

## **CRTPA BOARD MEETING**

**MONDAY, MAY 19, 2014 AT 1:00 PM**

CITY OF TALLAHASSEE COMMISSION CHAMBERS  
300 S. ADAMS STREET  
TALLAHASSEE, FL 32301

### ***MISSION STATEMENT***

*"The mission of the CRTPA is to act as the principal forum for collective transportation policy discussions that results in the development of a long range transportation plan which creates an integrated regional multimodal transportation network that supports sustainable development patterns and promotes economic growth."*

### **FINAL AGENDA**

**1. AGENDA MODIFICATIONS**

**2. CONSENT AGENDA**

- A. Minutes of the April 14, 2014 CRTPA Board Meeting**
- B. Draft FY 2015 – FY 2016 Unified Planning Work Program Adoption**
- C. 2013 CRTPA Comprehensive Annual Financial Report (CAFR)**
- D. Draft Fiscal Year (FY) 2015 – FY 2019 Transportation Improvement Program (TIP)**  
The Draft FY 2015 – FY 2019 TIP has been developed incorporating state and federally funded projects in the CRTPA region.
- E. FY 2015 Transportation Planning Funds Joint Participation Agreement**
- F. CRTPA Wildflower Support Resolution**
- G. Fiscal Year 2015 Transportation Disadvantaged Planning Services Grant**
- H. CRTPA Public Involvement Process Plan (PIPP) Update**

<b>Recommended Action: <i>Approve consent agenda</i></b>
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**3. CONSENT ITEMS PULLED FOR DISCUSSION****4. CRTPA DISCUSSION**

*The public is welcome to comment on any discussion item after a motion has been made and seconded. Each member of the public is provided three (3) minutes to address the CRTPA.*

**A. Connections 2040 Regional Mobility Plan Goals**

Proposed goals and objectives associated with the update of the CRTPA's RMP will be discussed.

**Recommended Action: *For Board Approval***

**B. US 319 Conceptual Design and Environmental Reevaluation Update**

The Florida Department of Transportation will provide a project update on the Conceptual Design and Environmental Reevaluation for 20 miles along U. S. 319 in Wakulla and Leon counties.

**Recommended Action: *For Board Information***

**C. CRTPA Bylaws**

A discussion of the CRTPA Bylaws will occur.

**Recommended Action: *For Board Information***

**5. EXECUTIVE DIRECTOR'S REPORT**

A status report on CRTPA activities and items of interest will be provided including the following:

- Annual FDOT Certification
- Safe Route to School Study
- Transportation Legislation Passed by State Legislature
- 2<sup>nd</sup> Annual Emerald Coast Transportation Symposium
- Florida Automated Vehicle Stakeholder Working Groups

**Recommended Action: *Information only - No action required***

**6. ITEMS FROM MEMBERS**

This portion of the agenda is provided to allow members an opportunity to discuss issues relevant to the CRTPA.



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7. **CITIZEN COMMENT**

This portion of the agenda is provided to allow for citizen input on any C RTPA issue. Those interested in addressing the C RTPA should complete a speaker request form located at the rear of the meeting room. Speakers are requested to limit their comments to three (3) minutes.

8. **INFORMATION**

- A. Correspondence
- B. C RTPA Transportation Alternatives Program Update
- C. Committee Actions (Citizen's Multimodal Advisory Committee/ Technical Advisory Committee/Transportation Disadvantaged Coordinating Board)
- D. Future Meeting Dates and Agenda Items (Next Meeting: June 16, 2014)
- E. C RTPA Expense Reports

<b>Recommended Action: <i>Information only - No action required</i></b>
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*May 19, 2014*

**AGENDA ITEM 1**

**AGENDA MODIFICATIONS**



***May 19, 2014***

**AGENDA ITEM 2 A**  
**MINUTES**

**REQUESTED BY:** CRTPA Staff

**TYPE OF ITEM:** Consent

The minutes from the April 14, 2014 CRTPA meeting are provided as *Attachment 1*.

**RECOMMENDED ACTION**

Option 1: Approve the April 14, 2014 CRTPA Minutes.



## **CRTPA BOARD MEETING**

**MONDAY, APRIL 14, 2014 AT 9:00 AM**

TALLAHASSEE REGIONAL AIRPORT  
BOEING ROOM (2<sup>ND</sup> FLOOR)  
3300 CAPITAL CIRCLE, SW  
TALLAHASSEE, FL

### **MEETING MINUTES**

#### **Members Present:**

Commissioner Randy Merritt, Wakulla County, Chairman  
Commissioner Betsey Barfield, Jefferson County  
Commissioner Delores Madison, Gadsden Cities  
Commissioner Douglas Croley, Gadsden County  
Commissioner John Dailey, Leon County  
Commissioner Bryan Desloge, Leon County  
Commissioner Mary Ann Lindley, Leon County  
Commissioner Jane Sauls, Leon County  
Commissioner Nancy Miller, City of Tallahassee  
Commissioner Gill Ziffer, City of Tallahassee

**Staff Present:** Thornton Williams, CRTPA Attorney; Ivan Maldonado, StarMetro; Wayne Tedder, PLACE; Greg Burke, CRTPA; Colleen Roland, CRTPA; Harry Reed, CRTPA; Lynn Barr, CRTPA; Jack Kostrzewa, CRTPA; Yulonda Mitchell, CRTPA; Tony Park, Leon County Public Works; Bryant Paulk, FDOT; Starsky Harrell, FDOT, Jon Sewell, Kimley-Horn and Associates; Stephen Stansbery, Kimley-Horn and Associates

#### **1. AGENDA MODIFICATIONS**

None

#### **2 CONSENT AGENDA**

**A. Minutes of the January 13, 2014 CRTPA Board Meeting**

**B. Draft FY 2015 – FY 2016 Unified Planning Work Program**

**Board Action:** Commissioner Delsoge made a motion to accept the consent agenda as presented by staff. Commissioner Madison seconded the motion. The motion was unanimously passed.

**3. CONSENT ITEMS PULLED FOR DISCUSSION**

None

**4. CRTPA DISCUSSION****A. Woodville Highway Contract and Joint Participation Agreement (JPA) Amendment**

The Woodville Highway project contract requires amending to reflect the need to address comments from the Federal Highway Administration (FHWA) related to the segment between Paul Russell Road and Gaile Avenue known as “The Loop”. The amendment to the contract also requires an amendment to the Joint Participation Agreement (JPA).

**Board Action: Commissioner Delsoge made a motion to accept the approve option 1 and 2 as presented by staff. Commissioner Madison seconded the motion. The motion was unanimously passed.**

**B. CRTPA Bicycle and Pedestrian Facilities Policy**

Adopt a policy, by resolution, which will require the CRTPA to formally consider opportunities for the inclusion of identified pedestrian and bicycle facility projects as part of upcoming resurfacings of the region’s state roadways.

**Board Action: Commissioner Delsoge made a motion to approve the CRTPA Bicycle and Pedestrian Facilities Policy as presented by staff. Commissioner Sauls seconded the motion. The motion was unanimously passed.**

**C. Capital City to the Sea Trails Master Plan**

The consultant for the Capital City to the Sea Trails project has a brief presentation regarding the Final Master Plan and the Project Development and Environment phase of the project.

Jon Sewell, Kimley-Horn and Associates presented the report to the Board and provided a brief video presentation outlining the project. Mr. Sewell outlined the project including study area, cost of maintenance of the trail system and the jurisdiction responsible to provide the service.

**Board Action: Commissioner Madison made a motion to approve the Capital City to the Sea Trails Master Plan as presented by staff. Commissioner Dailey seconded the motion. The motion was unanimously passed.**

**D. Capital City to the Sea Trails Project Development and Environment (PD&E) Study Local Agency Program Supplemental Agreement**

In order to move forward with implementation of the Capital City to the Sea Trails Master Plan the consultant contract with Kimley-Horn needs to be amended to incorporate additional funds from the Florida Department of Transportation District 3 Local Agency Program Office.

**Board Action: Commissioner Croley made a motion to approve the Capital City to the Sea Trails Project Development and Environment (PD&E) Study Local Agency Program Supplemental Agreement as presented by staff. Commissioner Desloge seconded the motion. The motion was unanimously passed.**



**5. EXECUTIVE DIRECTOR'S REPORT**

A status report on CRTPA activities and items of interest will be provided, including:

- Take Aways from the New Partners for Smart Growth Conference, February 13-15, 2014, Denver, CO
- MPOAC Meeting – January 23, 2014, Orlando, FL
- Bike Month – May 2014

**Board Action: This was an informational item, therefore no action was taken.**

**6. ITEMS FROM MEMBERS**

This portion of the agenda is provided to allow members an opportunity to discuss issues relevant to the CRTPA.

Commissioner Lindley requested staff draft a resolution to encourage the implementation of the State of Florida Wild Flower program on the scenic byways in the region. Commissioner Croley requested staff also seek landscaping specifications for this program.

Commissioner Desloge requested information on Welaunee interchange and provide a forum for citizen input. Commissioner Croley requested the bylaws reviewed regarding all procedures and policies, including the evaluation of the Executive Director. Commissioner Croley also discussed the need for better communication between FDOT and CRTPA.

**7. CITIZEN COMMENT****8. INFORMATION**

- A. Correspondence
- B. Committee Actions (Citizen's Multimodal Advisory Committee/ Technical Advisory Committee/Transportation Disadvantaged Coordinating Board)
- C. Future Meeting Dates and Agenda Items (Next Meeting: May 19, 2014)
- D. CRTPA Expense Reports

**Board Action: This was an informational item, therefore no action was taken.**

**Adjourned at 12:30 PM.**

**Attested:**

\_\_\_\_\_  
Yulonda Mitchell, Recording Secretary

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



**May 19, 2014**

**AGENDA ITEM 2 B**

**FINAL FISCAL YEARS 2015 AND 2016 UNIFIED PLANNING WORK  
PROGRAM (UPWP)**

**REQUESTED BY:** CRTPA Staff

**TYPE OF ITEM:** Action

**STATEMENT OF ISSUE**

The Fiscal Years (FYs) 2015 and 2016 Unified Planning Work Program (UPWP) define the tasks and anticipated funding requirements for the Capital Region Transportation Planning Agency (CRTPA) during the fiscal period beginning July 1, 2014 and ending June 30, 2016. Development of the UPWP is one of the requirements of the metropolitan transportation planning process for the CRTPA.

Consistent with state and federal regulations, the FINAL Fiscal Years 2015 and 2016 UPWP has been developed (*Attachment 1*) for CRTPA transmittal to the Florida Department of Transportation (FDOT), Federal Highway Administration (FHWA) and Federal Transit Agency (FTA).

**RECOMMENDATIONS BY CRTPA SUBCOMMITTEES**

**Citizen Multimodal Advisory Committee (CMAC):** The CMAC recommended approval at its May 6, 2014.

**Technical Advisory Committee (TAC):** The TAC recommended approval at its May 6, 2014 meeting.

**RECOMMENDED ACTION**

Option 1: Approve transmittal of the FINAL FYs 2015 and 2016 UPWP to the FDOT, FHWA and FTA.

## **HISTORY AND ANALYSIS**

Pursuant to State and Federal requirements, the CRTPA develops a Unified Planning Work Program (UPWP) for the upcoming two state fiscal year (July 1, 2015 to June 30, 2016).

The UPWP describes the transportation planning activities to be undertaken and serves as a work plan to coordinate state and federally funded transportation planning activities. Planning activities identified within the UPWP are largely developed with the use of federal funding, including the following:

- ❑ Federal Highway Administration (FHWA): Planning (PL)
- ❑ Federal Transit Administration (FTA): Section 5305D
- ❑ Florida Commission for the Transportation Disadvantaged
- ❑ Miscellaneous funding from other sources.

As identified in the FINAL FYs 2015 and 2016 UPWP, the CRTPA staff will focus on a comprehensive range of transportation planning activities, including the following:

- **Multimodal Planning (Task 1.1: Transportation Planning Management; Task 4.1: TIP, Task 2.1: Data Collection and Distribution, Task 7.1: Bicycle and Pedestrian Planning, Task 7.2: Transit Planning, Task 8.1: CRTPA and Regional Coordination,):** Consistent with the CRTPA's retreat priorities, planning activities will include a focus on multimodal planning efforts. Such tasks include addressing the linkage between adopted plans and funding; development of the Project Priority Lists in a manner ensuring all modes receive funding consideration through the ranking process; active coordination with transit providers including StarMetro; and the implementation of Bicycle and Pedestrian Master Plan projects.
- **Long Range Transportation Plan (Task 3.1: UPWP, Task 5.1: Year 2040 LRTP, Task 8.1: CRTPA Coordination).** In FYs 2013, CRTPA staff continued its implementation with CRTPA local governments regarding provisions of Year 2035 LRTP. Preparation for the next update – Year 2040 - will continue in FY 2014 with adoption in FY 2016.
- **Public Involvement (Task 6.1: Public Involvement):** Activities related to informing the public about the metropolitan planning process as well as the programs and plans of the CRTPA will continue within the CRTPA planning area. Such activities include participation in regional events, development of CRTPA specific project and issue newsletters, placement of current information on the CRTPA's website ([www.crtpa.org](http://www.crtpa.org)), conducting public CRTPA meetings to receive input and the use of local media related to CRTPA meetings and programs. Public involvement will also include supporting the intent of Title VI of the Civil Rights Act of 1964 by actively seeking input from the traditionally underserved from the region's population.
- **Efficient Transportation Decision Making (ETDM) (Task 2.1: Data Collection and Distribution; Task 6.1: CRTPA Regional Coordination):** The ETDM process will continue to be advanced consistent with programmed project activities. The collection of socioeconomic data will continue related to CRTPA ETDM projects.



- **Transportation Disadvantaged Planning (Task 7.1: Transportation Disadvantaged):** Continuation of the CRTPA's role as the lead planning organization for transportation disadvantaged planning the four counties served by the CRTPA. Development of Transportation Disadvantaged Service Plans, with investigation of developing a regional planning entity will continue during this period.

### **CHANGES FROM LAST UPWP**

Many of the tasks within the UPWP remain the same from year to year as they address requirements of the metropolitan transportation planning process (including development of the transportation improvement program (TIP), UPWP, LRTP, program administration and public involvement including ensuring access to the transportation planning process for the public including the traditionally underserved).

Over the last few years, the CRTPA has provided excellent and succinct policy guidance. The FYs 2015 and 2016 UPWP provides a work plan to address these priorities through focusing on planning and project implementation activities related to addressing regional multimodalism as well as bicycle and pedestrian project implementation. Such activities include UPWP tasks related to the break out of the CRTPA's annual project priority lists to ensure all adequate funding for all modes (including bike/pedestrian projects identified within Bicycle and Pedestrian Master Plan), enhanced coordination with the CRTPA's transportation partners including StarMetro, and actively pursuing funding to update the Bicycle and Pedestrian Master Plan to include all of CRTPA planning area boundary. The most notable addition to addressing these priorities is the implementation of the Regional Master Plan, (along with the 2040 Update underway) which provides a long-term assessment of all transportation needs throughout the CRTPA region.

In addition to the changes mentioned above, the format of the tasks within the FYs 2015-2016 UPWP has also been revised to more concisely reflect CRTPA work efforts as well as to break out CRTPA program documents as separate work tasks.

The UPWP has a small decrease in grant income from the previous two years. To meet declining funding from various sources, staff has secured additional funds that are restricted to specific uses. Additional funds from the Commission for the Transportation Disadvantaged and Project Management help meet our expected financial needs.

Added to the final document are three additional Federal Planning Emphasis Areas which address Performance Based Planning, Inter MPO Coordination and Access to Essential Services.

Upon approval of the CRTPA DRAFT FYs 2015 and 2016 UPWP staff forwarded the document to federal and state review agencies. CRTPA staff received comments from the FDOT and FHWA which are part of the appendix of this final document. Comments were minor, mostly editorial, and no significant changes resulted. Following CRTPA adoption of this final UPWP, CRTPA staff will transmit the document to the FDOT for final review.

**OPTIONS**

Option 1: Approve the FINAL FYs 2015 and 2016 UPWP.  
(Recommended)

Option 2: Provide other direction.

**ATTACHMENTS**

Attachment 1: Adoption Resolution

Attachment 2: FINAL FYs 2015 and 2016 UPWP



**Resolution 2014-5-2B**

A RESOLUTION ADOPTING THE FISCAL YEARS 2015 AND 2016 UNIFIED PLANNING WORK PROGRAM FOR THE CAPITAL REGION TRANSPORTATION PLANNING AGENCY (CRTPA) AND AUTHORIZING THE CHAIR TO EXECUTE THE GRANT AND RELATED ASSURANCES; AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE ALL SUBSEQUENT INVOICES AND JOINT PARTICIPATION AGREEMENTS.

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

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

WHEREAS, the CRTPA prepared and submitted a Fiscal Years 2015 and 2016 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 by the CRTPA that the CRTPA:

1. Adopts the Final Unified Planning Work Program for Fiscal Years 2015 and 2016, and
2. Authorizes the CRTPA chair to file and execute the Section 5305D Transit Planning Grant, and
3. Authorizes the CRTPA Executive Director to file and execute all related invoices and joint participation agreements to the Unified Planning Work Program and Section 5305D Transit Planning Grant.

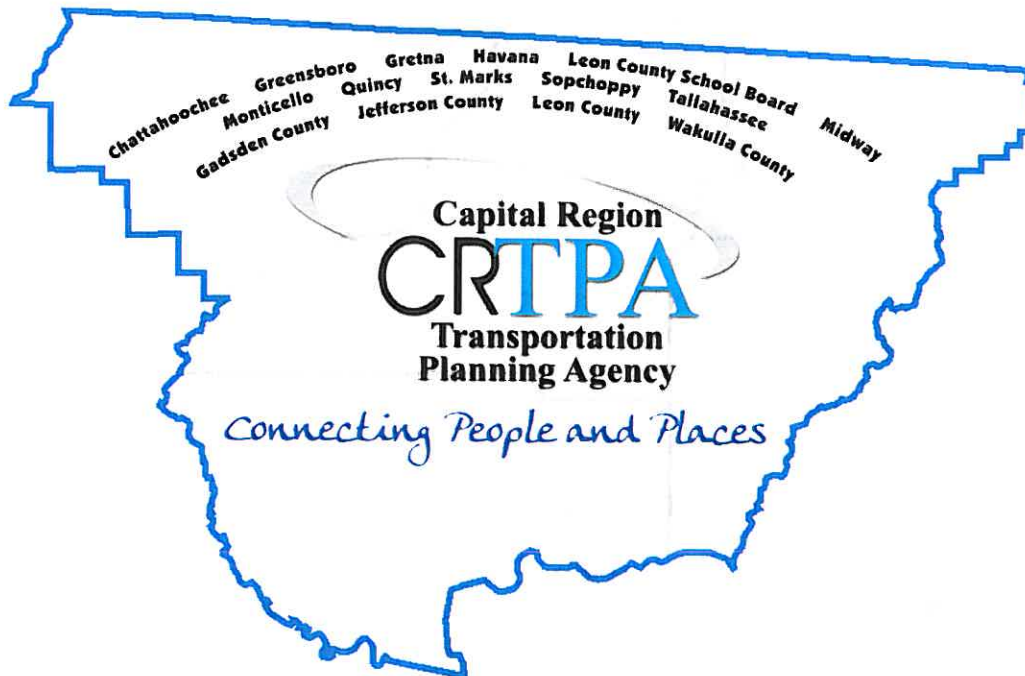
DONE, ORDERED, AND ADOPTED THIS 19th DAY OF MAY, 2014

CAPITAL REGION TRANSPORTATION PLANNING AGENCY

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Randy Merritt, CHAIR

ATTEST: \_\_\_\_\_  
 Harry D. Reed, III, AICP  
 Executive Director



**FISCAL YEARS 2015 AND 2016  
UNIFIED PLANNING WORK PROGRAM**

FAP 0220 (052)  
FM 427930-1-14-01

***DRAFT*** April 2014  
***FINAL*** May 2015

**Capital Region Transportation Planning Agency**

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The Capital Region Transportation Study Fiscal Years 2015 and 2016 Unified Planning Work Program was prepared and financed in part by the U.S. Department of Transportation, Federal Highway Administration, Federal Transit Administration, Florida Department of Transportation, Gadsden County, Jefferson County, Leon County, Leon County School Board, Wakulla County, and municipalities.

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#### **V. APPENDIX**

**CRTPA Joint Certification**  
**Non-Discrimination Title VI Policy Statement**  
**Lobbying Certification**  
**Debarment and Suspension Certification**  
**Application for Federal Assistance (5305D) and Assurances**  
**Responses to Review Comments**  
**CRTPA Planning Area Boundary Map**

Intentionally Blank  
Reserved for Adopting Resolution



CAPITAL REGION TRANSPORTATION PLANNING AGENCY FISCAL YEARS  
2015 AND 2016

**UNIFIED PLANNING WORK PROGRAM**  
**FOR TRANSPORTATION PLANNING ACTIVITIES**

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ADOPTED BY THE CAPITAL REGION TRANSPORTATION PLANNING AGENCY  
MAY 19, 2014  
BY RESOLUTION NO. 2014-5-2B

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Randy Merritt, CRTPA Chairperson

Prepared by the Capital Region Transportation Planning Agency

Preparation of this report has been financed in part through grants  
From the Florida Department of Transportation,  
Federal Highway Administration, (CFDA No. 20.205) and  
Federal Transit Administration, (CFDA No 20.505).

This document has been developed pursuant to the FDOT MPO Program Management Handbook  
FAP 0220(052)  
FM# 427930-1-14-01

# I. INTRODUCTION

The Fiscal Year (FY) 2015/2016 Unified Planning Work Program (UPWP) defines the tasks and anticipated funding requirements for the Capital Region Transportation Planning Agency (CRTPA) during the fiscal period beginning July 1, 2014 and ending June 30, 2016. This document serves to inform the public, as well as all public officials and departments who contribute resources and allocate funds to the transportation planning process, of the proposed work program for each participating agency. In addition, the UPWP provides the basis for federal funding of transportation planning activities.

Development of this UPWP officially began on December 12, 2013 when the “FYs 2015/2016 UPWP Kick Off Meeting” was held between CRTPA staff, the Florida Department of Transportation (the Federal Highway Administration had been invited but was unable to attend) to discuss the document’s development. 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 FY 2015/2016 UPWP also included a review of the CRTPA’s top critical priorities as identified at its past annual retreats and development of tasks to address these priorities. In addition, staff reviewed the requirements related to development of UPWPs as contained within Chapter 3 of the Metropolitan Planning Organization Program Management Handbook.

The draft UPWP was presented to the CRTPA and its subcommittees for comment (March, 2014) and finalized by the CRTPA at its May, 2014 meeting. In addition, the UPWP is posted on the CRTPA’s web page ([www.crtpa.org](http://www.crtpa.org)). Throughout the year, copies of the document are provided upon request as well as available at public events attended by CRTPA staff.

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 assess the need for possible amendment. The UPWP reflects compliance with the comprehensive Title VI Environmental Justice Procedures. Additionally, the FY 2015/2016 UPWP was generated to address identified 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 air quality issues.

The UPWP guides transportation planning activities using input from governmental officials, technical experts and citizens. The CRTPA has its origins in the Tallahassee Urban Area Transportation Study (TALUATS), organized in 1965 as a joint undertaking between the City of Tallahassee, Leon County, and the State of Florida. The Tallahassee Urban Area Study Policy Committee was reorganized into the Tallahassee-Leon County Metropolitan Planning Area in 1977 and was reconstituted in 1979 in conformance with Chapter 334.215, Florida Statutes.

In October 2003, the Tallahassee-Leon County Metropolitan Planning Organization (MPO) approved expansion of its Planning Area Boundary (PAB) to include portions of Gadsden and Wakulla counties. In May 2004, the Tallahassee-Leon County MPO approved an Apportionment

Plan reorganizing into the Capital Region Transportation Planning Agency (CRTPA). The Governor approved the Apportionment Plan in August 2004 with subsequent Interlocal Agreements approved during December 2004 and January 2005. CRTPA bylaws were adopted in May 2005. Amendments were made to the Bylaws in November 2006 to reflect the institution of a Management Oversight Committee to provide executive supervision to the CRTPA director and staff.

In 2007 the CRTPA directed staff to go forward with another expansion of the Planning Area Boundary. The proposed expansion includes the remainders of Wakulla and Gadsden Counties and all of Jefferson County. Interlocal agreements have been executed following approval of the Governor's Office.

### **STATUS OF COMPREHENSIVE TRANSPORTATION PLANNING ACTIVITIES**

The following provides an overview of the status of comprehensive transportation planning activities (includes both CRTPA and transportation partner plans):

- Year 2035 Long Range Transportation Plan (Regional Master Plan) was adopted by the CRTPA in December 2010. This plan identifies roadway, transit, bicycle and pedestrian projects within the CRTPA planning area boundary. The Leon County section of bicycle and pedestrian projects contained within this plan were identified as part of development of the Tallahassee-Leon County Year 2025 Bicycle and Pedestrian Master Plan (discussed below). Other projects will be identified from other member jurisdictions. This plan is available for review on the CRTPA's website ([www.crtpa.org](http://www.crtpa.org)).
- Bicycle and Pedestrian Master Plan: The Tallahassee-Leon County Year 2025 Bicycle & Pedestrian Master Plan (BPMP) was adopted by the CRTPA on May 17, 2004. The BPMP includes nearly 70 miles of sidewalks, bike facilities and shared use paths for implementation. On September 27, 2005, the CRTPA adopted the Access to Schools to Priority List that provides a more detailed listing to assist within implementation of the BPMP. Initial development of the BPMP occurred prior to the CRTPA's expansion and, as a result, includes only projects within Tallahassee-Leon County. The next update of the BPMP was completed as part of the Regional Mobility Plan in December 2010.
- Transit Development Plan: The FY 2010-2020 Transit Development Plan (TDP) Major Update was approved by the City of Tallahassee in 2010. This document addresses major needs and suggests alternatives to meet the demand for transit services provided by the City of Tallahassee's StarMetro agency (formerly "Taltran"). Associated with development of the TDP was a broader effort by StarMetro entitled the "Tallahassee Transit Renaissance." The Tallahassee Transit Renaissance, provided a framework to meet community needs for a better transit system through focusing on the following six (6) areas: communications/image; technology; service; facilities/amenities; revenue opportunities and transit excellence. Section 7.2 (Transit Planning) provides detail regarding current and future planning efforts.

- Tallahassee Regional Airport Master Plan: The Tallahassee Regional Airport Master Plan was originally adopted in 1973 and has been updated several times. An Update to the Master Plan was developed and received by the Tallahassee City Commission in the summer of 2006. This update will cover a 20-year period. It was sent to FDOT and the Federal Aviation Administration for review. Final acceptance was in the third quarter of 2007. The Master Plan and Updates provide guidance for development of the Airport to meet the forecasted needs for facilities and infrastructure to provide commercial airline and general aviation services to the Tallahassee Region.
- Leon County Transportation Disadvantaged Service Plan: This five-year plan includes a service analysis and implementation plan for transportation disadvantaged services within Leon County. The annual update to this plan was approved on April 11, 2011 and is available for review on the CRTPA's website ([www.crtpa.org](http://www.crtpa.org)). The Community Transportation Coordinator, StarMetro had its contract re-approved through 2017. As a result a new plan was completed in January 2013. The CRTPA is the official planning agency of the Leon County Transportation Disadvantaged Coordinating Board (TDCB), who oversees the provision of transportation-disadvantaged services within Leon County. As with all TDSPs it is reviewed annually and amended as needed.
- Gadsden County Transportation Disadvantaged Service Plan: Originally adopted on January 16, 2008, the plan's annual update was approved in June 2013. The Apalachee Regional Planning Agency (ARPC) was the official planning agency of the Gadsden County Transportation Disadvantaged Coordinating Board (TDCB). As of July 1, 2013, the CRTPA is the designated Official Planning Agency.
- Jefferson County Transportation Disadvantaged Service Plan: Originally adopted on January 16, 2008, the plan's annual update was approved in June 2013. The Apalachee Regional Planning Agency (ARPC) was the official planning agency of the Jefferson County Transportation Disadvantaged Coordinating Board (TDCB). As of July 1, 2013 the CRTPA is the designated Official Planning Agency.
- Wakulla County Transportation Disadvantaged Service Plan: Originally adopted on January 16, 2007 the plan's annual update was approved in June 2013. The Apalachee Regional Planning Agency (ARPC) was the official planning agency of the Wakulla County Transportation Disadvantaged Coordinating Board (TDCB). As of July 1, 2013 the CRTPA is the designated Official Planning Agency.

Local Government Comprehensive Plans: The following local government comprehensive plans are within the CRTPA's planning area boundary:

- Tallahassee-Leon County,
- Gadsden County,
- Jefferson County
- Wakulla County
- City of Chattahoochee



- Town of Havana
- City of Monticello
- City of Midway
- City of Gretna
- City of Greensboro
- City of Quincy
- City of Monticello
- City of Sopchoppy
- City of St. Marks
- City of Tallahassee

The transportation/traffic circulation elements of these local government comprehensive plans were updated as needed to reflect the CRTPA's recent adoption of the LRTP in December 2010.

## FY 2013/2014 TRANSPORTATION PLANNING ACTIVITIES

During FY 2013/2014 transportation planning activities undertaken by the Capital Region Transportation Planning Agency (CRTPA) included continued implementation of the Year 2035 Long Range Transportation Plan and continued implementation of the adopted Bicycle and Pedestrian Master Plan through adoption of the Access to Schools Priority List. The following contains a summary of these and other transportation planning activities and accomplishments undertaken by the CRTPA:

- Development of findings, direction and priorities from CRTPA Retreat (October and April, when needed);
- FY 2013 – FY 2018 Priority Project Lists adoption (September);
- FY 2013 -FY 2018 Transportation Improvement Program adoption (June);
- Development and adoption of FYs 2013/2014 Unified Planning Work Program (November – May);
- Bicycle and Pedestrian Master Plans were adopted in:
  - Gadsden: August 21, 2012 by Gadsden County
  - Wakulla: July 17, 2012 by Wakulla County
  - Jefferson: January 17, 2013 by Jefferson County

Implementation and identification of projects continued through FY 14.

- Adoption of Safe Routes to Schools Priority List for Leon County (May, 2014) and with adoption of the Bicycle and Pedestrian Plans in Wakulla, Jefferson, and Gadsden Counties;
- Developed CRTPA Newsletters for Capital City to the Sea Project, Regional Master Plan, and other timely notifications for various projects and issues.



- ## PLANNING PRIORITIES

## PLANNING TASKS

**Public Involvement** (Task 6.1: Public Involvement): Activities related to informing the public about the metropolitan planning process as well as the programs and plans of the CRTPA will continue within the CRTPA planning area. Such activities include participation in regional events,

development of CRTPA newsletters, placement of current information on the CRTPA's website ([www.crtpa.org](http://www.crtpa.org)), conducting public CRTPA meetings to receive input and the use of local media related to CRTPA meetings and programs. Public involvement will also include actively seeking input from the traditionally underserved from the region's population. An updated Public Involvement Plan was adopted in FY10.

Efficient Transportation Decision Making (Task 2.1: Data Collection and Distribution; Task 6.1: CRTPA Coordination): Consistent with the adoption of the Year 2035 LRTP in FY 2010, ETDM eligible projects will continue to be entered into the ETDM Planning Screen. Additionally, CRTPA project already in the ETDM process will continue to be advanced consistent with programmed project activities. The collection of socioeconomic data will continue related to CRTPA ETDM projects.

Transportation Disadvantaged Planning (Task 7.1: Transportation Disadvantaged) Continuation of the CRTPA's role as the lead planning organization for transportation disadvantaged planning within Leon County will continue. In July of 2013 the CRTPA became the designated Official Planning Agency for all counties within the CRTPA boundary, in compliance with statutes.

Intelligent Transportation Systems (ITS)/Data Compilation (Task 2.1: Data Collection and Distribution and Task 6.1: CRTPA Coordination): ITS coordination will continue as needed and consistent with CRTPA adoption of a regional ITS Architecture including the sharing of information and projects contained within the adopted FDOT Work Program with local transportation agencies. Data compilation activities will continue related to transportation projects and potential impacts to man-made communities and the natural environment, including as related to the ETDM process.

#### **LEVEL OF PLANNING EFFORT**

The tasks contained within this UPWP reflect the transportation needs of the CRTPA as identified in the CRTPA's plans and programs, as well as priorities explicitly identified by the CRTPA. As identified within the adopted Year 2035 LRTP, the transportation needs of the CRTPA exceed available resources for all modes of travel. This UPWP addresses these limited resources by focusing the CRTPA's planning efforts on the provision of a continuing, cooperative and comprehensive process to ensure adequate public involvement and mobility choices within the CRTPA.

## II. ORGANIZATION AND MANAGEMENT

The Capital Region Transportation Planning Agency (CRTPA) is the region's Metropolitan Planning Organization (MPO) and consists of voting representatives from:

- Leon County
- The Leon County School Board
- Gadsden County
- Jefferson County (includes voting for Monticello)
- Wakulla County
- The City of Chattahoochee
- The City of Gretna
- The City of Midway (includes Havana and Quincy in voting)
- The City of Quincy
- The City of Tallahassee

The apportionment of the membership of the CRTPA is based on population distribution among the members and is weighted as follows:

<b>Governmental Entity</b>	<b>Voting/Non-Voting</b>	<b>Weighted Vote</b>	<b>Members</b>
Leon County	Voting	37	7*
City of Tallahassee	Voting	37	3**
Leon County School Board	Voting	1	1
Cities of Gadsden Co***	Voting	5	1
Gadsden County	Voting	9	1
Wakulla County	Voting	7	1
Jefferson County	Voting	4	1



FL Dep't. of Transportation	Non-voting	0	1
Federal Highway Admin.	Non-voting	0	1

\* The Leon County Board of County Commissioners designates the number of members from Leon County.

\*\*The City of Tallahassee Commission designates the number of members from City of Tallahassee. In a memorandum to the CRTPA Chair dated November 29, 2005, the City of Tallahassee changed its membership on the CRTPA from five (5) members to three (3) members.

\*\*\*By virtue of an agreement between members, the City of Midway representative votes on behalf of the City of Midway, the City of Quincy, and the Town of Havana (5 votes).

The originally approved apportionment of the CRTPA is the result of actions initiated in October 13, 2003, when the Tallahassee-Leon County Metropolitan Planning Organization (MPO) approved a revised Planning Area Boundary to include portions of Wakulla and Gadsden Counties, the Cities of Midway and Quincy and the Town of Havana. Subsequently, on May 17, 2004, the MPO approved an Apportionment Plan in accordance with the revised Planning Area Boundary. On June 21, 2004, the MPO approved a resolution changing its name to the Capital Region Transportation Planning Agency (CRTPA). The Governor of Florida approved the apportionment plan on August 17, 2004. During the past 3 years the CRTPA moved to expand the planning area boundary to include all of Gadsden, Wakulla, and Jefferson counties. The Governor approved the new apportionment plan to include all four counties in March 2011. A map of the CRTPA's planning area boundary is located on the last page of this document.

Since the approval of the new apportionment plan, CRTPA completed the full execution of new interlocal agreements. A Staff Services Agreement between CRTPA and the City of Tallahassee was Agreement in April 2012.

Subsequent to the Governors approval of the Apportionment Plan, the CRTPA voted on November 15, 2004, to approve an updated Interlocal Agreement reflecting the new apportionment and structure of the MPO. This agreement was ultimately approved by all CRTPA member governments between December 4, 2004 and January 6, 2005. Bylaws governing the CRTPA were adopted on May 23, 2005. The following contains a listing of current CRTPA agreements:

- Interlocal Agreement: The original Interlocal Agreement establishing the Tallahassee-Leon County MPO (currently called "The Capital Region Transportation Planning Agency") was executed in 1975. The current interlocal agreement ("Interlocal Agreement For the Creation of the Capital Region Transportation Planning Agency") was established on November 15, 2004. The by-laws were amended in November of 2006 to create an Executive Director Management Oversight Committee.
- Transportation Planning Funds Joint Participation Agreement: The "Transportation Planning Funds Joint Participation Agreement" between the CRTPA and the FDOT was approved by the CRTPA on July 1, 2010. This agreement relates to the preparation and adoption of the UPWP supported by PL funds.

- Intergovernmental Coordination and Review and Public Transportation Coordination Joint Project Agreement: This agreement between the FDOT, CRTPA, the Apalachee Regional Planning Council (ARPC), City of Tallahassee TalTran (now “StarMetro”), City of Tallahassee Regional Airport and the Quincy-Gadsden Airport Authority was approved by the CRTPA on September 27, 2005. The purpose of this agreement is to provide for coordination with public transit operators, as well as to provide a process through the ARPC for intergovernmental coordination and review and identification of inconsistencies between proposed CRTPA transportation plans and local government plans. This agreement also provides a process for conflict and dispute resolution through the ARPC.
- Public Transportation Joint Participation Agreement: This agreement between the CRTPA and the FDOT to fund the Section 5305D Grant was executed on February 7, 2005 and again in FY 11. The agreement’s purpose is to fund the Section 5305D grant as identified in the CRTPA’s UPWP.

## CRTPA PARTICIPANTS IN UPWP METROPOLITAN PLANNING PROCESS

- CRTPA Member Governments and Agencies: Transit related tasks in the UPWP are closely coordinated with the City of Tallahassee's StarMetro agency (Task 7.2: Transit Planning), Airport related task are developed in coordination with the City of Tallahassee's Regional Airport (Task 7.3: Aviation Planning), data collection tasks related to signal timing, crash surveillance and ITS are closely coordinated with the City of Tallahassee Public Works Department and Leon County Public Works Department (Task 2.1: Data Collection and Distribution). Additionally, the CRTPA coordinates with member governments regarding other regional transportation issues as well as to receive adopted capital improvements program for inclusion within the CRTPA's TIP. CRTPA member government transportation related departments (such as public works, planning, public safety and growth management) also serve on the CRTPA's Technical Advisory Committee. As noted above, the following are the member governments and agencies of the CRTPA: Tallahassee-Leon County, Gadsden County, Wakulla County, Town of Havana, City of Midway, City of Quincy,

and Leon County School Board. The addition of Jefferson County and all of Wakulla County and their municipalities was approved with completion of the interlocal agreements and approval by the Governor's Office in 2011.

- Federal Highway Administration (FHWA): The CRTPA works closely with the FHWA on all issues of the metropolitan area planning process including program documents and funding issues. A representative from FHWA is invited to sit at the discussion table with the CRTPA in an advisory, ex-officio capacity.
- Florida Department of Transportation District 3 (FDOT D-3): The CRTPA works closely with FDOT D-3 on all issues of the metropolitan area planning process. They are an ex-officio member of the CRTPA Board.
- Florida Department of Transportation Central Office: The CRTPA receives guidance from the FDOT Central Office on issues largely related to policy, FDOT programs and the Efficient Transportation Decision Making process.
- Federal Transit Administration (FTA): The CRTPA coordinates with the FTA on issues related to transit including UPWP tasks as well as participation in the TMA certification process.
- Apalachee Regional Planning Council (ARPC): The ARPC serves on the CRTPA's Technical Advisory Committee. Until July 1, 2013 they were the designated Official Planning Agency for Jefferson, Wakulla, and Gadsden Counties.
- Commuter Services of North Florida (CSNF): CSNF has a staff member liaison on the CRTPA's Technical Advisory Committee. The CRTPA is an ex-officio member of the CSNF Board of Directors and coordinates with the CSNF on issues related to providing mobility options within the CRTPA region including the annual Commuter Choices Week event.
- Blueprint 2000 (BP 2000): BP 2000 has a liaison on the CRTPA's Technical Advisory Committee. The CRTPA coordinates with BP 2000 on regional transportation issues and projects being implemented by BP 2000. In addition, the CRTPA has staff representation on the BP 2000 Technical Advisory Committee.



## **CRTPA CERTIFICATION STATUS (FEDERAL AND STATE)**

As a Transportation Management Area (TMA), the CRTPA is federally certified every four (4) years by the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA). This four-year cycle is based on the adoption of the Federal transportation bill (MAP-21). A TMA is an urbanized area, as defined by the U.S. Census, with a population of over 200,000. In general, the review consists of three (3) primary activities: a site visit, review of planning documents (in advance of and during the site visit), and preparation of a report summarizing the review and offering findings. The review focuses on compliance with federal regulations and the challenges, successes, and experiences of the cooperative relationship between the MPO, FDOT and transit operator (StarMetro) in the conduct of the metropolitan planning process. The CRTPA is presently certified through 2017.

In addition to TMA certification, the CRTPA is certified annually by the FDOT. The Annual State Certification of the CRTPA occurred in February with the results presented to the CRTPA. Findings of the Joint Certifications are located on the documents page of the CRTPA's website ([www.crtpa.org](http://www.crtpa.org))

## **CRTPA OPERATING PROCEDURES AND BYLAWS**

CRTPA funds are administered through the City of Tallahassee's Accounting Services Division. Associated with the administration of these funds is the development of the Comprehensive Annual Financial Report (CAFR) of the City of Tallahassee. Included within the CAFR is the Single Audit Element developed by an independent auditor. Within this element is the listing of Federal Awards including funds from FTA and FDOT developed in accordance with OMB Circular A-133, as required by Section 3.8.6 (1) of the MPO Program Management Handbook. Associated with the administration of these funds is the development of an indirect cost rate that is applied to CRTPA program budgets. Local government matching funds required for Section 5305D funds received by the CRTPA are split among member governments of the CRTPA consistent with the CRTPA Interlocal agreement.

The CRTPA's adopted bylaws contain information related to the funding of the CRTPA. This information includes a discussion of member governments paying a proportional share of the operating costs of the CRTPA over and above the amount provided by state and federal sources. The bylaws provide that CRTPA staff will only perform those services required by applicable federal code and state statute. Additionally, the bylaws identify the UPWP as the "de facto" budget of the CRTPA.

A "Staff Services and Fiscal Memorandum of Agreement" between the "Tallahassee-Leon County Metropolitan Planning Organization", City of Tallahassee, and Leon County was originally executed in 1978 and updated as needed. The last update was executed in 2012. This agreement addresses staffing and fiscal administration issues.

The CRTPA does not currently lease any equipment.

## **MOVING AHEAD FOR PROGRESS IN THE 21ST CENTURY ACT (MAP-21)**

The MAP-21 program requires an MPO to consider eleven planning factors as transportation plans are developed:

1. Support the economic vitality of the urbanized area, especially by enabling global competitiveness, productivity and efficiency;
2. Increase the safety of the transportation system;
3. Increase security of the transportation system;
4. Increase the accessibility and mobility options available to people and freight;
5. Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and State and local planned growth and economic development patterns
6. Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight;
7. Promote efficient system management and operation, and
8. Emphasize preservation of the existing transportation system.
9. Transition to Performance Based Planning and Programming.
10. Promote cooperation and coordination across MPO boundaries and across State boundaries where appropriate to ensure a regional approach to transportation planning.
11. Access to essential services – as part of the transportation planning process, identify transportation connectivity gaps in access to essential services.

UNIFIED PLANNING WORK PROGRAM TASKS	MAP-21 PLANNING FACTORS										
	1	2	3	4	5	6	7	8			
1.1 Transportation Planning Administration	X	X	X	X	X	X	X	X	X	X	X
1.2 CRTPA Certification	X	X	X	X	X	X	X	X	X	X	X
1.3 Capital Outlay	X	X	X	X	X	X	X	X	X	X	X
1.4 Funding Administration	X	X	X	X	X	X	X	X	X	X	X
1.5 FDOT Assistance for PL Funds	X	X	X	X	X	X	X	X	X	X	X
1.6 FDOT Match for 5305D Funds	X	X	X	X	X	X	X	X	X	X	X
2.1 Data Collection and Distribution		X	X	X	X	X	X				
3.1 Unified Planning Work Program	X	X	X	X	X	X	X	X	X	X	X
4.1 Trans. Improvement Program	X	X	X	X	X	X	X	X	X	X	X
5.1 Year 2035 LRTP	X	X	X	X	X	X	X	X	X	X	X
6.1 Public Involvement		X	X	X	X	X	X	X	X	X	X
7.1 Bicycle & Pedestrian Planning		X	X	X	X	X	X		X	X	X
7.2 Transit		X	X	X	X	X	X	X	X	X	X
7.3 Airport	X			X	X	X	X	X			
7.4 Transportation Disadvantaged		X	X	X	X	X	X	X	X	X	X

<b>7.5 Mobility Management</b>		X	X	X	X	X	X	X	X	X	X
<b>8.1 CRTPA Coordination</b>	X	X	X	X	X	X	X	X	X	X	X
<b>9.1 Corridor Analysis</b>	X	X	X	X	X	X	X	X	X	X	X
<b>9.2 Special Trans. Planning Projects</b>	X	X	X	X	X	X	X	X	X	X	X

### **FDOT DISTRICT 3 PLANNING ACTIVITIES**

The FHWA Division Office has requested a task or section be included in each MPOs UPWP that identify the District Planning activities to be performed (with Federal or State funds) that will benefit the MPO. FDOT District 3 has listed the following information for incorporation in the UPWP:

- Through the Urban Liaisons, FDOT provides policy direction, technical assistance and administrative support to District Three MPOs, MPO Boards, MPO Advisory Committees, local governments and communities. Assist MPOs in conducting effective, on-going transportation planning programs and processes to develop, implement and maintain plans and programs that are consistent and meet the state and federal requirements.
- Review EDTM Environmental Screening Tool in developing and reviewing projects at the Planning Screen Phase.
- Provide support to MPOs to assure Title VI compliance in the planning process (UPWP, TIP, model validation, air quality conformity activities, etc.).
- Provide supporting information and documentation to support MPO planning.
- Provide supporting information and documentation for long range planning to form a linking process through technical and policy assistance for the Project Development and Environment process (PD&E).
- Functionally classify roads, including the designation of federal aid eligibility and develop, analyze, and assign an integrated statewide network of federal, local and state systems.
- Perform administrative tasks related to project management of task specific work orders for collection of general roadway data for State Highway System ramps and for

the collection of survey information to properly locate and set permanent site markers at the county lines located on the State Highway System.

- Support the Pavement Management System by providing technical pavement information and results of field observations to aid in the identification of roadway sections in need of resurfacing and/or reconstruction.
- Provide data for the collection and processing of traffic data in support of systems planning, project traffic, and statewide reporting needs in accordance with FDOT Procedure 525-020-305c.
- Collect traffic data for determining AADTs and existing highway and arterial operating speeds during peak hours.
- Conduct interchange improvement and capacity studies to determine if the proposed design of highways, bridges and intersections are commensurate with forecasted traffic demand.
- Monitor and coordinate the Access Classification System and standards in accordance with Florida Rule Chapter 14-97 for each segment of State roadways that were classified according to the appropriate access management standards.
- Apply access management concerning all portions of the State Highway System. Assist other departments and local governments in the access management program.
- Assist in validation of models.
- Review applications for proposed DRIs to determine if proposed development causes significant and adverse impacts to regional roads in the DRI study area.
- Review Intergovernmental Coordination and Review Documents (ICARS)
- Review Enhancement applications to determine eligibility.
- Review proposed local government comprehensive plan amendments, and the Evaluation and Appraisal Reports.

- Coordinate the review of Economic Development Transportation Fund applications for transportation related issues.
- Identify opportunities to add bicycle and sidewalk accommodations to resurfacing and capacity projects. Identify pedestrian needs at intersections and provide improvements as funding allows.
- Provide technical assistance to the Capital Region Transportation Planning Agency in support of the tasks associated with the FHWA PL funds.
- Florida Department of Transportation Secretary Ananth Prasad has committed to reducing the number of pedestrian and bicycle crashes occurring annually within Florida. The FDOT has initiated a safety campaign focused in this area and has adopted specific policies and strategies to address this issue within the Florida Strategic Highway Safety Plan and the Florida Pedestrian and Bicycle Strategic Safety Plan. Reducing pedestrian and bicycle crashes are a state wide issue requiring commitment, cooperation and coordination with multiple partners. The planning emphasis area this year is intended to focus and strengthen the planning process between the partners regarding the safety of pedestrian and bicyclist using our state wide transportation system. The CRTPA will to the maximum extent possible integrate this emphasis area into its relevant plans.



# III. WORK ELEMENTS SECTION

## UPWP WORK ELEMENTS DESCRIPTION

Tasks within the FYs 2015/2016 UPWP are organized into the following sections:

**Section 1: Program Administration (Tasks 1.1, 1.2, 1.3 1.4, 1.5, 1.6, 1.7)** - Includes those functions necessary for proper management of the transportation planning process on a continuing basis, including agenda development, travel, training, CRTPA certification, capital outlay and funding administration.

**Section 2: Data Collection and Distribution (Task 2.1)** - Includes the collection and analysis of socioeconomic, land use, and transportation related data on a continuing basis in order to provide an adequate reflection of growth of the transportation study area, and for use in efforts related to the LRTP, ETDM and the dissemination of information to transportation partners and the public.

**Section 3: Unified Planning Work Program (Task 3.1)** – Contains tasks associated with annual development of the UPWP.

**Section 4: Transportation Improvement Program (Task 4.1)** – Addresses tasks associated with annual development of the TIP including TIP amendments.

**Section 5: Long Range Transportation Plan (Task 5.1)** – Contains tasks associated with development of the LRTP.

**Section 6: Community Involvement (Task 6.1)** – Contains tasks related to the provision of public information about the CRTPA's plans and programs.

**Section 7: Systems Planning (Tasks 7.1, 7.2, 7.3, 7.4 and 7.5)** – Contains recurring planning studies/projects related to bicycle and pedestrian, transit, airport, transportation disadvantaged and mobility management issues.

**Section 8: CRTPA Coordination (Task 8.1)** – Addresses tasks related to coordination between the CRTPA and its transportation partners.

**Section 9: Other Planning Projects (Tasks 9.1 and 9.2)** – Contains tasks associated special CRTPA projects as well as specific corridor studies.

# **SECTION 1**

# **ADMINISTRATION**

## SECTION 1: Administration

UPWP Task Title: Transportation Planning Management	UPWP Task Number: 1.1	
Agency Responsible:  CRTPA	FY 2015 Funding Source: FHWA PL: \$122,000 FTA Section 5305D: \$20,000 FDOT 5305D Match: \$2,500 Local 5305D Match: \$2,500	FY 2016 Funding Source: FHWA PL: \$110,000 FTA Section 5305D: \$20,000 FDOT 5305D Match: \$2,500 Local 5305D Match: \$2,500

### **TASK SCHEDULE**

JUL    AUG    SEP    OCT    NOV    DEC    JAN    FEB    MAR    APR    MAY    JUN

### **TASK PURPOSE**

Ensure the administrative tasks of the Capital Region Transportation Study are performed in a continuing, cooperative and comprehensive manner. Included within this task are activities associated with conducting the CRTPA planning process, identification of CRTPA priorities, and activities related to CRTPA staff professional development through participation in workshops, training seminars, and conferences.

### **PREVIOUS WORK (FY 2013/2014)**

Agenda preparation of CRTPA and CRTPA committee (Multi-Modal/Bicycle Pedestrian Advisory Committee, Citizens Advisory Committee and Technical Advisory Committee) meetings (1<sup>st</sup> – 4<sup>th</sup> Quarter); generated meeting minutes (1<sup>st</sup> – 4<sup>th</sup> Quarter); Attended and participated in conferences, training and workshops related (including ETDM, public involvement, transportation modeling, webpage design, bicycle/pedestrian/transit planning); attended MPOAC meetings; attended FDOT D-3 Quarterly meetings (1<sup>st</sup> – 4<sup>th</sup> Quarter). Participated in CRTPA annual retreat (April and October). All travel was completed by staff and/or officials.

### **METHODOLOGY (FY 2015)**

Administrative activities related to CRTPA and CRTPA committee meetings preparation (agenda development, minutes, committee membership maintenance); CRTPA member and CRTPA committee member orientation; work with CRTPA committees to update mission statements, as appropriate. Timesheet development; travel forms; purchase orders; maintenance of CRTPA supplies; maintenance of CRTPA files/records. Maintain technical knowledge through attendance and participation in conferences, training and workshops related (including ETDM, public involvement, transportation modeling, webpage design, bicycle/pedestrian/transit planning); maintain administrative knowledge through attendance in City of Tallahassee sponsored processes

and procedures training opportunities. Attend MPOAC and FDOT D-3 Quarterly meetings including required travel. Coordinate CRTPA annual retreat with consultant assistance to identify CRTPA planning priorities (see Task 1.7 Facilitator Services). Develop annual legal services agreement; maintain updated CRTPA agreements in consultation with CRTPA legal consultant (see task 1.7).

### **METHODOLOGY (FY 2016)**

Administrative activities related to CRTPA and CRTPA committee meetings preparation (agenda development, minutes, committee membership maintenance); CRTPA member and CRTPA committee member orientation. Timesheet development; travel forms; purchase orders; maintenance of CRTPA supplies; maintenance of CRTPA files/records. Maintain technical knowledge through attendance and participation in conferences, training and workshops related (including ETDM, public involvement, transportation modeling, webpage design, bicycle/pedestrian/transit planning); maintain administrative knowledge through attendance in City of Tallahassee sponsored processes and procedures training opportunities. Attend MPOAC and FDOT D-3 Quarterly meetings including required travel. Coordinate CRTPA retreats to identify CRTPA planning priorities (see task 1.7 facilitator services). Develop annual legal services agreement; maintain updated CRTPA agreements in consultation with CRTPA legal consultant (see task 1.7).

### **END PRODUCTS/COMPLETION DATES/MILESTONES (FYs 2015/2016)**

- CRTPA and advisory committee agenda packages and meetings records (Jan, Mar, May, Jun, Sep).
- CRTPA and advisory committee member familiarity with MPO process through orientation (Nov, Apr).
- Maintain/Update CRTPA agreements (Mar).
- Identification of CRTPA Critical Priorities (CRTPA Retreat) (October or April, as needed).
- Annual Legal Services Agreement (Mar).
- CRTPA staff professional development (ongoing).

### **OTHER INFORMATION**

CRTPA agendas and minutes may be viewed on the CRTPA's website ([www.crtpa.org](http://www.crtpa.org)).

## SECTION 1: Administration

UPWP Task Title: CRTPA Certification Review	UPWP Task Number: 1.2	
Agency Responsible: CRTPA	FY 2015 Funding Source: FHWA PL: \$5,000	FY 2016 Funding Source: FHWA PL: \$5,000

### **TASK SCHEDULE**

JUL   AUG   SEP   OCT   NOV   DEC   JAN   FEB   MAR   APR   MAY   JUN

### **TASK PURPOSE**

Ensure Capital Region Transportation Planning Area (CRTPA) compliance with state and federal MPO certification requirements. As a Transportation Management Area (TMA), the CRTPA is federally certified every three (3) years by the FHWA and FTA. In addition to TMA certification, the CRTPA is certified annually by the FDOT.

