD&E study corridors (US 41 and SR 200),

The Hernando County Count Program includes 173 count stations located throughout the County. Many of these stations are located on state roadways (66) and count data is collected by the Florida Department of Transportation and made available to the Hernando/Citrus Metropolitan Planning Organization (MPO).

For non-state facilities, the MPO uses its resources to collect traffic counts on a recurring basis. The frequency of a count being taken at a given location is determined by several factors, including total volume, roadway classification, volume/capacity ratio, and available resources as it is not financially feasible to count every station every year. The MPO staff analyzes these factors and determines which locations will be counted in any given year.

ACTIVITY SUMMARY

The following work tasks are associated with the 2023 traffic count data collection program:

- 2023 Field Data Collection
 - 72-Hour Volume Counts at 44 locations in Hernando County (County and local jurisdiction roads).
 - 72-Hour Volume Counts at 6 locations in Citrus County (select locations on US 41 and SR 200).
- Data Download
 - Field data will be downloaded and reported in standard format
 - Volumes will be provided at 15-minute intervals to quantify demand at peak and off-peak times
- Quality Control
 - Downloaded data will be checked for consistency with count data from previous years and analyzed to ensure that no count errors or failure occurred during the duration of the count
 - At locations where data errors are suspected or equipment failure evident, recounts will be taken
- Reporting and Deliverables

TASKS

Task 1 – Field Data Collection

The following requirements shall apply to the traffic count data collection program:

- Traffic count data shall be collected on Tuesdays, Wednesdays, and Thursdays, excluding holidays and those days immediately before and after legal holidays;
- The following information shall be compiled for each traffic count station:

- o Directional traffic volumes by 15-minute, 60-minute, and 24-hour intervals;
- o Directional, peak-hour traffic volumes;
- o Peak direction of traffic in the peak hour of each 24-hour period;
- GPS (Global Positioning System) coordinates shall be provided for each traffic count location and converted into Decimal Degrees;
- Count data shall be collected within the allotted time subject to weather and recount limitations;
- The CONSULTANT shall notify the MPO staff as soon as possible if field conditions are encountered that prohibit the collection of count data at any of the specified count station;
- The CONSULTANT shall follow the guidelines provided in the U.S. Department of Transportation; Federal Highway Administration Office of Highway Policy Information’s “Traffic Monitoring Guide” dated September 2013 or later revisions;

Task 2 – Data Download and Processing

The following data download requirements shall be applied for each count:

- Standard and consistent care will be taken in downloading and processing count data per the instructions provided by the traffic count device manufacturer
- Counts will be processed using applicable software to ensure consistency
- Any errors in processing the data will be noted and the necessity for a re-count will be assessed on a case-by-case basis.

Task 3 – Quality Control

The following quality control procedures will be applied:

- Once processed, data results will be compared to previous years for consistency and order of magnitude
- Each count will be reviewed for consistency across days
- A review will be made of each count to identify any data gaps or indications of equipment malfunction or failure

Task 4 – Reporting and Deliverables

The following describe the reporting format and deliverables:

- A report document will be produced and delivered in draft and final version
 - o The report will include a county-level map which displays the locations of the 2023 counts
 - o The report will include a printout of count data at 15-minute intervals for each location.
- The MPO’s count spreadsheet will be updated to include the 2023 counts

LOCATIONS TO BE COUNTED

Counts will be collected at fifty (50) locations in Hernando and Citrus Counties. These include forty-four (44) count locations in Hernando County on County and local jurisdiction roads only and do not include any State or Turnpike roadways. Six (6) select locations will be counted in Citrus County on US 41 and SR 200 along past PD&E study corridors.

PROJECT SCHEDULE

The counts will be collected over a 60-day period in the Spring of 2023. Field data collection will begin within two weeks of receipt of the official notice-to-proceed (NTP) being issued by the Hernando/Citrus MPO.

All deliverables will be provided within 30 days of the field data collection being completed (approximately 100 days from the official NTP).

FEE

A breakdown of the task fee is displayed in Exhibit A. The fee includes a unit cost for each count, plus hourly-based charges for processing, managing, and reporting the data. The total fee for collecting fifty (50) 72-hour counts is \$19,948.02.

