Public Participation Plan

Okaloosa-Walton Transportation Planning Organization

Staffed by: Emerald Coast Regional Council
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Summary

The transportation planning process blends technical analysis and input from public and private transportation partners to identify priorities, choices, and risks to the transportation system within the Okaloosa-Walton Transportation Planning Organization (TPO) study area. It is also used to distribute resources for future investments. Long-range planning is required to be eligible for federal and state transportation funding assistance, given the vast amount of money invested in the system each year.

A TPO is designated to carry out the metropolitan transportation planning process. This process is accomplished through a forum of cooperative, comprehensive, and continuing transportation decision making.

The TPO’s Responsibilities are accomplished in collaboration with the region’s municipalities and a broad range of agencies, organizations, and interested parties. The TPO addresses the needs for all modes of transportation in all parts of the TPO study area. The TPO continually evaluates the transportation needs of the TPO study area.

TPOs are established in a study area with a population of 50,000 or more, determined by the U.S. Census. The Okaloosa-Walton TPO is the policy board for the urbanized areas within Okaloosa and Walton counties. The principle responsibilities of the Okaloosa-Walton TPO include the development of a Unified Planning Work Program (UPWP), a 20-year Long Range Transportation Plan (LRTP), a five-year Transportation Improvement Program (TIP), a Congestion Management Process (CMP), a Public Participation Plan (PPP), and related planning studies and projects deemed necessary to address transportation issues in the Okaloosa-Walton TPO study area.

The Okaloosa-Walton TPO created the Public Participation Plan (PPP) to provide guidelines for achieving optimal engagement of the public when developing major planning documents and programs. Quality public participation is solicited early and continues throughout the planning process, helping to avoid, minimize, and mitigate negative project impacts while providing the best solutions for the community. Public input is often used in the development of plan or program goals, objectives, criteria, and overall recommendations to the TPO board.
The primary goals of the Okaloosa-Walton TPO PPP are to:

- **Inform the Public**
  Inform the public, to the maximum extent possible with available resources, of opportunities to participate in the transportation decision-making process.

- **Involve the Public**
  Involve the public early and often in the transportation planning process.

- **Include the Public**
  Reach out to the geographical, organizational, and demographic communities that compose the TPO study area to increase the public’s opportunity to participate in developing transportation plans and services.

- **Improve the Public Participation Process**
  Continually identify and implement ways to improve the public participation process.

The PPP is assessed on a quarterly basis to ensure effectiveness as trends and technologies change. All major or minor changes proposed for the plan are reviewed annually and implementation of updates initiate a 45-day review period. Changes to the plan will be posted online. A link to the document with changes will be provided to the TPO board, advisory committees, interested parties, and partners.

This document, updated in 2020, based on feedback from the Federal Certification Review of the Florida-Alabama TPO in 2018, is available online at www.ecrc.org or by contacting Public Involvement at 850-332-7976.

Preparation of this document was supported in part with funds provided by FHWA, FTA, Florida Department of Transportation (FDOT), and U.S. Department of Transportation (USDOT) through a cooperative agreement with the Okaloosa-Walton TPO. Development of the plan was made possible by leadership from the Okaloosa Walton TPO, Technical Coordinating Committee (TCC), Citizen Advisory Committee (CAC), and public comment and input. Special thanks to Carey Shepherd and Danielle Blackshear with FHWA and Carl Mikyska, with the Metropolitan Planning Organization Advisory Council. A complete list of comments will be included in the appendix, to be determined at the close of the 45-day comment period.

For more information about the Okaloosa-Walton TPO, to inquire about membership on the Citizen Advisory Committee, or to learn about ways to get involved, please contact Public Involvement at 850-332-7976.
Ways to get involved!

Attend A Public Meeting

At public meetings, you not only have the opportunity to watch the action as the board deliberates and decides on transportation issues in your community, you have the opportunity to make your opinion known. Simply fill out a comment form when you arrive and give it to a staff member. You will be called and the board will hear your thoughts on any of the topics on the agenda, or a topic you wish to bring to their attention.

The TPO meets regularly and the schedule of meetings can be found at ecrc.org.

Public Meeting Rules of Civil Accordance

- Respect the right of all members, the public, and staff to hold different opinions
- Avoid rhetoric intended to humiliate, delegitimize, or question the commitment or beliefs of those whose opinions are different from your own
- Strive to understand differing perspectives
- Choose words carefully
- Speak truthfully, without accusation, and avoid distortion
- Speak out against violence, prejudice, and incivility in all forms, whenever and wherever they occur

The Emerald Coast Regional Council further pledges to exhibit and encourage the personal qualities that are emblematic of a civil society: gratitude, humility, openness, passion for service to others, propriety, kindness, caring, faith, sense of duty, and a commitment to doing what is right.

Participate On A Committee

Community input is vital to the TPO. To acquire meaningful input from engaged community members, the Citizen Advisory Committee (CAC) meets regularly and provides recommendations to the TPO board, giving special attention to the impacts transportation plans and programs may have on their communities. Contact staff to learn about providing input in a non-voting capacity or joining if seats are available.

Complete A Comment Card

The TPO staff collects public comments continually via comment cards. You do not have to attend a public meeting to complete and submit your comments regarding transportation issues. Ask a public involvement staff member how you can get a hard copy of the comment card, or simply follow this link to make your comment known.
The Okaloosa-Walton Transportation Planning Organization has multiple ways for the community to be involved in the transportation planning process. The graphic below is printed for all outreach events and public meetings. The graphic is also displayed on the public involvement webpage on the TPO website.
Intent of the Public Participation Plan

The test of successful public participation is the level of early awareness and the quantity, quality, and relevance of feedback received. A process that involves the public in a project's beginning stages fosters buy-in and better overall acceptance of plans and programs.

The PPP is designed to identify strategies to most effectively gather public input for the Okaloosa-Walton TPO to use throughout the planning process and in the development of transportation plans and programs. Techniques for most effectively reaching the public are subject to ever-changing technologies and trends. The appropriate level of public involvement will vary by product. The minimum requirements for those plans are addressed in the PPP. The PPP also includes methodology for assessing effectiveness.

Okaloosa-Walton TPO Policy on Public Participation

The Code of Federal Regulations (450.316(b)(1)) and the Florida Metropolitan Planning Organization (MPO) Handbook outline public involvement requirements for defining a process for involving the public in the transportation planning process. The Okaloosa-Walton TPO is committed to providing stakeholders with opportunities to provide input for transportation plans and programs. Likewise, the FHWA and FDOT encourage the TPO to solicit public input in all efforts.

