

**DRAFT**



# **PUBLIC PARTICIPATION PLAN (PPP)**

**Hernando/Citrus Metropolitan  
Planning Organization**

*Adopted: December 7, 2023*

*Updated: May 1, 2025*

789 Providence Boulevard  
Brooksville, FL 34601  
email: [mpo@hernandocounty.us](mailto:mpo@hernandocounty.us)  
website: [www.hernandocitrusmpo.us](http://www.hernandocitrusmpo.us)

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# ACKNOWLEDGEMENTS

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

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

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

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**PLEASE CONTACT THE MPO OFFICE FOR MORE INFORMATION:**

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**Bob Esposito, Hernando/Citrus MPO Executive Director**

789 Providence Boulevard, Brooksville, Florida 34601 / Phone: (352) 540-6523

Email: [MPO@hernandocounty.us](mailto:MPO@hernandocounty.us)

Website: [www.HernandoCitrusMPO.us](http://www.HernandoCitrusMPO.us)

## PUBLIC PARTICIPATION PLAN (PPP)

The Hernando/Citrus Metropolitan Planning Organization (MPO) Public Participation Plan (PPP) was initially adopted on September 30, 2014, and subsequently amended per the list of revisions in Appendix A. The plan is periodically reviewed to ensure consistency with applicable regulations, and changes are made when necessary. The Hernando/Citrus MPO encourages early and continuing participation by the public in the transportation planning and decision-making process.

The PPP defines a process for providing interested parties reasonable opportunities to review and comment on MPO plans and work products. The MPO makes every effort to make plans and programs easy to understand by the public.

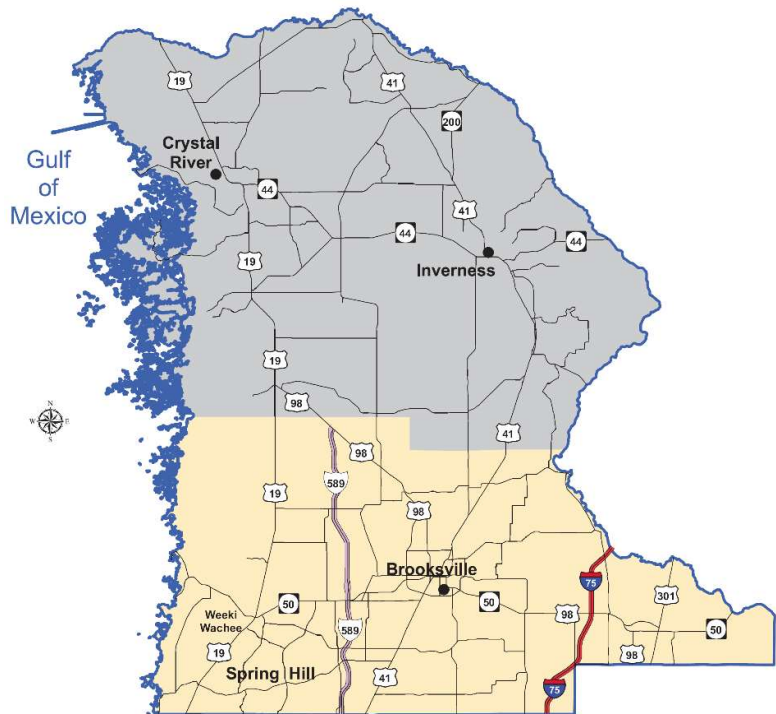
The MPO must provide communities, public agencies and transportation related entities, users of pedestrian walkways and bicycle transportation facilities, those with disabilities, stakeholders, and interested parties with a reasonable opportunity to comment on the Long-Range Transportation Plan (LRTP), Transportation Improvement Program (TIP), List of Priority Projects (LOPP), and transportation related planning and programming processes.

## ABOUT THE HERNANDO/CITRUS MPO

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

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

*The Hernando/Citrus MPO Area*



state departments of transportation (DOTs). MPOs are important because they direct how and where available state and federal dollars for transportation improvements will be spent.

Committees were established to assist the MPO in the development of plans and programs while offering opportunities for public participation. The committees serve at the pleasure of the MPO Board. The Hernando/Citrus MPO has a Technical Advisory Committee (TAC), Citizens Advisory Committee (CAC), Bicycle/Pedestrian Advisory Committee (BPAC), and the Transportation Disadvantaged Local Coordinating Boards (TDLCB) for Citrus County and Hernando County.

## FEDERAL NONDISCRIMINATION COMPLIANCE REQUIREMENTS

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

### Title VI of the Civil Rights Act of 1964

Title VI of the Civil Rights Act of 1964 (42 USC. 2000d-1) prohibits discrimination based on race, color, and national origin in programs and activities receiving federal financial assistance. In addition, the MPO complies with other federal and state authorities and does not deny the benefits of, exclude from participation in or discriminate against anyone based on race, color, national origin, sex, age, disability, religion, income, or family status. Any person who believes themselves subject of any unlawful discriminatory practice under Title VI or other nondiscrimination authorities may file a complaint with the Title VI Coordinator for the MPO (Bob Esposito, MPO Executive Director).

### Americans with Disabilities Act (ADA)

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

### Environmental Justice – Executive Order 12898

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

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

### Limited English Proficiency (LEP) – Executive Order 13166

The purpose of the order is to improve access to services for persons with Limited English Proficiency (LEP). The order requires agencies that receive federal funds to develop plans so that people for whom English is not

their second language or have limited ability to read, speak, write, or understand English can have meaningful access to services provided.

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**ANYONE WISHING TO CONTACT THE MPO WITH COMMENTS, QUESTIONS, OR COMPLAINTS REGARDING CIVIL RIGHTS, PLEASE CONTACT BOB ESPOSITO AT [RESPOSITO@HERNANDOCOUNTY.US](mailto:RESPOSITO@HERNANDOCOUNTY.US)**

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# MPO BOARDS, COMMITTEES, AND STAFF

## Hernando/Citrus MPO Board

The MPO Board shall perform all acts required by federal or state laws or rules which are necessary to qualify for federal aid. It shall be involved in the planning and programming of transportation facilities, including, but not limited to, airports, intercity and high-speed rail lines, seaports, and intermodal facilities, to the extent permitted by state or federal law. The MPO Board is comprised of nine (9) elected officials representing the local governments within the MPO area, and a non-voting advisor from the Florida Department of Transportation (FDOT). *[Chapter 339.175, Florida Statutes]*

The primary role of the Hernando/Citrus MPO is to ensure existing and future expenditures of governmental funds for transportation projects and programs within the MPO area are developed based on a continuing, cooperative, and comprehensive (3-C) planning process. The MPO shall, in cooperation with the Florida Department of Transportation (FDOT) develop:

1. a Long-Range Transportation Plan (LRTP),
2. an annually updated Transportation Improvement Program (TIP),
3. an annual Unified Planning Work Program (UPWP), and
4. the development of transportation programs, plans, and projects consistent with local, state, and federal requirements of the metropolitan planning area such as the Public Participation Plan (PPP), Transit Development Plan (TDP), and the Transportation Disadvantaged Service Plan (TDSP).

### *MPO Board Meeting Details*

MPO Board meetings are scheduled the first Thursday of the month and begin at 1:30 p.m. (unless otherwise posted). Meetings alternate between Hernando and Citrus County on an annual basis. Public meeting notices are posted on the MPO website 5-10 days prior to any public MPO Board meeting and provided to the Public Information Officers for posting on the Hernando County and Citrus County websites. Agendas are posted in advance of the meetings and are available online at [www.HernandoCitrusMPO.us](http://www.HernandoCitrusMPO.us). The MPO website contains the calendar of meetings and locations. All meetings are open to the public and participation is encouraged.

