UNIFIED PLANNING WORK PROGRAM

Effective Date: July 1, 2024—June 30, 2026

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www.crtpa.org

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.

TABLE OF CONTENTS

Endorsing Resolution……i
Cost Analysis Certification ii
Glossary iii
Introduction.....1
District Planning Activities 7
Organization and Management.....8
Status of Local and Regional Planning Activities 13
Priorities for FYs 2024/25 & 2025/26..... 16
Work Program 19

Task 1.0 - Program Administration 21
Task 2.0 - Data Collection 28
Task 3.0 - Long Range Planning..... 32
Task 4.0 - Short Range Planning..... 37
Task 5.0 - Mobility Planning 41
Task 6.0 - Public Involvement 51
Task 7.0 - Special Projects 55

TABLE I: FAST Act Planning Factors..... 62
TABLE II: State Planning Emphasis Areas……...…….. 63
TABLE III: Schedule of Selected Projects…… 64
TABLE IV: Funding by Agency Participation – FY 25/ & FY 26……..… 65
TABLE V: Funding by Fund Sources – FY 25/ & FY 26…….……..... 66

FIGURE 1: Map of CRTPA Planning Area……...…..iii

APPENDIX

APPENDIX I.

Forms

Debarment and Suspension Certification
Certification of Restrictions of Lobbying
Title VI Nondiscrimination Policy Statement
Disadvantaged Business Enterprise Utilization
MPO Joint Certification Statement

APPENDIX II.

FY 2024/25 Estimated Expense Operating Budget Detail
Salary, Fringe, Administrative, Facility and Office

FY 2025/26 Estimated Expense Operating Budget Detail
Salary, Fringe, Administrative, Facility and Office

CRTPA Resolution No. 2022-10-7D Adopted Travel Policy

APPENDIX III.

Agency Comments

Resolution 2024-05-7A

A RESOLUTION APPROVING THE FISCAL YEAR (FY) 2024/2025 - FY 2025/2026 UNIFIED PLANNING WORK PROGRAM FOR THE CAPITAL REGION TRANSPORTATION PLANNING AGENCY (CRTPA); AUTHORIZING THE CHARIMAN TO EXECUTE ALL REQUIRED FORMS AND ASSURANCES; AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE ALL SUBSEQUENT GRANT APPLICATIONS, AND INVOICES.

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

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

Whereas, the CRTPA prepared and submitted a FY 2024/2025 and FY 2025/2026 Unified Planning Work Program; and

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

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

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

NOW THEREFORE BE IT RESOLVED that the CRTPA:

1. Adopts the Final Unified Planning Work Program for FY 2024/25 and FY 2025/26; and

2. Authorizes the Chairman to execute all required forms and assurances; and

3. Authorizes the CRTPA Executive Director to file and execute all related grant applications and invoices for the Unified Planning Work Program and the Consolidated Planning Grant Agreement.

DONE, ORDERED, AND ADOPTED THIS 21st DAY OF MAY 2024 by the

CAPITAL REGION TRANSPORTATION PLANNING AGENCY

_____
Quincee Messersmith, Chair

ATTEST: _____
Greg Slay, Executive Director

FDOT COST ANALYSIS CERTIFICATION

Capital Region Transportation Planning Agency (CRTPA)

