



CRTPA BOARD

MEETING OF TUESDAY, APRIL 15, 2025 AT 1:30 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

Citizens wishing to provide input at the CRTPA meeting may:

- (1) Provide comments in person at the meeting. Speakers are requested to limit their comments to three (3) minutes; or
- (2) Submit written comments prior to the meeting at <http://crtpa.org/contact-us/> by providing comments in the "Email Us" portion of the page before 5:00 p.m. on **Monday, April 14**. This will allow time for comments to be provided to CRTPA members in advance of the meeting. Comments submitted after this time (up to the time of the meeting) will be accepted and included in the official record of the meeting; or
- (3) Provide live comments during the meeting virtually by registering before 5:00 p.m. on **Monday, April 14** at <http://crtpa.org/contact-us/> and noting your desire to provide comments via video in the "Email Us" portion of the page along with the agenda item or issue you wish to discuss. You will be contacted by CRTPA staff and provided with a link to virtually access the meeting and provide your comment during the meeting. Speakers are requested to limit their comments to three (3) minutes.

The public is invited to view the meeting's live broadcast on <https://www.talgov.com/cotnews/wcot.aspx> or Comcast Channel 13 (WCOT-13).

If you have a disability requiring accommodations, please contact the Capital Region Transportation Planning Agency at (850) 891-8630. The telephone number of the Florida Relay TDD Service is # 711.

"Public Participation is solicited without regard to race, color, national origin, age, sex, religion, disability, or family status. Persons who require special accommodations under the Americans With Disabilities Act, or persons who require translation services (free of charge) should contact the CRTPA Title VI Coordinator, Suzanne Lex, four days in advance of the meeting at 850-891-8627 (Suzanne.Lex@crtpa.org) and for the hearing impaired, telephone 711 or 800-955-8771 (TDY)."

"La participación pública se solicita sin distinción de raza, color, nacionalidad, edad, sexo, religión, discapacidad o estado familiar. Las personas que requieran adaptaciones especiales en virtud de la Ley de Americanos con Discapacidades, o las personas que requieran servicios de traducción (sin cargo) deben comunicarse con Suzanne Lex, CRTPA Coordinadora del Título VI, al 850-891-8627 (Suzanne.lex@crtpa.org) y para las personas con discapacidad auditiva, teléfono 711 o 800-955-8771 (TDY) cuatro días antes de la reunión.

1. **CALL TO ORDER AND ROLL CALL**

2. **AGENDA MODIFICATIONS**

3. **PUBLIC COMMENT ON ITEMS NOT APPEARING ON THE AGENDA**

This portion of the agenda is provided to allow for public input on general CRTPA issues that are not included on the meeting's agenda. Speakers are requested to limit their comments to three (3) minutes.

4. **CONSENT AGENDA**

- A. Minutes of the February 18 CRTPA Meeting
- B. CRTPA Performance Measures Update (PM2 & PM3)
- C. Sun Trails Agreements
- D. Unified Planning Work Program and Contract Amendment
- E. CRTPA Audit Contract
- F. CRTPA Transportation Alternatives (TA) Project Priority List Adoption
- G. Citizens Multimodal Advisory Committee (CMAC) Appointment
- H. Executive Director's Timesheet Approval (January-March 2025)

5. **CONSENT ITEMS PULLED FOR DISCUSSION**

6. **ROLL CALL VOTE AGENDA ITEMS**

- NONE

7. CRTPA ACTION

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. CRTPA School Safety Study

This item seeks approval of the CRTPA's School Safety Study ("Take the Safe Route - Safe Access to School Study").

B. CRTPA Title VI Policy

The CRTPA's Title VI Plan outlining processes for handling grievances related to alleged violations of Title VI of the Civil Rights Act of 1964 and other nondiscrimination statutes, regulations, and authorities has been developed for CRTPA approval.

8. FLORIDA DEPARTMENT OF TRANSPORTATION REPORT

A status report on FDOT activities will be provided.

9. EXECUTIVE DIRECTOR'S REPORT

A status report on CRTPA activities will be provided.

10. CRTPA INFORMATION

A. Future Meeting Dates (Next Board Meeting May 19, 2025)

B. CRTPA Committee Actions

C. Budget Utilization (October-December 2024)

11. ITEMS FROM CRTPA BOARD MEMBERS

This portion of the agenda is provided to allow members an opportunity to discuss and request action on items and issues relevant to the CRTPA.

12. ADJOURNMENT

February 18, 2025



AGENDA ITEM 4 A

MINUTES

TYPE OF ITEM: Consent

The minutes from the February 18, 2025, CRTPA Meeting are provided as ***Attachment 1***.

RECOMMENDED ACTION

Option 1: Approve the minutes of the February 18, 2025, CRTPA Meeting.

ATTACHMENT

Attachment 1: Minutes of the February 18, 2025, CRTPA Meeting



CRTPA BOARD

MEETING OF MONDAY, FEBRUARY 18, 2025, AT 1:30 PM

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

Meeting Minutes

Members Present:

Commissioner Williams-Cox, Vice Chair, City of Tallahassee
Commissioner Maddox, Leon County, Vice-Chair
Commissioner Goldwire, Gadsden Municipalities
Commissioner Minor, Leon County
Commissioner O'Keefe, Leon County
Commissioner Matlow, City of Tallahassee
Commissioner Richardson, City of Tallahassee
Commissioner Messersmith, Wakulla County
Commissioner Cox, Leon County Schools

Staff Present: Greg Slay, CRTPA; Greg Burke, CRTPA; Suzanne Lex, CRTPA; Yulonda Mitchell, CRTPA; Bryant Paulk, FDOT; Kaylor Collins, FDOT

1. CALL TO ORDER AND ROLL CALL

2. AGENDA MODIFICATIONS

Mr. Slay stated the FDOT D3 Work Program presentation was added to the agenda. Due to the snowstorm in January, the D-3 Team could not present the information at the Board Retreat.

Board Action: Commissioner Maddox made a motion to accept the modified agenda. Commissioner Minor seconded the motion. The motion was unanimously passed.

3. PUBLIC COMMENT ON ITEMS NOT APPEARING ON THE AGENDA

4. CONSENT AGENDA

A. Minutes of the September 16, 2024, CRTPA Meeting

- B. CRTPA 2025 Meeting Calendar
- C. CRTPA General Planning Consultant (GPC) Contract Extension
- D. Executive Director's Timesheet Approval (July - September & October – December 2024)
- E. Unified Planning Work Program (UPWP) Modifications

Board Action: Commissioner Minor made a motion to approve the consent agenda as presented by staff. Commissioner Richardson seconded the motion, and the motion was unanimously passed.

5. CONSENT ITEMS PULLED FOR DISCUSSION

6. ROLL CALL VOTE AGENDA ITEMS

A. Fiscal Year (FY) 2025 – FY 2029 Transportation Improvement Program (TIP) Amendment Ratification

This item seeks Board ratification of an amendment to the FY 2025– FY 2029 Transportation Improvement Program (TIP) that was approved by the Executive Committee on December 2, 2024, to include the following projects:

- SR 369 (US 319) from S of East Ivan Road to SR 267 (Bloxham Cutoff Road) (Project No. 220495-7): Provide \$726,873 in funding in FY 25 to add lanes and reconstruct roadway [Construction Phase] (Wakulla County)
- SR 263 Capital Circle from CR 2203 Springhill Rd to SR 371 Orange Avenue (Project No. 415782-9): Provide \$5,231,199 in funding in FY 25 to add lanes and reconstruct roadway [Construction Phase] (Leon County)
- SR 10 (US 90) West Tennessee Street from CR 1581 Aenon Church Road to SR 20 (Blountstown Street) (Project No. 454522-1): Provide \$100,000 in funding in FY 25 to add roadway lighting (Leon County)
- StarMetro FY 2023 Section 5339(b) Buses and Bus Facilities Discretionary Grant (Project No. 456181-1): Provides StarMetro with \$20,370,792 in FY 2023 FTA money and \$3,911,546 in matching local monies from the City of Tallahassee (COT). The project funds the purchase of battery-electric buses, supports charging infrastructure and the development of a workforce training program for its mechanics and operators to maintain the fleet. The project will help reduce emissions and improve service and reliability for riders in and around Tallahassee (Leon County)
- riders in and around Tallahassee (Leon County)
- StarMetro Section 5339(c) Low or No Emission Discretionary Grant (Project No. to be assigned): Provides \$ 10,702,365 in FY 2024 FTA funding, \$646,687 in State funds (toll credits) and \$1,200,000 (COT) local funds to StarMetro to buy new battery-electric buses to replace older vehicles and install charging equipment. The project will reduce emissions, improve service and reliability, and help the city achieve its goal for 100% battery electric bus transportation by 2035 (Leon County)

Ms. Lex outlined the Fiscal Year (FY) 2025– FY 2029 Transportation Improvement Program (TIP) Amendments. She explained the request from FDOT was for the additions to the FY 25-FY 29 TIP of the listed projects. She noted the Capital Circle and Crawfordville Road projects were a combination of left over funds that rolled forward to finish the projects. The West Tennessee St project added funds that have been provided for the safety improvement of additional lighting. Ms. Lex explained, after approval, FDOT would enter into a Joint Participation Agreement (JPA) with the City of Tallahassee and the project will be completed by the City. She noted the executive committee met on December 2, 2024, and approved the amendments. Ms. Lex requested ratification of the amendments by the full CRTPA Board.

Board Action: Commissioner O’Keefe made a motion to approve the Fiscal Year (FY) 2025 – FY 2029 Transportation Improvement Program (TIP) Amendment Ratification. Commissioner Messersmith seconded the motion, and a roll call vote was conducted. The motion was unanimously passed.

B. Fiscal Year (FY) 2025 – FY 2029 Transportation Improvement Program (TIP) Amendment

This item seeks Board ratification of an amendment to the FY 2025– FY 2029 Transportation Improvement Program (TIP) to include the following project:

- US 90/SR10 from Gadsden County/Jackson County Line to SR 12 (Project No. 455418-1): Provides \$221,180 in SUN Trail funding in FY 25 for a Multi-use Path Feasibility Study (Gadsden County)
- Iron Bridge Road/CR 153 from the Gadsden County Line to Salem Road/CR 159 (Project No. 455420-1): Provides \$659,412 in SUN Trail funding in FY 25 for the Design (PE) Phase for a Multi-use Trail (Gadsden County)
- Old Bainbridge Road/CR 153 from the Leon County Line to Orchard Pond Greenway Trail Head (Project No. 455411-1): Provides \$976,480 in SUN Trail funding in FY 25 for the Project Development and Environment (PD&E) Phase for a Multi-use Trail (Leon County)
- Bloxham Cutoff Road/SR 267 from Wakulla Springs Park to St. Marks Trail Head (Project No. 410172-2): Provide \$822,714 in SUN Trail funding in FY 25 for the Design (PE) Phase for a Multi-use Trail (Wakulla County)

Ms. Lex outlined the Fiscal Year (FY) 2025 – FY 2029 Transportation Improvement Program (TIP) Amendments. She stated these were all regional trails on the SUNTrail system. Ms. Lex noted one of the projects was partly funded by federal funds with the additional requirement of being added to the State Transportation Improvement Program (STIP) for final approval of the funds. Ms. Lex explained these were funded by Senate Bill 106 and four of the CRTPA’s applications were funded. Lastly, she requested adoption of the resolution number 2025-02-6B.

Minor asked which project received federal funds. Ms. Lex stated the Bloxham Cutoff Road project was the project that received federal funds and would have the additional requirement of being added to the STIP.

Board Action: Commissioner Minor made a motion to approve the Fiscal Year (FY) 2025 – FY 2029 Transportation Improvement Program (TIP) Amendment. Commissioner Messersmith seconded the motion, and the motion was unanimously passed.

7. CRTPA ACTION

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. CRTPA Safety Targets

This item seeks adoption of the 2025 CRTPA Safety Performance Targets for safety performance measures that the CRTPA is required to annually address.

Mr. Burke outlined the CRTPA Safety Targets noting that annually, the CRTPA was required to adopt Safety Targets by Federal Highway Administration (FHWA) for the following five (5) performance measures: 1. Number of Fatalities; 2. Rate of Fatalities; 3. Number of Serious Injuries; 4 Rate of Serious Injuries; and 5. Number of Non-Motorized Fatalities and Serious Injuries. He stated the proposed targets reflected a 5% reduction from last year's safety targets as this was consistent with the Board's direction provided in 2022. Mr. Burke stated staff also was recommending maintaining support for a long-term goal of zero serious injuries and fatalities in the CRTPA region by 2040.

Mr. Burke discussed the CRTPA's long-term trends for serious injuries and fatalities in the region. He stated that from 2017 to 2024 serious injuries in the region have been decreasing and noted 2024 was the lowest since tracking the measures. Mr. Burke stated fatalities remained somewhat consistent over the years and were not decreasing as much. He stated pedestrian and bicycle serious injuries from last year increased slightly from the previous year. Next Mr. Burke stated that as it relates to pedestrian and bicyclist fatalities, both had decreased from the previous year. The breakdown for pedestrian fatalities by county identifying 13 fatalities occurred in Leon and 1 Gadsden and 1 Wakulla.

Mr. Burke next discussed the CRTPA's progress in meeting its adopted targets. He explained the most recent 2023 FDOT data (which provides a 5-year rolling average from 2019 to 2023) reflects that the CRTPA did not meet its targets for that year. Mr. Burke next discussed how the CRTPA was addressing safety in the region. He stated the efforts include development of plans, projects, grants and programs; identification and implementation of projects; and safety coordination with partner agencies. He highlighted some of the efforts of the CRTPA including the agency's adoption of a Safe Street and Roadways for All (SS4A) Action Plan and submittal of grant applications for North Monroe; West Tennessee; Jake Gaither Community. Mr. Slay noted the CRTPA grant applications were not successful with getting grant awards; however, if the SS4A program continues forward the CRTPA will resubmit the applications.

Mr. Burke outlined funded sidewalk projects on North Monroe (Leon County); Paul Russell Road (Leon County); Old St. Augustine Road (Leon County); Dr. MLK King, Jr. Memorial Boulevard (Wakulla) and Waverly Road (City of Tallahassee). He discussed other safety projects including Pensacola Street (Lighting enhancement and mid-block crossings); Tennessee Street (Lighting enhancements) and Tennessee Street at Stadium Drive (Signal, signage and stripping upgrades).

Mr. Burke discussed Safe Routes to School funded projects developed by the CRTPA's partners and noted that Sabal Palm Elementary and Fairview Middle School have received funding for sidewalks to assist students walking to school safely in the vicinity. Mr. Burke briefly discussed the CRTPA's School Safety Study and he noted the study identified 12 schools within the region for pedestrian and biking improvements. He noted the Study was scheduled for Board approval in Spring 2025. Additional efforts of the CRTPA include the attending regional events and regional festivals.

Mr. Burke discussed High Visibility Enforcement (HVE) efforts explaining related to Leon County being identified as a top 25 Florida county for pedestrian and bicycle serious injuries and fatalities. As a result, both Tallahassee Police Department (TPD) and Leon County Sheriff's Office (LCSO) are currently conducting HVE efforts on the following corridors: West Pensacola Street, West Gaines Street; Apalachee Parkway; East and West Tennessee Street, Capital Circle, North Monroe Street; Orange Avenue; Blair Stone Road; Miccosukee Road and Thomasville Road.

Mr. Burke also discussed the expansion of the CRTPA's regional trail system and noted that the CRTPA was recently successful in receiving grants for the Wakulla Springs Trail (Wakulla), Tallahassee to Havanna Trail (Gadsden) and the US 90 West Trail (Leon). He also discussed the CRTPA's Focus on Safety Page as well as the CRTPA's use of the Urban SDK data platform in gaining data on the region's roadways.

Finally, Mr. Burke stated staff is recommending Board approval of the safety targets and the long-term safety goal of zero fatalities and serious injuries in the CRTPA Region.

Mr. Slay noted the HVE efforts being conducted by TPD and LCSO and noted that on Tennessee Street from Aenon Church Road to the Walmart was a significant area of pedestrian fatalities in the recent past. He noted that last year there were no fatalities, and this may have been a reflection of HVE efforts on the corridor.

Commissioner Minor asked if the CRTPA would reapply for SS4A grants for West Tennessee and North Monroe projects. He expressed concerns related to the future of the SS4A program and its potentiality to be defunded under the new administration. Mr. Slay explained the FHWA SS4A information page still shows the notice of funding opportunity for late March. Mr. Slay noted that both CRTPA SS4A grant applications were recommended for funding but didn't make the final cut and noted these grant applications would be resubmitted. Commissioner O'Keefe asked about the SS4A Plan update related to the High Injury Network (HIN) and if it would be complete in May. Mr. Slay stated that project was still on track for completion in May and that would allow local governments to apply for grants for those corridors with the information from the HIN data. Commissioner Matlow asked what material things can be put forward to achieve the zero long-term goal. Mr. Slay noted three of the corridors are near large, unhoused populations and noted the Pensacola Street resurfacing project would have additional marked pedestrian crossings in that area.

Board Action: Commissioner Richardson made a motion to approve the CRTPA Safety Targets. Commissioner O'Keefe seconded the motion, and the motion was unanimously passed.

B. Interstate 10 Safety Discussion

This item relates to a discussion at the September 2024 CRTPA Board meeting whereby staff was requested to bring back information regarding crashes along Interstate 10.

Mr. Slay provided information on Interstate 10. He explained that from 2021 to 2023 there was a total of 28 fatality crashes and 75 serious injury crashes. As of December 17, 2024, there were 6 fatality crashes and 12 serious injury crashes and noted the crash data runs 60 days behind due to federal law to protect identity of the people involved. He stated that single vehicle crashes make up 65% of I-10 crashes and account for 15 of the total of fatal crashes and 30 of the total of serious injury crashes.

Mr. Slay next noted that there were 6 single commercial vehicle crashes, resulting in 6 fatal crashes and 3 serious injury crashes. He explained there were 16 crashes involving commercial vehicles with 8 of those being involved in fatal crashes and 8 of those being serious injury crashes. Mr. Slay discussed the weather conditions related to when crashes occur as well as the time of day. He stated most of the crashes are on clear days but noted the reports often reflect the condition at the time the officer writes the report. Mr. Slay stated that most crashes occur during day light hours. He stated some of the influencing factors could include driver distraction, driving aggressively or being intoxicated from alcohol or drugs. Mr. Slay stated that many of the single vehicle crashes involve the vehicle hitting a tree and noted this accounted for 21 crashes with 11 of those crashes fatal. He next discussed seatbelt usage and stated that in vehicles initiating the crash, a total 84% were wearing a seatbelt. In the second vehicle of the crash a total 92% of those were wearing a seatbelt. Finally, Mr. Slay discussed the resurfacing projects that were in the FDOT Work Program for I-10 over the next few years.

Commissioner O'Keefe noted the information was helpful and that he was surprised by the splits within the data. He asked if the resurfacing projects would help with the cause of crashes. Mr. Slay noted some counties have had some trees removed along the interstate to reduce the severity of the crashes. Commissioner O'Keefe noted non-seatbelt usage and that those crashes were impactful. He asked who oversaw safety campaigns. Mr. Slay noted those campaigns are normally led by FDOT or by Florida Highway Patrol. Mr. Slay noted this would be discussed at the next CTST meeting.

C. FDOT Work Program

Ms. Karla Hodges, FDOT D-3, Program Management Administrator, provided information on the FDOT Work Program. She outlined the projects for the upcoming years (FY 2026 - FY 2030). Ms. Hodges stated that in the CRTPA region the estimated total of work program funding was \$534 million. She highlighted additions and deletions for the capacity, resurfacing, bridge replacement, safety, and local programs projects for each county in the region and noted that additional information on all projects in the region may be found at: www.fdot.gov/wp/ph/district3.

Commissioner Williams-Cox asked why projects are broken into phases and not completed as one whole project, for example, Orange Avenue project was broken up into two phases. Mr. Slay explained during the design and construction phases, projects will be divided up into segments to be affordable to move forward with the project.

8. FLORIDA DEPARTMENT OF TRANSPORTATION REPORT

Mr. Paulk provided a status report on FDOT activities and noted that he had one project update on the segment of US 319 South from the Wakulla County Line to south of LL Wallace Road in Leon County. He further explained there would be a virtual project updated on March 12, 2025. Mr. Paulk stated this would allow citizens to review the plans and the status of the project and noted the Right of Way (ROW) was funded in FY 26 and the department would move into the ROW acquisition phase. He noted the stated the construction was not currently funded and the estimated construction cost \$57 million.

Commissioner Maddox asked for an update on the elongated round about for Woodville Highway. Mr. Paulk noted Project Development & Design (PD&E) and Design were completed and that additional ROW acquisition and construction funding was needed for the project. Mr. Slay noted he would research the project details and provide information to all the board members and the Leon County Board of County Commissioners.

9. EXECUTIVE DIRECTOR'S REPORT

Mr. Slay provided a status report on CRTPA activities noting that the financial Audit Services RFSQ was posted and awaiting responses and would schedule the selection committee meetings. Ms. Lex noted the upcoming CRTPA Federal Certification on February 19, 2025, and stated there was a TEAMS link available for members wishing to attend. She also noted there would be a related public meeting also with a TEAMS link and that FHWA wanted citizens to provide comments on the CRTPA and the services provided.

