

**Space Coast Area Transit**

# 2020 Title VI Program Update

**March 2020**



Prepared by



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## Introduction

Space Coast Area Transit, as the public transit provider in Brevard County, Florida, is required to submit to the Federal Transit Administration (FTA) a Title VI Program that documents the level and quality of transit service provided for minority and low-income areas, pursuant to Title VI of the Civil Rights Act of 1964, as amended. This report is updated and submitted to FTA every three years to demonstrate compliance with Title VI requirements that preclude discrimination in the provision of transit service and transit-related amenities. The purpose of this program is to ensure that no person, on the grounds of race, color, or national origin, is excluded from participating in, denied the benefits of, or subjected to discrimination under any program or activity receiving Federal financial assistance from FTA.

Like many transit agencies, Space Coast Area Transit continually encounters challenges due to funding constraints and other externalities. However, the agency's vision remains to maintain the current level of transit service and expand service to better respond to the needs of key markets. This includes new or improved services to support commuters, students, and the tourism/service industry (including both workers and visitors), as well as improving connections with transit providers in adjacent counties for better regional travel via transit.

## Policy Statement

As a major provider of public transportation whose employees have extensive daily contact with the public, Space Coast Area Transit recognizes its responsibility to the community it serves and is committed to a policy of nondiscrimination. The agency works to ensure non-discriminatory transportation in support of its mission to provide accessible and affordable transportation options to Brevard County residents of all ages and abilities by maintaining the current level of transit service in the county and gradually enhancing existing fixed-route service to extend hours of operation and increase frequency in the most productive corridors.

Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, or national origin in programs and activities receiving Federal financial assistance. Specifically, Title VI provides that "no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance" (42 U.S.C. § 2000d).

Executive Order 12898 calls on each Federal agency to achieve "environmental justice ... by identifying and addressing, as appropriate, disproportionately high and adverse human health or environmental effects of its programs, policies, and activities on minority populations and low-income populations ...." U.S. Department of Transportation (DOT) Order 5610.2(a) sets forth the DOT policy to consider Environmental Justice in all DOT programs, policies, and activities. As a recipient of U.S. DOT funds, Space Coast Area Transit is required to comply with Executive Order 12898 and U.S. DOT Order 5610.2(A) by incorporating Environmental Justice (EJ) principles into its transportation decision-making processes. Specifically, EJ regulations require Space Coast Area Transit to:

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

Space Coast Area Transit’s Civil Rights Officer is responsible for civil rights compliance and monitoring to ensure non-discriminatory provision of transit services and programs and for implementing all aspects of the Title VI Program. However, along with the Transit Director, all Space Coast Area Transit managers, supervisors, and staff share in the responsibility for making the Title VI Program a success. Implementation of the Program is accorded the same priority as compliance with all other legal obligations incurred by Space Coast Area Transit in its financial assistance agreements with the U.S. DOT.

## Title VI Program Checklist

The checklist in Table 1 addresses Title VI reporting requirements for all recipients of Federal funding assistance and all fixed-route transit providers as described in FTA Circular 4702.1B. As Space Coast Area Transit operates 29 fixed-route vehicles in peak service, it is not required to address required elements that apply to transit providers operating 50 or more fixed-route vehicles in peak service and that are located in an Urbanized Area (UZA) of 200,000 or more people. To assist reviewers, page number references for this document are provided for each requirement.

**Table 1: Title VI Requirements**

Requirement	Page(s)
<b>General Requirements</b>	
Title VI Notice to the Public, including list of locations where notice is located	6, Appendix A
Title VI Complaint Procedure	6–7
Title VI Complaint Form (English and Spanish)	7, Appendix B
List of Transit-Related Title VI Investigations, Complaints, And Lawsuits	8
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<b>Requirements for Fixed-Route Transit Providers</b>	
Service Standards	21–26
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Source: FTA Circular 4702.1B Appendix A

## General Reporting Requirements

The following information addresses Title VI general reporting requirements as described in FTA Circular 4702.1B.

### Title VI Notice to the Public

*A Title VI Notice to the Public must be displayed to inform a recipient's customers of their rights under Title VI. At a minimum, recipients must post the notice on the agency's website and in public areas of the agency's office(s), including the reception desk, meeting rooms, etc.*

Space Coast Area Transit's Title VI Notice to the Public is posted in the lobbies of Cocoa Transit Terminal and Melbourne Transit Terminal, on each Space Coast Area Transit bus, and on the agency's website, <https://321transit.com/>. The English and Spanish version of the notice can be found in Appendix A.

### Title VI Complaint Procedure

*All recipients shall develop procedures for investigating and tracking Title VI complaints filed against them and make their procedures for filing a complaint available to members of the public.*

Title VI Programs must include a copy of the agency's Title VI complaint procedure. The complaint procedure and complaint form are available on Space Coast Area Transit's website.

Any person who believes that he/she or any specific class of persons has been subjected to discrimination or retaliation prohibited by the Title VI of the Civil Rights Act of 1964, as amended, and related statutes under Space Coast Area Transit's program of transit service delivery or related services or programs is encouraged to file a report with the Space Coast Area Transit Title VI Coordinator:

Terry A. Jordan, Title VI Program Coordinator  
401 South Varr Avenue  
Cocoa, FL 32922  
Telephone (321) 349-2960; Fax (321) 633-1905  
Email: [Terry.Jordan@brevardfl.gov](mailto:Terry.Jordan@brevardfl.gov)

Space Coast Area Transit encourages the filing of a complaint in writing and includes a name, addresses, and other information so that the complainant may be contacted regarding the matter.

All complaints will be investigated promptly. Complaint reviews will be completed within 60 calendar days of the date the complaint was received. If more time is required, Space Coast Area Transit will notify the complainant of the estimated timeframe for completing the review. Reasonable measures will be undertaken to preserve any information that is confidential. The complainant will receive an acknowledgement letter informing her/him whether the complaint will be investigated. At a minimum, the investigation will:

1. Identify and review all relevant documents, practices, and procedures.

2. Identify and interview persons with knowledge of the Title VI violation, including the person making the complaint, witnesses or anyone identified by the complainant, anyone who may have been subject to similar activity, or anyone with relevant information.

After the investigator reviews the complaint, one of two letters will be issued to the complainant: a closure letter or a letter of finding (LOF). A closure letter summarizes the allegations and states that no Title VI violation was found and that the case will be closed. A LOF summarizes the allegations and interviews regarding the alleged incident and explains whether disciplinary action, additional training, or other action will occur. If a Title VI violation is found to exist, Space Coast Area Transit will take immediate remedial steps, as appropriate and necessary.

Complainants may also file their initial Title VI complaints directly to FTA no later than 180 days after the date of the alleged discrimination. Additionally, if no violation is found and the complainant wishes to appeal the decision, the complainant may contact FTA as follows:

Federal Transit Administration, Office of Civil Rights  
Attention: Title VI Program Coordinator  
East Building, 5th Floor – TCR  
1200 New Jersey Ave., SE  
Washington, DC 20590  
[www.transit.dot.gov/title6](http://www.transit.dot.gov/title6)

Procedures on how to file a complaint are available in Space Coast Area Transit offices and on the website. For information in another language, callers should contact (321) 635-7815. (Para necesita informacion en otro idioma, llame al (321) 635-7815.)

## Title VI Complaint Form

*Recipients must create and make available a Title VI Complaint Form for use by customers who wish to file a Title VI complaint. The complaint form shall be available on the recipient's website. A recipient's Title VI Complaint Form shall specify the three classes protected by Title VI—race, color, and national origin—and allow the complainant to select one or more of those protected classes as the basis/bases for discrimination.*

Space Coast Area Transit's Title VI complaint form is available in English and Spanish on the agency's website. A copy of both versions of the complaint form can be found in Appendix B.

When filing a Title VI complaint, complainants are asked to:

1. Provide information regarding how, why, when, and where he/she believes they were discriminated against, including the location, names, and contact information for witnesses. If the alleged incident occurred on a Space Coast Area Transit vehicle, provide the bus, give date, time of day, and bus number if available.
2. Sign the letter of complaint.

## List of Title VI Investigations, Complaints, and Lawsuits

*Recipients shall prepare and maintain a list of any active investigations conducted by entities other than FTA, lawsuits, or complaints naming the recipient and/or sub-recipient that allege discrimination on the basis of race, color, or national origin.*

No lawsuits or complaints alleging that Space Coast Area Transit discriminates on the basis of race, color, or national origin with respect to service or other transit benefits have been filed since submittal of the previous Title VI report.

## Public Participation

*Include information about outreach methods to engage minority and LEP populations, as well as a summary of outreach efforts made since the last Title VI submission.*

Space Coast Area Transit conducts a variety of public involvement activities to ensure a range of available opportunities for providing feedback on public transit service. The agency recognizes that in compliance with Title VI and Environmental Justice, public involvement activities should ensure access to the transportation planning process for low-income and minority populations and that these population groups are not disproportionately burdened.

### Public Participation Plan

Space Coast Area Transit follows the Space Coast Transportation Planning Organization's (TPO) Public Participation Plan (PPP) and conducts additional public involvement activities to ensure that a wide range of opportunities is available for all persons to provide feedback on public transportation service, including users and non-users. Space Coast TPO's PPP is provided in its entirety in Appendix C. Specific outreach methods from the PPP used by Space Coast Area Transit are described in more detail below. Additional public outreach directed towards LEP and Title VI populations is also described in more detail in the Language Assistance Plan.

#### *Public Outreach Methods*

In accordance with the 2019 Space Coast TPO PPP, Space Coast Area Transit uses the following methods to solicit feedback and input from the public, including minority, low-income, and LEP populations.

#### **Public Workshops/Open Houses**

Public workshops are used to share information and gather public input on specific projects or proposed service changes. When possible, meeting locations are geographically located near the project area to provide easy access for the citizens who will benefit from or be impacted by these plans.

#### **Engaging Underserved Populations**

Space Coast Area Transit strives to ensure that underserved and underrepresented communities, including minority, low-income, and LEP population, are involved in the transit planning process. During the beginning phases of a transit study, a demographic profile is developed for areas surrounding the study area so the strategies and tools chosen will best meet the needs of the community being affected



by any changes. Based on the results of this analysis specific approaches for engagement, such providing translated materials, are determined.

### **Feedback Methods**

Space Coast Area Transit uses public comment forms and surveys to allow citizens to provide their opinions and suggestions concerning specific transportation activities. Comment forms are typically available at public workshops and discussion groups to offer the public a way to voice general concerns on a particular issue. Surveys are used when very specific input from the public is desired.

### **Website/Social Media**

Space Coast Area Transit connects with the community through its website at <https://321transit.com/> and its Facebook page at <https://www.facebook.com/321Transit/>. These platforms are used regularly to inform users, the community, and those interested in learning more about activities, plans, and programs. Space Coast Area Transit's website includes a Google Translate feature that can translate the website content into Spanish.

### **Flyers, Brochures, and Other Informational Items**

Materials such as brochures and flyers are used to inform the public of major milestones during transportation planning activities and to assist the members of the public in making informed decisions. These items are translated into other languages as required or requested.

### **Public Notice/Comment Period**

Public notice of all plans and proposed service changes are made available on Space Coast Area Transit's website at least 30 days prior to consideration for approval. Citizens also can submit comments during this period.

### *Measures of Effectiveness*

Table 2 shows public participation methods and measures for tracking the effectiveness of outreach methods in terms of reaching LEP and Title VI communities. These measures will be tracked and compared year to year to determine Space Coast Area Transit's performance in achieving each to determine if additional actions or policies are necessary to facilitate participation of these population groups.

***Table 2: Public Outreach Measures of Effectiveness***

Public Participation Method	Measurement
Public Workshops/Open Houses	# of requests for non-English interpreters
Engaging Underserved Populations	% of outreach events held in Title VI/LEP communities
Feedback Methods/Surveys	% of forms/surveys completed in a language other than English
Website/Social Media	# of requests for non-English translations of online materials
Flyers, Brochures, other	# of requests for non-English translations
Public Notice/Comment Period	% of comments completed in a language other than English

## Recent Public Participation and Outreach Activities

Space Coast Area Transit convenes a public hearing each time significant changes occur to its fixed-route system to gather input from the public. In addition, it holds two or three public meetings in the communities in which the changes are proposed.

As the Community Transportation Coordinator (CTC), Space Coast Area Transit is responsible to the Local Coordinating Board (LCB) for transportation disadvantaged (TD) services. The LCB in Brevard County meets quarterly and deals with a variety of transportation issues and is not limited to TD discussions. The purpose of the LCB is to evaluate service levels, safety, and other issues of transit operations provided by Space Coast Area Transit serving older adults, people with disabilities, or otherwise disadvantaged citizens in Brevard County. At all meetings, the public is given an opportunity to comment about public transportation in Brevard County.

Table 3 summarizes the events, meetings, and outreach activities completed by Space Coast Area Transit over the past three years since the last Title VI Program was completed. These are general opportunities for LEP and Title VI communities to attend and participate in outreach efforts. Additional opportunities for public participation were provided as part of the 2018–2027 Transit Development Plan (TDP) Major Update. Public participation activities related to the TDP are described in greater detail later in this section.

**Table 3: Summary of Public Outreach Efforts or Public Comment Opportunities**

Date	Activity
<b>2018</b>	
April 17	Transit One general membership meeting
May 14	Local Coordinating Board/Transportation Disadvantaged meeting
July 17	Transit One general membership meeting
Sept 5	Meeting with Center for the Visually Impaired and Federation for the Blind at Cocoa
Sept 11	First Budget hearing at Viera Government Center; visually-impaired advocates spoke in favor of more funding for transportation
Sept 25	Second Budget hearing at Viera Government Center; met with visually-impaired advocates
Nov 19	Local Coordinating Board/Transportation Disadvantaged meeting
Dec 10	Space Coast TPO Technical Advisory, Citizens Advisory Meeting – presentation of LCB report and by-laws, ADA bus stop assessment
Monthly*	Space Coast TPO meetings
<b>2019</b>	
Jan 29	Transit One general membership meeting
Feb 21	County FY 19–20 budget workshop; presentation on transportation needs
April 16	Transit One general membership meeting
June 17	Local Coordinating Board/Transportation Disadvantaged meeting
June 20	Cocoa Transit Center grand opening
July 16	Transit One general membership meeting at Melbourne International Airport; visually-impaired, older adult, disability advocates attended, voiced complaints, compliments, requests
Sept 12	County Budget hearing; visually-impaired spoke on need for more bus service for persons with disabilities
Sept 18	Vision Fair in Viera
Oct 15	Transit One general membership meeting
Nov 9	Presentation at Federation of the Blind meeting

Date	Activity
Nov 18	Local Coordinating Board/Transportation Disadvantaged meeting
Dec 17	Spoke at Autism & Related Disabilities Town Hall Symposium in Rockledge
Monthly*	Space Coast TPO meetings
<b>2020</b>	
Jan 14	Brevard Achievement Center Industry Advisory Council meeting
Jan 21	Transit One general membership meeting
Jan 27	Local Coordinating Board/Transportation Disadvantaged meeting
Feb 20	First County Budget workshop
Monthly*	Space Coast TPO meetings

Space Coast Area Transit provides all program information in English and Spanish on its website and posts flyers with similar information on buses. Legal advertisements and press releases detail opportunities for the public to communicate opinions and ideas. In keeping with the Title VI process, the following types of notices may be provided:

1. Interior signs on all Space Coast Area Transit buses
2. Posters at transit terminals and Space Coast Area Transit headquarters
3. Flyers distributed on all Space Coast Area Transit buses
4. Website for Title VI complaint process

As mentioned previously, no Title VI complaints were filed since the last Title VI Program, which suggests Space Coast Area Transit adequately addresses the needs of Title VI and LEP communities.

### Transit Development Plan Outreach Activities

Space Coast Area Transit, as part of the process for planning services and determining its capital program, maintains a TDP. Florida Statutes require transit agencies to complete a major update of their TDP every five years and in the interim years to provide annual progress reports on any changes and accomplishments in implementing the TDP as a requirement to receive FDOT block grant operating assistance. Space Coast Area Transit completed its FY 2018–2027 Major TDP Update in September 2017.

Through the TDP public involvement process, the community has an opportunity to provide feedback on existing and future planning projects, transit services, and capital investments. The most recent TDP Major Update included an extensive public involvement process. Table 4 summarizes the public involvement activities. On-board survey and public workshop efforts are described in more detail below.

**Table 4: Summary of TDP Public Involvement Activities and Participants**

Activity	Date	Approximate # of Participants
On-board survey	November 3–6, 2016	667 respondents/649 completed surveys Spanish survey available
Stakeholder interviews	January 4–February 15, 2017	7 completed interviews
Discussion group #1	January 27, 2017	150+ guests/43 respondents
Discussion group #2-4	May 3–4, 2017	27 participants
Public workshops (Round 1)	June 13, 2017	5 participants
Public workshops (Round 2)	August 2–3, 2017	24 participants

### *On-Board Survey*

As part of the TDP public involvement process, an on-board survey of bus passengers was conducted in November 2016. On-board surveys are an important service assessment tool employed by public transportation agencies. Feedback from the on-board survey assists Space Coast Area Transit in planning for immediate service improvements and in determining future transit need in Brevard County. In addition, Space Coast Area Transit can use the on-board survey results to determine the demographic makeup and travel characteristics of its existing customer base.

**Space Coast Area Transit disseminated on-board surveys in English and Spanish to ensure that Spanish-speaking customers have meaningful access to provide input in the planning process.** This process also reached out to obtain input from low-income and minority persons who may not be able to attend a formal public meeting. To view the TDP in its entirety, visit the Space Coast Area Transit website at <https://321transit.com/>, Public Documents tab.

### *Public Workshops*

Space Coast Area Transit held three public workshops during various stages of the TDP update. The first was held at the Viera Government Center, the second at the Cocoa Beach Library, and the third at the Martin Luther King, Jr. Library in Melbourne. The workshops were geographically dispersed to encourage participation from citizens across Brevard County in addition to being accessible by bus routes. Notices of public meetings were distributed to the public via flyers and press preleases. No translation requests by workshop attendees were made.

## Language Assistance Plan

*The recipient shall develop an assistance plan to address the identified needs of the LEP population(s) it serves. The DOT LEP Guidance recognizes that certain recipients, such as those serving very few LEP persons or those with very limited resources, may choose not to develop a written plan. However, FTA has determined it is necessary to require its recipients to develop an assistance plan in order to ensure compliance.*

### **1. Results of Four Factor Analysis, including Description of LEP Population(s) Served**

To continue reaching LEP persons in Brevard County, Space Coast Area Transit conducted targeted needs assessments and gathered data to gain an understanding of the public transportation needs. Space Coast Area Transit used the four-factor framework provided in Section V of the DOT LEP Guidance to determine the following:

- **Factor 1, Number and proportion of LEP persons served or encountered in the eligible service population** – Space Coast Area Transit continually provides information to LEP residents of the community. According to data from the 2018 American Community Survey (ACS), Brevard County's population age 5 and over is 549,619, with 90% speaking only English. The ACS estimates that 6.1% of the population speaks Spanish. Table 5 provides a detailed breakdown of the languages spoken in Brevard County. Approximately 3.5% of the total population are defined as Limited English Proficient and speak English less than "very well." Those speaking

Spanish comprise the greatest proportion of LEP persons (2.10%), followed by French, Haitian, or Cajun (0.20%), and Chinese, including Mandarin and Cantonese (0.20%).

**Table 5: Languages Spoken in Brevard County**

Language	Speak English Less Than "Very Well"	% of Brevard County Population	% of LEP Population
Spanish	11,566	2.10%	60.30%
Other Indo-European languages	1,447	0.26%	7.54%
French, Haitian, or Cajun	1,115	0.20%	5.81%
Chinese (incl. Mandarin, Cantonese)	1,111	0.20%	5.79%
Vietnamese	995	0.18%	5.19%
Arabic	797	0.15%	4.16%
Other Asian and Pacific Island languages	766	0.14%	3.99%
Russian, Polish, or other Slavic languages	425	0.08%	2.22%
German or other West Germanic languages	334	0.06%	1.74%
Tagalog	326	0.06%	1.70%
Korean	281	0.05%	1.46%
Other and unspecified languages	18	0.00%	0.09%
<b>Total</b>	<b>19,181</b>	<b>3.49%</b>	<b>100%</b>

Source: ACS 2018 5-Year Estimates, Table C16001

Maps 1 and 2 show the spatial locations of workers in Brevard County who speak English less than "very well." Map 1 provides LEP populations by Census Tract compared with the total population, and Map 2 shows the location of LEP populations who use public transportation to get to work. Space Coast Area Transit has targeted Spanish-speakers as the predominant LEP population for assistance. The agency will continue to target areas with a high proportion of LEP populations to ensure that all needs for assistance are met.