It is the policy of the Okaloosa-Walton TPO to:

- Provide complete and easily understood information for all segments of the public, particularly those affected by the outcomes and/or special populations
- Support early and continuous involvement of the public in the development and implementation of transportation plans and programs
- Continually identify and implement ways to improve the public participation process
Federal Requirements for Public Participation

The Fixing America’s Surface Transportation (FAST) Act was signed into law on Dec. 4, 2015. The FAST Act authorizes $305 billion over fiscal year (FY) 2016 - 2020 for federal-aid highways, highway and motor vehicle safety, public transportation, motor carrier safety, hazardous materials safety, rail, including, research, technology, and statistics programs.

The FAST Act:

- Maintains focus on safety (keeping intact the established structure of various highway-related programs)
- Continues efforts to streamline project delivery
- Provides a dedicated source of federal funds for freight projects

The FAST Act allows states and local governments to move forward with critical transportation projects with confidence that they will have a future federal partner. The FAST Act is the first long-term surface transportation authorization enacted in the last 10 years that provides long-term funding certainty. Policies and programs of the FAST Act are administered by FHWA.

The Moving Ahead for Progress in the 21st Century Act (MAP-21), enacted in 2012, included provisions to make federal surface transportation more streamlined, performance-based, multimodal, and to address challenges facing the U.S. transportation system. This includes improving safety, maintaining infrastructure condition, reducing traffic congestion, improving efficiency of the system, freight movement, protecting the environment, and reducing delays in project delivery. The FAST Act builds on changes made by MAP-21.

Setting the course for transportation investment in highways, the FAST Act:

- Improves mobility on America’s highways
- Creates jobs and supports economic growth
- Accelerates project delivery and promotes innovation

These changes will improve innovation and efficiency in the development of projects from the planning and environmental review process, through project delivery.
Achieving the Best Public Participation

Federal and state laws require the transportation planning process to include proactive public participation that provides complete information, timely public notice, and full public access to key decisions.

The TPO maintains public participation opportunities for transportation plans and projects for impacted communities through a wide range of methods, including, but not limited to, board and advisory committees, public meetings and workshops, outreach to community organizations, continuous public comment opportunities at TPO meetings, news releases, surveys, eNewsletters, and social media. Staff works to maintain good relationships with members of the local media to raise awareness of public involvement opportunities in transportation planning.

The TPO holds meetings at locations easily accessible to the geographically diverse urbanized area of Okaloosa and Walton counties. Currently, meetings alternate between locations in Okaloosa and Walton counties. All meetings are legally advertised and promoted through local media. When possible, public meetings and workshops are held at facilities offering free public parking and accessibility to transit. All public meetings and workshops of the TPO and its advisory committees are held in Americans with Disabilities Act (ADA) compliant venues. Locations must be accessible and meet the Florida Building Code Chapter 11 accessibility standards of design, per Florida Statute 286.26. All legal advertising and media promotion provide notice that reasonable accommodations will be made for access in accordance with the Americans with Disabilities Act and list contact information for those needing assistance.

Additionally, the TPO provides an opportunity for the public to comment at each meeting during public forum. All publicly advertised meetings are held in compliance with Sunshine Law.

The Okaloosa-Walton TPO recognizes the importance of reaching out to communities through social media tools. Often social media provides an efficient medium to communicate with the public. Incorporation of these media is determined on a case-by-case basis. It is the policy of the TPO to delete comments with abusive language or those deemed off topic.

The Okaloosa-Walton TPO’s Title VI Plan identifies the Limited English Proficient (LEP) populations in its service area and provides guidelines for TPO staff to help ensure that information and services are accessible to LEP persons. Additionally, the bylaws of the Citizens Advisory Committee address diversity requirements for minority representation to ensure all members of the public have every opportunity to be involved in the transportation planning process.

With adequate notice, the TPO provides assistance to citizens who are hearing impaired, visually impaired, of limited English proficiency, transportation disadvantaged, or have other special needs, at all public meetings and workshops.
Organizational Structure

History

In 1981, The Fort Walton Beach Urbanized Metropolitan Planning Organization was created under the authority of Chapter 163 of the Florida State Statutes, as a mechanism to conduct a continuing, cooperative, comprehensive, and coordinated (4-C) planning process for the transportation needs of the Fort Walton Beach urbanized area. Now known as the Okaloosa-Walton Transportation Planning Organization (TPO) it is a governing body consisting of elected officials representing the following local governments: Okaloosa County, Walton County, and the cities of Crestview, DeFuniak Springs, Destin, Fort Walton Beach, Freeport, Mary Esther, Niceville, and Valparaiso. The TPO staff is composed of a CEO, transportation planning manager TPO coordinator, various planners, public involvement coordinators, accounting support, and administrative support. In addition, there are two advisory committees that directly report to the TPO to ensure citizen participation and technical expertise is included in the transportation planning process. The following is a brief description of these committees.
Transportation Planning Organization Board

The Okaloosa-Walton TPO is the local, intergovernmental transportation policy board for Okaloosa and Walton counties. The board is comprised of local government officials who make decisions regarding transportation at the regional level. The TPO works to increase safety, security, accessibility, mobility, and connectivity for people and goods.

Membership of the Okaloosa-Walton TPO board is comprised of elected officials from the following municipalities:

<table>
<thead>
<tr>
<th>Municipality</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Okaloosa County</td>
<td>4</td>
</tr>
<tr>
<td>Walton County</td>
<td>3</td>
</tr>
<tr>
<td>City of Crestview</td>
<td>3</td>
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<tr>
<td>City of Fort Walton Beach</td>
<td>2</td>
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<tr>
<td>City of Destin</td>
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<tr>
<td>City of Destin</td>
<td>2</td>
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<td>City of Valparaiso</td>
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<tr>
<td>City of Niceville</td>
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<tr>
<td>City of Mary Esther</td>
<td>1</td>
</tr>
<tr>
<td>City of DeFuniak Springs</td>
<td>1</td>
</tr>
<tr>
<td>City of Freeport</td>
<td>1</td>
</tr>
</tbody>
</table>

The number of representatives for each area is based on urban population.

The TPO board meets, at minimum, six times a year, at 3 p.m. on the third Thursday of the meeting month. The meeting locations currently alternate between Okaloosa and Walton counties. The TPO meeting schedule can be found online at www.ecrc.org. A print copy of the TPO schedule is available upon request.

Citizen Advisory Committee

The Okaloosa-Walton CAC is comprised of members of the public who express an interest in transportation planning. Prospective members complete an application process and must be recommended for approval by the CAC and ultimately approved by the TPO board. Following approval, members serve at the pleasure of the TPO board. A maximum of 30 voting members may serve on the CAC.

