

***2015 Miami Urbanized Area
Transportation Management Area
(TMA) Certification Review Questions***

Palm Beach MPO



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Note: The Certification Review Questions are intended to provide the Federal Review team with an overview of the MPO's transportation planning process. All answers submitted help to provide insight into the MPO's planning activities as well as assist the Federal Review team in tailoring the certification review site visit. These answers also aid in the completion and accuracy of the final certification review report. All detailed responses provided are greatly appreciated.

2015 MPO Certification Review Questions

- A. Corrective Actions and Recommendations from the 2011 TMA Certification Review and Metropolitan Planning Organization (MPO) Responses. Please include the "status" of follow-up actions on corrective action and/or recommendations made during the last Federal TMA Certification Review.

Corrective Actions

1. Agreements: MPO Structure- Pursuant to 23 CFR 450.314 (a) the MPO, the State(s), and the public transportation operator(s) shall cooperatively determine their mutual responsibilities in carrying out the metropolitan transportation planning process. These responsibilities shall be clearly identified in written agreements among the MPO, the State(s), and the public transportation operator(s) serving the Metropolitan Plan Area. The Palm Beach MPO Staff Services agreement was last updated in 1985. Many of the provisions provided in the agreement are no longer reflective of the current practices of the MPO staff and needs to be updated so that the principles of the agreement more closely define the mutual responsibilities in carrying out the metropolitan transportation planning process. The MPO staff needs to update, revise and sign this staff services agreement by March 15, 2012.

RESPONSE:

A new Staff Services Agreement with Palm Beach County was executed on March 2, 2013 and submitted to FHWA (Ms. Lee Ann Jacobs) on April 4, 2013. See Appendix

2. Public Involvement: In accordance with 23 CFR 450.316 (A)(1) "(1) The participation plan shall be developed by the MPO 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 but not limited to a reasonable opportunity to comment on the proposed metropolitan transportation plan and the TIP; (ii) Providing timely notice and reasonable access to information about transportation issues and processes". In reviewing the Public Participation Plan (PPP), the Federal Review team noted that there is not enough information included about how the public can get engaged in the planning process. For example, the plan does not outline when, where and what time the MPO's advisory committee meets nor is there information about how a member of the public can join the committee. Therefore while this information is clearly available on the MPO's website the regulations call for this information to be included in the PPP and be available for those that either do not have access or are limited in their ability to access this information via the web. The MPO needs to update their Public Participation Plan to reflect the public involvement opportunities by March 15, 2012.

RESPONSE:

The PB-MPO's substantially revised 2012 Public Involvement Plan (PIP) was adopted and posted on the website in April 2012. The PIP has received annual calendar updates for the meetings of the MPO Board and its advisory committees.

3. Title VI: The MPO Title VI Coordinator information is not shared with the public in the MPO's policies or complaint filing procedures. 23 CFR 200.9(b) requires State Highway Agencies and

their recipients to name the Title VI Coordinator as well as to broadly post and disseminate the information. This information is required to be posted on the MPO's website by November 1, 2011.

RESPONSE:

Title VI contact information for Malissa Booth was posted to the PB-MPO website in March 2011, and is contained within the Title VI and ADA Nondiscrimination Policy & Plan and the Limited English Proficiency (LEP) Plan. These documents were adopted and posted on the website in June 2011.

4. Title VI: Palm Beach MPO has chosen to use the FDOT nondiscrimination assurance as its Title VI policy statement. This assurance requires the insertion of a contract clause known as Appendix A (see Appendix D for example), which is neither included as part of the policy nor available to the public. If the MPO chooses the assurance as its policy statement, it must include the entire document as part of the policy and ensure that the information is broadly posted and disseminated. As an alternative, the MPO could develop a Title VI policy statement separate from the assurance it provides to FDOT and FHWA. The MPO needs to begin utilizing the full contract clause or develop a policy statement by November 1, 2011.

RESPONSE:

A customized Title VI and ADA Nondiscrimination Policy & Plan was adopted and posted to the PB MPO website in June 2011.

5. Title VI: Palm Beach MPO has no Limited English Proficiency (LEP) Plan as required by Executive Order 13166 and related U.S. Department of Justice guidance. Like all federal-aid recipients, the MPO must conduct an analysis of programs, services and activities using the four factor test and generate a written plan for providing LEP services when necessary. This LEP plan needs to be completed by November 1, 2011.

RESPONSE:

A customized Limited English Proficiency (LEP) Plan was adopted and posted to the PB MPO website in June 2011.

6. Total Project Cost in Transportation Improvement Plan (TIP): In the past, a broader interpretation for federal regulations provided flexibility such that total project cost could be interpreted as total cost per project phase within the TIP/STIP. However, recent clarification requested by FDOT and provided by FHWA distinctly states that total project cost is defined as the total cost for all phases of a project. The TIP must include for each project the estimated total project cost(s), which may extend beyond the timeframe of the TIP in accordance with 23 CFR 450.324(e)(2). In reviewing the TIP, it was observed that the projects shown in the document display only the expenditures during the five year timeframe. The TIP does not display the total project costs which may extend beyond the timeframe of the TIP. FHWA will work with FDOT and Florida MPO's to sufficiently address this requirement during the coming year. The MPO staff needs to update, revise and obtain MPO Board approval of a new TIP which displays total project cost(s) by June 30, 2012.

RESPONSE:

The TIP has been modified to note Prior Years Cost, Future Years Cost, and Total Project Cost for every project.

Recommendations

1. Bicycle/Pedestrian: The Bicycle Pedestrian Committee appears to have no representation by the disabled community and the Bike Master Plan was developed without specific outreach to or input by the disabled or disability service groups. The Review Team understands that the CAC approved the plan and that this committee has at least one disabled member. However, as

accessible pedestrian features are of critical importance to the disabled, the MPO should work towards disabled membership on the BPAC. Failing this, it should develop strong and documented partnerships with disability service groups and ensure they have the opportunity to participate in and comment on programs, services and activities likely to affect their service population.

RESPONSE:

The Palm Beach MPO's Bicycle Greenways and Pedestrian Advisory Committee is comprised of county and municipal planners; school district; health department; law enforcement; and bicycle advocacy groups selected from a variety of disciplines. Advocacy groups such as the Boca Raton Bicycle Club help represent and provide input for the disabled community. Additionally, many professionals throughout the county who sit on the community are educated and trained to consider the needs of handicapped and disadvantaged populations.

Recently, MPO staff joined with Palm Beach County Parks staff and representatives from the local Achilles International chapter to support the County Commission's proclamation of March 2015 as Florida Bike Month. This unique partnership with the handcycling community served to raise public awareness of the need for our transportation system to become truly accessible for all users. MPO staff is currently seeking to add a member of this group to the BGPAC.

2. Transit: The universal "smart" card project has been an ongoing effort in the region among Broward and Miami-Dade Transit agencies. The Federal Review team recommends that the MPO work with the two MPOs and four other Transit agencies to develop a strategy for a universal fare card for the Miami Urbanized area.

RESPONSE:

SFRTA and MDT currently utilize an automated fare collection system called "Easy Card" that is allows for seamless transfers between Tri-Rail and the Miami-Dade Transit system. The Broward and Palm Beach MPOs have flexed STP funds to Palm Tran and BCT to implement the Easy Card fare collection system on these two local bus services in the region while also evaluating and seeking to implement a mobile ticketing component.

3. Freight: Pursuant to SAFETEA-LU's emphasis on the importance of incorporating providers of freight and freight stakeholders in the planning process, the Federal Review Team recommends the creation of a process to continue to incorporate the freight perspective in the MPO's planning process. Recognizing that while this engagement may be limited due to circumstances beyond staff's control, the Review team recommends that the MPO staff make a concerted effort to incorporate freight providers' perspectives into their planning process and products through a variety of approaches.

RESPONSE:

Through the Southeast Florida Transportation Council (SEFTC), the three MPOs jointly funded a regional freight plan and established a regional freight committee comprised of public and private sector stakeholders. Their input into the freight needs of the region ensured that the recently adopted 2040 LRTP fully encompassed the freight perspective and list of priority projects as part of the cost feasible plan.

4. Public Involvement: While the MPO has begun scrapbooking public involvement activities, it could expand these efforts to better demonstrate measures of effectiveness. An excellent but lone example of this type of documentation was provided by the MPO in the form of its bicycle safety outreach to a migrant community.

RESPONSE:

The PB-MPO has made advancements in its practices to document public involvement activities and will continue to revise its practices to implement performance controls through clearly measures of effectiveness.

5. Public Involvement/CAC Membership: In the previous certification report, the team recommended that the staff continue their efforts to achieve citizen representation on the MPO's advisory committees that reflects the composition of Palm Beach County. Recognizing that this effort may not be the easiest task, the Federal Review team recommends and strongly encourages MPO staff focus their efforts and develop a strategy to achieve this goal.

RESPONSE:

The CAC bylaws were updated and approved in 2013, after an extensive review of CAC bylaws and practices from other large Florida MPOs. Additional revisions were adopted in March 2014. Board members have been reminded of the need to nominate CAC members who represent specific populations as defined by the CAC Bylaws. The PB-MPO has also worked to identify an organization appropriate for membership on the BGPAC, to represent the interests of the disabled. One such organization, Achilles International, has expressed interest and is going through the process. Significant progress has been made in achieving appropriate representatives for both advisory committees.

6. Public Involvement: Public Involvement: According to the MPO's Public Participation Plan "A report describing and evaluating public involvement efforts and strategies will be developed by Public Involvement staff and the CAC by October 1 each year. The Report will be provided to the Palm Beach MPO and all committee members, made available on MPO's website and publicized in Palm Beach MPO "Transportation Matters." During the desk audit and site visit the Federal Review Team did not find this information readily available on the MPO's website nor was information provided comprehensively to the review team during the site visit. Since that time, the MPO provided the Federal Review Team the documentation dated back to 2007. This information was reviewed and is satisfactory. However, the document should be on the website per the MPO's PPP. It is also recommended that MPO staff develop a process which more adequately documents the measures the effectiveness of the strategies contained in their Public Participation Plan. This document can either be a standalone plan or a part of the MPO's Public Participation Plan. In either instance, the process for which this plan is produced must follow the detail outlined in the Public Participation Plan document.

RESPONSE:

Previous requirements from the superseded 2008 PIP are no longer applicable to the major update of the PIP in 2012 (and subsequent minor updates.) Although the PB-MPO annually assesses each item in the "Public Outreach Strategies, Plans, Objectives and Goals" chart from the PIP, there are no specific requirements for distribution or website posting.

7. Title VI: At a minimum the MPO should include a brief nondiscrimination statement as part of its public meeting announcements and other documents soliciting the involvement of the public. Ideally, the MPO might include this statement on any document intended for the public. This is a strong practice that emphasizes the MPO's commitment to nondiscrimination.

