



Title VI Program & Limited English Proficiency Plan

October 2017

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Move People. Create Jobs.
Strengthen Communities.

Our Mission: To collaboratively plan, prioritize, and fund the delivery of diverse transportation options.

Our Vision: Our work will have measurable positive impact by ensuring transportation projects are well selected, funded, and delivered.

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Executive Summary

Title VI of the Civil Rights Act of 1964 prohibits discrimination based on race, color, or national origin in programs or activities that receive federal assistance. As a direct recipient of Federal Transit Administration (FTA) funds, the Broward Metropolitan Planning Organization (Broward MPO) is required to submit to FTA an update of its Title VI Program every three years, demonstrating compliance with federal Title VI requirements. The objectives FTA's Title VI program are to:

- a. Ensure that the level and quality of public transportation service is provided in a nondiscriminatory manner.
- b. Promote full and fair participation in public transportation decision-making without regard to race, color, or national origin.
- c. Ensure meaningful access to transit-related programs and activities by persons with limited English proficiency.

Guidance for preparing Title VI Programs is outlined in FTA Circular 47021B "Title VI Requirements and Guidelines for Federal Transit Recipients." The Broward MPO's Title VI Program must address the requirements in Section III—General Requirements and Section VI—Requirements for Metropolitan Planning Organizations. The Broward MPO is not a transit operator and therefore is not required to address Title VI requirements specific to transit service providers. Consistent with FTA Circular 47021B, Broward MPO's Title VI Program for the three year period of January 31, 2018-2021 contains the following elements, as required by FTA:

Section III—General Requirements and Guidelines:

- Notice of rights/non-discrimination under Title VI
- Process to file a Title VI complaint and copy of complaint form
- List of Title VI investigations, complaints, and lawsuits
- Integration of Title VI in the MPO's Public Participation Plan (PPP) activities
- Limited English Proficiency (LEP) Plan
- Racial breakdown of non-elected advisory boards/committees
- Narrative describing sub-recipient monitoring process
- Demonstration of Board approval of Title VI Program

Section VI—Requirements for Metropolitan Planning Organizations:

- Demographic profile of service area
- Description of how mobility needs of minority population are identified and considered within the planning process
- Demographic maps that show impacts of the distribution of state and federal funds in aggregate for public transportation projects
- Analysis of the MPO's transportation system investments that identifies and addresses any disparate impacts

Section 1 Introduction

As a direct recipient of Federal Transit Administration (FTA) funds, the Broward Metropolitan Planning Organization (Broward MPO) is required to submit to FTA an update of its Title VI Program every three years. This report demonstrates the Broward MPO's compliance with federal Title VI requirements that prohibit discrimination and assures that no persons, 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.

1.1 About the Broward MPO

The Broward MPO is a transportation policy-making board comprising 25 voting members, including representatives of the South Florida Regional Transportation Authority/Tri-Rail (SFRTA) and the Broward County School Board, as well as four Broward County Commissioners. A total of 13 alternate members of the Board have voting rights when others are absent. The MPO is responsible for transportation planning and funding allocations in Broward County and works with the public, planning organizations, government agencies, elected officials, and community groups to develop transportation plans.

MPO Executive Director

The Broward MPO Executive Director is responsible for ensuring implementation of the MPO's Title VI program. The MPO Title VI Coordinator, under supervision of the Executive Director, is responsible for coordinating the overall administration of the Title VI program, plan, and assurances. The Executive Director is responsible for ensuring that his/her staff understand and adhere to Title VI requirements and produces an annual report that documents compliance and is provided to federal agencies that the MPO receives financial assistance from.

Title VI Coordinator

The Broward MPO Title VI Coordinator is responsible for overseeing compliance with applicable nondiscrimination authorities in each planning and programming area. Other staff members are expected to provide information and support to assist the Title VI Coordinator to perform his or her tasks that pertain to nondiscrimination regulations and procedures detailed in federal guidance and the Broward MPO Title VI Program.

In support of this, the Title VI Coordinator will:

- Identify, investigate, and work to eliminate discrimination when found to exist.
- Process discrimination complaints received by the Broward MPO. Any individual may exercise his or her right to file a complaint with the Broward MPO if that person believes that he or she or any other program beneficiaries have been subjected to

discrimination in their receipt of benefits/services or on the grounds of race, color, national origin, sex, handicap, age, or income status.

- Make a concerted effort to resolve complaints in accordance with the MPO's established complaint procedures.
- Meet with appropriate staff to monitor and discuss progress, implementation, and compliance issues related to the Broward MPO Title VI Program.
- Keep current with federal Title VI requirements, attend training when needed, and provide information/training to the MPO staff, Board, and committees and the public if they have questions.
- Periodically review the Broward MPO Title VI Program to assess whether administrative procedures are effective, staffing is appropriate, and adequate resources are available to ensure compliance.
- Work with staff involved with consultant contracts and any subrecipients found to not be noncompliant to resolve the deficiency status and write a remedial action if necessary, as described in the Subrecipient Compliance and Monitoring section of this document.
- Review important issues related to nondiscrimination with the Executive Director, as needed.
- Maintain a list of interpretation or translation service providers, including MPO staff.
- Assess communication strategies and address additional language needs when needed.
- Disseminate information related to the nondiscrimination authorities. The Broward MPO Title VI Program is made available to MPO employees, contractors and subrecipients, and the general public. .
- Coordinate with appropriate federal, state, and regional entities to periodically provide Broward MPO employees with training opportunities regarding nondiscrimination.

The Title VI Coordinator, with staff support, is responsible for ensuring all elements of the plan are appropriately implemented and maintained. If information produced by the Broward MPO is needed in another language or if there are questions about the information contained within this document, please contact Christopher Ryan, Title VI Coordinator at (954) 876-0036 or at ryanc@browardmpo.org

1.2 Title VI Program Checklist

Table 1 lists the Title VI reporting requirements as described in FTA Circular 4702.1B, *Title VI Requirements and Guidelines for Federal Transit Administration Recipients*. The first section of the checklist includes the general requirements that apply to all recipients of federal funding assistance. The second section refers to requirements specific to MPOs.

Since the Broward MPO is not a transit service provider, requirements for MPOs that provide transit service are not included.

Table 1: Federal Title VI Program Requirements

Requirement	Section
General Requirements	
Requirement to provide Title VI assurances	2.1
Title VI Notice to the Public, including list of locations where notice is posted	2.2
Title VI complaint procedures	2.3, Appendix A
Title VI complaint form	2.3, Appendix A
List of Title VI investigations, complaints, and lawsuits	2.4
Public Participation Plan and summary of outreach efforts	2.5
Meaningful access to Limited English Proficiency(LEP) persons	2.6, Appendix B
Non-elected committee racial composition	2.7
Subrecipient compliance & monitoring procedures	2.8
Board approval of Title VI Program	Section 4, Appendix C
Requirements for Metropolitan Planning Organizations	
Demographic profile	3.1
Description of procedures by which mobility needs of minority population are identified and considered within the planning process	3.2
Demographic maps that show impacts of the distribution of state and federal funds in aggregate for public transportation projects	3.3
Analysis of the MPO's transportation system investments that identifies and addresses any disparate impacts	3.3

Source: FTA Circular 4702.1B Appendix A

Section 2 General Requirements

The information provided in this section addresses federal Title VI general reporting requirements as described in Section III of FTA Circular 4702.1B.

2.1 Requirement to Provide Title VI Assurances

In accordance with Title 49 of the Code of Federal Regulations (CFR), Section 21.7(a) every application for FTA financial assistance must be accompanied by an assurance that the applicant will carry out the program in compliance with the U.S. Department of Transportation's (USDOT) Title VI regulations.

This requirement is fulfilled by the Broward MPO when it submits its annual Certifications & Assurances to FTA. As part of this process, the Broward MPO, as a primary recipient, collects Title VI assurances from subrecipients prior to passing through FTA funds. The text of FTA's annual Certifications & Assurances is available on FTA's website at <https://www.transit.dot.gov/funding/grantee-resources/certifications-and-assurances/certifications-assurances>.

2.2 Title VI Notice to the Public

A Title VI Notice to the Public must be displayed to inform a recipient's customers of his/her 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).

The Broward MPO's Title VI / Nondiscrimination Notice to the Public is posted in the lobby of its office at 100 West Cypress Creek Road, Suite 650, Fort Lauderdale, FL 33309 (see Figure 1) and on the agency's website, in English and Spanish, on the Title VI/DBE webpage found here at <http://www.browardmpo.org/index.php/title-vi-dbe> (see Figures 2 and 3). The notice is also posted at eight regional Broward County libraries, which are illustrated on Map 1.

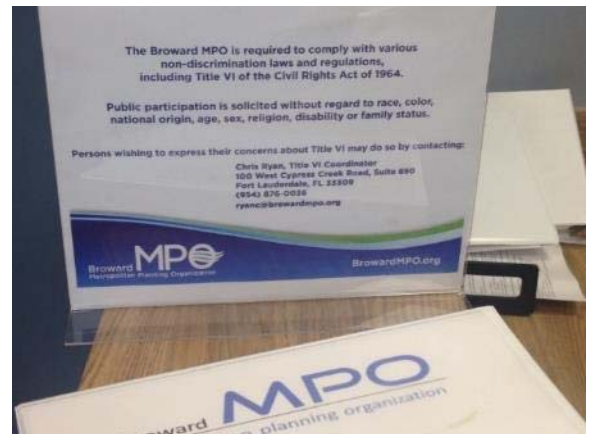


Figure 1: Broward MPO Office Title VI Notice

Figure 2: Broward MPO Title VI Policy Statement (English)

TITLE VI/ NONDISCRIMINATION ASSURANCE

Pursuant to Section 9 of US DOT Order 1050.2A, the **Broward MPO** assures the Florida Department of Transportation (FDOT) that no person shall on the basis of race, color, national origin, sex, age, disability, family or religious status, as provided by Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987, the Florida Civil Rights Act of 1992 and other nondiscrimination authorities be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination or retaliation under any program or activity.

The **Broward MPO** further assures FDOT that it will undertake the following with respect to its programs and activities:

1. Designate a Title VI Liaison that has a responsible position within the organization and access to the Recipient's Chief Executive Officer.
2. Issue a policy statement signed by the Chief Executive Officer, which expresses its commitment to the nondiscrimination provisions of Title VI. The policy statement shall be circulated throughout the Recipient's organization and to the general public. Such information shall be published where appropriate in languages other than English.
3. Insert the clauses of *Appendices A and E* of this agreement in every contract subject to the Acts and the Regulations
4. Develop a complaint process and attempt to resolve complaints of discrimination against sub-recipients. Complaints against the Recipient shall immediately be forwarded to the FDOT District Title VI Coordinator.
5. Participate in training offered on Title VI and other nondiscrimination requirements.
6. If reviewed by FDOT or USDOT, take affirmative action to correct any deficiencies found within a reasonable time period, not to exceed ninety (90) calendar days.
7. Have a process to collect racial and ethnic data on persons impacted by your agency's programs.

THIS ASSURANCE is given in consideration of and for the purpose of obtaining any and all federal funds, grants, loans, contracts, properties, discounts or other federal financial assistance under all programs and activities and is binding. The person whose signature appears below is authorized to sign this assurance on behalf of the Recipient.

Dated June 8, 2017

by  Chief Executive Officer

Figure 3: Broward MPO Title VI Policy Statement (Spanish)

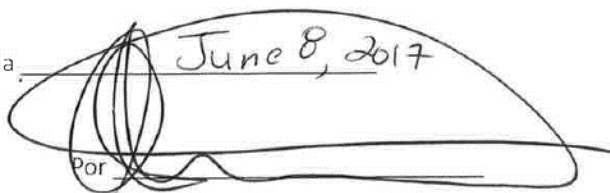
Título VI/Declaración de Póliza de No Discriminación

La Organización de Planificación Metropolitana de Broward (Broward MPO) asegura a el Departamento de Transporte de la Florida (FDOT) que ninguna persona, por razones de raza, color, origen nacional, genero, edad, discapacidad, o estatus familiar o religioso, será excluida, negado de los beneficios, ni sujeto a la discriminación o retaliación bajo cualquier programa o actividad del Broward MPO como es expresado por el Título VI del Acto de Derechos Civiles de 1964, el Acto de la Restauración de los Derechos Civiles de 1987, y el Acto de Derechos Civiles de la Florida de 1992.

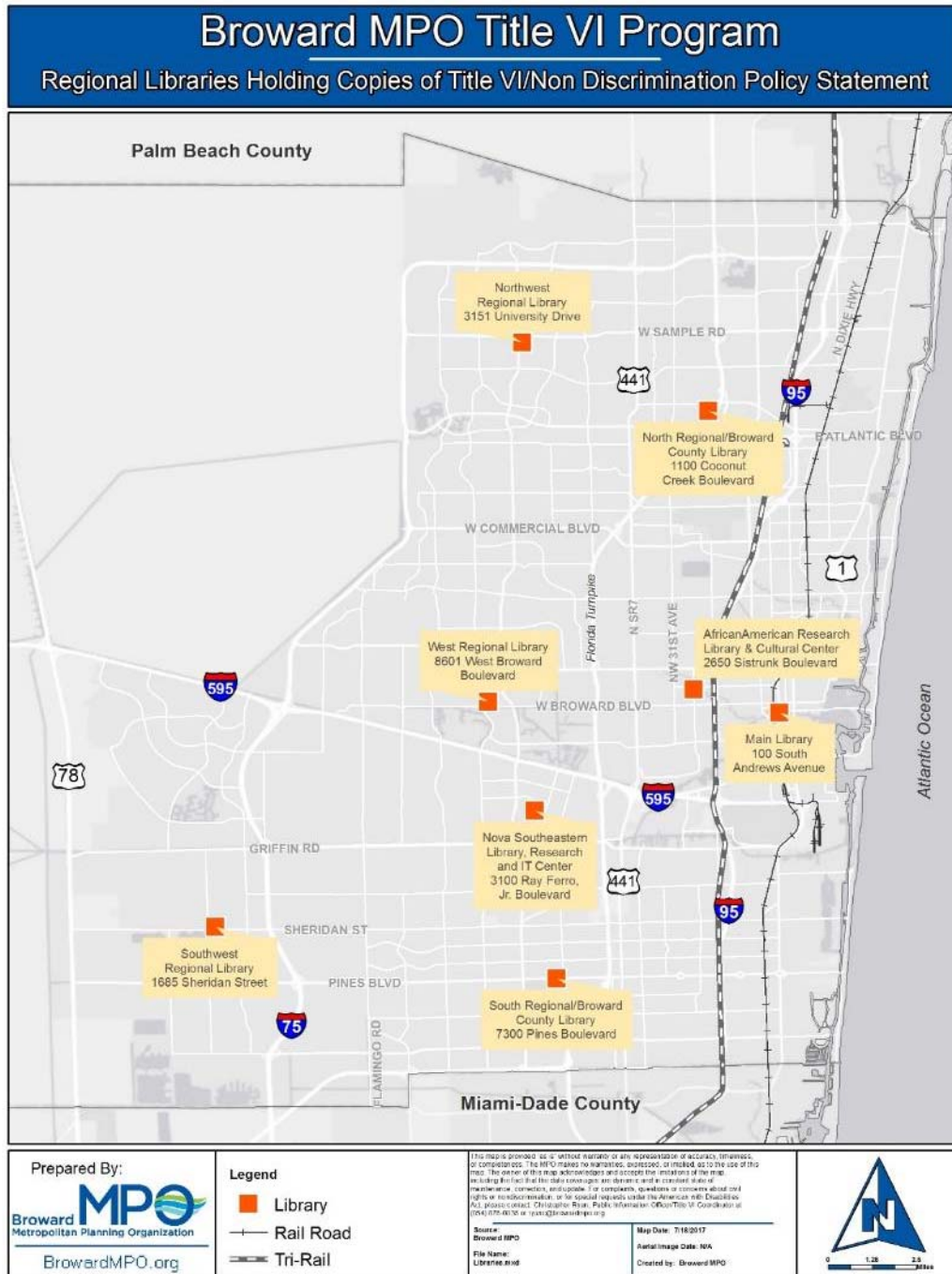
Además el Broward MPO se compromete a las siguientes responsabilidades con respeto a sus programas y actividades:

1. Nombrar a un Coordinador del Título VI con una posición dentro de la Organización y acceso al Director Ejecutivo de la organización.
2. Publicar una declaración de póliza firmada por el Director Ejecutivo, lo cual expresa el compromiso a la póliza de no discriminación del Título VI. La declaración de póliza será circulada dentro de la organización receptora y al público en general. La información se publicará en otros idiomas aparte del inglés cuando sea apropiado.
3. Poner las cláusulas del Apéndice A de este acuerdo en cada contrato sujeto a los Actos y Regulaciones.
4. Desarrollar un proceso de quejas e intentar resolver quejas por discriminación contra las agencias sub-receptoras. Las quejas en contra de la organización deberán ser enviadas inmediatamente al Coordinador de Título VI del FDOT de cada distrito.
5. Participar en clases ofrecidas sobre el Título VI y otros requisitos de la no discriminación.
6. Si examinado por FDOT o el Departamento de Transporte de los Estados Unidos (USDOT), tomar acción para corregir cualquier defecto encontrado dentro de un periodo de tiempo razonable que no exceda a noventa (90) días.
7. Tener un proceso para mantener información étnica y racial de las personas impactadas por los programas de la organización.

Esta GARANTIA se da en consideración de y para el propósito de obtener los fondos federales, subsidios, prestamos, contratos, propiedades, descuentos, u otra asistencia financiera federal bajo todos los programas y actividades y es una garantía vinculante. La persona que firme debajo está autorizada para firmar esta garantía en nombre de la Organización.

Fecha June 8, 2017
Por 

Map 1: Regional Broward County Libraries Holding Copies of Broward MPO's Title VI/Non Discrimination Policy Statement



2.3 Title VI Complaint Procedure & Form

Title VI Programs must include a copy of the agency's Title VI complaint procedure and complaint form. The complaint procedure and complaint form must also be made available on the recipient's website.

English and Spanish copies of the Broward MPO's Title VI complaint procedure, which includes the form, can be found on the MPO's Title VI/DBE webpage at <http://www.browardmpo.org/index.php/title-vi-dbe> and are provided in Appendix A of this document.

2.4 Title VI Investigations, Complaints & Lawsuits

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

No lawsuits or complaints alleging that Broward MPO discriminates on the basis of race, color, or national origin have been filed since submittal of the previous Title VI Program. As documented in the previous (2014-2017) Title VI Program, two complaints were received by the Broward MPO. However, neither complaint was directed to the Broward MPO. MPO staff assisted the individuals filing each complaint to the appropriate person to address their concerns.

2.5 Public Participation Plan

Recipients engaged in planning and other decision-making activities at the local level should consider the principles embodied in the planning regulations. Recipients should develop and use a documented public participation plan or process that provides adequate notice of public participation activities, including early and continuous opportunities for public review and comment at key decision points.

Broward MPO Public Participation Plan Goals

The Broward MPO has an adopted Public Participation Plan (PPP) that sets forth specific measures to heighten public education and responsiveness in the transportation planning process.¹ The Broward MPO recognizes that optimum participation begins early in the planning process and continues throughout. The public participation strategies in the PPP help to avoid, minimize, and mitigate project impacts by allowing the Broward MPO to identify issues while providing the best solutions.

¹ Broward MPO Public Participation Plan (June 2016 update) <http://www.browardmpo.org/index.php/core-products/public-participation-plan-ppp>

The goals of the Broward MPO's Public Participation Plan are to:

- **Inform** the public of transportation planning meetings, issues, and other relevant events. The public needs to be aware of their role in the transportation planning and decision-making process.
- **Involve** the public by providing opportunities throughout the transportation planning and decision-making process.
- **Include** all communities in the planning area to inform and involve, with special emphasis on those communities with people who have been underrepresented and/or underserved.
- **Improve** the public participation process by identifying and incorporating new tools and strategies.

The four public participation goals collectively help the Broward MPO to meet the objectives of the federal Title VI regulations. The third goal, focusing on inclusion of all persons, is particularly meaningful to the Title VI Program.

Broward MPO Public Participation Goals, Policies & Techniques

As specified in FTA Circular 4702.1B, recipients have wide latitude to determine how, the frequency, and when specific public participation activities should take place, and which specific measures are most appropriate depending on the planning activity being undertaken.

The Broward MPO's PPP includes a range of outreach techniques to ensure that each of the four public participation goals are achieved to maximize the input received from the general public, including interested parties and those traditionally underserved by existing transportation systems, such as minority and LEP persons.

Goal 1: Informing the Public

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

Techniques:

- Provide meeting agendas to MPO members, committee members, and interested parties. Email notification will be sent at least one week in advance and posted on webpage.
- Create and distribute flyers for special events such as workshops.
- Write newsletter articles to announce upcoming events, review results of recent activities, and highlight newsworthy MPO programs.
- Include the webpage address on all MPO documents, including brochures and flyers, so the public can easily access meeting information.
- Include information in meeting announcements so interested persons have the option to respond in writing, by phone, or by email.
- Establish a relationship with local media for coverage of public participation events and airing of Public Service Announcements (PSAs).

- Set up educational displays at public events, including those in traditionally underserved communities.
- Speak about transportation planning at local civic group meetings, schools, leadership courses, and conferences about transportation planning.
- Give interviews on local TV/radio news programs and talk shows to educate the public regarding transportation issues and the roles of residents.
- Publish a report in the MPO newsletter to inform the public of accomplishments and invite public participation. Post the MPO newsletter online, distribute to libraries, send to media and share on social media.

Goal 2: Involving the Public

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

Techniques:

- Maintain active, standing committee such as the Citizens' Advisory Committee (CAC), Technical Advisory Committee (TAC), Transportation Disadvantaged (TD) Local Coordinating Board (LCB), Complete Streets Advisory Committee (CSAC), and Freight Transportation Advisory Committee (FTAC) so residents and community stakeholders have ongoing opportunities to participate in the planning process.
- Review composition of advisory committees to ensure that equitable representation is maintained to the maximum extent of the MPO's control.
- Include a feature on the MPO's webpage allowing the public to email staff with questions or comments.
- Create surveys to be administered at MPO meetings, workshops, events, etc.
- Encourage public participation by greeting residents who attend MPO meetings and providing them with an agenda.
- Include a variety of public participation techniques in the development of plans and services.
- Respond to all inquiries, providing interim responses while a question is being researched.
- Inform MPO Board members of recommendations from its advisory committees and inform MPO Board and committee members of trends indicated from other contacts with the public.
- Allocate time for public input on each item on the Board and committee's agenda.