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### *MPO Meeting Location/Time – location alternates annually*

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#### **Even Numbered Years-Hernando County**

Brooksville City Council Chambers  
201 Howell Avenue  
Brooksville, Florida 34601

***Time: 1:30 p.m.***

#### **Odd Numbered Years-Citrus County**

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

***Time: 1:30 p.m.***



## Opportunities for Public Participation



The Hernando/Citrus MPO offers various opportunities to become involved in the transportation planning process. Public participation is welcomed, encouraged, and critical to the MPO. In addition to attendance at public meetings, citizens can be involved in serving as volunteer members on the following MPO Boards and Committees:

- Hernando County Transportation Disadvantaged Local Coordinating Board (TDLCB)
- Citrus County Transportation Disadvantaged Local Coordinating Board (TDLCB)
- Technical Advisory Committee (TAC)
- Citizens Advisory Committee (CAC)
- Bicycle/Pedestrian Advisory Committee (BPAC)

Additionally, temporary, or short-term project committees may be established by the MPO for transportation planning purposes.

There is a volunteer application process to participate in any of the MPO's activities. The application is available on request by mail or on the Hernando/Citrus MPO website at [www.HernandoCitrusMPO.us](http://www.HernandoCitrusMPO.us).

## Transportation Disadvantaged Local Coordinating Boards

The Transportation Disadvantaged Local Coordinating Boards oversee the activities of the Community Transportation Coordinator (CTC) which provides services to the transportation disadvantaged pursuant to Chapter 427, Florida Statutes. Hernando County and Citrus County each have a Transportation Disadvantaged Local Coordinating Board (TDLCB).

The MPO Board serves as the Designated Official Planning Agency (DOPA) for both TDLCB's. The TDLCB Board member positions are established by Florida Administrative Code 41-2. The TDLCB Boards are comprised of citizen and agency representatives.

### *TDLCB Meeting Details*

TDLCB meetings are conducted quarterly and scheduled the second Thursday of the month (unless otherwise posted). Meeting notices are published in the Hernando Sun and Citrus Chronicle for each respective Board 5-10 days prior to any public TDLCB meeting. Additionally, public meeting notices are posted on the MPO website 5-10 days prior to any public TDLCB meeting and provided to the Public Information Officers for posting on the Hernando County and Citrus County websites. Agendas are posted in advance of the meetings and are available online at [www.HernandoCitrusMPO.us](http://www.HernandoCitrusMPO.us). The MPO website contains the calendar of meetings and locations. All meetings are open to the public and participation is encouraged.

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### *TDLCB Meeting Location/Time*

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#### **Citrus County TDLCB**

Lecanto Government Building  
3600 W. Sovereign Path, Room 166  
Lecanto, Florida 34461  
**Time: 9:30 a.m.**

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#### **Hernando County TDLCB**

Hernando County Building Training Facility  
1661 Blaise Drive  
Brooksville, Florida 34601  
**Time: 1:30 p.m.**

## Technical Advisory Committee (TAC)

Membership of the TAC includes planners, engineers, transit, and other technical representatives from governmental agencies in the Hernando/Citrus MPO area. It is important for the TAC to be involved in the development of MPO plans and programs to ensure consistency with local programs and provide technical assistance as needed. The TAC is required under Florida Statutes Chapter 339.175.

### *TAC Meeting Details*

The TAC generally meets quarterly with additional meetings scheduled monthly as needed. The TAC may meet jointly with other committees on an as-needed basis.

The TAC typically meets on the fourth Thursday of the month (unless otherwise posted) at 9:00 a.m. and the meeting location alternates between Hernando and Citrus County. Public meeting notices are posted on the MPO website 5-10 days prior to any public TAC meeting and provided to the Public Information Officers for posting on the Hernando County and Citrus County websites. Agendas are posted in advance of the meetings and are available online at [www.HernandoCitrusMPO.us](http://www.HernandoCitrusMPO.us). The MPO website contains the calendar of meetings and locations. All meetings are open to the public and participation is encouraged.

### *TAC Meeting Location/Time*

#### **Hernando County**

Hernando County Building Training Facility  
1661 Blaise Drive  
Brooksville, Florida 34601  
**Time: 9:00 a.m.**

#### **Citrus County**

Lecanto Government Building  
3600 W. Sovereign Path, Room 166  
Lecanto, Florida 34461  
**Time: 9:00 a.m.**



*Stakeholder Group for the Vulnerability & Risk Assessment  
Study for Transportation Infrastructure (2023)*

## Citizens Advisory Committee (CAC)

Membership of the CAC includes a cross section of citizens including transit users, citizens with physical disabilities/challenges, and citizens in the Hernando/Citrus MPO area. The CAC is required under Florida Statute Chapter 339.175. The CAC conducts joint meetings with the BPAC and may meet separately on an as-needed basis.

## Bicycle/Pedestrian Advisory Committee (BPAC)

The BPAC assists the MPO in the development of priority plans and programs important to bicycle/pedestrian modes of transportation. The BPAC is comprised of volunteer members from the community who have technical, professional, or personal interests in the provision of safe non-motorized transportation. A cross section of public and private interests shall be represented. The membership includes citizen volunteers and agency representatives. The BPAC conducts joint meetings with the CAC and may meet separately on an as-needed basis. The BPAC is not statutorily required but exists at the pleasure of the MPO Board.

### *Joint Meeting Details of the CAC and BPAC*

Committees generally meet quarterly with additional meetings scheduled monthly as needed.

The CAC and BPAC may meet jointly with other committees on an as-needed basis.

The CAC and BPAC typically meet on the fourth Thursday of the month (unless otherwise posted) at 10:30 a.m. and the meeting location alternates between Hernando and Citrus County. Public meeting notices are posted on the MPO website 5-10 days prior to any public meeting and provided to the Public Information Officers for posting on the Hernando County and Citrus County websites. Agendas are posted in advance of the meetings and are available online at [www.HernandoCitrusMPO.us](http://www.HernandoCitrusMPO.us). The MPO website contains the calendar of meetings and locations. All meetings are open to the public and participation is encouraged.

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### *Joint CAC and BPAC Meeting Location/Time*

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#### **Hernando County**

Hernando County Building Training Facility  
1661 Blaise Drive, Brooksville, Florida 34601  
**Time: 10:30 a.m.**

#### **Citrus County**

Lecanto Government Building  
3600 W. Sovereign Path, Room 166, Lecanto, Florida 34461  
**Time: 10:30 a.m.**

## MPO Staff

The MPO staff includes an Executive Director, MPO Coordinator, and an Executive Assistant. Additionally, the MPO utilizes the services of General Planning Consultants for technical development of required plans and programs. The MPO Committees, along with staff, provide recommendations to the MPO Board regarding planning, implementation of projects, and related issues. The MPO staff works closely with the public, stakeholders, community agencies, consultants, Federal Highway Administration (FHWA) and the Florida Department of Transportation (FDOT).

The MPO Staff can be contacted for questions or comments regarding the transportation planning processes and procedures. For additional information, please contact Bob Esposito, MPO Executive Director or:

- Visit our website at [www.HernandoCitrusMPO.us](http://www.HernandoCitrusMPO.us)
- Email us at [mpo@hernandocounty.us](mailto:mpo@hernandocounty.us)
- Call us at (352) 754-4082



## MPO Advisory Boards and Committees Volunteer Application Process

The MPO Board shall establish and appoint all committee memberships for citizens desiring to volunteer their services. The Metropolitan Planning Organization utilizes volunteers to serve on advisory boards and committees to assist in the cooperative, continuous, and comprehensive planning processes involved in transportation programs in the metropolitan area. The advisory boards and committees include citizen members and local/state agency members. To serve as a volunteer member on one of MPO's Boards or Committees, please note the following:

- Complete and submit an application form to the MPO staff. Applications are available on request by mail, online at [www.HernandoCitrusMPO.us](http://www.HernandoCitrusMPO.us), and in the MPO offices.
- Citizen applications will be presented to the Metropolitan Planning Organization Board for appointment at a regular public meeting.

### Methods for Recruitment

- Media releases are issued to county Public Information Officers for Hernando County and Citrus County with a request to post on county websites and applicable social media platforms.
- Vacancies are posted to MPO website and applicable county social media platforms.
- Contact agency offices to fill vacant positions via email and telephone.

The volunteer application is available on request by mail or on the Hernando/Citrus MPO website under the "Volunteer Application & Public Participation" section of the homepage at [www.HernandoCitrusMPO.us](http://www.HernandoCitrusMPO.us).