- Factor 2, Frequency with which LEP persons come into contact with the agency's programs, activities, and services** – The demographic portion of the on-board survey conducted in November 2016 as part of the TDP Update includes a variety of questions regarding respondent household income levels, age, gender, and ethnicity, among other things. As shown in Figure 1, Space Coast Area Transit is experiencing a declining share of White ridership when compared to the 2012 survey results. Compared with county-wide demographic composition as reflected in the 2016 ACS 5-Year Estimates, the Black cohort and the cohort of riders with a household income of less than \$15,000 are disproportionately represented in the survey results. The 2016 survey results also revealed that nearly 70% of respondents ride the bus four or more times per week.
- Factor 3, Importance of programs, activities, and services to LEP persons** – Based on the significant number of Spanish-speaking residents in Brevard County, system maps, fare brochures, on-board surveys, and public notices are translated into Spanish. Additionally, the Space Coast Area Transit website has a Google Translate feature that translates the website content into Spanish and provides information for trip planning in Spanish. Customer Service representatives who speak Spanish provide assistance to passengers who need Spanish translation. The results of this effort have assisted Space Coast Area Transit in better serving LEP populations.

- **Factor 4, Costs and resources available** – Based on the current resources available, Space Coast Area Transit provides the most cost-effective means of delivering competent and accurate language services within its service area. It will continue to monitor the need for additional language assistance, including the need for greater dissemination of information in the existing languages provided and/or translation to new languages. If additional services are needed, Space Coast Area Transit will determine which additional language assistance measures are cost-effective and feasible for implementation based on the current and projected financial resources.

## **2. Describe how the recipient provides language assistance services by language.**

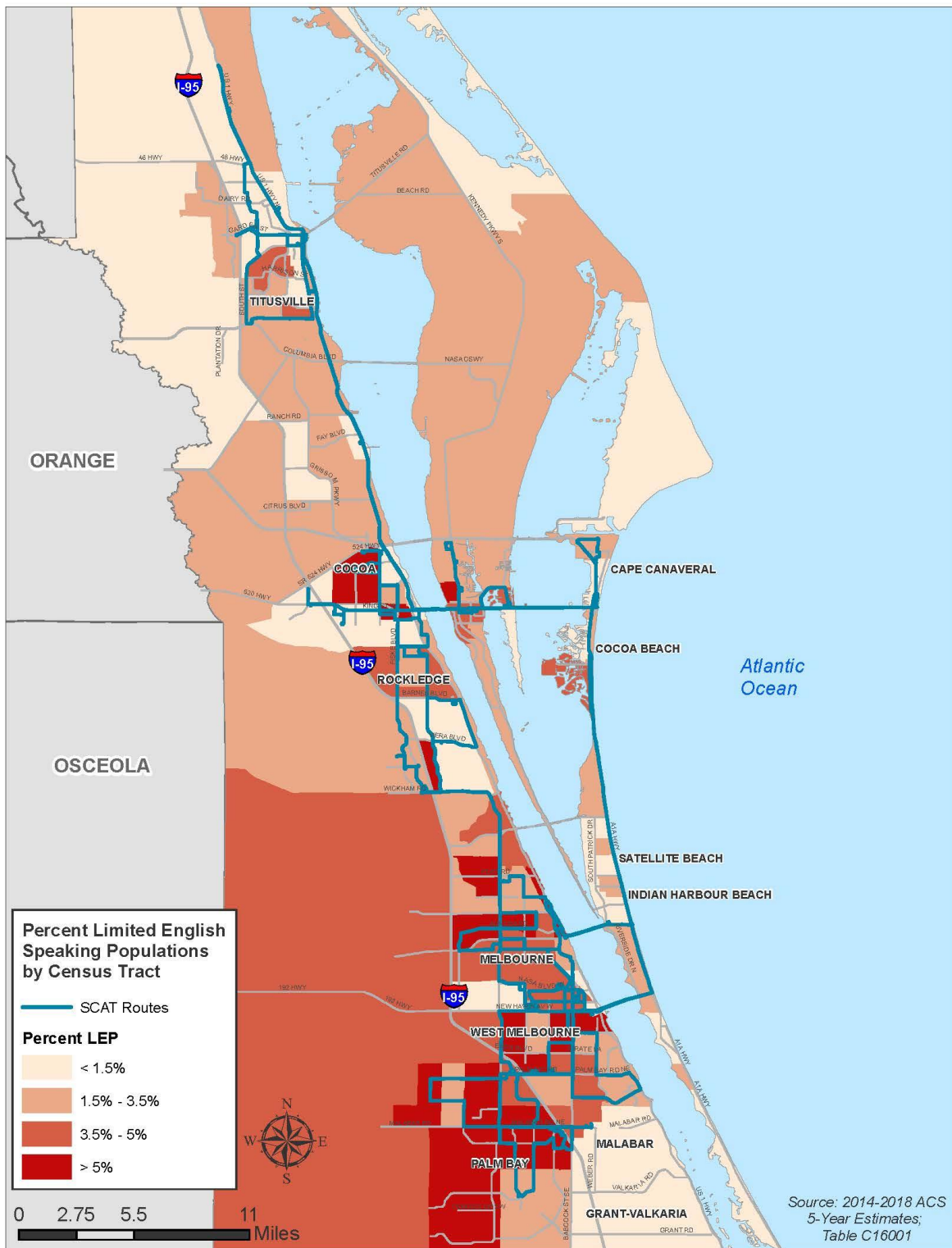
Individuals who have a limited ability to read, write, speak, or understand English are considered LEP persons. Space Coast Area Transit recognizes that this information indicates that special effort is necessary to communicate important transit information to some riders. To meet this need, the agency takes the following steps:

- Seek out opportunities to conduct outreach to the community and faith-based organizations serving minority populations.
- Provide language assistance on the customer service hotline.
- Participate in updates to the County's evacuation and disaster preparedness plans to ensure that the plans include the needs of all community members, especially LEP, low-income, and minority populations.
- Continue to review programs, activities, and services provided to ensure that LEP persons can participate and use Space Coast Area Transit services.

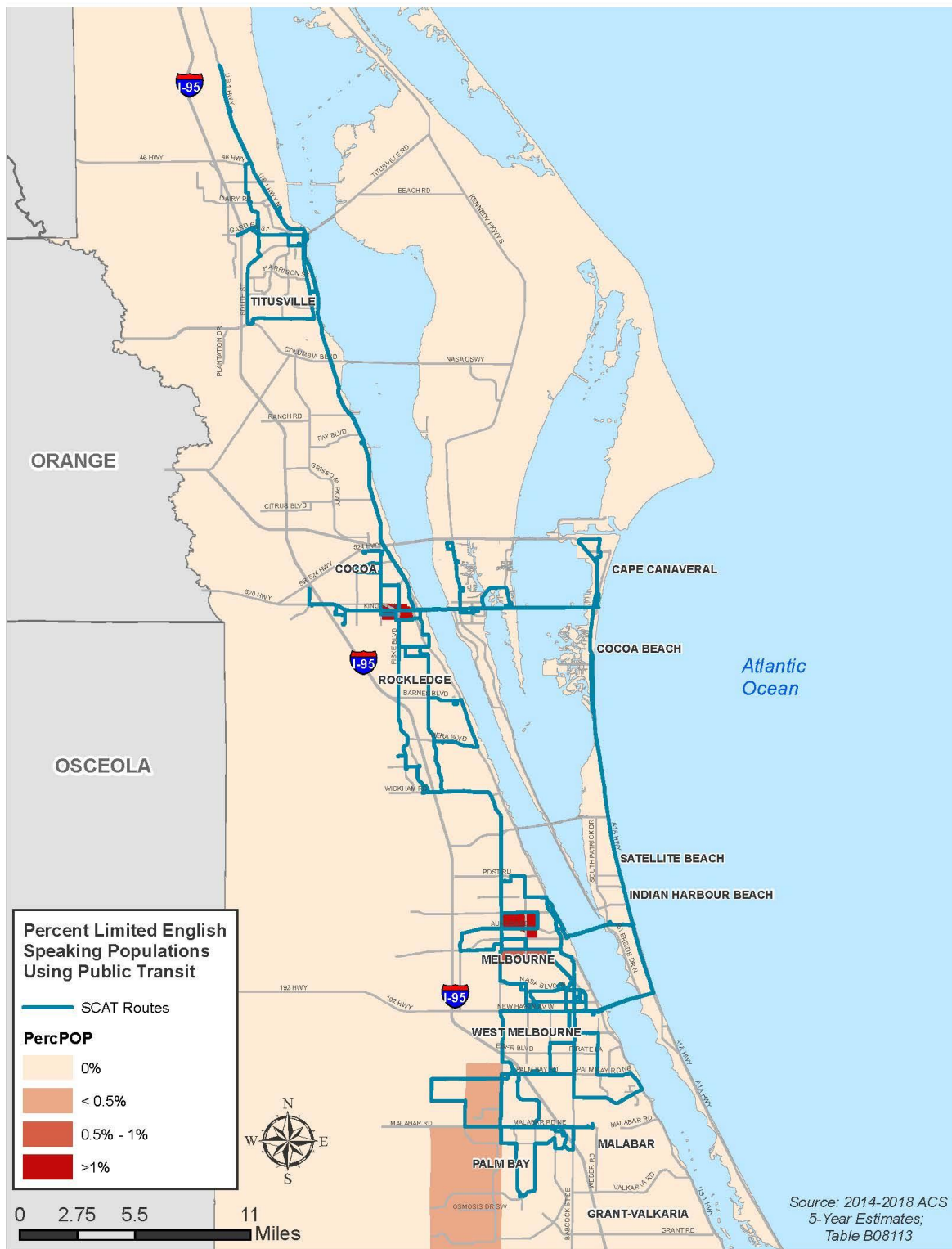
To determine how best to continue reaching LEP persons in Brevard County and improve current ongoing efforts, Space Coast Area Transit conducts targeted needs assessments and gathers data to gain an understanding of the need.



**Map 1: LEP Population in Brevard County**

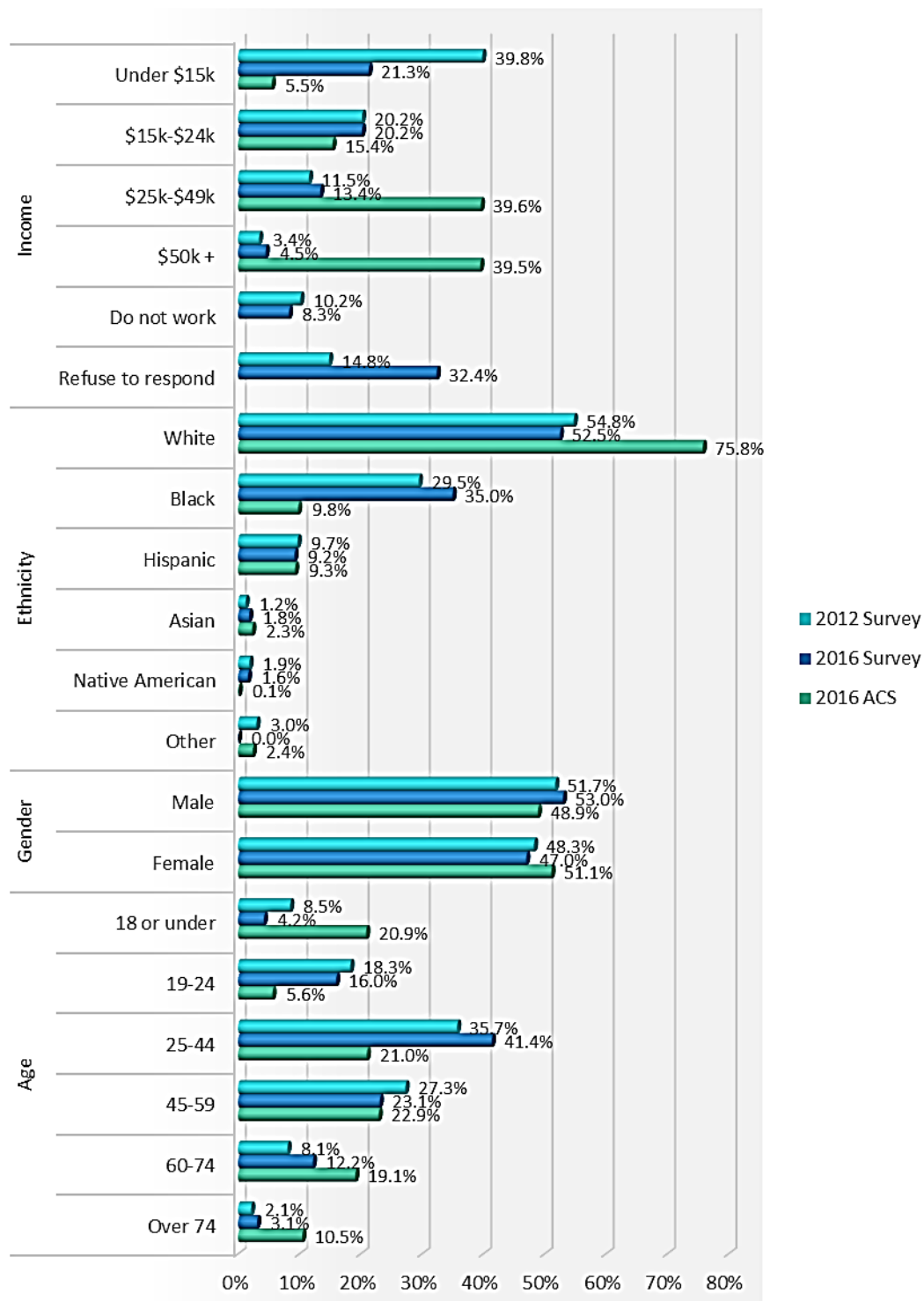


**Map 2: LEP Population Using Public Transportation to Commute**





**Figure 1: On-Board Survey Transit Rider Demographics vs 2016 ACS**



### **3. Describe how the recipient provides notice to LEP persons about the availability of language assistance.**

Space Coast Area Transit provides notice to LEP persons and language assistance in several ways, including the following:

- *Transit Stations* – Information on how to access Space Coast Area Transit services, bus schedules, fare schedules including instructions on how to make fare payments, and instructions on riding the with a bicycle are available in English and Spanish.
- *Website* – Space Coast Area Transit’s website provides visual aids and maps to provide information regarding transit services, including trip planning information.
- *Radio and TV* – Announcements include broadcasts on English- and Spanish-speaking stations.
- *Training* – Driver training for new employees and refresher training provided annually to drivers reminds them of the importance of conveying information to passengers as part of their customer service. Drivers are instructed to aid or request aid to facilitate the use of the transit system for all passengers, especially those with language or other barriers.
- *Customer Service* – Telephone lines are equipped to the extent possible with persons who speak Spanish and English. Personnel who are bilingual are identified as resources to provide assistance.
- *Translated Material* – Spanish versions of surveys, meeting notices, and press releases are made available upon request.
- *Telecommunications Device for the Deaf (TDD)* – Space Coast Area Transit has a TDD dedicated line.
- *Community Outreach* – Space Coast Area Transit makes available persons who can serve as translators at all community outreach meetings, as requested.

### **4. Describe how the recipient monitors, evaluates, and updates the language access plan.**

Space Coast Area Transit conducts an ongoing needs assessment to determine how best to reach LEP persons in Brevard County and improve ongoing efforts. To ensure that the intent of the LEP plan remains current, agency staff monitor and update the plan and report progress every three years, including the following:

- Monitor current LEP populations in the service area and in emerging populations affected or encountered.
- Document and monitor frequency of encounters with LEP language groups.
- Assess the availability of resources, including technological advances (e.g., Intelligent Transportation Systems [ITS] projects) and sources of additional resources and the cost imposed.
- Assess success in meeting the needs of LEP persons.
- Communicate the goals and objectives of the LEP plan and evaluate the opportunity for community involvement and planning.

- Strive to identify sources of assistance and opportunities to implement LEP goals.
- Post signs at intake areas and other entry points to communicate that language services are available at initial contact points. Space Coast Area Transit provides signage and written information at vehicle and transfer stations in other languages.
- Include language services available on outreach documents, brochures, booklets, and in recruitment materials.
- Whenever possible, make announcement in vehicles in other languages.
- Whenever possible, make available telephone voicemail and menu systems in Spanish and services about how to get them.
- Publish notices and other information in local newspapers in languages other than English. Space Coast Area Transit works with non-English language radio and television stations to provide information on language assistance services and how to access services. Press releases, newspaper, radio, and television communication are provided in other languages.
- Conduct outreach presentations and notices to schools, community, and faith-based organizations. Space Coast Area Transit provides announcements and collects information on how best to serve LEP persons through community and faith-based organizations.
- When possible, include Spanish and other languages on the Space Coast Area Transit website.
- Strive to provide excellent customer service, in-person and over the phone, in other languages. Front-line personnel routinely provide information on LEP persons to best address identified needs.
- Participate to the greatest extent possible in local events.

**5. Describe how the recipient trains employees to provide timely and reasonable language assistance to LEP populations.**

Space Coast Area Transit provides ample training opportunities for employees to assist LEP populations with timely and reasonable language assistance. The agency will continue the following activities:

- Provide information on LEP policies and procedures as part of new employee orientation and staff re-training.
- Require staff to complete customer service training and receive guidance on working effectively with in-person and telephone interpreters.
- Inform recipient staff how LEP services can be obtained.
- Train staff on how to respond to LEP persons, including callers, through written communications and in-person contact.
- Strive to ensure the competency of interpreters and translation services per DOT LEP Guidance, Section VII(2).

## Minority Representation on Committees and Councils

*Recipients who have transit-related, non-elected planning boards, advisory councils or committees, or similar bodies, the membership of which is selected by the recipient, must provide a table depicting the membership of those committees broken down by race and a description of efforts made to encourage the participation of minorities on such committees.*

As a division of the Brevard County Government, Space Coast Area Transit's decision-making body is the Brevard County Board of County Commissioners, comprising elected officials. At this time, Space Coast Area Transit has no transit-related, non-elected planning boards, advisory councils or committees, or similar bodies, the membership of which would be selected by the County Commission.

## Subrecipient Compliance with Title VI

*Title 49 CFR Section 21.9(b) states that if "a primary recipient extends Federal financial assistance to any other recipient, such other recipient shall also submit such compliance reports to the primary recipient as may be necessary to enable the primary recipient to carry out its obligations under this part."*

*Subrecipients shall submit Title VI Programs to the primary recipient from whom they receive funding, in order to assist the primary recipient in its compliance efforts, on a schedule to be determined by the primary recipient. Subrecipients may choose to adopt the primary recipient's notice to beneficiaries, complain procedures and complaint form, public participation plan, and language assistance plan when appropriate.*

Currently, Space Coast Area Transit does not provide Federal or State financial assistance to any subrecipients. If this should change, the agency will monitor all subrecipients to ensure that they meet all applicable Federal and State regulations.

## Title VI Equity Analysis

*In determining the site or location of facilities, a recipient or applicant may not make selections with the purpose or effect of excluding persons from, denying them the benefits of, or subjecting them to discrimination under any program to which this regulation applies, on the groups of race, color, or national origin.*

Space Coast Area Transit's policy is to equitably distribute capital equipment and facilities throughout Brevard County. No new facilities (vehicle storage facility, maintenance facility, operation center, etc.) have been constructed since the last Title VI Program submittal.

## Board Approval of Title VI Documentation

*A copy of board meeting minutes, resolution, or other appropriate documentation showing the Board of Directors or appropriate governing entity or official(s) responsible for policy decisions reviewed and approved the Title VI Program.*

The Brevard County Board of County Commissioners, in a regular session on May 19, 2020, will be adopting the 2020 Title VI Program Update for Space Coast Area Transit as required by FTA. Appendix D will be updated with official documentation following adoption.

## Program-Specific Requirements

Chapter IV of FTA Circular 4702.1B provides program-specific guidance for fixed-route transit operators. As Space Coast Area Transit operates only 29 vehicles in peak service, the agency is required to set system-wide standards and policies, but other guidelines identified for operators with 50 or more fixed-route vehicles in peak service and located in a geographic area with a population of 200,000 or greater are not applicable. Map 3 shows existing Space Coast Area Transit routes.

### Service Standards

*In order to comply with 49 CFR §21.5(b)(2) and (7), Appendix C to 49 CFR part 21, recipients to which this chapter applies shall adopt quantitative system-wide service standards necessary to guard against discriminatory service designs or operations decisions.*

FTA requires all fixed-route transit providers of public transportation to develop quantitative standards for four indicators. Individual public transportation providers set these standards; therefore, these standards apply to each individual agency rather than across the entire transit industry.

### Vehicle Load

Vehicle load or load factor is a ratio of the number of seats on a vehicle and the number of passengers on a route during periods of peak travel. Load factors are used by transit systems to determine the extent of probable overcrowding or the need for additional vehicles. Space Coast Area Transit maintains a policy of allowing standees on its buses. The agency's goal is to operate vehicle loads at a threshold that meets safety and performance standards. Space Coast Area Transit monitors vehicle loads through feedback from passengers, on-the-road supervision, periodic ride-checks, and online customer





comments. If overcrowding is reported, staff conduct follow-up checks to ensure that the vehicles assigned to these trips can accommodate peak passenger loads.

The average of all loads during the peak operating period should not exceed a vehicle's achievable capacities, which are described in Table 6. During off-peak hours, Space Coast Area Transit's policy is to have no standing passengers.

