

Public Participation Plan

Citizen Participation in the MPO Planning Process



**FORWARD
PINELLAS**
Integrating Land Use & Transportation

The Metropolitan
Planning Organization
and
Planning Council for
Pinellas County, Florida



PUBLIC PARTICIPATION PLAN

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Introduction and Purpose

Meaningful and effective public participation is essential to the successful implementation of a public plan or project and necessary to ensure the needs of the local citizenry are adequately addressed. In addition, public participation is necessary to gauge the effectiveness of an agency's planning activities. Forward Pinellas actively seeks to incorporate the involvement of the public in its planning efforts pursuant to this Public Participation Plan (PPP), which seeks to accomplish the following goals:

- 1) Compliance with the public participation requirements of the Fixing America's Surface Transportation Act (FAST) [23 U.S.C. 134/49 - U.S.C. 5303 (i) (5), (i) (6), and (j)(4); 23 U.S.C. 135/49 U.S.C. 5304 (f)(3) and (g)(3)]; and with Title VI of the Civil Rights Act of 1964, the Limited English Proficiency requirements of Executive Order 13166, and the Americans with Disabilities Act of 1990, as it pertains to the traditionally underserved population;
- 2) Identification of public priorities and perspectives regarding transportation issues and topics addressed by Forward Pinellas in its plans, projects and policies;
- 3) An informed and educated citizenry on transportation matters related to the Forward Pinellas planning program; and
- 4) Active partnerships with civic groups, business organizations, local governments, neighboring MPOs and other local, regional and statewide public agencies in the implementation of the Public Participation Plan.

The purpose of this document is to provide a clear directive for the public participation activities undertaken by Forward Pinellas as they pertain to the agency's primary responsibilities. This includes the development and implementation of the following:

- The Long Range Transportation Plan (LRTP);
- The Transportation Improvement Program (TIP);
- Congestion Management Process and related corridor strategy plans;
- Unified Planning Work Program;
- Transit studies; and
- Other activities associated with MPO projects.



Forward Pinellas has identified a number of objectives and strategies that facilitate effective public participation. A description of these activities and the methodology for evaluating their effectiveness is included in the table in Appendix A, Public Participation Objectives, Strategies and Measures of Effectiveness. This table is utilized to monitor the implementation of the PPP.

The PPP also incorporates public involvement activities resulting from the consolidation of the MPO and Pinellas Planning Council (PPC) as “Forward Pinellas” with a common policy board in 2014. The PPC is responsible for the coordination of land use planning among the 25 local jurisdictions of Pinellas County. This includes managing and implementing the Countywide Plan, which guides the County’s future land development. The main purpose of consolidating the MPO and PPC was to combine and coordinate land use and transportation planning from a countywide perspective.

Forward Pinellas developed its Strategic Communications Plan in 2017. The Plan complements the PPP by establishing common public involvement objectives and strategies that apply to the agency’s land use planning activities as well as transportation. In terms of public participation and outreach, joint MPO/PPC efforts will revolve around the integration of land use planning in Forward Pinellas plans and projects associated with its MPO responsibilities.

Role of Forward Pinellas

In accordance with Federal Law, MPOs have been established in urbanized areas with populations exceeding 50 thousand. The main function of MPOs is to ensure that transportation projects and plans within their designated areas and regions are developed based on a continuing, comprehensive and cooperative process guided by local public input. Functioning as a countywide land use planning authority as well as the MPO, Forward Pinellas’ core functions include the development, administration and implementation of the following:

- Countywide Plan - provides for the consistency and coordination of land use planning among the County’s local governments;
- Long Range Transportation Plan (LRTP) - sets forth goals, objectives and policies and identifies transportation improvements necessary to address the needs of local communities, the County and region for a 20 year period; and
- Transportation Improvement Program (TIP) – a five year schedule of State, local and transit authority improvements.

Other key responsibilities include the adoption of a transportation project priority list and the coordination of regional transportation decision making with partner agencies in the Tampa Bay

area. Central to all of these functions are the public involvement activities that ensure the agency's adopted plans and programs reflect the interests of the affected citizenry.

Compliance with Federal Requirements

The Forward Pinellas Public Participation Plan was originally adopted in 1994 in accordance with the requirements of the 1991 Intermodal Surface Transportation Efficiency Act (ISTEA). Signed into law in December, 2015, the Fixing America's Surface Transportation (FAST) Act is the most recent successor to the ISTEA legislation. As with prior legislative acts following ISTEA, FAST continues the strong Federal emphasis on public participation.



The FAST Act mandates that the public participation programs of metropolitan planning processes shall include a “proactive public participation process that provides complete information, timely public notice, full public access to key decisions, and supports early and continuing participation of the public in developing plans and transportation improvement programs (TIPs).” In addition, in accordance with FAST, MPOs shall provide and/or carry out the following:

- Minimum public comment period of 45 days before the public participation process is initially adopted or revised;
- Timely information about transportation issues and processes to citizens, affected public agencies, representatives of transportation agency employees, other interested parties and segments of the community affected by transportation plans, programs, and projects (including but not limited to local jurisdictions);
- Reasonable public access to technical and policy information used in the development of plans and TIPs and open public meetings where matters related to the Federal-aid highway and transit programs are being considered;
- Adequate notice of public participation activities and time for public review and comment at key decision points, including, but not limited to, approval of plans and TIPs;



- Demonstration of explicit consideration of and response to public input received during the planning and program development processes;
- Consideration of the needs of those traditionally underserved by existing transportation systems, including, but not limited to, low-income and minority households in an effort to ensure that the requirements of Title VI and Environmental Justice have been met during the planning process;
- Summary, analysis, and report on the disposition of comments in a final plan or TIP when received as a result of the public participation process;
- If the final transportation plan or TIP differs significantly from the one which was made available for public comment by the MPO and raises new material issues which interested parties could not reasonably have foreseen from the public participation efforts, an additional opportunity for public comment on the revised plan or TIP shall be made available; and
- Periodic review of the effectiveness of the public participation process to assure it provides full and open access to all.

These procedures are reviewed by the Federal Highway Administration and the Federal Transit Administration during certification reviews for Transportation Management Areas (TMAs), and as otherwise necessary for all MPOs, to assure that full and open access is provided to the MPO decision-making processes;

The MPO's public participation processes shall be coordinated with statewide public participation processes wherever possible to enhance public consideration of the issues, plans, and programs and reduce redundancies and costs.

In accordance with FAST, the Forward Pinellas Public Participation Plan guides the agency's interactions with organizations and individuals who are affected by or involved with transportation in the County or region. This includes Federal, state, regional and local governments and elected officials, businesses and professional organizations, civic and social organizations, neighborhood and residential associations, special interest groups and interested individuals. Pinellas County does not have any Federally-recognized Tribal agencies.

Also pursuant to the FAST Act and Americans with Disabilities Act (ADA), the PPP requires that public meetings be held at



convenient times and locations that are wheelchair and transit accessible. It also stipulates that all plans and the TIP shall be available on the website, and that documents are written in a format and style that is easy for a lay person to comprehend. In addition, FAST emphasizes the use of visual tools to engage citizens in the planning process. Some examples of visual tools used by Forward Pinellas include artist renderings to show before and after conditions associated with a transportation project, diagrams and flow charts to illustrate important data or trends, and computer simulations that demonstrate the effect of an intersection improvement on local traffic operations.

Development of Public Participation Plan

Since its adoption in 1994, the PPP has been amended several times following the completion of periodic evaluations, release of Federal MPO certification review comments and legislative changes. These have been collaborative processes involving extensive input by citizens as well as Forward Pinellas partner agencies. Draft versions of the Plan amendments are initially developed by Forward Pinellas staff in accordance with the MPO Handbook, posted online and presented to the Technical Coordinating Committee (TCC), Bicycle Pedestrian Advisory Committee (BPAC) and Citizens Advisory Committee (CAC) for discussion. Following the advisory committee discussions, a 45-day public comment period is held to allow for additional comments by citizens and partner agency staff members prior to action by the Forward Pinellas Board.

Forward Pinellas partner agencies are represented on the TCC, including representatives of the Pinellas Suncoast Transit Authority (PSTA), FDOT, the Pinellas County School System and local governments. They help to ensure that the PPP is consistent with their respective public involvement efforts and share ideas relating to their experiences in engaging citizens in the development of their plans and events. As the primary conduit for citizen input in the planning activities of Forward Pinellas, the CAC provides invaluable assistance toward improving the effectiveness of the PPP, particularly in regard to outreach strategies. The BPAC is comprised of citizen representatives as well as public agency staff and informs the PPP development from the perspective of bicycle and pedestrian concerns. The combined efforts of these committees as well as others who correspond with Forward Pinellas staff are reflected in the final amendatory PPP drafts considered by the Forward Pinellas Board for approval.

Objectives

Forward Pinellas shall provide for public participation consistent with the following objectives and strategies in the development of its short and long-range transportation plans, programs, and projects.

- Objective 1: Raise the level of understanding of the transportation planning process in the region and identify how interested citizens can participate.
- Objective 2: Maximize opportunities for public participation in the transportation planning process.
- Objective 3: Maintain contact with interested citizens and key stakeholders throughout the process of developing Forward Pinellas plans and projects.
- Objective 4: Be responsive to citizens.
- Objective 5: Involve traditionally under-served persons, including minority, low-income, elderly or those addressed by the Americans with Disabilities Act (ADA) in transportation planning issues.
- Objective 6: Inform and educate incoming Forward Pinellas Board members, local commissioners/council members and advisory committee members regarding the agency's functions, responsibilities and programs.

Public Participation Activities

The public involvement strategies implemented through the PPP revolve around the activities of the Forward Pinellas advisory committees and outreach efforts conducted by its staff. This section of the Plan describes these strategies as well as how they are employed in the process of developing two of the core MPO planning documents, the LRTP and TIP. As with the Forward Pinellas Board meetings, all advisory committee meetings are open to the public and opportunities are provided for public comment. Meeting information, including schedules, start times, locations and agendas, is available on the website.

Advisory Committees

Forward Pinellas has seven advisory committees that provide input and recommendations on plans, programs and policies that are reviewed by the Forward Pinellas Board. Four of these committees are comprised of citizens as well as representatives from local, regional and state agencies. The following section provides descriptions of the committees with citizen members. Although it does not have citizen members, the Technical Coordinating



Committee (TCC) plays a key role in ensuring that the interests of the local governments and their constituents are considered in the MPO planning process. The membership of the TCC includes representatives of local and regional planning and transportation agencies as well as planners and engineers representing Pinellas County and the municipal governments. The meeting schedules and agendas of all Forward Pinellas advisory committees are available online at the link shown below.

<http://forwardpinellas.org/about-us/advisory-committees>

Regarding the appointment of new committees members, aAny individual interested in serving on the CAC would need to complete and submit an application as described in the following section. For the other committees, individuals interested in serving as citizen members can do so by contacting Forward Pinellas staff. If there is an opening available, the person would be asked to send correspondence requesting a position on the committee along with background information regarding their professional experience and interests, particularly in relation to the committee of which they would like to serve. This letter can go to a Forward Pinellas board member representing their jurisdiction or directly to Forward Pinellas staff. The letter and accompanying background information is then presented to the Forward Pinellas Board at a regularly scheduled meeting to approve the requested appointment. Staff will often invite a person interested in a committee position to attend and observe one of the meetings prior to sending a formal request to become a member. Staff also works with its partner agencies and Board representatives to recruit citizen members as necessary to fill a vacant position(s).

Citizens Advisory Committee

The Citizens Advisory Committee (CAC) is comprised of a cross section of representatives of the community, including the elderly and physically impaired. The CAC meetings are held monthly in the evenings to accommodate working people. Members are appointed to represent each of the County's jurisdictions. The CAC meets on the fourth Thursday of every month at 7 p.m., 310 Court Street, in Clearwater, excluding June, July, November and December. June and July meetings are normally cancelled for summer break. For Thanksgiving and Christmas holidays, the November meeting is cancelled and the December meeting is usually moved to the first week of the month.