## PUBLIC PARTICIPATION AND OUTREACH POLICIES

The Hernando/Citrus MPO website has a section entitled Public Notice and Relevant News where public notices are posted for upcoming meetings and events at [www.HernandoCitrusMPO.us](http://www.HernandoCitrusMPO.us).

### Public Notice

The MPO informs the public, in a timely manner, of upcoming decisions regarding plans and programs. Notices will be advertised and/or posted on the website and in local newspapers in each county when required by the prescribed, applicable program.

### Public Access

All meetings are open to the public and participation is encouraged. Meeting locations may alternate between Hernando and Citrus Counties. Public participation is solicited without regard to race, color, national origin, age, sex, religion, disability, income, or family status. Persons who require special accommodations under the Americans with Disabilities Act should contact the MPO at least two (2) days prior to the proceedings, for language assistance please contact the MPO at least five (5) days prior to the proceedings to allow adequate coordination time.

## Public Comment Period

A key opportunity for members of the public to share their thoughts and ideas is during the public review and comment period. The public comment periods are intended to ensure the public has easy access to information and timely notice about the transportation planning process. The MPO advises the public of the comment periods utilizing the MPO website, the newspaper when applicable, social media of the counties when applicable, and during public meetings of the MPO Board and its standing committees and boards.

## Stakeholder Coordination

To provide affected and interested parties' opportunities to comment on the transportation planning process pursuant to 23 USC 104(d)1, the MPO maintains lists which may include:

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



## MPO OUTREACH STRATEGIES

The following outreach strategies are currently used by the MPO:

- Provide timely information about transportation issues and processes to communities, affected public agencies, representatives of transportation agencies, private providers of transportation, other interested parties and segments of the community affected by transportation plans, programs, and projects affiliated with the Hernando/Citrus Metropolitan Planning Organization (MPO).
- Provide reasonable public access to technical and policy information used in the development of the Long-Range Transportation Plan (LRTP), the Transportation Improvement Program (TIP), List of Priority Projects (LOPP), and other appropriate transportation plans and projects, and conduct open public meetings where matters related to transportation programs are being considered.
- If the final draft of any transportation plan differs significantly from the one available for public review by the MPO and raises new material issues which interested parties could not reasonably have foreseen, an additional opportunity for public comment on the revised plan is made available.
- All transportation plans and project documents are posted to the MPO's website ([www.HernandoCitrusMPO.us](http://www.HernandoCitrusMPO.us)) to ensure reasonable access to the information by the public during the review period. Hard copy of the materials is available for public review during business hours at the MPO office or upon request.
- Comment forms are used to solicit public comment on specific issues or transportation plans being presented at a workshop or other public meeting.
- Comments may also be submitted via email ([mpo@hernandocounty.us](mailto:mpo@hernandocounty.us)) or by regular mail. Responses to questions and comments concerning the public participation process, draft transportation plans, programs or public agency consultation process will be made directly to the citizen by letter, telephone call or by email within 10 days of receipt. A summary of comments received may be made part of the final plan or program.
- County and city social media platforms may be used to promote MPO activities. These platforms are used to communicate information to the public.
- Use visualization techniques at meetings and workshops may include geographical mapping, PowerPoint presentations, display boards, and pictures, etc.
- Hold public meetings at convenient locations and accessible times which in the event of a statewide emergency, includes the ability to conduct virtual meetings.
- Coordination with the statewide transportation planning public involvement and consultation processes.
- Periodically review the effectiveness of the procedures and strategies contained in the participation plan to ensure a full and open participation process.
- Meeting notices and media releases shall be published on the MPO website ([www.HernandoCitrusMPO.us](http://www.HernandoCitrusMPO.us)). When required by specific plans or programs, meeting notices shall be



published in a newspaper of general circulation in the applicable jurisdiction.

- Public notices will be sent to the Public Information Offices of Hernando County and Citrus County for posting public notices on their respective website.
- The MPO website will be used to keep the public up to date regarding plans and projects, and timelines for participation.
- An MPO logo and color scheme representing the MPO is used to promote products and publications of the MPO.
- Email announcements and MPO information will be emailed to interested persons that have submitted their email addresses to MPO staff. Pursuant to Government-in-the-Sunshine, all email correspondence is subject to public review.
- Project Workshops/Open Houses/Community Forums may be used to provide project information to the public and to solicit public comment.
- Surveys may be available online or distributed in person.
- Project websites may be used for individual projects, such as corridor studies, that are typically performed using consulting services. In this case, a link to the project site would be included on the MPO site.
- In the event or situation that impacts the ability to strictly adhere to the public notice requirements, every effort will be made to furnish the public with the most current information available via the MPO website ([www.HernandoCitrusMPO.us](http://www.HernandoCitrusMPO.us)) and/or the Hernando County and Citrus County Public Information Offices . The MPO Executive Director is directed to take necessary administrative action for compliance with state and federal requirements and will advise the MPO Board accordingly. In addition, the Continuity of Operations Plan (COOP) addresses the ability to conduct unplanned or emergency meetings.





# PUBLIC PARTICIPATION AND NOTICE FOR CORE MPO PLANS AND PROGRAMS

## Long-Range Transportation Plan (LRTP)

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

LRTP DEVELOPMENT	Every five (5) years
	Consult the FL MPO Handbook for additional guidance on thresholds, consistency with the FDOT work program and MPO's transportation plans (i.e., LRTP and TIP), and posting of documentation to the Florida GAP system.
Public Review	<ul style="list-style-type: none"> <li>Public meetings with MPO Committees (TAC, CAC, and BPAC).</li> <li>Draft LRTP is posted to the MPO website at least 30 days prior to the MPO Board adoption meeting to allow for public comment.</li> <li>Documents will also be available for public review in the MPO office, or upon request.</li> </ul>
Public Meeting Notices	<ul style="list-style-type: none"> <li>A 30-day notice for public review prior to the MPO Board adoption meeting is advertised in the Hernando Sun and the Citrus Chronicle newspapers 5-10 days prior to the meeting, placed on the MPO website, and provided to the Hernando County and Citrus County Public Information Officers for posting on county websites</li> <li>The MPO Board adoption public meeting notice is advertised in the Hernando Sun and the Citrus Chronicle newspapers 5-10 days prior to the meeting, placed on the MPO website, and provided to the Hernando County and Citrus County Public Information Officers for posting on county websites</li> <li>Public meeting notice for workshops and public engagement meetings are advertised in the Hernando Sun and the Citrus Chronicle newspapers 5-10 days prior to the meeting, placed on the MPO website, and provided to the Hernando County and Citrus County Public Information Officers for posting on county websites.</li> </ul>
Approval	<ul style="list-style-type: none"> <li>By a roll-call vote of the majority of the MPO Board members present, and two public meetings advertised in the Hernando Sun and Citrus Chronicle newspapers are required for adoption.</li> <li>LRTP documentation is posted to the website and available in the MPO office no later than 90 days after adoption.</li> </ul>
<b>MODIFICATION</b>	Minor changes to text, project/project phase costs, funding sources of previously included projects, and/or project/project phase initiation dates. Consult MPO handbook for guidance.
Public Review	No formal review required; modifications are posted to the website.
Public Meeting Notices	Not required.
Approval	Administrative.

