



## UNIFIED PLANNING WORK PROGRAM

**Fiscal Years 2020/21—2021/2022**

**Effective Date: July 1, 2020—June 30, 2022**

**Adoption Date: May 19, 2020**

*Prepared by the  
Capital Region Transportation Planning Agency  
300 South Adams Street  
Tallahassee, FL 32301  
(850) 891-8630*

**[www.crtpa.org](http://www.crtpa.org)**

*Federal Aid ID No. 0220-058-M  
FDOT Financial Project Numbers: 439323-3-14-01 (PL), -02 (SU), -03 (CM)  
421716-2-14-29 (FTA 5305d)  
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 2020/21– 21/22 UNIFIED PLANNING WORK PROGRAM

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**Resolution 2020-05-7A**

A RESOLUTION APPROVING THE FY 2020/21 – FY 2021/22 UNIFIED PLANNING WORK PROGRAM FOR THE CAPITAL REGION TRANSPORTATION PLANNING AGENCY (CRTPA); AUTHORIZING THE CHAIRMAN TO EXECUTE ALL REQUIRED FORMS AND ASSURANCES; AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE ALL SUBSEQUENT GRANT APPLICATIONS, AND INVOICES.

*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 2021 and 2022 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 2020/21 and FY 2021/22; 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 and invoices for the Unified Planning Work Program and Section 5305(d) Transit Planning Grant.

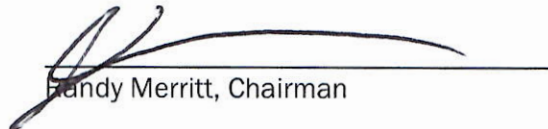
DONE, ORDERED, AND ADOPTED THIS 19<sup>th</sup> DAY OF May 2020

CAPITAL REGION TRANSPORTATION PLANNING AGENCY



ATTEST:

\_\_\_\_\_  
Greg Slay, Executive Director

  
\_\_\_\_\_  
Randy Merritt, Chairman

FDOT COST ANALYSIS CERTIFICATION

Capital Region Transportation Planning Agency (CRTPA)

Unified Planning Work Program – FY 2020/21 – 2021/22

I hereby 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.

Initial Adoption 5/19/2020

Bryant Paulk, AICP  
Urban Planning Manager, District 3

	
_____ Signature	_____ Date

## **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 <sup>st</sup> Century Act
MPA	-	Metropolitan Planning Area
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, 2020 through June 30, 2022. 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 in the form of PL, SU, SA and CM funds (FHWA) and the Section 5305(d) funds (FTA). Any expenses not covered by federal funds utilize local funding provided by the member governments of the CRTPA.

In addition, Section 120 of Title 23, U.S.C., permits a State to use certain toll revenue expenditures as a credit toward the non-Federal matching share of all programs authorized by Title 23, (with the exception of Emergency Relief Programs) and for transit programs authorized by Chapter 53 of Title 49, U.S.C. This is in essence a "soft-match" provision that allows the Federal share to be increased up to 100% to the extent toll revenue credits are available. The "soft match" amount being utilized to match the PL, SU and CM funding (\$3,609,386) in the UPWP is 18.07% of FHWA program funds for a total of \$ 652,216.

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 consistent with the policies of the CRTPA's Public Involvement Plan (PIP).

Development of this UPWP officially began on January 29, 2020 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 Board and its subcommittees for comment (March 2020) and finalized by the CRTPA at its May 19, 2020 meeting. In addition, the draft and final UPWP is posted on the CRTPA's web page - [www.crtpa.org](http://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

## INTRODUCTION (CONT.)

the need for possible amendment. The UPWP reflects compliance with the comprehensive Title VI of the Civil Rights Act of 1964 and Environmental Justice (Executive Order 12898) procedures. Additionally, the UPWP addresses 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 Regional Mobility Plan (RMP), also referred to as the Long Range Transportation Plan. The updated RMP is slated for adoption at the November 2020 meeting. 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.

## FEDERAL PLANNING FACTORS

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 planning 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 37, illustrates the CRTPA's consideration of the ten planning factors in the transportation planning process.



## **FDOT DISTRICT THREE PLANNING ACTIVITIES**

State assistance is provided primarily through the District Three Office and the FDOT District Three Liaison. The District supports the CRTPA planning activities with data collection, modeling, feasibility and corridor studies, and project development. The following lists the FDOT District Three Planning Activities.

- GIS Application Development and System Maintenance
- Systems Planning and Reviews
- Interchange Reviews
- Travel Demand Model Development (FSUTMS)
- Efficient Transportation Decision Making (ETDM)
- Community Impact Assessment
- Statistics
- Federal Functional Classification
- Traffic Counts Program
- Modal Development Technical Support
- State Highway System Corridor Studies
- State Highway System Complete Streets Classification
- Growth Management Development Impact Reviews
- Safety and Access Management Studies

## **STATE PLANNING EMPHASIS AREAS**

In addition to the FAST Act planning factors, both the FHWA and FDOT periodically develop Planning Emphasis Areas (PEAs) for consideration as part of the transportation planning process. Some of the State PEAs are FHWA requirements that are considered as part of the transportation planning process.

### **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.

### **SAFETY**

Safety has been a federal and state planning priority over numerous iterations of the transportation legislation and policy. The FAST ACT required MPOs to adopt Safety Performance Measures, and to Annually report on and monitor progress against their adopted safety performance measures. Planning activities included in the UPWP may include the identification of safety needs in the MPO's LRTP or TIP, stand-alone safety studies for areas or corridors, or safety considerations within modal planning elements.

## STATE PLANNING EMPHASIS AREAS (CONT.)

### SYSTEM CONNECTIVITY

Connectivity is a concept that is emphasized both at the federal and state levels. A connected system is often more cost-effective and better able to address natural and manmade constraints. System connectivity within the Metropolitan Planning Area should serve the unique needs of the urban and non-urban jurisdictions. Coordination with member jurisdictions to identify their connectivity needs and linking metropolitan and non-urban or rural areas is an integral component of system connectivity. Connectivity should also include multimodal linkages that are supportive of both passengers and freight. A connected network supports users traveling by a variety of modes.

### RESILIENCE

Resilience is defined as the ability to adapt to changing conditions and prepare for, withstand, and recover from disruption. These conditions can encompass a wide variety of environmental, technological, economic, or social impacts. Resilience within the planning processes should be a consideration within every planning document prepared by an MPO with an emphasis on coordination with agency partners responsible for natural disaster risk reduction, or who may be developing local resilience planning initiatives. Additionally, the increased costs associated with reducing vulnerability of the existing transportation infrastructure should be a factor. Proactive resiliency planning will help the CRTPA develop planning documents that are ultimately more realistic and cost-effective.

## 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 Metropolitan Planning Area (MPA). The MPA is consistent with Tallahassee Metropolitan Statistical Area (MSA) and includes Leon, Gadsden, Wakulla and Jefferson counties as well as their respective municipalities. As the agency 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 six municipalities of Gadsden County (the Cities of Chattahoochee, Gretna, Midway and Quincy and the Towns of Havana and Greensboro) are represented by one elected official selected by the municipalities. The Gadsden County municipal representative serves a two-year term.

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.

## ORGANIZATION AND MANAGEMENT OF THE CRTPA (CONT.)

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; online surveys and interactive documents; and civic meetings.

In March 2017 the CRTPA Board approved updates to the Bylaws, Policies and Procedures. The adopted [Bylaws, Policies and Procedures](#) serve to guide the proper functioning of the urban transportation planning process and contain information related to the structure, duties and funding of the CRTPA. Two advisory committees, the Citizens Multimodal Advisory Committee (CMAC) and the Technical Advisory Committee (TAC), provide input as part of the public involvement process. The CMAC is composed of members of the 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 CMAC and TAC meet approximately two weeks prior to regularly scheduled CRTPA meetings to ensure that their recommendations are incorporated into the CRTPA agenda items and provided to CRTPA members in a timely manner. Adopted [Bylaws](#) governing the activities of the advisory committees are available for review on the CRTPA website. In addition, the Transportation Disadvantaged Local Coordinating Board (TDLCB) identifies the local needs of the transportation disadvantaged population and investigates alternatives to meet those needs. The TDLCB is staffed through the Apalachee Regional Planning Council.

Other agreements with state and local governments, and local and regional agencies, also promote the “3-C” planning process. These agreements are listed below.

*Intergovernmental Coordination and Review and Public Transportation Coordination Joint Project Agreement (ICAR)*: Updated in 2018, the ICAR establishes that the parties will cooperatively coordinate their efforts related to the transportation planning process and assure that highway facilities, mass transit, air transportation and other facilities will be properly located and developed in relation to the overall plan of community development. Parties to the ICAR are the FDOT, the CRTPA, the Apalachee Regional Planning Council, the City of Tallahassee StarMetro, and the City of Tallahassee Regional Airport,

*The Amended Interlocal Agreement for the Formation and Operation of the CRTPA*: The agreement between the CRTPA, the FDOT; Leon, Wakulla, Gadsden and Jefferson Counties; the Cities of Chattahoochee, Gretna, Midway, Quincy and Tallahassee; the Towns of Havana and Greensboro; and the Leon County School Board was adopted and executed on March 13, 2014. This Agreement reaffirms the membership of the CRTPA Board and its responsibilities.

*Public Transportation Grant Agreement*: In support of metropolitan planning activities, the Public Transportation Grant Agreement provides FTA Section 5305 (d) funds, and state funds for ten percent of the local cash match. The Agreement, executed on June 26, 2019, is effective through June 30, 2023.

## ORGANIZATION AND MANAGEMENT OF THE CRTPA (CONT.)

*The Metropolitan Planning Organization Agreement:* The purpose of this agreement is to pass financial assistance to the CRTPA through the Florida Department of Transportation (FDOT) in the form of Federal Highway Administration (FHWA) funds for the completion of transportation related planning activities set forth in the CRTPA's Unified Planning Work Program (UPWP). A new two-year MPO Agreement will be executed subsequent to the adoption of the FY 2021- FY 2022 UPWP.

*Staff Services Agreement:* Approved by the CRTPA Board in 2019, the day-to-day operations of the CRTPA are accomplished through the Staff Services Agreement with the City of Tallahassee. The agreement outlines the administrative/professional support services and financial responsibilities of each party. All costs for the COT services and staff fringe benefits are established as a direct rate in the CRTPA's budget.

## STATUS OF LOCAL AND REGIONAL PLANNING ACTIVITIES

### CONNECTIONS 2045 REGIONAL MOBILITY PLAN

The CRTPA is required to update the Long Range Transportation Plan (LRTP) in five-year cycles. As mentioned previously, the Connections 2040 RMP was adopted in December 2015. Most of the work to update the RMP to the 2045 horizon year was completed under the previous UPWP. The final [Connections 2045 RMP](#) is slated for adoption in November 2020. The RMP identifies roadway, transit, bicycle and pedestrian projects within the CRTPA planning area. The Leon County section of bicycle and pedestrian projects were identified in the 2019 Tallahassee-Leon County Bicycle and Pedestrian Master Plan. Roadway and other multi-modal projects are identified in coordination with the CRTPA's transportation planning partners and other member jurisdictions.

### TALLAHASSEE-LEON COUNTY BICYCLE AND PEDESTRIAN MASTER PLAN

In November 2019 the [Tallahassee-Leon County Bicycle and Pedestrian Master Plan](#) (BPMP) was finalized and accepted by the Board. A primary goal of the plan is to make walking and bicycling more convenient and safer for citizens and visitors. In addition, the BPMP identifies projects which provide connectivity to other transportation systems, reduce vehicle conflicts, promote a healthier mode choice, and provide equity for transportation disadvantaged populations.