2023 Recommended Hernando/Citrus Traffic Counts

Station	Facility Name	From:	To:	AADT 2015	AADT 2016	AADT 2018	Incomplete effort in 2020 COVID	AADT 2021	AADT 2022	Count for 2023?
Hernando County										
60	Anderson Snow Rd	Spring Hill Dr	County Line Rd (CR 578)	8018			10779			Y
51	Ayers Rd (CR 576)	Broad St. (US 41)	Culbreath Rd (CR 581)		5075			6762		
52	Ayers Rd (CR 576)/Hayman R	Culbreath Rd (CR 581)	Spring Lake Hwy (CR 541)							Y
64	Barclay Rd	Cortez Blvd (SR 50)	Powell Rd (CR 572)	10215						Y
59	Barclay Rd.	Powell Rd. (CR 572)	Spring Hill Dr. (CR 574)	18068				21485		
S-5305	Broad St. (US 41)	Citrus County Line	Lake Lindsey Rd (CR 476)							
S-32	Broad St. (US 41)	Citrus County Line	Lake Lindsey Rd (CR 476)							
S-13	Broad St. (US 41)	Lake Lindsey Rd (CR476)	Snow Memorial Hwy (CR 481)							
S-12	Broad St. (US 41)	Snow Memorial Hwy (CR 481)	Yontz Rd							
S-27	Broad St. (US 41)	Yontz Rd	Croom Rd (CR 480)							
S-294	Broad St. (US 41)	Croom Rd (CR 480)	Mondon Hill Rd (CR 484)							
S-5018	Broad St. (US 41)	Mondon Hill Rd (CR 484)	Jefferson St. (US 50A)							
S-5008C	Broad St. (US 41)	Jefferson St. (US 50A)	Main St. (CR 445)		8590					
S-5	Broad St. (US 41)	Main St. (CR 445)	Mildred Ave.							
S-5005	Broad St. (US 41)	Mildred Ave.	Ponce de Leon Blvd (CR 700)		9204					
S-2	Broad St. (US 41)	Ponce de Leon Blvd Blvd	Cortez Blvd (SR 50)		16127					
S-1	Broad St. (US 41)	Cortez Blvd (SR 50)	South Plaza		21251					
S-44	Broad St. (US 41)	Cortez Blvd (SR 50)	Wiscon Rd							
S-5102	Broad St. (US 41)	Wiscon Rd	Powell Rd (CR 572)							
S-5101	Broad St. (US 41)	Powell Rd (CR 572)	Spring Hill Dr (CR 574)							
S-5100	Broad St. (US 41)	Spring Hill Dr (CR 574)	Ayers Rd (CR 576)							
S-31	Broad St. (US 41)	Ayers Rd (CR 576)	County Line Rd (CR 578)							
72	Burwell Rd	Cortez Blvd (SR 50)	Pasco County							Y
61	California St.	Wiscon Rd	Powell Rd	5183				5210		
89	California St.	Powell Rd	Spring Hill Drive (CR 574)	6193		4168	C-6164			Y
80	Cedar Ln	Cortez Blvd (SR 50)	Powell Rd					927		
56	Centralia Rd	US 19 (SR 55)	Sunshine Grove Rd (CR 493)			3658				Y
57	Centralia Rd	Sunshine Grove Rd (CR 493)	Citrus Way (CR 491)					3788		
81	Church Rd	Spring Lake Hwy (CR 541)	Myers Rd							Y
11	Citrus Way (CR 491)	Citrus County	Ponce de Leon Blvd (US 98)	3474				5765		
12	Citrus Way (CR 491)	Ponce de Leon Blvd (US 98)	Centralia Rd (CR 476)	2326				3555		
13	Citrus Way (CR 491)	Centralia Rd (CR 476)	Ft. Dade Ave (OLD 50W)					3158		
17	Cobb Rd (CR 485)	Ponce de Leon Blvd (US 98)	Yontz Rd					2080		Y
18	Cobb Rd (CR 485)	Yontz Rd	Cortez Blvd (SR 50)	5096				6776		Y
29	Cortez Blvd (CR 550)	Pine Island Dr (CR 495)	Shoal Line Blvd (SR 597)					1589		
30	Cortez Blvd (CR 550)	Shoal Line Blvd (SR 597)	U.S. 19 (SR 55)		7204			5042		
S-7	Cortez Blvd (SR 50)	U.S. 19 (SR 55)	Deltona Blvd (CR 589)							
S-49	Cortez Blvd (SR 50)	Nightwalker St.	Mariner Blvd (CR 587)							

2023 Recommended Hernando/Citrus Traffic Counts

Station	Facility Name	From:	To:	AADT 2015	AADT 2016	AADT 2018	Incomplete effort in 2020 COVID	AADT 2021	AADT 2022	Count for 2023?
S-5310	Cortez Blvd (SR 50)	Mariner Blvd (CR 587)	Sunshine Grove Rd (CR 493)							
S-48	Cortez Blvd (SR 50)	Sunshine Grove Rd (CR 493)	Grove Rd							
	Cortez Blvd (SR 50)	Suncoast Parkway	Fort Dade Ave							
S-17	Cortez Blvd (SR 50)	Fort Dade Ave	Lykes Dublin Rd							
S-47	Cortez Blvd (SR 50)	Lykes Dublin Rd	Cobb Rd (CR 485)							
S-39	Cortez Blvd (SR 50)	Cobb Rd. (CR 485)	Broad St. (US 41)		15857					
S-40	Cortez Blvd (SR 50)	Broad St. (US 41)	Emerson Rd (CR 581)							
S-40	Cortez Blvd (SR 50)	Broad St. (US 41)	Main St.							
S-42	Cortez Blvd (SR 50)	Main St.	Emerson Rd (CR 581)							
S-41	Cortez Blvd (SR 50)	Emerson Rd (CR 581)	Jefferson St. (SR 50A)		17892					
S-19	Cortez Blvd (SR 50, US 98)	Cedar Lane	Spring Lake Hwy (CR 541)							
SC-7	Cortez Blvd (SR 50, US 98)	Spring Lake Hwy (CR 541)	Lockhart Rd							
S-46	Cortez Blvd (SR 50, US 98)	Lockhart Rd	I-75							
S-18	Cortez Blvd (SR 50, US 98)	I-75 (SR 93)	Kettering Rd							
S-20	Cortez Blvd (SR 50, US 98)	Kettering Rd	McKethan Rd (US 98)							
S-25	Cortez Blvd (SR 50, US 98)	McKethan Rd (US 98)	Treiman Blvd (US 301)							
S-24	Cortez Blvd (SR 50, US 98)	Treiman Blvd (US 301)	Burwell Rd							
S-5303	Cortez Blvd (SR 50, US 98)	Burwell Rd	Sumter County							
38	County Line Rd (CR 578)	U.S. 19 (SR 55)	Cobblestone Dr.		17582		20211			Y
39	County Line Rd (CR 578)	Cobblestone Dr.	Spring Time Rd.	16654			21534			Y
58	County Line Rd (CR 578)	Spring Time Rd.	Farnsworth Blvd.	18068						Y
119	County Line Rd (CR 578)	Farnsworth Blvd.	Linden Dr.	17542			19626			Y
120	County Line Rd (CR 578)	Linden Dr.	Oak Chase Blvd.	16875			19151			Y
85	County Line Rd (CR 578)	Oak Chase Blvd.	Suncoast Parkway		16034	11964		18733		Y
73	County Line Rd (CR 578)	Suncoast Parkway	Broad St. (US 41)				14889			Y
63	Croom Rd	Broad St. (US 41)	McIntyre Rd					3009		
23	Culbreath Rd (CR 581)	Powell Rd (CR 572)	Ayers Rd (CR 576)	1733				2803		
24	Culbreath Rd (CR 581)	Ayers Rd (CR 576)	Pasco County		4543			7321		
5	Deltona Blvd (CR 595)	Cortez Blvd (SR 50)	Northcliffe Blvd	10040		9108		10585		
90	Deltona Blvd (CR 595)	Northcliffe Blvd	Forest Oaks Blvd		19023			15977		
6	Deltona Blvd (CR 595)	Forest Oaks Blvd.	Spring Hill Dr (CR 575)	12340		12503	14046			Y
65	Elgin Blvd	Mariner Blvd	Barclay Rd		17676		17534			Y
91	Elgin Blvd	Deltona Blvd (CR 595)	Mariner Blvd		8114		17547			Y
22	Emerson Rd (CR 581)	Cortez Blvd (SR 50)	Powell Rd (CR 572)							Y
92	Emerson Rd (CR 581)	Jefferson St (SR 50A)	Cortez Blvd (SR 50)	1531				1766		
111	Forest Oaks Blvd.	US 19 (SR 55)	Deltona Blvd.		8820			8503		
14	Ft. Dade Ave (Old 50W)	Cortez Blvd (SR 50)	Citrus Way (CR 491)					2571		
15	Ft. Dade Ave (Old 50W)	Citrus Way (CR 491)	Cobb Rd (CR 485)					2980		
104	Ft. Dade Ave (Old 50W)	Ponce de Leon Blvd (SR 700)	Main St/Howell Av			1492				Y