Unified Planning Work Program – FY 2024/25– 2025/26

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

Initial Adoption 5/21/2024

Bryant Paulk, AICP
Urban Planning Manager, District 3

_____

GLOSSARY OF ABBREVIATIONS

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

GLOSSARY OF ABBREVIATIONS

LOS	-	Level of Service
LEP	-	Limited English Proficiency
LRTP	-	Long Range Transportation Plan
MAP-21	-	Moving Ahead for Progress in the 21st Century Act
MPA	-	Metropolitan Planning Area
MPO/TPO	-	Metropolitan/Transportation Planning Organization
MPOAC	-	Metropolitan Planning Organization Advisory Council
RMP	-	Regional Mobility Plan
ROW	-	Right of Way
PD&E	-	Project Development and Environmental Study
PEA	-	Planning Emphasis Area
PIP	-	Public Involvement Plan
RMP	-	Regional Mobility Plan
RPC	-	Regional Planning Council
SS4A	-	Safe Streets for All Grant Program
SIS	-	Strategic Intermodal System
STIP	-	State Transportation Improvement Program
TAC	-	Technical Advisory Committee
TATMS	-	Tallahassee Advanced Transportation Management System
TAZ	-	Traffic Analysis Zone
TDLCB	-	Transportation Disadvantaged Local Coordinating Board
TDP	-	Transit Development Plan
TIP	-	Transportation Improvement Program
TRIP	-	Transportation Regional Incentive Program
UPWP	-	Unified Planning Work Program
UA	-	Urbanized Area (as designated by the 2010 Census)
USC	-	United States Code of Federal Regulation

CRTPA METROPOLITAN PLANNING AREA

The Capital Region Metropolitan Planning Area (MPA) includes Gadsden, Jefferson, Leon, and Wakulla Counties, which is also consistent with Tallahassee Metropolitan Statistical Area (MSA). The CRTPA is responsible for transportation policy development, planning, and programming for the counties and municipalities in the Capital Region.

CRTPA Metropolitan Planning Area

Tallahassee Metropolitan Statistical Area (Census)

Figure 1

INTRODUCTION

The Code of Federal Regulations (CFR) defines a UPWP as "a statement of work identifying the planning priorities and activities to be carried out within a metropolitan planning area." The Unified Planning Work Program (UPWP) has been prepared to outline the tasks to be performed with funds under Title 23 Sections 134 (Metropolitan Transportation Planning), 135 (Statewide Transportation Planning) and Title 49 (Public Transportation) by the Capital Region Transportation Planning Agency (CRTPA) for the period July 1, 2024 through June 30, 2026. This document serves to define planning tasks and activities for the public as well as public officials and agencies that contribute manpower and allocate funds to the transportation planning process.

The UPWP contains seven primary tasks or elements that provide the framework for the work program. Within each element, the subtasks further define planning activities, including products, projects, and plans. Furthermore, any UPWP planning task funded in partnership with another agency or local government is identified as a "Joint Planning Task." Joint Planning Tasks are established through an Agreement or Memorandum of Understanding between the parties. At this time the CRTPA is not proposing any tasks that will be funded by a Joint Planning Agreement.

DEVELOPMENT OF THIS UPWP

Development of this UPWP officially began on February 13, 2024, as a part of the CRTPA's Joint Certification meeting. CRTPA staff and the Florida Department of Transportation met to discuss the Certification Report responses and to go over the overall process. Consistent with previous years, the UPWP was developed through reviewing and updating tasks contained within the preceding document in coordination with CRTPA staff and outside agencies responsible for the tasks within the document. Development of the UPWP also included a review of the CRTPA's top critical priorities identified at past Annual Retreats and then outlining tasks to address these priorities. The UPWP is framed considering the Federal Planning Factors and the State Planning Emphasis Areas, which are further detailed in Section I. Lastly, staff reviewed the requirements related to development of UPWPs as contained within the **FDOT MPO Program Management Handbook**.

NOTE: The Draft UPWP reflects PL, SU, and CM funds from FY 2024 that were unencumbered or de-obligated, which roll-forward and are available in the first year (FY 2025) budget. Remaining funds from FY 2023 are made available in the second year of the UPWP (FY 2026). The second year SU budget is an estimate. An amendment will be processed to update the SU budget for FY 2026 once the SU close-out amounts are confirmed.