10. CRTPA INFORMATION

- A. Future Meeting Dates (Next Board Meeting March 17, 2025)**
- B. CRTPA Committee Actions**
- C. Utilization Report (April-September 2024)**
- D. CRTPA Title VI Policy**

Ms. Lex stated the open comment period opened on February 18, 2025, for and the CRTPA Title VI Policy Update and that the item would be on the agenda for the April Board meeting for approval.

11. ITEMS FROM CRTPA BOARD MEMBERS

No additional items were discussed.

12. ADJOURNMENT

The meeting was adjourned at 2:00 PM.

April 15, 2025



AGENDA ITEM 4 B

CRTPA PERFORMANCE MEASURES UPDATE (PM2 & PM3) RESOLUTION RATIFICATION

TYPE OF ITEM: Consent

STATEMENT OF ISSUE

This item seeks ratification of a resolution adjusting the CRTPA's 2025 performance targets associated with the following required performance measure (PM) Categories for all public roads:

- PM2/Bridge & Pavement; and,
- PM3/System Performance & Freight Movement

A resolution adopting the adjustments was approved at the CRTPA's March 17 Executive Committee due to the time sensitive nature to complete the update by March 30.

CRTPA COMMITTEE ACTIONS

The CRTPA's Technical Advisory Committee and Citizen's Multimodal Advisory Committee met on April 1 and both committees voted to recommend the CRTPA ratify Resolution No. 2025-03-48 adjusting targets for the Pavement and Bridge Conditions Performance Measures (PM2) and for the System Performance & Freight Movement Measures (PM3) for 2025 for the CRTPA region.

RECOMMENDED ACTION

- Option 1: Ratify Resolution No. 2025-03-48 adjusting targets for the Pavement and Bridge Conditions Performance Measures (PM2) and for the System Performance & Freight Movement Measures (PM3) for 2025 for the CRTPA region that was approved at the CRTPA's March 17 Executive Committee Meeting, as shown in ***Attachment 1.***

BACKGROUND

The Moving Ahead for Progress in the 21st Century Act (MAP-21) and the Fixing America’s Surface Transportation Act (FAST Act) transformed the federal-aid highway and transit programs by establishing new performance-based planning requirements for state departments of transportation (DOT), metropolitan planning organizations (MPO), and providers of public transportation services.

Specifically, the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA), mandate that the CRTPA adopt targets for the following federal performance measures:

PM1 Highway Safety	PM2 Bridge & Pavement	PM3 System Performance & Freight Movement	Transit Asset Management (TAM)	Transit Safety
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Within regards to **PM2 (Bridge & Pavement)** and **PM3 (System Performance & Freight Movement)**, the CRTPA adopted its targets for the *first reporting period* in September 2018. The CRTPA chose to adopt the targets established by the FDOT (the CRTPA could either support the statewide targets or set their own targets).

Subsequently, in May 2023, the CRTPA adopted new targets for the *second reporting period* (2025) for PM2 & PM3. Specifically, the CRTPA adopted 2025 targets for six (6) bridge and pavement condition measures and for three (3) system performance measures. As in the past, the CRTPA agreed to support the statewide targets for the MPO’s planning area.

Most recently, in 2024, the FDOT adjusted some of the targets for 2025 associated with PM2 & PM3, as shown below:

Performance Measures	Current 2025 Targets	New 2025 Targets
PM2: % of NHS Bridges in Poor Condition (By Deck Area)	≤ 10.0%	≤ 5.0%
PM3: % of Person-Miles traveled on the Interstate that are reliable	≥ 70.0%	≥ 75.0%
PM3: % of Person-Miles traveled on the non-Interstate NHS that are reliable	≥ 50.0%	≥ 60.0%

As a result of FDOT’s adjustment to the above targets, the CRTPA was required to revise its adopted targets to be consistent with the State of Florida’s targets. A resolution adjusting the targets was approved at the March 17 CRTPA Executive Committee meeting in order to meet the CRTPA’s deadline to update the targets by March 30, 2025. This item seeks the committee’s recommendation of the CRTPA Board’s ratification of the resolution.

More information related to the CRTPA's PM2 & PM3 targets may be found in [the May 22, 2023 agenda item](#).

OPTIONS

Option 1: Ratify Resolution No. 2025-03-48 adjusting targets for the Pavement and Bridge Conditions Performance Measures (PM2) and for the System Performance & Freight Movement Measures (PM3) for 2025 for the CRTPA region that was approved at the CRTPA's March 17 Executive Committee Meeting, as shown in ***Attachment 1***.
(Recommended)

Option 2: CRTPA Board Discretion.

ATTACHMENT

Attachment 1: Resolution

CRTPA RESOLUTION 2025-03-4B

**A RESOLUTION OF THE CAPITAL REGION TRANSPORTATION PLANNING AGENCY (CRTPA)
ADJUSTING TARGETS FOR BRIDGE AND PAVEMENT (PM2) AND SYSTEM PERFORMANCE MEASURES
(PM3)**

Whereas, the Capital Region Transportation Planning Agency (CRTPA) is the organization designated by the Governor of Florida on August 17, 2004 together with the State of Florida, for carrying out provisions of 23 U.S.C. 134 (h) and (i)(2), (3) and (4); CFR 450.324, 326, 328, 330, and 332; and FS 339.175 (5) and (7); and

Whereas, the Infrastructure Investment and Jobs Act, continuing the Fixing Americas Surface Transportation Act's overall performance management approach, requires state Department of Transportation's to establish performance measures in a number of areas, including setting targets; and

Whereas, the Florida Department of Transportation (FDOT) has developed targets for Bridge and System Performance and the CRTPA adopted Bridge and System Performance targets on May 22, 2023; and

Whereas, the FDOT has adjusted the four-year targets (2025) in its Mid-Performance Period Progress Report; and

Whereas, the CRTPA wishes to adjust its 2025 targets for bridge and system performance measures consistent with those of the Florida Department of Transportation; and agrees to work with them to address areas of concern for performance-based planning within the metropolitan planning area.

NOW, THEREFORE LET IT BE RESOLVED:

The CRTPA adopts the following adjusted targets for bridge and pavement measures (PM2) and system performance (PM3) measures:

PM2: Bridge		2025 Target
Percent of NHS Bridges classified in Poor condition by deck area		≤ 5.0%
PM3: System Performance		2025 Target
Percent of Person-Miles Traveled on the Interstate that are Reliable		≥75.0%
Percent of Person-Miles Traveled on the Non- Interstate that are Reliable		≥60.00%

Passed and duly adopted by the Capital Region Transportation Planning Agency on this 17th day of March 2025.

Attest:

Capital Region Transportation Planning Agency

By:


Dianne Williams-Cox, Chair


Greg Slay, Executive Director

April 15, 2025



AGENDA ITEM 4 C

SUN TRAILS AGREEMENTS

TYPE OF ITEM: Consent

STATEMENT OF ISSUE

This item seeks ratification of a resolution authorizing the CRTPA's executive director to sign grant agreements with the Florida Department of Transportation (FDOT) associated with the CRTPA's recent award of Sun Trails funding for the Tallahassee to Havana Trail and the US 90 West Trail, as provided in ***Attachment 1***.

A resolution adopting the adjustments was approved at the CRTPA's March 17 Executive Committee due to the time sensitive nature of the item.

RECOMMENDED ACTION

Option 1: Ratify Resolution No. 2025-03-4C authorizing the CRTPA executive director to sign grant agreements between the FDOT and the CRTPA associated with the receipt of Sun Trails funding for the Tallahassee to Havana Trail and the US 90 West Trail.

BACKGROUND

In late 2023, the CRTPA applied for Sun Trails funding for several multi-use trail projects in the region that are on the Florida Department of Environmental Protection's Land Priorities Trail network. Among the regional trails for which funding was sought were the following two (2) CRTPA trail projects: the [Tallahassee to Havana Trail](#) and the US 90 West Trail.

In late 2024, the CRTPA was informed that funding was awarded for several of the projects for which Sun Trails funding was sought. Relatedly, at the [February 18 CRTPA meeting](#), members approved a TIP amendment reflecting the CRTPA's recent receipt of Sun Trails funding for several multi-use trails, including the Tallahassee to Havana Trail and the US West 90 Trail (Gadsden/Jackson County Line to SR 12). Specially, funding for a project development & environment (PD&E) study for the Leon County portion of the Tallahassee to Havana Trail was awarded as was funding for a feasibility study associated with the US 90 West Trail.

Associated with the receipt of Sun Trails funding is a requirement to complete between the CRTPA and the FDOT allowing the CRTPA to proceed with the funded activities. The agreements include a related resolution authorizing the CRTPA executive director to execute the agreements.

The agreements, upon execution, will allow the CRPTA to move forward with the funded phases of these 2 regional trail projects.

OPTIONS

- Option 1: Ratify Resolution No. 2025-03-4C authorizing the CRTPA executive director to sign grant agreements between the FDOT and the CRTPA associated with the receipt of Sun Trails funding for the Tallahassee to Havana Trail and the US 90 West Trail.
 (Recommended)
- Option 2: CRTPA Board Discretion.

ATTACHMENT

Attachment 1: Resolution for the Tallahassee to Havana Trail & US 90 West Feasibility Study

CRTPA RESOLUTION 2025-03-4C

**A RESOLUTION OF THE CAPITAL REGION TRANSPORTATION PLANNING AGENCY (CRTPA)
AUTHORIZING EXECUTION OF FLORIDA SHARED-USE NONMOTORIZED TRAIL NETWORK PROGRAM
AGREEMENTS FOR THE TALLAHASSEE TO HAVANA TRAIL & US 90 WEST TRAIL**

Whereas, the purpose of the Capital Region Transportation Planning Agency is 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"; and

Whereas, the Tallahassee to Havana Trail & the US 90 West Trail are integral links in the Florida Department of Environmental Protection's Greenways & Trails System Plan and are a Priority Corridor on the SUN Trails Network; and

Whereas, the development of the Tallahassee to Havana Trail & the US 90 West Trail will continue the expansion of the regional trail system and provide safety and economic benefits; and

Whereas, the Tallahassee to Havana Trail & the US 90 Trail are priorities on the CRTPA's Regional Trail Priority Project List; and

Whereas, the CRTPA has received SUN Trails funding for the Project Development and Environment (PD&E Study) phase of the Leon County portion of the Tallahassee to Havana Trail and the feasibility study phase of the US 90 West Trail.

NOW, THEREFORE LET IT BE RESOLVED:

The CRTPA enters into Florida Shared-Use Nonmotorized Trail Network Program Agreements (FPN: 455411-1 (Tallahassee to Havana Trail) & FPN: 455418-1 (US 90 West Trail Feasibility Study)) with the Florida Department of Transportation and hereby authorizes Greg Slay, the CRTPA's Executive Director, to sign the agreements on its behalf.

Passed and duly adopted by the Capital Region Transportation Planning Agency on this 17th day of March 2025.

Attest:

Capital Region Transportation Planning Agency

By: 

Dianne Williams-Cox, Chair

By: 

Greg Slay, Executive Director

April 15, 2025



AGENDA ITEM 4 D

CRTPA CONTRACT G2U25 AND FY 2025 AND FY 2026 UNIFIED PLANNING WORK PROGRAM AMENDMENTS

TYPE OF ITEM: Consent

STATEMENT OF ISSUE

Staff is seeking approval of an amendment to the Consolidated Planning Grant Agreement G2U25 with the Florida Department of Transportation, and accompanying amendments to the CRTPA Fiscal (FY) 2025 – FY 2026 Unified Planning Work Program (UPWP) updating funding and projects. Changes to the FY 2025 – FY 2026 UPWP also include minor modifications that adjust project costs and update project schedules.

Attachment 1 is the amendment to the Consolidated Planning Grant Agreement G2U25 and reflects the addition of \$2,031,589 in funding for FY 2026. **Attachment 2** provides a summary of Fiscal Year 2026 funding. **Attachment 3** presents a synopsis of funding and text amendments/modifications to the FY 2025 and FY 2026 Work Program.

RECOMMENDED ACTION

Option 1: Approve the Amendment to the Consolidated Planning Grant Agreement G2U25 with the Florida Department of Transportation adding FY 2026 funding, and accompanying amendments to the CRTPA Fiscal (FY) 2025 – FY 2026 Unified Planning Work Program (UPWP) updating funding and projects.

CRTPA COMMITTEE ACTIONS

The Technical Advisory Committee (TAC) and Citizens Multimodal Advisory Committee met on April 1, 2025 and recommended the Board approve the Amendments to the Contract G2U25 and to the FYs 2024/25-2025/26 UPWP.

BACKGROUND

The UPWP is a federally required document that describes the work activities, schedule and budget planned for the CRTPA operations, staffing, and consultant projects. The UPWP is produced biennially and is amended as necessary to reflect changes in funding and/or work tasks. This amendment updates planning tasks, activities, schedules and budgets.

FDOT has programmed the CRTPA's SU allocation in the UPWP for FY 2026 of the State Work Program. In addition, PL and SU funds remaining from the FY 2023 – FY 2024 UPWP are rolled forward and available in FY 2026. Therefore, the staff proposes amending the UPWP and CPGA G2U25 to include the \$2,031,589 in funding for approval by the MPO Board. In addition, \$1,197,660 in state funding is programmed on two SUN Trail projects that are governed by separate contract agreements.

Amendments to the FY 2025 in the UPWP include additional work on the project scope associated with the safety improvements for the North Monroe Street corridor, as well as an update to the Safe Streets for All grant application. Public Involvement tasks proposed in FY 2025 include the development of a Community Characteristics Inventory and an update to the Limited English Proficiency Plan. Also, additional funding is assigned to the Tallahassee to Havana Feasibility Study Public Involvement task. Lastly, in FY 2025 the two SUN Trail projects awarded state monies are added. The SUN Trails projects managed by the CRTPA are the Feasibility Study for the Shared Use Path from Quincy to Chattahoochee and the Project Impact Study for the Tallahassee to Havana Trail from the Orchard Pond Greenway to the Leon/Gadsden County line at the Ochlockonee River.

Modifications are proposed to the existing operational and staff budgets, adjustments to these tasks will reallocate FY 2025 and FY 2026 programmed funding. The budget for Auditor services increases in both years, and reflects the terms of the new contract, as well as a contingency fee annually. The SU funding in FY 2026 was only a conservative estimate when the UPWP was adopted. This amendment revises the SU budget and programs funds on projects, software and operational costs.

For FY 2026 funding projects are proposed to further the safe streets safety initiatives and measures to reduce congestion and crashes. The proposed work tasks in FY 2026 include evaluating congestion at specific intersections and roadway segments identified in the Congestion Management Plan and additional work on the Safe Streets for All Safety Plan. Two feasibility studies funded in FY 2025, the SR 267 Trail West and the Thomasville to the Welaunee Greenway Trail, are moved to and funded in FY 2026. Lastly, an update to the Intelligent Transportation Systems Master Plan is added.

NEXT STEPS

After CRTPA Board approval of the amendments to the UPWP, staff will transmit the document to state and federal review agencies. Following final legal review, the amendment to the CRTPA Contract No. G2U25, between the FDOT and the CRTPA, will be executed.

OPTIONS

- Option 1: Approve the Amendment to the Consolidated Planning Grant Agreement G2U25 with the Florida Department of Transportation adding FY 2026 funding, and accompanying amendments to the CRTPA Fiscal (FY) 2025 – FY 2026 Unified Planning Work Program (UPWP) updating funding and projects. (Recommended)
- Option 2: CRTPA Board Discretion.

ATTACHMENTS

- Attachment 1: Amendment to the Consolidated Planning Grant Agreement Contract G2U25
- Attachment 2: Summary of FY 2026 Funding
- Attachment 3: Synopsis of Funding and Text Modifications and Amendments

AMENDMENT TO THE FDOT / METROPOLITAN PLANNING ORGANIZATION AGREEMENT

Financial Project No.: <u>439323-5-14-01, 439323-5-14-02,</u> <u>439323-5-14-03</u> (item-segment-phase-sequence) Contract No.: <u>G2U25</u> CFDA Number & Title: <u>20.205</u>	Fund: <u>PL, SU, CM</u> Function: <u>615.215</u> Federal Award Project No.: <u>0220-062-M</u> MPO SAM No.: <u>HS3PRJ2R6X93</u>	FLAIR Approp.: <u>088854</u> FLAIR Obj.: <u>780000</u> Org. Code: <u>55032010330</u> Vendor No.: <u>F596000435134</u>
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THIS AMENDMENT TO THE FDOT/METROPOLITAN PLANNING ORGANIZATION AGREEMENT (Amendment) is made and entered into on this [enter date] day of June] 2025, 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, [Highway 90, Chipley, FL 32428-0607 address] and the Capital Regiona Transportation Planning Agency (MPO), whose address is 300 South Adams Street, A - 19, Tallahassee, FL 32301 , , and whose System for Award Management (SAM) Number is: HS3PRJ2R6X93 (collectively the "parties").

RECITALS

WHEREAS, the Department and the MPO on June 25, 2024 entered into an FDOT/Metropolitan Planning Organization Agreement (Agreement), whereby the Department passed through Federal funds to the MPO to assist the MPO in performing transportation planning activities set forth in its Unified Planning Work Program (UPWP).

WHEREAS, the Parties have agreed to modify the Agreement on the terms and conditions set forth herein.

NOW THEREFORE, in consideration of the mutual covenants in this Amendment, the Agreement is amended as follows:

- Paragraph 5 of the Agreement is amended to reflect:

Project Cost: The total budgetary ceiling for the Project is \$5,624,724. The budget, including tasks, is summarized below and detailed in the UPWP, Exhibit "A". The budget may be modified by mutual agreement as provided for in paragraph 9, Amendments.

The Department's performance and obligation to pay under this Agreement is contingent upon an annual appropriation by the Legislature. No work shall begin before the Agreement is fully executed and a "Letter of Authorization" is issued by the Department. The total of all authorizations shall not exceed the budgetary ceiling established for this agreement and shall be completed within the term of this Agreement:

FINANCIAL PROJECT NO.	AMOUNT
439323-5-14-01 (PL)	\$ 1,923,666
439323-5-14-02 (SU)	\$ 3,254,058
439323-5-14-03 (CMAQ)	\$ 450,000

Exhibit A (Scope of Work) of the Agreement is amended as follows: This amendment is more fully described in the attached UPWP Revision Form #CRTPA FY 2025 and FY 2026 UPWP Revision No. 3.

Except as modified, amended, or changed by this Amendment, all of the terms and conditions of the Agreement and any amendments thereto shall remain in full force and effect.

IN WITNESS WHEREOF, the undersigned parties have executed this Agreement on the day, month and year set forth above.

MPO

Florida Department of Transportation

Capital Region Transportation Planning Agency

MPO Name

Greg Slay, AICP

Timothy Smith, PE

Signatory (Printed or Typed)

Department of Transportation

Signature

Signature

Title

Title

Legal Review

MPO

Legal Review

Department of Transportation

Consolidated Planning Grant Agreement G2U25

Adopted Contract Budget

Total contract budget is \$3,623,135.

Proposed Amended Contract Budget

Proposed total contract budget is \$5,624,724

Contract	Funding			TOTALS
	PL	SU	CM	
Adopted FY 25	\$ 1,103,406	\$1,274,250	\$450,000	\$ 2,827,656
Adopted FY 26	\$ 795,479	*		\$ 795,479
ADOPTED TOTAL	\$ 1,898,885	\$ 1,274,250	\$ 450,000	\$ 3,623,135
*Adopted number was an assumption and not reflected in the contract.				
Adopted FY 25	\$ 1,103,406	\$1,274,250	\$450,000	\$ 2,827,656
Adopted FY 26	\$ 795,479	*	\$ -	\$ 795,479
Add Closeout to FY 26	\$ 24,781	\$ 476,808	\$ -	\$ 501,589
Add Programmed FY 26		\$ 1,530,000	\$ -	\$ 1,500,000
DRAFT AMENDED	\$ 1,923,666	\$ 3,281,058	\$ 450,000	\$ 5,654,724
*Adopted number was an assumption and not reflected in the contract.				

SUMMARY of FISCAL YEAR 2025 FUNDING ADJUSTMENTS

Personnel & Fringe Reallocation of \$50,00 PL Funding

TASK NO.	PERSONNEL & FRINGE BY TASK	CURRENT BUDGET	DECREASE	INCREASE	REVISED BUDGET
1	Administration	\$ 336,817	-	\$ 20,000	\$ 356,817
2	Data & Performance Measures	-	-	-	-
3	Long Range Planning	\$ 165,000	\$ 10,000	-	\$ 155,000
4	Short Term Planning	\$ 52,538	\$ 20,000	-	\$ 32,538
5	Mobility	\$ 66,019	-	-	\$ 66,019
6	Public Involvement	\$ 45,500	\$ 20,000	-	\$ 25,500
7	Special Projects	\$ 38,251	-	\$ 30,000	\$ 68,251
TOTALS			\$ 50,000	\$ 50,000	

- ✦ Task 1 Increases PL Total Budget to \$616,132
- ✦ Task 2 No Change to PL Budget Total
- ✦ Task 3 Decreases Total PL Budget to \$155,000
- ✦ Task 4 Decreases Total PL Budget to \$46,054
- ✦ Task 5 No Change to PL Budget Total
- ✦ Task 6 Decreases Total PL Budget to \$31,500
- ✦ Task 7 Increases Total PL Budget to \$113,201

Task 1 – FY 25 PL Funding

- ✦ Reallocates Operational funds within the task for Audit and Staff Services expenses.
- ✦ Audit line increases to \$25,000 consistent with new contract, and adds a contingency of \$5,000.
- ✦ Operational budget of \$66,166 is reduced to \$51,166.
- ✦ Slight increase for Staff Services cost to ensure sufficient funding.