<b>L RTP (cont.) AMENDMENT</b>	A major revision to the L RTP, such as adding or deleting a project, a major change in project costs, project/project phase initiation dates, or a major change in design concept or design scope, (e.g. changing project termini, the number of through traffic lanes or changing the number of stations in the case of fixed guideway transit projects). Consult MPO Handbook for additional threshold guidance and posting of documentation to the Florida GAP system.
Public Review	<ul style="list-style-type: none"> <li>• Public meetings with MPO Committees (TAC, CAC, and BPAC).</li> <li>• Draft L RTP amendment is posted to the MPO website at least 10 days prior to MPO Board adoption meeting to allow for public comment.</li> <li>• Documents will also be available for public review in the MPO office, or upon request.</li> </ul>
Public Meeting Notices	<ul style="list-style-type: none"> <li>• Public meeting notice is placed on the MPO website 5-10 days prior to the meeting and provided to the Hernando County and Citrus County Public Information Officers for posting on county websites.</li> </ul>
Approval	<ul style="list-style-type: none"> <li>• By the MPO Board at a public meeting.</li> <li>• By a roll-call vote of the majority of the MPO Board members present if amendment affects projects in the first 3 years. <i>[Chapter 339.175(13), Florida Statutes]</i></li> </ul>

## Transportation Improvement Program (TIP)

The purpose of the Transportation Improvement Program (TIP) is to identify transportation needs and priorities of the metropolitan planning area including regionally significant projects regardless of their funding source (Titles 23 Code of Federal Regulations 450.332(b) and 49 USC, Chapter 53). The TIP demonstrates the process of prioritizing, selecting, and funding transportation projects in accordance with federal requirements of Titles 23 CFR 450 and 49 CFR Chapter 53, as amended.

The Transportation Improvement Program (TIP) is a five-year (5-year) plan for the Hernando/Citrus Metropolitan area which encompasses Citrus and Hernando counties and the cities within their boundaries, i.e., City of Crystal River, City of Inverness, and the City of Brooksville, respectfully. The plan includes the multi-modal project improvements consistent with the Long-Range Transportation Plan (LRTP) and is updated annually.

The TIP is developed through a continuing, comprehensive, and coordinated effort with the Florida Department of Transportation (FDOT), Federal Transit Administration (FTA), Hernando/Citrus Metropolitan Planning Organization (MPO), and the public.

The adoption of the Transportation Improvement Program (TIP) of the Hernando/Citrus Metropolitan Planning Organization (MPO) is conducted pursuant to the Public Participation Plan (PPP). The process includes the review and recommendation of the TIP by the MPO's public committees, i.e., the Technical Advisory Committee (TAC), Citizens Advisory Committee (CAC) and the Bicycle/Pedestrian Advisory Committee (BPAC), and is posted on the MPO's website for a 30-day public review comment period. The MPO Board will review and approve the TIP and provide it to the Florida Department of Transportation pursuant to law. *[Chapter 339.175 (8), Florida Statutes]*

TIP DEVELOPMENT	<p>TIPs are developed annually and cover a 5-year period (5<sup>th</sup> year is illustrative)</p> <p>Consult the FL MPO Handbook for additional guidance on thresholds, and consistency with the FDOT work program and MPO's transportation plans (i.e., LRTP and TIP), and posting of documentation to the Florida GAP system.</p>
Public Review	<ul style="list-style-type: none"> <li>Public meetings with MPO Committees (TAC, CAC, and BPAC).</li> <li>Draft TIP is posted to the MPO website at least 30 days prior to the MPO Board adoption meeting to allow for public comment.</li> <li>Documents will also be available for public review in the MPO office, or upon request.</li> </ul>
Public Meeting Notices	<ul style="list-style-type: none"> <li>A 30-day notice for public review prior to the MPO Board adoption meeting is advertised in the Hernando Sun and the Citrus Chronicle newspapers 5-10 days prior to the meeting, placed on the MPO website, and provided to the Hernando County and Citrus County Public Information Officers for posting on county websites.</li> </ul>
Approval	<ul style="list-style-type: none"> <li>By the MPO Board at a public meeting.</li> <li>By a recorded roll-call vote of the majority of the MPO Board members present.</li> </ul>

<b>TIP (cont.) MODIFICATION</b>	Minor changes to project costs (i.e., less than 20 percent and \$2 million), funding sources of previously included projects, termini changes for minor changes in length, and project initiation dates. Consult MPO handbook for guidance and posting of documentation to the Florida GAP system.
Public Review	No formal review required; modified TIP is posted to the website.
Public Meeting Notices	Not applicable.
Approval	Administrative.
<b>AMENDMENT</b>	<p>A major change including addition or deletion of a project, project cost increase (more than 20% and \$2 million), or change in design concept or project scope (i.e., changing project termini – increase or decrease of ½ mile and 20%, or the number of through traffic lanes).</p> <p>TIP/STIP Amendment requests that are received by Office of Policy and Planning (OPP)/Federal Aid Management Office (FAMO) for review by the 10th of each month will be included in the STIP Amendment for that month. This will enable FHWA to routinely approve the amendment by the end of the month.</p> <p>Consult the FL MPO Handbook for additional guidance on thresholds, and consistency with the FDOT work program and MPO's transportation plans (i.e., LRTP and TIP).</p>
Public Review	<ul style="list-style-type: none"> <li>Public meetings with MPO Committees (TAC, CAC, and BPAC).</li> <li>Draft TIP amendment is posted to the MPO website at least 10 days prior to MPO Board adoption meeting to allow for public comment.</li> <li>Documents will also be available for public review in the MPO office, or upon request.</li> </ul>
Public Meeting Notices	<ul style="list-style-type: none"> <li>Public notice is posted to the MPO website 5-10 days prior to the meeting and provided to the Hernando County and Citrus County Public Information Officers for posting on county websites.</li> </ul>
Approval	<ul style="list-style-type: none"> <li>By the MPO Board at a public meeting.</li> <li>By a recorded roll-call vote of the majority of the MPO Board members present if amendment affects projects in the first 3 years. <i>[Chapter 339.175, Florida Statutes]</i></li> </ul>
<b>ADMINISTRATIVE TIP/STIP AMENDMENT</b>	<p>During the Tentative Work Program development cycle, if a new project is added to Year One (1), this project will appear in the new TIP, but it is not recognized by FHWA until October 1. This becomes an issue between July 1 to September 30 when FHWA does not yet recognize the new TIP as being in effect and the project requires federal authorization prior to October 1.</p> <p>FHWA and FTA allow Administrative TIP/STIP Amendment during the three-month gap between the start of the new state fiscal year and the beginning of the new Federal fiscal year-without the requirement of full MPO Board Action and allowing for MPO Executive Director approval. Administrative TIP/STIP Amendments may take place between July 1 and August 31 only. <i>(MPO Program Management Handbook, 12/19/2024, Chapter 4.3.1.5), and posting of documentation to the Florida GAP system.</i></p>
Public Review	<ul style="list-style-type: none"> <li>Not required.</li> </ul>
Public Meeting Notices	<ul style="list-style-type: none"> <li>Not required.</li> </ul>
Approval	<ul style="list-style-type: none"> <li>By the MPO Executive Director.</li> </ul>

<b>TIP (cont.) ROLL FORWARD AMENDMENT</b>	<ul style="list-style-type: none"><li>• If there is a project in any of the four (4) federally recognized years of the old TIP that did not get authorized by June 30, the project can still be authorized based on the old TIP, as long as the request is made between July 1 and September 30.</li><li>• There is a need to ensure such projects are in the new TIP if the projects are to be authorized after September 30. This is accomplished through the Roll Forward TIP Amendment which must be adopted by the MPO Board before October 1.</li><li>• No public meetings with MPO committees (TAC, CAC, BPAC) are required.</li><li>• MPO Board approval, meeting notice is posted to the MPO website 5-10 days prior to meeting.</li></ul>
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## List of Priority Projects (LOPP)

The Hernando/Citrus MPO is responsible for annually developing a List of Priority Projects (LOPP) for Transportation Priority for Congestion Management and a List of Priority Projects for Transportation Alternatives and submitting the list to the Florida Department of Transportation (FDOT) for consideration during the development of the 5-Year Work program for the MPO area. The MPO, working through its Technical Advisory, Bicycle/Pedestrian Advisory, and Citizens Advisory committees, prioritizes projects based upon projects identified through the Cost-Feasible Plan of the 2050 Long-Range Transportation Plan (LRTP).

This prioritization will also incorporate Complete Streets elements that rely on FDOT's Context Classification process. This will allow FDOT to review projects on the state system with the goal of applying Complete Street features wherever possible. On local facilities, it would also allow the MPO to suggest Complete Street features to the extent possible.