### **PREVIOUS WORK (FY 2013/2014)**

TMA Certification: Maintained adequate records of CRTPA plans and programs in preparation of next certification in 2012.

State Certification: Prepared for FDOT annual Certification; developed responses to FDOT certification questions; participated in FDOT Annual Certification; addressed identified "Corrective Actions" associated with State Certification. Meet with FDOT and FHWA to discuss issues related to certification review.

### **METHODOLOGY (FY 2015)**

TMA Certification: Begin and complete the TMA Certification process, including responses to findings.

State Certification: Prepare for FDOT annual Certification; develop responses to FDOT certification questions; participate in FDOT Annual Certification; address any identified "Corrective Actions" associated with State Certification. Meet with FDOT and FHWA to discuss issues related to certification review.

### **METHODOLOGY (FY 2016)**

TMA Certification: Maintained adequate records of CRTPA plans and programs in preparation for next certification.

State Certification: Prepare for FDOT annual Certification; develop responses to FDOT certification questions; participate in FDOT Annual Certification; address any identified "Corrective Actions" associated with State Certification. Meet with FDOT and FHWA to discuss issues related to certification review.



**END PRODUCTS/COMPLETION DATES/MILESTONES (FYs 2015/2016)**

- CRTPA compliance with federal and state certification requirements (ongoing).
- State Certification (Jan)
- Updated records of CRTPA plans and programs (ongoing).

## **SECTION 1: Administration**

UPWP Task Title: Capital Outlay	UPWP Task Number: 1.3	
Agency Responsible: CRTPA	FY 2015 Funding Source: FHWA PL: \$10,000	FY 2016 Funding Source: FHWA PL: \$10,000

### **TASK SCHEDULE**

JUL    AUG    SEP    OCT    NOV    DEC    JAN    FEB    MAR    APR    MAY    JUN

### **TASK PURPOSE**

Ensure the adequate provision of capital resources to conduct the Capital Region Transportation Study in a continuing, cooperative and comprehensive manner.

### **PREVIOUS WORK (FY 2013/2014)**

With prior approval from FDOT District 3 and the CRTPA, a Smart Board was purchased and installed in April 2012. No major capital purchases were made in FY 2013/2014

### **METHODOLOGY (FY 2015)**

Capital purchases will be made including computer hardware and software, maintenance and updating of automated Transportation Improvement Program, GIS system software, a map plotter and office furniture as needed to assist staff in the metropolitan transportation planning process.

### **METHODOLOGY (FY 2016)**

Capital purchases will be made including computer hardware and software, maintenance and updating of automated Transportation Improvement Program, GIS system software, a map plotter and office furniture as required to assist staff in the metropolitan transportation planning process.

### **END PRODUCTS/COMPLETION DATES/MILESTONES (FYs 2015/2016)**

- Purchase and maintenance of computer hardware and software; office equipment (ongoing as required)

## SECTION 1: Administration

UPWP Task Title: Funding and Grant Administration	UPWP Task Number: 1.4	
Agency Responsible: CRTPA	FY 2015 Funding Source: FHWA PL: \$20,000	FY 2016 Funding Source: FHWA PL: \$20,000

### **TASK SCHEDULE**

JUL   AUG   SEP   OCT   NOV   DEC   JAN   FEB   MAR   APR   MAY   JUN

### **TASK PURPOSE**

Ensure the adequate management of CRTPA grants, funds and contracts through maintaining the CRTPA's grants and contracts as well as coordinating with federal, state and local transportation partners.

### **PREVIOUS WORK (FY 2013/2014)**

Submitted quarterly invoices (PL and Section 5305D funds); developed monthly status reports; coordinated with City of Tallahassee Accounting Services and CRTPA member governments regarding PL funds, Section 5305D funds and CRTPA member government funds. Submitted Annual Audit information to FDOT Public Transit Office and District 3 (June). Begin development of 2015/2016 UPWP.

### **METHODOLOGY (FY 2015)**

Perform funding administration tasks as required to support the transportation planning process. This includes grant administration, completion of invoices, compliance with Federal and State laws and regulations involving funding, annual operating budget development and support.

### **METHODOLOGY (FY 2016)**

Perform funding administration tasks as required to support the transportation planning process. This includes grant administration, completion of invoices, compliance with Federal and State laws and regulations involving funding, annual operating budget development and support.

### **END PRODUCTS/COMPLETION DATES/MILESTONES (FYs 2015/2016)**

- Quarterly invoices (PL and Section 5305D) (Jul, Nov, Feb, May)
- Other grant invoicing as needed
- Annual Audit provision to FDOT (March)
- Monthly status reports

## **SECTION 1: Administration**

UPWP Task Title: FDOT Assistance for FHWA Funds	UPWP Task Number: 1.5	
Agency Responsible: FDOT	FY 2015 Funding Source: HP (Fed Hwy Plng) \$145,719	FY 2016 Funding Source: HP (Fed Hwy Plng) \$145,719

### **TASK SCHEDULE**

JUL    AUG    SEP    OCT    NOV    DEC    JAN    FEB    MAR    APR    MAY    JUN

### **PURPOSE**

This task addresses the provision of Florida Department of Transportation (FDOT) technical assistance to the Capital Region Transportation Planning Agency (CRTPA) in support of the tasks associated with the Federal Highway Administration (FHWA) Planning (PL) funds.

### **PREVIOUS WORK (2013/2014)**

Provision of technical assistance to the CRTPA associated with the tasks identified in Previous Work of this document.

### **METHODOLOGY (FY 2015)**

The FDOT will provide services including policy direction, technical assistance and administrative support to the CRTPA and its Advisory Committees. This assistance includes support in conducting effective, on-going transportation planning programs and processes to develop, implement and maintain plans and programs that are consistent and meet the state and federal requirements.

### **METHODOLOGY (FY 2016)**

The FDOT will provide services including policy direction, technical assistance and administrative support to the CRTPA and its Advisory Committees. This assistance includes support in conducting effective, on-going transportation planning programs and processes to develop, implement and maintain plans and programs that are consistent and meet the state and federal requirements.

### **END PRODUCT (FYs 2015/2016)**

FDOT technical assistance to the CRTPA.

## SECTION 1: Administration

UPWP Task Title: FDOT Match for FTA Funds	UPWP Task Number: 1.6	
Agency Responsible: FDOT	FY 2015 Funding Source: FDOT/Sec 5305D: \$23,286	FY 2016 Funding Source: FDOT/Sec 5305D: \$22,036

### **TASK SCHEDULE**

JUL    AUG    SEP    OCT    NOV    DEC    JAN    FEB    MAR    APR    MAY    JUN

### **PURPOSE**

This task addresses the provision of Florida Department of Transportation's (FDOT) matching share of Federal Transit Administration (FTA) Section 5305D funds.

### **PREVIOUS WORK (FY 2013/2014)**

Matching share for Sections 5303 (now 5305D) funds in previous Unified Planning Work Programs.

### **METHODOLOGY (FY 2015)**

The FDOT will provide a 10% cash-matching share for FTA Section 5305D funds utilized by the CRTPA in carrying out the functions of the transportation planning process. In addition to the cash match, the FDOT will provide services that include policy direction, technical assistance and administrative support to District 3 MPOs, MPO Boards, MPO Advisory Committees, local governments and communities. Additionally, the District will assist the CRTPA in conducting effective, on-going transportation planning programs and processes to develop, implement and maintain plans and programs that are consistent and meet the state and federal requirements. A "soft" match will not be used for funding of third-party contracts or equipment purchases.

### **METHODOLOGY (FY 2016)**

The FDOT will provide a 10% cash-matching share for FTA Section 5305D funds utilized by the CRTPA in carrying out the functions of the transportation planning process. In addition to the cash match, the FDOT will provide services that include policy direction, technical assistance and administrative support to District 3 MPOs, MPO Boards, MPO Advisory Committees, local governments and communities. Additionally, the District will assist the CRTPA in conducting effective, on-going transportation planning programs and processes to develop, implement and maintain plans and programs that are consistent and meet the state and federal requirements. A "soft" match will not be used for funding of third-party contracts or equipment purchases.

### **END PRODUCT**

FDOT cash matching share for FTA Section 5305D funds.

### **OTHER INFORMATION**

FDOT cash match for FTA funds also shown in respective work elements.



## **SECTION 1: Administration**

UPWP Task Title: Professional Services	UPWP Task Number: 1.7	
Agency Responsible: CRTPA	FY 2015 Funding Source: FHWA PL: \$72,000	FY 2016 Funding Source: FHWA PL: \$72,000

### **TASK SCHEDULE**

JUL   AUG   SEP   OCT   NOV   DEC   JAN   FEB   MAR   APR   MAY   JUN

### **PURPOSE**

This task addresses the contracted use of legal, auditing, and facilitation services,

### **PREVIOUS WORK (FY 2013/2014)**

Payment for professional services to retreat facilitators, legal counsel, and auditors.

### **METHODOLOGY (FY 2015)**

The CRTPA requires the use of legal counsel for meetings, agreements, and other legal matters. It also requires the use of an auditing firm to develop the Comprehensive Annual Finance Report (single audit) needed by the CRTPA and its granting partners. Annually the CRTPA has determined the necessity to hold a retreat for issues of goal setting and policy development. A professional facilitator has been used for this event.

The expected legal services costs are \$30,000. A contingency fund of \$10,000 is considered for unexpected issues that might require their services. The cost of the single audit should not exceed \$25,000. The cost of a facilitator is estimated not to exceed \$3,500 and \$3,500 for the recording of meetings by WCOT-TV. (See also Task 6.1 Public Involvement)

General consultant funding, as needed, will be provided by the XU funds provided by FHWA. Tasks may be modified as necessary to detail future use.

### **METHODOLOGY (FY 2016)**

The CRTPA requires the use of legal counsel for meetings, agreements, and other legal matters. It also requires the use of an auditing firm to develop the Comprehensive Annual Finance Report (single audit) needed by the CRTPA and its granting partners. Annually the CRTPA has determined the necessity to hold a retreat for issues of goal setting and policy development. A professional facilitator has been used for this event.

The expected legal services costs are \$30,000. A contingency fund of \$10,000 is considered for unexpected issues that might require their services. The cost of the single audit should not exceed

\$25,000. The cost of a facilitator is estimated not to exceed \$3,500 and \$3,500 for the recording of meetings by WCOT-TV. (See also task 6.1 Public Involvement)

**END PRODUCT (FYs 2015/2016)**

Legal services (ongoing), the annual single audit (February) and facilitation for retreats. (April and/or October.)

# **SECTION 2**

# **DATA COLLECTION**

## SECTION 2: Data Collection

UPWP Task Title: Data Collection and Distribution	UPWP Task Number: 2.1	
Agency Responsible: CRTPA  City of Tallahassee (Public Works)	FY 2015: Funding Sources: City of Tallahassee (LOCAL- Public Works): \$171,000 Leon County (LOCAL_Public Works): \$45,000 CRTPA (FHWA/PL): \$10,000 <u>GIS \$10,000 (SU)</u>	FY 2016: Funding Sources: City of Tallahassee (LOCAL - Public Works): \$171,000 Leon County (LOCAL -Public Works): \$45,000 CRTPA (FHWA/PL) \$10,000 <u>GIS \$10,000 (SU)</u>

### TASK SCHEDULE

JUL   AUG   SEP   OCT   NOV   DEC   JAN   FEB   MAR   APR   MAY   JUN

### TASK PURPOSE

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 concern and issues.

### PREVIOUS WORK (FYs 2013/2014)

(Agency: CRTPA): Coordinated with FDOT D-3 Traffic Operations and City of Tallahassee Traffic Engineering related to adopted ITS Regional Architecture issues including Highway Performance Monitoring System (HPMS) data collection efforts (1<sup>st</sup> – 4<sup>th</sup> Quarter); assisted local transportation agencies in identifying roles and responsibilities related to integration of ITS within CRTPA planning area. Collected socioeconomic and land use data related to development of Year 2040 LRTP and CRTPA ETDM projects (February – April); developed CRTPA maps associated with Year 2040 projects and public information distribution (December, January); assisted in collection of transportation disadvantaged data, bicycle and pedestrian information. Collected and reviewed reports of non-motorized transportation crashes for analysis.

(Agency: City of Tallahassee/Public Works Department ): Traffic Management Center opened July 2013. Monitored and developed traffic counts and crash surveillance information for City of Tallahassee and Leon County; Maintained Tallahassee Advanced Transportation Management System (TATMS)/Intelligent Transportation System (ITS) programs for City of Tallahassee, Leon County, Florida State University and portions of Gadsden County; installed video detection systems at one (1) intersection; turned on four (4) new signalized intersections; Completed testing and implementation of upgrade to traffic signal controller communications system by installing new switches with a gigabit Ethernet backbone on fiber optic cable to all 330 intersections on fiber; installing two (2) miles of fiber optic cable underground; installed five (5) new signal surveillance cameras; completed project management of the Advanced Traveler Information Web Site for web based traffic analysis content (turning movement counts, level of service and crash data at all signalized intersections); 100% complete with testing and implementation of the web based traffic

analysis content (turning movement counts, level of service and crash data at all signalized intersections in Leon County); . Continued to collect and input the traffic signal inventory into the CarteGraph asset and work management database ; actively tracking all signal maintenance work orders within the CarteGraph asset and work management database; Completed a Joint Projects Agreement (JPA) with FDOT to install five (5) monitoring cameras on I-10 and stream the video to the web for monitoring the widening project on I-10; Developed a RFP and subsequent contract to a Design-Build Team to design and build the programmed Tallahassee/D-3 Regional Transportation Management Center and related I-10 Freeway Management System (FMS). Authorized Notice To Proceed for design of the FMS. Staff also reviewed preliminary Census Data and determined that expansion of the CRTPA boundary was not likely to occur as a result of this Census.

### **METHODOLOGY (FY 2015)**

(Agency: CRTPA): Coordinate with FDOT and transportation agencies related to data collection and management; continue ITS Regional Architecture coordination efforts related to the integration of ITS within CRTPA planning area. Collect socioeconomic and land use data for use in CRTPA plans and programs including development of community profile related to public involvement and ETDM. Provide transportation data to the public and transportation agencies. Maintain records of non-motorized transportation crashes for analysis within CRTPA region; participate in annual national count and survey program of non-motorized transportation modes associated with the Institute of Transportation Engineers. Continue development of Geographic Information System in partnership with the Leon County GIS department

(Agency: City of Tallahassee/ Public Works Department): Continue monitoring and development of traffic counts, turning movement counts at approximately 120 intersections and crash surveillance ("Top 20 Accident Locations") information for the City of Tallahassee (COT) and Leon County; conduct appropriate analyses on roadway corridors as required; continue to input crash report into AIMS; complete implementation of web based traffic analysis content to include graphic representation of crash data for all mid-block and intersection crash reports. Maintain Tallahassee Advanced Transportation Management System (TATMS)/Intelligent Transportation System (ITS) programs for City of Tallahassee, Leon County, Florida State University and portions of Gadsden County; develop a plan to upgrade the traffic signal controllers; Continue with the input, analysis and reporting of turning movement count data and level of service data for each signalized intersection into TATMS; and continue to add data collection content to the Advanced Traveler Information Web Site for web based traffic analysis i.e. turning movement counts, level of service and crash data at all signalized intersections.

### **METHODOLOGY (FY 2016)**

(Agency: CRTPA): Coordinate with FDOT and transportation agencies related to data collection and management; continue adopted ITS Regional Architecture coordination efforts related to the integration of ITS within CRTPA planning area. Collect socioeconomic and land use data for use in CRTPA plans and programs including development of community profile related to public involvement and ETDM. Provide transportation data to the public and transportation agencies. Maintain records of non-motorized transportation crashes for analysis within CRTPA region; participate in annual national count and survey program of non-motorized transportation modes associated with the Institute of Transportation Engineers. Continue development of Geographic Information System in partnership with the Leon County GIS department.



(Agency: City of Tallahassee/ Public Works Department): Continue monitoring and development of traffic counts, turning movement counts at approximately 120 intersections and crash surveillance ("Top 20 Accident Locations") information for the City of Tallahassee (COT) and Leon County; conduct appropriate analyses on roadway corridors as required; continue to input crash report into AIMS; complete implementation of web based traffic analysis content to include graphic representation of crash data for all mid-block and intersection crash reports. Maintain Tallahassee Advanced Transportation Management System (TATMS)/Intelligent Transportation System (ITS) programs for City of Tallahassee, Leon County, Florida State University and portions of Gadsden County; continue to manage the Tallahassee/D-3 Regional Transportation Management Center program; continue with the input, analysis and reporting of turning movement count data and level of service data for each signalized intersection into TATMS; and continue to add data collection content to the Advanced Traveler Information Web Site for web based traffic analysis i.e. turning movement counts, level of service and crash data at all signalized intersections; Relocate the TATMS traffic management center to the programmed Tallahassee/D-3 Regional Transportation Management Center and related I-10 Freeway Management System (FMS).

#### **END PRODUCTS/COMPLETION DATES/MILESTONES (FYs 2015/2016)**

- Continued development of CRTPA Community Profile information (Sep, Dec, Mar, Jun).
- Continued ITS integration into CRTPA planning area through Regional Architecture coordination (Sep, Dec, Mar, Jun).
- Traffic signal timing maintenance for FDOT, City of Tallahassee, Leon County, Florida State University and portions of Gadsden County (ongoing).
- Traffic count Annual Report for City of Tallahassee and Leon County (Dec).
- "Top 20 Accident Locations" Report (Jun).
- Development and use of Geographic Information Systems data by the Tallahassee- Leon County (TLC) GIS Department.

# **SECTION 3**

## **Unified Planning Work Program (UPWP)**

### **SECTION 3: Unified Planning Work Program (UPWP)**

UPWP Task Title: Unified Planning Work Program	UPWP Task Number: 3.1	
Agency Responsible:  CRTPA	FY 2015 Funding Sources: FHWA PL: \$18,000 FTA 5305D: \$15,000 5305D Match: \$1,875 Local 5305D Match \$1,875	FY 2016 Funding Sources: FHWA PL: \$18,000 FTA 5305D: \$25,000 5305D Match: \$3,125 Local 5305D Match \$3,125

#### **TASK SCHEDULE**

JUL   AUG   SEP   OCT   NOV   DEC   JAN   FEB   MAR   APR   MAY   JUN

#### **TASK PURPOSE**

Ensure development of the CRTPA's transportation work program in a manner addressing the region's needs as well as federal and state requirements.

#### **PREVIOUS WORK (FY 2013/2014)**

Coordinated with transportation planning partners to identify UPWP tasks (December, January); drafting, and review of FY 2013 and FY 2014 UPWP for possible amendment and for use as a management tool (1<sup>st</sup> – 4<sup>th</sup> Quarter). Submitted amendments to reviewing agencies by scheduled deadlines. Begin development of the FYs2015/2016 UPWP.

#### **METHODOLOGY (FY 2015)**

Coordinate with transportation planning partners to identify possible amendments to FY 2015 UPWP tasks; identify CRTPA planning priorities; develop draft and final UPWP; respond to review agency comments. Monitor UPWP for potential amendments. Review UPWP to manage budget, work efforts and schedules.

#### **METHODOLOGY (FY 2016)**

Coordinate with transportation planning partners to identify FYs 2017/2018 UPWP tasks; conduct UPWP "kick off" meeting with FHWA and FDOT for FYs 2017/2018; identify CRTPA planning priorities; develop draft and final UPWP; respond to review agency comments. Monitor UPWP for potential amendments. Review UPWP to manage budget, work efforts and schedules.

#### **END PRODUCTS/COMPLETION DATES/MILESTONES (FYs 2015/2016)**

- FYs 2017 and 2018 UPWP (May).
- Identification of transportation partner tasks (Jan).
- Monitor document: potential amendment and management tool (ongoing).

### **OTHER INFORMATION**

The UPWP may be viewed on the CRTPA's website ([www.crtpa.org](http://www.crtpa.org)).

# **SECTION 4**

## **Transportation Improvement Program (TIP)**



## **SECTION 4:       Transportation Improvement Program (TIP)**

UPWP Task Title: Transportation Improvement Program Development	UPWP Task Number: 4.1	
Agency Responsible: CRTPA	FY 2015 Funding Source: FHWA PL:       \$40,000 FTA 5305D:       \$35,000 FDOT 5305D Match: \$4,375 Local 5305D Match: \$4,375 Interactive TIP   \$10,000 (SU)	FY 2016 Funding Source: FHWA PL:       \$40,000 FTA 5305D:       \$50,000 FDOT 5305D Match: \$5,000 Local 5305D Match: \$5,000 Interactive TIP   \$10,000 (SU)

### **TASK SCHEDULE**

JUL   AUG   SEP   OCT   NOV   DEC   JAN   FEB   MAR   APR   MAY   JUN

### **TASK PURPOSE**

Implement projects identified within the CRTPA's Regional Mobility Plan, Bicycle and Pedestrian Master Plan and other CRTPA plans/programs through coordination with the CRTPA's transportation partners in the development of the CRTPA Transportation Improvement Program (TIP) and project priority lists (PPLs).

### **PREVIOUS WORK (FY 2013 & 2014)**

Development and adoption of the FY 2012/2016 and FY 2013/2017 Transportation Improvement Program (TIP) (adopted June); development and adoption of FY 2012/2016 CRTPA Priority Project List (Major, SIS, TSM, TRIP, Transportation Enhancement, Transit and Aviation PPLs) (adopted September) and FY 2013/2017 CRTPA Priority Project List (RMP, TSM, TRIP, Transportation Enhancement, Transit and Aviation PPLs) (adopted June). Amendment of FY 2012/2016 and FY 2013/2017 Transportation Improvement Program.

### **METHODOLOGY (FY 2015)**

Continue to implement CRTPA priorities through development of priority project lists for the Regional Mobility Plan (consisting of roadway, bicycle, pedestrian, and transit projects) transportation systems management, aviation and transit projects, SIS and TRIP projects. Coordinate with FDOT D-3 regarding identification of Work Program projects for TIP inclusion as well as projects requiring TIP amendment. Coordinate with CRTPA member governments to identify local Capital Improvement Program transportation projects. Include Annual Listing of Federally Obligated Projects within TIP. Develop draft and final TIP including TIP narrative and listing of federal, state and CRTPA member government

projects, as well as public involvement/education opportunities. Monitor and amend adopted TIP as required. Develop and maintain on-line Interactive TIP site.

### **METHODOLOGY (FY 2016)**

Continue to implement CRTPA priorities through development of priority project lists for the Regional Mobility Plan (consisting of roadway, bicycle, pedestrian, and transit projects) transportation systems management, aviation and transit projects, SIS and TRIP projects. Coordinate with FDOT D-3 regarding identification of Work Program projects for TIP inclusion as well as projects requiring TIP amendment. Coordinate with CRTPA member governments to identify local Capital Improvement Program transportation projects. Include Annual Listing of Federally Obligated Projects within TIP. Develop draft and final TIP including TIP narrative and listing of federal, state and CRTPA member government projects, as well as public involvement/education opportunities. Monitor and amend adopted TIP as required. Develop and maintain on-line Interactive TIP site.

### **END PRODUCTS/COMPLETION DATES/MILESTONES (FYs 2015 and 2016)**

- FY 2014/2018 and FY 2015/FY 2019 CRTPA Priority Project Lists (Sep).
- FY 2014/2018 and FY 2015/FY 2019 TIP (Jun).
- Amended FY 2014/2018 and FY 2015/FY 2019 TIP (as required) (ongoing).
- Furtherance of CRTPA Priorities through adoption of PPLs that identify and prioritize multimodal projects to receive funding (Sep).

### **OTHER INFORMATION**

- The draft and adopted TIP, as well as the Annual Listing of Federally Obligated Projects, are posted on the CRTPA's website ([www.crtpa.org](http://www.crtpa.org)). Furthermore, the Interactive TIP (available through a link on the agency's website) allows users to interactively search for projects based upon project type or location as well as through an interactive mapping feature.
- For more information regarding transportation systems management (TSM), see Task 7.5: Mobility Management.

# **SECTION 5**

## **Long Range Transportation Plan (LRTP)**



## SECTION 5: Long Range Transportation Plan (LRTP)

UPWP Task Title: Long Range Transportation Plan Development	UPWP Task Number: 5.1	
Agency Responsible: CRTPA	<b>FY 2015</b> Funding Source: FHWA PL: \$30,000 FTA 5305D: \$15,000 FDOT 5305D Match: \$1,875 Local 5305D Match: \$1,875 FDOT SU \$ 50,000-	<b>FY 2016</b> Funding Source: FHWA PL: \$30,000 FTA 5305D: \$20,000 FDOT 5305D Match: \$2,500 Local 5305D Match: \$2,500 FDOT Planning \$ 0 FDOT (DS): \$ 0 FDOT (SU): \$ 0

### TASK SCHEDULE

TASKS 2015 Regional Mobility Plan (RMP) (Year 2035 LRTP)	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
Maintenance and Distribution												

TASKS 2015 RMP 2040 Update (Year 2040 LRTP)	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
Evaluation Criteria												
Plan Development												
Corridor Assessment												
Needs Plan												
Modeling												
Financial Assessment												
Cost Feasible Plan												
Public Involvement												

TASKS 2016 Regional Mobility Plan (RMP) (Year 2035 LRTP)	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
Maintenance and Distribution												

TASKS 2016 RMP 2040 Update (Year 2040 LRTP)	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
Cost Feasible Plan												
Public Involvement												
Maintenance and Distribution												

**SEP** – CRTPA Meeting Months

#### **TASK PURPOSE 2015 – Regional Mobility Plan (Year 2035 LRTP)**

Maintain and disseminate the CRTPA's Long Range Transportation Plan (LRTP), known as the Regional Mobility Plan (RMP). Assist local governments through provision of information related to the LRTP for use in ensuring consistency between CRTPA plans and local government comprehensive plans. Monitor the adopted RMP for potential amendment.

#### **TASK PURPOSE 2015 – Regional Mobility Plan 2040 Update (Year 2040 LRTP)**

The update to the RMP began in January 2014 and included the collection of existing data and the development of project Goals and Objectives that will lead into the 2015 Task for the project. The effort during 2015 is to begin plan development in July and throughout the summer. Concurrently work begins on the modeling, financial resources and Needs Plan, and that will carry the project through the end of FY 2015. Two final components of the RMP 2040 Update that will begin development and carry through to 2016 are the Cost Feasible Plan and Public Involvement. The Cost Feasible Plan is scheduled to begin in April 2015 while the Public Involvement is project-long.

#### **TASK PURPOSE 2016 – Regional Mobility Plan (Year 2035 LRTP)**

Maintain and disseminate the CRTPA's Long Range Transportation Plan (LRTP), known as the Regional Mobility Plan (RMP). Assist local governments through provision of information related to the LRTP for use in ensuring consistency between CRTPA plans and local government comprehensive plans. Monitor the adopted RMP for potential amendment.

#### **TASK PURPOSE 2016 – Regional Mobility Plan 2040 Update (Year 2040 LRTP)**

Finalize Cost Feasible Plan and adopt the RMP 2040 in September 2015. After September 2015, Maintain and disseminate the CRTPA's Long Range Transportation Plan (LRTP), known as the Regional Mobility Plan 2040 Update (RMP 2040). Assist local governments through provision of



information related to the LRTP for use in ensuring consistency between CRTPA plans and local government comprehensive plans. Monitor the adopted RMP for potential amendment.

#### **PREVIOUS WORK (FY 2013/2014)**

##### **Year 2035 Long Range Transportation Plan (Regional Mobility Plan)**

The RMP was adopted on November 15, 2010 with the final document distributed in March 2012. CRTPA staff has worked with the local governments to adopt the LRTP into the comprehensive plans, and distribute and discuss the RMP upon request to consultants and citizens as needed.

##### **Year 2040 Long Range Transportation Plan (Regional Mobility Plan 2040 Update)**

Developed and released Request for Proposals, short-listed firms and selected final consultant to perform work. Contract was signed in January 2014.

Tasks completed in FY 14 include the development of Goals and Objectives, Existing Conditions, Plan Development, GIS, and Public Involvement.

#### **METHODOLOGY (FY 2015)**

##### **Year 2035 Long Range Transportation Plan (Regional Mobility Plan)**

There are several continuing tasks that the CRTPA will perform including:

1. Amending the RMP as required,
2. Provide copies of the RMP upon request,
3. Continued tracking of RMP projects within ETDM process (coordinated with UPWP Task 8), and
4. Assist local governments with provision of RMP information associated with local government comprehensive plan data needs.

##### **Year 2040 Long Range Transportation Plan (Regional Mobility Plan 2040 Update)**

There are several continuing tasks that the CRTPA will perform including:

1. Finalizing Plan Development,
2. Develop and finalize Evaluation Criteria, Corridor Assessment, Needs Plan, Modeling and Financial Resources.
3. Initiate Cost Feasible Plan development, and
4. Continued public involvement via the Public Involvement Plan.

#### **METHODOLOGY (FY 2016)**

##### **Year 2035 Long Range Transportation Plan (Regional Mobility Plan)**

There are several continuing tasks that the CRTPA will perform (through September 2015) including:

1. Amending the RMP as required,
2. Provide copies of the RMP upon request,
3. Continued tracking of RMP projects within ETDM process (coordinated with UPWP Task 8), and
4. Assist local governments with provision of RMP information associated with local government comprehensive plan data needs.

Year 2040 Long Range Transportation Plan (Regional Mobility Plan 2040 Update)

There are several continuing tasks that the CRTPA will perform (Beginning immediate upon CRTPA Board adoption) including:

1. Amending the RMP as required,
2. Provide copies of the RMP upon request,
3. Continued tracking of RMP projects within ETDM process (coordinated with UPWP Task 8), and
4. Assist local governments with provision of RMP information associated with local government comprehensive plan data needs.

### END PRODUCTS/COMPLETION DATES/MILESTONES

## Regional Mobility Plan (Year 2035 LRTP) (FY 2015)

- Amend the RMP as required (Sep, Dec, Mar, Jun).
- Provide copies of the RMP upon request (Sep, Dec, Mar, Jun).
- Continued tracking of RMP projects within ETDM process (Sep, Dec, Mar, Jun).
- Assist local governments with provision of RMP information associated with local government comprehensive plan data needs (Sep, Dec, Mar, Jun).

## Regional Mobility Plan 2040 Update (Year 2040 LRTP) (FY 2015)

- Complete Evaluation Criteria (Jul - Aug)
- Begin and Complete Plan Development (Jul - Nov)
- Begin and Complete Corridor Assessment (Oct - Jan)
- Begin and Complete Needs Plan (Oct - Mar)
- Begin Modeling (Oct - Mar)
- Begin and Complete Financial Assessment (Oct - Apr)
- Begin Cost Feasible Plan (Apr - Jun)
- Continue Public Involvement (Jul - Jun)

#### Regional Mobility Plan (Year 2035 LRTP) (FY 2015)

- Amend the RMP as required (Sep).
- Provide copies of the RMP upon request (Sep).
- Continued tracking of RMP projects within ETDM process (Sep).
- Assist local governments with provision of RMP information associated with local government comprehensive plan data needs (Jun).

#### Regional Mobility Plan 2040 Update (Year 2040 LRTP) (FY 2016)

- Finalize Cost Feasible Plan (Sep)
- Finalize Public Involvement (Sep)
- Adopt Plan (Sep)
- Amend the RMP as required (Dec, Mar, Jun).
- Provide copies of the RMP upon request (Dec, Mar, Jun).
- Continued tracking of RMP projects within ETDM process (Dec, Mar, Jun).
- Assist local governments with provision of RMP information associated with local government comprehensive plan data needs (Dec, Mar, Jun).

#### OTHER INFORMATION

The RMP 2035 and RMP 2040 Update can be viewed on the CRTPA's website ([www.crtpa.org](http://www.crtpa.org)).

# **SECTION 6**

## **Public Involvement**

## SECTION 6: Public Involvement

UPWP Task Title: Public Involvement	UPWP Task Number: 6.1	
Agency Responsible: CRTPA	FY 2015 Funding Source: FHWA PL: \$45,000 FTA 5305D: \$15,000 FDOT 5305D Match: \$1,875 Local 5305D Match: \$1,875	FY 2016 Funding Source: FHWA PL: \$45,000 FTA 5305D: \$20,000 FDOT 5305D Match: \$2,500 Local 5305D Match: \$2,500

### **TASK SCHEDULE**

JUL   AUG   SEP   OCT   NOV   DEC   JAN   FEB   MAR   APR   MAY   JUN

### **TASK PURPOSE**

Conduct the public involvement process in a manner that increases the public's knowledge and participation in the regional transportation planning process.

### **PREVIOUS WORK (FYs 2013 and 2014)**

Public Involvement Plan and Assessment: Held monthly internal meetings to assess implementation of Public Involvement Plan and discuss upcoming public involvement opportunities throughout the CRTPA area. Developed an update to the existing plan in response to finding in TMA Certification.

Title VI: Developed/adopted Title VI Procedures as part of the Public Involvement Plan.

Public Outreach: Conducted public outreach seeking comments on the CRTPA's plans and programs (including TIP, UPWP, Project Priority Lists, Public Involvement Progress Plan, Congestion Management Plan, Regional Mobility Plan) within the CRTPA region; provided generalized CRTPA information at public events; provided information regarding transportation planning process and CRTPA plans and programs to various news media; made continuing updates/upgrades to CRTPA webpage to improve public access to CRTPA information and resources including the posting of information regarding CRTPA members, the planning process, CRTPA plans and programs, and upcoming meetings/public involvement opportunities (1<sup>st</sup> – 4<sup>th</sup> Quarter); analyzed public comment received regarding the CRTPA's plans and programs; increased efforts to seek input from the region's traditionally underserved population through targeted locations in public events.

### **METHODOLOGY (FY 2015)**

Public Involvement Plan and Assessment: Monitor and update the PIP as needed; conduct public involvement assessment meetings consistent with adopted PIP.

Title VI: Continue to monitor and update Title VI document as may be required.

Public Outreach: 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; provide CRTPA



information and public involvement items at public events (including Commuter Choices Week, and Bike to Work Week); provide information regarding transportation planning process and CRTPA plans and programs to various news media; launch and maintain a new CRTPA webpage; develop CRTPA newsletters and brochures for public distribution; disseminate transportation planning information to citizens, public agencies and others as requested; continue conversations with City of Tallahassee to televise CRTPA meetings; continue efforts related to increasing input from the region's traditionally underserved population; perform safety programs at public schools, as requested, in Gadsden, Leon, Jefferson, and Wakulla counties. Attend local festivals and events as available in all counties. Continue televising CRTPA meetings on WCOT and provide access to video tapes of CRTPA Board meetings. A revamp and update of the CRTPA website will be done

### **METHODOLOGY (FY 2016)**

**Public Involvement Plan and Assessment:** Monitor and update the PIP as needed; conduct public involvement assessment meetings consistent with adopted PIP.

**Title VI:** Continue to monitor and update Title VI document as may be required.

**Public Outreach:** 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; provide CRTPA information and public involvement items at public events (including Commuter Choices Week and Bike to Work Week); provide information regarding transportation planning process and CRTPA plans and programs to various news media; launch and maintain a new CRTPA webpage; develop CRTPA newsletters and brochures for public distribution; disseminate transportation planning information to citizens, public agencies and others as requested; continue conversations with City of Tallahassee to televise CRTPA meetings; continue efforts related to increasing input from the region's traditionally underserved population. Continue televising CRTPA meetings on WCOT.

### **END PRODUCTS/COMPLETION DATES/MILESTONES (FYs 2015/16)**

- Monitor Public Involvement Plan (ongoing).
- CRTPA Newsletters (as needed)
- Distribution of CRTPA information and plans (ongoing).
- Enhanced public knowledge in transportation planning process (ongoing).
- Continued CRTPA presence at regional public events (ongoing).
- Up-to-date, accurate CRTPA web site ([www.crtpa.org](http://www.crtpa.org)). (ongoing).
- Two Title VI Assessment Meetings (October, March)
- Enhanced access to public visualization of proposed plans.
- Updated plans that reflect findings of assessment meetings. (ongoing)

# **SECTION 7**

## **Systems Planning**



## SECTION 7: Systems Planning

UPWP Task Title: Bicycle and Pedestrian Planning	UPWP Task Number: 7.1	
Agency Responsible: CRTPA	FY 2015 Funding Source: FHWA PL: \$45,000	FY 2016 Funding Source: FHWA PL: \$45,000

### **TASK SCHEDULE**

JUL    AUG    SEP    OCT    NOV    DEC    JAN    FEB    MAR    APR    MAY    JUN

### **TASK PURPOSE**

Increase the use and safety of bicycle and pedestrian transportation by ensuring the adequate funding of these modes through implementation of the Bicycle & Pedestrian Master Plan (BPMP) and development of a comprehensive program that includes education, enforcement, engineering, and encouragement activities. Support and complement the FDOT initiatives with bicycle and pedestrian safety.

### **PREVIOUS WORK (FYs 2013 and 2014)**

Bicycle and Pedestrian Master Plan Implementation: Continued Master Plan implementation through coordination with City of Tallahassee and Leon County regarding provision of bicycle facilities on roads to be resurfaced (ongoing); continued to identify BPMP projects that could benefit from SB 360/fair share funding and TIGER Grant funds; coordinated with City of Tallahassee regarding Bicycle-Friendly Community designation (ongoing); conducted PPL and TIP processes to secure bicycle/pedestrian funding and ensure that citizens and agencies are aware of the PPL/TIP process and the role of bicycle & pedestrian transportation in the process (September – December); continued discussion seeking funding opportunities for an update of BPMP (integrated into Regional Mobility Plan) with state and local government partners to include all of expanded CRTPA planning area boundary (ongoing); worked with Multimodal Advisory Committee (MAC) to comprehensively address non-motorized mobility in the CRTPA region (ongoing).

Comprehensive Programs (EDUCATION Activities): Distributed safety education material by request to the public and through the Community Traffic Safety Teams and other ongoing efforts and events; assisted with development of bicycle & pedestrian safety education programs for adults and children throughout the CRTPA region, including bicycle safety classes; provided engineering and design standards to professionals involved in project development; worked with Leon County Schools and the Community Traffic Safety Team to identify improvements to conditions for bicycle & pedestrian issues.

(ENGINEERING Activities): Continued identification of opportunities for CRTPA staff to provide input into local planning efforts that would affect bicycle and pedestrian transportation, and worked with local government staff to provide input into those efforts; reviewed roadway designs

and site plans to provide suggestions on improving conditions for bicycle & pedestrian travel; coordinated with transit agencies to ensure and improve access to transit facilities/system; provided suggestions for code changes to enhance provision of bicycle & pedestrian facilities. (ENFORCEMENT Activities): Worked with law enforcement agencies and through Community Traffic Safety Team to identify priorities for enforcement related to pedestrians and bicyclists. (ENCOURAGEMENT Activities): Distributed maps and other information on bicycling and walking in the CRTPA area; assisted with planning, promotion and implementation of events that encourage bicycling and walking, such as Bike to Work Week and Commuter Choices Week.

## **METHODOLOGY (FY 2015)**

Bicycle and Pedestrian Master Plan Implementation: Continue working with state and local government staff and other appropriate agencies to develop and fund recommended programs, policies and projects within entire CRTPA area; continue distribution of Bicycle and Pedestrian Master Plan document to the public, governmental agencies, and community organizations; work with other jurisdictions to identify and begin programs, policies, and projects that are applicable to Master Plan implementation; continue representing the CRTPA in various local efforts related to transportation and bicycle and pedestrian issues in the CRTPA area; work with CRTPA local government agencies to coordinate development of data on bicycle & pedestrian facilities within their jurisdictions; work towards developing an update to the Master Plan (integrated with Regional Mobility Plan) to include the entire CRTPA area; continue development of Multimodal Advisory Committee. Work with Gadsden, and Wakulla Counties, in conjunction with the Long Range Transportation Plan to identify trails. Work with Wakulla County in the development of the Ochlocknee Trail and Capital to the Sea Loop Trail.

Comprehensive Programs (EDUCATION Activities): Continue developing programs as recommended in the adopted Bicycle & Pedestrian Master Plan, and expand those programs to the CRTPA Planning Area as appropriate; coordinate with CRTPA member local governments and other agencies on opportunities and needs related to improving bicycle and pedestrian mobility and safety; distribute safety education material by request to the public and through the Community Traffic Safety Teams and other ongoing efforts; assist with development of bicycle & pedestrian safety education programs for adults and children, such as bicycle safety rodeos and walking school bus groups with the Safe Ways to School Program; provide engineering and design standards to professionals involved in project development. (ENGINEERING Activities): Continue identification of opportunities for CRTPA staff to provide input into local planning efforts that would affect bicycle and pedestrian transportation, and work with local government staff to provide input into those efforts; participate in review of transportation project designs and provide assistance with development of bicycle and pedestrian facilities and inclusion of such considerations in ongoing projects; coordinate with transit agencies to ensure and improve access to transit facilities/system; provide suggestions for code changes to enhance provision of bicycle & pedestrian facilities. (ENFORCEMENT Activities): Coordinate with law enforcement agencies, universities, and CTST to identify priorities for enforcement related to pedestrians and bicyclists. (ENCOURAGEMENT Activities): Distribute maps and other information on bicycling and walking in the CRTPA area; assist with planning, promotion and implementation of events that encourage bicycling and walking, including Commuter Choices Week, and Safe Routes to School; continue work on development and distribution of an updated bicycle map for the City/County/Region. Work with local governments to achieve Bicycle Friendly Community Status.

## **METHODOLOGY (FY 2016)**

**Bicycle and Pedestrian Master Plan Implementation:** Continue working with state and local government staff and other appropriate agencies to develop and fund recommended programs, policies and projects within entire CRTPA area; continue distribution of Bicycle and Pedestrian Master Plan document to the public, governmental agencies, and community organizations; work with other jurisdictions to identify and begin programs, policies, and projects that are applicable to Master Plan implementation; continue representing the CRTPA in various local efforts related to transportation and bicycle and pedestrian issues in the CRTPA area; work with CRTPA local government agencies to coordinate development of data on bicycle & pedestrian facilities within their jurisdictions; work towards developing an update to the Master Plan (integrated with Regional Mobility Plan) to include the entire CRTPA area; continue development of Multimodal Advisory Committee.

**Comprehensive Programs (EDUCATION Activities):** Continue developing programs as recommended in the adopted Bicycle & Pedestrian Master Plan, and expand those programs to the CRTPA Planning Area as appropriate; coordinate with CRTPA member local governments and other agencies on opportunities and needs related to improving bicycle and pedestrian mobility and safety; distribute safety education material by request to the public and through the Community Traffic Safety Teams and other ongoing efforts; conduct and assist with development of bicycle & pedestrian safety education programs for adults and children, such as bicycle safety rodeos and walking school buses for the Safe Ways to School Program; provide engineering and design standards to professionals involved in project development. **(ENGINEERING Activities):** Continue identification of opportunities for CRTPA staff to provide input into local planning efforts that would affect bicycle and pedestrian transportation, and work with local government staff to provide input into those efforts; participate in review of transportation project designs and provide assistance with development of bicycle and pedestrian facilities and inclusion of such considerations in ongoing projects; coordinate with transit agencies to ensure and improve access to transit facilities/system; provide suggestions for code changes to enhance provision of bicycle & pedestrian facilities. **(ENFORCEMENT Activities):** Coordinate with law enforcement agencies, universities, and CTST to identify priorities for enforcement related to pedestrians and bicyclists. **(ENCOURAGEMENT Activities):** Distribute maps and other information on bicycling and walking in the CRTPA area; assist with planning, promotion and implementation of events that encourage bicycling and walking, including Commuter Choices Week, and Safe Routes to School; continue work on development and distribution of an updated bicycle map for the City/County/Region.

## **END PRODUCTS/COMPLETION DATES/MILESTONES (FYs 2015/2016)**

- Implementation of projects recommended in the adopted Master Plan through participation in PPL process.
- Implementation of programs recommended in the adopted Bicycle and Pedestrian Master Plan (ongoing).
- Continued consideration, representation and implementation of bicycle and pedestrian modes within the transportation planning process (ongoing)
- Continuation of education, encouragement, enforcement, and engineering activities. Including: training for professionals, CRTPA involvement in member government



process, education for citizens through participation in local media opportunities (ongoing).

- Work with Wakulla County on completion of Ochlocknee Trail and development of Capital to the Sea Trails. (FYs 2015/2016)
- Bicycle Friendly Community designation assistance for local governments with the CRTPA area.
- Regional Bicycle Advocacy Leadership group established for the Long Range Transportation Plan Update.
- Safe Routes to School Program established and incorporated into the Long Range Transportation Plan.

#### **OTHER INFORMATION**

The adopted Bicycle and Pedestrian Master Plan may be viewed on the CRTPA's website ([www.crtpa.org](http://www.crtpa.org)).



## SECTION 7: Systems Planning

UPWP Task Title: Transit Planning	UPWP Task Number: 7.2	
Agency Responsible: StarMetro (City of Tallahassee)	FY 2015	FY 2016
	Funding Source:	Funding Source:
	FTA 5307: \$130,000	FTA 5307: \$130,000
	Local Match (COT): -0- (matched with toll revenue credits)	Local Match (COT): -0- (matched with toll revenue credits)
		FTA5339: \$400,000

### TASK SCHEDULE

JUL   AUG   SEP   OCT   NOV   DEC   JAN   FEB   MAR   APR   MAY   JUN

### TASK PURPOSE

To consistently provide and continually improve effective, safe, and reliable public transit services to the residents of and visitors to Tallahassee region.

### PREVIOUS WORK (FYs 2013 and 2014)

StarMetro completed the following tasks:

#### Intelligent Transportation System:

StarMetro began to implement its Intelligent Transportation System (ITS). This application automates the steps associated with creating and managing our fixed-route schedules. In 2012, StarMetro will begin implementing Automated Vehicle Location Systems to provide location of all buses. Computers monitor buses for unusual or suspicious behaviors.

#### Route Restructuring:

StarMetro decentralized its bus system on July 11<sup>th</sup>, 2011 to better meet the growing needs of the community. Public meetings were held in preparation for these changes and volunteers assisted customers on their trips. Public meetings were also held following the route changes so StarMetro staff could understand the strengths and weaknesses of the new system and make needed adjustments throughout the year.

#### Shelter Installation

StarMetro installed 43 shelters in preparation for the decentralized system. These shelters are located at transfer locations and stops with high ridership.

#### Transit Accessibility

StarMetro coordinated with CRTPA, the City of Tallahassee, and other partners to enhance the accessibility of transit routes to pedestrians, bicyclists, and human services populations. Public Works has been charged with addressing the sidewalk needs meeting the new system route criterion. A total of over 100 needed sidewalk segments meeting this criterion were identified.

#### Replacement Buses:

StarMetro purchased 12 buses in 2010 and 5 buses in 2011. A grant was received by the United States Department of Transportation to purchase four zero emission, all-electric buses. These buses will arrive at StarMetro headquarters in the spring.

#### University Partnerships:

The development of Star Metro's partnerships with Florida State University, Florida Agricultural & Mechanical University and Tallahassee Community College continues to be one of StarMetro's biggest, non-Capital Project Achievements. StarMetro has developed solid relations with all three institutions and moved forward with improved services for the student population.

### **METHODOLOGY (FY 2015)**

StarMetro will use the recommendations from 2010 – 2020 Transit Development Plan and the 2035 Long Range Transportation Plan as well as internal initiatives to improve transit in the City of Tallahassee and the Tallahassee metropolitan statistical area. These activities are as follows:

#### Intelligent Transit System (ITS):

StarMetro will continue to implement its Intelligent Transportation System (ITS) this term. Automated Vehicle Location Systems will provide the location of all buses. Computers will monitor buses for unusual or suspicious detours or behaviors.

#### Remote Transfer Facilities:

StarMetro has land for the development of two remote transfer facilities (or, Multi-Modal Facilities). Park-and-ride facilities are also planned at distant sites.

#### University Partnerships:

StarMetro will continue one of the biggest, non-Capital Project achievements has been the development of StarMetro's partnerships with Florida State University, Florida Agricultural & Mechanical University and Tallahassee Community College. StarMetro will work with all three institutions to develop increased funding methods for improved service along University routes and fixed-route service.

#### Route Restructuring:

StarMetro will continue to improve the new decentralized route system to better meet the growing needs of the community. This will prevent route over-lapping, redundancy and inefficiency.

#### Electric Buses:

StarMetro received a grant from the United States Department of Transportation to purchase four zero emission, all-electric buses. The grant includes funding for the construction of a fast charging station. StarMetro will research modifications required for the garage to accommodate the new electric buses.

#### Alternatives Analysis:

StarMetro has been approved for an FTA 5339 Grant for an Alternatives Analysis (400,000). This analysis will study an arterial street undergoing higher-density, mixed-use redevelopment. The corridor runs along Tennessee Street/Mahan Drive between Capital Circle East and West, through

Florida State University, Tallahassee Community College and downtown. The project team will evaluate transit-supportive changes to city plans and codes as part of the work plan.

### **METHODOLOGY (FY 2016)**

StarMetro will use the recommendations from 2010 – 2020 Transit Development Plan and the 2035 Long Range Transportation Plan as well as internal initiatives to improve transit in the City of Tallahassee and the Tallahassee metropolitan statistical area. A high priority is to begin operating regional routes to surrounding counties.

#### **Regional Service**

Continue to cooperatively plan for and implement regional transit service with StarMetro's planning partners. StarMetro currently serves the city of Tallahassee and provides marketing and management support for Gadsden Express service to Quincy and Midway. There are plans for expanded public transportation in Leon, Gadsden, Jefferson, and Wakulla counties. As the largest provider in the region, StarMetro should be represented in efforts to plan and implement regional service.



## SECTION 7: Tallahassee Regional Airport (TLH) Master Plan

UPWP Task Title: AVIATION PLANNING	UPWP Task Number: 7.3	
Agency Responsible: TALLAHASSEE REGIONAL AIRPORT	FY 2015 Funding Source: COT - Aviation: \$30,000	FY 2016 Funding Source: COT - Aviation: \$250,000

### **TASK SCHEDULE**

JUL    AUG    SEP    OCT    NOV    DEC    JAN    FEB    MAR    APR    MAY    JUN

### **TASK PURPOSE**

Perform the Aviation Planning tasks for the Tallahassee Regional Airport (TLH) in a continued, coordinated and cooperative manner. Included within this task are activities associated with the Airport Master Plan and the Airport's Capital Improvement Program. The Airport's planning process includes identification of planning priorities and activities in coordinating with tenants, citizens, regulators, airlines, and federal, state, and local governmental agencies. This task defines aviation activities performed by the City of Tallahassee's Department of Aviation.

### **PREVIOUS WORK (FY 2013-2014)**

Updated the Capital Improvement Plan incorporating capital projects from the Airport Master Plan and the Strategic Terminal Master Plan. Provided an updated Capital Improvement Plan to the Federal Aviation Administration and the Florida Department of Transportation associated with the agencies Joint Aviation Capital Improvement Program (JACIP); maintained the Airport Layout Plan reflecting existing and future development as identified in the Airport Master Plan, Development of Regional Impact, and various capital improvement plans as required by the Federal Aviation Administration. Continued to serve as a member on the CRTPA Technical Advisory Committee and continued to meet with the FDOT Aviation Office to ensure that Florida's air transportation system remains intact through the Continuing Florida Aviation Systems Planning Process (CFASPP).

### **METHODOLOGY (FY 2015)**

Begin update of the Airport Master Plan to incorporate planning strategies associated with becoming an approved International Port of Entry. Terminal modernization, landside road improvements, consolidated rental car facility design and airport internal roadway access improvements are planned. Update and submit a projected 5-year JACIP to the FAA and the FDOT; continue to update the Airport Layout Plan, as needed; and continue participation in MPO, FAA System Plan, and CFASPP Process Committee.

### **METHODOLOGY (FY 2016)**

Finalize the Airport Master Plan update which incorporates planning strategies associated with becoming an approved International Port of Entry. Terminal modernization, landside road improvements, consolidated rental car facility design and airport internal roadway access

improvements are planned. Update and submit a projected 5-year JACIP to the FAA and the FDOT; continue to update the Airport Layout Plan, as needed; and continue participation in MPO, FAA System Plan, and CFASPP Process Committee.

**END PRODUCTS/COMPLETION DATES/MILESTONES (FYs 2015/2016)**

- Airport Master Plan Update
- Airport Capital Improvement Program
- Strategic Terminal Master Plan
- Commercial Economic Development Master Plan
- Joint Aviation Capital Improvement Program (JACIP)

**OTHER INFORMATION**

The Airport Master Plan, Strategic Terminal Master Plan and Commercial Economic Development Master Plan may be viewed on the following website:

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



## SECTION 7: Systems Planning

UPWP Task Title: Transportation Disadvantaged Planning	UPWP Task Number: 7.4	
Agency Responsible: CRTPA	FY 2015 Funding Source: FTA 5305D: \$2,000 FDOT 5305D Match: \$ 250 Local 530 Match: \$ 250 TD Trust Fund: \$86,000	FY 2016 Funding Source: FTA 5305D: \$2,000 FDOT 5305D Match: \$ 250 Local 530 Match: \$ 250 TD Trust Fund: \$86,000

### **TASK SCHEDULE**

JUL   AUG   SEP   OCT   NOV   DEC   JAN   FEB   MAR   APR   MAY   JUN

### **TASK PURPOSE**

Perform planning tasks associated with monitoring the transportation needs of the region's transportation disadvantaged consistent with Chapter 427, Florida Statutes ("Special Transportation and Communication Services"), Rule 41-2, Florida Administrative Rule ("Commission for The Transportation Disadvantaged").

### **PREVIOUS WORK (FYs 2013/2014)**

Provided support to the Leon County Transportation Disadvantaged Coordinating Board (TDCB) including monitoring and updating the Transportation Disadvantaged Service Plan (May, June, July) and assisted in annual Community Transportation Coordinator evaluation (November, December). Monitored and coordinated with the Gadsden and Wakulla Transportation Disadvantaged Coordinating Boards. Retained Starmetro as Community Transportation Coordinator for another 5-year cycle through gaining recommendations via agenda items to the CRTPA and the Commission for the Transportation Disadvantaged.