TASK 1	ADMINISTRATION	CURRENT BUDGET	DECREASE	INCREASE	REVISED BUDGET
Subtask 1.12	Professional Services: Audit	\$ 21,000		\$ 9,000	\$ 30,000
Direct Expense	Staff Services	\$ 79,674		\$ 6,000	\$ 85,674
Direct Expense	Operational	\$ 66,166	\$ 15,000		\$ 51,166
TOTALS		\$ 166,840	\$ 15,000	\$ 15,000	\$ 166,840

Task 2 – FY 25 SU Funding

- Reallocates \$ 21,530 of SU Funding from Consultant to Personnel and Fringe

TASK 2	DATA & PERFORMANCE MEASURES (PM)	CURRENT BUDGET	DECREASE	INCREASE	REVISED BUDGET
2	Data/PM Salary & Fringe	\$ 60,000		\$ 21,530	\$ 81,530
2	Data/PM Consultant Support	\$ 21,530	\$ 21,530		\$ 0
TOTALS		\$ 81,530	\$ 21,530	\$ 21,530	\$ 81,530

Task 5 – FY 25 SU Funding

- ✦ Reallocates \$ 2,040 of SU Funding from Subtask 5.0, Consultant Support, for Public Involvement for the Tallahassee to the Havana Trail Feasibility Study (FS)
- ✦ Moves Subtask 5.21, SR267 Bloxham Cutoff Trail FS, to FY 26. Funding assigned to Subtask 5.23 TBD.
- ✦ Moves Subtask 5.22, FS for the Thomasville Rd to Welaunee Greenway Connection, to FY 26. Funding assigned to TBD.
- ✦ Removes SU funds on Subtask 5.22, US 90 West FS (Gadsden County). Funding assigned to TBD.

TASK NO.	TASK	CURRENT BUDGET	DECREASE	INCREASE	REVISED BUDGET
5.0	Consultant Support	\$ 29,530	\$ 2,040		\$ 27,490
5.7	Tall-Havana FS Public Involvement	\$ 8,100		\$ 2,040	\$ 10,140
5.21	SR267 Bloxham Cutoff Trail FS	\$ 200,000	\$ 200,000		\$ 0
5.22	Thomasville Rd - Welaunee Grnwy FS	\$ 125,000	\$ 125,000		\$ 0
5.23	US 90 West SUP FS Gadsden County	\$ 250,000	\$ 250,000		\$ 0
5.24	*To Be Determined (TBD)	\$ 0		\$ 575,000	\$ 575,000
TOTALS		\$ 612,630	\$ 577,040	\$ 577,040	\$ 612,630

*Requires an amendment to the UPWP.

Task 5 – FY 25 GRTR Funding (State Grant Award: SUN Trails)

- ✦ Add state funds on Subtask 5.23, US 90 West FS (Gadsden County).
- ✦ Adds Subtask 5.24, Tallahassee to Havana Project Impact Study, and state funding. (Leon County).

At the February 18, 2025 Meeting, the CRTPA's FY 2025 – FY 2029 Transportation Improvement program was amended to include the following projects and funding for the studies managed by the CRTPA.

TASK NO.	TASK	CURRENT BUDGET	DECREASE	INCREASE	REVISED BUDGET
5.23	US 90 West SUP FS Gadsden County	\$ 0	-	\$ 221,180	\$ 221,180
5.24	Tallahassee to Havana Project Impact Study	\$ 0	-	\$ 976,480	\$ 976,480
TOTALS		\$ 0	-	\$ 1,197,660	\$ 1,197,660

Task 7 – FY 25 SU Funding

- ✦ Funding is reallocated from Subtask 7.0., Consultant support to Subtask 7.1.1.
- ✦ Add funding to Subtask 7.1.1.1, SS4A Safety Implementation Grant, North Monroe Street.

TASK NO.	TASK	CURRENT BUDGET	DECREASE	INCREASE	REVISED BUDGET
7.0	Consultant Support	\$ 21,530	\$ 12,070		\$ 9,460
7.1.1	SS4A N Monroe St Update and Grant	\$19,270	-	\$ 12,070	\$ 31,340
TOTALS		\$ 40,800	\$ 12,070	\$ 12,070	\$ 40,800

SUMMARY OF TEXT UPDATES/CHANGES

SECTION: PRIORITIES FOR FY 2024/25 & FY 2025/26

- ✦ **US 90 West Feasibility Study:** Funding and project details are updated.
- ✦ **Tallahassee to Havana Project Impact Study:** Funding and project details are updated.
- ✦ **SS4A Action Plan and Implementation Grant:** Section is updated to include details on the additional work associated with the North Monroe Street implementation grant resubmittal.
- ✦ **US 90/Tennessee Street Corridor Study (SS4A Safety Action Plan):** Updates project status to reflect a SS4A grant was not awarded. Staff is evaluating funding this study for either FY 25 or FY 26, which will require an amendment to the UPWP.
- ✦ **SS4A Safety Action Plan, Supplemental Studies:** Section is updated to include details on the additional work examining ten location specific corridor segments for an SS4A implementation grant.
- ✦ **School Access Safety Study:** Project completion date extended to the Spring of 2025.

TASK 5 MOBILITY PLANNING

- ✦ **Subtask 5.12: Intelligent Transportation Systems** This subtask is revised to include an update to the Intelligent Transportation Systems Master Plan. In FY 2026 \$150,000 in SU funding is programmed and project details are added.
- ✦ **Subtask 5.21: SR267 Bloxham Cutoff Trail FS** Moved to and funded in FY 2026.
- ✦ **Subtask 5.22: Thomasville Rd - Welaunee Greenway FS** Moved to and funded in FY 2026.
- ✦ **Subtask 5.23: US 90 West Feasibility Study** Funding and project details are updated.
- ✦ **Subtask 5.24: Tallahassee to Havana Project Impact Study** Project and funding added to the UPWP.
- ✦ **Subtask 5.25: Telecommute Committee** Updated to reflect current activities to monitor Telecommute trends and continue in support of coordination with Commuter Services.

TASK 6 PUBLIC INVOLVEMENT

- ✦ **Subtask 6.9: Public Involvement Outreach** In FY 2026 this task is revised to reflect that the next public involvement document to be updated is the Limited English Proficiency Plan (LEPP). In FY 2026 \$7,000 in SU funds are programmed as an estimate.
- ✦ **Subtask 611: Community Characteristics Inventory:** In FY 2026 this task is introduced into FY 2026 and will be conducted in conjunction with the update to the LEPP. In FY 2026 \$5,000 in SU funds are programmed as an estimate.

TASK 7 SPECIAL PROJECTS

- ✦ **Subtask 7.1.1: Safe Streets for All Safety Action Plan - North Monroe Street Implementation Plan** An amendment to the UPWP is presented to reallocate existing funding and update project details for the resubmittal of the application for a SS4A Implementation Grant.
- ✦ **Subtask 7.1.2: SS4A Safety Action Plan - US90 West Tennessee Street** Project sheet updated to reflect the grant application was not funded.
- ✦ **Subtask 7.1.3: SS4A - High Injury Network (HIN) Supplemental Implementation Plan** Additional detail and updated information on project activities and schedule.
- ✦ **Subtask 7.2: Take the Safe Route – Safe Access to School Study** Additional detail and updated information on project activities and schedule.

April 15, 2025



AGENDA ITEM 4 E

CONTRACT FOR EXTERNAL AUDITING SERVICES

TYPE OF ITEM: Consent

STATEMENT OF ISSUE

This item seeks Board ratification of the Executive Committee's approval to award the contract for external auditing services, subject to final legal approval, to the Certified Public Accountant (CPA) firm of James Moore and Company.

RECOMMENDED ACTION

Option 1: Ratify the Executive Committee's approval to award the contract for external auditing services to James Moore and Company, contingent upon final legal approval.

BACKGROUND

A Request for Supplier Qualifications for external auditing services was released on February 6, 2025. James Moore and Co. was the sole respondent. A notice of less than two responses and the intent to negotiate with James Moore and Co. was posted on March 3, 2025. The contract term is for three years with the option to renew for two years.

Consistent with the previous pricing structure, the contract establishes a set rate by year for completion of the annual Single Audit and the CRTPA's Financial Statements. The pricing structure is provided in **Attachment 1** and the Engagement Letter is provided as **Attachment 2**. The solicitation and contract also contain provisions for additional services should these be warranted.

At the March 17, 2025 meeting, the Executive Committee approved awarding the contract to James Moore and Co. and for staff to begin contract negotiations. The contract is in the closing stages of review and will be included with the agenda once finalized.

RECOMMENDED ACTION

Option 1: Ratify the Executive Committee's approval to award the contract for external auditing services to James Moore and Company, contingent upon final legal approval.

Option 2: CRTPA Board Discretion.

ATTACHMENTS

Attachment 1: Contract Fee Schedule

Attachment 2: Engagement Letter

Fee Schedule for Auditor services for the annual Single Audit and Financial Statement for Fiscal Years (FYs) 2024 through 2026. The terms of the contract allow for a two-year extension of auditor services for FY 2027 and FY 2028.

FY2024: \$25K

FY2025: \$27K

FY2026: \$29K

FY2027: \$31K

FY2028: \$33K



March 17, 2025

To the Board of Directors,
Capital Region Transportation Planning Agency:

You have requested that we audit the financial statements of the governmental activities and each major fund of the Capital Region Transportation Planning Agency (the Agency) as of September 30, 2024, 2025 and 2026, and for the years then ended, with the option to renew for fiscal years ending September 30, 2027, and/or 2028, and the related notes to the financial statements, which collectively comprise the Agency's basic financial statements as listed in the table of contents.

In addition, if applicable, we will audit the Agency's compliance over major federal award programs and major state projects for the years ended September 30, 2024, 2025, 2026, 2027, and/or 2028. We are pleased to confirm our acceptance and our understanding of this audit engagement by means of this letter. Our audits will be conducted with the objectives of our expressing an opinion on each opinion unit and an opinion on compliance regarding the Agency's major federal award programs and major state projects.

The objectives of our audit of the financial statements are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with auditing standards generally accepted in the United States of America (GAAS), and in accordance with Government Auditing Standards, and the provisions of Chapter 10.550, Rules of the State of Florida, Office of the Auditor General, will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

The objectives of our compliance audit are to obtain sufficient appropriate audit evidence to form an opinion and report at the level specified in the governmental audit requirement about whether the Agency complied in all material respects with the applicable compliance requirements and identify audit and reporting requirements specified in the governmental audit requirement that are supplementary to GAAS and Government Auditing Standards, if any, and perform procedures to address those requirements.

Accounting principles generally accepted in the United States of America (U.S. GAAP), as promulgated by the Governmental Accounting Standards Board (GASB) require that supplementary information, such as management's discussion and analysis (MD&A) or budgetary comparison information, be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the GASB, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the required supplementary information (RSI) in accordance with auditing standards generally accepted in the United States of America (GAAS). These limited procedures will consist primarily of inquiries of management regarding their methods of measurement and presentation, and comparing the information for consistency with management's responses to our inquiries. We will not express an opinion or provide any form of assurance on the RSI. The following RSI is required by U.S. GAAP. This RSI will be subjected to certain limited procedures but will not be audited:

1. Management's discussion and analysis
2. Budgetary comparison schedules
3. Pension and OPEB schedules (as applicable)

Supplementary information other than RSI will accompany the Agency's basic financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the basic financial statements and perform certain additional procedures, including comparing and reconciling the supplementary information to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and additional procedures in accordance with GAAS. We intend to provide an opinion on whether the following supplementary information is presented fairly in all material respects in relation to the basic financial statements as a whole:

1. Schedule of expenditures of federal awards and state financial assistance (if applicable)

Data Collection Form

If applicable, prior to the completion of our engagement, we will complete the sections of the Data Collection Form that are our responsibility, if the Data Collection Form is applicable. The form will summarize our audit findings, amounts and conclusions. It is management's responsibility to submit a reporting package including financial statements, schedule of expenditure of federal awards, summary schedule of prior audit findings and corrective action plan along with the Data Collection Form to the federal audit clearinghouse. The financial reporting package must be text searchable, unencrypted, and unlocked. Otherwise, the reporting package will not be accepted by the federal audit clearinghouse. We will assist you in the electronic submission and certification. You may request from us copies of our report for you to include with the reporting package submitted to pass-through entities.

The Data Collection Form, if applicable, is required to be submitted within the earlier of 30 days after receipt of our auditors' reports or nine months after the end of the audit period, unless specifically waived by a federal cognizant or oversight agency for audits. Data Collection Forms submitted untimely are one of the factors in assessing programs at a higher risk.

Audit of the Financial Statements

We will conduct our audits in accordance with GAAS and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States of America (if applicable); the audit requirements of Title 2 U.S. Code of Federal Regulations (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, Audit Requirements for Federal Awards* (Uniform Guidance) (if applicable); Section 215.97, Florida Statutes, *Florida Single Audit Act* (if applicable), and the provisions of Chapter 10.550, Rules of the State of Florida, Office of the Auditor General (if applicable). As part of an audit of financial statements in accordance with GAAS, and in accordance with Government Auditing Standards, and the provisions of Chapter 10.550, Rules of the State of Florida, Office of the Auditor General, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of controls.
- Obtain an understanding of the system of internal control in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Agency's internal control. However, we will communicate to you in writing concerning any significant deficiencies or material weaknesses in internal control relevant to the audit of the financial statements that we have identified during the audit.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the

financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

- Conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Agency's ability to continue as a going concern for a reasonable period of time.

Because of the inherent limitations of an audit, together with the inherent limitations of internal control, an unavoidable risk that some material misstatements may not be detected exists, even though the audit is properly planned and performed in accordance with U.S. GAAS and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States of America, and the provisions of Chapter 10.550, Rules of the State of Florida, Office of the Auditor General. Please note that the determination of abuse is subjective and *Government Auditing Standards* does not require auditors to detect abuse.

Our responsibility as auditors is limited to the period covered by our audit and does not extend to any other periods.

We will issue a written report upon completion of our audit of the Agency's basic financial statements. Our report will be addressed to the governing body of the Agency. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add an emphasis-of-matter or other-matter paragraph(s) to our auditors' report, or if necessary, withdraw from the engagement. If our opinions on the basic financial statements are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or to issue a report as a result of this engagement.

In accordance with the requirements of *Government Auditing Standards*, we will also issue a written report describing the scope of our testing over internal control over financial reporting and over compliance with laws, regulations, and provisions of grants and contracts, including the results of that testing. However, providing an opinion on internal control and compliance over financial reporting will not be an objective of the audit and, therefore, no such opinion will be expressed.

We also will issue a written report as required by Chapter 10.550, Rules of the State of Florida, Office of the Auditor General upon completion of our audit.

Reporting on Key Audit Matters

Management has not requested that we communicate key audit matters in our auditors' report for this fiscal year.

Significant Risks Identified

We have identified the following preliminary significant risks of material misstatement as part of our audit planning, which are being communicated to comply with auditing standards and do not represent any specific finding and/or concerns related to the audit:

- Override of internal controls by management
- Improper revenue recognition due to fraud
- Improper use of restricted resources

Our final communication of significant risks identified will take place upon completion of our audit.

Audit(s) of Major Program and/or Major Project Compliance

If applicable, our audit(s) of the Agency's major federal award program(s) and/or state project(s) compliance will be conducted in accordance with the requirements of the Single Audit Act, as amended; the Uniform Guidance; and Chapter 10.550, Rules of the State of Florida, Office of the Auditor General; and will include tests of accounting records, a determination of major programs and/or projects in accordance with the Uniform Guidance, Chapter 10.550, Rules of the State of Florida, Office of the Auditor General, and other procedures we consider necessary to enable us to express such an opinion on major federal award program and/or major state project compliance and to render the required reports. We cannot provide assurance that an unmodified opinion on compliance will be expressed. Circumstances may arise in which it is necessary for us to modify our opinion or withdraw from the engagement.

The Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether material noncompliance with applicable laws and regulations, the provisions of contracts and grant agreements applicable to major federal award programs, and the applicable compliance requirements occurred, whether due to fraud or error, and express an opinion on the Agency's compliance based on the audit. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS, Government Auditing Standards, and the Uniform Guidance will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements is considered material if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about the Agency's compliance with the requirements of the federal programs as a whole.

Our procedures will consist of determining major federal programs and, performing the applicable procedures described in the U.S. Office of Management and Budget OMB Compliance Supplement for the types of compliance requirements that could have a direct and material effect on each of the Agency's major programs, and performing such other procedures as we consider necessary in the circumstances. The purpose of those procedures will be to express an opinion on the Agency's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance.

Also, as required by the Uniform Guidance, we will obtain an understanding of the Agency's internal control over compliance relevant to the audit in order to design and perform tests of controls to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each of the Agency's major federal award programs. Our tests will be less in scope than would be necessary to render an opinion on these controls and, accordingly, no opinion will be expressed in our report. However, we will communicate to you, regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we have identified during the audit.

Chapter 10.550, Rules of the State of Florida, Office of the Auditor General requires that we also plan and perform the audit to obtain reasonable assurance about whether material noncompliance with applicable laws and regulations, the provisions of contracts and grant agreements applicable to major state projects, and the applicable compliance requirements occurred, whether due to fraud or error, and express an opinion on the Agency's compliance based on the audit. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS, Government Auditing Standards, and Chapter 10.550, Rules of the State of Florida, Office of the Auditor General, will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements is considered material if there is a substantial likelihood

that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about the Agency's compliance with the requirements of the state projects as a whole.

Our procedures will consist of tests of transactions and other applicable procedures described in the State of Florida State Projects Compliance Supplement for the types of compliance requirements that could have a direct and material effect on each of the Organization's major state projects, and performing such other procedures as we consider necessary in the circumstances. The purpose of these procedures will be to express an opinion on the Agency's compliance with requirements applicable to each of its major state projects in our report on compliance issued pursuant to Chapter 10.550, Rules of the State of Florida, Office of the Auditor General.

Also, as required by Chapter 10.550, Rules of the State of Florida, Office of the Auditor General, we will obtain an understanding of the Agency's internal control over compliance relevant to the audit in order to design and perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major state project. Our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to Chapter 10.550, Rules of the State of Florida, Office of the Auditor General. However, we will communicate to you, regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we have identified during the audit.

As part of a compliance audit in accordance with GAAS, and in accordance with Government Auditing Standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks.

We will issue a report on compliance that will include an opinion or disclaimer of opinion regarding the Agency's major federal award programs and/or major state projects, and a report on internal controls over compliance that will report any significant deficiencies and material weaknesses identified; however, such report will not express an opinion on internal control.

Management's Responsibilities

Our audit will be conducted on the basis that management acknowledge and understand that they have responsibility:

1. For the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America;
2. For the design, implementation, and maintenance of the system of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error;
3. For identifying, in its accounts, all federal awards received and state financial assistance expended during the period and the federal programs under which they were received;
4. For maintaining records that adequately identify the source and application of funds for federally funded activities;
5. For preparing the schedule of expenditures of federal awards and/or state financial assistance (including notes and noncash assistance received) in accordance with the Uniform Guidance (if applicable) and Chapter 10.550, Rules of the State of Florida, Office of the Auditor General requirements (if applicable);
6. For the design, implementation, and maintenance of internal control over federal awards, state financial assistance, and compliance;
7. For establishing and maintaining effective internal control over federal awards and state financial assistance that provides reasonable assurance that the Agency is managing federal awards and state

- projects in compliance with federal and state statutes, regulations, and the terms and conditions of the federal awards and state financial assistance;
8. For identifying and ensuring that the Agency complies with federal laws and state statutes, regulations, and the terms and conditions of federal award programs and state financial assistance projects and implementing systems designed to achieve compliance with applicable federal and state statutes, regulations, rules, provisions of contracts or grant agreements, and the terms and conditions of federal award programs and state financial assistance projects;
 9. For disclosing accurately, currently, and completely the financial results of each federal award and major state project in accordance with the requirements of the award;
 10. For identifying and providing report copies of previous audits, attestation engagements, or other studies that directly relate to the objectives of the audit, including whether related recommendations have been implemented;
 11. For taking prompt action when instances of noncompliance are identified;
 12. For addressing the findings and recommendations of auditors, for establishing and maintaining a process to track the status of such findings and recommendations and taking corrective action on reported audit findings from prior periods and preparing a summary schedule of prior audit findings;
 13. For following up and taking corrective action on current year audit findings and preparing a corrective action plan for such findings;
 14. For submitting the reporting package and data collection form to the appropriate parties;
 15. For making the auditor aware of any significant contractor relationships where the contractor is responsible for program compliance;
 16. To provide us with:
 - a. Access to all information of which management is aware that is relevant to the preparation and fair presentation of the financial statements, including the disclosures, and relevant to federal award programs and state financial assistance projects, such as records, documentation, and other matters;
 - b. Additional information that we may request from management for the purpose of the audit;
 - c. Unrestricted access to persons within the Agency and others from whom we determine it necessary to obtain audit evidence.
 - d. A written acknowledgement of all the documents that management expects to issue that will be included in the annual report and the planned timing and method of issuance of that annual report; and
 - e. A final version of the annual report (including all the documents that, together, comprise the annual report) in a timely manner prior to the date of the auditors' report
 17. For adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the current year period(s) under audit are immaterial, both individually and in the aggregate, to the financial statements as a whole;
 18. For acceptance of nonattest services, including identifying the proper party to oversee nonattest work;
 19. For maintaining adequate records, selecting and applying accounting principles, and safeguarding assets;
 20. For informing us of any known or suspected fraud affecting the Agency involving management, employees with significant role in the system of internal control and others where fraud could have a material effect on compliance;
 21. For the accuracy and completeness of all information provided;
 22. For taking reasonable measures to safeguard protected personally identifiable and other sensitive information;
 23. For confirming your understanding of your responsibilities as defined in this letter to us in your management representation letter; and
 24. For identifying and ensuring that the Agency complies with applicable laws, regulations, contracts, agreements, and grants.
 25. Additionally, it is management's responsibility to follow up and take corrective action on reported audit findings and to prepare a summary schedule of prior audit findings and a corrective action

plan. The summary schedule of prior audit findings should be available for our review on the first day of fieldwork.