2023 Recommended Hernando/Citrus Traffic Counts

Station	Facility Name	From:	To:	AADT 2015	AADT 2016	AADT 2018	Incomplete effort in 2020 COVID	AADT 2021	AADT 2022	Count for 2023?
116	Hale Ave.	MLK Jr. Blvd.	Cortez Blvd. (SR 50/US 98)							Y
88	Hexam Rd	US 19 (SR 55)	Sunshine Grove Rd (CR 493)							Y
25	Howell Ave (CR 45A)	Yontz Rd	Jefferson St. (SR 50A)			4835				Y
S-37	I-75 (SR 93)	Sumter County	Cortez Blvd (SR 50/US 98)							
S-94	I-75 (SR 93)	Cortez Blvd (SR 50/US98)	Pasco County							
114	Jacqueline Rd.	Weeping Willow St.	Sunshine Grove Rd.		4261			3798		
112	Jasmine Dr.	Mondon Hill Rd (CR 484)	Jefferson St. (SR 50A)					3674		
S-20/43	Jefferson St. (SR 50A)	Cobb Rd (CR 485)	Ponce de Leon Blvd							
S-5015	Jefferson St. (SR 50A)	Ponce de Leon Blvd (US 98)	Mildred Ave.							
S-5012	Jefferson St. (SR 50A)	Mildred Ave.	Main St. (CR 445)		7824					
S-5013	Jefferson St. (SR 50A)	Main St. (CR 445)	Broad St. (US 41)							
S-5009	Jefferson St. (SR 50A)	Broad St. (US 41)	MLK, Jr. Blvd.		8649					
S-26	Jefferson St. (SR 50A)	Martin Luther King, Jr. Blvd.	Cortez Blvd (SR 50)							
83	Kettering Rd	Cortez Blvd (SR 50/US 98)	Power Line Rd	1717	2116			813		
42	Lake Lindsey Rd (CR 476)	Citrus Way (CR 491)	Ponce de Leon Blvd (US 98)	890						Y
43	Lake Lindsey Rd (CR 476)	Ponce de Leon Blvd (US 98)	Snow Memorial Hwy (CR 481)	1045	1204					Y
44	Lake Lindsey Rd (CR 476)	Snow Memorial Hwy (CR 481)	Broad St. (US 41)	868						Y
45	Lake Lindsey Rd (CR 476)	Broad St. (US 41)	Sumter County	2797				3580		
68	E. Linden Dr	Mariner Blvd (CR 587)	Spring Hill Dr (CR 574)	5362		4168				Y
69	E. Linden Dr	Spring Hill Dr (CR 574)	County Line Rd (CR 578)	3130			3101			Y
96	Landover Blvd.	Mariner Blvd (CR 587)	Northcliffe Blvd	7247		8384		8238		
82	Lockhart Rd	Cortez Blvd (US 50/SR 98)	Hickory Hill Rd	707	803					Y
101	Main St.	Ft. Dade Ave.	Jefferson St (SR 50A)		5443			1960		
102	Main St.	Jefferson St (SR 50A)	Broad St (US 41)	3551	3862			2192		
103	Main St.	Broad St (US 41)	Cortez Blvd (SR 50)					1991		
117	Mariner Blvd (CR 587)	Jacqueline Rd.	Cortez Blvd (SR 50)	3665				4270		
66	Mariner Blvd (CR 587)	Cortez Blvd (SR 50)	Elgin Blvd		22950			21187		
10	Mariner Blvd (CR 587)	Elgin Blvd	Northcliffe Blvd	23994						Y
67	Mariner Blvd (CR 587)	Northcliffe Blvd	Linden Dr	20577						Y
9	Mariner Blvd (CR 587)	Linden Dr	Spring Hill Dr (CR 574)					22518		
53	Mariner Blvd (CR 587)	Spring Hill Dr (CR 574)	County Line Rd (CR 578)	21454			22963			Y
105	Martin Luther King, Jr. Blvd.	Broad St. (US 41)	Main St.	3965				4832		
106	Maritin Luther King, Jr. Blvd.	Main St.	Jefferson Ave. (SR 50A)	4386				6022		
113	Mc Intyre Rd.	Croom Rd (CR 480)	Mondon Hill Rd (CR 484)	2127				2348		
S-23	McKethan Rd (US 98)	Cortez Blvd (SR 50)	Pasco County							
S-5311	Mildred Ave (SR 50A, US 41)	Jefferson St. (SR 50A)	Broad St. (US 41)		7611					
19	Mondon Hill Rd (CR 484)	Broad St. (US 41)	Soult Rd.					2672		
71	Mondon Hill Rd (CR 484)	Soult Rd.	Cortez Blvd (SR 50/US 98)					2327		
86	Myers Rd	Church Rd	Pasco County	324				412		