### **METHODOLOGY (FY 2015)**

Provided support to the Local Coordinating Boards (LCB) including monitoring and updating the Transportation Disadvantaged Service Plans (May, June, July) and assisted in annual Community Transportation Coordinator evaluation (November, December).

### **METHODOLOGY (FY 2016)**

Provide staff support for the Local Coordinating Boards in Gadsden, Jefferson, Leon, and Wakulla Counties. . Complete annual Community Transportation Coordinators evaluations, including Medicaid NET monitoring; update the Gadsden County, Jefferson County, Leon County and Wakulla County Transportation Disadvantaged Service Plan; develop passenger surveys; monitor legislative proposals; develop annual budget estimate and expense report; monitor Leon County Non-Sponsored Trip grant. Maintain contact with region's transportation disadvantaged coordinating



boards to ensure coordinated planning efforts that address the region's transportation disadvantaged travel needs.

#### **END PRODUCTS/COMPLETION DATES/MILESTONES (FY 2015)**

- Updated Gadsden County Transportation Disadvantaged Service Plan (Apr)
- Updated Jefferson County Transportation Disadvantaged Service Plan (Apr)
- Updated Leon County Transportation Disadvantaged Service Plan (Apr)
- Updated Wakulla County Transportation Disadvantaged Service Plan (Apr)
- Annual Gadsden CTC Evaluation (December)
- Annual Jefferson CTC Evaluation (November)
- Annual Leon CTC Evaluation (October)
- Annual Wakulla CTC Evaluation (November)
- Provide support to the Coordinating Boards in Gadsden, Jefferson, Leon and Wakulla Counties. (ongoing).
- Continue to administer the Leon County Transportation Disadvantaged Grant for Leon County. (ongoing)
- Hold annual Public Hearings and regular quarterly meetings in Gadsden, Jefferson, and Wakulla Counties in February, May, August and November.
- Hold annual Public hearing and regular quarterly meetings in Leon County in January, April, July, and October.
- Complete Annual Budget Estimates and Actual Expense Reports for all counties by statutory deadline.

#### **END PRODUCTS/COMPLETION DATES/MILESTONES (FY 2016)**

- Support for Regional Coordinating Board meetings (July, October, January, and April)
- Annual Evaluations for coordinators. (October)
- Approval of Regional Planning Agreement with the Florida Commission for the Transportation Disadvantaged. (July-August)
- Development of Regional Transportation Disadvantaged Service Plan (September through January)
- Annual Public Hearing (April)
- Complete Annual Budget Estimates and Actual Expense Reports for all counties by statutory deadline.
- Continue to administer the Leon County Transportation Disadvantaged Grant for Leon County. (ongoing)

#### **OTHER INFORMATION**

Information related to transportation disadvantaged planning, may be viewed on the CRTPA's website ([www.crtpa.org](http://www.crtpa.org)). Additional information may be found at the State of Florida Commission for the Transportation Disadvantaged Program website: [www.dot.state.fl.us/ctd](http://www.dot.state.fl.us/ctd).

## SECTION 7: Systems Planning

UPWP Task Title: Mobility Management	UPWP Task Number: 7.5	
Agency Responsible: CRTPA	FY 2015 Funding Source: FHWA PL: \$10,000 FTA 5305D: \$7,286 FDOT 5305D Match: \$911 Local 5305D Match: \$911	FY 2016 Funding Source: FHWA PL: \$10,000 FTA 5305D: \$9,286 FDOT 5305D Match: \$1,161 Local 5305D Match: \$1,161

### **TASK SCHEDULE**

JUL   AUG   SEP   OCT   NOV   DEC   JAN   FEB   MAR   APR   MAY   JUN

### **TASK PURPOSE**

Ensure optimization of the existing transportation system through agency participation, coordination and identification of system strategies and programs.

### **PREVIOUS WORK (FY 2013/2014)**

Mobility Management/Transportation System Management (TSM): The adopted CRTPA Mobility Management Plan (MMP) was used to identify potential projects for TSM study/priority project list inclusion (July, August); coordinated with CRTPA member governments and FDOT regarding TSM candidate project list; FY 13/17 and 14/18 TSM Project Priority List.

Community Traffic Safety Teams (CTSTs): Monitored and attended Gadsden County CTST, Leon County CTST and Wakulla CTST meetings; maintained regional CTST dialogue.

Commuter Services of North Florida (CSNF): Coordinated with CSNF through attendance of quarterly meetings, ongoing discussions and participation in Commuter Choices Week events (Commuter Choices Events in September).

### **METHODOLOGY (FY 2015)**

Mobility Management/TSM: Continue using the CRTPA Mobility Management Plan (MMP); monitor/review MMP for potential project implementation including addition to TSM priority project list inclusion; coordinate with CRTPA member governments and FDOT regarding TSM candidate project list process and potential project additions. Ensure CRTPA familiarity with TSM process and purpose.

Community Traffic Safety Teams (CTSTs): Attend and monitor Gadsden County, Leon County and Wakulla County CTST's; work towards increasing CRTPA presence at area CTSTs; encourage a regional approach towards addressing safety issues; encourage CTST familiarity with CRTPA coordinative role in regional transportation issues.

Commuter Services of North Florida (CSNF): Coordinate with CSNF to identify opportunities to encourage carpooling, transit, vanpooling, bicycling, telecommuting and flexible work hours to



maximize the region's transportation system; continue to attend and participate at CSNF quarterly meetings, participate in Commuter Choices Week events and other public events.

### **METHODOLOGY (FY 2016)**

Mobility Management/TSM: Continue using the CRTPA Mobility Management Plan (MMP); monitor/review MMP for potential project implementation including addition to TSM priority project list inclusion; coordinate with CRTPA member governments and FDOT regarding TSM candidate project list process and potential project additions. Ensure CRTPA familiarity with TSM process and purpose.

Community Traffic Safety Teams (CTSTs): Attend and monitor Gadsden County, Leon County, Jefferson County and Wakulla County CTST's; work towards increasing CRTPA presence at area CTSTs; encourage a regional approach towards addressing safety issues; encourage CTST familiarity with CRTPA coordinative role in regional transportation issues.

Commuter Services of North Florida (CSNF): Coordinate with CSNF to identify opportunities to encourage carpooling, transit, vanpooling, bicycling, telecommuting and flexible work hours to maximize the region's transportation system; continue to attend and participate at CSNF quarterly meetings, participate in Commuter Choices Week events and other public events.

### **END PRODUCTS/COMPLETION DATES/MILESTONES (FYs 2015/2016)**

- FY 15/19 and FY 16/20 TSM Priority Project List (Mar, Jun)
- CTST regional perspective (ongoing)
- Promotion of alternative transportation choices and opportunities (Milestone: Commuter Choices Week – Sep)
- CRTPA Mobility Management Process (Mar)

### **OTHER INFORMATION**

The adopted CRTPA TSM Project Priority List can be viewed on the CRTPA's website ([www.crtpa.org](http://www.crtpa.org)). Additionally, links to Commuter Services of North Florida and StarMetro are also provided on the CRTPA's website.

# **SECTION 8**

## **Regional Planning and CRTPA Coordination**

## SECTION 8: Regional Planning and CRTPA Coordination

UPWP Task Title: CRTPA Coordination	UPWP Task Number: 8.1	
Agency Responsible: CRTPA	FY 2015 Funding Source: FHWA PL: \$110,000 FTA 5305D: \$20,895 FDOT 5305D Match: \$2,612 Local 5305D Match: \$2,612	FY 2016 Funding Source: FHWA PL: \$110,000 FTA 5305D: \$30,000 FDOT 5305D Match: \$3,750 Local 5305D Match: \$3,750

### **TASK SCHEDULE**

JUL    AUG    SEP    OCT    NOV    DEC    JAN    FEB    MAR    APR    MAY    JUN

### **TASK PURPOSE**

Ensure a coordinated approach to the region's transportation planning issues through ongoing local, regional, state and federal agency coordination.

### **PREVIOUS WORK (FY 2013/2014)**

Interagency Coordination: Coordinated with local, regional, state and federal agencies related to transportation issues including: Blueprint 2000, Jefferson, Leon, Gadsden, and Wakulla County, and the municipalities in the region, Florida Department of Transportation, Florida Department of Community Affairs, Federal Highway Administration, Federal Transit Administration, Commuter Services of North Florida, StarMetro, Tallahassee Regional Airport, School Boards, Apalachee Regional Planning Council, Northwest Florida Transportation Corridor Authority, the region's Economic Development Councils Florida State University, Florida A&M University, and Tallahassee Community College. Such efforts have included plan, project and policy review, legislative program review, participation on committees/boards/workgroups, transportation grant funding coordination, multimodal planning and other activities related to inter-jurisdictional transportation issues related to the metropolitan planning process and requirements (1<sup>st</sup> – 4<sup>th</sup> Quarter). Drafted Interlocal Agreement for the addition of Jefferson County, the remainder of Gadsden County, the remainder of Wakulla County, and any of their municipalities.

Efficient Transportation Decision Making (ETDM): Monitored and coordinated with FDOT and consultant regarding upcoming ETDM requirements associated with Regional Master Plan/ LRTP development (September); input Year 2035 LRTP ETDM eligible projects into Planning Screen (purpose and needs statements); reviewed and summarized comments received from Environmental Technical Advisory Team (ETAT) as needed.

## **METHODOLOGY (FY 2015)**

**Interagency Coordination:** Increase interagency coordination with local, regional, state and federal agencies and actively engage them in transportation issues including: Blueprint 2000, Jefferson, Leon, Gadsden, and Wakulla County, and the municipalities in the region, Florida Department of Transportation, Florida Department of Community Affairs, Federal Highway Administration, Federal Transit Administration, Commuter Services of North Florida, StarMetro, Tallahassee Regional Airport, School Boards, Apalachee Regional Planning Council, Northwest Florida Transportation Corridor Authority, the region's Economic Development Councils Florida State University, Florida A&M University, and Tallahassee Community College. . In addition to attended City/County Commission meetings of all member governments, efforts will include plan, project and policy review, participation on committees/boards/workgroups, legislative program review to ensure CRTPA compliance with state and federal requirements (including recent MAP-21 requirements related to the LRTP, RMP, TIP, TMA certification and other issues), transportation grant funding coordination and other activities related to inter-jurisdictional transportation issues. A focus on multimodal issues to address regional mobility will continue.

**Efficient Transportation Decision Making (ETDM):** CRTPA ETDM projects will continue to be monitored and advanced; ETDM eligible projects will continue to be input (purpose and needs statements); ongoing coordination efforts with FDOT and ETDM review agencies will continue; identified ETDM project comments will be monitored and coordinated with FDOT and consultant regarding ongoing ETDM requirements associated with Year 2040 RMP LRTP development; input Year 2035 LRTP ETDM eligible projects into Planning Screen; comments received from Environmental Technical Advisory Team (ETAT) will continue to be reviewed and summarized.

**Monitoring Air Quality** The CRTPA will continue to monitor air quality information as it becomes available should non-attainment status be reached in the region.

## **METHODOLOGY (FY 2016)**

**Interagency Coordination:** Increase interagency coordination with local, regional, state and federal agencies and actively engage them in transportation issues including: Blueprint 2000, Jefferson, Leon, Gadsden, and Wakulla County, and the municipalities in the region, Florida Department of Transportation, Florida Department of Community Affairs, Federal Highway Administration, Federal Transit Administration, Commuter Services of North Florida, StarMetro, Tallahassee Regional Airport, School Boards, Apalachee Regional Planning Council, Northwest Florida Transportation Corridor Authority, the region's Economic Development Councils, Florida State University, Florida A&M University, and Tallahassee Community College. In addition to attended City/County Commission meetings of all member governments, efforts will include plan, project and policy review, participation on committees/boards/workgroups, legislative program review to ensure CRTPA compliance with state and federal requirements (including recent MAP-21 requirements related to the LRTP, RMP, TIP, TMA certification and other issues), transportation grant funding coordination and other activities related to inter-jurisdictional transportation issues. A focus on multimodal issues to address regional mobility will continue.

**Efficient Transportation Decision Making (ETDM):** CRTPA ETDM projects will continue to be monitored and advanced; ETDM eligible projects will continue to be input (purpose and needs statements); ongoing coordination efforts with FDOT and ETDM review agencies will continue; identified ETDM project comments will be monitored and coordinated with FDOT and consultant regarding ongoing ETDM requirements associated with Year 2040 LRTP development; input Year 2040 LRTP ETDM eligible projects into Planning Screen; comments received from Environmental Technical Advisory Team (ETAT) will continue to be reviewed and summarized.



Monitoring Air Quality The CRTPA will continue to monitor air quality information as it becomes available should non-attainment status be reached in the region.

**END PRODUCTS/COMPLETION DATES/MILESTONES (FYs 2015/2016)**

- Provision of a coordinated regional transportation perspective (ongoing).
- CRTPA review and comments on legislative proposals as related to transportation issues (Mar, Jun).
- CRTPA compliance with ETDM requirements (as needed).
- Stronger relationship with StarMetro as the public transportation provider. (ongoing)
- Increased outreach to member governments and coordination with their local issues.
- Increased involvement with local transportation issues affecting system roads and transportation network.
- Monitoring of air quality attainment issues.
- Stronger relationship with regional economic development councils
- Provide technical assistance and coordination with local governments in development of a cohesive regional transportation system.

# **SECTION 9**

## **Other Planning Projects**

## SECTION 9: Other Planning Projects

UPWP Task Title: Corridor Analysis	UPWP Task Number: 9.1	
Agency Responsible: CRTPA	FY 2015 Funding Source: FHWA PL Funds: \$20,000	FY 2016 Funding Source: FHWA PL Funds: \$20,000

### TASK SCHEDULE

JUL    AUG    SEP    OCT    NOV    DEC    JAN    FEB    MAR    APR    MAY    JUN

### TASK PURPOSE

Participate in corridor studies through coordinative and management efforts as may be required by the MPO process.

### PREVIOUS WORK (FY 2013/2014)

CRTPA participated in coordination and monitoring of the following projects:

- Welaunee Boulevard and Interstate 10 Interchange: The project has been ongoing for several years with the initiation of the Interstate 10 Master Plan Update. The CRTPA was involved with an initial transportation distribution study to update SE data to incorporate the project into the Interstate 10 Master Plan and subsequent Interchange Re-evaluation. Additionally, the City of Tallahassee initiated a study to evaluate the impacts of the Welaunee Plantation on the transportation system and the potential to incorporate the interchange into the plan.
- Crawfordville Road (US 319, Wakulla Springs Road to US 98) Re-Evaluation: The Study being completed to address transportation issues related to the growth of Wakulla County and the opportunities available to relieve congestion along the corridor.
- Woodville Highway (Capital Circle, SE to Paul Russell Road) PD&E and Design: The PD&E Study was complete in FY 13/14, and has transitioned into Design for a four lane section and one-way loop.
- 6<sup>th</sup> Avenue Sidewalks (Tallahassee – Monroe Street to Gadsden Street): The CRTPA worked with the City of Tallahassee to construct sidewalks on 6<sup>th</sup> Avenue (Monroe Street to Gadsden Street) and along Gadsden Street (6<sup>th</sup> Avenue to Ingleside Avenue).
- Lafayette Street Sidewalks (Cascades Park to Winchester Lane): CRTPA staff worked with the City of Tallahassee and Leon County to re-construct and construct sidewalks along the corridor in conjunction with drainage and streetscaping projects.

- Florida Arts Trail (Main Street - US 27 to Downtown Quincy): The CRTPA is coordinating with Gadsden County to develop the trail along with the introduction of a wide-shoulder to be constructed as a component of a current resurfacing project scheduled for FY 14/15.
- Ochlockonee Bay Trail (Mashes Sands to Sopchoppy): CRTPA coordinated with Wakulla County and the FDOT to complete several phases of the project and fund the last segment on US 319 from Surf Road to Rose Street in Sopchoppy.
- Capital City to the Sea Trails: Staff initiated a Master Plan March 2013 that was completed in March 2014 to develop a trail system that strengthens the linkage between Leon County and Wakulla County. The initial PD&E kicked-off in March 2014 with an estimated completion date of March 2015.

#### **METHODOLOGY (FY 2015)**

CRTPA will continue coordination efforts with FDOT, BP2000, consultants and CRTPA member governments related to corridor studies within the CRTPA region. Coordination efforts include participation in public meetings, agency working groups, consultant selection, provision of information to CRTPA and other activities as required by the MPO process.

The CRTPA will continue to participate in the region's corridor studies during FY 15

#### **METHODOLOGY (FY 2016)**

CRTPA will continue coordination efforts with FDOT, BP2000, consultants and CRTPA member governments related to corridor studies within the CRTPA region. Coordination efforts include participation in public meetings, agency working groups, consultant selection, provision of information to CRTPA and other activities as required by the MPO process.

The CRTPA will continue to participate in the region's corridor studies during FY 16

#### **END PRODUCTS/COMPLETION DATES/MILESTONES (FYs 2015/2016)**

- CRTPA participation and input on corridor studies (Sep, Dec, Mar, Jun). Project advancement/completion/milestones as detailed in Methodology (ongoing).



## SECTION 9: Other Planning Projects

UPWP Task Title: Special Transportation Planning Projects	UPWP Task Number: 9.2	
Agency Responsible: CRTPA	FY 2015 Funding Source: FHWA PL : \$10,000	FY 2016 Funding Source: FHWA PL: \$10,000

### **TASK SCHEDULE**

JUL   AUG   SEP   OCT   NOV   DEC   JAN   FEB   MAR   APR   MAY   JUN

### **TASK PURPOSE**

Identify and participate in special transportation planning studies and projects.

### **PREVIOUS WORK (FY 2013/2014)**

Quincy By-Pass Project: Provided technical assistance and coordination with the Florida Department of Transportation for a State Road 12 Bypass in Gadsden County. The road is currently under construction. When completed it will connect State Road 12 with US 90, alleviating the need for large trucks to navigate through the narrow streets and historic neighborhoods of Quincy.

Tallahassee-Leon County Corridor Management Program: coordinated and provided technical assistance to Tallahassee-Leon County Planning Department associated with this corridor management initiative including review of draft documents (1<sup>st</sup> – 4<sup>th</sup> Quarter).

Sustainability Calculator – late in 2012 a scope was written and contract signed with a general consultant to work on this very important element of the Regional Master Plan. The project was completed during this period

### **METHODOLOGY (FY 2015)**

CRTPA Member Government Corridor Management/Tallahassee-Leon County Corridor Management Program: Coordinate and provide technical assistance to CRTPA member governments regarding issues related to corridor management including access management and future right-of-way preservation.

Development and Support of Additional Studies: Develop additional studies as may be identified in coordination with FDOT, FHWA and FTA.

## **METHODOLOGY (FY 2016)**

CRTPA Member Government Corridor Management/Tallahassee-Leon County Corridor Management Program: Coordinate and provide technical assistance to CRTPA member governments regarding issues related to corridor management including access management and future right-of-way preservation.

Development and Support of Additional Studies: Develop additional studies as may be identified in coordination with FDOT, FHWA and FTA.

## **END PRODUCTS/COMPLETION DATES/MILESTONES (FYs 2015/2016)**

- Enhanced awareness of corridor management importance for the region's major corridors (Sep, Dec, Mar, June).

## **OTHER INFORMATION**

Information regarding the Special Projects are available on the CRTPA's website, when applicable. ([www.crtpa.org](http://www.crtpa.org)).



## **IV.**

# **UPWP AGENCY PARTICIPATION AND PROPOSED FUNDING SOURCES FOR FISCAL YEARS 2015/2016**

**Table 1.1 FY 2015 Proposed Agency Participation**

**Table 1.2 FY 2016 Proposed Agency Participation**

**Table 2.1 FY 2015 Proposed Funding**

**Table 2.2 FY 2016 Proposed Funding**

(tables provided in separate file)



**Table 1.1 Proposed Agency Participation FY 2015**

TASK NUMBER/TITLE	CAPITAL REGION TRANSPORTATION PLANNING AGENCY COST	STARMETRO COST	CITY TRAFFIC ENGINEERING COST	CITY OF TALLAHASSEE AVIATION COST	LEON COUNTY PUBLIC WORKS COST	TOTAL PROGRAM COST
<b>1 ADMINISTRATION</b>						
1.1 Transportation Planning Mgmt.	\$159,500					\$159,500
1.2 CRTPA Certification	\$5,000					\$5,000
1.3 Capital Outlay	\$10,000					\$10,000
1.4 Funding Administration	\$20,000					\$20,000
1.7 Professional Services	\$72,000					\$72,000
<b>2. DATA COLLECTION AND DISTRIBUTION</b>						
2.1 Data Collection and Distribution	\$10,000		\$171,000		\$10,000	\$191,000
<b>3. UNIFIED PLANNING WORK PROGRAM (UPWP)</b>						
3.1 UPWP Development	\$36,750					\$36,750
<b>4. TRANSPORTATION IMPROVEMENT PROGRAM (TIP)</b>						
4.1 TIP Development	\$83,750					\$83,750
<b>5. LONG RANGE TRANSPORTATION PLAN (LRTP)</b>						
5.1 LRTP Development	\$48,750				\$145,719	\$194,469
<b>6. PUBLIC INVOLVEMENT</b>						
6.1 Public Involvement	\$63,750					\$63,750
<b>7. SYSTEMS PLANNING</b>						
7.1 Bicycle and Pedestrian Planning	\$45,000					\$45,000
7.2 Transit Planning		\$130,000				\$130,000
7.3 Aviation Planning				\$30,000		\$30,000
7.4 Transportation Disadvantaged	\$88,500					\$88,500
7.5 Mobility Management	\$22,608					\$22,608
<b>8. CRTPA COORDINATION</b>						
8.1 CRTPA Coordination	\$136,119					\$136,119
<b>9. OTHER PLANNING PROJECTS</b>						
9.1 Corridor Analysis	\$20,000					\$20,000
9.2 Special Transportation Planning	\$10,000					\$10,000
<b>TOTALS</b>	<b>\$831,727</b>	<b>\$130,000</b>	<b>\$171,000</b>	<b>\$30,000</b>	<b>\$155,719</b>	<b>\$1,318,446</b>

**Table 1.2 Proposed Agency Participation FY 2016**

TASK NUMBER/TITLE	CAPITAL REGION TRANSPORTATION PLANNING AGENCY COST	STARMETRO COST	CITY TRAFFIC ENGINEERING COST	CITY OF TALLAHASSEE AVIATION COST	LEON COUNTY PUBLIC WORKS COST	TOTAL PROGRAM COST
<b>1 ADMINISTRATION</b>						
1.1 Transportation Planning Mgmt.	\$135,000					\$135,000
1.2 CRTPA Certification	\$5,000					\$5,000
1.3 Capital Outlay	\$10,000					\$10,000
1.4 Funding Administration	\$20,000					\$20,000
1.7 Professional Services	\$72,000					\$72,000
<b>2. DATA COLLECTION AND DISTRIBUTION</b>						
2.1 Data Collection and Distribution	\$10,000		\$171,000		\$45,000	\$226,000
<b>3. UNIFIED PLANNING WORK PROGRAM (UPWP)</b>						
3.1 UPWP Development	\$49,250					\$49,250
<b>4. TRANSPORTATION IMPROVEMENT PROGRAM (TIP)</b>						
4.1 TIP Development	\$90,000					\$90,000
<b>5. LONG RANGE TRANSPORTATION PLAN (LRTP)</b>						
5.1 LRTP Development	\$67,500					\$1,040,408
<b>6. PUBLIC INVOLVEMENT</b>						
6.1 Public Involvement	\$70,000					\$70,000
<b>7. SYSTEMS PLANNING</b>						
7.1 Bicycle and Pedestrian Planning	\$45,000				\$210,000	\$255,000
7.2 Transit Planning		\$530,000				\$530,000
7.3 Aviation Planning				\$170,000		\$170,000
7.4 Transportation Disadvantaged	\$88,500					\$88,500
7.5 Mobility Management	\$22,608					\$22,608
<b>8. CRTPA COORDINATION</b>						
8.1 CRTPA Coordination	\$147,500					\$147,500
<b>9. OTHER PLANNING PROJECTS</b>						
9.1 Corridor Analysis	\$20,000					\$20,000
9.2 Special Transportation Planning	\$10,000					\$10,000
<b>TOTALS</b>	<b>\$862,358</b>	<b>\$530,000</b>	<b>\$171,000</b>	<b>\$170,000</b>	<b>\$255,000</b>	<b>\$2,961,266</b>



TABLE 2.1: FY 2015 Proposed Funding Capital Region Transportation Study

TASK NUMBER/ PROJECT TITLE	AGENCY	FHWA SEC. 112 (PL) (2)	FTA SEC. 5303 80%	LOCAL MATCH 10%	STATE MATCH FDOT 10%	TOTAL FTA SEC 5305D	FTA SEC. 5307	LOCAL MATCH (COT)	TOTAL FTA SEC. 5307	TD TRUST FUND 100%	LOCAL OR OTHER 100%	TOTAL FEDERAL (FHWA, FTA)	TOTAL STATE	TOTAL LOCAL	GRAND TOTAL
<b>1. ADMINISTRATION</b>															
1.1 Transportation Planning Management	CRTPA	\$122,000	\$20,000	\$2,500	\$2,500	\$ 37,500									\$159,500
1.2 CRTPA Certification	CRTPA	\$5,000													\$5,000
1.3 Capital Outlay	CRTPA	\$10,000													\$10,000
1.4 Funding Administration	CRTPA	\$20,000													\$20,000
1.5 FDOT Assistance for PL funds (1)	FDOT												\$ 145,719		\$145,719
1.6 FDOT Match for 530 funds	FDOT														\$0
1.7 Professional Services	CRTPA	\$72,000													\$72,000
<b>TOTAL Administration</b>		<b>\$229,000</b>	<b>\$20,000</b>	<b>\$2,500</b>	<b>\$2,500</b>	<b>\$25,000</b>						<b>\$249,000</b>	<b>\$145,719</b>	<b>\$2,500</b>	<b>\$412,219</b>
<b>2. DATA COLLECTION AND DISTRIBUTION</b>															
2.1 Data Collection and Distribution	CRTPA	\$10,000					\$10,000					\$20,000			\$10,000
	COT-TE										\$171,000			\$171,000	\$171,000
	LC-PW										\$45,000			\$45,000	\$45,000
<b>TOTAL Data Collection and Distribution</b>		<b>\$10,000</b>									<b>\$216,000</b>	<b>\$10,000</b>		<b>\$216,000</b>	<b>\$226,000</b>
<b>3. UNIFIED PLANNING WORK PROGRAM (UPWP)</b>															
3.1 UPWP Development	CRTPA	\$18,000	\$15,000	\$1,875	\$1,875	\$18,750						\$33,000	\$1,875	\$1,875	\$36,750
<b>4. TRANSPORTATION IMPROVEMENT PROGRAM (TIP)</b>															
4.1 TIP Development	CRTPA	\$40,000	\$35,000	\$4,375	\$4,375	\$43,750						\$75,000	\$4,375	\$4,375	\$83,750
<b>5. YEAR 2030 LONG RANGE TRANSPORTATION PLAN (LRTP)</b>															
5.1 LRTP Development	CRTPA	\$30,000	\$15,000	\$1,875	\$1,875	\$18,750						\$45,000	\$1,875	\$1,875	\$48,750
see also Task 1.5	FDOT														\$0
<b>6. PUBLIC INVOLVEMENT</b>															
6.1 Public Involvement	CRTPA	\$45,000	\$15,000	\$1,875	\$1,875	\$18,750						\$60,000	\$1,875	\$1,875	\$63,750
<b>7. SYSTEMS PLANNING</b>															
7.1 Bicycle / Pedestrian Planning	CRTPA	\$45,000													\$45,000
7.2 Transit Planning	COT-SM						\$130,000		\$130,000						\$130,000
7.3 Aviation Planning	COT-AD										\$30,000				\$30,000
7.4 Transportation Disadvantaged	CRTPA		\$2,000	\$250	\$250	\$2,500				\$86,000					\$88,500
7.5 Mobility Management	CRTPA	\$10,000	\$7,286	\$911	\$911	\$9,108									\$22,608
<b>TOTAL Systems Planning</b>		<b>\$55,000</b>	<b>\$9,286</b>	<b>\$1,161</b>	<b>\$1,161</b>	<b>\$11,608</b>	<b>\$130,000</b>	<b>\$0</b>	<b>\$130,000</b>	<b>\$86,000</b>	<b>\$30,000</b>	<b>\$194,286</b>	<b>\$87,161</b>	<b>\$31,161</b>	<b>\$316,108</b>
<b>8. CRTPA COORDINATION</b>															
8.1 CRTPA Coordination	CRTPA	\$110,000	\$20,895	\$2,612	\$2,612	\$26,119						\$130,895	\$2,612	\$2,612	\$136,119
<b>9. OTHER PLANNING PROJECTS</b>															
9.1 Corridor Analysis	CRTPA	\$20,000													\$20,000
9.2 Special Transportation Projects	CRTPA	\$10,000													\$10,000
<b>TOTAL Other Planning Projects</b>		<b>\$30,000</b>										<b>\$30,000</b>			<b>\$30,000</b>
<b>GRAND TOTAL</b>		<b>\$567,000</b>	<b>\$130,181</b>	<b>\$16,273</b>	<b>\$16,273</b>	<b>\$162,726</b>	<b>\$130,000</b>	<b>\$0</b>	<b>\$130,000</b>	<b>\$86,000</b>	<b>\$246,000</b>	<b>\$827,181</b>	<b>\$391,211</b>	<b>\$262,273</b>	<b>\$1,353,446</b>

Key to abbreviations: CRTPA = Capital Region Transportation Planning Agency FHWA = Federal Highway Administration TD = Commission for the Transportation Disadvantaged  
 (1) HP funds COT-TE = City of Tallahassee Traffic Engineering FTA = Federal Transit Administration LC-PW = Leon County Public Works  
 (2) FDOT soft match included COT-AD = City of Tallahassee Aviation Department COT-SM = City of Tallahassee StarMetro



**TABLE 2.2: FY 2016 Proposed Funding Capital Region Transportation Study**

TASK NUMBER/ PROJECT TITLE	AGENCY	FHWA SEC. 112 (PL) (2)	FTA SEC. 5303 80%	LOCAL MATCH 10%	STATE MATCH FDOT 10%	TOTAL FTA SEC 5303	FTA SEC. 5307	LOCAL MATCH (COT)	TOTAL FTA SEC. 5307	TD TRUST FUND 100%	LOCAL OR OTHER 100%	TOTAL FEDERAL (FHWA, FTA)	TOTAL STATE	TOTAL LOCAL	GRAND TOTAL
<b>1. ADMINISTRATION</b>															
1.1 Transportation Planning Management	CRTPA	\$110,000	\$20,000	\$2,500	\$2,500										\$135,000
1.2 CRTPA Certification	CRTPA	\$5,000													\$5,000
1.3 Capital Outlay	CRTPA	\$10,000													\$10,000
1.4 Funding Administration	CRTPA	\$20,000													\$20,000
1.5 FDOT Assistance for PL funds (1)	FDOT												\$ 145,719		\$145,719
1.6 FDOT Match for 530 funds	FDOT														\$0
1.7 Professional Services	CRTPA	\$72,000													\$72,000
<b>TOTAL Administration</b>		<b>\$217,000</b>	<b>\$20,000</b>	<b>\$2,500</b>	<b>\$2,500</b>	<b>\$25,000</b>						<b>\$237,000</b>	<b>\$145,719</b>	<b>\$2,500</b>	<b>\$387,719</b>
<b>2. DATA COLLECTION AND DISTRIBUTION</b>															
2.1 Data Collection and Distribution	CRTPA	\$10,000													\$10,000
	COT-TE													\$171,000	\$171,000
	LC-PW										\$45,000				\$45,000
<b>TOTAL Data Collection and Distribution</b>		<b>\$10,000</b>									<b>\$45,000</b>	<b>\$10,000</b>		<b>\$171,000</b>	<b>\$226,000</b>
<b>3. UNIFIED PLANNING WORK PROGRAM (UPWP)</b>															
3.1 UPWP Development	CRTPA	\$18,000	\$25,000	\$3,125	\$3,125	\$31,250						\$43,000	\$3,125	\$3,125	\$49,250
<b>4. TRANSPORTATION IMPROVEMENT PROGRAM (TIP)</b>															
4.1 TIP Development	CRTPA	\$40,000	\$40,000	\$5,000	\$5,000	\$50,000						\$80,000	\$5,000	\$5,000	\$90,000
<b>5. YEAR 2030 LONG RANGE TRANSPORTATION PLAN (LRTP)</b>															
5.1 LRTP Development	CRTPA	\$30,000	\$30,000	\$3,750	\$3,750	\$37,500						\$60,000	\$3,750	\$3,750	\$67,500
see also Task 1.5	FDOT											\$972,908			\$972,908
<b>6. PUBLIC INVOLVEMENT</b>															
6.1 Public Involvement	CRTPA	\$45,000	\$20,000	\$2,500	\$2,500	\$25,000						\$65,000	\$2,500	\$2,500	\$70,000
<b>7. SYSTEMS PLANNING</b>															
7.1 Bicycle / Pedestrian Planning	CRTPA	\$45,000										\$ 210,000.00			\$255,000
7.2 Transit Planning	COT-SM						\$530,000								\$530,000
7.3 Aviation Planning	COT-AD										\$170,000				\$170,000
7.4 Transportation Disadvantaged	CRTPA		\$2,000	\$250	\$250	\$2,500				\$86,000					\$88,500
7.5 Mobility Management	CRTPA	\$10,000	\$9,286	\$1,161	\$1,161	\$11,608						\$ 22,608			\$22,608
<b>TOTAL Systems Planning</b>		<b>\$55,000</b>	<b>\$11,286</b>	<b>\$1,411</b>	<b>\$1,411</b>	<b>\$14,108</b>	<b>\$530,000</b>	<b>\$0</b>	<b>\$530,000</b>	<b>\$86,000</b>	<b>\$170,000</b>	<b>\$ 232,608.00</b>	<b>\$87,411</b>	<b>\$171,411</b>	<b>\$1,066,108</b>
<b>8. CRTPA COORDINATION</b>															
8.1 CRTPA Coordination	CRTPA	\$110,000	\$30,000	\$3,750	\$3,750	\$37,500						\$140,000	\$3,750	\$3,750	\$147,500
<b>9. OTHER PLANNING PROJECTS</b>															
9.1 Corridor Analysis	CRTPA	\$20,000													\$20,000
9.2 Special Transportation Projects	CRTPA	\$10,000													\$10,000
<b>TOTAL Other Planning Projects</b>		<b>\$30,000</b>										<b>\$30,000</b>			<b>\$30,000</b>
<b>GRAND TOTAL</b>		<b>\$555,000</b>	<b>\$176,286</b>	<b>\$22,036</b>	<b>\$22,036</b>	<b>\$220,358</b>	<b>\$530,000</b>	<b>\$0</b>	<b>\$530,000</b>	<b>\$86,000</b>	<b>\$215,000</b>	<b>\$897,608</b>	<b>\$251,255</b>	<b>\$363,036</b>	<b>\$3,106,985</b>

Key to abbreviations

CRTPA = Capital Region Transportation Planning Agency

FHWA = Federal Highway Administration

TD = Commission for the Transportation Disadvantaged

(1) HP funds

COT-TE = City of Tallahassee Traffic Engineering

FTA = Federal Transit Administration

LC-PW = Leon County Public Works

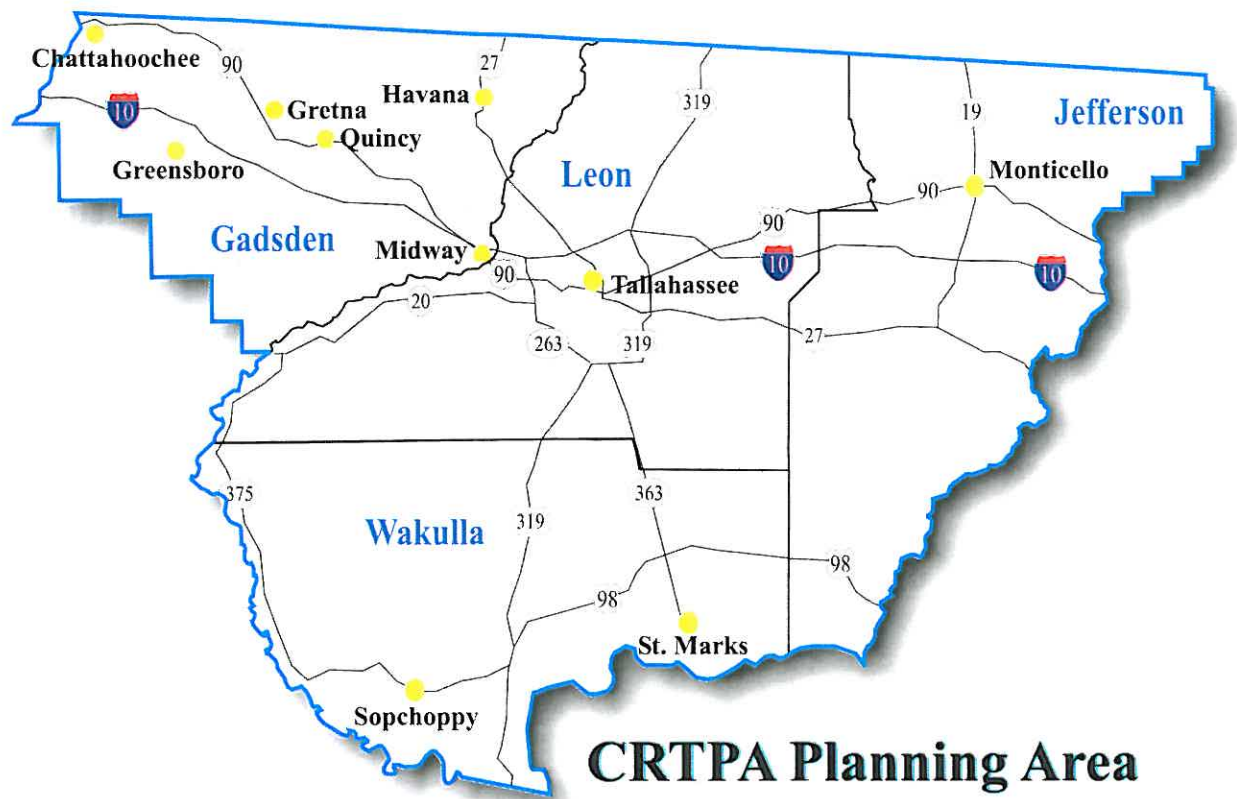
(2) FDOT soft match included

COT-AD = City of Tallahassee Aviation Department

COT-SM = City of Tallahassee StarMetro

## **APPENDIX**

**Non-Discrimination Title VI Policy Statement  
Lobbying Certification  
Debarment and Suspension Certification  
Application for Federal Assistance and Assurances  
Responses to Review Comments**  
Provided at Final Draft



## DISADVANTAGED BUSINESS ENTERPRISE UTILIZATION

It is the policy of the Capital Region Transportation Planning Agency (CRTPA) 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 CRTPA, 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 CRTPA in a non-discriminatory environment.

The CRTPA 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.

  
\_\_\_\_\_  
Randy Merritt, Chair  
CRTPA

3/11/14  
\_\_\_\_\_  
Date



## TITLE VI/ NONDISCRIMINATION POLICY STATEMENT

The Capital Region Transportation Planning Agency (CRTPA) assures the Florida Department of Transportation that no person shall on the basis of race, color, national origin, sex, age, disability, family or religious status, as provided by Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987 and the Florida Civil Rights Act of 1992 be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination or retaliation under any program or activity.

The CRTPA further agrees to the following responsibilities with respect to its programs and activities:

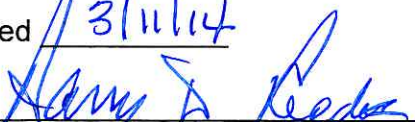
1. Designate a Title VI Liaison that has a responsible position within the organization and access to the Recipient's Chief Executive Officer.
2. Issue a policy statement signed by the Chief Executive Officer, which expresses its commitment to the nondiscrimination provisions of Title VI. The policy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

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

Dated

3/11/14

by



Harry. D Reed, III AICP  
Executive Director



## APPENDIX A

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

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

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

## FTA FISCAL YEAR 2014 CERTIFICATIONS AND ASSURANCES

### FEDERAL FISCAL YEAR 2014 FTA CERTIFICATIONS AND ASSURANCES SIGNATURE PAGE (Required of all Applicants for FTA funding and all FTA Grantees with an active Capital or Formula Project)

#### AFFIRMATION OF APPLICANT

Name of the Applicant: \_\_\_\_\_

Name and Relationship of the Authorized Representative: \_\_\_\_\_

BY SIGNING BELOW, on behalf of the Applicant, I declare that it has duly authorized me to make these Certifications and Assurances and bind its compliance. Thus, it agrees to comply with all Federal statutes and regulations, and follow applicable Federal guidance, and comply with the Certifications and Assurances as indicated on the foregoing page applicable to each application its Authorized Representative makes to the Federal Transit Administration (FTA) in Federal Fiscal Year 2014, irrespective of whether the individual that acted on his or her Applicant's behalf continues to represent it.

FTA intends that the Certifications and Assurances the Applicant selects on the other side of this document should apply to each Project for which it seeks now, or may later seek FTA funding during Federal Fiscal Year 2014.

The Applicant affirms the truthfulness and accuracy of the Certifications and Assurances it has selected in the statements submitted with this document and any other submission made to FTA, and acknowledges that the Program Fraud Civil Remedies Act of 1986, 31 U.S.C. 3801 *et seq.*, and implementing U.S. DOT regulations, "Program Fraud Civil Remedies," 49 CFR part 31, apply to any certification, assurance or submission made to FTA. The criminal provisions of 18 U.S.C. 1001 apply to any certification, assurance, or submission made in connection with a Federal public transportation program authorized by 49 U.S.C. chapter 53 or any other statute

In signing this document, I declare under penalties of perjury that the foregoing Certifications and Assurances, and any other statements made by me on behalf of the Applicant are true and accurate.

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

Name \_\_\_\_\_  
Authorized Representative of Applicant

#### AFFIRMATION OF APPLICANT'S ATTORNEY

For (Name of Applicant): \_\_\_\_\_

As the undersigned Attorney for the above named Applicant, I hereby affirm to the Applicant that it has authority under State, local, or tribal government law, as applicable, to make and comply with the Certifications and Assurances as indicated on the foregoing pages. I further affirm that, in my opinion, the Certifications and Assurances have been legally made and constitute legal and binding obligations on it.

I further affirm that, to the best of my knowledge, there is no legislation or litigation pending or imminent that might adversely affect the validity of these Certifications and Assurances, or of the performance of its FTA Project or Projects.

Signature \_\_\_\_\_ Date: 4/14/14

Name Thornton Williams  
Attorney for Applicant

Each Applicant for FTA funding and each FTA Grantee with an active Capital or Formula Project must provide an Affirmation of Applicant's Attorney pertaining to the Applicant's legal capacity. The Applicant may enter its signature in lieu of the Attorney's signature, provided the Applicant has on file this Affirmation, signed by the attorney and dated this Federal fiscal year.



## **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 Transportation Planning Agency (CRTPA) that:

- (1) No Federal or state appropriated funds have been paid or will be paid by or on behalf of the CRTPA, 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 CRTPA 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.

  
Randy Merritt  
Chairperson CRTPA

  
Date

## DEBARMENT and SUSPENSION CERTIFICATION

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

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

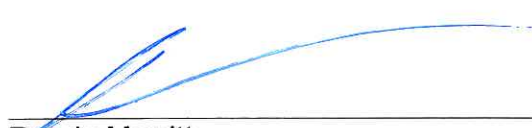
(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency;

(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 CRTPA 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.

  
\_\_\_\_\_  
Randy Merritt  
CRTPA Chair

  
\_\_\_\_\_  
Date



**Application for Federal Assistance SF-424**

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

- ☐ Preapplication  
☒ Application  
☐ Changed/Corrected Application

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

- ☒ New  
☐ Continuation  
☐ Revision

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

**\* Other (Specify):**

**\* 3. Date Received:**

**4. Applicant Identifier:**

Not Applicable

**5a. Federal Entity Identifier:**

Not Applicable

**5b. Federal Award Identifier:**

FL-80-0009

**State Use Only:**

**6. Date Received by State:**

**7. State Application Identifier:**

1001

**8. APPLICANT INFORMATION:**

**\* a. Legal Name:**

CAPITAL REGION TRANSPORTATION PLANNING ORGANIZATION

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

596000435042

**\* c. Organizational DUNS:**

8310256010000

**d. Address:**

**\* Street1:**

300 SOUTH ADAMS STREET BIX A19

**Street2:**

**\* City:**

TALLAHASSEE

**County/Parish:**

LEON

**\* State:**

FL: Florida

**Province:**

**\* Country:**

USA: UNITED STATES

**\* Zip / Postal Code:**

32301

**e. Organizational Unit:**

**Department Name:**

SAME AS APPLICANT

**Division Name:**

NOT APPLICABLE

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

**Prefix:**

Ms.

**\* First Name:**

COLLEEN

**Middle Name:**

D

**\* Last Name:**

ROLAND

**Suffix:**

**Title:**

TRANSPORTATION PLANNER

**Organizational Affiliation:**

**\* Telephone Number:**

850 891-6812

**Fax Number:**

**\* Email:**

COLLEEN.ROLAND@TALGOV.COM

**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:

Metropolitan Transportation Planning

**\* 12. Funding Opportunity Number:**

FL-80-0009

\* Title:

MPO and State 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:**

SUPPORT OF UNIFIED PLANNING WORK PROGRAM IN JEFFERSON, GADSDEN, LEON, AND WAKULLA COUNTIES AND MUNICIPALITIES THEREIN.

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 \* b. Program/Project 

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

Add Attachment

Delete Attachment

View Attachment

**17. Proposed Project:**\* a. Start Date: \* b. End Date: **18. Estimated Funding (\$):**

* a. Federal	<input type="text" value="130,181.00"/>
* b. Applicant	<input type="text" value="16,272.00"/>
* c. State	<input type="text" value="16,273.00"/>
* d. Local	<input type="text"/>
* e. Other	<input type="text"/>
* f. Program Income	<input type="text"/>
* g. TOTAL	<input type="text" value="162,726.00"/>

**\* 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:  \* First Name:

Middle Name:

\* Last Name:

Suffix:

\* Title: \* Telephone Number:  Fax Number: \* Email: 

\* Signature of Authorized Representative:

\* Date Signed:

## FTA FISCAL YEAR 2014 CERTIFICATIONS AND ASSURANCES

### FEDERAL FISCAL YEAR 2014 CERTIFICATIONS AND ASSURANCES FOR FEDERAL TRANSIT ADMINISTRATION ASSISTANCE PROGRAMS

(Signature page alternative to providing Certifications and Assurances in TEAM-Web)

Name of Applicant: Capital Region Transportation Planning Agency

The Applicant agrees to comply with applicable provisions of Groups 01 – 24. X

OR

The Applicant agrees to comply with applicable provisions of the Groups it has selected:

<u>Group</u>	<u>Description</u>	
01.	Required Certifications and Assurances for Each Applicant.	_____
02.	Lobbying.	_____
03.	Procurement and Procurement Systems.	_____
04.	Private Section Protections.	_____
05.	Rolling Stock Reviews and Bus Testing.	_____
06.	Demand Responsive Service.	_____
07.	Intelligent Transportation Systems.	_____
08.	Interest and Financing Costs and Acquisition of Capital Assets by Lease.	_____
09.	Transit Asset Management Plan and Public Transportation Agency Safety Plan.	_____
10.	Alcohol and Controlled Substances Testing.	_____
11.	Fixed Guideway Capital Investment Grants Program (New Starts, Small Starts, and Core Capacity) and Capital Investment Program in Effect before MAP-21.	_____
12.	State of Good Repair Program.	_____
13.	Fixed Guideway Modernization Grant Program.	_____
14.	Bus and Bus Facilities Formula Grants Program and Bus and Bus Related Equipment and Facilities Grant Program (Discretionary).	_____
15.	Urbanized Area Formula Grants Programs, Passenger Ferry Grants Program, and Job Access and Reverse Commute (JARC) Program.	_____
16.	Seniors/Elderly/Individuals with Disabilities Programs and New Freedom Program.	_____
17.	Rural/Other Than Urbanized Areas/Appalachian Development/Over-the-Road Bus Accessibility Programs.	_____
18.	Public Transportation on Indian Reservations Programs (also known as the Tribal Transit Programs).	_____
19.	Low or No Emission/Clean Fuels Grant Programs.	_____
20.	Paul S. Sarbanes Transit in Parks Program.	_____
21.	State Safety Oversight Program.	_____
22.	Public Transportation Emergency Relief Program.	_____
23.	Expedited Project Delivery Pilot Program.	_____
24.	Infrastructure Finance Programs.	_____

## FTA FISCAL YEAR 2014 CERTIFICATIONS AND ASSURANCES

### FEDERAL FISCAL YEAR 2014 CERTIFICATIONS AND ASSURANCES FOR FEDERAL TRANSIT ADMINISTRATION ASSISTANCE PROGRAMS

(Signature page alternative to providing Certifications and Assurances in TEAM-Web)

Name of Applicant: Capital Region Transportation Planning Agency

The Applicant agrees to comply with applicable provisions of Groups 01 – 24. X

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01.	Required Certifications and Assurances for Each Applicant.	_____
02.	Lobbying.	_____
03.	Procurement and Procurement Systems.	_____
04.	Private Section Protections.	_____
05.	Rolling Stock Reviews and Bus Testing.	_____
06.	Demand Responsive Service.	_____
07.	Intelligent Transportation Systems.	_____
08.	Interest and Financing Costs and Acquisition of Capital Assets by Lease.	_____
09.	Transit Asset Management Plan and Public Transportation Agency Safety Plan.	_____
10.	Alcohol and Controlled Substances Testing.	_____
11.	Fixed Guideway Capital Investment Grants Program (New Starts, Small Starts, and Core Capacity) and Capital Investment Program in Effect before MAP-21.	_____
12.	State of Good Repair Program.	_____
13.	Fixed Guideway Modernization Grant Program.	_____
14.	Bus and Bus Facilities Formula Grants Program and Bus and Bus Related Equipment and Facilities Grant Program (Discretionary).	_____
15.	Urbanized Area Formula Grants Programs, Passenger Ferry Grants Program, and Job Access and Reverse Commute (JARC) Program.	_____
16.	Seniors/Elderly/Individuals with Disabilities Programs and New Freedom Program.	_____
17.	Rural/Other Than Urbanized Areas/Appalachian Development/Over-the-Road Bus Accessibility Programs.	_____
18.	Public Transportation on Indian Reservations Programs (also known as the Tribal Transit Programs).	_____
19.	Low or No Emission/Clean Fuels Grant Programs.	_____
20.	Paul S. Sarbanes Transit in Parks Program.	_____
21.	State Safety Oversight Program.	_____
22.	Public Transportation Emergency Relief Program.	_____
23.	Expedited Project Delivery Pilot Program.	_____
24.	Infrastructure Finance Programs.	_____



**Section 5305(d)**  
**Approved Project Budget for FFY14**  
(total dollars)

Technical Classifications:

44.21.00	Program Support and Administration	\$ 25,000
44.22.00	General Development and Comprehensive Planning	18,750
44.23.01	Long Range Transportation Planning: System Level	18,750
44.23.02	Long Range Transportation Planning: Project Level	
44.24.00	Short Range Transportation Planning	9,107
44.25.00	Transportation Improvement Program	43,750
44.26.00	Planning Emphasis Areas	
44.26.12	Coordination of Non-Emergency Human Service Transportation	2,500
44.26.13	Participation of Transit Operators in Metropolitan Planning	
44.26.14	Planning for Transit Systems Management/Operations to Increase Ridership	
44.26.15	Support Transit Capital Investment Decisions through Effective Systems Planning	
44.26.16	Incorporating Safety & Security in Transportation Planning	
44.27.00	Other Activities	44,869
Total Net Project Cost		\$ 162,726

Accounting Classifications

44.30.01	Personnel	\$ 92,997
44.30.02	Fringe Benefits	48,777
44.30.03	Travel	
44.30.04	Equipment	
44.30.05	Supplies	
44.30.06	Contractual	
44.30.07	Other	
44.30.08	Indirect Charges	20,952
Total Net Project Cost		\$ 162,726

Fund Allocations

44.40.01	MPO Activities	\$ 162,726
44.40.02	Transit Operator Activities	0
44.40.03	State and/or Local Agency Activities	0
Total Net Project Cost		\$ 162,726
Federal Share (80%)		\$ 130,181
Local Share (20%)		\$ 32,545

Accounting Classification	FPC	Description	Amount
91.37.08.8P-2	02	Technical Studies - Planning	\$ 162,726

**Section 5305(d)**  
**GMIS Planning Line Item Codes – FFY14**  
(FTA Funds Only)

Technical Classifications:

44.21.00	Program Support and Administration	\$ 20,000
44.22.00	General Development and Comprehensive Planning	15,000
44.23.01	Long Range Transportation Planning: System Level	15,000
44.23.02	Long Range Transportation Planning: Project Level	
44.24.00	Short Range Transportation Planning	1286
44.25.00	Transportation Improvement Program	35,000
44.26.00	Planning Emphasis Areas	
44.26.12	Coordination of Non-Emergency Human Service Transportation	2,000
44.26.13	Participation of Transit Operators in Metropolitan Planning	
44.26.14	Planning for Transit Systems Management/Operations to Increase Ridership	
44.26.15	Support Transit Capital Investment Decisions through Effective Systems Planning	
44.26.16	Incorporating Safety & Security in Transportation Planning	
44.27.00	Other Activities	35,895
Total Net Project Cost		\$ 130,181

Accounting Classifications

44.30.01	Personnel	\$ 74,397
44.30.02	Fringe Benefits	39,021
44.30.03	Travel	
44.30.04	Equipment	
44.30.05	Supplies	
44.30.06	Contractual	
44.30.07	Other	
44.30.08	Indirect Charges	16,763
Total Net Project Cost		\$ 130,181

Fund Allocations

44.40.01	MPO Activities	\$ 130,181
44.40.02	Transit Operator Activities	
44.40.03	State and/or Local Agency Activities	
Total Net Project Cost		\$ 130,181

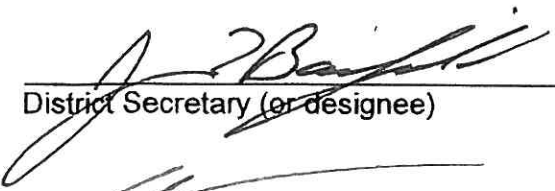
## JOINT CERTIFICATION STATEMENT ON THE METROPOLITAN TRANSPORTATION PLANNING PROCESS

Pursuant to the requirements of 23 U.S.C. 134 (k)(5), 23 CFR 450.334(a), the Department and the MPO have performed a review of the certification status of the metropolitan transportation planning process for the Capital Region TPA with respect to the requirements of:

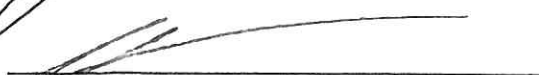
1. 23 U.S.C. 134 and 49 U.S.C. 5303;
2. Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. 2000d-1) and 49 C.F.R. Part 21
3. 49 U.S.C. 5332 prohibiting discrimination on the basis of race, color, creed, national origin, sex, or age in employment or business opportunity;
4. Section 1101(b) of MAP-21 and 49 C.F.R. Part 26 regarding the involvement of disadvantaged business enterprises in USDOT funded projects;
5. 23 C.F.R. Part 230 regarding the implementation of an equal employment opportunity program on Federal and Federal-aid highway construction contracts;
6. The provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.) and the regulations found in 49 C.F.R. Parts 27, 37, and 38;
7. The Older Americans Act, as amended (42 U.S.C. 6101) prohibiting discrimination on the basis of age in programs or activities receiving Federal financial assistance;
8. Section 324 of 23 U.S.C. regarding the prohibition of discrimination on the basis of gender; and
9. Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and 49 C.F.R. Part 27 regarding discrimination against individuals with disabilities.

