UNIFIED PLANNING WORK PROGRAM

Fiscal Years 2020/21—2021/2022

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CAPITAL REGION TRANSPORTATION PLANNING AGENCY
FY 2020/21– 21/22 UNIFIED PLANNING WORK PROGRAM

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Florida Department of Transportation

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SECRETARY

Cost Analysis Certification

Capital Region TPA

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

Amended 11/17/2020

Revision Number: Revision 1

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.

Name: Donna M. Green

Planning Specialist, District 3
Title and District

Donna M. Green 12/14/2020
Signature

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 CHARIMAN TO EXECUTE ALL REQUIRED FORMS ANDS 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 19th DAY OF May 2020

CAPITAL REGION TRANSPORTATION PLANNING AGENCY

Randy Merritt, Chairman

ATTEST:

Greg Slay, Executive Director

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
LRTP	-	Long Range Transportation Plan

GLOSSARY OF ABBREVIATIONS (cont.)

MAP-21	-	Moving Ahead for Progress in the 21st 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.

INTRODUCTION (CONT.)

Subsequent to adoption, the UPWP is reviewed throughout the year to ensure consistency between staff work efforts and tasks identified within the document, as well as monitoring work progress and assessing the need for possible amendment. The UPWP reflects compliance with the comprehensive Title VI 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;
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; and,
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 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, the 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 (ARPC).

Other agreements with state and local governments, and local and regional agencies, also promote the continuing, cooperative, and comprehensive ("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 ARPC, 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 7th 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

In 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/TRANSIT DEVELOPMENT PLAN

The CRTPA is partnering with StarMetro to complete a Comprehensive Operations Analysis (COA), and the update to the Transit Development Plan (TDP). 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. The TDP updates the agency's financial picture and outlines services the agency can provide.

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, and the public 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 Planation 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 providing a safe facility for residents in the area to travel via bicycle or walking. A technical evaluation and public involvement component will be documented in the final report.

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 Trial 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)
Provided staff support to CRTPA & Committees
Completed FDOT Certification (Jan 19, Jan 20)
Completed Single Audits (April 19, April 20,)
Attended MPOAC meetings
Completed Annual audit (April 19, 20)
Procured Auditor services

Provided training to elected officials and staff in the following areas:

Title VI
GIS
FDOT Transplex
TA/TRIP Submittal Process, Workshop
MPOAC Institute (May 2021, 2022)
Florida APA Annual Conference

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)

UNIFIED PLANNNING 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.

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.

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)

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*

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)

RESPONSIBLE AGENCY

CRTPA

ESTIMATED TASK BUDGET AND FUNDING SOURCES TASK 1.0

Task 1.0								
FY 2020/21 Estimated Budget Detail								
	FHWA			FTA				
	PL	SU	CM	5305(d)	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								
	FHWA			FTA				
	PL	SU	CM	5305(d)	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 CRTPA planning area. (Monthly or Quarterly)

2.9 Develop Annual monitoring and reporting for Safety Performance Measures. (Winter 2020, 2021)

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 CRTPA planning area. (Ongoing)

Adopt FTA safety performance targets. (Winter 2021)

Annual reporting on FHWA and FTA Safety Performance Measures. (Winter 2021, 2022)

RESPONSIBLE AGENCY

CRTPA

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ESTIMATED TASK BUDGET AND FUNDING SOURCES TASK 2.0

Task 2.0								
FY 2020/21 Estimated Budget Detail								
	FHWA			FTA				
	PL	SU	CM	5305(d)	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								
	FHWA			FTA				
	PL	SU	CM	5305(d)	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.

ON-GOING ACTIVITIES

Continued participation in the development of various transportation projects.

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

PLANNNING SUPPORT WORK

3.0 Data collection and planning activities consistent with listed tasks. (Consultant)

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)

AIR CONFORMITY

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

REGIONAL AND LOCAL COORDINATION

3.1 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.