The CAC assists Forward Pinellas in addressing community needs in the development and implementation of its programs and policies. The CAC plays a key role in determining Forward Pinellas' funding priorities through the annual review of project priority lists and the evaluation of applications for Transportation Alternative (TA) Program funding. They also regularly bring issues of concern to Forward Pinellas regarding traffic safety hazards and advocate for legislative action on issues such as texting while driving and funding for transportation projects that serve bicyclists, pedestrians and transit users. Lastly, CAC members participate on the Tampa Bay Area Regional Transit Authority (TBARTA) Citizens Advisory Committee.

On June 8, 2016, Forward Pinellas approved an amendment to the CAC bylaws establishing an application process for the appointment of new Committee members. Prior to this action, CAC members were appointed on a first come first serve basis following the submittal of a letter of interest with some background information. This was subsequently provided to Forward Pinellas along with a request to approve the applicant for a position on the Committee. The bylaw amendment formalized the appointment process and allowed Forward Pinellas to better address situations where multiple candidates are seeking the same Committee position and to recruit representatives of minority communities. Forward Pinellas actively seeks minority representation on the CAC in accordance with its Title VI Plan. The Title VI Plan supports CAC minority representation that more closely mirrors that of Pinellas County, which includes approximately 10 percent African American and 9.7 percent Hispanic. The bylaw modifications approved by Forward Pinellas are summarized below.

- Individuals interested in serving on the CAC would need to complete a one-page application and attend at least one CAC meeting in order to be considered for appointment.
- Minority representation was identified as the highest priority for consideration in accepting new CAC members, followed by age and gender and whether the person had previously served on the Committee. Candidates that had not already served on the Committee would be given preference over those who had.
- An additional consideration would apply to at-large positions regarding geographic representation. At-large positions do not represent a specific jurisdiction or area. This modification was intended to facilitate an equitable geographical distribution of at-large members on the Committee.

The CAC bylaws and member application are available on the Forward Pinellas website at the links shown below.

- CAC Bylaws -
http://forwardpinellas.org/wp-content/uploads/2017/03/CAC_bylaws.pdf

- CAC Member Application -
<http://forwardpinellas.org/wp-content/uploads/2016/06/membershipapplication.pdf>

Bicycle Pedestrian Advisory Committee

The Bicycle Pedestrian Advisory Committee (BPAC) was formed in 2014 after the merging of the Bicycle Advisory Committee (BAC) and Pedestrian Transportation Advisory Committee (PTAC). The BAC and PTAC were established in 1983 and 1990, respectively. Appointed members of the BPAC include technical representatives from various government agencies, law enforcement personnel and citizens interested in bicycling and pedestrian issues. The BPAC usually meets on the third Monday of every month, 8:30 a.m., 310 Court Street. July and December meetings are normally cancelled for summer break and the holidays, respectively.



The responsibilities of the BPAC revolve around furthering Forward Pinellas' goal of enabling bicycling and walking to be a viable transportation choice for commuting as well as recreational purposes in Pinellas County. The BPAC is actively engaged in the periodic update and ongoing implementation of the Forward Pinellas Bicycle Pedestrian Master Plan, including its objectives and policies which guide the agency's decision making on matters relating to these travel modes.

They regularly participate in the review of road safety audits and reconstruction plans to ensure the needs of bicyclists and pedestrians are adequately addressed and take part in education initiatives to increase citizen awareness of traffic laws affecting bicyclists and pedestrians. The BPAC also appoints members to work on individual tasks or projects such as the US 19 Corridor Study and the review of ranking criteria for TA Program projects. Lastly, BPAC members participate on the Tri-BPAC, a regional committee that includes members from the Hillsborough and Pasco County BPACs.

Local Coordinating Board

The Local Coordinating Board (LCB) is the governing body of the Forward Pinellas Transportation Disadvantaged (TD) Program. The TD Program provides transportation assistance to economically and physically disadvantaged citizens in Pinellas County. The 15-member board was established in 1991. The LCB meets quarterly and its membership consists of an elected official as chairperson and representatives of social service agencies, private transportation providers, FDOT and citizens who utilize the Program. The Pinellas

Suncoast Transit Authority (PSTA) also serves on the LCB in an advisory capacity. LCB members serve on various subcommittees focused on individual tasks or projects such as the annual CTC Evaluation. The responsibilities of the LCB are defined by Chapter 427, Florida Statutes. The LCB meets quarterly on the third Tuesday of February, May, September and November, 9:15 a.m., at 310 Court Street.

School Transportation Safety Committee

The School Transportation Safety Committee (STSC) was established in 1998. The STSC meets two to three times annually and is made up of School Board, Board of County Commissioner, and municipal government representatives as well as citizens. The STSC was formed to address issues concerning the safe movement of students traveling to and from school. They monitor school construction projects and traffic control issues to ensure pedestrian access needs are adequately addressed. The STSC also reviews crash data and related safety concerns in the vicinity of schools as it affects student access.



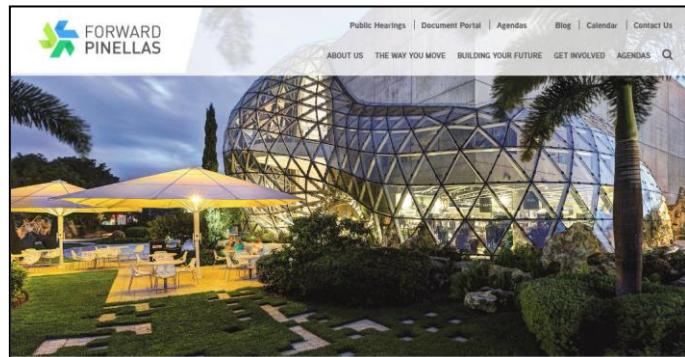
Tampa Bay Area Regional Transit Authority Citizens Advisory Committee

Although this group does not serve Forward Pinellas, it conducts public involvement activity affecting citizens within Pinellas as well as neighbouring counties. It is responsible for implementing a public involvement program in the Tampa Bay region. The 21-member committee is comprised of residents and business representatives appointed by the TBARTA Board. This includes three Pinellas County representatives including one local CAC member. The TBARTA CAC advises the TBARTA Board on matters concerning the development and implementation of a regional multimodal transportation master plan and related initiatives. The Committee also promotes public awareness and participation in the planning and implementation of the plan while helping to disseminate information about it to local citizen groups. The TBARTA CAC meets the third Wednesday of every other month, 1:30 p.m., 4350 West Cypress Street in Tampa.

Website

Since Forward Pinellas first published its website in 1998 it has been the primary tool for public outreach and input in the Forward Pinellas public involvement process. The website serves as a central repository of Forward Pinellas plans, documents, agendas and meeting notices. It also provides web viewers with access to Forward Pinellas Board and advisory committee

rosters, video streams of the monthly Board meetings, general information about transportation topics and surveys where they can submit their comments and opinions about transportation in the County and region. The site receives over 12 thousand hits on an annual basis.



Social Media

In 2012, the Pinellas County MPO incorporated social media into its public involvement activities. This included Facebook, Twitter and an internet-based conversation forum, TellUsPinellas, which was discontinued in 2015. In 2011, the MPO adopted a set of policies governing its use of social media. These were updated in 2017 and more recently in April, 2019 (see Appendix C). The policies are designed to ensure that Forward Pinellas' employment of social media applications is in compliance with applicable State and local laws and policies that govern public correspondence and records.

Facebook

Facebook is primarily utilized to share information about transportation news and topics and to provide an opportunity for citizens to comment on them. Forward Pinellas actively seeks to encourage more people to “like” the page through distribution of printed materials, word of mouth and advertisements that appear on the Facebook pages of area residents. Forward Pinellas will continue these efforts on an ongoing basis to increase its number of Facebook likes as well as instances where a Forward Pinellas post is shared by others.



Twitter

Forward Pinellas utilizes Twitter primarily to promote MPO meetings and events, such as the opening of the public comment period for the LRTP update.

Blog

In 2015, Forward Pinellas launched a blog site at <http://forwardpinellas.org/blog>. The purpose of this site is to publish general interest transportation-related stories providing citizen friendly commentary on current issues and topics. The site is linked and promoted through the Forward Pinellas website, Facebook, and Twitter.

Linkedin

The MPO also maintains an account on Linkedin, the online professional networking service. Linkedin has primarily been used to post blog stories and to keep people informed about MPO activities and plans. It has also been used to advertise job openings.

Forward Pinellas approves up to \$1.1 million for local complete streets projects

March 9, 2017 / Filed under [Blog](#), [Complete Streets](#)

Author(s): [Hilary Lehman](#)



Pinellas County's land use and transportation planning agency will be funding three local projects that make streets safer for all users. The Forward Pinellas board voted unanimously Wednesday to approve up to \$11 million in funding for three complete streets projects: construction of sidewalks on 34th Street South in St. Petersburg, and preparing plans for... [Read more](#)

Tags: [complete streets](#), [Pinellas County](#)

Planning for Breweries: Encouraging Redevelopment & Economic Development

March 7, 2017 / Filed under [Blog](#), [Knowledge exchange series](#)

Author(s): [Brett Burke](#)



There is something brewing in Pinellas County. Residents may have noticed the recent rise in the number of breweries, microbreweries, and brew-pubs, and it's not just a "tropical" illusion. Cities like Dunedin and St. Petersburg helped establish Pinellas County as a premier market in Florida for independent craft breweries. Today, the Tampa Bay area... [Read more](#)

Outreach Materials

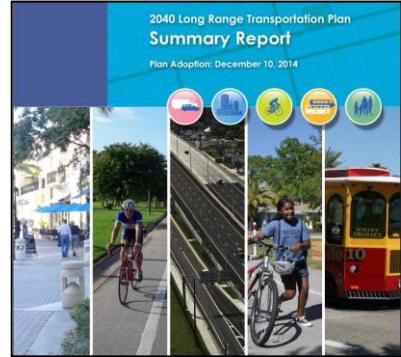
Forward Pinellas utilizes printed materials for distribution at public events and at the locations of civic and business group meetings where staff participates in panel discussions or as a speaker. These items are occasionally prepared for specific projects, but most often as part of an ongoing program and/or publication. These include traffic count maps, display boards/exhibits, brochures and posters or flyers.

Traffic Count Map

Since 1982, the MPO/Forward Pinellas, has annually prepared and distributed a fold out map that identifies the annual average daily traffic (aadt) data collected on the major roads in Pinellas County. The information is typically utilized by people considering real estate purchases, site selection for new or re-locating business, traffic impact assessments related to proposed development projects, road design plans, bus route planning and others who are interested in trends in travel patterns and traffic demand. The maps are distributed to the Pinellas County Convention and Visitor's Bureau, government agencies, public libraries, chambers of commerce, city halls, FDOT and the Pinellas County School Board.

LRTA Executive Summary

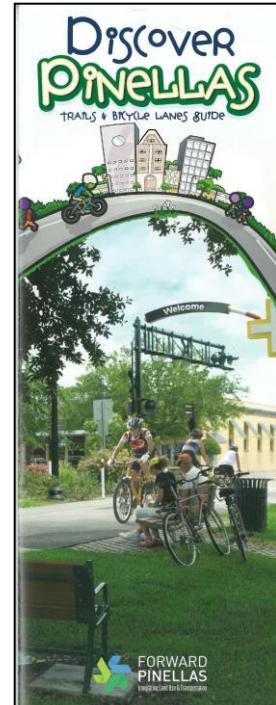
As part of the public outreach associated with the release of a new LRTA, Forward Pinellas publishes an executive summary report. This is an abbreviated version of the adopted LRTA. It includes a listing of the Plan's goals, a summary of growth projections and related trends, funding sources, and maps and descriptions of planned transit, road, trail and ITS projects. An electronic copy is posted on the Forward Pinellas website and emailed to those included on its mailing lists. Printed versions of the report are distributed at committee meetings, public events and workshops and public speaking engagements involving Forward Pinellas representatives. A Spanish language version of the Executive Summary is also produced and made available to members of the Hispanic community.



