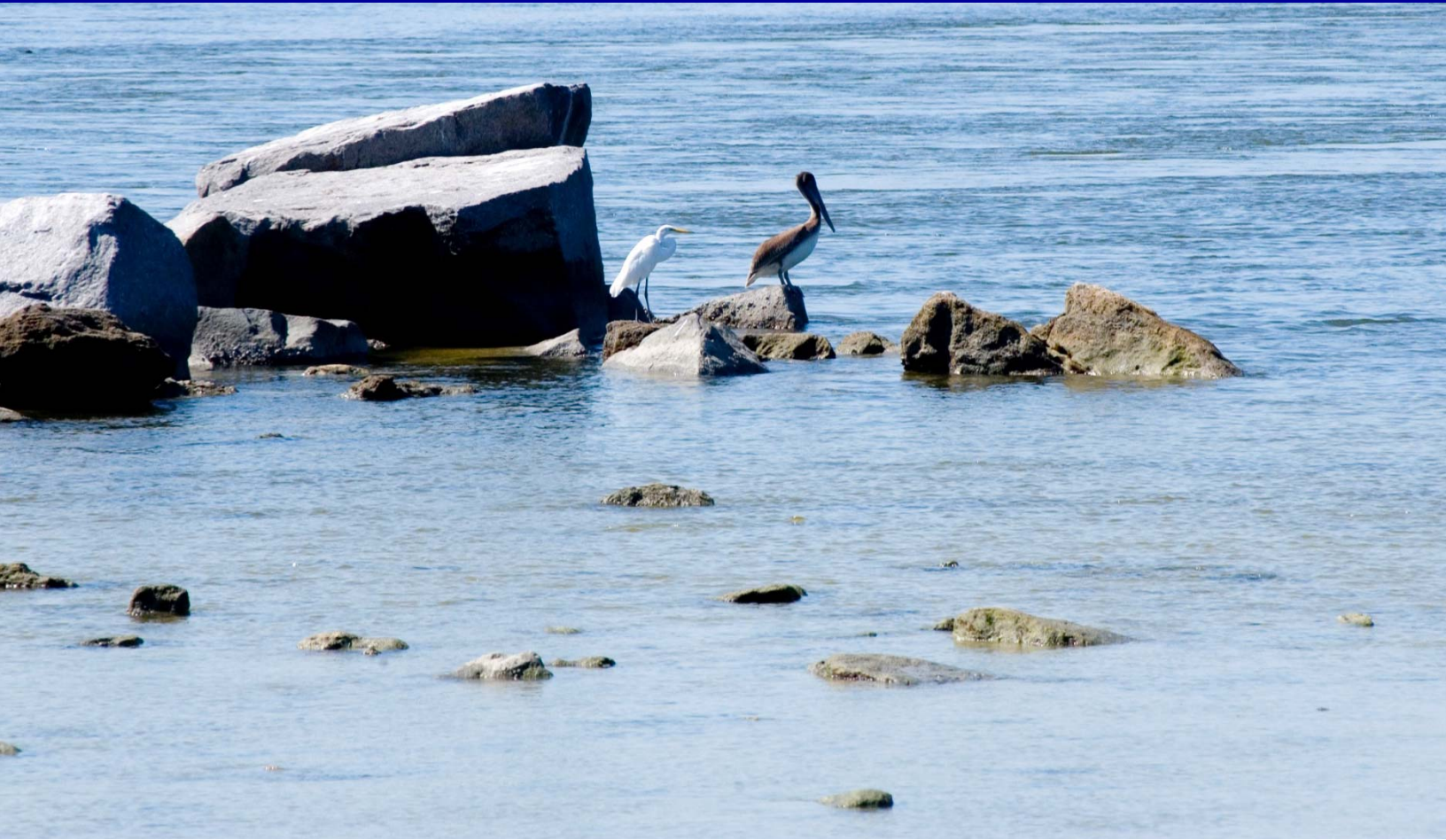


Martin Metropolitan Planning Organization (MPO)

PUBLIC INVOLVEMENT PLAN (PIP) UPDATE



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Prepared by:

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MARTIN METROPOLITAN PLANNING ORGANIZATION (MPO)

PUBLIC INVOLVEMENT PLAN (PIP) UPDATE

ADOPTED BY THE

MARTIN MPO POLICY BOARD

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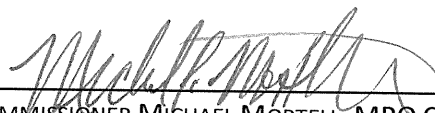
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ADOPTED: DECEMBER 21, 2009

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COMMISSIONER MICHAEL MORTELL, MPO CHAIRMAN

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1.0 INTRODUCTION

In 1962, the Federal-Aid Highway Act was established, which mandated that all urbanized areas with a population greater than 50,000 establish a continuous, cooperative and comprehensive (3C) planning process in order to be eligible to receive US Department of Transportation funding. Following this, the 1974 Federal Aid Highway Act formalized this process by outlining the creation of Metropolitan Planning Organizations (MPOs) with the purpose of involving local governments in the transportation project development and funding process.

FEDERAL AND STATE MPO REQUIREMENTS

In 1991, the Intermodal Surface Transportation Efficiency Act (ISTEA) strengthened the role of MPOs in the multi-modal transportation planning process. ISTEA was landmark legislation that introduced a comprehensive approach to address transportation issues by emphasizing innovation, intermodal planning and flexibility in the transportation program.

The approach begun in ISTEA was continued in 1998 with the adoption of the Transportation Equity Act for the 21st Century (TEA-21), which further increased the authority of MPOs relative to the programming of federal transportation funds. The TEA-21 also required transportation planning to include a pro-active public involvement process that provides information, timely public notice, and supports continuing involvement of the public in developing plans and programs. The most recent federal transportation legislation enacted in 2005, entitled, Safe Accountable

Flexible Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU), reinforces a 3C planning process and carries forward a strong federal emphasis on public participation programs and creation of an MPO's Public Involvement Plan (PIP).

This Public Involvement Plan (PIP) is intended to outline the expectations for public participation during transportation planning and decision-making activities. In particular, the PIP outlines the intent, tools, and expectations for public outreach and education on transportation issues. It also includes the strategies that will consistently be used to

engage the public in the MPO's transportation planning process and a variety of outreach techniques available to the MPO. This public involvement plan is intended to define how the Martin Metropolitan Planning Organization (Martin

MPO) will engage the public and gather public input.

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TITLE VI COMPLIANCE

Title VI of the Civil Rights Act of 1964 was enacted to prohibit discrimination on the basis of race, color, and national origin. Introduced by President John F Kennedy in 1963, the Civil Rights Act included provisions to ban discrimination in various public arenas (accommodations, for example), and by banning discrimination by any government that receives federal funding. Derived from Title VI of the Civil Rights Act of 1964 and established in Presidential Executive Order 12989, the term "Environmental Justice" refers to the impact of transportation plans or projects on a particular community or population that may have

traditionally been underserved or left out of the transportation planning process. The intent of the Environmental Justice policy is to ensure public involvement of low income and minority groups and prevent disproportionately high or adverse impacts on those populations - assuring that everyone receives equal participation and benefit from transportation improvements.

In regard to the compliance with Title VI and environmental justice, any formal complaint of discrimination may be submitted to the FDOT according to the Title VI Program and Related Statutes Implementation and Review Procedure. The Martin MPO will continue to effectively implement all of the Florida Department of Transportation (FDOT) Title VI and related statutory requirements and will demonstrate that good faith efforts have been made toward achieving them. The Martin MPO also adheres to Martin County purchasing procedures and requirements, including the Disadvantaged Business Enterprise program in the hiring of contractors and vendors.