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)

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

RESPONSIBLE AGENCY

CRTPA

ESTIMATED TASK BUDGET AND FUNDING SOURCES TASK 3.0

Task 3.0						
FY 2020/21 Estimated Budget Detail						
	FHWA PL	SU	CM	FTA 5305(d)	State Match	Local Match
Personnel:	$ 27,000	$ 24,000		$ 24,749	$ 3,094	$ 3,094
Consultant:		$ 270,650				
3.0 Consultant Support/Data Collection		$ 30,000				
3.1 LRTP		$ 240,650				
Total	$ 27,000	$ 294,650		$ 24,749	$ 3,094	$ 3,094
Amendment 2 - Added 3.0 Consultant General Support Work (Oct. 2020)						
Amendment 2 - Increased LRTP to $200,000 and renumbered 3.1						
Amendment 3 - Increased 3.1 LRTP & Add FTA/State/Local Funds to Personnel						

Task 3.0						
FY 2021/22 Estimated Budget Detail						
	FHWA PL	SU	CM	FTA 5305(d)	State Match	Local Match
Personnel:	$ 20,300	$ 23,500		$ 6,800	$ 850	$ 850
Consultant:	$ -	$ -				
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 CRTPA plans. Primary activities of the task include the Annual Project Priority process that serves as the basis for the development of the Transportation Improvement Program (TIP) as well as the development and maintenance of the TIP. Other activities include the development of legislative priorities and working with local governments to determine the impact of significant new development on the transportation system.

OBJECTIVES

To identify and address short term transportation needs.

Review development activity to monitor its effect on the local transportation system.

PREVIOUS WORK

Completion of Annual Priority Project process.

Published Annual listing of Obligated Federal Projects.

Continued work on Interactive TIP System.

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

PLANNNING SUPPORT WORK

4.0 Data collection and planning activities consistent with listed tasks. (Consultant)

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

4.2 Conduct public outreach for the PPLs consistent with the requirements of the latest Public Involvement Plan. (Spring 2021, 2022)

Current PPLs can be viewed here.

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)

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)

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)

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)

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								
	FHWA PL	SU	CM	FTA 5305(d)	State Match	Local Match	Local Funds
Personnel:	$ 37,500	$ 17,500	$ -	$ 10,000	$ 1,250	$ 1,250	
Consultant:		$ 30,000					
4.0 Consultant Support/Data Collection		$ 30,000					
TIP				$ 8,000	$ 1,000	$ 1,000	
MPOAC							$ 500
Total	$ 37,500	$ 47,500	$ -	$ 18,000	$ 2,250	$ 2,250	$ 500
Amendment 2 - Added 4.0 Consultant General Support Work (Oct. 2020)							

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

PLANNNING SUPPORT WORK

5.0 Data collection and planning activities consistent with listed tasks. (Consultant)

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 Phases I & II [Consultant] (Fall 2020/Spring 2021)

- Document limits of existing right-of-way and any physical barriers.
- Identify possible constraints.
- Complete cost estimate.
- Determine the preferred option/least impactful route.
- Distribute project material through print, email and social media.
- Coordinate meetings with CRTPA staff and key stakeholders.
- Conduct two public meetings within the project area.

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.

5.12 Midtown Phase II
- Document final public involvement activities and report

TRANSIT (STARMETRO)

5.13 Assist StarMetro as necessary to improve transit service. (Ongoing)

5.14 Coordinate with StarMetro on the annual update of the Transit Development Plan (TDP). (Summer 2020, 2021)

5.15 Coordinate with StarMetro on the development of the annual project priority list for transit. (Spring 2021, 2022)

5.16 Work with StarMetro in the development of performance measures as they relate to transit service. (Winter 2021)

5.17 Work with StarMetro to identify potential ITS strategies/deployments to improve transit operations and efficiency. (Ongoing)

5.18 Complete Comprehensive Operational Analysis and Transit Development Plan update in cooperation with StarMetro. [Consultant] (Fall 2020, Winter 2021)

5.19 Revaluate Regional Transit Study. [Consultant] (Fall 2021, Winter 2022)

5.20 Adopt FAST Act FTA Performance Measures/Targets as required. (Winter 2021)

AVIATION

5.21 Assist Tallahassee International Airport (TIA), as necessary, in the update of their Airport Master Plan. (Ongoing)

5.22 Coordinate with TIA on transportation projects that have a direct impact on airport operations. (Ongoing)

5.23 Assist TIA, as necessary, with the development of the Joint Aviation Capital Improvement Program (JAICP). (Ongoing)

5.24 Coordinate with TIA on the development of the Annual project priority list for aviation. (Spring 2021, 2022)

CONGESTION MANAGEMENT PLAN/PERFORMANCE MEASURES

5.25 Congestion Management Process Plan 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

5.26 Establish, collect and review data for the various performance measures to determine progress on adopted targets. (Ongoing)