RESPONSE:

The notice below is included in each of the following:

- All MPO Board and advisory committee agendas
- All newspaper ads
- PB-MPO website

NOTICE

In accordance with Section 286.0105, Florida Statutes, if a person decides to appeal any decision made by the board, agency, or commission with respect to any matter considered at such meeting or hearing, he or she will need a record of the proceedings, and that, for such purposes, he or she may need to ensure that a verbatim record of the proceedings is made,

which record includes the testimony and evidence upon which the appeal is to be based. Public participation is solicited without regard to race, color, national origin, age, sex, religion, disability or family status. Persons who require special accommodations under the Americans with Disabilities Act or persons who require translation services for a meeting (free of charge), please call 561-684-4143 or send email to MBooth@PalmBeachMPO.org at least five business days in advance. Hearing impaired individuals are requested to telephone the Florida Relay System at #711.

8. Title VI: The MPO should consider translating its Title VI policy and complaint procedures into Spanish at a minimum, as well as into any other languages identified as having significant LEP presence. As with all nondiscrimination documentation, the translated versions should be broadly posted and easily accessible to the public.

RESPONSE:

The "Complaint of Title VI Discrimination" form within the PB-MPO's Title VI and ADA Nondiscrimination Policy and Plan includes a Spanish translation.

The newly redesigned PB-MPO website will allow users to translate the website and documents into multiple languages. In the interim, Google Translate allows text from websites or documents to be easily translated between multiple languages.

B. Description of Planning Area

1. Please give a geographic description of your urbanized area and any unique characteristics or demographics that have changed since the last Federal TMA Certification Review. (e.g. Census boundary changes, new population shifts, housing, and electronic file of the map of your area).

RESPONSE:

The Miami Urbanized Area encompasses portions of Palm Beach, Broward and Miami-Dade counties. The Palm Beach portion is generally located in the eastern coastal portion of the county. A map of the census urban area is located in the Appendix. The MPO planning area encompasses the entire county. No unique characteristics or demographics have changed since the last Federal TMA Certification.

C. MPO Boundaries

1. Where multiple Metropolitan Planning Organizations (MPOs) are sharing geographic portions of a TMA, are there agreements in place to address the responsibilities of each MPO for its share of the overall Metropolitan Planning Area (MPA)? If yes, please provide copies (see requested documents).

RESPONSE:

In January 2006, the three MPOs created the Southeast Florida Transportation Council (SEFTC) to address regional transportation planning issues and programs. The agreement's objectives include a regional long-range transportation planning element, regional performance measures, a regional public involvement process and a regional prioritization process. The Council also has a Regional Transportation Technical Advisory Committee comprised of staff from the MPOs, FDOT, SFRTA, regional planning councils and transit operators to exchange information and address regional issues. This mechanism is used to coordinate activities and responsibilities for transportation planning. The Interlocal Agreement dated January 9, 2006, the First Amendment to the Agreement dated April 30, 2009 and Second Amendment dated July 14, 2011 are located in the Appendix.

2. If an MPA has been adjusted to include Federal lands and/or Indian Tribal lands, are those “newly” affected appropriately involved in the metropolitan planning process? If yes, please describe how.

RESPONSE:

The Metropolitan Planning Area has not been adjusted to include any Federal and/or Tribal lands.

D. Organization/Structure

1. Describe the organization/structure of the MPO?

- Who are the members of the MPO?
- Who is represented on the policy board?
- Is the largest incorporated city represented?
- What are the Area transit agencies?

RESPONSE:

The MPO Board is comprised of 19 elected officials representing the Board of County Commissioners, the 13 largest cities, and the Port of Palm Beach district.

Membership is comprised of five county commissioners, and two representatives each from West Palm Beach and Boca Raton, one representative each from Jupiter, Palm Beach Gardens, Riviera Beach, Lake Worth, Boynton Beach, Delray Beach, Belle Glade, and a rotating membership between Greenacres and Royal Palm Beach. The Port of Palm Beach is represented by one of their elected commissioners.

The two largest incorporated cities represented are West Palm Beach and Boca Raton.

Transit agencies in the area include Palm Tran, which is under the Board of County Commissioners and the South Florida Regional Transportation Authority (Tri Rail), represented by a county commissioner who serves on their board.

2. Describe the voting structure of the MPO Board and the MPO committees. (Please provide a copy of organization chart and a summary of staff responsibilities).

RESPONSE:

Currently, the MPO board is comprised of 19 voting members; the Technical Advisory Committee is comprised of 21 voting members; the Citizens Advisory Committee is comprised of 11 voting members; and the Bicycle Greenways and Pedestrian Advisory Committee is comprised of 12 voting members. None of the boards or committees use a weighted voting system. A staff Organizational Chart with summary of staff responsibilities is included in the Appendix.

E. Agreements and Contracts

1. List all current agreements, the dates executed, and the dates that the agreements are scheduled to expire. If an agreement expiration date is approaching please provide detail about the anticipated date/process for the update of the agreement. (See requested documents).

RESPONSE:

The following JPAs and other agreements are in effect with the execution dates indicated below:

Interlocal Agreement for creation of the Palm Beach MPO. Executed October 13, 2004. No expiration date. MPO staff and FDOT are preparing revisions to the Agreement to implement a board action to add one new municipal membership and convert two rotating

memberships to permanent status to the MPO Board. This updated agreement should be executed by the end of 2015.

Interlocal Agreement for Staff and Services between Palm Beach County and the Palm Beach MPO. Executed March 12, 2013. Expires September 30, 2018 with MPO option to extend up to two additional five year periods.

Intergovernmental Coordination and Review and Public Transportation Coordination Joint Participation Agreement. Executed April 21, 2008. Duration of five years with auto-renewal clause.

Southeast Florida Transportation Council Interlocal Agreement. Executed January 9, 2006, amended April 30, 2009 and July 14, 2011. This Agreement calls for review every five years.

Transportation Planning Funds Joint Participation Agreement. Executed January 27, 2009. Expired January 27, 2014. FDOT has extended the agreement until further notice.

Public Transportation Joint Participation Agreement. Executed September 30, 2010. Expires September 30, 2015.

Florida Commission for the Transportation Disadvantaged Planning Grant Agreement. Executed July 1, 2014. Expires June 30, 2015.

See Appendix for all listed documents.

2. Provide a current copy of the MPO's staffing agreement and a brief description of the compensation process. (i.e. M/TPO Director resignation or termination terms, see requested documents).

RESPONSE:

A copy of the latest Staff services agreement is contained in the Appendix. The MPO executive director is a county employee serving the MPO board under the staff services agreement between the MPO and the Board of County Commissioners. Salary and benefits are determined using the County's payroll and compensation plan. Selection of an MPO executive director is performed by a selection committee comprised of six representatives of the MPO board and the County Administrator's office. The MPO Director is not a contract employee and can resign employment or be terminated by Palm Beach County or by action of the MPO Board at any time.

F. Regional Coordination

1. Describe the process by which the MPO coordinates regionally with adjacent MPOs. Is this a formalized process?

RESPONSE:

The Palm Beach MPO has entered into an interlocal agreement with the Broward and Miami-Dade MPO's to create the Southeast Florida Regional Transportation Council (SEFTC). The purpose of the council is to coordinate transportation planning on a regional basis with the MPO's, the South Florida Regional Transportation Authority, regional planning councils, the two Florida Department of Transportation Districts in the region and the local transit operators. The council's objectives include a regional long-range transportation planning element, regional performance measures, a regional public involvement process and a regional prioritization process. The council meets on a regular basis and is supported by a staff committee. The agreement also creates The Regional Transportation Technical Advisory Committee with representatives from the three MPOs, the two FDOT districts, the two Regional Planning Councils, and the four transit operators in the region. The technical committee meets on a regular basis to discuss regional issues in the transportation arena and coordinate activities between the MPOs and the DOT. A subcommittee of the technical

advisory committee provides guidance in maintenance of the regional planning model. Regional public information is handled jointly by the public information officers from each of the three MPOs. A regional public involvement program was developed jointly by the MPOs. Each UPWP contains elements to support and fund regional transportation planning activities.

The MPO also coordinates on an informal basis with the Martin MPO to the north. Joint meetings of the MPO chairs or boards are held on an as-desired basis. The respective staffs work together on coordination of projects related to roadways, transit services and greenways.

G. Long-Range Transportation Plan (LRTP)

1. Provide documentation, which demonstrates how each of the MAP-21 factors are considered in the planning process? (i.e. matrix)

RESPONSE:

MAP-21 planning factors were the basis for the MPO while deriving the Goals, Objectives and Values of the 2040 LRTP. Please see attachment.

2. How does the MPO consider local land use decisions in coordinating transportation and land use planning? Please detail any current and past efforts.

RESPONSE:

The MPO works closely with the Palm Beach County Planning Division to forecast population growth consistent with adopted local government comprehensive plans and develops employment forecasts in a similar fashion. MPO staff also updates zonal data forecasts weekly to reflect local government land use and zoning approvals.

Notable in 2014/2015, the 3,700 acre development known as Minto West was closely monitored. Originally established as a 0.80 dwelling units per acre site, a land use amendment allowed an increase to 1.2 dwelling units per acre; netting an increase of 1550 units. The site also added 1.7 million square feet of commercial and industrial area, a hotel and 3,000 student college. This greatly impacts the travel demand forecasts on the transportation system.

3. How are State programs, policies, and processes (such as the Strategic Intermodal System (SIS), Florida Intrastate Highway System (FIHS), other modal/master plans) integrated into the LRTP and TIP development process?

RESPONSE:

Florida Department of Transportation is represented on the MPO's Technical Advisory Committee and is integral to the development of all MPO planning documents. During updates to State plans, the MPO serves as a member of their steering committees to ensure consistency with local needs. The Strategic Intermodal System Cost Feasible Plan projects were used as a baseline for the Direction 2040 Cost Feasible Plan. Notably, recommendations made during the development of latest I-95 Master Plan were modified to adhere to local preference before completion. These recommendations were later added to the Cost Feasible plan of the 2040 LRTP.

4. During the last update of the Transportation Plan, how were the planning assumptions validated?

RESPONSE:

The previously adopted 2035 LRTP was referenced during the development of the Directions 2040 Plan. First, land use and zoning decisions by local governments in the interim period were incorporated into updated socioeconomic data forecasts. Second, local

governments were asked to provide input regarding whether identified 2035 needs were still applicable for the 2040 Plan while MPO staff and consultants evaluated the data and analyzed the benefit of various projects. For example, a detailed analysis was prepared for the urban interchanges referenced in the 2035 Plan and many were excluded from the 2040 Plan. Additionally, several local governments adopted resolutions opposing roadway widening projects within their jurisdictional boundaries and requesting that the MPO instead focus investments on transit and TSM&O projects.