Goal 3: Including the Public

Policy: Reach out to the organizations and demographic communities that compose the MPO planning area to increase opportunities to participate in developing transportation plans and services.

Techniques:

- Participate in community outreach events and maintain a focus to include traditionally underserved communities.

- Distribute copies of the Transportation Improvement Program (TIP), Long Range Transportation Plan (LRTP), Unified Planning Work Program (UPWP), Title VI Program and Disadvantaged Business Enterprise Program (DBE) to the public libraries shown on Map 1 or call the Broward MPO offices at (954) 876-0033 to arrange viewing a copy.
- Provide documents to local planning departments and other participating agencies through the TAC.
- Take advantage of training opportunities and apply best practices learned through the experience of other MPOs.
- Learn about communities that make up the Broward Urbanized Area by attending festivals, special events, lectures, etc. that highlight the diversity of the area. Follow up by adding contact names to mailing lists.
- Coordinate with local government redevelopment agencies, nonprofit agencies and others who have already developed community contacts to disseminate information and resources.
- Include in public notices prepared by the MPO that, upon request and with adequate notice, assistance will be provided as needed including, but not limited to individuals; that are deaf or hard of hearing, blind or visually limited, have speech/communication loss, have limited English proficiency, the transportation disadvantaged, and others requiring special assistance.

Goal 4: Improving the Public Participation Process

Policy: Continually identify and implement ways to improve the public participation processes.

Techniques:

- Seek opportunities to add and create strategies that will reach greater numbers and more diverse populations.
- Conduct assessments of the effectiveness of public participation techniques and discuss with staff.
- Seek to improve community outreach activities.
- Continue to expand regional inter-MPO coordination of public participation activities, particularly when projects may directly involve residents from adjacent counties.
- Use analytics tools to track the performance of online public outreach strategies.

Public Participation Evaluations

It is standard practice for the Broward MPO to assess the public participation techniques used in all projects and initiatives. This assessment is developed and applied on a case-by-case basis. Evaluation needs should be considered in the context in which the project is being undertaken as well as the communities involved. All public participation plans developed for projects and initiatives undertaken by the Broward MPO require an evaluation section to allow the project team to make as-needed mid-course corrections in its public participation approach. The evaluation process includes a review of public

participation activities to ensure effective engagement with Title VI populations identified within the study area.

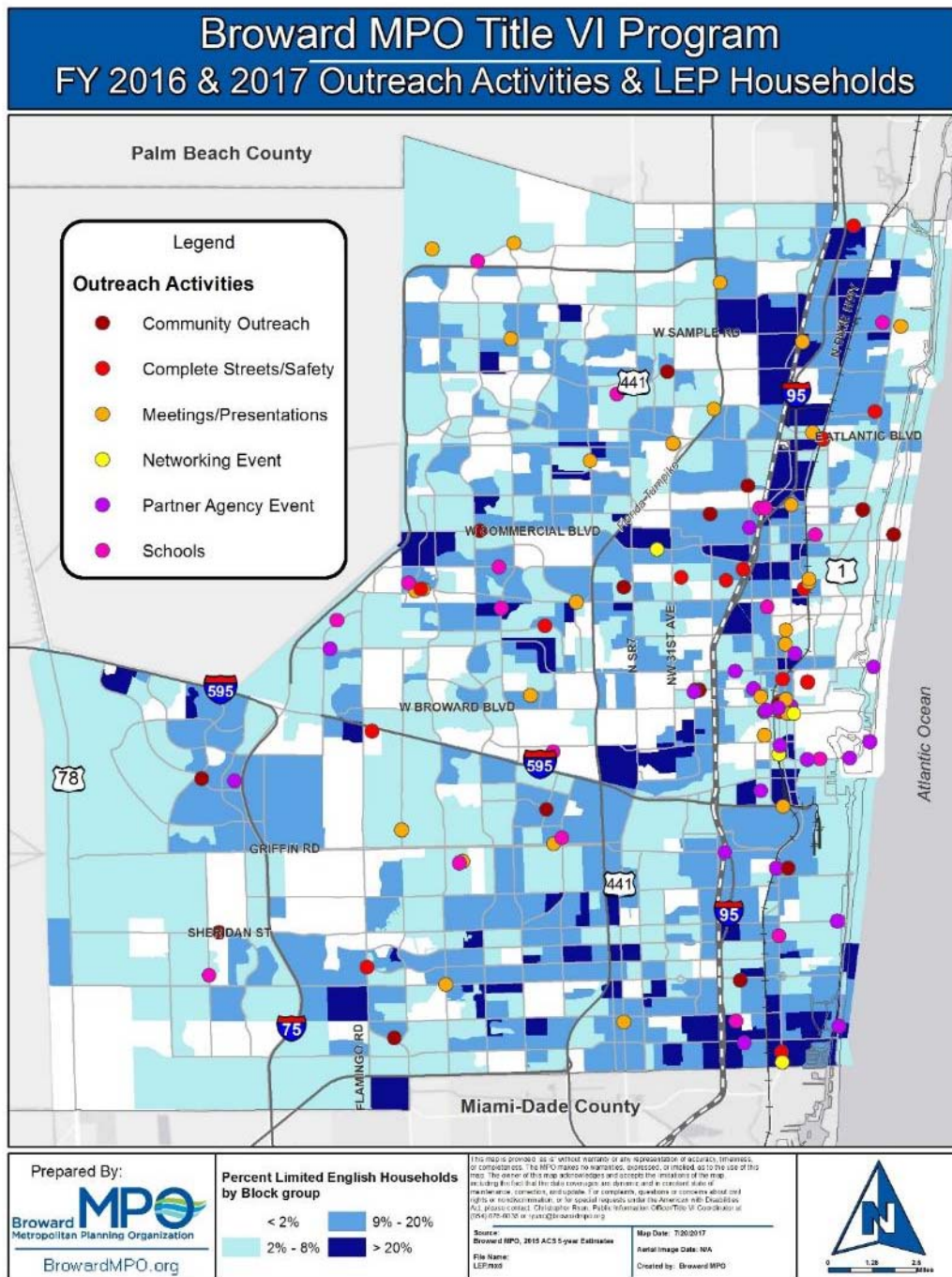
Public Participation Activities

Starting in FY 2015, the Broward MPO began mapping its public outreach activities to include in its annual report. As part of this Title VI Program update, Maps 2 and 3 illustrate the aggregate public participation activities conducted over the past two fiscal years, and as documented in the Broward MPO's 2015-2016 and 2016-2017 Annual Reports. The maps compare the percentages of Limited English Proficiency (LEP) and minority populations, respectively.

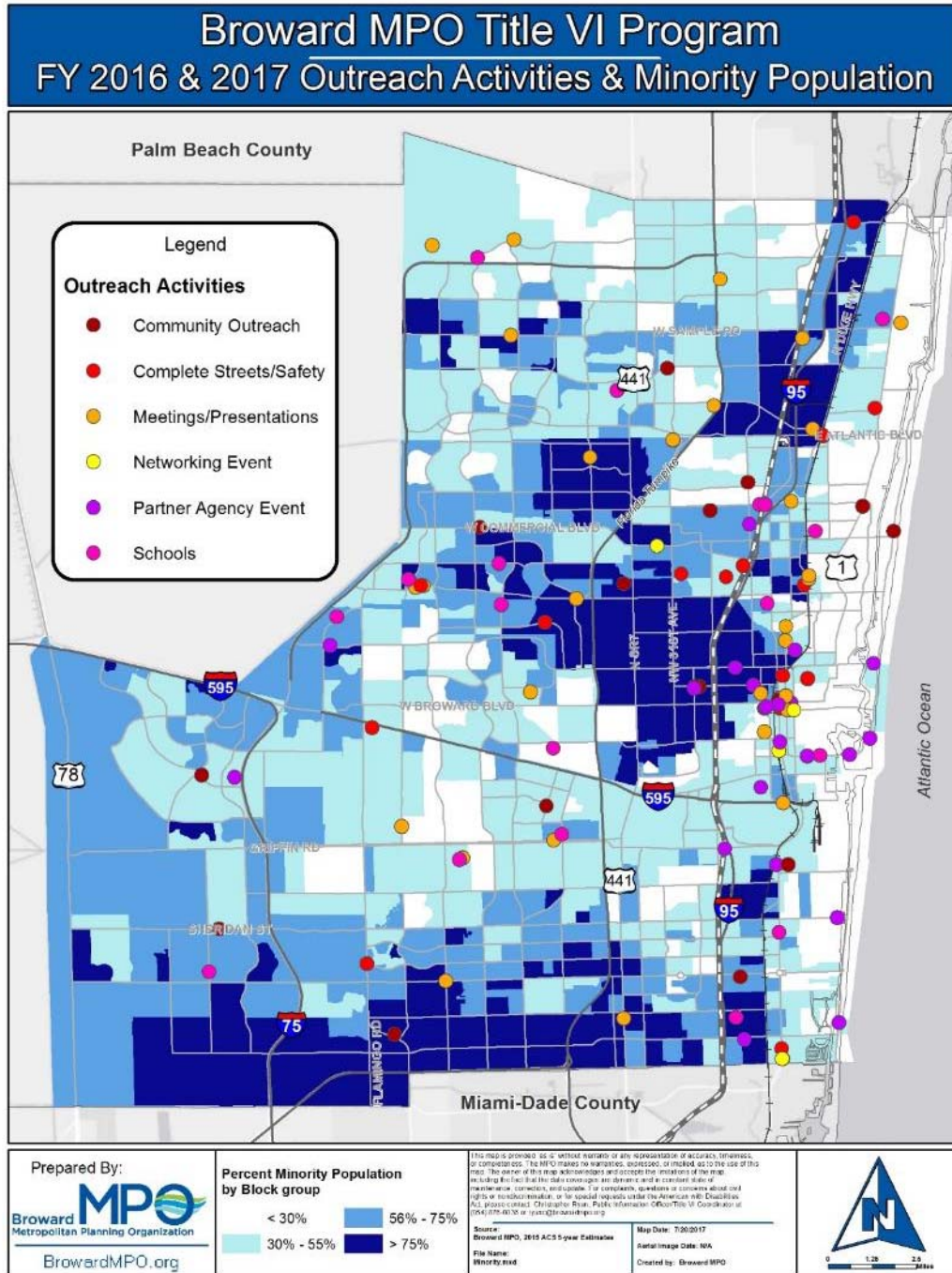
As illustrated on the maps, the public outreach activities conducted by the Broward MPO are geographically far-reaching. As shown in Map 2, public participation activities have been conducted in areas with high percentages of LEP households. In examining areas with high percentages of minority populations on Map 3, several areas with high concentrations of minorities may be further evaluated for future outreach opportunities, including:

- Coral Springs
- Pompano Beach
- North Lauderdale
- Area of Plantation, southwest Fort Lauderdale, and Lauderdale east of the Turnpike, west of I-95, and north of I-595.
- Miramar

**Map 2: Broward MPO Public Participation Activities (FYs 2016 & 2017)
In Comparison to Percentage of LEP Households**



**Map 3: Broward MPO Public Participation Activities (FYs 2016 & 2017)
In Comparison to Percentage of Minority Population**



In addition to project- or plan-specific outreach activities, highlights of major public participation efforts completed by the Broward MPO over the past three years is summarized below

Speak Up Broward—Initiated in February 2013, Speak Up Broward is the Broward MPO’s grassroots public awareness initiative. Speak Up Broward is designed to promote awareness about regional transportation planning projects, engage the community to become more involved in the planning process, and solicit feedback that will help improve efforts toward providing Broward County residents with a safe, convenient, and efficient transportation multimodal system. Speak Up Broward has launched a number of successful campaigns including:

- **e-townhall series**—a live televised panel featuring experts who answered the public’s questions about transportation topics that matter most to them.
- **Speak Up Broward’s Program for Empowering People (PEP)**—mini-grants awarded to select partner organizations with the goal of conducting outreach and soliciting feedback tailored to specific audiences, including traditionally under-represented communities and neighborhoods.
- **Speakers Bureau Program**—program committed to recruiting, organizing, and training “transportation ambassadors” who identify and educate organizations and individuals throughout Broward County about the benefits of a multimodal transportation system.
- **New website**—designed for better organization and including the latest technological updates; Americans with Disabilities Act (ADA) compliant.

Speak Up Broward outreach has been extensive and has reached many different facets of the Broward community. As of April 2016, there were 35,000+ unique visitors to the website launched in September 2013, 54 presentations given by the Speakers Bureau, 700+ people reached in 11 different PEP events, and nearly 7,000 followers on the Speak Up Broward social media platforms.

Advisory Committees—MPO staff continues to update its Citizens’ Advisory Committee (CAC) membership to ensure that this advisory board represents Broward County’s demographics. Several agencies on the CAC represent persons with disabilities and traditionally underserved communities. This advisory board provides community feedback on major MPO planning efforts and projects. In addition, major MPO projects and efforts are presented for input and feedback from the MPO’s Transportation Disadvantaged (TD) Local Coordinating Board (LCB), of which many members represent persons with disabilities.

“Think Like a Planner” Workshops—During FY 2016-2017, the Broward MPO worked with the Broward County Public Schools’ Career, Technical, Adult, Community Education (CTACE) Department to increase awareness of the Broward MPO as well as introduce students to the field of transportation. The MPO hosted students from three high schools to participate in unique and innovative “Think Like a Planner” workshops. The idea for these workshops came out of the MPO’s Strategic Business Plan, where MPO Board Members requested the agency engage and reach out to the younger generation. Students benefit by learning about career opportunities and basics of transportation planning, and the MPO educates students about the work the agency does and helps to increase awareness of the MPO’s vision, mission and purpose.



Think Like a Planner workshop activities conducted with local high school students out in the community (left) and at the Broward MPO offices (right).

TRAC and RIDES Programs—The TRAC (Transportation and Civil Engineering) and RIDES (Roadways into Developing Elementary Schools) programs are hands-on educational outreach opportunities through the American Association of State Highway Transportation Officials (AASHTO). Broward MPO staff work with elementary school teachers through the RIDES program and middle/high school teachers through the TRAC program to deliver educational outreach programs that connect students to the world of transportation and the work of MPOs. By working with Broward teachers, the MPO continues to inspire students to consider careers in transportation. Broward MPO staff also continue to work with the Broward County School Board’s STEM (Science, Technology, Engineering and Math) Department to accomplish these same goals. The MPO hosted its third two-day TRAC training for teachers in June 2017 and another is already planned for June 2018.

2.6 Meaningful Access to LEP Persons

Consistent with Title VI of the Civil Rights Act of 1964, USDOT’s implementing regulations, and Executive Order 13166, “Improving Access to Services for Persons with Limited

English Proficiency” (65 FR 50121, Aug. 11, 2000), recipients must take reasonable steps to ensure meaningful access to benefits, services, information, and other important portions of their programs and activities for individuals who are LEP. This includes conducting a “Four-Factor Analysis” to determine the specific language services that are appropriate to provide as part of the recipient’s LEP (also referred to as a Language Assistance Plan). A stand-alone copy of the LEP Plan is included in Appendix B.

Four-Factor Analysis

The analysis is based on the four-factor framework provided in Section V of the USDOT’s *Policy Guidance Concerning Recipients’ Responsibilities to Limited English Proficient (LEP) Persons*.

Factor 1: The number or proportion of LEP persons eligible to be served or likely to be encountered by Broward MPO’s programs, services, or activities.

The first step is to collect demographic data on the number of LEP persons in Broward County who are eligible to be served, likely to be served, or likely to be encountered by the MPO through participation in the transportation planning process. It should be noted that for MPO planning purposes, people that speak English “less than very well” (as defined by Census) are included in the analysis. .

Table 2 is derived from the U.S. Census Bureau’s 2015 American Community Survey (ACS) Five Year Estimates. It shows the number and percentage of LEP persons age 5 years and older, in total and by language spoken in Broward County. As shown, 15.3% of LEP persons live with the Broward Urbanized Area (Broward County); of this 9.4% speak Spanish, making it the most significant language group as a percentage of population. The second most common language of the area’s LEP population is French Creole at 2.7%, followed by Portuguese and French at 0.5% each.

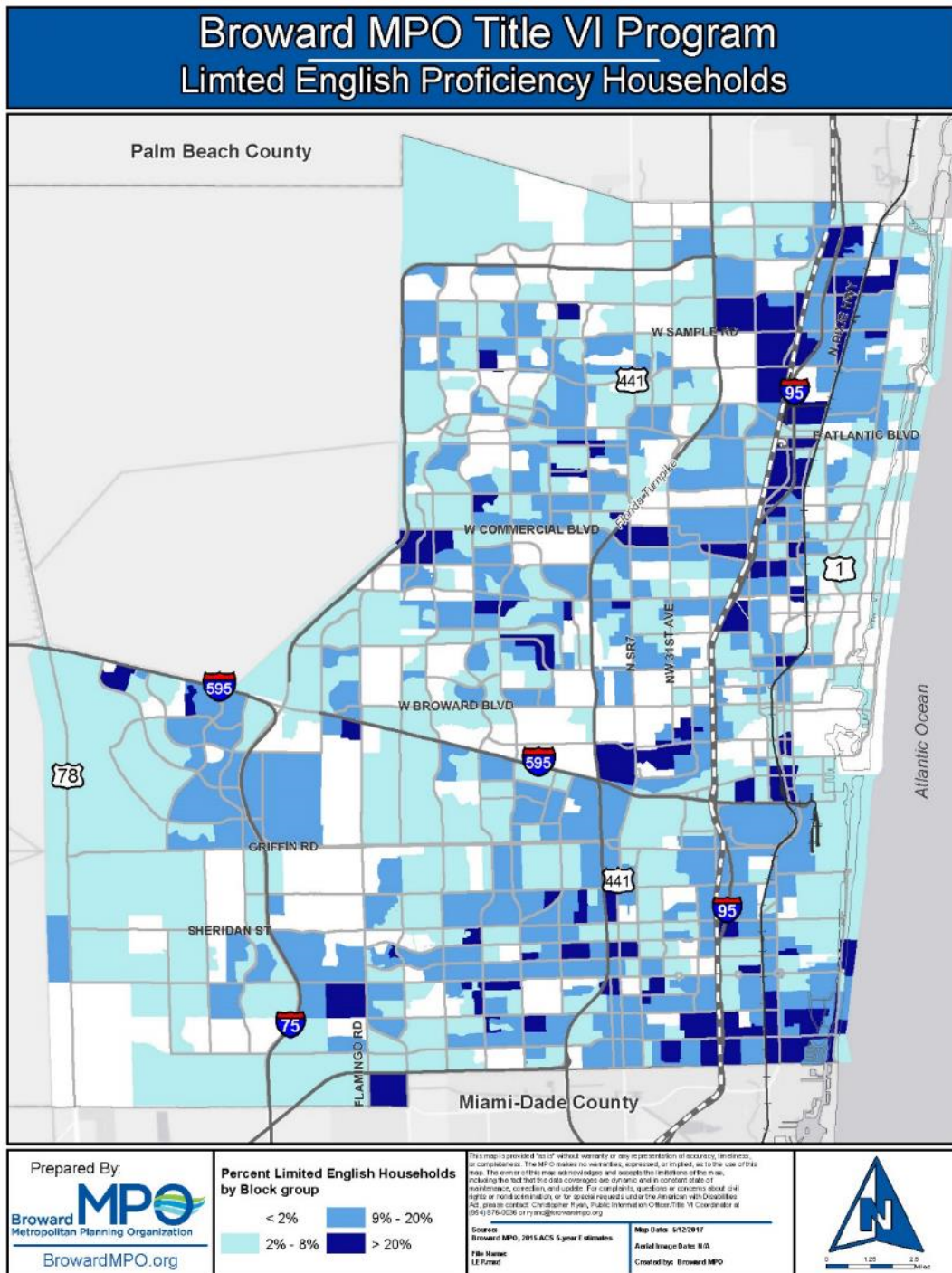
Table 2: LEP Persons in Broward Urbanized Area by Language Spoken

Language Spoken	Speak English Less Than “Very Well”	% LEP Population	% Broward County Population
Spanish	163,692	61.7%	9.4%
French Creole	46,880	17.7%	2.7%
Portuguese	9,540	3.6%	0.5%
French	9,454	3.6%	0.5%
Chinese	6,072	2.3%	0.3%
Russian	3,428	1.3%	0.2%
Vietnamese	3,177	1.2%	0.2%
Italian	2,704	1.0%	0.2%
Arabic	2,080	0.8%	0.1%
Other Asian	1,999	0.8%	0.1%
Tagalog	1,578	0.6%	0.1%
Urdu	1,481	0.6%	0.1%
Hebrew	1,478	0.6%	0.1%
Other Languages	11,763	4.4%	0.7%
Total	265,326	100.0%	15.3%

Source: ACS 2015 Five Year Estimates, Table B16001, languages greater than 0.5% of LEP population are reported above.

On the next page, Map 4 shows the spatial locations of households in Broward County that speak English “less than very well” using the 2015 ACS Five-Year Estimates.

Map 4: Percent of LEP Households, 2015



Factor 2: The frequency with which LEP individuals come in contact with these programs, services, or activities.

The four-factor analysis identified Spanish as the most significant language spoken by the LEP population in Broward County. Since the previous LEP Plan was completed in 2014 (and based on 2012 ACS data), the LEP population has grown from 246,477 to 265,326 people, nearly 8%. The size of the LEP population in this region will likely continue to increase and, as will the probability of increased future contact with the Broward MPO. However, to date, only a small number of requests for Spanish language assistance services have been made by LEP individuals or groups. As the Broward MPO expands its LEP program, staff will continue to monitor the requests for language assistance to gauge outreach effectiveness to these populations.

The Broward MPO conducts regular board meetings, advisory committee meetings, and public hearings throughout the year. Community outreach and the MPO's website are the main source of potential contact between the MPO and LEP persons. As a result, the frequency of contact is difficult to anticipate. As noted in Section 2.5, the Broward MPO's Public Participation Plan highlights the need for and specific mechanisms for conducting outreach opportunities that engage populations that are traditionally not involved in the transportation planning process.