Membership

Each member of the TPO board will nominate a member to the CAC who is representative of his/her respective jurisdiction, representing citizens from their respective districts. The TPO board nominated memberships equal 19 of the 30 CAC member seats. The nominations are subject to ratification by a majority vote at a regular TPO board meeting, at which a quorum is met. An appointed CAC member’s term will mirror the term of their appointing TPO board member. TPO staff will correspond with new elected officials selected to serve on the TPO board regarding the CAC membership recruitment process.

The appointment of CAC members, by TPO board members, will represent the Okaloosa-Walton TPO study area as follows:
<table>
<thead>
<tr>
<th>Area</th>
<th>Number of Representatives</th>
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</thead>
<tbody>
<tr>
<td>Okaloosa County</td>
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<td>City of Fort Walton Beach</td>
<td>2</td>
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<tr>
<td>City of Destin</td>
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<tr>
<td>City of Valparaiso</td>
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<tr>
<td>City of Niceville</td>
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<td>City of Mary Esther</td>
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</tr>
<tr>
<td>City of Freeport</td>
<td>1</td>
</tr>
</tbody>
</table>

The number of representatives for each area is based on urban population.

Six At-Large Members, representing each of the two counties within the TPO Study Area. TPO staff will research and correspond with local interest/advocacy groups or organizations that represent the various segments of the Okaloosa-Walton TPO Study Area population.

Citizens are welcome to apply directly through the TPO website for membership. General applications will be held for one year and verified for updated information annually.

The CAC application is available online at www.ecrc.org. A print copy of the CAC application is available upon request.

The CAC meets at 9:30 a.m. prior to the TPO Board meeting. The CAC meeting schedule can be found online at www.ecrc.org. A print copy of the TPO schedule is available upon request.

**Technical Coordinating Committee**

The Okaloosa-Walton TCC is comprised of local government technical staff. This committee participates in the planning process by providing technical advice to the TPO board on transportation issues.

The TCC meets at 1:30 p.m. prior to the TPO Board. The TCC meeting schedule can be found online at www.ecrc.org. A print copy of the TPO schedule is available upon request.

**Interested Parties**

To receive updates from the Okaloosa-Walton TPO, subscribe online at ecrc.org for information regarding meetings, plans, programs, or committees. All public meetings and workshops are noticed seven days in advance on the Okaloosa-Walton TPO website calendar, eblast to interested parties, and news release. Okaloosa-Walton TPO board, committee, and other public agendas, and schedules can be found online at ecrc.org. A print copy of the TPO schedule and public agendas are available upon request.

**Stakeholders**

A stakeholder is defined as any person or group that is affected by transportation plans or programs, including those who may not be aware they are affected.

The following groups and individuals are considered stakeholders in the transportation planning process and the audience for various communication tools and outreach efforts:
Transportation agencies; freight and passenger railroads; logistics providers
Media
Homeowners/neighborhood associations
Civic and advocacy groups
Business community
Interested parties expressing an interest in transportation planning
Area Chambers of Commerce and Economic Development Agencies
Environmental groups
Pedestrian and bicycle users
Special populations and groups
Large employers
Boards of education
Other stakeholders identified by the TPO in outreach efforts

Governments and Agencies

In developing TPO plans and programs, the TPO will consult with governments, agencies, and officials responsible for other planning activities within the TPO study area that are affected by transportation (including State and local planned growth, economic development, tourism, natural disaster risk reduction, environmental protection, airport operations, or freight movements) or coordinate its planning process with such planning activities. In addition, the TPO shall develop the transportation plans and TIPs with due consideration of other related planning activities within the metropolitan area. [23 C.F.R. 450.316(a)(3)(b)]

The TPO will include appropriate Tribal Governments, federal land management agencies, state and local land use management and environmental agencies, including historic preservation in all phases of the TPO plans and programs. Technical staff from such agencies will be encouraged to provide input based on agency plans, mitigation strategies, policies, and/or programs. This input may be provided by electronic communication, participation on committees, or one-on-one meetings.

Although there are no public lands and/or Indian Tribal Lands in the Okaloosa-Walton TPO study area, the TPO strives to include Tribal Governments for insight on planning efforts such as the Long Range Transportation Plan, Project Priorities, and other products. Generally, correspondence between the TPO and Native American Tribes is conducted using electronic communications. The following Native American Tribes are:

- Miccosukee Tribe of Indians of Florida
- Mississippi Band of Choctaw Indians
- Muscogee (Creek) Nation
- Poarch Band of Creek Indians
- Seminole Tribe of Florida

The TPO also corresponds with the Santa Rosa County Creek Indian Tribe, Inc., to ensure this special population is included in the transportation planning process.
Traditionally Underserved Populations

Each public participation process provides an opportunity to develop methods to reach traditionally underserved populations, such as minorities and low-income. Potential underserved populations may also include youth, persons with disabilities, and senior citizens.

Identification of Special Populations

U.S. Census data is used to identify the Okaloosa-Walton TPO study area demographics which include, race, age, and limited English proficiency communities. Coordinating with agencies throughout the study area that serve special populations aids in the identification of traditionally underserved populations.

Outreach efforts are recorded via interactive map with demographic data and projects, with emphasized attention paid to special populations that may be affected as a result of plans and programs. Mapping this data shows corresponding projects relative to communities that would be most impacted and allows staff to identify populations most affected by the plans and programs. The interactive map, along with U.S. Census demographic data, is utilized to focus outreach efforts in communities of traditionally underserved and limited English proficiency populations. Enhanced outreach methods, such as community pop-up events, can be implemented to involve traditionally hard to reach populations in the transportation planning process. Additionally, the bylaws of the Citizen Advisory Committee address diversity requirements for minority representation to ensure all members of the public have every opportunity to be involved in the transportation planning process.

Environmental Justice

In 1994, a presidential executive order directed federal agencies to address the effects of all programs, policies, and activities on minority populations and low-income populations.

The Okaloosa-Walton TPO’s environmental justice initiatives accomplish this by adhering to three fundamental principles:

1. To avoid, minimize, or mitigate disproportionately high and adverse health and environmental effects (including social and economic) on minority populations and low-income populations
2. To ensure the full and fair participation by all potentially affected communities in the transportation decision-making process
3. To prevent the denial of, reduction in, or significant delay in the receipt of benefits by minority and low-income populations

Properly implemented, environmental justice principles and procedures improve all levels of transportation decision-making. It enhances the public participation process, strengthens community-based partnerships, and provides minority and low-income populations with opportunities to improve the quality of transportation in their lives. Further, environmental justice assists to avoid disproportionately high and adverse impacts on underserved populations and mitigates avoidable negative impacts by identifying concerns early in the planning phases.

