



March 19, 2018

AGENDA ITEM 5 C

DRAFT UNIFIED PLANNING WORK PROGRAM (UPWP) TASKS

TYPE OF ITEM: Action

STATEMENT OF ISSUE

The UPWP is developed every two years and serves as the CRTPA's work outline. The UPWP is divided into seven tasks covering items from daily administration of the CRTPA to identifying the specific planning projects to be undertaken. The initial draft is designed to focus on the tasks and upcoming studies while the final draft will include the tasks along with the required background information (i.e. Board and committee structure, previous projects, etc.) as well as the various budget forms and federal documents and certifications. Typically, a budget outline is included in the draft as well but we are still working to finalize the overall funding available for the two-year period. For FY 2018/19, we anticipate the budget to be \$650,000 - \$775,000 and around \$600,000 for FY 2019/20.

Upon approval by the CRTPA, the draft UPWP is submitted to FDOT, FHWA and FTA for review. The final UPWP will reflect any comments made by the agencies as well as the final budget and required documentation and be brought back to the committees and CRTPA for final approval. The final UPWP is anticipated to be completed in April/May.

RECOMMENDED ACTION

Option 1: Approve the FY 2018/19 – 2019/20 Draft UPWP for transmittal to FDOT, FHWA and FTA.

ATTACHMENT

Attachment 1: FY 2018/19 – FY 2019/20 UPWP Task List



UNIFIED PLANNING WORK PROGRAM

Fiscal Years 2018/19—2019/20

Effective Date: July 1, 2018—June 30, 2020

Adoption Date:

*Prepared by the
Capital Region Transportation Planning Agency
300 South Adams Street
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www.crtpa.org

*Federal Aid ID No. #####(##)
FDOT Financial Project Numbers: #####
Code of Federal Domestic Assistance Numbers:
20.205 – Highway Planning and Construction
20.505 – Federal Transit Technical Studies Grant (Metropolitan Planning)*

This report was financed in part by the Federal Highway Administration, Federal Transit Administration, Florida Department of Transportation and participating local governments.

CAPITAL REGION TRANSPORTATION PLANNING AGENCY
 FY 2018/19 – 19/20 UNIFIED PLANNING WORK PROGRAM

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Required Forms

- Section 5305(d) Forms (SF 424, GMIS, Approved Budget)
- Certifications and Assurances
- Certification of Restrictions of Lobbying
- Debarment and Suspension Certification
- Title VI Nondiscrimination Policy Statement
- Disadvantaged Business Enterprise Utilization
- Agency Comments *(To be included in final)*
- Annual Certification *(To be included in final)*

Resolution 2018-##

A RESOLUTION APPROVING THE FY 2018/19 – FY 2019/20 UNIFIED PLANNING WORK PROGRAM FOR THE CAPITAL REGION TRANSPORTATION PLANNING AGENCY (CRTPA); AUTHORIZING THE CHARIMAN TO EXECUTE ALL REQUIRED FORMS ANDS ASSURANCES; AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE ALL SUBSEQUENT GRANT APPLICATIONS, INVOICES AND JOINT PARTICIPATION AGREEMENTS.

Whereas, the CRTPA is the designated and constituted body responsible for the urban transportation planning and programming process; and

Whereas, the CRTPA is the authorized recipient of the United States Department of Transportation's planning funds; and

Whereas, the CRTPA prepared and submitted a Fiscal Years 2017 and 2018 Unified Planning Work Program; and

Whereas, comments from reviewing agencies have been received and addressed; and

Whereas, minor adjustments were made along with textual clarifications requested by the reviewing agencies; and

Whereas, a final Unified Planning Work Program reflecting agency comments has been prepared.

NOW THEREFORE BE IT RESOLVED that the CRTPA:

1. Adopts the Final Unified Planning Work Program for FY 2018/19 and FY 2019/20, and
2. Authorizes the Chairman to execute all required forms and assurances, and
3. Authorizes the CRTPA Executive Director to file and execute all related grant applications, invoices and joint participation agreements to the Unified Planning Work Program and Section 5305(d) Transit Planning Grant.

DONE, ORDERED, AND ADOPTED THIS 15th DAY OF May 2018

CAPITAL REGION TRANSPORTATION PLANNING AGENCY

Nick Maddox, Chairman

ATTEST: _____
Greg Slay, Executive Director

COST ANALYSIS CERTIFICATION AS REQUIRED BY SECTION 216.3475, FLORIDA STATUTES:

I certify that the cost for each line item budget category has been evaluated and determined to be allowable, reasonable, and necessary as required by Section 216.3475, F.S. Documentation is on file evidencing the methodology used and the conclusions reached.

Suzanne Lex
CRTPA Liaison (Grant Manager)

Signature Date

DRAFT

GLOSSARY OF ABBREVIATIONS

| | | |
|----------|---|--|
| ADA | - | Americans with Disabilities Act of 1990 |
| ARPC | - | Apalachee Regional Planning Council |
| ATMS | - | Automated Traffic Management System |
| CMAC | - | Citizen's Multimodal Advisory Committee |
| CFR | - | Code of Federal Regulations |
| CMP | - | Congestion Management Process |
| CTC | - | Community Transportation Coordinator |
| CTD | - | Commission for the Transportation Disadvantaged |
| CTST | - | Community Traffic Safety Team |
| DBE | - | Disadvantaged Business Enterprise |
| DOPA | - | Designated Official Planning Agency |
| DRI | - | Development of Regional Impact |
| ETDM | - | Efficient Transportation Decision Making |
| FAST Act | - | Fixing America's Surface Transportation Act |
| FDOT | - | Florida Department of Transportation |
| FHWA | - | Federal Highway Administration |
| FSUTMS | - | Florida Standard Urban Transportation Modeling Structure |
| FTA | - | Federal Transit Administration |
| GIS | - | Geographic Information System |
| GMIS | - | Grant Management Information System (FTA funds) |
| ITS | - | Intelligent Transportation System |
| JPA | - | Joint Participation Agreement |
| LOS | - | Level of Service |
| L RTP | - | Long Range Transportation Plan |

GLOSSARY OF ABBREVIATIONS (cont.)

| | | |
|---------|---|---|
| MAP-21 | - | Moving Ahead for Progress in the 21 st Century Act |
| MPO/TPO | - | Metropolitan/Transportation Planning Organization |
| MPOAC | - | Metropolitan Planning Organization Advisory Council |
| RMP | - | Regional Mobility Plan |
| ROW | - | Right of Way |
| PD&E | - | Project Development and Environmental Study |
| PEA | - | Planning Emphasis Area |
| PIP | - | Public Involvement Plan |
| RPC | - | Regional Planning Council |
| SIS | - | Strategic Intermodal System |
| STIP | - | State Transportation Improvement Program |
| TAC | - | Technical Advisory Committee |
| TATMS | - | Tallahassee Advanced Transportation Management System |
| TAZ | - | Traffic Analysis Zone |
| TDLCB | - | Transportation Disadvantaged Local Coordinating Board |
| TDP | - | Transit Development Plan |
| TIP | - | Transportation Improvement Program |
| TRIP | - | Transportation Regional Incentive Program |
| UPWP | - | Unified Planning Work Program |
| UA | - | Urbanized Area (as designated by the 2010 Census) |
| USC | - | United States Code |

INTRODUCTION

The Unified Planning Work Program (UPWP) has been prepared to define the tasks to be performed with funds under Title 23 Sections 134 (Metropolitan Transportation Planning), 135 (Statewide Transportation Planning) and Title 49 (Public Transportation) by the Capital Region Transportation Planning Agency (CRTPA) for the period July 1, 2018, through June 30, 2020. This document serves to define activities for the public as well as public officials and agencies that contribute manpower and allocate funds to the transportation planning process. The UPWP provides a description of planning tasks and an estimated budget for each of the planning tasks to be undertaken by the CRTPA. Planning activities programmed within the UPWP meet the level of effort requirements anticipated by the CRTPA to meet local priorities as well as the requirements of Federal Highway Administration (FHWA), Federal Transit Administration (FTA), and the Florida Department of Transportation (FDOT). FHWA and FTA provide funding support through the FDOT, the form of PL funds (FHWA) and the Section 5305(d) funds (FTA). Public involvement for the development of the UPWP is accomplished through the regularly scheduled meetings of the Technical Advisory Committee (TAC) and Citizens Multimodal Advisory Committee (CMAC), (draft & final) and CRTPA (draft & final approval). The draft UPWP is also placed on the CRTPA website for public review prior to approval by the CRTPA.

Development of this UPWP officially began on February 5, 2018 with a kickoff meeting held between CRTPA staff and the Florida Department of Transportation to discuss the overall process. Consistent with previous years, the UPWP was developed through reviewing and updating tasks contained within the preceding document in coordination with CRTPA staff and outside agencies responsible for the tasks identified within the document. Development of the UPWP also included a review of the CRTPA's top critical priorities as identified at its past annual retreats and development of tasks to address these priorities. In addition, staff reviewed the requirements related to development of UPWPs as contained within Chapter 3 of the Metropolitan Planning Organization Program Management Handbook.

The draft UPWP was presented to the CRTPA and its subcommittees for comment (March 2018) and finalized by the CRTPA at its May 15, 2018 meeting. In addition, the UPWP is posted on the CRTPA's web page (www.crtpa.org).

Subsequent to adoption, the UPWP is reviewed throughout the year to ensure consistency between staff work efforts and tasks identified within the document as well as monitoring work progress and assessing the need for possible amendment. The UPWP reflects compliance with the comprehensive Title VI Environmental Justice Procedures. Additionally, the UPWP was generated to address any annual and applicable state and federal Planning Emphasis Areas as detailed in Section II: Organization and Management. Although the CRTPA is in air quality attainment status, CRTPA staff in conjunction with the Florida Department of Transportation continues to monitor the CRTPA's air quality status as well as air quality issues.

Transportation planning in the CRTPA planning area is guided by the Year 2040 Regional Mobility Plan (RMP). The RMP utilizes input from government officials, citizen's advisory boards, technical experts

and the public. Selected projects from the Cost Feasible Plan are identified in the Transportation Improvement Program (TIP) project priority listing. These projects are prioritized on an annual basis.

In December 2015, the [Fixing America's Surface Transportation Act](#) (FAST Act) was signed into law. The FAST Act serves as the primary surface transportation legislation and is valid until September 30, 2020. The bill identifies ten factors that shall be considered as part of the review of projects and plans. Those factors are as follows:

1. Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency;
2. Increase the safety of the transportation system for motorized and non-motorized users;
3. Increase the security of the transportation system for motorized and non-motorized users;
4. Increase the accessibility and mobility of people and for freight;
5. Protect and enhance the environment, promote energy conservation, improve quality of life, promote consistency between transportation improvements and State and local planned growth and economic development patterns;
6. Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight;
7. Promote efficient system management and operation; and
8. Emphasize the preservation of the existing transportation system.
9. Improve the resiliency and reliability of the transportation system and reduce or mitigate storm water impacts of surface transportation.
10. Enhance travel and tourism.

Table I, on page 36, illustrates the CRTPA's consideration of the ten planning factors in the transportation planning process.

In addition to the FAST Act factors, both the FHWA and FDOT periodically develop Planning Emphasis Areas (PEAs) for consideration as part of the transportation planning process. PEAs are not necessarily requirements for the transportation planning process but more concepts that should be considered as part of the process. For FY 2019 those areas are as follows:

Federal

FAST Act Implementation

Relates to implementation of performance measures originally required in the Moving Ahead for Progress in the 21st Century (MAP-21), the precursor to the FAST Act. Includes using transportation performance measures, setting targets, reporting performance and programming projects that help achieve those targets.

Regional Models of Cooperation

Encourages MPOs to take a regional approach to transportation planning. For the CRTPA, this is accomplished through our participation in the FDOT District 3 quarterly meeting as well as coordination with the ARPC.

Ladders of Opportunity

Encourages MPOs to identify gaps in transportation connectivity to essential services.

A complete overview of the Federal Planning Emphasis Areas can be found at https://www.fhwa.dot.gov/planning/processes/metropolitan/mpo/fy_2016/index.cfm.