### SOUTHWEST AREA TRANSPORTATION PLAN

A multi-roadway plan, the [Southwest Area Transportation Plan](#) was a joint effort of the CRTPA and the Blueprint Intergovernmental Agency (BPIA) and includes a multi-modal review of three corridors: Orange Avenue; Lake Bradford Road; and Springhill Road. The CRTPA portion of the plan focused on the Orange Avenue corridor from Monroe Street to Capital Circle SW and identified improvements for continuous bike facilities and sidewalks, enhancing pedestrian safety and accessibility, and connecting the St. Marks Trail to Orange Avenue. At the April 2019 CRTPA Board Meeting, the Orange Avenue corridor plan was adopted. The document also provides guidance for Project Development and Environment (P&DE) study underway by the FDOT.

## STATUS OF LOCAL AND REGIONAL PLANNING ACTIVITIES (CONT.)

### MONTICELLO TRAIL EXTENSION FEASIBILITY STUDY

The [Monticello Trail Extension Study](#) reviewed available alternatives to extend the existing Monticello Multiuse Trail south to connect to Jefferson County Middle and High Schools. In addition, the feasibility study assessed opportunities for connectivity between local neighborhoods, places of interest as well as the potential for connectivity to regional trail networks proposed in the vicinity

### PERFORMANCE MEASURES

The FAST Act requires MPO to adopt a series of performance measures to establish a data-driven approach for comprehensive and coordinated transportation and safety planning, and to improve decision making for prioritizing transportation projects. Performance measures adopted for safety, mobility, pavement and bridge conditions, are reviewed and updated Annually.

### US27/DOWNTOWN HAVANA CORRIDOR IMPROVEMENT STUDY

In cooperation with the Town of Havana and the FDOT, the CRTPA reviewed potential improvements to enhance pedestrian facilities for several blocks of Downtown Havana. The [US 27/Downtown Havana Corridor](#) study supports the desire of the Town to both improve the pedestrian environment as well as corridor aesthetics. The final report recommended eliminating one southbound travel lane on US 27 and reallocating the remaining pavement for wider sidewalks and/or planting strip/landscaping.

### CONGESTION MANAGEMENT PROCESS PLAN

The [CRTPA Congestion Management Plan Process \(CMP\)](#), Phase I, was developed through a coordinated and collaborative process focused on achieving regional transportation goals and objectives. Input was obtained from stakeholders, agencies and organizations from the four-county region. The update provides for the development of tools and strategies focused on the reduction of peak hour vehicle miles of travel and congestion; the improvement of connectivity between employment centers and areas with concentrations of transportation disadvantaged populations; and supports access to jobs. The final CMP Phase I includes specific strategies and improvements to address identified congestion areas.

### MIDTOWN AREA TRANSPORTATION PLAN

Phase I of the [Midtown Area Transportation Plan](#) provided a traffic operations study to gain a better understanding of the travel patterns for all transportation modes in and around the Midtown area. The first phase of the plan identified potential modifications and enhancements to the transportation network and was accepted by the Board at the February 2018 meeting. Subsequently, Phase II was initiated and builds upon the options identified and evaluated in Phase I. The second phase focused on public involvement and gathering input regarding the multi-modal improvements needed to make walking, bicycling, and transit use easier, safer and more pleasant in the Midtown area. The recommendations reflect a vision for Midtown that was identified through comprehensive public input and provide a pathway on how to improve Midtown's mobility, vibrancy and safety.

## STATUS OF LOCAL AND REGIONAL PLANNING ACTIVITIES (CONT.)

### CORRIDOR AND SAFETY STUDIES

Corridor studies for [Pensacola Street and Tharpe Street](#) were initiated to analyze existing and projected future conditions along the corridors and to identify potential projects to improve mobility and efficiency without major capacity expansions. An operational analysis assessed capacity constraints and opportunities, evaluated transit accessibility, identified spot congestion and documented the lack of bicycle and pedestrian facilities. The assessments explored potential Complete Streets applications as well as enhanced typical sections. Additionally, for Bannerman Road an operational assessment was completed. It evaluated the existing conditions and served to inform BPIA as the agency moves forward with a future capacity project.

Conducted by the FDOT, the [Thomasville Road Safety Study from 7<sup>th</sup> Avenue to Betton/Bradford Rd](#) evaluated operational and roadway safety issues along Thomasville Road and provided recommendations on potential changes to the roadway to improve identified safety concerns. This study serves as the foundation for an access management study underway by the FDOT.

### REGIONAL TRAILS

Over the last two years, the CRTPA continued to make significant progress on the development of a regional trail system. In 2014, the CRTPA completed the [Capital City to the Sea Trails Master Plan](#) (CC2S). Utilizing the existing St. Marks Trail as well as new trail opportunities, the Plan provided a significant blueprint to develop over 130 miles of multi-use trails. 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 Ochlockonee Bay Trail to Wakulla High School in 2022. The CRTPA continues to work with our state partners at the FDOT and The Office of Greenways and Trails, local member governments, the [Florida Greenways and Trail Foundation](#), and stakeholders in the development of the CC2S.

### STARMETRO TRANSIT ASSET MANAGEMENT PLAN

In September 2018 the CRTPA Board adopted StarMetro's Transit Asset Management Plan (TAMP). The TAMP uses the condition of assets to guide the optimal prioritization of funding at transit agencies in order to keep transit systems in a State of Good Repair (SGR).

### INTELLIGENT TRANSPORTATION SYSTEM MASTER PLAN

In February 2018, the CRTPA, in partnership with the Tallahassee Advanced Traffic Management System (TATMS), initiated an update to the [Intelligent Transportation System \(ITS\) Master Plan](#) for Tallahassee/Leon County. In addition to identifying improvements, the updated Master Plan provides a comprehensive roadmap for planning, implementation, operation, and maintenance of the City's Intelligent Transportation Systems and ITS communications assets.



## **PRIORITIES FOR FY 2020/21 AND FY 2021/22**

### **CONGESTION MANAGEMENT PLAN PROCESS PART II**

Phase II of the update to the Congestion Management Process Plan (CMP) will build upon the identified strategies to improve congestion/delay levels as well as safety improvements. The second phase of the CMP update refines the evaluation criteria for assessing projects and ensuring that investment decisions are made with a clear focus on desired outcomes. Additionally, selected projects in the final CMP will advance the goals developed as part of the Connections 2045 RMP.

### **STARMETRO COMPREHENSIVE OPERATIONAL ANALYSIS**

The CRTPA is partnering with StarMetro to complete a Comprehensive Operations Analysis (COA). The COA will collect a variety of data including ridership, on-time performance, stop-level usage, and individual route characteristics. The data will be used to perform route efficiencies and determine additional modifications to routes and services that will improve overall system performance. The COA is the means of adjusting and adapting transit operations to improve efficiency and more closely achieve the objectives of the StarMetro Transit Development Plan (TDP).

### **REGIONAL TRANSIT STUDY REEVALUATION**

On March 15, 2010, the CRTPA Board accepted the [Regional Transit Study \(RTS\)](#). The study was initiated to develop a long-term transit vision for the capital region (Gadsden, Jefferson, Leon and Wakulla counties). As such, the study was the first of its kind to address regional transit needs. The study's goals were to prepare an assessment of future transit needs for the region; identify and assess realistic funding strategies; identify an organizational structure that will promote the development of a seamless, regional transit system; and identify an implementation strategy and milestones. The reevaluation will look at the identified goals, as well as the potential institutional structure for oversight and costs/funding. This reevaluation will determine necessary updates to the RTS.

### **STADIUM DR./N. LAKE BRADFORD RD./GAINES ST./VARSITY DR. INTERSECTION STUDY**

For the past several years, there has been discussion about modifying this intersection to promote the safe passage of pedestrians, cyclists and vehicles alike. This study will review possible improvements to the intersection, including the development of potential alternate routes to divert traffic around/away from the intersection.

### **WAKULLA SPRINGS MULTI-USE TRAIL (SR 267/BLOXHAM CUTOFF) FEASIBILITY STUDY**

A connection from the St. Marks Trail to Wakulla Springs State Park is included in the Capital City-to-the-Sea Trail Plan. This proposed trail segment is on SR 267/Bloxham Cutoff from the Wakulla Springs State Park Entrance to the St. Marks Trail. In addition to a review of right-of-way availability and identifying potential trail alignments, the study will assess any potential fatal-flaw issues associated with the development of the multiuse path.

## **PRIORITIES FOR FY 2020/21 AND FY 2021/22 (CONT.)**

### **U.S. 90 MONTICELLO TO TALLAHASSEE MULTI-USE TRAIL FEASIBILITY STUDY**

This project is to determine the feasibility of connecting the City of Monticello to the City of Tallahassee via a multi-use trail along U.S. 90. The limits of this project, approximately 25 miles in length, are from the existing Monticello Bike Trail in downtown Monticello (east) to where the existing bike lanes and sidewalks terminate at Pedrick Road (west) on U.S. 90. As part of the feasibility study existing right-of-way, publicly owned lands and cultural resources, environmental features and any physical barriers will be documented. Identifying possible constraints, and coordinating with applicable agencies and local governments, will help to determine the least impactful route for a multi-use trail that provides a safe, comfortable connection between these two municipalities.

### **THOMASVILLE ROAD MULTIUSE PATH FEASIBILITY STUDY**

Identified as one of the significant gaps in the bicycle pedestrian network, the Thomasville Road corridor has limited facilities and substandard bike lanes in portions of the corridor. Ranked the top major project in the BPMP, this feasibility study is the initial pilot project. The limits for the study are from Betton Road/Bradford Road (south) to approximately Live Oak Plantation Road (north), with the intent to determine connectivity from this northern terminus to the Market Square District. This feasibility study will determine to what extent, considering costs and impacts, can a shared-use path be accommodated along this corridor. The primary goal of the Thomasville Road shared-use path is providing a safe facility for residents in the area to travel via bicycle or walking.

### **APALACHEE PARKWAY MULTI-USE TRAIL CONNECTION FEASIBILITY STUDY**

This study will evaluate the feasibility of a trail connection from Apalachee Parkway from Sutor Road to Conner Blvd. and is component of the [Southwood Greenway Trail](#). The feasibility study will evaluate existing right-of-way, physical conditions and identify any constraints. The proposed segment would provide connectivity between several existing greenways, parks and residential areas.

### **OAK RIDGE ROAD MULTI-USE TRAIL FEASIBILITY STUDY**

The [Pine Flats Greenway](#) is a collection of interconnected trails that provide regional mobility and connectivity between the urban area of Tallahassee and the Woodville rural community. One component of the system is the Oak Ridge Trail. A feasibility study will be conducted to evaluate existing right-of-way, physical conditions and identify any constraints. As identified in the Tallahassee–Leon County Bicycle and Pedestrian Master Plan, the limits of the Oak Ridge Road Trail are Crawfordville Road to Woodville Highway.



## 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 the 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, postage, equipment, etc.*  
Professional Services per Staff Services Agreement: *Accounting, procurement, facilities (office space), human resources.*  
Administrative: *Training, legal, audit, etc.*

Consultant: *Costs for consultant services.*

Any activity that does not include a completion date (i.e. Fall 2021) is considered an Ongoing activity. Any Task Budget item shown as TBD or Other will require a UPWP amendment to add a scope of work.