INTELLIGENT TRANSPORTATION SYSTEMS (ITS)

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

5.28 Review potential ITS applications/deployments for StarMetro. (Ongoing)

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 Phase I. (Fall 2020)

Thomasville Road Mixed-Use Path Feasibility Study Phase II - Public Involvement (Spring 202l)

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)

Midtown Plan Phase II (Winter 2021)

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.*

RESPONSIBLE AGENCY

CRTPA

StarMetro – *Comprehensive Operational Analysis*

ESTIMATED TASK BUDGET AND FUNDING SOURCES TASK 5.0

Task 5.0							
FY 2020/21 Estimated Budget Detail							
	FHWA			FTA			
	PL	SU	CM	5305(d)	State Match	Local Match	
Personnel:	$ 40,000	$ 60,500		$ 12,777	$ 1,597	$ 1,597	
Consultant:		$ 1,033,746					
5.0 Consultant Support/Data Collection		$ 30,000					
5.8.1 Thomasville Rd. Path Feasibility Study (FS) Phase I		$ 89,955					
5.8.2 Thomasville Rd. Path FS Phase II Public Involvement		$ 82,000					
5.9 Wakulla Springs (SR 267) Feasibility Study		$ 100,000					
5.10 Apalachee Pkwy Trail Feasibility Study		$ 60,000					
5.11 Oak Ridge Road Trail Feasibility Study		$ 75,000					
5.12 Midtown Phase II		$ 2,500					
5.18 Comprehensive Operational Analysis/Transit Development Plan		$ 250,000					
5.19 Regional Transit Study Update		$ 60,000					
5.25 Congestion Management Plan Process Phase II		$ 125,000					
*Other Trail Studies/Mobility Projects (TBD)***		$ 159,291					
Total	$ 40,000	$ 1,094,246	$ -	$ 12,777	$ 1,597	$ 1,597	
***Requires an Amendment to the UPWP*							
Amendment 1 - Midtown - Added 5.12 and Reduced Other TBD - (Sep. 2020)							
Amendment 2 - Added 5.0 Consultant General Support Work (Oct. 2020)							
Amendment 2 - 5.8 Renumbered to 5.8.1 and Added 5.8.2 FS Public Involvement							
Amendment 2 - 5.25 CMP Removed CM funds on Project and Replaced with SU funds							
Amendment 2 - Other T.B.D. Reduced SU funds and reallocate to 5.0; 5.8.2 & 5.25							
Modification 1 - Reallocated funds from Other TBD to 5.8.2 (Nov 2020)							

Task 5.0						
FY 2021/22 Estimated Budget Detail						
	FHWA			FTA		
	PL	SU	CM	5305(d)	State Match	Local Match
Personnel:	$ 26,700	$ 67,000		$ 13,600	$ 1,700	$ 1,700
Consultant:						
5.8.1 Thomasville Rd. Path Feasibility Study (FS) Phase I (cont.)						
5.9 Wakulla Springs (SR 267) Feasibility Study (cont.)						
5.11 Oak Ridge Road Trail Feasibility Study (cont.)						
5.18 Comprehensive Operational Analysis (TDP) (cont.)						
5.19 Regional Transit Study Update (cont)						
5.25 Congestion Management Plan Process Phase II (cont.)						
*Other Trail Studies/Mobility Projects (TBD)***		$ 3,999	$ 176,830			
Total	$ 53,400	$ 141,998	$ 353,660	$ 27,200	$ 3,400	$ 3,400
***Requires an Amendment to the UPWP*						
Amendment 2 - 5.25 CM Funds in FY 21 moved to FY 22 to Other TBD (Oct. 20)						
Additional $50.00 of de-obligated CM funds will be added to the UPWP as part of a future Amendment.						

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.