5. What financial assumptions are being used in the development of the Transportation Plan? (Discussion should include anticipated bond revenue, future tax referendums, anticipated/current sales-tax referendums, as well as assumptions based on failed attempts to generate revenue).

RESPONSE:

Financial assumptions were derived from the FDOT 2040 Revenue Forecast Handbook. Currently committed local highway, transit (rail and local bus), airports, seaports, and railways revenue resources were also referenced for projecting future available funds, through coordination with various agencies. No new funding sources were assumed for the Directions 2040 Plan.

6. How are cost estimates developed? Do they include operating and maintenance costs for transit and local facilities or operating costs for state highways?

RESPONSE:

Project costs were developed in coordination with the facility owners (e.g. FDOT for state roads, Palm Beach County for County roads, Palm Tran for transit corridors, SFRTA for Tri-Rail). The set aside amounts for roadway maintenance and transit operations and maintenance were presumed to be sufficient to support the capacity expansions in the plan.

7. When amending the Transportation Plan, how is fiscal constraint ensured and demonstrated?

RESPONSE:

Amendments to the LRTP must prove to be cost feasible by either introducing new revenue sources or by replacing another project.

8. What is the process for revising the MPO's LRTP?

RESPONSE:

LRTP Revisions (changes which do not add or delete projects or affect fiscal constraint) are coordinated with FHWA, FTA, and FDOT and are presented to the advisory committees and the MPO Board for informational purposes.

LRTP Amendments are presented to the advisory committees and to the MPO Board for approval. Proposed draft amendments to the adopted LRTP are posted on the MPO website (www.PalmBeachMPO.org) for a minimum of 14 days and distributed by news release to all major newspaper and television media outlets serving the area to encourage public review and comment prior to amendment approval. The public is invited to attend and provide comments during each of these meetings at the designated place on the agenda.

9. If the metropolitan planning area includes Federal public lands and/or Tribal lands, were the affected Federal agencies and Indian Tribes involved appropriately in the development of the plans and programs?

RESPONSE:

There are no federally recognized tribes located in this area that require formal coordination with the MPO. However, Tribal lands in Palm Beach County are located in the extreme

southwest corner of the county and have no occupants or access to the transportation systems. The area is conservation/preservation and has no associated planning activities. As a result, consultation with the Tribal area is not required.

10. What is the role of the transit operator in the development of the LRTP, and how is it involved in the MPO's overall planning and project development process?

RESPONSE:

The transit operators provide input to the preparation of the LRTP through the provision of current operating information, costs and revenue estimates, and proposals for expansion of the rail, fixed route and paratransit systems. The MPO consultant and the staff meet with the transit operators to review the system and model to determine needs. The results of the computer model transit forecast are reviewed with the operator and evaluated for selection of projects to be included in the Cost Feasible plan. The overall involvement of the transit operators include provision of transit performance data, input to the project selection prioritization process for the Transportation Improvement Program, and participation as members of the Technical Advisory Committee (TAC) to the MPO. The transit operators are also involved in corridor or TOD studies undertaken by the MPO.

11. How does the plan identify both long-and short-range strategies and actions that will lead to the development of a multimodal transportation system?

RESPONSE:

The plan begins with the existing network and all projects funded within the TIP. Then major roadway improvements are identified to address vehicular travel demand, transit system improvements are located to connect major residential areas with activity centers, and freight projects are designed to maximize efficient movement of regional goods. The plan also includes funding for intersection improvements, intelligent transportation system (ITS) activities, and facilities to serve pedestrians and bicycles. Input from the Congestion Management Plan is also part of the process for selecting projects for the transportation system plan. All of these elements combine to provide a multimodal transportation system.

12. How does the MPO analyze its LRTP to ensure that it avoids, minimizes or mitigates disproportionately high and adverse impacts on minority and low income communities?

RESPONSE:

The majority of SIS projects and major transit, highway and freight projects in the 2040 LRTP are contained within existing transportation corridors with minimal adverse impacts on the surrounding communities.

13. Describe how the validity of the original assumptions used in the LRTP are reviewed for any updates to the LRTP.

RESPONSE:

Any project considered for amendment to the Directions 2040 Plan will be evaluated on an individual basis and consideration will be given to the procedures utilized during the Plan development.

14. Does the LRTP contain performance measures? If yes, please describe. Is there a process to measure the effectiveness of the Transportation Plan?

RESPONSE:

Yes. Performance measures were created to be SMART utilizing FHWA guidelines. Specific - Measures must be clear and focused to avoid misinterpretation. They must include measurement assumptions and definitions, and be interpreted easily and consistently. Measurable - Measures must be quantifiable and comparable to other data. They must allow

for meaningful statistical analysis. Attainable - Measures must be achievable, reasonable, and credible. Realistic - Measures must fit into the organization's budgetary constraints and be cost effective. Timely - Measures must be do-able within a given time frame.

The performance measures include short range (2025) and long range (2040) target values which will be monitored and reported to the MPO Board annually to demonstrate the effectiveness of the Plan.

15. Does the metropolitan transportation planning process include the preparation of technical and other reports used to ensure documentation of the development, refinement, and update of the Transportation Plan? Are these reports available for public review?

RESPONSE:

The full plan document and its appendices fully document the development, refinement and update of the Plan. This document was presented to the MPO Board and advisory committees, allowing opportunity for public review and comment.

16. Are there any comparisons of Transportation Plans with State conservation plans or maps and inventories of natural or historic resources? If so, please describe the process for the review of these plans.

RESPONSE:

The local environmental agencies were included in the review of all materials provided to the public and were given opportunity to provide comments.

17. How does the plan give emphasis to facilities serving important national and regional transportation functions?

RESPONSE:

The Strategic Intermodal System cost feasible projects were incorporated directly into the Directions 2040 Cost Feasible Plan and inclusion of the Florida's Turnpike projects were given high priority. Goal 1, Provide An Efficient and Reliable Vehicular Transportation System, and Goal 4, Maximize the Efficient Movement of Freight Through the Region, were key evaluation criteria for ranking Desires Plan projects and ultimately identifying Cost Feasible Plan projects. Substantive regional coordination efforts were also made by working with the Southeast Florida Regional Transportation Council (SEFTC).

18. How does the LRTP incorporate environmental mitigation strategies from a system-wide perspective?

RESPONSE:

The local environmental agencies were included in the review of all materials provided to the public and were given opportunity to provide comments. The SEFTC was also instrumental in reviewing projects from a regional perspective.

H. Travel Demand Forecasting

1. Who is responsible for travel forecasting at the MPO? (If another governmental agency provides required modeling expertise please detail whether or not there is a formal memorandum of agreement between the agencies to delineate technical responsibilities, lines of communication and nature of review).

RESPONSE:

The Palm Beach MPO LRTP Coordinator and Planner II are responsible for travel forecasting and coordinate with agency partners in the development of the Southeast Florida Regional Planning Model (SERPM). FDOT District 4 staff and their consultants play a primary role in model development and execution; the three MPOs and FDOT District 6

staff complement their efforts. The roles and responsibilities of each party are outlined in a Model Memorandum of Understanding that is in process of execution.

2. Describe the travel demand forecast model used by the MPO in the transportation planning process.

- What is the base year of the data used to develop the model?

RESPONSE:

Southeast Florida Regional Planning Model (SERPM) version 6.5 has a base year of 2005 and served as the travel demand forecasting model for the Directions 2040 Plan.

- How many Travel Analysis Zones (TAZs) does the model have?

RESPONSE:

SERPM 6.5 is a regional travel demand model spanning three counties containing 4106 TAZs. Palm Beach County specifically has 1718 TAZs.

- How many links are in the model?

RESPONSE:

The Base network has 47112 links

3. Who is operating the model? (MPO, consultant, etc.) If a consultant, who on staff is reviewing the work of the consultant?

RESPONSE:

The LRTP consultant, Leftwich Consulting Engineers, is the operator of the travel demand model used during the development of the 2040 plan. The MPOs LRTP Coordinator, Planner II and Executive Director reviewed modeling work performed by the consultant.

Additionally, MPO staff coordinated within the region for development of the SERPM 7 activity model with a base year of 2010 and forecast year of 2040.

I. Environment

1. Does the LRTP provide specific project-level information from the planning process, such as clear project descriptions, purpose and need statements for each project, anticipated project milestones for each phase, and funding source information?

RESPONSE:

A clear description of individual projects was prepared for the Directions 2040 Plan. Purpose and Need statements are not developed for each project as they are expected to be established and refined through the project development and environmental (PDE) process. Anticipated project milestones and associated phase costs for Design, ROW, and Construction were broken into five or ten year phases. The predominant funding source for each project is also identified in the plan.

2. To what extent does the MPO participate in defining a project's Purpose and Need that is used to determine the range of reasonable alternatives to be considered in the environmental process?

RESPONSE:

The MPO is a key agency participant in the development of a project's purpose and need during the project development phase, seeking to ensure that that statement is both consistent with the adopted plan and considerate of local government input.

3. How does the existing consultation process address environmental mitigation activities? (Include consultation by State, Tribal, and local agencies responsible for land-use management, natural resources, environmental protection, conservation, and historic preservation).

RESPONSE:

State and all local agencies were consulted with as part of the review process to ensure that land-use management, natural resources, environmental protection, conservation, and historic preservation were considered.

4. Discuss how the MPO consults with the state and local agencies during the transportation planning process.

RESPONSE:

State and local agencies were consulted through a combination of resources. Many of the agencies are represented on the MPO's advisory committees. Email and/or phone calls were made to all transportation providers at various points during the Plan development to ensure that all components of the Plan incorporated the latest available information. Additionally, a distribution list of 1000 persons was used to provide public outreach information. The distribution list included all State and local agencies involved in the Plan efforts.

J. Transportation Improvement Plan (TIP)

1. How does the MPO ensure that the TIP includes all proposed federally and non-Federally funded regionally significant transportation projects, including intermodal facilities?

RESPONSE:

The MPO works with FDOT and the rail, airport and seaport stakeholders to ensure that all regionally significant projects are included in the TIP. The MPO requests project lists from each agency partner and then follows up to ensure that no regionally significant projects have been excluded.

2. Describe the TIP project prioritization and selection process.

RESPONSE:

A list of candidate projects are developed with emphasis on preserving the existing transportation infrastructure, enhancing Florida's economic competitiveness, and improving travel choices to ensure mobility. The priority projects are divided into four categories as noted below.

Major Highway, Transit and Freight Projects are selected from the list of cost feasible projects in the adopted Long Range Transportation Plan (LRTP). In selecting these projects, the Palm Beach MPO planned for the mix of public transportation and highway improvements that best meets the needs of the Palm Beach Metropolitan Planning Area.