With regard to the supplementary information referred to above, you acknowledge and understand your responsibility (a) for the preparation of the supplementary information in accordance with the applicable criteria, (b) to provide us with the appropriate written representations regarding supplementary information, (c) to include our report on the supplementary information in any document that contains the supplementary information and that indicates that we have reported on such supplementary information, and (d) to present the supplementary information with the audited financial statements, or if the supplementary information will not be presented with the audited financial statements, to make the audited financial statements readily available to the intended users of the supplementary information no later than the date of issuance by you of the supplementary information and our report thereon.

As part of our audit process, we will request from management written confirmation concerning representations made to us in connection with the audit.

Additional Examination Engagements

You have requested that we examine the Agency's compliance for the fiscal years ended September 30, 2024, 2025, 2026, 2027, and/or 2028,, with the following statutes (collectively, "the Statutes"):

- Section 218.415, Florida Statutes, *Local Government Investment Policies*

We are pleased to confirm our acceptance and our understanding of this direct examination engagement by means of this letter. Our examination will be conducted with the objective of obtaining reasonable assurance by evaluating whether the Agency complied in all material respects with the Statutes and performing other procedures to obtain sufficient appropriate evidence to express an opinion in a written practitioner's report that conveys the results of our evaluation.

Practitioner Responsibilities

We will conduct our examination in accordance with the attestation standards established by the AICPA. An examination involves performing procedures to obtain attest evidence about whether the Agency complied with the Statutes, in all material respects. An examination involves performing procedures to obtain evidence about the Agency's compliance with the Statutes. The nature, timing, and extent of procedures selected depend on the practitioner's judgment, including the assessment of the risks of material misstatement of the underlying subject matter, whether due to fraud or error.

Because of the inherent limitations of an examination engagement, together with the inherent limitations of internal control, an unavoidable risk exists that some material misstatements may not be detected, even though the examination is properly planned and performed in accordance with the attestation standards. However, we will inform you of any material noncompliance with laws or regulations, uncorrected misstatements, fraud, and when relevant to the underlying subject matter or subject matter information, internal control deficiencies that comes to our attention, unless clearly inconsequential.

Management Responsibilities

Our examination will be conducted on the basis that management and, when appropriate, those charged with governance, acknowledge and understand that they have responsibility:

1. For ensuring the Agency complies with the Statutes;
2. For the design, implementation, and maintenance of internal control to prevent, or detect and correct, misstatement of or noncompliance with the Statutes, due to fraud or error;
3. For selecting the criteria for the evaluation of the Agency's compliance with the Statutes;

4. Determining that such criteria are suitable, will be available to the intended users, and are appropriate for the purpose of the engagement; and
5. To provide us with:
 - a. Access to all information of which management is aware that is relevant to compliance with the Statutes, such as records, documentation, and other matters and that you are responsible for the accuracy and completeness of that information;
 - b. Additional information that we may request from management for the purpose of the examination; and
 - c. Unrestricted access to persons within the Agency from whom we determine it necessary to obtain attest evidence.

As part of our examination process, we will request from you written confirmation concerning representations made to us in connection with the examination.

Reporting

We will issue a written report upon completion of our examination of the Agency's compliance with the Statutes. Our report will be addressed to the governing body. We cannot provide assurance that an unmodified opinion will be expressed. Circumstances may arise in which it is necessary for us to modify our opinion, add an emphasis-of-matter or other-matter paragraph(s), or withdraw from the engagement.

Nonattest Services

We will perform the following nonattest services: preparation of data collection form (if applicable). With respect to any nonattest services we perform, we will not assume management responsibilities on behalf of the Agency. However, we will provide advice and recommendations to assist management of the Agency in performing its responsibilities. The Agency's management is responsible for (a) making all management decisions and performing all management functions; (b) assigning a competent individual (Suzanne Lex) to oversee the services; (c) evaluating the adequacy of the services performed; (d) evaluating and accepting responsibility for the results of the services performed; and (e) designing, establishing, and maintaining the system of internal control, including the process used to monitor the system of internal control.

Our responsibilities and limitations of the engagement are as follows. We will perform the services in accordance with applicable professional standards. This engagement is limited to the services previously outlined. Our firm, in its sole professional judgment, reserves the right to refuse to do any procedure or take any action that could be construed as making management decisions or assuming management responsibilities, including determining account coding and approving journal entries. Our firm may advise the Agency with regard to different matters, but the Agency must make all decisions with regard to those matters.

Any nonattest services performed by us do not constitute an audit performed in accordance with *Government Auditing Standards*.

Engagement Administration, Fees, and Other

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents or support for any other transactions we select for testing.

We do not host, are not the custodian of, and accept no responsibility for your financial and non-financial data. You acknowledge that you have sole responsibility for the storage and preservation of your financial and non-financial data.

During the course of the audit, we may observe opportunities for economy in, or improved controls over, your operations. We will bring such matters to the attention of the appropriate level of management, either orally or in writing.

You agree to inform us of facts that may affect the financial statements of which you may become aware during the period from the date of the auditors' report to the date the financial statements are issued.

Zach Chalifour is the service leader for the audit services specified in this letter. The service leader's responsibilities include supervising the services performed as part of this engagement and signing or authorizing another qualified firm representative to sign the reports.

Our fees for the audit of the financial statements and related services, including expenses, for each of the fiscal years included in this engagement are as follows:

Year Ending September 30,	Financial Statement Audit Fee
2024	\$25,000
2025	\$27,000
2026	\$29,000
2027*	\$31,000
2028*	\$33,000

*Subject to exercising of annual renewal options.

Our ability to provide services in accordance with our estimated fees depends on the quality, timeliness, and accuracy of the Agency's records, and, for example, the number of general ledger adjustments required as a result of our work. We will also need your personnel to be readily available during the engagement to respond in a timely manner to our requests. Lack of preparation, poor records, general ledger adjustments and/or untimely assistance may result in an increase of our fees.

We will not increase the fee over the agreed amount as long as the scope of the audit is consistent with the scope outlined in the Request for Proposal. The Agency is not completely in control of the scope of work for future years. Significant required changes may be mandated by federal, state, other regulatory agencies or accounting and auditing standards boards or by significant staff changes within the Agency. For these reasons, if the scope of the audit changes significantly from the scope outlined in the RFP, we would present for approval, prior to commencing work, why an adjustment in fee is warranted.

At the conclusion of our audit engagement, we will communicate to those charged with governance the following significant findings from the audit:

- Our view about the qualitative aspects of the Agency's significant accounting practices;
- Significant difficulties, if any, encountered during the audit;
- Uncorrected misstatements, other than those we believe are trivial, if any;
- Disagreements with management, if any;
- Other findings or issues, if any, arising from the audit that are, in our professional judgment, significant and relevant to those charged with governance regarding their oversight of the financial reporting process;
- Material, corrected misstatements that were brought to the attention of management as a result of our audit procedures;
- Representations we requested from management;
- Management's consultations with other accountants, if any; and
- Significant issues, if any, arising from the audit that were discussed, or the subject of correspondence, with management.


In accordance with the requirements of *Government Auditing Standards*, we have attached a copy of our latest external peer review report of our firm for your consideration and files.

The audit documentation for this engagement is the property of James Moore & Co., P.L. and constitutes confidential information. However, we may be requested to make certain audit documentation available to a grantor or their designee, a federal or state agency providing direct or indirect funding, or the U.S. Government Accountability Office pursuant to authority given to it by laws or regulation, or to peer reviews. If requested, access to such audit documentation will be provided under the supervision of James Moore & Co., P.L. personnel. We will notify you of any such request. Furthermore, upon request, we may provide copies of selected audit documentation to these agencies and regulators. The regulators and agencies may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

In the normal course of business, we use the services of third parties and individual contractors, which are not employees of James Moore & Co., P.L. Those services are performed at various levels and in various aspects our engagements including bookkeeping, tax return preparation, consulting, audit and other attest services and clerical and data entry functions. It is possible that during the course of the engagement we may utilize such third-party and individual contractor sources. Additionally, the engagement will, of necessity, require us to handle confidential information and we expects third-party service providers and individual contractors to maintain the confidentiality of such information. To be reasonably assured that unauthorized release of confidential client information does not occur, we require those individuals and third-party service providers to enter into a written agreement to maintain the confidentiality of such information. Your acceptance of this arrangement acknowledges and accepts our handling of confidential information including access by third-party and individual service providers.

We appreciate the opportunity to be of service to the Capital Region Transportation Planning Agency and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,



JAMES MOORE & CO., P.L.

RESPONSE: This letter correctly sets forth the understanding of the Capital Region Transportation Planning Agency for the audit of the City's financial statements for the fiscal years ending September 30, 2024, 2025, and 2026.

By_____ Title_____ Date_____

RENEWAL OPTION #1: The Capital Region Transportation Planning Agency hereby elects to extend this agreement for the audit of the City's financial statements for the fiscal year ending September 30, 2027.

By_____ Title_____ Date_____

RENEWAL OPTION #2: The Capital Region Transportation Planning Agency hereby elects to extend this agreement for the audit of the City's financial statements for the fiscal year ending September 30, 2028.

By_____ Title_____ Date_____

WARREN, STONE & ASSOCIATES, LLC

CERTIFIED PUBLIC ACCOUNTANTS AND BUSINESS ADVISORS

Report on the Firm's System of Quality Control

April 23, 2024

To the Members of
James Moore & Co., P.L.
and the Peer Review Committee of the Florida Institute of CPAs

We have reviewed the system of quality control for the accounting and auditing practice of James Moore & Co., P.L. (the firm) in effect for the year ended October 31, 2023. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at www.aicpa.org/prsummary. The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

Firm's Responsibility

The firm is responsible for designing and complying with a system of quality control to provide the firm with reasonable assurance of performing and reporting in conformity with the requirements of applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported on in conformity with the requirements of applicable professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of and compliance with the firm's system of quality control based on our review.

Required Selections and Considerations

Engagements selected for review included engagements performed under *Government Auditing Standards*, including compliance audits under the Single Audit Act, and audits of employee benefit plans.

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

Opinion

In our opinion, the system of quality control for the accounting and auditing practice of James Moore & Co., P.L. in effect for the year ended October 31, 2023, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. James Moore & Co., P.L. has received a peer review rating of *pass*.

Warren, Stone & Associates, LLC

Warren, Stone & Associates, LLC

April 15, 2025



AGENDA ITEM 4 F

FISCAL YEAR (FY) 2027 – FY 2031 TRANSPORTATION ALTERNATIVES PROJECT PRIORITY LIST

TYPE OF ITEM: Consent

STATEMENT OF ISSUE

This item seeks approval of the CRTPA FY 2027 – FY 2031 CRTPA Transportation Alternatives (TA) Project Priority Project List (PPL), provided as ***Attachment 1***.

CRTPA COMMITTEE ACTIONS

The CRTPA's Technical Advisory Committee and Citizen's Multimodal Advisory Committee met on April 1 and both committees voted to recommend the CRTPA adopt the CRTPA FY 2027 – FY 2031 Transportation Alternatives Project Priority List.

RECOMMENDED ACTION

Option 1: Adopt the CRTPA FY 2027 – FY 2031 Transportation Alternatives Project Priority List.

THE LATEST

The CRTPA solicits *new* TA projects occurs every two-years, with solicitation most recently occurring in late 2023. As a result, the projects shown on this year's Draft TA PPL contain the projects that were included on last year's adopted TA PPL that did not receive funding*. The general ranked order of the projects has remained the same as last year's list (new TA projects for inclusion on next year's TA PPL are scheduled to be solicited in December 2025).

*Note- Last year's #2 ranked project (Waverly Road Sidewalks (1.22 miles)) was funded in the most recent FDOT FY 26 – FY 30 Work Program and, as a result, was not included in the updated TA PPL. Specifically, \$1.9M of TA funds was placed on the project in FY 26.

BACKGROUND

The federal Transportation Alternatives Program was established with the July 6, 2012, signing of P.L. 112-141, the Moving Ahead for Progress in the 21st Century Act (MAP-21) by President Obama. Transportation Alternatives encompass a variety of smaller-scale transportation projects such as pedestrian and bicycle facilities, recreational trails, safe routes to school projects, community improvements such as historic preservation and vegetation management, and environmental mitigation related to stormwater and habitat connectivity.

For those Metropolitan Planning Organizations with a population greater than 200,000 (which includes the C RTPA), the agency must manage the competitive grant process, necessitating the creation of the C RTPA Transportation Alternatives Program (TAP). As a result, the C RTPA TAP coordinates the solicitation and ranking of TA projects within the four-county C RTPA region prior to provision of the ranked projects to the Florida Department of Transportation (FDOT) for funding consideration.

The C RTPA TAP solicits *new* applications biennially (every two years), consistent with Board direction. The most recent solicitation of new applications occurred in late 2023 for the current cycle of applications that are reflected on the draft TA PPL.

Guiding the C RTPA TA Program is the C RTPA TA Subcommittee. The subcommittee, consisting of three (3) members from each of the C RTPA’s two (2) committees (Citizens Multimodal Advisory Committee (CMAC) and Technical Advisory Committee (TAC)), reviews and recommends a ranking of the TA applications to the C RTPA Board.

The review of applications by the TA Subcommittee involves use of evaluation criteria that is adopted by the C RTPA Board (most recently in November 2023). Ultimately, the projects are placed in recommended priority order on the agency’s TA Project Priority List for C RTPA Board consideration and adoption (prior to submission to the FDOT).

FUNDING INFORMATION

The 2021 passage of the [Bipartisan Infrastructure Law \(BIL\)](#) included changes to the TA Program. Such changes include increased funding to the program as the [BIL](#) nearly doubled funding for the Transportation Alternatives (TA) Set-Aside (from \$850 million annually for fiscal years 2018 through 2020 to an average annual amount of \$1.44 billion from 2022 through 2026).

Within the C RTPA region, this increase amounts to an approximate annual average of \$660,000 of dedicated TA funds over the next five years pursuant to funding estimates provided to the C RTPA by FDOT District 3. Previously, the C RTPA received approximately \$330,000 annually in TA funding exclusively dedicated to the C RTPA region.

Additional changes to the TA Program associated with the BIL include new language and guidance related to *equity*. Specifically, states are required to define “high need” communities and prioritize such communities in project selection.

EVALUATION CRITERIA

Due to federal changes to the TA Program from the BIL discussed above, a reexamination of the CRTPA’s adopted review criteria occurred on October 18, 2023 by the TA Subcommittee. Ultimately, the Subcommittee evaluated the existing criteria (adopted by the CRTPA in January 2020) and recommended the following evaluation criteria which were adopted by the CRTPA in November 2023:

CRTPA TRANSPORTATION ALTERNATIVES EVALUATION CRITERIA *		MAXIMUM POINTS
1	SAFETY (Describe how the project will improve public safety for all transportation users including addressing documented safety concerns)	20
2	CONNECTIVITY (Describe how the project facilitates or improves multimodal linkages)	20
3	EQUITY (Describe how the project addresses equity by improving access to traditionally underserved communities as determined by the U.S. Census. Such communities could include low-income residents, minorities, those with limited English proficiency, persons with disabilities, children, or older adults)	20
4	PUBLIC BENEFIT (Describe how the project improves the public travel experience and travel options, including benefits to the environment)	20
5	REGIONAL PLANS (Describe how the project relates to the adopted plans of the region)	10
6	COMMUNITY SUPPORT	10
Maximum Total Points		100

TRANSPORTATION ALTERNATIVES APPLICATIONS

In its most recent solicitation of TA projects in late 2023, the CRTPA received a total of four (4) applications for TA funding consideration. The following applications were received:

- [Spring Creek Highway \(CR 365\) Phase I - Multi-Use Path](#)/Funding Sought: \$763,081 (Sponsor: Wakulla County) (Total Project Cost: \$763,081*)
- [Dr. MLK, Jr. Memorial Road Phase II - Multi-Use Path](#)/Funding Sought: \$947,633 (Sponsor: Wakulla County) (Total Project Cost: \$947,633*)
- [Highland Drive Sidewalk](#)/Funding Sought: \$1,647,814 (Sponsor: Leon County) (Total Project Cost: \$2,554,111)
- [Waverly Road Sidewalk](#)/Funding Sought: \$ 1,320,000 (Sponsor: City of Tallahassee) (Total Project Cost: \$3,500,000)

*Note Funding request updated in 2025.

ATTACHMENT

ATTACHMENT 1

Capital Region Transportation Planning Agency
DRAFT Transportation Alternatives (TA) Project Priority List
Fiscal Year (FY) 2027 - FY 2031

Priority	Project Name	Limits	Funding Sought	Phase
1	Spring Creek Highway (CR 363) (Phase 1) Multi Use Path Sponsor: Wakulla County	US 98 to Parkland Drive (1.13 miles)	\$988,718	Construction & CEI
2	Dr. MLK, Jr. Memorial Boulevard (Phase II) Multi Use Path Sponsor: Wakulla County	Mallard Pond Circle to Pheasant Hill Trail (1.6 miles)	\$1,160,428	Construction & CEI
3	Highland Drive Sidewalk Project Sponsor: Leon County	Buck Lake Road to Mahan Drive (0.67 miles)	\$1,647,814	Construction



April 15, 2025

AGENDA ITEM 4 G

CITIZENS MULTIMODAL ADVISORY COMMITTEE APPOINTMENT

TYPE OF ITEM: Consent

STATEMENT OF ISSUE

This item seeks board approval of the appointment of George Reynolds to serve on the CRTPA's Citizens Multimodal Advisory Committee (CMAC). The application of Mr. Reynolds is provided as ***Attachment 1***.

RECOMMENDED ACTION

Option 1: Approve the appointment of George Reynolds to the CRTPA's Citizens Multimodal Advisory Committee


BACKGROUND

The CMAC is an advisory committee to the CRTPA composed of volunteers who dedicate their time and advice to the CRTPA on issues pertaining to transportation planning within the region. Pursuant to Article III, Section 2 of the CMAC Bylaws, the CMAC may consist of a maximum of fifteen (15) voting representatives from the four (4) county region. Currently, the CMAC is comprised of eleven (11) members. In addition to the CMAC, the CRTPA is advised by the [Technical Advisory Committee \(TAC\)](#), which is composed of local and state planners and engineers with expertise in the area of transportation.

ATTACHMENT

Attachment 1: Application of George Reynolds

Capital Region Transportation Planning Agency CITIZEN'S MULTIMODAL ADVISORY COMMITTEE (CMAC) APPLICATION

Please return to: Capital Region Transportation Planning Agency 300 S. Adams St., 3rd Floor Tallahassee, Florida 32301 Or: Email: yulonda.mitchell@crtpa.org		This application will remain in active files for two years. Please contact the CRTPA to advise of any changes regarding the information on this application. Email: yulonda.mitchell@crtpa.org PHONE: 850-891-8628
Name: George Spears Reynolds IV		Date: 02/17/2025
Phone: 850-567-2445		Email: georey4@hotmail.com
Please list your specific employer/occupation if employed by a State, Federal, or local government: N/A		
Employer: Carr, Allison, Oliver & Sisson, P.C., Inc.		
Please provide your home and work address (if applicable). Please check that box of your preferred mailing address.		
<input checked="" type="checkbox"/> Home Address: 435 Hillcrest Street City/State/Zip: Tallahassee, FL 32308		
<input type="checkbox"/> Work Address: 305 S. Gadsden Street City/State/Zip: Tallahassee, FL 32301		
<p style="text-align: center;">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).</p> <p style="text-align: center;"><i>Please also note if you are physically challenged</i> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p> 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 checked="" type="checkbox"/> White <input checked="" type="checkbox"/> Male </p>		
Please identify any potential conflicts. Such conflicts may include pursuit of CRTPA consultant work related to the provision of professional services:		
Do you ride the bus? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Do you drive a car? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please circle your age bracket 18 – 25 / 26 - 35 / <u>36 - 49</u> / 50 and over		Do you bicycle to work/shopping? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Do you bicycle for recreation? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Do you walk to work/shopping? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Do you walk for recreation? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Can you serve a multi-year term? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Can you regularly attend meetings? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Please circle any special population interests you may represent:		
Road Cyclists, Off-Road Cyclists, Transit Users, Transportation Disadvantaged		
Child, Youth, or Senior Pedestrian Advocates, Students, Seniors, Persons with Disabilities		

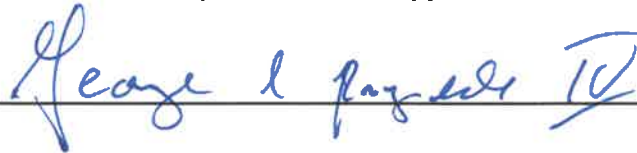
CITIZEN'S MULTIMODAL ADVISORY COMMITTEE APPLICATION

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.