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

PLANNNING SUPPORT WORK

6.0 Data collection and planning activities consistent with listed tasks. (Consultant)

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*. (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)

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

STIMATED TASK BUDGET AN FUNDING SOURCES TASK 6.0

Task 6.0						
FY 2020/21 Estimated Budget Detail						
	FHWA PL	SU	CM	FTA 5305(d)	State Match	Local Match
Personnel:	$ 27,000	$ 18,000	$ -	$ 8,000	$ 1,000	$ 1,000
Consultant:		$ 30,000				
6.0 Consultant Support/Data Collection		$ 30,000				
Total	$ 27,000	$ 48,000	$ -	$ 8,000	$ 1,000	$ 1,000
Amendment 2 - Added 6.0 Consultant General Support Work (Oct. 2020)						

Task 6.0						
FY 2021/22 Estimated Budget Detail						
	FHWA PL	SU	CM	FTA 5305(d)	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

CRTPA

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 St., Tharpe St., Bannerman Road. (2018/2019)
Completed Phases I and II of the Midtown Area Transportation Plan. (March 2019/2020)

ANTICIPATED ACTIVITIES

7.1 US 90 Multi-use Trail Multiuse Path Feasibility Study Phases I & II [Consultant] (Fall 2020/Spring 2021)

- Evaluate trail connector between the Cities of Monticello and Tallahassee.
- Document limits of existing right-of-way, publicly owned lands and cultural resources, environmental features and any physical barriers and identify possible constraints.
- Coordinate with applicable agencies and local governments.
- Determine the least impactful route.
- Distribute project material through print, email and social media.
- Coordinate meetings with CRTPA staff and key stakeholders.
- Conduct two public meetings within the project area.

7.2 Stadium Dr./Lake Bradford Rd./Gaines St./Varsity Dr. Intersection Study [Consultant] (Spring 2021)

- 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 to scope of work to be completed.*

7.4 Pensacola St./St. Augustine St. Operational Analysis [Consultant]

- *Data Collection.*
- Identify possible improvements operational improvements.
- Evaluate potential alternatives to improve operations.

END PRODUCT

US 90 Multi-use Trail Feasibility Study Phase I (Fall 2020)
US 90 Multi-use Trail Feasibility Study Phase II – Public Involvement (Summer 2021)
Stadium Dr./Lake Bradford Rd./Gaines St./Varsity Dr. Intersection Study (Summer 2021)
Pensacola St./St. Augustine St. Operational Analysis Study (Summer 2021)

RESPONSIBLE AGENCY

CRTPA

ESTIMATED TASK BUDGET AND FUNDING SOURCES TASK 7.0

Task 7.0
FY 2020/21
Estimated Budget Detail

	FHWA			FTA		
	PL	SU	CM	5305(d)	State Match	Local Match
Personnel:	$ 24,000	$ 79,107	$ -	$ 19,200	$ 2,400	$ 2,400
Consultant:		$ 528,748				
7.1.1 US90 Bike/Ped Tr.Feasibility Study (FS) Phase I		$ 43,754				
7.1.2 US90 Bike/Ped Tr. FS Phase II Public Involvement		$ 100,000	$ -			
7.2 Stadium/Lk. Bradford/Gaines/Varsity Int. Study		$ 175,000				
*7.3 Other Special Projects/Safety Studies (TBD)***		$ 120,000				
*Corridor/Complete Streets (TBD)***		$ 59,994				
7.4 Pensacola St./St. Augustine St. Operational Analysis		$ 30,000				
Total	$ 24,000	$ 607,855	$ -	$ 19,200	$ 2,400	$ 2,400

*****Requires an Amendment to the UPWP***

Amendment 2 - 7.1 Renumbered to 7.1.1 and Added 7.1.2 FS Public Involvement (Oct.20)
Amendment 2 - 7.2 Intersection Study - Removed CM funds on Project and replaced SU funds
Amendment 2 - Other T.B.D.& Corridor - Reduced funds on Project
Amendment 3 - Reallocated funds from 7.3 Cor/Com Sts.to 3.1 LRTP (Jan 21)
Amendment 3 - Added 7.4 Pensacola St./St. Augustine St. Operational Analysis
Amendment 3 - Reallocated funds from 7.3 Other/Safety Studies.to 7.2 Intersection Study & 7.4 Operational Analysis

Task 7.0
FY 2021/22
Estimated Budget Detail

	FHWA			FTA		
	PL	SU	CM	5305(d)	State Match	Local Match
Personnel:	$ 17,700	$ 79,000		$ 20,020	$ 2,503	$ 2,503
Consultant:						
7.1.2 US90 Bike/Ped Tr. FS Phase II Public Involvement (cont.)						
7.2 Stadium/Lk. Bradford/Gaines/Varsity Int. Study						
*7.3 Other Special Projects/Safety Studies (TBD)***		$ 5,575				
*Corridor/Complete Streets (TBD)***		$ 5,583				
Total	$ 17,700	$ 90,158	$ -	$ 20,020	$ 2,503	$ 2,503