Any proposed projects entered into the Efficient Transportation Decision Making (ETDM) environmental screening tool allow for the opportunity to incorporate environmental considerations into transportation planning and engage resource agencies and support the
environmental policy of FDOT “to help preserve and enhance Florida’s natural, physical, cultural, and social environment as we develop, implement, and maintain transportation facilities and services” (Policy No.: 000-625-001-I). The ETDM tool provides citizens with the opportunity to direct comments to FDOT, resource agencies, and other stakeholders. The opportunity for early input and consideration of the environment in transportation planning will be included in the LRTP process as needed.

Title VI, ADA, and LEP

The Okaloosa-Walton TPO is committed to ensuring that no person is excluded from participation in, denied the benefits of, or otherwise subjected to discrimination under any of its programs, activities, or services on the basis of race, color, or national origin. All persons, regardless of their citizenship, are covered under this regulation. In addition, the Okaloosa-Walton TPO prohibits discrimination on the basis of race, color, or national origin in its employment and business opportunities.

As a FTA and FDOT fund recipient, the Okaloosa-Walton TPO will ensure that its programs, policies, and activities comply with both FTA and FDOT Title VI Regulations of the Civil Rights Act of 1964. The Okaloosa-Walton TPO will not condone retaliation against an individual for his/her involvement in asserting his/her rights pursuant to Title VI or because he/she filed a complaint or participated in an investigation under Title VI, and/or these regulations.

The Okaloosa-Walton TPO’s Title VI Policy and Plan outlines policy of inclusivity and procedure for handling complaints of discrimination. The Limited English Proficiency (LEP) Plan, included in the Title VI Policy and Plan, identifies limited English proficient populations in the Okaloosa-Walton TPO study area and provides guidelines to ensure that information and services are accessible to LEP persons. With adequate notice, the TPO provides assistance to citizens who are hearing and visually impaired, of limited English proficiency, transportation disadvantaged, or have other specific special needs, at all public meetings and workshops. For more details, please review the Title VI Policy and Plan online at www.ecrc.org. A print copy of the Title VI Policy and Plan is available upon request.
Public Participation Goals and Techniques

Goal 1: Inform the Public

Inform the public, to the maximum extent possible with available resources, of opportunities to participate in the transportation decision-making process.

Techniques

- Provide meeting agendas to TPO board and advisory committee members
- Provide adequate public notice by:
  - Posting all public meetings and workshops on the TPO website calendar and community calendars (where available)
  - Sending news releases via email to local media, including special population media outlets
  - Sending meeting notices via email to community groups, organizations, and other stakeholders through the interested contact parties list (interested parties may subscribe online at www.ecrc.org)
  - Placing a public notice in the Federal Administrative Register for review and adoption of core documents and amendments to core products*
- Include the website URL on all TPO meeting and workshop posts and news releases, so that the public can easily access meeting information
- Include provisions in public notices for interested persons to respond by phone or email
- Set up educational displays at public events, including those in traditionally underserved communities
- Speak at local organizations, schools, neighborhoods, and other interested groups about transportation planning
- Give interviews on local TV/radio news programs to educate the public regarding transportation planning issues and the role of residents
- Make all information available at Emerald Coast Regional Council or by mail for interested parties with no computer access
- Schedule pop-up events in various communities to reach broader demographic of the study area
- Implement virtual workshops and etown halls whenever possible to allow remote engagement in the transportation process
- Host nontraditional outreach and workshops to garner input from special populations
- Utilize social media, when appropriate, to promote participation opportunities, workshops, and meetings

*Core products include: Unified Planning Work Program (UPWP), Long Range Transportation Plan (LRTP), five-year Transportation Improvement Program (TIP), Congestion Management Process (CMP), and Public Participation Plan (PPP).
**Emergency Meetings**

The TPO or advisory committee chairman may call for an emergency meeting of their respective board or committee when, in their opinion, an emergency exists which requires immediate action. When such meetings are called, each member shall be notified of the meeting date, time, location, and purpose. No business, other than the notified purpose, shall be addressed at that meeting.

If after reasonable diligence, it becomes impossible to give notice to each member, such failure shall not affect the legality of the emergency meeting if a quorum is present. The minutes of each emergency meeting shall show the manner and method by which notice of such meeting was given to each member of the TPO or advisory committee.

Emergency meetings should be scheduled to allow seven day public notice, whenever possible, and will be noticed as described above in Goal 1: Inform the Public. In the event seven days public notice is not possible, at least a 24-hour advance public notice of the emergency meeting shall be given to local media services before the time the meeting is held.

**Special Meetings**

A special meeting may be called by the TPO or advisory committee chairman or a majority of the voting members at a regular meeting. When such meetings are called, each member shall be notified of the meeting date, time, location, and purpose. No business, other than the notified purpose, shall be addressed at that meeting.

Special meetings should be scheduled to allow seven-day public notice, whenever possible, and will be noticed as described above in Goal 1: Inform the Public.

**Meeting Cancellations**

In the event that the chairman or TPO staff needs to cancel or change the time of any public meeting, advance notice of such cancellation or change shall be made as soon as practicable or at least 24 hours prior to when such meeting was to have taken place. Meeting cancellation will be noticed as described above in Goal 1: Inform the Public.

**State of Emergency**

In a State of Emergency the Okaloosa-Walton TPO will reference the Emerald Coast Regionl Council’s (ECRC) Continuity of Operations Plan and Emergency Preparedness Plan. This plan will ensure that all essential functions of the ECRC and the TPO continue in the event of an emergency. The COOP is applicable in all situations where the Chief Executive Officer (CEO) has determined it is necessary to relocate and/or re-establish essential functions of the ECRC.

The COOP provides staff direction and expectations regarding actions to be taken during emergency events. The plan addresses all types of potential threats, crises, and emergencies, but does not apply to temporary disruptions of service, such as short-term power or phone outages.
Goal 2: Involve the Public

Involve the public early and often in the transportation planning process.

Techniques

- Maintain active advisory committees allowing residents the opportunity to participate in the continuous planning process
- Review CAC composition to ensure that equitable representation is maintained for the region
- Include a feature on the TPO’s website at www.ecrc.org allowing the public to email staff with questions or comments
- Create surveys, when appropriate to be administered at TPO meetings, workshops, events, etc.
- Ensure all digital comments are responded to by forwarding to the appropriate member of the transportation planning team
- Inform TPO board members of recommendations from the CAC and TCC
- Allocate time for public comment on the TPO board and committees’ agenda

Goal 3: Include the Public

Reach out to the geographical, organizational, and demographic communities of the TPO study area to increase the public’s opportunity to participate in developing transportation plans and services.