CRTPA Planning Documents

Transportation planning in the CRTPA Planning Area is guided by the Connections 2045 Regional Mobility Plan (RMP), also referred to as a Long-Range Transportation Plan. The Connections 2045 RMP, constructed with input from government officials, citizen's advisory boards, technical experts, and the public, was adopted at the November 2020 CRTPA meeting. Selected projects from the RMP 2045 Cost Feasible Plan are identified in the Project Priority Lists (PPLs) and implemented in the Transportation Improvement Program (TIP), both adopted annually. The Congestion Management Plan, Public Involvement Plan and Limited English Proficiency Plan are reviewed, at a minimum, every four years. Updates to the CMP and PIP are completed in advance of developing the Long-Range Transportation Plan. Short and long-range planning tasks in the UPWP detail the activities, as well as local and regional coordination associated with the development of the CRTPA planning documents. Although the CRTPA Metropolitan Planning Area is in air quality attainment status, staff in conjunction with the Florida Department of Transportation continues to monitor the CRTPA's air quality status as well as air quality issues.

Public Involvement

Public involvement during the development of the UPWP is accomplished through online platforms and in-person activities. A draft and final version is presented at the regularly scheduled meetings of the Technical Advisory Committee (TAC) and Citizens Multimodal Advisory Committee (CMAC), and to the CRTPA Board. Public comment and input from transportation providers and stakeholders on the Draft UPWP is considered when finalizing the document for Board approval. At the same time the draft is posted, is sent to the E-Blast contact list notifying of a minimum 7-day public comment period.

During the development of the UPWP the CRTPA coordinates with FDOT and FHWA to ensure all planning activities are eligible consistent with 2CFR200 and State law. In addition to presenting the draft UPWP to the Committees and Board, a notice is posted on the CRTPA website (www.crtpa.org) 7-days prior to the scheduled adoption of the final document, consistent with the Public Involvement Plan (PIP). The draft UPWP was distributed to the CRTPA Board and Committees and the public for comment (March and April 2024) and approved by the CRTPA at its May 21, 2024 meeting.. The UPWP reflects compliance with the comprehensive Title VI of the Civil Rights Act of 1964 and Environmental Justice (Executive Order 12898) procedures.

CONSOLIDATED PLANNING GRANT

FHWA and FTA provide funding support through the FDOT in the form of PL, SU, SA and CMAQ funds. Funding provided by the member governments of the CRTPA is budgeted for any ineligible expenses as identified in Federal Code, 2CFR200, and state law and guidelines. Allowable costs are outlined in Federal Code, Florida Statutes and the Department of Financial Services' **Reference Guide for State Expenditures (PDF)**. The FDOT and the Capital Region Transportation Planning Agency participate in the Consolidated Planning Grant (CPG).

The CPG enables FDOT, in cooperation with the MPO, FHWA, and FTA, to annually consolidate Florida's FHWA PL and FTA 5305(d) metropolitan planning fund allocations into a single grant that is administered by the FHWA Florida Division. These funds are annually apportioned to FDOT as the direct recipient and allocated to the CRTPA by FDOT utilizing formulas approved by the MPO, FDOT, FHWA and FTA in accordance with 23 CFR 420.109 and 49, U.S.C. Chapter 53. The FDOT is fulfilling the CPG's required 18.07% non-federal share (match) using Transportation Development Credits (Credits) as permitted by 23 CFR 120(i) and FTA C 8100.1D. The Credits are in essence a "soft match" provision allowing the Federal share to be increased up to 100%.

PL SET-ASIDE: CONTEXT BASED PLANNING (COMPLETE STREETS)

The Bipartisan Infrastructure Law (BIL) requires each MPO to use at least 2.5% of its PL funds on specified planning activities to increase safe and accessible options for multiple travel modes for people of all ages and abilities. The CRTPA's total PL funding allocation for Fiscal Year 2024/25 -2025/26 is $1,582,966. For FY 2025 the CRTPA's required allocation for the Safe and Accessible Transportation Options Metropolitan Planning Set-Aside for context based planning work is $19,690. and for FY 26 is $19,890, for a total of $39,580.