Included in this certification package is a summary of noteworthy achievements by the TPA, attachments associated with these achievements, and (if applicable) a list of any recommendations and/or corrective actions. The contents of this Joint Certification Package have been reviewed by the TPA and accurately reflect the results of the joint certification review meeting held on December 12, 2013.

Based on a joint review and evaluation, the Florida Department of Transportation and the Capital Region TPA recommend that the Metropolitan Planning Process for the Capital Region TPA be certified.

  
District Secretary (or designee)

4/15/14  
Date

  
MPO Chairman (or designee)

4/15/14  
Date

## Roland, Colleen

---

**From:** Paulk, Bryant <Bryant.Paulk@dot.state.fl.us>  
**Sent:** Wednesday, March 19, 2014 2:43 PM  
**To:** Roland, Colleen; Reed, Harry  
**Cc:** Harrell, Starsky  
**Subject:** FW: DRAFT UPWP CRTPA FY15-16  
**Attachments:** UPWP CRTPA March 2014 Draft COMMENTS.docx

Attached is the Draft UPWP with FDOT comments included. Also, the following e-mail provides FHWA's comments on the draft document. Let me know if you have any questions or concerns. I will pass along the official letter from FHWA as soon as it is received.

Thanks.

Bryant T. Paulk, AICP  
District Three Urban Liaison  
Office (850) 330-1371  
[Bryant.Paulk@dot.state.fl.us](mailto:Bryant.Paulk@dot.state.fl.us)

**From:** [Carl.Mikyska@dot.gov](mailto:Carl.Mikyska@dot.gov) [mailto:[Carl.Mikyska@dot.gov](mailto:Carl.Mikyska@dot.gov)]  
**Sent:** Wednesday, March 19, 2014 1:02 PM  
**To:** Paulk, Bryant; [Elizabeth.Orr@dot.gov](mailto:Elizabeth.Orr@dot.gov); Ausman, Jon M  
**Cc:** Harrell, Starsky; Strickland, Vanessa; [LJACOBS@dot.gov](mailto:LJACOBS@dot.gov)  
**Subject:** RE: DRAFT UPWP CRTPA FY15-16

Bryant,

Thank you for sending over the draft UPWP for CRTPA. I will be sending a formal letter with our comments in a few days, but in the meantime I am providing FHWA comments via email so that the CRTPA staff can begin addressing our comments as early as possible. Here are our comments:

- Need a cover page. Page iv is almost a cover page, it would need to have the web address of the CRTPA added to be a complete cover page.
- In the Introduction, 4<sup>th</sup> paragraph, 5<sup>th</sup> line, please remove the word "identified"
- In the Introduction, I like the mention of Air Quality monitoring. I did not see it mentioned in the individual tasks.
- Status of Planning Section
  - o Bike/Ped – this seems to be old information that has been expanded to capture the recent events. The focus is on old events, please tell more about the current Bike/Ped planning. The efforts currently underway are substantial, please brag about them.
  - o Has the 2005 Access To Schools list been updated with something more current? If yes, please include in the write-up.
  - o Tallahassee Regional Airport Master Plan, has this been updated since the 2006 plan? If yes, please include in the write-up.
- Page 9 – First Bullet Point, Should this be Capital City to the Sea?
- Page 9 – Planning Priorities – First Sentence, Please check grammar
- Page 16 – Federal Certification Reviews are every 4 years now. The document says 3 years, then it says 4 years.
  - o The narrative is lengthy about the first Certification Review and not much is said about the most recent review. Please focus on the current certification and less on the previous certifications.

- Annual FDOT Certification, this needs updating, the narrative references the 2009 Certification
- Page 47 – The last two words on the page appear to be a different font.
- Last page – the Map is a very nice touch.
- The UPWP indicates the final version will contain the Self-Certifications, thus we must comment they are missing in the draft.

Overall comments:

- Please check spelling and grammar throughout
- This document is well-written and is easy to follow, this is a good example of plain language writing.

I thank you for the opportunity to review the draft UPWP, if you have any questions please do not hesitate to ask me.

Thanks again,

**Carl Mikyska**

Transportation Planner  
Florida Division – FHWA  
545 John Knox Rd – Suite 200  
Tallahassee, FL 32303

850/553-2221  
850/942-9691 Fax

**From:** Paulk, Bryant [<mailto:Bryant.Paulk@dot.state.fl.us>]  
**Sent:** Thursday, March 13, 2014 4:46 PM  
**To:** Mikyska, Carl (FHWA); Orr, Elizabeth (FTA); Ausman, Jon M  
**Cc:** Harrell, Starsky; Strickland, Vanessa  
**Subject:** DRAFT UPWP CRTPA FY15-16

Attached is the draft UPWP for the Capital Region Transportation Planning Agency. Let me know if you have any questions or concerns.

Thanks.

Bryant T. Paulk, AICP  
District Three Urban Liaison  
Office (850) 330-1371

≡



*May 19, 2014*



## **AGENDA ITEM 2 C**

### **2013 COMPREHENSIVE ANNUAL FINANCIAL REPORT (CAFR)**

**REQUESTED BY:** CRTPA Staff

**TYPE OF ITEM:** Consent

#### **STATEMENT OF ISSUE**

This item requests the acceptance of the Capital Region Transportation Planning Agency (CRTPA) Comprehensive Annual Financial Report (CAFR) for the year ending September 30, 2013.

#### **RECOMMENDED ACTION**

Option 1: Accept the FY 2013 CRTPA Comprehensive Annual Financial Report (CAFR).

#### **HISTORY AND ANALYSIS**

The Capital Region Transportation Planning Agency (CRTPA) Comprehensive Annual Financial Report (CAFR) for the year ended September 30, 2013 has been completed. Included are the opinion of the external auditors relative to the statements presented, their management letter, and the auditors' reports on compliance and internal controls. Law, Redd, Crona & Munroe, P.A. performed the audit for the CRTPA.

A copy of the CAFR will be distributed to CRTPA members prior to the meeting.

#### **OPTIONS**

Option 1: Accept the FY 2013 CRTPA Comprehensive Annual Financial Report (CAFR).

Option 2: Provide other direction.

**AGENDA ITEM 2 D**

**DRAFT FISCAL YEAR (FY) 2015 – FY 2019  
TRANSPORTATION IMPROVEMENT PROGRAM (TIP)**

**REQUESTED BY:** CRTPA Staff

**TYPE OF ITEM:** Consent

**STATEMENT OF ISSUE**

Consistent with state and federal requirements, the DRAFT Fiscal Year (FY) 2015– FY 2019 Transportation Improvement Program (TIP) has been developed (*Attachment I*) for Capital Region Transportation Planning Agency (CRTPA) transmittal to the Florida Department of Transportation (FDOT) for review.

**RECOMMENDATIONS BY CRTPA COMMITTEES**

The CRTPA's two (2) committees (Citizens Multimodal Advisory Committee and Technical Advisory Committee) recommended approval of this item at their respective May 6, 2014 meetings.

**RECOMMENDED OPTION**

Option 1: Approve transmittal of the DRAFT FY 2015 –FY 2019 TIP to the Florida Department of Transportation for review.

**HISTORY AND ANALYSIS**

The CRTPA Transportation Improvement Program identifies regional transportation projects (roadway, bicycle and pedestrian, transportation systems management, transportation enhancement, public transportation, aviation, resurfacing and bridge projects) that have received funding in the Florida Department of Transportation's (FDOT) Five-Year Work Program. The TIP is developed in accordance with 23 U.S.C. 134(h), 23 CFR 450 and Chapter 339.175(7), F.S., and is one of the annual requirements of the metropolitan transportation planning process for the CRTPA.

The purpose of the TIP is to inform the public and governmental agencies of transportation projects (planning through construction) that have received funding during the next five-year period (FY 2015 – FY 2019) within our region (Gadsden, Jefferson, Leon and Wakulla counties).

Projects contained within the DRAFT FY 2015 – FY 2019 TIP reflect those projects that were presented to the CRTPA Board on January 13, 2014 by the FDOT District 3 during their presentation of the FDOT Draft FY 2015– FY 2019 Five-Year Work Program. The following contains a summary of the new or changed projects that are included in the DRAFT FY 2015 – FY 2019 TIP:

### **New Projects**

#### Leon County:

- ❑ Interstate 10 (SR 8): Ochlockonee River Bridge. **Bridge Rehabilitation (Construction)** in FY 16 (\$75,000) (4201612).
- ❑ Capital Circle (SR 263): Springhill Road to Orange Avenue. **Capacity (Right of Way)** in FY 19 (\$409,000) (4157829).
- ❑ Woodville Highway (SR 363): Capital Circle (US 319) to Gaile Avenue. **Capacity (Right of Way)** in FY 18 (\$1.2 million) (4240094).
- ❑ Woodville Highway (SR 363): Gaile Avenue to Paul Russell Road. **Capacity (Preliminary Engineering)** in FY 15 (\$134,000) (4240095).
- ❑ US 90 (Mahan Drive): Cross Creek Golf Road to Apex Drive. **Landscaping (Construction)** in FY 15 (\$623,000) (4169612).
- ❑ US 90 (Mahan Drive): Ocala Road to Monroe Street. **Landscaping (Construction)** in FY 15 (\$609,000) (4269372).
- ❑ Thomasville Road (SR 61) Stateline. **Landscaping (Construction)** in FY 16 (\$199,000) (4351821).
- ❑ CRTPA Reserve Box for Future Projects Using Urban Funds. **MPO (Construction)** in FY 19 (\$2 million) (2197935).
- ❑ Interstate 10 (SR 8) Leon Rest Area Building Repair/Replace. **Rest Area (Preliminary Engineering, Construction)** in FY 15 (\$8.4 million) (4290248)

#### Gadsden County:

- ❑ CR 159 over Attapulugus Creek. **Bridge Replacement (Preliminary Engineering, Right of Way, Construction)** in FY 15, 17 & 18 (\$6 million) (4286241).
- ❑ Howell Road: US 90 to Spitz Farm Road. **Widen/Resurface Lane (Construction)** in FY 17 (\$704,000) (4351971).
- ❑ Interstate 10 (SR 8) at SR 12 Greensboro Exit. **Lighting (Construction)** in FY 18 (\$887,000) (2225181).
- ❑ Interstate 10 (SR 8) at CR 270A (Flat Creek Road). **Lighting (Construction)** in FY 19 (\$1.02 million) (2225241).
- ❑ US 27 Virtual Weigh Station & Virtual Bypass Site. **Motor Carrier Compliance Office Weigh Station Static/WIM (Construction)** in FY 15 (\$849,000) (4303566).
- ❑ SR 12: US 90 to US 27. **Pave Shoulders (Construction)** in FY 15 (\$1.7 million) (4269302).
- ❑ SR 12: Liberty County Line to Yon Creek Bridge. **Resurfacing (Preliminary Engineering, Construction)** in FY 15 & FY 17 (\$2 million) (4090152).
- ❑ US 90: west of Flying J to Leon County Line. **Resurfacing (Preliminary Engineering, Construction)** in FY 15 & FY 17 (\$14 million) (4346451).

- ❑ S. Atlanta Street: US 90 to MLK Jr Boulevard. **Sidewalk (Preliminary Engineering, Construction)** in FY 15 & FY 17 (\$290,000) (4352521).
- ❑ Bettstown Road (CR 65B): CR 65A to Georgia State Line. **Widen/Resurface Lane (Construction)** in FY 16 (\$1.1 million) (4201002).
- ❑ Hogan Lane: Beginning of road to Pat Thomas Parkway. **Resurfacing (Construction)** in FY 15 (\$99,000) (4351971).
- ❑ US 90 (SR 10): Luten Road (CR 270A) to Dollar General. **Sidewalk (Right of Way)** in FY 16 (\$38,000) (4298611).

Jefferson County:

- ❑ US 27 over Burnt Mill Creek Bridges. **Bridge Repair/Rehabilitation (Construction)** in FY 16 (\$452,000) (4261102)
- ❑ Interstate 10 over SR 59 Bridges. **Bridge Repair/Rehabilitation (Construction)** in FY 16 (\$691,000) (4339271)
- ❑ Old Lloyd Road (CR 158) over Branch of Lloyd Creek Bridge. **Bridge Replacement (Right of Way)** in FY 16 & FY 17 (\$33,000) (4304761).
- ❑ Old Lloyd Road (CR 158) over Lloyd Creek Bridge. **Bridge Replacement (Right of Way)** in FY 16 & FY 17 (\$38,000) (4304771).
- ❑ CR 259 over Ward Creek Bridge. **Bridge Replacement (Preliminary Engineering, Right of Way, Construction)** in FY 15, 17 & 18 (\$4.2 million) (4322891).
- ❑ Beth Page Road: Gamble Road to Waukeelah Highway. **Resurfacing (Construction)** in FY 17 (\$281,000) (4351851).
- ❑ Interstate 10 at SR 59 (Lloyd) Exit. **Lighting (Construction)** in FY 18 (\$887,000) (2226681).
- ❑ Interstate 10 (SR 8) Jefferson Rest Area Building Repair/Replace. **Rest Area (Preliminary Engineering, Construction)** in FY 15 (\$11 million) (4290247)
- ❑ US 90: Leon County Line to east of Willow Street. **Resurfacing (Preliminary Engineering, Construction)** in FY 17 (\$3 million) (4325521).
- ❑ Barrington Road: Gamble Road to Lloyd Creek/Cherry Tree. **Resurfacing (Construction)** in FY 16 (\$541,000) (4351871).
- ❑ N. Barber Road: SR 20 (US 19/27) to S. Salt Road. **Resurfacing (Construction)** in FY 16 (\$196,000) (4351921).
- ❑ Freeman Road: Waukeelah Highway to US 19. **Resurfacing (Construction)** in FY 17 (\$916,000) (4351931).
- ❑ US 19: Waukeelah Highway to existing sidewalk. **Sidewalk (Construction)** in FY 15 (\$431,000).
- ❑ SR 59: CR 158 to Main Street. **Sidewalk (Right of Way, Construction)** in FY 15 & FY 16 (\$276,000).

Wakulla County:

- ❑ Ochlockonee Bay Trail Phase 5B. **Bike Path/Trail (Construction)** in FY 15 (\$1.3 million) (4140323).
- ❑ Ochlockonee Bay Trail Phase 2. **Bike Path/Trail (Construction)** in FY 15 (\$1.6 million) (4162721).



- ❑ CR 375 over Smith Creek Bridge. **Bridge Replacement (Preliminary Engineering, Right of Way, Construction)** in FY 15, FY 17, FY 19 (\$2.8 million) (4340341).
- ❑ US 319: US 98 to north of Alaska Way. **Capacity (Right of Way, Construction)** in FY 15 & FY 16 (\$7.8 million) (2204955).
- ❑ US 319: East Ivan Road to north of SR 267. **Capacity (Right of Way)** in FY 17, FY 18 & FY 19 (\$8 million) (2204957).
- ❑ US 319: North of SR 267 to Leon County Line. **Capacity (Right of Way)** in FY 16, FY 17 & FY 18 (\$5.1 million) (2204958).
- ❑ Cajer Posey Road: MLK Jr. Memorial Drive to Wakulla Arran Road. **Resurface (Construction)** in FY 17 (\$455,000) (4089892).
- ❑ SR 267: Woodville Highway to US 98 **Resurface (Construction)** in FY 15 & FY 17 (\$2 million) (4325501).
- ❑ Wakulla Arran Road: Oak Street to US 319. **Sidewalk (Preliminary Engineering, Construction)** in FY 15 & FY 17 (\$98,000) (4327872).

Regional (Gadsden, Jefferson, Leon and Gadsden counties)

- ❑ CRTPA Bicycle/Pedestrian Projects (Funding Set Aside). **MPO (Construction)** in FY 19 (\$1 million) (4098036).

### **Changed Projects**

Leon County:

- ❑ 6<sup>th</sup> Avenue Sidewalk Project. **Preliminary Engineering for Future Capacity** (Right of Way) deferred from FY 14 to FY 16 (\$550,000) (4301471).
- ❑ Orange Avenue (SR 373) over St. Marks Trail Bridge. **Bridge Rehabilitation (Right of Way)**. Delete ROW phase in in FY 17 (\$868,032) (4321371).
- ❑ Monroe Street (US 27) Lake Ella Pedestrian Improvements. **Pedestrian Safety Improvement (Construction)** deferred from FY 15 to FY 16. (\$1.2 million) (4301482).
- ❑ I-10 Eastbound Rest Area Resurfacing; I-10 Westbound Rest Area Resurfacing; I-10 Rest Areas Remodeling. **Rest Area (Preliminary Engineering, Construction)** Projects deleted and combined into one new project (4290248, above in “Leon New Projects) (Deleted Projects: 4290243; 4290244; 4290245).

Gadsden County:

- ❑ Cairo Street: Line Street to Martin Luther King, Jr. Boulevard. **Sidewalk** (Construction) advanced from FY 17 to FY 16 (\$108,000) (4298591).
- ❑ US 90 (SR 10): North Avenue to Lanier Drive. **Sidewalk** (Construction) advanced from FY 17 to FY 16 (\$117,000) (4298631).



Jefferson County:

- ❑ Mamie Scott Drive: Mississippi Street to Texas Hill Road. **Sidewalk (Construction)** advanced from FY 16 to FY 15 (\$489,000) (4317431).
- ❑ I-10 Eastbound Rest Area Resurfacing; I-10 Westbound Rest Area Resurfacing; I-10 Rest Areas Remodeling. **Rest Area (Construction)** Projects deleted and combined into one new project (4290247, above in “Jefferson County New Projects) (Deleted Projects: 4290241; 4290242; 4290246).
- ❑ US 19 Virtual Weigh Station. **Motor Carrier Compliance Office Weigh Station Static/WIM (Construction)**. Delete project (4303563).

Wakulla County:

- ❑ Springhill Road: SR 267 to Leon County Line. **Resurface (Construction)**. Project advanced from FY 15 to FY 14 (4333511).
- ❑ Arran Road: East of school entrance to west of Towles Road. **Sidewalk (Construction)**. Project revised to reflect management by the FDOT (4317441).
- ❑ US 319 @ Wakulla/Arran Road Intersection. **Intersection (Construction)**. Project revised to reflect management by the FDOT (4319481).

CRTPA Region:

- ❑ CRTPA Trails & Greenways Connection Development (Funding Set Aside). **Bike Path/Trail (Construction)** deleted in FY 15 & 16 (\$1.6 million) (4301511).

\* PROJECT PHASES ABBREVIATION KEY:

PLN = Planning; PE = Preliminary Engineering (Design); CST = Construction; ROW = Right of Way; ENV = Environment

**NEXT STEP**

Subsequent to CRTPA approval of the draft TIP, staff will transmit the document to the Florida Department of Transportation for formal review. Furthermore, a public meeting to formally present the document to the public for review and comment will be conducted in on May 28 & 29, 2014 in Quincy and Tallahassee, respectively. Any comments received from the public, review agencies, or the CRTPA committees will be provided to the Board prior to the scheduled adoption of the FY 2015 – FY 2019 TIP at the June 16, 2014 CRTPA meeting.

**OPTIONS**

Option 1: Approve transmittal of the DRAFT FY 2015 –FY 2019 TIP to the Florida Department of Transportation for review.  
(Recommended)

Option 2: Provide other direction.

**ATTACHMENT**

Attachment 1: Link to the DRAFT FY 2015 – FY 2019 Transportation Improvement Program  
(<http://www.crtpa.org/files/87059629.pdf>).

**AGENDA ITEM 2 E**

**2015 TRANSPORTATION PLANNING FUNDS  
JOINT PARTICIPATION AGREEMENT**

**REQUESTED BY:** CRTPA Staff

**TYPE OF ITEM:** Consent

Upon development and approval of the final Unified Planning Work Program (Agenda item 2B) a Joint Participation Agreement must be executed with the Florida Department of Transportation to receive the funding.

**BACKGROUND**

The Unified Planning Work Program (UPWP) (Agenda item 2B) describes the planning efforts expected within the CRTPA boundary for the next two years. It also serves as the de facto grant application for Federal and State funding. Upon approval of the UPWP by the CRTPA, an agreement must be executed between the CRTPA and the Florida Department of Transportation.

**RECOMMENDED ACTION**

Option 1: Authorize the Chair to execute and the Executive Director to administer the Joint Participation Agreement.

**ATTACHMENT**

Joint Participation Agreement

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION  
**TRANSPORTATION PLANNING FUNDS**  
**JOINT PARTICIPATION AGREEMENT**

525-010-02  
POLICY PLANNING  
OGC – 04/13  
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Financial Project No.: <u>427930-1-14-01</u> (item-segment-phase-sequence)	Fund: <u>PL</u> Function: <u>615</u> Federal No.: <u>0220 052</u> DUNS No.: <u>831025601</u>	FLAIR Approp.: <u>088854</u> FLAIR Obj.: <u>790052</u> Org. Code: <u>55 032010330</u> Vendor No.: <u>F596000435042</u>
Contract No.: _____	CFDA Number & Title: <u>20.205</u>	CSFA Number & Title: <u>n/a</u>

THIS JOINT PARTICIPATION AGREEMENT (Agreement) is made and entered into on this \_\_\_\_\_ day of \_\_\_\_\_, 2014, by and between the STATE OF FLORIDA, DEPARTMENT OF TRANSPORTATION (Department), an agency of the State of Florida, whose address is Office of the District Secretary, 1074 Highway 90, Chipley, FL 32428 and the Capital Region Transportation Planning Agency, whose address is 300 S. Adams Street, A-19, Tallahassee, Florida 32301.

**RECITALS**

WHEREAS, the Federal Government, under the authority of Title 23 United States Code Section 134 and Title 49 United States Code (USC) Section 5303 and any subsequent applicable amendments, requires that each urbanized area, as a condition to the receipt of federal capital or operating assistance, to have a continuing, cooperative, and comprehensive transportation planning process in the designated urbanized areas to develop and implement plans and programs consistent with the comprehensively planned development of the metropolitan area that results in plans and programs reflecting consideration of the likely effect of transportation policy decisions on land use and development and the consistency of transportation plans and programs with the provisions of all applicable short and long term land use and development plans;

WHEREAS, 23 USC §134, 49 USC §5303, 23 Code of Federal Regulation (CFR) §450.306, and Section 339.175, Florida Statutes (F.S.), authorize metropolitan planning organizations to develop transportation plans and programs for urbanized areas;

WHEREAS, pursuant to 23 USC §134, 49 USC §5303, 23 CFR §450.310, and Section 339.175 F.S., the MPO has been designated and its membership apportioned by the Governor of the State of Florida, with the agreement of the affected units of general purpose local government.,

WHEREAS, pursuant to the Interlocal Agreement executed on 13th day of March, 2014 and filed with the Clerk of the Circuit Court of Leon, Wakulla, Gadsden and Jefferson Counties, the Capital Region TPA was established, with specific transportation planning duties and responsibilities identified therein;

WHEREAS, the MPO has the authority to enter into this Agreement and to undertake the responsibilities hereinafter described, and the Department has been granted the authority to function adequately in all areas of appropriate jurisdiction, including the implementation of an integrated and balanced transportation system;

WHEREAS, the MPO is to be the recipient of metropolitan planning funds (PL Funds) authorized under 23 USC 104(f) to carry out the provisions of 23 USC §134 and 49 USC §5303;

WHEREAS, the Department is authorized to allocate said funds for all metropolitan planning organizations throughout the State of Florida;

WHEREAS, the Department is authorized to transmit to the MPO its proportionate share of PL Funds approved by the Federal Highway Administration (FHWA) appropriated for the purpose of aiding the metropolitan transportation planning process; and

WHEREAS, 23 CFR §450.314 and Section 339.175(10), F.S., require that the Department and the Capital Region TPA enter into an agreement clearly identifying the responsibilities for cooperatively carrying out the Metropolitan Planning Process and accomplishing the transportation planning requirements of state and federal law.

NOW, THEREFORE, in consideration of the mutual covenants, promises, and representation herein, the parties desiring to be legally bound, do agree as follows:

## **ARTICLE 1**

### **RECITALS; DEFINITIONS; PURPOSE**

**Section 1.01. Recitals.** Each and all of the foregoing recitals are incorporated herein and acknowledged to be true and correct to the best of the parties' knowledge. Failure of any of the foregoing recitals to be true and correct shall not operate to invalidate this Agreement.

**Section 1.02. Definitions.** The following words when used in this Agreement (unless the context shall clearly indicate to the contrary) shall have the following meanings:

- (a) Agreement means and refers to this instrument.
- (b) Department shall mean and refer to the Florida Department of Transportation, an agency of the State of Florida, created pursuant to Section 20.23, F.S.
- (c) FHWA means and refers to the Federal Highway Administration.
- (d) FTA means and refers to the Federal Transit Administration.
- (e) Long Range Transportation Plan is the 20-year plan which identifies transportation facilities; includes a financial plan that demonstrates how the plan can be implemented and assesses capital investments necessary to preserve the existing metropolitan transportation system and make efficient use of existing transportation facilities; indicates proposed transportation activities; and in ozone/carbon monoxide nonattainment areas is coordinated with the State Implementation Plan, as required by 23 USC §134, 49 USC §5303, 23 CFR §450.322, and Section 339.175, F.S.
- (f) Metropolitan Planning Area means and refers to the planning area as determined by agreement between the MPO plus the contiguous area expected to become urbanized within a 20-year forecast period, and the Governor in the urbanized areas designated by the United States Bureau of the Census as described in 23 USC §134, 49 USC §5303, 23 CFR §450.312 and Section 339.175, F.S., which shall be subject to the Metropolitan Planning Organization's planning authority.
- (g) MPO means and refers to the policy planning board of an organization designated pursuant to this Interlocal Agreement as described in 23 USC §134, 49 USC §5303, and Section 339.175, F.S. An MPO may also be referred to as a Transportation Planning Organization (TPO) or a Transportation Planning Agency (TPA).
- (h) Multimodal, Systems Level Corridor or Subarea Planning Study shall mean and refer to studies involving major investment decisions or as otherwise identified in 23 CFR §450.212 and 23 CFR §450.318.



- (i) Task and or subtask refer to the individual work items or programs listed within the respective Unified Planning Work Program (UPWP).
- (j) Transportation Improvement Program or TIP is the transportation document which includes the following components: a priority list of projects and project phases; a list of projects proposed for funding; including all regionally significant transportation projects even if no Federal funding is involved (23 CFR §450.324); a financial plan demonstrating how the TIP can be implemented; a listing of group projects; an indication of whether the projects and project phases are consistent with applicable local government comprehensive plans (Section 339.175, F.S.) adopted pursuant to Section 163.3161 *et seq.*, F.S.; an indication of whether the projects and phases are consistent with the Long Range Transportation Program (23 CFR §450.324); and an indication of how improvements are consistent, to the maximum extent feasible, with affected seaport and airport master plans and with public transit development plans of the units of local government located within the boundaries of the MPO, as required by Section 339.175, F.S.
- (k) Unified Planning Work Program or UPWP is a biennial program developed by the MPO in cooperation with the Department and public transportation providers, that identifies the planning priorities and activities to be carried out within a Metropolitan Planning Area to be undertaken during a 2-year period, together with a complete description thereof and an estimated budget, all as required by 23 CFR §450.308, and Section 339.175, F.S.

**Section 1.03.** UPWP and PL Funds. As more fully set forth in Article 2 of this Agreement, the purpose of this Agreement is: (1) To ensure the PL Funds portion of the biennial UPWP for the Metropolitan Planning Area is prepared by the Capital Region TPA in conformance with 23 CFR §450.308 and Section 339.175, F.S., (2) To provide financial assistance to the Capital Region TPA for transportation related planning activities, as required under 23 USC §134 and 49 USC §5303, To state the terms and conditions upon which such assistance will be provided, and (4) To recite the understanding as to the manner in which the biennial UPWP will be undertaken and completed.

## **ARTICLE 2**

### **TRANSPORTATION PLANNING; PL FUNDS; UPWP PREPARATION**

**Section 2.01.** The Project. The Project under this Agreement is defined as the preparation and adoption of the biennial UPWP for the Metropolitan Planning Area which is supported by PL Funds. Approval of the Project shall consist of approval of each biennial UPWP by the MPO, and the appropriate Federal funding agencies, including the FHWA and/or Federal Transit Agency (FTA). Individual tasks or subtasks of the UPWP, although accepted by the federal funding agencies, may be subject to further applicable conditions outlined in federal law or state statutes. The Project approval for any specific UPWP extends for only the two-year fiscal period for which the Project was developed. Portions of the Project not completed during the indicated fiscal years are not eligible for funding, unless specifically included in the succeeding UPWP. Notwithstanding that the Project may be implemented over a two-year period, funding will be authorized on an annual basis.

**Section 2.02.** Accomplishment of the Project.

- (a) General Requirements. The MPO shall commence, carry on, and complete the Project, in a sound, economical, and efficient manner, and in accordance with the provisions hereof, and all

applicable laws, including all applicable transportation planning responsibilities identified in the Interlocal Agreement establishing the MPO.

- (b) Funds of the MPO. The MPO shall initiate and prosecute to completion all proceedings necessary, including federal-aid requirements, to enable the MPO to provide the necessary funds for completion of the Project.
- (c) Submission of proceedings, contracts and other documents. Subject to Florida Public Records Law, Chapter 119, F.S., the Capital Region TPA shall submit to the Department such data, reports, records, contracts, and other documents relating to its performance as a metropolitan planning organization as the Department may require. The MPO shall ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law. The Capital Region TPA shall have a right to charge reasonable charges for reproduction of public records as permitted by Chapter 119, F.S.
- (d) Notification. Within ten (10) business days of receipt by the Department, of correspondence pertaining to the approval of individual work tasks contained within the UPWP relating to the duties of the Capital Region TPA pursuant to 23 USC §134, 49 USC §5303, 23 CFR Parts 420 and 450; and 49 CFR Parts 18 and 20. As so stated, the approved amount for each specific work task will be consistent with the budgeted amount as defined in the draft UPWP.

**Section 2.03. Participation in the Project.**

- (a) The Department agrees to participate in the Project, such participation to be limited to: (1) a cash reimbursement to the Capital Region TPA in the amount of PL Funds approved for reimbursement in the Project and made available by the FHWA; and (2) except as otherwise authorized by the Department, in-kind services (including Department consultant contracts for applicable planning work within the MPO's Metropolitan Planning Area), the value of which services in any given year should not exceed one-half of the amount of matching funds required for the MPO's PL Funds approved for expenditure in the Project. The remaining required match, if any, shall be provided by the Capital Region TPA in the form of in-kind services or cash. In some circumstances, the Department may elect to furnish additional in-kind services.
- (b) Reimbursement will be made on monthly or quarterly billings, based upon actual expenses incurred by the Capital Region TPA in furtherance of the Project. Requests for payment shall include documentation of expenditures as required by 49 CFR §18.41, as appropriate, and of work accomplished by the Florida-Alabama TPO, and shall also include a narrative progress report.

**Section 2.04. Rights of Review.** As required by 49 CFR §18.42(e), the FHWA and the FTA shall have the right of review of the work (and approval or concurrence as appropriate), including, but not limited to: the UPWP; the TIP; the Long Range Transportation Plan; a Multimodal, Systems Level Corridor or Subarea Planning Study; the Transportation Systems Management Element; all technical reports; and all planning data prepared by the Florida-Alabama TPO. If the FHWA or the FTA finds that the work performed fails to comply with any requirement (e.g., work tasks are not conducted in accordance with approved work programs, or work tasks are found to be inconsistent with federal or state guidelines), the FHWA or the FTA may use the enforcement actions contained in 49 CFR §18.43 to remedy the situation.

**Section 2.05. The UPWP Budget.** The UPWP Budget shall consist of that portion of the two budget statements included in the UPWP which covers PL and Section 5303 funded work. One statement identifies funding sources (federal, state, local) by work task and subtask. The other statement identifies funding, by work task and subtask, agency participation, and consultant services. The Capital Region TPA shall maintain said UPWP Budget, carry out the UPWP, and shall incur obligations against and make disbursements of UPWP funds only in conformity with the latest approved budget for the UPWP. Modifications to the UPWP budget may occur periodically. Modifications shall not increase the FHWA approved UPWP final total budget or change the scope of FHWA approved work task(s). The Department and the FHWA shall be notified of all modifications by the Florida-Alabama TPO. Changes in the scope of an approved work task or addition of funds which change the total funding of an FHWA approved UPWP shall be considered amendments. Amendments must be approved by the FHWA. Proposed amendments shall be filed with the Department. The Department shall review and transmit the amendment and supporting documents to the FHWA and/or the FTA with a recommendation for approval or denial. The MPO shall limit the total amount of Project funds programmed in the UPWP for a particular two-year fiscal period to the following:

- (a) Project funds allocated to the Capital Region TPA for the subject two-year fiscal period;
- (b) Any unspent Project funds that had been programmed in UPWPs from the previous two-year fiscal period for which final billing had been received and those funds have been deobligated. The unspent balance from each of the previous years' UPWPs will not be available for reprogramming until final billing for the earlier years is received and processed by the Department.

**Section 2.06. Accounting Records.**

- (a) Establishment and Maintenance of Accounting Records. The MPO shall establish for the Project, in accordance with the requirements of 49 CFR §18.20, separate accounts for each task and subtask of the Project Budget, to be maintained within its existing accounting system or set up independently. Such accounts are referred to herein collectively as the Project Account. The Project Account and supporting documentation as set forth in 49 CFR §18.20, shall be made available upon request for examination by the FHWA, the FTA or the Comptroller General of the United States in accordance with the requirements of 49 CFR §18.42.
- (b) Funds Received or Made Available for the Project. Pursuant to the requirements of 49 CFR §18.20, the MPO shall record in the Project Account all payments received by it from the Department pursuant to this article and all other funds provided for, accruing to, or otherwise received on account of the Project, which Department payments and other funds are herein collectively referred to as Project Funds.
- (c) Costs Incurred for the Project. The MPO shall charge to the Project Account all eligible costs of the Project. Costs in excess of the latest approved budget or attributable to actions which have not received the required approval of the FHWA shall not be considered eligible costs. Determination of eligible costs shall be in accordance with the requirements of 49 CFR §18.22.
- (d) Documentation of Project Costs. All costs charged to the Project, including any approved services contributed by the MPO or others, shall be supported as required by 49 CFR §18.20 and §18.22 and the cost principles cited in Office of Management and Budget (OMB) 2 Code of Federal Regulations (CFR) Part 225 "*Cost Principles for State, Local and Indian Tribal Governments*".

- (e) Checks, Orders, and Vouchers. Any check or order drawn by the MPO with respect to any item which is or will be chargeable against the Project Account will be drawn only in accordance with a properly signed voucher then on file with the MPO stating in proper detail the purpose for which such check or order is drawn. All checks, payrolls, invoices, contracts, vouchers, orders, or other accounting documents pertaining in whole or in part to the Project shall be clearly identified, readily accessible, and, to the extent feasible, kept separate and apart from all other such documents, and shall be maintained for at least 5 years after final payment.
- (f) Indirect Costs. The rate used for billing indirect costs shall be established in accordance with the requirements of the OMB. All costs must be consistent with the federal cost principles contained in 2 CFR Part 225.

All indirect costs will be based on an indirect cost rate supported either by a Department accepted indirect cost allocation plan or by an indirect cost plan approved by a cognizant federal agency. Annually, the MPO may prepare an indirect cost allocation plan which covers all anticipated indirect costs for the current calendar year. The Department will not reimburse any indirect costs not covered by an accepted MPO indirect cost allocation plan.

Requests for reimbursement shall document the amount of funds that have been expended during the period for the total Project, as well as for the current billing period. The request for reimbursement shall contain sufficient detail to provide the Department and FHWA as to the progress on each work element contained in the UPWP.

## **Section 2.07. Audit.**

The administration of resources awarded by the Department to Capital Region TPA may be subject to audits and/or monitoring by the Department, as described in this section.

- (a) Monitoring. In addition to reviews of audits conducted in accordance with OMB Circular A-133 (*Audits of States, Local Governments, and Non-Profit Organizations*) and Section 215.97, F.S., as revised (see below), monitoring procedures may include, but not be limited to, on-site visits by Department staff, limited scope audits as defined by OMB Circular A-133, as revised, and/or other procedures. By entering into this Agreement, the MPO agrees to comply and cooperate fully with any monitoring procedures/processes deemed appropriate by the Department. In the event the Department determines that a limited scope audit of the MPO is appropriate, the MPO agrees to comply with any additional instructions provided by the Department staff to the MPO regarding such audit. The MPO further agrees to comply and cooperate with any inspections, reviews, investigations, or audits deemed necessary by the Department's Office of Inspector General (OIG) and Florida's Chief Financial Officer (CFO) or the Florida Auditor General.
- (b) Federally funded. Recipients of federal funds (i.e. state, local government, or non-profit organizations as defined in OMB Circular A-133, as revised) are to have audits done annually using the following criteria:
  - (1) In the event that the MPO expends \$500,000 or more in Federal awards in a fiscal year, the MPO must have a single or program-specific audit conducted in accordance with the provisions of OMB Circular A-133, as revised. EXHIBIT 1 to this Agreement indicates Federal resources awarded through the Department by this Agreement. In determining the Federal awards expended in a fiscal year, the MPO shall consider all sources of Federal awards, including Federal resources received from the Department. The determination of



amounts of Federal awards expended should be in accordance with the guidelines established by OMB Circular A-133, as revised. An audit of the MPO conducted by the Auditor General in accordance with the provisions OMB Circular A-133, as revised, will meet the requirements of this part.

- (2) In connection with the audit requirements addressed in Part (b), paragraph 1 of Section 2.07 of this Agreement, the MPO shall fulfill the requirements relative to auditee responsibilities as provided in Subpart C of OMB Circular A-133, as revised.
  - (3) If the MPO expends less than \$500,000 in Federal awards in a fiscal year, an audit conducted in accordance with the provisions of OMB Circular A-133, as revised, is not required. However, if the MPO elects to have an audit conducted in accordance with the provisions of OMB Circular A-133, as revised, the cost of the audit must be paid from non-Federal resources (i.e., the cost of such an audit must be paid from MPO resources obtained from other than Federal entities).
  - (4) Federal awards are to be identified using the Catalog of Federal Domestic Assistance (CFDA) title and number, award number and year, and name of the awarding federal agency.
- (c) State funded. MPO's receiving state funds (i.e. a non-state entity as defined by Section 215.97, F.S.) are to have audits done annually using the following criteria:
- (1) In the event that the MPO expends a total amount of state financial assistance equal to or in excess of \$500,000 in any fiscal year, the MPO must have a State single or project-specific audit for such fiscal year in accordance with Section 215.97, F.S.; applicable rules of the Department of Financial Services and the CFO; and Chapters 10.550 (*Local Governmental Entity Audits*) or 10.650 (*Florida Single Audit Act: Audits Nonprofit and For-profit Organizations*), Rules of the Auditor General. EXHIBIT 1 to this Agreement indicates state financial assistance awarded through the Department by this Agreement. In determining the state financial assistance expended in its fiscal year, the MPO shall consider all sources of state financial assistance, including state financial assistance received from the Department, other state agencies, and other non-state entities. State financial assistance does not include Federal direct or pass-through awards and resources received by a non-state entity for Federal program matching requirements.
  - (2) In connection with the audit requirements addressed in Part (c), paragraph 1 of Section 2.07 of this Agreement, the MPO shall ensure that the audit complies with the requirements of Section 215.97, F.S. This includes submission of a financial reporting package as defined by Section 215.97, F.S., and Chapters 10.550 or 10.650, Rules of the Auditor General.
  - (3) If the MPO expends less than \$500,000 in state financial assistance in its fiscal year, an audit conducted in accordance with the provisions of Section 215.97, F.S., is not required. However, if the MPO elects to have an audit conducted in accordance with the provisions of Section 215.97, F.S., the cost of the audit must be paid from the non-state entity's resources (i.e., the cost of such an audit must be paid from the MPO's resources obtained from other than State entities).
  - (4) State awards are to be identified using the Catalog of State Financial Assistance (CSFA) title and number, award number and year, and name of the state agency awarding it.



(d) Post audit requirements.

The MPO shall follow up and take corrective actions on audit findings. The MPO shall prepare a Summary Schedule of Prior Audit findings, including corrective action and current status of the audit findings is required. Current year audit findings require corrective action and status of findings.

Records related to unresolved audit findings, appeals, or litigation shall be retained until the action is completed or the dispute is resolved. Access to project records and audit work papers shall be given to the Department, the Florida Department of Financial Services, and the Florida Auditor General. This section does not limit the authority of the Department to conduct or arrange for the conduct of additional audits or evaluations of state financial assistance or limit the authority of any other state official nor does it relieve the MPO of complying with records retention agreements.

(e) Report submission.

- (1) Copies of reporting packages for audits conducted in accordance with OMB Circular A-133, as revised, and required by Section 2.07(b) of this Agreement shall be submitted, when required by Section 320(d), OMB Circular A-133, as revised, by or on behalf of the MPO directly to each of the following:

- (i) The Department at each of the following addresses:

Office of Comptroller, MS24  
605 Suwannee Street  
Tallahassee, Florida 32399-0405

Florida Department of Transportation  
Planning Department  
1074 Highway 90  
Chipley, Florida 32428

- (ii) The Federal Audit Clearinghouse designated in OMB Circular A-133, as revised at the following address:

Federal Audit Clearinghouse  
Bureau of the Census  
1201 East 10<sup>th</sup> Street  
Jeffersonville, IN 47132

- (iii) Other Federal agencies and pass-through entities in accordance with Sections 320(e) and (f), OMB Circular A-133, as revised.

- (2) In the event that a copy of the reporting package for an audit required by Section 2.07(b) of this Agreement and conducted in accordance with OMB Circular A-133, as revised, is not required to be submitted to the Department for reasons pursuant to Section 320(e)(2), OMB Circular A-133, as revised, the MPO shall submit the required written notification pursuant to Section 320(e)(2) and a copy of the MPO's audited schedule of expenditures of Federal awards directly to each of the following:

Office of Comptroller, MS24  
605 Suwannee Street  
Tallahassee, Florida 32399-0405

Florida Department of Transportation  
Planning Department  
1074 Highway 90  
Chipley, Florida 32428

In addition, pursuant to Section 320(f), OMB Circular A-133, as revised, the MPO shall submit a copy of the reporting package described in Section 320(c), OMB Circular A-133, as revised, and any management letters issued by the auditor, to the Department at each of the following addresses:

Office of Comptroller, MS24  
605 Suwannee Street  
Tallahassee, Florida 32399-0405

Florida Department of Transportation  
Planning Department  
1074 Highway 90  
Chipley, Florida 32428

- (3) Copies of financial reporting packages required by Section 2.07(c) of this agreement shall be submitted by or on behalf of the MPO directly to each of the following:

- (i) The Department at each of the following addresses:

Office of Comptroller, MS24  
605 Suwannee Street  
Tallahassee, Florida 32399-0405

Florida Department of Transportation  
Planning Department  
1074 Highway 90  
Chipley, Florida 32428

- (ii) The Auditor General's Office at the following address:

Auditor General's Office  
Room 401, Pepper Building  
111 West Madison Street  
Tallahassee, Florida 32399-1450

- (4) Copies of reports or the Summary Schedule of Prior Audit findings required by Section 2.07(d) of this Agreement shall be submitted by or on behalf of the Capital Region TPA directly to:

- (i) The Department at each of the following addresses:  
  
Office of Comptroller, MS24  
605 Suwannee Street  
Tallahassee, Florida 32399-0405  
  
Florida Department of Transportation  
Planning Department  
1074 Highway 90  
Chipley, Florida 32428
- (ii) Any reports, Summary Schedule of Prior Audit findings or other information required to be submitted to the Department pursuant to this Agreement shall be submitted in a timely manner in accordance with OMB Circular A-133, Florida Statutes, and Chapters 10.550 (*Local Governmental Entity Audits*) or 10.650 (*Florida Single Audit Act: Audits Nonprofit and For-profit Organizations*), Rules of the Auditor General, as applicable.
- (iii) The MPO, when submitting financial reporting packages to the Department for audits done in accordance with OMB Circular A-133 or Chapters 10.550 (*Local Governmental Entity Audits*) or 10.650 (*Florida Single Audit Act: Audits Nonprofit and For-profit Organizations*), Rules of the Auditor General, should indicate the date that the reporting package was delivered to the MPO in correspondence accompanying the reporting package.
- (f) Record retention. The MPO, along with contractors and subcontractors, shall retain sufficient records demonstrating its compliance with the terms of this Agreement for a period of at least five years from the date the audit report is issued, and shall allow the Department, or its designee, FHWA, FTA, Florida's CFO, or Florida Auditor General access to such records upon request. The MPO shall ensure that audit working papers are made available to the Department, or its designee, Florida's CFO, or Florida Auditor General upon request for a period of at least five years from the date the audit report is issued, unless extended in writing by the Department.

**Section 2.08.    Requisitions and Payments.**

- (a) Preliminary Action by the MPO. In order to obtain any payment, the MPO shall:
  - (1) Submit to the Department its request on a form or forms prescribed by the FHWA, and such other data pertaining to the Project Account and the Project as the FHWA may require, to justify and support the payment requested.
  - (2) Submit with the payment requisition a progress report, acceptable to the Department, describing the work and products accomplished which adequately justify and support the payment requested.
  - (3) The MPO shall be fully responsible for the proper billing of any federal reimbursable costs

or charges, including those incurred by its contractors and subcontractors; and

- (4) Comply with all applicable provisions of this Agreement.
- (b) The Department's Obligations. The Department's obligation to pay is contingent upon an annual appropriation by the Florida Legislature. Subject to other provisions hereof, the Department will honor such requisitions in amounts and at times deemed by the FHWA to be proper to ensure the implementation of the Project and payment of the eligible costs. An invoice submitted to the Department is required by Federal law to be reviewed by the Department and issued a payment by the Department of Financial Services within 15 business days of receipt by the District for review. If the invoice is not complete or lacks information necessary for processing, it will be returned to the MPO, and the 15 business day timeframe for processing will start over upon receipt of the resubmitted invoice by the Department. If there is a case of a bona fide dispute, the invoice recorded in the financial system of the Department shall contain a statement of the dispute and authorize payment only in the amount not disputed. If an item is disputed and is not paid, a separate invoice could be submitted requesting reimbursement or the disputed item/amount could be included/added to a subsequent invoice. The District shall review the invoice within 3 days of receipt and complete the request for payment.
- (c) Notwithstanding any other provision of this article, the FHWA may, by providing written notice, elect not to make a payment on account of the Project if:
  - (1) Misrepresentation. The MPO made a misrepresentation of a material nature in its UPWP, or any supplement thereto or amendment thereof, or in or with respect to any document or data furnished therewith or pursuant hereto;
  - (2) Litigation. There is pending litigation with respect to the MPO's performance of any of its duties or obligations which may jeopardize or adversely affect the Project, this Agreement, or payments to the Project;
  - (3) Concurrence by the Department. The MPO has taken any action pertaining to the Project which requires the prior approval of the Department or FHWA or has made related expenditures or incurred related obligations without having been advised by the FHWA that they are approved;
  - (4) Conflict of Interests. The Capital Region TPA has violated any of the conflict of interest provisions of this Article.
- (d) Disallowed Costs. In determining the amount of the payment, the Department will exclude all Project costs incurred by the MPO prior to the effective date of this Agreement, costs incurred by the MPO which are not provided for in the latest approved budget for the Project, and costs attributable to goods or services received under a contract or other arrangements which have not been approved in writing by the Department. It is agreed by the MPO that where official audits by the federal agencies disclose that the MPO has been reimbursed by the Department for ineligible work, under applicable federal and state regulations, that the value of such ineligible items may be deducted by the Department from subsequent reimbursement requests following determination of ineligibility. Upon receipt of a notice of ineligible items the MPO may present evidence supporting the propriety of the questioned reimbursements. Such evidence will be evaluated by the Department, and the MPO will be given final notification of the amounts, if any, to be deducted from subsequent reimbursement requests.

In addition, the MPO agrees to promptly reimburse the Department for any and all amounts for which the Department has made payment to the MPO if such amounts become ineligible, disqualified, or disallowed for federal reimbursement due to any act, error, omission, or negligence of the MPO. This includes omission or deficient documentation of costs and charges, untimely, incomplete, or insufficient submittals, or any other reason declared by the applicable Federal Agency.

The Capital Region TPA agrees that the Department may offset such amounts from payments due for work or services done under any agreement between the parties if payment from the Capital Region TPA is not received by the Department after 90 days written notice from the Department. Offsetting any amount pursuant to this paragraph shall not be considered a breach of contract by the Department.

- (e) Billing Limitation. The Capital Region TPA shall timely submit invoices and documents necessary for the close out of the Project. In accordance with 49 CFR §18.50, within 90 days of the expiration or termination of the grant of PL funds for a UPWP, the MPO shall submit all financial, performance and related reports. If an MPO will not have its final invoices submitted to the Department by August 30, the Capital Region TPA shall notify the Department in writing. If an extension is needed, the MPO shall notify the Department by September 1. The Department will request a time extension from FHWA. The Department will accept no further billings for work accomplished on the task or subtask as defined in the UPWP after the 90-day period unless a time extension has been requested and approved.

The MPO understands that if it fails to timely perform its obligations or fails to submit final invoices and documents necessary for the close out of the Project within six months of the termination of the grant, the maximum limiting amount may become unavailable or reduced due to a removal or withdrawal of federal funds or a loss of state appropriation, and the Department will have no obligation to provide funds from other sources. The MPO agrees that in the event the maximum limiting amount of this Agreement is reduced by such removal, withdrawal, or loss of funds, the MPO will be solely responsible for payment of costs and outstanding invoices no longer reimbursable due to the loss of funding.

**Section 2.09.** Termination or Suspension. The Project may be terminated in whole or in part only in accordance with the requirements of 49 CFR §18.43 and §18.44.

**Section 2.10.** Contracts of the Department. Consultant contracts shall be in accordance with the applicable requirements of federal and Florida law. The Department, during any fiscal year, shall not expend money, incur any liability, or enter into any contract which, by its terms, involves the expenditure of money in excess of the amounts budgeted as available for expenditure during such fiscal year. Any contract, verbal or written, made in violation of this subsection is null and void, and no money may be paid on such contract. The Department shall require a statement from the comptroller of the Department that funds are available prior to entering into any such contract or other binding commitment of funds. Nothing herein contained shall prevent the making of contracts for periods exceeding one year, but any contract so made shall be executory only for the value of the services to be rendered or agreed to be paid for in succeeding fiscal years; and this paragraph shall be incorporated verbatim in all contracts of the Department which are for an amount in excess of twenty-five thousand



dollars (\$25,000.00) and which have a term for a period of more than one year per Section 339.135(6)(a), F.S.

**Section 2.11. Contracts of the MPO.**

- (a) When a contract is written for multiple years and each year's funding is not specified in the written agreement, a two party document (amendment or signed acknowledgement) must be executed by the MPO and its consultant that specifies the next fiscal year's funding approval upon availability of funds.
- (b) In subcontracting for any professional services within the scope of the practice of architecture, professional engineering, landscape architecture, or registered surveying and mapping, as defined by Florida law, the MPO shall comply with the Consultants' Competitive Negotiation Act (CCNA), Section 287.055, F.S., as amended. The MPO shall publicly announce, in a form and consistent manner, and comply with the competitive selection requirements of the CCNA, on each occasion when architectural, professional engineering, landscape architectural, or registered surveying and mapping services, are to be purchased for a project, the basic construction cost of which is estimated by the MPO to exceed the threshold for "Category Five" in Section 287.017, F.S., or for a planning or study activity when the fee exceeds the threshold for "Category Two" in Section 287.017, F.S., except that a public announcement is not required in cases of a valid public emergency so certified by the MPO. The competitive negotiation requirements of the CCNA shall be complied with as required by Florida law.
- (c) E-VERIFY. Vendor/Contractor:
  - (1) shall utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the Vendor/Contractor during the term of the contract; and
  - (2) shall expressly require any subcontractors performing work or providing services pursuant to the state contract to likewise utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the subcontractor during the contract term.

**d) Debarment and Suspension.**

The MPO agrees to comply with the requirements of Executive Orders Numbers 12549 and 12689, "Debarment and Suspension," 31 U. S.C. 96101 note, and USDOT regulations on Debarment and Suspension at 49 CFR Part 29, Environmental Protection Agency 40 CFR 32, Federal Emergency Management Agency 44 CFR. 17 and U.S. Department of Health and Human Services 45 CFR 76. The MPO is prohibited from contracting with or making subawards to parties that are suspended or debarred or whose principals are suspended or debarred. MPO receiving individual awards for \$100,000 or more and all subrecipients must certify that the organization and its principals are not suspended or debarred. A MPO may rely on that certification unless it knows that it is erroneous. MPO may check for suspended or debarred parties in the List of Parties Excluded From Federal Procurement or Non-procurement Programs issued by the U.S. General Services Administration. A list of parties excluded is available on the GSA website at [www.arnet.gov/epl](http://www.arnet.gov/epl).