2023 Recommended Hernando/Citrus Traffic Counts

Station	Facility Name	From:	To:	AADT 2015	AADT 2016	AADT 2018	Incomplete effort in 2020 COVID	AADT 2021	AADT 2022	Count for 2023?
87	Nightwalker Rd	Cortez Blvd (SR 50)	Ridge Rd	2132				4567		
107	North Ave.	Ponce DeLeon Blvd. (US 98)	Howell Ave.	1510						Y
40	Northcliffe Blvd	US 19 (SR 55)	Deltona Blvd (CR 589)	15493		18453		13082		
41	Northcliffe Blvd	Deltona Blvd (CR 589)	Landover Blvd		23431			20375		
97	Northcliffe Blvd	Landover Blvd	Mariner Blvd (CR 587)		19519			13246		
3	Osoaw Blvd (CR 595)	Pasco County	Shoal Line Blvd (CR 597)	1193				1358		
4	Osoaw Blvd (CR 595)	Shoal Line Blvd (CR 597)	US 19 (SR 55)		6308			5669		
1	Pine Island Dr (CR 495)	Cortez Blvd (CR 550)	Pine Island	937						Y
S-5308	Ponce de Leon Blvd (US 98)	Citrus County Line	Suncoast Parkway							
S-33	Ponce de Leon Blvd (US 98)	Suncoast Parkway	Citrus Way (CR 491)							
S-11	Ponce de Leon Blvd (US 98)	Citrus Way (CR 491)	Lake Lindsey Rd (CR 476)							
S-5500	Ponce de Leon Blvd	Lake Lindsey Rd (CR 476)	Cobb Rd (CR 485)							
S-10	Ponce de Leon Blvd	Cobb Rd (CR 485)	Yontz Rd							
S-1000	Ponce de Leon Blvd	Yontz Rd	North Ave							
S-5017	Ponce de Leon Blvd (US 98)	North Ave	Jefferson St. (SR 50A)		8872					
S-5016	Ponce de Leon Blvd (SR 700)	Jefferson St. (SR 50A)	Broad St. (US 41)		6398					
95	Powell Rd	Barclay Rd.	California St.	12802	13237					Y
48	Powell Rd (CR 572)	California St.	Broad St. (US 41)	7609						Y
49	Powell Rd	Broad St. (US 41)	Emerson Rd (CR 581)					4808		
50	Powell Rd	Emerson Rd (CR 581)	Spring Lake Hwy (CR 541)					2040		
84	Ridge Manor Blvd	Cortez Blvd (SR 50/US 98)	US 301	1099				1447		
94	Ridge Rd	US 19 (SR 55)	Nightwalker Rd					1312		
2	Shoal Line Blvd (CR 597)	Calienta St.	Osoaw Blvd (CR 595)	5553				5587		
70	Shoal Line Blvd (CR 597)	Cortez Blvd (CR 550)	Calienta St.	3398				3133		
20	Snow Memorial Hwy (CR 81)	Citrus County	Lake Lindsey Rd (CR 476)					3404		
21	Snow Memorial Hwy (CR 481)	Lake Lindsey Rd (CR 476)	Broad St. (US 41)					3880		
31	Spring Hill Dr (CR 574)	U.S. 19 (SR 55)	Pinehurst Dr (Middle)	20069						Y
32	Spring Hill Dr (CR 574)	Pinehurst Dr (Middle)	Deltona Blvd (CR 589)			26882	23762			Y
33	Spring Hill Dr (CR 574)	Deltona Blvd (CR 589)	Waterfall Dr	26466						Y
34	Spring Hill Dr (CR 574)	Waterfall Dr	Mariner Blvd (CR 587)	24125	25772		25009			Y
35	Spring Hill Dr (CR 574)	Mariner Blvd (CR 587)	Finland Dr	22260						Y
36	Spring Hill Dr (CR 574)	Finland Dr	Anderson Snow Rd	23547				22684		
98	Spring Hill Dr (CR 574)	Anderson Snow Rd	Suncoast Parkway	20828				22504		
37	Spring Hill Dr (CR 574)	Suncoast Parkway	Broad St. (US 41)	11557				12340		
26	Spring Lake Hwy (CR 541)	Cortez Blvd (SR 50/US 98)	Powell Rd (CR 572)	4386				8005		
27	Spring Lake Hwy (CR 541)	Powell Rd (CR 572)	Hickory Hill Rd					8342		
28	Spring Lake Hwy (CR 541)	Hickory Hill Rd	Pasco County Line	4391				8242		
8	Sunshine Grove Rd (CR493)	Centralia Rd (CR 476)	Ken Austin Pkwy.					2937		
115	Sunshine Grove Rd (CR493)	Ken Austin Pkwy	Cortez Blvd (SR 50)	11102				14121		