2.0 MARTIN MPO RESPONSIBILITIES

Established in 1993, the Martin MPO is governed by a Policy Board and serves a Metropolitan Planning Area (See **Figure 1 – MPA Map**) with a 2010 population of 146,318. Planning tasks of the Martin MPO include regional coordination, bicycle and pedestrian planning, mobility management, demographic research, air quality planning, and PIP processes and updates. As an agency, the Martin MPO also serves its primary function as the coordinator for multi-modal transportation project planning and funding in and through the county with various state agencies responsible for transportation and land use plans as well as adjacent MPOs. On specific issues, the Martin MPO partners with the St. Lucie TPO, the Indian River County MPO, and the Palm Beach MPO.

REGIONAL LONG RANGE TRANSPORTATION PLAN (RLRTP)

The Regional Long Range Transportation Plan (RLRTP) identifies transportation improvements necessary to maintain adequate mobility and accommodate anticipated growth in the region. Because of the comprehensive and intensive nature of the RLRTP, a separate public participation plan will explain how public input will be solicited and incorporated into the RLRTP.

Throughout the development of the RLRTP, public workshops, focus groups, public meetings, and website announcements will be utilized to present information to the public as well as gather their comments and suggestions. The public involvement process will coincide with the major components and milestones of the RLRTP. Once all of the components of the Draft document are completed, a public notice will be advertised to announce the 30 day

public review and comment period prior to its adoption by the MPO Board.

TRANSPORTATION IMPROVEMENT PROGRAM (TIP)

The MPO Transportation Improvement Program (TIP) contains all federally funded and regionally significant transportation projects planned for the upcoming five years. The TIP is updated annually with funding priority given to the highest ranked projects from the RL RTP Cost Feasible Plan. The TIP is based on funding data contained within the FDOT Tentative Work Program, which is developed annually and made public by FDOT prior to the development of the TIP. The MPO TIP is particularly important in that it establishes the priorities for scheduling improvements to the Strategic Intermodal System (SIS), including freight and Intelligent Transportation System (ITS) strategies, federal interstate highway system, local roadways and MPO priorities concerning transit, pedestrian and bicycle-friendly environments and transportation demand management programs.

When a Draft TIP is completed a public hearing notice is advertised announcing that the Draft TIP is available at the MPO office, at all six Martin County libraries and on the Martin MPO website for a 45 day public review period. During the public review process the Draft TIP is presented at public meetings in conjunction with the Citizen Advisory Committee (CAC), Technical Advisory Committee (TAC), and the Bicycle and Pedestrian Advisory Committee (BPAC). After the 45 day review period the Draft TIP is brought before the MPO Board for a public hearing and final approval.

RLRTP/ TIP AMENDMENTS AND ADMINISTRATIVE MODIFICATIONS

Once adopted by the MPO Board, the RLRTP and the TIP may be modified by amendment or administrative modification. Amendments are revisions that involve a major change, including an added or deleted project, a significant change to project cost (increase of 20% and greater than \$2 million), or major change to a project scope. Administrative modifications are revisions that include minor changes to project costs, funding sources, and project initiation dates.

Once an amendment is created, it will be advertised for 15-30 days on the MPO website and in the local newspaper for a public review and comment period prior to the approval by the MPO Board. During this review and comment period, it will be brought before the MPO Advisory Committees for review and approval. Administrative modifications do not require a public review and comment period. However, they will be brought before the MPO Advisory Committees, whenever feasible, and the MPO Board for final review and approval.

UNIFIED PLANNING WORK PROGRAM (UPWP)

The MPO Unified Planning Work Program (UPWP) is the document that defines the transportation planning activities and products to be developed by the MPO and partner transportation planning agencies for a two year period. Updated biennially (every other year), the UPWP is the basis for allocating federal, state, and local funds for transportation planning activities.

PUBLIC INVOLVEMENT PLAN (PIP)

The MPO maintains a Public Involvement Plan (PIP) to meet the requirements of state and federal laws by providing opportunities for public involvement and input in the multi-

modal transportation planning process. The purpose of a Public Involvement Plan (PIP) is to outline the expectations for public participation during transportation planning and decision-making activities. This PIP describes the process followed to capture citizen input in the development of MPO plans (the Regional Long Range Transportation Plan [RLRTP] and the Transportation Improvement Program [TIP]) and documents (the Unified Planning Work Program [UPWP], Project Priorities Lists, and special projects and studies) required by SAFETEA-LU and Florida Statutes, and subsequent amendments.

As required by federal law, the Public Involvement Plan, and subsequent revisions, will be made available for public review and comment for 45 days prior to its adoption by the MPO Board.

TRANSPORTATION DISADVANTAGED SERVICE PLAN (TDSP)

The TDSP is a three-year implementation plan, with annual updates developed by the CTC and the planning agency which contains the provisions of service delivery in the coordinated transportation system. The plan shall be reviewed and recommended by the local Coordinating Board.

The TDSP is prepared in accordance with the requirements of Chapter 427, Florida Statutes, Rule 41-2, Florida Administrative and the guidelines provided by the Commission for the Transportation Disadvantaged. In addition, the Federal Transit Administration (FTA) requires the development and adoption of a "Coordinated Public Transit-Human Services Transportation Plan" (CPHSTP) for recipients of FTA Section 5316 (Job Access/Reverse Commute), Section 5317 (New Freedom) and Section 5310 (Elderly and Persons with Disabilities) grant funding programs.

The State of Florida has received concurrence from the Federal Transit Administration to allow the Transportation Disadvantaged Service Plan to fulfill this requirement. Consistent with the direction given by the State of Florida Department of Transportation, the Commission for Transportation Disadvantaged, and the guidelines issued by the Federal Transit Administration, a TDSP (prepared as a CPTHSTP) is developed through a process that included representatives of public, private and nonprofit transportation and human services providers and participation by the public.

REGIONAL TRANSPORTATION DEVELOPMENT PLAN (TDP)

A Transit Development Plan (TDP) is an FDOT required, 10-year horizon plan intended support the development of an effective multi-modal transportation system for the State of Florida. Public transit means the transporting of people by conveyances, or systems of conveyances, traveling on land or water, local or regional in nature and available for use by the public. The TDP serves as the basis for defining public transit needs which is a prerequisite to receipt of state funds. The rule requires that the TDP be the provider's planning, development and operational guidance document.

TDPs are intended to serve as strategic planning documents. They assist MPOs to define public transportation needs; solicit broad input by coordinating with other plans, involve substantial public participation, and explore community goals with decision makers and other stakeholders; define alternative courses of action, and develop a systematic plan and monitoring program. While required by FDOT, the greatest value from the TDP planning effort, gathered data, and resultant documents occurs when an agency uses the

TDP to serve the local area and the traveling public by providing a logical, comprehensive basis for exploring near and mid-term public transit needs and opportunities.

3.0 PIP GOALS, OBJECTIVES AND STRATEGIES

The Martin MPO maintains this Public Involvement Plan (PIP) to ensure opportunities for public involvement and input are provided in the transportation planning process. This document is an update of the Adopted PIP Dated December 21, 2009. The PIP outlines the MPOs approach to obtaining public involvement through traditional techniques as well as modern, technology-based tools.

This PIP is intended to achieve, through the guidance of the Goal, Objectives and Strategies described herein, the vision to expand public participation opportunities in order to work collaboratively with the public to design context-sensitive transportation facilities.

While the overall Goal is to establish an on-going process, this PIP includes objectives and strategies, as detailed in **Table 1 - Martin MPO Goal, Objectives and Strategies** below, which provide measureable targets to achieving the goal. In general a “goal” is the ultimate purpose for an activity, wherein “objectives” are components of that goal, and “strategies” are those efforts that can be made to measure progress toward an objective. In a later section of the PIP, measures of effectiveness (Performance “Measures”) will be outlined. These measures are the specific and measureable criteria for evaluation of performance.