*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 in Tables V and VII, and includes the total soft match provided.*

## 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 2018/19 – FY 2019/20 UPWP (2019, 2020)	Attended MPOAC meetings
Provided staff support to CRTPA & Committees	Completed Annual audit (April 19, 20)
Completed FDOT Certification (Jan 19, Jan 20)	Procured Auditor services
Completed Single Audits (April 19, April 20,)	
Provided training to elected officials and staff in the following areas:	
<i>Title VI</i>	<i>TA/TRIP Submittal Process, Workshop</i>
<i>GIS</i>	<i>MPOAC Institute (May 2021, 2022)</i>
<i>FDOT Transplex</i>	<i>Florida APA Annual Conference</i>

### 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.). (Ongoing)
- 1.2 Administrative support for travel, purchasing, invoice development, payroll processing and overall office administration. (Ongoing)
- 1.3 Grant administration (PL, Section 5305(d), SU, CM and other funds that may be utilized) through the monitoring/maintenance of the FY 2020/21 – 2021/22 UPWP:
  - Prepare and submit invoices on a quarterly basis.
  - Complete quarterly desk audits.
  - Ensure compliance with federal and state grant requirements.(Ongoing)
- 1.4 Continue participation in the Metropolitan Planning Organization Advisory Council (MPOAC). (Ongoing)
- 1.5 Maintain and update, as necessary, all CRTPA agreements. (Ongoing)

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

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#### UNIFIED PLANNING WORK PROGRAM

- 1.8 Modify/Amend the FY 2020/21 – FY 2021/22 UPWP as necessary. (Ongoing)
- 1.9 Continue to improve linkage between UPWP and City of Tallahassee financial systems. (Ongoing)
- 1.10 Develop FY 2022/23– FY 2023/24 UPWP (May 2021)
  - 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), and as applicable for SU, SA, CM.

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#### CERTIFICATION

- 1.11 FDOT Annual Certification (June 2021, 2022)
  - Compile responses to FDOT certification questions.
  - Meet with FDOT staff to review responses and prepare final certification documentation.
- 1.12 FHWA/ FTA Quadrennial Joint Certification (Winter/Spring 2021)
  - Compile responses to FHWA/FTA certification questions.
  - Meet with FHWA and FTA staff to review responses and prepare final documentation on the metropolitan transportation planning processes.
  - Public Meeting and Web Page to solicit comments from citizens.

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#### 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). (Annually)
- 1.14 Assist in the development of the Comprehensive Annual Financial Report (CAFR) as it relates to CRTPA grants. (Annually)
- 1.15 Receive copy of all audit reports relating to revenues and expenditures. (Annually)

1.16 Retain legal counsel for the CRTPA. (Ongoing)

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TRAINING

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

- Title VI
- GIS, Payroll and Accounting
- [FDOT Transplex](#)
- [NHI Public Involvement](#)
- TA/TRIP Submittal Process, FDOT Workshop
- [FDOT Online Computer Based Training](#)
- [Florida APA Annual Conference](#) and [Webinars](#)
- MPOAC Institute (2021, 2022)
- Florida Metropolitan Planning Partnership

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END PRODUCTS

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

Final FY 2022/23 - 2023/24 UPWP. (Spring 2022)

FHWA/FTA Joint Quadrennial Transportation Management Area Certification. (June 2021)

FDOT Joint Certification of the Metropolitan Planning Process. (May 2021, 2022)

Timely submittal of invoices to FDOT for PL and Section 5305(d) and as applicable SU, CM funds. (Quarterly)

Additional training in mission critical areas. (Public Involvement, Data Collection). (Ongoing)

MPOAC Institute board member training. (Fall 2021, 2022)

Annual audit. (Spring 2021, 2022)

<b>RESPONSIBLE AGENCY</b>
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CRTPA

# ESTIMATED TASK BUDGET AND FUNDING SOURCES TASK 1.0

Task 1.0							
FY 2020/21							
Estimated Budget Detail							
	PL	FHWA SU	CM	5305(d)	FTA State Match	Local Match	Local Funds
Personnel:	\$ 178,983	\$ 17,000	\$ -	\$ 36,000	\$ 4,500	\$ 4,500	
Travel:	\$ 12,000						
Direct Expenses*							
Administrative:	\$ 91,245						
Contracted Services							
Audit:	\$ 18,000						
Legal:	\$ 32,000						
Office:	\$ 51,425						
Memberships and Dues							\$ 2,500
Total	\$ 383,653	\$ 17,000	\$ -	\$ 36,000	\$ 4,500	\$ 4,500	\$ 2,500
*See Appendix I for Direct Expense detail							

Task 1.0							
FY 2021/22							
Estimated Budget Detail							
	PL	FHWA SU	CM	5305(d)	FTA State Match	Local Match	Local Funds
Personnel:	\$ 193,000	\$ 7,100	\$ -	\$ 37,600	\$ 4,700	\$ 4,700	
Travel:		\$ 12,000					
Direct Expenses*							
Administrative:	\$ 91,245						
Contracted Services							
Audit:	\$ 18,000						
Legal:	\$ 32,000						
Office:	\$ 51,425						
Memberships and Dues							\$ 2,500
Total	\$ 385,670	\$ 19,100	\$ -	\$ 37,600	\$ 4,700	\$ 4,700	\$ 2,500
*See Appendix I for Direct Expense detail							

## 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 the Connections 2045 Mobility Plan, ETDM Projects, maps, bicycle and pedestrian, and non-motorized transportation.

Reviewed crash data for specific areas to identify potential improvements.

Participation on local Community Traffic Safety Teams (CTST).

### ANTICIPATED ACTIVITIES

#### DATA COLLECTION

- 2.1 Coordinate collection and dissemination of GIS data with Tallahassee-Leon County GIS (TLCGIS). (Ongoing)
- 2.2 Continue to collect necessary data for Congestion Management System (CMS). (Ongoing)
- 2.3 Work with TATMS staff to develop travel-time reports from Bluetooth sensors along local roadways. (Ongoing)
- 2.4 Monitor and review traffic operation needs through collection and analysis of peak hour traffic data. (Ongoing)
- 2.5 Monitor and analyze 2020 Census data. (Fall 2021)
- 2.6 Incorporate 2020 Census data into the MPO’s essential planning documents. (Winter, Spring 2022)

#### SAFETY

- 2.7 Analyze crash trends and statistics to identify high-hazard locations and prioritize potential improvements. (Ongoing)
- 2.8 Continue participation on the Community Traffic Safety Teams (CTST) within the C RTPA planning area. (Monthly or Quarterly)
- 2.9 Develop Annual monitoring and reporting for Safety Performance Measures. (Winter 2020, 2021)

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#### END PRODUCT

Coordination of data needs with local partners. (Ongoing)  
Development of travel time reports to monitor system performance. (Ongoing)  
Continued coordination with CTST partners in the C RTPA planning area. (Ongoing)  
Adopt FTA safety performance targets. (Winter 2021)  
Annual reporting on FHWA and FTA Safety Performance Measures. (Winter 2021, 2022)

#### RESPONSIBLE AGENCY

C RTPA

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# ESTIMATED TASK BUDGET AND FUNDING SOURCES TASK 2.0

Task 2.0						
FY 2020/21						
Estimated Budget Detail						
	PL	FHWA SU	CM	5305(d)	FTA State Match	Local Match
Personnel:	\$ 13,500	\$ 3,000		\$ 7,600	\$ 950	\$ 950
Total	\$ 13,500	\$ 3,000		\$ 7,600	\$ 950	\$ 950

Task 2.0						
FY 2021/22						
Estimated Budget Detail						
	PL	FHWA SU	CM	5305(d)	FTA State Match	Local Match
Personnel:	\$ 10,900	\$ 6,500		\$ 7,200	\$ 900	\$ 900
Total	\$ 10,900	\$ 6,500	\$ -	\$ 7,200	\$ 900	\$ 900



## UPWP TASK 3.0 – LONG RANGE PLANNING

The Long Range Planning task includes the activities related to the development of the Connections 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

- Adopt Connections 2045 Regional Mobility Plan.
- Maintain the Connections 2045 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

Monitored Connections 2040 RMP for consistency with the FDOT Work Program and development of Priority Projects.

#### 2045 REGIONAL MOBILITY PLAN

- Conducted review of Connections 2040 RMP to determine progress and identify priority issues.
- Completed RFP process to select consultant for RMP update. (Fall 2018)
- Finalized socioeconomic data for base (2015) and horizon (2045) years. (Summer 2019)
- Finalized validation of traffic model. (Summer 2019)
  - Area and facility types
  - TAZ structure
  - Calibration
- Developed initial goals and objectives. (Spring 2019)
- Initiated public involvement process. (Fall 2019)
  - Identify stakeholders
  - Review current census data to identify traditionally underserved areas
  - Develop interactive processes to enhance/encourage participation

#### REGIONAL TRAILS

Worked with Wakulla County on the development of the Coastal Trail.

Coordinated with Blueprint Intergovernmental Agency (IA), Jefferson County and Gadsden County on potential trail projects.

Continued working with various agency partners (FDEP, FDOT) to continue development of various trail projects.

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## ON-GOING ACTIVITIES

Continued participation in the development of various transportation projects.

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## REGIONAL COORDINATION

Continued outreach with local governments, and regional and state agencies.

Participated in Multi-use Corridors of Regional Economic Significance (M-CORES) meetings.

## ANTICIPATED ACTIVITIES

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### REGIONAL MOBILITY PLAN

#### 3.1 Adopt final Connections 2045 RMP

- Integrate FAST Act Performance measures as required. [Consultant] (Fall 2020)
- Data Collection [Consultant] (Summer/Fall 2020)
- Continue public involvement process. [Consultant] (Summer/Fall 2020)
- Develop alternatives based on agency and stakeholder input. [Consultant] (Spring, Summer 2020)
- Develop financial resources plan. [Consultant] (Spring/Summer 2020)
- Develop Needs and Cost Feasible Plans. [Consultant] (Spring/Summer 2020)
- Conduct Public Hearings. (Fall 2020)
- Adopt final plan. (November 2020)

#### 3.1 Amend Connections 2045 RMP as necessary. (Ongoing)

#### 3.2 Assist local governments with incorporating relevant portions of the 2045 RMP into their respective comprehensive plans. (Ongoing)

#### 3.3 Adopt FTA Performance Measures and Monitor FHWA Performance Measures. (Winter 2021, 2022)

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### 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](http://www.dep.state.fl.us/air/air_quality/county/Leon.html).

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## REGIONAL AND LOCAL COORDINATION

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

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## TRAILS

- 3.5 Continue work with local partners and state agencies to implement regional trails identified in the Regional Trails Project Priority List.
- 3.6 Continue development of the Capital City to the Sea Trails and other regional trails.
  - Bloxham Cutoff Trail Feasibility Study [Consultant] (Winter 2021)
  - Tallahassee to Monticello Regional Trail Feasibility Study [Consultant] (Winter 2021)
- 3.7 Continue work with local partners to implement trails identified in the Bicycle/Pedestrian Project Priority List and develop projects to expand localized trail networks.
  - Oak Ridge Road Trail Feasibility Study [Consultant] (Summer 2021)
  - Apalachee Parkway Trail Feasibility Study [Consultant] (Summer 2021)

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## END PRODUCT

Adopted Connections 2045 LRTP. (November 2020)  
Participation in training related to Fast Act Performance Measures. (Ongoing)  
Regionally Coordinated Transportation Planning Process. (Ongoing)  
Multi-Use Trail Feasibility Studies

<b>RESPONSIBLE AGENCY</b>
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CRTPA

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# ESTIMATED TASK BUDGET AND FUNDING SOURCES TASK 3.0

Task 3.0						
FY 2020/21 Estimated Budget Detail						
	PL	FHWA SU	CM	5305(d)	FTA State Match	Local Match
Personnel:	\$ 27,000	\$ 24,000		\$ 6,400	\$ 800	\$ 800
Consultant: <i>L RTP</i>		\$ 185,000				
Total	\$ 27,000	\$ 209,000		\$ 6,400	\$ 800	\$ 800

Task 3.0						
FY 2021/22 Estimated Budget Detail						
	PL	FHWA SU	CM	5305(d)	FTA State Match	Local Match
Personnel:	\$ 20,300	\$ 23,500		\$ 6,800	\$ 850	\$ 850
Total	\$ 20,300	\$ 23,500	\$ -	\$ 6,800	\$ 850	\$ 850

## 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 C RTPA 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.

Developed Annual TIP and amend as necessary for Planning Consistency.