A Complete Street is safe, and feels safe, for all users. FHWA is focused on supporting transportation agencies to plan, develop and operate equitable streets and networks that prioritize safety, comfort, and connectivity to destinations for all people who use the street network. The CRTPA's major programs and projects support the safe and adequate accommodation of all users of the transportation system, including pedestrians, bicyclists, public transportation users, children, older individuals, individuals with disabilities, motorists, and freight vehicles.

The CRTPA's multi-use trail projects, sidewalk enhancements and proposed corridor and safety studies all support the Complete Streets context based planning initiative.

PL SET-ASIDE: CONTEXT BASED PLANNING

In FY 25 $40,000, of PL funding is budgeted for **Subtask 7.2: Take the Safe Route – Safe Access to School Study.** A notation is added that the project budget that a minimum of $20,000 must be billed to PL funding to satisfy the 2.5% set-aside. In Fiscal Year 26 $24,781 in PL funding is identified in support an SS4A project. The funding was budgeted for the SS4a project, the North Monroe Corridor Pedestrian analysis. A notation is added that assigns the funding to the set-aside.

SUMMARY

The tasks outlined in the UPWP are required by either Federal or State law and are ongoing. At the Federal level, these tasks include the development of a fiscally constrained LRTP and Transportation Improvement Program (TIP), implementation of the Congestion Management Process (CMP), setting performance targets in coordination with state and local partners for national performance measures, and engaging the public and stakeholders to establish a shared vision and goals for the community.

Planning activities programmed within the UPWP satisfy the level of effort requirements anticipated by the CRTPA to meet local priorities, as well as the requirements of Federal Highway Administration, Federal Transit Administration and the FDOT. After adoption, the UPWP is reviewed throughout the year to ensure consistency between staff work efforts and tasks identified within the document, as well as monitoring work progress and assessing the need for possible amendment.

UPWP includes a description of the planning work and resulting products; who will perform the work; time frames for completing the work; cost of the work; and sources of funding and associated set-aside requirements.

FEDERAL PLANNING FACTORS

In December 2015, the **Fixing America's Surface Transportation Act** (FAST Act) was signed into law. The FAST Act serves as the primary surface transportation legislation as amended. As part of the review of projects and plans the FAST Act requires consideration of the following ten Planning Factors.

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

Integral to a continuous, cooperative, and comprehensive metropolitan transportation planning process is the consideration and implementation of projects, strategies, and services that will address the federal planning factors. Additionally, these factors are considered in the development of required documents, as well as the studies and plans initiated by the CRTPA.

Table I, on page 48 illustrates the CRTPA's consideration of the ten planning factors in the transportation planning process.

FLORIDA PLANNING EMPHASIS AREAS

In coordination with the development of the UPWP, the FDOT Office of Policy Planning develops Planning Emphasis Areas (PEAs) for consideration in the transportation planning process. Safety, Equity, Resilience and emerging Mobility are the PEAs to be considered in developing and implementing the CRTPA's planning programs.

SAFETY

Safety has been a federal and state planning priority over numerous iterations of transportation legislation and policy. The FAST ACT required MPOs to adopt Safety Performance Measures, and to annually report on and monitor progress against their adopted safety targets. Planning activities included in the UPWP support the identification of safety needs and improvements. The CRTPA planning documents, stand-alone [area or corridor] safety studies and safety considerations within modal planning elements support the goal of a safer transportation system for all users. In addition, the CRTPA consults the **Florida Strategic Highway Safety Plan** (SHSP), which provides a framework for eliminating fatalities and serious injuries on all public roads. Additionally, data analyses and community involvement better inform the identification and prioritization of safety projects in the planning process.

EQUITY

Equity is defined as the consistent and systematic fair, just, and impartial treatment of all individuals. This includes people who belong to underserved communities that have been denied such treatment, as well as persons with disabilities, rural communities, and persons otherwise adversely affected by persistent poverty or inequity. Transportation equity supports and enhances access to jobs, health care, education, and other important resources. Providing equal access to opportunity addresses the systemic barriers that may exist because of a person's race, ethnicity, creed, gender, age, physical ability, income, or other factors.