Techniques

- Participate in community outreach events, maintaining a focus to include traditionally underserved communities
- Take advantage of training opportunities and learn from the experiences of other TPOs
- Learn about the communities that comprise the TPO area by attending festivals, special events, lectures, etc. that highlight the diversity of the area
- Continually add interested parties to email database
- Coordinate with local government redevelopment agencies and non-profit agencies that serve special populations
- Include in TPO public notices that upon request, with adequate notice, assistance will be provided to the hearing and visually impaired, those with limited English proficiency, the transportation disadvantaged, and others requiring specific special assistance
Goal 4: Improve the Public Participation Process

Continually identify and implement ways to improve the public participation process.

Techniques

- Identify opportunities to improve and create innovative strategies that will reach greater and more diverse populations in the study area
- Conduct quarterly assessments of public participation techniques and adjust strategies as needed to improve effectiveness and reach set performance measure targets
- Utilize web-based analytics tools to track the performance of online public outreach strategies
- Continue expansion of regional interagency coordination of public participation activities, particularly when projects may directly involve residents from adjacent counties

Methods for Achieving Good Public Involvement

Public Meetings

1. A summary of questions and comments to be discussed at quarterly assessment
2. Provide adequate public notice by:
   a. Posting all public meetings and workshops on the TPO website calendar and community calendars (where available)**
   b. Sending news releases via email to local media, including special population media outlets**
   c. Sending meeting notices via email to community groups, organizations, and other stakeholders through the interested contact parties list (interested parties may subscribe online at www.ecrc.org)**
   d. Placing a public notice in the Floridal Administrative Register for review and adoption of core documents and amendments to core products *

*Core products include: Unified Planning Work Program (UPWP), Long Range Transportation Plan (LRTP), five-year Transportation Improvement Program (TIP), Congestion Management Process (CMP), and Public Participation Plan (PPP).

** Includes: In compliance with the Americans with Disabilities Act, reasonable accommodations to access meeting, and for limited English proficiency, are available upon request. Persons who require special accommodations under the Americans with Disabilities Act or persons who require translation services should contact Public Involvement toll-free at 800-226-8914 or TTY 711, at least 48 hours in advance. Para informacion en espanol, puede llamar a Ada Clark al 850-332-7976, ext. 278 o TTY 711. Si necesita acomodaciones especiales, por favor llame 48 horas de antemano.

Participation is solicited without regard to race, color, national origin, age, sex, religion, disability, or family status. Persons who believe they have been discriminated against on these conditions may file a complaint with the Title VI Coordinator, 850-332-7976, ext. 220.
Public Workshops
Same steps as public meetings (above) and may also include:
1. Print collateral mailed to residents/property owners/business owners within project area of interest
2. Social media promotion of the opportunity
3. Tailored activities and presentations to include flip charts, maps, surveys, and/or handouts as needed

Virtual Workshops/eTown Halls
Can be held independent of, or in coordination with, a standing public workshop or meeting. Same steps as public meetings (above) and may also include:
1. Live Q & A session
2. Live streaming of presentations
3. Social media promotion of the opportunity

Nontraditional Outreach/Workshops
Same steps as public meetings (above) and may also include:
1. Social media promotion of the opportunity
2. Tailored activities and collateral to include flip charts, maps, surveys, and/or handouts as needed
Civic Outreach

1. Eblasts to TPO board and advisory committees, partners, stakeholders, community groups, and interested parties (subscribe online at www.ecrc.org)
2. Tailored activities and presentations to include flip charts, maps, surveys, and/or handouts as needed

Community/Pop-Up Events

1. Eblasts to TPO board and advisory committees, partners, stakeholders, community groups, and interested parties (subscribe online at www.ecrc.org)
2. Interactive booths with project specific information collateral
3. Post event details on the TPO website calendar
4. Send news releases via email to local media, including special population media outlets
5. Social media promotion of the opportunity

Networking Events

1. Tailored collateral to include handouts as needed

Educational Institution Outreach

1. Simplified and tailored activities and collateral to include flip charts, maps, surveys, and/or handouts
2. Educational activities, such as StreetMix, will be used to educate students on the transportation planning process

Outreach activities will be assessed on a quarterly basis to evaluate their effectiveness and make improvements as needed. More details of the quarterly assessment process can be found on page 31.
TPO Work Plans and Programs

The Okaloosa-Walton TPO continuously develops and updates several plans and programs. In exercising its authority to guide the expenditure of federal and state transportation funds, it is critical for the PPP to provide complete information and timely public notice, and to support continuing involvement of the public in the development of plans and programs. The Okaloosa-Walton TPO operates on an annual cycle with a fiscal year of July 1 through June 30. The following infographics, provided by FDOT, describe the relationship between the TPO and their planning documents:

**Okaloosa-Walton TPO Transportation Planning Cycle**

- **Long Range Transportation Plan (LRTP)**
  - Needs Plan
  - Cost Feasible Plan

- **Project Priorities Annually**

- **FDOT Five-Year Work Program**

- **Transportation Improvement Program (TIP) Annually**
Transportation Improvement Program includes projects planned and funded in the metropolitan area for the next 5 years.

The Unified Planning Work Program includes planning studies to be undertaken in the metropolitan area for the next 2 years.

The Florida Transportation Plan is the single overarching statewide plan guiding Florida’s transportation future. The FTP includes goals to guide transportation planning decisions over a 20-year minimum horizon.

The Program and Resource Plan establishes financial and production targets for the Florida Department of Transportation for the next 10 years.

The FDOT Work Program is a funded plan identifying the transportation projects for the next 5 years.

The Statewide Transportation Improvement Program includes the TIPs for all 27 MPOs for the next 4 years. It also includes projects from the non-metropolitan areas.

The FTP is a long-term plan that sets goals to guide transportation decisions to meet the needs of Florida. The next 10 years of funding for programs are identified in the P&RP. All 27 TIPs are combined together, along with FDOT’s other non-metropolitan statewide projects, to form the STIP. To be eligible for federal funding, projects must be included in the LRTP, TIP, and STIP. Projects are funded and completed through the Work Program (WP).

The TPOs develop their LRTP to implement national and state goals for their metropolitan area. Projects are developed and must be included in the LRTP to be considered for funding. The LOPP is used to inform the development of the TIP, which must be consistent with the LRTP. The projects included in the TIP are funded and completed through the Work Program (WP). The UPWP describes what planning work the MPO will do, when it will be completed, how much it will cost, and how it will be paid for.

How TPO and FDOT Planning Documents work together to move Florida forward
Long Range Transportation Plan

The Long Range Transportation Plan (LRTP) is a federally required plan, updated every five years, that addresses future transportation needs for a minimum of twenty years. The LRTP, a major product of the TPO, details a variety of tasks to be accomplished during the on a 21-month update process, including the tasks outlined in the following infographic:

**SCOPE OF SERVICES**
An agreement between ALDOT, FDOT, the TPO, and consultants outlining the scope of the LRTP process, tasks to be completed through the process, and a general timeline of the process.