*****Requires an Amendment to the UPWP***

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 Invlv.	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/FY2022

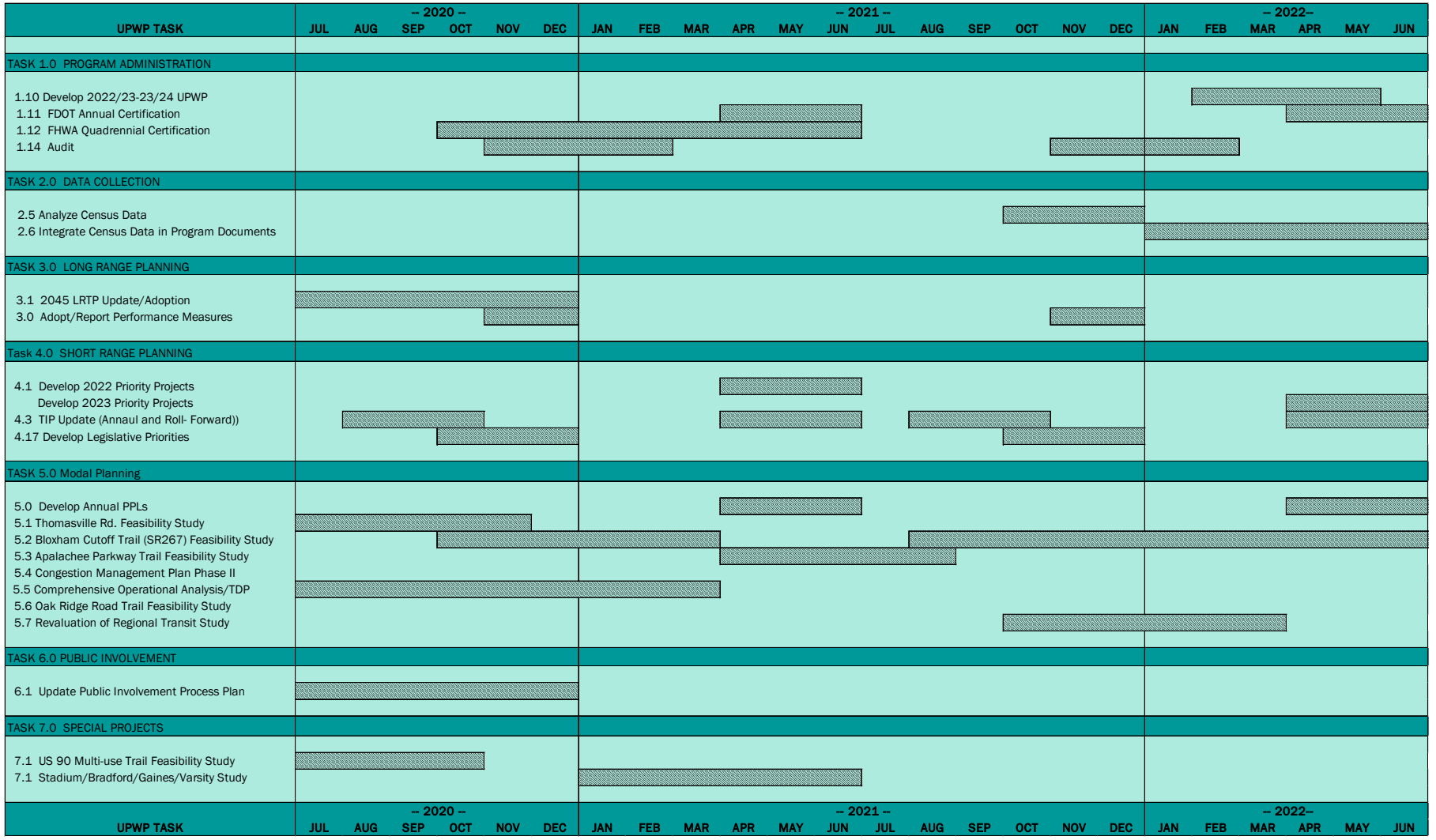

TABLE IV
FY 2020/21 Funding by Agency

TABLE IV
FY 2020/21 AGENCY PARTICIPATION

TASK	ELEMENT	FHWA	FTA	FDOT Soft Match	FDOT Cash Match[2]	Local[2]	Total
1.0	Admin	$ 400,653	$ 36,000	$ 72,398	$ 4,500	$ 7,000	$ 448,153
2.0	Data/Safety	$ 16,500	$ 7,600	$2,982	$ 950	$ 950	$ 26,000
3.0	LRP	$ 321,650	$ 24,749	$ 58,122	$ 3,094	$ 3,094	$ 352,587
4.0	SRP	$ 85,000	$ 18,000	$ 15,360	$ 2,250	$ 2,750	$ 108,000
5.0	Mobility	$ 1,134,246	$ 12,777	$ 204,958	$ 1,597	$ 1,597	$ 1,150,217
6.0	Public Inv.	$ 75,000	$ 8,000	$ 13,553	$ 1,000	$ 1,000	$ 85,000
7.0	Special Proj.	$ 631,855	$ 19,200	$ 114,176	$ 2,400	$ 2,400	$ 655,855
	TOTAL	$ 2,664,904	$ 126,326	$481,548	$ 15,791	$ 18,791	$ 2,825,812

[1]*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.*
[2]*Match for FTA Funds. 5305(d) funds are 80% FTA, 10% FDOT & 10% Local. Task 4.0 inlcudes an $500 local contribution to MPOAC legislative activties.*

(As amended Oct 20 Amendment No. 2)
(As amended Feb 21 Amendment No. 3

TABLE V
FY 2021/22 Funding Sources by Agency

TABLE V
FY 2020/21 FUNDING SOURCES

TASK	ELEMENT	FHWA PL	FHWA SU	FHWA CM	FTA Sec 5305(d)	FDOT Soft Match[1]	FDOT Cash Match[2]	Local[2]	Federal	State	Local	Task Total
1.0	Admin	$ 383,653	$ 17,000		$ 36,000	$ 72,398	$ 4,500	$ 7,000	$ 436,653	$ 76,898	$ 7,000	$ 448,153