**Table 6: Vehicle Capacities and Load Factors**

Vehicle Type	Average Passenger Capacities			Maximum Load Factor	
	Seated	Standing	Total	Off-Peak	Peak
30' Standard Bus	28	6	34	1.0	1.2
31' Standard Bus	24	5	29	1.0	1.2
35' Low Floor Bus	32	16	48	1.0	1.5
35' Trolley	28	14	42	1.0	1.5
40' Low Floor Bus	39	19	58	1.0	1.5

### Procedures

1. The largest vehicles will be assigned to routes that carry the highest number of passengers per revenue hour.
  - a. Space Coast Area Transit will evaluate the maximum passenger loads for selected high-volume routes to ensure that the vehicle(s) assigned to these routes can accommodate peak passenger loads.
2. New buses will be assigned to routes based upon factors such as seating capacity and system-wide wheelchair accessibility.
  - a. When a new bus has a smaller capacity than the bus it is to replace, passenger loads will be evaluated to ensure the new bus will accommodate the market demand.
  - b. Space Coast Area Transit will monitor bus assignments and the distribution of equipment within the service area.
3. Space Coast Area Transit will maintain a bus inventory which includes vehicle length, seating capacity, ancillary bus equipment, purchase date, and useful life of the vehicle.

### Vehicle Headway

Vehicle headway is a measurement of the time interval or frequency between two vehicles traveling in the same direction on the same route. Frequency of service is expressed as an increment of time separating vehicles traveling in the same direction on the same route for peak and off-peak service. Routes with the most frequent service generally have the highest levels of service in terms of the number of vehicles assigned and the total number of daily revenue hours. Routes 4 and 6, the most productive routes of the system, have more-frequent service (i.e., 20-minute service frequency) during the AM peak, midday, and PM peak service times. Of the 20 fixed routes, Routes 8, 9, 21, and 25 operate at 30-minute headways. The remaining routes operate every 60 minutes, with one route operating at 120 minutes.

Space Coast Area Transit's FY 2018–2027 TDP identified several improvements to existing transit service to accommodate current demand, including increasing hours of service later in the evening, adding Saturday and Sunday service, and increasing frequency on most routes to 30 minutes. Table 7 shows Space Coast Area Transit's quantitative ideal vehicle headways on a route-by-route basis; these headways correspond to the proposed improvements identified in the TDP. Generally, the proposed headways are scheduled to operate throughout the day. Table 8 shows Space Coast Area Transit's policy headways by route type. Route type should be considered when implementing new service.

### Procedures

1. Routes and schedules will be monitored to improve system connectivity and timed transfers.
2. Routes will be evaluated according to passenger productivity to determine the need for improved service frequency.
3. Routes will be evaluated according to improvements proposed in the TDP.

**Table 7: Existing and Proposed Headways**

Route	Type	Weekday (min)		Saturday (min)		Sunday (min)	
		Existing	Proposed	Existing	Proposed	Existing	Proposed
1	Urban Radial	60	30	60	30	-	60
2	Urban Radial	60	30	60	30	-	60
3	Urban Radial	60	30	60	30	-	60
4	Urban Radial	20	20	30	15	60	30
5	Urban Radial	60	30	60	30	-	60
6	Urban Radial	20	20	60	30	-	60
7	Urban Radial	60	30	60	30	-	60
8	Urban Radial	30	30	30	15	-	60
9	Beach Trolley	30	30	30	30	60	30
20	Urban Radial	60	30	60	30	-	60
21	Downtown Circulator	30	30	60	30	60	30
22	Urban Radial	60	30	60	30	-	60
23	Urban Radial	60	30	60	30	-	60
24	Urban Radial	60	30	60	30	-	60
25	Urban Radial	30	30	60	30	-	60
26	Urban Radial	120	30	120	60	-	60
27	Urban Radial	60	30	60	30	-	60
28	Urban Radial	60	30	60	30	-	60
29	Urban Radial	60	30	60	30	-	60
33	Urban Radial	4 daily trips	30	-	60	-	60

Source: Space Coast Area Transit's FY 2018–2027 TDP

**Table 8: Policy Headways**

Type	Weekday	Saturday	Sunday
Urban Radial	60 min	60 min	60 min
Downtown Circulator	30 min	30 min	60 min
Beach Trolley	30 min	30 min	60 min



## On-Time Performance

Space Coast Area Transit continually strives for on-time bus service at all stops and tracks on-time performance and records the number of early, on-time, and late arrivals at major time points. The service standard for on-time performance is 90%. If a bus arrives more than two minutes ahead of schedule, it is classified as “early”; if more than six minutes behind schedule, it is classified as “late.” Buses arriving in between those two parameters are considered “on-time.”

### *Procedures*

1. Each month, Space Coast Area Transit follows up and evaluates customer complaints, road supervisor reports, and any ride-check reports that pertain to on-time performance.
2. Space Coast Area Transit monitors on-time performance to determine the cause for delays and recommends changes in scheduling or routing when necessary.

## Service Availability

Service availability is a measurement of the distance a person must travel to gain access to transit service. Access is measured in time intervals so it can be included as a component of the calculation of travel time. Transit access is a general measure of the distribution of transit service within a transit district. Standards developed with respect to transit access apply to existing services as well as any proposed service modifications affecting transit service levels. Space Coast Area Transit makes every effort to ensure that transit services are accessible to all persons in Brevard County and are provided in a manner consistent with the Americans with Disabilities Act (ADA).

### *Procedures*

1. Space Coast Area Transit maximizes the general coverage of transit service in the service area while following a market-driven implementation strategy. The agency will continue to emphasize service enhancements for major urban roadway corridors serving major transit generators and attractors.
2. Space Coast Area Transit supports and promotes land use designs that shorten the walking distance to bus stops.
3. Routes that are not meeting performance standards are evaluated to determine the productivity of route segments that are duplicative. Any proposed realignment will be evaluated based on the number of transit generators and attractors within a quarter mile of transit service.
4. Routes that are not meeting performance standards are evaluated to determine segments in which ridership exists and recommends that those segments be combined with existing routes, if possible.
5. Space Coast Area Transit evaluates routes that are recommended for elimination to determine the impact on minority users.
6. Space Coast Area Transit requests that city, county, and state governmental entities include the agency in the development review process for pedestrian accessibility to transit stops. Space

Coast Area Transit staff will recommend developments that are mixed use and include multiple points of direct and convenient pedestrian access to transit stops.

7. Land development designs that are conducive to pedestrian activity or transit service are supported by Space Coast Area Transit and promoted for new developments and redevelopments.
8. Space Coast Area Transit attends pre-construction meetings so contractors are aware of accessibility needs with respect to sidewalk and roadway construction.
9. Space Coast Area Transit works cooperatively with State and local jurisdictions on passenger loading pads, pedestrian bridges (for swale crossings), and accessible connections from sidewalks to bus stops, whenever a roadway is constructed, re-constructed or re-surfaced. All accessibility improvements will conform to ADA requirements.
10. Space Coast Area Transit conducts periodic market research to determine the distance most users must travel to gain access to transit service. Market research is undertaken, at minimum, every three years.

## Service Policies

*In order to comply with 49 CFR §21.5(b)(2) and (7), Appendix C to 49 CFR part 21, recipients to which this chapter applies shall adopt quantitative system-wide service policies necessary to guard against discriminatory service designs or operations decisions.*

FTA requires that all providers of fixed-route public transportation develop qualitative policies for two indicators—transit amenities and vehicle assignment. These policies are set by individual transit providers and apply to the individual agencies rather than across the entire transit industry.

## Transit Amenities

Transit amenities are items of comfort and convenience such as passenger benches and shelters. Transit operators must address how these amenities are distributed within a transit system, as the manner in which they are distributed determines whether transit users have equal access to them. The primary factor in assessing what type of bus stop should be implemented at a particular location is the amount of daily passenger activity that typically occurs. The potential for bus passenger activity at any particular spot can be influenced by several variables, including population and employment density of the surrounding area, intensity and type of nearby land use, accessibility and design of the site, and condition of the adjacent traffic facilities. Capital equipment and facilities will be equitably distributed throughout Brevard County.

### *Policies*

1. Passenger shelters will be installed at high usage bus stops throughout Space Coast Area Transit's service area.
2. Passenger benches will be installed to provide seating at Space Coast Area Transit bus stops.
3. Bicycle racks will be installed at major transfer points and other bus stops when installation can be justified according to market demand.

4. All vehicles will be equipped with bike racks.
5. All passenger amenity installations will be constructed in accordance with ADA implementation regulations.

### **Passenger Shelters**

1. Space Coast Area Transit will establish a bus shelter implementation and maintenance plan that identifies potential shelter locations through ridership data, passenger requests, and recommendations from bus drivers.
  - a. Public/private facilities such as libraries, hospitals, municipal buildings, shopping centers, educational, residential and employment centers will also be identified as potential shelter locations and evaluated according to ridership data.
  - b. Space Coast Area Transit will investigate shelter locations when requests are received from passengers.
2. Space Coast Area Transit will include the location of shelters and their distribution within the transit service area in each TDP major update.
3. Passenger shelter contractors will schedule cleaning of the shelters at regular intervals and periodically inspect the shelters. Any damage will be reported to Space Coast Area Transit staff to enable timely repair.

### **Passenger Benches**

1. Space Coast Area Transit will place benches at locations that are requested by staff and/or passengers.
2. Space Coast Area Transit will request construction of bench pads to be part of roadway and sidewalk projects whenever feasible.
3. Space Coast Area Transit will establish an inventory of benches that includes a maintenance schedule and existing accessibility features. The agency will monitor bench placements and the distribution of benches within its service area for Title VI considerations.

### **Bicycle Racks**

1. Space Coast Area Transit will identify locations where bicycle racks should be installed and schedule installation.
2. Space Coast Area Transit will create and monitor bicycle rack inventory and will notify the Brevard County Planning Department when additional racks or maintenance is needed.
3. All fixed-route buses will be equipped with bicycle racks.

### **Vehicle Assignment**

Space Coast Area Transit vehicles are assigned by lead operators. Some buses are assigned to specific runs based on load factors and the number of wheelchair requirements. The process by which transit vehicles are assigned to routes throughout the system based on:

1. Variations among vehicles (e.g., age, type or size, amenities, etc.)
2. Types of service offered (e.g., express or local, long- or short-haul, etc.)
3. Timing of vehicle assignment, (e.g., time of day, day of week, holiday/non-holiday, etc.)
4. Other factors (e.g., origin points of vehicles, etc.)

### *Policies*

1. Space Coast Area Transit will consider peak load requirements and assign vehicles with additional capacity to routes with the highest passenger productivity (i.e., passengers per revenue hour). Conversely, it will assign smaller vehicles to routes with the lowest passenger productivity.

## Conclusion

This Space Coast Area Transit Title VI Program has been prepared pursuant to Title VI of the Civil Rights Act of 1964 and FTA Circular 4702.1B, "Title VI and Title VI Dependent Guidelines for Federal Transit Administration Recipients" (October 1, 2012).

The objectives detailed in this Title VI Program aim to ensure that:

- Federally-assisted benefits and related services are made available and are equitably distributed.
- The level and quality of Federally-assisted services are sufficient to provide equal access and mobility to all persons.
- Adequate opportunities are provided for all to participate in planning and decision-making processes.
- Placement of transit services and facilities is equitable.
- Corrective and remedial actions are taken for all applications and receipts of Federal assistance to prevent discriminatory treatment of any beneficiary
- Procedures for investigating Title VI complaints are provided.
- Meaningful access to programs and activities is provided for LEP populations and a process is in place to inform the public of their rights under Title VI.
- Space Coast Area Transit is compliant with all Federal Title VI requirements.

## Appendix A: Title VI Notice to the Public

### *Notifying the Public Rights Under Title VI*

#### **BREVARD COUNTY**

- The County of Brevard operates its Transit Services programs and services without regard to race, color, and national origin in accordance with Title VI of the Civil Rights Act. Any person who believes she or he has been aggrieved by any unlawful discriminatory practice under Title VI may file a complaint with Brevard County Transit Services. Complaints must be filed within 180 days after the incident.
- For more information on Brevard County Transit Services Civil Rights Program, and the procedures to file a complaint please contact 321-635-7815, TTY 321- 633-1886; email [Terry.Jordan@BrevardFL.gov](mailto:Terry.Jordan@BrevardFL.gov) or visit our administrative office at 401 South Varr Avenue, Cocoa FL 32922. For more information, visit [www.321Transit.com](http://www.321Transit.com).
- A complainant may file a complaint directly with the Federal Transit Administration by filing with the Office of Civil Rights no later than 180 days after the incident. Attention: Title VI Program Coordinator, East Building, 5th Floor-TCR, 1200 New Jersey Ave, SE Washington DC 20590
- If information is needed in another language, contact 321-635-7815.

### *Notificación de los Derechos Públicos Bajo el Título VI*

#### **CONDADO DE BREVARD**

- El Condado de Brevard opera sus programas y servicios de Servicios De Tránsito sin distinción de raza, color y origen nacional de acuerdo con el Título VI de la Ley de Derechos Civiles. Cualquier persona que crea que él o ella ha sido agraviada por alguna práctica discriminatoria ilegal bajo el Título VI puede presentar una queja ante los Servicios de Tránsito del Condado de Brevard.
- Para obtener más información sobre el Programa de Derechos Civiles de los Servicios de Tránsito del Condado de Brevard y los procedimientos para presentar una queja, comuníquese al 321-635-7815, TTY 321-633-1886; envíe un correo electrónico a [Terry.Jordan@BrevardFL.gov](mailto:Terry.Jordan@BrevardFL.gov) o visite nuestra oficina administrativa localizada en 401 South Varr Avenue, Cocoa FL, 32922. Para obtener más información, visite [www.321Transit.com](http://www.321Transit.com).
- Un reclamante puede presentar una queja directamente ante la Administración Federal de Tránsito mediante la presentación de un Formulario de Queja ante la Oficina de Derechos Civiles a más tardar 180 días después del evento. Atención: Coordinador del Programa Titulo VI, East Building, 5th Floor-TCR, 1200 New Jersey Ave, SE Washington DC, 20590
- Si necesita información en otro idioma, llame al 321-635-7815.



## Appendix B: Title VI Complaint Form

### SPACE COAST AREA TRANSIT TITLE VI COMPLAINT FORM

Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, or national origin in program activities receiving Federal financial assistance. Title VI states: "No person shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied benefits of, or be subjected to discrimination under any program or activity receiving Federal assistance" (42 U.S.C. §2000d).

Before completing this form, please read the Space Coast Area Transit Title VI Complaint Procedures located on our website or by visiting our office.

The following information is necessary and required to assist in processing your complaint. If you require assistance in completing this form, please contact us at the phone number listed. Complaints must be filed within 180 calendar days after the dated alleged discrimination occurred.

#### Section I:

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

Address: \_\_\_\_\_

Telephone (Home): \_\_\_\_\_

Telephone (Work): \_\_\_\_\_

Email Address: \_\_\_\_\_

#### Section II:

Are you filing this complaint on your own behalf?      Yes\*      No

\*If you answered "yes" to this question, go to Section III.

If not, please supply the name and relationship of the person for whom you are complaining: \_\_\_\_\_

Please explain why you have filed for a third party: \_\_\_\_\_

Please confirm that you have obtained the permission of the aggrieved party if you are filing on behalf of a third party.      Yes      No

#### Section III:

I believe the discrimination I experienced was based on (check all that apply):

☐ Race      ☐ Color      ☐ National Origin

Date of alleged discrimination (Month, Day, Year): \_\_\_\_\_

Location where incident occurred: \_\_\_\_\_

Name and title of person who allegedly subjected you to Title VI discrimination: \_\_\_\_\_

Explain as clearly as possible what happened and why you believe you were discriminated against. Describe all persons who were involved. Include the name and contact information of the person(s) who discriminated against you (if known) as well as names and contact information of any witnesses. If more space is needed, attach a separate sheet.

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#### Section IV

Have you previously filed a Title VI complaint with Space Coast Area Transit?      Yes      No

#### Section V

Have you filed this complaint with any other Federal, State, or local agency, or with any Federal or State court?      Yes      No

If yes, check all that apply and name applicable agency:

- ☐ Federal Agency \_\_\_\_\_
- ☐ Federal Court \_\_\_\_\_
- ☐ State Agency \_\_\_\_\_
- ☐ State Court \_\_\_\_\_
- ☐ Local Agency \_\_\_\_\_

You may attach any written materials or other information that you think is relevant to your complaint.

#### AFFIRMATION

I hereby swear and affirm that the information I have provided in this Title VI Complaint Form is true and correct to the best of my knowledge, information, and belief.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please submit this form in person at the address below, or mail this form to:

**Terry Jordan, Title VI Program Coordinator**  
**Space Coast Area Transit**  
 401 South Varr Avenue, Cocoa, FL 32922  
 Telephone (321) 635-7815; Facsimile (321) 633-1905  
 Email: Terry.Jordan@brevardfl.gov

A complainant may also file a complaint directly with the Federal Transit Administration Office of Civil Rights, no later than 180 days after the event. Attention: Title VI Program Coordinator, East Building, 5th Floor-TCR, 1200 New Jersey Ave., SE, Washington, DC 20590. For more information, visit [www.transit.dot.gov/title6](http://www.transit.dot.gov/title6).

#### LANGUAGE TRANSLATION SERVICE AVAILABLE

NOTE: If you require this Title VI Complaint Form to be translated into another language, download the PDF then go to [Translate.Google.com](http://Translate.Google.com) and follow these steps. **1)** Click on the "From" and "To" tabs. **2)** Select what language the original PDF is in "From". **3)** Select what language you want it translated into "To". **4)** Click "Browse" and then select this PDF file from your computer.

## SPACE COAST AREA TRANSIT TÍTULO VI FORMULARIO DE QUEJA

El Título VI de la Ley de Derechos Civiles de 1964 prohíbe la discriminación por motivos de raza, color o origen nacional en las actividades del programa que reciben asistencia financiera federal. El Título VI establece: "Ninguna persona, por motivos de raza, color u origen nacional, será excluida de la participación, se le negarán los beneficios o será objeto de discriminación bajo cualquier programa o actividad que reciba asistencia Federal" (42U.S.C. §2000d).

Antes de completar este formulario, lea los Procedimientos de Queja del Título VI de Space Coast Area Transit ubicado en nuestro sitio web o visitando nuestra oficina.

La siguiente información es necesaria y requerida para ayudar a procesar su queja. Si necesita asistencia para completar este formulario, comuníquese con nosotros al número de teléfono enumerado. Las quejas deben presentarse dentro de los 180 días calendario posteriores a la fecha en que ocurrió la supuesta discriminación.

### Sección I:

Nombre: \_\_\_\_\_

Dirección \_\_\_\_\_

Teléfono (Casa): \_\_\_\_\_

Teléfono (Trabajo): \_\_\_\_\_

Dirección de Correo Electrónico: \_\_\_\_\_

### Sección II:

¿Está presentando esta queja en su propio nombre? Si\* No

\* Si respondió "sí" a esta pregunta, continúe a la Sección III.

De lo contrario, proporcione el nombre y la relación de la persona por la cual se esta quejando: \_\_\_\_\_

Por favor, explique por que ha presentado un formulario para un tercero: \_\_\_\_\_

Confirme que ha obtenido el permiso de la parte perjudicada si esta presentando un formulario en nombre de un tercero. Si No

### Sección III:

Creo que la discriminación que experimente se baso en (marque todo lo que corresponda):

☐ Raza ☐ Color ☐ Origen Nacional

Fecha de presunta discriminación (Mes, Día, Año): \_\_\_\_\_

Lugar donde ocurrió el incidente: \_\_\_\_\_

Nombre y título de la persona que supuestamente lo sometió a discriminación por Título VI: \_\_\_\_\_



Explique lo mas claramente posible que sucedió y por que cree que fue discriminado en contra. Describa a todas las personas que estuvieron involucradas. Incluya el nombre y la información de contacto de las persona(s) que lo discriminaron (si se conoce), así como los nombres y información de contacto de cualquier testigo. Si necesita mas espacio, adjunte una hoja separada.

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#### Sección IV:

¿Ha presentado previamente una queja de Titulo VI con Space Coast Area Transit? Si No

#### Sección V:

¿Ha presentado esta queja ante alguna otra agencia Federal, Estatal o agencia local, o ante alguna corte Federal o Estatal? Si No

Si respondió "si" a esta pregunta, marque todo lo que corresponda y nombre la agencia aplicable:

- ☐ Agencia Federal \_\_\_\_\_
- ☐ Corte Federal \_\_\_\_\_
- ☐ Agencia del Estado \_\_\_\_\_
- ☐ Corte del Estado \_\_\_\_\_
- ☐ Agencia Local \_\_\_\_\_

Puede incluir cualquier material escrito u otra información que considere relevante para su queja.

#### AFIRMACION

Yo juro y afirmo que la información que he proporcionado en este Formulario de Queja del Titulo VI es verdadera y correcta a lo mejor de mi conocimiento, información y creencia.