The Broward MPO in partnership with the Palm Beach and Miami-Dade MPOs has developed the Transportation Outreach Planner tool, which uses social, economic, and geographic characteristics useful to identifying effective public participation strategies (<http://transportationoutreachplanner.org/mpotop/>). By using the tool users can produce Community Background Reports (CBRs) to help validate census data. Each of the partner's municipalities, which knows their constituents best, was involved in developing the tool, therefore supplementing information collected from the Census.

Factor 3: The nature and importance of the program, service, or activity to people's lives.

The Broward MPO programs use federal funds to plan for future transportation improvements and projects, and therefore, do not include any direct service or program that requires vital, immediate, or emergency assistance, such as medical treatment or services for basic needs (like food or shelter). Further, the Broward MPO does not conduct required activities such as applications, interviews, or other activities prior to participation in its programs or events. Involvement by any citizen with the Broward MPO or its committees is voluntary.

However, consistent with federal policy the Broward MPO must ensure that all segments of the population, (including LEP persons), have been involved or have had the opportunity to be involved in the transportation planning process. The impact of proposed transportation investments on underserved and underrepresented populations is part of the evaluation process for using federal funds in three major areas for the Broward MPO:

- **Biennial Budget or Unified Planning Work Program (UPWP)**
- **Five-year Transportation Improvement Plan (TIP)**
- **Long Range Transportation Plan (LRTP)**

Inclusive public participation is a priority consideration in other MPO plans, studies and programs as well. The transportation improvements from these planning activities have an impact on all residents. The Broward MPO will place emphasis on language assistance for educational materials and public input related to the three major areas identified above. These materials often are helpful with outreach related to other Broward MPO projects and studies.

Understanding and continued public participation are encouraged throughout the process. The Broward MPO is concerned with input from all stakeholders, and every effort is taken to make the planning process as inclusive as possible. The use of the Transportation Outreach Planner tool allows MPO staff to identify concentrations of particular populations based on language using the Community Background Reports.

Factor 4: Available resources and the overall cost to the Broward MPO.

The Broward MPO assessed the following available resources that could be used for providing LEP assistance:

- Identifying what staff and volunteer language interpreters are readily available
- How much translation services would cost
- Identifying which documents currently are or should be translated

Staff Translators

The Broward MPO uses staff and volunteer language interpreters and/or translators as needed. A complete list of staff members who are willing to provide written translations or act as an interpreter is maintained by the Broward MPO's Title VI Coordinator. At the time of this of this plan development, Broward MPO staff can translate the following languages: Spanish, Romanian, Italian, German, and Creole.

Translation Cost Analysis

Based on the word count of recent core products prepared by the MPO and translation costs (obtained from local vendors in May 2017), the approximate cost of translating major reports into Spanish, Creole, French, and Portuguese are shown in Table 3 on the next page.

Table 3: Estimated Document Translation Cost

Language	Cost Per Word	Cost per Document			
		UPWP	TIP	2035 LRTP	PPP
Spanish	\$0.12	\$5,668	\$9,479	\$4,647	\$2,030
Creole	\$0.21	\$9,919	\$16,587	\$8,132	\$3,553
French	\$0.17	\$8,030	\$13,428	\$6,583	\$2,876
Portuguese	\$0.16	\$7,557	\$12,638	\$6,196	\$2,707

LEP Plan

Building on the results of the Four-Factor Analysis, the LEP Plan includes four components:


Component 1: Describe how the recipient provides language assistance services by language.

As noted in the Four-Factor Analysis, given the size of the LEP population in the Broward MPO area (just over 15%), the frequency of requested translation, and current financial constraints, full-language translations of complete transportation plan documents and maps are not determined to be warranted or cost feasible at this time. However, the Broward MPO currently undertakes the following to ensure that LEP persons have access to important information prepared by the MPO:

- **Translation of key documents**—The Broward MPO currently makes summaries of key documents available in Spanish. To accommodate the cost, these summaries may be presented in alternative formats, such as fact sheets, flyers or brochures. Examples of this are the Broward MPO's Core Products Fact Sheet and TIP Fact Sheet translated to Spanish (see Figures 4 and 5).
- **Translation of quarterly newsletters**—The Broward MPO publishes a quarterly newsletter, in English, twice per year in Spanish, and twice per year in Creole (see Figure 6 for Spanish translation and Figure 7 for Creole translation).
- **Advertisements in Spanish newspapers**—In addition to advertising notices in major local print media i.e. the Sun Sentinel and South Florida Times, notices are advertised in Spanish in the El Sentinel.
- **Broward MPO website translation function**—The Broward MPO has a translation function on its homepage that can translate its website content to approximately 80 different languages. In 2017, MPO staff installed software to track the frequency of website translation requests by language. Over the past year, the MPO website has drawn [17,000 users logging 36,386 sessions](#). Understanding how many of these users use the translation function and for what languages could help inform development of the MPO's next LEP Plan update in 2020.
- **Broward MPO phone line Spanish translation**—The Broward MPO's main phone number, (954) 876-0033, includes an option to hear the phone

directory/menu in Spanish. Specific bilingual staff are identified to providing assistance to these callers.

Figure 4: Core Products Fact Sheet Translated to Spanish



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PRODUCTOS PRINCIPALES

Todas las MPOs deben producir y mantener los productos principales para continuar recibiendo los fondos federales y estatales.

PLAN DE TRANSPORTE DE LARGO PLAZO


El Plan de Transporte de Largo Plazo (**L RTP**) representa las necesidades de transporte más importantes en Broward. Es un plan "costo factible" basado en futuros fondos anticipados por los siguientes 20 años. **El L RTP se actualiza cada cinco años.**

LISTA DE PRIORIDADES MULTIMODALES

La Lista de Prioridades Multimodales (**MPL**) representa los proyectos del L RTP en el orden en que recibirán fondos. La lista se usa para asignar fondos, cinco años desde el presente, a los proyectos de alta prioridad. **La Lista se actualiza cada año.**

PROGRAMA DE MEJORA DEL TRANSPORTE

El Programa de Mejora del Transporte (**TIP**) representa proyectos que recibirán fondos en los próximos cinco años. Los proyectos en el TIP mueven de la L RTP hacia La Lista de Prioridades Multimodales. **El TIP se actualiza cada año.**



PROGRAMA UNIFICADO DE PLANIFICACIÓN DE TRABAJO

El Programa Unificado de Planificación de Trabajo (**UPWP**) especifica el trabajo de la MPO de Broward y sus agencias asociadas y contiene un presupuesto detallado de la administración de la organización. **El UPWP se produce cada dos años.**

PLAN DE NEGOCIOS ESTRATÉGICO*

El Plan de Negocios Estratégico (**SBP**) representa la visión de la Junta de la MPO para el futuro de la organización. El Plan contiene un proceso de implementación activo, lo cual es conectado al UPWP. **Se actualiza cada dos años.** *La SBP No es requerido por la Ley Federal

PLAN DE PARTICIPACIÓN PÚBLICA

El Plan de Participación Pública (**PPP**) describe como las MPOs comparten información con la comunidad, solicitan realimentación en los productos principales, planes, y programas de la MPO, y solicitan participación significativa en el proceso de planificar. **El PPP se actualiza cada cuatro años.**

Para quejas, preguntas o asuntos acerca de los derechos civiles o la no discriminación; o para solicitudes especiales en virtud de los Americanos con Discapacidades, por favor póngase en contacto con: Christopher Ryan, Coordinador del Título VI al (954) 876-0036 o ryan@c@browardmipo.org

BrowardMPO.org

Figure 5: Transportation Improvement Program Fact Sheet Translated to Spanish

FACT SHEET



Comprendiendo el Programa de Mejora del Transporte (TIP)

¿Qué es la Organización de Planificación Metropolitana de Broward (Broward MPO)?

La MPO de Broward es una agencia responsable de la planificación del transporte, la coordinación intergubernamental y la asignación de fondos de transporte en el condado de Broward. La MPO de Broward trabaja con el público, organizaciones de planificación, agencias gubernamentales, funcionarios electos y grupos comunitarios para identificar las necesidades de transporte y desarrollar planes de transporte, tales como el Programa de Mejora del Transporte (TIP) y el Plan de Transporte a Largo Plazo (LRTP).

¿Qué es el Programa de Mejora del Transporte?

El TIP es un programa que prioriza y documenta los fondos de los proyectos de mejora del transporte en la región que se espera construir en los próximos cinco años. Incluye proyectos de transporte, carretera, aeropuerto y el puerto marítimo, así como bicicletas, peatones, y proyectos relacionados al transporte de mercancías. El TIP es una herramienta para avanzar proyectos del Plan de Transporte a Largo Plazo (LRTP) a un programa de corto alcance de cinco años. Todos los proyectos del TIP son evaluados para asegurar la coherencia con las metas y objetivos del LRTP. El TIP actual y LRTP se pueden encontrar en la página web BrowardMPO.org

¿Cómo se desarrolla el TIP?

El TIP es preparado por la MPO de Broward, en cooperación con las agencias de transporte locales, tales como el Departamento de Transporte de Florida (FDOT), la Autoridad de Transporte Regional del Sur de Florida (SFRTA), el Consejo de Transporte del Sudeste de la Florida, las municipalidades dentro del Condado de Broward, y proveedores de transporte del Condado Broward como las agencias de Tránsito del Condado Broward (BCT), Departamento de Aviación y el Puerto Everglades. La MPO de Broward y sus socios de la planificación desarrollan el TIP anualmente. Al final del proceso, el TIP significa un acuerdo entre funcionarios locales, estatales y regionales en cuanto a que mejoras de transporte se deben realizar.

¿Cómo se financia el TIP?

Los proyectos del TIP son financiados a través de una mezcla de fondos locales, estatales y fondos federales de transporte. Los fondos federales son administrados a través de la Administración Federal de Carreteras (FHWA) y la Administración Federal de Tránsito (FTA). Otros fondos provienen del estado, condado y las municipalidades a través de impuestos a los combustibles.

¿Se puede modificar el TIP?

Sí, los cambios son realizados regularmente en el TIP a través de enmiendas. El TIP puede ser modificado para agregar, cambiar o eliminar proyectos. Dichas modificaciones tienen que ser revisadas y aprobadas por la MPO y el FDOT. La revisión también incluye oportunidades para comentarios del público. Los principales métodos para la participación pública son las reuniones mensuales de la Citizens' Advisory Committee (CAC), Technical Advisory Committee (TAC) y la MPO de Broward que se congregan en la oficina del MPO.

Visite <http://browardmopo.org/index.php/agendas-minutes> para la fecha y hora de las reuniones y agendas futuras.

¿Por qué es importante el TIP?

El TIP identifica, tanto para los residentes y los contribuyentes de Broward, como se están utilizando los dólares federales, estatales y locales en proyectos de transporte. El TIP es un vehículo para mover los proyectos sin fondos del LRTP a una lista de prioridades con fondos disponibles que incluye un calendario previsto y el costo de cada proyecto.

¿Cómo tú puedes participar en el desarrollo del TIP?

- Los principales métodos para la participación pública son las reuniones mensuales de la CAC, el TAC y la MPO de Broward. Visita <http://browardmopo.org/index.php/agendas-minutes> para la fecha y hora de las reuniones y agendas futuras.
- Visita la página web de Broward MPO a menudo BrowardMPO.org y haga clic en la sección "Transportation Improvement Program."
- Mande un correo electrónico con sus comentarios y preguntas a knickelbeind@browardmopo.org o llame a 954-876-0053.
- Envíe por fax sus comentarios y preguntas a 954-876-0062.
- Antes de la aprobación del TIP, la MPO patrocina una audiencia pública, y un periodo de 30 días para comentarios públicos. Esto suele ocurrir en Mayo-Junio de cada año.

Calendario Anual del TIP

Enero-Abril:

-La MPO cuenta con proyectos del FDOT, agencias de transporte locales y las municipalidades para su inclusión en el TIP.

Mayo-Junio:

-La MPO de Broward lleva a cabo el periodo de revisión y comentarios públicos para el TIP preliminar.

Julio:

-El TIP es aprobado por el Consejo del Broward MPO.

For complaints, questions or concerns about civil rights or nondiscrimination; or for special requests under the Americans with Disabilities Act, please contact Christopher Ryan, Title VI Coordinator at (954) 876-0036 or ryanc@browardmopo.org.



Figure 6: Quarterly Newsletter Translated to Spanish



COMITÉ DE TRANSPORTE DE CARGA ESTABLECIDO EN APOYO DE LOS ESFUERZOS DE LA MPO DE BROWARD

La MPO de Broward ha establecido un Comité Asesor de Transporte de Carga (FTAC) para hacer frente al transporte de carga en crecimiento en el Sudeste de Florida y en el Condado de Broward. El FTAC está compuesto de miembros que se involucran directamente con el transporte y distribución de cargas y mercaderías, e incluye a representantes del Florida East Coast Railway (FEC), la Asociación de Port Everglades, Florida 595 Truck Stop, el Departamento de



Agricultura y Servicios al Consumidor de Florida, y demás. La MPO estableció el FTAC para proporcionar un foro donde los miembros de la comunidad de transporte de carga puedan proporcionar información acerca del proceso de planificación de la carga, conocer otros líderes de la industria, y comprender mejor el proceso de decisiones de la MPO. El FTAC se reúne trimestralmente el tercer Jueves del mes a las 2:00 p.m. Para obtener más información acerca del FTAC, póngase en contacto con Paul Flavien, Coordinador de Transporte de Carga de la MPO de Broward en flavienp@browardmpo.org o al (954) 876-0045.

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Note: Figure shown represents the front page of the newsletter for illustration purposes only.

[illegible]

- **Broward MPO TDD/TTY capabilities**—The Broward MPO uses the 711 relay service for deaf and hard of hearing individuals. Anyone with TTY equipment or who calls 711 has nationwide access to non-Internet-based relay services such as TTY relay services, speech-to-speech (STS) relay services, voice carry over (VCO) TTY, and hearing carry over (HCO) TTY relay services. The user also has the option to call direct the toll free number for the state of Florida (1-800-955-8771), which serves as a relay service between the caller and Broward MPO. This information is listed on the MPO's website and in notices.
- **American Sign Language (ASL) interpreter services**—The Broward MPO can provide ASL interpretation services at meetings or other events, as needed. Interpreter services are provided by piggybacking on a Broward County contract.
- **Translation of project/plan-specific events, materials, and deliverables**—As part of the scoping and contracting process for plans and studies, Broward MPO staff work with consultants and other organizations to determine if translation at meetings, or of project materials and deliverables, is appropriate. For example, translators were determined to be needed and made available for Spanish-speaking participants during a telephone town hall meeting for the SR 7 Multimodal Improvements Corridor Study on November 12, 2015.

- **Case-by-case translation requests**—Broward MPO staff will continue to work with individual and/or group requests for translation services, as needed.
- **Coordination with other local and regional agencies**—The Broward MPO will continue efforts to collaborate with state and local agencies to provide language translation and interpretation services. Spanish language outreach materials from organizations such as federal, state, and local transportation agencies will be used when possible.

Safe Harbor Stipulation

Federal law provides a “safe harbor” stipulation so recipients of federal funding can ensure compliance with their obligation to provide written translations in languages other than English with greater certainty. A “safe harbor” means that as long as a recipient (the Broward MPO) has created a plan for the provision of written translations under a specific set of circumstances, such action will be considered strong evidence of compliance with written translation obligations under Title VI.

However, failure to provide written translations under the circumstances does not mean there is noncompliance, but rather provides for recipients a guide for greater certainty of compliance in accordance with the four-factor analysis. Evidence of compliance with the recipient’s written translation obligations under “safe harbor” includes providing written translations of vital documents for each eligible LEP language group that constitutes 5% or 1,000 persons, whichever is less of eligible persons served or likely to be affected. Translation also can be provided orally.

The “safe harbor” provision applies to the translation of written documents only. It does not affect the requirement to provide meaningful access to LEP individuals through competent oral interpreters where oral language services are needed and reasonable to provide.

Component 2: Describe how the recipient provides notice to LEP persons about the availability of language assistance.

It is important to notify LEP persons of services available free of charge in a language the LEP persons would understand. The Broward MPO will include the following language in English and Spanish (where appropriate) on meeting notifications and other informational materials.

Public participation is solicited without regard to race, color, national origin, age, sex, religion, disability or family status. Persons who require special accommodations under the Americans with Disabilities Act or persons who require translation services (free of charge) should contact Christopher Ryan at (954) 876-0036 or ryanc@browardmpo.org at least seven days prior to the meeting. Individuals who are deaf, hard of hearing, or have speech/communication limitations may call 711 or 1-800-955-8771 to connect to and communicate with the Broward MPO via a telecommunications relay operator.

Se solicita la participación del público, sin importar la raza, color, nacionalidad, edad, sexo, religión, incapacidad o estado familiar. Personas que requieran facilidades especiales bajo el Acta de Americanos con Discapacidad (Americans with Disabilities Act) o personas que requieren servicios de traducción (sin cargo alguno) deben contactar a Christopher Ryan al teléfono (954) 876-0036 o ryanc@browardmpo.org por lo menos siete días antes de la reunión. Las personas sordas, con dificultades auditivas, o que tienen alguna limitación de expresión o comunicación pueden llamar al teléfono 1-800-273-7545 (TDD) para comunicarse con la Oficina Metropolitana de Planeamiento de Broward (MPO) a través de un operador de retransmisión de telecomunicaciones.

Component 3: Describe how the recipient monitors, evaluates, and updates the language access plan.

The Broward MPO provides continuing needs assessment to determine how best to communicate with LEP persons in Broward County and improve ongoing efforts. To ensure that the intent of the LEP plan remains current, MPO staff will:

- Continue to monitor and update the plan and report progress every three years as part of its Title VI Program update.
- 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 effectiveness of public outreach programs for projects/plans targeting LEP populations through different evaluation mechanisms.
- Assess the availability of resources, including technological advances and sources of additional resources and the cost imposed.
- Assess its success in meeting the needs of the 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.

Component 4: Describe how the recipient trains employees to provide timely and reasonable language assistance to LEP populations.

To establish meaningful access to information and services for LEP individuals, the Broward MPO ensures staff is able to assist in person, and /or by telephone, LEP individuals who request assistance.

The Broward MPO actively seeks additional Title VI training opportunities for both MPO staff and transportation partner agencies and municipalities. The MPO works closely with its representatives at FDOT, FHWA and FTA to look for opportunities to provide training in the Southeast Florida region. For example, the MPO is an active participant in the “Think Like a Planner” and TRAC and RIDES programs previously discussed in Section 2.5.

In addition, as part of the implementation of the Broward MPO's Disadvantaged Business Enterprise Program, the MPO has partnered with USDOT's Office of Small Business and the Florida Department of Transportation (FDOT) to engage the local/regional small business community in the \$195 million Wave Streetcar Project.

The MPO hosted a successful kick-off event in March 2017 followed by four sessions of bonding training for small businesses. The training sessions culminated in a field visit of the Wave Streetcar corridor to gain first-hand experience of the route and the potential business opportunities. The kick-off agenda is provided in Figure 8.



The agenda is presented on a yellow background with a header image showing a streetcar and the U.S. Department of Transportation logo. The title is "\$195 Million Wave Streetcar Project" in blue, followed by "Small Business Bonding Training & Coaching Series Kick-Off" in black. The date is "Tuesday, March 7, 2017". The agenda items are listed with times and speaker names.

\$195 Million Wave Streetcar Project
Small Business Bonding Training & Coaching Series Kick-Off
Tuesday, March 7, 2017
AGENDA

10:00 AM
Opening Remarks
 Adrianna Clark, SE Region Director - U.S. Department of Transportation Office of Small Business

10:05 AM
Greetings
 The Honorable Commissioner Bruce G. Roberts – City of Fort Lauderdale District 1

10:10 AM
Welcome
 Gregory Stuart, AICP, Executive Director – Broward Metropolitan Planning Organization (MPO)

10:15 AM
Stakeholders' Address
 10:25 AM
Wave Streetcar Project Overview
 Chris Wren, Executive Director - Fort Lauderdale Downtown Development Authority

10:40 AM
Q&A
 10:55 AM
Why Bonding Matters?
 Joanne S. Brooks, Esq., Vice President and Counsel - The Surety & Fidelity Association of America

11:05 AM
U.S. DOT Office of Small Business National Surety Bonding Program
 Adrianna Clark, SE Region Director - U.S. Department of Transportation Office of Small Business

11:15 AM
How Did You Win That Contract...Dialogue with Winners!
Moderators
 Gladys Keldth, Principal – FSB Agency Inc. | David Satine, COO - Alter Surety Group, Inc.

Panelists
 Archer Western Contractors, LLC.
 Brian Sparks, Design Build Manager | Ed Fenn, P.E.
Stacy and Witbeck/Herzog Joint Venture
 Armando Tiscareño, Vice President & Construction Project Manager | Lloyd Lovell, Corporate DBE Program Manager
The Lane Construction Corporation
 Leticia Ortiz, Engineering Administrator | Pat McGriff, Pursuit Manager | Rick Brissey, Project Manager

11:50 AM
Audience Questions and Training Intake Process
 12:00 PM
Closing Remarks

Figure 8: Wave Streetcar Kick-off Event Agenda

Contact Information

The Broward MPO does not intend that its LEP Plan exclude anyone requiring language assistance and will try to accommodate requests. Anyone who requires special language services should contact the Broward MPO's Title VI Coordinator:

Christopher Ryan, Title VI Coordinator

Phone: (954) 876-0036

TTD: 711 or 1-800-955-8771

Fax: (954) 876-0062

ryanc@browardmpo.org

2.7 Minority Representation on Planning & Advisory Bodies

Recipients that have transit-related, nonelected 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.

The Broward MPO has five advisory committees comprising of nonelected volunteers to provide direction and advice to the Broward MPO Board on a wide range of planning topics. These advisory committees include the following:

- **The Technical Advisory Committee (TAC)** —established to advise and provide expertise for the MPO's decision-making process and to provide valuable assessment of MPO plans and programs. The TAC comprises primarily engineers, planners, and other professionals who represent local governments and transportation agencies. These individuals serve in an advisory capacity by providing recommendations to the Broward MPO Board based on current scientific information, technical sufficiency, accuracy and completeness of studies, plans, and programs.
- **The Citizens' Advisory Committee (CAC)** —comprising representatives and members of the public who are interested in participating in the transportation planning process. Members represent a broad cross-section of Broward's population, such as cities, towns, and community organizations. These members provide the MPO Board with valuable insight into local communities and help to form the urban landscape by acting as a voice for public opinion relating to general transportation issues. The committee reviews and provides recommendations to the MPO Board on transportation plans and programs, taking into consideration the impacts these plans and programs have on their local communities.