Local Initiative Projects are selected from applications received by the MPO in the following categories: Transportation System Management (TSM), Transit, Non-motorized and Freight. Applications for local initiative projects are solicited from transportation service providers, county and municipal staff, public and community stakeholder input, and via MPO staff analysis within the congestion management process and concurrency management system. Projects are evaluated and ranked by MPO staff and approved by the advisory committees and the MPO.

Transportation Alternative Projects are established through an evaluation process that assigns scores to projects submitted by local municipalities and the county. The evaluation

criteria included items such as access to schools, recreation facilities, shopping opportunities and similar activities. The projects were also evaluated for consistency with local and areawide plans. Projects are ranked by the Bicycle/Pedestrian/Greenway Advisory Committee and approved by the TAC, CAC and MPO.

Strategic Intermodal System and Turnpike Projects are advanced by FDOT for funding from the SIS and Turnpike revenue sources.

3. How are bicycle, pedestrian, and transit needs addressed in the prioritization process?

RESPONSE:

Major transit projects are advanced into the TIP based on transit operator input regarding needs and priorities.

Bicycle and pedestrian needs are addressed in the Transportation Alternative (TA) projects funding category and shares funding allocation with transit projects in the Local Initiative (LI) project category. TA projects were established through an evaluation process that assigned scores to projects submitted by local municipalities and the county. The evaluation criteria included items such as access to schools, recreation facilities, shopping opportunities and similar activities. The projects were also evaluated for consistency with local and area wide plans. Projects were ranked by the Bicycle/Pedestrian/Greenway Advisory Committee and approved by the TAC, CAC and MPO.

Local Initiative Non-motorized and Transit projects were also selected from applications received by the MPO. Applications for local initiative projects were solicited from transportation service providers, county and municipal staff, public and community stakeholder input, and via MPO staff analysis within the congestion management process and concurrency management system. Projects were evaluated and ranked by MPO staff and approved by the advisory committees and the MPO.

4. How do the MPO, the State, and the public transportation operator collaborate on the development of the TIP?

Each year the MPO facilitates an informal discussion between FDOT, the transit operators and the roadway and signal maintenance entities to identify major projects from the LRTP that should be advanced into the TIP. Candidate projects are further researched and analyzed for potential inclusion in the TIP.

5. How is fiscal constraint demonstrated for the TIP?

- What are the methods and sources of cost estimates?
- Do revenue estimates reflect reasonable assumptions?
- Do the State and transit operators provide the MPO with estimates of Federal and State funds available for the metropolitan area?

Projects in the TIP can be implemented using current proposed revenue sources based on the Florida Department of Transportation Tentative Work Program and locally dedicated transportation revenues. All Projects funded by the Florida Department of Transportation (FDOT) with federal or non-federal dollars are included in a balanced 36-month forecast of cash and expenditures and a five-year finance plan supporting the FDOT Work Program. All local government projects (non-federally funded) that are included in the TIP are part of member local government's capital improvement programs.

Project cost estimates are generally based on unit prices and estimated quantities and are updated as projects proceed through project development and design. Right of way costs are estimated based on recent acquisitions and anticipated land needs.

Revenue estimates are closely monitored and updated regularly to ensure reasonable assumptions.

Both project costs and revenue estimates are largely managed by FDOT with little but growing oversight by MPO staff. The transit operators do not provide estimates of Federal and State fund availability; they also rely on the FDOT for these estimates.

6. What is the process for modifying / amending the Transportation Improvement Plan (please provide detail about the steps taken for both)?
 - How are changes documented?
 - How the public is made aware of the changes to the plan?

RESPONSE:

Modifications that do not require MPO Board approval are coordinated with FDOT and authorized by the MPO executive director or TIP coordinator.

The MPO staff presents all proposed TIP amendments through the TAC, CAC, and to the MPO Board for approval. The public is invited to attend and provide comments during each of these meetings at the designated place on the agenda. TIP amendments are distributed for public review and comment 14 days in advance of amendment approval, posted on the MPO website (www.PalmBeachMPO.org) for a minimum of 14 days, and distributed by news release to all major newspaper and television media outlets serving the area

7. How is the disposition of comments and changes in the TIP documented, analyzed, and reported when significant oral and written comments are submitted?

RESPONSE:

When significant public comments are received on a Draft TIP as a result of public involvement, a summary, analysis and report on the disposition of comments is included as an appendix to the final TIP. If the final TIP differs significantly from the one made available for public comment or raises new material issues, an additional opportunity for public comment is provided.

K. Unified Planning Work Program (UPWP)

1. How are Federal Funds and expenditures monitored in your organization?

RESPONSE:

Federal funds are tracked through use of the UPWP tasks and staff timesheets. Expenditures are compared with UPWP cost estimates and as needed, adjustments are made accordingly. The Executive Director reviews quarterly progress reports on all work tasks, finalizes the report, and submits it to FDOT. Overall Federal funding availability is monitored jointly by the MPO and FDOT.

2. How are the State, public transit agencies and MPO subcommittees involved in UPWP development?

RESPONSE:

The primary objective of the UPWP is to identify and document tasks required to meet federal and state transportation planning requirements. The MPO and FDOT continually work to gather and monitor any changes to federal requirements to be incorporated into the UPWP. Specific transportation planning projects were also included, in particular, the transit development plan required by the public transit agency. The draft UPWP is submitted to FDOT for review and comment. Following revision to address federal and state comments, the document is presented to the TAC and CAC for review and comment. FDOT and the transit operators are members of the Technical Advisory Committee. Any comments

received from the committees are presented to the MPO for consideration prior to adoption by the Board.

3. Specifically, how does the MPO collaborate with the transit operator in the development of the funding aspect of the UPWP?

RESPONSE:

The primary objective of the UPWP is to identify and document tasks required to meet federal and state transportation planning requirements. The MPO and FDOT continually work to gather to monitor any changes to federal requirements to be incorporated into the UPWP. Specific transportation planning projects were also included, in particular, the transit development plan required by the public transit agency. The draft UPWP is submitted to FDOT for review and comment. Following revision to address federal and state comments, the document is presented to the TAC and CAC for review and comment. FDOT and the transit operators are members of the TAC. Any comments received from the committees are presented to the MPO for consideration prior to adoption by the Board.

L. Public Involvement

1. How is the effectiveness of the public involvement process evaluated?
 - Is it a formalized process?
 - How often is the process evaluated?

RESPONSE:

The effectiveness of the public involvement process is evaluated on an ongoing basis by measuring and comparing accomplishments and implemented strategies to the chart of "Public Outreach Strategies, Plans, Objectives and Goals" found within the PIP. Many of those strategies, plus some new initiatives, were utilized throughout the development of the 2040 LRTP. The result was an extreme increase of public awareness of the PB-MPO and public involvement in the planning process as compared to previous LRTP updates.

2. What are the MPO's major regional projects?

RESPONSE:

Regional public involvement is coordinated primarily through the RTTAC Public Participation Subcommittee of SEFTC, including PIO staff members from the three MPOs and public involvement representatives from the two FDOT districts.

Regional public involvement projects have included the following:

- RTP regional survey, which the PB-MPO attached to its local 2040 LRTP survey, producing close to 600 responses.
 - Video being produced by South Florida Commuter Services for the joint benefit of the Palm Beach and Broward MPOs to raise public awareness and involvement in the MPO process.
 - Development and distribution of a general purpose SEFTC brochure.
3. What is the public involvement process used by the transit providers(s)? Is there coordination of public involvement between the MPO and the transit provider?

RESPONSE:

Palm Tran seeks feedback from the public (questions, comments, concerns) prominently on its website home page and also via social media. Palm Tran staff have monitored this feedback and used the data to track effectiveness of service and to evaluate service modifications. Additionally, Palm Tran employs a marketing group that promotes public transit within Palm Beach County. Palm Tran staff members participate in transportation

fairs supported by the MPO and its contracted vendors. Palm Tran also sends out public notices of route changes, awards won, and general information through their email blasts. The MPO coordinates public involvement activities with Palm Tran, the South Florida Commuter Services and the South Florida Regional Transportation Agency (SFRTA) whenever it is appropriate or possible. Palm Tran also utilizes the MPO's Public Involvement Plan for updating its Transit Development Plan.

Tri-Rail has also rolled out an aggressive social media campaign to seek feedback from the public regarding service provision and input into future project decisions.

4. How does the public involvement process demonstrate explicit considerations and responsiveness to public input received during the planning and program development process and how does it alter the decision making of the MPO?

RESPONSE:

The PB-MPO uses multiple methods to solicit public input and offers many convenient ways for public opinions and input to be expressed, documented, and considered by decision makers. General public input is always encouraged on any transportation topic. The office telephone number, address and a generic email (info@PalmBeachMPO.org) are prominently posted on the website. Staff names, titles, primary areas of responsibility and contact information are also listed on the website.

Public input is sought during the development of plans and programs by notices posted to the website along with draft documents, and an online public comment form. Agendas and accompanying backup information are posted a week in advance of all Board and committee meetings, and meeting presentations, audio recordings and summary points of Board meetings are posted shortly after meetings. Draft documents are distributed to all public libraries, along with meeting notices in English and Spanish. Both English and Spanish newspaper ads are purchased to promote awareness of major draft documents and opportunities for public review and comment. The PB-MPO has also made it a practice in recent years to purchase prominently visible display print ads that are typically published in the local newspaper section prior to adoption of major plans and documents, as opposed to less visible legal ads.

During the planning and program development process prior to the adoption of plans and documents, all written public comments that have been received are shared with the Board for consideration prior to any vote. Opportunities for verbal comments during all Board and committee meetings are widely promoted.

MPO staff is responsive to public inquiries regarding proposed transportation projects, population statistics, land use, congestion management, bicycle-greenways-pedestrian concerns, public transit, and other transportation related activities. Verbal or written responses are managed promptly.

The implementation of PB-MPO social media sites has also provided new opportunities to increase public awareness and to receive public input.

5. How does the public involvement process address the principles of the Title VI of the Civil Rights Act of 1964, Title VI assurance executed by each state and the traditional underserved, including low income and income and minority households?

RESPONSE:

The PB-MPO's public involvement process outlines specific outreach strategies to engage minority and traditionally underserved populations and communities. This commitment is put into practice through written communications in multiple languages, planned website translation features, translated newspaper ads and through participation in events and activities that draw Title VI populations.

6. How are the disposition of comments and changes in the final Transportation Plan or TIP documented, analyzed, and reported when significant oral and written comments are submitted? (Is additional time provided for public review if the “final” document is significantly different from the draft originally made available for public review)?

RESPONSE:

When significant public comments are received on a Draft TIP as a result of public involvement, a summary, analysis and report on the disposition of comments shall be made part of the final TIP. If the final TIP 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.