**Section 2.12. Restrictions, Prohibitions, Controls, and Labor Provisions.**

- (a) Inspection, Review, Approval, and Audit. It is understood and agreed that all rights of the Department relating to inspection, review, approval, and audit of the work, tracings, plans, specifications, maps, data, and cost records relating to this Agreement shall also be reserved and held by authorized representatives of the United States of America.
- (b) Federal Participation. It is understood and agreed that, in order to permit federal participation in the expenditure of PL Funds, no supplemental agreement of any nature may be entered into by the parties hereto with regard to the work to be performed hereunder without the approval of FHWA or as otherwise provided for in this article.
- (c) Compliance with Title VI of the Civil Rights Act of 1964 and Related Statutes. During the performance of this Agreement, the MPO, for itself, its assignees and successors in interest agrees as follows:
  - (1) Compliance with Regulations. The MPO shall comply with the regulations relative to non-discrimination in federally assisted programs of the U.S. Department of Transportation 49 CFR Part 21, as amended, which are herein incorporated by reference and made a part of this Agreement.
  - (2) Nondiscrimination. The MPO, with regard to the work performed by it during the contract will not discriminate on the grounds of race, color, disability, religion, sex, national origin, or familial status in the selection and retention of contractors and subcontractors, including procurement of material and leases of equipment. The MPO will not participate either directly or indirectly in discrimination prohibited by 49 CFR §21.5, including employment practices when the contract covers a program set forth in 49 CFR Part 21, Appendix A.
  - (3) Solicitations for subcontractors, including procurement of materials and equipment. In all solicitations made by competitive bidding or negotiation by the Capital Region TPA for work to be performed under a subcontract, including procurement of materials and leases of equipment, each potential subcontractor, supplier, or lessor shall be notified by the Capital Region TPA of the Florida-Alabama TPO's obligations under this contract and the regulations relative to nondiscrimination on the grounds of race, color, disability, religion, sex, national origin, or familial status.
  - (4) Information and Reports. The Capital Region TPA 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 Department, the FHWA, or the FTA to be pertinent to ascertain compliance with such regulations, orders, and instructions. Where any information required of the Capital Region TPA is in the exclusive possession of another who fails or refuses to furnish this information, the Capital Region TPA shall so certify to the Department, the FHWA, and the FTA, as appropriate, and shall set forth what efforts it has made to obtain the information.
  - (5) Sanctions for Non-Compliance. In the event of the Florida-Alabama TPO's failure to comply with the non-discrimination provisions of this Agreement, the Department shall impose such sanctions as it, the FHWA, or the FTA determine to be appropriate, including, but not limited to: withholding of payments to the Capital Region TPA under this

Agreement until the Capital Region TPA complies, and/or cancellation, termination, or suspension of this Agreement, in whole or in part.

- (d) Incorporation of Provisions. The MPO will include the provisions of Paragraphs (1) through (5) above in every contract, including procurement of materials and leases of equipment, unless exempt by the regulations, order, or instruction issued pursuant thereto. The MPO will take such action with respect to any subcontract or procurement as the FHWA may direct as a means of enforcing such provisions, including sanctions for noncompliance, provided, however, that, in the event the MPO becomes involved in, or is threatened with, litigation with a subcontractor or supplier as a result of such direction, the MPO may request the State to enter into such litigation to protect the interests of the State, and in addition, may request the United States to enter into such litigation to protect the interests of the United States.
- (e) Participation by Disadvantaged Business Enterprises (DBE): The Capital Region TPA shall agree to abide by the statements in Paragraph (1) and (2) which follow. These statements shall be included in all subsequent agreements between the Capital Region TPA and any sub-consultant or contractor.
  - (1) As required by 49 CFR §26.13, and related statutes the Capital Region TPA shall not discriminate on the basis of race, color, national origin, and religion in the award and performance of any United States Department of Transportation (USDOT)-assisted contract or in the administration of its DBE program or the requirements of 49 CFR Part 26. The Capital Region TPA shall take all necessary and reasonable steps under 49 CFR Part 26 to ensure nondiscrimination in the award and administration of USDOT-assisted contracts. The Florida-Alabama TPO's DBE program, as required by 49 CFR Part 26 and as approved by USDOT, is incorporated by reference in this Agreement between the Capital Region TPA and the Department.
  - (2) Implementation of this program is a legal obligation and failure to carry out its terms shall be treated as a violation of this Agreement. Upon notification to the Capital Region TPA of its failure to carry out its approved program, the USDOT may impose sanctions as provided for under 49 CFR Part 26 and may, in appropriate cases, refer the matter for enforcement under 18 USC §1001 and/or the Program Fraud Civil Remedies Act of 1986 (31 USC §§3801 *et seq.*).
- (f) Record-keeping and document retention. The Department and the Capital Region TPA shall prepare and retain all records in accordance with federal and state requirements, including but not limited to 23 CFR Part 420, 49 CFR Part 18, 49 CFR §18.42, and Chapters 119 and 257, F.S.
- (g) Prohibited Interests. Neither the MPO nor any of its contractors or their subcontractors shall enter into any contract, subcontract, or arrangement in connection with the Project or any property included or planned to be included in the Project, in which a member, officer, or employee of the MPO either during his tenure or for one-year thereafter has any interest, direct or indirect. If any such present or former member, officer, or employee involuntarily acquired or had acquired prior to the beginning of his or her tenure any such interest, and if such interest is immediately disclosed to the MPO and such disclosure is entered in the minutes of the MPO, the MPO may waive the prohibition contained in this paragraph, provided, that any such present member, officer, or employee shall not participate in any action by the MPO or the locality relating to such contract, subcontract, or arrangement.

The MPO shall insert in all contracts entered into in connection with the Project or any property included or planned to be included in any Project, and shall require its contractors to insert in each of their subcontracts, the following provision:

No member, officer, or employee of the MPO either during his or her tenure or for one-year thereafter shall have any interests, direct or indirect, in this contract or the proceeds thereof.

The provisions of this paragraph shall not be applicable to any agreement between the MPO and its fiscal depositories, or to any agreement for utility services the rates for which are fixed or controlled by a governmental agency.

**Section 2.13. Procurement.**

- (a) Procurement, Use, and Disposition of Real Property, Equipment, and Supplies. The procurement, use, and disposition of real property, equipment and supplies shall be consistent with the approved UPWP and in accordance with the requirements of 49 CFR §18.31, §18.32, and §18.33 (definitions of Real Property, Equipment, and Supplies) and 49 CFR Part 18, Subpart C.
- (b) Vehicles. PL Funds may be used to purchase vehicles under certain conditions. This needs to be approved, in advance, by FHWA. When funds are to be used to provide part or all of the cost of the lease of motor vehicles, such expenditures must be consistent with the approved UPWP.
- (c) Travel. Subject to the provisions of Section 112.061, F.S., all travel may be directly approved by the MPO consistent with and in support of identified work tasks contained within the approved UPWP. The Chairperson of the MPO, or the person or office to whom such authority may be delegated in writing by the Chairperson, may approve lawful and justifiable travel requests submitted by the MPO's staff subject to the availability of funds when such travel furthers the interests of the MPO and the purposes of this Agreement. The Chairperson of the MPO, or the person to whom such authority may be delegated in writing by the Chairperson, shall approve requests for reimbursement of travel expenses incurred pursuant to an approved travel request for lawful expenses incurred by the traveler. Reimbursement of lawful travel expenses incurred by members of the MPO shall be from funds made available to the MPO for travel and per diem expenses incurred in the performance of this Agreement and as provided in Sections 112.061 and 339.175, F.S., subject to the availability of funds.

**Section 2.14. Inventory Report.** The MPO agrees to inventory, to maintain records of and to ensure the proper use, control, and disposal of all nonexpendable tangible property, equipment, computer hardware, and furniture, acquired pursuant to funding under this article. Such records of the inventory report shall be made available upon request. This shall be done in accordance with the requirements of 23 CFR Part 420, and 49 CFR Part 18, and all other applicable federal regulations.

**ARTICLE 3**  
**CONFLICT AND DISPUTE RESOLUTION PROCESS**

**Section 3.01. Disputes and Conflicts Under this Agreement.** This Article shall apply to conflicts and disputes relating to matters subject to this Agreement, or conflicts arising from the performance of this Agreement.

**Section 3.02. Initial Resolution.** The affected parties to this Agreement shall, at a minimum, ensure the attempted early resolution of conflicts relating to such matters. Early resolution shall be handled by



direct discussion between the following officials: for the Department - the Intermodal Systems Development Manager; and for the MPO - the Staff Director.

**Section 3.03.** Resolution by Senior Agency Official. If the conflict remains unresolved, the conflict shall be resolved by the following officials: for the Department - the District Secretary; and for the Capital Region TPA- the Chairperson of the MPO.

**Section 3.04.** Resolution of Conflict by the Office of the Governor. If the conflict is not resolved through conflict resolution pursuant to Sections 3.02 or 3.03 of this Agreement the parties shall petition the Executive Office of the Governor for resolution of the conflict pursuant to its procedures. Resolution of the conflict by the Executive Office of the Governor shall be binding on all parties.

## **ARTICLE 4**

### **MISCELLANEOUS PROVISIONS**

**Section 4.01.** Constitutional or Statutory Duties and Responsibilities of Parties. This Agreement shall not be construed to authorize the delegation of the constitutional or statutory duties of any of the parties. In addition, this Agreement does not relieve any of the parties of an obligation or responsibility imposed upon them by law, except to the extent of actual and timely performance thereof by one or more of the parties to this Agreement or any legal or administrative entity created or authorized by this Agreement, in which case the performance may be offered in satisfaction of the obligation or responsibility.

**Section 4.02.** Amendment of Agreement. Amendments or modifications of this Agreement may only be made by written agreement signed by all parties hereto with the same formalities as the original Agreement.

**Section 4.03.** Duration; Termination Procedure.

- (a) Duration. This Agreement shall have a term of five years. At least 90 days prior to expiration of the term, the parties shall review and, if warranted, update the Agreement.
- (b) Termination procedure. Either party to this Agreement may terminate said Agreement by presenting in writing a notice of intent to terminate to the other party to this Agreement at least 90 days prior to the intended date of termination; provided that financial commitments made prior to termination are effective and binding for their full term and amount regardless of termination.

**Section 4.04.** Notices. All notices, demands, and correspondence required or provided for under this Agreement shall be in writing and delivered in person or dispatched by certified mail, postage prepaid, return receipt requested. Notice required to be given shall be addressed as follows:

Florida Department of Transportation  
Planning Department  
1074 Highway 90  
Chipley, Florida 32428



A party may unilaterally change its address or addressee by giving notice in writing to the other parties as provided in this section. Thereafter, notices, demands, and other pertinent correspondence shall be addressed and transmitted to the new address.

**Section 4.05. Interpretation.**

- (a) Drafters of Agreement. All parties hereto were each represented by, or afforded the opportunity for representation by legal counsel, and participated in the drafting of this Agreement and in the choice of wording. Consequently, no provision hereof should be more strongly construed against any party as drafter of this Agreement.
- (b) Severability. Invalidation of any one of the provisions of this Agreement or any part, clause, or word hereof, or the application thereof in specific circumstances, by judgment, court order, or administrative hearing or order shall not affect any other provisions or applications in other circumstances, all of which shall remain in full force and effect; provided, that such remainder would then continue to conform to the terms and requirements of applicable law.
- (c) Rules of construction. In interpreting this Agreement, the following rules of construction shall apply unless the context indicates otherwise:
  - (1) The singular of any word or term includes the plural;
  - (2) The masculine gender includes the feminine gender; and
  - (3) The word “shall” is mandatory, and “may” is permissive.

**Section 4.06. Attorney’s Fees.** In the event of any judicial or administrative action to enforce or interpret this Agreement by any party hereto, such party shall bear its own attorney’s fees in connection with such proceeding.

**Section 4.07. Agreement Execution; Use of Counterpart Signature Pages.** This Agreement, and any amendments hereto, may be simultaneously executed in several counterparts, each of which so executed shall be deemed to be an original, and such counterparts together shall constitute one and the same instrument.

**Section 4.08. Effective Date.** This Agreement shall become effective upon its execution by all parties hereto.

**Section 4.09. Other Authority.** In the event that any election, referendum, approval, permit, notice, or other proceeding or authorization is required under applicable law to enable the parties to enter into this Agreement or to undertake the provisions set forth hereunder, or to observe, assume or carry out any of the provisions of this Agreement, said parties will initiate and consummate, as provided by law, all actions necessary with respect to any such matters as required.

**Section 4.10. Parties not Obligated to Third Parties.** No party hereto shall be obligated or be liable hereunder to any party not a signatory to this Agreement. There are no express or intended third party beneficiaries to this Agreement.

**Section 4.11. Rights and Remedies not Waived.** In no event shall the making by the Department of any payment to the MPO constitute or be construed as a waiver by the Department of any breach of covenant or any default which may then exist on the part of the MPO, and the making of any such

payment by the Department while any such breach or default exists shall in no way impair or prejudice any right or remedy available to the Department in respect of such breach or default.

**Section 4.12.** Bonus or Commission. By execution of this Agreement, the MPO represents that it has not paid and, also agrees not to pay, any bonus or commission for the purpose of obtaining approval of its application for the financial assistance hereunder.

**Section 4.13.** State or Territorial Law. Unless required by federal law, nothing in this Agreement shall require the MPO, or any other party hereto, to observe or enforce compliance with any provision thereof, perform any other act or do any other thing in contravention of any applicable State law; provided, that if any of the provisions of this Agreement violate any applicable State law, the parties will at once notify the FHWA and or FTA in writing in order that appropriate changes and modifications may be made by the FHWA and or FTA. To that end the MPO or any other party hereto may proceed as soon as possible with its responsibilities hereunder.

**Section 4.14.** Lobbying. Restrictions on using federal funds for lobbying are governed by the Office of Management and Budget (OMB) 2 CFR Part 225, Attachment B, Section 24.

**Section 4.16.** Public Entity Crime. Pursuant to Section 287.133(3)(a), F.S., the following is applicable to contracts the MPO enters into in connection with this Agreement. Section 287.133(2)(a), F.S., states:

A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid, proposal, or reply on a contract to provide any goods or services to a public entity; may not submit a bid, proposal, or reply on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids, proposals, or replies on leases of real property to a public entity; may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity; and may not transact business with any public entity in excess of the threshold amount provided in Section. 287.017, F.S., for “Category Two” for a period of 36 months following the date of being placed on the convicted vendor list.

**Section 4.17.** Discriminatory Vendor List. An entity or affiliate that has been placed on the discriminatory vendor list may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity.

**Section 4.18.** Previous Agreement Superseded. Upon execution by both parties, this Agreement shall supersede the Transportation Planning Funds Joint Participation Agreement between the Capital Region TPA and the Department dated July 1, 2010.

IN WITNESS WHEREOF, the undersigned parties have executed this Joint Participation Agreement on behalf of the referenced legal entities.

Signed, Sealed and Delivered in the presence of:

MPO

Florida Department of Transportation

\_\_\_\_\_  
MPO Name

\_\_\_\_\_  
Signatory (Printed or Typed)

\_\_\_\_\_  
Department of Transportation

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

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Title

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Title

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Witness

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Signature

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Signature

\_\_\_\_\_  
Legal Review  
Department of Transportation

## EXHIBIT 1

Federal Agency: **Federal Highway Administration, United States Department of Transportation**

Catalog of Federal Domestic Assistance #: **20.205 Highway Planning and Construction**

Amount: FY 14/15: \$486,274

FY 15/16: \$486,274

Authorization: Moving Ahead for Progress in the 21<sup>st</sup> Century Act (MAP-21), Public Law 112-141, 23 USC §§101 *et seq.*, as amended.

### Compliance Requirements:

1. Title 23 USC §104(f) sets aside metropolitan planning funds (PL funds) for metropolitan planning organizations (MPOs) to carry out the transportation planning provisions of 23 USC §134 and 49 USC §5303.
2. Title 23 USC §134, 49 USC §5303, and 23 CFR §450 requires in general that an MPO plan for the transportation needs of its area in a manner that is continuing, cooperative, and comprehensive. In particular, it requires the MPO to develop specific plans and programs such as a long range transportation plan, a transportation improvement program, and a unified planning work program.
3. In addition to the broad provisions of Title 23 USC §104, Title 23 USC §134, 49 USC §5303 and 49 USC §5307, eligible uses of PL funds are governed by OMB Circular A-87 (Cost Principles for State, Local, and Indian Tribal Governments).
4. Federal funds can be used only to reimburse costs that are:
  - (a) incurred subsequent to the date of authorization to proceed, except for certain property acquisition costs permitted under Title 23 USC §108;
  - (b) in accordance with the conditions contained in the project agreement and the plans, specifications, and estimates (PS&E);
  - (c) allocable to a specific project; and
  - (d) claimed for reimbursement subsequent to the date of the project agreement (23 CFR §§1.9, 630.106, and 630.205).
5. Costs incurred by the MPO for planning and research work are subject to prior approval from FHWA.
6. The Department provides the local match of PL funds through toll credit revenues.

**AGENDA ITEM 2 F**  
**CRTPA WILDFLOWER SUPPORT RESOLUTION**

**REQUESTED BY: CRTPA Board**

**TYPE OF ITEM: Consent**

**STATEMENT OF ISSUE**

Request the adoption a resolution that supports the commitment of Capital Region Transportation Planning Agency (CRTPA) county members and the Florida Department of Transportation conservation of native wildflowers on the region's roadways

**RECOMMENDED ACTION**

Option 1: Adopt a resolution in support of the Capital Region Transportation Planning Agency (CRTPA) county members and the Florida Department of Transportation efforts to encourage others to commit to the conservation of roadside native wildflowers on state and county roads in CRTPA region.

**BACKGROUND**

Florida has a rich history related to the beauty of wildflowers.

*"On Palm Sunday in 1513, Spanish explorer Juan Ponce de Leon sighted land. He dubbed it La Florida — "land of flowers" — in honor of the Spain's Easter celebration. The abundant wildflowers he almost certainly would have seen may have also influenced the name choice.*

*Florida's indigenous people and settlers utilized native wildflowers for a variety of things, from medicine and food to aesthetics. They recognized wildflowers' places in nature's hierarchy and their importance in the plant and animal kingdoms. This history is depicted in Florida's state seal.*

*However, Florida's modern history — with its hyper-development of natural places — has erased much of the landscape in which wildflowers once grew.*

*For decades, though, many Florida garden clubs have kept wildflowers front and center in their communities. Their roadside efforts predate those of Lady Bird Johnson, who championed the federal Highway Beautification Act adopted in 1965. Meanwhile, the Florida Department of Transportation unknowingly planted grass sod containing red clover in the early 1960s. When the clover bloomed and complimentary calls and letters flooded in, the state's [roadside wildflower planting program](#) was born.*

*FDOT's plantings were only somewhat successful, because little was known about growing wildflowers. To solve the problem, FDOT and the Florida Federation of Garden Clubs created the State Wildflower license tag,*



*which went on sale in 2000. The Florida Wildflower Foundation was created in 2002 to receive and disperse the \$15 donation made with each tag sale. Thanks to State Wildflower tag owners, more than \$3 million has been raised for research, planting and education projects statewide.” – Florida Wildflower Foundation website*

To further support the promotion of wildflowers the FDOT adopt a “Wildflower Management Program” procedure (**Attachment 1**).

### **OPTIONS**

Option 1: Adopt a resolution in support of the Capital Region Transportation Planning Agency (CRTPA) county members and the Florida Department of Transportation efforts to encourage others to commit to the conservation of roadside native wildflowers on state and county roads in CRTPA region.  
(RECOMMENDED)

Option 2: Provide other direction.

### **ATTACHMENTS**

Attachment 1: FDOT Wildflower Management Program procedure  
Attachment 2: CRTPA Wildflower Support Resolution

Approved:



Department of Transportation

Effective: January 22, 2014

Office: Production Support

Topic No.: 650-030-001-h

## **WILDFLOWER MANAGEMENT PROGRAM**

### **PURPOSE:**

To increase the visibility and enjoyment of roadside wildflowers and scenic beauty. To effectively manage a diverse mix of roadside native flora and plant communities, and to support naturally occurring and planted wildflowers. To maximize the economic, ecologic, and aesthetic benefits from the State's investment in the roadside wildflower management program. To establish the responsibilities of the Florida Department of Transportation's (Department) Central and District office staffs.

### **AUTHORITY:**

- Sections 20.23(4)(a) and 334.048(3), Florida Statutes (F.S.)

### **REFERENCES:**

- Article II, Section 7(a) Constitution of the State of Florida, Natural Resources and Scenic Beauty
- Section 334.044(5) and (26), Florida Statutes, Department; Powers and Duties
- House Resolution No. 1377, May 29, 1985, declaring that "...increased awareness of the value and beauty of the state's roadways will enable more people to share in their enjoyment of the state..." and "...that the roadways of Florida be hereafter known as 'Paths of Sunshine' in recognition of their significance to the state."
- Highway Beautification Policy, 000-650-011
- 2060 Florida Transportation Plan
- Title 23, Chapter 1, Part 752, U.S. Code, Landscape and Roadside Development
- Title 23, Chapter 3, Section 319, U.S. Code, Landscaping and Scenic Enhancement

### **SCOPE:**

This procedure is to be used by: Office of Maintenance (OOM), the State Transportation Landscape Architect (STLA), District Maintenance Engineers (DME), District Wildflower Coordinators (DWC), District and Central Public Information Offices (PIO), and District Secretaries.

## **BACKGROUND:**

Consistent with the Department's Highway Beautification Policy, the Wildflower Management Program integrates the wildflower management and highway beautification. For nearly 50 years, the Department has sustained the State's oldest and most visible wildflower program.

In 1999 with support from the Department, the Florida Legislature authorized the production and sale of the Florida Wildflower License Plate. Thereafter, the Florida Wildflower Foundation was established. Using proceeds from the sale of the plate, the Florida Wildflower Foundation has become a supporting partner with the Department.

Revenues from the sale of the Wildflower License Plate have allowed the Florida wildflower seed production and wildflower discovery, viewing, and tourism industries to be established and flourish, making wildflowers a growing part of the state's economy.

## **1. DEFINITIONS**

**1.1** Wildflower: A native or other desirable plant with conspicuous flowers. For the purpose of this procedure the definition does not include trees and other woody plants.

**1.2** Florida Native Wildflower: As defined by the Florida Wildflower Foundation, [http://www.flawildflowers.org/resources/pdfs/pdf10/wildflower\\_definition.pdf](http://www.flawildflowers.org/resources/pdfs/pdf10/wildflower_definition.pdf) . For the purposes of this procedure, some desirable nonnative wildflower species that have become naturalized along roadsides will be treated as a Florida Native Wildflower.

**1.3** Wildflower Areas (): Those areas within the right of way consisting of naturally occurring, restored, or planted native flora; some showy, some not so showy. Some will require no exceptional care other than carefully timed site and species specific mowing practices. These areas may also be locations where there is a desire or opportunity to manage naturalized species, or a desire to establish or restore native wildflower meadows by sowing seed. Due to the nature of wild species and constantly changing environmental conditions, showiness and diversity of species will be variable.

## **2. PROGRAM COORDINATION**

**2.1** Wildflower Management Program activities throughout the Department are an integral part of the Highway Beautification Program. The State Transportation

Landscape Architect (STLA) and the Office of Maintenance (OOM) are responsible for the Wildflower Management Program. District Wildflower Coordinators (DWC) assigned by the District Maintenance Engineer (DME) will be responsible for roadside wildflower management activities, which may include planting and other duties assigned by the DME. The DWC shall have knowledge of Florida native plants and plant communities and appropriate roadside management practices.

**2.2** OOM and STLA will coordinate the activities of the DWCs to assist with implementing and updating roadside vegetation management plans. OOM will update the Department's ***Guide to Roadside Vegetation Management*** as needed to implement this procedure.

**2.3** STLA will fulfill statewide intergovernmental and interagency responsibilities, as well as coordination with statewide nongovernmental organizations including the Florida Wildflower Foundation.

**2.4** State Vegetation Management Specialist/Horticulturist (SVMS) will assist with District and Central Office Wildflower Management Program activities.

### **3. MANAGEMENT OF WILDFLOWER AREAS**

**3.1** Throughout the state, managing naturally occurring roadside wildflowers areas is the preferred means of increasing the abundance, visibility, and enjoyment of wildflowers. Wildflower Areas will be managed to minimize the effects of routine roadside maintenance activities.

**3.2** A wildflower area can be identified anytime. Determining the start and end points and shape of a wildflower area for maintenance and management purposes will be the responsibility of the DWC and the DME. Statewide analysis of Florida Natural Areas Inventory (FNAI) data may also be useful. DWC and DME will include identified wildflower area locations in the District Vegetation Management Plan.

**3.2.1** Wildflower Areas (WAs) can be established on roadsides in each FDOT District. WAs will be delineated with roadside signs or maps prepared by the District. Mowing equipment operators and their supervisors, as well as the District Maintenance Rating Program team, must know the location of WAs. A statewide process will be developed to document the location, condition, and seasonal variation of WAs.



**3.2.2** Determining appropriate locations and extents of WAs requires a combination of engineering and scientific judgment and expertise.

**3.2.3** Volunteers, consultants, and Department employees with knowledge and interest of local flora can be valuable sources of information for identifying plants and WA locations. The Department website and [Florida Wildflower Foundation website](#) is a way for anyone to provide information and to suggest locations for a WA.

**3.2.4** WAs can be within and beyond the routine mowing limits established by the [Department's \*Guide for Roadside Vegetation Management\*](#).

**3.2.5** For motorist safety, a WA will typically not be within 15 feet of the edge of pavement or to the toe of the slope, whichever is less. However, where safe, and where the characteristics within the WA necessitate, this distance may be less than 15 ft. This distance may be greater than or less than 15 ft. due to site conditions, the type or classification of roadway, sight distances, and speed limits. Frequent mowing of this safety zone is considered necessary to maintain a safe roadway and roadside. Within and beyond this safety zone, the size and shape of the WAs will be managed to simplify maintenance. Reduced mowing frequencies are intended to promote growth of existing wildflower and plant communities, allow desirable species to migrate, and enhance aesthetic quality.

**3.2.6** There is no minimum or maximum size or extent for a WA.

**3.2.7** Due to the seasonal and short-lived nature of native plants and wildflowers, many species are not always visible. Care will be taken to be aware of these species when determining the size and shape of a WA. Proximity to the plants' natural habitat (as documented by the FNAI), and other scientific and anecdotal evidence can assist in identifying appropriate locations for WAs. The list of undesirable species used in determining Maintenance Rating Program (MRP) score will be studied by the Department to make sure the list and the procedure are compatible.

**3.2.8** Consistent with the management objectives above, WAs can be located anywhere necessary to increase the visibility and enjoyment of roadside wildflowers and the scenic beauty and aesthetic benefits from the State's investment in the roadside wildflower program.



**3.3** STLA will develop webpage content for OOM to place information and a link to [Florida Wildflower Foundation](#) on the Department's website and provide other guidance and information for the public. A wildflower areas resolution similar to the model resolution found on the Florida Wildflower Foundation website, followed by a written request to the DAC that specifies locations and mowing schedule, extents, and width is the most effective means for municipalities and counties to request that the Department establish a WA, or modify mowing frequency or limits. Such resolutions will be subject to review and concurrence from the DME and DWC for WAs proposed within the Department's right of way.

**3.4** STLA with OOM, DWCs, and SVMS will develop guidance for planning and implementing best management practices to facilitate natural regeneration of planted wildflowers and management and care of WAs. DWC and DME will include any WA locations as well as applicable specific, adaptive management plans and schedules in the District Vegetation Management Plan. Seasonal monitoring and documentation of WAs can help determine the appropriate best management practices.

**3.4.1** WAs will be managed to accommodate safety and operational requirements as the integrity of the transportation facility is paramount.

**3.4.2** Roadside vegetation management practices will enhance the appearance and performance of WAs, including the control of woody and weedy species that make a WA appear to be unkempt.

**3.4.3** Desirable outcomes include increasing the extent, species diversity, and showiness of native plants and wildflowers.

**3.4.4** The DWC in coordination with the DME will ensure that mowing frequencies for identified wildflower areas are included in the District Vegetation Management Plan and appropriate maintenance contractor documents. In addition, these documents will reflect that herbicide application within 100 feet of any identified WA shall be coordinated with the DWC.

## 4. PURCHASING AND PLANTING WILDFLOWER SEEDS

**4.1** OOM and SVMS will develop statewide best practices for wildflower seed purchase, selection of experienced contractors, planting, and management, with emphasis and preference for seeds of available Florida ecotypes of native wildflowers.

**4.2** DWC, with input from SVMS available upon request, will prepare an annual District wildflower planting plan. The written or graphic plan describes locations to be planted and identifies species, quantities of seed, schedule, methods, and equipment needed to fulfill the plan. The schedule shall include an adaptive management plan with a timetable for maintenance activities. There is no minimum or maximum area or quantity of seed that needs to be planted. The wildflower planting plan should be available for review by the STLA annually by June 30.

**4.3** OOM will develop and implement an annual schedule to coordinate with DWCs to purchase seed used to supplement and support each Districts planting plan. All seed shall be purchased by scientific (Latin) name. To the extent allowed by law, and to the extent quality seed is available, Florida ecotypes of native wildflower seed shall be purchased from Florida sources.

**4.4** OOM will coordinate with the seed production industry to increase the value, quality, and availability of Florida ecotypes of native wildflowers, including but not limited to Florida ecotypes of Goldenmane Tickseed (*Coreopsis basalis*) and Multi-Colored Annual Phlox (*Phlox drummondii*).

**4.5** DWC will coordinate with Maintenance Yards and Operations Centers to plant wildflower seed in accordance with District wildflower planting plan, and where necessary to supplement or replace displaced wildflowers, and to respond to requests from local agencies.

**4.6** Where Federal-aid highway funds participate in any landscape project, at least one quarter of one percent of funds expended for such projects must be used to plant native wildflower or grass seeds or seedlings or both (***Title 23, Chapter 3, Section 319, U.S. Code, Landscaping and Scenic Department Enhancement***). STLA will develop a method to track expenditures.

## 5. EVALUATION AND DOCUMENTATION

**5.1** STLA with input from District wildflower and maintenance experts will develop a template for DWCs to annually document and evaluate the establishment and management of WAs. The documentation and evaluation can be used to develop and improve the District Vegetation Management Plan.

**5.2** STLA will develop and recommend to OOM a simple and effective method to evaluate the condition of WAs.

**5.3** OOM and STLA will develop a statewide process for documenting and delineating locations of WAs.

**5.4** As may be needed, District Roadside Vegetation Management Plans meeting the requirements of the Department's ***Roadway and Roadside Maintenance Procedure No. 850-000-015*** will be updated to include the District wildflower planting plan and location and management of WAs. Plans will list the name and contact information of the DWC.

**5.5** The STLA and SVMS will, upon request from DWC, review and provide comments on all draft plans.

## 6. PUBLIC INFORMATION AND COMMUNICATION

**6.1** Public comments and questions about the planting, establishment, and management of wildflowers areas will be directed to the DWCs or STLA.

**6.2** OOM and STLA will maintain a Department Wildflower Areas Management web page, [www.dot.state.fl.us/statemaintenanceoffice/wildflowersinfo.shtm](http://www.dot.state.fl.us/statemaintenanceoffice/wildflowersinfo.shtm) and other informative materials. The webpage will include a directory of DWCs. To the extent allowed by law, production and distribution of seed packets, posters, brochures, and other means of public information about wildflowers may be used.

**6.3** DME or District PIO may assign staff to photograph Wildflower Areas. Digital copies of photographs will be made available to STLA and Central PIO and may be posted on Department websites.



**6.4** OOM, STLA, and DWCs are encouraged to reach out to organizations with interest and expertise in wildflowers, including the Florida Wildflower Foundation, Florida Wildflower Cooperative, Florida Federation of Garden Clubs, Florida Association of Native Nurseries, and Florida Native Plant Society.

## **7. ELLA P. WOOD PATHS OF SUNSHINE AWARD**

**7.1** The Ella P. Wood Paths of Sunshine Awards Program was launched in 1985 by the Florida Federation of Garden Clubs, Inc. (FFGC). The FFGC award program recognizes Department units of personnel, local governments, and private contractors responsible for planting and/or management of roadside wildflowers and/or native plants on the State Highway System. Competition rules are available from the FFGC at [www.ffgc.org](http://www.ffgc.org)

**7.2** Nominations submitted by FFGC to STLA, and any other nominations submitted by Department work units, will be forwarded to the appropriate District Secretary. The District Secretary will select any number of the nominated areas within the District that represent the most outstanding displays of wildflowers and/or native plants on District roadsides. As instructed by the District Secretary, the nominated work unit shall prepare documentation for the selected sections of highway managed by unit employees. For the purposes of this procedure, Department work units include asset maintenance contractors. The District PIO should be available to assist with the preparation of documentation. Documentation for sections of highway managed by private contractors or local governments are not to be prepared by the District.

**7.3** The District shall send documentation directly to the FFGC in accordance with the competition rules.

**7.4** When STLA is notified that finalists include Department employees, STLA will notify Department finalists, PIO, and appropriate District Secretary, DWC, and District PIO about the date, time, and location of the award ceremony.

**7.5** At least one representative from each finalist work unit should attend the FFGC award ceremony.

**7.6** OOM or STLA should represent the Central Office at the FFGC Awards Ceremony. Ceremony attendees shall comply with the [Disbursement Handbook for Employees and Managers](#), Events (Banquets and Other Social Activities).

**7.7** Documentation for each of the winners' entries will be maintained by the STLA.

**7.8** Awards received by the Department will be temporarily displayed at the annual FFGC Awards Ceremony, and subsequently displayed in the District or State Headquarters.

## **8. TRAINING**

No training is required.

## **9. FORMS**

None





CRTPA RESOLUTION 2014-05-2E

WHEREAS, each county within the Capital Region Transportation Planning Agency (CRTPA) planning boundaries has resolved to increase the visibility of wildflowers along state and county roadways; and

WHEREAS, the natural beauty of native wildflowers within the CRTPA can be enjoyed by everyone; can attract guests, and benefit commerce, environmental health, and public well-being; and

WHEREAS, enjoyment of native wildflowers is an occasion for leaders in Leon, Wakulla, Jefferson, and Gadsden Counties to unite for the benefit of everyone; and

WHEREAS, many naturally occurring species of native wildflowers, including Coreopsis, the state wildflower, as depicted upon the State Wildflower license tag, are already prominently displayed along the Region's state and county roadways; and

WHEREAS, increasing the visibility of native wildflowers is consistent with the mission and vision of the CRTPA, and goals of many individuals, businesses, and community-based organizations; and

WHEREAS, the presence of native wildflowers is essential to the fitness of native pollinator species necessary for productive and profitable farms and forests; and

WHEREAS, in the spring of 1513, Juan Ponce de Leon named this beautiful place La Florida, Land of Flowers, because of the wealth of native wildflowers; and

WHEREAS, it is desirable and attainable to experience the beauty of many more native wildflowers by reducing the frequency and extent of roadside mowing; and

NOW THEREFORE, BE IT RESOLVED that the Capital Region Transportation Planning Agency does hereby commit and encourage others to commit to the conservation of roadside native wildflowers on state and county roadways, and do hereby encourage staff in each county to partner with the Florida Department of Transportation and adjoining property owners to plan and implement roadside management practices that will increase the visibility and enjoyment of Florida native wildflowers.

DULY PASSED AND ADOPTED THIS 19th DAY OF MAY 2014

Capital Region Transportation Planning Agency

By: \_\_\_\_\_  
Randy Merritt, Chair

Attest: \_\_\_\_\_  
Harry D. Reed III,  
CRTPA Executive Director

**May 19, 2014**



## **AGENDA ITEM 2 G**

# **ANNUAL TRANSPORTATION DISADVANTAGED PLANNING SERVICES GRANT FOR GADSDEN, JEFFERSON, LEON, AND WAKULLA COUNTIES**

**REQUESTED BY: CRTPA Staff**

**TYPE OF ITEM: Action**

### **STATEMENT OF ISSUE**

The purpose of this item is to approve submission of a grant to the Florida Commission for the Transportation Disadvantaged.

### **RECOMMENDED ACTION**

Option 1: Approve a resolution and direct staff to execute other appropriate documents authorizing the submittal of a Transportation Disadvantaged Trust Fund Grant with the Florida Commission for the Transportation Disadvantaged.

### **HISTORY AND ANALYSIS**

Florida State Statutes Chapter 427.11 provides funding for Metropolitan Planning Organizations providing staff support to local Transportation Disadvantaged Coordinating Boards.

The funding is allocated by a formula based on population. The Capital Region Transportation Planning Agency (CRTPA) will receive about \$83,000 for next year. It will be used to provide partial salary to employees staffing the Transportation Disadvantaged Coordinating Boards in Gadsden, Jefferson, Leon and Wakulla Counties.

Approval and transmittal of the grant application is by resolution. Upon receipt of the resolution, the contract can be executed. The resolution is enclosed as ***Attachment 1***.

### **OPTIONS**

Option 1: Approve a resolution and direct staff to execute subsequent documents authorizing the submittal of a Transportation Disadvantaged Trust Fund Grant with the Florida Commission for the Transportation Disadvantaged.  
(RECOMMENDED)

Option 2: Provide other direction.

**ATTACHMENTS**

Attachment 1: Resolution



### **Authorizing Resolution 2014-5-2G**

A RESOLUTION of the Capital Region Transportation Planning Agency hereby referred to as the “CRTPA” authorizing the submittal and execution of a Transportation Disadvantaged Trust Grant Application with the Florida Commission for the Transportation Disadvantaged.

WHEREAS, this CRTPA has the authority to file a Transportation Disadvantaged Trust Fund Grant Application and to undertake transportation disadvantaged service planning as authorized by Section 427.0159 Florida Statutes and Rule 41-2, Florida Administrative Code.

NOW THEREFORE, BE IT RESOLVED BY THE CRTPA THAT:

1. The CRTPA has the authority to file this grant application.
2. The CRTPA authorizes the Executive Director or his/her designee to sign any and all agreements or contract that is requested in connection with this application.
3. The CRTPA authorizes the Executive Director or his/her designee to file and execute the application on behalf of the CRTPA with the Florida Commission for the Transportation Disadvantaged.
4. The CRTPA authorizes the Executive Director to sign any and all assurances, reimbursement invoices, warranties, certification and other documents that may be required in connection with the application or subsequent agreements.

DULY PASSED AND ADOPTED THIS 19th DAY OF May 2014.

Capital Region Transportation Planning Agency

By: \_\_\_\_\_  
Randy Merritt, Chair

Attest: \_\_\_\_\_  
Harry D. Reed III,  
CRTPA Executive Director





*May 19, 2014*

## **AGENDA ITEM 2 H**

### **DRAFT CRTPA PUBLIC INVOLVEMENT PROCESS PLAN**

**REQUESTED BY:** CRTPA Staff

**TYPE OF ITEM:** Consent

#### **STATEMENT OF ISSUE**

CRTPA staff has updated the Public Involvement Process Plan (PIPP) for the CRTPA to reflect the current structure of the CRTPA committees, updates in federal legislation (MAP-21), and to satisfy requirements by the Federal Highway Administration to state that the CRTPA PIPP is used to satisfy StarMetro's Program of Project requirements of the Section 5307 Urbanized Area Formula Program Grant as administered by the Federal Transit Administration.

#### **RECOMMENDATIONS BY CRTPA COMMITTEES**

The CRTPA's two (2) committees (Citizens Multimodal Advisory Committee and Technical Advisory Committee) recommended approval of this item at their respective May 6, 2014 meetings.

#### **RECOMMENDED OPTION**

Option 1: Approve the Draft CRTPA Public Involvement Process Plan (PIPP) for transmittal to the Florida Department of Transportation for further review.

#### **HISTORY**

In September of 2009, the CRTPA committees voted for approval of the current CRTPA PIPP, which was adopted by the CRTPA Board on January 11, 2010. Since that time, many changes have occurred in the CRTPA planning environment, including the restructuring of the CRTPA committees (from a Multimodal Advisory Committee and Citizen's Advisory Committee into a Citizen's Multimodal Advisory Committee), and the signing into law of the Moving Ahead for Progress in the 21<sup>st</sup> Century Act (MAP-21) by President Obama. Additionally, the Federal Highway Administration has recently stated that the CRTPA PIPP must include a statement in it that conveys that it is used to satisfy StarMetro's Program of Project requirements of the Section 5307 Urbanized Area Formula Program Grant as administered by the Federal Transit Administration.

The Update to the CRTPA PIPP brings the document up to date with the current structure of the CRTPA advisory committees and the current planning legislation in effect. The updated PIPP will also serve as guidance for the development and adoption of the Connections 2040 Regional Mobility Plan Public Involvement Plan, which will be presented for adoption at the June 2014 series of CRTPA committee and Board Meetings.

### **NEXT STEPS**

The Draft CRTPA PIPP will be open for review and comment by the public during the month of May and leading up to the June 16, 2014 CRTPA Board Meeting, where it will be considered for Final approval. Additionally, the Draft PIPP will be presented for review and comment at two public meetings to be held at the end of May, 2014. The public meeting information is provided below:

#### ***TIP and PIPP Meeting Number 1***

**What:** Public meeting to discuss the Draft FY 15 - FY 19 CRTPA TIP and Draft CRTPA Public Involvement Plan and to receive public comments.

**When:** Wednesday, May 28, 2014

**Time:** 5pm – 6pm Eastern Time

**Where:** Gadsden County Commission Chambers, 9 E. Jefferson St., Quincy, Florida

#### ***TIP and PIPP Meeting Number 2***

**What:** Public meeting to discuss the Draft FY 15 - FY 19 CRTPA TIP and Draft CRTPA Public Involvement Plan and to receive public comments.

**When:** Thursday, May 29, 2014

**Time:** 5pm – 6pm Eastern Time

**Where:** City Hall, Tallahassee Room (2<sup>nd</sup> Floor), 300 S. Adams Street, Tallahassee, Florida

Following the public meetings, CRTPA staff will compile, summarize, and address comments received for consideration at the CRTPA committee meetings on June 3, 2014, and at the CRTPA Board Meeting on Monday, June 16, 2014. Public comment will be received up through the date of Final adoption, scheduled for Monday, June 16, 2014 at the CRTPA Board Meeting.

The Final adopted CRTPA PIPP will be forwarded to FHWA and FDOT for their files following the June 16, CRTPA Board Meeting.

### **ATTACHMENT**

Attachment 1: CRTPA Draft 2014 PIPP



# **Public Involvement Process Plan**

**for the**

**Capital Region  
Transportation Planning Area**

**April 30, 2014**

# **Acknowledgements**

## **Document Content**

The Capital Region Transportation Planning Agency thanks the following citizen groups, and governmental agencies for their contributions to the content of this document:

CRTPA Technical Advisory Committee;  
CRTPA Citizen's Multimodal Advisory Committee;  
StarMetro;  
Florida Department of Transportation  
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# I.

# INTRODUCTION

## ***What is the CRTPA?***

The Capital Region Transportation Planning Agency (CRTPA) is a multi-jurisdictional metropolitan planning organization (MPO) mandated by federal and state law to provide continuous, cooperative, and comprehensive transportation planning for the Capital Region. As such, the CRTPA is responsible for the regional transportation planning that guides the future growth and development of Gadsden, Jefferson, Leon, and Wakulla Counties.

The CRTPA Board is composed of elected officials who meet on a regular basis to provide direction and to make decisions to implement transportation projects and strategies. The CRTPA works with its planning and transportation agency partners in Gadsden, Jefferson, Leon, and Wakulla Counties, as well as the Florida Department of Transportation (FDOT), committees, staff, and the public to:

- Identify and evaluate transportation needs in the region;
- Determine the types of studies, strategies, and improvements needed; and
- Develop short- and long-term programs and plans that include schedules, improvement needs, and funding sources.

## ***What is the Vision and Mission of the CRTPA?***

The vision of the CRTPA is as follows:

“to create an integrated regional multimodal transportation network that provides the most options for moving people and goods economically, effectively, and safely while protecting the environment, promoting economic development and maintaining a high quality of life with sustainable development patterns.”

To help make this vision a reality, the CRTPA adopted the following mission statement:

“Act as the principal forum for collective transportation policy discussions that result in the development of a long range transportation plan, which creates an integrated regional multimodal transportation network that supports sustainable development patterns and promotes economic growth.”

## ***How does the CRTPA make the vision a reality and carry out its mission?***

To carry out the mission and vision of the CRTPA, the CRTPA has developed a public involvement process designed to educate and engage the public during the development and overview of CRTPA work tasks. Through the Public Involvement Process Plan (PIPP), the CRTPA strives to create the cooperative and collaborative transportation planning process that gives the public a voice in shaping the region’s future.

The PIPP provides the framework for advancing the CRTPA's mission and vision by:

- **Educating and informing the public** about the urban transportation planning process, and the major work tasks of the CRTPA that guide the shape of the region's transportation network;
- Outlining an open and responsive public involvement process to carefully **collect and consider public input** in the transportation decision-making process;
- **Outlining various methods** the CRTPA will use **to increase public awareness** of how transportation systems are planned and constructed, and to increase **public input, interest and participation in transportation planning projects**;
- **Outlining methods to promote, measure, and evaluate the equity in the accessibility of public involvement opportunities** throughout the CRTPA planning boundary, **and to measure the responsiveness of efforts to capture and engage the involvement of citizens from the underserved and minority populations of the area.**

### ***What is the purpose of the CRTPA's Public Involvement Process Plan?***

The Public Involvement Process Plan (PIPP) is designed to promote effective education and two-way communication with the public such that strong citizen participation is reflected throughout all of the CRTPA's transportation planning activities. This document also defines the federal guidelines that govern public involvement in the metropolitan transportation planning process, describes the existing CRTPA public participation process for the mandated CRTPA work products, identifies the advisory committee structure for the CRTPA Board, and identifies general ways that the public can engage themselves in the transportation planning processes in this region.

The overall intent of this document is threefold. First and foremost, this document is intended to provide a user-friendly introduction to the CRTPA work tasks to the general public. It is the goal of this document to convey in a simplistic manner the purpose, development schedule, and ways in which the public can become involved in the development and review of the primary work tasks undertaken by the CRTPA. The PIPP serves to inform the general public how and when the CRTPA will solicit input throughout the year.

Secondly, the PIPP serves as a guidebook for the CRTPA. The PIPP outlines how the CRTPA will solicit, conduct, evaluate, improve, and report public involvement activities in the development of transportation plans and services for Florida's Capital Region. Special attention is paid to how public involvement activities will be tailored to meet the needs of the unique areas within the four-county planning region, including the areas of the underserved and non- English speaking populations.

***Lastly, this PIPP satisfies StarMetro's Program of Project requirements of the Section 5307 Urbanized Area Formula Program Grant as administered by the Federal Transit Administration.***

## **II. THE CAPITAL REGION TRANSPORTATION PLANNING AGENCY**

### ***What is a Metropolitan Planning Agency?***

A Metropolitan Planning Agency (MPO) is an area-wide, multi-jurisdictional agency mandated by federal and state law for urbanized areas of more than 50,000 people to provide a continuing, cooperative, and comprehensive regional transportation planning process. An MPO is responsible for planning and programming in cooperation with local transportation agencies and the Florida Department of Transportation (FDOT), as well as for the expenditure of federal and state transportation funds in an effort to enhance the statewide and regional multimodal transportation system. To achieve this objective, MPOs develop a 20-year Long-Range Transportation Plan to guide future transportation decision-making and a 5-year Transportation Improvement Program to prioritize transportation projects for federal, state, and local funding within their regions.

### ***History of the Capital Region Transportation Planning Agency***

Initially, the Tallahassee-Leon County Transportation Study, using input from government officials, technical experts, and private citizens, guided transportation planning in the Tallahassee-Leon County area. The Tallahassee Urban Area Transportation Study (TALUATS) was organized in 1965 as a joint undertaking between the City of Tallahassee, Leon County, and the State of Florida. The federal government participated through the Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, and the Environmental Protection Agency.

Consistent with guidelines developed by the Federal Highway Administration and the Federal Transit Administration, the Tallahassee Urban Area Transportation Study Policy Committee was reorganized into the Tallahassee-Leon County Metropolitan Planning Organization in early 1977, and was reconstituted on December 10, 1979, in conformance with Florida Statute 334.215. The Metropolitan Planning Organization was composed of the Leon County Board of County Commissioners, the Tallahassee City Commissioners, and a representative from the Leon County School Board.

In 2004, based on data from the 2000 Census, the Tallahassee-Leon County MPO was expanded to include the urbanized portions of Gadsden and Wakulla Counties and was renamed the Capital Region Transportation Planning Agency (CRTPA) to more accurately reflect its new regional focus. In 2008, the MPO planning boundaries were again expanded, and now the CRTPA planning boundary includes all of Gadsden, Jefferson, Leon, and Wakulla Counties.

## ***CRTPA Members & Meetings***

### **Members**

The CRTPA is comprised of elected representatives from Gadsden County, Leon County, Wakulla County, Jefferson County, the City of Tallahassee, one representative from the Leon County School Board and one representative of Gadsden County Cities.

The CRTPA works with its planning and transportation agency partners in Gadsden, Jefferson, Leon, and Wakulla Counties, as well as the Florida Department of Transportation (FDOT), various citizen and technical committees, organizational staff, and the public to:

- Identify and evaluate transportation needs in the region;
- Determine the types of studies, strategies, and improvements needed; and to
- Develop short- and long-term programs and plans that include schedules, improvement needs, and funding sources.

### **Regular Meetings**

The CRTPA Board meets on a regular basis to provide direction and make decisions needed to implement transportation projects and strategies. The CRTPA typically meets on the **third Monday** of the month, six times a year. Meetings are scheduled to begin at **1:00 p.m.** in the City of Tallahassee or Leon County Commission Chambers, and typically last between one and two hours. The schedule and agendas for the CRTPA Board meetings are posted on the CRTPA website located at [www.crtpa.org](http://www.crtpa.org). Additionally, the meetings are televised live on WCOT. Past recordings of the meetings can be viewed on the CRTPA website as well.

### **Special Meetings**

The CRTPA can elect to call special meetings at any time deemed necessary to discuss specific issues of interest and importance to the region. These meetings are typically decided on with enough advance forethought that they can and will be advertised in the local newspapers with at least one week advanced notification when possible. These meetings will also be noticed on the CRTPA webpage at [www.crtpa.org](http://www.crtpa.org), and sent out in mass e-mail notifications to the contacts listed in the regional contact database maintained by the CRTPA for general and specific public involvement notifications.

### **Emergency Meetings**

Infrequently, the CRTPA may need to call an emergency meeting to address issues that require immediate action, and which must take place so quickly that they can not be noticed in the newspaper in advance of the meeting. In instances where notification in the media is not possible due to an emergency meeting being called too late to meet media deadlines, notification will be placed on the CRTPA webpage at [www.crtpa.org](http://www.crtpa.org), and also sent out in mass e-mail notifications to the contacts listed in the regional database maintained by the CRTPA for general and specific public involvement notifications. Whenever possible, emergency meetings will be advertised in the local media with at least 24 hour notification of the meeting.



### **III. CRTPA SUBCOMMITTEES**

In addition to citizen input, the CRTPA Board receives input from three standing committees. These committees are mandated and created by state law. The CRTPA Advisory Committees are as follows:

- ❖ **Technical Advisory Committee (TAC);**
- ❖ **Citizen's Multimodal Advisory Committee (CMAC); and the**
- ❖ **Transportation Disadvantaged Coordinating Board (TDCB).**

#### **TECHNICAL ADVISORY COMMITTEE**

The **Technical Advisory Committee (TAC)** is comprised of planners, engineers, and other technical personnel who advise the CRTPA and the other CRTPA committees on the technical feasibility and considerations of proposed projects. The TAC members are instrumental in assigning priorities to projects.

#### **CITIZEN'S MULTIMODAL ADVISORY COMMITTEE**

The **Citizen's Multimodal Advisory Committee (CMAC)** is comprised of a cross-section of appointed citizens and governmental representatives from the four-county region. Pursuant to Section 339.175(e), Florida Statutes, the membership on this committee must reflect a broad cross-section of local residents with an interest in the development of an efficient, safe, and cost-effective transportation system. Minorities, the elderly, and the handicapped must be adequately represented. Each voting member of the CRTPA Board may appoint one member of the public to serve on the CMAC. In addition to these appointees, the bylaws for the CMAC grant a voting position to one member from each of the following organizations: Commuter Services of North Florida, Florida Department of Health, and the Florida Office of Greenways and Trails. The CRTPA Executive Director or his /her designee may appoint up to four (4) members to the CMAC with approval of the CRTPA Board to balance the geographical or special interest/diversity of the committee if necessary. Members elect their own Chair and Vice-Chairpersons from the current membership at the last meeting of each year, which is typically held in November or December.

The CMAC is tasked with providing input to proposed transportation plans from a citizen's perspective to the CRTPA Board. Through an integration of land use and transportation issues, the committee provides a meaningful discussion of the transportation planning process and provides much needed guidance on important projects such as the Regional Mobility Plan (RMP), which is discussed in depth on pages 13-16 of this document. The CMAC typically meets six (6) times a year, and typically on a Tuesday afternoon, approximately 2 weeks in advance of the CRTPA Board Meetings. Meetings have traditionally been held during the lunch period, from 11:30 am until 2:00 p.m. at varying locations in the City of Tallahassee, and lunch is provided. The most up to date meeting location and times are posted on the web



page at [www.crtpa.org](http://www.crtpa.org) under committees, and can also be verified by calling the CRTPA offices at 850-891-6800.

If this committee sounds interesting to you and you reside in Gadsden, Jefferson, Leon, or Wakulla County, the CRTPA invites you to serve on the committee! An application may be down loaded from the CRTPA website at [www.crtpa.org](http://www.crtpa.org). The application can also be found in **Appendix B** of this document. Of course, members of the public are also invited to attend the meetings without the formal responsibility of serving on the committee if that appeals to you! Questions about the CMAC can be referred to the CRTPA's Public Involvement Coordinator/Title VI Officer/Mobility Coordinator, Lynn Barr, at [lynn.barr@talgov.com](mailto:lynn.barr@talgov.com), or by calling 850.891.6800.

### **TRANSPORTATION DISADVANTAGED COORDINATING BOARD**

The **Transportation Disadvantaged Coordinating Board (TDCB)** is the only CRTPA committee that does not act in an advisory capacity to the CRTPA. The TDCB acts as advisors to the State of Florida Commission for the Transportation Disadvantaged, a commission appointed by and under the auspices of the Executive Office of the Governor.