Worked with local governments on various planning issues.

Adopted Annual legislative priorities.

Assisted local governments in developing applications for submittal to FDOT.

### ANTICIPATED ACTIVITIES

#### PROJECT PRIORITY LISTS

##### 4.1 Develop Annual Project Priority Lists (PPLs). (June 2021, 2022)

PPLs are developed for:

- 2045 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. (Spring 2021, 2022)

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#### TRANSPORTATION IMPROVEMENT PROGRAM (TIP)

- 4.3 Develop and adopt the Annual TIP. (June 2021, 2022)
- 4.4 Coordinate the development of the TIP with FDOT D3 as well as local governments and agencies. (Spring 2021, 2022)
- 4.5 Conduct public involvement for the adoption of the TIP consistent with the requirements of the latest Public Involvement Plan. (Spring 2021, 2022)
- 4.6 Review local government comprehensive plans for consistency with CRTPA TIP and LRTP as necessary. (Spring 2021, 2022)
- 4.7 Publish Annual listing of federally funded obligated projects. (December 2020, 2021)
- 4.8 Continue refinement of Interactive TIP system. (Ongoing)
- 4.9 Modify/Amend TIP as necessary. (Ongoing)

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#### MONITOR TRANSPORTATION SYSTEM IMPACTS

- 4.10 Monitor and review DRI and other site-specific impacts in the development review process as necessary. (Ongoing)
- 4.11 Conduct site impact analysis for new development projects as requested by local governments. (Ongoing)
- 4.12 Advise local governments and boards on decisions which may impact corridors identified for improvement or identified as physically or policy constrained. (Ongoing)
- 4.13 Coordinate CRTPA actions with local government comprehensive plan development efforts to encourage alternative modes of transportation. (Ongoing)
- 4.14 Assist local governments as necessary in the development of transportation projects and potential funding mechanisms. (Ongoing)

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#### FAST ACT TRANSPORTATION ALTERNATIVES (TA) PROGRAM

- 4.15 Assist local governments in FAST Act TA application process. (Spring 2021, 2022)
- 4.16 Monitor progress of programmed TA projects and assist in their implementation when necessary. (Ongoing)

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#### LEGISLATIVE ACTIVITIES

- 4.17 Develop Annual legislative priorities. (November 2020, 2021)
- 4.18 Monitor legislative activities on both the federal and state level to determine impact on transportation issues. (Winter 2021, 2022)
- 4.19 Assist MPOAC with legislative activities. (\$500 - Local funds)

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#### END PRODUCT

Annual Priority Project Lists. (June 2021, 2022)  
Annual Transportation Improvement Plan. (June 2021, 2022)  
Amendments to the Transportation Improvement Plan (TIP). (Ongoing)  
Annual monitoring/reporting Transportation Performance Measures into TIP. (June 2021, 2022)  
Annual Legislative Priorities. (November 2020, 2021)

#### RESPONSIBLE AGENCY

CRTPA

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# ESTIMATED TASK BUDGET AND FUNDING SOURCES TASK 4.0

Task 4.0							
FY 2020/21							
Estimated Budget Detail							
	PL	FHWA SU	CM	5305(d)	FTA State Match	Local Match	Local Funds
Personnel:							
TIP	\$ 37,500	\$ 17,500	\$ -	\$ 10,000	\$ 1,250	\$ 1,250	
MPOAC				\$ 8,000	\$ 1,000	\$ 1,000	\$ 500
Total	\$ 37,500	\$ 17,500	\$ -	\$ 18,000	\$ 2,250	\$ 2,250	\$ 500

Task 4.0							
FY 2021/22							
Estimated Budget Detail							
	PL	FHWA SU	CM	5305(d)	FTA State Match	Local Match	Local Funds
Personnel:							
TIP	\$ 31,375	\$ 21,750		\$ 10,000	\$ 1,250	\$ 1,250	
MPOAC				\$ 8,000	\$ 1,000	\$ 1,000	\$ 500
Total	\$ 31,375	\$ 21,750	\$ -	\$ 18,000	\$ 2,250	\$ 2,250	\$ 500



## 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 multimodal transportation.

### PREVIOUS WORK

#### BICYCLE/PEDESTRIAN PLANNING

Adopted Tallahassee - Leon County Bicycle and Pedestrian Master Plan (March 2020)  
Development of Project Priority Lists (PPLs) for Bicycle/Pedestrian Projects and Transportation Alternatives Projects. (June 2019, 2020)

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 State University on pedestrian and bicycle safety improvements.

Creation of joint City/County/CRTPA bicycle workgroup.

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

#### 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.

Partnered with StarMetro to select consultant for Comprehensive Operational Analysis.

Initiate Comprehensive Operational Analysis.

Adopted StarMetro's Transit Asset Management Plan.

#### AVIATION

Worked with TIA to update the Aviation Project Priority List.

#### CONGESTION MANAGEMENT PLAN

Completed Phase I update of the Congestion Management Plan. (September 2018)

#### 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.

Completed update of the Tallahassee/Leon County ITS Master Plan in partnership with TATMS. (October 2019)

## ANTICIPATED ACTIVITIES

### BICYCLE/PEDESTRAIN

- 5.1 Develop of the FY 2021 & 2022 Priority Project Lists for Bicycle and Pedestrian and Transportation Alternatives projects. (June 2020, June 2021)
- 5.2 Continue participation in the Bicycle Work Group. (Ongoing)
- 5.3 Coordination with the CMAC to identify and program key bicycle and pedestrian projects and programs for the region. (Ongoing)
- 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. (Ongoing)
- 5.5 Coordinate with the CTST's to promote responsible transportation behavior for all users of the network. (Quarterly 2021, 2022)
- 5.6 Coordinate with technical and citizen's groups to identify roadway design improvements as opportunities arise to improve the system. (Ongoing)
- 5.7 Implement Tallahassee/Leon County Bicycle/Pedestrian Master Plan. (Ongoing)
- 5.8 Thomasville Road Multiuse Path Feasibility Study [Consultant] (Fall 2020)
  - Document limits of existing right-of-way and any physical barriers.
  - Identify possible constraints.
  - Complete cost estimate.
  - Determine the preferred option/least impactful route.
- 5.9 Bloxham Cutoff (SR 267) Feasibility Study [Consultant] (Spring 2021)
  - Review right-of-way availability.
  - Identify potential trail alignments.
  - Assess any potential fatal-flaw issues.
- 5.10 Apalachee Parkway Trail Connection Feasibility Study [Consultant] (Summer 2021)
  - Document limits of existing right-of-way and any physical barriers.
  - Identify possible constraints.
  - Determine the preferred option.
- 5.11 Pine Flats - Oak Ridge Road Trail Feasibility Study [Consultant] (Winter 2022)
  - Document limits of existing right-of-way and any physical barriers.
  - Identify possible constraints.
  - Determine the preferred option.

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## TRANSIT (STARMETRO)

- 5.12 Assist StarMetro as necessary to improve transit service. (Ongoing)
- 5.13 Coordinate with StarMetro on the annual update of the Transit Development Plan (TDP). (Summer 2020, 2021)
- 5.14 Coordinate with StarMetro on the development of the annual project priority list for transit. (Spring 2021, 2022)
- 5.15 Work with StarMetro in the development of performance measures as they relate to transit service. (Winter 2021)
- 5.16 Work with StarMetro to identify potential ITS strategies/deployments to improve transit operations and efficiency. (Ongoing)
- 5.17 Complete Comprehensive Operational Analysis in cooperation with StarMetro. [Consultant] (Fall 2020, Winter 2021)
- 5.18 Reevaluate Regional Transit Study. [Consultant] (Fall 2021, Winter 2022)
- 5.19 Adopt FAST Act FTA Performance Measures/Targets as required. (Winter 2021)

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## AVIATION

- 5.20 Assist Tallahassee International Airport (TIA), as necessary, in the update of their Airport Master Plan. (Ongoing)
- 5.21 Coordinate with TIA on transportation projects that have a direct impact on airport operations. (Ongoing)
- 5.22 Assist TIA, as necessary, with the development of the Joint Aviation Capital Improvement Program (JAICP). (Ongoing)
- 5.23 Coordinate with TIA on the development of the Annual project priority list for aviation. (Spring 2021, 2022)

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## CONGESTION MANAGEMENT PLAN/PERFORMANCE MEASURES

- 5.24 Congestion Management Process Plan (CMP) Update Phase II [Consultant] (Summer 2021)
  - Update data and system information.
  - Refines the evaluation criteria for project assessment.
  - Identify Projects for implementation.
  - Annual adoption required Performance Measures Mobility.
    - Measures include:
      - travel time reliability and variability
      - vehicle and person hours of delay
      - average travel speed
      - other measures as deemed relevant to the CRTPA area

- pavement condition and bridge condition
- 5.25 Establish, collect and review data for the various performance measures to determine progress on adopted targets. (Ongoing)

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#### INTELLIGENT TRANSPORTATION SYSTEMS (ITS)

- 5.26 Continue work with Tallahassee Advanced Traffic Management System (TATMS) to identify ITS deployments. (Ongoing)
- 5.27 Review potential ITS applications/deployments for StarMetro. (Ongoing)

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#### END PRODUCT

Effective and efficient coordinated public transportation system. (Ongoing)  
Completion of CTC review (Annual)/Completion of NTD report. (Annual)  
Updated MAP-21/FAST ACT FHWA and FTA Performance Measures. (December 2020, 2021)  
Thomasville Road Mixed-Use Path Feasibility Study. (Fall 2020)  
Wakulla Springs (SR267) Bloxham Cutoff Trail Feasibility Study. (Spring 2021)  
Apalachee Parkway Trail Feasibility Study. (Summer 2021)  
Complete CMP Phase II. (Summer 2021)  
Complete Comprehensive Operational Analysis. (Winter 2021)  
Complete Revaluation of Regional Transit Study. (Spring 2022)  
Oak Ridge Road Trail Feasibility Study. (Winter 2022)  
Trail Feasibility Studies and Mobility Studies *Once a study is identified the UPWP will be amended to reflect to scope of work to be completed.*

<b>RESPONSIBLE AGENCY</b>
---------------------------

CRTPA

StarMetro – *Comprehensive Operational Analysis*

*Intentionally Left Blank*

## ESTIMATED TASK BUDGET AND FUNDING SOURCES TASK 5.0

Task 5.0						
FY 2020/21 Estimated Budget Detail						
	PL	FHWA SU	CM	5305(d)	FTA State Match	Local Match
Personnel:	\$ 40,000	\$ 60,500		\$ 12,777	\$ 1,597	\$ 1,597
Consultant:						
5.1 Thomasville Rd. Path Feasibility Study		\$ 125,000				
5.2 Wakulla Springs (SR 267) Feasibility Study		\$ 100,000				
5.3 Apalachee Pkwy Trail Feasibility Study		\$ 60,000				
5.4 Congestion Management Plan Process Phase II		\$ -	\$ 125,000			
5.5 Comprehensive Operational Analysis (Transit)		\$ 250,000				
5.6 Oak Ridge Road Trail Feasibility Study		\$ 75,000				
5.7 Regional Transit Study Update		\$ 60,000				
5.8 Other Trail Studies/Mobility Projects (TBD)**		\$ 200,000				
Total	\$ 40,000	\$ 930,500	\$ 125,000	\$ 12,777	\$ 1,597	\$ 1,597
**Requires an Amendment to the UPWP						

Task 5.0						
FY 2021/22 Estimated Budget Detail						
	PL	FHWA SU	CM	5305(d)	FTA State Match	Local Match
Personnel:	\$ 26,700	\$ 67,000		\$ 13,600	\$ 1,700	\$ 1,700
Consultant:						
5.4 Congestion Management Plan Process Phase II(cont.)						
5.5 Comprehensive Operational Analysis (Transit) (cont.)						
5.6 Oak Ridge Road Trail Feasibility Study (cont.)						
5.7 Regional Transit Study Update (cont)						
5.8 Other Trail Studies/Mobility Projects (TBD)**		\$ 4,000				
Total	\$ 26,700	\$ 71,000	0	\$ 13,600	\$ 1,700	\$ 1,700
**Requires an Amendment to the UPWP						

## 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

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)

Final redesign of the CRTPA website – [www.crtpa.org](http://www.crtpa.org).