7. How is public involvement in the metropolitan transportation process coordinated with the district and or statewide public involvement process to enhance public consideration of issues, plans, and programs?

RESPONSE:

The PB-MPO's PIO has participated in statewide trainings on public involvement and Title VI as presented by FDOT, FHWA and other agencies. Regionally, public involvement is coordinated between the three MPOs and two respective FDOT districts within the metropolitan region through SEFTC's Public Participation Subcommittee, as well as on an informal basis with frequent communications between peers and with joint projects including a public awareness video currently in production.

8. Describe the opportunities for participation by traffic, ridesharing, parking, transportation safety, and enforcement agencies; commuter rail operators; airport and port authorities; appropriate private transportation providers; and city officials.

RESPONSE:

Current MPO Board and advisory committee member representation is inclusive of many of these categories. Numerous opportunities are provided for public participation by various agencies involved in transportation services, safety and enforcement, and operations. State and county agencies are represented on the TAC and BGPAC and provide input to the MPO's plans and programs. The CAC is composed of citizens from various interest groups and areas of experience, and provides input from the viewpoint of the public and stakeholders. All residents, stakeholder groups, agency representatives, and local officials, are given opportunities to speak during all MPO Board and advisory committee meetings and at meetings on specific plans and projects.

9. Describe the opportunities for participation by local, State, Tribal, and Federal environmental resource and permit agencies where appropriate.

RESPONSE:

MPO advisory committee membership currently includes representatives from the FL Dept. of Health, and previously included representatives from the FL Dept. of Environmental Protection (DEP) until that agency could no longer allocate staff representation to MPO advisory committees.

10. How was the public involvement program developed, and who participated in its development?

RESPONSE:

The public involvement program has been developed primarily by MPO staff, guided by the PIP document, and utilizing ideas and opportunities presented by the MPO Board, its advisory committees, and the public. There has been close collaboration and sharing of designed materials and outreach strategies between the three MPOs of SEFTC.

Collaboration with South Florida Commuter Services has greatly enhanced the public involvement program over the past year, providing additional staff and logistical support, multi-media display equipment, and public awareness promotional items.

11. Number skipped

12. How does the MPO engage in public education efforts designed to make the transportation planning process and decisions it produces easier to understand in laypersons' terms?

RESPONSE:

The PB-MPO continually seeks opportunities to explain the continuing transportation planning process to the public, and to improve public understanding of MPO plans and documents to encourage increased public involvement. Examples of strategies being utilized include the following:

- The timelines and continuity of the ongoing planning process and the relationship between various PB-MPO plans and documents, is a frequent message at MPO Board and advisory committee meetings, and in presentations and exhibits for civic organizations, community groups, neighborhood associations, special events and conferences, etc.
- Plans and documents are continually being improved in the following ways:
 - Improved and standardized formats for meeting agendas, backup information including advisory committee recommendations, and meeting documentation including minutes that concisely reflect decisions and actions.
 - Consistency in the terminology used between plans and documents, improved project descriptions, and improved tracking of projects by name, mode, funding categories, etc.
 - Inclusion of the status of planned transportation system improvements outside of the PB-MPO process as a point of information for a more holistic picture. Examples include inclusion in the TIP of Palm Beach County's annual road program and municipal plans for transportation system improvements.
- Website info: Over the past few years, the PB-MPO has increased the types of meeting related items posted to its website for public review. Routine posting of the following items related to Board and advisory committee meetings allows the public to gain a more complete understanding of the decision making process, and reasons for decisions that are made.
 - Backup information for agenda items posted a week in advance of meetings.
 - Presentations provided at meetings are posted online.
 - Audio recordings of meetings are posted online.
- Printed public education materials including brochures, flyers, newsletters
- Public opinion surveys (English and Spanish) that included questions about categorical funding priorities and methods for funding transportation system improvements
- Video currently in production to educate the public about MPOs and to inspire public involvement
- Clearly written explanations of plans, processes, and documents included in media news releases and paid newspaper advertising (English and Spanish)
- Increasing use of email blasts and social media to reach the general public or targeted audiences in a timely manner.

- The PB-MPO produced a relatively short and easy to follow Executive Summary for the 2040 LRTP. The document was highly complimented by the Board, advisory committees and agency partners for striking a good balance of information and detail, while using many photos, graphics, and simple text for a general understanding by the public.

13. How does the MPO public participation plan reflect adequate public notice of public participation activities and time for public review and comment at key decision points in the transportation process? How does the MPO provide reasonable access to information about transportation issues and process?

RESPONSE:

The PIP requires a 30-day advance public notice and public comment period for drafts of the LRTP, TIP, and UPWP, prior to adoption by the PB-MPO Board. Proposed amendments to each of these documents requires a 14-day advance public notice and comment period prior to adoption. Required notice is provided through website postings and newspaper advertising, including a Spanish translation in a free weekly Spanish newspaper. All website and newspaper notices provide details on the various ways in which draft documents may be reviewed and public comments submitted. For the past four years, the PB-MPO has offered an online public comment form as an option whenever public comments are being solicited for a draft document. For all of the above draft documents and proposed amendments, public meeting notices in English and Spanish are posted to the website and are distributed to all public libraries in advance of a scheduled meeting where adoption of any of these documents will be considered. (Palm Beach County main library and all branches, and all municipal libraries.) All Board and committee meeting agendas and backup information are posted to the website one week in advance of meetings, allowing the public reasonable access to all information that is available in advance of a meeting, allowing them to follow key decision points, such as those made throughout the LRTP process in advance of its final adoption. News releases including a website link to agendas and backup information are sent to all local media one week in advance of Board meetings. The PB-MPO nondiscrimination statement which solicits public participation without regard to Title VI protected classes and offers the availability of free translation services or other special accommodations upon request, is included on all meeting agendas and is noted in numerous locations on the MPO website.

14. Does the MPO employ any visualization techniques? If so, what types of techniques? What are the results?

RESPONSE:

The PB-MPO currently employs the following visualization tools:

Bike Trip Planning Map (Interactive)

Bike Suitability Map (Interactive)

Interactive TIP

MPO Website (currently being redesigned)

www.BikePalmBeach.org

15. What information is available to the public in electronic format?

RESPONSE:

The vast majority of plans, documents and publications produced by the PB-MPO are available on the website

16. Does the Public Participation Plan (PPP) include a specific and separate strategy for engaging low-income and minority populations?

- Is there a process to evaluate effectiveness of public involvement, including success at engaging low-income and minority residents?
- How is this process being carried out? What outreach efforts have proven most effective?

RESPONSE:

The PB-MPO Policy on Public Involvement is contained within the Public Involvement Plan which was significantly revised in 2012. The policy states that “additional emphasis should include underserved populations in the transportation planning process, including low-income, minority, and limited English proficiency populations.” The chart of public outreach strategies, plans, objectives and goals in that document includes the following specific and separate strategies for minority outreach: “Seek opportunities to make the MPO website and printed publications widely accessible to minorities and those with limited English proficiency; seek opportunities to partner with organizations who serve minority groups; seek opportunities for participation in minority community events.” The process for evaluating the effectiveness of public involvement - including success at engaging low-income and minority residents - is to compare accomplishments with the stated strategies.

Considerable progress has been made towards engaging low-income and minority populations:

- Minority representation on the CAC: Bylaws specifically require members who are representative of various categories including “Minority population.” Current CAC membership includes an African-American female plus the top executive of the Hispanic Chamber of Commerce of Palm Beach County.
- 2013 participation in community visioning workshops in two municipalities characterized by extremely low-income and minority populations, including discussions focused on needed transportation improvements
- Participation in community outreach events that attract minority and low-income attendees has proven to be most effective in providing direct interaction with the largest number of low-income and minority residents. Examples of several such events include the following:
 - South Florida Fair 2012, 2013, 2014, An annual, 17-day festival. Utilized low-income/ minority volunteers to assist with the MPO display in 2014, and solicited transportation survey responses in both English and Spanish.
 - Westgate Park Bike Rodeo, 2015. Assisted with the promotion and logistics for this event targeting children and families in a low-income/ minority neighborhood. Helped children learn safe bicycle operation and provided bike safety lights.
- School presentations on bike-ped safety in schools with low-income and minority student populations
- All paid newspaper advertising is also translated into Spanish and published in a free weekly Spanish newspaper distributed throughout the county
- All news releases are distributed to all known minority media outlets
- LRTP brochures in Spanish and Creole were printed and distributed
- A transportation survey translated into Spanish was distributed
- A redesign of the PB-MPO website is underway to include a language translation feature, which has not been authorized for the current website

- Multiple new hires to the MPO staff are fluent in Spanish, increasing opportunities for direct interaction and communications with minority residents
17. How is the disposition of comments and changes in the final Transportation Plan documented, analyzed, and reported when significant oral and written comments are submitted?

RESPONSE:

Written public comments received prior to adoption of the LRTP are reviewed, added to the documentation, and presented to the Board as public comments prior to plan adoption. Comments relative to transportation providers would be forwarded to the applicable agency for their response and action. Public comments – whether written or verbal during a public meeting – that are deemed to be significant by the Board could result in a modification of the draft document and the provision of an additional 30-day public review period for the revised document.

18. Are there transportation projects in the MPO area which have strong, coordinated opposition and/or are highly controversial? Have any groups been formed and/or have been active in lobbying for or against a project?

RESPONSE:

The following projects have received significant public opposition in recent years from a segment of the population:

S.R. 7 proposed extension:

Segments of the proposed extension of S.R. 7 in northern Palm Beach County – which have been a part of the LRTP for many years - have been opposed by the City of West Palm Beach due to proximity to the Grassy Waters Preserve. The City has actively lobbied against the project at a state and federal level. Due to a recent move by FDOT to delay construction from FY 16 to FY 20, supporters of the project (County Commission and Western Communities Coalition) are now actively lobbying for the project at both state and federal level. The MPO Board most recently voted to approve the project as its highest priority.

Roadways in Boca Raton:

The City of Boca Raton recently adopted a resolution opposing the widening of many transportation corridors within the city limits. These projects were subsequently removed from the LRTP during the 2040 plan update.

S.R. 710/Northlake Blvd. Urban Interchange:

The City of Palm Beach Gardens passed a resolution of opposition to the project. This discussion led to an analysis of need for all of the urban interchanges in the 2035 plan which led to the subsequent removal of all urban interchanges from the 2040 plan update.

All Aboard Florida:

The privately funded All Aboard Florida passenger rail project seeks to introduce passenger rail service between Orlando and Miami with stops in West Palm Beach and Fort Lauderdale along the FEC rail corridor. Counties to the north of Palm Beach have engaged in lobbying against the project but most communities in Palm Beach County have sought to understand and then mitigate adverse impacts of the project without opposing its inception. The PB-MPO has allocated STP funds to provide the level of safety measures required for the establishment of Quiet Zone (QZ) designations.