The LOPP includes a list of projects involving major improvement and congestion management and a separate list of transportation alternatives projects. These lists contain projects that are considered of highest priority for improvement by the MPO and its advisory committees. The criteria for the prioritization of transportation projects include existing and projected facilities levels of service, safety considerations, anticipated funding levels, ability to complete the project, and overall modal performance and system connectivity. Consistent with federal requirements and the 2050 Long-Range Transportation Plan (LRTP), the prioritization process considers the recommendations of the MPO Board's advisory committees (Technical Advisory Committee, Citizens Advisory Committee, and the Bicycle/Pedestrian Advisory Committee).

LOPP DEVELOPMENT	Annually
Public Review	<ul style="list-style-type: none"> <li>Public meetings with MPO Committees (TAC, CAC, and BPAC).</li> <li>Draft LOPP is posted to the MPO website at least 10 days prior to the MPO Board adoption meeting to allow for public comment.</li> <li>Documents will also be available for public review in the MPO office, or upon request.</li> </ul>
Public Meeting Notices	<ul style="list-style-type: none"> <li>Public meeting notice is posted to the MPO Website 5-10 days prior to the meeting and provided to the Hernando County and Citrus County Public Information Officers for posting on county websites.</li> </ul>
Approval	By a majority vote of the MPO Board members present.
<b>MODIFICATION</b>	Minor changes to text or project description for clarification. Consult MPO handbook for guidance.
Public Review	No formal review required; modified LOPP is posted to the website.
Public Meeting Notices	Not required.
Approval	By MPO Executive Director.

<b>LOPP (cont.) AMENDMENT</b>	Any changes to project priorities, project scope or addition/deletion of projects.
Public Review	<ul style="list-style-type: none"> <li>Public meetings with MPO Committees (TAC, CAC, and BPAC).</li> <li>Draft LOPP amendment is posted to the MPO website at least 10 days prior to MPO adoption meeting to allow for public comment.</li> <li>Documents will also be available for public review in the MPO office, or upon request.</li> </ul>
Public Meeting Notices	<ul style="list-style-type: none"> <li>Public notice is posted to the MPO website 5-10 days prior to the meeting and provided to the Hernando County and Citrus County Public Information Officers for posting on county websites.</li> </ul>
Approval	<ul style="list-style-type: none"> <li>By the MPO Board at a public meeting.</li> <li>By a majority vote of the MPO Board members present.</li> </ul>



*"Bicycling on the Suncoast Trail"*  
Photo by: Kimberly Poppke

## Unified Planning Work Program (UPWP)

The Unified Planning Work Program (UPWP) describes the transportation planning projects to be performed within the Hernando/Citrus Metropolitan Planning Organization (MPO) study area which includes planning activities for both the Spring Hill Urbanized Area in Hernando County and the Homosassa Springs – Beverly Hills – Citrus Springs Urbanized Area in Citrus County.

Pursuant to Titles 23 and 49, Code of Federal Regulations (CFR), Chapter 339.175, Florida Statutes (F.S.), and the Federal Transit Act, the UPWP is the basis for allocating federal, state, and local funds for transportation planning purposes. The UPWP documents all planning tasks and related activities developed by the MPO and other transportation planning processes.

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

UPWP DEVELOPMENT	New UPWP is developed every 2 years and covers 2 State fiscal years. UPWP is updated/amended in the second year, and as appropriate. Consult the Florida MPO Handbook for guidance and the requirements and posting of documentation to the Florida GAP system.
Public Review	<ul style="list-style-type: none"> <li>Public meetings with MPO Committees (TAC, CAC, and BPAC).</li> <li>Draft UPWP is posted to the MPO website at least 30 days prior to the MPO Board adoption meeting to allow for public comment.</li> <li>Documents will also be available for public review in the MPO office, or upon request.</li> </ul>
Public Meeting Notices	<ul style="list-style-type: none"> <li>A 30-day notice for public review prior to the MPO Board adoption meeting is advertised in the Hernando Sun and the Citrus Chronicle newspapers, placed on the MPO website, and provided to the Hernando County and Citrus County Public Information Officers for posting on county websites.</li> <li>The MPO Board adoption meeting public notice is posted to the MPO website 5-10 days prior to the meeting and provided to the Hernando County and Citrus County Public Information Officers for posting on county websites.</li> </ul>
Approval	By approval of a Resolution by the majority of the MPO Board members present at a public meeting.
UPWP MODIFICATION	Modifications that do not change the approved FHWA and FTA budget, scope of the FHWA and FTA funded work task(s) or add or delete a work task(s).
Public Review	No formal review required; modifications are posted to the website and uploaded to the FDOT document portal (Florida GAP). An example of a modification would be to transfer tasks between current tasks of the UPWP.
Public Meeting Notices	Not required.
Approval	Administrative.



UPWP AMENDMENT	Amendments to the UPWP are required in the following actions per 2 CFR 200.308 and 29 CFR 1470.30. Refer to the MPO Handbook for guidance on de-obligating funds and the posting of documents in the Florida GAP system.
Financial vs. Non-Financial Amendment	<p>Both financial and non-financial amendments can occur to the UPWP. Financial amendments can change the total amount of UPWP funding and/or the transfer of funds between tasks, while non-financial amendments will not change funding amounts. Items e-j below represent non-financial amendments.</p> <ul style="list-style-type: none"> <li>a) Any revision resulting in the need to increase or decrease the UPWP budget ceiling by adding new funding or reducing overall approved funding;</li> <li>b) Adding/deleting a task/subtask;</li> <li>c) Transferring funds between tasks/sub-tasks that exceed a combined amount greater than or equal to \$100,000 OR 10 percent of the total budget of that task/sub-task, whichever is more restrictive;</li> <li>d) Reducing the budget of a task/sub-task by more than 50 percent, or to the point a task/sub-task could not be accomplished as it was originally approved; <ul style="list-style-type: none"> <li>• Note that item d above may change the task, scope, budget, and deliverables. For item h below, an amendment is required for any activity the MPO was previously going to complete but contracted out instead.</li> </ul> </li> <li>e) Change in the scope or objective of the program/task, even if there is no associated budget revision (this also applies to when a task scope changes);</li> <li>f) Change in key person (the MPO staff director);</li> <li>g) Extending the period of performance past the approved work program period (i.e., no-cost time extension);</li> <li>h) Sub-awarding, transferring, or contracting out any of the activities in the UPWP;</li> <li>i) The disengagement from a project for more than three months or a 25 percent reduction in time devoted to the project by the approved project director or principal investigator; and</li> <li>j) The inclusion of costs that require prior approval (e.g., capital and equipment purchases of \$5,000 and above per unit cost).</li> </ul>
Public Review	<ul style="list-style-type: none"> <li>• Public meetings with MPO Committees (TAC, CAC, and BPAC).</li> <li>• Draft UPWP amendment is posted to the MPO website at least 10 days prior to MPO Board adoption meeting to allow for public comment.</li> <li>• Documents will also be available for public review in the MPO office, or upon request.</li> </ul>
Public Meeting Notices	<ul style="list-style-type: none"> <li>• The MPO Board adoption meeting public notice is posted to the MPO website 5-10 days prior to the meeting and provided to the Hernando County and Citrus County Public Information Officers for posting on county websites.</li> </ul>
Approval	By the majority vote of the MPO Board members present at a public meeting.

## Public Participation Plan (PPP)

The PPP is defined as part of the transportation planning work program which identifies the public involvement strategies and the outreach activities to be undertaken by the Hernando/Citrus MPO. As required by federal law, a forty-five (45) day public comment period is held prior to MPO Board adoption of the PPP to offer another avenue of public input. Once adopted, the plan is available on [www.HernandoCitrusMPO.us](http://www.HernandoCitrusMPO.us).