State

Rural Transportation Planning

MPOs are encouraged to plan for and coordinate with rural governmental entities both within their planning boundaries as well as those areas outside of the current boundaries that are impacted by transportation movements between regions.

Transportation Performance Measures

FHWA has finalized six interrelated performance rules to implement the transportation performance measures framework established by MAP-21 and the FAST Act. Collectively, the rules address challenges facing the transportation system, including: improving safety, maintaining the condition of the infrastructure, reducing traffic congestions, improving the efficiency of the system and freight movement, protecting the environment, and reducing delays in project delivery. The rules established national performance measures. State DOTs and MPOs must establish targets for each measure. Planning documents will identify the strategies and investments used to reach the targets. Progress towards meeting the targets will be reported through new and existing mechanisms. MPOs need to account in their UPWP for the effort necessary to satisfy the federal requirements. As MPOs and Florida DOT venture into this first round of target setting and adopting performance measures into our planning products, more emphasis will be placed on this topic area. The cooperative efforts of Florida's MPOs and DOT to insure this new planning tool will be effective and well-coordinated will need to be shown in the upcoming UPWPs.

ACES (Automated/Connected/Electric/Shared-use) Vehicles

Adopting and supporting innovative technologies and business practices supports all seven goals of the Florida Transportation Plan and the federal planning factors found in the FAST Act. ACES may lead to great improvements in safety, transportation choices, and quality of life for Floridians, our visitors and the Florida economy. Though there is a great deal of speculation and uncertainty of the potential impacts these technologies will have, MPOs need to determine how best to address the challenges and opportunities presented to them by ACES vehicles.

ORGANIZATION AND MANAGEMENT OF THE CRTPA

The CRTPA is the public agency responsible for developing policies and procedures to guide the transportation planning process for the Tallahassee Metropolitan Statistical Area (MSA). The MSA includes Leon, Gadsden, Wakulla and Jefferson counties. As the body most directly responsible for the guidance of the transportation planning process, the CRTPA strives to ensure that the recommendations are in keeping with the goals and standards of the federal and state government, as well as its member governments. The CRTPA board is composed of members of the Gadsden, Leon Jefferson and Wakulla County Commissions, the City of Tallahassee City Commission and the Leon County School Board. In addition, the five municipalities of Gadsden County (Chattahoochee, Greensboro, Gretna, Havana, Midway and Quincy) are represented by one elected official selected annually by the municipalities.

The CRTPA functions include, but are not limited to, the preparation of the required tasks assigned. Its annual responsibilities are to perform the tasks of preparing the UPWP, the TIP, and the annual CRTPA Audit Report. As with all transportation planning delegated by the federal and state laws, the CRTPA is responsible for insuring adequate representation and compatibility of state, county, and municipal projects in the transportation planning process. This includes consideration of all modes of transportation with respect to the needs of the elderly and handicapped as outlined in the Americans with Disabilities Act.

The CRTPA staff is responsible for collecting and disseminating all information from the transportation planning process to the public. The work effort required to support the planning process is administered by the CRTPA staff in cooperation with local governments and the FDOT. Other agencies that are consulted in various phases of the planning process include the Department of Environmental Protection, the Federal Aviation Administration, Federal Rail Administration and the Water Management District Offices. Additional public input is provided through public meetings, public hearings, and civic meetings.

The CRTPA has three advisory committees: the Citizens Multimodal Advisory Committee (CMAC), the Technical Advisory Committee (TAC) and the Transportation Disadvantaged Local Coordinating Board (TDLCB). The CMAC is composed of members of the general public who represent the general welfare of the community. The TAC, composed of engineers, planners, and other related transportation professionals, reviews plans, programs, and projects and recommends solutions to the CRTPA based on technical expertise. The TDLCB identifies the local needs of the transportation disadvantaged population and investigates alternatives to meet those needs. The CMAC and TAC meet approximately two weeks prior to regularly scheduled CRTPA meetings to ensure that their recommendations are incorporated in CRTPA agenda items and provided to CRTPA members in a timely manner. The bylaws for the advisory committees are available for review on the CRTPA website www.crtpa.org.

Status of Current Agreements

- Interlocal Agreement for the Creation of the MPO: The current Interlocal Agreement establishing the CRTPA was adopted and executed on March 13, 2014.
- Transportation Planning Funds (PL) Joint Participation Agreement: The Transportation

Planning Funds Joint Participation Agreement between the CRTPA and the FDOT outlines the parameters to administer federal PL funds and was approved by the CRTPA on June 20th, 2016. It is anticipated a new PL JAP will be signed concurrent with the final approval of this UPWP.

- Intergovernmental Coordination and Review and Public Transportation Coordination Joint Project Agreement (ICAR): The purpose of this agreement is to provide for coordination with public transit operators, as well as to provide a process through the ARPC for intergovernmental coordination and review and identification of inconsistencies between proposed CRTPA transportation plans and local government plans. This agreement between the FDOT, CRTPA, the Apalachee Regional Planning Council (ARPC), StarMetro, and the Tallahassee Regional Airport was approved by the CRTPA on June 1, 2018. This agreement also provides a process for conflict and dispute resolution through the ARPC.

Public Transportation Joint Participation Agreement: This agreement between the CRTPA and the FDOT to fund the Section 5305(d) grant was executed on September 15, 2014 and expires on September 30, 2018. The agreement's purpose is to fund the Section 5305(d) grant as identified in the CRTPA's UPWP.

DRAFT

STATUS OF LOCAL AND REGIONAL PLANNING ACTIVITIES

YEAR 2040 REGIONAL MOBILITY PLAN

The 2040 Regional Mobility Plan was adopted by the CRTPA in December 2015. This plan identifies roadway, transit, bicycle and pedestrian projects within the CRTPA planning area boundary. The Leon County section of bicycle and pedestrian projects contained within this plan were identified as part of development of the Tallahassee-Leon County Year Bicycle and Pedestrian Master Plan (discussed below). Other projects will be identified from other member jurisdictions. This plan is available for review on the CRTPA's website (www.crtpa.org). The next RMP update will commence in late 2018.

BICYCLE/PEDESTRIAN ACTIVITIES

An update to the 2004 Tallahassee-Leon County Year Bicycle/Pedestrian Master Plan (BPMP) was initiated in February 2018. The initial phases included stakeholder meetings and development of goals and objectives. The plan will look to improve safety and connectivity with a special emphasis on connecting neighborhoods with nearby attractions such as shopping, dining and recreation. The plan is anticipated to be completed in March 2019.

PUBLIC TRANSPORTATION

StarMetro

The current Transit Development Plan (TDP) was adopted in late 2015 and provides an overview of exiting StarMetro service as well as planned improvements over the next 10 years. The TDP can be viewed at <http://crtpa.org/files/112726434.pdf>. The CRTPA continues to work with StarMetro to ensure transit is an integral part of the overall system. StarMetro has participated on project advisory teams for the Southwest Area Transportation Plan and the Bicycle/Pedestrian Master Plan Update and is a stakeholder in the ITS Master Plan update.

Leon County Transportation Disadvantaged Service Plan (TDSP)

The CRTPA currently serves as the Designated Official Planning Agency for the TD Program Leon County. As of July 1, 2017, administration of the Gadsden, Jefferson and Wakulla County programs transferred to the Apalachee Regional Planning Council.

This five-year plan includes a service analysis and implementation plan for transportation disadvantaged services within Leon County. The annual update to this plan was approved on November 2017

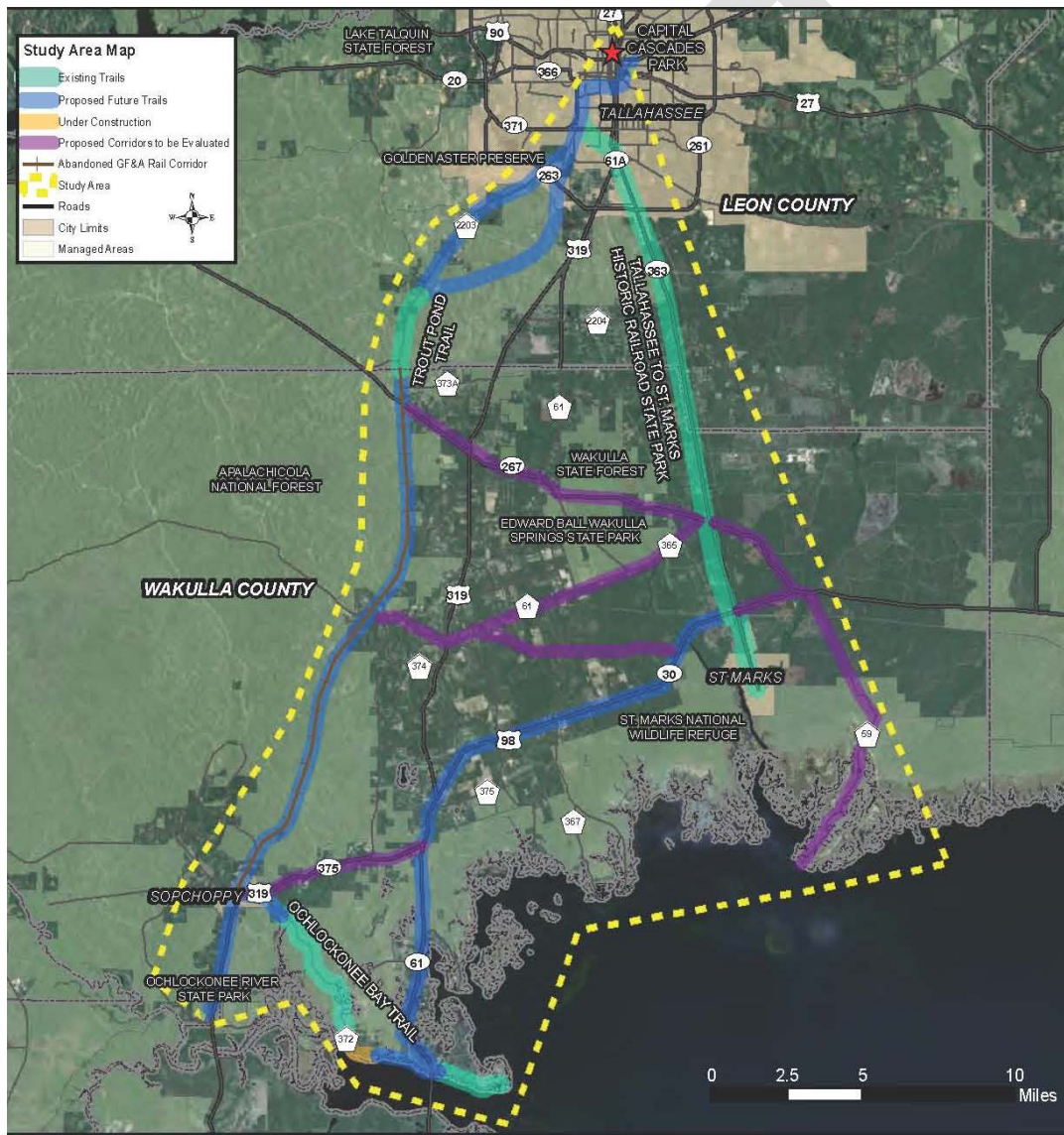
REGIONAL TRAILS

Over the last two years, the CRTPA has made significant progress on the development of a regional trail system. In 2014, the CRTPA completed the Capital City to the Sea Trails Master Plan. The Plan identified a series of interconnected trails that link the Tallahassee area to several destinations along the Gulf of Mexico in Wakulla County. Utilizing the existing St. Marks Trail as well as new trail

opportunities, the Plan provides a significant blueprint to develop over 130 miles of multi-use trails. The information developed as part of the Plan was used in the successful application for the Coastal Trail section from Wakulla High School to the beginning of the existing Ochlocknee Bay Trail in Panacea. The segment of the Coastal Trail along US 98 from Wakulla High School to the St. Marks Trail was opened to the public in May 2018. FDOT has committed funding for the remaining segments from the Ochlocknee Bay Trail to Wakulla High School in 2022. The CRTPA continues to work with its many partners in the development of the CC2S.