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	$ 294,650		$ 24,749	$ 58,122	$ 3,094	$ 3,094	$ 346,399	$ 61,216	$ 3,094	$ 352,587
4.0	SRP	$ 37,500	$ 47,500		$ 18,000	$ 15,360	$ 2,250	$ 2,750	$ 103,000	$ 17,610	$ 2,750	$ 108,000
5.0	Mobility	$ 40,000	$ 1,094,246		$ 12,777	$ 204,958	$ 1,597	$ 1,597	$ 1,147,023	$ 206,555	$ 1,597	$ 1,150,217
6.0	Public Inv.	$ 27,000	$ 48,000		$ 8,000	$ 13,553	$ 1,000	$ 1,000	$ 83,000	$ 14,553	$ 1,000	$ 85,000
7.0	Special Proj.	$ 24,000	$ 607,855		$ 19,200	$114,176	$ 2,400	$ 2,400	$ 651,055	$ 116,576	$ 2,400	$ 655,855
	TOTAL	$ 552,653	$ 2,112,251		$126,326	$ 481,548	$ 15,791	$ 18,791	$ 2,791,229	$ 497,339	$ 18,791	$ 2,825,812

[1]*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.*
[2]*Match for FTA Funds. 5305(d) funds are 80% FTA, 10% FDOT & 10% Local. Task 4.0 inlcudes an $500 local contribution to MPOAC legislative activties.*

(As amended Oct 20 Amendment No. 2)

TABLE VI
FY 2020/21 Funding by Agency

TABLE VI
FY 2021/2022 AGENCY PARTICIPATION

TASK	ELEMENT	FHWA	FTA	FDOT Soft Match	FDOT Cash Match[2]	Local[2]	Total
1.0	Admin	$ 404,770	$ 37,600	$ 73,142	$ 4,700	$ 7,200	$ 454,270
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	$ 41,553	$ 2,250	$ 2,750	$ 76,125
5.0	Mobility	$ 274,529	$ 13,600	$ 17,654	$ 1,700	$ 1,700	$ 291,529
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	$ 944,482	$ 111,220	$ 170,668	$ 13,906	$ 16,905	$ 1,086,512

[1]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.
[2]Match for FTA Funds. 5305(d) funds are 80% FTA, 10% FDOT & 10% Local. Task 4.0 inlcudes an $500 local contribution to MPOAC legislative activties.