Brochures

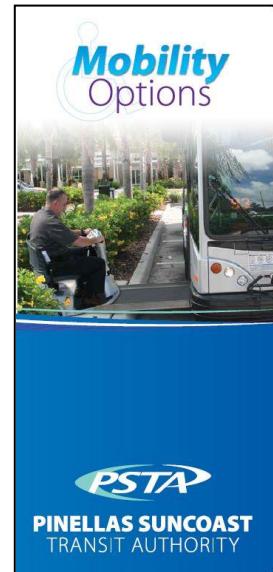
Listed below are descriptions of the brochures currently distributed by Forward Pinellas. They are also produced by Forward Pinellas with the exception of the Transportation Disadvantaged (TD) Program brochure, *Mobility Options*, which is published by PSTA.

- Walk Smart – This is a bicycle/pedestrian safety brochure aimed primarily at elementary school children. It lists basic safety rules for walking, bicycling and riding the bus. Making pedestrian and bicycle safety a part of their education curriculum is considered to be a critical step in helping them to be safety conscience adults. Walk Smart is distributed annually to over 100 thousand public and private school children.
- Discover Pinellas – First published in 2013, Discover Pinellas was developed in partnership with the Pinellas County Health Department. It features a foldout map identifying the County's trails and bike lanes, bike and skate shops, safety tips and farmer's market locations. It also provides information on traffic laws affecting bicyclists and pedestrians, rules of the trail, safe cycling practices, PSTA's Bikes on Buses Program, and the Communities Putting Prevention to Work Program, which is designed to provide



safe access to physical activity and healthy nutrition for people of all ages. Over 20 thousand of the guides have been distributed annually to chambers of commerce, city halls, bicycle shops, and interested citizens.

- LRTP Brochure – This is published concurrent with or prior to the adoption of the LRTP. The brochure presents the goals of the Plan as well as an abbreviated version of its elements. These brochures are distributed at meetings and workshops and posted on the website during and after the process of developing and adopting the LRTP.
- Mobility Options – This brochure was developed by PSTA in 2013 after they assumed responsibility for managing the TD Program as the Community Transportation Coordinator (CTC). PSTA continues to maintain and distribute the brochure. But as the designated official planning agency (DOPA) for the program, Forward Pinellas also distributes the brochure on an ongoing basis as part of its public outreach efforts. The TD Program provides cost affordable transportation to low-income and physically impaired residents in Pinellas County. The brochure provides information regarding service rates and instructions for participating in the program. Over two thousand paper copies are distributed annually and the brochure is also posted on the website.



Flyers, Posters and Press Releases

As part of the public outreach activity associated with the development of the LRTP every five years, Forward Pinellas prepares and distributes flyers, posters and/or press releases to inform citizens about the Plan and opportunities for them to provide input. These printed materials are also utilized periodically for other projects such as corridor studies or safety initiatives. Forward Pinellas also works with the Pinellas County Communications Department to prepare and distribute these items.

Traditional Media

Forward Pinellas utilizes various media forms when necessary to reach a broader audience. These include the local newspaper, television and radio. Forward Pinellas also utilizes multiple media and communication sources, including telephone, television and the internet for its

ETown hall meetings, which have featured televised discussions with guest panelists responding to questions from viewers and listeners.

Newspaper

Public hearing notices related to workshops associated with the LRTP, where public input on proposed transportation plans and expenditures is necessary to ensure the interests of citizens are given due consideration prior to Forward Pinellas adoption, are advertised in the *Times*. In addition, all LCB meetings are advertised in the *Times* as required by the Florida Commission for the Transportation Disadvantaged. Daily circulation of the *Tampa Bay Times*, excluding Sunday, is 205,201.



Television

All monthly Forward Pinellas meetings are broadcast on Pinellas County's government access channel (PCC-TV). The telecasts are shown on channel 637 on Bright House Networks, 18 on Wide Open West (WOW) Network, and 44 on Verizon. The meetings are televised live and replayed the following week. Live video streams of the meetings are also available at the link below, which is accessible from the Forward Pinellas website. A link to the meeting archives, where viewers can replay the entire meeting or a particular agenda item, is also available on the Forward Pinellas website. Forward Pinellas works with private television stations occasionally either by providing information or as an interviewee on various transportation subjects.



<http://www.pinellascounty.org/video/live-meetings.shtml>

ETown Hall Meetings

ETown hall meetings feature live panel discussions with elected officials and transportation agency representatives addressing issues associated with the LRTP. Questions are submitted to the panel guests from participants via telephone and online blog. Forward Pinellas has been involved with the production of four televised ETown halls to date. Over five thousand people have participated in each of these events.



Radio

On a more limited basis, Forward Pinellas includes the use of local radio in its public involvement efforts. Public service announcements related to bicycle and pedestrian safety have been broadcast on public stations and Forward Pinellas staff has participated in a discussion of its Bicycle and Pedestrian Master Plan and other transportation topics on community station WMNF 88.5 FM in Tampa.

Staff Outreach Activity

Forward Pinellas regularly has staff members attend and participate in a variety of community events and workshops. They serve as speakers and panelists at meetings and workshops and tend display tables and exhibits at community events while discussing transportation issues and topics with citizens. Forward Pinellas also sponsors its own public workshops where citizens are invited to review and provide comments on elements of the LRTP and related plans. Event participants and audiences reflect a broad cross section of County residents representing different age, race and income groups.



Community Events/Exhibits

Staff members participate in community events tending exhibits or display tables where they interact with citizens, respond to their questions and comments and distribute and collect surveys. The exhibits display story boards featuring information on Forward Pinellas programs and topics usually associated with the LRTP. In recent years, these events have included the Pinellas Folk Festival and Country Jubilee in Largo, Stetson University Health Fair in Gulfport, and Harbor Walk at the University of South Florida St. Petersburg. Unattended exhibits have also been stationed at area libraries, city halls and the County Courthouse. These exhibits have included information directing people to an online survey or provided survey cards for them to leave feedback on site.

Civic and Business Group Meetings

Forward Pinellas actively seeks opportunities to speak to civic, professional and business organizations about transportation plans and programs as a means to share information, collect feedback and to discuss issues of concern with them. Forward Pinellas also participates in the Pinellas County Speaker's Bureau, which is administered by the Pinellas County Communications Department. Citizen and business group representatives use the Speaker's Bureau to request presentations from Forward Pinellas and County staff on topics of interest to their organizations.

Staff members often contact civic and business groups directly to schedule a presentation. In recent years, Forward Pinellas staff has presented to the Tampa Bay Realtor's Association, Gateway Chamber of Commerce, St. Petersburg Area Chamber of Commerce and its Transportation Task Force, North County Council of Neighborhoods, North Clearwater Neighborhood Coalition, Upper Tampa Bay Chamber of Commerce, Lealman Community Association, and the American Society of Engineers. Regarding the St. Petersburg Chamber of Commerce Transportation Task Force, Forward Pinellas staff attends their monthly meetings on a regular basis.



Public Workshops

During the LRTP development process, Forward Pinellas holds public workshops for citizens to learn about the components of the Plan and to provide comments. The most recent Forward Pinellas LRTP workshops were held in Palm Harbor, Clearwater and St. Petersburg in 2014. Forward Pinellas has also held public workshops to invite citizens to review and provide input on the Bicycle Pedestrian Master Plan and to participate in a regional needs study associated with the update of the Transportation Disadvantaged Service Plan.



Forward Pinellas staff also takes the opportunity to attend workshops held by other agencies where transportation issues are being addressed. As an example, Forward Pinellas staff has attended Homeless Coalition workshops in Largo where they've provided information about mobility options for low income residents. In addition, staff participated in an FDOT Tampa Bay Next workshop at the John Hopkins Conference Center in St. Petersburg presenting information on the LRTP and 34th Street Lane Elimination Study and meetings held by Creative Pinellas to discuss plans for the designation of Alternate US Highway 19 in north county as a cultural corridor.

Public Hearings

Public hearings are defined in the *FDOT Public involvement Handbook* as formal meetings required by a regulation where citizen comments are recorded as public record. They typically involve specific time frames for public notice and written comments. Forward Pinellas holds public hearings for all Board actions relating to adoption and amendment of the TIP and LRTP. Public hearings are also held for PPP amendments. Board actions on TIP and LRTP public hearing items are determined by a roll call vote. Public hearing notices are posted on the Forward Pinellas web site. These hearings allow for Board member discussion and citizen comments. Processes involved in the review and approval of proposed amendments and modifications associated with core Forward Pinellas planning documents, including the LRTP, TIP and PPP, are summarized in Appendix C.

Public Surveys

Forward Pinellas utilizes survey forms as a means of assessing public opinion concerning Forward Pinellas' planning activities and programs. Three survey forms have been used on an ongoing basis since 2016 to gather input on the Forward Pinellas SPOTlight emphasis areas, including US Highway 19, beach access and the Gateway/Mid-County Area Master Plan. The surveys are accessible from the SPOTlight page of the Forward Pinellas' website and have also been distributed in paper form by Forward Pinellas staff at public meetings, workshops and community events. Forward Pinellas also relies heavily on survey instruments in the development of the LRTP to gather community feedback on countywide and regional transportation needs and projects.

Mailing Lists

Forward Pinellas currently maintains 12 mailing lists. These mailing lists are utilized in the distribution of meeting agendas, and printed materials such as press releases, flyers and summary reports. There is a mailing list for each Forward Pinellas advisory committee as well as condominium associations, homeowner's associations, and people who participated in TellUsPinellas during the development of the 2040 LRTP. Individuals can request they be included on Forward Pinellas' mailing list on the survey forms they complete or through the Forward Pinellas website. Forward Pinellas periodically revises and updates its mailing lists to reflect changes in names, addresses or to add or remove any contacts as necessary.

Long Range Transportation Plan (LRTP)

The LRTP is the focal point of Forward Pinellas' planning programs and activities. In accordance with Federal requirements, the Plan assesses the transportation needs of Pinellas County and sets forth improvements necessary to address those needs over a 20-year period. A new Plan reflecting the most recent population, land use, socioeconomic and employment data and associated trends is required every five years. Public involvement objectives specific to the LRTP are listed below.

- Develop an early, proactive, and ongoing public participation process that includes the general public, Forward Pinellas committees and Board, local and regional planning partners, and other stakeholders.
- Incorporate visualization techniques to help convey the transportation planning process and transportation improvements identified.
- Provide prompt response to input and inquiries related to the transportation planning process.
- Maintain contact with interested citizens and other stakeholders throughout the LRTP development process.
- Involve traditionally under-served persons including minority, low-income, disabled and elderly citizens.



Civic, Business Group and Community Meetings

Forward Pinellas staff members regularly speak to civic and business organizations, offering presentations on various transportation plans and topics. These presentations become more frequent and more focused on LRTP topics during the time when a new Plan is being

developed. They provide an opportunity to engage the attendees in discussions about transportation topics and issues and to inform them about the requirements of the Plan, adoption schedule and the role it plays in securing funding and setting priorities.

For the development of the 2040 LRTP, Forward Pinellas also held stakeholder meetings and charrettes. The stakeholder meetings involved representatives of property owners along the rail alignment that was approved as the locally preferred alternative in the 2012 Pinellas Alternatives Analysis. Comments provided by the stakeholders revolved around their concerns and opinions about the prospect of a future rail system and premium transit service in their communities as well as Pinellas County. The charrettes were designed to collect input from citizens and business representatives on the design of transit station areas adjacent to the proposed rail line identified in the Alternatives Analysis.

Website

New website pages were designed and published specifically for the development of the 2040 LRTP in 2012. They included information on all aspects of the Plan as well as applicable requirements and laws, adoption schedule, notices of hearings and public events where citizens could provide comments and talk to Forward Pinellas staff. The pages also included links to published documents associated with the Plan. Following adoption of the 2040 LRTP in December, 2014, information from the web pages was condensed and transferred to a single LRTP page on the main website which has served as a central point of information for the 2045 LRTP.

Social Media

LinkedIn, FaceBook, Twitter, and YouTube are used throughout the development of the LRTP to keep people informed of the progress of the Plan development and the release of new LRTP planning and resource documents. Social media is also utilized to notify people of workshops, meetings and events where Forward Pinellas is appearing with informational materials to inform and engage citizens on LRTP issues and topics.

Focus Groups

Focus groups provide an opportunity to receive feedback from specific population groups about transportation issues addressed by Forward Pinellas. Focus groups have been utilized in the development of the 2040 and 2045 LRTP to generate ideas and obtain feedback on specific topics related to transportation concerns and topics. The focus groups included



representatives from underserved communities, diverse age cohorts, and specific geographic areas around the County. The results of the discussions provide meaningful input for the development of the LRTP.