PPP DEVELOPMENT, MODIFICATION, AMENDMENT	Reviewed Annually
Public Review	<ul style="list-style-type: none"><li>Public meetings with MPO Committees (TAC, CAC, and BPAC).</li><li>Draft PPP is posted to the MPO website at least 45 days prior to the MPO adoption meeting to allow for public comment.</li><li>Documents will also be available for public review in the MPO office, or upon request.</li></ul>
Public Meeting Notices	<ul style="list-style-type: none"><li>A 45-day notice for public review prior to the MPO Board adoption meeting is advertised in the Hernando Sun and the Citrus Chronicle newspapers, placed on the MPO website, and provided to the Hernando County and Citrus County Public Information Officers for posting on county websites. [23 CFR 450.316(a)(3)]</li><li>The MPO Board adoption meeting public notice is posted to the MPO website 5-10 days prior to the meeting and provided to the Hernando County and Citrus County Public Information Officers for posting on county websites.</li></ul>
Approval	<ul style="list-style-type: none"><li>By the majority vote of the MPO Board members present at a public meeting.</li></ul>

## Transit Development Plans

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

The public transportation provider for Hernando and Citrus Counties are their respective Board of County Commissioners (BOCC) which are responsible for approval of the TDP. Notices of TDP adoption, amendment or annual progress reports are published in a newspaper of general circulation in the home county 5-10 days prior to any public action. Documents will be posted to their respective website and available for a 30-day review period for new TDPs, and 10-day review for TDP amendments or annual progress reports.

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

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



## State of Emergency

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

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

The MPO is required by law to produce, approve, and submit the Unified Planning Work Program (UPWP), Long Range Transportation Plan (LRTP), List of Project Priorities, and Transportation Improvement Program (TIP) in compliance with statutory mandates and timelines. In the event the COOP is activated when one or more of these documents must be approved, the MPO is authorized to implement emergency protocols in a local, state, or federal declaration of a State of Emergency:

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

## APPENDIX A: INDEX OF PPP AMENDMENTS AND MODIFICATIONS POST ADOPTION

DATE	REV #	CHANGE TYPE	EXPLANATION OF THE CHANGE
9-18-18	1	Annual review and update.	MPO staff reviewed the PPP and made updates to ensure the plan is consistent with current regulations. Additionally, staff from Federal Highway Administration (FHWA) met with the MPO to conduct a more detailed review of the PPP.
12-15-22	2	Annual review and update.	<p>Formatting changes throughout the document. Information for public participation in Spanish and Telecommunication Relay services for hearing or speech disability was added, and Title VI and Noncompliance contact information was updated. Federal requirements were moved to an appendix in the back of the document. The PPP purpose section was enhanced. A section was added describing the MPO Board and Committee(s) membership regarding roles, meeting frequency and information, and a provision was added to allow committee meetings to be jointly conducted.</p> <p>Enhanced description of the MPO core plans and programs, along with tables outlining public review periods, advertising requirements and approval processes were added. A limited approval process was included for TIP roll forward amendments.</p> <p>Guidance was added to address a State of Emergency when it impacts the MPO Board's ability to produce, approve and submit one of the core plans and programs in accordance with statutory mandates and timelines.</p>
12-7-23	3	Annual review and update.	<p>Legal citations were added, where applicable. Publishing of legal notices in a newspaper was removed as public notice will be in the form of the placement on the MPO webpage. Removed posting notices on social media sites by the MPO. Public Notices will be sent to the public information office of Hernando and Citrus counties for posting on their respective websites. The UPWP section was updated for definitions on financial modifications/amendments in accordance with requirements of the Florida Department of Transportation. MPO Committee and Transportation Disadvantaged Local Coordinating Board meeting details were updated. The MPO volunteer application was</p>

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12-7-23 (cont.)			updated and incorporated into the PPP. Appendix A was updated to reflect PPP amendments and modifications post adoption.
4-3-25	4	Annual review and update.	FDOT made several chapter updates (LRTP, TIP, UPWP, PPP) to the MPO Program Management Handbook in 2024 to provide additional information on planning document development process, amendments, and modifications. These updates have been incorporated into the MPO PPP.

## APPENDIX B: PPP MONITORING ACTIVITIES

- The MPO website will be updated as necessary to maintain consistency with local, state, and federal requirements.
- Public Information Officers will provide links of notices on social media sites upon request of the MPO.
- Agendas with associated back up for all MPO Board and Committee meetings will be posted to the MPO website approximately 7 days prior to the public meeting.
- Public Notice for upcoming meetings will be posted to the website at least 5 to 10 days prior to the meeting or as prescribed by the project or program.
- The MPOs general email delivery mailbox will be monitored daily to address emails received.

## APPENDIX C: FEDERAL PUBLIC INVOLVEMENT PROCESS REQUIREMENTS

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

### §450.316 INTERESTED PARTIES, PARTICIPATION, AND CONSULTATION

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



- 1) The MPO shall develop the participation plan in consultation with all interested parties and shall, at a minimum, describe explicit procedures, strategies, and desired outcomes for:
  - i. **Providing adequate public notice** of public participation activities and time for public review and comment at key decision points, including a reasonable opportunity to comment on the proposed metropolitan transportation plan (known as the LRTP) and the TIP.
  - ii. **Providing timely notice and reasonable access** to information about transportation issues and processes.
  - iii. **Employing visualization techniques** to describe metropolitan transportation plans and TIPs.
  - iv. **Making public information** (technical information and meeting notices) available in electronically accessible formats and means, such as the World Wide Web (Internet).
  - v. **Holding any public meetings at convenient and accessible locations and times.**
  - vi. **Demonstrating explicit consideration and response to public input** received during the development of the metropolitan transportation plan and the TIP.
  - vii. **Seeking out and considering the needs of those traditionally underserved by existing transportation systems**, such as low-income and minority households, who may face challenges accessing employment and other services.
  - viii. **Providing an additional opportunity for public comment**, if the final metropolitan transportation plan or TIP differs significantly from the version that was made available for public comment by the MPO and raises new material issues that interested parties could not reasonably have foreseen from the public involvement efforts.
  - ix. **Coordinating** with the statewide transportation planning public involvement and consultation processes under subpart B of this part; and
  - x. **Periodically reviewing** the effectiveness of the procedures and strategies contained in the participation plan to ensure a full and open participation process.
- 2) When significant written and oral comments are received on the draft metropolitan transportation plan and TIP (including the financial plans) because of the participation process in this section or the interagency consultation process required under the EPA transportation conformity regulations (40 CFR part 93, subpart A), a summary, analysis, and report on the disposition of comments shall be made as part of the final metropolitan transportation plan and TIP.



- 3) A minimum public comment period of 45 calendar days shall be provided before the initial or revised participation plan is adopted by the MPO. Copies of the approved participation plan shall be provided to the FHWA and the FTA for informational purposes and shall be posted on the World Wide Web (Internet), to the maximum extent practicable.
- (b) In developing LRTPs and TIPs, the MPO should consult with agencies and officials responsible for other planning activities within the Metropolitan Planning Area (MPA) that are affected by transportation (including State and local planned growth, economic development, tourism, natural disaster risk reduction, environmental protection, airport operations, or freight movements) or coordinate its planning process (to the maximum extent practicable) with such planning activities. In addition, the MPO shall develop the metropolitan transportation plans and TIPs with due consideration of other related planning activities within the metropolitan area, and the process shall provide for the design and delivery of transportation services within the area that are provided by:
- 1) Recipients of assistance under title 49 U.S.C. Chapter 53.
  - 2) Governmental agencies and non-profit organizations (including representatives of the agencies and organizations) that receive Federal assistance from a source other than the U.S. Department of Transportation to provide non-emergency transportation services; and
  - 3) Recipients of assistance under 23 U.S.C. 201-204.
- (c) When the MPA includes Indian Tribal lands, the MPO shall appropriately involve the Indian Tribal government(s) in the development of the metropolitan transportation plan and the TIP.
- (d) When the MPA includes Federal public lands, the MPO shall appropriately involve the Federal land management agencies in the development of the metropolitan transportation plan and the TIP.
- (e) MPOs shall, to the extent practicable, develop a documented process(es) that outlines roles, responsibilities, and key decision points for consulting with other governments and agencies, as defined in paragraphs (b), (c), and (d) of this section, which may be included in the agreement(s) developed under §450.314.