19. What strategies and techniques does the MPO use to engage Tribal governments in the Transportation Decision-making process?

RESPONSE:

There are no Tribal governments within Palm Beach County.

M. Title VI and Related Nondiscrimination Requirements

1. Who is your Title VI Officer? Please explain their roles and responsibilities including coordination with other agencies (if applicable).

RESPONSE:

Malissa Booth serves as both the PB-MPO's Public Information Officer and the Title VI Officer. She is provided as a contact point on the MPO website and on other public documents, including requests for translations or other special accommodations. As the Title VI Officer, she is responsible for receiving and processing any complaints of alleged discrimination and seeking resolution and follow-up. She would also serve as a liaison with FDOT, should the MPO receive any Title VI complaints requiring review by the state or federal agencies. As the PIO, she coordinates public distribution of MPO information to members of the public and the media; coordinates and documents display, exhibit, and presentation opportunities; leads PB-MPO participation in special events including the South Florida Fair; and provides support for various PB-MPO programs including events to promote safe bicycling and pedestrian activities. She produces and distributes print and electronic publications and messages, including management of the PB-MPO website and growing social media campaigns. She is a member of the SEFTC Public Participation Subcommittee for regional public involvement coordination with the Broward and Miami-Dade MPOs. She coordinates PB-MPO public involvement with partner agencies including SFRTA (for projects including the regional expansion of commuter rail through the proposed Tri-Rail Coastal Link project); Palm Tran, South Florida Commuter Services, etc.

2. Does the MPO have a Title VI policy and Limited English Proficiency Plan? Please provide a copy.

RESPONSE:

The following documents were adopted by the PB-MPO in June 2011 and prominently posted on the website:

Title VI and ADA Nondiscrimination Policy & Plan

Limited English Proficiency (LEP) Plan

3. How is the policy disseminated to the public and how often is the policy reviewed?

RESPONSE:

The policy document is prominently posted to the MPO website. It was carefully written to accommodate any protected classes that may be added by any of the local governments within the jurisdiction. Although there is no formal review process, staff periodically reviews the document to ensure compliance and for any needed updates.

4. When is the last time MPO staff received nondiscrimination training?

RESPONSE:

As the designated Title VI Officer, Malissa Booth has received several formal Title VI trainings. She most recently conducted a formal training for all PB-MPO staff members in October 2014.

5. Are there any active or previously resolved discrimination complaints regarding the MPO or the transportation planning process? If so, how have these been addressed? Provide all documents created or received by the MPO regarding the complaint, processing and resolution, if any. (This request specifically includes but is not limited to email communication).

RESPONSE:

There have been no discrimination complaints against the MPO or the local transportation planning process.

6. Has the planning process developed a demographic profile of the metropolitan planning area that includes identification of the locations of socioeconomic groups, including low-income, disabled, religious, and minority populations as covered by Title VI provisions? Explain the process.

RESPONSE:

The PB-MPO relies upon GIS information compiled from the decennial census to create a demographic profile of the area. This information was aggregated into traffic analysis zones and used in locating Title VI population groups.

7. How does the MPO determine the need to have documents available in alternative formats? (e.g., Braille, large print, tape cassette)?

RESPONSE:

The nondiscrimination statement included in all MPO Board and advisory committee agendas, all newspaper ads, and the MPO website invites the public to request special accommodations or translation services free of charge in advance of MPO meetings. To date, no such requests have been received. In 2014, the PB-MPO began the practice of posting audio files of Board and advisory committee meetings to the website. The PB-MPO attempts to use easy-to-read fonts in sizes easily read by most for its printed publications and for its website. Many visually impaired residents have special viewing equipment to read printed documents and/or have computer equipment or settings to enhance their online experience. The PB-MPO is prepared to make any reasonable accommodation that may be requested.

8. Are public meeting locations accessible according to the Americans with Disabilities Act (ADA)? Please identify actions exercised by staff to comply with ADA regulations.

RESPONSE:

All PB-MPO Board and advisory committee meetings are held in government buildings that meet all ADA regulations.

9. What are the MPO's current/future goals for its Title VI and nondiscrimination program and how does the MPO intend to achieve them?

RESPONSE:

The goal of the PB-MPO is to continue to meet state and federal requirements and to expand public awareness and involvement by Title VI populations and communities in the local transportation planning process. **Current strategies:** To offer Title VI training for new PB-MPO staff members; to translate the Title VI policy into Spanish; to include Google Translate (or similar software) in the website redesign currently underway; and to participate in community events in Title VI communities. **Future strategies:** To offer refresher training for all PB-MPO staff members; to increase the availability of print and online MPO information in Spanish and Creole; and to seek partner relationships with agencies that serve Title VI and LEP populations.

10. What are the measures used to verify that the multimodal access and mobility performance improvements in the plan and TIP comply with Title VI?

RESPONSE:

The LRTP and TIP projects are required to meet accessibility standards for ADA and Title VI. Projects are reviewed during development and completion to ensure standards are met. This review is a responsibility of the implementing agency.

11. Do the MPO's advisory boards contain representation from protected classifications (elderly, minority, disabled, low income)? If not, what efforts has the MPO made to ensure board participation by underserved groups?

RESPONSE:

The MPO's advisory committees include the Technical Advisory Committee (TAC), the Citizens Advisory Committee (CAC), and the Bicycle, Greenway and Pedestrian Advisory Committee (BGPAC). The TAC and BGPAC consist of agency memberships with the actual representative appointed by that agency. Staff has recently identified an organization serving disabled runners and cyclists that may be appropriate to represent that population on the BGPAC. Members of the CAC are nominated by individual MPO Board members and appointed by Board. The CAC Bylaws (updated and approved by the MPO Board on 3-20-2014) define several categories (including elderly, minority, and disabled) to be represented on the CAC. The staff and the Board actively seek representatives of these categories as prospective nominees, including a disabled representative to replace a long-time former member. The elderly and minority categories are currently represented. A summary of membership on the MPO Board and its advisory committees is included in the appendix.

12. Does the MPO have other relationships with Historical Black Colleges and Universities (HBCUs) or Minority Institutions of Higher Education (MIHEs) (i.e., student internships; advisory board members from the schools; outreach or public involvement on campus, etc.)?

RESPONSE:

There are no such designated institutions within Palm Beach County or adjacent counties. A recent MPO staff hire (Jan. 2015) is a 2008 graduate of Florida A&M University (FAMU) in Tallahassee, one of four HBCUs in Florida. That relationship may increase the possibilities for future FAMU interns if such positions are contemplated by the MPO.

N. Disadvantaged Business Enterprise (DBE)

1. List the consultant contracts used by the MPO, annotated to reflect type of work and amount of contracts awarded to minority and women owned businesses or organization (ie, MIHEs/HBCUs).

RESPONSE:

The MPO recently completed a \$600,000 contract for the 2040 LRTP. The contracted consultant utilized a DBE sub-consultant for 2.5% or \$15,000 of the contract's tasks.

2. Does the MPO track DBE participation through the use of the Bid Opportunity List and DBE Participation Statement?

RESPONSE:

When selecting consultants, the MPO utilizes certification lists prepared by FDOT and Palm Beach County. Requests for proposal contain the DBE participation goal for the project. Consultants select DBE sub-consultants from certified lists prepared by the County or the State and provide copies of the certification as part of their submittal.

3. Does the MPO report actual payments to DBEs through BizWeb? If not, how does the MPO ensure that DBE utilization is reported to Florida Department of Transportation (FDOT)?

RESPONSE:

The MPO has agreed to report actual payments to DBEs through BizWeb. The staff is working with FDOT to obtain access to the system.

4. Does the MPO have DBE Assurance language in all of its contracts? “The contractor or subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The contractor shall carry out applicable requirements of 49 CFR part 26 in the award and administration of United States Department of Transportation (USDOT) assisted contracts. Failure by the contractor to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy as the recipient deems appropriate.”

RESPONSE:

MPO includes DBE Assurance language in all contracts.

5. Does the MPO use FDOT’s DBE program for FHWA funds in lieu of an independent or internal DBE program or goal?

RESPONSE:

The MPO has adopted the FDOT DBE program for expenditure of FHWA funds.

6. Does the MPO contact FDOT’s DBE Supportive Services provider or Equal Opportunity Office to ensure it has the most up-to-date information on available DBEs?

RESPONSE:

The MPO reviews the FDOT DBE website annually to obtain the participation goal for the coming fiscal year. If there are any questions, the staff contacts FDOT staff.

O. Transit and Transportation Disadvantaged

1. How are transit and the transportation disadvantaged considered in the transportation planning process?

RESPONSE:

Transit service is an integral part of the transportation planning process. The transit operators in Palm Beach County include Palm Tran and SRFTA. Both transit operators have representation on the TAC. In addition, Palm Tran has representation on the MPO Board and the Transportation Disadvantaged Local Coordinating Board (TDLCB). In addition, the South Florida Regional Transportation Authority (SFRTA), Palm Beach County’s Tri-Rail operator has representation on the TAC. The transportation disadvantaged are represented on the MPO Board, CAC and the TDLCB. MPO staff also participates in Palm Tran and SFRTA planning meetings and is involved in the preparation of updates to each agency’s Transit Development Plan and the Human Services Transportation Plan.

The 2040 LRTP includes mass transit as a major component of the overall plan. This plan devotes a large portion of the resources for the area to transit service; in fact, there are more transit *desire* line items than there are *other major highway* projects. These services include expansion of commuter rail, bus rapid transit and any necessary complimentary paratransit services.

2. What performance data is needed from transit operators to support MPO activities? How do the transit providers share this data with the MPO?

RESPONSE:

Data requested from Palm Tran is dependent upon the project. For the LRTP, ridership information is provided for developing the transit component. Specific data such as routes, headways, and ridership per day is used. For the Congestion Management System, data such as load factors, and passengers per seat during peak periods and on-time

performance are provided. The Transit Infrastructure Quality of Service review includes data such as all the fixed route stops and passenger loadings.

Data is provided to the MPO and shared at meetings in which the MPO and Palm Tran participate. Specific data is also provided to the MPO upon request. The MPO works with Palm Tran in the yearly preparation of the Transit Development Plan, meets with Palm Tran in developing the transit portion of the Long Range Transportation Plan, the Congestion Management System report, and any other projects that include a transit component.

In addition, Palm Tran has a Service Board that meets monthly to review the transit system. The MPO attends these meetings, as well as Palm Tran's Service Board Planning Committee meetings, where current ridership data is reviewed on specific routes.