Public Events, Exhibits/Displays

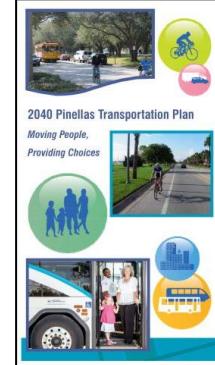
Forward Pinellas representatives attend many community events and festivals throughout the County during the development of its long range plans. This includes using table top exhibits/displays at the events to present information on the LRTP. This activity will continue on an ongoing basis.

Media

As mentioned previously, Forward Pinellas and its partner agencies conducted four ETown hall meetings from 2011 to 2013. Future Etown hall meetings are anticipated during periods when a new LRTP is being developed. All Forward Pinellas meetings involving the discussion of LRTP elements, proposals, topics and Plan adoption will continue to be televised on PCC-TV and subsequently archived for viewing by video stream through the Forward Pinellas website.

Outreach Materials

Press releases, brochures, and flyers (fact sheets) are utilized to invite feedback and to keep people informed throughout the LRTP development process. Forward Pinellas also regularly teams with local and regional planning partners to disseminate project and public meeting information related to the LRTP through their newsletters, websites, community events, and other communication tools as appropriate. Forward Pinellas will continue to utilize these types of outreach materials for the LRTP as well as in association with other planning activities.



Key Contacts/Mailing Lists

In association with the 2040 LRTP, Forward Pinellas developed a comprehensive mailing list that included contacts from other public agencies, elected and appointed public officials, advisory committee members, civic organizations, homeowners associations, business organizations, groups representing underserved populations, transportation agencies, and citizens who asked to receive project updates. Forward Pinellas will continue to maintain and update this list of contacts for use in the distribution of outreach materials and notifications.

Forward Pinellas Workshops

Forward Pinellas routinely holds public workshops to invite and respond to citizen comments on proposed transportation improvements identified in the cost feasible element of the LRTP. These workshop sessions will continue to be utilized with the development of future LRTPs.



Inter-agency Coordination

Forward Pinellas actively engages in meetings of other agencies, including local governments, PSTA and FDOT, where citizen comments are solicited on transportation plans and projects related to the LRTP. Forward Pinellas considers feedback received at these meetings in the development of the LRTP and other transportation plans.

Surveys

Transportation surveys are utilized throughout the LRTP development process to gauge public opinion about current and future transportation needs and the prioritization of public funds for future transportation improvements. The surveys also capture demographic information about respondents (e.g., age range, zip code, etc). Online access to the surveys is provided through the Forward Pinellas website and promoted on committee agendas, via emails, and at public workshops, community meetings, and other public events where information on the LRTP is shared. Respondents are also provided an opportunity to complete and return paper survey forms at the public workshops and community events and at local libraries and city halls. Employment of survey instruments will continue to play a key role in the collection of public input for the LRTP.



Visualization

An assortment of visualization techniques are used to help convey information about the Plan development process and the contents of the LRTP to the public in an easy to understand format. Maps, graphics and photographs are frequently utilized to highlight key points of the LRTP.

Local Government Input

During the development of the LRTP, local government comprehensive plans, which also rely on citizen participation to frame their goals, objectives and policies, are utilized to ascertain the transportation needs and concerns of the local communities. These needs and concerns help to shape the direction of the LRTP. Local government input is particularly important in regard to assumptions on future growth and land use patterns. Forward Pinellas also coordinates with local government staff to ensure their transportation projects and/or planning initiatives are considered during the development of updated editions of the LRTP.

Advisory Committees

The TCC, BPAC and CAC play a key role in the development of the LRTP and in providing a conduit for citizens to help shape the policy direction and recommendations of the Plan. The TCC reviews LRTP draft documents with particular emphasis on the data and analysis that was developed in support of the recommended transportation improvements.

The bicycle and pedestrian components of these documents are developed and reviewed by the BPAC.

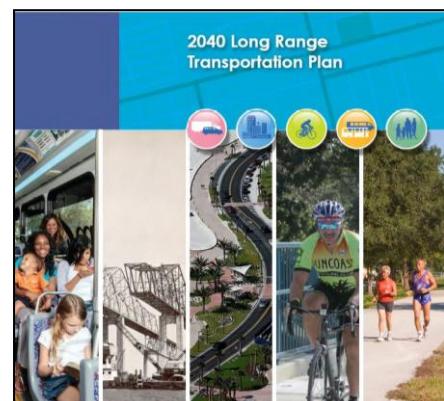
Input from the CAC, as well as from the general public through surveys and correspondence, provide the primary source of citizen input into the development of the LRTP in terms of addressing issues of greatest concern to the public. The TCC and CAC also review all proposed LRTP amendments prior to Forward Pinellas action. Other committees also review proposed amendments as they relate to their particular focus areas.



LRTP Amendments and Modifications

Any local government or agency (e.g., PSTA, FDOT) may submit a request to Forward Pinellas to modify or amend the LRTP. Forward Pinellas staff conducts a technical review of the request, including a determination as to whether the request should be processed as a modification or an amendment.

A proposed amendment requires public review and comment and an assurance of fiscal constraint. Proposed



amendments include adding or deleting projects from the LRTP Cost Feasible Plan and major changes to project costs, initiation dates, or design concepts and scopes for existing projects. Public hearings are required for proposed amendments.

Proposed modifications follow the same review process as amendments except that no public hearing and accompanying roll call vote and assurance of fiscal constraint is required. These are minor changes that typically involve items such as map corrections, revisions needed for consistency with the TIP, and adding unfunded projects. Procedures for processing proposed amendments and modifications to the LRTP and other core Forward Pinellas documents are summarized in Appendix C.

Transportation Improvement Program (TIP)

There are four processes associated with the TIP that provide opportunities for public involvement. These processes are associated with the review and approval/adoption of the following:

- Project priority lists;
- Local transportation improvement programs and fall TIP update;
- FDOT Five-Year Work Program and annual TIP; and
- Proposed TIP amendments.

Forward Pinellas provides ample opportunities for the public to participate in these processes largely through its network of advisory committees, including the CAC and TCC, which review all TIP items that require Forward Pinellas Board approval. Other committees, including the BPAC, have a more limited role in the review of TIP matters. Their focus is on TIP elements specific to their areas of interest. Actions of Forward Pinellas regarding the TIP follow a public hearing and consideration of recommendations and comments provided by the committees and interested citizens. These hearings are advertised on the website and through social media. Public hearing notices and agenda materials to be considered by the Board in the review of a TIP item are posted on the website no less than seven business days prior to the meeting. Outlined below is an overview of the four TIP processes.



Project Priority Lists

The advisory committees review the project TIP priority lists annually in the summer or fall depending on the timing of the Florida Legislative Session. Following the advisory committee meetings, the adopted priority lists as well as any changes proposed by them, are posted on the website. Announcements of Forward Pinellas actions on the priority lists are also posted.

Local Transportation Improvement Programs/Fall Update

Locally adopted County and municipal government work programs are considered by the advisory committees for inclusion in the fall update of the TIP in October. Following the committee meetings, the adopted work programs are posted on the website along with maps identifying the location of the improvements. In addition, staff prepares summary tables for the website that provide abbreviated project descriptions corresponding with the maps. This allows web viewers to access the project information without having to look through the lengthy work program documents. Forward Pinellas approves the fall update in November. Announcement of Forward Pinellas action on the fall update is also posted on the website along with the updated TIP.

FDOT Work Program/Annual TIP Adoption

In October or November, FDOT holds public hearings on its draft Tentative Work Program via a live webinar presentation. These are advertised on the Forward Pinellas website and through social media. During this time frame, FDOT presents its draft Tentative Work Program to the Forward Pinellas advisory committees. Following the advisory committee meetings, the draft Tentative Work Program is posted on the website along with any FDOT presentation material shown at their public hearing and committee meetings. The Forward Pinellas Board considers the draft Tentative Work Program for approval in November/December. Announcement of Forward Pinellas Board action is also posted on the website.



A final version of the Tentative FDOT Work Program, which is included in the annual TIP adoption, is presented to the advisory committees in May. Following the advisory committee meetings, the final Tentative Work Program is posted on the website along with a summary of the project descriptions and accompanying maps similar to what is made available for the fall

update. In addition, staff includes a report identifying the changes from the previous year's Work Program. This report, in addition to the maps and summary of project descriptions, allows web viewers to find the information of interest to them without having to read through the details of the Work Program document. Forward Pinellas typically approves the FDOT Tentative Work Program in November or December and adopts the annual TIP in June. Announcement of Forward Pinellas action is also posted on the website along with the new TIP.

Proposed Amendments and Modifications

A TIP amendment is a revision that involves a major project change, including addition or deletion of a project, or a major change in cost, phase, initiation date, or design concept or scope (i.e., changing project termini, or the number of through traffic lanes). An amendment requires verification of financial constraint and a public hearing and accompanying roll call vote. A modification includes minor changes to project phases, costs, funding sources of previously included projects, or initiation dates. These do not require a demonstration of fiscal constraint or a public hearing and accompanying roll call vote.



The TCC and CAC are typically the only advisory committees that review proposed TIP amendments and modifications. Following review by the TCC and CAC, information on proposed amendments/modifications are posted on the website. This includes descriptions of the proposed changes as well as maps identifying their location. Forward Pinellas approves proposed amendments/modifications with consideration given to any comments and recommendations from the committees and interested citizens. Descriptions and maps associated with all proposed amendments and modifications approved by the Board are posted on the website until the next fiscal year begins. Amendment and modification processes associated with the TIP and other core MPO documents are summarized in Appendix C.

Due to timing issues, there may be occasions when a proposed TIP amendment will need Board or Executive Director approval before the advisory committees have an opportunity to review them. This typically occurs when Federal funding needs to be secured for a scheduled project prior to the close of a Federal fiscal year. This is due to the overlapping fiscal years, July 1 – June 30 for the State and October 1 – September 30 for the Federal. In these situations, staff informs and engages committee member comments through email and phone calls, as

necessary. Any comments or concerns raised by committee members that cannot be adequately addressed by staff are presented to the Board prior to their scheduled action.

Forward Pinellas also has developed a web-based TIP application that allows the public to query and view TIP project information on the Pinellas County Geographic Information System (GIS). The application is expected to be available for public use by July, 2019.

Public Participation Activities for the Traditionally Underserved

The Federal Highway Administration (FHWA), Federal Transit Administration (FTA), and FDOT require public participation activities to address the needs of the traditionally underserved. These include people who have special cultural, racial, economic, language or ethnic characteristics, or who are low-income, poorly educated or disabled. Forward Pinellas engages the County's underserved through its participation in community events, meetings and workshops in their neighborhoods and through outreach efforts directed to agencies that provide services to them. These have included Lealman Community Association meetings in unincorporated Pinellas County and Human Services Coalition meetings in Largo.



Pinellas County Transportation Disadvantaged (TD) Program

Forward Pinellas' responsibilities as the designated planning agency (DOPA) for the TD Program provide additional opportunities for underserved communities to participate in the planning process. The TD Program provides low-cost transportation to individuals who qualify as "transportation disadvantaged" as defined by Chapter 427, Florida Statutes. To qualify as "transportation disadvantaged" and to receive TD Program services in Pinellas County, a person must have no means of transportation available, including family and friends, and have an income of less than 150 percent of the Federal poverty level.

Public input on matters related to the TD Program is mostly provided through the LCB, which includes several members who represent low income and physically and mentally impaired citizens. The LCB meetings also provide opportunities for public comment on matters affecting the transportation disadvantaged community. Issues addressed through the LCB typically concern access to medical appointments, job sites, dining halls, disease treatment and rehabilitation centers, and for sustenance needs (e.g., grocery, bill payment, etc.) for disadvantaged citizens.

Community workshops are also held periodically to assess the needs of the transportation disadvantaged community. Workshop participants include social service, transportation providers and public agencies as well as citizens. The results of the workshops are incorporated in the TD Service Plan, which sets forth goals and strategies for the Program.