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. (Ongoing)
- 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. (Ongoing)
- 6.3 Provide a clearinghouse for transportation related activities for all levels of government and public involved in improving the local transportation system. (Ongoing)
- 6.4 Provide CRTPA information and public involvement items at public events including community festivals and institutions of education. (Ongoing)
- 6.5 Complete regular updates to the CRTPA webpage – [www.ctpa.org](http://www.ctpa.org). (Ongoing)
- 6.6 Continue to monitor and track all public information requests. (Ongoing)
- 6.7 Continue efforts related to increasing input from the region's traditionally underserved population. (Ongoing)

- 6.8 Continue televising CRTPA meetings live on WCOT and provide post-meeting access to the video via the CRTPA website and YouTube Channel. (Monthly)
- 6.9 Develop and publish an Annual report on CRTPA activities. (Summer 2021, 2022)
- 6.10 Periodically review and update Public Involvement Plan (PIP) to comply with the FAST Act, Title VI and other applicable requirements. (Ongoing)
- 6.11 Review and update Public Involvement Process Plan to incorporate guidance for Virtual Online Pubic Meetings and regarding COOP activities. (Summer 2020)
- 6.12 Update (as necessary) the Limited English Proficiency Plan for the CRTPA planning area. (Ongoing)
- 6.13 Conduct safety programs at public schools, as requested, in Gadsden, Leon, Jefferson, and Wakulla counties. (Ongoing)
- 6.14 Continue to coordinate with FDOT on the Annual Work Program Hearing. (Fall 2020, 2021)
- 6.15 Initiate public education campaign in coordination with the local colleges. (Ongoing)

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#### END PRODUCT

Effective program to provide the public information regarding the transportation planning process and specific projects. (Ongoing)

Updated Public Involvement Process Plan. (Summer, Fall 2020)

Updates of CRTPA website. (Ongoing)

#### RESPONSIBLE AGENCY

CRTPA

# ESTIMATED TASK BUDGET AN FUNDING SOURCES TASK 6.0

Task 6.0							
FY 2020/21 Estimated Budget Detail							
	PL	FHWA SU	CM	5305(d)	FTA State Match	Local Match	
Personnel:	\$ 27,000	\$ 18,000	\$ -	\$ 8,000	\$ 1,000	\$ 1,000	
Total	\$ 27,000	\$ 18,000	\$ -	\$ 8,000	\$ 1,000	\$ 1,000	

Task 6.0							
FY 2021/22 Estimated Budget Detail							
	PL	FHWA SU	CM	5305(d)	FTA State Match	Local Match	
Personnel:	\$ 28,000	\$ 15,000		\$ 8,000	\$ 1,002	\$ 1,003	
Total	\$ 28,000	\$ 15,000	\$ -	\$ 8,000	\$ 1,002	\$ 1,003	



## 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

Completed the Southwest Area Transportation Plan. (2019)  
Completed Monticello Trail Extension Feasibility Study. (2019)  
Completed US 27/Downtown Havana Corridor Improvement Study. (2020)  
Completed corridor assessments of Pensacola Street, Tharpe Street. and Bannerman Road. (2018/2019)  
Completed Phases I and II of the Midtown Area Transportation Plan. (March 2019/2020)

### ANTICIPATED ACTIVITIES

- 7.1 City of Monticello to the City of Tallahassee US 90 Multi-use Trail [Consultant]
  - Document limits of existing right-of-way, publicly owned lands and cultural resources, environmental features and any physical barriers will be documented.
  - Identify possible constraints.
  - Coordinate with applicable agencies and local governments.
  - Determine the least impactful route.
- 7.2 Stadium Dr./Lake Bradford Rd./Gaines St./Varsity Dr. Intersection Study [Consultant]
  - Data Collection.
  - Identify possible improvements to the intersection.
  - Evaluate potential alternate routes to divert traffic around/away from the intersection.
- 7.3 Other planning projects as may be needed
  - *Once a planning project is identified the UPWP will be amended to reflect the scope of work to be completed.*

### END PRODUCT

Monticello to Tallahassee US 90 Multi-use Trail Feasibility Study. (Fall 2020)  
Stadium Dr./Lake Bradford Rd./Gaines St./Varsity Dr. Intersection Study. (Spring 2021)

### RESPONSIBLE AGENCY

CRTPA

## ESTIMATED TASK BUDGET AND FUNDING SOURCES TASK 7.0

Task 7.0						
FY 2020/21 Estimated Budget Detail						
	PL	FHWA SU	CM	FTA 5305(d)	State Match	Local Match
Personnel:	\$ 24,000	\$ 79,107	\$ -	\$ 19,200	\$ 2,400	\$ 2,400
Consultant:						
7.1 US90 Bike/Ped Tr.Feasibility Study PH I & II		\$ 150,000				
7.2 Stadium/Lk. Bradford/Gaines/Varsity Int. Study		\$ 73,170	\$ 51,830			
7.3 Other Special Projects/Safety Studies (TBD)**		\$ 375,000				
7.4 Corridor/Complete Streets (TBD)**		\$ 239,974				
Total	\$ 24,000	\$ 917,251	\$ 51,830	\$ 19,200	\$ 2,400	\$ 2,400
<b>**Requires an Amendment to the UPWP</b>						

Task 7.0						
FY 2021/22 Estimated Budget Detail						
	PL	FHWA SU	CM	5305(d)	FTA State Match	Local Match
Personnel:	\$ 17,700	\$79,000		\$ 20,020	\$ 2,503	\$ 2,503
Consultant:						
7.2 Stadium/Lk. Bradford/Gaines/Varsity Int. Study						
7.3 Other Special Projects/Safety Studies (TBD)**		\$ 5,575				
7.4 Corridor/Complete Streets (TBD)**		\$ 5,583				
Total	\$ 17,700	\$90,158	\$ -	\$ 20,020	\$ 2,503	\$ 2,503
<b>**Requires an Amendment to the UPWP</b>						

TABLE I  
FAST ACT PLANNING FACTORS

UPWP Tasks							
FAST ACT Planning Factors	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  
STATE PLANNING EMPHASIS AREAS

UPWP Tasks									
STATE PLANNING EMPHASIS AREAS	Admin	Data Collection	LRP	SRP	Mobility Planning	Public Involvement.	Mobility Planning	Public Involv.	Special Projects
ACES		X	X	X	X		X		X
Safety		X	X	X	X	X	X	X	X
System Connectivity		X	X	X	X	X	X	X	X

*See page 3 for details*

TABLE III:  
Schedule of Selected Projects FY 2021

UPWP TASK	-- 2020 --						-- 2021 --												-- 2022--					
	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
<b>TASK 1.0 PROGRAM ADMINISTRATION</b>																								
1.10 Develop 2022/23-23/24 UPWP																								
1.11 FDOT Annual Certification																								
1.12 FHWA Quadrennial Certification																								
1.14 Audit																								
<b>TASK 2.0 DATA COLLECTION</b>																								
2.5 Analyze Census Data																								
2.6 Integrate Census Data in Program Documents																								
<b>TASK 3.0 LONG RANGE PLANNING</b>																								
3.1 2045 LRTP Update/Adoption																								
3.0 Adopt/Report Performance Measures																								
<b>Task 4.0 SHORT RANGE PLANNING</b>																								
4.1 Develop 2022 Priority Projects																								
Develop 2023 Priority Projects																								
4.3 TIP Update (Annual and Roll- Forward))																								
4.17 Develop Legislative Priorities																								
<b>TASK 5.0 Modal Planning</b>																								
5.0 Develop Annual PPLs																								
5.1 Thomasville Rd. Feasibility Study																								
5.2 Bloxham Cutoff Trail (SR267) Feasibility Study																								
5.3 Apalachee Parkway Trail Feasibility Study																								
5.4 Congestion Management Plan Phase II																								
5.5 Comprehensive Operational Analysis																								
5.6 Oak Ridge Road Trail Feasibility Study																								
5.7 Revaluation of Regional Transit Study																								
<b>TASK 6.0 PUBLIC INVOLVEMENT</b>																								
6.1 Update Public Involvement Process Plan																								
<b>TASK 7.0 SPECIAL PROJECTS</b>																								
7.1 US 90 Multi-use Trail Feasibility Study																								
7.1 Stadium/Bradford/Gaines/Varsity Study																								

TABLE IV  
FY 2020/21 Funding by Agency

TASK	ELEMENT	FHWA	FTA	FDOT		Local <sup>2</sup>	Total
				Soft Match	Cash Match <sup>2</sup>		
1.0	Admin	\$400,653	\$36,000	\$72,398	\$4,500	\$9,500	\$450,653
2.0	Data/Safety	\$16,500	\$7,600	\$2,982	\$950	\$950	\$26,000
3.0	LRP	\$236,000	\$6,400	\$42,645	\$800	\$800	\$244,000
4.0	SRP	\$55,000	\$18,000	\$9,939	\$2,250	\$2,750	\$78,000
5.0	Mobility	\$1,095,500	\$12,777	\$197,957	\$1,597	\$1,597	\$1,111,471
6.0	Public Inv.	\$45,000	\$8,000	\$8,132	\$1,002	\$1,003	\$55,005
7.0	Special Proj.	\$993,081	\$19,200	\$179,450	\$2,400	\$2,400	\$1,017,081
	TOTAL	\$2,841,734	\$107,977	\$513,501	\$13,499	\$19,000	\$2,982,210

TABLE V  
FY 2021/22 Funding Sources by Agency

TASK	ELEMENT	FHWA			FTA Sec 5305(d)	FDOT		Local <sup>2</sup>	Federal	State	Local	Task Total
		PL	SU	CM		Soft Match <sup>1</sup>	Cash Match <sup>2</sup>					
1.0	Admin	\$383,653	\$17,000		\$36,000	\$72,398	\$4,500	\$9,500	\$436,653	\$76,898	\$9,500	\$450,653
2.0	Data/Safety	\$13,500	\$3,000		\$7,600	\$2,982	\$950	\$950	\$24,100	\$3,932	\$950	\$26,000
3.0	LRP	\$27,000	\$209,000		\$6,400	\$42,645	\$800	\$800	\$242,400	\$43,445	\$800	\$244,000
4.0	SRP	\$37,500	\$17,500		\$18,000	\$9,939	\$2,250	\$2,750	\$73,000	\$12,189	\$2,750	\$78,000
5.0	Mobility	\$40,000	\$930,500	\$125,000	\$12,777	\$197,957	\$1,597	\$1,597	\$1,108,277	\$199,554	\$1,597	\$1,111,471
6.0	Public Inv.	\$27,000	\$18,000		\$8,000	\$8,132	\$1,002	\$1,003	\$53,000	\$9,134	\$1,003	\$55,005
7.0	Special Proj.	\$24,000	\$917,251	\$51,830	\$19,200	\$179,450	\$2,400	\$2,400	\$1,012,281	\$181,850	\$2,400	\$1,017,081
	TOTAL	\$552,653	\$2,112,251	\$176,830	\$107,977	\$513,501	\$13,499	\$19,000	\$2,949,711	\$527,000	\$19,000	\$2,982,210