Table 1 – Martin MPO Goal, Objectives and Strategies

GOAL - To establish an on-going process through which citizen input is regularly identified and considered in the development of MPO plans and documents.	
OBJECTIVE 1: To hold regular public meetings with its standing Advisory Committees, to obtain their input on all documents, projects, and funding determinations prior to consideration by the MPO Board.	
Strategy 1a:	Advisory Committee positions are filled.
Strategy 1b:	Advisory Committees receive meeting notices, agenda items and information at least 7 days prior to meetings.
Strategy 1c:	Advisory Committee recommendations/actions are presented to MPO Board.
OBJECTIVE 2: To provide equitable access to information regarding transportation decision making.	
Strategy 2a:	Meetings and events are held at convenient times and locations.
Strategy 2b:	Persons with disabilities are provided access to information and participation opportunities.
Strategy 2c:	Public involvement activities and events are geographically dispersed throughout the MPO area.
Strategy 2d:	Public involvement activities and events target a diverse group of participants.
Strategy 2e:	Public information is available in a format for traditionally underserved populations.
OBJECTIVE 3: To engage the public early, often, and with clarity so that opportunities exist for public feedback in the transportation decision making process.	
Strategy 3a:	Public information regarding MPO actions is available in different formats and easily accessible.
Strategy 3b:	The MPO responds to public inquiries within 7 working days of the date of receipt.
Strategy 3c:	Meeting notices and information are available at least 5 days prior to meetings.
Strategy 3d:	MPO will provide follow-up information to groups on project process and comments received.
Strategy 3e:	Public participation opportunities will be made available at key decision-making milestones.
Strategy 3f:	Public feedback is incorporated into transportation decision making.
OBJECTIVE 4: To use a variety of methods to involve and engage the public.	
Strategy 4a:	The MPO utilizes varied public involvement techniques.
Strategy 4b:	The MPO conducts surveys on the effectiveness of public outreach techniques.
Strategy 4c:	Public information is available in languages other than English, as appropriate, or in other means to address disabilities.
Strategy 4d:	The MPO uses varied website tools to provide information.
Strategy 4e:	The MPO uses the website to track public interest in activities.

4.0 THE PUBLIC INVOLVEMENT PROCESS

Involving the appropriate agencies, governments and the general public is key to a successful public outreach effort, and most importantly, identifying transportation improvements that are accepted by the community intended to be served. The public involvement process outlined in this PIP will ensure maximum exposure of on-going projects and will raise community-wide awareness of current and relevant issues and concern through a pro-active approach.

Interested persons and groups will be targeted using various methods and strategies to

distribute information concerning Martin MPO plans and programs; and provide opportunities for the public to ask questions and provide comment prior to action by the Board. This PIP is intended to emphasize the appropriate public outreach tools and techniques to be used to tailor-fit the project’s unique needs. **Figure 2 – Public Outreach Process**, illustrates the importance of how inclusive and collaborative relationships and partnerships developed during program development will result in a project that is not only economically feasible but is addresses the needs and demands and is supported by the community.



Figure 2 - Public Outreach Process

There are four incorporated municipalities within Martin County, the Town of Jupiter Island, the Town of Ocean Breeze Park, the Town of Sewall's Point and the City of Stuart. Approximately 560 square miles consist of unincorporated lands. According to the 2010 Census, Martin County has a total population of 146,318. About 82.4% of the population is 18 years and over and 27.3% of the population is 65 and over. While 87.3% of the population is White, and 5.4% is Black or African American, 12.2% of the population identified as Hispanic or Latino (of any race). According to the 2005-2009 American Community Survey, 6.6% of all families have had income below the poverty level within 12 months of the Survey; this was also true of 13.4% of families with children 18 or younger.

THE PUBLIC AUDIENCE

Described herein, this PIP documents the overall MPO public audience – its Boards and committees, regional agencies, the general public, younger generations, and those populations that are traditionally under-served in the transportation decision making process.

BOARDS AND COMMITTEES

The MPO consists of a Policy Board and four standing committees:

- MPO Board
 - The Martin MPO Policy Board membership is comprised as follows:
 - 4 County Commissioners
 - 2 City of Stuart Commissioners
 - 1 Town of Sewall's Point Commissioner
 - 1 Department of Transportation (DOT) (non-voting) Representative
 - 1 Indiantown CRA (non-voting) Representative
 - 1 Ex-Officio (non-voting) St. Lucie TPO Board Members

In addition to the Policy Board, the MPO relies on four advisory committees. Decisions made by the Policy Board are based on recommendations received from the following committees:

- Citizen Advisory Committee (CAC)
 - The Citizens Advisory Committee (CAC) is a continuing forum for citizen input to the transportation planning process, consisting of 11 individuals representing various public interests (see Appendix B: Committee Membership). Members are appointed by the MPO Board. The CAC provides a basic level of citizen input to plans, programs, community needs and funding decisions, as well as serves as an early indicator of public opinion. The CAC meets on a regular basis to consider transportation plans as well as priorities and provide comments from the citizen's viewpoint. These meetings are open and provide opportunities for public comments.
- Technical Advisory Committee (TAC)
 - The Technical Advisory Committee (TAC) is comprised of 15 representatives of agencies that contribute to the implementation and planning of the transportation systems developed by the MPO (see Appendix B: Committee Membership). The TAC provides an early technical review of plans, programs, community needs and funding decisions. These meetings are open and provide opportunities for public comments.
- Bicycle Pedestrian Advisory Committee (BPAC)
 - The Bicycle Pedestrian Advisory Committee (BPAC) focuses on non-motorized forms of population movement and is comprised of 15 members (see Appendix B: Committee Membership). The BPAC is scheduled to

meet six times a year, every other month. A BPAC subcommittee, which is committed to bicycle and pedestrian safety issues, meets six times a year on the off months of the regular BPAC. In FY 2009, the BPAC members became directly involved in the data collection and design related to updating the Martin County Bicycle Map. Meetings are open and provide opportunities for public comments.

- Local Coordinating Board for the Transportation Disadvantaged (LCB-TD)
 - Local Coordinating Board for the Transportation Disadvantaged (LCB-TD) assists in the development of transportation service planning as well as overseeing the administration of the Transportation Disadvantaged Trust Fund for the area. The committee includes 17 members, meets quarterly, and meetings are open to the public (see Appendix B: Committee Membership). Public Hearings are held before the LCB-TD annually to share information and give the public an opportunity to comment on Transportation Disadvantaged (TD) services. Transportation assistance is provided to members of the public who wish to attend.

REGIONAL COORDINATION

On a regional perspective, the Martin MPO partners with the St. Lucie TPO, the Indian River MPO, the Palm Beach MPO, and the Treasure Coast Regional Planning Council on issues of regional and interagency significance. Together, the Martin, St. Lucie and Indian River MPOs, in conjunction with the Treasure Coast Regional Planning Council, coordinate on updates to the regional long-range transportation plan to ensure a regional voice articulates

transportation priorities and funding, enhances information sharing between the MPOs, and creates a regional decision-making process for the Treasure Coast. The Quarterly Treasure Coast Transportation Committee meetings consist of transit planners, transit providers and operators and CTCs from Martin, St. Lucie and Indian River Counties.

The Martin MPO also frequently interacts and coordinates with the Treasure Coast Regional Planning Council (TCRPC) on large-scale developments, and a staff member of the TCRPC is a member of the TAC. As the 2035 Long Range Transportation Plan is developed, coordination among the Martin and St. Lucie MPOs will ensure adequate projections of the transportation needs to the year 2035, as well as will involve regional public outreach efforts.