Pinellas Suncoast Transit Authority (PSTA)

Forward Pinellas also relies on its partnership with and ongoing efforts by PSTA to engage citizens who are disadvantaged and/or underserved. Opportunities for these citizens to provide input to PSTA regarding access to transit service occurs through on-board surveys with bus riders, staff presentations to civic and business groups, stakeholder committees, telephone town halls, social media and the Transit Riders Advisory Committee (TRAC). This committee helps PSTA identify ways to improve the delivery of fixed route and paratransit service. Information resulting from these efforts is reflected in PSTA's Transit Development Plan and utilized by Forward Pinellas in the development of the LRTP and TIP as well as the TD Service Plan. A TRAC representative also serves on the CAC.



Title VI, Limited English Proficiency, and Americans with Disabilities Act

As a recipient of FTA funding, Forward Pinellas is required to comply with Title VI of the Civil Rights Act of 1964, the Limited English Proficiency requirements of Executive Order 13166, and the Americans with Disabilities Act of 1990. Title VI of the Civil Rights Act prohibits discrimination on the basis of race, color or national origin in programs or activities receiving Federal financial assistance. Presidential Executive Order 13166 addresses services to those individuals with limited ability to speak English. 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. Presidential Executive Order 12898 addresses environmental justice in minority and low-income populations.



The Forward Pinellas' policy regarding Title VI is not to discriminate against any person with respect to a Forward Pinellas program or service and to engage all segments of the population in

the transportation planning process. All notices of Forward Pinellas public hearings and workshops include the statement below, which reflects this policy.

Public participation is solicited without regard to race, color, national origin, age, sex, religion, disability, or family status. Persons who require special accommodations under the Americans with Disabilities Act or persons who require translation services (free of charge) should contact the Office of Human Rights, 400 South Fort Harrison Avenue, Suite 300, Clearwater, Florida 33756; [(727) 464-4062 (V/TDD)] at least seven days prior to the meeting.

To accommodate people who are vision impaired, all documents posted on the Forward Pinellas website are in pdf format. In addition, Forward Pinellas meetings, which are all televised, provide close captioning for hearing impaired individuals.

Regarding accessibility for people with disabilities, all Forward Pinellas sponsored event locations are within one-half mile of a transit route and bus stop and are wheelchair accessible. When conducting public meetings and workshops, staff also tries to anticipate the targeted audience and have translators and suitable materials in alternative formats available when necessary. In addition, minority news publications may be used for public notices of Forward Pinellas workshops when their readers are stakeholders in the projects or plans being presented.

In the process of disseminating and collecting survey forms, staff considers the needs of those who cannot read or write and will verbally read the survey and record the respondent's comments if necessary. Staff also makes surveys available in alternative formats such as in large type, Braille or Spanish. For the most recent Pinellas Trail survey conducted in 2014, staff was aware that a large percentage of trail users in some locations were of Hispanic origin. Consequently, a survey form was prepared in Spanish for these individuals and staff was able to provide instructions to them in their native language as well.



More detailed information on Forward Pinellas' approach to addressing the needs of individuals under Title VI and who have limited English speaking ability is included in the Title VI Plan (link below).

<http://forwardpinellas.org/wp-content/uploads/2019/02/Title-VI-Plan-March-2019.pdf>
[Note: activation of link pending approval of proposed amendments by Forward Pinellas Board]

Monitoring and Evaluation Mechanisms

Regular monitoring and review of the Forward Pinellas Public Participation Plan is necessary in order to determine its effectiveness. A review and assessment of the activities described in the Plan is conducted periodically and documented in an evaluation report. The report presents Forward Pinellas' public involvement activity conducted in recent years. This includes advisory committee actions, website traffic, Facebook responses, circulation of brochures, media usage, survey results and staff outreach activity. Based on the findings of the evaluation review, the report also includes recommendations for improving the PPP. These reports are reviewed by the Forward Pinellas advisory committees and the Board. The most recent evaluation was completed in July, 2015. Recommendations from the 2015 report are reflected in the table, *Public Participation Objectives, Strategies and Measures of Effectiveness*, in the appendix. The table describes the actions to be taken by Forward Pinellas to implement the Plan as well as corresponding measures of effectiveness.

Public Participation Objectives, Strategies and Measures of Effectiveness (MOE)

Objective 1:	Raise the level of public awareness of Forward Pinellas and understanding of the transportation planning process in the County and region. Provide opportunities for interested citizens to participate in the MPO planning process.
Strategy 1.1:	Develop and publish printed materials that highlights the functions, activities and accomplishments of Forward Pinellas related to land use as well as transportation planning.
MOE 1.1:	N/A
Activity/Comments:	<ul style="list-style-type: none"> • Annual reports and brochures will be posted online and distributed through email correspondence and public events, workshops and meetings where Forward Pinellas staff is present. • Annual reports will cover noteworthy accomplishments and challenges of Forward Pinellas as well as trends and issues affecting land use and transportation planning in Pinellas County. • Brochures will provide information addressing the role and function of Forward Pinellas as well as associated planning topics, including pedestrian and bicycle safety, Transportation Disadvantaged Program services, Long Range Transportation Plan, etc.
Strategy 1.2:	Maintain and enhance website with interactive features that allow for easy access to topics and documents, encourage feedback and provide an enhanced user experience.
MOE 1.2:	Annual increases in number of website hits
Activity/Comments:	<ul style="list-style-type: none"> • The Forward Pinellas website will continue to be utilized as the primary public involvement tool and resource, providing the following information on an ongoing basis: <ul style="list-style-type: none"> ○ Transportation planning news and updates; ○ Pages and documents on Forward Pinellas programs and projects; ○ Forward Pinellas board and advisory committee meeting notices and agenda information; and ○ Forward Pinellas meeting video archives and Interactive surveys. • The website will also continue to utilize visualization techniques, such as interactive maps and illustrative graphics where applicable
Strategy 1.3:	Participate in citizen and business group meetings and community events displaying and providing transportation planning and/or project information
MOE 1.3:	Participate in a minimum of 24 citizen/ business group meetings and community events per year. This includes meetings where Forward Pinellas staff is invited to speak or serve on a panel and events scheduled by Forward Pinellas to engage local residents in conversation about planning issues.

Public Participation Objectives, Strategies and Measures of Effectiveness (MOE)

Activity/Comments:	<ul style="list-style-type: none"> Information presented by staff will typically focus on the LRTP or related topic Continue to utilize the Pinellas County Speakers Bureau to schedule speaking appearances in addition to contacting organizations directly. Utilize visualization techniques where applicable. These may include maps, graphs and other illustrations that highlight key issues for the public.
Strategy 1.4:	Utilize local television and radio stations, including public access television (PCC-TV), to inform the public about transportation issues and topics and the role of Forward Pinellas
MOE 1.4:	All Forward Pinellas Board meetings shall be televised on PCC-TV.
Activity/Comments:	<ul style="list-style-type: none"> Continue to work with the Pinellas County Communications Department to arrange for information about Forward Pinellas plans and programs and related topics to be presented on PCC-TV through video productions such as Etown Halls. Work with other public and private radio and TV stations to inform the public about transportation topics such as bicycle and pedestrian safety and complete streets
Strategy 1.5:	Partner with local governments and other agencies to obtain data on public opinions relative to the LRTP
MOE 1.5:	The LRTP shall include public input resulting from survey and outreach activities of Forward Pinellas' partner agencies, including FDOT District 7, PSTA, TBARTA, and local governments.
Activity/Comments:	<ul style="list-style-type: none"> Work with other agencies and local governments to collect survey/public input information relative to the LRTP Coordinate outreach efforts with TBARTA and other transportation agencies
Strategy 1.6:	Utilize social media to inform citizens of transportation issues and topics relevant to the Forward Pinellas planning program and provide opportunities for feedback
MOE 1.6:	<ul style="list-style-type: none"> Annual increases in number of interactions on the Forward Pinellas Facebook page and individual posts Annual increases in number of Twitter followers
Activity/Comments:	<ul style="list-style-type: none"> Social media sites will be promoted through printed materials such as agenda cover sheets, summary reports, and display boards. Links to the sites will be provided on the website. Advertisements shall also be purchased on Facebook periodically, as necessary, to encourage more "likes." Explore opportunities to expand Forward Pinellas' presence on other social media applications such as YouTube and email software. Use blog site to share commentary on transportation topics and elicit feedback from citizens.

Public Participation Objectives, Strategies and Measures of Effectiveness (MOE)

Strategy 1.7:	Utilize Forward Pinellas survey instruments as well as those distributed and collected by partner agencies to assess public input on issues and topics associated with the LRTP and related programs
MOE 1.7:	Obtain multiple survey responses from each of the County's 14 planning sectors (see Appendix B) during the five-year periods preceding adoption of the LRTP.
Activity/Comments:	<ul style="list-style-type: none"> • Utilize the Forward Pinellas website to provide surveys online • Distribute survey in paper form at public events and meetings where Forward Pinellas staff is present • Employ more specialized survey instruments as necessary to identify the needs of transportation disadvantaged citizens and the travel patterns of Pinellas Trail users
Strategy 1.8:	Distribute survey instrument to attendees of Forward Pinellas sponsored public outreach events to assess the information presented and provide opportunity for them to sign up for mailing list.
MOE 1.8:	Completed survey forms from at least 75 percent of attendees
Activity/Comments:	<ul style="list-style-type: none"> • Distribute survey in paper form at public events and meetings where Forward Pinellas staff is present • Explore the use of remote voting technology at public meetings and events to improve the effectiveness of the survey process (also applies to Strategy 1.9).
Objective 2:	Maximize opportunities for public participation in the transportation planning process.
Strategy 2.1:	All venues utilized by Forward Pinellas for public workshops shall be accessible by transit and compliant with the Americans with Disabilities Act (ADA).
MOE 2.1:	All Forward Pinellas workshop and meeting locations will be within one-half mile of a bus route and ADA compliant
Activity/Comments:	<ul style="list-style-type: none"> • When not held at the Forward Pinellas offices or County courthouse, Forward Pinellas shall continue to rely on the use of other public buildings, including PSTA headquarters, for its workshops • Use checklist to ensure all meeting details are considered, including newspaper advertisements and/or notices, social media and website outreach, printed materials and graphics needed for meeting, facility arrangements, etc.
Objective 3:	Maintain contact with interested citizens and key stakeholders throughout the process of developing Forward Pinellas plans and projects.
Strategy 3.1:	Identify key contacts representing local interest groups and initiate communication and correspondence with them, as deemed appropriate, in the process of seeking public input on transportation related topics.

Public Participation Objectives, Strategies and Measures of Effectiveness (MOE)

MOE 3.1:	Annual increases in total number of Forward Pinellas mailing list recipients
Activity/Comments:	<ul style="list-style-type: none"> Continue to maintain and develop database of key contacts and provide information to them about the LRTP and related programs. Key contact list shall include representatives of governments, neighborhood associations, civic groups, chambers of commerce, freight carrier and airport representatives, public and private transportation providers and human service agencies that serve women and minority groups and persons with disabilities.
Strategy 3.2:	Utilize advisory committee network to collect information from local governments, transportation agencies, and citizens on issues relative to the LRTP
MOE 3.2:	All local government, agencies and citizen representatives who are members of Forward Pinellas advisory committees shall have ample opportunities to provide comment on all elements of the LRTP as they are being developed.
Activity/Comments:	Continue to work with Forward Pinellas advisory committees to collect input from representatives of local governments, transportation agencies, and citizens.
Objective 4	Promptly respond to citizen inquiries about transportation issues and concerns
Strategy 4.1:	Provide feedback on all questions and comments received on transportation issues and topics related to Forward Pinellas functions and responsibilities.
MOE 4.1:	All questions and inquiries received by Forward Pinellas staff via email or phone shall be answered within 24 hours
Activity/Comments:	People with questions or comments not related to Forward Pinellas functions or responsibilities shall be referred to the appropriate agency.
Objective 5	Involve traditionally under-served persons, including minority, low-income and elderly citizens or those addressed by the Americans with Disabilities Act (ADA) in the development and review of transportation plans
Strategy 5.1:	Continue to provide accommodations for people with disabilities and who do not speak English to participate in Forward Pinellas sponsored events.