2023 Recommended Hernando/Citrus Traffic Counts

Station	Facility Name	From:	To:	AA DT 2015	AA DT 2016	AA DT 2018	Incomplete effort in 2020 COVID	AA DT 2021	AA DT 2022	Count for 2023?
400	Suncoast Parkway (SR 589)	County Line Rd.	Spring Hill Dr. (CR 574)							
406	Suncoast Parkway (SR 589)	Spring Hill Dr.	Cortez Blvd. (SR 50/US 98)							
408	Suncoast Parkway (SR 589)	Cortez Blvd. (SR 50/US 98)	US 98							
110	Thrasher Ave	US 19	Scalp Duck Ave	1018						Y
S-8	Treiman Blvd (US 301)	Cortez Blvd (SR 50)	Pasco County Line							
S-5307	Treiman Blvd (US 301)	Sumter County Line	Cortez Blvd (SR 50)							
S-5306	US 19 (SR 55)	Citrus County Line	Centralia Rd (CR 476)							
S-45	US 19 (SR 55)	Centralia Rd (CR 476)	Hexam Rd							
S-283	US 19 (SR 55)	Hexam Rd	Cortez Blvd (SR 50)							
S-14	US 19 (SR 55)	Cortez Blvd (SR 50)	Northcliffe Blvd							
S-5104	US 19 (SR 55)	Northcliffe Blvd	Spring Hill Dr (CR 574)							
S-36	US 19 (SR 55)	Spring Hill Dr (CR 574)	Applegate Dr.							
S-5300	US 19 (SR 55)	Applegate Dr.	County Line Road							
7	Waterfall Dr	Applegate Dr.	County Line Rd (CR 578)				4957			Y
118	Weeping Willow St.	Jacqueline Rd.	Cortez Blvd (SR 50)					2771		
54	Wiscon Rd	Cortez Blvd (SR 50)	California St	6168				9105		
55	Wiscon Rd	California St	Broad St. (US 41)	7794				11149		
46	Yontz Rd	Cobb Rd (CR 485)	Ponce de Leon Blvd (US 98)	2559				2586		
47	Yontz Rd	Ponce de Leon Blvd (US 98)	Broad St. (US 41)	3934				3933		
Legend										
	107	Hernando County Counts	Recommended Locations	#						
	63	FDOT Counts		44						
	3	Turnpike Counts								
	173	Total								
Citrus County										
020020	US 41 (SR 45)	N. Sportsman Pt.	N. Independence Pkwy.					18000		Y
020238	US 41 (SR 45)	N. Independence Pkwy.	E. Norvell Bryant Hwy.					21000		Y
021009	US 41 (SR 45)	E. Norvell Bryant Hwy.	SR 200/N Carl G. Rose Hwy.					22000		Y

3. Update from September 1, 2022, MPO Meeting/Workshop

The meeting update from the September 1, 2022, MPO meeting/workshop is attached as an informational item for the TAC.

Attachments: Summary from 9/1/22 MPO

4. Discussion – Joint committee meetings

In an effort to conduct meetings more efficiently, staff has been exploring the idea of combining MPO committees into one meeting.

A chart outlining the practices regarding committees of other MPOs in the state are attached for informational purposes. The statutory references requiring the Technical Advisory Committee and the Citizens Advisory Committee are attached and a copy of the legal opinion regarding ability to combine committee meetings is provided.

No action is proposed at this time, this is a discussion item and intended to identify potential issues and/or benefits for further consideration.

Attachments: Comparison chart, and legal opinion



MEDIA RELEASE

Hernando/Citrus Metropolitan Planning Organization (MPO) Meeting and Workshop Summary – September 1, 2022

City of Brooksville, Joseph E. Johnston III
Council Chambers, City Hall
201 Howell Avenue
Brooksville, FL 34601

MEETING

- The MPO was provided a copy of the Florida Department of Transportation's Strategic Intermodal System (SIS) 2050 Long Range Transportation Plan (LRTP) for review.
- The MPO approved a Scope of Services to Kimley-Horn and Associates to begin work on Scope A of the 2050 Long Range Transportation Plan (LRTP) that must be completed in December 2024.
- Hernando County requested the MPO Board provide a letter of support regarding their Safe Streets for All (SSFA) grant application to move towards Vision Zero. The MPO approved the request and a letter to the US Secretary of Transportation, the Honorable Pete Buttigieg with the US Department of Transportation was provided to Hernando County.

WORKSHOP

- Peter Hsu, P.E., Safety Administrator Florida Department of Transportation, District Seven, Safety Administrator provided the MPO with a PowerPoint presentation regarding the safety challenges in the Hernando/Citrus MPO area. Both Hernando and Citrus have a high percentage of fatalities and serious injuries compared to other areas with populations between 50,001 to 200,000. Mr. Hsu discussed the safety actions being implemented through the FDOT.
- Ms. Suzanne Monk, MPO Liaison with the FDOT District Seven, discussed sources of funding available for capital projects. Many of the options require local participation.
- Mr. Carl Mikyska, Executive Director, Pasco County MPO, spoke in favor of developing a project prioritization process with specific ranking criteria. He discussed the recent project prioritization process approved by the Pasco

County MPO. Their staff developed a criteria for ranking projects with safety as the number one consideration. Other factors include, but are limited to, mobility and connectivity, economic development, and project readiness.