- **The Complete Streets Advisory Committee (CSAC)** —formed to provide a holistic approach to address the bicycle/pedestrian needs of the region. This multidisciplinary group (comprising municipal and partner agency staff, representatives of nonprofit groups, and advocacy groups) developed the Complete Streets Guidelines to facilitate and assist local governments in the implementation of Complete Streets. The CSAC also serves as a forum for exchanging new ideas and projects and allows members to showcase their individual Complete Streets efforts. More importantly, it is responsible for providing and guiding the Broward MPO Complete Streets Initiative.
- **The Transportation Disadvantaged (TD) Local Coordinating Board (LCB)** — provides direction and advice on TD services in Broward County provided by Broward County Transit (BCT).
- **The Freight Transportation Advisory Committee (FTAC)** —comprises members that are directly involved in the movement, storage and distribution of freight and represent a broad spectrum of the freight community, including: warehouse owners, industrial realtors, shipping companies, trucking companies and organizations, railroads, freight forwarders, importer/exporters, truck parking, and distribution companies. The MPO Board established the FTAC to provide a forum for an open dialogue in which the freight community can gain insight into the MPO's decisions and upcoming projects and provide much needed industry input to decision-makers regarding freight transportation priorities and expenditures.

Table 4 summarizes the racial composition of the MPO's five nonelected advisory committees, as required by FTA Circular 4702.1B.

**Table 4: Racial Composition of the Broward MPO
Nonelected Advisory Committees**

Category	TAC	CAC	LCB	CSAC	FTAC
White	32%	27%	50%	70%	22%
Black or African American	3%	3%	14%	15%	
Hispanic or Latino			14%	11%	6%
American Indian and/or Native Alaskan					
Asian				4%	
Native Hawaiian/Other Pacific Islander					
Other			7%		
Two or more races	5%		7%		
Information not provided	61%	70%	7%		72%
Total	100%	100%	100%	100%	100%

2.8 Subrecipient Compliance & Monitoring

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.” The primary recipient has a responsibility to both provide assistance to and monitor subrecipients for compliance with USDOT’s Title VI regulations. If the subrecipient is not in compliance, then the primary recipient (Broward MPO) is also not in compliance.

Providing Assistance to Subrecipients

The Broward MPO will make available to its subrecipients information and resources regarding its Title VI program to assist subrecipients in achieving and maintaining compliance. This assistance will most likely be needed when the subrecipient is a first time grantee or is not also a direct recipient; however, the following information and resources will be made available to all subrecipients, as needed:

- Sample notices to the public informing beneficiaries of their rights under USDOT’s Title VI regulations, procedures on how to file a Title VI complaint, and the recipients Title VI complaint form.
- Sample procedures for tracking and investigating Title VI complaints filed with a subrecipient, and when the primary recipient expects the subrecipient to notify the primary recipient of complaints received by the subrecipient.
- Demographic information on the race and limited English proficiency of residents served by the subrecipient. This information will assist the subrecipient in assessing the level and quality of service it provides to communities within its service area and in assessing the need for language assistance.
- Any other available information or data that will assist subrecipients in complying with Title VI.

Monitoring Subrecipient Compliance

Monitoring of subrecipients is a critical aspect of the Broward MPO’s Title VI Program as all subrecipients must be in compliance. When a subrecipient is *also* a direct recipient of FTA funds—that is, applies for funds directly from FTA in addition to receiving funds from the Broward MPO—the subrecipient (as a direct recipient) reports directly to FTA and the Broward MPO is not responsible for monitoring compliance of that subrecipient.

To-date subrecipients of FTA funds through the Broward MPO also have been direct recipients. For applicable subrecipients, a supplemental agreement is signed between the

Broward MPO and direct recipient absolving the Broward MPO of responsibility to monitor its Title VI Program.

In the event that a future subrecipient is not a direct recipient and must be monitored, the MPO will request documentation of the subrecipient's Title VI Program to demonstrate compliance with requirements outlined in the FTA C 4702.1B, and that apply to the subrecipient, based on the type of agency and/or public transit provider.

Consultant Contracts

The Broward MPO is responsible for selection, negotiation, and administration of its consultant contracts including subrecipients of federal funds. The Broward MPO operates under its internal contract procedures and all relevant federal and state laws.

Broward MPO procurement procedures are made available under the "Working with the MPO" section of the MPO's website. The Broward MPO verifies Title VI compliance by consultants in the contracting process. Signature of the terms of the contract is used to verify compliance by the consultant. In addition, Title VI text is included in all Broward MPO Requests for Proposals (RFPs).

Section 3 Requirements of MPOs

The following information addresses Title VI reporting requirements for MPOs as described in FTA Circular 4702.1B. The Broward MPO is not a provider of fixed route public transportation service; therefore, requirements specific to MPOs serving as transit providers are not included in this section.

3.1 Demographic Profile

All MPO recipients must provide a demographic profile of the metropolitan area within their Title VI Program that includes identification of the locations of minority populations in the aggregate.

Data from the 2015 American Community Survey (ACS) were used to evaluate the representation of minority populations, LEP households, low-income households, zero vehicle households, and the older adult population in Broward County. The representation for each of these groups as a percentage of the total population was used to compare with the extent of benefits received from improvements prioritized in the plan.

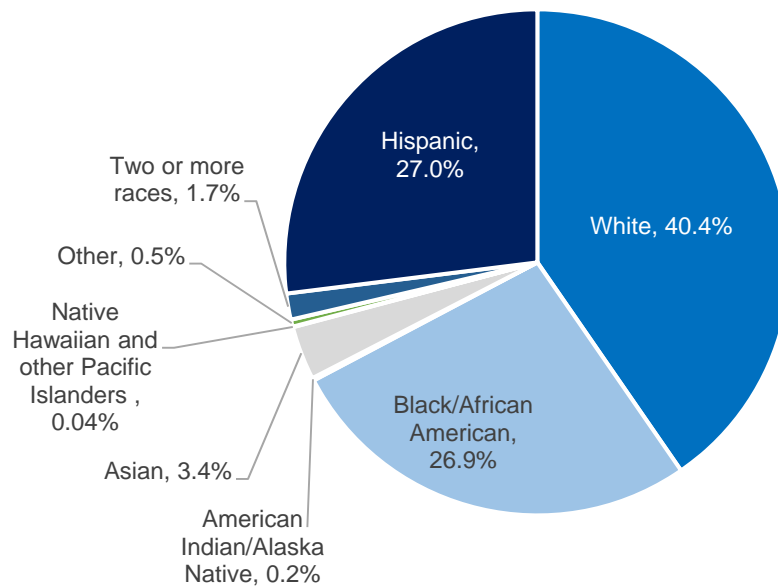
Minority Population

The racial distribution in Broward County for 2015 is shown in Figure 9 on the next page. Broward County is a minority-majority county with approximately 40% of the population identifying as White and 60% identifying as a minority. Using the ACS data, minority populations include persons of Hispanic/Latino descent, Black/African-American, American Indian/Alaska Native, Asian, Native Hawaiian/Pacific Islanders, or Other. Of the 60% minority, 27% identify as Hispanic.

A comparison of the ACS data from 2000, 2010, and 2015, as presented in Table 5, shows that the racial make-up of Broward County is changing. The total population increased by 220,134 (14%) between 2000 and 2015, and the minority population increased by 416,572 (61%). The White population declined by 21%, the Black/African American population increased by 54%, and the Hispanic population increased by 83% in the 15-year time span.

Map 5 shows the percentage of minority populations by block group for Broward County. High concentrations of minority populations occur to the south in Miramar, in Plantation west of I-95, and in the Pompano Beach area.

Figure 9: Racial Composition of Broward County, 2015



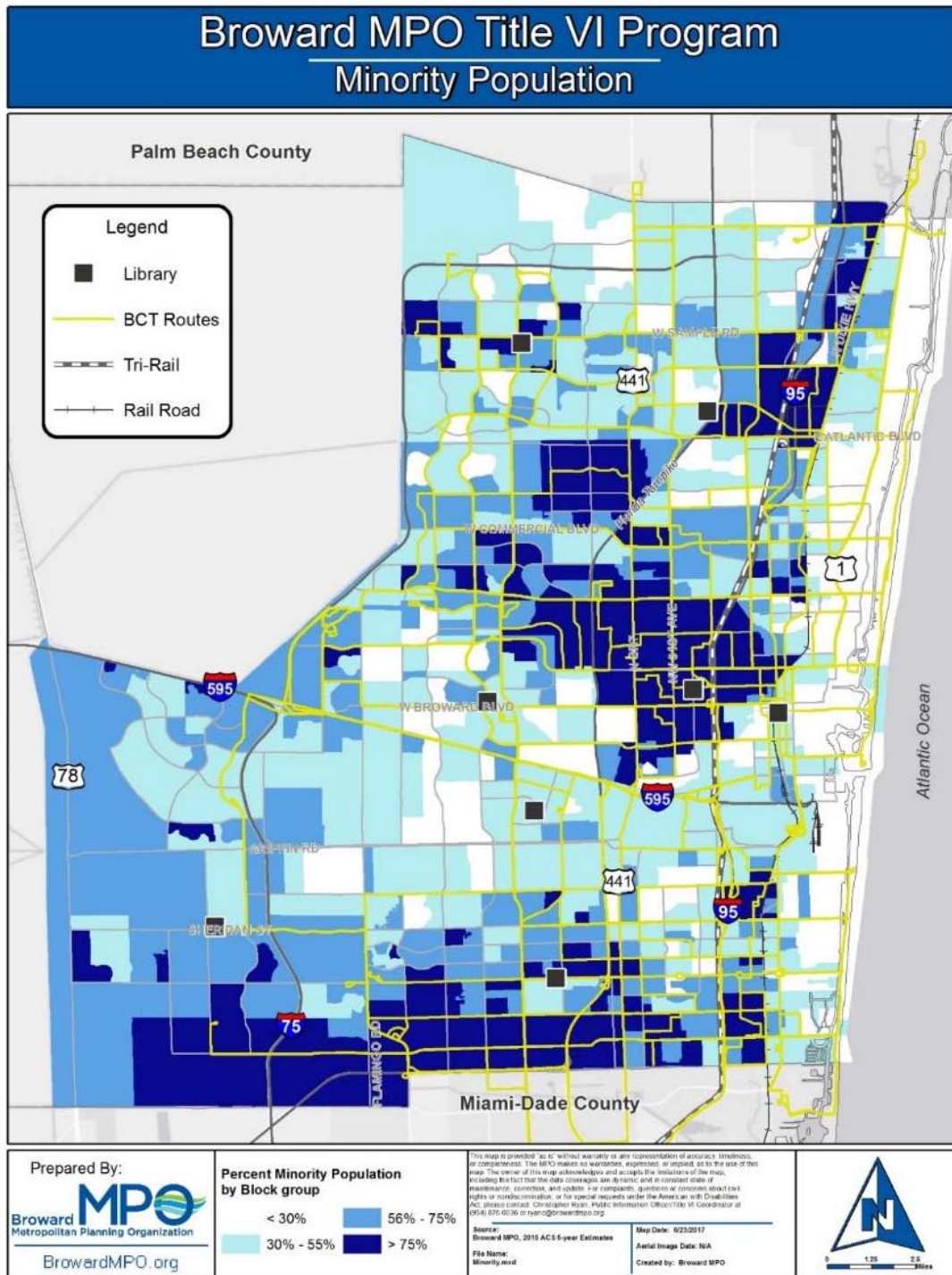
Source: ACS 2015 Five Year Estimates

Table 5: Broward County Minority Population Trends, 2000-2015

Category	2000		2010		2015		% Change 2015-2000
	Population	%	Population	%	Population	%	
Total Population	1,623,018	100%	1,734,139	100%	1,843,152	100%	13.6%
<i>White</i>	940,692	58.0%	790,073	45.6%	744,254	40.4%	-20.9%
<i>Black/African American</i>	322,516	19.9%	436,318	25.2%	495,666	26.9%	53.7%
<i>American Indian/Alaska Native</i>	2,912	0.2%	2,677	0.2%	3,107	0.2%	6.7%
<i>Asian</i>	36,148	2.2%	54,259	3.1%	63,185	3.4%	74.8%
<i>Native Hawaiian Other Pacific Islanders</i>	570	0.04%	402	0.02%	803	0.04%	40.9%
<i>Other</i>	6,638	0.4%	7,001	0.4%	8,373	0.5%	26.1%
<i>Two or more races</i>	42,019	2.6%	27,782	1.6%	30,773	1.7%	-26.8%
<i>Hispanic</i>	271,523	16.7%	415,627	24.0%	496,991	27.0%	83.0%
Total Minority	682,326	42.0%	944,066	54.4%	1,098,898	59.6%	61.1%

Source: ACS 2015 Five-Year Estimates, ACS 2010 Five-Year Estimates, 2000 US Census

Map 5: Broward County Minority Population



LEP Population

Refer to the information included in the Four-Factor Analysis provided under Section 2.6 for more information about the LEP population in Broward County, including a table of English proficiency and map of LEP households.

Low-Income Population

Approximately 15% of Broward County's population is living below the poverty level. Some neighborhoods characterized by high populations of low-income households include the urban core of Fort Lauderdale and Pompano Beach, generally located west of US 1 and east of the Florida's Turnpike. Parts of Hallandale Beach along Hallandale Boulevard and Dania Beach along US 1 show higher concentrations of low-income households. Map 6 on the next page illustrates concentrations of low-income households by block group.

Zero-Vehicle Households

Nearly 8% of Broward County households do not have access to a vehicle. This is a slight increase since 2010 (7%) and is up from 2000 (9%). Map 7 on page 39 shows that parts of Ft. Lauderdale and Pompano Beach west of US I-95 have the highest concentration of zero-vehicle households in the county.

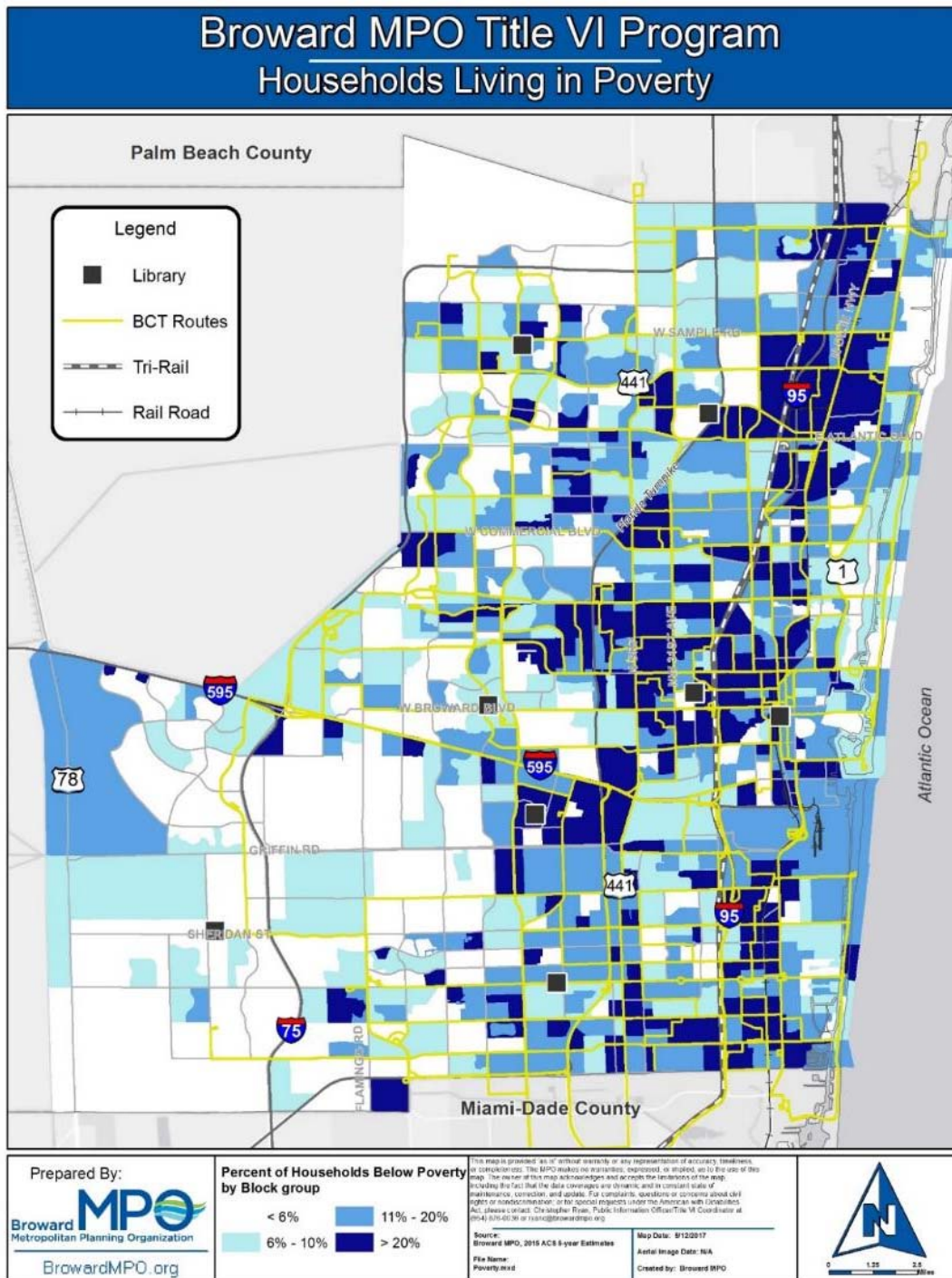
Older Adult Population

Approximately 15% of Broward County's population is age 65 or older. Map 8 on page 40 shows high concentrations of older adult population exists along coastal areas. A number of older adult communities and populations also exist throughout Broward County as transit-dependent households (determined as those with no car) and are considered an important factor in planning for transportation improvements, particularly the addition or expansion of transit.

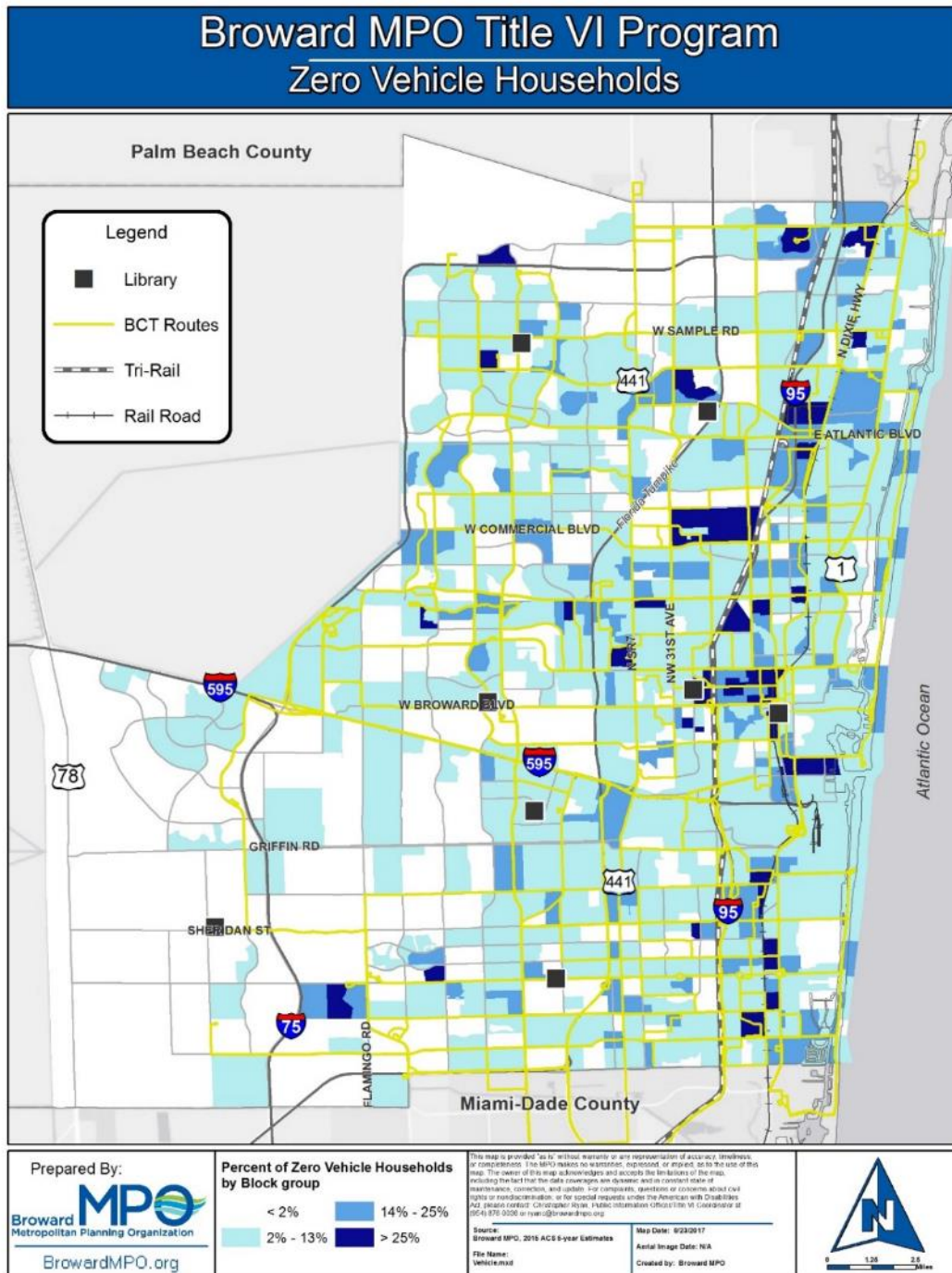
Tribal Coordination

Broward County is home to the Seminole Tribe of Florida's Hollywood Reservation, one of the Tribe's six reservations in Florida and serving as the Tribe's headquarters. The Broward MPO's 2017 Joint State/MPO Certification Review acknowledges that the MPO has actively sought the Seminole Tribe of Florida's' participation in the metropolitan planning process. A representative of the Tribe sits as a voting member of the MPO's Technical Advisory Committee. The MPO's Executive Director has also been working with tribal representatives on transportation and land use considerations for redevelopment occurring on tribal properties within the MPO boundaries. Further, it has also been agreed that the Tribe will participate in the 2045 Regional Transportation Plan. There is also interest in submitting joint grant applications for transportation improvements.