The Capital City to the Sea Trails Master Plan can be viewed at <http://crtpa.org/files/84061493.pdf>. Figure 1 shows the various trails identified in the Plan.

Figure 1



SOUTHWEST AREA TRANSPORTATION PLAN

The SW Area Transportation Plan is a multi-roadway plan designed to serve as a precursor to the planned Orange Avenue Project Development and Environmental (PD&E) Study scheduled for FY 2019. The Plan is a joint effort of the CRTPA and the Blueprint Agency and will include a multi-modal review of three corridors: Orange Avenue from Capital Circle SW to South Monroe Street, Lake Bradford Street from Gaines Street to Capital Circle SW and Springhill Road from Orange Avenue to Capital Circle SW. The area includes several significant community assets including FAMU, FSU, Tallahassee International Airport and Lake Bradford as well as additional secondary schools and numerous neighborhoods.

The Plan is anticipated to be completed in early 2019.

TALLHASSEE MIDTOWN AREA TRANSPORTATION PLAN – PHASE 2

Currently, Thomasville Road through the Midtown area is severely congested throughout the day. This congestion, coupled with the significant increases in pedestrian activity along the corridor, has created to need to identify creative solutions to improve the overall safety and operations of the transportation system in the area.

In February 2018, the first phase of The Midtown Area Plan was completed. Phase 1 of the Plan identified potential modifications to the transportation network including changes to Thomasville Road (one-way conversion and potential access management modifications), an evaluation of a roundabout at the Five Points intersection, a Complete Street implementation, a conversion of the current one-way pairs East 6th and 7th Avenues to two-way operation as well as the sidewalk network. A technical evaluation of each alternative was conducted to determine the impact of the identified alternatives.

Phase 2 will include a public involvement program to engage residents and business owners in Midtown and include review of StarMetro service as well. Once input is received, the final Plan will be developed. Phase 2 was initiated in April 2017 and is expected to take 6-9 months to complete.

PERFORMANCE MEASURES

MAP-21 requires MPO to adopt a series of performance measures to establish a data-driven approach to improve decision making for prioritizing transportation projects. In February 2018, the CRTPA adopted performance measure related to safety. Additional measures for mobility, pavement condition and bridge condition are required to be adopted by November 2018. Measures for mobility are anticipated to include (but not limited to) travel time reliability, overall delay and average travel speed. Measures for pavement and bridge condition have not yet been determined.

In June 2017, the CRTPA initiated an update on the CMP. The prior current CMP was completed in 2012 and developed primarily on a policy-based process. Potential approaches to improve congestion included implementation of Transportation Demand Management (TDM) strategies through local

PRIORITIES FOR FY 2018/19 AND FY 2019/20 – CON'T

comprehensive plans. The updated the CMP focused on identifying projects to improve congestion/delay levels as well as safety improvement.

2045 REGIONAL MOBILITY PLAN

Activities for the 2045 LRTP over this UPWP cycle include review of model network and TAZ structure and review of potential data sources to develop 2015 base year socioeconomic data. The RMP update is expected to In addition, CRTPA staff will continue to coordinate regional model issues through FDOT's modeling coordination committee.

ITS MASTER PLAN UPDATE

In February 2018, the CRTPA, in partnership with the Tallahassee Advanced Transportation Management System (TATMS), initiated an update to the ITS Master Plan for Tallahassee/Leon County. The ITS Master Plan will include an inventory of existing deployments, an operational needs assessment as well as potential future deployment and a prioritization of anticipated needs. The ITS Plan Update is anticipated to be completed in March 2019.

BICYCLE/PEDESTRAIN MASTER PLAN UPDATE

As mentioned previously, the current Bicycle/Pedestrian Master Plan was adopted in 2004. In February 2018, the CRTPA initiated a major update of the existing Plan. The update will focus on the development of a connected system of facilities including bicycle lanes, sidewalks and multi-use trails. Of particular emphasis will be connecting residential areas to nearby attractions such as retail and dining to promote alternative modes of transportation for shorter trips. The Plan will also identify connections to the various greenways in the area as identified in the Greenways Master Plan.

MONTICELLO TRAIL EXTENSION FEASIBILITY STUDY

The Monticello Trail Feasibility Study will review available alternatives to extend the existing Monticello Multiuse Trail to connect to Jefferson County High School. See Task 7.5 for more information.

US 27/DOWNTOWN HAVANA CORRDIOR IMPROVEMENT STUDY

In cooperation with the Town of Havana, the Department of Economic Opportunity (DEO) and FDOT, the CRTPA will review potential improvements to improve the pedestrian infrastructure to several blocks of Downtown Havana. See Task 7.6 for additional information.

WORK PROGRAM

The specific elements of the Unified Planning Work Program are organized into the following tasks:

- 1.0 Administration: identifies those functions necessary for proper management of the transportation planning process on a continuing basis.
- 2.0 Data Collection: includes the collection and analysis of socioeconomic, land use, and other transportation related data on a continuing basis in order to document changes within the transportation study area.
- 3.0 Long Range Planning: includes work related to the development and maintenance of the Long Range Transportation Plan (LRTP) as well as the Efficient Transportation Decision Making Process (ETDM) and items related to Census 2010.
- 4.0 Short Range Planning: includes development of the annual Transportation Improvement Program and Priority Project process, reviews of impacts to the transportation system from new development and annual Enhancement Project process.
- 5.0 Multimodal Planning: includes planning activities to improve overall mobility through transit, ITS, bicycle/pedestrian and performance measures.
- 6.0 Public Involvement: describes the activities used to encourage public participation in the transportation planning process.
- 7.0 Special Projects: identifies any short-term projects or studies undertaken by the CRTPA.

Each task provides an overview of the activities to be completed and the funding sources and costs associated with those activities.

- Personnel: *Salaries and fringe benefits for CRTPA staff. Fringe includes retirement, FICA, health insurance, worker's compensation and executive benefits.*
- Travel: *Costs for travel.*
- Direct Expenses:
Office: *Supplies, Telecom/IT services, copier (leased), postage, equipment, etc.*
Administrative: *Training, legal, audit, etc.*
- Consultant: *Costs for consultant services.*

Any activity that does not include a completion date (i.e. June 2019) is considered an ongoing activity.

Section 120 of Title 23, United States Code, permits FDOT to use toll revenue expenditures as a credit toward the non-federal matching share of all programs authorized by Title 23. This credit, referred to as a soft match, is listed as state funds in the Planning Funds section of Table V, page 39.

UPWP TASK 1.0 –ADMINISTRATION

The Program Administration task includes the administrative activities necessary to carry out the transportation planning process for the CRTPA planning area.

OBJECTIVE

To guide and effectively manage the tasks identified in the Unified Planning Work Program (UPWP) and maintain an effective and efficient continuing, cooperative and comprehensive transportation planning process.

PREVIOUS WORK

| | |
|--|---------------------------------------|
| FY 2016/17 – FY 2017/18 UPWP (June 2017) | Attended MPOAC meetings |
| Provided staff support to CRTPA & committees | Completed annual audit (April 17, 18) |
| Completed FHWA Certification (March 2017) | Completed FDOT Certification (17, 18) |
| Completed Single Audits (Sep 16, Nov 18) | |
| Provided training to elected officials and staff in the following areas: | |
| FDOT Public Involvement | Title XI |
| MPOAC Institute (May 2017, 2018) | TA and TRIP Submittal Process |
| GIS | |

ANTICIPATED ACTIVITIES

STAFF SUPPORT

- 1.1 Provide staff support and administration to the CRTPA and its committees by developing meeting schedules, providing technical assistance, providing minutes and other tasks as directed. Support includes travel and associated facility and office expenses (i.e. office supplies, telecom/IT expenses, utilities, etc.).
- 1.2 Administrative support for travel, purchasing, invoice development, payroll processing and overall office administration.
- 1.3 Grant administration (PL, Section 5305(d), Transportation Disadvantaged, SU, SA, CM and other funds that may be utilized) through the monitoring/maintenance of the FY 2018/19 – FY 2019/20 UPWP
 - Prepare and submit invoices on a quarterly basis
 - Ensure compliance with federal and state grant requirements
- 1.4 Continue participation in the Metropolitan Planning Organization Advisory Council (MPOAC).
- 1.5 Maintain and update, as necessary, all CRTPA agreements.

- 1.6 Purchase computers and other office equipment/furnishings as needed. *Note: items over \$5,000 require FDOT and FWHA approval prior to purchase.*
- 1.7 Other activities consistent with the UPWP as directed by the CRTPA or its subcommittees.

UNIFIED PLANNING WORK PROGRAM

- 1.8 Modify/Amend the FY 2018/19 – FY 2019/20 UPWP as necessary.
- 1.9 Continue to improve linkage between UPWP and City of Tallahassee financial systems.
- 1.10 Amend the PL Agreement as necessary.
- 1.11 Develop FY 2020/21 – FY 2021/22 UPWP (May 2020)
 - Review status of current planning projects.
 - Coordinate with planning partners to determine new planning projects to be included in UPWP.
 - Review upcoming planning requirements to address as part of the UPWP.
 - Identify potential planning projects.
 - Develop operating budget.
 - Develop and execute required funding agreements for PL and 5305(d).

CERTIFICATION

- 1.12 FDOT Annual Certification (June 2019, 2020)
 - Compile responses to FDOT certification questions.
 - Meet with FDOT staff to review responses and prepare final certification documentation.

AUDIT/LEGAL SERVICES

- 1.13 Employ a qualified auditor to perform the annual CRTPA audit in accordance with federal requirements and Chapter 215.97, Florida Statutes (Florida Single Audit Act).
- 1.14 Assist in the development of the Comprehensive Annual Financial Report (CAFR) as it relates to CRTPA grants.
- 1.15 Receive copy of all audit reports relating to revenues and expenditures.
- 1.16 Retain legal counsel for the CRTPA.

TRAINING

1.17 Continue to provide training opportunities to CRTPA Board and staff members in various policy, technical and administrative areas.

- Title VI
- MPOAC Institute
- Public Involvement
- GIS

END PRODUCTS

Effective and efficient management of the local 3-C planning process including active participation by public agencies and citizens.

Final FY 2020/21 - 21/22 UPWP. (May 2020)

Timely submittal of invoices to FDOT for PL and Section 5305(d). (ongoing)

Additional training in mission critical areas (GIS, Title VI). (ongoing)

MPOAC Institute board member training (ongoing)

Annual audit (Spring 2019, 2020)

RESPONSIBLE AGENCY

CRTPA

ESTIMATED TASK BUDGET AND FUNDING SOURCES

| FY 2018/19 | | | | | | | | | |
|-------------------------|-------------------|----|----|----|------------------|-----------------|-----------------|----|--|
| Estimated Budget Detail | | | | | | | | | |
| | FHWA | | | | FTA | | | TD | |
| | PL | SU | SA | CM | 5305(d) | State Match | Local Match | | |
| Personnel: | \$ 190,256 | - | - | - | \$ 15,785 | \$ 1,973 | \$ 1,973 | | |
| Travel: | \$ 17,000 | - | - | - | - | - | - | | |
| Direct Expenses* | | | | | | | | | |
| Administrative: | \$ 83,400 | - | - | - | - | - | - | | |
| Contracted Services | | - | - | - | - | - | - | | |
| Audit: | \$ 30,000 | - | - | - | - | - | - | | |
| Legal: | \$ 24,000 | - | - | - | - | - | - | | |
| Office: | \$ 29,087 | - | - | - | - | - | - | | |
| Total | \$ 373,743 | | | | \$ 15,785 | \$ 1,973 | \$ 1,973 | | |

| FY 2019/20 | | | | | | | | | |
|-------------------------|-------------------|----|----|----|-----------------|---------------|---------------|----|--|
| Estimated Budget Detail | | | | | | | | | |
| | FHWA | | | | FTA | | | TD | |
| | PL | SU | SA | CM | 5305(d) | State Match | Local Match | | |
| Personnel: | \$ 168,357 | - | - | - | \$ 7,533 | \$ 942 | \$ 942 | | |
| Travel: | \$ 17,000 | - | - | - | - | - | - | | |
| Direct Expenses* | | | | | | | | | |
| Administrative: | \$ 85,400 | - | - | - | - | - | - | | |
| Contracted Services | | - | - | - | - | - | - | | |
| Audit: | \$ 30,000 | - | - | - | - | - | - | | |
| Legal: | \$ 24,000 | - | - | - | - | - | - | | |
| Office: | \$ 28,476 | - | - | - | - | - | - | | |
| Total | \$ 353,233 | | | | \$ 7,533 | \$ 942 | \$ 942 | | |

UPWP TASK 2.0 – DATA COLLECTION/SAFETY

The Data Collection task outlines efforts to monitor the area’s transportation characteristics and factors affecting travel including socioeconomic data, community and land use data, transportation system data, and data related to natural, physical and human environmental concerns and issues.