**How to be Involved**
Review the scope of work prior to adoption by the TPO. Sign up for agenda distribution list to receive updates and notifications.

**NEEDS PLAN DEVELOPMENT**
The development of the Year 2045 Needs Plan as well as Purpose and Needs Statements for each project in the 2045 Needs Plan, considering how the existing and proposed transportation facilities will function as an integrated, multimodal system.

**How to be Involved**
Attend the Public Workshop scheduled for the community to review and provide input.

**DOCUMENTATION**
Elements of this task provide for the development of the Year 2045 Cost Feasible Plan. Cost and Year of Expenditure will be developed.

**How to be Involved**
Sign up for agenda distribution list to receive notifications of the published documents made available for public review by the TPO.

**CONGESTION MANAGEMENT PROCESS**
The Congestion Management Process is a state and federally mandated document designed to support the transportation planning process by formulating safety recommendations through the collection of annual data.

**How to be Involved**
Sign up for agenda distribution list to receive updates and notifications.

**GOALS AND OBJECTIVES**
The goals, objectives, and policies adopted at the onset of the LRTP update will guide the study and will play a critical role in project ranking and systems evaluation. Performance measures and targets will be used in accordance with the required performance management approach.

**How to be Involved**
Attend the Public Workshop scheduled for the community to review and provide input.

**EVALUATION CRITERIA**
To ensure that the projects in the Needs Plan are evaluated with a common set of criteria, a series of evaluation criteria will be developed that reflect the Goals, Objectives, Policies, and Performance Measures.

**How to be Involved**
Review the scope of work prior to adoption by the TPO. Sign up for agenda distribution list to receive updates and notifications.

**FINANCIAL RESOURCES**
This task will produce information regarding existing and projected funding sources to be used in developing the Year 2045 Cost Feasible Plan.

**How to be Involved**
This activity is data collection only.

**COST FEASIBLE PLAN DEVELOPMENT**
Elements of this task provide for the development of the Year 2045 Cost Feasible Plan. Cost and Year of Expenditure will be developed.

**How to be Involved**
Attend the Public Workshop scheduled for the community to review and provide input.
Public involvement strategies for each LRTP update should include a variety of outreach activities designed to solicit feedback, which aid in the development of LRTP goals, objectives, evaluation criteria, and the final plan. Public involvement strategies should be implemented in all stages of the process to garner input from stakeholders of all ages, communities, and interests, and must subscribe to the following explicit procedures, strategies, and desired outcomes, as outlined by the Code of Federal Regulation (CFR 450.316) and the MPO Handbook.

These strategies are as listed:

- Provide reasonable public access to technical and policy information used in the development of the LRTP on the website and at the TPO office at Emerald Coast Regional Council
- Provide adequate public notice of public involvement activities and time for public review and comment at key decisions, such as but not limited to the approval of the LRTP
- Demonstrate explicit consideration and response to public input received during plan development process
- Employ visualization techniques to describe the LRTP
- Make the LRTP and any associated information available on the TPO website
- Hold public meetings at convenient times and accessible locations
- Seek out and consider the needs of those traditionally underserved by existing transportation systems, including but not limited to, low-income and minority households
- Coordinate with the statewide transportation planning public involvement and consultation processes under 23 C.F.R. Subpart B
- Periodically review the effectiveness of the procedures and strategies contained in the participation plan
- When significant written and oral comments are received on a draft LRTP (including the financial plan) as a result of public involvement, a summary, analysis, and report on the disposition of comments shall be made part of the final LRTP
- If the final LRTP differs significantly from the one made available for public comment or raises new material issues, an additional opportunity for public comment must be made available
General techniques for LRTP Update:

- Review the previous major update process public participation report, quarterly assessment reports, etc.
- Research and review similar public involvement plans, new methods, and trends for community outreach
- Develop a slogan, message, and design collateral
- Develop public participation timeline that outlines specific milestones for engaging the public
- Develop list of partners, stakeholders, and community groups to engage in the update process
- Develop and distribute of EBlasts
- Strategic use of traditional and social media
- Develop effective visual aids such as maps, charts, and graphs
- Develop surveys and comments cards
- Coordinate presentations at regular local government and community organizations’ meetings
- Coordinate focused outreach to engage special populations
- Coordinate Steering Committee meetings
- Coordinate public workshops at key points in the development of the long range transportation plan
- Develop Public Involvement Report to document all aspects of the public involvement efforts during the development of the plan update
- Include in public notice of the TPO board meeting when draft LRTP is to be presented for review and adoption

Any proposed project entered into FDOT’s ETDM environmental screening tool provides stakeholders the opportunity for public comment.

Strategies used by the TPO may include, but are not limited to:

**Outreach**

- Identification of stakeholders, organizations, special populations, tribal organizations, and media outlets
- News releases/articles
- Radio/TV interviews
- Public Notices
- Creation and distribution of surveys, as deemed necessary
- Public open houses, workshops, and forums
- Presentations to specific groups
- Comment cards
- Use of GIS maps
- Visualization techniques, such as educational videos, maps, interactive activities, renderings, etc.

**Awareness/Education**

- Email marketing
- Social media
- Dedicated section on the TPO website

**Documentation**

- Compilation of comments
- Photos of outreach activities
- Oral and written comments to be posted to the website along with drafts
- Documentation of outreach opportunity assessment*

*More details of the quarterly assessment process can be found on page 31.

**Project Priorities and Transportation Improvement Program**

The Project Priorities result from the LRTP’s Cost Feasible Plan and are reviewed with the public and the TPO board and advisory committees annually. Once adopted by the TPO board, the Project Priorities are given to FDOT to develop the Five-Year Work Program. From the Five-Year Work Program, the TPO develops the Transportation Improvement Program (TIP), which contains all transportation programs and projects scheduled during the next five-year cycle. The TIP is revised annually and is available, in interactive format, on the TPO’s V website at www.ecrc.org.

The Project Priorities and TIP must be developed by the TPO in consultation with all interested parties and, at a minimum, describe explicit procedures, strategies, and desired outcomes for the following, as outlined by the Code of Federal Regulation (CFR 450.316) and the MPO Handbook:

- Provide reasonable public access to technical and policy information used
- Provide adequate public notice of public involvement activities and time for public review and comment at key decisions, such as but not limited to the approval of the TIP/Project Priorities
- Demonstrate explicit consideration and response to public input received during plan development process
- Make the TIP and Project Priorities drafts and final documents available on the TPO website at www.ecrc.org, a print copy of the current plan is available upon request
- Hold public meetings at convenient times and accessible locations
Seek out and consider the needs of those traditionally underserved by existing transportation systems, including but not limited to, low-income and minority households.