Firma: \_\_\_\_\_ Fecha: \_\_\_\_\_

Por favor, entregue este formulario en persona a la dirección a continuación o envíe este formulario a:

**Terry Jordan, Coordinator del Programa Titulo VI**

**Space Coast Area Transit**

401 South Varr Avenue, Cocoa, FL 32922

Teléfono (321) 635-7815; Fax (321) 633-1905

Correo Electrónico: Terry.Jordan@brevardfl.gov

Un reclamante puede presentar una queja directamente ante la Administración Federal de Tránsito mediante la presentación de un Formulario de Queja ante la Oficina de Derechos Civiles, Atención: Coordinador del Programa Titulo VI, East Building, 5th Floor-TCR, 1200 New Jersey Ave., SE, Washington DC, 20590.

#### SERVICIO DE TRADUCCION DE IDIOMAS DISPONIBLE

NOTA: Si necesita que este Formulario de Queja del Titulo VI se traduzca a otro idioma, descargue el PDF, vaya a [Translate.Google.com](https://translate.google.com) y siga los siguientes pasos. 1) Haga clic en la sección "De" y "Para". 2) Seleccione en que idioma esta el PDF original en la sección "De". 3) Seleccione el idioma que desea traducir en la sección "Para". 4) Haga clic en "Examinar" y luego seleccione este PDF desde su computadora.

## Appendix C: Space Coast TPO Public Participation Plan



# 2019 Public Participation Plan

**Space Coast Transportation Planning Organization**

**Public Comment Period: October 28, 2019 – December 11, 2019**

**Adopted by Space Coast TPO Governing Board: December 12, 2019**



[www.sctpo.com](http://www.sctpo.com)



321-690-6890



2725 Judge Fran Jamieson Way  
Building B, Melbourne, FL 32940

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## WHO WE ARE



The Space Coast Transportation Planning Organization (SCTPO) continually monitors the conditions of Brevard's transportation system's modes and carries out planning at the regional level.



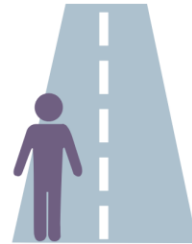
The SCTPO is governed by federal and state law. Any urbanized area with a population of more than 50,000 citizens **must** have a TPO to spend federal transportation funds.



A board made up of local elected officials sets policy for the SCTPO and adopts long-range plans and short-range programs of future transportation improvements.

## What is Transportation Planning?

Transportation planning is about identifying opportunities to improve mobility for the people and businesses who use transportation systems; it is about providing accessibility for everyone in your community.



## What is a Transportation System?

A **transportation system** is made up of different modes of transportation that use the system to move people and goods from one place to another. Brevard County has more transportation resources than any area its size.



Car



Walk/Bicycle



Transit



Air



Freight



Rail



Space



Sea



**Economy 101**

Brevard's economy is largely built on and around these transportation assets.

## What is a TPO?

Transportation Planning Organizations (TPOs), also known as metropolitan planning organizations (MPOs), were created by law to **review and administer all policies and procedures applicable for state and federal transportation funding**.

The Space Coast Transportation Planning Organization (SCTPO) was established on October 19, 1977, to provide transportation planning services for Brevard County which includes the Palm Bay – Melbourne – Titusville urbanized area, as designated by the U.S. Census Bureau.

The responsibility of the SCTPO is **to manage a continuing, cooperative, and comprehensive planning process** that results in the development of transportation plans and programs. The SCTPO provides a forum for cooperative decision making by officials of the affected governmental entities with input from citizens and constituency groups. These plans serve as the framework for making transportation investment decisions in Brevard County.



## What is Public Participation?



**Public participation is a key component of transportation planning** and one of the core functions of the SCTPO. Meaningful and effective public involvement brings a diverse set of views into the discussion and improves decision making by generating ideas for how the transportation system may be improved.

The **Public Participation Plan (PPP)** provides guidelines used by the SCTPO to inform and gather input from residents, communities, and interest groups throughout the county in order to expand the information available for planning initiatives.

## WHAT IS THE PUBLIC PARTICIPATION PLAN?

The Public Participation Plan (PPP) is a **blueprint for action to involve and engage the public in transportation planning.**

Meaningful and effective *participation* is essential to the successful implementation of a public plan, project, or program, and is necessary to ensure the needs of the local citizenry are adequately addressed.



The PPP provides a guide for public access to and involvement with the SCTPO planning process. All SCTPO planning work products, as well as major amendments to adopted plans and programs, must follow the *requirements* outlined in the PPP.

### PPP Comment Period

The PPP is updated every *three years* to reflect changes in local, state, or federal legislation, to adjust the plan to include new technologies, and to adjust the plan to meet the needs of the community.

Before adoption, the SCTPO will post the PPP for public review prior to approval at a SCTPO Governing Board Meeting.

### HIGHLIGHTS

- **Describes SCTPO public involvement and engagement tools and strategies**
- **Notes public comment periods for required work products**
- **Offers opportunities for public participation to help guide the planning process**

- ❖ Draft PPP document is posted on the SCTPO website at least **45 days prior** to SCTPO Board consideration and so begins the notice for public comment period.
  - All public comments are recorded and included in the final PPP. This document states how each comment was addressed. \*See 2019 Public Participation Plan Comment Log in the Appendix pg.
- ❖ Other PPP public notice strategies:
  - Press Release Announcement
  - SCTPO E-News Feature
  - Social Media Posts
  - In-person, written, or electronic comments at SCTPO Advisory Committee Meetings or at the SCTPO Governing Board Meeting





### When can I make comments on the PPP?

- Public Comment Period: Posted **45 days** prior to adoption
- Notice of PPP Adoption: Posted **7 days** before board meeting

## Public Participation Plan Modifications

For major amendments, updates, or new PPP documents, the procedures listed above will be followed. Public input and suggestions are encouraged throughout the process. Public comment on the PPP will be taken at any time, considered, and implemented in the next plan update.



### Adoptions and Amendments

- Adoption: every three years
- Amendments: As needed

## Solicitation for Public Participation Plan Comments

Public participation is a vital part of the overall transportation planning process. The information and perspectives gathered through public participation provides transportation planners and decision makers with clear direction and leads to a more meaningful and comprehensive planning process.

This **draft document** provides the framework for public participation to be followed by the Space Coast Transportation Planning Organization (SCTPO).



### Methods of Distribution

- Website (slider graphic, calendar event, & news)
- Social Media Outlets (Oct/Nov 2019)
- Event outreach (Oct/Nov 2019)
- En Route Newsletter (10/14/19); Other dates to be added
- Press Release (10/28/19); Other dates to be added
- Flyer (distributed during public comment period)



## HOW DO I GET INVOLVED?



### CALL US

321-690-6890

Office Hours: 8:00 a.m. to 4:30 p.m. Monday through Friday



### WRITE TO US

Space Coast Transportation Planning Organization  
2725 Judge Fran Jamieson Way, Building B  
Melbourne, FL, 32940



### EMAIL US

General Inquiries: [tpostaff@spacecoasttpo.com](mailto:tpostaff@spacecoasttpo.com)

Public Involvement/Media: [abby.hemenway@brevardfl.gov](mailto:abby.hemenway@brevardfl.gov)

Title IV/Limited English Proficiency: [abby.hemenway@brevardfl.gov](mailto:abby.hemenway@brevardfl.gov)



**VISIT OUR WEBSITE:** [www.spacecoasttpo.com](http://www.spacecoasttpo.com)

**LIKE US ON FACEBOOK:** [www.facebook.com/SCTPO](http://www.facebook.com/SCTPO)

**FOLLOW US ON TWITTER:** <https://twitter.com/SpaceCoastTPO>



### PARTICIPATE IN PERSON

Make a public comment at a SCTPO Governing Board or committee meeting OR attend our Annual Open House.



### COME TO AN EVENT

The SCTPO participates in special events throughout the county and hosts workshops for citizens to learn about projects where they work and live. Visit [www.sctpo.com](http://www.sctpo.com) to learn more.



### VOLUNTEER

Contact your local city council representative or your county commissioner to serve as a representative on a SCTPO committee or contact [tpostaff@spacecoasttpo.com](mailto:tpostaff@spacecoasttpo.com) for more information.

## WHO'S INVOLVED IN OUR PROCESS?



### Space Coast TPO Governing Board

The SCTPO is managed by a Governing Board of elected officials representing local jurisdictions. The SCTPO Governing Board is comprised of 19 members and one non-voting advisor. The membership of the SCTPO was established under Florida Statute 339.175(2)(b), and is set up through an Interlocal Agreement.

#### Board Responsibilities

- Board sets big-picture framework for transportation decisions.
- Board has direct authority for SCTPO plans and programs required to keep transportation funds moving.
- The Board must consider ALL modes and involve the public in planning and programming.
- The Board is very involved in the project selection for prioritization and the funding process.



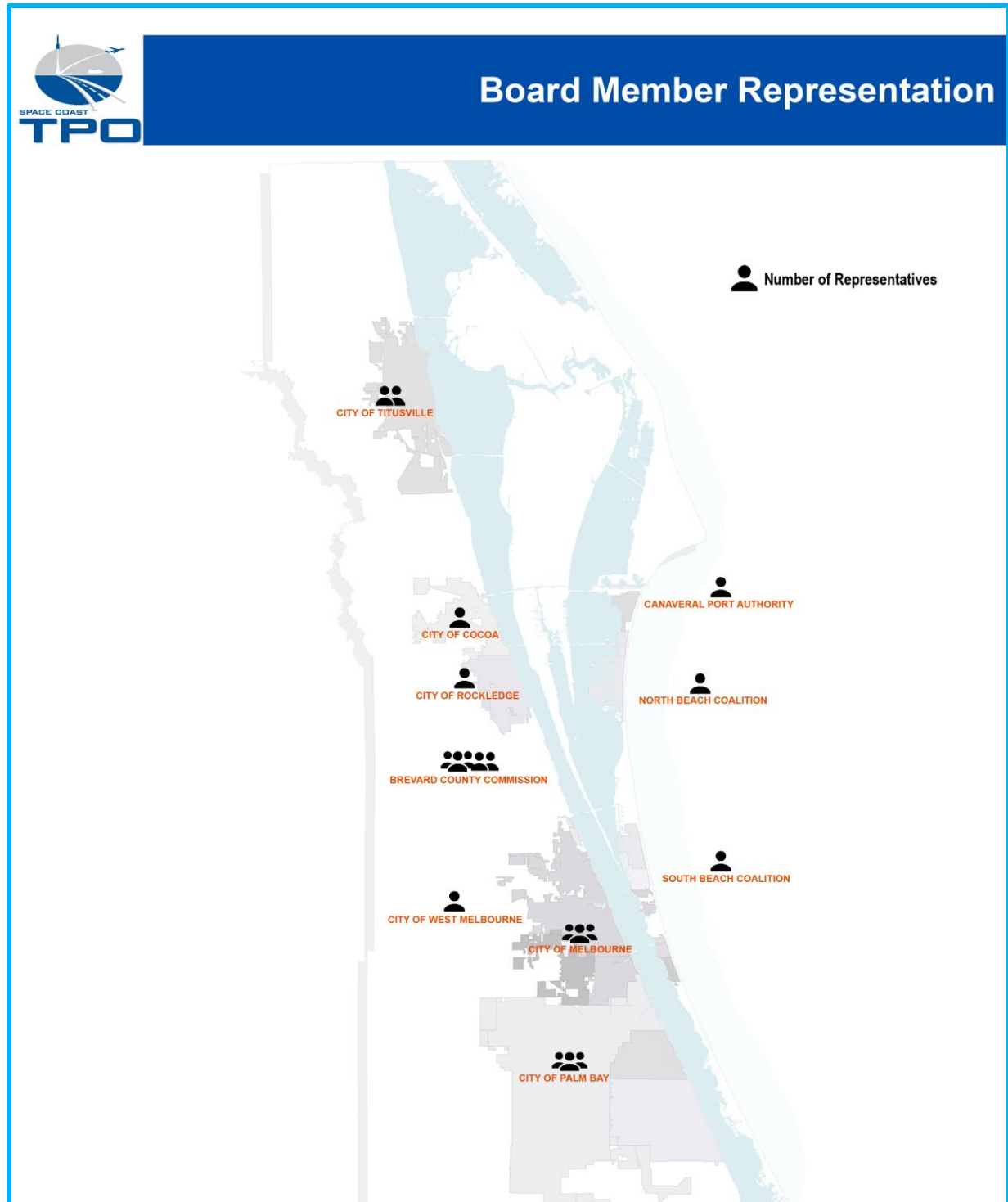
#### Meetings

The SCTPO Governing Board generally meets on the second Thursday of the month. Meetings begin at 1:30 p.m. and are typically held in the Florida Room in Building C within the Viera Government Center located at 2725 Judge Fran Jamieson Way, Melbourne, FL 32940. This facility is on a public Space Coast Area Transit route. *\*The board may not meet every month. Dates, times, and facility room are subject to change.*

Public notifications are made for all regular and special business meetings of the board and committees. All meetings are conducted in an open public forum in accordance with *Florida's Government-in-the-Sunshine Law* [s.286.011, F.S.]. The current agenda is posted online at [www.sctpo.com](http://www.sctpo.com), seven days in advance of the meeting. Meetings can be viewed live on SCGTV on Spectrum 499, U-verse 99, Comcast Channel 51 (North Brevard) or Channel 13 (South Brevard) or [online](#).

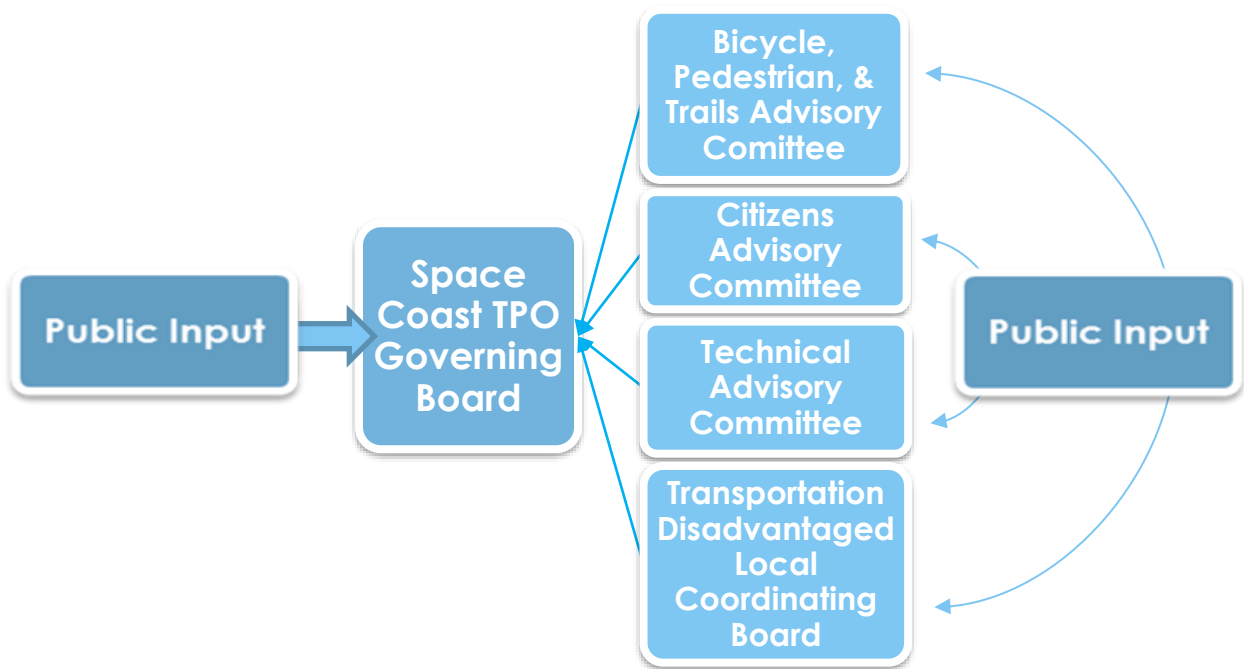
## Board Member Designation

**Nineteen elected officials** from local governmental entities serve on the board based on the population of each community and each municipal position has an alternate.



## Committee Input to the Governing Board

The SCTPO Governing Board is supported by three primary advisory committees and receives input from other key groups, representing various interests that may influence planning needs. Each committee fulfills an important role in the transportation planning process within Brevard County.



## Participation in Advisory Committees

Public notifications are made for all regular and special business meetings of the board and committees. All meetings are conducted in an open public forum in accordance with *Florida's Government-in-the-Sunshine Law* [s.286.011, F.S.]. The current agenda is posted online at [www.sctpo.com](http://www.sctpo.com), seven days in advance of the meeting.



If you are interested in participating in an advisory committee, please review the next few descriptions of each group. If you would like to be considered for the CAC or BPTAC, please email [tpostaff@sctpo.com](mailto:tpostaff@sctpo.com) or call 321-690-6890.



## Bicycle, Pedestrian, and Trails Advisory Committee (BPTAC)

The BPTAC reviews plans and policies regarding **bicycle, pedestrian and multi-use trail projects** and makes recommendations to the CAC, TAC, and SCTPO Governing Board. The BPTAC may have up to 19 members who are endorsed by the SCTPO Governing Board.



Membership is open to a wide array of interested groups and citizens. Individuals may be nominated by one of the groups listed below or may contact SCTPO staff, requesting membership approval.

- Local governments
- Law enforcement agencies
- Educators
- Cyclists
- Hikers
- Walkers
- Environmentalists
- Businesses
- Interested citizens

**Meetings:** The BPTAC meets the third Monday of every other month. Meetings begin at 5:30 p.m. and are typically held in the Space Coast Room in Building C within the Viera Government Center located at 2725 Judge Fran Jamieson Way, Melbourne, FL 32940. The current agenda is posted online at [www.sctpo.com](http://www.sctpo.com), seven days in advance of the meeting.

## Citizens Advisory Committee (CAC)

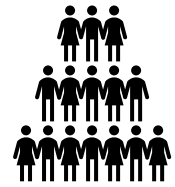
The function of the CAC is to **provide citizens' views** and recommendations on projects, plans, and programs through the Committee to the SCTPO Governing Board.



**Meetings:** The CAC meets the Monday prior to the SCTPO Governing Board Meeting. Meetings begin at 9:30 a.m. and are typically held in the Space Coast Room in Building C within the Viera Government Center located at 2725 Judge Fran Jamieson Way, Melbourne, FL 32940. This facility is on a public Space Coast Area Transit route. The current agenda is posted online at [www.sctpo.com](http://www.sctpo.com), seven days in advance of the meeting. Meetings can be [streamed live or viewed here](#). *\*There are no meetings in the months of January, June, and August.*

### Citizens Advisory Committee Designation

The CAC has 24 voting members and alternates appointed by local jurisdictions. Individuals interested in serving on the CAC may contact their county commissioner or city council representative to volunteer and may be appointed if there is a vacancy.



- Brevard County Commissioners – 5 (2 appointees each)
- Canaveral Port Authority (1 appointee)
- Cocoa (1 appointee)
- Melbourne (3 appointees)
- Palm Bay (3 appointees)
- Rockledge (1 appointee)
- Titusville (1 appointee)
- West Melbourne (1 appointee)
- North Beaches Coalition (1 shared appointee)  
*Cape Canaveral and Cocoa Beach*
- South Beaches Coalition (1 shared appointee)  
*Indian Harbour Beach, Satellite Beach*  
*Indianalantic and Melbourne Beach*

### Technical Advisory Committee (TAC)

The TAC reviews the work progress and **evaluates the technical acceptability** of plans and studies. They make recommendations to the SCTPO Governing Board, with supporting technical information to assist them with policy-making decisions.



The TAC has 26 voting members and alternates and one non-voting advisor designated by the Florida Department of Transportation. Fourteen of Brevard's 16 municipalities with populations over 2,500 are included, as well as representatives from other organizations and modes of transportation. A number of federal land management agencies also have representatives who serve on the TAC, those agencies include:

- Canaveral Port Authority
- Orlando Melbourne International Airport Authority
- St. Johns River Water Waste Management District
- Space Florida
- Titusville-Cocoa (TICO) Airport Authority
- Valkaria Airport

**Meetings:** The TAC meets the Monday prior to the SCTPO Governing Board Meeting. Meetings begin at 9:30 a.m. and are typically held in the Space Coast Room in Building C within the Viera Government Center located at 2725 Judge Fran Jamieson Way, Melbourne, FL 32940. This facility is on a public Space Coast Area Transit route. The current agenda is posted online at [www.sctpo.com](http://www.sctpo.com), seven days in advance of the meeting. Meetings can be [streamed live or viewed here](#). *\*There are no meetings in the months of January, June, and August.*

## Transportation Disadvantaged Local Coordinating Board (TDLCB)

The SCTPO participates in the TDLCB and annually appoints the TDLCB Chairman. The TDLCB works to ensure transportation opportunities are available for all residents, regardless of age, ability, or economic status.



**Meetings:** Under the leadership of [Space Coast Area Transit](#), the TDLCB holds periodic meetings and documents a [Transportation Disadvantaged Service Plan](#). Meetings are typically held in Building C within the Viera Government Center located at 2725 Judge Fran Jamieson Way, Melbourne, FL 32940. This facility is on a public Space Coast Area Transit route. For more information on the TDLCB, please call Space Coast Area Transit at 321-635-7815.

## SCTPO CORE PLANS AND PROGRAMS

The SCTPO is responsible for **three core certification documents and various work products** that are required of each MPO/TPO in the country in order to be certified by the federal government as eligible to program and receive federal transportation funds.