Regional transportation network needs and facilities are also periodically discussed with the Palm Beach County MPO. Informal meetings between the Chairmen of the Martin MPO and the Palm Beach MPO have occurred regularly. These discussions have considered potential transit, regional roadway, and greenway partnerships. As a major regulatory and funding agency supporting the MPO and transportation facilities in the county, FDOT District IV is a regular member of the TAC and an ex-officio member of the MPO Policy Board.

At a statewide level, the Martin MPO coordinates with a number of other agencies at the local, regional and statewide levels as a member of the Metropolitan Planning Organization Advisory Council. Steering committees and coordination with Martin County Community Redevelopment Agencies (CRAs) for specific projects, plans and programs often include MPO involvement. The Indian River County MPO has also participated in regional planning efforts. On April 10, 2006, all

three MPOs entered into an inter-local agreement forming the Treasure Coast Transportation Council (TCTC). The TCTC is comprised of the Chair and Vice-Chair of each of the MPOs and serves to review the State Transportation Regional Incentive Program (TRIP) funding decisions. The TCTC meets at least twice a year, or as needed, to consider regional planning issues, projects and funding.

GENERAL PUBLIC

The best planning decisions and processes are made within the context of citizen participation. It is by this understanding that the MPO will make every effort to create an open process for the community to receive information, provide comments and receive a response by providing a full opportunity for citizens to be involved in the funding decision-making process.

The MPO wants to engage members of the younger generations and encourage their involvement in the transportation planning process

The MPO seeks to gather input from more than those people represented on agency boards and committees, but also those residing throughout the Metropolitan Planning Area. By ensuring that all interested persons have access and greater ability to participate in transportation decisions, the MPO staff and its Board will have input to assist in critical transportation planning and funding decisions for the County and the region.

YOUNGER GENERATION

The MPO wants to engage members of the younger generations and encourage their involvement in the transportation planning process. Instilling in younger generations the importance of their civic involvement in transportation decisions will ensure a more informed community today as well as a more civic-minded community in the future.

The MPO will seek to expand public outreach to our future leaders and decision makers. This outreach will include all generations from elementary school age children, college students, to young professionals. The purpose of this expanded outreach is threefold: it enables information to be passed to households through their children; it encourages stewardship of the community for future generations and it provides a clear perspective of emerging needs and trends. This planned outreach may engage the younger generation by utilizing the tools and techniques discussed in this PIP. MPO requests for this type of outreach may include, as an example, Speakers Bureau, small group meetings and MPO notices and information on student “take home” packages, Teach-In classroom sessions, college bulletins and civic associations for young professionals.

TRADITIONALLY UNDER-SERVED POPULATIONS

The MPO continues to expand efforts to seek and consider the needs of the traditionally underserved and underrepresented groups using the existing transportation system.

Often unaccounted for in Census and American Community Survey estimates are Migrant workers. This population is traditionally hard to identify and encourage involvement in community issues, however some indicators are available based on their children’s education. According to the National Center for Education Statistics, Common Core of Data, 2004 school year with Percentage migrant computed by Florida Advisory Committee, Martin County School District has 17,800 students of whom 2.2% are the children of migrant workers. Although current data are

not yet available, there were 18,010 students in Martin County during the 2009-2010 school year.

These populations may be those with Limited English Proficiency (LEP), the Elderly, or low income/transportation disadvantaged. Within the Martin MPO area, these populations include elderly communities, household without access to a vehicle, and Spanish-speaking residents in the Indiantown, Golden Gate and Port Salerno areas. (See **Figure 3 – Martin Minority Demographics Map, Figure 4 – Martin Population Below Poverty Level, and Figure 5 – Martin Elderly Population: Age 65+** for more information. These maps will be updated once the appropriate 2010 Census data become available.)

In regards to persons with Limited English Proficiency (LEP), the US Department of Transportation (Federal Register/ Volume 70, Number 239) provides guidance on public outreach to populations whose primary language is other than English. This policy outlines four factors to be considered in determining when the MPO should produce materials or make efforts to translate information into other languages:

1. The number and proportion of LEP persons in the area;
2. The frequency with which LEP persons come in contact with the program;
3. The importance of the service provided by the program; and
4. The resources available and overall MPO cost.

The LEP Policy gives the MPO flexibility in determining when and what language assistance is appropriate based on local characteristics and consideration of the four factors listed above.

In regards to the elderly and low income/transportation disadvantaged populations (households without access to a vehicle), the MPO will determine when and what assistance necessary to convey MPO information and gather input. In some cases, this may be audio information for the visually impaired or written information for the hearing impaired, or access to information for the physically disabled. To ensure involvement of these diverse and traditionally underserved populations, the MPO provides the following:

- Audio tapes of each advisory committee and policy board meeting
- Meetings held in ADA accessible buildings
- Agendas and other documents available in Spanish, Mayan, Creole when appropriate
- Website availability of documents and publications
- Televised MPO Board meetings
- Continued evaluation of transportation services to the transportation disadvantaged population

SPECIAL INTEREST GROUPS

The MPO will engage interested parties and encourage their participation and input in MPO actions. Special interest groups serve as a project stewards, assist in the dissemination of timely and relevant project information, and can provide valuable feedback. Careful consideration will be made to the MPO proposed action to ensure that appropriate special interest groups are identified and involved. These groups could include civic, institutional, businesses and neighborhood interests.

A brief example of the special interest groups that the MPO will seek to target includes:

- Neighborhood Advisory Committees (NAC)
- Martin County Interagency Coalition
- St. Lucie Interagency Group

- Council on Social Agencies (COSA)
- Chamber of Commerce
- Council on Aging
- Business Organizations
- Realtor Association of Martin County
- Retirement Groups/AARP
- Local Trucking and Freight Companies
- AAA
- Recreational Users (Bike, Run, Walk)
- Men's and Women's Clubs
- Professional Business Organizations
- Neighborhoods - Hobe Sound (south),
Tequesta, Booker Park, Indianwood HOA
etc.
- Religious organizations/Churches

5.0 OUTREACH TOOLS AND TECHNIQUES

The MPO will continue to employ a variety of outreach tools and techniques to reach the targeted populations. These outreach activities may apply to multiple audiences, or be tailored to a specific group. As various public outreach tools and techniques are used, if a particular technique is not a success, the MPO staff can discuss the use of other techniques and include those in subsequent updates of the plan. This will ensure the best techniques are being employed by the MPO.

The outreach tools and techniques described in this PIP are divided into four distinct categories:

1. Program Management

Program management consists of the community focused relationship developed by the MPO throughout project development. This consists of day-to-day contact with the community by the MPO Policy Board, the Advisory Committee and staff.

2. Public Participation

Public Participation is vital to the successful completion of any project. The MPO can use various methods to inform the public. Formats could include public workshops, radio, television and newspaper advertisements or Public Service Announcements.

3. Public Feedback

To maintain a two-way line of communication between the MPO and the public, it is important for the public to feel comfortable to provide feedback on the project process, purpose and needs and proposed alternatives. These outreach tools and techniques can be used to engage the public and solicit feedback.

4. Public Notification

In order to allow members of the public access to project related information, be aware of upcoming workshops or events or provide feedback/comments on projects, the MPO will use the most appropriate methods to disseminate project related information i.e. maintain contact mailing database.

PROGRAM MANAGEMENT

ADVISORY COMMITTEES

In addition to the Policy Board, the MPO relies on its four advisory committees to gather public input and disseminate information. All advisory committee meetings are open to the public and public notice is provided in the Stuart News as well as posted on the County and MPO websites (www.martinmpo.com). Meeting schedules are established for the year and are available on the website or by contacting the MPO directly. Occasionally, special sub-committee meetings are scheduled.