I previously worked as an attorney for Blueprint Intergovernmental Agency (4 years) and FDOT (8 years) and have an interest in transportation planning. My interests include development of an integrated, safe, efficient, cost-effective, and environmentally beneficial transportation network for all users. In addition to my law degree I also have a masters of law in environmental policy. During my work at FDOT, I took part in environmental reviews of transportation projects and obtaining NEPA and other approvals. I also worked with staff to ensure adequate opportunities for public participation during this process. I currently serve on the Leon County Planning Commission and Local Planning Agency. I believe my experience and skill set would be beneficial to the committee and CRPTA.

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 850-891-8630.

The telephone number for the Florida Relay TDD Service is 711 or 1-800-955-8771.

April 15, 2025



AGENDA ITEM 4H

EXECUTIVE DIRECTOR'S QUARTERLY TIMESHEETS APPROVAL

TYPE OF ITEM: Consent

STATEMENT OF ISSUE

This item seeks Board approval of the Executive Director's timesheets for the last fiscal quarter of January 1, 2025, through March 31, 2025.

RECOMMENDED ACTION

Option 1: Approve Executive Director's timesheets for the period January 1, 2025, through March 31, 2025.

BACKGROUND

The Florida Department of Transportation (FDOT) annually evaluates and certifies the CRTPA program activities. A component of the certification review is monitoring fiscal records and procedures. One monitoring item requested is documentation that the Board or the Executive Committee has approved the Executive Director's timesheets.

As a result, staff is seeking Board approval of Greg Slay's timesheets for January 1, 2025, through March 31, 2025.


OPTIONS

Option 1: Approve Executive Director's timesheets for the period of January 1, 2025, through March 31, 2025. (Recommended).

Option 2: CRTPA Board Discretion

ATTACHMENTS


Attachment 1: Executive Director's Timesheets for January 1, 2025, through March 31, 2025.

EMP NAME: Greg Slay		PAYROLL DATE: 1/17/25		
EMP # 14156	DATE RANGE: 12/30/24		1/10/25	
DEPT: 460101				
C RTPA EMPLOYEE TIME SHEET				
DAY	DATE	VACATION HOURS	SICK HOURS	OTHER LEAVE
Mon	12/30/24			
Tues	12/31/24			
Wed	1/1/25			8 - Holiday
Thurs	1/2/25			
Fri	1/3/25			
Mon	1/6/25			
Tues	1/7/25			
Wed	1/8/25			
Thurs	1/9/25			
Fri	1/10/25			
Comments:				
By signing below the employee indicates that the foregoing are the hours of leave taken during the payroll period and that aside from such leave time, the employee has worked during the payroll period in accordance with his/her job requirements.				
			January 10, 2025	
EMPLOYEE SIGNATURE			DATE	

CRTPA TASK SHEET

Employee Name	Greg Slay		
Employee Number	14156		
Department	CRTPA VACATION, SICK, HOLIDAY OR OTHER TIME SHOULD BE LISTED UNDER THE ADMIN TASK		
Payroll Date	01/17/25		
Payroll Range	12/30/24	thru	01/10/25

		Task 1.0 Admin	Task 2.0 Data Collection	Task 3.0 LRP	Task 4.0 SRP	Task 5.0 Mobility Planning	Task 6.0 Public Inv.	Task 7.0 Special Projects		
Day	Date	701	989	703	990	706	705	995	Hours	Activity
Mon	12/30/24	2		1		1	1	1	8	Admin, RMP, ITS-PROTECT Grant, SS4A
Tues	12/31/24	2	2		1	3	2		8	Admin, Audit, crash data, ITS-PROTECT Grant, regional trails, Title VI
Wed	01/01/25	8							8	Holiday
Thurs	01/02/25	2	1				2	3	8	Admin, crash data, Title VI, SS4A
Fri	01/03/25		3	1		2		2	8	Crash data, RMP, regional trails, SS4A
Mon	01/06/25	4	1	1		1			8	Admin, staff meeting, certification, crash data, RMP, SS4A
Tues	01/07/25	3	1	1	1		1	1	8	Admin, certification, U-SDK, PIP, N. Monroe
Wed	01/08/25	6		1		1			8	Certification, model validation, regional trails
Thurs	01/09/25	3	2	1		2			8	Admin, certification, I-10 crash data, RMP, ITS
Fri	01/10/25	3	3			2			8	Certification, crash data, ITS

EMP NAME:	Greg Slay	PAYROLL DATE:	1/31/25	
EMP #	14156	DATE RANGE:	1/13/25	1/24/25
DEPT:	460101			
CRTPA EMPLOYEE TIME SHEET				
DAY	DATE	VACATION HOURS	SICK HOURS	OTHER LEAVE
Mon	1/13/25			
Tues	1/14/25			
Wed	1/15/25			
Thurs	1/16/25			
Fri	1/17/25			
Mon	1/20/25			8-Holiday
Tues	1/21/25			
Wed	1/22/25			
Thurs	1/23/25			
Fri	1/24/25			
Comments:				
<p>By signing below the employee indicates that the foregoing are the hours of leave taken during the payroll period and that aside from such leave time, the employee has worked during the payroll period in accordance with his/her job requirements.</p> <div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="text-align: center;">  </div> <div style="text-align: right;"> <p>Janaury 24, 2025</p> </div> </div>				
EMPLOYEE SIGNATURE			DATE	

CRTPA TASK SHEET


Employee Name	Greg Slay		
Employee Number	14156		
Department	CRTPA VACATION, SICK, HOLIDAY OR OTHER TIME SHOULD BE LISTED UNDER THE ADMIN TASK		
Payroll Date	01/31/25		
Payroll Range	01/13/25	thru	01/24/25

		Task 1.0 Admin	Task 2.0 Data Collection	Task 3.0 LRP	Task 4.0 SRP	Task 5.0 Mobility Planning	Task 6.0 Public Inv.	Task 7.0 Special Projects
Day	Date	701	989	703	990	706	705	995
Mon	01/13/25	4		1		1	2	
Tues	01/14/25		2				3	3
Wed	01/15/25		3				2	3
Thurs	01/16/25	4	2			1		1
Fri	01/17/25	2		3	1			2
Mon	01/20/25	8						
Tues	01/21/25	8						
Wed	01/22/25	8						
Thurs	01/23/25	3		1		1		3
Fri	01/24/25	2	2			2		2

Hours

Activity

- 8 Admin, certification, regional trails, Bicycle Working Group, COT SS4A presentation
- 8 Crash data, COT SS4A presentation, SS4A
- 8 Crash data, COT SS4A presentation, SS4A
- 8 Admin, FMPPP, Performance Measures, ITS, SS4A
- 8 Admin, RMP, TIP, SS4A
- 8 Holiday
- 8 Admin, Board retreat, staff meeting
- 8 Snow Day
- 8 Admin, audit, RMP, ITS, SS4A, SRTS
- 8 Admin, crash data, regional trails, SS4A

EMP NAME:	Greg Slay	PAYROLL DATE:	2/14/25	
EMP #	14156	DATE RANGE:	1/27/25	2/7/25
DEPT:	460101			
CRTPA EMPLOYEE TIME SHEET				
DAY	DATE	VACATION HOURS	SICK HOURS	OTHER LEAVE
Mon	1/27/25			
Tues	1/28/25			
Wed	1/29/25			
Thurs	1/30/25			
Fri	1/31/25			
Mon	2/3/25			
Tues	2/4/25			
Wed	2/5/25			
Thurs	2/6/25			
Fri	2/7/25			
Comments:				
<p>By signing below the employee indicates that the foregoing are the hours of leave taken during the payroll period and that aside from such leave time, the employee has worked during the payroll period in accordance with his/her job requirements.</p> <div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="text-align: center;">  </div> <div style="text-align: right;"> February 7, 2025 </div> </div>				
EMPLOYEE SIGNATURE			DATE	

CRTPA TASK SHEET

Employee Name

Greg Slay

Employee Number

14156

Department

CRTPA

VACATION, SICK, HOLIDAY OR OTHER TIME SHOULD BE LISTED UNDER THE ADMIN TASK

Payroll Date

02/14/25


Payroll Range

01/27/25

thru

02/07/25

		Task 1.0 Admin	Task 2.0 Data Collection	Task 3.0 LRP	Task 4.0 SRP	Task 5.0 Mobility Planning	Task 6.0 Public Inv.	Task 7.0 Special Projects	Hours	Activity
Day	Date	701	989	703	990	706	705	995		
Mon	01/27/25	4	3			1			8	Admin, certification, staff meeting, U-SDK, crash data, regional trails
Tues	01/28/25	2	1	3	1			1	8	Admin, crash data, Wakulla County, regional trails, SS4A
Wed	01/29/25	2		1	1	2		2	8	Admin, RMP, regional trails, N. Monroe
Thurs	01/30/25	5	1			1		1	8	Admin, ARPC meeting, Certification, Half meeting, crash data, SS4A
Fri	01/31/25	1	3	1		1		2	8	Admin, Crash data, legislative review, regional trails, SS4A, N. Monroe
Mon	02/03/25	4				2		2	8	Admin, audit RFQ, staff meeting, RMP, regional trails, SRTS
Tues	02/04/25	6						2	8	Admin, committees, N. Monroe SS4A
Wed	02/05/25	2	3			2		1	8	Admin, crash data (I-10), performance measures, N. Monroe SS4A
Thurs	02/06/25		2	2	2	2			8	Crash data, RMP, Tennessee Street safety study, TLH-AAM
Fri	02/07/25		3	2		2		1	8	Crash data, RMP, TLH-AAM, ITS, SS4A

EMP NAME:	Greg Slay	PAYROLL DATE:	2/28/25	
EMP #	14156	DATE RANGE:	2/10/25	2/21/25
DEPT:	460101			
CRTPA EMPLOYEE TIME SHEET				
DAY	DATE	VACATION HOURS	SICK HOURS	OTHER LEAVE
Mon	2/10/25			
Tues	2/11/25			
Wed	2/12/25			
Thurs	2/13/25			
Fri	2/14/25			
Mon	2/17/25			
Tues	2/18/25			
Wed	2/19/25			
Thurs	2/20/25			
Fri	2/21/25			
Comments:				
<p>By signing below the employee indicates that the foregoing are the hours of leave taken during the payroll period and that aside from such leave time, the employee has worked during the payroll period in accordance with his/her job requirements.</p> <div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="text-align: center;">  </div> <div style="text-align: right;"> February 21, 2025 </div> </div>				
EMPLOYEE SIGNATURE			DATE	

CRTPA TASK SHEET

Employee Name

Greg Slay

Employee Number

14156

Department

CRTPA

VACATION, SICK, HOLIDAY OR OTHER TIME SHOULD BE LISTED UNDER THE ADMIN TASK

Payroll Date

02/28/25


Payroll Range

02/10/25

thru

02/21/25

		Task 1.0 Admin	Task 2.0 Data Collection	Task 3.0 LRP	Task 4.0 SRP	Task 5.0 Mobility Planning	Task 6.0 Public Inv.	Task 7.0 Special Projects	Hours	Activity
Day	Date	701	989	703	990	706	705	995		
Mon	02/10/25	2	2	1		2		1	8	Admin, crash data, RMP, Bike Working Group, N. Monroe
Tues	02/11/25	2	1		2	2		1	8	Staff meeting, crash data, PPLs, honorary trail des., N. Monroe
Wed	02/12/25	2	1		1	1		3	8	Admin, US 98/Spring Creek Road, regional trails, N. Monroe, SRTS
Thurs	02/13/25	2		1		2		3	8	Admin, T2H PD&E, N. Monroe, SRTS
Fri	02/14/25		4	1		2		1	8	Crash data (I-10), RMP, regional trails, SRTS
Mon	02/17/25	3		1	1	1		2	8	Admin, Briefing - R. Minor, Woodville Hwy, N. Monroe
Tues	02/18/25	4		1		1		2	8	Admin, Board meeting, RMP, N. Monroe
Wed	02/19/25	8							8	FHWA Certification
Thurs	02/20/25	2		6					8	Admin, Woodville Highway
Fri	02/21/25	2	3	2		1			8	Admin, crash data, U-SDK, US 98/Spring Creek Rd, regional trails

EMP NAME:	Greg Slay	PAYROLL DATE:	3/14/25	
EMP #	14156	DATE RANGE:	2/24/25	3/7/25
DEPT:	460101			
CRTPA EMPLOYEE TIME SHEET				
DAY	DATE	VACATION HOURS	SICK HOURS	OTHER LEAVE
Mon	2/24/25			
Tues	2/25/25			
Wed	2/26/25			
Thurs	2/27/25			
Fri	2/28/25			
Mon	3/3/25		6	
Tues	3/4/25			
Wed	3/5/25		4	
Thurs	3/6/25		4	
Fri	3/7/25			
Comments:				
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EMPLOYEE SIGNATURE			DATE	

CRTPA TASK SHEET

Employee Name	Greg Slay		
Employee Number	14156		
Department	CRTPA VACATION, SICK, HOLIDAY OR OTHER TIME SHOULD BE LISTED UNDER THE ADMIN TASK		
Payroll Date	03/14/25		
Payroll Range	02/24/25	thru	03/07/25

		Task 1.0 Admin	Task 2.0 Data Collection	Task 3.0 LRP	Task 4.0 SRP	Task 5.0 Mobility Planning	Task 6.0 Public Inv.	Task 7.0 Special Projects
Day	Date	701	989	703	990	706	705	995
Mon	02/24/25	3		1	1	2		1
Tues	02/25/25	2		3	1	1		1
Wed	02/26/25	4			4			
Thurs	02/27/25	8						
Fri	02/28/25	8						
Mon	03/03/25	8						
Tues	03/04/25	2		3		1	2	
Wed	03/05/25	8						
Thurs	03/06/25	6		2				
Fri	03/07/25	2		1		2	3	

Hours

Activity

8 Admin, CMAC interview, staff meeting, RMP, Protect Grant, regional trails

8 Admin, RMP, PPLs, T2H.

8 MPOAC, FDOT W. Tennessee Street Field Review

8 MPOAC

8 MPOAC


8 Admin, sick leave

8 Admin, Midtown Plan, Midtown Resurfacing public meeting

8 Admin, 1000 Friends webinar, sick leave

8 Admin, sick leave, RMP, Functional Class.

8 Admin, RMP, regional trails, Gadsden County PP

EMP NAME:	Greg Slay	PAYROLL DATE:	3/28/25	
EMP #	14156	DATE RANGE:	3/10/25	3/21/25
DEPT:	460101			
CRTPA EMPLOYEE TIME SHEET				
DAY	DATE	VACATION HOURS	SICK HOURS	OTHER LEAVE
Mon	3/10/25			
Tues	3/11/25			
Wed	3/12/25			
Thurs	3/13/25			
Fri	3/14/25			
Mon	3/17/25			
Tues	3/18/25			
Wed	3/19/25			
Thurs	3/20/25			
Fri	3/21/25			
Comments:				
<p>By signing below the employee indicates that the foregoing are the hours of leave taken during the payroll period and that aside from such leave time, the employee has worked during the payroll period in accordance with his/her job requirements.</p> <div style="text-align: center;">  </div>				
EMPLOYEE SIGNATURE			DATE	

CRTPA TASK SHEET


Employee Name	Greg Slay		
Employee Number	14156		
Department	CRTPA VACATION, SICK, HOLIDAY OR OTHER TIME SHOULD BE LISTED UNDER THE ADMIN TASK		
Payroll Date	03/28/25		
Payroll Range	03/10/25	thru	03/21/25

		Task 1.0 Admin	Task 2.0 Data Collection	Task 3.0 LRP	Task 4.0 SRP	Task 5.0 Mobility Planning	Task 6.0 Public Inv.	Task 7.0 Special Projects
Day	Date	701	989	703	990	706	705	995
Mon	03/10/25	1			1		6	
Tues	03/11/25	1	3		1	2		1
Wed	03/12/25	3	2	1	1	1		
Thurs	03/13/25	1	2	1	1	2		1
Fri	03/14/25		3		2	2		1
Mon	03/17/25	4	2		1	1		
Tues	03/18/25		2	1	2	2		1
Wed	03/19/25	2	2		1	2		1
Thurs	03/20/25	2		1	1	3		1
Fri	03/21/25		2	2		4		

Hours

Activity

- 8 Admin, PPLs, Gadsden PowerPoint & meeting
- 8 Admin, crash data, NE CC resurfacing, Ghasivini school crossing, Starmetro, N. Monroe
- 8 Admin, crash data, Starmetro/TD w/ Amy Toman
- 8 Admin, safety, functional class., regional trails
- 8 crash data, PSAs, legislative review, regional trails,
- 8 Admin, staff meetings, Exec Committee, crash data, regional trails
- 8 Crash data, U-SDK, RMP, PPLs, T2H, regional trails, N. Monroe
- 8 Admin, crash data, PPLs, regional trails, CMP, N. Monroe
- 8 Admin, RMP, regional trails, CMP, ITS
- 8 Crash data, RMP, CMP, regional trails, ITS

EMP NAME:	Greg Slay	PAYROLL DATE:	4/11/25	
EMP #	14156	DATE RANGE:	3/24/25	4/4/25
DEPT:	460101			
CRTPA EMPLOYEE TIME SHEET				
DAY	DATE	VACATION HOURS	SICK HOURS	OTHER LEAVE
Mon	3/24/25			
Tues	3/25/25			
Wed	3/26/25			
Thurs	3/27/25			
Fri	3/28/25	4		
Mon	3/31/25			
Tues	4/1/25			
Wed	4/2/25			
Thurs	4/3/25			
Fri	4/4/25			
Comments:				
<p>By signing below the employee indicates that the foregoing are the hours of leave taken during the payroll period and that aside from such leave time, the employee has worked during the payroll period in accordance with his/her job requirements.</p> <div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="text-align: center;">  </div> <div style="text-align: right;"> <p>April 4, 2025</p> </div> </div>				
EMPLOYEE SIGNATURE			DATE	

CRTPA TASK SHEET

Employee Name

Greg Slay

Employee Number

14156

Department

CRTPA

VACATION, SICK, HOLIDAY OR OTHER TIME SHOULD BE LISTED UNDER THE ADMIN TASK

Payroll Date

04/11/25

Payroll Range

03/24/25

thru

04/04/25

		Task 1.0 Admin	Task 2.0 Data Collection	Task 3.0 LRP	Task 4.0 SRP	Task 5.0 Mobility Planning	Task 6.0 Public Inv.	Task 7.0 Special Projects
Day	Date	701	989	703	990	706	705	995
Mon	03/24/25	4		2		1		1
Tues	03/25/25	2	2	1		3		
Wed	03/26/25		1	1	2	3		1
Thurs	03/27/25	4		1	1	1		1
Fri	03/28/25	4	1	1	1	1		
Mon	03/31/25	4		1		1		2
Tues	04/01/25	4		1	2			1
Wed	04/02/25		1	2		5		
Thurs	04/03/25		2	1	1	1		3
Fri	04/04/25	2	4					2

Hours	Activity
8	Admin, staff meeting, MPOAC - CARB funding, RMP, regional trails, N. Monroe
8	Admin, crash data, RMP, US 90 West, ITS
8	Tennessee St. traffic counts, RMP, PPLs, CARB funding, T2H Trail scope, US 90 W
8	Admin, ARPC mtg., RMP, regional trails, N. Monroe
8	Personal leave, safety data, RMP, PPLs, ITS
8	Admin, FDEP meeting, RMP, N. Monroe, SRTS
8	Committees, RMP, N. Monroe
8	Crash reports w/ DHSMV, RMP, T2H, US 90 West
8	RMP, regional trails, N. Monroe, HIN
8	Admin, TRCC meeting, HIN

April 15, 2025



AGENDA ITEM 7 A

CRTPA SCHOOL SAFETY STUDY

TYPE OF ITEM: Action

STATEMENT OF ISSUE

The CRTPA's School Safety Study, titled "[Take the Safe Route - Safe Access to School Study](#)" (TTSR), has been completed for Board approval.

CRTPA COMMITTEE ACTIONS

The CRTPA's Technical Advisory Committee and Citizen's Multimodal Advisory Committee met on April 1 and both committees voted to recommend the CRTPA approve the study.

RECOMMENDED ACTION

Option 1: Approve the "Take the Safe Route - Safe Access to School Study".

THE LATEST

An update on the project was most recently provided to the CRTPA at its January 21 Retreat. Subsequent to Retreat, the study's report has been finalized. The report outlines the projects and includes details associated with specific recommendations for each of the analyzed schools. In addition to specific school recommendations, the report includes broader programmatic and systemic recommendations for consideration.

BACKGROUND

In late 2023, the CRTPA initiated a study to identify schools in the CRTPA region with the greatest need for improved bicycle and pedestrian infrastructure. The TTSR study provided a targeted, data-driven effort that resulted in the identification of needed bicycle and pedestrian infrastructure, specifically related to school access. Implementation of the study's recommendations will assist in promoting safe, sustainable transportation options, as well as enhancing community connectivity.

The TTSR study was developed in two (2) phases, discussed below.

PHASE 1

Phase 1 of the study involved a comprehensive data analysis of schools in the CRTPA region (elementary, middle, and high schools) to identify those with the greatest need for capital improvements related to biking and walking facilities. This phase began with conducting a desktop

data analysis utilizing Geographic Information Systems (GIS) examining factors including connectivity, accessibility, and equity. Specifically, this analysis examined the following data:

- Identified hazardous walking condition data
- Pedestrian and bicycle crash data
- Relevant socioeconomic and demographic data
- Transportation data

The initial analysis allocated points based on the data from the GIS analysis and was shared with stakeholders in the relevant counties to solicit feedback. A further analysis was conducted that refined the list of identified schools.