The SCTPO is also responsible for the creation of the Public Participation Plan (PPP), Prioritized Project List, and for conducting special transportation studies.

Our core work products include:

- Long Range Transportation Plan (*\*certification document*)
- Prioritized Project List
- Transportation Improvement Program (*\*certification document*)
- Unified Planning Work Program (*\*certification document*)
- Public Participation Plan
- Transportation Studies

Public participation requirements prescribed by the federal government vary by document, but all of these plans and programs are completed through an open process that allows for public review and feedback throughout various stages of plan development. Final products and reports are *adopted* after careful consideration of community comment.



### **Interested in a brief summary?**

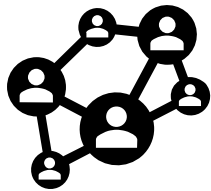
Check out the SCTPO's Work Product Timeline on pg. 24.



## Continuing, Cooperative, and Comprehensive Planning Process

Transportation planning must be cooperative because no single agency has responsibility for the entire transportation system. The SCTPO is responsible for actively seeking the participation of all relevant agencies and stakeholders in the planning process. The SCTPO makes special efforts to ensure to engage interested parties in the development of the SCTPO's plans. The SCTPO also works cooperatively with the Florida Department of Transportation in the development of the state-wide Florida Transportation Plan (FTP). The FTP is important because it not only sets a long-range vision for the future, but it guides **transportation** decisions today.

The SCTPO coordinates the development of its core work products with all local planning agencies and the SCTPO has an Intergovernmental Coordination and Review (ICAR) Agreement that ensures all modal agencies are included in the development of the SCTPO's LRTP, TIP and UPWP.



The SCTPO also has representation on its TAC, and on its Transportation Subcommittee that reviews project priorities each year, including those agencies responsible for planning, transit, environment, airport operations, natural resources and emergency operations.

Below is a list of local coordinating agencies:

- East Central Florida Regional Planning Council
- Brevard County Board of County Commissioners (acts as governing body with jurisdiction over Space Coast Area Transit)
- Brevard County School Board
- Canaveral Port Authority
- City of Melbourne Airport Authority
- Space Florida
- Titusville-Cocoa Airport Authority
- Valkaria Airport

## Long Range Transportation Plan (LRTP)

Every five years, the SCTPO adopts a new Long Range Transportation Plan (LRTP). The LRTP provides a **common vision for the community's future transportation needs** and guides the investment of public funds in transportation facilities, addressing a timeline of 20 or more years. It includes both short and long-term transportation strategies using multiple modes of transportation for moving people and goods.



### LRTP Public Comment Process

The public has the opportunity to provide input throughout the *two-year* planning process. Throughout the planning process, the SCTPO engages “interested parties” in the development of the LRTP. “Interested parties” include citizens, affected public agencies including federal land management agencies, representatives of public transportation employees, freight shippers, providers of freight transportation services, representatives of users of public transportation, pedestrian walkways, bicycle transportation facilities, and representatives of the disabled.

The *LRTP* has its own public participation plan which includes target audience outreach efforts:

- Public Survey
- Public Workshops
- LRTP Project Website/Online Project Dashboard
- SCTPO Newsletter & Press Releases
- Social Media Posts
- Pop-Up Events
- Underserved Populations Outreach
- SCTPO Governing Board Meetings, TAC/CAC Meetings

### HIGHLIGHTS

- **Reflects the SCTPO's transportation vision**
- **Projects must be on Cost Feasible List in order to be considered for prioritization**
- **Includes projects addressing all types of modes: vehicular; bicycle; pedestrian; transit; space;**





### When can I make comments on the LRTP?

- Continuous involvement during two-year planning process
- Public Comment Period: Posted **30 days** prior to adoption
- Notice of LRTP Adoption: Posted **7 days** before board meeting

## LRTP Modifications and Amendments

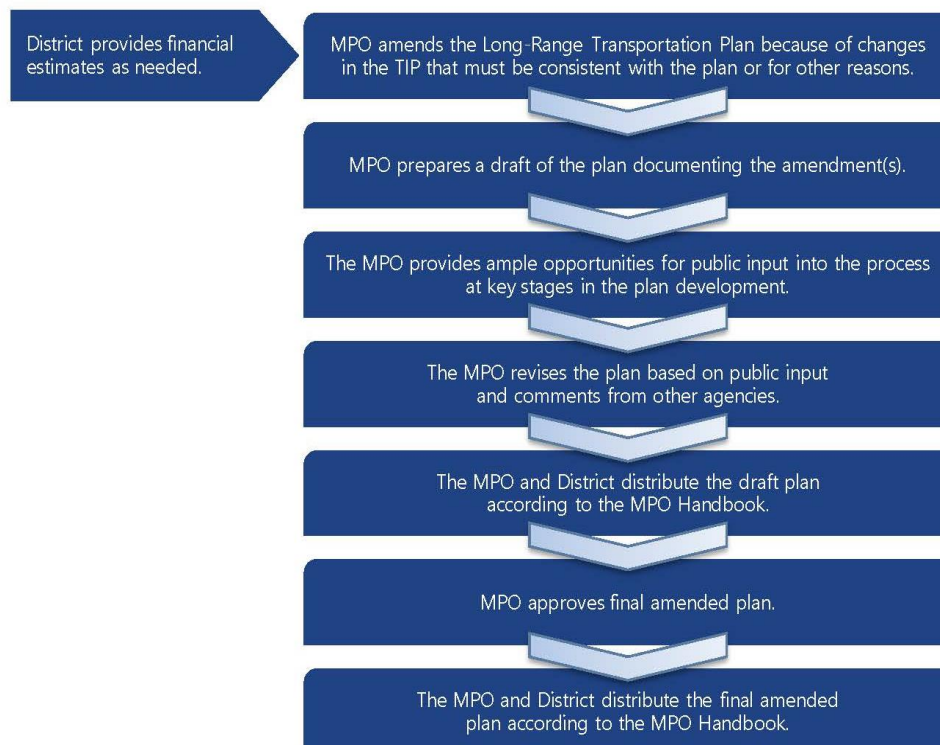
Any local government or agency (FDOT) may submit a request to the SCTPO to modify or amend the LRTP.

**Modifications:** a minor revision to the LRTP. It includes minor changes that typically involve items such as map corrections, revisions needed for consistency with the Transportation Improvement Program, and minor changes to funding sources. *\*Modifications do not require a demonstration of fiscal constraint or a public comment review.*

**Amendments:** requires public review and comment and an assurance of fiscal constraint. Proposed amendments include adding or deleting projects from the LRTP Cost Feasible Plan and major changes to project costs, initiation dates and scopes for existing projects. Florida Statute requires that the SCTPO Governing Board adopt any amendments to the LRTP by a recorded roll call vote of the majority of the membership present. See LRTP amendment process in Figure 4.3.

*FDOT MPO Program Management Handbook*

**Figure 4.3 LRTP Amendment Process**



**Amendment Process:**

- Public notice of all amendments will be made by posting the SCTPO Governing Board agenda on the SCTPO website at least **7 days** prior to consideration for approval;
- Citizens are able to submit comments **7 days** prior to consideration for approval

**Adoptions and Amendments**

- Adoption: every five years
- Amendments: As needed

## Prioritized Project List

Project Priorities are the list of projects the SCTPO selects from its Long Range Transportation Plan to submit to the Florida Department of Transportation to be considered for funding and implementation.

Each spring, the SCTPO solicits for projects from local governments and transportation agencies. All projects submitted must follow the SCTPO procedures and be included in the Long Range Transportation Plan (LRTP).

Any citizen interested in seeing a project move from the LRTP to implementation, has an opportunity to comment on projects through various outreach methods:

- Meet with County Commissioner whose district the project lies within;
- Meet with local city staff and/or elected official of the jurisdiction project lies within;
- Speak with SCTPO Staff to seek guidance on concerns or request



### HIGHLIGHTS

- **Reflects the SCTPO's priority projects**
- **Projects must be on Priority List in order to be considered for funding**
- **Includes projects addressing all types of modes: vehicular; bicycle; pedestrian; transit; Space; Seaport**
- **Annually adopted**

## Project Priorities Public Comment Process

The draft Project Priorities are presented to the public for comment at a Transportation Open House, prior to consideration by the TAC/CAC and the SCTPO Governing Board. Commenting on the priority projects is to **comment on where it ranks, not the details of construction.**



### When can I make comments on the Project Prioritized List?

- Notice of Project Priority Adoption: Posted **7 days** before board meeting

## Prioritized Project List Modifications and Amendments

In the event a project needs to be added to the Prioritized Project List, SCTPO staff will amend the list and take it back to the committees and SCTPO Governing Board for approval.

### Amendment Process:

- Public notice of all amendments will be made by posting the SCTPO Governing Board agenda on the SCTPO website at least **7 days** prior to consideration for approval;
- Citizens are able to submit comments **7 days** prior to consideration for approval



### Adoptions and Amendments

- Adoption: every year
- Amendments: As needed

## Transportation Improvement Program (TIP)

The Transportation Improvement Program (TIP) lists each transportation project to be implemented over the next five years. The TIP is a realistic forecast of projects that have committed state or federal funds so it serves as the SCTPO's short range plan.

### How are projects in the TIP solicited?

In the late spring of each year, the SCTPO solicits requests for state and federally funded candidate projects from local governments and transportation agencies, including Space Coast Area Transit, the Valkaria Airport, Melbourne International Airport, Titusville-Cocoa Airport Authority, Canaveral Port Authority and Space Florida.



The SCTPO encourages local governments and transportation to have project requests adopted by their council, commission or board to ensure agency and public support for the requested projects.

### How are projects ranked and selected?

The SCTPO evaluates the state of its transportation system each year. This information is documented in the annual State of the System (SOS) report which covers a synthesis of current conditions and trends of the County's multi-modal transportation facilities.

The SCTPO uses the SOS to understand if current transportation programs and priorities are effective at targeting facilities that need attention and if these are aligned with the goals and objectives of the organization. Priority corridor segments resulting from the SOS Report are considered top candidates for action within the SCTPO's funding availability.



#### HIGHLIGHTS

- **Lists funded project priorities**
- **Provides 5-year implementation schedule**
- **Allocates state and federal funds for capital projects**
- **Becomes part of the Statewide TIP (STIP)**

Action steps can range from conducting more detailed evaluations of corridors to implementing capital and operational changes.

There are many factors considered when developing the Prioritized Project List, including: the approved Long Range Transportation Plan (LRTP), the Strategic Intermodal System (SIS) Plan, the historic standing of projects within the Project Priority List, and prior funding commitments.

Results of the Annual State of the System (SOS) Report, which are prepared annually to meet the requirements of the Congestion Management System (CMS), are also examined. The CMS provides a framework for arriving at decisions for future transportation investments. The SOS is also a key resource used during project priorities

The **list of funded transportation projects** is developed annually with input from the community and updated throughout the year. Once public comments are reviewed, the TIP is adopted by the SCTPO Governing Board and then becomes part of the State Transportation improvement Program (STIP).





## TIP Public Participation Process

Before adoption, the SCTPO posts the TIP for public review and comment on its website and presents the TIP at advertised public meetings to interested parties.

“Interested parties” include citizens, affected public agencies including federal land management agencies, representatives of public transportation employees, freight shippers, providers of freight transportation services, representatives of users of public transportation, pedestrian walkways, bicycle transportation facilities, and representatives of the disabled.



All comments received are addressed, and revisions made, where appropriate. Once approved, the SCTPO has an interactive web-based site which allows the public to utilize the information in a flexible, visual format. Visitors can generate either the entire TIP document, including maps, or a smaller custom designed document covering only those projects of particular interest. [Click here](#) to view the full document or in summary form. Hard copies are available, upon request.

- ❖ Draft TIP document is posted on the SCTPO website at least 30 days prior to SCTPO Board consideration and so begins the notice for public comment period.
  - All public comments are recorded and included in the final TIP. This document states how each comment was addressed.
- ❖ Other TIP public notice strategies:
  - Input at local jurisdiction meetings on specific projects
  - Press Release Announcement
  - SCTPO E-News Feature
  - Social Media Posts
  - SCTPO Open House
  - In-person, written, or electronic comments at SCTPO Advisory Committee Meetings or at the SCTPO Governing Board Meeting
- ❖ The final TIP is typically presented for approval to the SCTPO Governing Board every July.



### When can I make comments on the TIP?

- Public Comment Period: Posted **30 days** prior to adoption
- Notice of TIP Adoption: Posted **7 days** before board meeting

## TIP Modifications and Amendments

**Modifications:** includes minor changes to project phases, costs, funding sources of previously included projects, or initiation dates. *\*Modifications do not require a demonstration of fiscal constraint or a public comment review.*

**Amendments:** a revision that involves a major project change, including addition or deletion of a project, or a major change in cost, phase, initiation date, or design concept or scope (i.e., changing project termini). An amendment requires verification of financial constraint and a public meeting.

- Public notice of all amendments will be made by posting the SCTPO Governing Board agenda on the SCTPO website at least **7 days** prior to consideration for approval;
- Citizens are able to submit comments **7 days** prior to consideration for approval

The SCTPO Executive Director has the authority to approve amendments or modifications to SCTPO plans approved by the Governing Board when such action is needed to obtain State or Federal approval within a constrained timeframe. All TIP amendments will be ratified at the next Governing Board meeting.



### Adoptions and Amendments

- Adoption: every year
- Amendments: As needed

## State Transportation Improvement Program (STIP)

The State Transportation Improvement Program (STIP) includes transportation projects based on the state's long-range transportation plan and designed to serve the state's goals. For TPOs, the TIP must be incorporated into the STIP to ensure continued federal funding for the metropolitan area.



The Secretary of the Department of Transportation cannot approve a TIP for inclusion in the STIP that does not come from a currently approved LRTP or a TIP that includes projects that have not been properly amended into the LRTP and approved by the SCTPO.

Additionally, projects selected for inclusion in the TIP are consistent with federal requirements and FDOT's Tentative Work Program, financially feasible for the appropriate funding category and reflect the SCTPO's priorities. All projects in the TIP are consistent (to the maximum extent feasible) with port, aviation and spaceport master plans, transit development plan and local government comprehensive plans, and are selected in part based on the public comment received under the SCTPO's Public Participation process.

## Unified Planning Work Program (UPWP)



The Unified Planning Work Program (UPWP) is a *required* document that identifies what tasks the SCTPO's planning budget will be used on and the products to be delivered over a two-year period. It is the "budget" used to support SCTPO staff and prepare work products that fulfill the requirements of Federal and State laws.

### UPWP Public Participation Process

In an adoption year, a Draft UPWP is available by *March 15<sup>th</sup>* for transmittal to FDOT, federal agencies, and the public. Before adoption, the SCTPO will post the UPWP for public review prior to approval at a SCTPO Governing Board Meeting.

- ❖ Draft UPWP document is posted on the SCTPO website by March 15<sup>th</sup>, which begins the 30-day notice for public comment period.
  - All public comments are recorded and included in the final UPWP. This document states how each comment was addressed.
- ❖ Other UPWP public notice strategies:
  - Press Release Announcement
  - SCTPO E-News Feature
  - Social Media Posts
  - In-person, written, or electronic comments at CAC/TAC Advisory Committee Meetings or at the SCTPO Governing Board Meeting
- ❖ Final UPWP shall be approved by the SCTPO Governing Board and submitted by May 15<sup>th</sup> to the District in the adoption year.



### HIGHLIGHTS

- **Summarizes planning tasks to be completed by the SCTPO**
- **Defines work products and timeline for major activities**
- **Proposes budget using federal and other funds for planning purposes**



### When can I make comments on the UPWP?

- Public Comment Period: Posted by March 15<sup>th</sup>, with at least **30 days for review and comment** prior to adoption
- Notice of UPWP Adoption: Posted **7 days** prior board meeting

## UPWP Modifications and Amendments

Revisions to the UPWP involving FHWA and FTA funds fall into one of two categories:

1. **Modifications:** these types of changes do not change the FHWA or FTA approved budgets; or scopes of the funded work tasks; or do not add or delete a work task(s). *\*Modifications do not require a demonstration of fiscal constraint or a public comment review.*
2. **Amendments:** these changes reflect a change in overall FHWA or FTA approved budget, a change in the scope of work of work tasks or add or delete a work task.

### Amendment Process:

- Public notice of all amendments will be made by posting the SCTPO Governing Board agenda on the SCTPO website at least **7 days** prior to consideration for approval;
- Citizens are able to submit comments **7 days** prior to consideration for approval;
- In-person, written or electronic public comment is accepted at each SCTPO advisory committee and SCTPO Governing Board meeting;
- Amendments must be approved by the SCTPO Board and are typically done by Resolution;
- Amendments must be approved by the FHWA for all FHWA program funds;
- Approved amendments are sent to FDOT to be processed and approved by FHWA and FTA, if appropriate;
- Once approved by FHWA, the SCTPO will post amended UPWP to SCTPO website



### Adoptions and Amendments

- Adoption: every two years
- Amendments: As needed

## Transportation Studies

Periodically, the SCTPO undertakes **specialized studies to address specific modes, issues, target areas, or corridors**. These studies are included and funded as part of the UPWP and advance specific goals, strategies or projects included in the LRTP. Frequently, the results of a specialized study lead to the development of a project or multiple projects that are advanced through the TIP. These studies help identify broad issues, concerns, and desires that might be relevant to a specific segment of the population or to a particular geographic area within the county.

### Public Participation in Studies

Each study has a specific public outreach effort to involve the appropriate participants.

In addition, public outreach activities are included in every phase of a transportation project beginning with feasibility, through preliminary design and environmental assessment, design, and construction.

- ❖ Other public participation strategies:
  - Presentations to CAC/TAC, SCTPO Governing Board
  - Press Release Announcement
  - SCTPO E-News Feature
  - Social Media Posts
  - Project websites
  - Project Public Meetings



#### HIGHLIGHTS

- **Modal studies such as transit, bicycle, or pedestrian**
- **Data collection and analysis for traffic management**
- **Road, intersection, or corridor studies**
- **Specialized studies to advance LRTP goals**





## Summary Table: Plans/Programs Public Participation

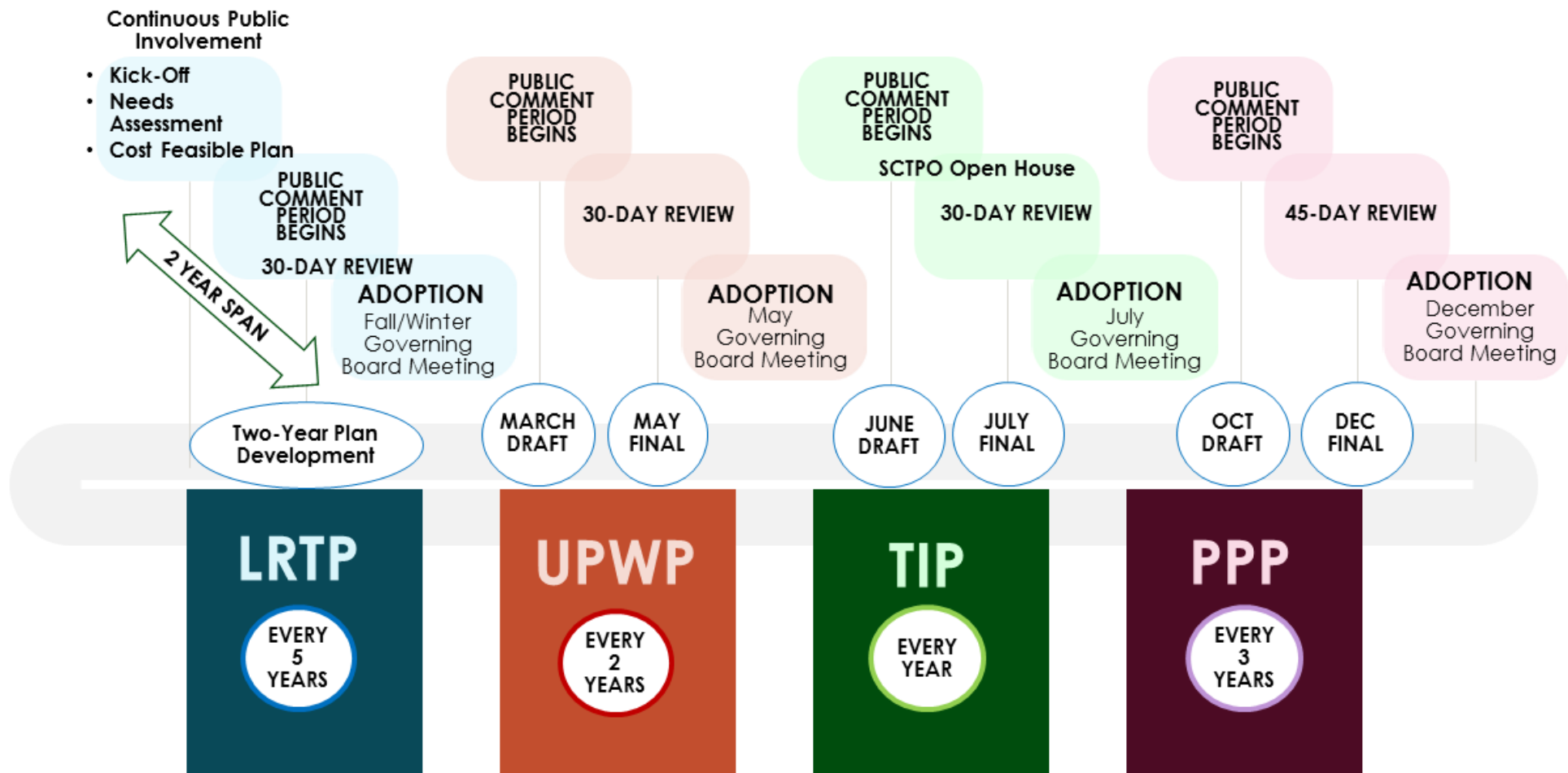
Links to each of these documents are available on the SCTPO website, [www.sctpo.com](http://www.sctpo.com), and paper copies are available at our office located at:



2725 Judge Fran Jamieson Way, Building B  
Melbourne, Florida  
Business Hours: 8:00 AM - 4:30 PM.

Program/Plan	Adoption Schedule	Public Comment Period Length	Public Notice of Adoption (Prior to Board Meeting)	Public Access/Distribution Methods
<b>Long Range Transportation Plan (LRTP)</b>	Every 5 years	30 days	7 days	Each mandated document is posted on the SCTPO website for public review, additionally the following outreach efforts are utilized: <ul style="list-style-type: none"> <li>➤ Press Release Announcement</li> <li>➤ SCTPO E-News Feature</li> <li>➤ Social Media Posts</li> <li>➤ Physical copies available</li> </ul>
<b>Prioritized Project List</b>	Every year	30 days	7 days	
<b>Transportation Improvement Program (TIP)</b>	Every year	30 days	7 days	
<b>Unified Planning Work Program (UPWP)</b>	Every 2 years	30 days	7 days	
<b>Public Participation Plan (PPP)</b>	Every 3 years	45 days	7 days	

# WORK PRODUCT TIMELINE



## **PUBLIC PARTICIPATION STRATEGIES AND TOOLS**

Public participation is an on-going activity. The SCTPO has a variety of strategies and tools for communicating and engaging the public, and is continually working to improve its outreach efforts to ensure inclusivity of all citizens – including underserved populations. These are the primary tools used to interact with stakeholders and the community.