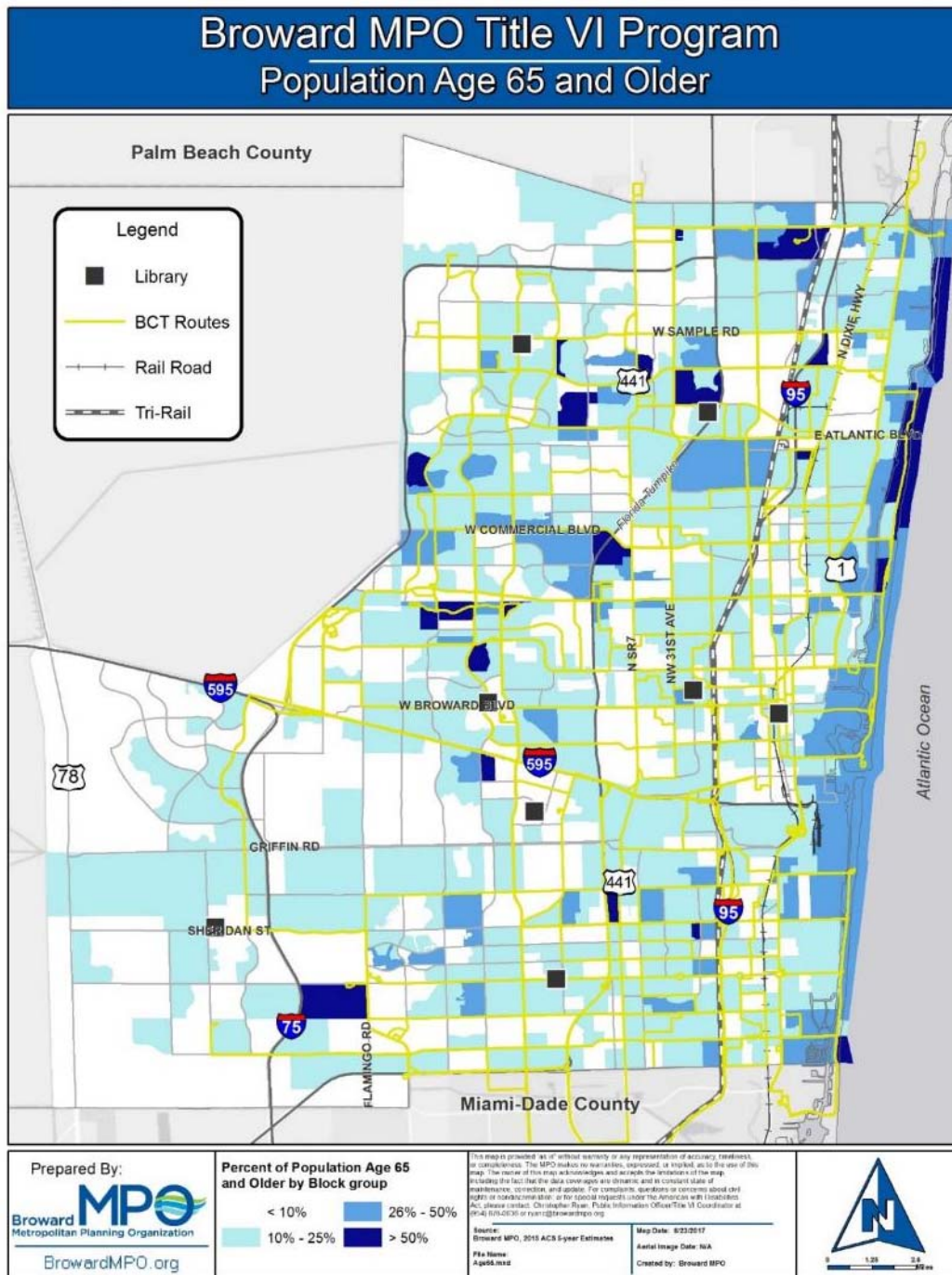
Map 6: Broward County Low-Income Households



Map 7: Broward County Zero-Vehicle Households



Map 8: Broward County Populations Age 65 and Older



3.2 Mobility Needs Assessment

MPO recipients are required to include in the Title VI Program a description of the procedures by which the mobility needs of minority populations are identified and considered within the planning process.

In developing the Broward MPO's Public Participation Plan and planning activities, the Broward MPO seeks out and considers the needs of those traditionally underserved by existing transportation systems, including minorities. The Broward MPO strives to include all stakeholders, including protected classes, in its planning activities. On several projects, the Broward MPO has expanded upon the minority population demographics to look at other factors to understand the community needs, such as income levels, car ownership and age. In addition, the MPO's Complete Streets and other Localized Initiatives Grant Program (CSLIP) provides funding for small, local transportation projects that improve the safety and mobility for all transportation users in Broward. One of the evaluation criteria for selecting CSLIP projects is the percentage of low income population within a ½ mile buffer of the proposed project.

3.3 Distribution of State and Federal Funds

MPO recipients are required to provide demographic maps that overlay the percent of minority and nonminority populations as identified by Census or ACS data, at Census tract or block group level, and charts that analyze the impacts of the distribution of state and federal funds in the aggregate for public transportation purposes, including federal funds managed by the MPO as a designated recipient.

Map 4 on page 20 illustrates the percentage of minority and nonminority populations.

Table 6 on the next page summarizes the FY 2017 state and federal funds identified for public transportation in the Broward MPO's FY 2017 Transportation Improvement Program (TIP). It should be noted that the transit section of the TIP is managed by Broward County Transit (BCT), which is required by federal regulations to prepare its own Title VI Program.

Table 6: Distribution of Federal & State Funds for Public Transportation in Broward County, 2017

Project	Federal	State	Local	Total
University Drive AA Study (Sample Rd to S of Miramar Pkwy)	\$1,500,000			\$1,500,000
Commuter Assistance Program		\$25,000		\$25,000
Feeder Bus Service Demo		\$1,464,375	\$1,794,375	\$3,258,750
Local Shuttle Bus Program			\$230,000	\$230,000
I-95 Express Lanes Bus Operations & Maintenance		\$1,534,001		\$1,534,001
Downtown Fort Lauderdale TMA Commuter Assistance		\$25,000		\$25,000
Fort Lauderdale Service Development for Beach Link Fixed-Route Service		\$165,560		\$165,560
Section 5310 FDOT Public Transit Office Studies	\$860,499	\$107,562	\$107,563	\$1,075,624
Broward County Transit Asset Management System	\$2,833,000			\$2,833,000
State of Good Repair FTA Formula Capital Projects Funding	\$185,000			\$185,000
State Fixed-Route Operating Assistance		\$9,002,348	\$9,002,348	\$18,004,696
Broward County Transportation Concurrency Fund			\$3,000,000	\$3,000,000
Section 5307 Capital Assistance for Fixed-Route	\$25,500,000			\$25,500,000
Total	\$30,878,499	\$12,323,846	\$14,134,286	\$57,336,631

Source: Broward MPO FY 2017 Transportation Improvement Program

3.4 Analysis of Disparate Impacts

MPO recipients are required to analyze, based on the information provided in Section 3.3, if there any disparate impacts on the basis of race, color, or national origin.

Taken as a whole, the transportation planning services provided by the Broward MPO do not pose disproportionate or adverse impacts on minority populations. As part of its FY 2017 TIP, the Broward MPO included an assessment of Title VI and Environmental Justice (EJ) whereby the TIP projects were included on various demographic maps to assess the impacts of projects with respect to Title VI and EJ populations, including block groups that are:

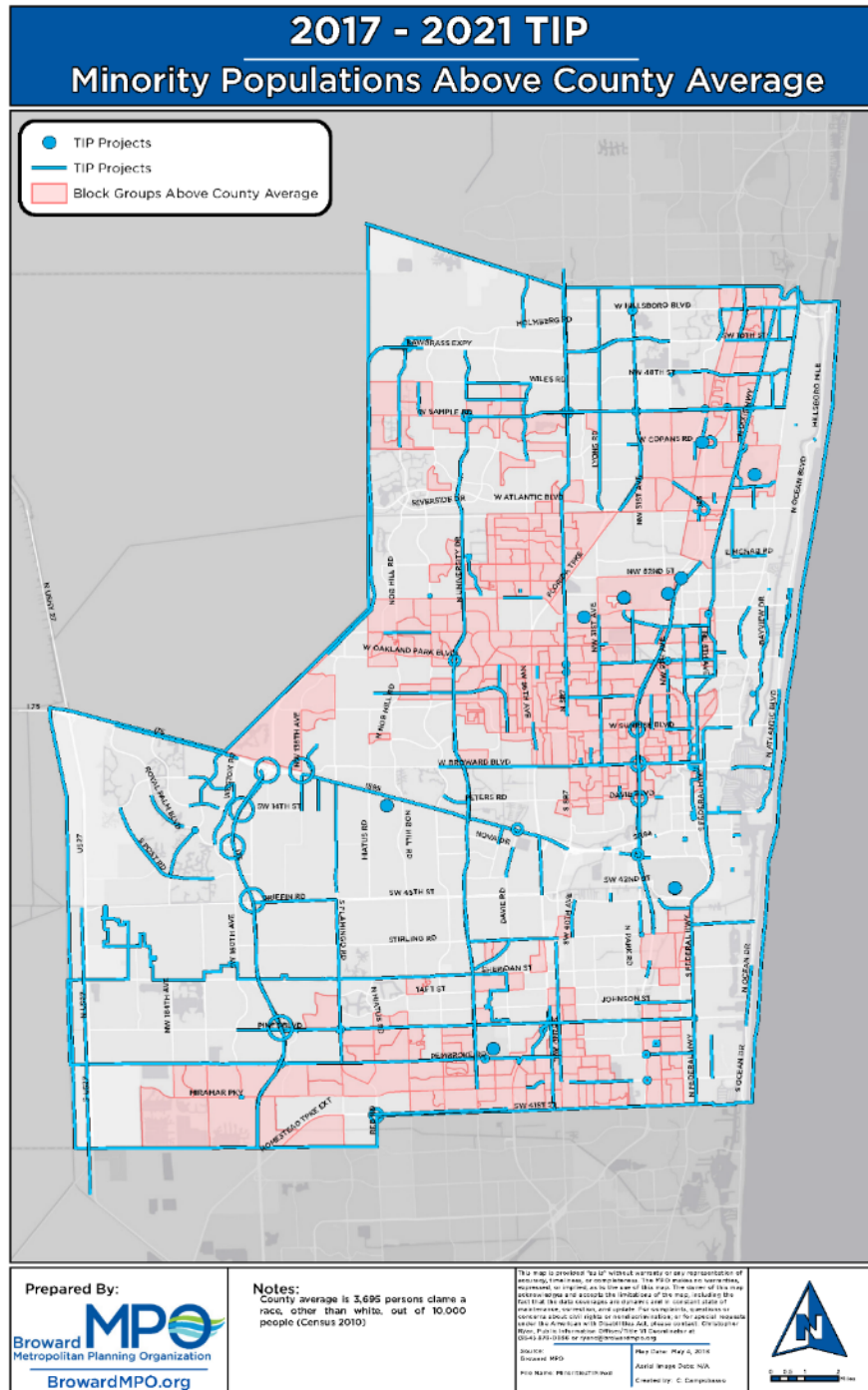
- Below average county household income.
- Above county average for minority percentage of total population.
- Above county average for poverty level.

- Above average percentage of zero car households.
- Above average poverty plus zero car households.

Figure 10 on the next page provides an example EJ assessment map from the FY 2017 that illustrates block groups in the county that have a higher percentage of minorities than the county average.

The Broward MPO also has plans to conduct a comprehensive methodology to assess its plans and programs against the requirements of Title VI and EJ. Findings from this work effort, anticipated to start in September 2017 and last approximately one year, will be incorporated into future updates of the MPO's Title VI Program, as appropriate.

Figure 10: FY 2017 TIP Title VI/Environmental Justice Assessment—Minority Populations Above Broward County Average



Section 4 Board Approval of Title VI Program

The recipient is required to provide 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 for the Title VI Program.

The Broward MPO Board, in regular session on October 12, 2014, adopted the 2017 Title VI Program as required by FTA. Official documentation of approval can be found in Appendix C.

Section 5 Conclusion

This Broward MPO Title VI Program has been prepared pursuant to Title VI of the Civil Rights Act of 1964, 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 include ensuring that federally-assisted benefits and related services are made available and are equitably distributed, ensuring that the level and quality of federally-assisted services are sufficient to provide equal access and mobility to all persons, ensuring adequate opportunities for all to participate in planning and decision-making processes, and ensuring that placement of transit services and facilities is equitable (where applicable). Additionally, this Title VI update ensures that corrective and remedial actions are taken for all applications and receipts of federal assistance to prevent discriminatory treatment of any beneficiary, provides procedures for investigating Title VI complaints, ensures that meaningful access to programs and activities is provided for LEP populations, and provides steps for informing the public of their rights under Title VI. According to the criteria described in this document, the Broward MPO is in compliance with Title VI requirements.

Appendix A: Title VI Complaint Procedures & Complaint Form

BROWARD METROPOLITAN PLANNING ORGANIZATION

TITLE VI DISCRIMINATION COMPLAINT PROCEDURES

The Broward Metropolitan Planning Organization (Broward MPO) values diversity and both welcomes and actively seeks input from all interested parties, regardless of cultural identity, background or income level. Moreover, the Broward MPO does not tolerate discrimination in any of its programs, services or activities. The Broward MPO will not exclude participation in, deny the benefits of, or subject to discrimination anyone on the grounds of race, color, national origin, sex, age, disability, religion, income or family status. The Broward MPO will actively work to ensure inclusion of everyone in our community so that Broward MPO programs, services and activities represent the diversity we enjoy.

The purpose of the Broward MPO Title VI program is to establish and implement procedures that comply with Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987, the Americans with Disabilities Act of 1990 (ADA), as well as other related federal and state statutes and regulations. These procedures have been adopted to conform to Federal Transit Administration (FTA) and Federal Highway Administration (FHWA) regulations, as well to Florida Department of Transportation (FDOT) guidelines.

COMPLAINT PROCEDURE

A. Filing of Title VI Complaints of Discrimination

1. Any person who feels that he/she has been subjected to race, color, or national origin discrimination under Title VI of the Civil Rights Act of 1964, or other forms of discrimination based upon sex, age, disability, religion, family or income status discrimination under related nondiscrimination laws and regulations may file a complaint with the MPO.
2. A complaint must be filed within one hundred eighty (180) days after the date of the alleged discrimination, unless the time for filing is extended by the FTA, FHWA or other federal authorities.
3. Complaints should be in writing, signed by the complainant or his/her representative(s), and must include the complainant(s) name, address, and telephone number. Allegations of discrimination received via facsimile or e-mail will be acknowledged and processed. Allegations received by telephone will be documented in writing and provided to the complainant(s) for review before processing. The complaint form can be accessed on the website: www.browardmpo.org or you may call Christopher Ryan at (954) 876-0036, if hearing impaired call 1-800-273-7545 (TDD) or e-mail ryanc@browardmpo.org

Signed complaint forms should be submitted to:

Attention: Broward Metropolitan Planning Organization
Christopher Ryan, Title VI Coordinator
100 West Cypress Creek Road, Suite 650
Fort Lauderdale, FL 33309

B. Complaint Investigation

1. Upon receipt of a signed complaint, the Broward MPO Executive Director or his/her designee will, within five (5) working days, provide the complaint or his/her representative with a written acknowledgement of the complaint.
2. Broward MPO Staff will conduct a preliminary inquiry into the complaint to determine whether the complaint has sufficient merit to warrant an investigation. Should Broward MPO Staff determine that the evidence presented is not sufficient to proceed, the complaint will be closed and the complainant or his/her representative will be notified in writing of the decision within fifteen (15) working days. This notification shall specifically state the reason(s) for the decision.
3. Should Broward MPO Staff determine that a full investigation is necessary, the complainant or his/her representative will be notified that an investigation will take place and additional information will be requested, if necessary. The investigation should last no more than forty-five (45) working days.
4. Should a complainant fail to provide additional information within the prescribed timeframe, this may be considered as a failure to cooperate with the investigation, and the complaint will be administratively closed.

C. Disposition

1. Upon completion of the investigation, a written notification of disposition will be sent by certified mail to the complainant or his/her representative within sixty (60) working days of filing the complaint.
2. If the complainant disagrees with the decision rendered by the Broward MPO, he/she will be notified of the right to request reconsideration with thirty (30) days, or to file a complaint with the FTA or FHWA Offices of Civil Rights, as applicable, at the following addresses:
Federal Transit Administration, Region IV
Office of Civil Rights
61 Forsyth Street, S.W.
Suite 17T50
Atlanta, GA 30303-8917 / Telephone: (404) 562-3500

Federal Highway Administration
Office of Civil Rights - Investigations and Adjudications
HCR-40, Room E81-328
1200 New Jersey Avenue, SE
Washington, DC 20590

D. Retaliation

Retaliation is prohibited under Title VI of the Civil Rights Act of 1964 and related federal and state nondiscrimination authorities. It is the policy of the Broward MPO that persons filing a complaint of discrimination should have the right to do so without interference, intimidation, coercion, or fear of reprisal. Anyone who feels he/she has been subjected to retaliation should report such incident to the Executive Director.

ADA/504 STATEMENT

Section 504 of the Rehabilitation Act of 1973 (Section 504), the Americans with Disabilities Act of 1990 (ADA) and related federal and state laws and regulations forbid discrimination against those who have disabilities. Furthermore, these laws require federal aid recipients and other government entities to take affirmative steps to reasonably accommodate the disabled and ensure that their needs are equitably represented in the transportation planning process.

The Broward MPO will make every effort to ensure that its facilities, programs, services, and activities are accessible to those with disabilities. The Broward MPO will make every effort to ensure that its advisory committees and public involvement activities include representation by the disabled community and disability service groups.

The Broward MPO encourages the public to report any facility, program, service or activity that appears inaccessible to the disabled. Furthermore, the Broward MPO will provide reasonable accommodation to disabled individuals who wish to participate in public involvement events or who require special assistance to access Broward MPO facilities, programs, services or activities. Because providing reasonable accommodation may require outside assistance, organization or resources, the Broward MPO asks that requests be made at least seven (7) days prior to the need for accommodation.

Questions, concerns, comments or requests for accommodation should be made to:

Broward MPO
Christopher Ryan, Title VI Coordinator
100 West Cypress Creek Road, Suite 650
Fort Lauderdale, FL 33309
(954) 876-0036
ryanc@browardmpo.org
1-800-273-7545 (TDD)

LIMITED ENGLISH PROFICIENCY (LEP)

Title VI of the Civil Rights Act of 1964, Executive Order 13166, and various directives from the US Department of Justice (DOJ) and US Department of Transportation (DOT) require federal aid recipients to take reasonable steps to ensure meaningful access to programs, services and activities by those who do not speak English proficiently. To determine the extent to which LEP services are required and in which languages, the law requires the analysis of four factors:

- **Factor 1:** The number or proportion of LEP persons eligible to be served or likely to be encountered by the Broward MPO's programs, services or activities.
- **Factor 2:** The frequency with which LEP individuals come in contact with these programs, services or activities.
- **Factor 3:** The nature and importance of the program, service, or activity to people's lives.
- **Factor 4:** The resources available and the overall cost to the Broward MPO.

Persons requiring a copy of the Broward MPO's Limited English Proficiency Plan or special language assistance should contact:

Broward MPO
Christopher Ryan, Title VI Coordinator
100 West Cypress Creek Road, Suite 650
Fort Lauderdale, FL 33309
(954) 876-0036
ryanc@browardmpo.org
1-800-273-7545 (TDD)

BROWARD METROPOLITAN PLANNING ORGANIZATION
Organización de Planificación Metropolitana de Broward (MPO)

COMPLAINT OF TITLE VI DISCRIMINATION
Formulario de queja de discriminación por el Título VI

The Broward MPO, as a recipient of federal financial assistance, is required to ensure that its transit service and related benefits are distributed in a manner consistent with Title VI of the Civil Rights Acts of 1964, as amended.

Any person who believes that he or she, individually or as a member of any specific class of persons, has been subjected to discrimination under Title VI, on the basis of race, color, or national origin, may file a written complaint with the Broward MPO.

We are asking for the following information to assist us in processing your complaint. If you need help in completing this form, please let us know.

La Organización de Planificación Metropolitana de Broward (MPO), como recipiente de ayuda financiera federal, es requerida a asegurar que que el servicio de transporte público y sus servicios relacionados son distribuidos de una manera consistente con el Título VI del Acta de Derechos Civiles del 1964, con sus enmiendas.

Si usted cree que, individualmente o como parte de una clase específica de personas, ha sido discriminado bajo el Título VI, basado en su raza, color, o nacionalidad, puede presentar una queja por escrito al Broward MPO.

Le pedimos la siguiente información para poder tramitar su queja. Si necesita ayuda para llenar este formulario, póngase en contacto con el Broward MPO.

1. Complainant
Reclamante

Name: _____
Nombre:

Street Address: _____
Dirección:

City, State, Zip Code: _____
Ciudad, estado, código postal:

Telephone: _____
Nº de teléfono:

E-mail Address: _____
Dirección de Correo Electrónico:

2. Person discriminated against (if someone other than the complainant):

Persona que fue discriminada, si no es la misma que el reclamante:

Name: _____
Nombre:

Street Address: _____
Dirección:

City, State, Zip Code: _____
Ciudad, estado, código postal:

Tel. Home Number: _____ Bus. Number _____
Nº de teléfono: Domicilio: Trabajo:

E-mail Address: _____
Dirección de Correo Electrónico:

3. Are you represented by an attorney for this complaint?

¿Tiene usted representación de un(a) abogado(a) con relación al asunto de su queja?

Yes _____
Sí

No _____
No

If yes, please complete the following:

Si tiene abogado(a), provea la siguiente información:

Attorney's Name: _____
Nombre del abogado(a):

Street Address: _____
Dirección:

City, State, Zip Code: _____
Ciudad, estado, código postal:

Telephone Number: _____
Nº de teléfono:

4. Which of the following best describes the reason you believe the discrimination took place:

Según lo que cree usted, ¿en qué se basaron esas acciones discriminatorias?