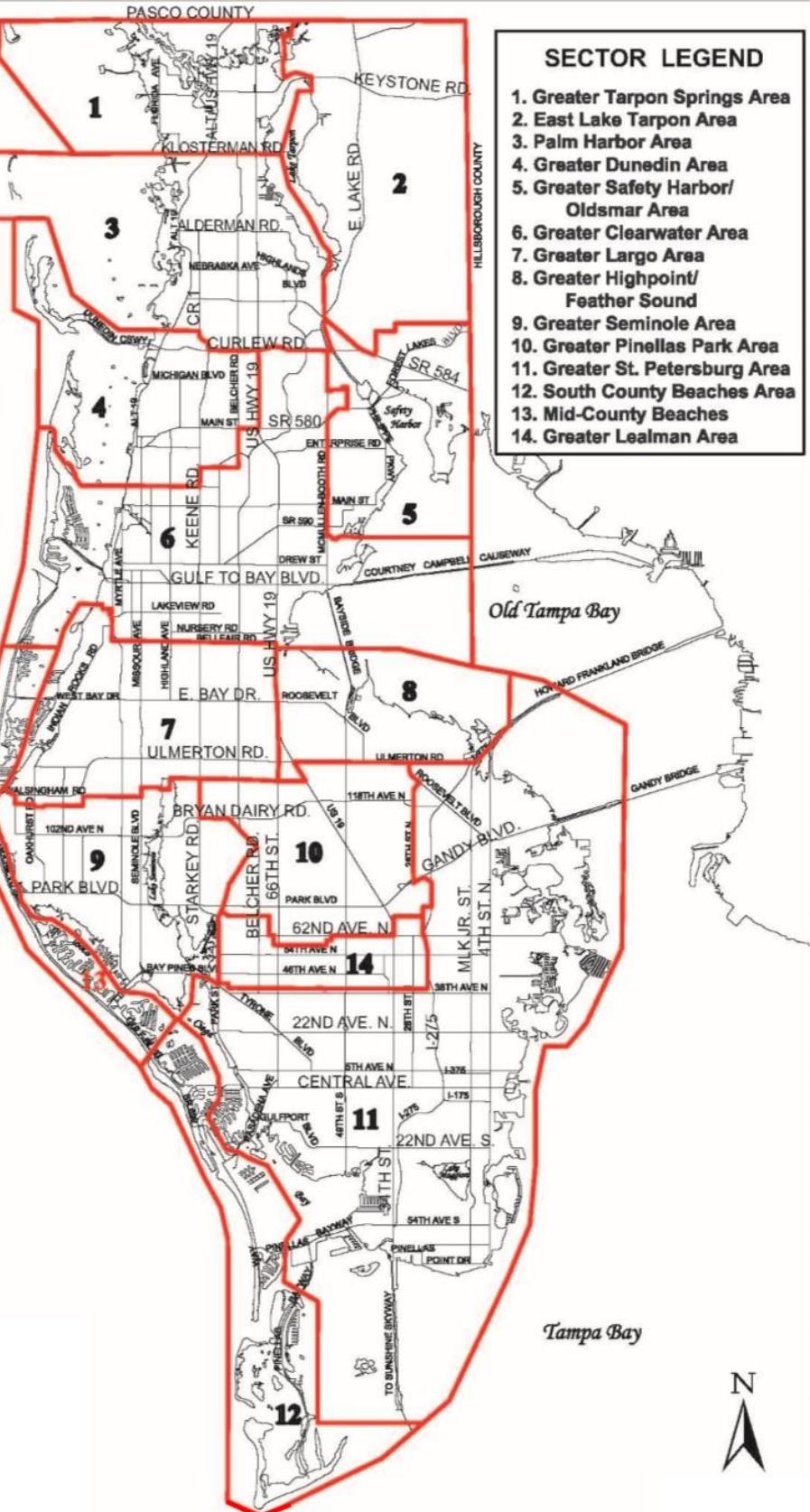
Public Participation Objectives, Strategies and Measures of Effectiveness (MOE)

MOE 5.1:	<ul style="list-style-type: none"> • All Forward Pinellas public hearing notices shall indicate availability of translators • All Forward Pinellas meetings and events shall provide accommodations for disadvantaged citizens in accordance with ADA requirements and in coordination with the Pinellas County Human Rights Department • All Forward Pinellas printed materials and documents distributed to the public shall be produced in a format that is clearly understandable to a layperson. • All Forward Pinellas web documents shall be in PDF format with optical character recognition (OCR). Images shall have “alt text”, where appropriate, to accommodate blind and visually impaired users.
Activity/Comments:	<ul style="list-style-type: none"> • Include statement in meeting/public hearing advertisements indicating availability of translators. • Provide translators, TTY relay, electronic amplifiers, large fonts in print materials and Braille translations as needed/requested for persons with disabilities at Forward Pinellas sponsored meetings and other events
Strategy 5.2:	Work with human service agencies and healthcare and social service providers to identify issues and collect input related to the needs of the traditionally underserved.
MOE 5.2:	<ul style="list-style-type: none"> • Attend at least one human service agency and/or provider meeting per year • No less than 50 percent of the Local Coordinating Board membership shall continue to represent the interests of the traditionally underserved
Activity/Comments:	Forward Pinellas will continue to take advantage of opportunities provided through the Transportation Disadvantaged Program to engage traditionally underserved citizens in the planning process.
Strategy 5.3:	Collect input from low income and minority individuals and focus groups on LRTP issues.
MOE 5.3:	All focus group activity shall include representation from low income and minority communities
Activity/Comments:	Gather feedback of low income and minority individuals through discussion, distribution and collection of survey forms at public events, meetings and workshops.
Objective 6	Inform and educate incoming Forward Pinellas Board and advisory committee members regarding Forward Pinellas' functions, responsibilities and programs.
Strategy 6.1:	Ensure new Forward Pinellas board and advisory committee members are informed regarding their roles and responsibilities relative to Forward Pinellas and/or advisory committee of which they are a member.

Public Participation Objectives, Strategies and Measures of Effectiveness (MOE)

MOE 6.1:	<ul style="list-style-type: none"> • All new incoming Board members shall be briefed by the Forward Pinellas Executive Director regarding their roles and responsibilities prior to their first meeting • Provide opportunity for each Forward Pinellas Board member to attend MPOAC Institute training • An orientation session for CAC members will be conducted by Forward Pinellas staff on an annual basis • Newly appointed CAC members shall be briefed by staff regarding the committee's role and responsibilities and provided corresponding informational materials • Work with CAC members to identify topics of which they would like further information and included in future agendas
Activity/Comments:	<ul style="list-style-type: none"> • Use the CAC orientation meetings as an opportunity for questions and answers relating to the function of the committee • Consider development of a informational brochure or summary for distribution to CAC members
Objective 7	Ensure the objectives of the Public Participation Plan are achieved
Strategy 7.1:	Conduct evaluations to gauge the effectiveness of PPP strategies and recommend changes based on the findings as necessary to improve the Plan's performance
MOE 7.2:	Complete PPP evaluation and associated report within the year following adoption of a long range transportation plan or quadrennial certification.
Activity/Comments:	<ul style="list-style-type: none"> • Evaluation reports and follow-up PPP amendments shall be presented to the advisory committees and Forward Pinellas Board for review and approval. • Develop template for tracking progress of PPP strategies that can be incorporated in the evaluation reports and utilized to streamline the evaluation process

PLANNING SECTORS



Forward Pinellas Internet Social Network Policy

The Forward Pinellas public outreach objectives and strategies are identified in its Public Participation Plan (PPP). An update to the Plan in 2011 introduced the utilization of social media to the Forward Pinellas toolkit of public involvement strategies. The Plan calls for the use of social media/networking sites (e.g., Facebook, Twitter and Youtube) for the distribution of news and information regarding Forward Pinellas projects, programs and events and also as a means to collect citizen feedback on Forward Pinellas activities and related transportation issues.

The Pinellas County Attorney's Office has drafted policies governing the use of social networking sites by departments maintaining websites on the County server under the authority of the County Administrator. This report outlines policies and procedures intended to guide the use of social media tools by Forward Pinellas in accordance with the social network policy provided by the County Attorney's Office.

The social networking programs and applications currently being utilized by Forward Pinellas in carrying out its PPP objectives include Twitter and Facebook. The use of these applications is discussed in the PPP. Forward Pinellas anticipates expanding its use of social media on an ongoing basis to improve the reach and effectiveness of its PPP. Therefore, the policies and procedures described here apply to other social networking applications Forward Pinellas may use in the future, in addition to those currently in use.

Forward Pinellas Social Media Policies

With its growing popularity and large number of users, social media has far reaching potential as a tool for engaging the public in the MPO planning process. But with this communication tool comes a responsibility to ensure that correspondence posted by Forward Pinellas staff is fact based and non-biased, maintained and updated on a regular basis, compliant with applicable laws and County policies and not a source for creating new public documents. Listed below is a set of policies that encompass these responsibilities and provide guidelines for the establishment and operation of social networking sites.

1. Forward Pinellas social networking sites shall be supervised and administered by the Forward Pinellas web manager.
2. The web manager shall be responsible for reviewing all information before it is posted on social networking sites to ensure that the material is appropriate for public viewing.
3. All Forward Pinellas social networking sites shall adhere to Florida Sunshine Law, Public Records Law and all other applicable state, Federal and local laws, regulations and policies including all information technology and records management policies of Pinellas County.

4. Forward Pinellas social networking sites and entries shall clearly indicate that any articles and content posted or submitted for posting are subject to public disclosure.
5. Forward Pinellas shall include an introductory statement on its social networking sites that clearly specify their purpose and topical scope. Forward Pinellas social networking sites shall link back to its website for forms, documents and other information.
6. Forward Pinellas' social networking comments containing any of the following forms of content shall not be posted:
 - a. Comments not topically related to the particular site being commented upon;
 - b. Profane language or content;
 - c. Content that promotes, fosters, or perpetuates discrimination on the basis of race, creed, color, age, religion, gender, marital status, status with regard to public assistance, national origin, physical or mental disability or sexual orientation;
 - d. Sexual content or links to sexual content;
 - e. Solicitations of commerce;
 - f. Conduct or encouragement of illegal activity;
 - g. Information that may tend to compromise the safety or security of the public or public systems; or
 - h. Content that violates a legal ownership interest of any other party.
7. All social networking sites shall clearly indicate they are maintained by Forward Pinellas and shall have staff contact information prominently displayed.
8. Forward Pinellas shall use a general office e-mail account for its social networking sites.
9. Forward Pinellas shall not follow private citizen or commercial profiles from within its social networking profile.
10. Forward Pinellas' communication on social networking sites shall be mainly one-way. After its initial posting, Forward Pinellas will not respond to subsequent viewer comments/messages except for purposes of clarification or matter-of-fact response to a question regarding the subject matter.
11. Documents posted on social media sites shall be in PDF format with optical character recognition (OCR). Website Images shall have "alt text," where appropriate, to accommodate blind and visually impaired users.
12. Photos uploaded to Forward Pinellas social networking sites shall be labeled and text captions and descriptions shall also be provided as applicable.

13. The Forward Pinellas logo shall be used as the agency picture on social networking sites.
14. Forward Pinellas shall avoid creating new material on social networking sites. Instead, material from existing websites or previously published documents shall be used.