### **Public Participation: Face-To-Face Opportunities**

#### **Public Meetings**

All meetings of the SCTPO governing board, committees, advisory groups and project meetings are open to the public and subject to *Florida's Government-in-the-Sunshine Law* [s.286.011, F.S.], which mandates that all meetings of any board or commission of any state, county, municipal, or political subdivision, agency, or authority conduct business in a transparent manner to provide the public a right of access to proceedings. All materials presented during meetings become public record and are available for review online and at the SCTPO office during normal business hours. Copies of archived records are available upon request.



**Advance Notice:** Public notices of all SCTPO meetings are distributed and/or posted on the SCTPO website at least seven days in advance. Notices are also distributed via email to the SCTPO's distribution lists. Notices include the date, time, and location for the event, a brief description of the purpose, a list of action items to be considered, and how to get additional information before or after the meeting.



**Emergency Meetings:** The SCTPO Governing Board, or one of the SCTPO committees may hold an emergency meeting only if action is required to address an issue of immediate danger to public health, safety or welfare. Whenever an emergency meeting is scheduled to be held, SCTPO staff will notify, as soon as possible prior to the meeting, stating the time, date, place and purpose of the meeting or workshop. The meeting notice includes all of the information included in an advance notice.

### Meeting Notice Requirements

- Date, time, and place of the event.
- A brief description of the purpose of the event.
- A brief list of any items on which action may be taken at the event.
- The address and phone number where individuals can get meeting information and a copy of the agenda.
- Information about how to get a verbatim record of the meeting if a person decides to appeal any decision made by the agency as stated in Florida Statute 286.0105.
- Contact information for persons with disabilities needing special accommodations to participate in the proceeding in accordance with the Americans with Disabilities Act and Florida Statute 286.26.

- **Agendas:** A meeting agenda is included with the advance public notices for SCTPO governing board and committee meetings. Agendas list the items in the order they will be discussed, provide additional detail about the meeting, and highlight specific actions to be considered. Members of the public can make a request to have an item placed on the agenda by sending a written notice to the SCTPO at least 21 days in advance.

- **Public Comment:** Every meeting of the SCTPO includes time for public comment. Members of the public fill out a public comment card that indicates the agenda item or subject they wish to address.



Comment cards are provided to the chair, or to the person presiding, so that individuals can be called to speak at the appropriate time during the meeting and prior to any action being taken by the voting members. Non-agenda items topics are heard at the beginning of each meeting.

- **Accessibility:** In accordance with the Americans with Disabilities Act and Section 286.26, Florida Statutes, persons with disabilities needing special accommodations to participate in this proceeding or persons who require translation services (free of charge) should contact the SCTPO Office no later than 48 hours prior to the meeting.



The SCTPO is actively working to increase the accessibility of our meeting materials and in doing so, adhere to many of the available standards and guidelines, when applicable. Should you encounter any inaccessible material, please contact Abby Hemenway, Public Involvement Officer and Title VI Coordinator, at [abby.hemenway@brevardfl.gov](mailto:abby.hemenway@brevardfl.gov) or 321-690-6890.

- **Live Broadcast:** The SCTPO Governing Board meeting is broadcasted live on Space Coast Government Television (SCGTV) on Spectrum 499, U-verse 99, Comcast Channel 51 (North Brevard) or Channel 13 (South Brevard). Viewers can also access it [online](#). TAC/CAC committee meetings are streamed live and can be viewed on the [SCTPO's YouTube channel](#).

## Public Workshops/Open Houses



The SCTPO staff hosts open and informal meetings for the public to review and ask questions about major transportation plan documents like the LRTP and the TIP.

Workshops and open houses may also be used by the SCTPO, the Florida Department of Transportation, or their consultants to share information and to gather public comment on specific transportation projects. In these cases, the meeting locations are geographically located near the project area to provide easy access for the citizens who will benefit from or be impacted by the proposed project.

## Public Events/Presentations

SCTPO staff and volunteers may participate in events, attend meetings of community groups or civic organizations, or make presentations in public forums. This type of public outreach provides education and engages new audiences in public transportation planning activities.



## Engaging Underserved Populations

The SCTPO strives to ensure that underserved and underrepresented communities are involved in the transportation planning public involvement process. The SCTPO considers the needs and views of these populations as it develops its plans, programs, and projects.



Brevard County is currently Florida's 10<sup>th</sup> most populous county representing 2.8% of the State. According to the latest Census Reporter, Brevard's median age is 47.2 with 74% being of White race & Ethnicity, 11% Hispanic, 9% of Brevard residents are Black, 2% Asian and other ethnics less than 1%. Poverty in Brevard is about 10.6% of the population with 89% of Brevard's residents speaking English only. (See Appendix pgs. 51 – 57 for the complete Brevard County Census Report data profile or [view online here](#).) Although there are not a significant number of traditionally underserved populations residing in Brevard, appropriate messages and delivery techniques are developed for project specific studies and plans with vital stakeholders, as needed, to ensure meaningful communication and dialog is established for all projects and plans.

During the beginning phase of SCTPO planning studies, a demographic profile is pulled for areas surrounding a corridor study so that the strategies and tools chosen will best meet the needs of the community being affected by any changes recommended. In general, tailored efforts may include:

- Local Government and Civic Leaders
- Social Service agencies, Groups and Organizations
  - Family Services
  - Meals on Wheels
  - Food Banks
  - Goodwill Industries
  - YMCA
- Churches and Religious Organizations
- Senior Centers and Assisted Living Communities
- Transportation Carriers
  - Transit Operators
  - Taxi Companies

Incorporating these strategies can expand the sharing of information and ideas, the level of input received, and the identification of issues; develop community relationships; and establish credibility and trust.



## DEMOGRAPHIC DATA COLLECTION



Federal regulations require federal-aid recipients to collect racial, ethnic and other similar demographic data on beneficiaries of or those affected by transportation programs, services and activities. The SCTPO accomplishes this through the use of census data, American Community Survey reports, Environmental Screening Tools and other methods.

At times, the SCTPO may request voluntary identification of certain racial, ethnic or other data from those who participate in its public involvement events. This information assists the SCTPO with improving its targeted outreach and measures of effectiveness.

## Public Participation: Feedback Methods

- **Feedback Forms:** Feedback or comment forms are used to solicit input in writing at public meetings or online. The forms may be very general in nature or specific for gathering input on a particular issue. Sometimes they are included in draft documents or publications or may be available through a link on the SCTPO website. Feedback forms are typically available at SCTPO public meetings, workshops, and open houses.



- **Surveys/Questionnaires:** Surveys are used when very specific input from the public is desired. A survey may be used in place of comment forms to ask very specific questions such as a person's support for a specific alignment in a corridor study or it can also be used to gather technical data like travel patterns. Surveys or questionnaires can be used at public meetings, through the mail, over the telephone, or electronically.

Additionally, SCTPO consultants may also “boost” or spend money on surveys to expand its reach to targeted audiences. Boosting can be a very effective way to place messages in front of an intended audience.

## Public Participation: Digital Tools

The SCTPO continually looks for ways to engage citizens and present informational programs to increase community awareness. The SCTPO uses various digital tools to help streamline its engagement and outreach efforts to reach key audiences. Below is a list of the SCTPO's frequently used digital tools:



**SCTPO Website:** The SCTPO website ([www.sctpo.com](http://www.sctpo.com)) provides current information about the SCTPO activities, projects, meetings, and contacts. Updated regularly, the website makes information available quickly and conveniently. It also serves as an avenue for regular input for submitting comments and views, particularly on draft documents and studies. Comments on any website content can be submitted by email to [tpostaff@spacecoasttpo.com](mailto:tpostaff@spacecoasttpo.com).



**Social Media:** Social media outlets are a vital means of outreach methods for transportation organizations. SCTPO uses its social media channels to announce meetings/workshops, provide information on projects, post draft documents and to engage its audience in transportation safety education. The SCTPO's social media channels are designed to reach new individuals and audiences in a targeted, strategic manner.



[@SCTPO](https://www.facebook.com/SCTPO)



[SCTPO YouTube](https://www.youtube.com/SCTPO)



[@SpaceCoastTPO](https://twitter.com/SpaceCoastTPO)



[SCTPO Nextdoor](https://www.nextdoor.com/SCTPO)

## Social Media Definitions

Below is a list of definitions related to each social media channel and its measure of effectiveness.

- **Facebook Reach:** The number of unique people who have seen any content associated with your page.
- **Twitter Impression:** The number of times users saw the Tweet on Twitter.
- **Nextdoor Impression:** the number of residents who viewed a post in their newsfeed, the number of opens of email notifications that are sent when a public agency posts to Nextdoor, and the number of clicks on an agency's post in the Daily Digest.
- **YouTube View:** YouTube counts a view after a user has watched a video for “around” 30 seconds.



## Public Participation: Deliverables

The SCTPO regularly creates deliverables that use visualization techniques such as the use of colors, diagrams, tables, maps, photos, and videos that illustrate the ideas and concepts represented in transportation plans, projects, and programs. Effective deliverables help to promote understanding, clarify ideas and build consensus for proposed transportation activities, especially for those who do not have a background in transportation planning. Deliverable examples include:



**Graphics:** The SCTPO routinely creates visual graphics to use on its social media outlets, in newsletters, and event promotion materials. These graphics help to effectively communicate transportation or traffic-related information.



**Flyers/Brochures:** The SCTPO is always seeking new ways to reach citizens. SCTPO staff frequently creates visual deliverables, such as flyers or brochures, to help explain the transportation planning processes on a smaller scale.



**Press Releases/Briefs:** Press releases are sent to newspapers, radio and television stations, and other media outlets in the region, to announce meetings and activities, opportunities for public participation, and the availability of documents for public review. This broader media coverage is intended to reach members of the public who may not usually take part in transportation planning.



**Newsletter:** The SCTPO electronic newsletter (*En Route News*) is used to announce public meetings, share event photos, highlight the availability of materials and documents for public review, and showcase other outreach information. It also informs the public of the status of current and planned transportation projects and promotes SCTPO planning studies and other transportation publications. The SCTPO newsletter has over 3,500 subscribers including local officials, businesses, civic organizations, and citizens.

## Public Participation: Tracking Methods

The SCTPO uses several tools to track and evaluate the effectiveness of public participation activities for the transportation planning process. These tools and evaluation analytics help the SCTPO to continually improve or to add new public participation activities. Based on the gauge of interest and digital impression, SCTPO staff can identify ineffective strategies and look for new areas of opportunity to reach targeted and underserved audiences.



**Project/Plan Public Meeting Summary Reports:** Certification documents include summary reports of public participation activities at each stage of project/plan development and detail the methods used, the comments received, and the number of participants. Summary reports are also written to document survey results, project website activity, and complaint resolutions.



**Public Records:** The SCTPO keeps formal records of its meetings and project materials. Written minutes of meetings are kept and made available to the public. Minutes include a list of participants and a summary of public comments. Video and audio recordings are retained for both TAC/CAC committee meetings and SCTPO governing board meetings.



**Quarterly Public Engagement Reports:** The SCTPO creates quarterly Public Engagement Reports to report back to its committees and the Governing Board on public involvement activities. The report highlights school-based outreach activities, community-based involvement, social media analytics, and news media features.



**SCTPO Digital Tools Analytics Log:** For online public participation activities, monthly electronic tracking is used to track digital reach, impressions, website visits and video views. For some participation tools, like news articles or other media coverage, staff members are assigned to monitor activity and to keep a log or record for review.



**SCTPO Digital Database:** The SCTPO utilizes Constant Contact as a primary means of communicating news and updates to vested stakeholders and citizens. Constant Contact is a content management and email marketing tool that is used to send targeted messages to key audiences via email. The Constant Contact platform enables the SCTPO to reach desired audiences via newsletters, press releases, emails, polls, surveys, and event promotions.

Every time a campaign is sent, Constant Contact auto-generates an engagement report which details reporting metrics such as the number of sends, opens, and clicks (see term definitions below). These metrics help the organization to measure the effectiveness of each email campaign. Thus, measurement supports our use of resources, and helps us make changes so we get better results in the future.





- **Successful deliveries:** the number of emails sent that were successfully delivered to our contacts' inboxes
- **Email open rate:** the percentage of recipients who opened the email compared to how many contacts were sent the email.
- **Click rate:** the percentage of clicks an email receives based on the number of contacts who opened the email












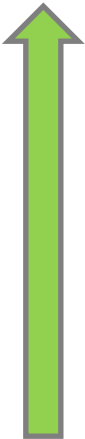
## Measures of Effectiveness

The following table showcases public participation methods, measurement baseline, and trend.

**Trend Goal Key:**  = increase goal,  = decrease goal,  = maintain goal

Public Participation Method	Tracking Method	Measurement	Measurement Baseline July 2018 – June 2019	Measurement Trend Goal
<b>SCTPO Public Meetings</b>	Agendas, Meeting Dates	# of Meetings (TAC/CAC, SCTPO Board, and BPTAC Meetings)	<b>7</b> - TAC/CAC Meetings <b>7</b> - SCTPO Board Meetings <b>6</b> - BPTAC Meetings	
<b>SCGTV Broadcasts of SCTPO Governing Board Meeting</b>	Electronic Tracking	# of broadcasts	<b>7</b> – live broadcasts <b>30</b> – re-broadcasts	
<b>SCTPO Speaking Engagements/Presentations</b>	Electronic Tracking	# of speaking engagements	<b>15</b> – speaking engagements/presentations	
<b>SCTPO Workshops/Open House</b>	Electronic Tracking	# of workshops/open houses conducted	<b>10</b> – workshops/open houses	

<b>SCTPO Electronic Surveys/Questionnaires</b>	Electronic Tracking	Cumulative # of Surveys Conducted	<b>3</b> – Surveys Conducted	
		Cumulative # of Responses	<b>971</b> – Survey Responses	
<b>Consultant Boosted Surveys/Questionnaires</b>	Electronic Tracking	Cumulative # of Surveys Conducted	<b>2</b> – Surveys Conducted	
		Cumulative # of Responses	<b>5,782</b> – Survey Responses	
<b>Title VI/Nondiscrimination Complaint Resolutions</b>	Public Records	# of complaints received	<b>0</b>	
<b>SCTPO Electronic Newsletters</b>	Electronic Tracking	# of published issues	<b>17</b> SCTPO Electronic Newsletters	
<b>SCTPO Constant Contact Email Campaigns</b>	Electronic Tracking	# of campaigns	<b>48</b> Campaigns	
<b>SCTPO Constant Contact Email Campaign Engagement</b>	Electronic Tracking	Successful Deliveries Avg. Open Rate Avg. Click Rate	<b>53,986</b> Deliveries <b>36.5%</b> Open Rate <b>13.8%</b> Click Rate	

<b>SCTPO Website Traffic</b>	Electronic Tracking	# of website sessions	<b>32,706</b> website sessions	
<b>Social Media Channels</b>	Facebook Twitter Nextdoor YouTube	<b>Facebook Reach</b>  <b>Twitter Impression</b>  <b>Nextdoor Impression</b>  <b>YouTube View</b>	Facebook Reach: <b>796,579</b>  Twitter Impressions: <b>227,931</b>  Nextdoor Impressions: <b>161,521</b>  YouTube Views: <b>5,841</b>	

## TITLE VI/RELATED NONDISCRIMINATION POLICIES

The SCTPO strives to ensure full and fair participation by all potentially affected individuals, groups, and communities in the transportation decision-making process. The SCTPO does not discriminate against any person with respect to a SCTPO program, activity or service and adheres to the Federal non-discrimination requirements under Title VI and other related regulations and statutes.

***Public comments are solicited without regard to race, color, national origin, age, sex, religion, disability or family status.***



If you have questions or comments about the SCTPO'S Public Participation Plan, please contact:

**Abby Hemenway, Public Involvement Officer/ Title VI Coordinator**

Phone: 321-690-6890

Email: [Abby.Hemenway@brevardfl.gov](mailto:Abby.Hemenway@brevardfl.gov)

Space Coast Transportation Planning Organization

2725 Judge Fran Jamieson Way; Building B; Room 105; MS #82

Melbourne, FL 32940

To review complete Title VI program administration and general responsibilities, please see [SCTPO PLC-5, Section 2](#).

## Complaint Resolution Policies

Any individual or group wishing to file a complaint regarding any policy, procedure or action of the SCTPO or any of its advisory committees, for any reason including, but not limited to, the belief that any policy, procedure or action has negatively impacted or caused undue burden to a specific minority group, disabled individual(s), lower-income population, or the traditionally underserved or a belief that he or she, or any specific class of persons, has been subjected to discrimination or retaliation prohibited by Title VI of the Civil Rights Act of 1964, as amended, or any other Federal or State law, shall:



Submit a written statement (complaint) with the SCTPO at its offices located at:

Space Coast Transportation Planning Organization  
 2725 Judge Fran Jamieson Way  
 Building B, Room 105  
 Melbourne, FL 32940

The statement shall include, at a minimum, the following:

1. The name, address and phone number of the person(s) filing the complaint (the Complainant). Multiple individuals submitting a complaint as a group are strongly encouraged, but not required, to appoint a single person to represent the group throughout the Informal Resolution process.
2. A statement describing as fully as possible the procedure, policy or action taken by the SCTPO or Advisory Committee, the date the action occurred and the relief being sought.
3. The names of any witnesses to the action or copies of any supporting documentation.
4. Signature of the complainant(s).

In cases where the complainant is unable or incapable of providing a written statement, a verbal complaint may be made to the SCTPO Title VI Coordinator by calling 321-690-6890. See Appendix pg. 58 for the Title VI/Nondiscrimination Complaint Form Example. To review the complete complaint resolution process and FDOT Discrimination Complaint Procedure, see [SCTPO PLC-5, Section 3](#).

## Limited English Proficiency Plan (LEPP)

It is the Space Coast Transportation Planning Organization's policy to provide meaningful access to all its programs and services to all individuals, including those who are limited in English proficiency.

### OVERVIEW

Most individuals living in the United States read, write, speak and understand English. There are many individuals, however, for whom English is not their primary language and they are limited English proficient, or "LEP."

Language for LEP individuals can be a barrier to accessing important benefits or services, understanding and exercising important rights, complying with applicable responsibilities, or understanding other information provided by federally funded programs and activities.



As a recipient of federal funding, the SCTPO is committed to taking reasonable efforts to assure that individuals are not excluded from participating in programs simply because they face challenges communicating in English.

The purpose of this Limited English Proficiency (LEP) Plan is to establish steps that the SCTPO will take to provide language assistance for LEP persons seeking meaningful access to SCTPO programs. The production of multilingual publications and documents and/or interpretation at meetings/events will be provided to the degree that funding permits and based on current laws and regulations.

As available, educational material (i.e. safety brochures) provided free-of-charge from various entities (i.e. National Highway Traffic Safety Administration) will be ordered and distributed at SCTPO public participation events.