- As part of the discussion regarding project prioritization, Mr. William Roll from Kimley-Horn and Associates indicated that the MPO Board has identified, and agrees, regarding their top project priorities without a formal ranking process. He opined that a process may be beneficial for transportation alternative projects (sidewalks, trails, etc.).
- Mr. Bob Esposito, MPO Director, discussed the importance of project readiness to be competitive for funding opportunities. He mentioned several projects on the MPO's List of Priority Projects and the value of updating the Project Development and Environment (PD&E) studies.

The next MPO meeting is tentatively scheduled for:

Thursday October 7, 2022, at 1:30 pm in the City of Brooksville Council Chambers at 201 Howell Avenue, Brooksville, FL 34601

Please Contact the Hernando/Citrus MPO at (352) 754-4082 for more information

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QUICK LOOK COMMITTEE COMPARISON – Other MPOs/TPOs

Organization:	Committee structure:	Comments:
St. Lucie TPO	TAC – 16 members, 6 meetings/year CAC – 12 members, 6 meetings/year BPAC – 9 members, 6 meetings/year	TAC/CAC - Separate meetings/different times/same day BPAC – Separate meeting different day than TAC and CAC Exception – last meeting of the year is joint with all committees
Space Coast TPO	TAC – 26 members, 7 meetings/year CAC - 24 members, 7 meetings/year BPAC – 19 members, 6 meetings/year	TAC/CAC – joint meetings (approximately 2.5 hrs.) BPAC – separate meetings/different day than CAC and TAC
Ocala/Marion TPO	TAC - 11 members, 9 meetings/year CAC – 10 members, 9 meetings/year No BPAC	TAC/CAC – separate meetings/different times/same day
Hillsborough TPO	TAC 19 members, monthly or as needed CAC – 23 members, monthly or as needed BPAC – 22 members, monthly or as needed	Meetings are separate/different times/different dates and scheduled monthly. Last meeting of the year is joint with TAC and CAC.
Sarasota/Manatee MPO	TAC – 23 members, meetings held prior to MPO meetings CAC – 28 members, meetings held to discuss CORE projects BPAC – 9-20 members, meetings held prior to MPO meetings	TAC meetings are separate from CAC and BPAC. CAC meetings are separate from TAC and BPAC BPAC – meetings are separate from CAC and TAC.
Pinellas TPO	TAC, monthly CAC – 27 members, 10 meetings/year BPAC – 10 meetings/year	TAC meetings are separate from CAC and BPAC CAC meetings are separate from TAC and BPAC (held at 7 pm)
Pasco County MPO	TAC – 9 members CAC - 9 members BPAC – 13 members	Pasco does not have an easily obtainable calendar of meetings. It appears all 3 committees meet on different days, separate from one another. Their respective bylaws say meetings will be scheduled but does not indicate frequency
Lake Sumter MPO	CAC – 30+ members, 5-7 meetings/year TAC – 25 members	CAC and TAC have separate meetings/same day/different times

From: [Jon Jouben](#)
To: [Carlene Riecsc](#)
Cc: [Pamela Hare](#); [Lisa Morgan](#)
Subject: RE: MPO Committee Quorum Issues (LR 2022-211-1)
Date: Tuesday, April 19, 2022 3:06:16 PM
Attachments: [image001.png](#)

You are correct.

Jon Jouben, Esq.
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(352)754-4001 - Fax
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From: Carlene Riecsc <CRiecsc@co.hernando.fl.us>
Sent: Tuesday, April 19, 2022 3:00 PM
To: Jon Jouben <JJouben@co.hernando.fl.us>
Cc: Pamela Hare <PHare@co.hernando.fl.us>; Lisa Morgan <LMorgan@co.hernando.fl.us>
Subject: RE: MPO Committee Quorum Issues (LR 2022-211-1)

Jon: Thank you. Just for clarification, with regards to #2, if the quorum was lowered to 2 and we were able to conduct the meeting, we still can't offer a remote option. Members can only participate if they're physically present. Just wanted to make sure. Thanks again. Carlene

Carlene Riecsc
Hernando/Citrus MPO
1661 Blaise Drive
Brooksville, FL 34601
352-754-4082

From: Jon Jouben <JJouben@co.hernando.fl.us>
Sent: Tuesday, April 19, 2022 1:25 PM
To: Carlene Riecsc <CRiecsc@co.hernando.fl.us>
Cc: Pamela Hare <PHare@co.hernando.fl.us>; Lisa Morgan <LMorgan@co.hernando.fl.us>
Subject: RE: MPO Committee Quorum Issues (LR 2022-211-1)

Carlene:

1. You are correct that a member of a collegial body must be physically present to vote, and that a committee must have a quorum of members present in order for it to conduct business.
2. You can amend the committees' by-laws to reduce the number of members who must

be physically present to constitute a quorum; a quorum can consist of less than a majority of a committee's members (e.g., the by-laws of a ten member committee can provide that two members constitute a quorum, etc.). Members, however, cannot participate in a meeting unless they are not physically present.

3 & 4. While the number of committee members needed for a quorum can be reduced, a committee has no power to proceed without a quorum, even by a "consensus" or in "emergency circumstances." Only the Governor has the power to waive the physical presence and quorum requirements, even in an emergency.