Race _____ Color _____ National Origin _____
Raza Color Nacionalidad

Sex _____ Disability _____ Sexual Orientation _____
Sexo Incapacidad/impedimento Orientación sexual

Political Affiliation _____ Marital Status _____
Afiliación política Estado civil

5. Date of the alleged discrimination: _____
Fecha de la supuesta discriminación:

6. In the space below, please describe the alleged discrimination. Explain what happened and who you believe was responsible.

Por favor describa abajo el supuesto acto de discriminación. Explique lo más claro posible lo que pasó y quien usted piensa es el responsable por el supuesto acto.

7. Have you filed a complaint of the alleged discrimination with a federal, state or local agency; or with a state or federal court?

¿Ha presentado usted (o la persona que fue discriminada) la queja ante una agencia del gobierno federal, estatal o local? ¿O ante la corte estatal o federal?

Yes _____
Sí

No _____
No

If yes, check all that apply:

Si es así, indique a qué agencia, departamento o programa fue presentada la queja. Incluya todos los que apliquen:

Federal _____
Federal

Federal Court _____
La corte federal

State _____
Estatal

State Court _____
La corte estatal

Local _____
Local

Please provide the name of the Agency where you filed your complaint.

¿Ante qué agencia usted presentó la queja?

Name: _____
Nombre:

Contact Person: _____
Nombre del investigador o representante:

Please sign below. You may attach any additional information you think is relevant to your complaint.

Por favor, firme el formulario. Adjunte cualquier información adicional usted cree que es pertinente con su queja.

Signature of Complainant

Firma del reclamante

Date

Fecha

Submit your signed complaint and any attachments to:

Entregue el formulario con su firma y páginas adicionales a:

Broward Metropolitan Planning Organization
Christopher Ryan, Title VI Coordinator
100 West Cypress Creek Road, Suite 650
Fort Lauderdale, FL 33309
Telephone/Llame (954) 876 0033

Appendix B: Broward MPO Limited English Proficiency (LEP) Plan



Limited English Proficiency Plan

October 2017

Limited English Proficiency Plan

October 2017

Move People. Create Jobs.
Strengthen Communities

Our Mission: To collaboratively plan, prioritize, and fund the delivery of diverse transportation options.

Our Vision: Our work will have measurable positive impact by ensuring transportation projects are well selected, funded, and delivered.

CONTENTS

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Section 1 Introduction

Consistent with Title VI of the Civil Rights Act of 1964, USDOT's implementing regulations, and Executive Order 13166, "Improving Access to Services for Persons with Limited English Proficiency" (65 FR 50121, Aug. 11, 2000), recipients must take reasonable steps to ensure meaningful access to benefits, services, information, and other important portions of their programs and activities for individuals who are LEP. This includes conducting a "Four-Factor Analysis" to determine the specific language services that are appropriate to provide as part of the recipient's LEP (also referred to as a Language Assistance Plan).

Section 2 Four-Factor Analysis

The analysis is based on the four-factor framework provided in Section V of the USDOT's *Policy Guidance Concerning Recipients' Responsibilities to Limited English Proficient (LEP) Persons*.

Factor 1: The number or proportion of LEP persons eligible to be served or likely to be encountered by Broward MPO's programs, services, or activities.

The first step is to collect demographic data on the number of LEP persons in Broward County who are eligible to be served, likely to be served, or likely to be encountered by the MPO through participation in the transportation planning process. It should be noted that for MPO planning purposes, people that speak English "less than very well" (as defined by Census) are included in the analysis. .

Table 1 is derived from the U.S. Census Bureau's 2015 American Community Survey (ACS) Five Year Estimates. It shows the number and percentage of LEP persons age 5 years and older, in total and by language spoken in Broward County. As shown, 15.3% of LEP persons live with the Broward Urbanized Area (Broward County); of this 9.4% speak Spanish, making it the most significant language group as a percentage of population. The second most common language of the area's LEP population is French Creole at 2.7%, followed by Portuguese and French at 0.5% each.

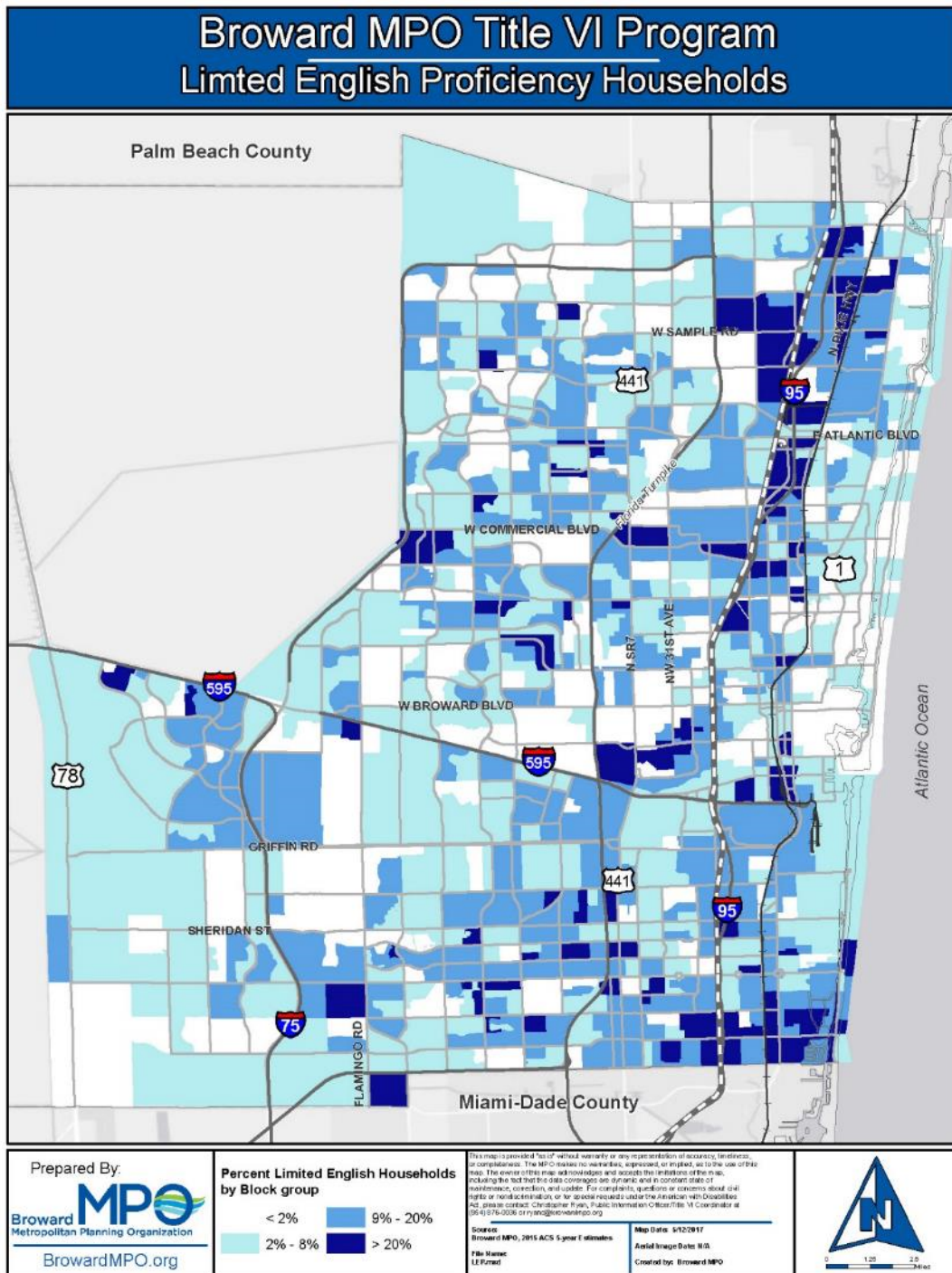
Table 1: LEP Persons in Broward Urbanized Area by Language Spoken

Language Spoken	Speak English Less Than “Very Well”	% LEP Population	% Broward County Population
Spanish	163,692	61.7%	9.4%
French Creole	46,880	17.7%	2.7%
Portuguese	9,540	3.6%	0.5%
French	9,454	3.6%	0.5%
Chinese	6,072	2.3%	0.3%
Russian	3,428	1.3%	0.2%
Vietnamese	3,177	1.2%	0.2%
Italian	2,704	1.0%	0.2%
Arabic	2,080	0.8%	0.1%
Other Asian	1,999	0.8%	0.1%
Tagalog	1,578	0.6%	0.1%
Urdu	1,481	0.6%	0.1%
Hebrew	1,478	0.6%	0.1%
Other Languages	11,763	4.4%	0.7%
Total	265,326	100.0%	15.3%

Source: ACS 2015 Five Year Estimates, Table B16001, languages greater than 0.5% of LEP population are reported above.

On the next page, Map 1 shows the spatial locations of households in Broward County that speak English “less than very well” using the 2015 ACS Five-Year Estimates.

Map 1: Percent of LEP Households, 2015



Factor 2: The frequency with which LEP individuals come in contact with these programs, services, or activities.

The four-factor analysis identified Spanish as the most significant language spoken by the LEP population in Broward County. Since the previous LEP Plan was completed in 2014 (and based on 2012 ACS data), the LEP population has grown from 246,477 to 265,326 people, nearly 8%. The size of the LEP population in this region will likely continue to increase and, as will the probability of increased future contact with the Broward MPO. However, to date, only a small number of requests for Spanish language assistance services have been made by LEP individuals or groups. As the Broward MPO expands its LEP program, staff will continue to monitor the requests for language assistance to gauge outreach effectiveness to these populations.

The Broward MPO conducts regular board meetings, advisory committee meetings, and public hearings throughout the year. Community outreach and the MPO's website are the main source of potential contact between the MPO and LEP persons. As a result, the frequency of contact is difficult to anticipate. As noted in Section 2.5, the Broward MPO's Public Participation Plan highlights the need for and specific mechanisms for conducting outreach opportunities that engage populations that are traditionally not involved in the transportation planning process.

The Broward MPO in partnership with the Palm Beach and Miami-Dade MPOs has developed the Transportation Outreach Planner tool, which uses social, economic, and geographic characteristics useful to identifying effective public participation strategies (<http://transportationoutreachplanner.org/mpotop/>). By using the tool users can produce Community Background Reports (CBRs) to help validate census data. Each of the partner's municipalities, which knows their constituents best, was involved in developing the tool, therefore supplementing information collected from the Census.

Factor 3: The nature and importance of the program, service, or activity to people's lives.

The Broward MPO programs use federal funds to plan for future transportation improvements and projects, and therefore, does not include any direct service or program that requires vital, immediate, or emergency assistance, such as medical treatment or services for basic needs (like food or shelter). Further, the Broward MPO does not conduct required activities such as applications, interviews, or other activities prior to participation in its programs or events. Involvement by any citizen with the Broward MPO or its committees is voluntary.

However, consistent with federal policy the Broward MPO must ensure that all segments of the population, including LEP persons, have been involved or have had the opportunity to be involved in the transportation planning process,. The impact of proposed transportation investments on underserved and underrepresented populations is part of the evaluation process for using federal funds in three major areas for the Broward MPO:

- **Biennial Budget or Unified Planning Work Program (UPWP)**
- **Five-year Transportation Improvement Plan (TIP)**
- **Long Range Transportation Plan (LRTP)**

Inclusive public participation is a priority consideration in other MPO plans, studies and programs as well. The transportation improvements from these planning activities have an impact on all residents. The Broward MPO will place emphasis on language assistance for educational materials and public input related to the three major areas identified above. These materials often are helpful with outreach related to other Broward MPO projects and studies.

Understanding and continued public participation are encouraged throughout the process. The Broward MPO is concerned with input from all stakeholders, and every effort is taken to make the planning process as inclusive as possible. The use of the Transportation Outreach Planner tool allows MPO staff to identify concentrations of particular populations based on language using the Community Background Reports.

Factor 4: Available resources and the overall cost to the Broward MPO.

The Broward MPO assessed the following available resources that could be used for providing LEP assistance:

- Identifying what staff and volunteer language interpreters are readily available
- How much translation services would cost
- Identifying which documents currently are or should be translated

Staff Translators

The Broward MPO uses staff and volunteer language interpreters and/or translators as needed. A complete list of staff members who are willing to provide written translations or act as an interpreter is maintained by the Broward MPO's Title VI Coordinator. At the time of this of this plan development, Broward MPO staff can translate the following languages: Spanish, Romanian, Italian, German, and Creole.

Translation Cost Analysis

Based on the word count of recent core products prepared by the MPO and translation costs (obtained from local vendors in May 2017), the approximate cost of translating major reports into Spanish, Creole, French, and Portuguese are shown in Table 2 on the next page.

Table 2: Estimated Document Translation Cost

Language	Cost Per Word	Cost per Document			
		UPWP	TIP	2035 LRTP	PPP
Spanish	\$0.12	\$5,668	\$9,479	\$4,647	\$2,030
Creole	\$0.21	\$9,919	\$16,587	\$8,132	\$3,553
French	\$0.17	\$8,030	\$13,428	\$6,583	\$2,876
Portuguese	\$0.16	\$7,557	\$12,638	\$6,196	\$2,707

Section 3 LEP Plan

Building on the results of the Four-Factor Analysis, the LEP Plan includes four components:

Component 1: Describe how the recipient provides language assistance services by language.

As noted in the Four-Factor Analysis, given the size of the LEP population in the Broward MPO area (just over 15%), the frequency of requested translation, and current financial constraints, full-language translations of complete transportation plan documents and maps are not determined to be warranted or cost feasible at this time. However, the Broward MPO currently undertakes the following to ensure that LEP persons have access to important information prepared by the MPO:

- **Translation of key documents**—The Broward MPO currently makes summaries of key documents available in Spanish. To accommodate the cost, these summaries may be presented in alternative formats, such as fact sheets, flyers or brochures. Examples of this are the Broward MPO's Core Products Fact Sheet and TIP Fact Sheet translated to Spanish (see Figures 1 and 2).
- **Translation of quarterly newsletters**—The Broward MPO publishes a quarterly newsletter, in English, twice per year in Spanish, and twice per year in Creole (see Figure 3 for Spanish translation and Figure 4 for Creole translation).
- **Advertisements in Spanish newspapers**—In addition to advertising notices in major local print media i.e. the Sun Sentinel and South Florida Times, notices are advertised in Spanish in the El Sentinel.
- **Broward MPO website translation function**—The Broward MPO has a translation function on its homepage that can translate its website content to approximately 80 different languages.
- **Broward MPO phone line Spanish translation**—The Broward MPO's main phone number, (954) 876-0033, includes an option to hear the phone directory/menu in Spanish. Specific bilingual staff are identified to providing assistance to these callers.

Figure 1: Core Products Fact Sheet Translated to Spanish



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PRODUCTOS PRINCIPALES

Todas las MPOs deben producir y mantener los productos principales para continuar recibiendo los fondos federales y estatales.

PLAN DE TRANSPORTE DE LARGO PLAZO

El Plan de Transporte de Largo Plazo (**LRTP**) representa las necesidades de transporte más importantes en Broward. Es un plan "costo factible" basado en futuros fondos anticipados por los siguientes 20 años. **El LRTP se actualiza cada cinco años.**

LISTA DE PRIORIDADES MULTIMODALES

La Lista de Prioridades Multimodales (**MPL**) representa los proyectos del LRTP en el orden en que recibirán fondos. La lista se usa para asignar fondos, cinco años desde el presente, a los proyectos de alta prioridad. **La Lista se actualiza cada año.**

PROGRAMA DE MEJORA DEL TRANSPORTE

El Programa de Mejora del Transporte (**TIP**) representa proyectos que recibirán fondos en los próximos cinco años. Los proyectos en el TIP mueven de la LRTP hacia La Lista de Prioridades Multimodales. **El TIP se actualiza cada año.**



PROGRAMA UNIFICADO DE PLANIFICACIÓN DE TRABAJO

El Programa Unificado de Planificación de Trabajo (**UPWP**) especifica el trabajo de la MPO de Broward y sus agencias asociadas y contiene un presupuesto detallado de la administración de la organización. **El UPWP se produce cada dos años.**

PLAN DE NEGOCIOS ESTRATÉGICO*

El Plan de Negocios Estratégico (**SBP**) representa la visión de la Junta de la MPO para el futuro de la organización. El Plan contiene un proceso de implementación activo, lo cual es conectado al UPWP. **Se actualiza cada dos años.** *La SBP No es requerido por la Ley Federal

PLAN DE PARTICIPACIÓN PÚBLICA

El Plan de Participación Pública (**PPP**) describe como las MPOs comparten información con la comunidad, solicitan realimentación en los productos principales, planes, y programas de la MPO, y solicitan participación significativa en el proceso de planificar. **El PPP se actualiza cada cuatro años.**

Para quejas, preguntas o asuntos acerca de los derechos civiles o la no discriminación; o para solicitudes especiales en virtud de los Americanos con Discapacidades, por favor póngase en contacto con: Christopher Ryan, Coordinador del Título VI al (954) 876-0036 o ryanc@browardmpo.org

BrowardMPO.org

Figure 2: Transportation Improvement Program Fact Sheet Translated to Spanish

FACT SHEET



Comprendiendo el Programa de Mejora del Transporte (TIP)

¿Qué es la Organización de Planificación Metropolitana de Broward (Broward MPO)?

La MPO de Broward es una agencia responsable de la planificación del transporte, la coordinación intergubernamental y la asignación de fondos de transporte en el condado de Broward. La MPO de Broward trabaja con el público, organizaciones de planificación, agencias gubernamentales, funcionarios electos y grupos comunitarios para identificar las necesidades de transporte y desarrollar planes de transporte, tales como el Programa de Mejora del Transporte (TIP) y el Plan de Transporte a Largo Plazo (LRTP).

¿Qué es el Programa de Mejora del Transporte?

El TIP es un programa que prioriza y documenta los fondos de los proyectos de mejora del transporte en la región que se espera construir en los próximos cinco años. Incluye proyectos de transporte, carretera, aeropuerto y el puerto marítimo, así como bicicletas, peatones, y proyectos relacionados al transporte de mercancías. El TIP es una herramienta para avanzar proyectos del Plan de Transporte a Largo Plazo (LRTP) a un programa de corto alcance de cinco años. Todos los proyectos del TIP son evaluados para asegurar la coherencia con las metas y objetivos del LRTP. El TIP actual y LRTP se pueden encontrar en la página web BrowardMPO.org

¿Cómo se desarrolla el TIP?

El TIP es preparado por la MPO de Broward, en cooperación con las agencias de transporte locales, tales como el Departamento de Transporte de Florida (FDOT), la Autoridad de Transporte Regional del Sur de Florida (SFRTA), el Consejo de Transporte del Sudeste de la Florida, las municipalidades dentro del Condado de Broward, y proveedores de transporte del Condado Broward como las agencias de Tránsito del Condado Broward (BCT), Departamento de Aviación y el Puerto Everglades. La MPO de Broward y sus socios de la planificación desarrollan el TIP anualmente. Al final del proceso, el TIP significa un acuerdo entre funcionarios locales, estatales y regionales en cuanto a que mejoras de transporte se deben realizar.

¿Cómo se financia el TIP?

Los proyectos del TIP son financiados a través de una mezcla de fondos locales, estatales y fondos federales de transporte. Los fondos federales son administrados a través de la Administración Federal de Carreteras (FHWA) y la Administración Federal de Tránsito (FTA). Otros fondos provienen del estado, condado y las municipalidades a través de impuestos a los combustibles.

¿Se puede modificar el TIP?

Si, los cambios son realizados regularmente en el TIP a través de enmiendas. El TIP puede ser modificado para agregar, cambiar o eliminar proyectos. Dichas modificaciones tienen que ser revisadas y aprobadas por la MPO y el FDOT. La revisión también incluye oportunidades para comentarios del público. Los principales métodos para la participación pública son las reuniones mensuales de la Citizens' Advisory Committee (CAC), Technical Advisory Committee (TAC) y la MPO de Broward que se congregan en la oficina del MPO.

Visite <http://browardmopo.org/index.php/agendas-minutes> para la fecha y hora de las reuniones y agendas futuras.

¿Por qué es importante el TIP?

El TIP identifica, tanto para los residentes y los contribuyentes de Broward, como se están utilizando los dólares federales, estatales y locales en proyectos de transporte. El TIP es un vehículo para mover los proyectos sin fondos del LRTP a una lista de prioridades con fondos disponibles que incluye un calendario previsto y el costo de cada proyecto.

¿Cómo tú puedes participar en el desarrollo del TIP?

- Los principales métodos para la participación pública son las reuniones mensuales de la CAC, el TAC y la MPO de Broward. Visita <http://browardmopo.org/index.php/agendas-minutes> para la fecha y hora de las reuniones y agendas futuras.
- Visita la página web de Broward MPO a menudo BrowardMPO.org y haga clic en la sección "Transportation Improvement Program."
- Mande un correo electrónico con sus comentarios y preguntas a knickelbeind@browardmopo.org o llame a 954-876-0053.
- Envíe por fax sus comentarios y preguntas a 954-876-0062.
- Antes de la aprobación del TIP, la MPO patrocina una audiencia pública, y un periodo de 30 días para comentarios públicos. Esto suele ocurrir en Mayo-Junio de cada año.

Calendario Anual del TIP

- Enero-Abril:
 - La MPO cuenta con proyectos del FDOT, agencias de transporte locales y las municipalidades para su inclusión en el TIP.
- Mayo-Junio:
 - La MPO de Broward lleva a cabo el periodo de revisión y comentarios públicos para el TIP preliminar.
- Julio:
 - El TIP es aprobado por el Consejo del Broward MPO.

For complaints, questions or concerns about civil rights or nondiscrimination; or for special requests under the Americans with Disabilities Act, please contact Christopher Ryan, Title VI Coordinator at (954) 876-0036 or rvanc@browardmopo.org.