MPO materials are sent by mail to committee and policy board members as well as the county administrator and various other interested parties. These materials are also sent electronically and are available on the MPO website.

Information regarding MPO projects, initiatives, and document updates will be summarized in and published in an annual report and made available to all interested parties. A copy of the annual report will be also be posted on the MPO website, and hardcopies will be available at select libraries and at the MPO office.

For any MPO meeting, assistance for disabled persons may be arranged by calling the County Administrator's Office at 772-288-5420. Hearing impaired individuals may call 772-288-5940 (TDD). Non-English speaking, deaf, or visually impaired persons needing an interpreter should contact the Martin County Administrator's office at 772-288-5420 or the TDD number listed above. An agenda of items to be considered will be available to the public in the Administrator's Office, 2401 SE Monterey Road, Stuart, Florida.

Items not included on the agenda may also be heard in consideration of the best interests of the public's health, safety, welfare, and as necessary to protect every person's right of access. If any person decides to appeal any decision made with respect to any matter considered at the meetings or hearings of any board, committee, agency, council, or advisory group, that person will need a record of proceedings and, for such purpose, may need to insure that a verbatim record of the proceedings is made, including testimony and evidence upon which the appeal is based.

The MPO coordinates with the County's General Counsel's office to provide presentations to the MPO Board and Advisory Committees on the Florida Sunshine Law. The "Florida Commission on Ethics", "Guide to the Sunshine Amendment" and "Code of Ethics for Public Officers and Employees" booklets are made available to all committee members and the public.

PUBLIC PARTICIPATION

PUBLIC MEETINGS/OPEN HOUSES

The MPO and its advisory committees will conduct public meetings/open houses on a periodic basis to present information and

receive input on transportation planning and projects. The meetings can be associated with a regularly scheduled board or committee meeting. Meetings will also be held at other times and places to accommodate the audience for a project or program. Formal public hearings to receive comments will be held prior to adoption of work products such as the LRTP, or as required by law, and will be duly advertised in the Stuart News (see Appendix C: Sample Newspaper Ad). The work programs are made available to the public in Public Libraries, at the MPO office, and on the MPO website. By request, or as needed, meeting information can be presented in Spanish.

Comment forms will also be distributed to the public to receive input on specific programs or projects as appropriate, and are available at MPO Board meetings, public or special meetings and often included in the distribution of newsletters on general or specific topics (see Appendix D: Comment Forms). The forms request contact information and a summary of the question or comment to be made. This information may be obtained in a summary report in the future, through an interface of the MPO website and the County GIS database.

VISUALIZATION

Clear and easy to understand graphic are important in communicating ideas, particularly to those who are not familiar with the project and/or the transportation planning process. Visualization tools, such as display boards, 3-D graphics, and other illustrative renditions of transportation concepts can be used to help the community make informed decisions. Graphics will be used in newsletters, mailings, advertisements, websites, information displays and boards, PowerPoint presentations etc. Tools that could be used includes: graphics,

animation information videos, photographs, maps, artist renditions, 3D models, GIS etc.

CHAMBER / ECONOMIC COUNCIL MEETINGS

The MPO actively participates with the Martin/Stuart Chamber of Commerce providing information on MPO plans and programs, as well as funding issues. Twice per year, and as requested, the MPO attends the Chamber of Commerce's Transportation Sub-Committee Meeting. Chamber of Commerce directors and staff are also included on the Martin MPO mailing list and receive information about workshops, meetings, and surveys. The MPO Director will also address the Martin County Economic Council at least annually and as requested.

TRAINING

When necessary the MPO coordinates workshops or training sessions for committee members and local agencies of the MPO, as needed. Federal and state transportation information resources highlighting successful initiatives implemented by the Martin MPO will continue to be used. The MPO staff will maintain an Outreach Log that captures attendance/trainings course offered by the MPO and a list of attendees at those trainings.

TEACH-IN

To target outreach to school-age children (and their families) and the younger generation, the MPO may work with the Martin County School District, colleges and school transportation coordinators (as appropriate) to organize an MPO Teach-In. This effort will involve MPO staff providing a short lesson plan to students on the role of the MPO, and the importance of public participation in the transportation, decision-making process.

STUDENT TAKE-HOME PACKAGES

In addition to the Teach-In as a means of targeting school-age children (and their families), the MPO may request that MPO notices and information be included in student "take home" packages. The MPO will solicit the assistance of the Martin County School District and school transportation coordinators to determine what information will be included in student "take home" packages. It is envisioned that this effort will be done once per school year, and perhaps include the MPO calendar of meetings, critical issues facing the region, and information on how students and parents can be more actively involved in the MPO. This information will also be available on the MPO website under a heading of information of interest to young people.

PUBLIC NOTIFICATION

MAILING AND EMAIL LISTS

The MPO will continue to utilize an extensive mail and email database to convey information to the public, publicize upcoming meetings and events and solicit input. Since Martin County and the MPO work in close coordination, an existing mail and email database maintained by Martin County will also be used by the MPO. This will ensure that one master list exists and is as comprehensive as possible. Notifications, when necessary, will be sent via electronic and/or direct mail to members in the Martin County/Martin MPO community database.

OUTREACH LOG

The MPO staff maintains an Outreach Log that captures various public outreach activities and actions. As requests for speaking engagements, presentations, etc. are made of the MPO, staff will log those on the Outreach Log. The Log not only records events but also provides general information about the purpose of the event,

general attendance, and outcome. This enables the MPO to record public outreach actions and input that effect transportation decisions.

NEWSLETTERS/FLYERS

During the study process, newsletters will be prepared. The newsletter may include information concerning the overall schedule for the proposed project, updates to the study process, dates for upcoming public meetings, and contact information for stakeholders to submit questions/comments to the project team. The newsletters will be mailed to all stakeholders on the current mailing list and placed on the project website. Additional copies will also be sent to the Florida Division of Blind Services and the Talking Book Library Service, for the visually impaired. Upon request, copies will be made available to local businesses, churches, community centers, and other service agencies for display and distribution.

RADIO

MPO staff will use radio broadcasting as a means of providing information to the public about upcoming MPO events and traffic safety related information. The MPO uses Public Service Announcements (PSA) to provide notice of meetings as well as participates in on-air interviews with local media related to transportation planning and decisions. The WQCS Radio Reading Service will also be used, when applicable, as a means of providing information to the visually impaired in the area.

TELEVISION

Board and committee meetings are broadcast live and also re-aired on MCTV-Channel 20 (locally). The MCTV studio is located on site at the County Administration Building, near the MPO Offices. Joint Martin MPO/ St Lucie TPO meetings that occur off-site are taped and

replayed on MCTV. The MPO has also used MCTV to tape special MPO Workshops for replay on TV; for example, the 2035 RL RTP Kickoff Workshop presentation was taped and replayed. In addition, MCTV publishes a schedule of programming that is available on the Martin County website, as well as displays an electronic billboard on Channel 20 when there is no scheduled programming. A complete schedule of MPO televised meetings is available for public information.

PUBLIC FEEDBACK

INTERACTIVE GROUP ACTIVITIES

Interactive Group activities are an emerging tool for visioning purposes. Alternative scenarios are presented to attendees and are asked to solve transportation related issues. These activities are intended to expand public understanding and awareness of the project process.