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

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## APPENDIX D: GLOSSARY

<b>ADA</b>	The <a href="#">Americans with Disabilities Act of 1990</a> is a Federal law that requires public facilities (including transportation services) to be accessible to persons with disabilities including those with mental disabilities, temporary disabilities, and the conditions related to substance abuse.
<b>BOCC</b>	<b>Board of County Commissioners.</b> The Board of County Commissioners is the chief legislative body in a County. Five county commissioners are elected to four-year terms by the voters at large and represent the geographical district in which they reside. The Board approves the budget, adopts local ordinances and resolutions, and establishes policies which govern the County and ensure the health, safety, and welfare of the citizens.
<b>BPAC</b>	<b>Bicycle/Pedestrian Advisory Committee.</b> The BPAC is a standing committee appointed by the MPO Board.
<b>CAC</b>	<b>Citizens Advisory Committee.</b> The CAC is a statutorily required committee of which the members are appointed by the MPO Board.
<b>CIP</b>	<b>Capital Improvement Program.</b> The CIP is a multi-year schedule of capital improvement projects, including priorities and cost estimates, budgeted to fit the financial resources of the community.
<b>CM</b>	<b>Congestion Mitigation.</b> The CMP is a management system and process conducted by metropolitan planning organizations (MPO), such as the Hernando/Citrus MPO, to improve traffic operations and safety using either strategies that reduce travel demand or the implementation of operational improvements.
<b>CMP</b>	<b>Congestion Management Process.</b> The CMP is a management system and process conducted by metropolitan planning organizations (MPOs) to improve traffic operations and safety using either strategies that reduce travel demand or the implementation of operational improvements.
<b>CMS</b>	<a href="#">Congestion Management System.</a> The Congestion Management System (CMS) was first introduced by the Intermodal Surface Transportation Efficiency Act (ISTEA) of 1991 and continued under the successor law, the Transportation Equity Act for the 21st Century (TEA-21). The CMS was intended to augment and support effective decision making as part of the overall metropolitan transportation planning processes.
<b>COOP</b>	<b>Continuity of Operations Plan.</b> The COOP establishes policy and guidance to ensure the execution of mission essential functions for the Hernando/Citrus MPO if an emergency in Hernando County threatens or incapacitates operations, and to direct the relocation of selected personnel and resources to an alternate facility capable of supporting operations.
<b>CTC</b>	<b>Community Transportation Coordinator.</b> The CTC is the agency or organization in each county responsible for ensuring that coordinated transportation services are provided to serve the transportation disadvantaged.
<b>CTD</b>	<a href="#">Commission for Transportation Disadvantaged.</a> The CTD is the State-level policy board for the coordination of transportation disadvantaged services.
<b>DOPA</b>	<b>Designated Official Planning Agency.</b> The DOPA is the entity responsible for transportation disadvantaged planning in each area. In the urbanized areas of the state, the planning agencies are metropolitan planning organizations (MPOs).

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<b>EJ</b>	<b><a href="#">Environmental Justice</a></b> . Environmental justice is 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.
<b>FDOT</b>	<b><a href="#">Florida Department of Transportation</a></b> . FDOT is the State of Florida’s multi-modal transportation agency. Organizationally, it is composed of one Central Office in Tallahassee, seven District Offices, and the Florida’s Turnpike Enterprise.
<b>FHWA</b>	<b><a href="#">Federal Highway Administration</a></b> . The FHWA is the Division of the U.S. Department of Transportation responsible for administering federal highway transportation programs under Title 23 U.S.C. and Title 49 U.S.C.
<b>FTA</b>	<b><a href="#">Federal Transit Administration</a></b> . The FTA is the Federal entity responsible for transit planning and programs under Title 49 U.S.C.
<b>FTC</b>	<b><a href="#">Florida Transportation Commission</a></b> . The mission of the FTC is to provide leadership in meeting Florida's transportation needs through policy guidance on issues of statewide importance and by maintaining oversight and public accountability for the Department of Transportation and other statutorily specified transportation authorities.
<b>FTE</b>	<b><a href="#">Florida’s Turnpike Enterprise</a></b> . Florida’s Turnpike Enterprise (FTE) manages Florida’s Turnpike System and acts as a separate business unit of the Florida Department of Transportation (FDOT).
<b>FTP</b>	<b><a href="#">Florida Transportation Plan</a></b> . The FTP is the state’s long-range plan guiding Florida’s transportation future. The FTP is a plan for all of Florida – and affects every resident, business, and visitor.
<b>FS</b>	<b>Florida Statute</b> . A permanent collection of state laws organized by subject area into a code made up of titles, chapters, parts, and sections.
<b>FY</b>	<b>Fiscal Year</b> . A fiscal year is a 12-month period used in government accounting and financial reporting.
<b>HISP</b>	<b><a href="#">Highway Safety Improvement Program</a></b> . The Highway Safety Improvement Program (HSIP) is a core Federal-aid program with the purpose to achieve a significant reduction in traffic fatalities and serious injuries on all public roads, including non-State-owned roads and roads on tribal land.
<b>ICAR</b>	<b>Intergovernmental Coordination and Review and Public Transportation Collaborative Agreement</b> . The ICAR provides framework for review between MPO and Public Transportation actuals and regional planning councils.
<b>LCB</b>	<b>Local Coordinating Board</b> . The purpose of the coordinating board is to provide advice and direction to the CTC concerning the coordination of transportation services.
<b>LEP</b>	<b>Limited English Proficiency</b> . LEP refers to individuals who have a limited ability to read, speak, write, or understand English.
<b>LOPP</b>	<b>List of Priority Projects</b> . The LOPP is a list of priority projects developed pursuant to the Transportation Improvement Program (TIP)
<b>LOS</b>	<b>Level of Service</b> . LOS is a qualitative assessment of a road’s operating condition generally described using a scale of A (little congestion) to E/F (severe congestion).
<b>L RTP</b>	<b>Long-Range Transportation Plan</b> . The LRTP is a 20-year forecast plan required of state planning agencies and MPOs, which must consider a wide range of social, environmental, energy, and

	economic factors in determining overall regional goals and consider how transportation can best meet these goals.
<b>MPO</b>	<b>Metropolitan Planning Organization.</b> The MPO is the designated agency for cooperative transportation decision-making, required for urbanized areas with populations over 50,000.
<b>MPA</b>	<b>Metropolitan Planning Area.</b>
<b>MPOAC</b>	<b><a href="#">Metropolitan Planning Organization Advisory Council.</a></b> The MPOAC is a statewide transportation planning and policy organization created by the Florida Legislature pursuant to Section 339.175(11), Florida Statutes, to augment the role of individual MPOs in the cooperative transportation planning process.
<b>NHFP</b>	<b>National Highway Freight Program.</b> The purpose, among other goals, of the National Highway Freight Program (NHFP) is to improve efficient movement of freight on the National Highway Freight Network (NHFN).
<b>PPP</b>	<b>Public Participation Plan.</b> One of the required elements under MAP-21 is that a PPP (i) shall be developed in consultation with all interested parties, and (ii) shall provide that all interested parties have reasonable opportunities to comment on the contents of the transportation plan.
<b>PTGA</b>	<b>Public Transportation Grant Agreement.</b> A PTGA is an agreement between an agency and FDOT for transportation related projects.
<b>SCOP</b>	<b>Small County Outreach Program source of funding</b>
<b>SCTPA</b>	<b><a href="#">Sun Coast Transportation Planning Alliance.</a></b> The SCTPA (formerly the West Coast Central Florida Chairs Coordinating Committee-CCC) is comprised of the following entities: Hernando, Citrus, Hillsborough, Pasco, Pinellas, Sarasota, Polk, and Manatee counties.
<b>SIS</b>	<b><a href="#">Strategic Intermodal System.</a></b> The SIS is a Florida network of high-priority transportation facilities, including the State's largest and most significant commercial service airports, spaceport, deep-water seaports, freight rail terminals, passenger rail and intercity bus terminals, rail corridors, waterways, and highways.
<b>STIP</b>	<b>State Transportation Improvement Program.</b> The STIP is FDOT's Five-Year Work Program as prescribed by Federal law.
<b>TA</b>	<b>Transportation Alternatives.</b> As defined under 23 U.S.C. 101(a)(29) (MAP-21 1103), these are specific activities which can be funded with Surface Transportation Program (STP) funds; activities include pedestrian/bicycle facilities, recreational trails program, Safe Routes to School (SRTS) activities, railway corridor preservation, construction of turnouts, overlooks and viewing areas, control/removal of outdoor advertising, historic preservation and rehabilitation of historic transportation facilities, invasive species control, archeological activities relating to impacts from eligible transportation Project, mitigation of highway storm water runoff water pollution, and reduce vehicle-caused wildlife mortality, planning, designing and construction of boulevards and other roadways largely in the right-of-way of former Interstate System routes or other divided highways.
<b>TAC</b>	<b>Technical Advisory Committee.</b> A standing committee of the MPO required pursuant to Florida Statute Chapter 339.175.
<b>TBRPC</b>	<b><a href="#">Tampa Bay Regional Planning Council.</a></b> The Tampa Bay Regional Planning Council is governed by elected county and municipal representatives, gubernatorial appointees, and non-voting ex-officios representing state and regional agencies. The Council serves as a forum for the