This analysis involved consideration of several additional factors using GIS and Google Earth within a specific buffer distance around schools. These factors included:

- Residential density
- Existing bicycle and pedestrian facilities
- Sidewalk Connectivity
- Roadway Signage
- Street lighting

Phase I analyses ultimately resulted in the identification of the following recommended schools in the CRTPA region from which a more detailed study was initiated:

- **Shanks Middle School** (Gadsden County)
- **Wakulla Middle School** (Wakulla County)
- **Amos P. Godby High School** (Leon County)
- **John G. Riley Elementary School** (Leon County)
- **Raa Middle School + Ruediger Elementary School** (Leon County)
- **Griffin Middle School** (Leon County)
- **Leon High School** (Leon County)
- **Nims Middle School**
- **Rickards High School** (Leon County)
- **Pineview Elementary School** (Leon County)
- **Fairview Middle School** (Leon County)

PHASE 2

The second phase of the study was initiated in Spring 2024 and provided a focused safety and accessibility analysis for the recommended schools in Phase 1.

The analysis, which occurred in mid to late May 2024, included on-site visits and an inventory of the existing facilities and infrastructure at each of the selected schools. The assessments identified a number of potential improvements including the opportunity to address or improve sidewalk gaps,

crosswalk/intersections, lighting, bicycle facilities and off-road trails. Specific recommendations for each school were identified during the site visits (to be detailed in the project report) and include some of the following observations:

- Need for improved crosswalks
- Presence of sidewalk gaps
- Speeding concerns

Phase 2 of the study also included development and implementation of a student and parent survey for each of the identified schools. This task was completed through coordination with each school related to assisting in conducting the student travel tallies and parent surveys.

PROJECT STAKEHOLDER GROUPS

The TTSR study was guided by separate stakeholders' groups for Gadsden, Leon, and Wakulla counties comprised of local staff associated with schools, law enforcement, public works, and planning agencies. The stakeholders' groups have each met four times with the most recent meetings occurring in December 2024.

PROJECT MILESTONES/TIMELINE

The following provides the timeline associated with the "Take the Safe Route – Safe Access to School Study"

2023

- December 7 – Initial stakeholder meetings conducted (Gadsden, Jefferson & Leon County stakeholder groups)

2024

- January 16 – Project kick off at CRTPA Retreat
- February 7 & 8 – Second stakeholder meetings conducted
- April 9 & 10 – Third stakeholder meetings conducted
- May 7 & 21 – Project update provided CRTPA TAC, CMAC, and Board
- Spring/Fall – Conduct site visits & survey selected schools
- Fall/Winter – Develop study/recommendations
- December – Fourth stakeholder meetings conducted

2025

- January – CRTPA Retreat Update
- April – Project presented for approval at CRTPA Board and Committee meetings

Ultimately, the “Take the Safe Route - Safe Access to School Study” has identified needed bicycle and pedestrian improvements, including the identification of potential funding sources, from which further study and implementation efforts can occur. In addition to engineering and infrastructure improvements, various programmatic recommendations have been identified to facilitate a safer culture of walking and bicycling for students. These programmatic recommendations focus on utilizing education, enforcement, student arrival and dismissal programming, and collaboration with schools, parents, and caregivers to ensure that student safety needs are met and to encourage more students to walk and bicycle to school.

OPTIONS

- Option 1: Approve the “Take the Safe Route - Safe Access to School Study”.
(Recommended)
- Option 2: CRTPA Board Discretion.

ATTACHMENT

Attachment 1: [LINK TO REPORT](#)

April 15, 2025



AGENDA ITEM 7B

TITLE VI POLICY STATEMENT AND PLAN UPDATE

TYPE OF ITEM: Action

STATEMENT OF ISSUE

Staff is seeking approval of the minor update to the CRTPA's Title VI Policy Statement and Plan (**Attachment 1**). The Title VI Plan outlines the process for handling grievances filed alleging violations of Title VI of the Civil Rights Act of 1964 and other nondiscrimination statutes, regulations, and authorities.

RECOMMENDED ACTION

Option 1: Approve the update to the Title VI Policy Statement and Plan.

CRTPA COMMITTEE ACTIONS

The Technical Advisory Committee (TAC) and Citizens Multimodal Advisory Committee met on April 1, 2025 and recommended the Board approve the update to the Title VI Policy Statement and Plan.

BACKGROUND

Title VI of the Civil Rights Act of 1964 requires that all of its protected populations have input into transportation policy and projects affecting their neighborhoods. The CRTPA's planning process is conducted in accordance with the Civil Rights Act of 1964 and related statutes, regulations, and authorities. This implementation plan describes how the CRTPA effectuates nondiscrimination in the delivery of its federally assisted programs, services and activities. The Plan includes the structure of the CRTPA's Title VI/Nondiscrimination program as well as the policies, procedures and practices that the Department of Transportation uses to comply with nondiscrimination requirements.

The Title VI Plan was posted on the CRTPA's website and distributed for comment with the opening of the comment period at the February 18, 2024 CRTPA Meeting. In addition, the minor update was discussed with the Federal Highway Administration Civil Rights Officer and the FDOT State Title VI Coordinator at the February 19, 2025 Federal Review Certification Meeting. All comments are documented and responses notated. Comments received are provided in **Attachment 2**.

NEXT STEPS

After Board approval, the signed Title VI Policy Statement and Plan will be posted on the website. A copy will also be provided to the Florida Department of Transportation Title VI Coordinator and to the Federal Highway Administration Civil Rights Officer.

OPTIONS

- Option 1: Approve the update to the Title VI Policy Statement and Plan.
 (Recommended)
- Option 2: CRTPA Board Discretion.

ATTACHMENTS

- Attachment 1: CRTPA's Title VI Policy Statement and Plan in English and Spanish
- Attachment 2: Comments and Title VI Program Review FDOT

**Capital Region Transportation Planning Agency
TITLE VI PLAN and GRIEVANCE PROCEDURE**



Adopted January 23, 2006

Reaffirmed April 15, 2025

By: _____
Chair Dianne Williams-Cox, Chairman

Attest: _____
Greg Slay, Executive Director

Capital Region Transportation Planning Agency

TITLE VI PLAN and GRIEVANCE PROCEDURE

Updated April 2025

CAPITAL REGION TRANSPORTATION PLANNING AGENCY

TITLE VI PLAN

Introduction

The Capital Region Transportation Planning Agency (CRTPA) is a Metropolitan Planning Organization (MPO) and a recipient of federal funds from the United States Department of Transportation (USDOT) through the Federal Highway Administration and Florida Department of Transportation (FDOT). All recipients of federal funding must comply with the requirements of Title VI of the Civil Rights Act of 1964 which prohibits discrimination on the bases of race, color, and national origin. This Title VI Nondiscrimination Plan describes how the CRTPA complies with Title VI and other nondiscrimination statutes, regulations, and authorities in the delivery of its federally assisted programs, services, and activities. The Plan includes summary information on the structure of the CRTPA's Title VI Nondiscrimination Program as well as the policies, procedures, and practices that support nondiscrimination requirements.

The Plan is intended to be regularly reviewed and updated by the CRTPA to meaningfully reflect the program as it changes and grows. Anyone wishing to provide input into the CRTPA's Title VI Nondiscrimination Plan is encouraged to contact the Title VI Nondiscrimination Coordinator, Suzanne Lex at Suzanne.Lex@crtpa.org or (850) 891-8627 or (850) 891-8628 or in writing at 300 South Adams Street, Box A-19, Tallahassee, FL 32301.

Policy Statement

It is the policy of the CRTPA to comply with Title VI and all federal authorities requiring nondiscrimination, including but not limited to Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 (ADA), the Age Discrimination Act of 1975, Executive Order 12898 (Environmental Justice), and Executive Order 13166 (Limited English Proficiency). The CRTPA does not and will not exclude from participation in; deny the benefits of; or subject anyone to discrimination on the basis of race, color, national origin, sex, age, disability, or income. In addition, in the delivery of its programs, services, or activities. The CRTPA complies with state authorities in accordance with the Florida Civil Rights Act of 1992 and does not permit discrimination on the basis of race, color, religion, sex, pregnancy, national origin, age, handicap, or marital status.

The CRTPA has adopted the FDOT's Title VI Nondiscrimination policy and ADA policy by reference Topic No.: 275-010-010-f – Title VI Program and Related Statutes. The FDOT Title VI Nondiscrimination policy and ADA policy statement may be found at: [FDOT Title VI Nondiscrimination Policy](#).

Title VI Coordinator Duties

The Title VI Coordinator is responsible for the development and implementation of the CRTPA's Title VI Program, and ensuring compliance with the provisions of Title VI of the Civil Rights Act of 1964 and other nondiscrimination authorities, including Executives Orders for Environmental Justice (EJ) and Limited English Proficiency (LEP). Program duties include:

- Preparing the Title VI Plan and maintain complainant log.
- Coordinating activities related to the effective and efficient implementation of the CRTPA's Title VI Program.
- Developing procedures and processes for preventing discrimination and addressing and resolving complaints of discrimination.
- Developing and publishing Title VI information for dissemination to the general public and as appropriate ensure that the information is translated in languages other than English.
- Implementing procedures for prompt processing and disposition of Title VI complaints.
- Assisting in obtaining public input, particularly in minority and traditionally underserved areas.
- Identifying opportunities for Title VI data gathering and/or training opportunities.
- Ensuring that meetings, hearings, and other public involvement events are held in accessible locations and at times to garner the best representation of the impacted community.
- Develop and maintain a Community Characteristics Inventory (race, color, sex, national origin, age, disability, the transportation disadvantaged, head of household status, poverty level, etc.) for the jurisdictional area.
- Review of solicitation and contract documents for inclusion of required nondiscrimination provisions as well as nondiscrimination in the selection of consulting firms.



CONTACT INFORMATION

CRTPA Title VI Coordinator: Suzanne Lex
Telephone: (850) 891-8627 or (850) 891-8628
Email address: suzanne.lex@crtpa.org
Mail: 300 South Adams Street, Box A-19
Tallahassee, FL 32031

Title VI Complaint Process

The CRTPA's planning process is conducted in accordance with Title VI of the Civil Rights Act of 1964 and related statutes. Any person or beneficiary who believes they have been discriminated against because of race, color, religion, sex, age, national origin, disability, or familial status may file a complaint with the CRTPA Title VI Coordinator Suzanne Lex at (850) 891-8627 or (850) 891-8628, in writing at 300 South Adams A-19, or by email at Suzanne.Lex@crtpa.org. If you are hearing or speech impaired call (800) 955-8770 Voice / (800) 955-8771 TTY.

1. Written [formal] complaints received by the CRTPA Title VI Coordinator shall be referred immediately to the FDOT District Three Title VI Coordinator for processing in accordance with approved State procedures.
2. Verbal and non-written [informal] complaints received by the CRTPA Title VI Coordinator shall be resolved informally by the Title VI Coordinator in accordance with sections 3-7 below. If the issue has not been satisfactorily resolved through informal means, or if at any time the person(s) request(s) to file a formal written complaint, the Complainant shall be referred immediately to the FDOT's District Three Title VI Coordinator for processing in accordance with approved State procedures.
3. For verbal and non-written complaints the CRTPA Title VI Coordinator will advise the FDOT's District Three Title VI Coordinator within five (5) calendar days of receipt of the allegations. The following information will be included in every notification to the FDOT's District Three Title VI Coordinator:
 - a) Name, address, and phone number of the Complainant.
 - b) Name(s) and address(es) of Respondent.
 - c) Basis of complaint (i.e., race, color, national origin, sex, age, disability, religion, or familial status)
 - d) Date of alleged discriminatory act(s).
 - e) Date of complaint received by the recipient.
 - f) A statement of the complaint.
 - g) Other agencies (state, local or Federal) where the complaint has been filed.
 - h) An explanation of the actions the recipient has taken or proposed to resolve the allegation(s) raised in the complaint.
4. Within ten (10) calendar days, the CRTPA Title VI Coordinator will acknowledge receipt of the complaint, inform the Complainant of action taken or proposed action to process the complaint, and advise the Complainant of other avenues of redress available, such as the FDOT District 3 Title VI Coordinator or the FDOT's Equal Opportunity Office (EOO).

Title VI Complaint Process (Cont.)

5. Within sixty (60) calendar days, the CRTPA Title VI Coordinator will conduct and complete a review of the verbal or non-written complaint and based on the information obtained, will render a recommendation for action in a report of findings to the CRTPA Executive Director.
6. Within ninety (90) calendar days of the receipt of a verbal or non-written complaint the CRTPA Executive Director will notify the Complainant in writing of the final decision reached, including the proposed disposition of the matter. The notification will advise the Complainant of his/her right to file a formal complaint with the FDOT's EEO if they are dissatisfied with the final decision rendered by the CRPTA Executive Director. The CRTPA Title VI Coordinator will also provide the FDOT's District Three Title VI Coordinator with a copy of this decision and summary of findings.
7. The CRTPA Title VI Coordinator will maintain a log of all verbal and non-written Title VI complaints received by the CRTPA. The log will include the following information:
 - a) Name of Complainant.
 - b) Name of Respondent.
 - c) Basis of Complaint (i.e., race, color, national origin, sex, age, disability, religion, familial status, or retaliation)
 - d) Date verbal or non-written complaint was received by the CRTPA.
 - e) Date CRTPA notified the FDOT's District Three Title VI Coordinator of the verbal or non-written complaint.
 - f) Explanation of the actions the CRTPA has taken or proposed to resolve the issued in the complaint.

Attachments: Title VI Complaint Form (English)
CRTPA Title VI Assurance Statement (English)

**Capital Region Transportation Planning Agency
Title VI Program and Related Statutes Discrimination Complaint**

Complainant(s) Name:

Complainant(s) Address (Street No, P.O. Box, City, State, Zip Code):

Complainant(s) Phone Number:

Name of person(s) who allegedly discriminated against you, their position (if known), and name of agency:

Address (Street No, P.O. Box, Etc.) City, State, Zip Code:

Date of Alleged Incident:

Discrimination Because Of:

<input type="checkbox"/>	Race	<input type="checkbox"/>	Retaliation
<input type="checkbox"/>	Sex	<input type="checkbox"/>	Familial Status
<input type="checkbox"/>	Religion	<input type="checkbox"/>	Color
<input type="checkbox"/>	National Origin	<input type="checkbox"/>	Age
<input type="checkbox"/>	Disability	<input type="checkbox"/>	Income Status
<input type="checkbox"/>	Other	<input type="checkbox"/>	

Please list the name(s) and phone number(s) of any person, if known, that the CRTPA could contact for additional information to support or clarify you allegation(s).

Please explain as clearly as possible how, why, when and where you believe you were discriminated against. Include as much background information as possible about the alleged acts of discrimination. Additional Pages may be attached if needed.

Complainant(s) Signature:

Date of Signature:

Mail to: Suzanne Lex, Programs Manager, Capital Region Transportation Planning Agency,
300 South Adams Street, Box A-15, Tallahassee, FL 32301
Or Email to: Suzanne.Lex@crtpa.org

(Please Print Except for Signature)

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

525-010-08
POLICY PLANNING
05/18


TITLE VI/ NONDISCRIMINATION ASSURANCE

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

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

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

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


Name: Quincee Messersmith
Title: MPO Chairman (or designee)

May 21, 2024
Date

Agencia de Planificación de Transporte de la Región Capital

PLAN DEL TÍTULO VI y PROCEDIMIENTO DE QUEJAS



**Adoptada el 23 de Enero de 2006 y
Reafirmada el 15 de Abril de 2025**

Por: _____
Presidenta Dianne Williams-Cox

Atestiguar: _____
Greg Slay, Director Ejecutivo

**Agencia de Planificación de Transporte
de la Región Capital**

PLAN DEL TÍTULO VI y PROCEDIMIENTO DE QUEJAS

Actualizado en Abril de 2025

AGENCIA DE PLANIFICACIÓN DE TRANSPORTE DE LA REGIÓN CAPITAL

Introducción

La Agencia de Planificación del Transporte de la Región Capital (CRTPA) es una Organización de Planificación Metropolitana (MPO) y receptora de fondos federales del Departamento de Transporte de los Estados Unidos (USDOT) a través de la Administración Federal de Carreteras y el Departamento de Transporte de Florida (FDOT). Todos los receptores de fondos federales deben cumplir con los requisitos del Título VI de la Ley de Derechos Civiles de 1964, que prohíbe la discriminación por motivos de raza, color y origen nacional. Este Plan de No Discriminación del Título VI describe cómo la CRTPA cumple con el Título VI y otros estatutos, reglamentos y autoridades de no discriminación en la prestación de sus programas, servicios y actividades con asistencia federal. El Plan incluye información resumida sobre la estructura del Programa de No Discriminación del Título VI de la CRTPA, así como las políticas, procedimientos y prácticas que respaldan los requisitos de no discriminación.

Se pretende que el Plan sea revisado y actualizado periódicamente por la CRTPA para reflejar significativamente el programa a medida que cambia y crece. Se anima a cualquier persona que desee dar su opinión sobre el Plan de No Discriminación del Título VI de la CRTPA a que se comuniquen con la Coordinadora de No Discriminación del Título VI, Suzanne Lex, al Suzanne.Lex@crtpa.org o al (850) 891-8627 o por escrito a 300 South Adams Street, Box A-19, Tallahassee, FL 32301.

Declaración de política

Es política de la CRTPA cumplir con el Título VI y todas las autoridades federales que requieren no discriminación, incluidos, entre otros, el Título VI de la Ley de Derechos Civiles de 1964, la Ley de Restauración de los Derechos Civiles de 1987, la Sección 504 de la Ley de Rehabilitación de 1973, la Ley de Estadounidenses con Discapacidades de 1990 (ADA), la Ley de Discriminación por Edad de 1975, Orden Ejecutiva 12898 (Justicia Ambiental) y Orden Ejecutiva 13166 (Dominio Limitado del Inglés). La CRTPA no excluye ni excluirá de la participación en; negar los beneficios de; o someter a cualquier persona a discriminación por motivos de raza, color, nacionalidad, sexo, edad, discapacidad o ingresos. Además, en la entrega de sus programas, servicios o actividades. La CRTPA cumple con las autoridades estatales de acuerdo con la Ley de Derechos Civiles de Florida de 1992 y no permite la discriminación por motivos de raza, color, religión, sexo, embarazo, origen nacional, edad, discapacidad o estado civil.

La CRTPA ha adoptado la política de no discriminación del Título VI del FDOT y la política de la ADA por referencia al Tema No.: 275-010-010-f - Programa del Título VI y Estatutos Relacionados. La política de no discriminación del Título VI del FDOT y la declaración de política de la ADA se pueden encontrar en: [Política de no discriminación del Título VI del FDOT](#).

Deberes del Coordinador del Título VI

El Coordinador del Título VI es responsable del desarrollo y la implementación del Programa del Título VI de la CRTPA, y de garantizar el cumplimiento de las disposiciones del Título VI de la Ley de Derechos Civiles de 1964 y otras autoridades no discriminatorias, incluidas las Órdenes Ejecutivas de Justicia Ambiental (EJ) y Dominio Limitado del Inglés (LEP). Los deberes del programa incluyen:

- Preparar el Plan del Título VI y mantener el registro de reclamantes.
- Coordinar las actividades relacionadas con la implementación efectiva y eficiente del Programa del Título VI de la CRTPA.
- Desarrollar procedimientos y procesos para prevenir la discriminación y abordar y resolver quejas de discriminación.
- Desarrollar y publicar información sobre el Título VI para su difusión al público en general y, según corresponda, garantizar que la información se traduzca a otros idiomas además del inglés.
- Implementar procedimientos para el procesamiento y disposición rápidos de las quejas del Título VI.
- Ayudar a obtener la opinión del público, particularmente en áreas minoritarias y tradicionalmente desatendidas.
- Identificar oportunidades para la recopilación de datos del Título VI y/o oportunidades de capacitación.
- Asegurar que las reuniones, audiencias y otros eventos de participación pública se lleven a cabo en lugares accesibles y en horarios para obtener la mejor representación de la comunidad afectada.
- Desarrollar y mantener un Inventario de Características de la Comunidad (raza, color, sexo, origen nacional, edad, discapacidad, personas desfavorecidas en el transporte, condición de cabeza de familia, nivel de pobreza, etc.) para el área jurisdiccional.
- Revisión de los documentos de solicitud y contrato para la inclusión de las disposiciones requeridas contra la discriminación, así como la no discriminación en la selección de empresas consultoras.

INFORMACIÓN DE CONTACTO

Coordinadora del Título VI de CRTPA: Suzanne Lex

Teléfono: (850) 891-8627 o (850) 891-8628

Dirección de correo electrónico: suzanne.lex@crtpa.org

**Correo: 300 South Adams Street, Box A-19
Tallahassee, FL 32031**



Proceso de Quejas del Título VI

El proceso de planificación de la CRTPA se lleva a cabo de acuerdo con el Título VI de la Ley de Derechos Civiles de 1964 y los estatutos relacionados. Cualquier persona o beneficiario que crea que ha sido discriminado por motivos de raza, color, religión, sexo, edad, nacionalidad, discapacidad o estado familiar puede presentar una queja ante la Coordinadora del Título VI de CRTPA, Suzanne Lex, al (850) 891-8627 o (850) 891-8628, por escrito a 300 South Adams A-19 o por correo electrónico al Suzanne.Lex@crtpa.org. Si tiene problemas de audición o del habla, llame al (800) 955-8770 Voice / (800) 955-8771 TTY.