Coordinate with the statewide transportation planning public involvement and consultation processes under 23 C.F.R. Subpart B, as described in the FDOT MPO Program Management Handbook.

Periodically review the effectiveness of the procedures and strategies contained in the participation plan.

When significant written and oral comments are received on a draft TIP or Project Priorities as a result of public involvement, a summary, analysis, and report on the disposition of comments shall be made part of the final documents.

If the final Project Priorities/TIP differ significantly from the one made available for public comment or raises new material issues, an additional opportunity for public comment must be made available.

When the Metropolitan Planning Area (MPA) includes Indian Tribal Lands, the TPO shall appropriately involve the Indian Tribal Government(s).

When the MPA includes federal public lands, the TPO shall appropriately involve the federal government.

General techniques proven effective include:

- Provide a 30-day public review and comment period for the draft Project Priorities documents.
- Promote development of the Project Priorities and TIP through news releases and social media, and eblast to TPO board and advisory committees, partners, stakeholders, community groups, and interested parties (subscribe online at www.ecrc.org).
- Hold public workshop(s) and implement additional project-specific outreach, as needed, to special populations during the Project Priorities process.
- Coordinate public outreach to community groups (with emphasis on the underserved).
- Include public input collected at workshops in the draft Project Priorities and TIP.
- Include in the public notice of the TPO board meeting when the draft Project Priorities and TIP are to be presented for review and adoption.
- Provide the public with an opportunity to comment during public forum when the draft Project Priorities and TIP are presented for review and adoption to the TPO board and advisory committee meetings.
- Publish adopted Project Priorities and TIP interactive site (provided by FDOT) on website at www.ecrc.org, a print copy of the current plan is available upon request.

As previously described with the LRTP, any proposed project entered into the FDOT’s ETDM environmental screening tool provides stakeholders the opportunity for public comment.
Unified Planning Work Program

The Unified Planning Work Program (UPWP) is the document that details the tasks assigned to the TPO staff and the projected funding to cover those tasks within the fiscal year. The plan covers a two-year period but is revised annually to refine task descriptions and reflect changes necessary within the forecasted financial management schedule. The UPWP must be made available for comment to the public, federal agencies, and interested parties.

Below are some of the steps utilized to update and revise the UPWP:

- Provide a 30-day public review and comment period for the draft UPWP
- Include in the public notice of the TPO board meeting when draft is to be presented for review and adoption
- Provide the public with an opportunity to comment during public forum when the draft is presented for review and adoption
- Publish adopted document on website at www.ecrc.org, a print copy of the current plan is available upon request

Administrative Modifications

Administrative modifications to the PPP, LRTP, TIP, or UPWP are minor revisions and do not require public review but must be included in the public notice for the TPO board meeting when the modification is presented for review and adoption.

<table>
<thead>
<tr>
<th>Public Participation Opportunities</th>
<th>Public Comment Period</th>
<th>Public Notice</th>
<th>Schedule</th>
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</thead>
<tbody>
<tr>
<td>Transportation Planning Organization Board</td>
<td>At every meeting</td>
<td>7 days prior to meeting</td>
<td>Meets at least 6 times per year</td>
</tr>
<tr>
<td>Citizens Advisory Committee (CAC)</td>
<td>At every meeting</td>
<td>7 days prior to meeting</td>
<td>Meets at least 6 times per year</td>
</tr>
<tr>
<td>Technical Coordinating Committee (TCC)</td>
<td>At every meeting</td>
<td>7 days prior to meeting</td>
<td>Meets at least 6 times per year</td>
</tr>
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<td>Public Access</td>
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</tbody>
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<table>
<thead>
<tr>
<th>Program Adoption and Amendment Timeline</th>
<th>Unified Planning Work Program (UPWP)</th>
<th>Long Range Transportation Plan (LRTP)</th>
<th>Transportation Improvement Program (TIP)</th>
<th>Project Priorities</th>
<th>Public Participation Plan (PPP)</th>
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</thead>
<tbody>
<tr>
<td>Program Update Schedule</td>
<td>Every 2 years</td>
<td>Every 5 years</td>
<td>Every year</td>
<td>Every year</td>
<td>Every Year</td>
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<td>Adoption Public Comment Period</td>
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<td>45 days prior to TPO Board</td>
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<tr>
<td>Adoption Public Notice Period</td>
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<tr>
<td>Program Amendments Schedule</td>
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<td><a href="http://www.ecrc.org">www.ecrc.org</a></td>
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Amendments

Amendments are revisions that may involve the addition or deletion of a major project, a major change in project cost, or a major change in design concept or design scope. Amendments require a formal public review and comment period.

A 30-day formal comment period will be implemented for major LRTP amendments and the public participation procedures may vary based on the nature of the amendment. TPO board staff, with TPO board consultation, will make this determination based on the project, the nature of the change, the number of counties affected, and the impact on the planning process. Because of the wide variability in what an amendment can include, the TPO reserves the right to determine what participation techniques are appropriate, recognizing that outreach measures should fit the amendment content. At all times, the public, interested parties, policy makers, and partners are able to obtain the full extent of information about each project change. Review and adoption of amendments to core documents, by the TPO board, will be noticed in the Florida Administrative Register.

Below are some of the steps utilized for amendments to major documents or plans:

- Provide a 30-day public review and comment period for the draft document or plan
- Include in the public notice of the TPO board meeting when the draft document or plan is to be presented for review and adoption
- Provide the public with an opportunity to comment during public forum when the draft document or plan is presented for review and adoption
- Publish adopted document on website at www.ecrc.org, a print copy of amendments are available upon request

Additional TPO Projects and Plans

Public involvement strategies and techniques vary widely depending on the depth and detail of a project or plan. Examples include the Congestion Management Process, Pedestrian-Bicycle Plan, Regional Freight Plan, and Corridor Management Plans. Project specific public participation elements will be included early in the planning process.

The Okaloosa-Walton TPO's typical public participation elements may include:

- Provide a 30-day public review and comment period for the draft document or plan
- Include in the public notice of the TPO board meeting when the draft document or plan is to be presented for review and adoption
- Provide the public with an opportunity to comment during public forum when the draft document or plan is presented for review and adoption
- Publish adopted document on website at www.ecrc.org, a print copy of the current plan is available upon request
Assessment of Public Participation Strategies

The Okaloosa-Walton TPO staff must assess the effectiveness of public participation strategies to ensure that funds and time are well invested, and public participation goals are achieved. It is standard practice that all TPO plans and programs require an evaluation of public outreach activities on a quarterly basis. If the assessment reveals that the public participation goals are not being achieved, the techniques may be modified or changed. Quarterly assessment meetings are held internally for transportation and other program staff to assess all outreach opportunities and plan or program specific goals. The assessment meetings give staff an opportunity to develop, evaluate, and modify goals.