Jon Jouben, Esq.
County Attorney
Board Certified in City, County, and Local Government Law
Hernando County Attorney's Office
20 North Main Street, Suite 462
Brooksville, Florida 34601
(352) 754-4122
(352)754-4001 - Fax
jjouben@co.hernando.fl.us

From: Lisa Morgan <LMorgan@co.hernando.fl.us>
Sent: Wednesday, April 13, 2022 11:47 AM
To: Jon Jouben <JJouben@co.hernando.fl.us>
Cc: Pamela Hare <PHare@co.hernando.fl.us>
Subject: Re: MPO Committee Quorum Issues (LR 2022-211-1)

Jon,

Please see attached.

Kind regards,

Lisa Morgan
Paralegal
Hernando County Attorney's Office
20 North Main Street, Suite 462
Brooksville, FL 34601-2850
P 352-754-4122 Ext. 20132
F 352-754-4001
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From: Carlene Riecss <CRiecss@co.hernando.fl.us>

Sent: Wednesday, April 13, 2022 10:45 AM

To: Lisa Morgan <LMorgan@co.hernando.fl.us>

Cc: Cheryl Carr <CCarr@co.hernando.fl.us>; Pamela Hare <PHare@co.hernando.fl.us>; Robert Esposito <resposito@co.hernando.fl.us>; Cayce Dagenhart <CDagenhart@co.hernando.fl.us>

Subject: LR 2022-211-1

Good Morning, Lisa:

I just submitted the above referenced legal request with some questions regarding MPO meetings/quorums. I am attaching a copy of the MPO's Public Participation Plan to supplement. This item is not scheduled for an MPO meeting at this time, we're just trying to figure out how to best address committees and public participation. Thank you!

Carlene Riecss
Hernando/Citrus MPO
1661 Blaise Drive
Brooksville, FL 34601
352-754-4082

E ACTION ITEMS

1. Public Participation Plan/Title VI Plan and Limited English Proficiency Plan (LEP)

Pursuant to 23 C.F.R. 450.316, each Metropolitan Planning Organization (MPO) is required to adopt a Public Participation Plan (PPP). The PPP is intended to provide direction for public involvement activities to be conducted and strives to include all interested parties. A PPP was initially approved by the MPO Board in 2014, and most recently updated in 2018. PPPs are required to be periodically reviewed to ensure a full and open participation process. The PPP has been revamped to ensure compliance with current requirements, and to make some of the procedural requirements clearer. .

The' PPP has been reviewed by staff from Federal Highway Administration (FHWA) and Florida Department of Transportation (FDOT) has been able to meet with us to conduct a more detailed review of our plan in advance of the MPO meeting.

As an indirect recipient of Federal Transit Administration (FTA) grant funding and in accordance with FTA Circular 4702.1B, the MPO is required to comply with civil rights laws and maintain a Title VI program. The Title VI program has been revised, as well as the Limited English Proficiency Plan (LEP).

There is a minimum 45 day public review period required for Public Participation Plans. The October 26, 2022, committee meetings officially open the review period. The draft documents have been posted to our website and separately advertised in the Citrus Chronicle and the Hernando Sun. We will be presenting the PPP/Title VI and LEP to all committees, and December 15, 2022, with the MPO Board.

Staff Recommendation: It is recommended that the TAC review the attached PPP, Title VI Plan and LEP plan and recommend approval to the MPO Board.

Attachment: PPP, Title VI and LEP Draft Plans



Proposed Adoption: December 15, 2022

LIMITED ENGLISH PROFICIENCY PLAN (LEP)

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

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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**

Proposed Adoption: December 15, 2022

**PUBLIC
PARTICIPATION
PLAN (PPP)**

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

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*

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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 Riecse, Hernando/Citrus MPO
1661 Blaise Drive, Brooksville, Florida 34601

Email: MPO@hernandocounty.us
Website: www.HernandoCitrusMPO.us

ABOUT THE HERNANDO/CITRUS MPO

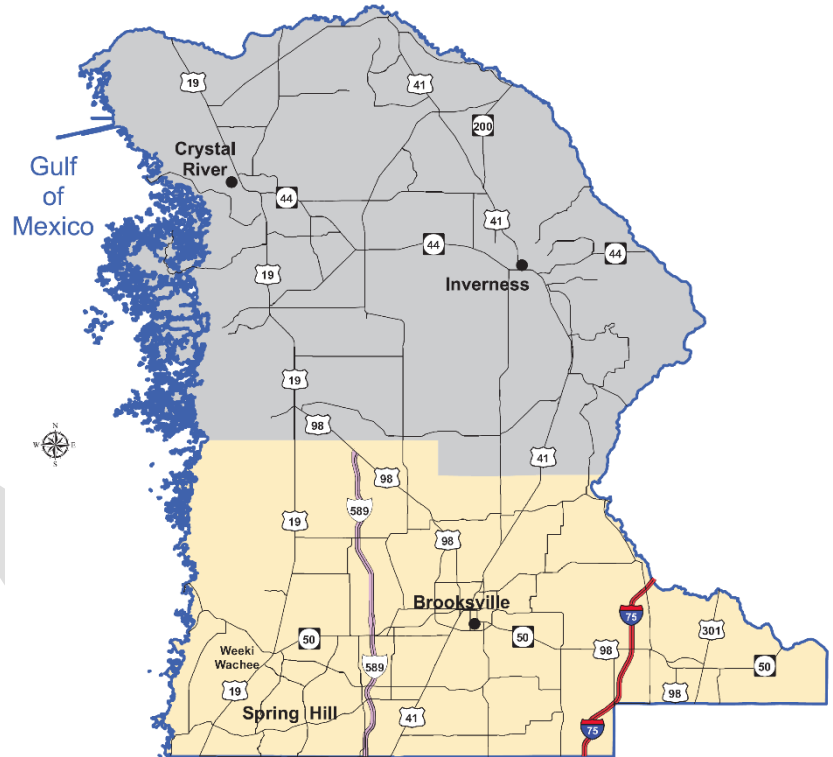
The Hernando/Citrus MPO was created in 2014 and is responsible for facilitating and coordinating regional transportation planning activities in Hernando County, Citrus County, and the cities of Inverness, Crystal River and Brooksville. MPOs exist throughout the U.S. and began with the development of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