1. Las quejas escritas [formales] recibidas por el Coordinador del Título VI de la CRTPA se remitirán inmediatamente al Coordinador del Título VI del Distrito Tres del FDOT para su procesamiento de acuerdo con los procedimientos estatales aprobados.
2. Las quejas verbales e informales no escritas recibidas por el Coordinador del Título VI de la CRTPA serán resueltas informalmente por el Coordinador del Título VI de acuerdo con las secciones 3-7 a continuación. Si el problema no se ha resuelto satisfactoriamente a través de medios informales, o si en algún momento la(s) persona(s) solicita(n) presentar una queja formal por escrito, el Demandante será referido inmediatamente al Coordinador del Título VI del Distrito Tres del FDOT para su procesamiento de acuerdo con los procedimientos estatales aprobados.
3. Para quejas verbales y no escritas, el Coordinador del Título VI de CRTPA notificará al Coordinador del Título VI del Distrito Tres del FDOT dentro de los cinco (5) días calendario posteriores a la recepción de las acusaciones. La siguiente información se incluirá en cada notificación al Coordinador del Título VI del Distrito Tres del FDOT:
 - a) Nombre, dirección y número de teléfono del demandante.
 - b) Nombre(s) y dirección(es) del demandado.
 - c) Base de la queja (es decir, raza, color, nacionalidad, sexo, edad, discapacidad, religión o estado familiar)
 - d) Fecha del presunto acto o actos discriminatorios.
 - e) Fecha de recepción de la reclamación por parte del destinatario.
 - f) Una declaración de la queja.
 - g) Otras agencias (estatales, locales o federales) donde se haya presentado la queja.
 - h) Una explicación de las acciones que el destinatario ha tomado o propuesto para resolver las alegaciones planteadas en la queja.
4. Dentro de los diez (10) días calendario, el Coordinador del Título VI de la CRTPA acusará recibo de la queja, informará al Demandante de la acción tomada o la acción propuesta para procesar la queja e informará al Demandante de otras vías de reparación disponibles, como el Coordinador del Título VI del Distrito 3 del FDOT o la Oficina de Igualdad de Oportunidades (EOO) del FDOT.
5. Dentro de sesenta (60) días calendario, el Coordinador del Título VI de CRTPA llevará a cabo y completará una revisión de la queja verbal o no escrita y, con base en la información obtenida, hará una recomendación de acción en un informe de hallazgos al Director Ejecutivo de CRTPA.

Proceso de Quejas del Título VI

6. Dentro de los noventa (90) días calendario posteriores a la recepción de una queja verbal o no escrita, el Director Ejecutivo de CRTPA notificará al Demandante por escrito la decisión final alcanzada, incluida la disposición propuesta del asunto. La notificación informará al Demandante de su derecho a presentar una queja formal ante la EOO del FDOT si no está satisfecho con la decisión final dictada por el Director Ejecutivo de CRTPA. El Coordinador del Título VI de la CRTPA también proporcionará al Coordinador del Título VI del Distrito Tres del FDOT una copia de esta decisión y un resumen de los hallazgos.
7. El Coordinador del Título VI de la CRTPA mantendrá un registro de todas las quejas verbales y no escritas del Título VI recibidas por la CRTPA. El registro incluirá la siguiente información:
 - a) Nombre del denunciante.
 - b) Nombre del demandado.
 - c) Base de la queja (es decir, raza, color, nacionalidad, sexo, edad, discapacidad, religión, estado familiar o represalias)
 - d) Fecha en que la CRTPA recibió la queja verbal o no escrita.
 - e) Fecha: CRTPA notificó al Coordinador del Título VI del Distrito Tres del FDOT sobre la queja verbal o no escrita.
 - f) Explicación de las acciones que la CRTPA ha tomado o propuesto para resolver lo emitido en la queja.

Adjuntos: Formulario de Queja del Título VI (Español)
 Aseguramiento del Título VI de la CRTPA (English)

Agencia de Planificación de Transporte de la Región Capital
Queja de Discriminación del Programa del Título VI y Estatutos Relacionados

Nombre del (los) demandante(s):	Dirección del (los) demandante(s) (número de calle, apartado postal, ciudad, estado, código postal):		
Número de teléfono del (los) demandante(s):			
Nombre de la(s) persona(s) que presuntamente lo discriminó, su posición (si se conoce) y nombre de la agencia:			
Dirección (Nº de calle, apartado de correos, etc.) Ciudad, Estado, Código Postal:			
Fecha del presunto incidente:			
Discriminación debido a:			
	Raza		Represalia
	Sexo		Estado Familiar
	Religión		Color
	Origen Nacional		Edad
	Discapacidad		Estado de ingresos
	Otro		
Enumere el nombre y el número de teléfono de cualquier persona, si se conoce, con la que la CRTPA podría comunicarse para obtener información adicional que respalde o aclare sus acusaciones.			
Por favor, explique lo más claramente posible cómo, por qué, cuándo y dónde cree que fue discriminado. Incluya la mayor cantidad posible de información de fondo sobre los presuntos actos de discriminación. Se pueden adjuntar páginas adicionales si es necesario.			
Firma del (los) demandante(s):		Fecha de firma:	
Envíe por correo a: Suzanne Lex, Gerente de Programas, Agencia de Planificación de Transporte de la Región Capital, 300 South Adams Street, Box A-15, Tallahassee, FL 32301 O envíe un correo electrónico a: Suzanne.Lex@crtpa.org (Por favor, escriba en letra de imprenta excepto la firma)			

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

525-010-08
POLICY PLANNING
05/18


TITLE VI/ NONDISCRIMINATION ASSURANCE

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

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

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

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



Name: Quincee Messersmith
Title: MPO Chairman (or designee)

May 21, 2024

Date

From: [Kulakowski, Stefan](#)
To: [Lex, Suzanne](#)
Cc: bryant.paulk@dot.state.fl.us; [Green, Donna](#); [Sanders, Aldrin](#); [Shepherd, Carey \(FHWA\)](#)
Subject: Title VI Program Area Review for CRTPA
Date: Monday, March 3, 2025 9:50:27 AM
Attachments: [image001.png](#)
[Title VI Program Area Review CRTPA.2025 .pdf](#)
Importance: High

*****EXTERNAL EMAIL*****

Please report any suspicious attachments, links, or requests for sensitive information.

Good morning, Suzanne,

In conjunction with the recent FHWA Certification review which occurred on February 19th FDOT has completed a Title VI Program Area Review.

First, I would like to thank you and the city team for accommodating us and making us feel very welcome. It was a great environment for learning and your openness with dialog with very forthcoming. Your experience with FDOT and MPO's is quite noteworthy.

There are no Corrective Actions and one Recommendation which you will need to respond to by Friday March 28th.

Again, thank you very much and if you have any questions, please feel free to reach out to me.

Stefan Kulakowski, FCCM, CPM
State Title VI Coordinator
Florida Department of Transportation
Equal Opportunity Office
605 Suwannee St. MS65
Tallahassee, Fl. 32399-0450
850-414-4742

stefan.kulakowski@dot.state.fl.us

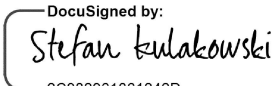
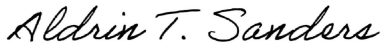
[Equal Opportunity Office \(fdot.gov\)](#)

[Title VI \(fdot.gov\)](#)

Hours: Mon., Tues., Wed., Thurs.: 7:00am to 4:30pm
Friday: 7:00am to 11:00am



Title VI Program Area Review		
Part I - Review Plan		
Section A – General Information		
Agency Conducting Review	Name/Title of Reviewer	Review Date(s)
FDOT	Stefan Kulakowski	11/26/24 - 02/28/25
Program Area Selected	Core Element(s) Selected	Selection Methodology
Planning	Urban Planning	Risk Assessment
Purpose of Review		
While the FDOT GAP system includes MPOs, the Sub-recipient Compliance Assessment process operated through GAP only extends to LPAs in the Local Agency Program. This elevates risk in urban planning since not every FHWA or FDOT OPP review details Title VI elements. This review examines the FDOT Title VI guidance in place for MPOs and spot checks one District 3 MPO to ensure adherence to the nondiscrimination regulations.		
Scope of Review		
Time Period	Geographic Area	Policy, Procedure, or Provision
11/01/2024 - 03/03/2025	Tallahassee (District 3)	-Chapter 10 of MPO Handbook -Form 525-010-08 -CRTPA Title VI Program Info
Section B – Review Team & Resources		
Review Team Members	Title & Office	Role
Stefan Kulakowski	Title VI Coordinator, FDOT	Review Lead & primary analyst
Donna Green	Statewide MPO Administrator	Liaison between EOO & Federal Team; collect & provide policy information for MPO oversight
Suzanne Lex	CRTPA Title VI Coordinator	Provide RFI data on behalf of CRTPA
Carey Shepherd	Civil Rights Officer	TA
Review Resources		
Expenses	\$0.00 CRTPA is located in Tallahassee	
Tech Expertise	Office of Policy Planning, FL DIV of FHWA	
Equipment	FDOT-issued Laptop, LAN	
Section C – Data & Information		
Data Description	Purpose	
MPO Title VI POC, Policy, Complaint Proc.	Determine adherence to 23 CFR 200.9(b)	
MPO Community Characteristics Inventory	Assess compliance with 23 CFR 200.9(b) (4)	
Section D - Schedule		
Activity	Date	
Contact Div CRO to discuss 2024 program area review selection	11-01-2024	
Develop Review Team and assign tasks	11-14-2024	
Select MPOs for site visits	11-25-2024	
Collect/Review FDOT policies/procedures for MPO Title VI compliance	11-29-2024	
Review CRTPA Title VI information via websites	12-13-2024	
Onsite review at CRTPA	02-19-2025	
Review Team Discussion & draft findings	02-21-2025	
Distribute draft report to OPP and EOO manager	2-28-2025	
Issue report with 90-day cure period for CAs, if any	03-03-2025	

Part II – Review			
Section A – Plan Adherence			
Critical Tasks			Status
Review Plan updated to reflect scope changes, if any			<input type="checkbox"/> N/A
Requested information received & reviewed			<input checked="" type="checkbox"/>
Program area interviews completed			<input checked="" type="checkbox"/>
Onsite visit conducted			<input checked="" type="checkbox"/>
Data reviewed for accuracy & relevancy			<input checked="" type="checkbox"/>
Supporting documents filed & tabs labeled			<input checked="" type="checkbox"/>
Leadership (and/or Review Team) briefed			<input checked="" type="checkbox"/>
Section B – Review Findings			
Observations		Correction Action (CA) - Recommendation (R) - Noteworthy (N) - None (NA)	
1	The Title VI Coordinator for CRTPA has a great deal of nondiscrimination program experience, both for FDOT and for MPOs. She is proactive about contacting FDOT and FHWA for technical assistance, review of draft plans/policies, and to discuss emerging issues and concerns.	N	FDOT is grateful to CRTPA and to FDOT OPP for fostering a collegial environment in which service to the MPO's communities and a unified voice takes precedence over regulatory debate. FDOT and FHWA are looking forward to working with the MPO Title VI Coordinator to deliver the 2025 Title VI Summer Camp in July.
2	CRTPA provided many examples of using socioeconomic demographic data to select, prioritize, assess, and distribute info about planning projects. It showed it is well-versed in layering data to identify community needs and is now completing a Community Characteristics Inventory(CCI).	R	FDOT urges CRTPA to complete and maintain a CCI. While it may not improve the MPO's already robust use of demographic data in day to day decision making, it helps demonstrate compliance and, with the addition of mapping, provides a useful visualization tool for the general public.
3	CRTPA has executed an nondiscrimination assurance, appointed a responsible charge, and developed both a policy and complaint filing procedure. Information is available in English and Spanish. The MPO programs appear consistent with FDOT requirements and federal regulations.	NA	None.
4			
Section C - Conclusion			
Title VI Program Area Review Conclusion			
Substantial Compliance			
Title VI Program Area Review Post Review Requirement(s)			
None - After Action not required			
Approval			
DocuSigned by:  2C982961861242D...			
Stefan Kulakowski FDOT Title VI Coordinator		Aldrin Sanders Acting Equal Opportunity Office Manager	

April 15, 2025



AGENDA ITEM 8

FLORIDA DEPARTMENT OF TRANSPORTATION REPORT

TYPE OF ITEM: Information

A status report on the activities of the Florida Department of Transportation will be provided.

April 15, 2025



AGENDA ITEM 9

EXECUTIVE DIRECTOR'S REPORT

TYPE OF ITEM: Information

A status report on the activities of the Capital Region Transportation Planning Agency (CRTPA) including upcoming public involvement efforts associated with the Regional Mobility Plan (***Attachment 1***).



Executive Director Report

April 15, 2025



Year 2050 Regional Mobility Plan Spring Public Engagement Schedule

- Monticello Market – Jefferson County
- Panacea Community Garden Farmer's Market – Wakulla County
- Havana Market – Gadsden County
- Southside Farmer's Market – Leon County



April 15, 2025

AGENDA ITEM 10A

FUTURE MEETINGS

TYPE OF ITEM: CRTPA Information

Meeting Date	Meeting Type	Location
May 19 (Monday)	Board Meeting	Tallahassee City Hall, Commission Chambers, 2 nd Floor, 1:30 pm – 4:00 pm
Jun 16 (Monday)	Board Meeting	Tallahassee City Hall, Commission Chambers, 2 nd Floor, 1:30 pm – 4:00 pm
Sept 16 (Tuesday)	Board Meeting	Tallahassee City Hall, Commission Chambers, 2 nd Floor, 1:30 pm – 4:00 pm
Oct 21 (Tuesday)	Board Meeting	Tallahassee City Hall, Commission Chambers, 2 nd Floor, 1:30 pm – 4:00 pm
Nov 17 (Monday)	Board Meeting	Tallahassee City Hall, Commission Chambers, 2 nd Floor, 1:30 pm – 4:00 pm
Dec 16 (Tuesday)	Board Meeting	Tallahassee City Hall, Commission Chambers, 2 nd Floor, 1:30 pm – 4:00 pm



AGENDA ITEM 10 B

COMMITTEE ACTIONS (CITIZEN'S MULTIMODAL ADVISORY COMMITTEE & TECHNICAL ADVISORY COMMITTEE)

TYPE OF ITEM: CRTPA Information

STATEMENT OF ISSUE

This item provides information on the activities of the Technical Advisory Committee (TAC) and the Citizens Multimodal Advisory Committee (CMAC) to the Capital Region Transportation Planning Agency (CRTPA).

TAC and CMAC: The committees each met on April 1, 2025, and acted on the following:

- **Minutes of the February 4, 2025, Meetings**
 - **TAC Action:** Approved.
 - **CMAC Action:** Approved.
- **Performance Measures Update Resolution Ratification (PM2 and PM3)**
 - **TAC Action:** Recommended ratification.
 - **CMAC Action:** Recommended ratification.
- **CRTPA Transportation Alternatives (TA) Project Priority List Adoption**
 - **TAC Action:** Recommended adoption.
 - **CMAC Action:** Recommended adoption.
- **Unified Planning Work Program (UPWP)**
 - **TAC Action:** Recommended approval.
 - **CMAC Action:** Recommended approval.
- **CRTPA School Safety Study**
 - **TAC Action:** Recommended approval.
 - **CMAC Action:** Recommended approval.

➤ **CRTPA Title VI Policy**

- **TAC Action:** Recommended adoption.
- **CMAC Action:** Recommended adoption.

➤ **High Injury Network (HIN) Update**

- **TAC Action:** Information only.
- **CMAC Action:** Information only.

April 15, 2025



AGENDA ITEM 10C

UTILIZATION REPORT

OCTOBER THROUGH DECEMBER 2024

TYPE OF ITEM: Information

With the beginning of the second year of the UPWP contract, any remaining funds from the previous year are rolled into the current year budget. Therefore, the utilization of some line items may reflect a decrease from the previous report.

A status report on the October through December 2024, Unified Planning Work Program budget utilization is provided for the following:

- CRTPA Budget Report PL Funds October through December 2024 (***Attachment 1***)
- CRTPA Budget Report SU Funds October through December 2024 (***Attachment 2***)
- CRTPA Budget Report CM Funds October through December 2024 (***Attachment 3***)

Unified Planning Work Program - Fiscal Years 2024/25 & 2025/26			FPID# 439323-5-14-01	
Contract # G2U25 Invoice #:		PL-2	Invoice Period: October 1, 2024 through December 31, 2024	
Task 1.0 - Administration				
EXPENDITURE CATEGORY AND DESCRIPTION	FY 2024 FHWA (PL) Budgeted Amount	FY 2024 FHWA (PL) Previous Payments	FY 2024 FHWA (PL) Current Cost	FY 2024 FHWA (PL) Remaining Balance
Salaries and Fringe	\$336,817.00	\$104,942.96	\$132,799.90	\$99,074.14
Sub Total:	\$336,817.00	\$104,942.96	\$132,799.90	\$99,074.14
1.7 Professional Services WCOT	\$8,000.00	\$275.00	\$0.00	\$7,725.00
1.12 Professional Services Audit	\$21,000.00	\$0.00	\$0.00	\$21,000.00
1.16 Professional Services Legal	\$55,000.00	\$4,275.00	\$3,010.00	\$47,715.00
Sub Total:	\$84,000.00	\$4,550.00	\$3,010.00	\$76,440.00
Travel/Training	\$15,225.00	\$2,745.89	\$801.20	\$11,677.91
Sub Total:	\$15,225.00	\$2,745.89	\$801.20	\$11,677.91
Operational Expenses (Tel/Ins/Ads/Postage/Profess Fees)	\$66,166.00	\$132.74	\$22,422.50	\$43,610.76
Computer Software	\$6,000.00	\$1,200.00	\$84.23	\$4,715.77
Staff Services	\$79,674.00	\$20,384.41	\$20,339.91	\$38,949.68
Sub Total:	\$151,840.00	\$21,717.15	\$42,846.64	\$87,276.21
Office Supplies	\$3,250.00	\$30.94	\$176.51	\$3,042.55
Sub Total:	\$3,250.00	\$30.94	\$176.51	\$3,042.55
Computer Equipment	\$5,000.00	\$0.00	\$1,600.98	\$3,399.02
Sub Total:	\$5,000.00	\$0.00	\$1,600.98	\$3,399.02
Total:	\$596,132.00	\$133,986.94	\$181,235.23	\$280,909.83
Task 2.0 - Data Collection				
EXPENDITURE CATEGORY AND DESCRIPTION	FY 2024 FHWA (PL) Budgeted Amount	FY 2024 FHWA (PL) Previous Payments	FY 2024 FHWA (PL) Current Cost	FY 2024 FHWA (PL) Remaining Balance
Salaries and Fringe	\$0.00	\$0.00	\$0.00	\$0.00
Sub Total:	\$0.00	\$0.00	\$0.00	\$0.00
2.0 Contract/Consultant Services	\$0.00	\$0.00	\$0.00	\$0.00
Sub Total:	\$0.00	\$0.00	\$0.00	\$0.00
2.1 Transportation Data Mangement	\$75,500.00	\$75,500.00	\$0.00	\$0.00
Sub Total:	\$75,500.00	\$75,500.00	\$0.00	\$0.00
Total:	\$75,500.00	\$75,500.00	\$0.00	\$0.00
Task 3.0 - Long Range Planning				
EXPENDITURE CATEGORY AND DESCRIPTION	FY 2024 FHWA (PL) Budgeted Amount	FY 2024 FHWA (PL) Previous Payments	FY 2024 FHWA (PL) Current Cost	FY 2024 FHWA (PL) Remaining Balance
Salaries and Fringe	\$165,000.00	\$28,887.68	\$44,636.86	\$91,475.45
Sub Total:	\$165,000.00	\$28,887.68	\$44,636.86	\$91,475.45
3.0 Contract/Consultant Services	\$0.00	\$0.00	\$0.00	\$0.00
3.5 Connections 2045 RMP	\$0.00	\$0.00	\$0.00	\$0.00
Sub Total:	\$0.00	\$0.00	\$0.00	\$0.00
Total:	\$165,000.00	\$28,887.68	\$44,636.86	\$91,475.45
Task 4.0 - Short-Range Planning				
EXPENDITURE CATEGORY AND DESCRIPTION	FY 2024 FHWA (PL) Budgeted Amount	FY 2024 FHWA (PL) Previous Payments	FY 2024 FHWA (PL) Current Cost	FY 2024 FHWA (PL) Remaining Balance
Salaries and Fringe	\$52,538.00	\$5,872.98	\$6,248.44	\$40,416.59
Sub Total:	\$52,538.00	\$5,872.98	\$6,248.44	\$40,416.59
4.0 Contract/Consultant Services	\$0.00	\$0.00	\$0.00	\$0.00
Sub Total:	\$0.00	\$0.00	\$0.00	\$0.00
4.4 TIP Software	\$13,516.00	\$0.00	\$0.00	\$13,516.00
Sub Total:	\$13,516.00	\$0.00	\$0.00	\$13,516.00
Total:	\$66,054.00	\$5,872.98	\$6,248.44	\$53,932.59