OBJECTIVE

To monitor changes in traffic characteristics within the CRTPA planning boundary. To compare existing conditions with projections to anticipate planning needs and activities. Provide data to appropriate agencies to improve overall safety of the transportation system.

PREVIOUS WORK

Coordination with the City of Tallahassee, FDOT District 3 Traffic Operations (for Gadsden, Wakulla and Jefferson Counties) relative to Intelligent Transportation Systems (ITS) deployments.

Development of socio-economic data for 2040 Long Range Plan, ETDM Projects, maps, bicycle and pedestrian, and non-motorized transportation.

Reviewed crash data for specific areas to identify potential improvements.

ANTICIPATED ACTIVITIES

DATA COLLECTION

- 2.1 Coordinate collection and dissemination of GIS data with Tallahassee-Leon County GIS (TLCGIS).
- 2.2 Continue to collect necessary data for Congestion Management System (CMS).
- 2.3 Work with TATMS staff to develop travel-time reports from Bluetooth sensors along local roadways.
- 2.4 Monitor and review traffic operation needs through collection and analysis of peak hour traffic data.

SAFETY

- 2.5 Analyze crash trends and statistics to identify high-hazard locations and prioritize potential improvements.
- 2.6 Continue participation on the Community Traffic Safety Teams (CTST) within the CRTPA planning area.

END PRODUCT

Coordination of data needs with local partners. (ongoing)
 Development of travel time reports to monitor system performance.
 Continued coordination with CSTS partners in the CRTPA planning area.

RESPONSIBLE AGENCY

CRTPA

ESTIMATED TASK BUDGET AND FUNDING SOURCES

| FY 2018/19 Estimated Budget Detail | | | | | | | | |
|---------------------------------------|------------------|----|----|----|-----------------|-----------------|-----------------|----|
| | FHWA | | | | FTA | | | TD |
| | PL | SU | SA | CM | 5305(d) | State Match | Local Match | |
| Personnel: | \$ 6,880 | - | - | - | \$ 8,218 | \$ 1,027 | \$ 1,027 | |
| Consultant: | - | - | - | - | - | - | - | |
| TLCGIS | \$ 10,000 | - | - | - | - | - | - | |
| | \$ - | - | - | - | - | - | - | |
| | \$ - | - | - | - | - | - | - | |
| | \$ - | - | - | - | - | - | - | |
| | \$ - | - | - | - | - | - | - | |
| Total | \$ 16,880 | | | | \$ 8,218 | \$ 1,027 | \$ 1,027 | |

| FY 2019/20 Estimated Budget Detail | | | | | | | | |
|---------------------------------------|------------------|----|----|----|-----------------|-----------------|-----------------|----|
| | FHWA | | | | FTA | | | TD |
| | PL | SU | SA | CM | 5305(d) | State Match | Local Match | |
| Personnel: | \$ 9,678 | - | - | - | \$ 8,457 | \$ 1,057 | \$ 1,057 | |
| Consultant: | - | - | - | - | - | - | - | |
| TLCGIS | \$ 10,000 | - | - | - | - | - | - | |
| | - | - | - | - | - | - | - | |
| | \$ - | - | - | - | - | - | - | |
| | \$ - | - | - | - | - | - | - | |
| Total | \$ 19,678 | | | | \$ 8,457 | \$ 1,057 | \$ 1,057 | |

UPWP TASK 3.0 – LONG RANGE PLANNING

The Long Range Planning task includes the activities related to the development of the Regional Mobility Plan (RMP) as well as the long-term implementation of various transportation projects. The Task also includes coordination efforts with our regional partners to address transportation on a regional level.

OBJECTIVES

- Maintain the Regional Mobility Plan.
- Evaluate alternative transportation modes and systems.
- Improve traffic operations using ITS technologies.
- Coordinate planning efforts with regional partners.

PREVIOUS WORK

2040 REGIONAL MOBILITY PLAN

- Adopted 2040 Long Range Transportation Plan. (November 2015)
- Completed public involvement program. (November 2015)
- Completed Goals, Objectives and Performance Measures (September 2015)
- Completed Needs Assessment (August 2015)
- Completed Financial Resources (August 2015)
- Revised RMP to expand the environmental impact language. (November 2017)

ON-GOING ACTIVITIES

- Continued participation in the development of various transportation projects.

REGIONAL COORDINATION

- Continued participation in the District 3 MPO quarterly meetings.

REGIONAL TRAILS

- Worked with Wakulla County on the development of the Coastal Trail.
- Continued working with various agency partners to continue development of various trail projects.

ANTICIPATED ACTIVITIES

REGIONAL MOBILITY PLAN

- 3.1 Amend 2040 RMP as necessary.
- 3.2 Assist local governments with incorporating relevant portions of the 2040 RMP into their respective comprehensive plans.

REGIONAL MOBILITY PLAN – (CON'T)

3.3 2045 RMP Update

FY 2018/19:

- Conduct review of 240 RMP to determine progress and identify priority issues.
- Complete RFP process to select consultant for RMP update. (Fall 2018)
- Finalize socioeconomic data for base (2015) and horizon (2045) years. (Summer 2019)
- Finalize validation of traffic model (Summer 2019)
 - Area and facility types
 - TAZ structure
 - Calibration
- Develop initial goals and objectives (Spring 2019)

FY 2019/2020

- Initiate public involvement process (Fall 2019)
 - Identify stakeholders
 - Review current census data to identify traditionally underserved areas
 - Develop interactive processes to enhance/encourage participation
- Develop alternatives based on agency and stakeholder input (Spring 2020)
- Develop financial resources plan (Spring 2020)
- Develop Needs and Cost Feasible Plans (Summer 2020)
- Adopt final plan (November 2020)

AIR CONFORMITY

- 3.4 Monitor Environmental Protection Agency (EPA) development of Air Conformity standards. Monitor local ozone tracking stations located at Tallahassee Community College. Leon County Air Quality Data available at http://www.dep.state.fl.us/air/air_quality/county/Leon.html.

REGIONAL AND LOCAL COORDINATION

- 3.5 Continue participation in District 3 MPO coordination meetings.
- 3.6 Continue coordination with ARPC on various land use and transportation issues.
- 3.7 Improve overall coordination on transportation and land use issues with local governments, state agencies, local universities and other groups.
- 3.8 Assist local governments, as needed, to implement locally-identified transportation projects.

REGIONAL TRAILS

- 3.9 Continue work with local partners and state agencies to implement regional trails identified in the Regional Trails Project Priority List.
- 3.10 Continue development of the Capital City to the Sea Trails and other regional trails.
 - Continue work with FDOT to complete the US 98 Coastal Trail from Wakulla High School to Surf Road.
 - Continue work on the Wakulla Environmental Institute Trail.

END PRODUCT

2045 LRTP (November 2020)

Regionally coordinated transportation planning process. (ongoing)

RESPONSIBLE AGENCY

CRTPA

ESTIMATED TASK BUDGET AND FUNDING SOURCES

| FY 2018/19 Estimated Budget Detail | | | | | | | | |
|---------------------------------------|------------------|----|----|----|------------------|-----------------|-----------------|----|
| | FHWA | | | | 5305(d) | FTA | | TD |
| | PL | SU | SA | CM | | State Match | Local Match | |
| Personnel: | \$ 44,666 | - | - | - | \$ 19,064 | \$ 2,383 | \$ 2,383 | |
| Consultant: | - | - | - | - | - | - | - | |
| 2045 RMP: | - | - | - | - | - | - | - | |
| | \$ - | - | - | - | - | - | - | |
| | - | - | - | - | - | - | - | |
| | - | - | - | - | - | - | - | |
| | - | - | - | - | - | - | - | |
| Total | \$ 44,666 | | | | \$ 19,064 | \$ 2,383 | \$ 2,383 | |

| FY 2019/20 Estimated Budget Detail | | | | | | | | |
|---------------------------------------|------------------|----|----|----|------------------|-----------------|-----------------|----|
| | FHWA | | | | 5305(d) | FTA | | TD |
| | PL | SU | SA | CM | | State Match | Local Match | |
| Personnel: | \$ 43,762 | - | - | - | \$ 17,301 | \$ 2,163 | \$ 2,163 | |
| Consultant: | - | - | - | - | - | - | - | |
| 2045 RMP: | \$ - | - | - | - | - | - | - | |
| | - | - | - | - | - | - | - | |
| | \$ - | - | - | - | - | - | - | |
| | \$ - | - | - | - | - | - | - | |
| | - | - | - | - | - | - | - | |
| Total | \$ 43,762 | | | | \$ 17,301 | \$ 2,163 | \$ 2,163 | |

UPWP TASK 4.0 – SHORT RANGE PLANNING

The Short Range Planning task includes the activities related to the actual implementation of various transportation projects identified as part of the 2040 RMP and other CRTPA plans. Primary activities of the task include the Annual Project Priority process that serves as the basis for the development of the Transportation Improvement Program (TIP) as well as the development and maintenance of the TIP. Other activities include the development of legislative priorities and working with local governments to determine the impact of significant new development on the transportation system.

OBJECTIVES

- To identify and address short term transportation needs.
- Review development activity to monitor its effect on the local transportation system.

PREVIOUS WORK

- Completion of Annual Priority Project process.
- Published annual listing of Obligated Federal Projects.
- Continued work on Interactive TIP System. Available at <http://crtpa.dtstiptool.com/>
- Developed Annual TIP.
- Worked with local governments on various planning issues.
- Adopted annual legislative priorities.
- Assisted local governments in developing applications for FDOT submittal.

ANTICIPATED ACTIVITIES

PROJECT PRIORITY LISTS

- 4.1 Develop annual Project Priority Lists (PPLs). (June 2019, 2020)
PPLs are developed for:
 - 2040 RMP Projects
 - Major Capacity Projects
 - Transportation System Management
 - Operations-level projects
 - Intersections
 - ITS
 - Pedestrian Improvements
 - Transportation Alternatives
 - Regional Trails
 - Transportation Regional Incentive Program (TRIP)
 - StarMetro
 - Tallahassee International Airport

Current PPLs can be viewed [here](#).

- 4.2 Conduct public outreach for the PPLs consistent with the requirements of the latest Public Involvement Plan.

TRANSPORTATION IMPROVEMENT PROGRAM (TIP)

- 4.3 Develop and adopt the annual TIP. (June 2019, 2020)
- 4.4 Coordinate the development of the TIP with FDOT D3 as well as local governments and agencies.
- 4.5 Conduct public involvement for the adoption of the TIP consistent with the requirements of the latest Public Involvement Plan.
- 4.6 Review local government comprehensive plans for consistency with CRTPA TIP and LRTP as necessary.
- 4.7 Publish annual listing of federally-funded obligated projects. (December 2018, 2019)
- 4.8 Continue refinement of Interactive TIP system.
- 4.9 Amend TIP as necessary.

MONITOR TRANSPORTATION SYSTEM IMPACTS

- 4.10 Monitor and review DRI and other site specific impacts in the development review process as necessary.
- 4.11 Conduct site impact analysis for new development projects as requested by local governments.
- 4.12 Advise local governments and boards on decisions which may impact corridors identified for improvement or identified as physically or policy constrained.
- 4.13 Coordinate CRTPA actions with local government comprehensive plan development efforts to encourage alternative modes of transportation.
- 4.14 Assist local governments in the implementation of the transportation provisions of SB 360, especially as they relate to the Mobility Plan.