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 an 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 opportunities for public participation. The committees serve at the pleasure of the MPO. The Hernando/Citrus MPO has a Technical Advisory Committee (TAC), Citizens Advisory Committee (CAC), Bicycle Pedestrian Advisory Committee (BPAC) and two Transportation Disadvantaged

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

The Hernando/Citrus MPO Area, 2021



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 meetings 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](http://www.hernandocitrusmpo.us) 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 Planner, MPO Coordinator, 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 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

The Transit Development Plan (TDP) is the public transportation provider's strategic guide for public transportation over the next 10 years. The TDP identifies public transportation service improvement priorities, determines the operating and capital costs to implement these service improvement priorities, and outlines a strategy for implementation. Pursuant to rule 14-73.001, the Transit Development Plan (TDP) must include opportunities for public involvement.

The public transportation provider for Hernando and Citrus Counties are their respective Board of County Commissioners (BOCC) which are responsible for approval of the TDP. Notices of TDP adoption, amendment or annual progress reports are published in a newspaper of general circulation in the home county 5-10 days prior to any public action. Documents will be posted

to their respective website and available for a 30 day review period for new TDPs, and 10 day review for TDP amendments or annual progress reports.

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.

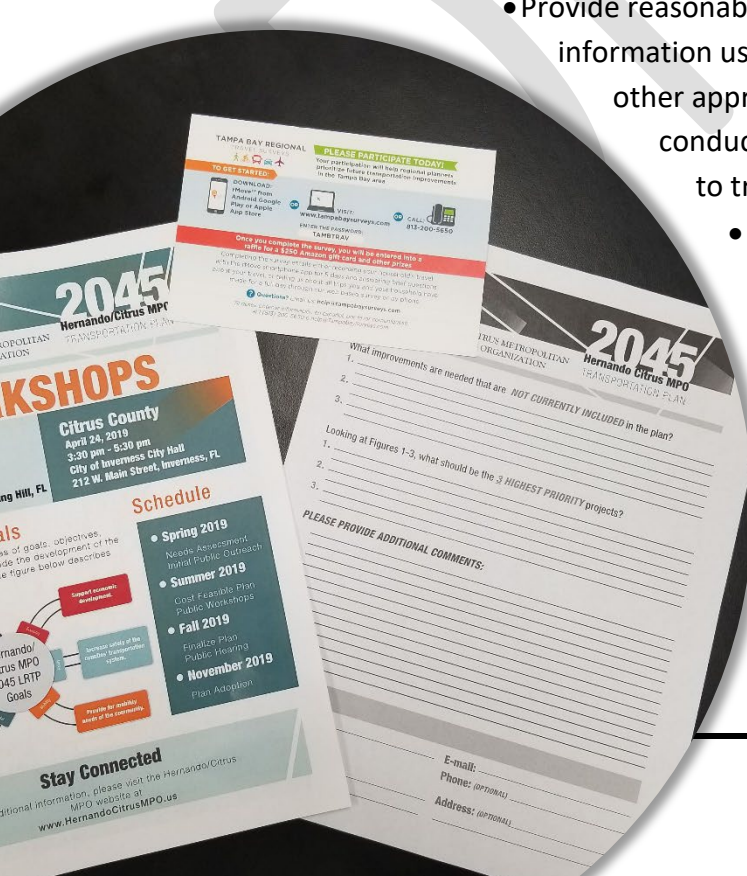
Updates to the Transportation Disadvantaged Service Plans (TDSP) for either Citrus or Hernando County are available on the MPOs website for public review prior to approval. Public access is provided as identified in this document.

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

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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	
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

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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]



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**RELATING TO
TRANSPORTATION
PLANNING PROJECTS**

Proposed Adoption: December 15, 2022

**TITLE VI/NON
DISCRIMINATION
PROGRAM**

Prepared by Hernando Citrus MPO
1661 Blaise Drive
Brooksville, FL 34601
email: mpo@hernandocounty.us
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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 Ricess, 1661 Blaise Drive, Brooksville, FL 34601, cricss@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, 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:

Carlene Riecss, Title VI/Nondiscrimination Coordinator
1661 Blaise Drive, Brooksville, FL 34601
352-754-4082, email: criecss@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"/> Disability	<input type="checkbox"/> Religion
<input type="checkbox"/> Other		
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.		
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"/> Color de Piel	<input type="checkbox"/> Nacionalidad	<input type="checkbox"/> Edad
	<input type="checkbox"/> Estado Civil	<input type="checkbox"/> Religión
	<input type="checkbox"/> Impedimento Físico o Mental	<input type="checkbox"/> Otro
<p>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.</p>		
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.us

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

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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.

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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

E. ACTION ITEMS

2. 2023 Proposed Meeting Schedule

Attached are the proposed meeting dates for TAC meetings for 2023. Meetings conducted in Hernando County will be held at the Hernando County Building Training Facility, and the Citrus County meetings will be at the Lecanto Government Center.

The calendar will be presented to the MPO Board at their November 3, 2022, meeting for approval.

Staff Recommendation: It is recommended that the TAC recommend approval of the 2023 calendar to the MPO Board.

Attachment: Will be provided under separate cover