A CRTPA board member serves as the chairman for the TDCB and approves its citizen members. The role of the TDCB in addition to advising the state, is to discuss coordination issues among the agencies providing transportation for those who can not secure their owns means of transportation. It also serves to resolve grievances between riders, carriers, and the Community Transportation Coordinator. Reports from the TCDB are provided to the full CRTPA at each CRTPA meeting.

TDCB members representing agencies are appointed by the agencies they represent. This comprises most of the membership. There are two citizen openings, one for a visually handicapped user of the system and one for an elderly user of the system. When one of these vacancies is open, the position is advertised in the local newspapers of the CRTPA region. Regardless of their membership in the CRTPA, each County, by Florida Statute, must maintain its own Coordinating Board. All meetings adhere to Florida Sunshine Laws and are duly advertised. The meeting schedule for the TDCB is located on the CRTPA website which is [www.crtpa.org](http://www.crtpa.org), and it can also be verified by calling a staff member at the CRTPA offices at 850-891-6800.

## IV. THE CRTPA MANDATED WORK PRODUCTS

Each year the CRTPA is required by federal law to produce certain planning documents. These planning documents include the Unified Planning Work Program (UPWP) and the Transportation Improvement Program (TIP). In addition to these two documents, the CRTPA is required to develop a Long Range Transportation Plan (LRTP) every five years....the LRTP for the CRTPA is known as the, "Regional Mobility Plan", or RMP for short. These three work products guide the expenditure of state and federal funds in a collaborative way, and are thereby important for citizens to fully understand so that they can engage themselves in the creation, adoption, and implementation of transportation planning in the region.

Each of the federally mandated work tasks is outlined below to provide basic information on the purpose, development, and extent to which the public can expect to be involved in the creation/adoption of each.

It is imperative that the CRTPA's public involvement processes provide complete information and appropriate public notification to solicit the involvement of the public early in the process of developing plans and programs, but it is also important that these materials are easy for the public to use and find! To that end, all of the CRTPA planning documents are available in alternative formats (i.e., Braille, compact disk, audio tape or other applicable sources for those people with limited English or physical abilities) upon request. Refer to Appendix A for information on how to contact CRTPA staff should you seek one of these formats. Each of the documents is also available on the CRTPA web page located at [www.crtpa.org](http://www.crtpa.org), or you may contact the CRTPA staff to obtain copies by phone, fax, e-mail, mail, or stopping by. Complete information on how to contact CRTPA staff is listed below:

*Mailing Address:* Capital Region Transportation Planning Agency  
300 South Adams, Box A-19  
Tallahassee, FL 32301

*Physical Address:* Capital Region Transportation Planning Agency  
408 North Adams Street, 4<sup>th</sup> Floor  
Tallahassee, FL 32301

*Telephone or FAX:* Phone: (850) 891-6800  
Fax: (850) 891-6832

In the development of each of these mandated work products, the public is provided with an opportunity to make comments and recommendations at various times during the adoption stages of these documents. Please refer to the following sections to learn how.

## **THE UNIFIED PLANNING WORK PROGRAM (UPWP)**

### ***What is it?***

The Unified Planning Work Program (UPWP) defines the tasks and anticipated funding requirements for the Capital Region Transportation Planning Agency (CRTPA) during the fiscal period beginning July 1, of any given year, and ending June 30, two year later. The document identifies the specific work tasks that each transportation partner will be working on in the upcoming two-year period within the CRTPA, and identifies the approximate dollar amount and funding source associated with the completion of each task. The UPWP essentially outlines the operating budget of the CRTPA staff for routine and special transportation projects.

### ***When and how is it developed?***

The UPWP is updated each year beginning in January and ending with final adoption typically in May of the same year. The update begins by reviewing the completed work tasks and status reports per project against the grant expenditures per quarterly billing cycle. Adjustments are made as necessary to ensure that adequate funds are available for the previously approved work tasks.

The document is organized by work task and lists each entity assisting with the funding or fulfillment of the task. Tasks identified are both routine such as agenda preparation and coordination with other outside agencies, and those that qualify as special or unique in that they do not appear in every year of the UPWP. Special Transportation Projects are typically dictated by the CRTPA Board (including select roadway corridor studies, safety studies, etc.) or by federal mandate.

### ***What does it do?***

The UPWP serves to inform the public, as well as all public officials and departments who contribute resources and allocate funds to the transportation planning process, of the proposed work program for each participating agency. In addition, the UPWP provides the basis for federal funding of transportation planning activities.

### ***Importance to the Region***

From a regional planning perspective, the UPWP is important in that it outlines the work that is to be undertaken by the CRTPA in the current two-year period.



## **WAYS FOR THE PUBLIC TO GET INVOLVED**

The UPWP is updated each year between the months of January and April, with final adoption targeted for May of that same year. Typically, a DRAFT version of the UPWP is available for public review no later than February. During this time, the DRAFT UPWP can be reviewed on the CRTPA web page and is also available in alternative formats (i.e., Braille, compact disk, or other applicable sources for those people with limited English or physical abilities) upon request to the CRTPA. The contact information for the CRTPA and CRTPA website is provided in Appendix A.

During this DRAFT period, the CRTPA Board and its advisory committees, which include the Transportation Technical Advisory Committee (TAC) and the Citizen's Multimodal Advisory Committee (CMAC) are also reviewing the UPWP. The public can attend any of the advisory committee meetings or the CRTPA meetings to review and make public comment on the DRAFT or DRAFT-FINAL versions of the UPWP. The committee meeting times, locations, and agendas are listed on the CRTPA web page which is located at [www.crtpa.org](http://www.crtpa.org). You may also contact the CRTPA directly at 850-891-6801 to verify the upcoming meeting dates, times, and locations.

## **THE TRANSPORTATION IMPROVEMENT PROGRAM (TIP)**

### ***What is it?***

The Transportation Improvement Program (TIP) is a planning document that lists all transportation projects (local, state, federal) scheduled within the planning boundary of the CRTPA for any phase of funding within the upcoming five (5) years. Projects in the TIP typically appear first in adopted regional or local government project lists and plans such as the Capital Improvements Element Lists, Transit Development Plans, Airport Master Plans, Bicycle and Pedestrian Master Plans, and Regional Mobility Plan. Projects in the TIP are grouped by type and jurisdictional responsibility and can include both long-range projects (constructing a new bridge or road) and short-term improvements (intersection improvements, etc.). Each listed project, for all modes of transportation, will include a project delineation/location, and will have the funding for the project identified by type, year, and project phase.

### ***When and how is it developed?***

The TIP is developed each year by updating existing information within the previous year's document and adding a new year of funding consistent with project information contained within the State Work Program. The TIP also includes locally funded projects contained within its member governments adopted capital budgets. Projects that receive state and federal funding are prioritized and voted on by the CRTPA before inclusion in the TIP each year. The proposed priority project lists are reviewed by the CRTPA's advisory committees, including the Transportation Technical Advisory Committee (TAC) and the Citizen's Multimodal Advisory Committee (CMAC) prior to CRTPA adoption in September of each year.

### ***What does it do?***

The adoption of a project into the TIP is essentially the mechanism that changes a projects status from "waiting for funding" to "having reserved funding." Reviewing the TIP allows the local public to have an idea of the transportation changes that will be taking place in their community in the next five years.

### ***Importance to the Region***

From a regional planning perspective, the TIP is particularly important because it conveys the transportation priorities of the region from a funding perspective. These priorities are provided to the Florida Department of Transportation for their consideration in scheduling improvements on the State Highway System and for the use of federal funds on non-state facilities through the annual submittal of the CRTPA's priority project lists (contained within the TIP). The TIP, in essence, sets in motion the funding of projects in the communities long-range transportation plans and other capital improvement plans.



## **WAYS FOR THE PUBLIC TO GET INVOLVED**

The CRTPA strives to ensure effective public communication and participation concerning development and adoption of the TIP, and all other planning documents. The TIP is unique in that the document is always changing and evolving...leaving the revolving door open for a continuous period of public involvement in the development of the CRTPA's TIP. Described below are the ways in which citizens can become involved during any given stage of the TIP development. Additionally, Section 6 of this document, "CRTPA Methods for Increasing Citizen Involvement", outlines various ways in which the CRTPA will solicit participation from the public. The CRTPA welcomes your input on methods you feel would be successful in capturing participation from you, your neighbors, friends, and co-workers.

### **Early Development:**

TIP development actually begins in the development of *other* plans and documents, such as the Regional Mobility Plan (long range transportation plan), transit development plans, sector plans, local government planning and transportation studies and initiatives, etc. Getting involved in the local government planning process is the first step toward being involved in the development of the TIP. The TIP is essentially the "funded to do list" that seeks to carry out the transportation vision adopted in other local plans in the region. Through the review of agendas and attendance of meetings of the CRTPA as well as of the city and county commissions in Gadsden, Jefferson, Leon, and Wakulla Counties you, a member of the public, will be able to shape the plans that shape the TIP. The meeting schedule and agendas of the CRTPA are posted on the CRTPA web page located at [www.crtpa.org](http://www.crtpa.org).

Large scale projects, like the development of the Regional Mobility Plan and roadway corridor plans are all special projects that will have public meetings, and committees of their own that you can attend/join. As these projects arise, they will be advertised on the CRTPA and other local government websites (listed in *Appendix A*).

### **Mid-Development:**

Approximately one year prior to the annual adoption of the TIP, the CRTPA initiates a process to prioritize the region's projects that are eligible for state and federal funding. This process, the "Project Priority List (PPL) process", involves the CRTPA adoption of six (6) PPLs including lists for the Regional Mobility Plan (long range transportation plan), Transportation Alternatives, Transportation Systems Management, Strategic Intermodal System, Starmetro, and the Tallahassee Regional Airport.

Subsequent to adoption of the CRTPA's PPLs, the FDOT attempts to match available state and federal funding with the CRTPA's project priorities as it proceeds with development of the State Work Program. CRTPA region projects included within the State Work Program are then added to the TIP. The PPL process allows members of the public the opportunity to provide input into what projects they believe should receive funding priority. Between the months of June to September, the CRTPA's annual PPLs are developed. This process occurs at the CRTPA committee and board meetings. Additionally, in late summer/early fall, a public meeting is held to present the Draft PPL's to the public.

Citizens can attend any of the CRTPA Board meetings or CRTPA committee meetings to hear the discussions and to provide comment on any of the priority projects. The committee meeting times, locations, and agendas are on the CRTPA website located at [www.crtpa.org](http://www.crtpa.org), or you may call the CRTPA staff at 850-891-6800 to verify upcoming meeting information. Additionally, if a member of the public would like to serve on an advisory committee, applications are available on-line on the CRTPA website and also included in *Appendix B* of this document.

**Late Development:**

The TIP is adopted by the CRTPA in June of each year. However, in an effort to provide the best communication and citizen participation possible in the development of the TIP, public meetings are held in May prior to its adoption. Typically two public meetings will be held in May, with one being held in Tallahassee City Hall to in order to provide a central location that is accessible via transit use and for those citizens requiring accommodations for disabilities. The second public meeting is typically held in Gadsden, Jefferson, or Wakulla County on a yearly rotated basis. The public meetings are advertised in the major newspapers of the CRTPA area as well as through e-mail blasts and fliers that are distributed throughout the region in areas known to be frequented by targeted populations which are traditionally under-represented in the planning process (such as minority or low income communities, elderly, students and differently-abled people). Draft copies are made available prior to the meetings and are available for public inspection throughout the entire process before, during and after the adoption of the plan. The TIP is also available on the CRTPA web page at [www.crtpa.org](http://www.crtpa.org), and is available in alternative formats (i.e., Braille, compact disk, audio tape or other applicable sources for those people with limited English or physical abilities) upon request.

Therefore, if a citizen missed an opportunity to get involved in the earlier stages of document preparation, they can still provide input prior to final adoption.



## **THE REGIONAL MOBILITY PLAN** **(LONG RANGE TRANSPORTATION PLAN (LRTP))**

### ***What is it?***

The Regional Mobility Plan (RMP) is a long range transportation plan (LRTP) and capital improvement program developed to guide the effective investment of public funds in multi-modal transportation facilities over a twenty-year horizon. The intent and purpose of the RMP is to encourage and promote the safe and efficient management, operation, and development of a cost feasible intermodal transportation system that will serve the mobility needs of people and freight within and through urbanized areas of this state, while minimizing transportation-related fuel consumption and air pollution. The plan may be amended as a result of changes in projected federal, state and local funding, major improvement studies, Congestion Management Process plans, interchange justification studies, and environmental impact studies. The Plan provides the context from which the region's Transportation Improvement Program (TIP), a short-range capital improvement program for implementing highway, transit, and bikeway projects, is drawn.

### ***When and how is it developed?***

The Metropolitan Planning Organization (MPO), known as the Capital Region Transportation Planning Agency (CRTPA) reviews and updates the RMP every five (5) years and began the most recent update in 2014. The RMP update currently underway is referred to as the *Connections 2040 Regional Mobility Plan*. The schedule for the five year update of the RMP is determined cooperatively by the MPO, the Florida Department of Transportation (FDOT), the Federal Highway Administration (FHWA), and the Federal Transit Administration (FTA). During these updates, the CRTPA confirms the plan's validity and its consistency with current and forecasted transportation and land use conditions and trends and extends the planning horizon to at least 20 years. These trends are then projected at least 20 years into the future to determine what transportation impacts and needs the region's growth and development is likely to have. The CRTPA is currently in the process of updating the RMP.

The development of the RMP is typically completed using consultant services and takes approximately two (2) years to complete. The Connections 2040 RMP is scheduled for final adoption in September of 2015. The process begins with the establishment of existing conditions relating to transportation, land use, population, and employment. The population and employment figures are projected for the twenty-year horizon to provide a target for growth in the region. Based on these figures a transportation model is developed to assess the impacts to the transportation system based on increases in both resident and employment population. These impacts are then addressed by providing a transportation solution that may include transit, roadway and/or bike and pedestrian improvements. While the process typically remains the same for the model, the development of future transportation systems is evolving into a more expansive approach that addresses issues such as air quality, green house gasses, and mobility through the weaving of transportation modes.

### ***What does it do?***

The RMP helps guide all long-range transportation improvements in the region. These are typically capital-intensive projects that require years of planning via the Transportation Improvement Program and the Priority Project List process. Projects such as minor intersection improvements or minor neighborhood sidewalk improvements are not typically included in the RMP as opposed to major sidewalk improvements along arterial roads such as Apalachee Parkway or Capital Circle. The RMP establishes the transportation plan to guide future growth in the region, but it is also responsive in that it can be amended over time to reflect changes in community values and react to unforeseen changes in the economic prosperity of the region.

### ***Importance to the Region***

The RMP is the most important document the CRTPA produces for improving the transportation system in the region. All transportation projects that the CRTPA pursues for funding through the state and federal governments must be included in the RMP. It is this document that lays out the plan for the future transportation infrastructure of the region. The Plan provides the community with a blueprint and plan for where and what type of transportation expenditures need to be made so that land use decisions can responsibly follow and produce the desired community of tomorrow.

## **WAYS FOR THE PUBLIC TO GET INVOLVED**

The CRTPA seeks to maximize public communication and participation during the development and adoption process of the RMP. In keeping with this desire, the CRTPA ensures that there are a number of different ways all throughout the development process of the RMP in which the public can become engaged in the project development.

In keeping with the implementation of a proactive public involvement program, the public involvement coordinator commissions a multi-media advertising campaign involving local newspapers, social media, e-mail blasts, webpages, and in fliers that are distributed to areas and businesses/agencies that serve minority communities and traditionally underserved populations to ensure there is notification of the upcoming meetings and presentations. Additionally, notifications and materials can be provided in an alternate language if needed to serve non-English speaking members of the public. Community workshops are also used to ensure that the community and underserved populations understand the purpose and function of the RMP. Furthermore, notifications of upcoming meetings and presentations can be found on the CRTPA web page at [www.crtpa.org](http://www.crtpa.org).

Section 6 of this document, "CRTPA Methods for Increasing Public Involvement," outlines various ways in which the CRTPA will solicit participation from the public. The CRTPA welcomes your input on methods you feel would be successful in capturing participation from you, your neighbors, friends, and co-workers.



As mentioned previously, all CRTPA mandated work products are available in alternative formats (i.e., Braille, audio tape or other applicable sources for those people with limited English or physical abilities) upon request.

### **Early Development**

In the early development of the RMP, the CRTPA calls for the development of a separate Public Participation Plan (PIP) that specifically addresses how the consultant will interact with the public as well as outlining, in general, the meetings and events that will be held to both educate and solicit ideas from the public during the development of the RMP. This proactive approach is tailored to the project schedule to ensure that an open and thorough public involvement process is achieved via a varied collection of over twenty meetings and presentations during the critical junctures in the plan development process. The purpose of these meetings is to explain the issues, describe the potential solutions and the impacts associated with each and to receive input from the public. Additionally, there are brochures, websites, and speakers that are available to discuss the project with individuals or groups.

Citizen participation is available during the development of the RMP PIP through the review by the CRTPA committees, including the Technical Advisory Committee (TAC) and the Citizen's Multimodal Advisory Committee (CMAC). Citizens are encouraged to attend these committee meetings and are afforded an opportunity to provide formal public comment there if they wish. The committee meeting dates and agendas are posted on the CRTPA website [www.crtpa.org](http://www.crtpa.org). (Additionally, if you wish to become a member of the CMAC, an application is provided in *Appendix B* of this document, as well as being available on-line at the CRTPA website. )

All of the RMP meetings and workshops will be held with advance public notification via various methods (examples include any combination that could include newspaper ads, flyers, brochures at civic events, webpage advertising, e-mail blasts, Facebook, Twitter, etc.) and will be posted prominently on the CRTPA's website [www.crtpa.org](http://www.crtpa.org). Public meetings will be advertised at least 10 days prior to the meeting date and at least half of these meetings and presentation will be held in minority communities or near traditionally underserved populations to ensure that there is an inclusive public involvement process.

### **Mid-Development**

There are typically three to four "rounds" of meetings held during the two-year development of the RMP with regular agenda items on the CRTPA Board agenda. The CRTPA meeting dates and agendas are posted on the CRTPA website [www.crtpa.org](http://www.crtpa.org).

Mid-way through the development of the RMP, public meetings are held to gather public opinion on the state of the existing system and the potential alternatives or opportunities that could be used to improve the transportation system. A "Needs Plan", or "Opportunities Plan" is typically developed during this stage of project development to identify a suggested collection of regional transportation projects that could provide for the anticipated transportation demand of the region in the future. The "Needs Plan" or "Opportunities Plan" is followed by the development of a Financial Document and a proposed "Cost Feasible Plan" which together outline funding sources that could be available to fund the needs of the region,



as well as the proposed projects that the region would like to see funded with the money. Members of the public are given an opportunity at key stages of plan development to directly indicate where they would like the government to spend the limited transportation funding in their region. A method that has been used in the past has involved handing out “play money” to citizens, and have them place the money on different projects or scenarios in the region to indicate the values of the community, and also to teach the public the true cost of the projects and forms of transportation. Often times, the results can be eye opening for both the public and CRTPA staff members.

As in the early development of the RMP, public participation is available through the review by the CRTPA committees, including the Technical Advisory Committee (TAC) and Citizen’s Multimodal Advisory Committee (CMAC), and by the public attending these meetings and speaking. Workshops and public meetings are typically held at this stage of the plan development to gather input on the DRAFT “Needs Plan” or “Opportunities Plan” and “Cost Feasible Plan” development before the CRTPA Board takes formal action. Public meetings will be advertised at least 10 days prior to the meeting date.

### **Late Development**

A public hearing is held after the Cost Feasible portion of the RMP has been developed, but before it has been adopted by the CRTPA, in which feasible long-term, transportation improvements are identified. Draft copies are made available prior to the meetings and are available for public inspection throughout the entire plan development process.

The adoption and amendment process for the RMP calls for a public comment period of 30 days for citizen review and input prior to final adoption. Towards the end of the comment period, the CRTPA will hold advertised public meetings and hearings to review and obtain final comments from the public. Additionally, comments can be made on the CRTPA’s website at [www.crtpa.org](http://www.crtpa.org). The RMP is then reviewed by the CRTPA committees for their final comments and then their recommendations are forwarded to the CRTPA for consideration before adoption at the next scheduled meeting.

After the adoption of the RMP, the public can still comment on the document at the CRTPA Board meetings and as necessary during the development of the TIP. The RMP is a dynamic document that can be addressed at any meeting. The meeting schedule for the CRTPA and its committees can be found on the CRTPA website at [www.crtpa.org](http://www.crtpa.org). You may also contact CRTPA staff directly at 850-891-6800 to gather this information.

## V. FEDERAL PUBLIC INVOLVEMENT GUIDELINES

The Intermodal Surface Transportation Efficiency Act of 1991 (ISTEA), the Transportation Equity Act for the 21st Century (TEA-21), the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU), and the Moving Ahead for Progress in the 21st Century Act (MAP-21) require a proactive public involvement processes as integral parts of the transportation planning and project development processes used by Metropolitan Planning Organizations. Therefore, the public involvement processes used by the CRTPA must provide complete information, timely public notice, full public access to key decisions, and opportunities for early and continuing involvement.

In addition, *Executive Order 12898: Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations* provides that “each federal agency shall make achieving environmental justice part of its mission by identifying and addressing, as appropriate, disproportionately high and adverse human health or environmental effects of its programs, policies and activities on minority and low-income populations.”

### **ISTEA / TEA-21 / SAFETEA-LU / MAP-21**

The Intermodal Surface Transportation Efficiency Act of 1991 (ISTEA), the Transportation Equity Act for the 21st Century (TEA-21), and the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU) include the following requirements for Metropolitan Planning Organizations (MPOs) regarding public involvement:

- Provide timely information about transportation issues and procedures to citizens, affected public agencies, representatives of transportation agency employees, private providers of transportation, other interested parties and segments of the community affected by transportation plans, programs, and projects
- Provide reasonable public access to technical and policy information used in the development of plans and Transportation Improvement Programs and open public meetings where matters related to the federal-aid highway and transit programs are being considered; and
- Seek out and consider the needs of those traditionally underserved by existing transportation systems, including, but not limited to, low-income, and minority households.

On July 6, 2012, President Obama signed into law P.L. 112-141, the Moving Ahead for Progress in the 21st Century Act (MAP-21). MAP-21 creates a streamlined, multi-modal program that is performance-based to address the many facets of the transportation system such as improving safety, maintaining infrastructure condition, reducing traffic congestion, improving efficiency of the system and of freight movement. MAP-21 is a continuation of

the existing metropolitan and statewide transportation planning processes previously in place but also enhances the program through the requirement to incorporate performance goals, measures, and targets into the process of identifying transportation improvement needs and programmed projects for funding. Public involvement remains important in the planning process in MAP-21 (as it is in all MPO planning processes) as well and will also be measured throughout the process of identifying transportation improvement needs, projects, and expenditures.

### **ENVIRONMENTAL JUSTICE**

**Executive Order 12898:** Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations includes the following two fundamental principles of environmental justice:

- To ensure that public involvement includes low-income and minority groups in decision-making; and
- To prevent disproportionately high and adverse impacts of decisions on low income and minority groups.

In general, this means that for any program or activity for which any federal funds will be used, the agency receiving the federal funds (including states, cities and MPOs) must:

- Make a meaningful effort to involve low-income and minority populations in the processes established to make the decision about the use of the federal funds; and
- Evaluate the nature, extent, and incidence of adverse human health or environmental impacts of the program or activity upon minority or the underserved population areas in the County.

The CRTPA is committed to the development of equitable policies that avoid disproportionately negative effects on minority and/or low-income populations. The CRTPA works continuously to ensure the full participation of all affected communities in the transportation planning process. This plan identifies goals and objectives for engaging those traditionally underserved by the transportation planning process. These goals and objectives can be found in **Appendix C** of this document.

### **LIMITED ENGLISH PROFICIENCY**

#### **What is Limited English Proficiency?**

Limited English Proficiency (LEP) is a term used to describe individuals who are not proficient in the English language. Within the CRTPA region, there are small pockets of individuals who, according to Census data, are identifiable as being LEP, largely within Gadsden County. It is important that CRTPA staff closely monitor the presence of LEP individuals and be innovative and proactive in engaging them in the planning process.

Title VI of the Civil Rights Act of 1964 and related federal and state laws and regulations prohibit the recipients of Federal financial assistance from discriminating against persons based on national origin. Moreover, Executive Order 13166 -*Improving Access to Services for Persons with Limited English Proficiency*, as well as US Department of Transportation directives require recipients to take affirmative steps to plan for and provide meaningful access to recipient programs, services, and activities for those who do not speak English proficiently.

CRTPA believes that the best transportation decisions are inclusive and address the needs of the entire community. CRTPA also finds that a diversity of cultures and backgrounds make for unique community that is reflected in its transportation systems. However, CRTPA recognizes that the inability to speak English proficiently may create a barrier to participation in or access to the organization's programs, services and activities. CRTPA is committed to providing meaningful access to everyone. As such, it will follow the following action plan for providing oral and written translation to LEP citizens:

### **Oral Interpretation**

CRTPA will utilize bilingual staff to provide LEP services in Spanish, the second most prevalent language in the community. Currently, Greg Burke, of CRTPA staff, is the first point of contact for LEP citizens, as he is the CRTPA's bi-lingual staff member. Although not as fluent as a professional translator, he serves as the CRTPA first point of contact person.

CRTPA will reach out to its faith-based, community, and government partners to ensure proficient interpretation is always available. The organization maintains a list of its LEP service partners and regularly updates the list to add new resources and languages. If CRTPA is unable to provide meaningful access using these sources, it will utilize professional translation services.

CRTPA is constantly looking for new opportunities and ways of reaching LEP populations, including using foreign language publications in the area, and foreign language ads in English speaking or print media. The organization requests assistance in enhancing and expanding its LEP services. Anyone wishing to volunteer language services or suggest methods of LEP outreach should contact Lynn Barr, of the CRTPA at 850-891-6800.

### **Written Translation**

CRTPA follows US Department of Justice and US Department of Transportation guidelines in providing translation of its documents into languages other than English. Using data collected from the Census, environmental screening tools, its advisory committees and the Panhandle Area Consortium, the CRTPA will assess each of its documents in light of:

1. The number or proportion of LEP persons in the organization's service area.
2. The frequency with which the organization encounters LEP individuals.
3. The nature and importance of the program, service or activity in question.
4. The resources available to the organization.



To ensure appropriate and competent translation, CRTPA will utilize professional translation services or the language departments of its university partners.

CRTPA recognizes that the community's current demographics may not require extensive translation of its written documents. However, because the community is always changing, the organization is committed to constantly reassessing LEP needs. Furthermore, CRTPA does not intend that the four factor analysis should prevent meaningful access to its documents. Anyone in need of assistance or accommodation in reviewing organization documents may contact Lynn Barr, the CRTPA's LEP Coordinator, at 850-891-6800.



## **VI. C RTPA METHODS FOR INCREASING PUBLIC INVOLVEMENT**

While it is clear that the current level of public involvement in the Metropolitan Transportation Planning Process has been vital to the successes of the C RTPA, it is the intention of this document to stimulate an even greater level of citizen participation. This can be accomplished by examining some of the more difficult areas in the transportation planning process. One such area is the channel of communication between elected officials, technical personnel, and the general public within the C RTPA area. The ability of the public to have access to, and to understand the written material is an important aspect of the public involvement process. The C RTPA will continue to implement an ongoing program that provides adequate information for the public to make informed decisions on transportation issues through various channels. Public comments and suggestions for improving this process are welcomed, and will be evaluated and incorporated as appropriate into this section in future updates of this document.

### ***Determining Methods of Involvement***

The C RTPA has identified many different ways on the following pages to share information, provide education and outreach, and to meet with the public to promote public involvement in the transportation planning process. While lengthy, this list is not exhaustive, and it is also not specific to which projects they will be used for and when -- this is intentional. Different public involvement efforts will be prescribed for different C RTPA transportation projects based on factors such as project location in the region, locations of public involvement events planned for the project, location and type of audience targeted, and past experience with both the public involvement for the project and public involvement with the target audiences. Section IV of this PIPP does, however, provide general guidance to citizens on how and when they can expect to be involved in public involvement activities for the major work tasks of the C RTPA. Specifics relating to the actual dates, locations, and methods used to gather input will be determined as projects unfold and in reaction to regional data on best public involvement practices for the intended C RTPA audiences.

### ***Types of Involvement/Education/Outreach Efforts***

#### **➤ *Publication of C RTPA Meeting Agendas***

Currently C RTPA staff produces the meeting agendas for the C RTPA Board and C RTPA committees to be placed on the C RTPA webpage for review by the public, various agencies, and regional stakeholders a minimum of one week prior to the meetings. As of June 2003, staff has been sending out all agenda packets in Adobe PDF format. This type of format is accessible to most individuals who have access to a computer and the Adobe software can be downloaded from various sources on the Internet at no cost. Adobe PDF format is a very effective tool for outreach purposes because even those who do not have a personal computer can access the Internet at no cost at a local library, read the agenda, and

download and print its attachments. However, the CRTPA offers offline as well as alternative formats of its agenda upon request, depending on the needs of the community.

➤ ***CRTPA Project Newsletters***

CRTPA staff will produce newsletters each year concerning ongoing and upcoming transportation projects throughout the CRTPA's jurisdiction, which will be posted on the CRTPA webpage and distributed to citizens, municipalities, interested individuals, organizations, the media, other agencies, and interested parties. These newsletters will give the public an idea of current CRTPA efforts and events, and outline other transportation related projects that are going on in the area. The distribution list will be based on the region's profile database, as well as maps that include those traditionally underserved by existing transportation systems. Members of the public may ask to be placed on the Newsletter e-mail list via the webpage at [www.crtpa.org](http://www.crtpa.org). Just choose, "Contact Us" and let us know that you would like to be added to our informational e-mail blasts!

➤ ***Workshops / Community Events / Community Conversations***

Although the CRTPA maintains a webpage with information on the projects, programs, and calendar of events for public review, this avenue of communication only reached those who already know of the CRTPA. Therefore, the CRTPA will bring its presence and information to the community via workshops, community events, and community conversations throughout the year. Each avenue has its own special purpose for participation, and so the CRTPA will participate in at least one of each event throughout the year.

Workshops are particularly helpful during project development phases of CRTPA projects as they serve as informal two-way learning experiences for CRTPA staff and the public. Workshops can help alleviate miscommunication that may exist regarding the transportation planning process by educating the public about its inner workings and allowing CRTPA staff to hear opinions and values expressed by the public. The CRTPA will sponsor several public involvement workshops prior to decision-making points in the metropolitan planning process. The object will be to provide a relaxed atmosphere in which individuals feel more comfortable than at an official public hearing and thus able to participate more openly.

Community Conversations are events targeting specific groups of people by employer, special interest, or geographic area. Community Conversations can be initiated by request of the community group, or initiated by the CRTPA through the identification of the community group as representative of a stakeholder in a particular CRTPA project. Examples of Community Conversations in the past have been with Senior Centers, civic organizations, or university groups, and are helpful in getting the viewpoints of a representative group of a community at their convenience. If you would like a Community Conversation, please contact Lynn Barr of the CRTPA at 891-6800!

Community Events offer a casual opportunity for members of the public to come in contact with CRTPA staff and the programs and projects ongoing in the region. For busy



individuals that do not typically attend project-specific meetings or who do not belong to organizations that may receive Community Conversations, Community Events offer an opportunity for easy access to information, exposure for the CRTPA to members of the public who would not otherwise come in contact with the CRTPA or the programs thereof, and to engage a wide variety of community members in a casual atmosphere at the leisure of the public. This type of event would involve a variety of exhibits: maps, photos, models, slide shows, videos, and/or give-away items. The CRTPA has been active in Community Events such as Bike To Work Week, Helmet Safety Events, and the Active Living Expo among others. If you know of a Community Event that would be perfect for engaging a broad audience in Leon, Gadsden, Jefferson, or Wakulla County, please contact Lynn Barr of the CRTPA at 891-6800!

➤ ***Alternative Media***

These tools offer additional ways (other than television, newspaper & radio) for the CRTPA to disseminate and gather information, such as via Internet web sites, Facebook, Twitter, and interactive survey sites. Currently the CRTPA has a website which includes information such as meetings, applications, and reports. The web address is [www.crtpa.org](http://www.crtpa.org). The availability of the site allows staff to more effectively distribute surveys concerning various CRTPA programs, projects, and documents and to provide reports and informational items to the public. Many CRTPA Projects also have their own social media outlets such as project specific videos, Facebook Pages, and links to Twitter...all of which are indicated on the CRTPA webpage at [www.crtpa.org](http://www.crtpa.org)

➤ ***Plan/Reports***

These documents are published by the CRTPA at regular intervals and include the UPWP, PIPP, LRTP, TIP and other plans and reports. Throughout the development and at various times during the adoption stages of these documents the public is provided with an opportunity to make comments and recommendations. Also, CRTPA material will be placed in various locations such as libraries, grocery stores, or community centers. All CRTPA mandated work products are available in alternative formats (i.e., Braille, audio tape or other applicable sources for those people with limited English or physical abilities) and are available on the webpage at [www.crtpa.org](http://www.crtpa.org).

➤ ***Informational Pamphlets***

CRTPA staff will produce and distribute informational pamphlets regarding current transportation planning projects in the CRTPA area and explain the purpose of the CRTPA. These pamphlets will be available to the public at various public locations and will be distributed to the public by various means, such as workshops, CRTPA meetings and other events held by CRTPA staff. Most recently informational hand-outs are available on the status of the Capital City To The Sea Trails Project and are underway for the Connections 2040 Regional Mobility Plan Update, which is the CRTPA's Long Range Transportation Plan (LRTP).

➤ ***Newspaper, Television, Radio, and Social Media***

Another potentially effective method of reaching out to the public sector is through the use of multi-media technology. The CRTPA will make information available through various methods to capture the widest range of the population. In today's times, the CRTPA is finding that social media is an effective tool for education and outreach. Twitter and Facebook are becoming widely used throughout the region, but we do rely on the Newspaper print, radio, televised broadcasts as well. The CRTPA will use every opportunity to utilize public-access television for the purpose of educating the public on transportation issues throughout the Leon County area.

➤ ***Capital Region Transportation Planning Agency Web Site***

The CRTPA web site ( [www.crtpa.org](http://www.crtpa.org) ) is a user-friendly tool intended to provide the public with access to transportation information that will increase awareness of transportation planning activities in the area. This site includes information about the metropolitan transportation planning process, upcoming meeting agendas and other topics pertaining to the transportation planning process. Over the years the Internet has become a frequently used tool for sending and retrieving information; however, the CRTPA recognizes that traditional forms of public outreach will continue to be important , achieving meaningful participation. These traditional methods will be continually used by the CRTPA, but staff will continue its efforts to find the most efficient and effective ways to distribute information to citizens. Publications such as the TIP, the LRTP, the UPWP, the various Bicycle – Pedestrian Master Plans, as well as this document, will be accessible directly from the site.

➤ ***Targeting Educational Institutions***

In the context of planning for long-range transportation improvements, provisions should be made to include young people in the process. This can be most effectively accomplished through the school and university system. A series of presentations will be developed and maintained that will target various levels of the local student population, from elementary school through the university level. At the elementary school level, the program will emphasize transportation issues such as pedestrian and bicycle safety and the history of transportation planning. At the university level, the program will be geared towards raising public awareness through the implementation of courses – possibly sponsored or directed by the CRTPA – that deal specifically with transportation planning or urban and regional planning. In its efforts to continually reach out to all segments of the community, CRTPA staff plans on visiting various schools throughout the school year to talk about the transportation planning process.

➤ ***Outreach Services***

One aspect of public involvement that is sometimes overlooked is the need to include all segments of a community in the transportation planning process.

This means that participation should be sought from the disabled, the elderly, the young, ethnic minorities, and any other segment of the community that might have unique transportation needs. To better reach out to underserved populations, the CRTPA will make contact with these groups and determine what their needs are through the



development of outreach services. Outreach services involve developing contacts, mailing lists, and other means of communication with a broader cross-section of the community. One way of developing communication with a representative collection of citizens is by holding "town-hall" meetings. Another is to target specific groups, such as homeowners associations or the local chapter of the American Association for Retired Persons, and then set up informational meetings geared towards that group's particular needs and concerns.

With regard to outreach, the CRTPA wishes to accomplish the following:

- ✓ Maximize opportunities during one-on-one or small group dialogue to engage citizens further in the planning process;
- ✓ Create opportunities for staff to build relationships with the public and to provide education on transportation issues, both within and outside of project development;
- ✓ Provide opportunities other than public meetings for people to have input into project decision making; and
- ✓ Look for ways to coordinate and communicate with other agencies on public involvement or outreach activities.

➤ ***Technical Memos***

For long-term projects (i.e. the long range plan or roadway projects), CRTPA staff and /or project consultants will prepare technical memoranda concerning the technical and policy information used in each of the project's steps. These documents provide background information regarding how a project/plan was developed and the next step to be taken in the process. Additionally, summary reports will be available that describe the project background and project phases in easy-to-understand language. Although very in-depth, technical memos can often be overwhelming and difficult to understand if the reader does not have a high base-level understanding of the project to begin with.

➤ ***Citizen's Multimodal Advisory Committee (CMAC)***

One of the most essential functions of Metropolitan Planning Organizations, according to both the federal and state law, is ensuring that a proactive public involvement approach is used in the transportation planning process. Within the CRTPA committee structure, the Citizen's Multimodal Advisory Committee is a required CRTPA advisory committee. The CMAC serves as the citizens' voice in the CRTPA and is looked upon to provide a channel of communication into the transportation decision making process for traditionally underserved populations, including, but not limited to, low-income and minority households. Members of the public may submit applications to serve on the CMAC at any time in the year. Applications can be found at the CRTPA website and are available at all CRTPA functions. An application is also provided in ***Appendix B*** of this document. CMAC meetings are open to the public, therefore, if a member of the public

is interested in learning about the projects being discussed in the region, they can simply attend the meetings and provide comments there as well.

There are typically 6 meetings a year for this committee. Meetings are typically held on a Tuesday afternoon, approximately 2 weeks in advance of the CRTPA Board Meetings. Meetings have traditionally been held during the lunch period, from 11:30 am until 2:00 p.m. at varying locations in the City of Tallahassee. The most up to date meeting location and times are posted on the web page at [www.crtpa.org](http://www.crtpa.org) under committees, and can also be verified by calling our offices at 850-891-6800.

### **CRTPA Staff Internal Efforts To Increase Public Involvement**

The manner in which CRTPA staff is organized can help increase public confidence in the public involvement efforts of the CRTPA, and thereby increase overall public participation. Steps can be taken to ensure that CRTPA staff is well equipped to provide excellent assistance, knowledge, and guidance to the public in all public involvement events and outreach activities. Outlined below are two ways in which CRTPA staff will prepare organizationally to build citizen confidence in the public involvement process of the CRTPA.

#### **Training and Information Exchange**

CRTPA staff will continue to take part in professional training opportunities and interdepartmental/interagency discussions relating to the program documents and work products that the CRTPA produces on a regular basis. Taking part in such opportunities gives the CRTPA the benefit of sharing and learning from the experiences of other MPO's and organizations which best practices are effective in engaging the public in varying demographic and urban/rural planning regions.

#### **Building Continuity of Project Knowledge and Citizen Confidence**

CRTPA staff will continue to cross-train its staff such that no one staff member is the sole proprietor of project or program document information. Such cross training helps to ensure that project information, public concerns, and public involvement history of each project or program document is carried forward from phase to phase, and year to year, such that disruption in employee work schedules does not result in compromised project knowledge when dealing with the public. The goal is to heighten the continuity of project knowledge, thereby heightening the public's confidence in CRTPA staff.

To attain this goal, the CRTPA will institute regular internal staff debriefing meetings to update other CRTPA staff members of ongoing work products and project status. Additionally, each program document or project will have one primary contact person and a secondary contact. At least two staff members will attend all public meetings and outreach efforts on CRTPA program documents and projects.

## **VII. EVALUATION OF CRTPA PUBLIC INVOLVEMENT EFFORTS**

Federal regulations require the CRTPA to review the Public Involvement Process Plan (PIPP) periodically to determine if the goals and objectives of the process (outlined in *Appendix C*) have been achieved and if adjustments are necessary to make it more effective. There is great value in conducting such reviews, and as such, the CRTPA has designed a review system that enables the CRTPA to identify quickly when new strategies and techniques are warranted to try to better reach the public and improve the overall performance of the public involvement process.

### ***Evaluating Public Involvement Efforts via Goals and Objectives***

In determining the effectiveness of the PIPP, CRTPA staff will assess the successes of each public involvement event immediately following the event. Immediate evaluation of the effort allows immediate refinement to the process and ultimately results in the successful, meaningful public involvement of future events. Activities that prove ineffective can be immediately discontinued and replaced with new strategies to make efficient use of the time and money allocated to the overall public involvement process.

During the evaluation of public involvement efforts, staff will determine to what degree the following 4 public involvement goals have been met:

- (1) The provision of equitable opportunities for participation in transportation decision-making to all interested persons in the CRTPA region;
- (2) Informing and educating the public early, clearly, and continuously throughout the transportation decision-making process;
- (3) Identifying and utilizing a variety of methods to most effectively inform and engage the public; and
- (4) Carefully considering public input in transportation decision-making.

### ***Evaluating Public Involvement Efforts via Performance Indicators***

*Appendix C* of this document outlines the Goals and Objectives of this PIPP in Guide format. This Guide provides the framework for the CRTPA to develop effective public involvement practices and efforts as well as to evaluate the successes and shortfalls of the efforts. Included under each objective is a list of Performance Indicators, which constitute “targets” to be reached in varying public involvement activities. An evaluation of how well these measures were met during varying public involvement activities assists the CRTPA in the evaluation and ongoing refinement of its education, outreach, and involvement activities. These evaluations will be conducted following each and every public involvement activity – making the public involvement plan dynamic in that it can continually change to address the needs of the region as the region itself changes.



## **VIII. PROVIDING PUBLIC COMMENT**

Public comment is an important part of the public involvement process and provides informative feedback to the CRTPA on plans and programs. As such, the CRTPA encourages the public to provide written and verbal comments on any transportation issue being considered by the CRTPA. These comments can be provided at any of the CRTPA workshops, public hearings, or events regarding the transportation issues. A portion of the agenda at all regularly scheduled CRTPA meetings is reserved for public comment, and public comment forms are available at all CRTPA sponsored events. Additionally, the public is invited to provide comments directly to the CRTPA office or through the CRTPA web page located at: [www.crtpa.org](http://www.crtpa.org).

CRTPA staff understands that providing public comment can sometimes be intimidating – especially if you have not done so before. Therefore, CRTPA staff has provided some tips (below) that can help citizens get their comments across most effectively. Additionally, before all public meetings, CRTPA staff, or their designee, will identify a person that citizens can approach for assistance with providing written or verbal public comment, should they want extra help.

### **Tips on Providing Written Comments**

- 1) Type or write legibly, and type or print your name under your signature.
- 2) Include your complete address.
- 3) Be direct and courteous in your written comments.
- 4) Keep a copy for your records.
- 5) Send written comments to:

***Capital Region Transportation Planning Agency  
300 South Adams Street, Box A-19  
Tallahassee, Florida 32301  
Fax: (850) 891-6832***

### **Tips on Providing Verbal Comments**

You may call any member of the CRTPA staff at (850) 891-6800, Monday through Friday from 8 a.m. until 5 p.m.

- 1) Identify yourself, speak slowly and clearly.
- 2) Have a pencil and paper ready for taking notes.
- 3) Ask for the name of the person taking the call for future reference.



## **Tips on Providing Comment In Person**

### ***Public Involvement Workshops/Meetings***

Workshops are used to bring citizens up to date on the details of plans or programs under development and are usually held prior to crucial decision-making points in the metropolitan planning process. Citizens are encouraged to provide comments regarding the plan or program being presented and are also provided with details regarding the next steps to be taken prior to the next workshop or public hearing. Local newspapers and the CRTPA website ([www.crtpa.org](http://www.crtpa.org)) will announce future public workshops or you may contact the CRTPA office for information on upcoming events.

### ***Public Hearings***

These meetings are mandated by law, and are held by the CRTPA to consider the adoption of the plan or program. Watch the local newspaper for public hearing announcements, or visit the CRTPA website at [www.crtpa.org](http://www.crtpa.org) to view information about upcoming public hearings.

# APPENDIX A

## CRTPA CONTACT INFORMATION AND GLOSSARY

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## **CRTPA CONTACT INFORMATION**

The CRTPA's Public Involvement Coordinator and Title VI Officer is Lynn Barr. To learn more on how you can become involved in the CRTPA planning process, or to request assistance with any of the CRTPA documents or public involvement processes, please do not hesitate to contact Ms. Barr or any other CRTPA staff member via any method outlined below:

*Mailing Address:* Capital Region Transportation Planning Agency  
300 South Adams, Box A-19  
Tallahassee, FL 32301

*Telephone or FAX:* Phone: (850) 891-6800  
Fax: (850) 891-6832

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

# **DEFINITIONS / ACRONYMS**

**Community Transportation Coordinator (CTC)** - Responsible for coordinating transportation services for disadvantaged individuals. For Tallahassee and Leon County, StarMetro is currently the CTC.

**Citizen's Multimodal Advisory Committee (CMAC)** - Representatives of the community and select agencies who provide and gauge public reaction to planning proposals and provide recommendations to the CRTPA regarding transportation needs of the community.

**Environmental Justice** – refers to efforts to avoid disproportionate negative impacts on minority or low-income populations from any federally funded program or activity.

**Federal Aviation Administration (FAA)** - An administration within the USDOT responsible for federal guidance and funding of aviation issues.

**Florida Department of Transportation (FDOT)** - The state agency granted the legislative authority to develop and maintain state transportation facilities and services.

**Federal Highway Administration (FHWA)** - An administration within the USDOT responsible for federal guidance and funding for federal and state highway facilities.

**Federal Transit Administration (FTA)** - An administration within the USDOT responsible for federal guidance and funding for public transportation facilities.

**Intermodal Surface Transportation Efficiency Act of 1991 (ISTEA)** - The federal transportation appropriation bill established to develop a national intermodal transportation system that is economically efficient and environmentally sound, encourages citizen participation, provides the foundation for the nation to compete in a global economy, and moves people and goods in an energy efficient manner.

**Limited English Proficiency (LEP)** – Individuals who do not speak English as their primary language and who have a limited ability to read, speak, write, or understand English can be limited English proficient, or "LEP." These individuals may be entitled to language assistance with respect to a particular type or service, benefit, or encounter.

**Long Range Transportation Plan (LRTP)** - A federally mandated 20 - 25 year transportation plan, which provides guidance in the development of an efficient, multimodal transportation system.

**Metropolitan Planning Organization (MPO)** - An agency created under federal and state law to provide a forum for cooperative decision-making with regard to regional transportation issues. Membership includes elected and appointed officials representing local jurisdictions and transportation agencies.



**Multi-modal Transportation System** - A comprehensive transportation system which includes travel options for cars, transit, truck, airplane, motorcycle, bicyclists & pedestrians.

**Project Development & Environmental Study (PD&E)** - A study performed to determine the feasibility of a road improvement by identifying possible alternatives and evaluating the social, economic, and environmental impacts associated with them.

**Technical Advisory Committee (TAC)** – A regional representation of local and state planners, engineers, transit operators, and School Superintendents or representatives thereof who provide technical input regarding transportation plans and programs and makes recommendations to the CRTPA.

**Title VI** - Refers to a segment of the Civil Rights Act of 1964, requiring that no person be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program/ activity receiving federal financial assistance from the U.S. Department of Transportation on the grounds of race, color, sex, or national origin.

**Transportation Disadvantaged** - Refers to those persons who because of physical or mental disability, income, age, or who for other reasons are unable to transport themselves or to purchase transportation. They may be dependent upon others to obtain access to health care, employment, education, shopping, social activities, or other life-sustaining activities or may be children who are handicapped or high-risk

**Transportation Disadvantaged Coordinating Board (TDCB)** - TDCB is responsible for identifying the needs of those who cannot secure their own means of transportation, bringing those needs to the attention of the Community Transportation Coordinator (CTC), and monitoring the amount of Transportation Disadvantaged Funds being received locally.

**Transportation Improvement Program (TIP)** - Incorporates, and coordinates the transportation capital budgets of the FDOT, Leon County, and City of Tallahassee, delineating project activity, location, estimated costs, and proposed funding sources.

**Unified Planning Work Program (UPWP)** - A federally mandated report that documents the planning and resource activities of the MPO.

**United States Department of Transportation (USDOT)** - The federal department responsible for guidance and funding for all federally supported transportation activities.

# APPENDIX B

## CRTPA COMMITTEE APPLICATION

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**Capital Region Transportation Planning Agency (CRTPA)  
CITIZEN'S MULTIMODAL ADVISORY COMMITTEE (CMAC)  
APPLICATION**

<b>Please return in person to:</b>  Capital Region Transportation Planning Agency 408 N. Adams St., 4 <sup>th</sup> Floor Tallahassee, Florida 32301  <b>Or mail to:</b>  CRTPA 300 S. Adams St. Box A-19 Tallahassee, FL 32301		<div><div>Capital Region Transportation Planning Agency</div><div>CRTPA</div><div>• 408 N. Adams St., 4<sup>th</sup> FLOOR • TALLAHASSEE, FL 32301</div></div>		<div><div>This application will remain in active files for two years.</div><div>Please contact the CRTPA to advise of any changes regarding the information on this application.</div><div>Email: lynn.barr@talgov.com FAX: 850-891-6832 PHONE: 850-891-6800</div></div>	
<b>Name:</b>				<b>Date:</b>	
<b>Work Phone:</b>		<b>Home Phone:</b>		<b>Email:</b>	
Please list your specific employer/occupation if employed by a State, Federal, or local government:					
<b>Employer:</b>					
Please provide your home and work address (if applicable) . Please check that box of your preferred mailing address.					
<input type="checkbox"/> Home Address:					
City/State/Zip:					
<input type="checkbox"/> Work Address:					
City/State/Zip:					
<b>The Capital Region Transportation Planning Agency strives to ensure that its citizens multimodal advisory committee is representative of the community's demographic makeup. To assist in this endeavor, please provide the following information (voluntary).</b>					
Please also note if you are physically challenged. <input type="checkbox"/> Yes <input type="checkbox"/> No					
Race:		<input type="checkbox"/> American Indian or Alaskan Native <input type="checkbox"/> Black <input type="checkbox"/> Other		Gender: <input type="checkbox"/> Female	
<input type="checkbox"/> Asian or Pacific Islander <input type="checkbox"/> Hispanic <input type="checkbox"/> White				<input type="checkbox"/> Male	
Identify any potential conflicts of interest that might occur were you to be appointed:					
Do you ride the bus? Do you drive a car?		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No		Do you bicycle to work/shopping? Do you bicycle for recreation? Do you walk to work/shopping? Do you walk for recreation?	
Please circle your age bracket 18 – 25 / 26 - 35 / 36 - 49 / 50 and over				<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No	
Can you serve a multi-year term?		<input type="checkbox"/> Yes <input type="checkbox"/> No		Can you regularly attend meetings? Conflicts:	
				<input type="checkbox"/> Yes <input type="checkbox"/> No	
Please circle any special population interests you may represent:					
Minorities, Road Cyclists, Off-Road Cyclists,		Transit Riders		Transportation Disadvantaged	
Child, Youth, or Senior Pedestrian Advocates		Students		Persons with Disabilities, Seniors	

## CITIZEN'S MULTIMODAL ADVISORY COMMITTEE APPLICATION

Please tell us something about yourself! This information will help us create an advisory board that is reflective of a broad spectrum of the community. If you have any interests, hobbies, community activities, previous experience on committees, or anything else you would like us to know in consideration of your application please write it here. You may also attach this information.

How did you hear about us????

All statements and information provided in this application are true to the best of my knowledge.

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

If you have a disability requiring accommodations, or need assistance filling out this application, please contact the Capital Region Transportation Planning Agency at 850-891-6800.

The telephone number for the Florida Relay TDD Service is 711 or 1-800-955-8771.



# APPENDIX C

## CRTPA PIPP EVALUATION GUIDE

### GOALS, OBJECTIVES, AND PERFORMANCE INDICATORS

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# **CRTPA PUBLIC INVOLVEMENT PLAN**

## **GOALS, OBJECTIVES, AND PERFORMANCE INDICATORS**

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### **OVERVIEW**

The CRTPA seeks and values public involvement in the development of its work products from EVERYONE in the CRTPA region. In keeping with this, public participation is solicited without regard to race, color, national origin, age, sex, religion, disability, or family status. The CRTPA holds all meetings in facilities that are compliant with the American with Disabilities Act (ADA) and will, upon request, provide appropriate aids and services leading to effective communication for persons with disabilities so they can participate equally in CRTPA programs, services, and activities. This includes qualified sign language interpreters, documents in Braille, and other ways of making information and communications accessible to people who have speech, hearing, or vision impairments. Persons who require special accommodations under ADA, or persons who require translation services (free of charge) are asked to contact the CRTPA at least seven days before the meeting. Additionally, CRTPA staff provides the translation of documents into other languages, upon request, for persons with limited English proficiency. To request any special accommodations such as those listed above, interested persons can contact the CRTPA at (850) 891-6800, or visit the CRTPA web page at [www.crtpa.org](http://www.crtpa.org) to request such accommodations.

### **MISSION**

The mission of the CRTPA public involvement plan is to ensure that all interested parties have an opportunity to fully participate in the transportation decision-making process and that the input from the public is carefully considered and reflected in the work of the CRTPA.

To achieve the mission of the public involvement plan, four key goals must be satisfied. These four goals are supported by accompanying objectives and performance indicators. While the goals identify specific outcomes that the public involvement program is designed to produce, the supporting objectives outline a detailed plan of how to get there. The performance indicators listed below each set of goals and objectives are intended to be used as targets to reach in varying public involvement activities. While most of these targets evaluate how effective the public involvement efforts are at reaching the goals and objectives of the plan, an evaluation of how well these targets are met in each public involvement effort provides an indication of how effectively the public involvement plan is being implemented.

## **GOALS, OBJECTIVES, AND PERFORMANCE INDICATORS**

The goals, objectives, and performance indicators of the public involvement plan are provided on the following pages. This compilation of goals, objectives, and performance indicators constitutes a guidebook of what the CRTPA wishes to accomplish with regard to specific public involvement characteristics. Additionally, each goal and objective is followed by a description of what the objective is trying to accomplish, a set of performance indicators that identify accomplishment targets, and a brief outline of what data sources can be used to measure to accomplish the objectives and measure overall success. This guidebook will be utilized in the development of and ongoing education, outreach, and involvement activities of the CRTPA. Following each public involvement event, CRTPA staff will conduct an assessment of the successes and shortfalls of the event in accordance with the applicable goals, objectives, and performance indicators outlined herein. Adjustments will be made throughout the year to successive public involvement efforts in an effort to heighten public involvement effectiveness.