FAST ACT TRANSPORTATION ALTERNATIVES (TA) PROGRAM

- 4.15 Assist local governments in FAST Act TA application process.
- 4.16 Monitor progress of programmed TA projects and assist in their implementation when necessary.

LEGISLATIVE ACTIVITIES

- 4.17 Develop annual legislative priorities. (November 2017, 2018)
- 4.18 Monitor legislative activities on both the federal and state level to determine impact on transportation issues.
- 4.19 Assist MPOAC with legislative activities. (\$500 - Local funds)

END PRODUCT

- Annual Priority Project Lists. (June)
- Annual Transportation Improvement Plan (June)
- Annual Listing of Federal Projects (December)
- Annual Legislative Priorities (November)

RESPONSIBLE AGENCY

CRTPA

ESTIMATED TASK BUDGET AND FUNDING SOURCES

| FY 2018/19 | | | | | | | | |
|-------------------------|------------------|------|----|----|------------------|-----------------|-----------------|----|
| Estimated Budget Detail | | | | | | | | |
| | PL | FHWA | | | 5305(d) | FTA | | TD |
| | | SU | SA | CM | | State Match | Local Match | |
| Personnel: | \$ 34,324 | - | - | - | \$ 21,754 | \$ 2,719 | \$ 2,719 | |
| Consultant: | - | - | - | - | - | - | - | |
| <i>Interactive TIP</i> | \$ 9,600 | - | - | - | - | - | - | |
| | | - | - | - | - | - | - | |
| | | - | - | - | - | - | - | |
| | | - | - | - | - | - | - | |
| | | - | - | - | - | - | - | |
| Total | \$ 43,924 | | | | \$ 21,754 | \$ 2,719 | \$ 2,719 | |

| FY 2019/20 | | | | | | | | |
|-------------------------|------------------|------|----|----|------------------|-----------------|-----------------|----|
| Estimated Budget Detail | | | | | | | | |
| | PL | FHWA | | | 5305(d) | FTA | | TD |
| | | SU | SA | CM | | State Match | Local Match | |
| Personnel: | \$ 35,380 | - | - | - | \$ 22,368 | \$ 2,796 | \$ 2,796 | |
| Consultant: | - | - | - | - | - | - | - | |
| <i>Interactive TIP</i> | \$ 9,600 | - | - | - | - | - | - | |
| | | - | - | - | - | - | - | |
| | \$ - | - | - | - | - | - | - | |
| | \$ - | - | - | - | - | - | - | |
| | | - | - | - | - | - | - | |
| Total | \$ 44,980 | | | | \$ 22,368 | \$ 2,796 | \$ 2,796 | |

UPWP TASK 5.0 – MOBILITY PLANNING

The Multimodal Planning task reflects the planning activities related to the various transportation modes including highways, transit, bicycle/pedestrian, and aviation.

OBJECTIVES

To ensure the efficient and effective provision of public transportation by providing technical assistance and staff support to the local Community Transportation Coordinator and the SunTran system.

PREVIOUS WORK

BICYCLE/PEDESTRIAN PLANNING

Initiated update to the Tallahassee/Leon County Bicycle/Pedestrian Master Plan (February 2018)

- Completed review of existing plans
- Initiated stakeholder meetings
- Developed inventory of existing facilities

Development of Project Priority Lists (PPLs) for Bicycle/Pedestrian Projects and Transportation Alternatives Projects. (June 2017, 2018)

Coordination with Bicycle Work Group in Leon County, Leon County Schools, Community Traffic Safety Team Members locally and with FDOT District 3 on outreach opportunities to promote safety and mobility options for all within the region.

Coordination with Florida DEP and FDOT for the Capital City to the Sea Trails programming through CRTPA and SUNTrail.

Developed concept for Florida Arts Trail.

TRANSIT – STARMETRO

Assisted StarMetro in the initial planning for the Southside Super Stop.

Worked with StarMetro to update and streamline the Transit Project Priority List.

TRANSPORTATION DISADVANTAGED

Selection of Community Transportation Coordinator for Leon County. (October 2017)

Completion of Annual Operating Report.

Annual review/update of Transportation Disadvantaged Service Plan (TDSP).

Annual review of Community Transportation Coordinator.

AVIATION

Worked with TIA to update the Aviation Project Priority List.

CONGESTION MANAGEMENT PLAN

Initiated an update of the Congestion Management Plan (June 2017)

- Coordinated initial stages of the update with agency partners
- Identified locations of highly congested intersections and bottlenecks
- Identified locations of high-crash intersections and road segments

INTELLIGENT TRANSPORTATION SYSTEMS

Worked with FDOT District 3 on the update of the Regional ITS Architecture.

Worked with local TATMS to incorporate ITS-related improvements in FDOT projects (Capital Circle SW, South Adams Street pedestrian crosswalk, Thomasville Road pedestrian crosswalks).

Initiated update of the Tallahassee/Leon County ITS Master Plan in partnership with TATMS (February 2018)

ANTICIPATED ACTIVITIES

BICYCLE/PEDESTRIAN

- 5.1 Develop of the FY 2019 & 2020 Priority Project Lists for Bicycle and Pedestrian and Transportation Alternatives projects. (June 2019, June 2020)
- 5.2 Continue participation in the Leon County Bike Work Group
- 5.3 Coordination with the CMAC to identify and program key bicycle and pedestrian projects and programs for the region.
- 5.4 Disseminate bicycle and pedestrian safety materials throughout the year at key events, such as the Leon County Safety Fair, that target a wide range of the population of the CRTPA area.
- 5.5 Coordinate with the CTST's to promote responsible transportation behavior for all users of the network.
- 5.6 Coordinate with technical and citizen's groups to identify roadway design improvements as opportunities arise to improve the system.
- 5.7 Complete the update of the Tallahassee/Leon County Bicycle/Pedestrian Master Plan (March 2019)
The current Master Plan was last updated in 2004. This update will include a review of existing plans from local agencies as well as the SUNTrails program. Anticipated activities to complete the plan include:
 - Identify potential linkages to parks and other public spaces
 - Continue public involvement with the public, local agencies, and user groups

- Review of existing and potential revenue sources
- Development of short- and long-term implementation plans

TRANSIT (STARMETRO)

- 5.8 Assist StarMetro as necessary to improve transit service.
- 5.9 Coordinate with StarMetro on the annual update of the Transit Development Plan (TDP).
- 5.10 Coordinate with StarMetro on the development of the annual project priority list for transit.
- 5.11 Work with StarMetro in the development of performance measures as they relate to transit service.
- 5.12 Work with StarMetro to identify potential ITS strategies/deployments to improve transit operations and efficiency.

TRANSPORTATION DISADVANTAGED

- 5.13 Provide staff support and administration to the Leon County Transportation Disadvantaged Local Coordinating Boards (TDLCB).
- 5.14 Conduct grant administration including quarterly operational reports and financial statements.
- 5.15 Continue to facilitate coordination between the TDLCB and the CTC, StarMetro.
- 5.16 Review CTC's annual report and perform evaluation. (December 2018, 19)
- 5.17 Review of Memorandum of Agreement and approval of fare structure prior to submission to Commission for the Transportation Disadvantaged.
- 5.18 Continue coordination with the Commission for Transportation Disadvantaged.
- 5.19 Annually update TDSP.
- 5.20 Conduct annual Public Hearing for the TDLCB.

AVIATION

- 5.21 Assist Tallahassee International Airport (TIA), as necessary, in the update of their Airport Master Plan.
- 5.22 Coordinate with TIA on transportation projects that have a direct impact on airport operations.

- 5.23 Assist TIA, as necessary, with the development of the Joint Aviation Capital Improvement Program (JAICP).
- 5.24 Coordinate with TIA on the development of the annual project priority list for aviation.

CONGESTION MANAGEMENT PLAN/PERFORMANCE MEASURES

5.25 Congestion Management Plan (CMP) Update (Phase II - June 2018)

The current CMP was last updated in 2013. Primarily a policy document, the CMP determined the levels-of-service (LOS) for various roadways based on existing traffic counts and provided options to reduce overall delay through land development regulations and Transportation Demand Management (TDM) strategies. The update will focus on specific projects to reduce delay at congested intersections and improve safety. This is expected to be a multi-phase project that will include the following elements:

- Applicability of Intelligent Transportation System (ITS) deployments
- Identification of potential improvements and countermeasures
- Engineering review of potential improvements and countermeasures
- Potential prioritization criteria
- Existing and potential funding sources

5.26 Adopt required Performance Measures (November 2018)

- Mobility
 - Anticipated measures include:
 - travel time reliability and variability
 - vehicle and person hours of delay
 - average travel speed
 - other measures as deemed pertinent to the CRTPA area
- Pavement Condition
- Bridge Condition

5.27 Establish a process to collect and review data for the various performance measures to determine progress on adopted targets. (June 2019)

INTELLIGENT TRANSPORTATION SYSTEMS (ITS)

5.28 ITS Master Plan Update (March 2019)

In February 2018, the CRTPA and TAMTS initiated an update to the Tallahassee/Leon County ITS Master Plan. Completion of the plan will include the following activities:

- Operational needs assessment
- Development of deployment and integration recommendations

➤ Develop prioritized implementation plan

5.29 Continue work with Tallahassee Advanced Traffic Management System (TATMS) to identify ITS deployments.

5.30 Review potential ITS applications/deployments for StarMetro.

END PRODUCT

- Effective and efficient coordinated public transportation system (ongoing)
- Completion of CTC review (annual)
- Completion of NTD report (annual)
- Updated Congestion Management Plan (June 2018)
- Establishment of MAP-21/FAST ACT Performance Measures (TBD)

RESPONSIBLE AGENCY

CRTPA

ESTIMATED TASK BUDGET AND FUNDING SOURCES

| FY 2018/19 Estimated Budget Detail | | | | | | | | |
|---------------------------------------|------------------|----|----|----|------------------|-----------------|-----------------|----|
| | FHWA | | | | 5305(d) | FTA | | TD |
| | PL | SU | SA | CM | | State Match | Local Match | |
| Personnel: | \$ 49,248 | - | - | - | \$ 21,605 | \$ 2,701 | \$ 2,701 | |
| Consultant: | - | - | - | - | - | - | - | |
| <i>Bike/Ped Master Plan</i> | - | - | - | - | - | - | - | |
| <i>ITS Master Plan</i> | - | - | - | - | - | - | - | |
| - | - | - | - | - | - | - | - | |
| - | - | - | - | - | - | - | - | |
| - | - | - | - | - | - | - | - | |
| Total | \$ 49,248 | | | | \$ 21,605 | \$ 2,701 | \$ 2,701 | |

| FY 2019/20 Estimated Budget Detail | | | | | | | | |
|---------------------------------------|------------------|----|----|----|------------------|-----------------|-----------------|----|
| | FHWA | | | | 5305(d) | FTA | | TD |
| | PL | SU | SA | CM | | State Match | Local Match | |
| Personnel: | \$ 46,869 | - | - | - | \$ 23,229 | \$ 2,904 | \$ 2,904 | |
| Consultant: | - | - | - | - | - | - | - | |
| - | - | - | - | - | - | - | - | |
| - | - | - | - | - | - | - | - | |
| - | - | - | - | - | - | - | - | |
| - | - | - | - | - | - | - | - | |
| Total | \$ 46,869 | | | | \$ 23,229 | \$ 2,904 | \$ 2,904 | |

UPWP TASK 6.0 – PUBLIC INVOLVEMENT

The Public Transportation task identifies the activities that encourage and facilitate public participation in the transportation planning process. Activities include meeting notices as well as presenting information to various civic groups and local agencies on a regular basis.

OBJECTIVES

Ensure adequate opportunity for public input on the transportation planning process as well as specific projects.

PREVIOUS WORK

CRTPA

Established a CRTPA Facebook page – (January 2017)

Updated the Limited English Proficiency Plan (LEPP). (December 2017)

Completed update of the Public Involvement Plan. (February 2018)

Updated Title VI Procedures as part of the Public Involvement Process Plan and attended training and outreach events related to Title VI best practices. (February 2018)

Completed redesign on the CRTPA website – www.crtpa.org. (March 2018)

Conducted public outreach seeking comments on the CRTPA’s plans and programs including the TIP, UPWP, Project Priority Lists, and Regional Mobility Plan.