3. How is the transit authority's planning process coordinated with the MPO's planning process?

RESPONSE:

Both transit authorities in Palm Beach County are represented on the MPO's TAC and are integral to the development of all MPO planning documents brought before the MPO Board, such as the LRTP and TIP. During each transit authorities Transit Development Plan updates, the MPO serves as a member of their steering committees to ensure consistency of capital needs. When the transit authorities are conducting travel demand modeling, the MPO provides data and assistance to ensure consistency with the MPO's model used to create the LRTP cost feasible plan.

4. What are the major issues, needs and priorities currently facing the region's transit operator(s)?
 - What particular concerns have the operators identified in their planning processes?
 - What is the MPO's role in addressing these issues, needs, and priorities?"

RESPONSE:

The major issue facing the region's transit operators is the need for adequate revenue to maintain existing service levels and allow for planned expansions. An additional challenge is trying to establish a synchronized universal payment system between the operators. The Palm Beach and Broward MPOs have funded the development and implementation of a Smart Card for use in all three counties and on Tri-Rail. The SEFTC board has made the Smart Card issue a priority for the region. It is incumbent upon the transit operators to utilize this funding to advance Smart Card implementation.

5. Has the MPO studied Pedestrian accessibility to transit?

RESPONSE:

Pedestrian accessibility to transit is identified as a priority for funding consideration in the LRTP. SFRTA is currently developing a Pedestrian Improvement Plan that studies pedestrian accessibility for Tri-Rail transit stops in Palm Beach County. Results from this study have been provided to and reviewed by MPO staff. SFRTA will provide the final study to the MPO for review and consideration for future transit funded projects. The MPO has also studied transit accessibility through the development of corridor plans, facilitated by the Treasure Coast Regional Planning Council (TCRPC), for existing and planned Tri-Rail stations as well as select multi-modal corridors (e.g., Military Trail, Congress Avenue, US 1, Dixie Highway).

6. What is the role of the transit operator and how is it involved in the MPO's overall planning and project development process?

RESPONSE:

Transit service is included in the overall transportation planning process of the MPO. As mentioned previously, the transit operators in Palm Beach County include Palm Tran and SRFTA. Both transit operators have representation on the TAC. In addition, Palm Tran has representation on the MPO Board and the TDLCB. As committee members, they are involved in all facets of the transportation planning process, including development of the LRTP and the TIP. Transit service is playing an increasing role in the provision of transportation services to the residents and visitors in Palm Beach County. Transit service is a major component of the LRTP. Factors for setting annual priorities for transportation projects include the availability of transit service. The MPO reviews and makes recommendations on the annual update of the Transit Development Plan. The MPO approves all appointments to the TD Service Board and appoints the chairman of the board. Projects and programs from both the transit and transportation disadvantaged programs are included in the LRTP and the TIP.

7. Are flexible funds (funds appropriated and allocated originally through FHWA or FTA) routinely transferred to the transit agencies for eligible transit uses use?

RESPONSE:

The MPO routinely considers transit applications for flexible STP funds. If the transit use is considered eligible and selected for inclusion in the TIP, then the flexible funds are transferred to FTA to be made available to the transit grantee. Recent examples include Palm Tran bus purchases, advancement of the Easy Card and mobile ticketing technology for fare collection on the Palm Tran fixed route fleet, and construction of a bus shelter and a Palm Tran/Broward County Transit transfer point in Boca Raton.

8. How are transfer decisions made?

RESPONSE:

Transit projects are reviewed by the MPO staff and advisory committees along with roadway, freight, and non-motorized projects against the goals, objectives and values of the MPO's long range transportation plan. The best projects are recommended to the MPO Board for prioritization and inclusion in the TIP. When transit projects reach the first year of the TIP, funds are transferred to the transit agencies.

9. How does the Transit Development Plan interface with TIP/STIP development?

RESPONSE:

Information contained in the TDP is incorporated in the TIP in describing the projects for operating and capital needs and the cost estimates associated with these projects. The TIP is incorporated into the STIP adopted by the state.

P. Bicycle and Pedestrian

1. How are bicycle and pedestrian planning activities being integrated in the transportation planning process?

RESPONSE:

In 2011 MPO Board approved the Master Comprehensive Bicycle Transportation Plan which provides a foundation on which future decisions regarding bicycle transportation will continue to be based, including both long term and short strategies and actions that will most efficiently integrate bicycling into the overall multi-modal transportation system. Short-term opportunistic strategies include bike lane and sidewalk widening as a part of resurfacing, reconstruction, and routine maintenance, implementation in coordination with major capital projects, and the development of shared use paths in corridor with utilities or other infrastructure improvements. The MPO operates as a sounding board for the county

and local municipalities when these opportunities arise. Long term strategies aim to create a non-motorized network whereby users have interconnected pathways to access their destinations. The MPO is in continuous pursuit of this end goal through its funding mechanisms, county-wide greenway planning initiative.

2. Discuss the selection and prioritization process for bicycle and pedestrian projects.

RESPONSE:

Eligible applicants, such as local governments, public land agencies, and school districts, submit a Transportation Alternatives or Local Initiatives application for their proposed project. The application must include general application information, a location map, scope of work, typical section, right-of-way ownership verification, plats, deeds, or applicable easement documentation, and a detailed cost estimate spreadsheet prepared and signed by a Professional Engineer.

Once these documents are received by the MPO projects are screened for application completeness and project eligibility. Projects are then scored and ranked based on criteria set by the Bicycle, Greenway and Pedestrian Advisory Council. Projects receive scores on the following categories:

- inclusion in a larger municipal, county or redevelopment plan;
- connectivity to an existing non-motorized facility, educational outlet, or regional or neighborhood center;
- access to public transportation and expansion of transportation options;
- addition of aesthetic value to the area; and
- evidence of local support.

Lastly, projects are ranked from highest to lowest and submitted to the Florida Department of Transportation to complete their internal review. If no discrepancies are found the MPO reimburses projects according to the priority ranking established; subject to funding availability.

3. Does the MPO have dedicated funding for Bike/Ped activities?

RESPONSE:

The MPO has dedicated funding for non-motorized transportation projects through the Transportation Alternatives (TA) program and the Local Initiatives Program. The funding amounts for these sources fluctuate. Historically, the TA program has provided 3.1 Million dollars annually; the LI program has 17 Million. However, LI dollars are also allocated to transit initiatives and operations.

Q. Congestion Management Process (CMP)

1. Describe the area, network, and modes covered by the CMP.

RESPONSE:

The CMP currently addresses roadway congestion and monitors traffic volumes at all major road segments and signalized intersections through the county.

2. Describe how the CMP has been fully integrated into the overall metropolitan planning process.

RESPONSE:

The CMP is updated annually and identifies both major projects from the LRTP and also smaller intersection capacity projects for advancement into the TIP.

3. Does the MPO have a process for periodically evaluating the effectiveness of the CMP?

RESPONSE:

The adopted LRTP contains measureable objectives with established targets for reduction of congested links and intersections which are measured and reported on annually.

4. How often is the CMP reviewed and when was the last CMP update?

RESPONSE:

The CMP is reviewed and implemented annually. However, a CMP update has not been performed recently and input to expand the CMP beyond pure roadway capacity analysis would be valuable.

5. How have Transportation Partners been involved in the development of the CMP and its updates?

RESPONSE:

Transportation partners were involved in the establishment of CMP performance measures as part of the 2040 LRTP.

6. What are the performance measures for the CMP and how are they being used? Do these partners share data, performance measures, etc., and do they contribute strategies toward solving regional congestion problems?

RESPONSE:

Performance measures include intersection congestion, percentage of signals connected to the central network and with operable vehicle detection, and percentage of arterials covered by TV cameras.

7. Are the performance measurements based on actual data or are they modeled?

RESPONSE:

Performance measures are based on actual data.

8. Who implements CMP strategies (e.g., State DOT, transportation management associations, transit agencies, locals)?

RESPONSE:

Capacity projects are implemented by the entity that maintains the facility. Operational strategies and projects are implemented by the traffic signal maintaining entity.

9. How does the Transportation Plan incorporate travel demand and operational management strategies? Are necessary demand reduction and operational management commitments made for new Single Occupant Vehicle (SOV) projects?

RESPONSE:

Operations strategies like a central signal control system, TV cameras and operable vehicle detection seek to ensure optimal efficiency in the operation of the roadway network. At the same time, transit and non-motorized goals seek to grow the mode split associated with each to reduce demand for roadway capacity.

10. How have other travel demand reduction and operational management strategies been analyzed?

RESPONSE:

Other strategies based on the private side of the equation such as required bike lockers/shelters, installation and maintenance of transit shelters, provision of employee showers and locker rooms, etc., have been implemented to varying degrees in local land development regulations.

11. What mechanism(s) are in place for measuring performance of Management and Operations (M&O) goals and objectives?

RESPONSE:

The MPO reports annually on its measureable objectives, including those which pertain to expansion of active arterial management by M&O infrastructure investments.

R. List of Obligated Projects

1. Does the MPO prepare annually, a list of projects for which Federal funds have been obligated in the preceding year and publish it or otherwise make it available for public review? Where is it located?

RESPONSE:

The MPO includes an annual list of obligated projects for the previous fiscal year as Appendix C of the adopted TIP (e.g. FY 14 obligated projects are listed in the FY 15-19 TIP). The list can be found at palmbeachmpo.org/TIP

2. Have there been any public comments on the listing? If so, how are such comments used in assessing the metropolitan transportation planning process?

RESPONSE:

There have been no public comments on the listing. The format for the report is unintelligible and does not contain the minimal information specified in CFR Title 23 §450.332(b): It does not provide the amount of Federal funds requested in the TIP or the Federal funding remaining and available for subsequent years.

S. Intelligent Transportation System (ITS)

1. How is the regional ITS architecture being used in the transportation planning process?

RESPONSE:

The regional ITS architecture was the basis for the measurable M&O objectives in the plan and serves as a scoring priority to Local Initiative projects seeking MPO funding.

2. How are the changes to the Regional ITS architecture being documented and processed?

RESPONSE:

FDOT is responsible for the Regional ITS architecture and each district has an ITS Manager. Further, SEFTC is moving to form a TSM&O subcommittee to ensure regional collaboration on the development and modification of ITS architecture.

3. How are ITS activities coordinated in the MPO/TMA?

RESPONSE:

Local ITS activities are coordinated with the Palm Beach County Traffic department and with the FDOT District 4 ITS Manager. All FDOT ITS projects must be included in the TIP for funding and are required to have approval from the MPO.

4. How does the MPO ensure that all ITS projects are consistent with the regional ITS architecture?

RESPONSE:

FDOT ensures consistency by having local agencies adherence to the Regional ITS architecture by preparing a project SEMP. The MPO monitors the ITS projects and includes these in the LRTP and the TIP for funding.

5. What is the MPO's involvement with other ITS organizations in the region?

RESPONSE:

The MPOs role is as a funding partner/coordinator.