Figure 3: Quarterly Newsletter Translated to Spanish



COMITÉ DE TRANSPORTE DE CARGA ESTABLECIDO EN APOYO DE LOS ESFUERZOS DE LA MPO DE BROWARD

La MPO de Broward ha establecido un Comité Asesor de Transporte de Carga (FTAC) para hacer frente al transporte de carga en crecimiento en el Sudeste de Florida y en el Condado de Broward. El FTAC está compuesto de miembros que se involucran directamente con el transporte y distribución de cargas y mercaderías, e incluye a representantes del Florida East Coast Railway (FEC), la Asociación de Port Everglades, Florida 595 Truck Stop, el Departamento de



Agricultura y Servicios al Consumidor de Florida, y demás. La MPO estableció el FTAC para proporcionar un foro donde los miembros de la comunidad de transporte de carga puedan proporcionar información acerca del proceso de planificación de la carga, conocer otros líderes de la industria, y comprender mejor el proceso de decisiones de la MPO. El FTAC se reúne trimestralmente el tercer Jueves del mes a las 2:00 p.m. Para obtener más información acerca del FTAC, póngase en contacto con Paul Flavien, Coordinador de Transporte de Carga de la MPO de Broward en flavienp@browardmpo.org o al (954) 876-0045.

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Note: Figure shown represents the front page of the newsletter for illustration purposes only.

[illegible]

- **Broward MPO TDD/TTY capabilities**—The Broward MPO uses the 711 relay service for deaf and hard of hearing individuals. Anyone with TTY equipment or who calls 711 has nationwide access to non-Internet-based relay services such as TTY relay services, speech-to-speech (STS) relay services, voice carry over (VCO) TTY, and hearing carry over (HCO) TTY relay services. The user also has the option to call direct the toll free number for the state of Florida (1-800-955-8771), which serves as a relay service between the caller and Broward MPO. This information is listed on the MPO's website and in notices.
- **American Sign Language (ASL) interpreter services**—The Broward MPO can provide ASL interpretation services at meetings or other events, as needed. Interpreter services are provided by piggybacking on a Broward County contract.
- **Translation of project/plan-specific events, materials, and deliverables**—As part of the scoping and contracting process for plans and studies, Broward MPO staff work with consultants and other organizations to determine if translation at meetings, or of project materials and deliverables, is appropriate. For example, translators were determined to be needed and made available for Spanish-speaking participants during a telephone town hall meeting for the SR 7 Multimodal Improvements Corridor Study on November 12, 2015.

- **Case-by-case translation requests**—Broward MPO staff will continue to work with individual and/or group requests for translation services, as needed.
- **Coordination with other local and regional agencies**—The Broward MPO will continue efforts to collaborate with state and local agencies to provide language translation and interpretation services. Spanish language outreach materials from organizations such as federal, state, and local transportation agencies will be used when possible.

Safe Harbor Stipulation

Federal law provides a “safe harbor” stipulation so recipients of federal funding can ensure compliance with their obligation to provide written translations in languages other than English with greater certainty. A “safe harbor” means that as long as a recipient (the Broward MPO) has created a plan for the provision of written translations under a specific set of circumstances, such action will be considered strong evidence of compliance with written translation obligations under Title VI.

However, failure to provide written translations under the circumstances does not mean there is noncompliance, but rather provides for recipients a guide for greater certainty of compliance in accordance with the four-factor analysis. Evidence of compliance with the recipient’s written translation obligations under “safe harbor” includes providing written translations of vital documents for each eligible LEP language group that constitutes 5% or 1,000 persons, whichever is less of eligible persons served or likely to be affected. Translation also can be provided orally.

The “safe harbor” provision applies to the translation of written documents only. It does not affect the requirement to provide meaningful access to LEP individuals through competent oral interpreters where oral language services are needed and reasonable to provide.

Component 2: Describe how the recipient provides notice to LEP persons about the availability of language assistance.

It is important to notify LEP persons of services available free of charge in a language the LEP persons would understand. The Broward MPO will include the following language in English and Spanish (where appropriate) on meeting notifications and other informational materials.

Public participation is solicited without regard to race, color, national origin, age, sex, religion, disability or family status. Persons who require special accommodations under the Americans with Disabilities Act or persons who require translation services (free of charge) should contact Christopher Ryan at (954) 876-0036 or ryanc@browardmpo.org at least seven days prior to the meeting. Individuals who are deaf, hard of hearing, or have speech/communication limitations may call 711 or 1-800-955-8771 to connect to and communicate with the Broward MPO via a telecommunications relay operator.

Se solicitara participación del público, sin importar la raza, color, nacionalidad, edad, sexo, religión, incapacidad o estado familiar. Personas que requieran facilidades especiales bajo el Acta de Americanos con Discapacidad (Americans with Disabilities Act) o personas que requieren servicios de traducción (sin cargo alguno) deben contactar a Christopher Ryan al teléfono (954) 876-0036 o ryanc@browardmpo.org por lo menos siete días antes de la reunión. Las personas sordas, con dificultades auditivas, o que tienen alguna limitación de expresión o comunicación pueden llamar al teléfono TDD: 711 or 1-800-955-8771 para comunicarse con la Oficina Metropolitana de Planeamiento de Broward (MPO) a través de un operador de retransmisión de telecomunicaciones.

Component 3: Describe how the recipient monitors, evaluates, and updates the language access plan.

The Broward MPO provides continuing needs assessment to determine how best to communicate with LEP persons in Broward County and improve ongoing efforts. To ensure that the intent of the LEP plan remains current, MPO staff will:

- Continue to monitor and update the plan and report progress every three years as part of its Title VI Program update.
- 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 effectiveness of public outreach programs for projects/plans targeting LEP populations through different evaluation mechanisms.
- Assess the availability of resources, including technological advances and sources of additional resources and the cost imposed.
- Assess its success in meeting the needs of the 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.

Component 4: Describe how the recipient trains employees to provide timely and reasonable language assistance to LEP populations.

To establish meaningful access to information and services for LEP individuals, the Broward MPO ensures staff is able to assist in person, and /or by telephone, LEP individuals who request assistance.

The Broward MPO actively seeks additional Title VI training opportunities for both MPO staff and transportation partner agencies and municipalities. The MPO works closely with its representatives at FDOT, FHWA and FTA to look for opportunities to provide training in the Southeast Florida region. For example, the MPO is an active participant in the “Think Like a Planner” and TRAC and RIDES programs discussed in Section 2.5 of the 2017 Title VI Program Update.

In addition, as part of the implementation of the Broward MPO's Disadvantaged Business Enterprise Program, the MPO has partnered with USDOT's Office of Small Business and the Florida Department of Transportation (FDOT) to engage the local/regional small business community in the \$195 million Wave Streetcar Project.

The MPO hosted a successful kick-off event in March 2017 followed by four sessions of bonding training for small businesses. The training sessions culminated in a field visit of the Wave Streetcar corridor to gain first-hand experience of the route and the potential business opportunities. The kick-off agenda is provided in Figure 5.



The agenda is presented on a yellow background with a blue header banner. The banner features a graphic of a streetcar and the text: "U.S. Department of Transportation Office of the Secretary of Transportation Office of Small Business www.dot.gov/osb".

\$195 Million Wave Streetcar Project
Small Business Bonding Training & Coaching Series Kick-Off
Tuesday, March 7, 2017
AGENDA

10:00 AM
Opening Remarks
 Adrianna Clark, SE Region Director - U.S. Department of Transportation Office of Small Business

10:05 AM
Greetings
 The Honorable Commissioner Bruce G. Roberts - City of Fort Lauderdale District 1

10:10 AM
Welcome
 Gregory Stuart, AICP, Executive Director - Broward Metropolitan Planning Organization (MPO)

10:15 AM
Stakeholders' Address
10:25 AM
Wave Streetcar Project Overview
 Chris Wren, Executive Director - Fort Lauderdale Downtown Development Authority

10:40 AM
Q&A
10:55 AM
Why Bonding Matters?
 Joanne S. Brooks, Esq., Vice President and Counsel - The Surety & Fidelity Association of America

11:05 AM
U.S. DOT Office of Small Business National Surety Bonding Program
 Adrianna Clark, SE Region Director - U.S. Department of Transportation Office of Small Business

11:15 AM
How Did You Win That Contract...Dialogue with Winners!

11:30 AM
Wave Streetcar Shortlisted Teams
Corporate philosophy and approaches to identifying and partnering with Small Businesses
Archer Western Contractors, LLC.
 Brian Sparks, Design Build Manager | Ed Fenn, P.E.
Stacy and Witbeck/Herzog Joint Venture
 Armando Tiscareño, Vice President & Construction Project Manager | Lloyd Lovell, Corporate DBE Program Manager

The Lane Construction Corporation
 Leticia Ortiz, Engineering Administrator | Pat McGriff, Pursuit Manager | Rick Brissey, Project Manager

11:50 AM
Audience Questions and Training Intake Process
12:00 PM
Closing Remarks

Figure 5: Wave Streetcar Kick-off Event Agenda

Section 4 Contact Information

The Broward MPO does not intend that its LEP Plan exclude anyone requiring language assistance and will try to accommodate requests. Anyone who requires special language services should contact the Broward MPO's Title VI Coordinator:

Christopher Ryan, Title VI Coordinator

Phone: (954) 876-0036

TTD: 711 or 1-800-955-8771

Fax: (954) 876-0062

ryanc@browardmpo.org

Appendix C: Broward MPO Board Approval of 2017 Title VI Program



AGENDA
Broward Metropolitan Planning Organization
Thursday, December 14, 2017 9:30 a.m.
100 West Cypress Creek Road,
6th Floor, Suite 650
Fort Lauderdale, FL 33309-2181

REGULAR ITEMS
(All Items Open for Public Comment)

1. Call to Order and Pledge
2. Introduction to New Board Room Technology
3. **Approval of Minutes - October 12, 2017 and November 9, 2017 (State of Our Transportation System Workshop)**
4. Approval of Agenda
5. Public Comments
6. Comments from the Chair
7. Executive Director's and Legislative Reports
8. Holland & Knight Monthly Report: <http://browardmpo.org/index.php/about-the-mpo/legislative-initiatives>
9. General Counsel's Report
10. Recognition of Mayor Cooper and Mayor Kaplan's Service on the MPO Board

CONSENT ITEMS
(All Items Open for Public Comment)

1. **MOTION TO APPROVE Membership Reappointments to the Transportation Disadvantaged (TD) Local Coordinating Board (LCB)**
2. **MOTION TO APPROVE a First Amendment to Interlocal Agreement Between the Broward Metropolitan Planning Organization and the City of Fort Lauderdale for Administrative Services**
3. **MOTION TO AUTHORIZE the MPO Chair, Executive Director, and General Counsel to Amend the Agreement with Konica Minolta Business Solutions USA, Inc. for**

Information Technology and Telecommunication Services**ACTION ITEMS****(All Items Open for Public Comment)**

1. **MOTION TO APPROVE the 2018 MPO Board Meeting Dates**
2. **MOTION TO ACCEPT the Audit Report Prepared for the Broward MPO**
3. **MOTION TO APPROVE a Local Contribution Increase of 5¢ Per Capita, for a Total Rate of 10¢ Per Capita**

NON-ACTION ITEMS**(All Items Open for Public Comment)**

1. **Commitment 2045 Metropolitan Transportation Plan (MTP)**
2. **Federally Mandated Performance Measures and Targets**
3. **The New Multimodal Surface Transportation Priorities List (MMPL) Format**
4. **Complete Streets Master Plan Update**

FINANCIAL REPORTS – for information purposes

1. **Consulting Contracts Summary Report**
2. **Local Contribution Collection and Expense Report**
3. **Statement of Revenues, Expenditures and Changes in Net Position and Statement of Net Position - Quarterly Report**

CORRESPONDENCE – no discussion

1. **November 2017 Correspondence**

COMMITTEE REPORTS – no discussion

1. **Technical Advisory Committee (TAC) and Citizens' Advisory Committee (CAC) Actions of the November 15, 2017 meetings**
2. Broward MPO Executive Committee meeting minutes can be found

at: <http://browardmpo.org/index.php/agendas-minutes>

ADMINISTRATIVE ITEMS

1. Member Comments
2. Broward MPO Outreach & Events - November 2017
3. Speak Up Broward Quarterly Update - October-December 2017
4. The Broward MPO and Florida Department of Transportation (FDOT) will perform an interim roadway functional class assessment upon request, with special emphasis placed upon public roads not currently eligible for federal aid funds from the Florida Highway Administration (FHWA) for disaster recovery and other purposes. For agencies interested in participating in an interim assessment, please visit: <http://browardmpo.org/index.php/federal-functional-classification>
5. MPOAC Institute: <http://institute.mpoac.org/>
6. MPOAC Freight Prioritization Program Fact Sheet
7. Update on Status of Fare Interoperability and Mobile Ticketing Project
8. 2018 Broward MPO Boards and Committee Meeting Dates
9. Let's Go Walking! - December 16, 2017
10. Transportation Disadvantaged (TD) Local Coordinating Board (LCB) - Notice of Public Workshop - January 22, 2018
11. Safe Streets Summit - February 1-2, 2018
12. The Broward MPO will be hosting an All-Hazards Recovery Training on March 5-6, 2018. For more information, please visit <http://www.browardmpo.org/index.php/current-projects-studies/adapting-to-climate-change>.

MPO BOARD RETREAT ON JANUARY 11, 2018 (more information to follow)

NEXT MEETING: FEBRUARY 8, 2018 (PENDING APPROVAL OF 2018 MPO SCHEDULE)

HAPPY HOLIDAYS!

***MOTION TO ADJOURN**

*** Motion Requested**

Public participation is solicited without regard to race, color, national origin, age, sex, religion, disability or family status. Persons who require special accommodations under the Americans with Disabilities Act or persons who require translation services (free of charge) should contact Christopher Ryan, Title VI Coordinator at (954) 876-0033/0036 or rvanc@browardmpo.org (or via Florida Relay at 711) at least seven days prior to the meeting.

For complaints, questions or concerns about civil rights or non-discrimination please contact: Christopher Ryan, Title VI Coordinator at the numbers or e-mail above.



Regular Item 3.

**Broward Metropolitan Planning Organization
Meeting Date: 12/14/2017**

Summary:

Approval of Minutes - October 12, 2017 and November 9, 2017 (State of Our Transportation System Workshop)

Attachments

1. Approval of Minutes - October 12, 2017
 2. Approval of Minutes - November 9, 2017 (State of Our Transportation System Workshop)
-



BROWARD METROPOLITAN PLANNING ORGANIZATION

Thursday, October 12, 2017, 9:30 a.m.

100 West Cypress Creek Road

6th Floor, Suite 650

Fort Lauderdale, FL 33309-2181

Vice Chair: Fort Lauderdale Commissioner Bruce Roberts
Davie Councilmember Bryan Caletka

District 1: Coral Springs Commissioner Larry Vignola
Margate Commissioner Joanne Simone
North Lauderdale Vice Mayor Jerry Graziose
Tamarac Vice Mayor Debra Placko

Alternate: Parkland Commissioner Christine Hunschofsky

District 2: Deerfield Beach Commissioner Gloria Battle
Coconut Creek Vice Mayor Mikkie Belvedere

Alternates: Hillsboro Beach Vice Mayor Irene Kirdahy
Lighthouse Point Commissioner Sandy Johnson
Lauderdale-By-The-Sea Vice Mayor Mark Brown

District 3: [Vice Chair Roberts]
Oakland Park Mayor John Adornato
Plantation Councilman Ron Jacobs
Sunrise Commissioner Lawrence Sofield

Alternates: Lauderdale Lakes Vice Mayor Beverly Williams
Wilton Manors Vice Mayor Tom Green

District 4

Alternate: Dania Beach Vice Mayor Bill Harris

District 5: [Vice Chair Caletka]
Miramar Commissioner Yvette Colbourne
Weston Commissioner Toby Feuer

Alternate: Cooper City Commissioner Lisa Mallozzi

Broward County School Board – Member Patricia Good

Broward County Board of County Commissioners – Vice Mayor Beam Furr

Broward County Board of County Commissioners – Commissioner Dale Holness

Broward County Board of County Commissioners – Commissioner Barbara Sharief

Others Present

Gregory Stuart, Broward MPO Executive Director

Michael Ronskavitz, Broward MPO Deputy Director

Alan Gabriel, Broward MPO General Counsel

Charlene Burke, Paul Calvaresi, Conor Campobasso, James Cromar, Carl Ema, Roxana Ene, Paul Flavien, Peter Gies, Ricardo Gutierrez, Daniel Knickelbein, Christopher Restrepo, Chris Ryan, Buffy Sanders, Kathy Singer, Anthea Thomas and Lydia Waring, MPO Staff

Jessica Josselyn, Kittelson & Associates

Gerry O'Reilly, Florida Department of Transportation (FDOT) District 4 Secretary

Mark Lebowski, Assistant City Manager, City of Sunrise
Mark Madgar, Florida Department of Transportation (FDOT)
Damien Miller, Tindale-Oliver
Stacy Miller, Florida Department of Transportation (FDOT)
Alison Stettner, Florida's Turnpike Enterprise (FTE)
Arlene Tanis, Florida Department of Transportation (FDOT)
Leslie Wetherell, Florida Department of Transportation (FDOT)
Jamie Opperee, Recording Secretary, Prototype, Inc.

(A copy of the sign-in sheet identifying those present is filed with the supplemental papers to the minutes of this meeting.)

A meeting of the Broward Metropolitan Planning Organization was held at 9:30 a.m. on Thursday, October 12, 2017, in Broward Metropolitan Planning Organization's Board Room at 100 West Cypress Creek Road, Fort Lauderdale, Florida.

REGULAR ITEMS
(All Items Open for Public Comment)

1. Call to Order and Pledge

Vice Chair Caletka called the meeting to order at 9:31 a.m. and the Pledge of Allegiance was recited

2. Introduction to New Board Room Technology

Peter Gies of MPO Staff reviewed the audiovisual technology and electronic voting system that will be used in the new MPO Board Room.

3. Approval of Minutes – July 13, 2017

Motion made by Commissioner Sofield, seconded by Vice Mayor Williams, to approve. In an electronic vote, the **motion** passed 20-0.

4. Approval of Agenda

Motion made by Commissioner Simone, seconded by Commissioner Mallozzi, to approve. In an electronic vote, the **motion** passed 21-0.

5. Public Comments

None.

6. Comments from the Chair

Vice Chair Caletka noted the following excused absences: Chair Richard Blattner, Mayor Richard Kaplan, Vice Mayor Keith London, Mayor Frank Ortis, and Commissioner Romney Rogers.

Motion made by Commissioner Simone, seconded by Commissioner Sofield, to approve [the excused absences]. In an electronic vote, the **motion** passed 21-0.

7. Executive Director's and Legislative Reports

Mr. Stuart advised that at the November 9, 2017 meeting, the Board will see a presentation on the State of Our Transportation System, on which the MPO, Broward County Staff, and Broward County Transit (BCT) will collaborate. A County workshop preceding this discussion is scheduled for the end of October.

Mr. Stuart continued that he is a candidate for the Association of Metropolitan Planning Organizations (AMPO) National Board. He concluded that the Broward MPO is working on a new implementation plan for the Staff Skills Audit and Organizational Structure evaluation format as well as goals established in the MPO's Strategic Business Plan.

8. Holland & Knight Monthly Report

Daniel Knickelbein of MPO Staff provided the October 2017 legislative update, recalling that the previous month, MPO Staff and Vice Chair Roberts visited Washington, D.C. along with representatives from the Greater Fort Lauderdale Chamber of Commerce. They met with Congressman Ted Deutch, as well as representatives from the offices of Senator Marco Rubio, Congresswoman Frederica Wilson, and Congressman Mario Diaz-Balart, to discuss the joint MPO/Port Everglades grant application(s), project streamlining, and the importance of fully funding transportation programs.

The federal government is currently operating under a Continuing Resolution (CR), which means the previous year's fiscal funding levels are still in place through December 8, 2017. The CR also provides disaster funding to the Federal Emergency Management Association (FEMA) and raises the debt ceiling.

The House of Representatives passed a \$1.2 trillion spending package in September, which would fund the government through fiscal year (FY) 2018. This package fully funds the Federal Highway Administration (FHWA) at \$44.2 billion, which is in line with the Fixing America's Surface Transportation (FAST) Act. The FAST Act also provides \$11.75 billion in funding for the Federal Transit Administration (FTA), which is \$662 million less than the FY 2017 funding levels. These potential funding cuts do not affect the Wave Streetcar, which has already been fully funded.

The House appropriations bill also includes an amendment that provides states with greater flexibility in implementing the yearly rescission of unobligated highway funding. The amendment could negatively affect MPOs across the country. The Senate does not currently include this amendment in its own transportation appropriations bill. MPO Staff is

working with the MPO's advocacy team in Washington, D.C. to monitor the issue and communicate concerns to the Florida legislative delegation.

There has been little progress regarding a large-scale infrastructure bill, as Congress continues to focus on other issues, such as tax reform. The current administration has hinted that public-private partnerships (P3s) may play a lesser role in a potential infrastructure bill than previously stated. The administration has also released a set of principles it plans to use for infrastructure. There is no timeline for this potential bill.

The most recent legislative report from Holland & Knight is available on the MPO's website on the Legislative Initiatives Page.

9. Bicycle and Pedestrian Safety Action Plan Update

Mr. Gies of MPO Staff recalled that the Bicycle and Pedestrian Safety Action Plan was first discussed approximately one year ago. Since that time, Staff has worked to ensure all partners are on the same page and use the feedback provided to the Plan's advocacy team and stakeholder group. He urged the Board members to consider how the plan can apply to their own municipalities and how to best advance its goals.

Jessica Josselyn of Kittelson & Associates showed a PowerPoint presentation on the Bicycle and Pedestrian Safety Action Plan, explaining that this study is intended to lead to institutional changes at a high level. The Action Plan will have an effect on the MPO's Long-Range Transportation Plan (LRTP), various corridor studies, and safety and operational studies. South Florida is one of the most dangerous areas in the United States for bicycle and pedestrian incidents.

The Action Plan begins with data collection to ensure that all recommendations are based on data. This includes crash analyses, as well as determination of where walking and biking are most likely to occur. The project team identified "hot spots" where crashes occurred and assessed multiple factors that contributed to these crashes. Rather than working to address the problem on an intersection-by-intersection basis, the team looked at policies and designs in place at these locations.

The team selected five sample sites located in five separate areas of the County, including beach access corridors, urban corridors, and suburban corridors and intersections. The advocacy team includes elected officials, municipal staffs, School Board representatives, law enforcement, and health partners. Confidential stakeholder interviews provided more honest input on some of the barriers to greater safety.