Review Process for Amending and Modifying Forward Pinellas Plans and Work Programs

		Review/Action							Schedule Requirements/Notes	++Fiscal Constraint	Notice Method
Document/Action	Basis for Amendment/Modification	BPAC	TCC	CAC	LCB	FP Board	Pub. Hrg.+	Roll Call Vote	Agency Review **		
Long Range Transportation Plan											
Amendment	Adding or deleting projects, major changes to project costs, initiation dates or design concepts and scopes	X*	X	X		X	X	X	FDOT, FHWA, FTA, FAA		X website, social media, agenda distribution
Modification	Minor changes (e.g., map corrections, revisions for TIP consistency, adding unfunded projects)	X*	X	X		X			FDOT, FHWA, FTA, FAA (advise of change)		website, social media, agenda distribution
Unified Planning Work Program											
Amendment	Change to approved FHWA budget for the UPWP; and/or scope of task; and addition or deletion of a task					X			FDOT, FHWA	FDOT has 10 days to review and FHWA has 10 subsequent days to provide a response. Pursuant to Board resolution, Executive has authority to approve amendments as necessary. Board is informed in situations when this occurs.	agenda distribution
Modification	Doesn't change approved FHWA budget, scope of task or add/delete task								FDOT, FHWA (advise of change)		

Review Process for Amending and Modifying Forward Pinellas Plans and Work Programs

		Review/Action										
Document/Action	Basis for Amendment/ Modification	BPAC	TCC	CAC	LCB	FP Board	Pub. Hrg.+	Roll Call Vote	Agency Review **	Schedule Requirements/Notes	++Fiscal Constra int	Notice Method
Public Participation Plan												
<u>Amendment</u>	Substantive revision to objectives, strategy or measure of effectiveness	X	X	X		X	X		FDOT, FHWA, FTA, FAA***	45 day open comment period before board action		website, social media, agenda distribution
<u>Modification</u>	Minor changes and updates to narrative, descriptions, use of public involvement tools, discussion of activities											website, social media
Transportation Improvement Program												
<u>Amendment</u>	Addition or deletion of project or change that impacts fiscal constraint or changes scope of work. Priority list changes involving project rankings, addition of projects		X	X		X	X	X	FDOT, OPP, FAMO	Minimum 7 day public notice required prior to FP Board meeting. OPP reviews and forwards State TIP amendment requests to FAMO. They consolidate all requests into single amendment submission to FHWA.	X	website, social media, agenda distribution

Review Process for Amending and Modifying Forward Pinellas Plans and Work Programs

Document/Action	Basis for Amendment/ Modification	Review/Action					Pub. Hrg.+	Roll Call Vote	Agency Review **	Schedule Requirements/Notes	++Fiscal Constra int	Notice Method
		BPAC	TCC	CAC	LCB	FP Board						
Modification or Administrative Amendment	Modification is revision involving minor changes to project phase costs, funding sources of previously included projects and phase initiation dates. Administrative amendment occurs during three month gap, July-September, between state and federal fiscal years when projects added to year one of new tentative FDOT Work Program must be added to current year TIP.	X	X		X	X			FDOT, OPP, FAMO			website, social media, agenda distribution
Bicycle Pedestrian Master Plan												
Amendment	Substantial adjustment of planned facility alignment, extents or location or addition or removal of planned facility	X	X	X		X				Bicycle Pedestrian Master Plan is an element of LRTP. Amendment requires LRTP modification.		website, social media, agenda distribution
Modification	Change to narrative or description, map correction, update of map template or base map information, designation of existing facility											reflected in on-line Master Plan and GIS

Review Process for Amending and Modifying Forward Pinellas Plans and Work Programs

		Review/Action										
Document/Action	Basis for Amendment/ Modification	BPAC	TCC	CAC	LCB	FP Board	Pub. Hrg.+	Roll Call Vote	Agency Review **	Schedule Requirements/Notes	++Fiscal Constra int	Notice Method
Transportation Disadvantaged Service Plan												
Amendment	Change to service plan element affecting program operations				X	X			CTD			website, social media, agenda distribution
Modification	Change to Plan narrative, descriptions, corrections								CTD (advise of change)			reflected in online TDSP

Notes:

*If proposed amendment is related to bicycle/pedestrian issue, project, etc.

**Where federal agency review is required, FDOT provides amendment and supporting documentation to them

***During annual/quadrennial certification reviews

+Public hearing records public comments into official public record

++Amendment must include assurance of fiscal constraint

1) Website notice of public hearings provides email link for individuals to comment on proposed amendment(s) if they are unable to attend the hearing in person.

2) The Forward Pinellas Executive Director has the authority to approve amendments/modifications to plans and programs approved by the Board, including the LRTP, when such action is needed to obtain State or Federal approval within a constrained timeframe. This policy was adopted by MPO resolution in 2008. It also stipulates that the Executive Director consult with the Board Chairman prior to executing the amendments and that a report describing the amendments be provided to the Forward Pinellas Board at their next meeting.

Key:

BPAC - Bicycle Pedetrian Advisory Committee

FP - Forward Pinellas

CAC - Citizens Advisory Committee

FTA - Federal Transit Administration

CTD - Florida Commission for the Transportation Disadvantaged

GIS - geographic information system

FAA - Federal Aviation Administration

LCB - Local Coordinating Board

FAMO - Federal Aid Management Office

OPP - Office of Policy Planning (FDOT)

FDOT - Florida Department of Transportation

TCC - Technical Coordinating Committee

FHWA - Federal Highway Administration

GLOSSARY OF TRANSPORTATION PLANNING TERMS

ADVANCED TRAFFIC MANAGEMENT SYSTEMS (ATMS) – Intelligent Transportation System (ITS) technology that focuses on the coordination of traffic signal timing. It integrates hardware, equipment and technology, such as advanced vehicle detectors, closed circuit (CC) TV cameras and other electronic communication systems, to operate the traffic signals more efficiently.

AMERICANS WITH DISABILITIES ACT (ADA) – Prohibits discrimination against people with disabilities in employment, transportation, public accommodation, communications, and governmental activities. It applies to all publicly funded transportation facilities and transit vehicles and requires transit agencies to provide complementary paratransit service within the fixed-route service area to those persons unable to use fixed-route service because of a disability.

AVERAGE ANNUAL DAILY TRAFFIC (AADT) – The total volume of traffic on a highway segment for one year, divided by the number of days in the year.

BICYCLE PEDESTRIAN ADVISORY COMMITTEE (BPAC) – Forward Pinellas appointed committee comprised of representatives of various government agencies, law enforcement officials and private citizens interested in bicycle and pedestrian issues. The BPAC advises Forward Pinellas on matters concerning the planning and development of bicycle and pedestrian facilities and encouraging bicycling and walking in Pinellas County and the region.

BICYCLE PEDESTRIAN MASTER PLAN – An element of the Forward Pinellas Long Range Transportation Plan, the Bicycle Pedestrian Master Plan identifies existing trails, bicycle lanes and sidewalks throughout Pinellas County. The Plan serves as a guide for the planning and development of a comprehensive bicycle and pedestrian facility network that seeks to make these travel modes viable alternatives the personal automobile for commuting as well as recreational purposes. This will be re-titled as the “Active Transportation Plan” following its update in 2019.

BIKES ON BUSES – Allows Pinellas Suncoast Transit Authority (PSTA) riders to mount their bikes on racks installed at the front end of PSTA buses to continue their trip as a bus passenger. The racks accommodate up to two bikes. Bike on bus accommodations are also offered in Hillsborough through Hillsborough Area Regional Transit (HART) and Pasco County through Pasco County Public Transportation (PCPT).

BUS RAPID TRANSIT – A flexible high performance form of premium transit that combines features of rail systems with those of on-road vehicles, and is characterized by being able to operate in special purpose lanes or on city streets. BRT stations are used as an intermodal hub and activity center for the community. Service is frequent enough that passengers do not need a schedule. Intelligent transportation system (ITS) technology keeps track of vehicles, provides passengers with updated travel information, and improves safety.

CITIZENS ADVISORY COMMITTEE (CAC) – Comprised of citizens representing municipal area and at-large membership appointed by Forward Pinellas to review transportation issues and topics before they are presented to the Board. They are the primary conduit for public input in the MPO planning process.

COMMISSION FOR THE TRANSPORTATION DISADVANTAGED (CTD) - An independent State agency responsible for the coordination of transportation services for older adults, persons with disabilities and low income and children at-risk. The CTD is responsible for overseeing local Transportation Disadvantaged (TD) programs, designating local planning agencies, approving the appointment of community transportation coordinators and contracting with CTCs and State transportation providers.

COMMUNITY TRANSPORTATION COORDINATOR (CTC) – Responsible for managing the operations of the Pinellas County Transportation Disadvantaged (TD) Program and for the delivery of trips to individuals qualified to receive services through the Program. The Pinellas Suncoast Transit Authority (PSTA) is the designated CTC for Pinellas County.

CONGESTION MANAGEMENT PROCESS (CMP) – A systematic process designed to address transportation problems through the implementation of small scale physical improvements and strategies designed to improve the operations, safety and efficiency of all travel modes.

DESIGNATED OFFICIAL PLANNING AGENCY (DOPA) – Provides planning services in accordance with Chapter 427, F.S., for the local Transportation Disadvantaged (TD) Program. These include staff support to the Local Coordinating Board (LCB), evaluation of the local community transportation coordinator (CTC) and the administration and implementation of the TD Service Plan. Forward Pinellas serves as the DOPA in Pinellas County.

ENVIRONMENTAL JUSTICE (EJ) – The fair treatment and meaningful involvement of all people regardless of race, color, national origin, or income with respect to the development, implementation and enforcement of environmental laws regulations and policies. Environmental justice is a mandate of the U.S. Environmental Protection Agency and the result of Executive Order 12898 signed by President Clinton in 1994.

FEDERAL HIGHWAY ADMINISTRATION (FHWA) – An agency within the U.S. Department of Transportation (DOT) that supports State and local governments in the design, construction, and maintenance of the Nation's highway system (Federal Aid Highway Program) and various federally and tribal owned lands (Federal Lands Highway Program). Through financial and technical assistance to State and local governments, FHWA is responsible for ensuring the safety of the County's roads and highways.

FEDERAL TRANSIT ADMINISTRATION (FTA) – Provides financial and technical assistance to local public transit systems, including buses, subways, light rail, commuter rail, trolleys and ferries. FTA also oversees safety measures and helps develop next-generation technology.

FIXING AMERICA'S SURFACE TRANSPORTATION (FAST) ACT – The FAST Act was signed into law in 2015. It authorized over \$305 billion in long-term funding for surface transportation infrastructure planning and investment, including highway, highway and motor vehicle safety, public transportation, motor carrier safety, hazardous materials safety, rail, and research, technology, and statistics programs. The FAST Act succeeds the 2005 Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (*SAFETEA-LU*), 1998 Moving Ahead for Progress in the 21st Century (MAP 21) Act and the 1991 Intermodal Surface Transportation Efficiency Act (ISTEA).

FLORIDA DEPARTMENT OF TRANSPORTATION (FDOT) – Formed in 1969, FDOT is a decentralized agency responsible for the development, maintenance and regulation of public transportation systems and facilities in the state. The mission of FDOT is to provide a safe transportation system that ensures the mobility of people and goods, enhances economic prosperity, and preserves the quality of the environment and local communities.

FLORIDA DEPARTMENT OF TRANSPORTATION (FDOT) WORK PROGRAM – This is the State Five-Year Work Program of transportation improvements prepared in accordance with Section 339.135, Florida Statutes. It provides direction on where and when to build projects and how to fund them. The first year of the program authorizes FDOT to expend funds to complete the scheduled projects. The last four years of scheduled projects are included for planning purposes. The FDOT Work Program is also included in the Forward Pinellas Transportation Improvement Program (TIP).

FLORIDA TRANSPORTATION PLAN (FTP) - Defines Florida's future transportation vision and identifies goals, objectives, and strategies to accomplish that vision. The FTP is the statewide long range transportation plan for all of Florida.

FORWARD PINELLAS – Countywide land use and transportation planning agency resulting from the consolidation of the Metropolitan Planning Organization (MPO) and Pinellas Planning Council (PPC) in 2014. The agency is served by a 13 member board representing the County's local governments and the Pinellas Suncoast Transit Authority (PSTA).

HILLSBOROUGH AREA REGIONAL TRANSIT (HART) – The primary transit provider in Hillsborough County, HART provides fixed route bus and door to door paratransit service and operates the Tampa Electric Company (TECO) Line Streetcar System.

INTELLIGENT TRANSPORTATION SYSTEMS (ITS) – Encompasses a broad range of advanced technology solutions designed to improve the efficiency and safety of transportation facilities and services. Examples of ITS technology include coordinated traffic signal controls, smart phone

applications to monitor traffic conditions, variable message signs, intersection cameras monitoring vehicle speeds and automated bus fare systems.