Identifying and selecting projects that promote equity and access to opportunity is essential for addressing the mobility and accessibility needs of historically disadvantaged populations. Executive Order 14008, Tackling the Climate Crisis at Home and Abroad, created the "Justice40 Initiative" that aims to deliver 40 percent of the overall benefits of relevant federal investments to disadvantaged communities. This initiative supports Executive Order 13985, Advancing Racial Equity and Support for Underserved Communities through the Federal Government, it outlines federal policy and defines equity as the consistent and systematic fair, just, and impartial treatment of individuals. data-driven project prioritization considers the impacts of transportation projects on a community, as well as the benefit to enhance opportunities for a community.

RESILIENCE

The FAST Act introduced the requirement that states and metropolitan planning organizations consider and implement improving the resiliency and reliability of the transportation system. Resilience is defined as the ability to adapt to changing conditions and prepare for, withstand, and recover from disruptions. Disruptions are events and conditions that are often characterized as shocks (unexpected disruptions) and stressors (causes a state of strain or tension). These changing conditions can encompass a wide variety of environmental, technological, economic, or social impacts, whether the impact is immediate, such as a natural disaster, or prolonged such as the COVID-19 Pandemic. These events and trends can result in unanticipated transportation system disruptions and increasing constraints on infrastructure, impeding access to reliable mobility.

Resilience within the planning processes is a consideration within every planning document prepared by the CRTPA. Additionally, the CRTPA coordinates with agency partners responsible for natural disaster risk reduction and supports local resilience and planning initiatives. In development of the TIP and projects the CRTPA consults **FDOT 23 CFR Part 667**, reasonable alternatives to roads, highways, and bridges that have required repair and reconstruction activities on two or more occasions due to emergency events. Increased costs associated with reducing vulnerability of the existing transportation infrastructure is another factor that is evaluated. Proactive resiliency planning will help the CRTPA develop planning documents that are ultimately more realistic and cost-effective.