(As amended October 2020 Amendment No. 2)

(As amended Feb 21 Amendment No. 3)

TABLE VII
FY 2021/22 Funding Source by Agency

TABLE VII
FY 2021/222 FUNDING SOURCES

TASK	ELEMENT	FHWA PL	FHWA SU	FHWA CM	FTA Sec 5305(d)	FDOT Soft Match[1]	FDOT Cash Match[2]	Local[2]	Federal	State	Local	Task Total
1.0	Admin	$ 385,670	$ 19,100		$ 37,600	$73,142	$ 4,700	$ 7,200	$ 442,370	$ 77,842	$ 7,200	$ 454,270
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	$41,553	$ 2,250	$ 2,750	$ 71,125	$ 43,803	$ 2,750	$ 76,125
5.0	Mobility	$ 26,700	$ 70,999	$ 176,830	$ 13,600	$17,654	$ 1,700	$ 1,700	$ 288,129	$ 19,354	$ 1,700	$ 291,529
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	$ 247,007	$ 176,830	$ 111,220	$ 170,668	$ 13,906	$ 16,905	$ 1,055,702	$ 184,573	$ 16,905	$ 1,086,512

[1]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.
[2]Match for FTA Funds. 5305(d) funds are 80% FTA, 10% FDOT & 10% Local. Task 4.0 inlcudes an $500 local contribution to MPOAC legislative activties.

(As amended October 2020 Amendment No. 2)

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

Fund	Dept	Account	Description	2021 Budget
870	460101	511000	Salaries	439,378.00
870	460101	511300	Salary Enhancements	13,181.00
870	460101	512400	Other Salary Items	1,560.00
870	460101	515000	Pension- Current	87,500.00
870	460101	515100	Pension- MAP	25,648.00
870	460101	515600	Mandatory Medicare	6,597.00
870	460101	516000	Health Benefits	69,506.00
870	460101	516100	Flex Benefits	9,840.00
870	460101	521010	Advertising	9,000.00
870	460101	521030	Reproduction	3,000.00
870	460101	521040	Unclassified Professional Fees	500.50
870	460101	521100	Equipment Repairs	795.00
870	460101	521160	Legal Services	32,000.00
870	460101	521180	Unclassified Contractual Srvcs (Audit, WCOT)	32,000.00
870	460101	521190	Computer Software	15,000.00
870	460101	522080	Telephone	3,750.00
870	460101	523020	Food	1,750.00
870	460101	523050	Postage	750.00
870	460101	523060	Office Supplies	13,000.00
870	460101	523080	Unclassified Supplies	1,512.00
870	460101	524010	Travel & Training	10,000.00
870	460101	524020	Journals & Books	600.00
870	460101	524030	Memberships	3,000.00
870	460101	541040	Insurance	18,000.00
870	460101	550040	Computer Equipment	18,000.00
870	460101	560010	Human Resource Expense	8,300.00
870	460101	560020	Accounting Expense	23,250.00
870	460101	560030	Purchasing Expense	3,000.00
870	460101	560040	Information Systems Expense	28,000.00
870	460101	560070	Revenue Collection	810.00
870	460101	560082	Facilities and Environmental	850.00
870	460101	560090	Vehicle Garage Expense	30.00
870	460101	611300	Debt Service Transfer	5,853.00
870	460101	612400	Inter-Fund Ops Transfer	$0.00
				885,960.50

OMB Number: 4040-0004
Expiration Date: 12/31/2022

Application for Federal Assistance SF-424

* 1. Type of Submission:
- [x] Preapplication
- [ ] Application
- [ ] Changed/Corrected Application

* 2. Type of Application:
- [x] 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 *(Public Involvement)*	$	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: *TIP Software*	$	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 *(Public Involvement)*	$	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 Classification		Amount	
91.37.08.8 02	Technical Studies - Planning	$	134,971

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

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

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

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

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.

(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 sub-contractor or supplier as a result of such direction, the Contractor may request the Florida Department of Transportation toenter 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)

Federal Highway Administration
Florida Division Office
3500 Financial Plaza, Suite 400
Tallahassee, Florida 32312
(850) 553-2201
www.fhwa.dot.gov/fldiv

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

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	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. 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. “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 $ _____	The template language and the dollar amount of soft match are included in the Introduction. The soft-match amount is revised to reflect 18.07% for all FHWA funding.

		(Continued) _____ . 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 $ _____ ." 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 $__."	
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 1-7 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.

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