Page 1 of 2

Unified Planning Work Program - Fiscal Years 2024/25 & 2025/26			FPID# 439323-5-14-01			
Invoice #:		PL-2	Invoice Period: October 1, 2024 through December 31, 2024			
Task 5.0 - Mobility Planning					Budget Utilization	
EXPENDITURE CATEGORY AND DESCRIPTION	FY 2024 FHWA (PL) Budgeted Amount	FY 2024 FHWA (PL) Previous Payments	FY 2024 FHWA (PL) Current Cost	FY 2024 FHWA (PL) Remaining Balance		
Salaries and Fringe	\$66,019.00	\$2,916.16	\$9,854.46	\$53,248.37	19%	
Sub Total:	\$66,019.00	\$2,916.16	\$9,854.46	\$53,248.37		
5.0 Contract/Consultant Services Support Task 5 Activities	\$0.00	\$0.00	\$0.00	\$0.00	22%	
5.7 Tallahassee to Havana Trail Feasibility Study	\$0.00	\$0.00	\$0.00	\$0.00		
5.11 Congestion Management Plan Update	\$0.00	\$0.00	\$0.00	\$0.00		
5.21 SR267 Bloxham Cutoff Trail Feasibility Study	\$0.00	\$0.00	\$0.00	\$0.00		
5.22 Thomasville Road to Welaunee Grnwy SUP FS	\$0.00	\$0.00	\$0.00	\$0.00		
5.23 US 90 West SUP FS	\$0.00	\$0.00	\$0.00	\$0.00		
Sub Total:	\$0.00	\$0.00	\$0.00	\$0.00		
Total:	\$66,019.00	\$2,916.16	\$9,854.46	\$53,248.37		
Task 6.0 - Public Involvement						
EXPENDITURE CATEGORY AND DESCRIPTION	FY 2024 FHWA (PL) Budgeted Amount	FY 2024 FHWA (PL) Previous Payments	FY 2024 FHWA (PL) Current Cost	FY 2024 FHWA (PL) Remaining Balance		
Salaries and Fringe	\$45,500.00	\$4,907.61	\$4,889.74	\$35,702.65		53%
Sub Total:	\$45,500.00	\$4,907.61	\$4,889.74	\$35,702.65		
6.0 Contract/Consultant Services	\$0.00	\$0.00	\$0.00	\$0.00	100%	
6.9 Public Involvement Software	\$1,000.00	\$0.00	\$0.00	\$1,000.00		
6.9 Public Involvement Outreach	\$5,000.00	\$0.00	\$0.00	\$5,000.00		
Sub Total:	\$6,000.00	\$0.00	\$0.00	\$6,000.00		
Total:	\$51,500.00	\$4,907.61	\$4,889.74	\$41,702.65	100%	
Task 7.0 - Special Projects						
EXPENDITURE CATEGORY AND DESCRIPTION	FY 2024 FHWA (PL) Budgeted Amount	FY 2024 FHWA (PL) Previous Payments	FY 2024 FHWA (PL) Current Cost	FY 2024 FHWA (PL) Remaining Balance		
Salaries and Fringe	\$38,251.00	\$4,376.78	\$15,932.96	\$17,941.25		
Sub Total:	\$38,251.00	\$4,376.78	\$15,932.96	\$17,941.25		
7.0 Consultant Support Task 7 Activities	\$0.00	\$0.00	\$0.00	\$0.00		
7.1 SS4A Implementation	\$0.00	\$0.00	\$0.00	\$0.00		
7.1.1 SS4A Implementation Plan N. Monroe St.	\$20,730.00	\$20,730.00	\$0.00	\$0.00		
7.1.2 SS4A US 90 Tennessee St. SS4A Corridor SAP	\$0.00	\$0.00	\$0.00	\$0.00		
7.1 SS4A Implementation TBD	\$0.00	\$0.00	\$0.00	\$0.00		
7.2 Safe School Access	\$24,220.00	\$24,220.00	\$0.00	\$0.00		
Sub Total:	\$44,950.00	\$44,950.00	\$0.00	\$0.00		
Total:	\$83,201.00	\$49,326.78	\$15,932.96	\$17,941.25		
G2U25 GRAND TOTAL EXPENDITURE DETAIL :	\$1,103,406.00	\$301,398.15	\$262,797.70	\$539,210.15		
Page 2 of 2						

Unified Planning Work Program - Fiscal Years 2024/25 & 2025/26			FPID# 439323-5-14-02		
Contract # G2U25 Invoice #:		SU-2	Invoice Period: October 1, 2024 through December 31, 2024		
Task 1.0 - Administration					Budget Utilization
EXPENDITURE CATEGORY AND DESCRIPTION	FY 2024 FHWA (SU) Budgeted Amount	FY 2024 FHWA (SU) Previous Payments	FY 2024 FHWA (SU) Current Cost	FY 2024 FHWA (SU) Remaining Balance	
Salaries and Fringe	\$0.00	\$0.00	\$0.00	\$0.00	
Sub Total:	\$0.00	\$0.00	\$0.00	\$0.00	
Contract/Consultant Services	\$0.00	\$0.00	\$0.00	\$0.00	
1.7 Professional Services WCOT	\$0.00	\$0.00	\$0.00	\$0.00	
1.12 Professional Services Audit	\$0.00	\$0.00	\$0.00	\$0.00	
1.16 Professional Services Legal	\$0.00	\$0.00	\$0.00	\$0.00	
Sub Total:	\$0.00	\$0.00	\$0.00	\$0.00	
Travel/Training	\$0.00	\$0.00	\$0.00	\$0.00	
Sub Total:	\$0.00	\$0.00	\$0.00	\$0.00	
Operational Expenses (Tel/Ins/Ads/Postage/Profess Fees)	\$0.00	\$0.00	\$0.00	\$0.00	
Computer Software	\$0.00	\$0.00	\$0.00	\$0.00	
Staff Services	\$0.00	\$0.00	\$0.00	\$0.00	
Sub Total:	\$0.00	\$0.00	\$0.00	\$0.00	
Office Supplies	\$0.00	\$0.00	\$0.00	\$0.00	
Computer Equipment	\$0.00	\$0.00	\$0.00	\$0.00	
Sub Total:	\$0.00	\$0.00	\$0.00	\$0.00	
Total:	\$0.00	\$0.00	\$0.00	\$0.00	
Task 2.0 - Data Collection					
EXPENDITURE CATEGORY AND DESCRIPTION	FY 2024 FHWA (SU) Budgeted Amount	FY 2024 FHWA (SU) Previous Payments	FY 2024 FHWA (SU) Current Cost	FY 2024 FHWA (SU) Remaining Balance	
Salaries and Fringe	\$60,000.00	\$19,577.05	\$35,780.90	\$4,642.05	
Sub Total:	\$60,000.00	\$19,577.05	\$35,780.90	\$4,642.05	
2.0 Contract/Consultant Services	\$21,530.00	\$0.00	\$0.00	\$21,530.00	
Sub Total:	\$21,530.00	\$0.00	\$0.00	\$21,530.00	
2.1 Transportation Data Mangement	\$0.00	\$0.00	\$0.00	\$0.00	
Sub Total:	\$0.00	\$0.00	\$0.00	\$0.00	
Total:	\$81,530.00	\$19,577.05	\$35,780.90	\$26,172.05	
Task 3.0 - Long Range Planning					
EXPENDITURE CATEGORY AND DESCRIPTION	FY 2024 FHWA (SU) Budgeted Amount	FY 2024 FHWA (SU) Previous Payments	FY 2024 FHWA (SU) Current Cost	FY 2024 FHWA (SU) Remaining Balance	
Salaries and Fringe	\$0.00	\$0.00	\$0.00	\$0.00	
Sub Total:	\$0.00	\$0.00	\$0.00	\$0.00	
3.0 Contract/Consultant Services	\$0.00	\$0.00	\$0.00	\$0.00	
3.5 Connections 2045 RMP	\$0.00	\$0.00	\$0.00	\$0.00	
Sub Total:	\$0.00	\$0.00	\$0.00	\$0.00	
Total:	\$0.00	\$0.00	\$0.00	\$0.00	
Task 4.0 - Short-Range Planning					
EXPENDITURE CATEGORY AND DESCRIPTION	FY 2024 FHWA (SU) Budgeted Amount	FY 2024 FHWA (SU) Previous Payments	FY 2024 FHWA (SU) Current Cost	FY 2024 FHWA (SU) Remaining Balance	
Salaries and Fringe	\$0.00	\$0.00	\$0.00	\$0.00	
Sub Total:	\$0.00	\$0.00	\$0.00	\$0.00	
4.0 Contract/Consultant Services	\$21,530.00	\$0.00	\$0.00	\$21,530.00	
Sub Total:	\$21,530.00	\$0.00	\$0.00	\$21,530.00	
4.4 TIP Software	\$0.00	\$0.00	\$0.00	\$0.00	
Sub Total:	\$0.00	\$0.00	\$0.00	\$0.00	
Total:	\$21,530.00	\$0.00	\$0.00	\$21,530.00	

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Page 1 of 2

Unified Planning Work Program - Fiscal Years 2024/25 & 2025/26			FPID# 439323-5-14-02			
Invoice #:		SU-2	Invoice Period: October 1, 2024 through December 31, 2024			
Task 5.0 - Mobility Planning					Budget Utilization	
EXPENDITURE CATEGORY AND DESCRIPTION	FY 2024 FHWA (SU) Budgeted Amount	FY 2024 FHWA (SU) Previous Payments	FY 2024 FHWA (SU) Current Cost	FY 2024 FHWA (SU) Remaining Balance		
Salaries and Fringe	\$0.00	\$0.00	\$0.00	\$0.00		
Sub Total:	\$0.00	\$0.00	\$0.00	\$0.00		
5.0 Contract/Consultant Services Support Task 5 Activities	\$29,530.00	\$0.00	\$0.00	\$29,530.00		0%
5.7 Tallahassee Havana SUP Feasibility Study	\$8,100.00	\$0.00	\$0.00	\$8,100.00		0%
5.11 Congestion Management Plan Update	\$150,000.00	\$0.00	\$0.00	\$150,000.00		0%
5.21 SR267 Bloxham Cutoff Trail Feasibility Study	\$200,000.00	\$0.00	\$0.00	\$200,000.00		0%
5.22 Thomasville Road to Welaunee Grnwy SUP FS	\$125,000.00	\$0.00	\$0.00	\$125,000.00		0%
5.23 US 90 West SUP FS	\$250,000.00	\$0.00	\$0.00	\$250,000.00		0%
	\$0.00	\$0.00	\$0.00	\$0.00		
Sub Total:	\$762,630.00	\$0.00	\$0.00	\$762,630.00		
Total:	\$762,630.00	\$0.00	\$0.00	\$762,630.00		
Task 6.0 - Public Involvement						
EXPENDITURE CATEGORY AND DESCRIPTION	FY 2024 FHWA (SU) Budgeted Amount	FY 2024 FHWA (SU) Previous Payments	FY 2024 FHWA (SU) Current Cost	FY 2024 FHWA (SU) Remaining Balance		
Salaries and Fringe	\$0.00	\$0.00	\$0.00	\$0.00		
Sub Total:	\$0.00	\$0.00	\$0.00	\$0.00		
6.0 Contract/Consultant Services	\$21,530.00	\$0.00	\$0.00	\$21,530.00		0%
6.9 Public Involvement Software	\$15,500.00	\$0.00	\$0.00	\$15,500.00		0%
6.9 Public Involvement Outreach	\$0.00	\$0.00	\$0.00	\$0.00		
Sub Total:	\$37,030.00	\$0.00	\$0.00	\$37,030.00		
Total:	\$37,030.00	\$0.00	\$0.00	\$37,030.00		
Task 7.0 - Special Projects						
EXPENDITURE CATEGORY AND DESCRIPTION	FY 2024 FHWA (SU) Budgeted Amount	FY 2024 FHWA (SU) Previous Payments	FY 2024 FHWA (SU) Current Cost	FY 2024 FHWA (SU) Remaining Balance		
Salaries and Fringe	\$40,730.00	\$20,730.00	\$20,000.00	\$0.00		100%
Sub Total:	\$40,730.00	\$20,730.00	\$20,000.00	\$0.00		
7.0 Consultant Support Task 7 Activities	\$21,530.00	\$0.00	\$0.00	\$21,530.00		0%
7.1 SS4A Implementation TBD	\$21,680.00	\$0.00	\$0.00	\$21,680.00		
7.1.1 SS4A Implementation Plan N. Monroe St. (F)	\$19,270.00	\$10,365.00	\$0.00	\$8,905.00		54%
7.1.2 SS4A US 90 Tennessee St. SS4A Corridor SAP (F)	\$10,000.00	\$8,198.00	\$0.00	\$1,802.00		82%
7.1.3 SS4A Implementation High Injury Network Corridor Analysis	\$208,320.00	\$0.00	\$0.00	\$208,320.00		0%
7.2 Safe School Access	\$50,000.00	\$25,212.80	\$9,658.84	\$15,128.36		70%
	\$0.00	\$0.00	\$0.00	\$0.00		
	\$0.00	\$0.00	\$0.00	\$0.00		
Sub Total:	\$330,800.00	\$43,775.80	\$9,658.84	\$277,365.36		
Total:	\$371,530.00	\$64,505.80	\$29,658.84	\$277,365.36		
G2U25 GRAND TOTAL EXPENDITURE DETAIL :	\$1,274,250.00	\$84,082.85	\$65,439.74	\$1,124,727.41		
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Unified Planning Work Program - Fiscal Years 2024/25 & 2025/26			FPID# 439323-5-14-03		
Contract # G2U25 Invoice #: CM 1		CM-2	Invoice Period: October 1, 2024 through December 31, 2024		
Task 1.0 - Administration					Budget Utilization
EXPENDITURE CATEGORY AND DESCRIPTION	FY 2024 FHWA (CM) Budgeted Amount	FY 2024 FHWA (CM) Previous Payments	FY 2024 FHWA (CM) Current Cost	FY 2024 FHWA (CM) Remaining Balance	
Salaries and Fringe	\$0.00	\$0.00	\$0.00	\$0.00	
Sub Total:	\$0.00	\$0.00	\$0.00	\$0.00	
Contract/Consultant Services	\$0.00	\$0.00	\$0.00	\$0.00	
1.7 Professional Services WCOT	\$0.00	\$0.00	\$0.00	\$0.00	
1.12 Professional Services Audit	\$0.00	\$0.00	\$0.00	\$0.00	
1.16 Professional Services Legal	\$0.00	\$0.00	\$0.00	\$0.00	
Sub Total:	\$0.00	\$0.00	\$0.00	\$0.00	
Travel/Training	\$0.00	\$0.00	\$0.00	\$0.00	
Sub Total:	\$0.00	\$0.00	\$0.00	\$0.00	
Operational Expenses (Tel/Ins/Ads/Postage/Profess Fees)	\$0.00	\$0.00	\$0.00	\$0.00	
Computer Software	\$0.00	\$0.00	\$0.00	\$0.00	
Staff Services	\$0.00	\$0.00	\$0.00	\$0.00	
Sub Total:	\$0.00	\$0.00	\$0.00	\$0.00	
Office Supplies	\$0.00	\$0.00	\$0.00	\$0.00	
Computer Equipment	\$0.00	\$0.00	\$0.00	\$0.00	
Sub Total:	\$0.00	\$0.00	\$0.00	\$0.00	
Total:	\$0.00	\$0.00	\$0.00	\$0.00	
Task 2.0 - Data Collection					
EXPENDITURE CATEGORY AND DESCRIPTION	FY 2024 FHWA (CM) Budgeted Amount	FY 2024 FHWA (CM) Previous Payments	FY 2024 FHWA (CM) Current Cost	FY 2024 FHWA (CM) Remaining Balance	
Salaries and Fringe	\$0.00	\$0.00	\$0.00	\$0.00	
Sub Total:	\$0.00	\$0.00	\$0.00	\$0.00	
2.0 Contract/Consultant Services	\$0.00	\$0.00	\$0.00	\$0.00	
Sub Total:	\$0.00	\$0.00	\$0.00	\$0.00	
2.1 Transportation Data Mangement	\$0.00	\$0.00	\$0.00	\$0.00	
Sub Total:	\$0.00	\$0.00	\$0.00	\$0.00	
Total:	\$0.00	\$0.00	\$0.00	\$0.00	
Task 3.0 - Long Range Planning					
EXPENDITURE CATEGORY AND DESCRIPTION	FY 2024 FHWA (CM) Budgeted Amount	FY 2024 FHWA (CM) Previous Payments	FY 2024 FHWA (CM) Current Cost	FY 2024 FHWA (CM) Remaining Balance	
Salaries and Fringe	\$0.00	\$0.00	\$0.00	\$0.00	
Sub Total:	\$0.00	\$0.00	\$0.00	\$0.00	
3.0 Contract/Consultant Services	\$0.00	\$0.00	\$0.00	\$0.00	
3.5 Connections 2045 RMP	\$450,000.00	\$28,600.70	\$27,025.60	\$394,373.70	
Sub Total:	\$450,000.00	\$28,600.70	\$27,025.60	\$394,373.70	
Total:	\$450,000.00	\$28,600.70	\$27,025.60	\$394,373.70	
Task 4.0 - Short-Range Planning					
EXPENDITURE CATEGORY AND DESCRIPTION	FY 2024 FHWA (CM) Budgeted Amount	FY 2024 FHWA (CM) Previous Payments	FY 2024 FHWA (CM) Current Cost	FY 2024 FHWA (CM) Remaining Balance	
Salaries and Fringe	\$0.00	\$0.00	\$0.00	\$0.00	
Sub Total:	\$0.00	\$0.00	\$0.00	\$0.00	
4.0 Contract/Consultant Services	\$0.00	\$0.00	\$0.00	\$0.00	
Sub Total:	\$0.00	\$0.00	\$0.00	\$0.00	
4.4 TIP Software	\$0.00	\$0.00	\$0.00	\$0.00	
Sub Total:	\$0.00	\$0.00	\$0.00	\$0.00	
Total:	\$0.00	\$0.00	\$0.00	\$0.00	

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Unified Planning Work Program - Fiscal Years 2024/25 & 2025/26		FPID# 439323-5-14-03			
Invoice #:	CM-2	Invoice Period: October 1, 2024 through December 31, 2024			
Task 5.0 - Mobility Planning				Budget Utilization	
EXPENDITURE CATEGORY AND DESCRIPTION	FY 2024 FHWA (CM) Budgeted Amount	FY 2024 FHWA (CM) Previous Payments	FY 2024 FHWA (CM) Current Cost		FY 2024 FHWA (CM) Remaining Balance
Salaries and Fringe	\$0.00	\$0.00	\$0.00		\$0.00
Sub Total:	\$0.00	\$0.00	\$0.00		\$0.00
5.0 Contract/Consultant Services Support Task 5 Activities	\$0.00	\$0.00	\$0.00		\$0.00
5.7 Tallahassee to Havana Trail Feasibility Study	\$0.00	\$0.00	\$0.00		\$0.00
5.11 Congestion Management Plan Update	\$0.00	\$0.00	\$0.00		\$0.00
5.21 SR267 Bloxham Cutoff Trail Feasibility Study	\$0.00	\$0.00	\$0.00		\$0.00
5.22 Thomasville Road to Welaunee Grnwy SUP FS	\$0.00	\$0.00	\$0.00		\$0.00
5.23 US 90 West SUP FS	\$0.00	\$0.00	\$0.00		\$0.00
Sub Total:	\$0.00	\$0.00	\$0.00		\$0.00
Total:	\$0.00	\$0.00	\$0.00		\$0.00
Task 6.0 - Public Involvement					
EXPENDITURE CATEGORY AND DESCRIPTION	FY 2024 FHWA (CM) Budgeted Amount	FY 2024 FHWA (CM) Previous Payments	FY 2024 FHWA (CM) Current Cost		FY 2024 FHWA (CM) Remaining Balance
Salaries and Fringe	\$0.00	\$0.00	\$0.00		\$0.00
Sub Total:	\$0.00	\$0.00	\$0.00		\$0.00
6.0 Contract/Consultant Services	\$0.00	\$0.00	\$0.00		\$0.00
6.9 Public Involvement Software	\$0.00	\$0.00	\$0.00		\$0.00
6.9 Public Involvement Outreach	\$0.00	\$0.00	\$0.00		\$0.00
Sub Total:	\$0.00	\$0.00	\$0.00		\$0.00
Total:	\$0.00	\$0.00	\$0.00		\$0.00
Task 7.0 - Special Projects					
EXPENDITURE CATEGORY AND DESCRIPTION	FY 2024 FHWA (CM) Budgeted Amount	FY 2024 FHWA (CM) Previous Payments	FY 2024 FHWA (CM) Current Cost		FY 2024 FHWA (CM) Remaining Balance
Salaries and Fringe	\$0.00	\$0.00	\$0.00		\$0.00
Sub Total:	\$0.00	\$0.00	\$0.00		\$0.00
7.0 Consultant Support Task 7 Activities	\$0.00	\$0.00	\$0.00		\$0.00
7.1 SS4A Implementation	\$0.00	\$0.00	\$0.00		\$0.00
7.1.1 SS4A Implementation Plan N. Monroe St.	\$0.00	\$0.00	\$0.00		\$0.00
7.1.1 SS4A US 90 Tennessee St. SS4A Corridor SAP	\$0.00	\$0.00	\$0.00		\$0.00
7.1 SS4A Implementation TBD	\$0.00	\$0.00	\$0.00		\$0.00
7.2 Safe School Access	\$0.00	\$0.00	\$0.00		\$0.00
Sub Total:	\$0.00	\$0.00	\$0.00		\$0.00
Total:	\$0.00	\$0.00	\$0.00		\$0.00
G2U25 GRAND TOTAL EXPENDITURE DETAIL :	\$450,000.00	\$28,600.70	\$27,025.60		\$394,373.70
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Budget Utilization