<sup>1</sup>Soft match is non-cash match for FHWA Funds and represents 18.07% of total FHWA funds. Soft match is not included in o

<sup>2</sup>Match for FTA Funds. 5305(d) funds are 80% FTA, 10% FDOT & 10% Local. Task 4.0 includes an \$500 local contribution to ~~WVUAC~~ legislative activities

TABLE VI

## FY 2020/21 Funding by Agency

TASK	ELEMENT	FHWA	FTA	FDOT		Local <sup>2</sup>	Total
				Soft Match	Cash Match <sup>2</sup>		
1.0	Admin	\$404,770	\$ 37,600	\$ 73,142	\$ 4,700	\$ 9,700	\$456,770
2.0	Data/Safety	\$17,400	\$7,200	\$3,144	\$900	\$900	\$26,400
3.0	LRP	\$43,800	\$6,800	\$7,915	\$850	\$850	\$52,300
4.0	SRP	\$53,125	\$18,000	\$9,600	\$2,250	\$2,750	\$76,125
5.0	Mobility	\$97,700	\$13,600	\$17,654	\$1,700	\$1,700	\$114,700
6.0	Public Inv.	\$43,000	\$8,000	\$7,770	\$1,003	\$1,002	\$53,005
7.0	Special Proj.	\$107,858	\$20,020	\$19,490	\$2,503	\$2,503	\$132,883
	TOTAL	\$767,653	\$111,220	\$138,715	\$13,906	\$19,405	\$912,183

TABLE VII

## FY 2021/22 Funding Source by Agency

TASK	ELEMENT	FHWA			FTA Sec 5305(d)	FDOT		Local <sup>2</sup>	Federal	State	Local	Task Total
		PL	SU	CM		Soft Match <sup>1</sup>	Cash Match <sup>2</sup>					
1.0	Admin	\$385,670	\$ 19,100		\$ 37,600	\$ 73,142	\$ 4,700	\$ 9,700	\$ 442,370	\$ 77,842	\$ 9,700	\$ 456,770
2.0	Data/Safety	\$ 10,900	\$ 6,500		\$ 7,200	\$ 3,144	\$ 900	\$ 900	\$ 24,600	\$ 4,044	\$ 900	\$ 26,400
3.0	LRP	\$ 20,300	\$ 23,500		\$ 6,800	\$ 7,915	\$ 850	\$ 850	\$ 50,600	\$ 8,765	\$ 850	\$ 52,300
4.0	SRP	\$ 31,375	\$ 21,750		\$ 18,000	\$ 9,600	\$ 2,250	\$ 2,750	\$ 71,125	\$ 11,850	\$ 2,750	\$ 76,125
5.0	Mobility	\$ 26,700	\$ 71,000		\$ 13,600	\$ 17,654	\$ 1,700	\$ 1,700	\$ 111,300	\$ 19,354	\$ 1,700	\$ 114,700
6.0	Public Inv.	\$ 28,000	\$ 15,000		\$ 8,000	\$ 7,770	\$ 1,003	\$ 1,002	\$ 51,000	\$ 8,773	\$ 1,002	\$ 53,005
7.0	Special Proj.	\$ 17,700	\$ 90,158		\$ 20,020	\$ 19,490	\$ 2,503	\$ 2,503	\$ 127,878	\$ 21,992	\$ 2,503	\$ 132,883
	TOTAL	\$520,644	\$ 247,008	\$ -	\$ 111,220	\$ 138,715	\$ 13,906	\$19,405	\$ 878,873	\$ 152,620	\$19,405	\$ 912,183

<sup>1</sup>Soft match is non-cash match for FHWA Funds and represents 18.07% of total FHWA funds. Soft match is not included in overall totals.

<sup>2</sup>Match for FTA Funds. 5305(d) funds are 80% FTA, 10% FDOT & 10% Local. Task 4.0 includes an \$500 local contribution to MPOAC legislative activities

APPENDIX I - FY 2020/21 and FY 2021/22 - Estimated Administrative, Facility and Office Expense Detail

FY 2021 - FY2022		
Estimated Administrative, Facility and Office Expense Detail		
Accounting Category		Task 1.0 Administration
<b>Administrative Expenses</b>		
Advertising	\$7,645	521010 - Advertising
WCOT	\$4,500	521180 - Unclassified Contractual Svcs
Dues, Subscriptions, Memberships*	\$750	524030 - Memberships
Gen. Liability/Workers Comp Insurance	\$20,000	541040 - Insurance (General Liability/ Comp)
<b>Staff Services Fees</b>		
<i>HR</i>	\$8,300	560010 - Human Resource Expense
<i>Accounting</i>	\$21,000	560020 - Accounting Expense
<i>Purchasing</i>	\$4,300	560030 - Purchasing Expense
<i>IT</i>	\$23,500	560040 - Information Systems Expense
<i>Revenue Collection</i>	\$400	560070 - Revenue Collection
<i>Environmental</i>	\$850	560082 - Environmental
<b>Subtotal:</b>	<b>\$91,245</b>	
<b>Contracted Services</b>		
<i>Audit</i>	\$18,000	521180 - Unclassified Contractual Svcs
<i>Legal</i>	\$32,000	521160 - Legal Services
<b>Subtotal:</b>	<b>\$50,000</b>	
<b>Office Expenses</b>		
<i>Reproduction</i>	\$3,000	521030 - Reproduction
<i>Equipment Repairs</i>	\$225	521100 - Equipment Repairs
<i>Software</i>	\$13,100	521190 - Computer Software
<i>Telephone</i>	\$3,750	522080 - Telephone
<i>Postage</i>	\$750	523050 - Postage
<i>Office Supplies</i>	\$13,000	523060 - Office Supplies
<i>Unclassified Supplies</i>	\$2,000	523080 - Unclassified Supplies
<i>Journals &amp; Books</i>	\$600	524020 - Journals & Books
<i>Machinery &amp; Equipment (&lt;\$5,000)</i>	\$15,000	550040 - Computer Equipment
<i>Machinery &amp; Equipment (&gt;\$5,000)</i>	\$-	
<b>Subtotal:</b>	<b>\$51,425</b>	
<b>Total:</b>	<b>\$192,670</b>	
*PL eligible dues (i.e. organizational memberships)		



## Application for Federal Assistance SF-424

**\* 1. Type of Submission:**

- ☒ Preapplication  
☐ Application  
☐ Changed/Corrected Application

**\* 2. Type of Application:**

- ☒ New  
☐ Continuation  
☐ Revision

**\* If Revision, select appropriate letter(s):**

**\* Other (Specify):**

**\* 3. Date Received:**

**4. Applicant Identifier:**

**5a. Federal Entity Identifier:**

Not Applicable

**5b. Federal Award Identifier:**

**State Use Only:**

**6. Date Received by State:**

**7. State Application Identifier:**

**8. APPLICANT INFORMATION:**

**\* a. Legal Name:**

Capital Region Transportation Planning Agency

**\* b. Employer/Taxpayer Identification Number (EIN/TIN):**

596000435

**\* c. Organizational DUNS:**

8310256010000

**d. Address:**

**\* Street1:**

300 S. Adams St.

**Street2:**

Box A-19

**\* City:**

Tallahassee

**County/Parish:**

Leon

**\* State:**

FL: Florida

**Province:**

**\* Country:**

USA: UNITED STATES

**\* Zip / Postal Code:**

323011731

**e. Organizational Unit:**

**Department Name:**

**Division Name:**

**f. Name and contact information of person to be contacted on matters involving this application:**

**Prefix:**

Mr.

**\* First Name:**

Greg

**Middle Name:**

**\* Last Name:**

Slay

**Suffix:**

**Title:** Executive Director

**Organizational Affiliation:**

Capital Region Transportation Planning Agency

**\* Telephone Number:**

(850) 819-8630

**Fax Number:**

**\* Email:** greg.slay@crtpa.org

## Application for Federal Assistance SF-424

### \* 9. Type of Applicant 1: Select Applicant Type:

E: Regional Organization

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

\* Other (specify):

### \* 10. Name of Federal Agency:

Federal Transit Administration

### 11. Catalog of Federal Domestic Assistance Number:

20.505

CFDA Title:

Section 5305(d)

### \* 12. Funding Opportunity Number:

20.505

\* Title:

Metropolitan Transportation Planning

### 13. Competition Identification Number:

Not Applicable

Title:

Not Applicable

### 14. Areas Affected by Project (Cities, Counties, States, etc.):

Add Attachment

Delete Attachment

View Attachment

### \* 15. Descriptive Title of Applicant's Project:

In support of the Unified Planning Work Program for Gadsden, Jefferson, Leon and Wakulla Counties, Florida.

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

**Application for Federal Assistance SF-424****16. Congressional Districts Of:**

\* a. Applicant

2, 5

\* b. Program/Project

2, 5

Attach an additional list of Program/Project Congressional Districts if needed.

Add Attachment

Delete Attachment

View Attachment

**17. Proposed Project:**

\* a. Start Date:

07/01/2020

\* b. End Date:

06/30/2021

**18. Estimated Funding (\$):**

* a. Federal	107,977.00
* b. Applicant	13,497.00
* c. State	13,497.00
* d. Local	0.00
* e. Other	0.00
* f. Program Income	0.00
* g. TOTAL	134,971.00

**\* 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**☐ a. This application was made available to the State under the Executive Order 12372 Process for review on .☐ b. Program is subject to E.O. 12372 but has not been selected by the State for review.☒ c. Program is not covered by E.O. 12372.**\* 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**☐ Yes☒ No

If "Yes", provide explanation and attach

Add Attachment

Delete Attachment

View Attachment

**21. \*By signing this application, I certify (1) to the statements contained in the list of certifications\*\* and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances\*\* and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)**

☒ \*\* I AGREE

\*\* The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

**Authorized Representative:**

Prefix:

Mr.