*To review LEP implementation plan, monitorization, and assistance measures, please see [SCTPO PLC-5, Section 4](#).*

## APPENDIX

### Acronyms and Abbreviations

<b>ADA</b>	Americans with Disabilities Act
<b>AMPO</b>	Association of Metropolitan Planning Organizations
<b>ATMS</b>	Advanced Traffic Management System
<b>BMBA</b>	Brevard Mountain Bike Association
<b>BOCC</b>	Board of County Commissioners
<b>BPTAC</b>	Bicycle/Pedestrian and Trails Advisory Committee
<b>CAC</b>	Citizens Advisory Committee
<b>CFMPOA</b>	Central Florida Metropolitan Planning Organization Alliance
<b>CMS</b>	Congestion Management System
<b>CRA</b>	Community Redevelopment Agency
<b>CTST</b>	Community Traffic Safety Team
<b>ECFRPC</b>	East Central Florida Regional Planning Council
<b>ECRRT</b>	East Central Florida Regional Rail Trail
<b>EJ</b>	Environmental Justice
<b>EPA</b>	Environmental Protection Agency
<b>ETDM</b>	Efficient Transportation Decision Making
<b>FAA</b>	Federal Aviation Authority
<b>FAST Act</b>	Fixing America's Surface Transportation Act
<b>FDOT</b>	Florida Department of Transportation
<b>FEC</b>	Florida East Coast Railroad
<b>FHWA</b>	Federal Highway Administration
<b>FM</b>	Financial Management
<b>FS</b>	Florida Statute
<b>FTA</b>	Federal Transit Administration
<b>GIS</b>	Geographical Information System
<b>GMSC</b>	Growth Management Subcommittee
<b>GPC</b>	General Planning Consultant

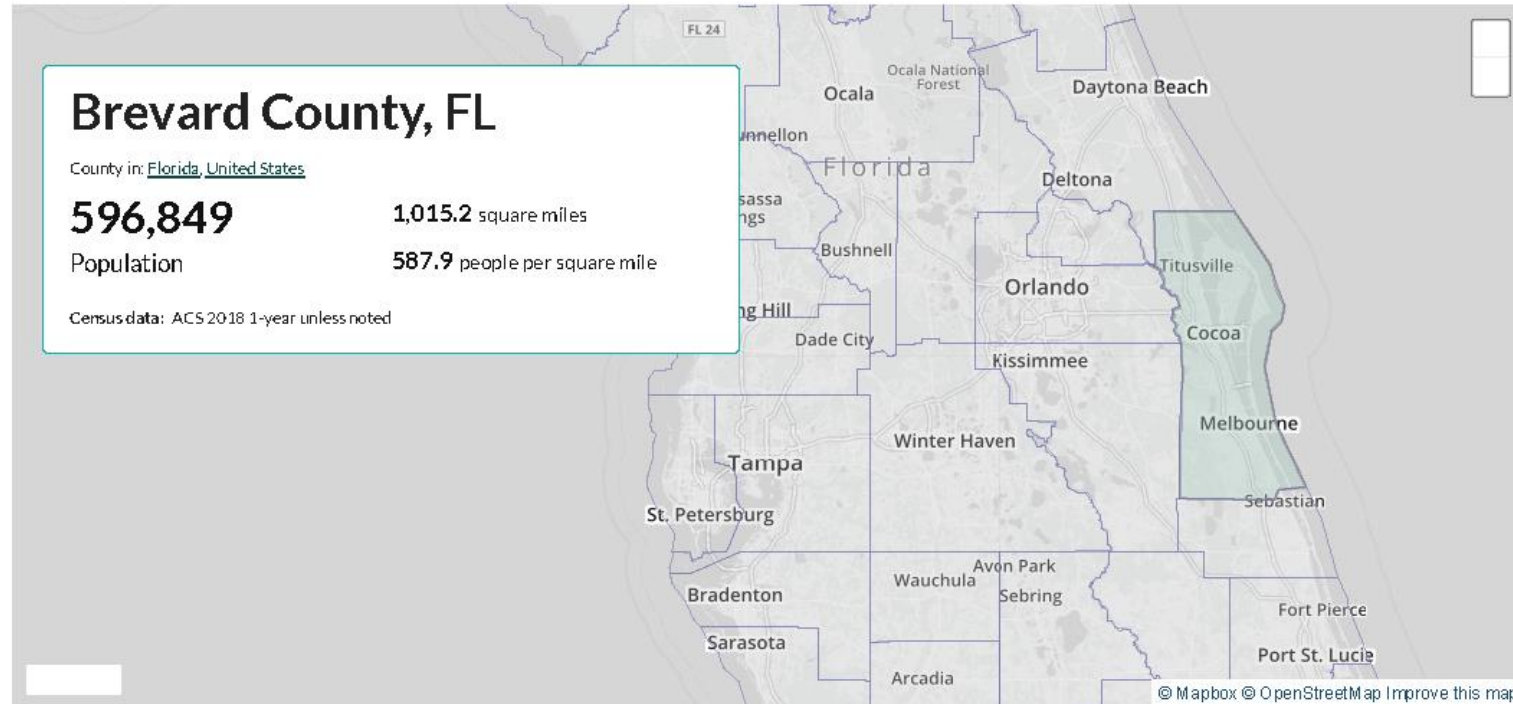


<b>ITS</b>	Intelligent Transportation System
<b>LAP</b>	Local Agency Program
<b>LEP</b>	Limited English Proficiency
<b>LOGT</b>	Local Option Gas Tax
<b>LRTP</b>	Long Range Transportation Plan
<b>MAP-21</b>	Moving Ahead for Progress in the 21 <sup>st</sup> Century
<b>MPO</b>	Metropolitan Planning Organization
<b>MPOAC</b>	Metropolitan Planning Organization Advisory Council
<b>PD&amp;E</b>	Project Development & Environment
<b>PPP</b>	Public Participation Plan
<b>SAFETEA-LU</b>	Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users
<b>SCAT</b>	Space Coast Area Transit
<b>SCTPO</b>	Space Coast Transportation Planning Organization
<b>SJHP</b>	St. John's Heritage Parkway
<b>SJRWMD</b>	St. Johns River Water Management District
<b>SR</b>	State Road
<b>TAC</b>	Technical Advisory Committee
<b>TDP</b>	Transit Development Plan
<b>TDLCB</b>	Transportation Disadvantaged Local Coordinating Board
<b>TIP</b>	Transportation Improvement Program
<b>TITLE VI</b>	Federal non-discrimination regulations
<b>TPO</b>	Transportation Planning Organization
<b>UPWP</b>	Unified Planning Work Program

## Brevard County Census Data Profile

 Census Reporter

Search for places, tables, topics, or glossaries



Find data for this place

Interact with charts and statistics for [margins of error](#) and additional information.

Demographics

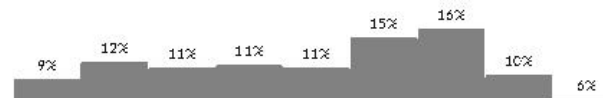
Age

**47.2**

Median age

Population by age range

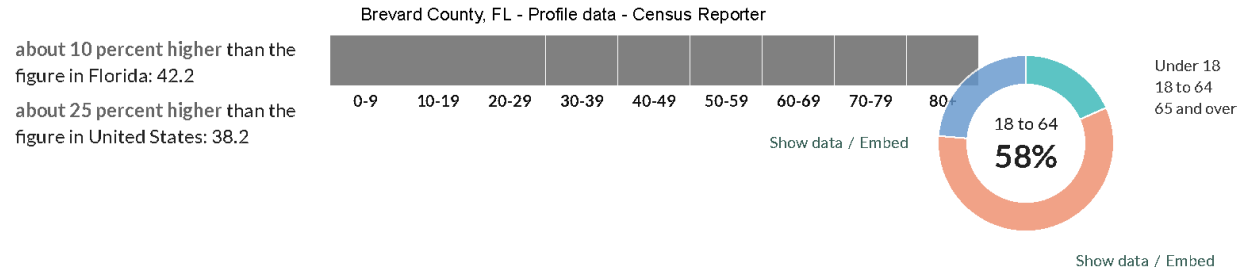
Population by age category



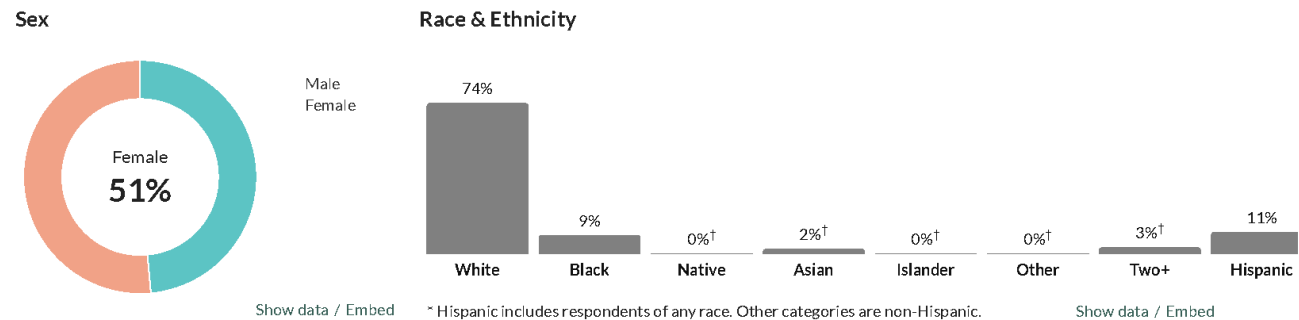
<https://censusreporter.org/profiles/05000US12009-brevard-county-fl/>

1/8

11/18/2019



† Margin of error is at least 10 percent of the total value. Take care with this statistic.



### Economics

† Margin of error is at least 10 percent of the total value. Take care with this statistic.

### Income

**\$31,082**

Per capita income

about the same as the amount in Florida: \$31,359

about 90 percent of the amount in United States: \$33,831

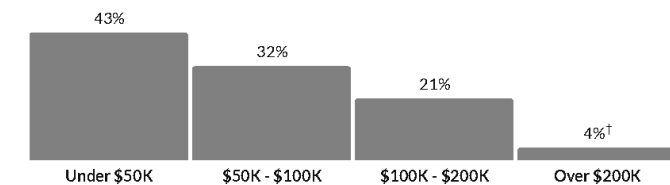
**\$57,888**

Median household income

a little higher than the amount in Florida: \$55,462

about 90 percent of the amount in United States: \$61,937

### Household income



Show data / Embed

11/18/2019

Brevard County, FL - Profile data - Census Reporter

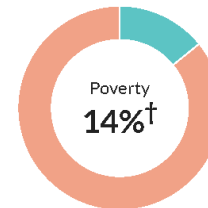
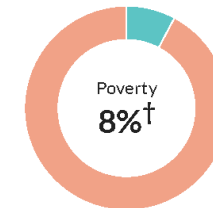
**Poverty**

† Margin of error is at least 10 percent of the total value. Take care with this statistic.

**10.6%****Persons below poverty line**

about 80 percent of the rate in Florida: 13.6%

about 80 percent of the rate in United States: 13.1%

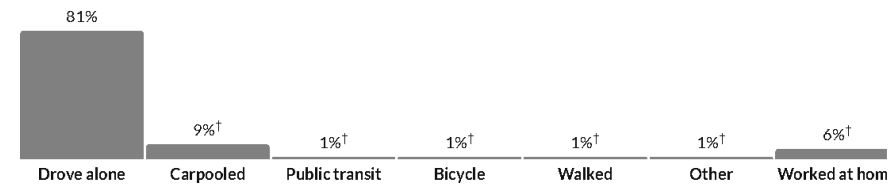
**Children (Under 18)**[Show data](#) / [Embed](#)**Seniors (65 and over)**[Show data](#) / [Embed](#)**Transportation to work**

† Margin of error is at least 10 percent of the total value. Take care with this statistic.

**25.4 minutes****Mean travel time to work**

about 90 percent of the figure in Florida: 28

a little less than the figure in United States: 27.1

**Means of transportation to work**

\* Universe: Workers 16 years and over

[Show data](#) / [Embed](#)**Families****Households****226,363****Number of households**

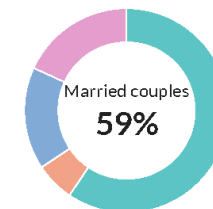
Florida: 7,809,358

United States: 121,520,180

**2.6****Persons per household**

about the same as the figure in Florida: 2.7

about the same as the figure in United States: 2.6

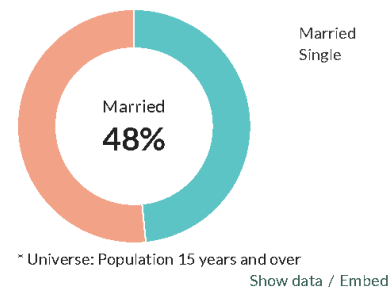
**Population by household type**[Show data](#) / [Embed](#)

11/18/2019

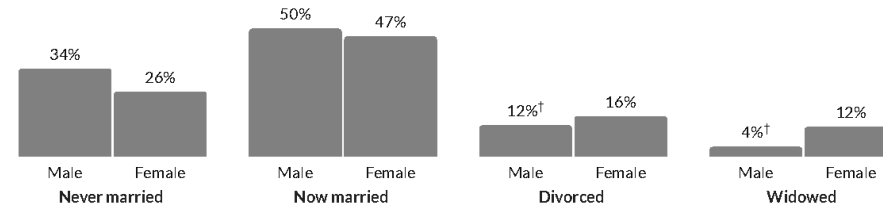
Brevard County, FL - Profile data - Census Reporter

## Marital status

† Margin of error is at least 10 percent of the total value. Take care with this statistic.



## Marital status, by sex



Show data / Embed

## Fertility

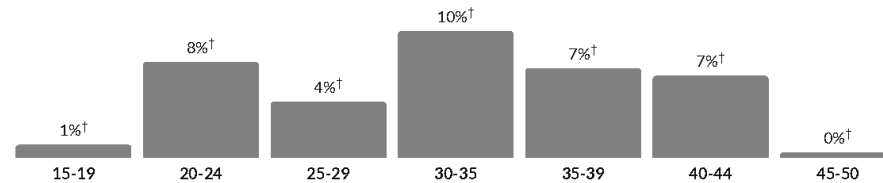
† Margin of error is at least 10 percent of the total value. Take care with this statistic.

5.1%

Women 15-50 who gave birth during past year

a little higher than the rate in Florida: 4.9%  
about the same as the rate in United States: 5.2%

## Women who gave birth during past year, by age group



\* Universe: Women 15 to 50 years

Show data / Embed

## Housing

## Units &amp; Occupancy

280,390

Number of housing units

Florida: 9,547,762

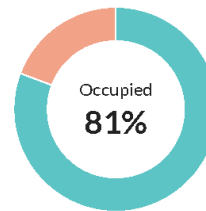
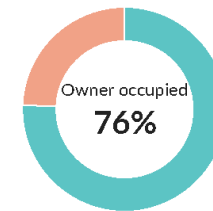
United States: 138,539,906

## Occupied vs. Vacant

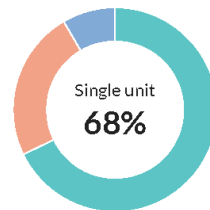
## Ownership of occupied units

11/18/2019

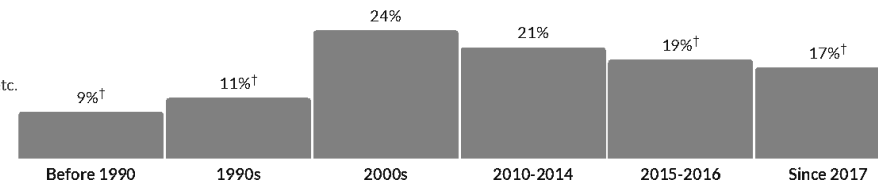
## Brevard County, FL - Profile data - Census Reporter

Occupied  
Vacant[Show data](#) / [Embed](#)Owner occupied  
Renter occupied[Show data](#) / [Embed](#)

## Types of structure

Single unit  
68%[Show data](#) / [Embed](#)

## Year moved in, by percentage of population

Single unit  
Multi-unit  
Mobile home  
Boat, RV, van, etc.[Show data](#) / [Embed](#)

## Value

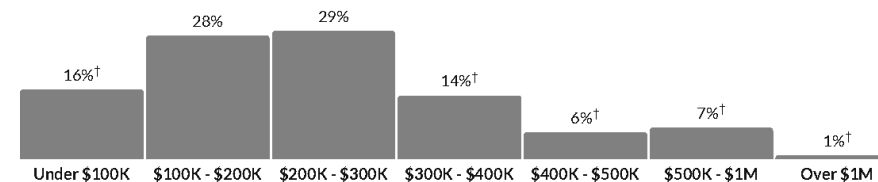
† Margin of error is at least 10 percent of the total value. Take care with this statistic.

**\$221,300**

Median value of owner-occupied housing units

a little less than the amount in Florida:  
\$230,600a little less than the amount in United States:  
\$229,700

## Value of owner-occupied housing units

[Show data](#) / [Embed](#)

## Geographical mobility

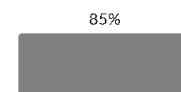
† Margin of error is at least 10 percent of the total value. Take care with this statistic.

**15.1%**

Moved since previous year

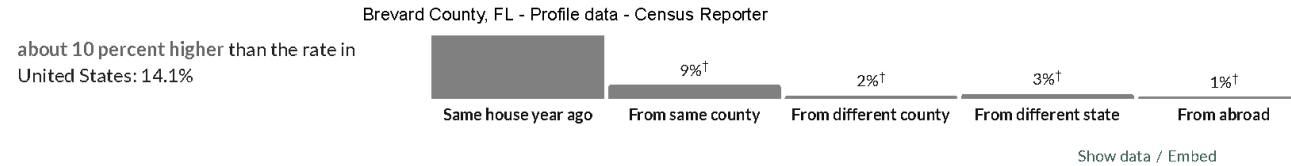
about the same as the rate in Florida: 15.3%

## Population migration since previous year

<https://censusreporter.org/profiles/05000US12009-brevard-county-fl/>

5/8

11/18/2019



### Social

† Margin of error is at least 10 percent of the total value. Take care with this statistic.

### Educational attainment

**92%**

High school grad or higher

a little higher than the rate in Florida: 88.5%

a little higher than the rate in United States: 88.3%

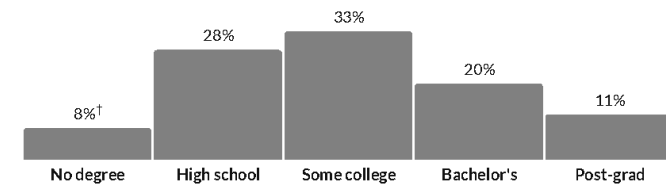
**31.1%**

Bachelor's degree or higher

about the same as the rate in Florida: 30.4%

a little less than the rate in United States: 32.6%

### Population by minimum level of education



\* Universe: Population 25 years and over

Show data / Embed

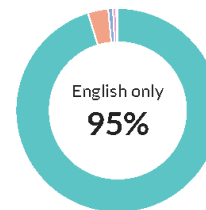
### Language

**N/A**

Persons with language other than English spoken at home

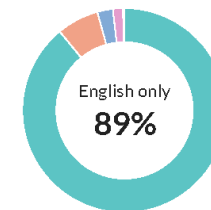
\* ACS 2017 5-year data

### Language at home, children 5-17



Show data / Embed

### Language at home, adults 18+



Show data / Embed

### Place of birth

† Margin of error is at least 10 percent of the total

**8.2%**

Place of birth for foreign-born population

48%

<https://censusreporter.org/profiles/05000US12009-brevard-county-fl/>

6/8



11/18/2019

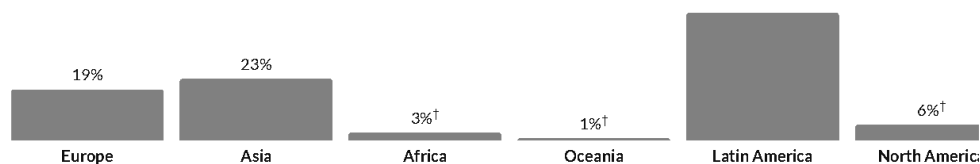
value. Take care with this statistic.

## Foreign-born population

about two-fifths of the rate in Florida: 21%

about three-fifths of the rate in United States: 13.7%

Brevard County, FL - Profile data - Census Reporter



\* ACS 2017 5-year data

Show data / Embed

## Veteran status

† Margin of error is at least 10 percent of the total value. Take care with this statistic.

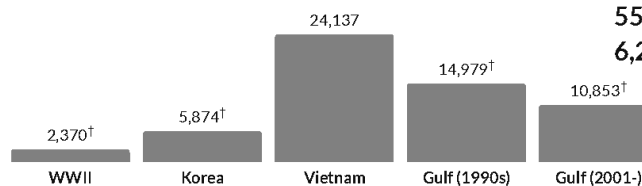
# 12.8%

## Population with veteran status

about 1.5 times the rate in Florida: 8.5%

nearly double the rate in United States: 7.1%

## Veterans by wartime service



\* Civilian veterans who served during wartime only

Show data / Embed

62,185 Total veterans

55,982 Male

6,203 Female

Interact with charts and statistics for margins of error and additional information.