## **GOAL 1: EQUITY**

### ***PROVIDE AN EQUITABLE OPPORTUNITY FOR PARTICIPATION IN TRANSPORTATION DECISION-MAKING.***

**Description:** This Goal addresses the desire to ensure that all interested persons, including those with disabilities, within the underserved populations (minority, low-income, and elderly), with limited English proficiency, who reside or work in the periphery of the CRTPA boundary, and those who rely on transit services, walking, or cycling as their means of transportation, have as equitable an opportunity as others in the CRTPA boundary to participate in transportation decision-making for the region.

For this goal to be met, the CRTPA must ensure the following seven (7) target actions are met:

- All persons, including those with disabilities, must have access to notification, information and participation opportunities;
- Information must be provided in languages other than English and in formats suited for persons with disabilities if requested;
- The meetings and events must be convenient to public transportation, when available;
- The meetings or events must be held at convenient times and locations, taking into consideration work-home commute times in the outlying CRTPA areas;
- The public involvement opportunities are geographically dispersed;
- The public involvement efforts must be designed as accessible to the underserved populations; and
- Public Involvement events/committees/meetings must be targeted to attract and reflect the demographic make-up of the region.



## EQUITY

### OBJECTIVES AND PERFORMANCE INDICATORS:

The objectives and performance indicators designed to support the Goal of, “Equity” in the public involvement plan are described below.

**OBJECTIVE E.1: The Capital Region Transportation Planning Agency will identify traditionally underserved populations within the region, including minority, low income and elderly populations, and plan public involvement and outreach efforts for these segments of the population with their unique needs in mind to promote their participation.**

**Description:** This objective aims to promote involvement by populations that are traditionally underrepresented in the transportation decision-making process by identifying the location of these populations and tailoring outreach and involvement efforts to capture their participation. Because these populations are unique and vary by location and limitations, each CRTPA work project will be presented to these populations in ways that appear most appropriate and effective given the most up to date data available for the area.

**Performance Indicators:**

- A.** Public involvement efforts are held in areas identified as within or convenient to concentrations of the underserved populations, including the elderly, handicapped, minority, low-income, and limited language populations.
- B.** Public involvement information and meeting notifications are distributed in common public areas such as libraries, grocery stores, or community centers within or serving the underserved population areas. This is in addition to notices in the local newspapers.
- C.** In addition to the traditional use of mail to reach the underserved populations, staff will actively solicit input from these populations by conducting one-on-one interviews with their community leaders to gain information and solicit their participation or recommendations for community representation.
- D.** Diversity of participation is being achieved.
- E.** Participation by the underserved populations in the region is being witnessed.

**Data and Measurement:** The Census Block Group data will be used as a foundation to identify the traditionally underserved population areas. At a minimum, the CRTPA will

identify minority, low-income, elderly, handicapped, and language limited population concentrations in the region. Outreach activities will be tailored to involve individuals from these populations in the transportation planning process.

When assessing participation by the underserved populations, zip codes data can be requested on citizen sign-in sheets to help track if the citizen may be coming from an area of the region representative of an underserved population concentration. Census Block Group data can be used to determine if the zip code overlaps an underserved population area. This method of determining participation is very speculative, but due to privacy concerns, this may be the best indicator of reaching representatives of these areas.

**OBJECTIVE E.2: The CRTPA will maintain a regional database identifying key representatives of professional organizations and underserved segments of the region's population and solicit their participation in CRTPA transportation-related work products. The database should include, but is not limited to a list of the community leaders from the various churches, neighborhoods, civic organizations, and service organizations for disabled or elderly and other organizations that are located within the traditionally underserved areas within the region.**

**Description:** This objective aims to promote citizen involvement, including populations that are traditionally underrepresented in the transportation decision-making process, by identifying representatives of underserved populations and community leaders throughout the region to assist in the CRTPA outreach and involvement efforts. This database of contact information will be utilized in mail-outs and as a starting point for mass notifications of upcoming workshops, and meetings.

**Performance Indicators:**

- A. On a yearly basis, CRTPA staff updates the regional contact database and it's subcommittees to add new community leaders or groups within the region to the notification and public involvement solicitation contact list.
- B. At least as frequently as every update to the long range transportation plan, the regional profile for the CRTPA area will be updated to identify the locations of the underserved populations and changes to that demographic.
- C. The regional profile database, maps and CRTPA mailing list will be used for distribution of agendas; public notices and any other CRTPA related activities that are part of the public participation program.

**Data and Measurement:** The Census Block Group map will be used as a foundation to identify the traditionally underserved population areas. Outreach activities will be tailored to involve individuals and representatives from these communities in the transportation planning process. In addition to the traditional use of mail to reach the underserved populations, staff will actively solicit input from these areas by conducting one-on-one interviews with community leaders to gain information and solicit their participation or recommendations for community representation.

**OBJECTIVE E.3: Provide diversity and seek representation on the CRTPA citizen-based subcommittees (Multimodal Advisory Committee, and the Citizens Advisory Committee) that reflects the demographics of the region when possible as well as the interests of the underserved populations.**

**Description:** This objective stresses the importance in achieving representation and consistent participation by a set of individuals that are representative of the broader public, and particularly the underserved populations.

**Performance Indicators:**

- A. The membership of the CRTPA subcommittees represents the demographics of the CRTPA region and maintains the integrity of its purpose.
- B. The CRTPA Subcommittee membership and attendance records are reviewed annually, to monitor how closely the demographic composition of the CRTPA advisory committees mirrors that of the demographics on record with the CRTPA region database, and if the interest of the minority, handicapped, elderly, and low-income populations are being represented on the committees.
- C. CRTPA staff seeks interested parties who can adequately represent the interests of the underserved to serve in an advisory capacity when vacancies exist and when that segment of the population is underrepresented on the committee

**Data and Measurement:** At least as often as every update to the long range transportation plan, census data will be updated for the region that will provide the framework for the desired demographics of the citizens advisory committee membership. As membership applications are reviewed for consideration in filling vacancies to the committee, the demographics or representation characteristics, which are lacking will be taken into consideration when seeking an appropriate committee member candidate. There may be times; however, when the applicant pool does not contain the type of representative the CRTPA is seeking, and when outreach efforts to find the desired representative are not successful. In these instances, the applications currently on file will be forwarded to the appropriate appointing CRTPA member for their consideration in filling the vacancy.



**OBJECTIVE E.4: Geographically disperse public hearings and workshops throughout the CRTPA region to equalize the accessibility to information and participation across the region.**

**Description:** This objective tracks whether access to public involvement opportunities is being distributed across the planning area equally.

**Performance Indicators:**

- A. At least one meeting or opportunity is located in each county of the CRTPA region for work tasks that are of interest to the entire region.
- B. Meeting locations are alternated along the study corridor for projects that are specific to a sub-area within the CRTPA region, and not of special concern to the entire region.

**Data and Measurement:** This could be tracked through a record keeping of meeting or event locations in relation to projects or actions. It would vary according to the type and nature of the work project...special transportation projects may only involve specific area of the region (such as specific corridor studies) whereas other projects, such as the long-range transportation plan, may involve the entire region. For roadway improvement projects, the objective would be to spread successive meeting locations along the corridor, where as with widespread work tasks, the objective would be to spread meeting locations throughout the region.

**OBJECTIVE E.5: Meeting sites will be selected which are convenient and more easily accessible to traditionally underserved populations.**

**Description:** This objective pertains to the suitability of event locations to most effectively serve the region's public and underserved populations. Whenever possible, the general public should be able to use public transportation to attend public involvement events. Limitations include the service area of the transit or paratransit provider. The locations must be accessible to persons with disabilities, with emphasis placed on identifying locations that offer sidewalks, adequate lighting, and which are a short walking distance (less than a quarter of a mile) from available transit.

**Performance Indicators:**

- A. The majority of participants feel the event is held at a convenient location.
- B. Public involvement efforts are held in areas identified as within or convenient to concentrations of the underserved populations, including the elderly, handicapped, minority, low-income, and limited language populations.
- C. Public involvement opportunities are held in locations that are accessible to persons with disabilities
- D. Public involvement locations are served by transit or are accessible by means other than the automobile when these amenities are present in the desired location for public involvement events.
- E. Public involvement events are within paratransit service areas, or are held concurrent with events/meetings that have a large attendance by the elderly or disabled, such as Local Coordinating Board meetings.

**Data and Measurement:** Satisfaction with meeting/event location would be measured largely by responses to surveys administered at the meeting or distributed via the web or by mail. Surveys need to be administered to a large sample of the invitee list (including those who did not attend) to ensure that a representative opinion of meeting location is discerned from the survey. Responses to the surveys will be utilized to determine if changes need to be made in the location of future events. Assessments of citizen attendance at events will be made immediately following the events/meetings to assess if changes need to be made to future meetings to capture better participation.

Regarding accessibility to transit services, the meeting locations can be planned within a quarter mile of transit services, unless no transit service is available within the affected area. Records should be kept of suitability of different locations used, as well as surveys conveying the satisfaction from the attendees with regard to the amenities of the location. In addition, locating meetings in areas that have the availability of ADA complementary paratransit service or other coordinated transportation (dependent on available non-sponsored funding) will help ensure that the elderly or disabled population can attend.

**OBJECTIVE E.6: The CRTPA meetings/events will be held at times designed to be convenient to capture the highest level of public involvement.**

**Description:** This objective aims to ensure that those individuals participating or those invited but not participating feel that the public involvement opportunities are offered at a convenient time. Different areas of the region may require different meeting times to be convenient for the population within that area. For example, evening meetings may be perceived as less convenient in areas with a high proportion of retirees or night-workers, but may be preferred in areas with a high percentage of daytime workers. Those with long commute times to and from work may need even later meeting times than those living and working within close proximity of each other. When possible, meetings should be held at staggered times to increase overall opportunities for participation.

**Performance Indicators:**

- A.** The majority of participants felt the meeting or event was held at a convenient time.
- B.** The majority of invited persons surveyed who did not attend, expressed reasons other than inconvenient time for not attending the event/meeting.
- C.** Meetings/Events are held at different times during the day, or over the course of several days/weeks/months to capture more participants.

**Data and Measurement:** Satisfaction with meeting/event time would be measured largely by responses to surveys administered at the meeting or distributed via the web or by mail. Surveys need to be administered to a large sample of the invitee list (including those who did not attend) to ensure that a representative opinion of meeting time is discerned from the survey. Responses to the surveys can be utilized to determine if changes need to be made in the scheduling times in different areas of the region. Assessments of citizen attendance at meetings and events will be made immediately following the events/meetings to assess if changes need to be made to future meetings to capture better participation.

**OBJECTIVE E-7: CRTPA information is available in alternate formats for the handicapped, and in languages other than English when the need is made known.**

**Description:** This objective addresses the need to be able to provide alternate methods of information to the public when requested, or when the need is foreseeable. This includes providing information in Braille, large print, audio reproduction, and in languages other than English when requested or when the need is apparent. This is particularly important in areas with large immigrant populations who speak English as a second language, and in pockets of the elderly and handicapped populations.

**Performance Indicators:**

- A. Information is provided in languages other than English where the affected population comprises a high proportion of non-English speakers.
- B. Information is provided in alternate formats for the elderly and handicapped/vision impaired citizens of the region.
- C. The majority of disabled persons that requested accommodations were satisfied with efforts made to accommodate their needs

**Data and Measurement:** This indicator requires a determination of whether an affected area contains a high proportion of non-English speakers that will likely require information in another language or potentially need translation services, and if specific areas of the region have other alternate format needs as well. Pockets of elderly may require the foresight to provide materials in large print, for example. Census Block Group data will be used to identify areas of the region where the need to provide information in non-typical formats is greater. After a need has been identified, then CRTPA staff will track if written materials and media announcements related to transportation projects and actions in these areas were translated into languages other than English, or provided in other alternate formats. Records will be kept of requests made and accommodated for alternate formats of information.



## **GOAL 2: INFORMATION AND EDUCATION**

***INFORM AND EDUCATE THE PUBLIC EARLY, CLEARLY, AND CONTINUOUSLY THROUGHOUT THE TRANSPORTATION DECISION-MAKING PROCESS.***

**Description:** Effective public involvement requires the open-two-way sharing of information. To participate effectively, people must be kept informed early and continuously throughout the decision-making process. Public information materials must also be clear and understandable to the target audience. This means that public involvement informational materials will need to be shared in different ways with different population groups to be effective. The public must also have a clear understanding of who the CRTPA is, what the organization does, and have complete confidence in the staff.

The following group of objectives and performance indicators aims to ensure that the public is adequately notified about on-going and potential transportation projects and that those interested in participating in the decision-making process are kept informed and have confidence in the public involvement process. The following targets must be met to satisfy the Information and Education Goal of the public involvement plan:

- **Information is conveyed to the public regarding the role the CRTPA plays in transportation decision-making in the region;**
- **Project information/education is conveyed clearly and made available to all interested persons in the planning region; and**
- **Adequate public noticing of involvement opportunities is provided.**

## **INFORMATION**

### **OBJECTIVES AND PERFORMANCE INDICATORS:**

**OBJECTIVE I.1: Provide clear and complete information to the public about the CRTPA, the transportation decision-making process, work tasks of the CRTPA, and public involvement opportunities.**

**Description:** This objective aims to ensure that CRTPA information is provided to the public in an easy-to-understand manner, and that it is comprehensive enough in scope to give them the ability to participate meaningfully in the transportation decision-making process.

**Performance Indicators:**

- A.** The CRTPA has provided a comprehensive, up to date, easy to navigate web page to share information with the public. CRTPA contact information, agendas, materials, and schedules are easy to find on the web site. Additionally, all CRTPA related meeting dates, advertisements of public hearings, meetings, or workshops related to transportation planning are included on the web site. All draft and adopted CRTPA documents are easy to download off the site. The web site address is included in all printed materials.
- B.** Informational sheets/pamphlets/brochures/newsletters are created to explain CRTPA work tasks, and efforts are made to distribute them to the citizens in the CRTPA region, including those within the underserved populations. Newsletters are sent out to those on the regional profile database contact list as well as made available at libraries, grocery stores, meetings, the Internet and other various locations through the community.
- C.** The majority of persons surveyed, who have received CRTPA information agree that the information provided is clear and that they know where to seek additional information.
- D.** The majority of persons surveyed, who have received CRTPA information agree that the information provided is explained adequately such that they understand the work task/public involvement opportunity, and how to get involved further.
- E.** Advertisement/public notice material is given with adequate advance notification and is easy to understand.

**Data and Measurement:** The primary data source would be responses to questionnaires that are distributed to participants at meetings, via the web page or by mail. Information on the public reaction to the amount of notification, clarity and completeness of information provided on informational materials and CRTPA presentations would be sought. Responses to the surveys would be used to determine if improvements need to be made in various forms of agency communications with the public, and if so, to which populations within the CRTPA region.

**OBJECTIVE I. 2: Seek opportunities to educate the public about the different ways they can influence the transportation improvements for the future, and how they can get involved to shape the future of transportation in the region.**

**Description:** This objective speaks to the need for the CRTPA to engage itself with the public to raise the visibility of the CRTPA and its function, and also to raise the awareness and understanding of the public of the transportation decision-making process. This multi-faceted objective aims to increase the confidence level of the public in the CRTPA staff such that public involvement efforts become more proactive and cooperative than reactive and suspicious in nature.

**Performance Indicators:**

- A.** The CRTPA participates in many different outreach avenues to educate and solicit participation from the public on various work tasks of the CRTPA.
- B.** CRTPA staff takes steps to maintain the continued involvement of citizens in the transportation decision-making process once they have been engaged in the process.
- C.** Assistance is provided, such as training, coordination, or the provision of resources, to community and special interest groups, especially those dedicated to transportation issues to increase public awareness of the CRTPA and to provide outreach and assistance.

**Data and Measurement:** The primary data source would be a record of the outreach and coordination efforts that the CRTPA took part in. Additionally, data on the number of citizen encounters and new repeat participants in public involvement activities would be a good indicator of the successes in introducing new participants to the transportation decision-making process.



**GOAL 3: METHODS OF PUBLIC ENGAGEMENT ARE  
EFFECTIVE**

***IDENTIFY AND UTILIZE A VARIETY OF METHODS TO MOST EFFECTIVELY  
INFORM AND ENGAGE THE PUBLIC.***

An effective public involvement process involves the citizenry early and often in the decision-making process so their knowledge and concerns can be considered in project development. Although public meetings are a versatile involvement technique, they should be used in combination with a number of other activities to widen the appeal of participating to others within the region. It is crucial to understand the audience and to tailor the methods of public involvement to their specific and unique needs. In particular, efforts to engage the traditionally underserved populations (elderly, disabled, low-income, language limited, to name a few) often require more personal levels of engagement such as neighborhood meetings and one-on-one introductions to be highly effective.

The following group of objectives and performance indicators are intended to produce effective public involvement throughout the CRTPA region. The following targets must be met to satisfy the Methods of Effective Public Engagement Goal:

- **Participants must be involved using multiple techniques;**
- **Interested persons must feel they had an adequate opportunity to participate; and**
- **Interested persons must see value in their participation opportunities.**

## **METHODS OF ENGAGEMENT**

### **OBJECTIVES AND PERFORMANCE INDICATORS:**

**OBJECTIVE M.1: Use a variety of methods to engage the public and solicit their comments on the plans and projects of the CRTPA in a meaningful way.**

**Description:** This objective requires the use of multiple methods of public involvement to increase the rate of public participation in the CRTPA area. Using a variety of methods recognizes that people respond to different types of public involvement with varying levels of comfort and willingness to participate. Therefore, providing a variety of different types of participation opportunities increases the likelihood that a broader range of the public will become engaged in a meaningful way. Methods to be considered among the possibilities include public meetings, charettes, neighborhood meetings, professional organization presentations, one-on-one meetings, webpage comment forms, and surveys to name a few.

**Performance Indicators:**

- A. Public Involvement Invitees are involved using multiple techniques.
- B. Public Involvement participants feel that the methods of involvement are meaningful.
- C. CRTPA staff will utilize email to solicit comments on transportation planning materials and the meaningfulness the participants placed on their involvement in the decision-making process.

**Data and Measurement:** The number of involvement techniques used per project per area of the CRTPA region can be easily tracked in a record log, and the number of participants reached using multiple techniques can be cross-checked by reviewing sign-in sheets of multiple meetings. To determine the perceived “meaningfulness” of the methods of involvement, surveys will need to be conducted on the invitees. This can be done through the use of mail-out questionnaires, on-line surveys, e-mail, surveys handed out and collected at the meetings themselves, and through one-on-one interviews.

**OBJECTIVE M.2: Provide adequate advance notification and an adequate opportunity to participate in the decision-making process.**

**Description:** This objective aims to ensure that the public involvement activities provide adequate notification (such that individuals can plan to attend participation opportunities) and opportunities to participate in the decision-making process. It also conveys that the CRTPA wants those who participate in the decision-making process to feel that the methods used by the CRTPA to engage them were valuable tools and worth repeating.

**Performance Indicators:**

- A.** The majority of interested persons feel that they have an adequate opportunity to participate in the decision-making process.
- B.** The majority of interested persons feel that they have adequate advance notification to be able to participate in the decision-making process.

**Data and Measurement:** The primary data source is responses to questions in surveys administered at meetings, via the web, or by mail on the value of the public participation strategies employed for that specific project. The responses will provide an indication of which public involvement methods are perceived by the public as being most valuable. This information can then be further broken down into which populations of the CRTPA respond better to different methods of involvement. This second tier of evaluation would require the gathering of zip-code information at public involvement opportunities, and then the cross referencing of zip codes to Census Block Group data to have a clear picture of what methods work best for different segments of the region.

**OBJECTIVE M.3: Maintain interest and enthusiasm in the transportation planning process by ensuring that proper techniques for public involvement are used to convey and collect relevant information within the region. Closely monitor the involvement levels from the traditionally underserved population groups, to evaluate which techniques for public involvement are most effective.**

**Description:** This objective speaks to the need to maintain the interest of participants in continued public participation with the CRTPA. This continued participation raises the knowledge base of those in the public involvement activities and strengthens the relationship between the citizenry and CRTPA staff. Increased knowledge and continuity of involvement leads to heightened confidence level in the public participation process and overall citizen voice in the transportation decision-making process. Additionally, it stresses the importance of monitoring the results of public involvement efforts to further their effectiveness.

**Performance Indicators:**

- A.** Citizens attending public involvement opportunities for a specific project are also being involved in additional CRTPA public involvement activities for other projects.
- B.** Citizens who are from or who represent the underserved populations within the CRTPA region are actively involved in multiple public involvement opportunities for multiple projects.
- C.** CRTPA staff evaluates public involvement efforts for effectiveness at capturing target populations, and modifies participation strategies in response to the needs of target areas and the region as a whole to promote increased participation.

**Data and Measurement:** The primary data source is attendance records of public involvement activities in the CRTPA region. Zip-code information will be requested at public involvement opportunities to gain insight into the areas of the CRTPA that the involvement activities are reaching and appealing to. This information can provide guidance on the probability of participation by persons belonging to an underserved population. Additionally, the names of those attendees at all CRTPA public involvement activities can be cross-referenced to determine the level of cross involvement from both the general citizenry and the underserved populations. Involvement efforts will be evaluated to determine how best to increase target population participation, based on past involvement per method used.

#### **GOAL 4: RESPONSIVENESS**

##### ***CAREFULLY CONSIDER PUBLIC INPUT IN TRANSPORTATION DECISION-MAKING.***

Effective public involvement means more than just notifying people about the process and providing them with the opportunity to comment, it means effectively engaging the citizenry with CRTPA staff. Effective public involvement requires that the citizenry has the opportunity to participate, to be heard, and to engage in dialogue with decision-makers that is carefully considered, and met with a response.

The following objectives and performance indicators set the foundation for a public involvement process that is designed to involve and be responsive to citizen input throughout the CRTPA region. The following targets must be met to satisfy the Responsiveness Goal in the public involvement plan.

- **Interested persons must feel they had an adequate opportunity to share their ideas and concerns; and**
- **Interested persons must feel public input was considered in the decision-making process.**



## **RESPONSIVENESS**

### **OBJECTIVES AND PERFORMANCE INDICATORS:**

#### **OBJECTIVE R.1: Provide opportunities for the public to have input on any action being proposed by the Capital Region Transportation Planning Agency.**

**Description:** This objective speaks to the public's need to have easy and open access to CRTPA staff for the purpose of conveying comments, questions, concerns and ideas on CRTPA projects to CRTPA staff. Interested persons need to have numerous opportunities and avenues available to them to include their ideas in the decision-making process.

#### **Performance Indicators:**

- A. Comment cards are available at CRTPA related functions.
- B. Contact information for CRTPA staff is provided on all distributed materials, including physical location, mailing address, phone and fax numbers, and web page address.
- C. Comment opportunities are provided on the CRTPA web page for both broad topics and individual projects.
- D. Each CRTPA subcommittee and CRTPA Board meeting agenda includes dedicated time to hear and address citizen comments and concerns.
- E. A summary of public comments is provided to the CRTPA as they are received. All items adopted by the CRTPA include a summary of the public comment as part of the documentation.

**Data and Measurement:** Responses and comments received are often a reflection of the degree of participant satisfaction with the overall comment process. Comments received will be catalogued and evaluated not only for the issue raised for a particular project, but also for any information the comment may provide on effectiveness of the comment process. Issues such as ease of submission, and responsiveness, or acknowledgement of comments received, are important pieces of information that can be used to further refine the public involvement process to gain higher customer satisfaction with the overall process. Typically, comment and concerns will be received in written form through web page comment sections, surveys distributed at CRTPA functions, and through e-mail correspondence with the public. However, sometimes these comments and concerns are conveyed via telephone or in face-to-face conversation. All forms of public comment encountered will be documented and evaluated for usefulness in both project development and refinements to the public involvement program.

**OBJECTIVE R.2: Citizens involved in the process have confidence that their input is considered in the decision-making process.**

**Description:** This objective helps frame the public involvement opportunities in such a way that they are designed to do more than seek comment on work that has already been completed. The involvement opportunities must be true opportunities where decisions have not been pre-determined and the information shared with the CRTPA has an opportunity to be considered and utilized in the decision-making process. The objective addresses the fact that participants need to see that they are “heard” by CRTPA staff and that their input is considered.

**Performance Indicators:**

- A. The majority of participants feel that their input is considered.
- B. Public comments, reactions and perceptions are conveyed to the CRTPA subcommittees and CRTPA Board. Where appropriate, comments are shared with local, state and federal officials
- C. Public comments are incorporated into plans and solutions where appropriate.

**Data and Measurement:** Responses to CRTPA surveys and comment cards will provide an indication on the confidence level the majority of participants have that their input is adequately considered and addressed. Additionally, project documentation will show the degree to which citizen comments and concerns were addressed and incorporated into project development.

**OBJECTIVE R.3: CRTPA staff is responsive to citizen requests, comments, and concerns.**

**Description:** To achieve confidence in the public involvement process, citizens need to know that their comments and concerns are not only heard, but also taken seriously. For public involvement to be meaningful, the ideas and concerns of participants need to be carefully considered in the decision-making process. CRTPA staff needs to provide a high level of responsiveness to citizen input so that their confidence in CRTPA staff is gained and maintained throughout the process.

**Performance Indicators:**

- A. The majority of participants feel that CRTPA staff is responsive and encourages citizen involvement and input.
- B. Public comments, reactions and perceptions are conveyed to the CRTPA subcommittees and CRTPA Board. Where appropriate, comments are shared with local, state and federal officials
- C. Responses to public inquiries are made within 2 working days of the date of inquiry receipt.

**Data and Measurement:** This objective can be monitored largely by noting the time and date of public requests for information and the time and date of CRTPA responses. E-mail to the CRTPA readily includes this information, whereas telephone calls and other forms of contact will need to be documented. CRTPA staff strives to provide same-day contact to give the citizen assurance that the request has been acknowledged, with an adequate response provided within 2 working days of the inquiry. Citizen surveys can also provide information on if the public perceives the response time from CRTPA staff to be adequate and reasonable. Negative responses will be evaluated further for determination on how to improve customer satisfaction and regain citizen confidence.

**OBJECTIVE R.4: CRTPA staff is responsive to the successes and failures of the on-going public participation activities such that adjustments are made along the process to heighten the effectiveness of each successive activity.**

**Description:** This objective speaks to the need to continually evaluate the successes and failures of the various methods employed to solicit public participation in the CRTPA region. The CRTPA must be in tune to the needs of the region's population and adjust involvement strategies to mirror those needs if effective public participation is to be achieved.

**Performance Indicators:**

- A.** Public involvement efforts are evaluated at the conclusion of each activity to document the audience reached, and successes and shortfalls of each method used.
- B.** The successes and shortfalls of each public involvement effort are compared against the efforts previously completed to determine relative increases or decreases in involvement effectiveness.
- C.** At the end of each year (December) a report that describes the effectiveness of the public involvement strategies used throughout the year is prepared. This report should include a summary of all public comment to be shared with the CRTPA, as well as local, state, and federal government representatives.

**Data and Measurement:** The CRTPA will keep a public involvement book that keeps track of all of the public involvement activities of the year, with an evaluation report attached outlining what aspects, if any, of the manner in which the public was involved should be altered for the next public participation opportunity.



*May 19, 2014*

## **AGENDA ITEM 3**

### **CONSENT ITEMS PULLED FOR DISCUSSION**





**May 19, 2014**

## **AGENDA ITEM 4 A**

### **CONNECTIONS 2040 REGIONAL MOBILITY PLAN GOALS**

**REQUESTED BY:** Connections 2040 RMP Team

**TYPE OF ITEM:** Discussion

#### **STATEMENT OF ISSUE**

At the April 2014 CRTPA Retreat the project team for the Connections 2040 Regional Mobility Plan (RMP) discussed the Goals of the project with Board members. The discussion focused on the updating of the goals to reflect the MAP-21 (federal transportation bill) Planning Factors. The project team is seeking approval of the changes as shown on *Attachment 1*.

#### **CRTPA COMMITTEE RECOMMENDATION**

Technical Advisory Committee (TAC)

The TAC at their May 6, 2014 meeting recommended approval of the goals as shown on *Attachment 1*.

Citizens Multimodal Advisory Committee (CMAC)

The CMAC at their May 6, 2014 meeting recommended approval of the goals as shown on *Attachment 1* with the addition of the Public Involvement Goal.

#### **CONNECTIONS 2040 RMP PROJECT TEAM RECOMMENDATION**

The Connections 2040 RMP project team recommends that the CRTPA approves the goals as shown on *Attachment 1*.

#### **RECOMMENDED OPTION**

Option 1: Approve the Goals for the Connections 2040 Regional Mobility Plan (RMP) Update as shown in *Attachment 1*.

#### **PREVIOUS AGENDA ITEMS**

June 17, 2013 – Agenda Item 5A -	Regional Mobility Plan 2040 Update Scope-of-Services
September 16, 2013 – Agenda Item 5D -	Regional Mobility Plan 2040 Update Consultant Selection
November 18, 2013 – Agenda Item 2B –	Regional Mobility Plan 2040 Update Contract Authorization
April 14, 2014 – Agenda Item 4E -	Project Kick-off

## **HISTORY AND ANALYSIS**

One of the first efforts to occur with the updating of any long range transportation plan is setting the goals for the project. This effort provides directions for staff and consultants to utilize in the development of the plan.

The Regional Mobility Plan Goals and Objectives provided a great foundation to develop the Goals for the Connection 2040 Regional Mobility Plan and should require minimal change.

However, since the adoption of the RMP in November of 2010 a new transportation bill has been passed by congress and is known as Moving Ahead for Progress in the 21st Century or MAP-21. Contained within the MAP-21 legislation are “planning factors” that are to be used in the development of long range plans such as the Connections 2040 Regional Mobility Plan.

The good news is that the Goals that were developed for the RMP are well organized and will require very little change to ensure that the MAP-21 legislation is met or exceeded. Therefore, the Connection 2040 Regional Mobility Plan will endeavor to build on the previous goals developed by the TAC and CMAQ to demonstrate compliance with the new legislation.

To assist in understanding the differences and proposed changes, the project team created a comparison chart that includes what the goals were for the RMP, the MAP-21 Planning Factors, and the proposed edits to the goals for the project. This chart is shown as ***Attachment 1***.

The chart indicates that some of the language is recommended to be updated to reflect the MAP-21 Planning Factors and a few of the Goals are eligible to be removal or modification. All of the original Goals are still accounted for elsewhere in the planning process with renewed emphasis on the performance measures. The removed/edited goals are still very important and integral to the project and will be incorporated into the Connections 2040 RMP but in the form of “non-performance” Goals.

Coordination, Financial Feasibility, and Public Involvement are not measureable at the project-level and are functions of other components of the project so having these are Goals to meet the MAP-21 Planning Factors is not necessary. For example, “Coordination” is not only a requirement for the plan but is a component of the CRTPA’s Certification (both annual and as a TMA), and is also incorporated into the Public Involvement Plan in the form of developing the County Transportation Strategies, Financial Feasibility is a requirement under the revenue component as well as during the development of the Cost Feasible Plan, and Public involvement has not only the CRTPA’s larger organizational Public Involvement Plan but the Public Involvement Plan for the project.

## **PUBLIC INVOLVEMENT GOAL**

The Connections 2040 Project Team is recommending that the Public Involvement Goal is not necessary since the Plan itself has a Public Involvement Plan that addresses all of the activities associated with the plan (the Public Involvement Plan is being presented to the CRTPA Board in June). The Project Team also understands the reasons behind the CMAC recommending that the Public Involvement Goal remain in the plan, and that the overall effect is a non-issue. So if the

CRTPA Board feels strongly about keeping the Public Involvement Goal in the plan that is direction the Project Team will follow.

### **NEXT STEPS**

After approval of the goals by the CRTPA Board, the Project Team will be working on developing the measuring tools that will implement the goals at the project level.

### **OPTIONS**

Option 1: Approve the Goals for the Connections 2040 Regional Mobility Plan (RMP) Update as shown in ***Attachment 1***. (RECOMMENDED).

Option 2: Provide other direction.

### **ATTACHMENTS**

Attachment 1: Connections 2040 RMP Project Goals

2035 RMP Goals		Map-21 Planning Factor	DRAFT 2040 RMP Goals	Notes
<b>Access</b>	Provide residents and visitors with access to a multi-modal transportation system and to goods and services throughout the region.	Yes	Provide residents and visitors with access to a multi-modal transportation system that promotes economic vitality and quality of life throughout the region.	Reference added to economic vitality and quality of life
<b>Connectivity</b>	Enhance local and regional connectivity to effectively and safely move people and goods using multiple modes of transportation.	Yes	Enhance the integration between travel modes and promote improved connectivity between local and regional destinations.	Promote the integration between travel modes and connecting people with places (safety is a freestanding goal)
<b>Coordination</b>	To promote efficient and thorough implementation of the regional mobility plan by ensuring broad buy-in and stakeholder support for the regional mobility planning process, the plan itself, and its constituent projects.	No	<del>To promote efficient and thorough implementation of the regional mobility plan by ensuring broad buy-in and stakeholder support for the regional mobility planning process, the plan itself, and its constituent projects.</del>	Not a Map-21 planning factor. Coordination and public input are items covered by the MPO bylaws, Memorandum of Understand (MOU), and Public Participation Plan.
<b>Economic Development</b>	Create and maintain a transportation infrastructure that provides energy- and time-efficient intermodal movement of goods, services, and labor to and within urban areas in the region.	Yes	Coordinate transportation investments with local and regional economic development initiatives, including measures that provide energy- and time-efficient intermodal movement of goods, services, and labor to and within urban areas in the region.	Minor edit to account for local and regional initiatives, not limited to freight
<b>Financial Feasibility</b>	To ensure that the funding for desired regional mobility projects is met and that necessary revenues are made available timely for the successful implementation of priority projects that promote sustainability, more efficient use of resources, and regional connectivity.	No	<del>To ensure that the funding for desired regional mobility projects is met and that necessary revenues are made available timely for the successful implementation of priority projects that promote sustainability, more efficient use of resources, and regional connectivity.</del>	Not a Map-21 planning factor. All long range transportation plans are legislatively required to be financially constrained (cost feasible).
<b>Land Use</b>	Coordinate transportation and land use systems to foster vibrant communities with compact urban forms throughout the region.	Yes	Coordinate transportation strategies and investments with local and regional land use initiatives in an effort to foster vibrant communities throughout the region.	Minor edit to account for both urban and rural areas in the Region
<b>Multimodalism</b>	There are many forms of transportation in the region, some untapped and to be utilized in the future. The Regional Mobility Plan must create and maintain opportunities to facilitate the movement of and connections among people, jobs, goods and services.	Yes	Promote a diversity of travel choices and maintain opportunities to facilitate the movement of and connections among people, jobs, goods and services, and other travel modes.	Minor edits to bring consistency with phrasing of other goals (begin with a verb).
<b>Natural Resource Protection/Conservation</b>	A transportation system that provides access and mobility, supports compact growth and protects the region's natural environment.	Yes	Protect the region's environmentally sensitive areas as well as cultural and historic features through a combination of strategies including avoidance, context sensitive design solutions (CSS), and best practices.	Minor edit to account for natural and human environmental features and to introduce CSS design solutions and other methods.
<b>Public Participation</b>	The Regional Mobility Plan must have a strong Public Involvement Plan to ensure that all citizens of the regional have the opportunity to provide input in the transportation planning process.	No	<del>The Regional Mobility Plan must have a strong Public Involvement Plan to ensure that all citizens of the regional have the opportunity to provide input in the transportation planning process.</del>	Not a Map-21 planning factor. Public input is a requirement of the MPO bylaws, and Public Participation Plan and Public Involvement Plan.



***May 19, 2014***

**AGENDA ITEM 4 B**

**US 319 CONCEPTUAL DESIGN AND ENVIRONMENTAL REEVALUATION  
UPDATE**

**REQUESTED BY: FDOT**

**TYPE OF ITEM: Information**

**STATEMENT OF ISSUE**

The Florida Department of Transportation (FDOT) will provide an update on the US 319 Conceptual Design and Environmental Reevaluation. The project involves 20 miles of U. S. 319 in Wakulla and Leon counties. Project limits are:

- S.R. 61 (U.S. 319) from S.R. 30 (U.S. 98) to Leon County line
- S.R. 61/369 (U.S. 319) from Wakulla County line to beginning of four lane at Rivers Road



**AGENDA ITEM 4 C**  
**CRTPA DRAFT BY-LAWS**

**REQUESTED BY:** CRTPA Staff

**TYPE OF ITEM:** Discussion

**STATEMENT OF ISSUE**

Staff is seeking comments from the Board on the draft By-Laws.

**BACKGROUND**

With the final execution and filing of the CRTPA Interlocal Agreement, the By-Laws for CRTPA needed to be update dated and adopted. At this time, staff is seeking input and comments to the draft by-laws (**Attachment 1**). Staff will update the draft by-laws based on the input and comments received from the meeting and present the revised by-laws at the June meeting for adoption. Below is an outline of the sections and contents of the draft by-laws. Section IVB and Sections VIII C and D are under further review to insure compliance with current statutes and guidelines.

**I. Organization Name**

- Capital Region Transportation Planning Agency (CRTPA).

**II. Preamble**

- Sets forth the By-Laws, Policies and Procedures that shall serve to guide the proper functioning of the urban transportation planning process by the CRTPA

**III. Purpose**

- Pursuant to Section 339.175, Florida Statutes, the purpose of CRTPA is:
  - To assist in the safe and efficient management, operation, and development of surface transportation systems embracing various modes of transportation
  - To develop transportation plans and programs, in cooperation with the state and public transit operators, which plans and programs provide for the development and integrated management and operation of transportation systems and facilities
  - To implement and ensure a continuing, cooperative, and comprehensive transportation planning process that considers all modes of transportation
  - To develop plans and programs that identify transportation facilities that should function as an integrated metropolitan transportation system

#### **IV. CRTPA By-Laws**

- **Membership and Board Membership**

- Identifies the members of the CRTPA Board and the voting apportionment.
- Provides for the delegation of authority to board members and Executive Director

- **Membership Term of Office**

- Membership and terms of elected officials as voting members of the CRTPA Board shall be as prescribed in Section 339.175(3) and (4), Florida Statutes, and Sections 4.01 and 4.02 of the Interlocal Agreement\
- term of office of members of the CRTPA shall be four years but a member may be appointed for one or more additional four year terms
- Any governmental entity performing any actions under this section shall notify CRTPA in writing of such actions
- CRTPA may also provide for other non-voting advisors as needed

- **Officers and Duties**

- CRTPA Board shall elect annually a Chair, Vice Chair, MPOAC representative and alternate
- The Chairperson shall preside at all meetings and shall sign official documents of the CRTPA
- Approve or revise the final agenda
- Draft the annual performance evaluation of the Executive Director
- Approve CRTPA expenditures of greater than \$5000, but no greater than \$25,000
- Have authority to approve certain personnel actions

- **Administration**

- The Executive Director shall serve as the principal administrator of MPO operations and staff
- The Executive Director shall serve at the pleasure of the Board and shall report directly to the CRTPA Board for all matters regarding the administration and operation of the CRTPA
- Executive Director shall have authority to approve expenditures for the normal operations of staff not to exceed \$5000, approve routine staff travel, hire, fire, assign duties to, and evaluate CRTPA staff, subject to review and concurrence of the Chairperson, and sign routine communications with local, state and federal agencies, except in those instances when the signature of the chair is required
- Executive Director, or designee, is responsible for the CRTPA meeting minutes and all notices and agendas for future meetings
- CRTPA General Counsel shall serve at the pleasure of the Board and shall perform such duties as are assigned by the Board, the Chairperson or the Executive Director

- **Meetings**

- Regular meetings of the CRTPA shall be held as needed in the Tallahassee City Commission Chambers or other locations designated by the Chairperson. Regular meetings will be held no less frequently than every two months, or six times a year on the third Monday of any given month and such other times as scheduled by the Chairperson
- Special meetings of the CRTPA may be called by the Chairperson

- There must be majority representation to constitute a quorum for the transaction of business. A quorum is defined as 51% of the voting interest of the CRTPA
- Agenda materials for the CRTPA meetings shall be distributed to Board Members no later than seven days prior to the meeting
- Meetings will be open to the public. Citizen comments and suggestions are welcomed.
- The CRTPA may choose to hold workshops from time to time
- The most current edition of Roberts Rules of Order Revised is the adopted rule of meeting procedure
- The General Counsel or his designee shall serve as the “parliamentarian”
- CRTPA meetings will be recorded and minutes will be prepared
- Super-Majority Vote shall be defined as two-thirds of the vote of the Board members in attendance
- Executive Director shall serve as the clerk of the CRTPA
- **Citizen Participation at Board Meetings**
  - Citizens may speak for three minutes on issues related to the approved agenda or any issue for which the CRTPA has the statutory authority to act upon after completing a speaker card.
- **By Law Amendments**
  - The CRTPA By-Laws may be amended by a majority vote of the CRTPA
- **Creation of Committees**
  - The Technical Advisory Committee, which shall function as provided in Section 339.175(6)(d) and (8)(b), Florida Statutes
  - The Citizens Advisory Committee (known as the Citizens Multimodal Advisory Committee), which shall function as provided in Section 339.175(6)(e)1. and (8)(b), Florida Statutes
- **CRTPA General Policies**
  - The CRTPA agenda will include sections for Action, Information, and Citizen Involvement
  - The CRTPA agenda will be limited to required items only as determined by the Chairperson
  - The Executive Director is directed to assist the Chairperson in scheduling important matters for Board consideration
  - No other governmental organization shall preclude the scheduled convening or adjournment time of the CRTPA
- **CRTPA Specific Policies**
  - Any policy that affects planning efforts and not administration nor procedural policies of the CRTPA shall be adopted solely by resolution and not become part of these bylaws
  - A majority vote will be required by the CRTPA when amending, adding, or deleting projects from the Transportation Improvement Program, the Priority Project List, any Project Development and Environment Study, and any intersection improvement study requiring the approval of the CRTPA

## **VII. Modifications to the Long Range Transportation Plan**

- A request to amend the Long Range Transportation Plan may be initiated by the Citizen’s Multimodal Advisory Committee (CMAC), the Technical Advisory Committee (TAC), the CRTPA, or another governmental agency

- A request to amend the Long Range Transportation Plan will be reviewed by the Technical Advisory Committee to determine the technical applicability of the proposal for plan inclusion or removal and the CMAC recommendation, CRTPA Staff recommendation, and the recommendation of the TAC will be forwarded to the CRTPA Board
- Plan amendments will be processed in compliance and consistent with procedures established in Chapter 339 Florida Statutes and all applicable federal code

#### **VIII. Funding of the CRTPA**

- Each member government shall pay a proportional share of the operating costs of the CRTPA, over and above the amount annually provided by federal and state sources
- The CRTPA staff will perform only those services required by applicable Federal Code and State Statute
- A budget for CRTPA shall be adopted in September of each year. This is
- The approved and adopted Unified Planning Work Program (UPWP) shall be the primary funding source for the funding

#### **IX. Notices**

- All notices, demands and correspondence required or provided for under this Agreement shall be in writing and delivered in person or dispatched by certified mail, postage prepaid, return receipt requested

#### **ATTACHMENT**

Attachment 1: CRTPA Draft By-Laws

**CAPITAL REGION TRANSPORTATION PLANNING AGENCY  
REVISED BY-LAWS, POLICIES  
AND PROCEDURES**

Adopted November 2006

Revised \_\_\_\_\_, 2014

- I. Organization Name**
- II. Preamble**
- III. Purpose**
- IV. CRTPA By-Laws**
- V. CRTPA General Policies**
- VI. CRTPA Specific Policies**
- VII. CRTPA Long-Range Transportation Plan Amendment**
- VIII. Funding**
- IX. Notices**

**I. Organization Name**

The name for the Metropolitan Planning Organization is the Capital Region Transportation Planning Agency (CRTPA).

**II. Preamble**

The following sets forth the By-Laws, Policies and Procedures that shall serve to guide the proper functioning of the urban transportation planning process by the CRTPA. The intent is to provide policies and procedures for the CRTPA and its Standing Committees for fulfilling the requirements of the Interlocal Agreement that creates the CRTPA; the applicable provisions of federal law; and the applicable provisions of Chapter 339, Florida Statutes. Any interpretations of the Interlocal Agreement by these bylaws shall be the preferred interpretation for CRTPA unless there is a direct and express conflict with the Interlocal Agreement. Furthermore, all provisions contained in these Bylaws shall be interpreted to be consistent with all applicable state and federal law.

**III. Purpose**

Pursuant to Section 339.175, Florida Statutes, the purpose of CRTPA is:

A. To assist in the safe and efficient management, operation, and development of surface transportation systems embracing various modes of transportation in a manner that will maximize the mobility of people, freight and goods within and through the metropolitan area of this state, foster economic growth and development within and through urbanized areas of this state and minimize, to the maximum extent feasible for transportation-related fuel consumption,



air pollution, and greenhouse gas emissions through metropolitan transportation planning processes;

B. To develop transportation plans and programs, in cooperation with the state and public transit operators, which plans and programs provide for the development and integrated management and operation of transportation systems and facilities, including pedestrian walkways and bicycle transportation facilities that will function as multi-modal and an intermodal transportation system for the metropolitan area;

C. To implement and ensure a continuing, cooperative, and comprehensive transportation planning process that considers all modes of transportation based on the complexity of the transportation problems to be addresses and results in coordinated plans and programs consistent with the comprehensively planned development of this affected metropolitan area in cooperation with the Florida Department of Transportation (“Department”);

D. To develop plans and programs that identify transportation facilities that should function as an integrated metropolitan transportation system, giving emphasis to facilities that serve important national, state and regional transportation functions.

#### **IV. CRTPA By-Laws**

##### **A. Membership and Board Membership**

1. As designated by the Governor of the State of Florida, and as reflected in Article 4, Section 4.01(a) of the 2014, Interlocal Agreement, the CRTPA shall consist of voting representatives from Leon County, Gadsden County, Jefferson County, and Wakulla County; the City of Tallahassee, the City of Midway, the City of Quincy, the City of Chattahoochee, the City of Greensboro, the City of Gretna, and the Town of Havana; the Leon County School Board; and one non-voting representative from the Department of Transportation.

The weighted vote of the voting members is as follows:

<b>Governmental Entity</b>	<b>Number of Members</b>	<b>Voting Points</b>
Leon County School Board	1	1
Jefferson County *	1	4
Gadsden Cities **	1	5
Wakulla County ***	1	8
Gadsden County	1	8
Leon County ****	-	37
City of Tallahassee *****	-	37
<b>Total</b>		<b>100</b>

As provided in Section 4.01(a)(1) of the Interlocal Agreement, for Leon County and the City of Tallahassee, the number of voting points is determined by the number of voting members as agreed upon by the Leon County Board of County Commissioners and the City of Tallahassee respectively.

- \* The County Representative will also represent the City of Monticello.
- \*\* The Cities of Chattahoochee, Greensboro, Gretna, Havana, Midway and Quincy will consolidate their membership and weighted vote into one membership.
- \*\*\* The County Representative will also represent the Cities of St. Marks and Sopchoppy.
- \*\*\*\* The number of voting members is determined by the Leon County.
- \*\*\*\*\* The number of voting members is determined by the City of Tallahassee.

2. The City of Tallahassee and Leon County commissions may change the number of their members to serve as members of the CRTPA Board no more than once annually. Similarly, Cities consolidating their memberships and weighted vote, may reverse such consolidation no more than once annually. Should any membership adjustments be made pursuant to this section, the governmental entity shall notify the Executive Director of CRTPA in writing of such change. The written notice shall specifically reference this section as the basis for the change.

3. Board members from participating governments which have one voting member may designate an alternative member of that government to vote in the absence of the appointed member. Such designation may be changed no more frequently than annually, unless the alternate leaves office. A participating governmental entity that selects an alternative member shall notify CRTPA in writing of that selection. No Board Member may vote by proxy.

4. As provided by Section 6.04 of the Interlocal Agreement, the Board may delegate authority to one or more of its members to act on behalf of the Board and may delegate certain duties to the Executive Director.

a. Delegation to one or more Board Members shall be pursuant to a majority vote of the Board, which shall identify the member(s) to whom authority is delegated, specify the scope (and time period if appropriate) for the delegation, and whether action of the Board member(s) shall be subject to Board ratification or approval. Any such delegation shall be subject to the requirements of the Sunshine Law, when applicable. The scope and time period of the delegation shall be appropriate for the intended purpose, and shall be limited as necessary to comply with law. When practicable, the action of the Board members shall be subject to Board ratification or approval.

b. Delegation to the Executive Director shall be pursuant to a majority vote of the Board, which shall specify the scope, direction and purpose for the delegation and whether the action of the Executive Director shall be subject to ratification or approval of the Board, Board members or the Chairperson. Delegation to the Executive Director shall be subject to such limitations in scope, direction and supervision by the Board as appropriate for the intended purpose and as necessary to comply with law.

## **B. Membership Term of Office**

1. The membership and terms of elected officials as voting members of the CRTPA Board shall be as prescribed in Section 339.175(3) and (4), Florida Statutes, and Sections 4.01 and 4.02 of the Interlocal Agreement. Board members from participating governments which have one voting member may appoint a substitute member to serve as a member of the CRTPA Board no more frequently than once annually, unless the member leaves office.

2. a. The term of office of members of the CRTPA shall be four years. The membership of a member who is a public official automatically terminates upon said official leaving the elective or appointive office for any reason, or may be terminated by a majority vote of the total membership of the governmental entity represented by the member. A vacancy shall be filled by the original appointing entity. A member may be appointed for one or more additional four year terms. Where Counties and Cities have elected to consolidate their memberships and weighted vote, the term of the representative member or members shall be no less than one year from the date of designation by the consolidated entity represented by the member.

2. b. Any governmental entity performing any actions under this section shall notify CRTPA in writing of such actions.

3. The CRTPA may also provide for other non-voting advisors as needed.

## **C. Officers and Duties**

1. The CRTPA Board shall hold an annual organizational meeting no later than the last Board meeting of the calendar year for the purpose of electing the following officers from its voting membership:

- Chairperson
- Vice-Chairperson
- Representative to the Florida Metropolitan Planning Organization Advisory Council
- Alternate representative to the Florida Metropolitan Planning Organization Advisory Council

The Chairperson and Vice-Chairperson shall be members of different member governments.

2. Officers shall be elected by a majority of the votes of members present at the organizational meeting and shall serve a term of one year.

3. The Chairperson shall preside at all meetings and shall sign official documents of the CRTPA. In the event of the Chairperson's absence, or at the Chairperson's direction, the Vice-Chairperson shall assume the powers and duties of the Chairperson. In the absence of both a Chairperson and Vice-Chairperson at a regular or special Board meeting, a temporary Chair

shall be elected by majority vote at said meeting to serve as Chairman of the meeting, for this meeting alone. The Chairperson shall:

- a. Sign, on behalf of the MPO, resolutions, contracts, deeds, certifications, vouchers and all other instruments whether relating to real or personal property or otherwise;
- b. Appoint subcommittees as needed;
- c. Approve or revise the final agenda presented by the Executive Director;
- d. Accept agenda items from other MPO members, with advice of the Executive Director to ensure that the addition is submitted on a timeline that allows them to be fully staffed and distributed with the regular agenda materials;
- e. Draft the annual performance evaluation of the Executive Director, distribute it to MPO membership for comments, and develop the final evaluation for MPO approval;
- f. Have authority to approve CRTPA expenditures of greater than \$5000, but no greater than \$25,000;
- g. Have authority to approve certain personnel actions, such as salary adjustments, disciplinary actions, and final approval of staff evaluations completed by the Executive Director;
- h. Perform such other duties as, from time to time, may be assigned by the Board.

4. If the chair is unable to serve the remainder of the chair's term, the vice-chair shall automatically become the chair and the CRTPA shall elect a new vice-chair. In the event of the permanent inability of the Chairperson or Vice-Chairperson of the CRTPA to serve, a new officer(s) will be elected from the membership at the next meeting.

#### **D. Administration**

The administration of the CRTPA shall be as set forth in Sections 6.01 through 6.05 of the Interlocal Agreement. The Chairperson shall serve as the principle administrative officer of the Board. The Executive Director shall serve as the principal administrator of the MPO's operations and staff and shall have responsibility for advising the Board regarding official MPO business and administration.

1. The Executive Director shall serve at the pleasure of the Board and shall report directly to the CRTPA Board for all matters regarding the administration and operation of the CRTPA and any additional personnel as deemed necessary. A subcommittee of the Chair and Vice-Chair will conduct the annual performance evaluation of the Executive Director and deliver their findings to the Board for its review and approval. CRTPA staff will report directly to the

Executive Director and serve at the pleasure of the director. The Executive Director shall have authority to:

- a. Approve expenditures for the normal operations of staff not to exceed \$5000;
- b. Approve routine staff travel;
- c. Hire, fire, assign duties to, and evaluate CRTPA staff, subject to review and concurrence of the Chairperson; and
- d. Sign routine communications with local, state and federal agencies, except in those instances when the signature of the chair is required.

2. The Executive Director, or designee, is responsible for the CRTPA meeting minutes and all notices and agendas for future meetings. The Executive Director shall also perform such other and additional duties as are necessary to carry out the objectives and functions of the CRTPA and the directives from the CRTPA membership.

3. The CRTPA General Counsel shall be under contract and shall serve at the pleasure of the Board and shall perform such duties as are assigned by the Board, the Chairperson or the Executive Director.

#### **E. Meetings**

1. Regular meetings of the CRTPA shall be held as needed in the Tallahassee City Commission Chambers or other locations designated by the Chairperson. Regular meetings will be held no less frequently than every two months, or six times a year.

2. Meetings will be held on the third Monday of any given month and such other times as scheduled by the Chairperson. Meeting dates will be adjusted by the Chairperson to accommodate holidays or other conflicts.

3. Special meetings of the CRTPA may be called by the Chairperson, or in the absence of the chair, by the vice-chair. Special meetings may also be called on the initiative of four (4) or more voting members petitioning the chair.