Continued updates to the CRTPA website to improve access to information related to CRTPA activities and projects.

Increased efforts to seek input from the region’s traditionally underserved population through targeted locations in public events.

ONGOING ACTIVITIES

CRTPA

- 6.1 Develop and disseminate public information, as necessary, to inform the public of transportation planning activities. Conduct presentations on transportation related topics to civic and governmental agencies as requested.
- 6.2 Continue to conduct public outreach related to the CRTPA’s plans and programs (including TIP, RMP, UPWP and Project Priority Lists) within the CRTPA region.
- 6.3 Provide a clearinghouse for transportation related activities for all levels of government and public involved in improving the local transportation system.
- 6.4 Provide CRTPA information and public involvement items at public events including community festivals and institutions of education.
- 6.5 Complete regular updates to the CRTPA webpage – www.ctpa.org.
- 6.6 Continue to monitor and track all public information requests.

- 6.7 Continue efforts related to increasing input from the region's traditionally underserved population.
- 6.8 Continue televising CRTPA meetings live on WCOT and provide post-meeting access to the video via the CRTPA website and YouTube Channel.
- 6.9 Develop and publish an annual report on CRTPA activities.
- 6.10 Periodically review and update Public Involvement Plan (PIP) to comply with the FAST Act, Title VI and other applicable requirements.
- 6.11 Continue to expand efforts related to increasing input from the region's traditionally underserved populations/areas.
- 6.12 Update the Limited English Proficiency Plan for the CRTPA planning area. (December 2017)
- 6.13 Conduct safety programs at public schools, as requested, in Gadsden, Leon, Jefferson, and Wakulla counties.
- 6.14 Continue to coordinate with FDOT on the annual Work Program Hearing.

END PRODUCT

Effective program to provide the public information regarding the transportation planning process and specific projects.
Update of CRTPA website. (ongoing)

RESPONSIBLE AGENCY

CRTPA

ESTIMATED TASK BUDGET AND FUNDING SOURCES

| FY 2018/19 Estimated Budget Detail | | | | | | | | |
|---------------------------------------|------------------|----|----|----|------------------|-----------------|-----------------|----|
| | FHWA | | | | 5305(d) | FTA | | TD |
| | PL | SU | SA | CM | | State Match | Local Match | |
| Personnel: | \$ 38,428 | - | - | - | \$ 13,662 | \$ 2,181 | \$ 2,181 | |
| Consultant: | - | - | - | - | - | - | - | |
| | - | - | - | - | - | - | - | |
| | - | - | - | - | - | - | - | |
| | - | - | - | - | - | - | - | |
| | - | - | - | - | - | - | - | |
| Total | \$ 38,428 | | | | \$ 13,662 | \$ 2,181 | \$ 2,181 | |

| FY 2019/20 Estimated Budget Detail | | | | | | | | |
|---------------------------------------|------------------|----|----|----|------------------|-----------------|-----------------|----|
| | FHWA | | | | 5305(d) | FTA | | TD |
| | PL | SU | SA | CM | | State Match | Local Match | |
| Personnel: | \$ 48,139 | - | - | - | \$ 17,446 | \$ 2,181 | \$ 2,181 | |
| Consultant: | - | - | - | - | - | - | - | |
| | \$ - | - | - | - | - | - | - | |
| | - | - | - | - | - | - | - | |
| | \$ - | - | - | - | - | - | - | |
| | \$ - | - | - | - | - | - | - | |
| Total | \$ 48,139 | | | | \$ 17,446 | \$ 2,181 | \$ 2,181 | |

UPWP TASK 7.0 – SPECIAL PROJECTS

The Special Projects task identifies the activities that are non-recurring studies dealing with various transportation issues.

OBJECTIVES

Conduct identified studies and/or surveys to improve the overall transportation system.

PREVIOUS WORK

Initiated the Southwest Area Transportation Plan (November 2017)

- Conducted traffic county and Bluetooth data collection around TIA. (November 2017)
- Conducted initial stakeholder meetings (December 2017 – February 2018)
- Conducted community forums for initial input. (May 2018)

Initiated corridor reviews of Pensacola Street and Tharpe Street. (December 2017)

Completed Phase I of the Midtown Area Transportation Plan. (March 2018)

Completed the Wakulla Environmental Institute (WEI) Trail Feasibility Study (April 2018)

ANTICIPATED ACTIVITIES

7.1 Southwest Area Transportation Plan (March 2019)

In November 2017, the CRTPA, in partnership with the Blueprint IA, initiated an area-wide transportation plan for the southwest Tallahassee area. The plan includes a review of the following corridors:

- *Orange Avenue from Capital Circle SW to Monroe Street*
- *Lake Bradford from Capital Circle SW to Stadium Drive*
- *Springhill Road from Capital Circle SW to Orange Avenue*

The plan focuses on the development of a multimodal system that includes multiuse trails and enhanced transit services as well as improved bicycle and pedestrian connectivity to the numerous neighborhoods in the area. The area contains several education facilities: Florida State University (FSU), Florida Agricultural and Mechanical University (FAMU), R. Nims Middle School and FAMU High School.

- *Review existing and future land uses*
- *Review large-scale projects impacting the study area*
- *Identify deficiencies in the current system*
- *Develop/conduct public involvement with affected stakeholders*
- *Develop potential corridor design alternatives*
- *Develop planning-level cost estimates for improvements*
- *Develop final plan documentation*

7.2 Midtown Area Transportation Plan (Phase II) (February 2019)

Phase I of the Midtown Area Transportation Study took a multi-modal approach to improving the transportation network in the area. The study reviewed operating characteristics of several roadways including Thomasville Road, Monroe Street, North Meridian Road, North Calhoun and Gadsden Streets and East 6th and 7th Avenues and identified opportunities to improve pedestrian facilities. Phase II will include an extensive stakeholder engagement and public outreach to determine the best alternative to meet the long-term goals of the Midtown area as well as the following activities:

- *Conduct stakeholder meetings*
- *Conduct public workshops*
- *Refine alternatives based on public input*
- *Develop surveys (on-line and printed)*
- *Prepare sketch level renderings for alternatives*
- *Prepare planning level costs for each alternative*
- *Develop implementation and phasing strategies*
- *Prepare final documentation*

7.3 Conduct Corridor Assessments:

- *Bannerman Road from Tekesta Drive to Thomasville Road*
- *South Adams Street from FAMU Way to Orange Avenue*
- *Additional corridors as may be identified.*

The assessments would review the existing conditions of each corridor and identify potential short- and long-term improvements. The assessments would also explore potential Complete Streets applications as well as enhanced typical sections. Work anticipated to be undertaken includes:

- *Data collection*
 - *Traffic characteristics, safety/crash data*
 - *Travel speed/intersection bottleneck data from NPMRDS*
 - *Intersection operations*
 - *Land uses (existing and future)*
 - *Right-of-way cross sections*
- *Existing and future conditions*
- *Prioritized Action Plans*
- *Technical appendices/reports*

7.4 Conduct Corridor/Complete Street Studies

Based on the results of the Corridor Assessments, the CRTPA may choose to conduct a more comprehensive and detailed Corridor Study. These studies may include a Complete Streets component in addition to the traditional activities associated with a corridor study.

Once a Corridor Study is identified, the UPWP will be amended to reflect to scope of work to be completed.

7.5 Monticello Trail Extension Feasibility Study (March 2019)

The current Monticello Trail extends approximately 1.5 miles from Rocky Branch Road to Martin Road. The Feasibility Study (2040 RMP Project ID: 567) would look to extend the trail approximately 3 miles south from Martin Road to Jefferson County High School. Work anticipated to be conducted includes (but is not limited to):

- *Collection of pertinent data for GIS use*
 - *Property boundaries and ownership*
 - *Rights-of-way*
 - *Aerial photos*
- *Stakeholder meetings*
- *Development of alternatives*
- *Documentation findings*

7.6 US 27/Downtown Havana Corridor Improvement Study (June 2019)

The 2040 RMP identified a potential lane reduction for a section of US 27 in Downtown Havana (Project ID: 333). This study would determine the impact of a lane reduction and look at potential multimodal improvements. Should the lane reduction not be feasible, the focus of the study would shift to identifying opportunities to improve the corridor through a Complete Streets assessment.

END PRODUCT

Completed Corridor Assessments (South Adams, Bannerman Road) (January 2019)
Completed Midtown Area Transportation Plan (Phase II) (February 2019)
Completed Southwest Area Transportation Plan (March 2019)
Completed Monticello Trail Extension Feasibility Study (March 2019)
Completed US 27/Downtown Havana Study (June 2019)

RESPONSIBLE AGENCY

CRTPA

ESTIMATED TASK BUDGET AND FUNDING SOURCES

| FY 2018/19 | | | | | | | | |
|-------------------------|-------------------|-------------------|-----------|------------|------------------|-----------------|-----------------|----|
| Estimated Budget Detail | | | | | | | | |
| | PL | FHWA | | | 5305(d) | FTA | | TD |
| | | SU | SA | CM | | State Match | Local Match | |
| Personnel: | \$ 153,616 | - | - | - | \$ 25,858 | \$ 3,232 | \$ 3,232 | |
| Consultant: | - | - | - | - | - | - | - | |
| <i>SW Area Plan</i> | | | | | | | | |
| <i>Midtown Phase II</i> | | | | | | | | |
| <i>Monticello Trail</i> | | \$ 45,000 | - | - | | | | |
| <i>US 27/Havana</i> | | \$ 35,000 | - | - | | | | |
| <i>Other:</i> | | \$ 369,200 | \$ 63,292 | \$ 212,700 | | | | |
| | | - | - | - | - | - | - | |
| Total | \$ 153,616 | \$ 449,200 | | | \$ 25,858 | \$ 3,232 | \$ 3,232 | |

| FY 2019/20 | | | | | | | | |
|-------------------------|-------------------|------|----|----|------------------|-----------------|-----------------|----|
| Estimated Budget Detail | | | | | | | | |
| | PL | FHWA | | | 5305(d) | FTA | | TD |
| | | SU | SA | CM | | State Match | Local Match | |
| Personnel: | \$ 135,720 | - | - | - | \$ 32,571 | \$ 4,071 | \$ 4,071 | |
| Consultant: | - | - | - | - | - | - | - | |
| | \$ - | - | - | - | - | - | - | |
| | \$ - | - | - | - | - | - | - | |
| | | - | - | - | - | - | - | |
| Total | \$ 135,720 | | | | \$ 32,571 | \$ 4,071 | \$ 4,071 | |

TABLE I
FAST ACT PLANNING FACTORS

| FAST ACT Planning Factors | UPWP Tasks | | | | | | |
|--------------------------------|------------|-----------------|-----|-----|-------------------|---------------|------------------|
| | Admin | Data Collection | LRP | SRP | Mobility Planning | Public Invlv. | Special Projects |
| Support Economic Vitality | X | | X | X | X | | X |
| Increase Safety | | X | X | X | | X | X |
| Increase Security | | X | X | X | | X | X |
| Increase Accessibility | | | X | X | X | X | X |
| Protect Environment | | | X | X | X | | X |
| Enhance Connectivity | | | X | X | X | X | X |
| Promote Efficient Operation | X | X | X | X | X | | X |
| Emphasize System Preservation | X | X | X | X | | X | X |
| Improve Resiliency/Reliability | X | X | X | X | X | | X |
| Enhance Travel/Tourism | X | | X | X | X | X | X |

TABLE II
FEDERAL AND STATE PLANNING EMPHASIS AREAS

| FEDERAL PLANNING EMPHASIS AREAS | UPWP Tasks | | | | | | |
|---------------------------------|------------|-----------------|-----|-----|-------------------|---------------|------------------|
| | Admin | Data Collection | LRP | SRP | Mobility Planning | Public Invlv. | Special Projects |
| FAST Implementation | | X | | X | | | X |
| Regional Models of Cooperation | | | X | X | X | | X |
| Ladders of Opportunity | | | | | X | | X |
| STATE PLANNING EMPHASIS AREAS | | | | | | | |
| Rural Transportation Planning | | | X | X | | | X |
| Performance Measures | | X | X | X | X | | X |
| ACES | | X | | | X | | X |