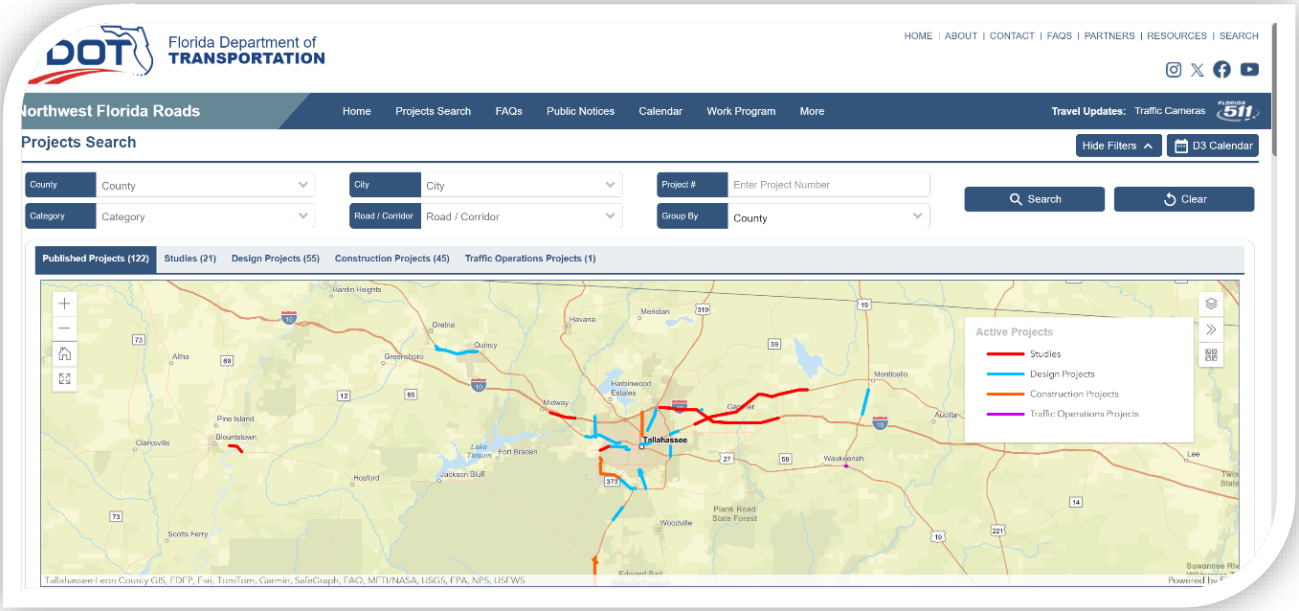
EMERGING MOBILITY

Advances in communication and automation technology result in new mobility options, ranging from automated and connected transport, electric vehicles, ridesharing, and micro-mobility. These changes may be disruptive and transformational, with impacts to safety, vehicle ownership, travel capacity, vehicle miles traveled, land-use, transportation design, future investment demands, supply chain logistics, economy, and the workforce.

The UPWP recognizes the important influence of emerging mobility on the multi-modal transportation system and includes related planning studies, collaboration efforts, research, or other activities. Adopting and supporting innovative technologies and business practices supports all seven goals of the Florida Transportation Plan and the federal planning factors found in the FAST Act.

FDOT DISTRICT THREE PLANNING ACTIVITIES

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



https://www.nwflroads.com/search

The following lists the FDOT District Three Planning Activities:

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

ORGANIZATION AND MANAGEMENT OF THE CRTPA

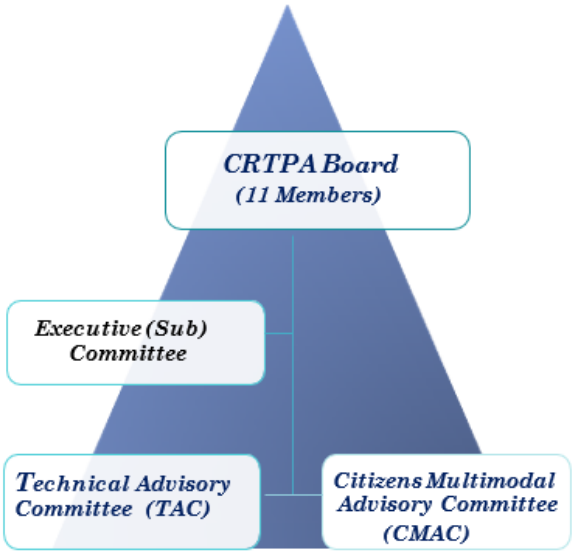
The CRTPA is the public agency responsible for developing policies and procedures to guide the transportation planning process for the MPA. The CRTPA strives to ensure that the recommendations are in keeping with the goals and standards of the federal and state government, as well as its member governments.

CRTPA Responsibilities

The CRTPA's annual responsibilities are to perform the tasks of preparing transportation plans and programs as delegated by the federal and state laws. These duties include insuring adequate representation in the transportation process and assessing the compatibility of state, county, and municipal projects in the transportation multi-modal network. Consideration is given to all modes of transportation with respect to the needs of the elderly and handicapped as outlined in the Americans with Disabilities Act. The plans and programs developed by the CRTPA implement the requirements of the MPO transportation planning process.

CRTPA Board

The CRTPA Board is the transportation policy-making body comprised of representatives from local government and transportation agencies with authority and responsibility in urbanized areas. Local government representatives are appointed by the Gadsden, Leon, Jefferson and Wakulla County Commissions, the City of Tallahassee Commission, and the Leon County School Board. In addition, the six municipalities of Gadsden County (the Cities of Chattahoochee, Gretna, Midway and Quincy and the Towns of Havana and Greensboro) are represented by one elected official selected by the municipalities, and then appointed by the respective Board or Council.