4. There must be majority representation to constitute a quorum for the transaction of business. A quorum is defined as 51% of the voting interest of the CRTPA. An affirmative vote shall consist of a majority vote of the total quorum present. A quorum must be present for any matters to be voted on at any duly called CRTPA meeting.

5. Agenda materials for the CRTPA meetings shall be distributed to Board Members no later than seven days prior to the meeting, unless otherwise decided by the Chairperson. Supplemental materials shall be provided to the Board Members as soon as practicable.



6. Meetings will be open to the public. Citizen comments and suggestions are welcomed. Any group which requests in writing will be notified of CRTPA meetings. Members of the public are allowed to speak on any items not on the Agenda during the Public Comment period, with established time limits, and by providing a Speaker Card at the CRTPA meeting as set out in section F. Members of the public are allowed to comment on items on the agenda at the appropriate time following the same established rules for time limits and providing speaker cards.

7. The CRTPA may choose to hold workshops from time to time. A quorum shall not be necessary for conducting a workshop; however, all workshops shall be noticed in the same manner as regular meetings of the CRTPA.

8. The most current edition of Roberts Rules of Order Revised is the adopted rule of meeting procedure. The Chairperson (or the Vice Chairperson when serving as Chairperson) shall preside at all meetings.

9. The General Counsel or his designee shall serve as the "parliamentarian. The CRTPA General Counsel shall advise the Chairperson and the Board at the direction of the Chairperson.

10. CRTPA meetings will be recorded and minutes will be prepared.

11. Where a Super-Majority Vote is required by the Interlocal Agreement or CRTPA By-Laws, such Super-Majority Vote shall be defined as two-thirds of the vote of the Board members in attendance and no less than 67 votes, regardless of the number of members in attendance.

12. The Executive Director shall serve as the clerk of the CRTPA.

13. As necessary, subcommittees and the chair of subcommittees shall be designated by the chair to investigate and report on specific subject areas of interest to the CRTPA. A subcommittee shall consist of at least three members.

#### **F. Citizen Participation at Board Meetings**

1. Citizen comments will be accepted during the meeting.

2. Citizens may speak on issues related to the approved agenda or any issue for which the CRTPA has the statutory authority to act upon.

3. Citizens will complete a Request to Speak card. If the citizen is unable to complete the card, s/he will be assisted by the CRTPA staff.

4. Citizens will be allowed to speak for three minutes.

5. Large groups of citizens wishing to speak are encouraged to designate a spokesperson to represent their views.

### **G. By Law Amendments**

The CRTPA By-Laws may be amended by a majority vote of the CRTPA. Proposed amendments shall be considered at the annual organizational meeting or at any other CRTPA meeting with thirty (30) days notice of the proposed amendment. The CRTPA Board may adopt resolutions as necessary to implement, supplement or clarify the CRTPA By-Laws, but shall not substantively alter the policies or procedures contained in the By-Laws except upon a Super-Majority Vote. No less often than annually, the Board shall consider amendments to the By-Laws to incorporate prior resolutions issued by the Board, as appropriate.

### **H. Creation of Committees**

The following committees have been created by the CRTPA, are ratified herein and shall serve as standing committees, with membership subject to appointment by the CRTPA Board:

1. The Technical Advisory Committee (TAC), which shall function as provided in Section 339.175(6)(d) and (8)(b), Florida Statutes, and as otherwise directed by the CRTPA Board. The TAC serves at the pleasure of the Board.
  - a. The TAC serves in an advisory capacity to the CRTPA on matters related to coordinating transportation planning and programming including, but not limited to, review of CRTPA related transportation studies, reports, plans and programs. The TAC shall assist the CRTPA by providing technical resources and recommendations as requested.
  - b. The membership of the TAC must include, whenever possible, planners; engineers; representatives of local aviation authorities, port authorities, and public transit authorities or representatives of aviation departments, seaport departments, and public transit departments of municipal or county governments, as applicable; the school superintendent of each county within the jurisdiction of the CRTPA or the superintendent's designee; and other appropriate representatives of affected local governments.
  - c. In addition to any other duties assigned to it by the CRTPA or by state or federal law, the TAC is responsible for considering safe access to schools in its review of transportation project priorities, long-range transportation plans, and transportation improvement programs, and shall advise the CRTPA on such matters.
  - d. In addition, the TAC shall coordinate its actions with local school boards and other local programs and organizations within the metropolitan area which participate in school safety activities, such as locally established community

traffic safety teams. Local school boards must provide the CRTPA with information concerning future school sites and in the coordination of transportation service.

- e. The TAC shall have additional advisory (non-voting) members as the CRTPA deems advisable.
- f. Each member of the TAC is expected to demonstrate interest in the technical advisory committee's activities through attendance at the regularly scheduled meetings except for reasons of an unavoidable nature. A majority of the TAC may recommend the removal of any member who fails to attend, or arrange for an alternate to attend, three or more meetings in a one-year period. Such recommendations shall be forwarded to the appointing agency or governmental unit through the CRTPA Executive Director.

2. The Citizens Advisory Committee (known as the Citizens Multimodal Advisory Committee)(CMAC), which shall function as provided in Section 339.175(6)(e)1. and (8)(b), Florida Statutes, and as otherwise directed by the CRTPA Board. The CMAC serves at the pleasure of the Board. The membership on the CMAC must reflect a broad cross-section of local residents with an interest in the development of an efficient, safe, and cost-effective multimodal transportation system. Minorities, the elderly, and the handicapped must be adequately represented as well as representatives and users of various transportation modes.

- a. The community at large shall be represented in the transportation planning process by the CMAC. The CMAC serves in an advisory capacity to the CRTPA for the purpose of assisting in the formulation of CRTPA's goals and objectives, seeking reaction to planning proposals and providing comment with respect to the concerns of various segments of the population regarding their transportation needs.
- b. Notwithstanding the above provisions, CRTPA may, with the approval of the department and the applicable federal governmental agency, adopt an alternative program or mechanism to ensure citizen involvement in the transportation planning process.

## **V. CRTPA General Policies**

A. The CRTPA agenda will include sections for Action, Information, and Citizen Involvement. Agenda items for Board action will be divided into consent, discussion and action sections.

B. The CRTPA agenda will be limited to required items only as determined by the Chairperson. Board Members are requested to coordinate with the Executive Director on those items that they wish to have considered, so that they can be adequately staffed prior to being heard by the Board.

C. The Executive Director is directed to assist the Chairperson in scheduling important matters for Board consideration, where practicable, for at least one discussion meeting prior to scheduling the matter for Board action at a subsequent meeting. Notwithstanding the foregoing, unless otherwise provided by law, Board action shall not be delayed nor subject to challenge simply because it was acted upon at the same meeting at which it was first discussed by the Board. Workshops, retreats and delegated subcommittees of Board Members shall also be considered as methods of exchanging information and opinions on and focusing the analysis of important matters that may later come before the Board for action.

D. No other governmental organization shall preclude the scheduled convening or adjournment time of the CRTPA.

## **VI. CRTPA Specific Policies**

A. Any policy that affects planning efforts and not administration nor procedural policies of the CRTPA shall be adopted solely by resolution and not become part of these bylaws. Examples of this are resolutions that promote bicycle and pedestrian transportation, preservation of right-of-way, and consideration of the needs of the Transportation Disadvantaged in plan development. All resolutions will be kept in a separate section of each member's agenda book for reference purposes.

B. A majority vote will be required by the CRTPA when amending, adding, or deleting projects from the Transportation Improvement Program, the Priority Project List, any Project Development and Environment Study, and any intersection improvement study requiring the approval of the CRTPA.

Comm

## **VII. Modifications to the Long Range Transportation Plan**

A. A request to amend the Long Range Transportation Plan may be initiated by the CMAC, the TAC, the CRTPA, or another governmental agency. Members of the CRTPA will be notified of a request to amend the Long-Range Transportation Plan.

B. A request to amend the Long Range Transportation Plan will be reviewed by the TAC to determine the technical applicability of the proposal for plan inclusion or removal and the CMAC recommendation, CRTPA Staff recommendation, and the recommendation of the TAC will be forwarded to the CRTPA Board.

Comm

C. If the CRTPA Board determines that the proposed amendment should be considered, the CRTPA Board may initiate the established plan amendment process in compliance and consistent with procedures established in Chapter 339 Florida Statutes and all applicable federal code.



D. In addition to the required public notification and public hearing of the plan amendment(s), efforts to communicate the plan amendment to the traditionally underserved (populations protected by Title VI of the Civil Rights Act of 1964) will be made and documented.

### **VIII. Funding of the CRTPA**

A. Each member government shall pay a proportional share of the operating costs of the CRTPA, over and above the amount annually provided by federal and state sources. Proportional costs are based on population. To the extent that funding allocated for MPO operations is exceeded by expenses, the balance shall be funded by the members, with the exception of the Leon County School Board, in proportion to their weighted vote without consideration of the weighted vote of the Leon County School Board. The Leon County School Board shall provide in-kind services in lieu of direct funding for MPO operations. Unless otherwise agreed by the parties hereto, any change in the weighted voting occurring during the MPO's fiscal year shall result in a proration of financial responsibility of the members.

B. The CRTPA staff will perform only those services required by applicable Federal Code and State Statute. If tasks are requested by the CRTPA that are not part of the statutory duty of the CRTPA staff, additional funding will be provided by the member governments.

C. An estimate of the amount will be made known in the annual Unified Planning Work Program, prior to July 1. Concurrent with the adoption of the Final Unified Planning Work Program the CRTPA will adopt its budget. The Unified Planning Work Program is the de facto budget of the CRTPA.

D. Payment of funds by participating governments will be made to the CRTPA no later than December 31.

### **IX. Notices.**

All notices, demands and correspondence required or provided for under this Agreement shall be in writing and delivered in person or dispatched by certified mail, postage prepaid, return receipt requested. Notice required to be given shall be as follows, addressed to then current incumbent:

Mayor  
City of Tallahassee  
300 South Adams Street  
Tallahassee, FL 32301

City Attorney  
City of Tallahassee



300 South Adams Street  
Tallahassee, FL 32301

Chairperson  
Leon County Board of County Commissioners  
301 S. Monroe Street, 5<sup>th</sup> Floor  
Tallahassee, Florida 32301

County Attorney  
Leon County  
301 S. Monroe Street, Suite 202  
Tallahassee, Florida 32301

Chairperson  
Gadsden County Board of Commissioners  
9-B East Jefferson Street  
Post Office Box 1799  
Quincy, Florida 32353-1799

Chairperson  
Wakulla County Board of County Commissioners  
3093 Crawfordville Highway  
Post Office Box 1263  
Crawfordville, FL 32326

Chairperson  
Jefferson County Board of County Commissioners  
1 Courthouse Circle  
Monticello, FL 32344

Mayor  
City of Quincy  
404 W. Jefferson Street  
Quincy, Florida 32351-2328

City Manager  
City of Quincy  
404 West Jefferson Street  
Quincy, FL 32351-2328

Mayor  
City of Midway  
Post Office Box 438  
Midway, FL 32343

City Manager

City of Midway  
Post Office Box 438  
Midway, FL 32343

Mayor  
Town of Havana  
P. O. Box 1068  
Havana, FL 32333-1068

Town Manager  
Town of Havana  
P.O. Box 1068  
Havana, FL 32333-1068

Mayor  
City of Chattahoochee  
P.O. Box 188  
Chattahoochee, FL 32324

City Manager  
City of Chattahoochee  
P.O. Box 188  
Chattahoochee, FL 32324

Mayor  
Town of Greensboro  
150 E 11th Street  
Greensboro, FL 32330

Town Manager  
Town of Greensboro  
150 E 11th Street  
Greensboro, FL 32330

Mayor  
City of Gretna  
Post Office Drawer 220  
Gretna, Florida 32332

City Manager  
City of Gretna  
Post Office Drawer 220  
Gretna, Florida 32332

Chairperson

Leon County School Board  
2757 W. Pensacola Street  
Tallahassee, Florida 32304

District III Secretary  
Florida Department of Transportation  
1074 Highway 90  
Post Office Box 607  
Chipley, Florida 32428

Executive Director  
Capital Region Transportation  
Planning Agency  
300 S. Adams Street, Mail Stop A-19  
Tallahassee, FL 32301

General Counsel  
Capital Region Transportation  
Planning Agency  
300 S. Adams Street, Mail Stop A-19  
Tallahassee, FL 32301

A party may unilaterally change its address or addressee by giving notice in writing to the other parties as provided in this section. Thereafter, notices, demands and other pertinent correspondence shall be addressed and transmitted to the new address and addressee.

*May 19, 2014*



## **AGENDA ITEM 5**

### **EXECUTIVE DIRECTOR'S REPORT**

**REQUESTED BY:** Staff

**TYPE OF ITEM:** Information

A status report on the activities of the Capital Region Transportation Planning Agency (CRTPA) and other items of interest will be provided, including:

#### **Annual FDOT Certification**

The Joint Certification Statement on the Metropolitan Planning Process for CRTPA was approved by FDOT on April 15, 2014.

#### **Safe Route to School Study (SRTS)**

The SRTS study original schedule for acceptance at the May CRTPA Board meeting has been deferred to the June meeting at the request of TAC and CMAC to allow additional time for review and comment by the City of Tallahassee and Leon County.

**Transportation Legislation Passed by State Legislature – Attachment 1** provides a short summary of the major transportation legislation passed by the 2014 Legislature. Some of the major elements of bills passed are identified below.

- Creates s.332.007(10) authorizing FDOT to fund strategic airport investment projects at up to 100 percent of the project cost
- Authorizes FDOT to improve and maintain roads that are part of the county road system or city street system if they provide access to a state park
- Authorizes FDOT to enter into a concession agreement with a not-for-profit entity or private sector business for commercial sponsorship displays on multi-use trails and related facilities. Proceeds can be used for maintenance of such facilities
- Increases the MPO governing board maximum voting membership from 19 to 25 members
- Authorizes FDOT to use appropriated state revenues from the State Transportation Trust Fund to support the establishment of a statewide system of interconnected multi-use trails and to pay the cost of planning, land acquisition, design, and construction costs of trails and related facilities

#### **2<sup>nd</sup> Annual Emerald Coast Transportation Symposium**

Executive Director has been invited to speak at the Symposium in Pensacola Beach on May 29<sup>th</sup> on a panel on Complete Streets. The Symposium is sponsored by the Northwest Florida Transportation Planning Organization (**Attachment 2** – Symposium brochure)

**Florida Automated Vehicle Stakeholder Working Groups**

The CRTPA has been selected to participate with the Florida Automated Vehicle (AV) Working Groups organized by the Florida Department of Transportation (FDOT) to bring together potential stakeholders to discuss opportunities and challenges associated with implementing automated vehicle technology on our roads. These Working Groups (Technology/Infrastructure, Modal Applications, and Policy) were created to perform vital information gathering and fact-finding functions. The groups will provide the venue in which to identify challenges and opportunities, develop advice on how to address the identified challenges and opportunities, conduct research, and publish white papers for the FDOT. The Working Groups are comprised of individuals from across the State of Florida who represent organizations and agencies that may be impacted by this technology (stakeholders). This technology holds the promise to significantly increase safety and reduce congestion, both of which are core values to FDOT’s vision. The technology also has the potential to impact a very diverse range of associated industries. The CRTPA serves on the Technology/Infrastructure Working Group. The first meeting was held on May 7, 2014 at Tallahassee Community College.



**Florida Metropolitan Planning Organization Advisory Council  
Short Summary of 2014 State Transportation Legislation Passed**

May 6, 2014

**HB 7175 General Transportation Bill**

- Provides the Florida Transportation Commission the oversight authority over the Mid-Bay Bridge Authority
- Repeals the Florida Statewide Passenger Rail Commission
- Creates s.332.007(10) authorizing FDOT to fund strategic airport investment projects at up to 100 percent of the project cost
- Authorizes FDOT to improve and maintain roads that are part of the county road system or city street system if they provide access to a state park
- Authorizes FDOT to enter into a concession agreement with a not-for-profit entity or private sector business for commercial sponsorship displays on multi-use trails and related facilities. Proceeds can be used for maintenance of such facilities
- Amends terms and conditions under which FDOT may sell or lease properties acquired for transportation rights-of-way
- Authorizes FDOT to solicit investors willing to enter into agreements to purchase the revenue stream from one or more existing FDOT leases for wireless communication facilities
- Metropolitan Planning Organizations
  - Increases the MPO governing board maximum voting membership from 19 to 25 members
  - Provides that, with the exception of instances in which all county commissioners in a single-county MPO are members of an MPO governing board, county commissioners must compose at least one-third of the MPO governing board membership (County commissioners shall compose not less than 20 percent of the MPO membership if an official of an agency that operates or administers a major mode of transportation has been appointed to an MPO). For multi-county MPOs, the one-third county commission membership requirement may be satisfied by any combination of county commission members from each of the different counties
  - Authorizes general purpose local governments serving on an MPO to include one member who represents a group of general purpose local governments through an entity created by an MPO for that purpose
  - Authorizes, rather than requires, providing governing board membership to authorities or other agencies that perform transportation functions but which are not under the jurisdiction of a general purpose local government
  - Authorizes the Florida MPO Advisory Council to establish bylaws by action of its governing board or to adopt rules pursuant to the Administrative Procedures Act

- Amends provisions regarding mitigation and requires FDOT to consider using credits from a permitted mitigation bank before projects are identified for inclusion in a Water Management District Plan
- Creates s. 479.024 relating to commercial and industrial parcels and provides that signs shall only be permitted by FDOT in commercial and industrial zones, as determined by local government unless otherwise provided in Ch. 479, F.S.
- Directs the Florida Transportation Commission to conduct a study by October 31, 2014 of the potential for the state to obtain revenue from any parking meters or other parking time-limit devices that regulate designated parking spaces located within or along the right-of way limits of a state road

#### **SB 2514 and SB 218 (Sec. 4) Interconnected Multi-Use Trails**

- Authorizes FDOT to use appropriated state revenues from the State Transportation Trust Fund to support the establishment of a statewide system of interconnected multi-use trails and to pay the cost of planning, land acquisition, design, and construction costs of trails and related facilities
- Funding priority given to projects identified by the Florida Greenways and Trails Council as a priority within the Florida Greenways and Trails System
- Upon completion of construction, the trail must be operated and maintained by an entity other than FDOT
- FDOT is not obligated to provide funds for operation and maintenance of the trail

#### **HB 343 Car-Sharing Services**

- A member of a car-sharing service who uses a motor vehicle for less than 24 hours shall pay a rental car surcharge of \$1 per usage in place of the \$2 per day or any part of the day surcharge imposed upon the lease or rental of a motor vehicle

#### **SB 392 State Speed Zones**

- Raises the maximum allowable speed limit on certain highways and authorizes, but does not require FDOT to increase the speed limit on certain type roadways, subject to the new maximum limits
- Directs FDOT to determine the minimum speed limit on certain highways

#### **SB 230 Orlando-Orange County Expressway Authority**

- Re-names the Orlando-Orange County Expressway Authority (OOCEA) as the Central Florida Expressway (CFX) and expands the area served to include Seminole, Lake, and Osceola Counties, in addition to Orange County
- Provides for transfer of governance and control of the OOCEA to the CFX including the composition of the governing body. Transfers the governance and control of the Osceola County Expressway Authority to the CFX on December 31, 2018

#### **SB 102 Relating to Drivers Leaving the Scene of a Crash**

- Creates the “Aaron Cohen Life Protection Act” requiring the driver of a vehicle involved in a crash that results in serious bodily injury to a person to immediately stop the vehicle and remain at the scene of the crash

**HB 7005 General Highway Safety Bill**

- Revises the Move-Over Act to add sanitation vehicles and utility service vehicles
- Expands the entities that are authorized to conduct autonomous vehicle testing to include research organizations associated with accredited educational institutions
- Requires the Department of Highway Safety and Motor Vehicles to conduct study on the effectiveness of ignition interlock devices as an alternative to driver license suspension by January 1, 2015
- Prohibits a bus from stopping to load or unload passengers in manner that impedes traffic if there is a reasonable means for the bus to stop parallel to the travel lane

2nd Annual Emerald Coast  
**Transportation  
Symposium**

**Event Details & Registration Information**

**May 29 - May 30, 2014**

Hilton Gulf Front Conference Center  
12 Via Deluna Drive  
Pensacola Beach, FL 32561



*The purpose of this symposium* is to provide a forum for leadership in transportation to explore cross-organization collaboration, develop lasting local and regional partnerships, share best practices in transportation, and give innovators a platform to inspire others. The Transportation Symposium will bring together professionals and policy-makers to openly discuss ways in which we can adapt our transportation system to 21st century economic and environmental realities.

***Keynote Speakers***

**Ananth Prasad**, FDOT Secretary

**Gil Penalosa**, Executive Director 8-80 Cities

**Dr Tim Chapin**, FSU Dept. of Urban & Regional Planning

***A Glance at the Program***

- Florida's Wicked Planning Problems
- FL State Legislators Update
- Bringing Industry to the Region
- Aviation & Port Planning
- Complete Streets
- The Future of Transit in Florida
- Transportation - Plan to Reality
- Building - Lean & Green
- Alternative Fuels
- Health & the Built Environment

***Registration Information***

- 350 Available Seats
- Includes Meals for Both Days
- Discounted Rooms Available
- Registration Fee: \$175

To register please visit:

[wfrpc.org/symposium.html](http://wfrpc.org/symposium.html)



**AGENDA ITEM 6**

**ITEMS FROM MEMBERS**

This portion of the agenda is provided to allow members an opportunity to discuss issues relevant to the CRTPA.





***May 19, 2014***

**AGENDA ITEM 7**  
**CITIZEN COMMENT**

This portion of the agenda is provided to allow for citizen input on any CRTPA issue. Those interested in addressing the CRTPA should complete a speaker request form located at the rear of the meeting room. Speakers are requested to limit their comments to three (3) minutes.



***May 19, 2014***

**AGENDA ITEM 8 A**

**CORRESPONDENCE**

**REQUESTED BY:** CRTPA Staff

**TYPE OF ITEM:** Information

The Capital Region Transportation Planning Agency has received the following correspondence since our last meeting:

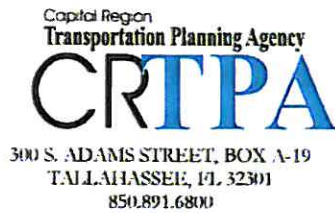
Letter from Randy Merritt, CRTPA Chair, to Tommy Barfield, P.E., Secretary, FDOT District 3, regarding the Lake Ella median project and landscaping, dated May 6, 2014.

Letter from Tim Smith, P.E., Consultant Project Management Engineer, FDOT District 3, to Greg Burke, CRTPA, regarding upcoming public meeting associated with Apalachee Parkway resurfacing project, dated May 5, 2014.

Letter from US Department of Transportation (FHWA and FTA) to Executive Directors of Metropolitan Planning Organizations, regarding Planning Emphasis Areas (PEAs), dated April 23, 2014.

Email from Alaina Webb, Florida Department of Transportation (FDOT) to Harry Reed, CRTPA regarding State Road 20 Apalachee Parkway resurfacing/sidewalks, dated April 24, 2014

Email from Greg Burke, CRTPA to Tim Smith, FDOT, regarding CR 368 Sidewalk, dated April 28, 2014



May 6, 2014

Mr. Tommy Barfield, P.E., Secretary  
Florida Department of Transportation District 3  
1074 Highway 90  
Chipley, Florida 32428

RE: SR 62 (US 27) Monroe ("Lake Ella Median Project") from Tharpe Street to Seventh Avenue, Leon County  
Financial Project Identification Number: 4301482

Dear Secretary Barfield:

As you are aware, the Florida Department of Transportation (FDOT) is currently managing the design and construction of the Monroe Street Median Project near Lake Ella (project limits: Tharpe Street to Seventh Avenue) in Tallahassee. The project involves the construction of medians and other pedestrian amenities on this increasingly redeveloped and vibrant corridor of North Monroe Street just north of downtown Tallahassee.

As a background, the CRTPA initiated the project's first phase ("The Lake Ella Implementation Study") in 2012 to address pedestrian and vehicular safety concerns along the Lake Ella portion of Monroe Street. The study, adopted by the CRTPA Board on March 25, 2013, involved extensive public outreach including three public meetings on the corridor.

Public comments have reflected strong support for the project. Such support has identified a desire of the public to see the inclusion of landscaping associated with the median project. Support for landscaping has also been expressed by the project study's steering committee and the CRTPA Board.

To that end, the CRTPA is formally requesting that the Department coordinate with our agency for the inclusion of landscaped medians as the project's design is initiated. Such treatment would be consistent with the Florida Department of Transportation's Bold Landscapes initiatives as well as median treatments that have been provided on other state roadways within FDOT District 3 (see attached example).

Furthermore, given the location of the project on the corridor as it enters downtown Tallahassee and the State Capitol, the CRTPA believes such median treatment is both appropriate and supportive of the economic investment already occurring along this urban portion of the Monroe corridor. Additionally, the "North Monroe Gateway" project, a recommended project of the Leon County Sales Tax Committee

related to the upcoming vote on the extension of the County's one-cent infrastructure sales tax, is proposed just north of the Lake Ella project limits (from Tharpe Street to I-10).

Finally, as noted above, such treatment appears to meet the following objectives of the FDOT Bold Landscapes initiative\*:

- Bold Landscapes

- Instant Curb Appeal- Instant ability to help attract and grow business.

- Visual impact and distinctive sense of place; it's why people come to Florida; what they expect to see, what they pay to see.

- Plan, design, construct, and maintain roadways to

- accommodate bold performing landscapes that enhance private enterprise and public health and safety.

- mimic natural processes that manage stormwater, filter air, abate noise, shade pedestrians, conserve energy, provide habitat, and be beautiful.

- grow in value... paying meaningful environmental and economic dividends, unimpeded by current or future recessions.

\*Source: [http://www.dot.state.fl.us/projectmanagementoffice/beauty/Highway\\_Main\\_files/BOLD\\_Landscape\\_Presentation.pdf](http://www.dot.state.fl.us/projectmanagementoffice/beauty/Highway_Main_files/BOLD_Landscape_Presentation.pdf) (FDOT Bold Landscape Presentation)

Ultimately, the landscaping can provide a change in the roadway's context that can trigger awareness and increase safety for pedestrians crossing Monroe Street at the proposed mid-block crossing.

Thank you for your attention to this request. The CRTPA looks forward to working with the FDOT on this important project and requests that the Department coordinate with Greg Burke of our agency related to this project.

Sincerely,



Randy Merritt, Chair  
Capital Region Transportation Planning Agency

cc: Jason Peters, Director of Transportation Development, FDOT District 3  
Bryant Paulk, Urban Liaison, FDOT District 3  
CRTPA Board Members  
Harry Reed, Executive Director, CRTPA

Attachment: State Road 30/US 98 median treatment in Walton County, Florida









*Florida Department of Transportation*

RICK SCOTT  
GOVERNOR

1074 Highway 90  
Chipley, FL 32428

ANANTH PRASAD, P.E.  
SECRETARY

May 5, 2014

Greg Burke, AICP, Transportation Planner  
Capital Regional Transportation Planning Agency  
408 N. Adams St., 4th Floor  
Tallahassee, FL 32301

RE: State Road (S.R.) 20 (Apalachee Parkway) from S.R. 61 (U.S. 27 / North Monroe Street) to east of S.R. 261 (U.S. 319 / Capital Circle Southeast), Leon County  
Financial Project Identification Number: 430784-1-32-01

Dear Mr. Burke:

The Florida Department of Transportation (FDOT) invites you or a member of your staff to attend a public information meeting concerning proposed improvements to S.R. 20 (Apalachee Parkway) from S.R. 61 (U.S. 27 / North Monroe Street) to east of S.R. 261 (U.S. 319 / Capital Circle Southeast) in Leon County. The meeting will be held Tuesday, May 27, from 5 p.m. until 6 p.m. EDT at SpringHill Suites, 1300 Executive Center Drive, Tallahassee. This meeting is being held to notify local governments, affected property owners, tenants, and the public of the proposed transportation improvement project.

FDOT's primary intent of this project is to extend the life of the pavement by resurfacing the travel lanes of S.R. 20. The project also includes resurfacing the service roads, median crossovers, and paved shoulders; repairing deficient sidewalk; replacing non-compliant curb ramps; upgrading existing pedestrian signal features; adding new sidewalk between Calhoun Street and the service roads just east of the CSX Railroad crossing; and adding paved shoulders where feasible. Construction is currently scheduled for winter 2015.

Attached is a copy of the meeting brochure that will be sent to all property owners within 300 feet of the centerline of the proposed project. Maps, drawings, and other information will be displayed at the meeting. There will be no formal presentation; however, FDOT representatives will be available to answer questions and explain improvements. Your comments are welcomed and appreciated.

Public participation is solicited without regard to race, color, national origin, age, sex, religion, disability, or family status. Persons who require special accommodations under the Americans with Disabilities Act (ADA) or persons who require translation services (free of charge) should contact Alaina Webb, P.E., FDOT Project Manager, toll free at

May 5, 2014  
Mr. Burke  
Page 2

(888) 638-0250 extension 1447 or via email at [alaina.webb@dot.state.fl.us](mailto:alaina.webb@dot.state.fl.us) at least seven days prior to the meeting.

Should you have any questions, please feel free to contact Alaina Webb. You may also contact Ian Satter, District Three Public Information Director, toll-free at (888) 638-0250, extension 1205 or via email at [ian.satter@dot.state.fl.us](mailto:ian.satter@dot.state.fl.us).

Sincerely,

A handwritten signature in black ink that reads "Tim Smith". The signature is written in a cursive, flowing style.

Tim Smith, P.E.  
District Consultant Project Management Engineer

Attachments



U.S. Department  
of Transportation  
**Federal Highway  
Administration**

Office of the Administrator  
April 23, 2014

1200 New Jersey Ave., SE  
Washington, D.C. 20590

**Federal Transit  
Administration**

In Reply Refer To:  
HEPP-1  
TPE-1

Attention: Executive Directors of Metropolitan Planning Organizations

With the renewed focus on transportation planning brought about by the MAP-21, Transportation Secretary Foxx, and the pending issuance of proposed transportation planning regulations, Federal Highway Administration (FHWA) and Federal Transit Administration's (FTA) Offices of Planning are jointly issuing Planning Emphasis Areas (PEAs). The PEAs are planning topical areas that we want to place emphasis on as the Metropolitan Planning Organizations (MPOs) and the State DOTs develop their respective planning work programs. We are asking our FHWA and FTA field offices to meet with their MPO and State DOT counterparts to discuss these emphasis areas and encourage the MPOs and the States to develop and identify work tasks associated with the planning emphasis areas for inclusion in their upcoming unified planning work programs and statewide planning and research work programs for Federal FY-2015. The planning emphasis areas for Federal FY-2015 include:

***MAP-21 Implementation***

- *Transition to Performance Based Planning and Programming.* The development and implementation of a performance management approach to transportation planning and programming that supports the achievement of transportation system performance outcomes.

***Models of Regional Planning Cooperation***

- *Promote cooperation and coordination across MPO boundaries and across State boundaries where appropriate to ensure a regional approach to transportation planning.* This is particularly important where more than one MPO or State serves an urbanized area or adjacent urbanized areas. This cooperation could occur through the metropolitan planning agreements that identify how the planning process and planning products will be coordinated, through the development of joint planning products, and/or by other locally determined means. Coordination across MPO and across State boundaries includes the coordination of transportation plans and programs, corridor studies, and projects across adjacent MPO and State boundaries. It also includes collaboration among State DOT(s), MPOs, and operators of public transportation on activities such as: data collection, data storage and analysis, analytical tools, and performance based planning.

***Ladders of Opportunity***

- *Access to essential services - as part of the transportation planning process, identify transportation connectivity gaps in access to essential services.* Essential services include housing, employment, health care, schools/education, and recreation. This emphasis area could include MPO and State identification of performance measures and analytical methods to measure the transportation system's connectivity to essential services and the use of this information to identify gaps in transportation system connectivity that preclude access of the public, including traditionally underserved populations, to essential services. It could also involve the identification of solutions to address those gaps.



Gregory G. Nadeau  
Deputy Administrator  
Federal Highway Administration

Sincerely yours,



Therese W. McMillan  
Deputy Administrator  
Federal Transit Administration



**From:** "Webb, Alaina" <[Alaina.Webb@dot.state.fl.us](mailto:Alaina.Webb@dot.state.fl.us)>  
**Date:** April 24, 2014, 11:13:33 AM EDT  
**To:** "Reed, Harry" <[Harry.Reed@talgov.com](mailto:Harry.Reed@talgov.com)>  
**Cc:** "Aiken, Ted" <[Ted.Aiken@stantec.com](mailto:Ted.Aiken@stantec.com)>, "McClain, Jon" <[jon.mcclain@stantec.com](mailto:jon.mcclain@stantec.com)>, "Gay, Seddon Thomas" <[Seth.Gay@stantec.com](mailto:Seth.Gay@stantec.com)>  
**Subject:** RE: State Road 20 (Apalachee Parkway) - Financial Project Number 430784-1-32-01

Mr. Reed,

The FDOT greatly appreciates you taking the time to review our resurfacing plans on SR 20 (Apalachee Pkwy) from SR 61 (Monroe St) to east of SR 261 (Capital Circle) (FPID 430784-1). Our responses are included below.

- **General comment:** a review of the *existing* marked crosswalks along the Parkway appear not to be consistent with regards to use of standard markings versus special emphasis markings at street intersections, both signalized and unsignalized. For example, some signalized intersections (such as Blair Stone Road are marked with special emphasis striping where as other signalized intersections (for example, Magnolia Drive) are not. It appears that the signing and pavement marking plan continues these existing markings. The CRTPA requests that the Department review use of these marking for consistency with Florida Design Standards.

**Response:** To improve consistency along this urbanized corridor, special emphasis markings will be provided at the following locations:

- All existing and proposed crosswalks at signalized intersections
  - South side of the roadway crossing Goodbody Lane
  - All entrance/exits to the Governor's Square Mall
  - Target driveway connection
  - Victory Garden Drive
  - Cross Creek Circle
- 
- Plan sheet 21 identifies the construction of a sidewalk on the north side of the Parkway continuing down the ramp to Franklin Boulevard; however, a plan sheet identifying this sidewalk's connection with the existing Franklin Boulevard sidewalk does not appear to be shown on a plan sheet. Will the sidewalk on the ramp be extended all the way to the Franklin Street sidewalk?

**Response:** Yes, the sidewalk on the ramp will be extended all the way down the ramp and will provide connectivity to the Franklin Blvd. sidewalk. A sheet showing the sidewalk connection at Franklin Blvd. will be included in the next phase submittal.

- The signing and paving marking plan (S-10) does not appear to show striping for the Parkway's sidewalk connection across the Franklin Boulevard ramp.

**Response:** Special emphasis crosswalk markings will be provided at this location.



**Burke, Greg**

---

**From:** Burke, Greg  
**Sent:** Monday, April 28, 2014 8:25 AM  
**To:** 'tim.smith@dot.state.fl.us'  
**Cc:** Reed, Harry  
**Subject:** CR 368 (Arran Road) from Crawfordville Elementary School to west of Towles Road Sidewalk (431744-1-52-01)

Dear Mr. Smith, the CRTPA would like to thank the Florida Department of Transportation for the opportunity to review the 60% plans for the above referenced sidewalk project. The CRTPA is supportive of this project which provides a pedestrian connection to Crawfordville Elementary School and has no comments.

Thank again for the opportunity to review the project.

**Greg T. Burke, AICP**  
**Transportation Planner**  
**Capital Region Transportation Planning Agency**  
**408 N. Adams Street, 4th Floor**  
**Tallahassee, FL 32301**  
**850/691.0002 Fax/691.0032**  
**Email: [greg.burke@talnap.com](mailto:greg.burke@talnap.com)**  
**web site: [www.crtpa.org](http://www.crtpa.org)**

**Mailing Address:**  
**300 S. Adams Street, M.S. A-10**  
**Tallahassee, FL 32301**

**AGENDA ITEM 8 B**

**CRTPA TRANSPORTATION ALTERNATIVES PROGRAM (TAP)  
UPDATE**

**REQUESTED BY:** CRTPA Staff

**TYPE OF ITEM:** Information

**STATEMENT OF ISSUE**

The purpose of this item is to update the CRTPA on the status the agency's Transportation Alternatives Program (TAP). The CRTPA's TAP identifies eligible projects for TA funding that expand travel choices including on-road and off-road trail facilities for pedestrians, bicyclists, and other nonmotorized forms of transportation, recreational trail programs, safe routes to school projects as well as projects that seek to construct boulevards on certain types of eligible roadways.

The CRTPA TAP recently solicited applications from the CRTPA region for potential TA funding. A total of ten (10) applications were received. **Attachment 1** provides a summary of the applications received. The applications have been transmitted to the Florida Department of Transportation, District 3, for eligibility.

The applications will be reviewed by the CRTPA TA Subcommittee on June 13, 2014. The recommended rankings will be developed based upon a review of the subcommittee utilizing the TA ranking criteria that were approved by the CRTPA Board in November 2013. Once reviewed, the recommended rankings will be placed on the FY 2016 – FY 2020 CRTPA TA Priority Project List and provided to the CRTPA Board consideration prior to ultimate CRTPA approval in September 2014.

**TRANSPORTATION ALTERNATIVES BACKGROUND**

On July 6, 2012, President Obama signed into law P.L. 112-141, the Moving Ahead for Progress in the 21st Century Act (MAP-21). Funding surface transportation programs at over \$105 billion for fiscal years (FY) 2013 and 2014, MAP-21 is the first long-term highway authorization enacted since 2005.

One of the changes related to MAP-21 was the establishment of the Transportation Alternatives Program (TAP) which provides funding for programs and projects defined as transportation alternatives, including on- and off-road pedestrian and bicycle facilities, infrastructure projects for improving non-driver access to public transportation and enhanced mobility, community improvement activities, and environmental mitigation; recreational trail program projects; safe routes to school projects; and projects for the planning, design or construction of boulevards and other roadways largely in the right-of-way of former Interstate System routes or other divided highways.

The Transportation Alternatives Program combines several existing (and separately funded) federal programs into one program. The formerly separate programs consolidated into the TAP are the Transportation Enhancements, Safe Routes to School and Scenic Byways Program. As a result, many of the projects formerly funded solely under the CRTPA's Transportation Enhancements program will compete for funds with other types of projects consolidated into the TAP.

Fifty percent (50%) of the TA funding received by each state is to be distributed by population. For those Metropolitan Planning Organizations with a population greater than 200,000 (which includes the CRTPA), the MPO agency must run the competitive grant process. As a result, CRTPA staff has developed a process to establish the CRTPA TA program.

The CRTPA's TA program will replace the agency's former Transportation Enhancements (TE) program and will ultimately result in the generation of the CRTPA's TA Priority Project List (PPL). The TA PPL will provide a ranked listing of projects to the Florida Department of Transportation (FDOT) for annual funding consideration as the FDOT proceeds with development of the annual work program.

The following activities are eligible for the receipt of federal TA funds pursuant to 23 U.S.C. 213(b) (source: FHWA website: <http://www.fhwa.dot.gov/map21/guidance/guidetap.cfm>):

#### Eligible Activities

1. Transportation Alternatives as defined in 23 U.S.C. 101(a)(29) (MAP-21 1103):

- A. Construction, planning, and design of on-road and off-road trail facilities for pedestrians, bicyclists, and other nonmotorized forms of transportation, including sidewalks, bicycle infrastructure, pedestrian and bicycle signals, traffic calming techniques, lighting and other safety-related infrastructure, and transportation projects to achieve compliance with the Americans with Disabilities Act of 1990.
- B. Construction, planning, and design of infrastructure-related projects and systems that will provide safe routes for non-drivers, including children, older adults, and individuals with disabilities to access daily needs.
- C. Conversion and use of abandoned railroad corridors for trails for pedestrians, bicyclists, or other nonmotorized transportation users.
- D. Construction of turnouts, overlooks, and viewing areas.
- E. Community improvement activities, including-
  - i. inventory, control, or removal of outdoor advertising;
  - ii. historic preservation and rehabilitation of historic transportation facilities;
  - iii. vegetation management practices in transportation rights-of-way to improve roadway safety, prevent against invasive species, and provide erosion control; and
  - iv. archaeological activities relating to impacts from implementation of a transportation project eligible under title 23.
- F. Any environmental mitigation activity, including pollution prevention and pollution abatement activities and mitigation to-
  - i. address stormwater management, control, and water pollution prevention or abatement related to highway construction or due to highway runoff, including activities



described in sections 133(b)(11), 328(a), and 329 of title 23; or  
ii. reduce vehicle-caused wildlife mortality or to restore and maintain connectivity among terrestrial or aquatic habitats.

2. The recreational trails program under section 206 of title 23.

3. The safe routes to school program under section 1404 of the SAFETEA-LU.

A. Infrastructure-related projects.-planning, design, and construction of infrastructure-related projects on any public road or any bicycle or pedestrian pathway or trail in the vicinity of schools that will substantially improve the ability of students to walk and bicycle to school, including sidewalk improvements, traffic calming and speed reduction improvements, pedestrian and bicycle crossing improvements, on-street bicycle facilities, off-street bicycle and pedestrian facilities, secure bicycle parking facilities, and traffic diversion improvements in the vicinity of schools.

B. Noninfrastructure-related activities to encourage walking and bicycling to school, including public awareness campaigns and outreach to press and community leaders, traffic education and enforcement in the vicinity of schools, student sessions on bicycle and pedestrian safety, health, and environment, and funding for training, volunteers, and managers of safe routes to school programs.

C. Safe Routes to School coordinator.

4. Planning, designing, or constructing boulevards and other roadways largely in the right-of-way of former Interstate System routes or other divided highways.

Ineligible Activities: Section 1103 of MAP-21 eliminated the definition of transportation enhancement activities in section 104 of title 23 and inserted in its place a definition of transportation alternatives, which does not include eligibility for certain activities that were previously eligible as transportation enhancements:

A. Safety and educational activities for pedestrians and bicycles.

Exception: Activities targeting children in Kindergarten through 8th grade are eligible under SRTS (an eligible activity under the TAP funding).

Note: Some of these activities may be eligible under HSIP. Non construction projects for bicycle safety remain broadly eligible for STP funds.

B. Acquisition of scenic easements and scenic or historic sites.

C. Scenic or historic highway programs (including visitor and welcome centers).

i.Note: A few specific activities under this category (construction of turnouts, overlooks, and viewing areas) remain eligible under section 101(a)(29)(D) of title 23.

D. Historic preservation as an independent activity unrelated to historic transportation facilities.

Note: Historic preservation and rehabilitation of historic transportation facilities are permitted as one type of community improvement activity; see section 101(a)(29)(E).

E. Operation of historic transportation facilities.

F. Archaeological planning and research undertaken for proactive planning. This category now must be used only as mitigation for highway projects.

G. Transportation museums.

Eligible project sponsors to receive TAP funds pursuant to 23 U.S.C. 213(c)(4)(B) are:

- local governments;
- regional transportation authorities;
- transit agencies;
- natural resource or public land agencies;
- school districts, local education agencies, or schools;
- tribal governments; and
- any other local or regional governmental entity with responsibility for oversight of transportation or recreational trails (other than a metropolitan planning organization or a State agency) that the State determines to be eligible, consistent with the goals of subsection (c) of section 213 of title 23.

#### TA FUNDING AVAILABILITY

Approximately \$310,000 of Transportation Alternatives funding is anticipated to be dedicated annually for the CRTPA region (Gadsden, Jefferson, Leon and Wakulla counties). This funding is from the 50% of TA funding that is to be distributed based upon population pursuant to MAP-21.

Additional TA funding not expressly dedicated to any area is also available to fund the CRTPA's TA projects. This funding is TA ("Any Area") funds and is received by the District 3. The CRTPA will submit candidate projects for the allocation of Any Area TA funds and such projects will compete for funding with other TA eligible projects in District 3.

#### ATTACHMENT

Attachment 1: CRTPA received TA applications summary





*May 19, 2014*

## **AGENDA ITEM 8 C**

### **TECHNICAL ADVISORY COMMITTEE/CITIZENS MULTIMODAL ADVISORY COMMITTEE/TRANSPORTATION DISADVANTAGED COORDINATING BOARD ACTIONS**

**REQUESTED BY:** CRTPA Staff

**TYPE OF ITEM:** Information

#### **STATEMENT OF ISSUE**

This item provides information to the Capital Region Transportation Planning Agency (CRTPA) on the activities of the Technical Advisory Committee (TAC), the Citizens Multimodal Advisory Committee (CMAC), and the Transportation Disadvantaged Coordinating Boards (TDCBs) for Leon, Wakulla, Jefferson, and Gadsden counties.

#### **CRTPA SUBCOMMITTEE ACTIONS**

**TAC and CMAC:** The TAC and the CMAC met on Tuesday, May 6, 2014, and took action on the following items:

- **Minutes of the February 25, 2014 Committee Meetings** – Both committees approved their respective minutes, although neither committee had a quorum present for this item. The CMAC noted one error in attendance that needed to be corrected.
- **Final Fiscal Year 2015 – 2016 Unified Planning Work Program (UPWP)** – Both committees recommended approval of the Final Fiscal Year 2015 – 2016 UPWP. The TAC had a quorum present, but the CMAC did not.
- **Draft Fiscal Year (FY) 2015-FY 2019 Transportation Improvement Program (TIP)** – Both committees recommended approval of the Draft FY 2015-2019 TIP. The TAC had a quorum present, but the CMAC did not.
- **Year 2040 Regional Mobility Plan Update Goals**– The TAC recommended approval of the RMP Goals.

The CMAC did not have a quorum, but the majority of CMAC members present recommended approval of the RMP Goals, with one vote against approval. The CMAC vote included adding a Goal related to Public Involvement back into the list of Goals, although discussion recognized that there would be a stand-alone Public Involvement Process for the

Connections 2040 RMP Update and therefore Public Involvement was already being addressed as an integral component of the process and plan.

- **CRTPA Draft Public Involvement Process Plan (PIPP) Update** – Both committees recommended approval of the Draft CRTPA PIPP Update, although the CMAC did not have a quorum.

In addition, the TAC and CMAC heard presentations on and discussed the following:

- **US 319 Conceptual Design and Environmental Reevaluation Update**
- **Year 2040 Regional Mobility Plan Public Involvement Plan Update**

**TDCB:** The actions of the Transportation Disadvantaged Coordinating Boards in Gadsden, Jefferson, Leon and Wakulla Counties are listed below.

**Leon County Transportation Disadvantaged Coordinating Board (TDCB):**

The Leon County Transportation Disadvantaged Coordinating Board (TDCB) met on April 9, 2014 at the Leon County Public Library South Branch. The TDCB discussed the upcoming changes in service for the Medicaid Managed Care Program. The issues discussed involved the separation of Star Metro from Medicaid non-emergency transportation, the significantly reduced rate per trip and the probability that the new Medicaid Call Centers would not be service by the date needed. In addition, increased demand on non-sponsored funding was discussed along with possible remedies. The Community Transportation Coordinator (CTC) Star Metro delivered its quarterly report. Adopted was the annual update to the Transportation Disadvantaged Service Plan. The meeting concluded with a training session of the Local Coordinating Board Operating Guidelines.

The local coordinating boards in Jefferson, Gadsden, and Wakulla Counties have not met since the last CRTPA meeting. Their next meetings are scheduled for June 10 and 12, 2014.



**May 19, 2014**

## **AGENDA ITEM 8 D**

### **FUTURE MEETINGS AND AGENDA ITEMS**

**REQUESTED BY:** CRTPA Staff

**TYPE OF ITEM:** Information

The Capital Region Transportation Planning Agency will meet in the City of Tallahassee Commission Chambers on the following dates. The topics of discussion will include the following:

- **May 19** Draft TIP, Final UPWP
- **June 16** Final TIP
- **September 15** Priority Project Lists Adoption
- **October 20** (*CRTPA Retreat* 9 a.m. - 1 p.m.)
- **November 17** Draft Work Program, Election of Chair/Vice Chair

*\* CRTPA Board meetings are scheduled to begin at 1 pm.*



***May 19, 2014***

**AGENDA ITEM 8 E**

**EXPENSE REPORTS**

**REQUESTED BY:** CRTPA Staff

**TYPE OF ITEM:** Information

The following Expense Report for February and March, 2014 are attached.

## CITY OF TALLAHASSEE, FLORIDA

## Expenses by Department

460000

## CRTPA

CRTPA  
February 28, 2014

Report Date: 2014-02-28

Fiscal Year: 2014

Run Date: 10-Mar-14

Run Time: 2:19 PM

Account	Account Description	Expended This Month	Amended Budget	Budget Allotment to Date	Year to Date Expended	Pre-Encumbered	Encumbered	Unencumbered & Unexpended
Personnel Services								
511000	Salaries	35,126	410,670	171,113	158,244	--	--	252,426
511300	Salary Enhancements	--	10,104	4,210	--	--	--	10,104
511500	Temporary Wages	--	3,000	1,250	--	--	--	3,000
512400	Other Salary Items	--	3,000	1,250	--	--	--	3,000
515000	Pension- Current	2,936	42,225	17,594	16,163	--	--	26,062
515100	Pension- MAP	1,380	17,416	7,257	7,597	--	--	9,819
515500	Social Security	--	11,220	4,675	--	--	--	11,220
515600	Mandatory Medicare	268	5,950	2,479	1,489	--	--	4,461
516000	Health Benefits	2,197	47,338	19,724	11,718	--	--	35,620
516001	Health Benefits-Retirees	861	10,328	4,303	4,303	--	--	6,025
516100	Flex Benefits	628	17,268	7,195	3,457	--	--	13,811
Total Personnel Services		43,396	578,519	241,050	202,971	--	--	375,548
Operating Expenses								
521010	Advertising	89	4,500	1,875	249	--	--	4,251
521030	Reproduction	617	12,000	5,000	1,938	--	--	10,062
521100	Equipment Repairs	--	225	94	--	--	--	225
521160	Legal Services	--	6,578	2,741	--	--	6,578	--
521180	Unclassified Contractual Svcs	12,632	72,821	30,342	19,569	--	54,250	(999)
521190	Computer Software	--	20,000	8,333	--	--	--	20,000
522080	Telephone	--	1,000	417	44	--	--	956
523020	Food	150	1,200	500	355	--	--	845
523050	Postage	--	750	313	--	--	--	750
523060	Office Supplies	--	4,500	1,875	594	--	--	3,906
523080	Unclassified Supplies	285	4,500	1,875	285	--	--	4,215
524010	Travel & Training	1,666	13,000	5,417	4,461	--	--	8,539
524020	Journals & Books	--	600	250	--	--	--	600
524030	Memberships	--	2,500	1,042	500	--	--	2,000
524050	Rent Expense- Building & Office	--	12,626	5,261	--	--	--	12,626
Total Operating Expenses		15,439	156,800	65,333	27,995	--	60,828	67,977
Allocated Accounts								
560010	Human Resource Expense	475	5,808	2,420	2,376	--	--	3,432
560020	Accounting Expense	1,128	13,624	5,677	5,641	--	--	7,983
560030	Purchasing Expense	306	3,668	1,528	1,531	--	--	2,137
560040	Information Systems Expense	2,034	24,348	10,145	10,168	--	--	14,180
560070	Revenue Collection	116	1,401	584	578	--	--	823
Total Allocated Accounts		4,059	48,849	20,354	20,295	--	--	28,554
Total Expenses		62,895	784,168	326,737	251,262	--	60,828	472,078
Percentage of Budget				41.67%	32.04%			



CITY OF TALLAHASSEE, FLORIDA  
Expenses by Department

CRTPA  
March 31, 2014

Report Date: 2014-03-31  
Fiscal Year: 2014

Account	Account Description	Expended This Month	Amended Budget	Budget Allotment to Date	Year to Date Expended	Pre-Encumbered	Encumbered	Unencumbered & Unexpended
Personnel Services								
511000	Salaries	19,350	410,670	205,335	177,594	--	--	233,076
511300	Salary Enhancements	--	10,104	5,052	--	--	--	10,104
511500	Temporary Wages	--	3,000	1,500	--	--	--	3,000
512400	Other Salary Items	--	3,000	1,500	--	--	--	3,000
515000	Pension- Current	2,939	42,225	21,113	19,103	--	--	23,122
515100	Pension- MAP	1,382	17,416	8,708	8,979	--	--	8,437
515500	Social Security	--	11,220	5,610	--	--	--	11,220
515600	Mandatory Medicare	268	5,950	2,975	1,757	--	--	4,193
516000	Health Benefits	1,099	47,338	23,669	12,817	--	--	34,521
516001	Health Benefits-Retirees	861	10,328	5,164	5,164	--	--	5,164
516100	Flex Benefits	629	17,268	8,634	4,085	--	--	13,183
Total Personnel Services		26,527	578,519	289,260	229,499	--	--	349,020
Operating Expenses								
521010	Advertising	--	4,500	2,250	249	--	--	4,251
521030	Reproduction	647	12,000	6,000	2,585	--	--	9,415
521100	Equipment Repairs	--	225	113	--	--	--	225
521160	Legal Services	--	45,000	22,500	--	--	6,578	38,423
521180	Unclassified Contractual Svcs	3,368	25,500	12,750	22,937	--	50,883	(48,320)
521190	Computer Software	--	20,000	10,000	--	9,600	9,600	800
522080	Telephone	--	1,000	500	44	--	--	956
523020	Food	58	1,200	600	413	--	--	787
523050	Postage	--	750	375	--	--	--	750
523060	Office Supplies	--	4,500	2,250	594	--	--	3,906
523080	Unclassified Supplies	--	4,500	2,250	285	--	--	4,215
524010	Travel & Training	370	13,000	6,500	4,830	--	--	8,170
524020	Journals & Books	--	600	300	--	--	--	600
524030	Memberships	615	2,500	1,250	1,115	--	--	1,385
524050	Rent Expense- Building & Offic	--	12,626	6,313	12,626	--	--	--
Total Operating Expenses		5,057	147,901	73,951	33,053	9,600	67,060	38,188
Allocated Accounts								
560010	Human Resource Expense	475	5,808	2,904	2,851	--	--	2,957
560020	Accounting Expense	1,128	13,624	6,812	6,769	--	--	6,855
560030	Purchasing Expense	306	3,668	1,834	1,837	--	--	1,831
560040	Information Systems Expense	2,034	24,348	12,174	12,202	--	--	12,146
560070	Revenue Collection	116	1,401	701	694	--	--	707
Total Allocated Accounts		4,059	48,849	24,425	24,354	--	--	24,495
Total Expenses		35,644	775,269	387,635	286,905	9,600	67,060	411,703
Percentage of Budget				50.00%	37.01%			