\* First Name:

Greg

Middle Name:

\* Last Name:

Slay

Suffix:

\* Title:

Executive Director

\* Telephone Number:

(850) 891-8630

Fax Number:

\* Email:

greg.slay@crtpa.org

\* Signature of Authorized Representative:

Greg Slay

\* Date Signed:

07/03/2020

GMIS - FTA Only FY 2021

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

Technical Classifications:

44.21.00	Program Support and Administration	\$	36,000
44.22.00	General Development and Comprehensive Planning	\$	7,600
44.23.01	Long Range Transportation Planning System Level	\$	6,400
44.23.02	Long Range Transportation Planning Project Level	\$	2,500
44.24.00	Short Range Transportation Planning	\$	7,500
44.25.00	Transportation Improvement Program	\$	8,000
44.26.00	Special Projects	\$	31,977
44.26.01			
44.26.02			
44.26.06			
44.26.07			
44.26.08			
44.17.00	Other Activities ( <i>Public Involvement</i> )	\$	8,000

Total Cost \$ 107,977

Accounting Classifications:

44.30.01	Personnel	\$	69,984
44.30.02	Fringe Benefits	\$	29,993
44.30.03	Travel		
44.30.04	Equipment		
44.30.05	Supplies		
44.30.06	Contractual		
44.30.07	Other: <i>TIP Software</i>	\$	8,000
44.30.08	Indirect Costs		

Total FTA Funds \$ 107,977

Fund Allocations:

44.30.01	MPO Activities	\$	107,977
44.30.02	Transit Operator Activities		
44.40.03	State and/or Local Agency Activities		
Total Net Project Cost		\$	107,977

Total FTA Funds \$ 107,977

## Full Budget - FTA FY 2021

## Section 5305(d) - FY 2019

## Grant Management Information System Codes

## All Funds

## Technical Classifications:

44.21.00	Program Support and Administration	\$	45,000
44.22.00	General Development and Comprehensive Planning	\$	9,500
44.23.01	Long Range Transportation Planning System Level	\$	8,000
44.23.02	Long Range Transportation Planning Project Level	\$	3,125
44.24.00	Short Range Transportation Planning	\$	9,375
44.25.00	Transportation Improvement Program	\$	10,000
44.26.00	Special Projects	\$	39,971
44.26.01			
44.26.02			
44.26.06			
44.26.07			
44.26.08			
44.17.00	Other Activities ( <i>Public Involvement</i> )	\$	10,000

Total Net Project Cost \$ 134,971

## Accounting Classifications:

44.30.01	Personnel	\$	87,480
44.30.02	Fringe Benefits	\$	37,491
44.30.03	Travel		
44.30.04	Equipment		
44.30.05	Supplies		
44.30.06	Contractual (TIP Software)	\$	10,000
44.30.07	Other		
44.30.08	Indirect Costs		

Total Net Project Cost \$ 134,971

## Fund Allocations:

41.30.01	MPO Activities	\$	107,977
41.30.02	Transit Operator Activities		
41.30.03	State and/or Local Agency Activities	\$	26,994

Total Net Project Cost \$ 134,971

Federal Share (80%) \$ 107,977

Local Share (20%)		\$	26,994
Accounting			
<u>Classification</u>			<u>Amount</u>
91.37.08.8 02	Technical Studies - Planning	\$	134,971

FLORIDA DEPARTMENT OF TRANSPORTATION  
**UNIFIED PLANNING WORK PROGRAM (UPWP)**  
**STATEMENTS AND ASSURANCES**

525-010-08  
POLICY PLANNING  
05/18

**LOBBYING CERTIFICATION for GRANTS, LOANS and COOPERATIVE AGREEMENTS**

In accordance with Section 1352 of Title 31, United States Code, it is the policy of the Capital Region TPA that:

- (1) No Federal or state appropriated funds have been paid or will be paid by or on behalf of the Capital Region TPA, to any person for influencing or attempting to influence an officer or employee of any Federal or state agency, or a member of Congress or the state legislature in connection with the awarding of any Federal or state contract, the making of any Federal or state grant, the making of any Federal or state loan, extension, continuation, renewal, amendment, or modification of any Federal or state 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 Federal 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 Capital Region TPA shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants and contracts and subcontracts under grants, subgrants, loans, and cooperative agreement), which exceeds \$100,000, and that all such subrecipients shall certify and disclose accordingly.
- (4) 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 and not more than \$100,000 for each failure.

  
Name: Randy Merritt

Title: MPO Chairman (or designee)

May 19, 2020

Date



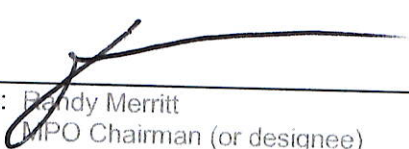
FLORIDA DEPARTMENT OF TRANSPORTATION  
**UNIFIED PLANNING WORK PROGRAM (UPWP)**  
**STATEMENTS AND ASSURANCES**

525-010-08  
POLICY PLANNING  
05/18

**DEBARMENT and SUSPENSION CERTIFICATION**

As required by the USDOT regulation on Governmentwide Debarment and Suspension at 49 CFR 29.510

- (1) The Capital Region TPA hereby 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 any 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 (b) 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 TPA also hereby 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 the U.S.D.O.T.

  
Name: Randy Merritt  
Title: MPO Chairman (or designee)

May 19, 2020  
Date



FLORIDA DEPARTMENT OF TRANSPORTATION  
**UNIFIED PLANNING WORK PROGRAM (UPWP)**  
**STATEMENTS AND ASSURANCES**

525-010-08  
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05/18


**TITLE VI/ NONDISCRIMINATION ASSURANCE**

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

The Capital Region TPA further assures FDOT that it will undertake the following with respect to its programs and activities:

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

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

  
\_\_\_\_\_  
Name: Randy Merritt  
Title: MPO Chairman (or designee)

\_\_\_\_\_  
May 19, 2020  
Date

FLORIDA DEPARTMENT OF TRANSPORTATION  
**UNIFIED PLANNING WORK PROGRAM (UPWP)**  
**STATEMENTS AND ASSURANCES**

525-010-08  
POLICY PLANNING  
05/18

**DISADVANTAGED BUSINESS ENTERPRISE UTILIZATION**

It is the policy of the Capital Region TPA 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 TPA, 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 TPA, in a non-discriminatory environment.

The Capital Region TPA shall require its consultants to not discriminate on the basis of race, color, national origin and sex 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

  
Name: Randy Merritt

Title: MPO Chairman (or designee)

May 19, 2020

Date



FLORIDA DEPARTMENT OF TRANSPORTATION  
**UNIFIED PLANNING WORK PROGRAM (UPWP)**  
**STATEMENTS AND ASSURANCES**

525-010-08  
POLICY PLANNING  
05/18

**APPENDICES A and E**

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 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.






FLORIDA DEPARTMENT OF TRANSPORTATION  
**UNIFIED PLANNING WORK PROGRAM (UPWP)**  
**STATEMENTS AND ASSURANCES**

525-010-08  
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05/18

- (6) **Incorporation of Provisions:** The Contractor shall include the provisions of paragraphs (1) through (7) 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 subcontractor 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.
- (7) **Compliance with Nondiscrimination Statutes and Authorities:** Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin); and 49 CFR Part 21; The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects); Federal-Aid Highway Act of 1973, (23 U.S.C. § 324 et seq.), (prohibits discrimination on the basis of sex); Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 et seq.), as amended, (prohibits discrimination on the basis of disability); and 49 CFR Part 27; The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 et seq.), (prohibits discrimination on the basis of age); Airport and Airway Improvement Act of 1982, (49 USC § 471, Section 47123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex); The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms "programs or activities" to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not); Titles II and III of the Americans with Disabilities Act, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131 -- 12189) as implemented by Department of Transportation regulations at 49 C.F.R. parts 37 and 38; The Federal Aviation Administration's Non-discrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex); Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures non-discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations; Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100); Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. 1681 et seq)
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 <div style="display: flex; justify-content: space-between;"> <div> <b>Federal Highway Administration</b>            Florida Division Office            3500 Financial Plaza, Suite 400            Tallahassee, Florida 32312            (850) 553-2201  <a href="http://www.fhwa.dot.gov/fldiv">www.fhwa.dot.gov/fldiv</a> </div> <div> <b>Federal Transit Administration</b>            Region 4 Office            230 Peachtree St, NW, Suite 1400            Atlanta, Georgia 30303            (404) 865-5600         </div> </div>			
Planning Comments			
Document Name: Unified Planning Work Program			MPO: CRTPA
Date of Document: May 19, 2020	Date Received: March 13, 2020	Date Reviewed: April 16, 2020	District: 3
Reviewed by: Michael Sherman and John Crocker			

COMMENTS:

Page #	Comment Type	Comment Description	CRTPA Response
General	FTA Region IV	If planning activities are proposed for funding under the 49 USC 5307 program or any other FTA program, please ensure they are listed and programmed in the UPWP.	FTA Funding in Task & Budget
General	FTA Region IV	If funding is being carried over from the prior-year UPWP, carryover amounts, and activities should be listed in the document. Please identify any incomplete work elements or activities financed with Federal planning assistance awarded in previous fiscal years as carryover activities.	No FTA funds applied to incomplete work elements from previous UPWP.
General	FTA Region IV	If any programmed 5305(d) funds are estimates, coordination with the State DOT may be required for UPWP modification or amendment after review of FTA apportionments.	Noted: UPWP amendment will be processed as applicable.
General	FTA Region IV	The metropolitan transportation planning process should provide for the establishment and use of a performance-based approach, with related activities noted in the UPWP accordingly. Please note that in addition to TAM, there is an upcoming deadline for MPO PTASP target setting that will occur during the next UPWP cycle.	Included activities related to PTASP Target.
3	Editorial	Please be sure to include the finalized and signed resolution in the final UPWP.	Noted: Executed at adoption.
4	Editorial	Please include the finalized and signed Cost Analysis Certification.	FDOT
4	Enhancement	I suggest utilizing a separate Cost Analysis Certification for each fiscal year.	FDOT
Introduction	Critical	<p>Please include a discussion on the use of the soft match policy for the Federal funds. This should also identify the total amount of the soft match and percentages of the match. Please also note that the soft match amount must also be shown for each task in the Budget summary tables as well. The MPO needs to also include the soft match discussion in the Introduction and the amounts in the Summary Budget Tables for any STBG Funds (such as SU – or other FHWA non-PL Funds). This remains at the sliding scale of 81.93:18.07.</p> <p>Below is template language that can be used to address the soft match policy. Additionally, please adjust the budget tables, agency participation summary budget tables, and funding source summary budget tables.</p> <p>“Section 120 of Title 23, U.S.C., permits a State to use certain toll revenue expenditures as a credit toward the non-Federal matching share of all programs authorized by Title 23, (with the exception of Emergency Relief Programs) and for transit programs authorized by Chapter 53 of Title 49, U.S.C. This is in essence a "soft-match" provision that allows the Federal share to be increased up to 100% to the extent credits are available. The “soft match” amount being utilized to match the FHWA PL funding in the UPWP is 20% of FHWA program funds for a total of \$</p>	<p>The template language and the dollar amount of soft match are included in the Introduction.</p> <p>The soft-match amount is revised to reflect 18.07% for all FHWA funding.</p>