See page 2 for details

TABLE III
SCHEDULE OF SELECTED PROJECTS

| UPWP TASK | -- 2018 -- | | | | | | -- 2019 -- | | | | | | -- 2020 -- | | | | | | | | | | | |
|--|------------|-----|-----|-----|-----|-----|------------|-----|-----|-----|-----|-----|------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| | JUL | AUG | SEP | OCT | NOV | DEC | JAN | FEB | MAR | APR | MAY | JUN | JUL | AUG | SEP | OCT | NOV | DEC | JAN | FEB | MAR | APR | MAY | JUN |
| TASK 1.0 PROGRAM ADMINISTRATION | | | | | | | | | | | | | | | | | | | | | | | | |
| 1.11 Develop 2020/21-21/22 UPWP | | | | | | | | | | | | | | | | | | | | | | | | |
| 1.12 FDOT Annual Certification | | | | | | | | | | | | | | | | | | | | | | | | |
| 1.13 Audit | | | | | | | | | | | | | | | | | | | | | | | | |
| TASK 2.0 DATA COLLECTION | | | | | | | | | | | | | | | | | | | | | | | | |
| TASK 3.0 LONG RANGE PLANNING | | | | | | | | | | | | | | | | | | | | | | | | |
| 3.3 2045 LRTP Update | | | | | | | | | | | | | | | | | | | | | | | | |
| 3.5 Develop Performance Measures | | | | | | | | | | | | | | | | | | | | | | | | |
| Task 4.0 SHORT RANGE PLANNING | | | | | | | | | | | | | | | | | | | | | | | | |
| 4.1 Develop 2022 Priority Projects | | | | | | | | | | | | | | | | | | | | | | | | |
| Develop 2023 Priority Projects | | | | | | | | | | | | | | | | | | | | | | | | |
| 4.3 TIP Update (Annual and Roll- Forward)) | | | | | | | | | | | | | | | | | | | | | | | | |
| 4.15 Process FAST ACT TA Applications | | | | | | | | | | | | | | | | | | | | | | | | |
| 4.17 Develop Legislative Priorities | | | | | | | | | | | | | | | | | | | | | | | | |
| TASK 5.0 Modal Planning | | | | | | | | | | | | | | | | | | | | | | | | |
| 5.1 Develop Annual PPLs - Bike/Ped | | | | | | | | | | | | | | | | | | | | | | | | |
| 5.7 Bike/Ped Master Plan Update | | | | | | | | | | | | | | | | | | | | | | | | |
| 5.27 ITS Master Plan Update | | | | | | | | | | | | | | | | | | | | | | | | |
| TASK 6.0 PUBLIC INVOLVEMENT | | | | | | | | | | | | | | | | | | | | | | | | |
| TASK 7.0 SPECIAL PROJECTS | | | | | | | | | | | | | | | | | | | | | | | | |
| 7.1 SW Area Transportation Plan | | | | | | | | | | | | | | | | | | | | | | | | |
| 7.2 Midtown Area Plan (Phase II) | | | | | | | | | | | | | | | | | | | | | | | | |
| 7.3 Corridor Assessments | | | | | | | | | | | | | | | | | | | | | | | | |
| 7.5 Monticello Trail Feasibility Study | | | | | | | | | | | | | | | | | | | | | | | | |
| 7.6 US 27/Downtown Corridor Havana Study | | | | | | | | | | | | | | | | | | | | | | | | |



TABLE IV
FY 2018/19 Funding by Agency

| TASK | ELEMENT | FHWA | FTA | FDOT | | TD | Local | Total |
|------|---------------|-------------|-----------|------------|------------|----------|----------|-------------|
| | | | | Soft Match | Cash Match | | | |
| 1.0 | Admin | \$373,743 | \$15,785 | \$67,535 | \$1,973 | | \$1,973 | \$393,474 |
| 2.0 | Data/Safety | \$16,880 | \$8,218 | \$3,050 | \$1,027 | | \$1,027 | \$27,152 |
| 3.0 | LRP | \$44,666 | \$19,064 | \$8,071 | \$2,383 | | \$2,383 | \$68,496 |
| 4.0 | SRP | \$43,924 | \$21,754 | \$7,937 | \$2,719 | | \$2,719 | \$71,116 |
| 5.0 | Mobility | \$49,248 | \$21,605 | \$8,899 | \$2,701 | \$25,828 | \$2,701 | \$102,082 |
| 6.0 | Public Inv. | \$38,428 | \$13,662 | \$6,944 | \$1,708 | | \$1,708 | \$55,506 |
| 7.0 | Special Proj. | \$878,808 | \$25,858 | \$158,801 | \$3,232 | | \$3,232 | \$911,131 |
| | TOTAL | \$1,445,697 | \$125,946 | \$261,237 | \$15,743 | | \$15,743 | \$1,628,958 |

TABLE V
FY 2018/19 Funding Sources by Agency

| TASK | ELEMENT | FHWA | | | | FTA Sec 5305(d) | FDOT | | TD | Local ² | Federal | State | Local | Task Total |
|------|---------------|-----------|-----------|----------|-----------|--------------------|-------------------------|------------|----------|--------------------|-------------|----------|----------|---------------|
| | | PL | SU | SA | CM | | Soft Match ¹ | Cash Match | | | | | | |
| 1.0 | Admin | \$373,743 | | | | \$15,785 | \$67,535 | \$1,973 | | \$1,973 | \$389,528 | \$1,973 | \$1,973 | \$393,474 |
| 2.0 | Data/Safety | \$16,880 | | | | \$8,218 | \$3,050 | \$1,027 | | \$1,027 | \$25,097 | \$1,027 | \$1,027 | \$27,152 |
| 3.0 | LRP | \$44,666 | | | | \$19,064 | \$8,071 | \$2,383 | | \$2,383 | \$63,730 | \$2,383 | \$2,383 | \$68,496 |
| 4.0 | SRP | \$43,924 | | | | \$21,754 | \$7,937 | \$2,719 | | \$2,719 | \$65,678 | \$2,719 | \$2,719 | \$71,116 |
| 5.0 | Mobility | \$49,248 | | | | \$21,605 | \$8,899 | \$2,701 | \$25,828 | \$2,701 | \$70,853 | \$28,529 | \$2,701 | \$102,082 |
| 6.0 | Public Inv. | \$38,428 | | | | \$13,662 | \$6,944 | \$1,708 | | \$1,708 | \$52,090 | \$1,708 | \$1,708 | \$55,506 |
| 7.0 | Special Proj. | \$153,616 | \$449,200 | \$63,292 | \$212,700 | \$25,858 | \$158,801 | \$3,232 | | \$3,232 | \$904,666 | \$3,232 | \$3,232 | \$911,131 |
| | TOTAL | \$720,505 | \$449,200 | \$63,292 | \$212,700 | \$125,946 | \$15,743 | \$15,743 | \$25,828 | \$15,743 | \$1,571,643 | \$41,571 | \$15,743 | \$1,628,958 |

¹ Soft match is non-cash match for FHWA Funds and represents 18% of total FHWA funds. Soft match is not included in overall totals.

² Match for FTA Funds. 5305(d) funds are 80% FTA, 10% FDOT & 10% Local.

TABLE VI
FY 2019/20 Funding by Agency

| TASK | ELEMENT | FHWA | FTA | FDOT | | TD | Local | Total |
|------|---------------|-----------|-----------|------------|------------|-----|----------|-----------|
| | | | | Soft Match | Cash Match | | | |
| 1.0 | Admin | \$353,233 | \$9,417 | \$63,829 | \$942 | | \$942 | \$364,533 |
| 2.0 | Data/Safety | \$19,678 | \$10,571 | \$3,556 | \$1,057 | | \$1,057 | \$32,363 |
| 3.0 | LRP | \$43,762 | \$21,626 | \$7,908 | \$2,163 | | \$2,163 | \$69,714 |
| 4.0 | SRP | \$44,980 | \$27,960 | \$8,128 | \$2,796 | | \$2,796 | \$78,532 |
| 5.0 | Mobility | \$46,869 | \$29,037 | \$8,469 | \$2,904 | \$0 | \$2,904 | \$81,713 |
| 6.0 | Public Inv. | \$48,139 | \$21,808 | \$8,699 | \$2,181 | | \$2,181 | \$74,308 |
| 7.0 | Special Proj. | \$135,720 | \$40,714 | \$24,525 | \$4,071 | | \$4,071 | \$184,576 |
| | TOTAL | \$692,381 | \$161,132 | \$125,113 | \$16,113 | | \$16,113 | \$885,739 |

TABLE VII
FY 2019/20 Funding Source by Agency

| TASK | ELEMENT | FHWA | | | | FTA | FDOT | | TD | Local ² | Federal | State | Local | Task |
|------|---------------|-----------|-----|-----|-----|-------------|-------------------------|-------------------------|-----|--------------------|-----------|----------|----------|-----------|
| | | PL | SU | SA | CM | Sec 5305(d) | Soft Match ¹ | Cash Match ² | | | | | | Total |
| 1.0 | Admin | \$353,233 | | | | \$9,417 | \$63,829 | \$942 | | \$942 | \$362,650 | \$942 | \$942 | \$364,533 |
| 2.0 | Data/Safety | \$19,678 | | | | \$10,571 | \$3,556 | \$1,057 | | \$1,057 | \$30,249 | \$1,057 | \$1,057 | \$32,363 |
| 3.0 | LRP | \$43,762 | | | | \$21,626 | \$7,908 | \$2,163 | | \$2,163 | \$65,389 | \$2,163 | \$2,163 | \$69,714 |
| 4.0 | SRP | \$44,980 | | | | \$27,960 | \$8,128 | \$2,796 | | \$2,796 | \$72,940 | \$2,796 | \$2,796 | \$78,532 |
| 5.0 | Mobility | \$46,869 | | | | \$29,037 | \$8,469 | \$2,904 | \$0 | \$2,904 | \$75,906 | \$2,904 | \$2,904 | \$81,713 |
| 6.0 | Public Inv. | \$48,139 | | | | \$21,808 | \$8,699 | \$2,181 | | \$2,181 | \$69,946 | \$2,181 | \$2,181 | \$74,308 |
| 7.0 | Special Proj. | \$135,720 | \$0 | \$0 | \$0 | \$40,714 | \$24,525 | \$4,071 | | \$4,071 | \$176,433 | \$4,071 | \$4,071 | \$184,576 |
| | TOTAL | \$692,381 | \$0 | \$0 | \$0 | \$161,132 | | \$16,113 | \$0 | \$16,113 | \$853,513 | \$16,113 | \$16,113 | \$885,739 |

¹ Soft match is non-cash match for FHWA Funds and represents 18% of total FHWA funds. Soft match is not included in overall totals.

² Match for FTA Funds. 5305(d) funds are 80% FTA, 10% FDOT & 10% Local.

APPENDIX I
 FY 2018/19 and FY 2019/20
 Administrative, Facility and Office Expense Detail

| FY 2018/19 | |
|----------------------------------|-------------------|
| Accounting Category | Task 1.0 Admin |
| Administrative Expenses | |
| Advertising | \$ 2,500 |
| Due, Subscriptions, Memberships | \$ 2,500 |
| Workers Comp | \$ 16,500 |
| Contracted Services | |
| Audit | \$ 30,000 |
| Legal | \$ 24,000 |
| City Allocated Expenses | |
| HR | \$ 10,100 |
| Accounting | \$ 20,000 |
| Purchasing | \$ 3,200 |
| IT | \$ 27,000 |
| Revenue Collection | \$ 100 |
| Environmental | \$ 1,500 |
| Subtotal: | \$ 137,400 |
| Facility Expenses | |
| Rent | \$ - |
| Subtotal: | \$ - |
| Office Expenses | |
| Copier | \$ 3,500 |
| Printing & Binding | \$ 3,000 |
| Equipment Repairs | \$ 225 |
| Software | \$ 3,500 |
| Telephone | \$ 1,000 |
| Food | \$ 1,500 |
| Postage | \$ 750 |
| Office Supplies | \$ 4,000 |
| Unclassified Supplies | \$ 1,012 |
| Journals & Books | \$ 600 |
| Machinery & Equipment (<\$5,000) | \$ 10,000 |
| Machinery & Equipment (>\$5,000) | \$ - |
| Subtotal: | \$ 29,087 |
| Total: | \$ 166,487 |

¹ Individual dues are covered by local match, not federal funds.