REQUEST FOR SERVICE (RFS) SYSTEM

The MPO is also connected by email to Martin County's "Request for Service" (RFS) System to assist in recordation and follow-up of requests received by post, telephone, e-mail, fax, and in person. Reports drawn from the RFS system will assist in assessing public outreach needs of the MPO and in more efficiently responding to daily public requests. It is also a useful tool for reporting the requests and assessing the effectiveness of the Public Involvement Plan (PIP) eliminating the need to compile this information by hand.

SPEAKERS BUREAU

A public information presentation has also been developed and is available for staff, MPO consultants and members of the Policy Board and Advisory Committees. The presentation is delivered to community groups who wish to

obtain basic information about the authority and responsibility of the Martin MPO and its Public Involvement Process. This presentation can be used for impromptu requests for the Martin MPO to address a community group and for outreach meetings scheduled by the MPO. The MPO staff will maintain an Outreach Log that captures attendance/presentations at events, meeting, etc.

BOOTH EVENTS

The MPO will continue to seek opportunities to host a booth at local events in an effort to reach additional people. These booth events may be project specific or more general in nature, about overall MPO activities. Specifically, the MPO will seek to host an event booth at places such as the Indian River State College registration or Stuart Cycling Classic. The purpose of this booth event is to disseminate information and gather input from people, who might not normally seek out MPO meetings to attend.

SURVEYS

The MPO uses surveys to gather feedback from the public on plans and programs, as well as on the effectiveness of various public outreach techniques. At meetings, the MPO will use brief surveys of attendees to track participant interest, demographics and the effectiveness of meeting notices, handouts, website, etc. In addition, the MPO has access to an online survey system known as "Survey Monkey" which can be used to conduct online surveys through the MPO website to obtain public feedback on transportation and regional planning issues.

The MPO will continue the use of on-route surveys to monitor the service and performance of the local transit operator. The surveys will be used to collect input from users

to determine where improvements in transit service can be made.

WEBSITE

The MPO website has been enhanced to ensure it has both a user-friendly interface (capable of being easily updated by the MPO) as well as the latest technologies for gathering/disseminative information. The home page includes basic information about the MPO including the Policy Board and a statement of purpose from the organization. The contact page lists detailed contact information for the MPO office, such as address, phone/fax numbers, and e-mail addresses. A simple e-mail form will allow users to send comments or questions to the MPO. Users could include their contact information should they need a follow-up or reply by the MPO.

The website includes a list of all MPO Board meetings and MPO Advisory Committee meeting dates with a link to the full agenda item packet. The agendas are formatted to allow the download of all pertinent material for a meeting or event selected by the user. Projects, documents, maps, and brochures will be available and cross-referenced when necessary to provide the most up-to-date information in specific areas of interest. The MPO will include basic information such as "related links" and specific details about the MPO, its Advisory Committees and its operations. In addition, links connected to official information about priority projects will be posted when the information is made available to the MPO. The MPO uses website software to track visits made to the MPO website and pages. This data provides staff an additional method of monitoring public involvement.

Well-equipped computer rooms are available throughout the county. At present, all x county libraries have computers equipped with high-speed Internet access and are staffed with personnel, making the MPO website available to all income groups. These resources allow for greater access to information and the availability of this tool will greatly enhance how the MPO can assess the public's involvement. These tools ensure all neighborhoods within Martin County have participation opportunities.

SOCIAL MEDIA

The MPO will evaluate the use of social media and other viral marketing tools to reach out to the public, publicize public meetings and workshops, exchange ideas and information and to solicit feedback as appropriate. Social media and viral technology that can be used may include: Facebook, LinkedIn and YouTube.

TRACKING/FEEDBACK MECHANISMS

The MPO will track and assess the extent to which information received from the public successfully links with the planning and decision-making processes. Involving the public

early and on a continuous basis during the planning process will enhance the success and viability of the project, reduce the potential for conflict and minimize project stopping issues that would result in costly delays and overruns during project implementation.

Outreach tools will be devised to ensure that all comments are high-quality input, add value to the process and help to build consensus. Feedback received as a result of all surveys, questionnaires, comment forms etc. will be analyzed and provided to the Martin MPO Policy Board, consultants and the public when appropriate and/or upon request. Rationale will be given and distributed to the public to explain the basis for incorporating or not incorporating recommendations.

Understanding that the public is taking the time and energy to participate in the planning process, the MPO will acknowledge receipt of comments received so that interested parties are made aware that their comments were considered as a part of the planning process.

6.0 MEASURES OF EFFECTIVENESS

The PIP provides guidance for evaluating MPO public involvement techniques. Periodically, the MPO will assess the effectiveness of its techniques to ensure that funds and time are invested efficiently and only after consultation with the public on regular and as-needed basis.

The overall goal of the PIP is to establish an on-going process through which citizen input is regularly captured that guides the development of MPO plans, programs, documents, and funding decisions. The overall PIP goal is restated, followed by objectives and measures

of effectiveness. The intent of these measures is to provide tangible targets to ensure strategies and objectives are being met. In addition, these measures will assist the MPO in determining which public outreach techniques are more effective than others allowing outreach to be refined overtime. On the following pages, **Table 2 – Measures of Effectiveness** outlines each PIP objective and it's strategies with identified measures. These measures provide tangible targets to evaluate which public outreach techniques are most effective.

Goal: To establish an on-going process through which citizen input is regularly identified and considered in the development of MPO plans and documents.

Table 2 – Measures of Effectiveness

OBJECTIVE 1 – Advisory Committee Participation and Involvement			
	STRATEGY	TOOL	MEASURE
To hold regular public meetings with its standing Advisory Committees, to obtain their input on all document, project, and funding determinations prior to submitting them to the MPO Policy Board.	Strategy 1a Advisory Committee positions are filled.	<ul style="list-style-type: none"> • Program Management • Public Notification 	<ul style="list-style-type: none"> • Maintain 80% of all Committee positions filled during the course of the year.
	Strategy 1b Advisory Committees receive meeting notices and information at least 7 days prior to meetings.	<ul style="list-style-type: none"> • Program Management • Public Notification 	<ul style="list-style-type: none"> • 80% of Advisory Committee meeting notices and information were sent at least 7 days prior to the meeting. (Documentation) • Martin MPO Staff members meet at least twice annually with the Palm Beach MPO staff members to discuss regional issues and provide that input to the Advisory Committees. (Outreach Log) • Martin MPO Staff members meet at least once per year with the Chamber of Commerce / Economic Development Council to discuss transportation issues and provide that input to the Advisory Committees. (Outreach Log)
	Strategy 1c Advisory Committee recommendations / actions are presented to MPO Board.	<ul style="list-style-type: none"> • Program Management • Public Participation 	<ul style="list-style-type: none"> • 100% of Advisory Committee recommendations or actions are logged and subsequently presented to MPO Board. (Documentation)
	Strategy 1d The MPO shall strive to continuously improve the Public Involvement Plan to ensure that public feedback is considered in the transportation decision making process.	<ul style="list-style-type: none"> • Program Management • Public Participation 	<ul style="list-style-type: none"> • The MPO shall continuously evaluate the public participation activities and techniques in the PIP and prepare an annual report to the MPO Board that will contain an evaluation of the effectiveness of the PIP. • The Public Involvement Plan shall be reviewed and adopted, with revisions if necessary, every two (2) years. (Documentation)