This profile displays data from more than one ACS release. Charts not derived from ACS 2018 1-year data are noted with an \*.

**Citation:** U.S. Census Bureau (2018). *American Community Survey 1-year estimates*. Retrieved from *Census Reporter Profile page for Brevard County, FL* <<http://censusreporter.org/profiles/05000US12009-brevard-county-fl/>>

**Citation:** U.S. Census Bureau (2017). *American Community Survey 5-year estimates*. Retrieved from *Census Reporter Profile page for Brevard County, FL* <<http://censusreporter.org/profiles/05000US12009-brevard-county-fl/>>

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## Title VI/Nondiscrimination Complaint Form Example

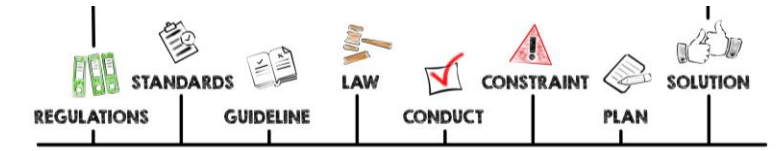
State of Florida Department of Transportation			275-010-10
Title VI / Nondiscrimination Program			EQUAL OPPORTUNITY OFFICE
Complaint of Discrimination			03-07
Complainant(s) Name:		Complainant(s) Address:	
Complainant(s) Phone Number:			
Complainant's Representative's Name, Address, Phone Number and Relationship (e.g. friend, attorney, parent, etc):			
Name and Address of Agency, Institution, or Department Whom You Allege Discriminated Against You:			
Names of the Individual(s) Whom You Allege Discriminated Against You (If Known):			
Discrimination Because Of:	<input type="checkbox"/> Race <input type="checkbox"/> Sex <input type="checkbox"/> Income Status	<input type="checkbox"/> Color <input type="checkbox"/> Age <input type="checkbox"/> Retaliation	<input type="checkbox"/> National Origin <input type="checkbox"/> Handicap/Disability <input type="checkbox"/> Other
Date of Alleged Discrimination:			
Please list the name(s) and phone number(s) of any person, if known, that the Florida Department of Transportation could contact for additional information to support or clarify your allegation(s).			
Please explain as clearly as possible <b>how</b> , <b>why</b> , <b>when</b> and <b>where</b> you believe you were discriminated against. Include as much background information as possible about the alleged acts of discrimination. Additional pages may be attached if needed.			
Complainant(s) or Complainant(s) Representatives Signature:			Date of Signature:

## MPO Program Management Handbook

Florida Department of Transportation

Office of Policy Planning

Revised: November 6, 2019



Regional transportation planning is guided by laws, rules, and policies set by federal and state governments. The following are excerpted requirements from the *MPO Management Handbook*, “Chapter 6: Public Involvement.”

View the entire handbook [here](#).

### 6.3 Federal Requirements for Public Involvement

Federal transportation planning regulations describe the requirements for MPOs in conducting public involvement activities during the transportation planning process. In addition, other Federal regulations and executive orders affect how an MPO's public involvement activities are planned and conducted. These requirements are described in this section.

#### 6.3.1 Development of a Public Participation Plan

MPOs are required to develop a Public Participation Plan (PPP). The requirements for this plan are contained in 23 C.F.R. 450.316, and are described below. More information on these requirements is contained in the “PY19 Program Accountability Results (PAR) Public Participation Plans,” conducted in August 2019. While this assessment was conducted for non-TMA MPOs, the requirements cited in the assessment apply to all MPO PPPs. The MPO must develop and use a documented PPP that defines a process for providing individuals, affected public agencies, representatives of public transportation employees, public ports, freight shippers, providers of freight transportation services, private providers of transportation (including intercity bus operators, employer-based commuting programs, such as carpool program, vanpool program, transit benefit program, parking cash-out program, shuttle program, or telework program), representatives of users of public transportation, representatives of users of pedestrian walkways and bicycle transportation facilities, representatives of the disabled, and other interested parties with reasonable opportunities to be involved in the metropolitan transportation planning process. [23 C.F.R. 450.316(a)]

The MPO is required to develop the participation plan in consultation with all interested parties and must, at a minimum, describe explicit procedures, strategies, and desired outcomes for: [23 C.F.R. 450.316(a)(1)]

- Providing adequate public notice of public participation activities and time for public review and comment at key decision points, including a reasonable opportunity to comment on the proposed LRTP and the TIP;
- Providing timely notice and reasonable access to information about transportation issues and processes;
- Employing visualization techniques to describe LRTPs and TIPs;
- Making public information (technical information and meeting notices) available in electronically accessible formats and means, such as the Internet;
- Holding any public meetings at convenient and accessible locations and times;
- Demonstrating explicit consideration and response to public input received during the development of the LRTP and the TIP;
- Seeking out and considering the needs of those traditionally underserved by existing transportation systems, such as low-income and minority households, who may face challenges accessing employment and other services;
- Providing an additional opportunity for public comment, if the final LRTP or TIP differs significantly from the version that was made available for public comment by the MPO and raises new material issues that interested parties could not reasonably have foreseen from the public involvement efforts;
- Coordinating with the statewide transportation planning public involvement and consultation processes; and
- Periodically reviewing the effectiveness of the public involvement procedures and strategies contained in the PPP to ensure a full and open participation process.

When developing the PPP, it is important to allow enough time to receive and respond to public input in order to find a balance between addressing appropriate public comments and adopting the LRTP within the required timeframe; this would include any meetings or hearings that take place during that time.

When significant written and oral comments are received on the draft LRTP and TIP (including the financial plans) as a result of the participation process in this section or the interagency consultation process required for air quality nonattainment or maintenance areas under the U.S. Environmental Protection Agency (EPA) transportation conformity regulations (40 C.F.R. Part 93, Subpart A), a summary, analysis, and report on the disposition of comments are required to be included in the final LRTP and TIP. [23 C.F.R. 450.316(a)(2)]

A minimum public comment period of 45 calendar days must be provided before the initial or revised participation plan is adopted by the MPO. Copies of the approved PPP must be provided to the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) for informational purposes. These copies must be posted on the Internet to the maximum extent practicable. [23 C.F.R. 450.316(a)(3)]

In developing LRTPs and TIPs, the MPO should consult with agencies and officials responsible for other planning activities within the MPO area. This consultation should include entities that are affected by transportation, including State and local planned growth, economic development, tourism, natural disaster risk reduction, environmental protection, airport operations, or freight movements. In addition, the MPO must develop the LRTPs and TIPs with due consideration of other related planning activities within the metropolitan area; the process must provide for the design and delivery of transportation services within the area that are provided by: [23 C.F.R. 450.316(b)]

- Recipients of FTA assistance under [49 U.S.C. Chapter 53];
- Governmental agencies and nonprofit organizations (including representatives of the agencies and organizations) that receive Federal assistance from a source other than the U.S. DOT to provide nonemergency transportation services; and
- Recipients of assistance under 23 U.S.C. 201-204 (Federal lands and Tribal transportation programs).

When the MPO area includes Indian Tribal lands, the MPO must appropriately involve the Indian Tribal government(s) in the development of the PPP, LRTP, and TIP. [23 C.F.R. 450.316(c)]

When the MPO area includes Federal public lands, the MPO must appropriately involve the Federal land management agencies in the development of the PPP, LRTP, and TIP. [23 C.F.R. 450.316(d)]

MPOs also must develop a documented process that outlines the roles, responsibilities, and key decision points for consulting with other governments and agencies, as defined in paragraphs in this section, which may be included in the MPO's Metropolitan Planning Agreement. [23 C.F.R. 450.316(e)]

**Note that MPOs are required to conduct the activities listed in their plans.** If the PPP calls for a public hearing for LRTPs, for instance, that hearing becomes a requirement; this is even if it is not required by law or regulation. Likewise, if the PPP calls for newspaper advertisements, the MPO must publish those advertisements. MPOs should clearly identify the minimum public involvement activities they will undertake for LRTPs, as well as any additional activities they may undertake. MPOs should anticipate the potential for additional meetings beyond the minimum and clearly identify in the PPP how the public will be informed of additional meetings. Please note MPOs are exempt from the state law that requires publishing meeting notices in the Florida Administrative Register (see Section 120.52, FS), but the MPO must follow the meeting noticing requirements in their PPP and should provide adequate notice to the public of their meetings.

PPPs are living documents that must be revisited periodically to reflect changing communities and their needs. As such, the MPO should update its PPP at a minimum of once every five years (preferably prior to the initiation of the development of a new LRTP) to ensure that it remains accurate and effective.

### **6.3.2 Federal Public Involvement Requirements Specific to the LRTP**

When developing the LRTP, the MPO must provide interested parties with a reasonable opportunity to comment on it using the strategies identified in the MPO's adopted PPP. In some cases, the MPO may develop a PPP specific to the LRTP as part of the scope of that project. If this is done, the PPP for the LRTP must be consistent with the overall PPP of the MPO. The PPP for the LRTP may provide additional detail about engagement strategies being used or individuals, groups, or agencies being engaged. The PPP for the LRTP may also include outreach opportunities beyond those identified in the MPO's adopted PPP. Parties that should be included in the development of LRTPs include:

- Public agencies,

- Indian Tribal governments,
- Representatives of public transportation employees,
- Public ports and airports,
- Freight shippers,
- Providers of freight transportation services,
- Private providers of transportation (including intercity bus operators, employer-based commuting programs, such as carpool program, vanpool program, transit benefit program, parking cash-out program, shuttle program, or telework program),
- Representatives of users of public transportation,
- Representatives of users of pedestrian walkways and bicycle transportation facilities,
- Representatives of the disabled, and
- Other interested parties using the participation plan developed consistent with 23C.F.R. 450.316(a). [23C.F.R.450.324(k)]

The MPO must publish or otherwise make readily available the LRTP for public review, including (to the maximum extent practicable) in electronically accessible formats and means (e.g., the Internet). [23 C.F.R. 450.324(l)]

### **6.3.3 Federal LRTP Requirements Specific to Florida**

The MPO must be aware of additional requirements or guidance provided by FHWA and FTA when developing the LRTP. For example, in January 2018, the FHWA and FTA developed a summary of “expectations” for the subsequent update of LRTPs, Federal Strategies for Implementing Requirements for LRTP Update for the Florida MPOs. This additional guidance states that for LRTPs, MPO Boards, their advisory committees, and the public, should have the opportunity to periodically review the LRTP products, interim tasks, and reports that result in the final LRTP documentation. Furthermore, this guidance also states that final adopted LRTP documentation should be posted to the Internet; it should be available at the MPO offices, no later than 90 days after adoption.

### **6.3.4 Federal Public Involvement Requirements Specific to the TIP**

The MPO must provide all interested parties with a reasonable opportunity to comment on the proposed TIP, as required by the PPP. In addition, the MPO must publish or otherwise make readily available the TIP for public review, including (to the maximum extent practicable) in electronically accessible formats and means (e.g., the Internet), as described in the PPP. [23 C.F.R. 450.326(b)], [23 U.S.C. 134 (i)(6) and (7)] In the event an MPO revises its TIP, the MPO must always use public participation procedures consistent with the MPO's PPP. However, public participation is not required for administrative modifications unless specifically addressed in the PPP. [23 C.F.R. 450.328(a)]



### **6.3.5 Public Involvement for the Federal Certification Review**

In conducting a certification review for a Transportation Management Area (TMA)/MPO, the FHWA and the FTA provide opportunities for public involvement within the metropolitan planning area under review. The FHWA and the FTA are required to consider the public input received in arriving at a decision on a certification action. This process can be used by the MPOs to improve the overall delivery of future public outreach based on the input received during the certification review process. [23 C.F.R. 450.336(b)(4)]

### **6.3.6 Americans with Disabilities Act**

The Americans with Disabilities Act of 1990 (ADA) prohibits the exclusion of persons with disabilities from participation in services, programs, or activities of a public entity, including MPOs. In addition, the MPO has the responsibility of providing reasonable accommodation to those with disabilities who require special services to access information or participate in MPO activities. [42 U.S.C. 12131-12134] See Chapter 10: Title VI and Nondiscrimination Program Guidance for Metropolitan Planning Organizations for a discussion of ADA requirements as they pertain to MPOs.

### **6.3.7 Title VI of the Civil Rights Act**

Title VI of the Civil Rights Act of 1964 provides that no person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance. [42 U.S.C. 2000d-1] Title VI provides the following protection and activities relative to public involvement:

- Encourages the participation of minorities as members of planning or advisory bodies for programs receiving Federal funds;
- Requires information and services to be provided in languages other than English when significant numbers of potential beneficiaries have limited English-speaking ability; and
- Requires entities to notify the entire eligible population about programs.

See Chapter 10: Title VI and Nondiscrimination Program Guidance for Metropolitan Planning Organizations for a discussion of other Title VI requirements as they pertain to MPOs.

### **6.3.8 Executive Order 12898, Environmental Justice**

Executive Order (EO) 12898, Environmental Justice (EJ), requires all Federal agencies to identify and address disproportionately high and adverse health or environmental effects of its activities on minority and low-income populations.

EO 12898 also promotes access to public information and public participation for minority and low-income communities. MPOs must ensure and document early, continuous, and meaningful opportunities for involvement for these communities. See Chapter 10: Title VI and Nondiscrimination Program Guidance for Metropolitan Planning Organizations for a discussion of EJ requirements as they pertain to MPOs.

### **6.3.9 Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency**

Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency (LEP), requires agencies to develop plans so that people for whom English is not their native language or who have a limited ability to read, speak, write, or understand English can have meaningful access to services provided. Factors for determining when meaningful access is necessary include:

- Number or proportion of LEP persons in the affected area;
- Frequency of contact with LEP persons;
- Importance of the service provided to LEP persons; and
- Resources available.

MPOs must use these four factors to determine when, and to what extent, LEP services are required. Translation of vital documents into languages other than English and oral interpretation through translators or other interpretive services are methods of communication that may constitute meaningful access.

See Chapter 10: Title VI and Nondiscrimination Program Guidance for Metropolitan Planning Organizations for a discussion of LEP requirements as they pertain to MPOs.

## **6.4 State Requirements for Public Involvement**

State public involvement requirements related to MPOs are described in this section.

### **6.4.1 State Public Involvement Requirements Specific to the LRTP**

In the development of its LRTP, each MPO must provide the public, affected public agencies, representatives of transportation agency employees, freight shippers, providers of freight transportation services, private providers of transportation, representatives of users of public transit, and other interested parties with a reasonable opportunity to comment on the LRTP. [s.339.175(7), F.S.]

#### **6.4.2 State Public Involvement Requirements Specific to the TIP**

During the development of the TIP, the MPO must, in cooperation with FDOT and any affected public transit operation, provide citizens, affected public agencies, representatives of transportation agency employees, freight shippers, providers of freight transportation services, private providers of transportation, representatives of users of public transit, and other interested parties with reasonable notice of and an opportunity to comment on the proposed program. [s.339.175(8)(e), F.S.]

#### **6.4.3 Public Involvement for the Annual List of Prioritized Projects**

Each MPO annually must prepare a list of project priorities and submit the list to the appropriate FDOT District by October 1 of each year. The list must have been reviewed by the technical and citizens' advisory committees and approved by the MPO Board/ Commission before submission to the District. The annual list of project priorities must be based upon project selection criteria that consider, among other items, the MPO's public involvement procedures. [s.339.175(8)(b)(5), F.S.]

#### **6.4.4 Public Involvement for the Annual List of Federally Obligated Projects**

The MPO is required annually to publish or otherwise make available for public review the annual listing of projects for which Federal funds have been obligated in the preceding year. [s.339.175(8)(h), F.S.]

#### **6.4.5 Public Involvement and MPO Committees**

Most MPOs consider their standing committees to be a fundamental part of their public involvement activities. The formation of a technical advisory committee (TAC) and citizens' advisory committee (CAC) are required pursuant to s.339.175(6)(d), F.S. and s.339.175(6)(e), F.S.; and formation guidance is provided in Chapter 2: Metropolitan Planning Organization Formation and Modification. As an alternative to the use of a CAC, Florida Statute provides provisions for MPOs to adopt an alternate program or mechanism that ensures adequate citizen involvement in the transportation planning process following approval by FHWA, FTA, and FDOT. MPOs may also consider additional standing committees as a public involvement activity to address specific needs, such as bicyclists, pedestrians, and multiuse trails, safety, goods/freight movement, etc. MPOs must address and include their committee activities in the PPP; they are encouraged to detail how the schedule for meetings, agenda packages, and actions of the committees will be communicated with the public and how the public can participate in those meetings.

#### **6.4.6 Government-in-the-Sunshine Law**

Florida's Government-in-the-Sunshine Law [s.286.011, F.S.], mandates that all meetings of any board or commission of any state, county, municipal, or political subdivision, agency, or authority conduct business in a transparent

manner to provide the public a right of access to proceedings. This includes an MPO's Governing Board, general members (voting and nonvoting members), and any active committees designed to advise the MPO Board such as TACs and CACs. The Sunshine Law provides guidance on how to conduct MPO and the MPO advisory committee meetings and workshops; it also shows how to process public records, communications, notices, minutes, in addition to general ethics issues.

The Sunshine Law secures the public's right to attend or record meetings, for the public to have reasonable opportunity to be heard, and for all meetings to be open to the public. Therefore, MPOs must provide reasonable notice of meetings and make adequate accommodations to hold open meetings and provide an opportunity for public input. Minutes of meetings must be available for public inspections. MPOs are prohibited from holding public meetings at a facility or location that discriminates on the basis of sex, age, race, creed, color, origin, or economic status; they are also forbidden to hold meetings at places that otherwise restrict public access. The statute establishes penalties for violations of these provisions and exceptions for specific situations. MPOs should consult legal counsel for any questions regarding Florida's Government-in-the-Sunshine Law.

#### **6.4.7 Jessica Lunsford Act**

The Jessica Lunsford Act [s.1012.465, F.S.] requires background checks of all persons entering school grounds when children are present. MPOs should consult legal counsel before planning to hold a meeting on school property.

#### **6.4.8 FDOT Public Involvement Handbook**

For more detail about public involvement, please consult the FDOT's Public Involvement Handbook. This handbook provides more in-depth guidance for public involvement activities in general.

## 2019 Public Participation Plan Comment Log

Agency	Comment	SCTPO Response
<b>SCTPO Staff</b>	Measures of Effectiveness table (pg.37) to be updated to reflect baseline analytics and statistics by 12/12/19.	SCTPO staff completed the changes to the Measures of Effectiveness table on 11/19/19.
<b>Public Citizen</b>	A citizen sent an email on 11/1/19 to SCTPO staff regarding the visualization of the demographics within the images/graphics of the document.	SCTPO staff made changes and revisions where applicable.
<b>Public Citizen</b>	A citizen sent an email on 11/6/19 to SCTPO staff regarding the quality of the PPP.	Comment noted.
<b>SCTPO Staff</b>	SCTPO received the revised FDOT MPO Management Handbook on 11/8/19.	SCTPO made subsequent revisions to pgs. 59 - 67
<b>FHWA</b>	Comment was made, via email on 11/13/19, to expand on description of the STIP.	SCTPO made subsequent revisions and included more information about the STIP on pg. 27.
<b>FHWA</b>	Comment was made, via email on 11/13/19, to expand on the CMP.	SCTPO made subsequent revisions and included more information about the Congestion Management Plan on pg. 24.
<b>FHWA</b>	Comment was made, via email on 11/13/19, to add two refinements to	SCTPO made subsequent revisions and included added new content on pg. 49.

	the Acronyms and Abbreviations page.	
<b>FHWA</b>	Comment was made, via email on 11/13/19, to show the approach of how the SCTPO engages with underserved communities.	SCTPO made subsequent revisions and included added new content on pg. 36.
<b>FHWA</b>	Comment was made, via email on 11/13/19, to strengthen the discussion of state-wide transportation planning public involvement and consultation processes.	SCTPO made subsequent revisions and included added new content on pg. 17.
<b>FHWA</b>	Comment was made, via email on 11/13/19, to strengthen the discussion of involving interested parties and consulting agencies.	SCTPO made subsequent revisions and included added new content on pg. 18 and 25.
<b>FHWA</b>	Comment was made, via email on 11/13/19, to expand on federal land management agencies in the planning process.	SCTPO made subsequent revisions and included added new content on pg. 14 and 25.
<b>FHWA</b>	Comment was made, via email on 11/20/19, highlighting the lack of mention of emergency meeting procedures.	SCTPO staff made the appropriate revisions to include information on emergency meeting notice procedures on pg. 33.
<b>FHWA</b>	Comment was made, via email on 11/20/19, regarding language about involving Indian Tribe Lands in the SCTPO plan and TIP.	Comment noted, no Indian Tribe Lands exist in Brevard County.





# 2019 Public Participation Plan

**Space Coast Transportation Planning Organization**

**Public Comment Period: October 28, 2019 – December 11, 2019**

**Adopted by Space Coast TPO Governing Board: December 12, 2019**



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## Appendix D: Board Approval of Title VI Documentation

**Note: Information for appendix to be provided after adoption by the Brevard County Board of County Commissioners on May 19, 2020.**