² Food is covered by local match, not federal funds.

| FY 2019/20 | |
|----------------------------------|-------------------|
| Accounting Category | Task 1.0 Admin |
| Administrative Expenses | |
| Advertising | \$ 4,500 |
| Due, Subscriptions, Memberships | \$ 2,500 |
| Workers Comp | \$ 16,500 |
| Contracted Services | |
| Audit | \$ 30,000 |
| Legal | \$ 24,000 |
| City Allocated Expenses | |
| HR | \$ 10,100 |
| Accounting | \$ 20,000 |
| Purchasing | \$ 3,200 |
| IT | \$ 27,000 |
| Revenue Collection | \$ 100 |
| Environmental | \$ 1,500 |
| Subtotal: | \$ 139,400 |
| Facility Expenses | |
| Rent | \$ - |
| Subtotal: | \$ - |
| Office Expenses | |
| Copier | \$ 3,500 |
| Printing & Binding | \$ 3,000 |
| Equipment Repairs | \$ 225 |
| Software | \$ 3,500 |
| Telephone | \$ 1,000 |
| Food | \$ 1,500 |
| Postage | \$ 750 |
| Office Supplies | \$ 4,000 |
| Unclassified Supplies | \$ 2,000 |
| Journals & Books | \$ 600 |
| Machinery & Equipment (<\$5,000) | \$ 8,401 |
| Machinery & Equipment (>\$5,000) | \$ - |
| Subtotal: | \$ 28,476 |
| Total: | \$ 167,876 |

¹ Individual dues are covered by local match, not federal funds.

² Food is covered by local match, not federal funds.

Section 5305(d) - FY 2019
Grant Management Information System Codes
FTA Funds Only - 80% of Total

| Technical Classifications: | | | |
|-----------------------------|--|-----------|----------------|
| 41.11.00 | Program Support and Administration | \$ | 15,785 |
| 41.12.00 | General Development and Comprehensive Planning | | |
| 41.13.00 | Long Range Transportation Planning | \$ | 19,064 |
| | (including Major Investment Studies and EIS) | | |
| 41.13.01 | System Level | \$ | 8,218 |
| 41.13.02 | Project Level | \$ | 21,605 |
| 41.14.00 | Short Range Transportation Planning | \$ | 17,403 |
| 41.15.00 | Transportation Improvement Program | \$ | 4,351 |
| 41.16.00 | Special Projects | \$ | 25,858 |
| 41.16.01 | Americans with Disabilities Act (ADA) | | |
| 41.16.02 | Clean Air Planning | | |
| 41.16.06 | Financial Planning | | |
| 41.16.07 | Management Systems | | |
| 41.16.08 | Livable Communities | | |
| 41.17.00 | Other Activities (<i>Public Involvement</i>) | \$ | 13,662 |
| Total FTA Funds | | \$ | 125,946 |
| Accounting Classifications: | | | |
| 41.20.01 | Personnel | \$ | 92,398 |
| 41.20.02 | Fringe Benefits | \$ | 345 |
| 41.20.03 | Travel | \$ | - |
| 41.20.04 | Equipment | | |
| 41.20.05 | Supplies | | |
| 41.20.06 | Contractual | | |
| 41.20.07 | Other | \$ | - |
| 41.20.08 | Indirect Costs | | |
| Total FTA Funds | | \$ | 92,743 |
| Fund Allocations: | | | |
| 41.30.01 | MPO Activities | \$ | 125,946 |
| 41.30.02 | Transit Operator Activities | | |
| 41.30.03 | State and/or Local Agency Activities | | |
| Total Net Project Cost | | <u>\$</u> | <u>125,946</u> |
| Total FTA Funds | | \$ | 92,744 |

Section 5305(d) - FY 2019
Grant Management Information System Codes
All Funds

| Technical Classifications: | | | |
|----------------------------------|--|------------------------------|-------------------|
| 41.11.00 | Program Support and Administration | \$ | 19,731 |
| 41.12.00 | General Development and Comprehensive Planning | | |
| 41.13.00 | Long Range Transportation Planning (including Major Investment Studies and EIS) | \$ | 23,830 |
| 41.13.01 | System Level | \$ | 10,272 |
| 41.13.02 | Project Level | \$ | 27,006 |
| 41.14.00 | Short Range Transportation Planning | \$ | 21,754 |
| 41.15.00 | Transportation Improvement Program | \$ | 5,438 |
| 41.16.00 | Special Projects | \$ | 32,323 |
| 41.16.01 | Americans with Disabilities Act (ADA) | | |
| 41.16.02 | Clean Air Planning | | |
| 41.16.06 | Financial Planning | | |
| 41.16.07 | Management Systems | | |
| 41.16.08 | Livable Communities | | |
| 41.17.00 | Other Activities (<i>Public Involvement</i>) | \$ | 17,078 |
| Total Net Project Cost | | | \$ 157,433 |
| Accounting Classifications: | | | |
| 41.20.01 | Personnel | \$ | 115,498 |
| 41.20.02 | Fringe Benefits | \$ | 431 |
| 41.20.03 | Travel | \$ | - |
| 41.20.04 | Equipment | | |
| 41.20.05 | Supplies | | |
| 41.20.06 | Contractual | | |
| 41.20.07 | Other | \$ | - |
| 41.20.08 | Indirect Costs | | |
| Total Net Project Cost | | | \$ 115,929 |
| Fund Allocations: | | | |
| 41.30.01 | MPO Activities | \$ | 157,433 |
| 41.30.02 | Transit Operator Activities | | |
| 41.30.03 | State and/or Local Agency Activities | | |
| Total Net Project Cost | | | \$ 157,433 |
| | Federal Share (80%) | \$ | 125,946 |
| | Local Share (20%) | \$ | 31,488 |
| <u>Accounting Classification</u> | <u>FPC</u> | <u>Description</u> | <u>Amount</u> |
| 91.37.08.8P-2 | 02 | Technical Studies - Planning | \$ 157,433 |

CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans and Cooperative Agreements

The undersigned certifies, to the best of her or his knowledge and belief, that:

- (1) No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress in connection with the awarding of any Federal Contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress, in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000.00 and not more than \$100,000.00 for each such failure.

Executed this 15th day of May 2018

By: _____
Nick Maddox, Chairman

**DEBARMENT AND SUSPENSION
CERTIFICATION**

As required by U.S. DOT regulations on Government-wide Debarment and Suspension (Non-procurement) at 49 CFR 29.510:

(1) The Capital Region Transportation Planning Agency certifies to the best of its knowledge and belief, that it and its principals:

- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by a Federal department or agency;
- (b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, state or local) transaction or contract under a public transaction; violation of Federal or state antitrust statutes; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, state or local) with commission of any of the offenses listed in paragraph (2) of this certification; and
- (d) Have not within a three-year period preceding this certification had one or more public transactions (Federal, state or local) terminated for cause or default.

(2) The Capital Region Transportation Planning Agency also certifies that if, later, it becomes aware of any information contradicting the statements of paragraphs (a) through (d) above, it will promptly provide that information to FTA.

Executed this 15th day of May 2018

By: _____
Nick Maddox, Chairman

**TITLE VI
NONDISCRIMINATION POLICY STATEMENT**

The Capital Region Transportation Planning Agency (CRTPA) assures the Florida Department of Transportation 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 and the Florida Civil Rights Act of 1992 be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination or retaliation under any program or activity.

The CRTPA further agrees to the following responsibilities 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 *Appendix A* 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.

Executed this 15th day of May 2018

By: _____
Nick Maddox, Chairman

APPENDIX A

During the performance of this contract, the contractor, for itself, its assignees and successors in interest (hereinafter referred to as the "Contractor") agrees as follows:

- (1.) **Compliance with Regulations:** The Contractor shall comply with the Regulations relative to nondiscrimination in Federally-assisted programs of the U.S. Department of Transportation (hereinafter, "USDOT") Title 49, Code of Federal Regulations, Part 21, as they may be amended from time to time, (hereinafter referred to as the Regulations), which are herein incorporated by reference and made a part of this Agreement.
- (2.) **Nondiscrimination:** The Contractor, with regard to the work performed during the contract, shall not discriminate on the basis of race, color, national origin, sex, age, disability, religion or family status in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The Contractor shall not participate either directly or indirectly in the discrimination prohibited by section 21.5 of the Regulations, including employment practices when the contract covers a program set forth in Appendix B of the Regulations.
- (3.) **Solicitations for Subcontractors, including Procurements of Materials and Equipment:** In all solicitations made by the Contractor, either by competitive bidding or negotiation for work to be performed under a subcontract, including procurements of materials or leases of equipment; each potential subcontractor or supplier shall be notified by the Contractor of the Contractor's obligations under this contract and the Regulations relative to nondiscrimination on the basis of race, color, national origin, sex, age, disability, religion or family status.
- (4.) **Information and Reports:** The Contractor shall provide all information and reports required by the Regulations or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the *Florida Department of Transportation, the Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, and/or the Federal Motor Carrier Safety Administration* to be pertinent to ascertain compliance with such Regulations, orders and instructions. Where any information required of a Contractor is in the exclusive possession of another who fails or refuses to furnish this information the Contractor shall so certify to the *Florida Department of Transportation, the Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, and/or the Federal Motor Carrier Safety Administration* as appropriate, and shall set forth what efforts it has made to obtain the information.
- (5.) **Sanctions for Noncompliance:** In the event of the Contractor's noncompliance with the nondiscrimination provisions of this contract, the *Florida Department of Transportation* shall impose such contract sanctions as it or the *Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, and/or the Federal*
- (6.) *Motor Carrier Safety Administration* may determine to be appropriate, including, but not limited to:
 - a. withholding of payments to the Contractor under the contract until the Contractor complies, and/or
 - b. cancellation, termination or suspension of the contract, in whole or in part.

Incorporation of Provisions: The Contractor shall include the provisions of paragraphs (1) through (6) in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Regulations, or directives issued pursuant thereto. The Contractor shall take such action with respect to any subcontract or procurement as the *Florida Department of Transportation*, the *Federal Highway Administration*, *Federal Transit Administration*, *Federal Aviation Administration*, and/or the *Federal Motor Carrier Safety Administration* may direct as a means of enforcing such provisions including sanctions for noncompliance. In the event a Contractor becomes involved in, or is threatened with, litigation with a sub-contractor or supplier as a result of such direction, the Contractor may request the *Florida Department of Transportation* to enter into such litigation to protect the interests of the *Florida Department of Transportation*, and, in addition, the Contractor may request the United States to enter into such litigation to protect the interests of the United States.

DISADVANTAGED BUSINESS ENTERPRISE UTILIZATION

It is the policy of the Capital Region Transportation Planning Agency that disadvantaged businesses, as defined by 49 Code of Federal Regulations, Part 26, shall have an opportunity to participate in the performance of MPO contracts in a nondiscriminatory environment. The objectives of the Disadvantaged Business Enterprise Program are to ensure non-discrimination in the award and administration of contracts, ensure firms fully meet eligibility standards, help remove barriers to participation, create a level playing field, assist in development of a firm so it can compete successfully outside of the program, provide flexibility, and ensure narrow tailoring of the program.

The Capital Region Transportation Planning Agency and its consultants shall take all necessary and reasonable steps to ensure that disadvantaged businesses have an opportunity to compete for and perform the contract work of the Capital Region Transportation Planning Agency in a non-discriminatory environment.

The Capital Region Transportation Planning Agency shall require its consultants to not discriminate on the basis of race, color, national origin, sex, age, handicap/disability, or income status in the award and performance of its contracts. This policy covers in part the applicable federal regulations and the applicable statutory references contained therein for the Disadvantaged Business Enterprise Program Plan, Chapters 337 and 339, Florida Statutes, and Rule Chapter 14-78, Florida Administrative Code.

Executed this 15th day of May 2018

By: _____
Nick Maddox, Chairman