T. Freight Planning

1. How does the MPO incorporate/address freight related goals in the MPO process?

RESPONSE:

The MPO's adopted plan contains measurable objectives to reduce traffic congestion on strategic intermodal systems and truck routes and to increase annual tonnage of freight through the major entry points (PBI and Port of Palm Beach).

2. What process does the MPO use to identify and analyze existing and projected goods movement in the region?

RESPONSE:

The development of the southeast Florida regional freight plan is the driving force to identify and analyze freight. The plan is overseen by a Freight Advisory Committee, comprised of MPO staff, FDOT staff, RPC staff, airport, seaport, rail and business stakeholders.

3. How are freight providers and freight stakeholders engaged to participate in the development of the LRTP, TIP, and other MPO products?

RESPONSE:

Stakeholders are primarily engaged through the ongoing southeast Florida regional freight plan process. Recommendations then filter down into local LRTPs and TIPs. Port of Palm Beach is represented by a voting member on the Palm Beach MPO Policy Board.

4. Please identify the freight providers and partners in the MPO area.

RESPONSE:

Port of Palm Beach, Palm Beach International Airport, Florida East Coast Railway, CSX Transportation, Palm Beach Economic Council, Florida Customs Brokers and Forwarders Association, FDOT, Florida Turnpike, and Treasure Coast Regional Planning Council.

5. What level of participation from the freight community has the MPO experienced?

RESPONSE:

The Cargo 2040 plan garnered great partner participation.

U. Safety Considerations in the Planning Process

1. How is safety addressed for motorized and non-motorized Users throughout the Continuous, Cooperative, and Comprehensive (3-C) planning process?

RESPONSE:

The 2040 LRTP includes goals and values to improve the safety of the system.

2. Is safety an explicit goal in your planning process (LRTP and TIP)?

RESPONSE:

Yes. The first value identified in the 2040 LRTP is to *"Improve the safety and security of the transportation system for all users."* Goal 3 is to *"Prioritize a Safe and Convenient Non-Motorized Transportation Network"*. The project prioritization process gives additional consideration for TIP funding to projects that explicitly improve safety.

V. Security Considerations in the Planning Process

1. Does the MPO give special emphasis to Strategic Highway Network (STRAHNET) facilities in the planning process?

RESPONSE:

STRAHNET facilities are part of the Strategic Intermodal System (SIS) and thus receive planning and programming emphasis by FDOT. To develop the Cost Feasible Section of the 2040 LRTP, the FDOT *SIS FY2019/2020 through FY 2023/2024 Second Five Year Plan* and *SYS FY 2024 through FY 2040 Long Range Cost Feasible Plan* were referenced. FDOT programs 75% of all Federal and State capacity improvement funds available in Florida on the SIS (with the exception of funds allocated for the Transit Program and Surface Transportation Program-SU funds, per State law).

2. In the case of a major manmade or natural disaster, does the MPO have a Continuation of Operations Plan (COOP)?

RESPONSE:

The MPO maintains its Continuity of Operations Plan (COOP) and coordinates its plan with the overall Palm Beach County COOP. The MPO computer system is part of the County network which is backed up on a regular basis. The staff works with the County ISS Department to ensure MPO information is included. The County Emergency Management Office has developed a COOP for all departments. The MPO COOP is coordinated with that Office. In addition, the staff will make additional backups for off-site storage of electronic files when emergencies, such as hurricanes, are pending. The MPO is part of the countywide plan to provide alternative office space in the event current offices are unusable due to damage.

3. Has the MPO's COOP been tested?

- If yes, what, if any, changes were made to the COOP based on the test(s)?
- If no, are there plans to test it the COOP? (please explain)

RESPONSE:

The MPO is an office within Palm Beach County government. As such, the MPO is included in the County's Continuity of Operations Plan. Each year prior to hurricane season, the county conducts training exercises to test and evaluate the plan. Additional exercises are performed each year to test various scenarios. Following these exercises, adjustments are made to the plans as needed. The 2010 MPO COOP is presently undergoing review by staff and will be amended as needed.

4. Is security an explicit goal in the MPO's planning process and LRTP? Does the plan include strategies and implementation steps specifically related to achieving the security goal?

RESPONSE:

Yes. Security is first value identified in the 2040 LRTP is to "*Improve the safety and security of the transportation system for all users.*"

5. How is security considered and evaluated throughout the 3-C planning process?

RESPONSE:

By collecting crash data, turning movements, and vehicle counts, the MPO plans roadway improvements to strengthen the security of the transportation system. This is accomplished by Task 3.2 *Transportation System Usage Data* of the currently adopted UPWP and is identified in the MAP-21 planning factor matrix.

W. DOT/MPO Annual Self Certifications

1. How are the transit authority, State DOT, and other transportation partners involved in the self-certification process? Is there an opportunity for public comment? (If so, how are comments addressed)?

RESPONSE:

Information pertaining to various components of the transportation planning process requiring input from other partners is compiled by the MPO. FDOT is a joint partner in the certification process. Their report is presented to the MPO at a regular meeting, which provides opportunities for public input.

2. Does the MPO have processes, procedures, guidelines, and/or policies that address Title VI, ADA, DBE, lobbying, and other regulatory requirements? How are these documented and applied?

RESPONSE:

The PB-MPO has signed and complies with the following policies and documents:

- FDOT Title VI/ Nondiscrimination Policy Statement
- Title VI and ADA Nondiscrimination Policy & Plan

The following documents were signed 5-15-2014 and are included in the FY 2015-16 UPWP adopted 5-15-2014:

- Disadvantaged Business Enterprise Utilization (DBE)
- Federal FY 2015-16 Certification Regarding Lobbying
- Federal Fiscal Year 2015-2016 Debarment and Suspension Certification

Each of these documents is available on the MPO website and is available from the MPO office. The policies, procedures, guidelines and regulatory requirements within these documents are documented by the MPO using the appropriate materials depending upon the requirements. Application of these policies and procedures follow guidelines contained within the policies or procedures or as set forth by federal, state or MPO policies.

X. Requested Documents and Information

1. Documentation designating the urbanized area as a MPO.
 - a. All MPO agreements defining planning and programming responsibilities with other agencies
 - Operators of public transit services
 - State DOT
 - Local Governments
 - Staffing
 - Others (Legal Services, etc.)
 - b. Status/documentation of agreements related to the expanded TMA/UA, State, other planning agencies, etc. as applicable.
 - c. MPO structure and voting membership of the Policy Committee, including bylaws for the MPO technical, policy, and any other committees. Please include latest version of the MPO's MOU and any related bylaws and procedures referenced in the MOU.
 - d. Any apportionment or redesignation approval packages
2. Long Range Transportation Plan (LRTP) and Transportation Improvement Program (TIP); LRTP and TIP project selection and/or development procedures, and scopes.

- a. Any regional plans
3. Latest Congestion Management Process (CMP) and scopes for development of update to the CMP.
4. Documentation of environmental mitigation and consultation discussions with Federal, State, Tribal, and local agencies.
5. Freight goods and services studies conducted by the MPO and regional plans.
6. Description of bike/ped committee membership, frequency of meetings and level of participation.

RESPONSE:

The Bicycle, Greenway, Pedestrian Advisory Committee (BGPAC) is comprised of county and municipal planners; school district; health department; law enforcement; and bicycle advocacy groups selected from a variety of disciplines in order to address the comprehensive effort in implementing bicycle, greenway and pedestrian programs and initiatives. The MPO Board has final approval of membership.

BGPAC members will receive an annual calendar of meeting dates in November each year for the upcoming year. The BGPAC will meet monthly on the second Thursday at 9:07 a.m. unless otherwise notified.

The BGPAC serves in an advisory capacity to the Palm Beach MPO to provide technical review, comments and recommendations on specific transportation plans, programs, studies, and other appropriate documents and regional transportation issues. The BGPAC shall address other matters and concerns when directed by the MPO. It shall be the function of the BGPAC to:

- Assist the MPO in formulation of their goals and objectives.
- Provide technical review of the preliminary findings and make recommendations to the MPO regarding:
 - Mobility studies and reports proposed or underway
 - Review, evaluate, and rank applications submitted for funding through the annual Transportation Alternatives Program, and any other competitive funding programs aimed at non-motorized transportation projects that may arise for BGPAC evaluation.
 - Proposed Transportation Improvement Program (TIP), Unified Planning Work Program, Long Range Transportation Plan (LRTP) and Air Quality Planning and amendments
 - Position statements regarding general plan proposals and means to implement plans
 - Priority recommendations for program implementation based upon the needs as determined by technical studies, or upon the fiscal feasibility of projects

Lastly, the BGPAC shall review and provide recommendations regarding any regional transportation projects that involve Miami-Dade, Broward and Palm Beach counties. These recommendations and findings shall be transmitted to the MPO for consideration through the MPO Director.

7. Public Involvement Participation Plan (including a portfolio for the Certification Review i.e. newsletters, meetings, etc) See Appendix.
8. Other materials/documents that would be useful to the Review Team to address the review questions/items:

- a. Title VI procedures- See Appendix
- b. Boundary Maps for the MPO (also provide in electronic format)
- c. Continuity of Operations Plan (COOP).
- d. Short write up of MPO's activities not covered in questionnaire (bragging rights for note worthy practices!)

NOTEWORTHY PRACTICES:

"MPO Board Rolling Retreat"

This first-ever event was held in January 2015 to allow MPO Board members, staff, media and members of the public to experience multiple forms of transit and transportation while viewing MPO-funded projects that have been implemented or are under construction. Steps were taken to comply with Florida's Sunshine Laws, including an option for members of the public to remotely view the tour from the MPO office. Several members of the public participated including two physically challenged individuals who praised the experience which is likely to become an annual event.

Public Transportation Survey

Close to 600 responses were received to a local and regional transportation survey conducted as part of the 2040 LRTP update. Questions allowed respondents to provide feedback on conditions that may inspire them to increase use of transit, bicycles or walking as transportation options; to provide feedback on specific locations or areas of concern, transportation system funding priorities; and conceptual funding sources for the maintenance and enhancement of the system. Surveys were conducted online and in print including a Spanish translation.

Promotional bag giveaways

Large quantities of custom imprinted bags were produced and distributed at the South Florida Fair and other special events where bags are a popular item. The bags promoted the transportation survey, Florida bike month, and general awareness of the role and function of the MPO. The bags were stuffed with flyers to promote the LRTP and an understanding of the MPO. The bags were also distributed at events where the MPO otherwise did not have a presence and through nonprofit thrift stores to shoppers.

Social media

The PB-MPO has established a social media presence with growing audiences on Facebook and Twitter. It allows for effective and immediate promotion to a more social audience of the activities of the MPO and its supporters, and allows to MPO to engage with stakeholder groups, agencies, and media.