		<p><u>(Continued)</u></p> <p>. The “soft match” amount being utilized to match the FHWA SU funding in the UPWP is 18.07% of FHWA program funds for a total of \$</p> <p>.” However, since the MPO does not have any SU/SA/CM funds programmed in the UPWP, the following language can be utilized a placeholder in the event an amendment is processed: If the M/TPO amends the UPWP to include FHWA SU funding, the “soft match” amount that will be utilized to match the FHWA SU funding in the UPWP is 18.07% of FHWA program funds. The total for (insert fiscal year) for a total of \$ __.”</p>	
14	Critical	Please insert an activity related to the TMA Federal Certification Review which will occur in early 2021 and the final report will be issued June 2021.	Activity and Work Product included in Task 1.0
Tasks 1-7	Critical	Each task must link activities and end products as well as to identify milestones for the activities and end product due dates. If an activity is Ongoing – please identify is it monthly, quarterly, Annually and which years. Some of these are provided but many are not. If an end product will not be completed during this UPWP, then it must be identified when it will be completed as well. Some notes are provided below for the individual tasks related to this, but not all. Please review all tasks for this requirement. Please ensure all tasks include more information for the activities that will be performed. Some are extremely broad and therefore eligibility cannot be determined.	Schedule of projects has been added in Table III. All tasks have a timeframe when work activity or planning project to be completed.
16	Editorial	For the direct expenses line item, an asterisk is included but the notation was not included. I suggest including the note for the purposes of the reader. For instance, the direct expenses are listed on page 12. I suggest using those and listing it under or in the table for clarification purposes.	Notation references the Table in the Appendix by page number.
20	Critical	I suggest including activities and products related to the MPO’s efforts with TPM in the LRTP in Task 3.0. It should also include the MPO’s efforts for monitoring and reporting targets. Although the UPWP mentions TPM efforts under CMP on page 28, I suggest mentioning it under each essential planning activities where performance measures reporting is required.	Added activity associated with TPMs.
23-24	Critical	Please include the MPO’s requirements for monitoring/reporting TPM in the TIP under the short range planning Task 4.0. Although reporting, developing, and reporting of performance measures is mentioned on page 28 under CMP, I suggest mentioning it under each essential planning activities where performance measures reporting is required.	Added to Task 4.0
General	Enhancement	I suggest including necessary activities focused on monitoring, analyzing, and incorporating the upcoming 2020 Census data into the MPO’s essential planning documents.	Added to data collection.
Task 1	Enhancement	Please include activities under the appropriate task to review and update the MPO’s COOP to consider pandemic scenarios. Additionally, it is suggested that the MPO review and consider what alternative operational and alternative public involvement outreach strategies may be required for these type of events (particularly if it is long term). This review may entail updating operational documents such as PPPs, bylaws, and others.	PIP will be updated. Activities included.
Task Budget Tables	Critical	Referring to the PL Balance spreadsheets, the MPO will have \$32,009 PL funds that will be de-obligated and reprogrammed to FY2021. However, the total amount of PL funds for FY21 and FY22 is \$520,644 for each fiscal year (FY21 = \$552,653 and FY22 = \$520,644). After calculating the funds programmed for every task, both FY21 and FY22 include the following amounts (FY21 \$696,906 and FY22 \$696,906). Please provide the justification and/or corrections to the budget table accordingly.	Budget in FY 21 and FY 22
39-40	Critical	Please include the Agency Participation and Funding by Agency Summary Budget tables in the final draft of the UPWP.	Included

General	Editorial	Tasks that involve consultant participation (such as Tasks 2 and 3) should provide enough detail (such as project scope, work to be accomplished for each project, anticipated completion dates, and project costs) about what the consultant responsibilities are concerning the activities to be undertaken using federal-aid funds. If that is not possible at this time, prior to the MPO's use of PL funds for these types planning projects or activities, the District should forward a copy of the scope of services,	Noted; Detail about the planning projects is included in the narrative. Task Work Orders will be sent to FHWA and FDOT.
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General	Editorial (Cont.)	the anticipated cost, and completion date to the FHWA for review. It will continue to be the responsibility of the District and MPO to ensure that all activities undertaken as part of these tasks are eligible and are allowable costs.	Project schedules included.
49-54	Critical	All Agreements or Certifications, including Debarment and Suspension, Contracts, Grants, and Cooperative Agreements, Title VI agreements and DBE statements should be signed and dated and included in the final document.	Noted
Tasks 1 – 7	Editorial	For all tasks and activities, I suggest incorporating narrative on the benefits of attending trainings, meetings, conferences. Please note that all training/meeting/conference participation must be reasonable, necessary and allocable to the transportation planning process. Please provide additional clarification on the deliverables associated with all training/meetings/conferences.	Noted; additional detail provided on training activities.
25	Critical	For Legislative Activities 4.17, 4.18, and 4.19, I suggest listing this as a separate task to ensure that the MPO avoids seeking any reimbursement for any activities that may be considered as lobbying. Additionally, the local funds are not included in the table. Please make sure to include the local funds in the FY21 and FY22 budget tables.	Noted



**Federal Highway Administration**

Florida Division Office  
3500 Financial Plaza, Suite 400  
Tallahassee, Florida 32312  
(850) 553-2201  
[www.fhwa.dot.gov/fldiv](http://www.fhwa.dot.gov/fldiv)

**Federal Transit Administration**

Region 4 Office  
230 Peachtree St, NW, Suite 1400  
Atlanta, Georgia 30303  
(404) 865-5600

July 1, 2020

Sent Via Email Only

Mr. Bryant Paulk  
Urban Planning Manager  
Florida Department of Transportation  
6025 Bagdad Hwy  
Milton, FL 32583

Dear Mr. Paulk:

The following is in response to the Capital Region Transportation Planning Agency's (CRTPA) resubmission of the modified Final Fiscal Year (FY) 2020/21- 2021/22 Unified Planning Work Program (UPWP) on July 1, 2020. These modifications were made to address the following tasks that were deemed not eligible for funding due to insufficient information and were not authorized to begin work:

- Task 3: Long Range Planning
- Task 5: Mobility Planning
- Task 7: Special Projects

Based on the review of the submitted documentation, FHWA and FTA have determined that the changes made to the Final Fiscal Year (FY) 2020/21- 2021/22 UPWP satisfy the additional information required to fully approve the above tasks in the UPWP. We therefore authorize work to begin on these tasks on July 1, 2020.

We appreciate the CRTPA staff's efforts in fast turnaround of the modifications to the UPWP. If you have any questions, please feel free to contact Mr. Michael Sherman via email [Michael.Sherman@dot.gov](mailto:Michael.Sherman@dot.gov) or via telephone (850) 553-2221.

Sincerely,

**MICHAEL A**  
**SHERMAN**

Digitally signed by  
MICHAEL A SHERMAN  
Date: 2020.07.02  
13:50:31 -04'00'

FOR: Jamie Christian, P.E.  
Division Administrator  
Federal Highway Administration

cc: Mr. Greg Slay, CRTPA  
Mr. Greg Burke, CRTPA  
Ms. Suzanne Lex, CRTPA  
Ms. Donna Green, FDOT District Three  
Ms. Karen Brunelle, FHWA  
Ms. Cathy Kendall, FHWA  
Mr. John Crocker, FTA Region 4  
Ms. Stephanie Certain, FDOT  
Mr. Mark Reichert, FDOT  
Ms. Erika Thompson, FDOT

MPO Name : CRTPA	Final		Date: 6/3/20020
UPWP Check List	Yes	No	Comment
<b>A. COVER AND TITLE PAGE</b>			
Includes CFDA Number?	X		
Includes Federal Aid Project Number (FAP)?	X		
Includes FM Number (Work Program)?	X		
Name of MPO and Funding Agencies?	X		
The correct fiscal years for the proposed UPWP are listed?	X		
MPO physical, mailing, and website addresses; phone numbers	X		
The Final UPWP includes an approved signature or MPO resolution and the date of MPO Board action?	X		
<b>B. TABLE OF CONTENTS</b>			
Introduction	X		
Organization and Management	X		
Work Program Task Sheets – includes the following sections:			
• Administration	X		
• Data Collection	X		
• Transportation Improvement Program	X		
• Long Range Transportation Plan	X		
• Special Project Planning	X		
• Public Involvement	X		
Summary Budget – Table 1 Agency Participation (broken out by year)	X		
Summary Budget – Table 2 Funding Source (broken out by year)	X		
Florida Planning Activities	X		
Statements and Assurances	X		
FTA Grant Application (if included in UPWP)	X		
Each Task is consistent in number, wording, and references page numbers with each respective task sheet	X		
<b>C. INTRODUCTION</b>			
Brief definition of the UPWP	X		
Current overview of the status of comprehensive transportation planning activities	X		
Discussion of local and regional planning priorities	X		

<b>MPO Name : CRTPA</b>	<b>Final</b>		<b>Date: 6/3/20020</b>
<b>UPWP Check List</b>	<b>Yes</b>	<b>No</b>	<b>Comment</b>
Planning tasks to be performed with funds under Title 23 and Title 49 Chapter 53 (Public Transportation)	X		
A description of the metropolitan transportation and transportation related air quality planning activities (if applicable) anticipated in the non-attainment area regardless of funding sources or agencies conducting air quality activities;	N/A		
Discussion of soft match, including a definition and the amount (both as a total and the present)	X		
Indirect Cost Rate (if applicable)	N/A		
Description of Public Involvement process used in development of UPWP	X		
Discussion of Planning Emphasis Areas	X		
<b>D. ORGANIZATION AND MANAGEMENT</b>			
Identification of participants and a brief description of their respective roles in the UPWP metropolitan area planning process	X		
Discussion of appropriate agreements:			
• Standard Interlocal Agreement	X		
• Metropolitan Planning Organization (MPO) Agreement	X		
• Joint Participation Agreement – FTA 5303 funds	X		
• ICAR Agreement	X		
• Other agreements	X		
Identification and discussion of operational procedures and bylaws	X		
<b>E. WORK PROGRAM TASK SHEETS</b>			
Each sheet should describe individual tasks, be in the same format, and include:			
• Task number and title	X		
• Purpose	X		
• Previous work completed	X		
• Required Activities – how task will be performed; who will perform the task	X		
• Responsible agency or agencies	X		
• Proposed funding source(s) – tied into Table 2	X		
Schedule that adequately describes activities that will take place during the year, including: <ul style="list-style-type: none"> <li>• Schedule of milestones or benchmarks</li> <li>• End product(s)</li> <li>• Estimated completion date(s)</li> </ul>	X		

<b>MPO Name : CRTPA</b>	<b>Final</b>		<b>Date: 6/3/20020</b>
<b>UPWP Check List</b>	<b>Yes</b>	<b>No</b>	<b>Comment</b>
Proposed funding source(s) with anticipated costs by fiscal year and by budget line item ( <i>an Estimated Budget Detail</i> )	X		
<b>F. STATEMENTS AND ASSURANCES</b>			
DBE	X		
Debarment and Suspension	X		
Lobbying	X		
Title VI Nondiscrimination Agreement	X		
Appendix A	X		
Appendix E	X		
<b>G. FTA SECTION 5305(D) APPLICATION (IF INCLUDED IN UPWP)</b>			
Certain FTA grants – Form 424	X		
Certain FTA Grants: FTA Certification / Assurances	X		
Affirmation of Applicant	X		
Affirmation of Applicant's Attorney	X		
Budget showing total funds by classifications	X		
Budget showing FTA funds only by classifications	X		
<b>H. TABLE 1: AGENCY PARTICIPATION</b>			
Participating agencies identified with funding commitments	X		
Table includes only those District planning activities scheduled to occur within the MPO Boundaries	X		
Table shows the amount of funds set aside for work by consultants	X		
There is one table for Year 1 and one table for Year 2	X		
<b>I. TABLE 2: FUNDING SOURCE</b>			
Proposed funding sources and budgeted funds are identified by task and subtask for each appropriate funding source, and are consistent with applicable Task Sheet	X		
The Department's PL and FTA matching funds are shown separately	X		
Federal, state, and local contribution levels are provided by task and subtask	X		
The total amounts shown in each task agree with the amounts shown in Table 1: Agency Participation	X		
There is one table for Year 1 and one table for Year 2	X		
<b>J. GENERAL</b>			
The Final UPWP was reviewed and endorsed or approved by the TAC, CAC, and the MPO prior to distribution	X		

MPO Name : CRTPA	Final		Date: 6/3/20020
UPWP Check List	Yes	No	Comment
Documentation of the endorsement or approvals (e.g., a MPO Resolution, meeting minutes, letter of authentication) are included	X		
Tasks or activities to correct or eliminate deficiencies noted in the previous federal and/or state certification reviews are identified in the UPWP	X		
The annual audit is included as part of the Program Administration Task, and as a separate line item	X		
Equipment purchases are identified as part of a task	X		
Equipment rentals and leases are included by tasks	X		
Matrix that identifies how each task relates to the Planning Emphasis Areas and Planning Factors	X		