LEVEL OF SERVICE (LOS) – A qualitative measure of roadway performance expressed in letter grades ranging from A through F, with A roads operating under optimum free-flow conditions and F roads operating under the most deficient conditions characterized by forced-flow traffic with considerable delays.

LIMITED ENGLISH PROFICIENCY (LEP) – Refers to individuals whose primary language is not English and have difficulty communicating effectively in English. Title VI of the Civil Rights Act of 1964 requires MPOs and other recipients of federal funding to take reasonable steps to make their programs, services and activities accessible to persons with LEP. The MPO Title VI Plan includes an element addressing the agency's approach to accommodating people who are LEP.

LOCAL COORDINATING BOARD (LCB) – A 15 member board comprised of representatives of the Forward Pinellas Board, social service agencies, PSTA, private transportation providers, School District, FDOT and citizens responsible for governing the Pinellas County Transportation Disadvantaged Program. The LCB identifies local service needs and provides information, advice and direction to the Community Transportation Coordinator (CTC) on the coordination of services to be provided to the transportation disadvantaged within their local service area. The LCB also serves as an advisory committee to Forward Pinellas, which is the designated official planning agency (DOPA) for the Pinellas County Transportation Disadvantaged (TD) Program.

LONG RANGE TRANSPORTATION PLAN (LRTP) – A 20-year strategy plan developed to guide the investment of public funds in transportation facilities while addressing all major modes of transportation including automobile, bicycle, air, rail, surface freight, and pedestrian travel. The LRTP is a federal MPO requirement that also identifies the transportation goals, objectives and priorities of Pinellas County and the region.

METROPOLITAN PLANNING ORGANIZATION (MPO) – Created under federal and state law to provide a forum for cooperative decision-making in regard to regional transportation issues. Metropolitan planning organizations ensure that existing and future expenditures of governmental funds for transportation projects and programs are based on a continuing, cooperative, and comprehensive (“3-C”) planning process. Membership includes elected and appointed officials representing local jurisdictions and transportation agencies.

METROPOLITAN PLANNING ORGANIZATION ADVISORY COUNCIL (MPOAC) – A statewide organization created by the Florida Legislature to augment the role of the individual MPOs in the cooperative transportation planning process. The MPOAC assists MPOs in carrying out the urbanized area transportation planning process by serving as the principal forum for collective policy decisions.

PEDESTRIAN SAFETY ACTION PLAN (PSAP) – Developed by the Florida Department of Transportation (FDOT) through the collaborative efforts of Forward Pinellas and community stakeholders, the PSAP is designed to help local government agencies address pedestrian crash issues specific to their jurisdiction. It is intended to help these agencies understand the tools and organizational changes necessary to improve pedestrian safety.

PINELLAS PLANNING COUNCIL (PPC) – Pursuant to a special act of the State Legislature (Chapter 88-464, Laws of Florida), the PPC serves as the advisory body to the Countywide Planning Authority, and is responsible for coordinating countywide land use planning and maintaining and implementing the Countywide Plan. The PPC and Metropolitan Planning Organization (MPO) consolidated in 2014 and now serve under a joint policy making board operating as Forward Pinellas.

PINELLAS SUNCOAST TRANSIT AUTHORITY (PSTA) – The primary provider of public transportation services in Pinellas County. Their services include fixed route bus and the transport of individuals with disabilities through their Dial-A-Ride Transit (DART) program.

PINELLAS TRAIL SECURITY TASK FORCE (PTSTF) – Comprised of elected officials, law enforcement personnel and County staff, the PTSTF monitors and addresses issues affecting the safety of the Pinellas Trail.

PROJECT DEVELOPMENT AND ENVIRONMENT (PD&E) STUDY – A process developed to ensure that the design of transportation projects appropriately reflects and incorporates the unique engineering and community characteristics of the area. The FDOT created the process to ensure that projects receiving Federal aid follow the policies and procedures outlined in the National Environmental Policy Act.

PUBLIC HEARING - Formal meetings required by regulation, rule or policy where public comments are recorded into official public record. Public hearings invite public comment but do not offer a question-and-answer format as is typically provided for at a public meeting.

RIGHT OF WAY (ROW) – A type of land easement, either granted or reserved, for transportation and/or utility purposes.

ROAD SAFETY AUDIT (RSA) - Formal safety performance examination of a road or intersection by an independent, multidisciplinary team. It qualitatively estimates and reports on potential road safety issues and identifies opportunities for improvements for all users.

ST. PETE-CLEARWATER INTERNATIONAL AIRPORT (PIE) – Located in the mid-county Gateway area, PIE is an international, commercial service airport operating under the authority of the Board of County Commissioners.

SAFE ROUTES TO SCHOOL (SRTS) PROGRAM – Funded and managed by the Florida Department of Transportation (FDOT), the SRTS Program helps communities address school transportation needs while encouraging more students to walk or bicycle to school. The SRTS Program provides funding for projects such as sidewalks, shared-use paths, flashing beacons and median refuge islands.

SCHOOL TRANSPORTATION SAFETY COMMITTEE (STSC) - Established by the MPO in 1998, the STSC is made up of representatives of the School Board, Board of County Commissioners and local municipalities. The STSC considers transportation and safety matters concerning the safe movement of students traveling to and from school. They serve in an advisory capacity to Forward Pinellas.

STRATEGIC COMMUNICATIONS PLAN – Approved by the Forward Pinellas Board in 2017, this Plan guides the communication efforts of Forward Pinellas as it relates to land use as well as transportation planning. The Strategic Communications Plan complements and is consistent with the PPP.

STRATEGIC INTERMODAL SYSTEM (SIS) –The Governor and Legislature established the SIS in 2003 to focus the state's limited transportation resources on the facilities most significant for interregional, interstate, and international travel. The SIS is the state's highest priority for transportation capacity investments and a primary focus for implementing the Florida Transportation Plan (FTP), the state's long-range transportation vision and policy plan.

SURFACE TRANSPORTATION PROGRAM (STP) – A block grant program authorized under the Fixing America's Surface Transportation (FAST) Act that allows for flexibility in State and local transportation decisions and provides flexible funding to address multimodal transportation needs.

TAMPA BAY REGIONAL PLANNING COUNCIL (TBRPC) – One of 11 regional planning councils in Florida, established by the Legislature to coordinate planning for the 43 jurisdictions in the Tampa Bay region. Specific duties include environmental management, economic analysis, and water quality, emergency preparedness, and hurricane evacuation planning.

TAMPA BAY AREA REGIONAL TRANSIT AUTHORITY (TBARTA) – Created by the Florida State Legislature in 2007, TBARTA is responsible for developing and implementing a regional transit development plan and to improve mobility and transportation options for the West Central Florida region consisting of Hernando, Hillsborough, Manatee, Pasco and Pinellas counties.

TAMPA BAY AREA REGIONAL TRANSIT AUTHORITY (TBARTA) CITIZENS ADVISORY COMMITTEE (CAC) – Comprised of residents and business representatives from the Tampa Bay area, members are appointed by the TBARTA Board to advise them on a range of regional transportation issues. They are also responsible for assisting in the development and maintenance of a regional transit master plan. There are 25 members serving on the TBARTA CAC.

TAMPA INTERNATIONAL AIRPORT (TIA) – The largest airport in the Tampa Bay region, TIA is a public airport that opened in 1971 at its current location six miles west of downtown Tampa. The Airport serves more than 16 million daily passengers.

TECHNICAL COORDINATING COMMITTEE (TCC) – Represents local governments, the School District, PSTA, PPC, and Pinellas County. They assist Forward Pinellas by reviewing transportation plans and programs and making recommendations based on their technical adequacy. There are 31 voting members on the Committee.

TITLE VI – Refers to Title VI of the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, color, and national origin in programs and activities receiving federal financial assistance.

TITLE VI PLAN – As a direct recipient of Federal Transit Administration (FTA) funds, Forward Pinellas is required to document its compliance with Title VI requirements through the submittal of a Title VI Program once every three years. This documentation is included in the MPO Title VI Plan. Included in the documentation is the process involved in submitting and investigating a Title VI complaint, public involvement efforts targeting environmental justice communities, minority representation on advisory committees and providing people with limited English proficiency (LEP) access to the MPO planning process.

TRANSIT DEVELOPMENT PLAN (TDP) – PSTA's planning, development and operational guidance document required for Florida Public Transit Block Grant funding. The TDP is used in creating the mass transit elements of the Forward Pinellas Long Range Transportation Plan (LRTP) and Transportation Improvement Program (TIP) and the FDOT Work Program.

TRANSIT ORIENTED DEVELOPMENT (TOD) – A type of community development that includes a mixture of housing, office, retail and/or other amenities integrated into a walkable neighborhood and located within a half-mile of a transit stop or terminal.

TRANSPORTATION ALTERNATIVES (TA) – Provides Surface Transportation Block Grant (STBG) program funding for projects and activities encompassing a variety of smaller-scale transportation projects such as pedestrian and bicycle facilities, recreational trails, safe routes to school projects, community improvements such as historic preservation and vegetation management, and environmental mitigation related to stormwater and habitat connectivity. Forward Pinellas adopts a priority list of projects for TA funding each year for inclusion in the Transportation Improvement Program (TIP).

TRANSPORTATION DEMAND MANAGEMENT (TDM) – The application of strategies and policies to reduce demand for single occupant vehicle (SOV) travel and vehicle miles traveled (VMT). Common TDM strategies include the promotion of vanpooling services, transit use, and telecommuting.

TRANSPORTATION DISADVANTAGED (TD) PROGRAM – Supported by funding provided through the Florida TD Trust Fund, the TD Program provides low cost transportation to individuals who, because of a physical or mental disability, income status, or age are unable to transport themselves or purchase transportation. For these individuals who do not already receive transportation services from a sponsoring agency, the TD Program provides them access to health care, employment, education, shopping, social activities, and other life-sustaining activities. Children who are handicapped or “high risk” or “at risk,” as defined in Ch. 411, F.S., also qualify for TD Program services

TRANSPORTATION IMPROVEMENT PROGRAM (TIP) – A five-year program of transportation improvements adopted annually by Forward Pinellas. The TIP incorporates state and federal work programs along with the capital improvement programs/elements of the local governments within Pinellas County.

TRANSPORTATION MANAGEMENT AREA (TMA) – Urbanized areas with populations of over 200,000 are designated as TMAs and are subject to federal planning requirements. The Tampa Bay TMA is populated by over 2.4 million people and includes portions of Hillsborough and Pasco counties and nearly all of Pinellas County. Transportation plans and programs within a TMA must be carried out by the MPO(s) in cooperation with the state and transit operators and based on a continuing and comprehensive planning process.

TRANSPORTATION REGIONAL INCENTIVE PROGRAM (TRIP) – State funded program created to improve regionally significant transportation facilities in "regional transportation areas". The funds are intended to provide incentives for local governments and the private sector to help pay for critically needed projects that benefit regional travel and commerce.

TRI-COUNTY BICYCLE PEDESTRIAN ADVISORY COMMITTEE (BPAC) – Comprised of BPAC representatives from Pinellas, Pasco and Hillsborough counties, the Tri-County BPAC formed in 2015 to coordinate planning efforts involving the development of regional bicycle/pedestrian facilities and to address regional issues affecting with these travel modes.

UNIFIED PLANNING WORK PROGRAM (UPWP) – Federally required biennial statement of MPO planning work. The UPWP includes a description of planning tasks and resulting products, agencies that will perform the work, time frames for completing the work, and associated costs and the source(s) of funds.

UNITED STATES DEPARTMENT OF TRANSPORTATION (USDOT) – Established in 1966, the USDOT is a federal Cabinet department responsible for ensuring a *fast, safe, efficient, accessible and convenient transportation system that meets vital national interests and enhances the quality of life of American citizens*. The agency oversees the operations of several subsidiary agencies that include the Federal Aviation Administration (FAA), Federal Highway Administration (FHWA), Federal Transit Administration (FTA), Federal Motor Carrier Safety Administration, National Highway Traffic Safety Administration (NHTSA), Federal Railroad Administration and Maritime Administration.

VEHICLE MILES TRAVELED (VMT) – Calculated by multiplying the average (mean) of the total average annual daily traffic volume (AADT) by the length of the segment where the data is collected, in centerline miles. It is used to identify travel habits within an urbanized area.