OBJECTIVE 2 – Information Accessibility			
	STRATEGY	TOOLS	MEASURE
To provide equitable public access to information regarding transportation decision making.	<p>Strategy 2a Meetings and events are held at convenient times and locations.</p>	<ul style="list-style-type: none"> • Public Participation • Public Notification 	<ul style="list-style-type: none"> • At least 75% of participants and invitees stated the meeting or event was held at a convenient time and location. (Survey) • Attend or sponsor at least two public events on a weekend. (Documentation) • Project or Plan Specific Public Meetings are held neighborhood facilities located within the study area. (Outreach Log) • MPO staff will participate in at least three (3) speaking engagements per year. (Outreach Log)
	<p>Strategy 2b Persons with disabilities are provided access to information and participation opportunities.</p>	<ul style="list-style-type: none"> • Public Notification • Public Participation • Public Feedback 	<ul style="list-style-type: none"> • 100% of disabled persons who requested accommodations were provided accommodation to meet their needs. (Survey, Comment Forms) • 100% of meetings, events and project-related information sources are accessible to persons with disabilities. (Documentation)
	<p>Strategy 2c Public involvement activities and events are geographically dispersed throughout the MPO area.</p>	<ul style="list-style-type: none"> • Public Participation • Public Feedback 	<ul style="list-style-type: none"> • Meeting for the LRTP and TIP, special public meetings and/or workshops are provided in at least 3 separate areas of the MPO region. (Documentation, Maps) • At least one meeting or opportunity is located in each affected area in the MPO region (pertains to corridor or area-specific actions). (Documentation, Maps)
	<p>Strategy 2d Public involvement activities and events target a diverse group of participants.</p>	<ul style="list-style-type: none"> • Public Participation • Public Feedback 	<ul style="list-style-type: none"> • Number of Public Meetings specifically designed and held for targeted and underserved groups, i.e. elderly, disabled, low-income and other minorities. (Outreach Log) • Conduct at least one (1) Teach-In class per year. (Outreach Log) • Develop at least one (1) class plan with the Martin County School District or local university. (Outreach Log) • MPO staff will present MPO plans or programs at a minimum of three (3) Neighborhood Advisory Committee (NAC) Meetings to obtain feedback and engage diverse communities. (Outreach Log)

			<ul style="list-style-type: none"> • At least 75% of those surveyed at the NAC meetings agree that the presentation was effective in providing information and gathering input. (Survey)
	<p><u>Strategy 2e</u> Public information is available in a format for traditionally underserved populations.</p>	<ul style="list-style-type: none"> • Public Notification • Public Feedback 	<ul style="list-style-type: none"> • For specific geographic areas, materials are produced in other languages. (Documentation, Samples) • Translators are available at public meetings, events, booths, outreach activities in areas where a high proportion of the population is non-English speaking. (Documentation) • For specific disabled groups, materials are produced for their use, for example audio information for the visually impaired or written information for the hearing impaired. (Documentation, Samples) • Increase the number of organizations contacted to increase targeted and underserved participation at Public Meetings. (Documentation)

OBJECTIVE 3 – Feedback in the Process			
	STRATEGY	TOOLS	MEASURE
To engage the public early, often, and with clarity so that opportunities exist for public feedback in the transportation decision making process.	Strategy 3a Public information disseminated is clear, informative and explains MPO actions.	<ul style="list-style-type: none"> Public Notification 	<ul style="list-style-type: none"> Annually evaluate how attendees or respondents: <ul style="list-style-type: none"> Heard about the meeting Aware of the MPO process and responsibilities Understands the issue(s) to be resolved Believe their comments were/are incorporated in decisions
	Strategy 3b The MPO responds to public inquiries within 7 working days of the date of receipt.	<ul style="list-style-type: none"> Public Notification Public Feedback 	<ul style="list-style-type: none"> 75% of all responses to public inquiries are made within 7 working days of the date of receipt. (Documentation) 75% of all responses to media inquiries are made within 1 working day of the date of receipt. (Documentation)
	Strategy 3c Meeting notices and information is available at least 5 days prior to meetings.	<ul style="list-style-type: none"> Public Notification Public Feedback 	<ul style="list-style-type: none"> 80% of public meeting notices were sent at least 5 days prior to the meeting. (Documentation) 80% of public meeting information was made available at least 5 days prior to the meeting. (Documentation)
	Strategy 3d MPO will provide follow-up information to groups	<ul style="list-style-type: none"> Public Participation Public Feedback 	<ul style="list-style-type: none"> Public Involvement Summary will include a narrative describing how public comment shaped the selected alternative. (Documentation, Presentation) MPO will make publications and documents available to the public at least 15 days at locations that are ADA accessible and centrally located. (Documentation) MPO staff will provide follow-up notices to groups in the form of meetings, flyers or update to the website. (Documentation)
	Strategy 3e: Public participation opportunities will be made available at key decision-making points.	<ul style="list-style-type: none"> Public Participation Public Feedback 	<ul style="list-style-type: none"> Visualization tools and easy to understand graphics will be used to illustration plans and concepts. (Documentation) MPO staff will be available to provide project related information. 100% of public meeting comments are logged, summarized and analyzed and distributed to applicable staff, Board and Committees. (Documentation)

	<p>Strategy 3f: Public feedback is incorporated into transportation decision making.</p>	<ul style="list-style-type: none">• Public Participation• Public Feedback	<ul style="list-style-type: none">• A record of public comments and how they were integrated into the transportation planning process is maintained by MPO staff. (Documentation)• MPO staff will conduct an Annual On-Board Transit Survey to evaluate rider needs and recommend revisions, if needed, to the transit routes. (Survey)
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OBJECTIVE 4 – Public Outreach Tools and Techniques			
	STRATEGY	TOOLS	MEASURE
To use a variety of methods to involve and engage the public.	<p>Strategy 4a The MPO utilizes varied public involvement techniques.</p>	<ul style="list-style-type: none"> • Program Management • Public Notification • Public Feedback 	<ul style="list-style-type: none"> • At least three (3) separate techniques are used to involve/engage the public in decision making. (Documentation i.e. ads, website, meetings) • All MPO announcements and meeting materials are posted to the MPO website at least 5 days prior to meetings and events. (Documentation) • MPO participates in one (1) Teach-In event with school-age children. (Documentation) • Information about the MPO and activities is made available for the Student Take Home Packages once (1) during the school year. (Documentation) • The MPO participates in at least two (2) community events per year. (Documentation)
	<p>Strategy 4b The MPO conducts surveys on the effectiveness of public outreach techniques.</p>	<ul style="list-style-type: none"> • Program Management • Public Feedback 	<ul style="list-style-type: none"> • Once per year, the MPO staff conducts a survey of the public on how well outreach techniques are working. (Documentation, Survey) • 50% of those surveyed agreed that MPO public outreach techniques were effective in providing information and gathering input. (Documentation, Survey) • 50% of those surveyed agree that [a specific technique] was effective in notifying them of MPO actions. (Survey, Questionnaire at meeting) • The MPO will track rate of return for all surveys, questionnaires and/or comment forms. (Documentation) • 100% comments are logged, summarized and analyzed and distributed to applicable staff, Board and Committees. (Documentation)

	<p><u>Strategy 4c</u> Public information is available in languages other than English, as appropriate, or in other means to address disabilities.</p>	<ul style="list-style-type: none"> • Public Participation • Public Notification • Public Feedback 	<ul style="list-style-type: none"> • Within 72 hours notice, the MPO will provide meeting notices in other languages or means to address disabilities. (Documentation, Samples) • In specific geographic areas and for specific community meetings, 100% of presentation materials are produced in a language other than English. (Documentation, Samples) • MPO staff utilizes maps and other visual techniques to convey information.
	<p><u>Strategy 4d</u> The MPO uses varied website tools to provide information and gather input.</p>	<ul style="list-style-type: none"> • Public Participation • Public Notification • Public Feedback 	<ul style="list-style-type: none"> • At least 3 separate website tools are used to involve/engage the public in decision making, for example, online surveys, online comment form, interactive calendar, online idea submissions and discussions, electronic documents available, etc. (Website Documentation) • MPO will attempt to use social media to provide information, capture input and provide responses to public comment.
	<p><u>Strategy 4e</u> The MPO uses the website to track public interest in activities.</p>	<ul style="list-style-type: none"> • Public Participation • Public Notification • Public Feedback 	<ul style="list-style-type: none"> • Monthly, the MPO tracks the number of 'hits' and referral sources (where hits are coming from) to the website. (Website Tracking, Documentation) • Key pages of the MPO website (home page, meeting notices/calendar) are also available in a language other than English. (Documentation) • Project specific web pages are developed and tracked as a method to gather public feedback

7.0 PROGRAM EVALUATION

Table 3 – Public Outreach Tools and Techniques Evaluation Matrix, on the following page, will be used to help consider and identify the most appropriate and feasible outreach tool and technique and can be used to determine the tools and techniques effectiveness in engaging the public.