The results of data collection can be summarized in four guiding themes:

- Setting the stage: designing roadways within the context of the area in mind
- Creating safe streets: implementing design standards that accommodate all roadway users

- Prevent aggressive behavior: working to change the culture of aggression on roadways
- "All hands on deck": realizing that no one entity can address the issue of safety alone

Ms. Josselyn stated that the team identified approximately 40 countermeasures and action items to address pedestrian and bicycle safety. She summarized some of these items for the Board, including:

- Identify areas where cyclists and pedestrians are the priority movement, such as high transit use areas
- Implement quick-build temporary projects that showcase innovative bicycle and pedestrian infrastructure
- Align design standards with bicycle and pedestrian safety goals for the region
- Institute a district-wide bicycle and pedestrian safety school education program
- Create an educational program with law enforcement to focus on bicycle and pedestrian laws

Next steps include collecting additional feedback from the MPO Board and incorporating these comments into the Action Plan. The Plan will be presented for formal adoption in December 2018.

Vice Mayor Green commented on individual areas, such as Oakland Park Boulevard east of I-95, that are dangerous areas for cyclists, and asked if there are plans to improve this area in a more tangible way than identifying bicycle lanes with paint. Ms. Josselyn replied that she was not familiar with the details of all projects on Oakland Park Boulevard, although the Action Plan's field reviews identified a number of countermeasures that will be shared with partner agencies.

Vice Mayor Placko emphasized the importance of educating children in schools about bicycle and pedestrian safety, encouraging representatives of other municipalities to work closely with their schools on this initiative. She also requested more information on the logic behind temporary solutions. Ms. Josselyn explained that some municipalities may not wish to make permanent changes due to their perceived effects on traffic. Temporary improvements can show that demonstration projects, such as replacing automobile lanes with transit lanes, can be successful.

Commissioner Mallozzi addressed the need for legislative changes to design standards, pointing out that municipalities cannot make these changes alone. She added that the design standards used to build roadways are often out of date and should be more pedestrian- and bicycle-friendly. She recommended that representatives of the MPO seek to raise this issue at the State and federal levels.

Vice Mayor Brown asked how the solutions discussed for the Action Plan's hot spots throughout the County would be applicable to other communities and intersections that were not part of the study. Mr. Gies advised that the intent is to affect policy and support

individual municipalities in determining their own areas of concern and implementing projects for them.

School Board Member Good confirmed that pedestrian and bicycle safety are priorities within the school system, and are discussed with students and teachers to ensure that children know the rules about safe access to school. She suggested that other issues, such as aggressive behavior, be addressed within municipalities and communities, and noted that community events attended by families could provide an opportunity to emphasize safety.

Vice Mayor Graziose recalled that during his tenure as Director of Safety for the School Board, physical education teachers were trained in how to teach bike safety, working in conjunction with law enforcement. He added that a study through the University of Miami may have included flawed information regarding the location of its own hot spots where crashes were believed to occur. He concluded that the design of new bike lanes has resulted in more difficulties, as the County and State designs are not the same and agencies are not working together.

Commissioner Feuer recommended creating public service announcements (PSAs) aimed at educating adults as well as children. She felt the addition of bike lanes on existing streets contributes to the problem, as the streets were not planned with these lanes in mind. Ms. Josselyn stated that the final Action Item is education of both law enforcement and the general public in order to ensure consistency.

Mr. Stuart requested that Board members email him with similar information on additional crash sites, as well as other feedback regarding the Action Plan.

10. General Counsel's Report

MPO General Counsel Alan Gabriel stated that there are 24 of 25 voting members present at today's meeting, which means all present will be able to vote. If additional members join the meeting, the electronic voting system will automatically determine which members' votes will or will not be counted as the votes are taken.

CONSENT ITEMS **(All Items Open for Public Comment)**

- 1. MOTION TO APPROVE the 2017 Transportation Disadvantaged Service Plan (TDSP) Update**
- 2. MOTION TO APPROVE Membership Appointments to the Transportation Disadvantaged (TD) Local Coordinating Board (LCB)**
- 3. MOTION TO APPROVE the Executive Committee Recommendation Regarding General Counsel's Performance Review**

- 4. MOTION TO APPROVE Advancing Strategic Initiatives Task Work Order No. 16 for Toolkit for Partnering and Related Funding Sources Involving the Private Sector in an Amount Not to Exceed \$126,750.40**
- 5. MOTION TO APPROVE an Agreement Between the Broward Metropolitan Planning Organization and MYSIDEWALK, INC. for Software Acquisition, Support, and Maintenance in an Amount Not to Exceed \$48,600**
- 6. MOTION TO AUTHORIZE the MPO Chair, Executive Director, and General Counsel to Execute Documents Including, but Not Limited to, Joint Participation Agreements and Amendments to Agreements or Other Documents Necessary to Receive Funding for the Broward MPO's Approved Unified Planning Work Program (UPWP)**

Motion made by Vice Chair Roberts, seconded by Vice Mayor Green, to approve. In an electronic vote, the **motion** passed 24-0.

ACTION ITEMS
(All Items Open for Public Comment)

- 1. MOTION TO APPROVE the Florida Department of Transportation (FDOT) District Four Draft Tentative Work Program for Fiscal Year (FY) 2018/19-2022/23**

Florida Department of Transportation (FDOT) District 4 Secretary Gerry O'Reilly showed a PowerPoint presentation on the Draft Tentative Work Program for 2018/19-2022/23. He noted that funding for the Five-Year Work Program remains relatively stable, which means FDOT and the MPO are able to address a number of priorities.

Mr. O'Reilly continued that the Board's primary functions are to plan and prioritize where transportation funds are spent within Broward County. He reviewed some of the individual projects included in the Draft Tentative Work Program, including:

- Expansion of express lanes north throughout Broward County
- Design phase of improvements to SW 10th Street and possible CST funds in five to seven years
- I-75 express lanes, which are expected to open in January 2018
- Replacement of the Ravenswood Bridge
- A1A lane reduction/implementation of a bike lane from Oakland Park Boulevard to Flamingo Avenue
- Various Broward mobility projects focusing on bike lanes, sidewalks, trails, and other improvements

The Strategic Highway Safety Plan was developed by FDOT in FY 2016-17 and focuses on six major areas:

- Pedestrian/bicycle safety
- Roadway lighting
- Intersection safety
- Lane departure crashes
- Wrong-way driving
- School zone traffic control

Mr. O'Reilly emphasized that these are issues that must be addressed on a Statewide basis, not only within Broward County. He added that roadway signage is not always consistent throughout the State, citing school zone signage as an example. FDOT is funding a program to bring all school crossings in the State of Florida up to appropriate standards with consistent signage.

Mr. O'Reilly returned to individual projects, advising that progress on the Wave Streetcar is continuing, with agreements remaining to be signed at the State and federal levels. Funding for this project is in place and FDOT is preparing to open bids.

Leslie Wetherell, FDOT District 4 Program Management Administrator, continued the PowerPoint presentation, showing an extension of Broward County's I-95 express lanes into Palm Beach County. She called the Board's attention to FDOT's bicycle, pedestrian, and transit corridor studies, which have been undertaken in conjunction with the Broward MPO and other agencies.

Ms. Wetherell also reviewed some of the projects on the Multimodal Priorities List, noting that most requests from the past two years have been funded. These include the University Drive Complete Streets widening project in Coral Springs, A1A improvements in Hillsboro Beach, a Griffin Road widening project to incorporate pedestrian and bicycle needs, and project design and environmental (PD&E) projects on the Sunrise gateway and the Henry Kinney Tunnel. A congestion and arterial management study was also prioritized along the arterials connecting I-595 from the Sawgrass Expressway to the Turnpike. FDOT continues to support modal partners, including BCT, Tri-Rail, and the Ports and Airports.

Commissioner Mallozzi commented that motorists are aware of the rules of roadways regarding cyclists and pedestrians, but choose not to follow them. She felt it would be more effective to implement lower vehicle speed limits in areas with high pedestrian and cyclist traffic. Mr. O'Reilly replied that FDOT recognizes the difference in conditions on urban and rural roads and issued a Complete Streets policy with a commitment to reconsider standards for these different types of roadways. The new standards will be finalized in 2018.

Mayor Adornato praised the new northbound express lanes at the Fort Lauderdale-Hollywood International Airport (FLL), asking if temporary changes are planned for the southbound entrance as well. Mr. O'Reilly explained that while quick changes could be

implemented to address the northbound lanes, no such solutions were identified for southbound lanes. These issues will be addressed in March 2018 when express lanes in the area are extended.

Commissioner Battle asked why the construction phase for the 10th Street project is estimated to take five years. Mr. O'Reilly explained that FDOT feels they can begin the construction phase in early 2020; it will take from the present day until that time to finish the PD&E study and sufficiently design the project to proceed to construction. They are also seeking the necessary funds to begin construction in 2020, but have not yet identified them. For this reason, the project is included in the funding cycle for 2024. Commissioner Battle explained that her concern was for residents of her municipality whose lives are disrupted by ongoing projects.

Commissioner Feuer observed that a connection should be made from the I-595 express lanes to the I-95 express lanes on a schedule that completes both north- and southbound connections at the same time. Mr. O'Reilly responded that the project is phased in order to avoid having a large area under construction at the same time, as well as in recognition of funding limits. He noted that work on the interchange is expected to begin in March 2018, although he could not predict that both phases would be complete at the same time.

Motion made by Commissioner Hunschofsky, seconded by Commissioner Mallozzi, to approve. In an electronic vote, the **motion** passed 24-0.

2. MOTION TO APPROVE the Florida's Turnpike Enterprise (FTE) Draft Tentative Work Program for Fiscal Year (FY) 2018/19-2022/23

Alison Stettner, Planning Manager for Florida's Turnpike Enterprise (FTE), advised that there are revisions to the following items included in the members' backup materials:

- Project 406150-1, Widen the Turnpike between Atlantic Boulevard and Wiles Road, is being withdrawn from the Work Program
- New total cost of Broward County projects is amended to \$527,550,000
- Interchange improvement at the Turnpike to directly connect express lanes will enter the PD&E phase
- New reliever interchanges for Commercial Boulevard, Oakland Park, and Cypress Creek Boulevard will be added for the PD&E phase
- A public hearing scheduled for October 17, 2017 for the Atlantic/Wiles project has been cancelled.

Vice Mayor Belvedere read a brief statement to the Board, asserting that it was incomprehensible that FTE would propose plans to widen the Turnpike from Atlantic Boulevard to Wiles Road that will have a significant effect on a great many homeowners without a public review process. She recalled that the 2006 proposal for the Turnpike widening was for one additional lane in each direction, resulting in a total of eight lanes, with no discussion of express lanes, additional tolls, or other modifications. The LRTP also

fails to mention a 10-lane project or present an alternative analysis that justifies shifting the entire project to the west.

The proposed project would have disproportionately affected residents of Coconut Creek, many of whom are senior citizens and/or minorities. Vice Mayor Belvedere thanked FTE for halting this project, asserting that the proposal would lower property values and contribute to noise, dust, and light pollution, which would contribute to health concerns for nearby residents.

Mark Lebowski, Assistant City Manager for the City of Sunrise, stated that the planned widening of the Sawgrass Expressway with various interchange improvements does not include northbound access on Pat Salerno Drive, which residents of Sunrise feel is necessary for the further economic development of the region. FTE would require Sunrise to provide a local contribution of \$20 million in order to fund this improvement. The City feels this is unacceptable and requests that the item not be approved until northbound access is included.

Mr. Stuart commented that it is not uncommon for local governments to provide a portion of the necessary funding when asking FTE to make improvements of this nature. Once the contribution has been provided, FTE typically enters into negotiations with the municipality. Should the Board decline to approve funding for this segment of the project, which includes money for the PD&E, design, and construction phases, they may recommend additional conversations between the MPO and FTE, as well as the affected cities.

Commissioner Sofield asserted that northbound access should have been included on the Pat Salerno Drive interchange years ago, as it is a regional need. He suggested that funding be denied this portion of the project so discussions may continue. Vice Chair Caletka noted, however, that this step could result in the entire project undergoing a significant delay.

Commissioner Feuer asked if the project would include plans for an exit ramp on Oakland Park Boulevard to provide access to a medical center. Ms. Stettner replied that this would be reviewed as part of the PD&E study and could be programmed in 2019.

Commissioner Feuer also expressed concern with signalization at the Turnpike's Commercial Boulevard interchange. Ms. Stettner replied that this issue is well-documented, and may be improved by new interchanges to the south and/or north; however, she pointed out that signals on Commercial Boulevard are programmed at the local level and are not part of the Turnpike project.

Vice Mayor Furr advised that the Broward County Board of County Commissioners has discussed Project 406150-1, which was deferred at the request of Commissioner Mark Bogen until more environmental impact studies have been conducted. He cited concern for residents living in close proximity to the proposed project as one reason for the deferral. Mr. Stuart stated that the MPO plans to work with the city of Coconut Creek as well as

Broward County to continue this discussion with FTE and facilitate the PD&E study that is needed.

Commissioner Battle asked if FTE's plans include the addition of an exit moving east at SW 10th Street and the Sawgrass Expressway. Ms. Stettner replied that this ongoing PD&E study is part of the current Work Program. She noted that FTE plans to schedule a public meeting to discuss alternatives in spring 2018.

Commissioner Mallozzi stated that it was inappropriate to ask a municipality to provide local funds when FTE will benefit from tolls generated on the roadway without sharing this revenue with the municipality. She added that the Turnpike's refurbished rest stops are attractive but problematic for travelers to access.

Vice Mayor Brown asked if Coconut Creek wants further study of the proposed project or if the city's preference would be to remove it altogether. Vice Mayor Belvedere clarified that the City wants additional studies and modifications. It was further clarified that Sunrise would like a separate section of the project to be removed in order to further discuss an exit on Pat Salerno Drive.

Vice Mayor Placko requested more information on an additional Turnpike exit north or south of Commercial Boulevard. Ms. Stettner replied that FTE is considering Cypress Creek Boulevard and Oakland Park Boulevard, both of which are scheduled to begin the PD&E process in 2019, followed by a public hearing. The studies will evaluate traffic analysis and determine the potential benefits to Commercial Boulevard.

Motion made by Vice Mayor Belvedere, seconded by Vice Chair Roberts, to approve with the amendment of the withdrawal of the widening in the Wynmoor area and also to remove the section that Sunrise has identified.

It was clarified that the section described in the **motion** was FPID #437155-1, which included the widening of the Sawgrass Expressway between Sunrise and Atlantic Boulevards.

School Board Member Good requested clarification of how long the deletion of this section might delay the overall project. Ms. Stettner replied that this is not yet known.

In an electronic vote, the **motion** passed 23-0.

3. MOTION TO APPROVE Updates to the Broward MPO's Title VI Program and Limited English Proficiency (LEP) Plan

Chris Ryan of MPO Staff explained that because the MPO receives FTA funds, they are required to update their Title VI program every three years.

Demien Miller of Tindale-Oliver, project consultant, advised that Title VI was part of the Civil Rights Act of 1964, which prohibits discrimination based upon race, color, or national

origin. Programs and facilities, as well as the public decision-making process for agencies receiving federal dollars, must be non-discriminatory. The MPO must also ensure that it reaches out to individuals with Limited English Proficiency (LEP). It is also responsible for ensuring that sub-recipients of federal dollars also have appropriate programs and monitoring in place.

General requirements include implementing a process to hear complaints and investigate issues, considering the racial makeup of appointed advisory bodies, and making sure the organization can explain how sub-recipients also follow guidelines. Although the MPO is not a transit provider, it considers the demographic profile of the service area, a description of how the mobility needs of minority populations are identified and incorporated into the planning process, and producing maps that look at how state and federal funds are aggregated in public transportation projects.

Examples of how to view Title VI policy include studying high concentrations of minority and LEP populations. Mr. Miller pointed out that Broward County is a majority minority county. Another area of concern is how to geographically track public participation in minority and LEP communities by ensuring that a number of public engagement events are held in these communities. Other public participation events include participation in local schools to teach students about planning and engineering, setting up traveling booths at libraries and community centers, and the ongoing Speak Up Broward campaign to solicit feedback from the public about transportation needs.

With regard to LEP communities, the intent is to ensure that individuals with a limited understanding of English are able to provide input to the MPO, regardless of any language limitations. As a standard practice, the MPO produces some of its materials, such as fact sheets and newsletters, in Spanish and Creole; however, when they are working in a particular area where other languages are commonly spoken, they also address these language needs through translation.

Next steps include submission of the Title VI plan to the FTA, which will review the plan and make comments.

Commissioner Battle commented that the growing Creole population in Broward County should ensure that documents are made available in this language. Mr. Ryan confirmed that high-level core products are available in Creole, and at least one Haitian Creole speaker is available on MPO Staff.

Commissioner Battle continued that community participation is important with regard to the road diet underway in Deerfield Beach. She encouraged MPO Staff to reach out to the community and discuss the benefits of this project. Mr. Ryan recommended that she reach out to MPO Staff for upcoming events where their assistance will be needed.

School Board Member Good emphasized the importance of providing translated materials in Spanish and Creole on the MPO's website. She requested additional information on how demographic information is identified for Broward County populations, pointing out that

nationalities and languages cross racial demographic boundaries. Mr. Miller agreed that this can be challenging, advising that most demographic data is taken from the United States Census.

Motion made by Vice Mayor Green, seconded by Commissioner Sofield, to approve. In an electronic vote, the **motion** passed 22-0.

4. MOTION TO APPROVE an Amendment to the Fiscal Year (FY) 2017/18-2021/22 Transportation Improvement Program (TIP): Florida Department of Transportation (FDOT) – Roll-Forward Report

Motion made by Commissioner Colbourne, seconded by Commissioner Vignola, to approve. In an electronic vote, the **motion** passed 22-0.

5. MOTION TO APPROVE an Agreement with Tindale-Oliver & Associates, Inc. for 2045 Long Range Transportation Plan in an Amount Not to Exceed \$1,300,498

Motion made by School Board Member Good, seconded by Commissioner Colbourne, to approve. In an electronic vote, the **motion** passed 22-0.

6. MOTION TO APPROVE an Agreement Between the Broward Metropolitan Planning Organization and Kittelson & Associates, Inc. for the 2045 Regional Transportation Plan in an Amount Not to Exceed \$899,955

Motion made by Commissioner Sofield, seconded by Vice Mayor Furr, to approve. In an electronic vote, the **motion** passed 22-0.

7. MOTION TO APPROVE Amendments to the Broward Metropolitan Planning Organization Procurement Rules

Motion made by Commissioner Battle, seconded by Vice Mayor Graziose, to approve. In an electronic vote, the **motion** passed 22-0.

8. DISCUSSION AND MOTION(S) Regarding the Draft 2018 Broward MPO Federal and State Legislative Priorities

Motion made by Commissioner Colbourne, seconded by Vice Mayor Graziose, to approve. In an electronic vote, the **motion** passed 22-0.

9. MOTION TO APPROVE an Agreement Between the Broward Metropolitan Planning Organization and TSE Consulting, LLC for State Advocacy Services in an Amount Not to Exceed \$150,000

Motion made by Commissioner Battle, seconded by Commissioner Mallozzi, to approve. In an electronic vote, the **motion** passed 22-0.

ADMINISTRATIVE ITEMS

1. Member Comments

Vice Mayor Placko expressed her condolences at the recent passing of Tamarac Commissioner Diane Glasser.

Commissioner Sharief stated that she wished to be shown as voting in the affirmative on the Items that were voted upon prior to her arrival at the meeting. She added that the Florida International Trade Expo is being held at the Broward County Convention Center from Tuesday, October 17 through Wednesday, October 18, 2017.

Vice Mayor Green thanked the MPO for the recent Walk to School event. School Board Member Good recommended that photographs from this event be included on the MPO's website. Commissioner Mallozzi and Commissioner Battle also expressed their support for the event. Mr. Stuart noted that participation in this event exceeded expectations.

2. Broward MPO Outreach & Events – September 2017

3. Speak Up Broward Quarterly Update – July-September 2017

4. Notice of Administrative Amendments to the Fiscal Year (FY) 2016/17-2020/21 Transportation Improvement Program (TIP) and Revisions to the FY 2017/18-2021/22 TIP

5. NEW VIDEO AVAILABLE: What We Do <http://www.browardmpo.org/index.php/carousel-articles/239-broward-mpo-what-we-do>

6. The Broward MPO and Florida Department of Transportation (FDOT) will perform an interim roadway functional class assessment upon request, with special emphasis placed upon public roads not currently eligible for federal aid funds from the Florida Highway Administration (FHWA) for disaster recovery and other purposes. For agencies interested in participating in an interim assessment, please visit: <http://browardmpo.org/index.php/federal-functional-classification>

7. Two Free National Highway Institute (NHI) Courses Available: **Basics of Transportation Planning:** https://www.nhi.fhwa.dot.gov/course-search?tab=0&sf=0&course_no=151052 **Fundamentals of Environmental Justice:** https://www.nhi.fhwa.dot.gov/course-search?tab=0&sf=0&course_no=142074

8. Public Hearing Notice for the Widening of Florida's Turnpike (SR 91) from Atlantic Boulevard to Wiles Road – October 17, 2017

It was noted earlier in the meeting that this public hearing date has been cancelled.

9. **Construction Career Days of South Florida – October 24-25, 2017:**
<http://ccdfl.com/events/ccd-south/index.php>

10. **The Broward MPO will be hosting a Sea Level Rise (SLR) Viewer Training on October 27, 2017 and an All-Hazards Recovery Training on March 5-6, 2018. For more information, please visit:**
<http://www.browardmpo.org/index.php/current-projects-studies/adapting-to-climate-change>

11. **Save the Date – State of Our Transportation System – November 9, 2017**

<http://browardmpo.org/index.php/current-projects-studies/broward-mpo-40th-anniversary-event>

12. **Complete Streets and Other Localized Initiatives Program (CSLIP) applications now being accepted. The due date for the completed applications is November 15, 2017 at 5:00 p.m.**

There being no further business to come before the Board at this time, the meeting was adjourned at 12:06 p.m.

STATE OF OUR TRANSPORTATION SYSTEM EVENT ON NOVEMBER 9, 2017

NEXT MPO MEETING: DECEMBER 14, 2017



Broward Metropolitan Planning Organization

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For more information on activities and projects of the Broward MPO, please visit:

BrowardMPO.org

For complaints, questions or concerns about civil rights or nondiscrimination; or for special requests under the Americans with Disabilities Act, please contact Christopher Ryan, Title VI Coordinator at (954) 876-0036 or ryanc@browardmpo.org.

For more information, please contact:

Christopher Ryan - Title VI Coordinator

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