coordination and review of planning and development activities that affect the six-county region: Hernando, Citrus, Pasco, Pinellas, Hillsborough, and Manatee.

- TD**      **Transportation Disadvantaged.** Those persons who because of physical or mental disability, income, status, or age are unable to transport themselves or purchase transportation and are, therefore, dependent upon others to obtain access to health care, employment, education, shopping, social activities, or other life-sustaining activities, or children who are disabled or high-risk or at-risk as defined in Florida Statutes, Chapter 411.202.
- TDLCB**      **Transportation Disadvantaged Local Coordinating Board.** The Transportation Disadvantaged Local Coordinating Board (TDLCB)s are the technical level review Boards established, consistent with Florida Statutes, Chapter 427.
- TDP**      **Transit Development Plan.** The Transportation Development Plan is required per Florida Administrative Code 14-73.
- TDSP**      **Transportation Disadvantaged Service Plan.** The TDSP is a plan for the provision and implementation of transportation disadvantaged services within a community.
- TIP**      **Transportation Improvement Program.** A priority list of transportation projects consistent with the adopted MPO Long-Range Transportation Plan (LRTP) and local government programs and comprehensive plans.
- TITLE VI**      **Title VI of the Civil Rights Act of 1964** prohibits discrimination on the basis of race, color or national origin in programs or activities receiving federal financial assistance.
- TRIP**      [Transportation Regional Incentive Program.](#) State funds made available to provide incentives for local governments and the private sector to help pay for critically needed projects.
- TRT**      **Technical Review Team.** A group of professionals who come together to discuss and work out the details of a project with regards to their area of expertise.
- UPWP**      **Unified Planning Work Program.** A Unified Planning Work Program (UPWP) is the budgetary work program identifying the funding sources and work activities of the MPO.
- USDOT**      [United States Department of Transportation.](#)

**Visualization Techniques:** means methods used by States and MPOs in the development of transportation plans and programs with the public, elected and appointed officials, and other stakeholders in a clear and easily accessible format such as GIS- or web-based surveys, inventories, maps, pictures, and/or displays identifying features such as roadway rights of way, transit, intermodal, and non-motorized transportation facilities, historic and cultural resources, natural resources, and environmentally sensitive areas, to promote improved understanding of existing or proposed transportation plans and programs.

## APPENDIX E: VOLUNTEER APPLICATION



### Hernando/Citrus Metropolitan Planning Organization Board & Committee Volunteer Application (Please type or print clearly)

Name: \_\_\_\_\_

THE FOLLOWING INFORMATION IS REQUIRED FOR COUNTY RECORDS AND BECOMES PUBLIC RECORD UPON SUBMITTING THIS APPLICATION. IF YOU BELIEVE THAT YOU QUALIFY FOR AN EXEMPTION TO THE RELEASE OF THIS INFORMATION, PURSUANT TO F.S. 119.07, PLEASE STATE THE BASIS OF YOUR EXEMPTION.

Are you a resident of Hernando County? \_\_\_\_\_ Citrus County? \_\_\_\_\_ For how long? \_\_\_\_\_

Do you reside within the city limits of Brooksville? \_\_\_\_\_ Crystal River? \_\_\_\_\_ Inverness? \_\_\_\_\_

Physical Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Mailing Address (if different) \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Telephone (home/cell) \_\_\_\_\_ Business/Other \_\_\_\_\_ Email \_\_\_\_\_

Occupation \_\_\_\_\_

These committees may require travel outside of our county of residence. Are you willing to travel to Hernando or Citrus Counties as necessary to participate in meetings and remain active? Yes \_\_\_\_\_ No \_\_\_\_\_

Brief Resume of Education and Experience (Please include any certificates, awards, diplomas, degrees, professional license numbers, etc.).

\_\_\_\_\_  
\_\_\_\_\_

Why are you interested in serving on this Board/Committee? \_\_\_\_\_

\_\_\_\_\_

Please list three references, including address, phone numbers and email address.

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

Board/Committee Interested in Volunteering for:

\_\_\_\_\_ BICYCLE/PEDESTRIAN ADVISORY COMMITTEE (BPAC) – 2-year term, 11 members

\_\_\_\_\_ CITIZENS ADVISORY COMMITTEE (CAC) – 2-year term, 11 members

\_\_\_\_\_ HERNANDO COUNTY TRANSPORTATION DISADVANTAGED LOCAL COORDINATING BOARD (TDLCB) – 3-year term, 17 members (some positions require agency participation.)

\_\_\_\_\_ CITRUS COUNTY TRANSPORTATION DISADVANTAGED LOCAL COORDINATING BOARD (LCB) – 3-year term, 17 members (some positions require agency participation.)

Is there a specific Board/Committee position you are interested in applying for? If so, please list the position below:

\_\_\_\_\_



Have you ever been convicted of a felony or a misdemeanor (or similar offense) by court martial or plead nolo contendere (no contest) to such an offense, or plead guilty to such an offense (including all instances of the foregoing, even if adjudication was withheld or if you were placed on probation)?

(Answering Yes does not automatically disqualify you for consideration) Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, state the court, crime committed, disposition of case, and dates \_\_\_\_\_

Emergency Contact #1: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone No. \_\_\_\_\_

Emergency Contact #2: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone No. \_\_\_\_\_

*I hereby request consideration as a board/committee appointee. It is my intention to familiarize myself with the duties and responsibilities of the office to which I may be appointed, and to fulfill the appointment to the best of my ability, exercising good judgment, fairness, impartiality, and faithful attendance. I also agree to file a Financial Disclosure form as required by State law, if applicable, and abide by the provisions of the Government-in-the-Sunshine State Law.*

*I, the above-named applicant, agree to act as a volunteer for Hernando/Citrus Metropolitan Planning Organization (the "MPO"). I acknowledge and agree that activities performed by me as a volunteer will be performed strictly on a volunteer basis, without any pay, compensation, or benefits. I agree to comply with the rules and regulations established by the MPO to include, but not limited to, accurate recording of volunteer hours. Failure to comply with the rules and regulations may result in my immediate removal as a volunteer. If I am convicted of or plead no contest to a crime during my tenure as a volunteer, I agree to notify the Volunteer Coordinator immediately. I understand that during my volunteer activities, I may encounter individuals who have not received a background screening.*

*I agree \_\_\_\_\_ I do NOT agree \_\_\_\_\_*

I grant Hernando County full permission to use my photographs, videotapes, or any other manner of recording my participation in this Program for any purpose.

I hereby confirm that I have read and understand this application and that all information furnished by me is true and accurate. I understand that to be considered for this committee, I must be a resident of the county I am representing (either Hernando or Citrus County) and cannot be an elected official and/or a technical person involved in transportation planning in the county I am representing.

\_\_\_\_\_  
(Printed Name)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

Please complete this form and return it to:

Hernando/Citrus MPO  
789 Providence Boulevard  
Brooksville, Florida 34601  
Email: [mpo@hernandocounty.us](mailto:mpo@hernandocounty.us)