Table 3 – Public Outreach Tools and Techniques Evaluation Matrix

	<u>OBJECTIVE 1</u> To hold regular public meetings with its standing Advisory Committees, to obtain their input on all document, project, and funding determinations prior to submitting them to the MPO Policy Board.	<u>OBJECTIVE 2</u> To provide equitable access to information regarding transportation decision making.	<u>OBJECTIVE 3</u> To engage the public early, often, and clearly, as well as incorporate public feedback in transportation decision making.	<u>OBJECTIVE 4</u> To use a variety of methods to involve and engage the public.
Program Management				
Advisory Committee	XX			XX
Public Participation				
Public Meetings/ Open Houses	XX	XX	XX	XX
Visualization	XX	XX	XX	XX
Chamber of Commerce Economic Council Meetings		XX	XX	XX
Training		XX	XX	XX
Teach-In		XX	XX	XX
Student Take-Home Packages		XX	XX	XX
Public Notification				
Mailing and Email List	XX	XX	XX	XX
Outreach Log		XX	XX	XX
Newsletters/Flyers		XX	XX	XX
Radio		XX	XX	XX
Television		XX	XX	XX
Public Feedback				
Interactive Group Activities		XX	XX	XX
Request for Service (RFS) System		XX	XX	XX
Speaker's Bureau		XX	XX	XX
Booth Events		XX	XX	XX
Surveys		XX	XX	XX
Website		XX	XX	XX
Social Media		XX	XX	XX
Feedback Mechanisms	XX	XX	XX	XX

APPENDIX A: OUTREACH LOG

APPENDIX B: SAMPLE PUBLIC NOTICE



M A R T I N M P O

METROPOLITAN PLANNING ORGANIZATION

BEFORE THE MARTIN METROPOLITAN PLANNING ORGANIZATION (MPO) MARTIN COUNTY, FLORIDA

NOTICE OF PUBLIC HEARING

Fiscal Year 2009/2010 Public Involvement Plan (PIP) Update

All interested parties within Martin County are hereby advised that the MARTIN METROPOLITAN PLANNING ORGANIZATION will present its FY2010 PIP update to the Martin MPO Policy Board.

Notice is hereby given that there will be a public hearing held by the Martin Metropolitan Planning Organization (MPO). The purpose of this hearing is to obtain public comment on the PIP for the Martin MPO. This hearing will be held on **Monday, December 21st, 2009 by the Martin MPO Board during their regular meeting in the Commission Chambers on the first floor of the County Administration Building, 2401 SE Monterey Rd., Stuart, Florida 34996.** The meeting begins at **9:00a.m.** All interested persons are invited to attend and be heard.

Assistance for disabled persons may be arranged by calling 1-866-836-7034 or the County Administrator's Office at 772-288-5420. Hearing Assistance for disabled persons may be arranged by calling the County Administrator's Office at 772-288-5420. Hearing Impaired individuals may call 772-288-5940 (TDD), to request assistance.

A copy of the FY 2010 PIP will be available to the public at the receptionist desk on the 2nd floor Engineering Department, 2401 S.E. Monterey Road, Stuart, Florida 34996, on the MPO Website at <http://www.martinmpo.com> and at the Blake Library reference section. Items not included on the agenda may also be heard in consideration of the best interests of the public's health, safety, welfare, and as necessary to protect every person's right of access.

If any person decides to appeal any decision made with respect to any matter considered at the meetings or hearings of any board, committee, agency, council, or advisory group, that person will need a record of proceedings and, for such purpose, may need to insure that a verbatim record of the proceedings is made, which record should include testimony and evidence upon which the appeal is to be based.

THIS NOTICE DATED THE 4TH OF NOVEMBER 2009

Submitted by: Ann Perrotta, AICP
Martin MPO Director

[NOTICE TO PUBLISH: This block ad is to appear on Saturday, November 7, 2009 and Sunday, December 6, 2009.]

APPENDIX C: SAMPLE COMMENT FORM



www.martinmpo.com
Phone (772) 221-1498
Fax (772) 288-5955

**THE MARTIN METROPOLITAN PLANNING ORGANIZATION (MPO)
WELCOMES YOUR COMMENTS**

Name _____

Company/Agency Name _____

Address _____

City _____ State _____ Zip Code _____

Phone _____ Fax _____

Email _____

Have you heard of the MPO before? Yes _____ No _____

If yes, do you know what the MPO does? Yes _____ No _____

Currently on the MPO mailing list? Yes _____ No _____

Would you like to be added to the mailing list? Yes _____ No _____

Areas of Interest: circle all that apply:

Roadways Bicycle & Pedestrian Planning Transit & Transportation Disadvantaged

MPO Agendas & Minutes MPO Newsletter MPO Advisory Committees

Long Range Planning Congested Intersections Other: _____

Comments (you may use back of the paper):

APPENDIX C: SAMPLE PARTICIPANT SURVEY



MARTIN METROPOLITAN PLANNING ORGANIZATION PARTICIPANT SURVEY

In an on-going effort to continually improve the MPO's ability to involve the public in transportation decisions, we ask for your feedback.

Using a scale from 1 to 5 (1: "Strongly Disagree" to 5: "Strongly Agree"), please rate the following statements:

MPO Meetings and Workshops						
1. This meeting was conveniently located		1	2	3	4	5
2. This meeting was held at a convenient time		1	2	3	4	5
3. Access to this meeting was simple/easy		1	2	3	4	5
4. It was easy to coordinate special accommodations (i.e. hearing aids, etc. as applicable)		1	2	3	4	5
Notification						
1. I was aware of this events and/meetings in advance		1	2	3	4	5
2. The MPO staff was available and responsive during this meeting/event		1	2	3	4	5
3. I was able to review project information		1	2	3	4	5
4. I feel I am actively participating in the regional transportation planning and decision making process		1	2	3	4	5
5. I am comfortable expressing my comments		1	2	3	4	5
Information						
1. Materials provided were clear and easy to understand		1	2	3	4	5
2. It is easy to find information on the Martin MPO website		1	2	3	4	5
3. The following tools were easy to understand and provided clear information before/during this meeting/event:						
a. Graphics, display boards, maps		1	2	3	4	5
b. Newsletters/Flyers		1	2	3	4	5
c. Radio Advertisements		1	2	3	4	5
d. Television Advertisements		1	2	3	4	5
e. E-Mails		1	2	3	4	5
f. Direct Mail		1	2	3	4	5
g. Surveys		1	2	3	4	5
h. Website		1	2	3	4	5
4. I have also received information at other MPO Meeting/Events, including:						
a. Teach-In (classroom sessions)		1	2	3	4	5
b. MPO facilitated Training Sessions		1	2	3	4	5
c. Speakers Bureau		1	2	3	4	5
d. Booth Events at Fairs etc.		1	2	3	4	5
e. On Social Network Sites		1	2	3	4	5