Evaluation Tools

Several evaluation tools will be utilized to track metrics of public participation efforts. The Public Outreach Evaluation Form will be utilized to record qualitative and quantitative data. Public Outreach Evaluation Forms will be recorded and assessed quarterly. The Interactive Outreach Map will be updated quarterly with the plotting of outreach efforts. The map will be used in the assessment of areas in need of outreach and environmental justice impacts of the TPO’s plans and programs. The Interactive Outreach Map will develop a baseline for outreach efforts and aid in the development of public participation goals. The map is available online at www.ecrc.org. Questionnaires, distributed to participants at meetings, via the web or by mail, is the final evaluation tool that will be utilized in tracking metrics.

Evaluation Metrics

The Okaloosa-Walton TPO’s public participation activities can be evaluated through numerous methods. Currently, the TPO tracks the following metrics:

- Number and quality of outreach opportunities
- Estimated reach and attendance of outreach opportunity
- Number of social media followers and posts
- Number of enewsletter subscribers and enewsletters/email blasts
- Number of news release subscribers (media as well as groups and organizations) and number of news releases distributed
- Number of attendees at public workshops
- Number and geographic distribution of CAC members
- Number of completed surveys and/or comments

Performance Measures

Performance measures are used in defining and monitoring objective indicators to assess and report the performance of public involvement efforts. The performance methodology, for public participation, aids in the identification of appropriate goals and objectives that could provide an effective framework for assessing and reaching public participation goals.
The following performance measures focus on desired outcomes and advance strategic objectives:

**Equity**
Provide equitable access to transportation decision-making.

*Indicator E-1*
Access to information and participation opportunities by persons with disabilities

**Target:** [100%] of disabled persons that requested accommodations were satisfied with efforts made to accommodate their needs

**Target:** [100%] of meetings, events and project-related information sources are accessible to persons with disabilities

**Data and Measurement:** This information will be tracked by noting the number of requests received for special accommodations for each meeting location or related to project information and the number of events (meetings, hearings, workshops) involving a public notice by the agency that provided special accommodations during a given year. A survey or comment form will be provided to those who required accommodation to assess their satisfaction with agency accommodations. Meetings, events and project-related information source accessibility to persons with disabilities, will be recorded on the Public Involvement Evaluation Form.

*Indicator E-2*
Convenience of meetings and events to public transportation, where available

**Target:** [60%] of public involvement events are within [1/8 mile] of a transit stop.

**Data and Measurement:** This information will be tracked by noting the number of meetings held within 1/8 mile of a transit stop for meetings and events that are held in areas that have public transit.

*Indicator E-3*
Geographic dispersion of involvement opportunities

**Target:** At least one meeting or opportunity is located in each affected neighborhood within the study area.

**Data and Measurement:** This information will be tracked using the Interactive Outreach Map
**Note:** this target pertains to corridor or area specific projects or actions.

**Target:** At least one meeting or opportunity is located in each county with the TPO study area.

*Indicator E-4*

Convenience of meeting or event time

**Target:** At least [75%] of participants and invitees felt the meeting or event was held at a convenient time.

**Data and Measurement:** This information will be tracked using responses to questionnaires that are administered at the meeting or distributed via the web or by mail.

*Indicator E-5*

Convenience of meeting or event location

**Target:** At least [75%] of participants and invitees felt the meeting or event was held at a convenient location.

**Data and Measurement:** This information will be tracked using responses to questionnaires that are administered at the meeting or distributed via the web or by mail.

**Method**

Use a variety of methods to involve and engage the public.

*Indicator M-1*

Perception of the value of methods used (e.g., public meeting, one-on-one meeting, agency presentation, online, mailings, other.)

**Target:** [60%] of participants agree [insert technique*] was of value in capturing their input.

**Target:** [60%] of participants agree [insert technique*] was of value in conveying project information.

**Target:** [60%] of project managers agree [insert technique*] was of value in capturing public input.

**Target:** [60%] of project managers agree [insert technique*] was of value in conveying project information.

*Techniques will be determined based on outreach activity, project, and outreach audience.

**Data and Measurement:** This information will be tracked using responses to questionnaires that are distributed to participants at meetings, via the web or by mail.
## List of Acronyms

<table>
<thead>
<tr>
<th>Acronym</th>
<th>Description</th>
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<tbody>
<tr>
<td>Americans with Disabilities Act (ADA)</td>
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</tr>
<tr>
<td>Citizens Advisory Committee (CAC)</td>
<td></td>
</tr>
<tr>
<td>Efficient Transportation Decision Making (ETDM)</td>
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<tr>
<td>Federal Highway Administration (FHWA)</td>
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<tr>
<td>Federal Transit Administration (FTA)</td>
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<td>Florida Department of Transportation (FDOT)</td>
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<td>Limited English Proficiency (LEP)</td>
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<tr>
<td>Long Range Transportation Plan (LRTP)</td>
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<td>Metropolitan Planning Area (MPA)</td>
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<td>Moving Ahead for Progress in the 21st Century (MAP-21)</td>
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<td>Public Participation Plan (PPP)</td>
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<td>Technical Coordinating Committee (TCC)</td>
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<td>Transportation Improvement Program (TIP)</td>
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<td>Transportation Management Area (TMA)</td>
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<td>Transportation Planning Organization (TPO)</td>
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<td>Unified Planning Work Program (UPWP)</td>
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## Appendix II – Public Involvement Evaluation Form

### Public Involvement Evaluation

<table>
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<th><strong>Activity:</strong></th>
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<tbody>
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<td><strong>Date/Location:</strong></td>
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<tr>
<td><strong>Intended Audience:</strong></td>
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<td><strong>Project/Program Promoted:</strong></td>
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<td><strong>Description of Activity:</strong></td>
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<td><strong>Results:</strong></td>
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<td><strong>Overall Assessment:</strong></td>
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<tr>
<td><strong>Recommendations:</strong></td>
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</table>
Appendix III – Public Participation Plan Comments

No comments were submitted for the draft plan.
Appendix IV – Title VI Policy and Plan

The Okaloosa-Walton TPO Title VI Policy and Plan can be found online. Please contact public involvement staff to obtain a print copy of the document.
Appendix V – Citizen Advisory Committee Application

The Citizen Advisory Committee Application can be found online. Please contact public involvement staff to obtain a print copy of the application.
Appendix VI – TPO and Advisory Committee Bylaws

The Okloosa-Walton TPO and Advisory Committee Bylaws can be found online. Please contact public involvement staff to obtain a print copy of the document.