In September 2021 the CRTPA Board approved updates to the Bylaws, Policies and Procedures. The adopted **Bylaws, Policies and Procedures** serve to guide the proper functioning of the urban transportation planning process and contain information related to the structure, duties and funding of the CRTPA.

CRTPA Executive Committee

Established in the CRTPA's Bylaws, the Executive Committee is comprised of the Chair, Vice-Chair, and immediate Past-Chair. The Executive Committee meets at a minimum annually to review the CRTPA's operating budget and to complete an annual evaluation of the Executive Director. Additional duties set forth in the Bylaws includes the establishment of CRTPA personnel policies and procedures; review of contracts and emergency approval of time-sensitive items.

CRTPA Committees

Two advisory committees, the Citizens Multimodal Advisory Committee (CMAC) and the Technical Advisory Committee (TAC), provide input as part of the public involvement process. The CMAC is composed of members of the public who represent the general welfare of the community. The TAC, composed of engineers, planners, and other related transportation professionals, reviews plans, programs, and projects and provides recommendations to the CRTPA based on technical expertise.

The CMAC and TAC meet approximately two weeks prior to regularly scheduled CRTPA meetings to ensure that their recommendations are incorporated into the CRTPA agenda items and provided to CRTPA members in a timely manner. Available for review on the CRTPA website, the adopted **Bylaws** govern the activities of the advisory committees. In addition, the Transportation Disadvantaged Local Coordinating Board (TDLCB) identifies the local needs of the transportation disadvantaged population and investigates alternatives to meet those needs. The TDLCB is staffed through the Apalachee Regional Planning Council (ARPC).

CRTPA Staff

The CRTPA staff is responsible for collecting and disseminating all information from the transportation planning process to the public. The work effort required to support the 3-C planning process is administered by the CRTPA staff in cooperation with local governments, the FDOT, FTA and FHWA. Other agencies are consulted in various phases of the planning process including the Department of Environmental Protection, the Federal Aviation Administration, Federal Rail Administration, and the Water Management District Offices. Public input is provided through public meetings; public hearings; online surveys and interactive documents; and community meetings, consistent with the adopted Public Involvement Plan (Slated for adoption June 17, 2024). Staff maintains the and implements CRTPA Policies and Procedures, which are reviewed and updated annually, and the Continuity of Operations Plan.

CRTPA AGREEMENTS

Agreements with state and local governments, and local and regional agencies promote the continuing, cooperative, and comprehensive ("3-C") planning process.

Amended Interlocal Agreement for the Formation & Operation of the CRTPA

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

Intergovernmental Coordination and Review and Public Transportation Coordination Joint Project Agreement (ICAR)

Updated in 2020, the ICAR establishes that the parties will cooperatively coordinate their efforts related to the transportation planning process and assure that highway facilities, mass transit, air transportation and other facilities will be properly located and developed in relation to the overall plan of community development. Parties to the ICAR are the FDOT, the CRTPA, the ARPC, the City of Tallahassee StarMetro, and the City of Tallahassee Regional Airport,

The Consolidated Planning Grant (CPG) Agreement

The purpose of this agreement is to pass financial assistance to the CRTPA through the Florida Department of Transportation (FDOT) in the form of Federal Highway Administration (FHWA) funds for the completion of transportation related planning activities set forth in the CRTPA's Unified Planning Work Program (UPWP).

Staff Services Agreement

Approved by the CRTPA Board and the City of Tallahassee Commission in 2021, the day-to-day operations of the CRTPA are accomplished through the Staff Services Agreement with the City of Tallahassee. The agreement outlines the administrative/professional support services and financial responsibilities of each party. All costs for the COT services and staff fringe benefits are established as a direct rate in the budget and is evaluated annually in budget development.

PLANNING ACTIVITIES - DOCUMENTS/PERFORMANCE MEASURES

Tasks outlined in the UPWP include the development of required planning documents in accordance with Federal and State law. The CRTPA is responsible for conducting an inclusive public participation process, and maintaining transportation models and data resources, as well as ongoing programs, such as a congestion management process, monitoring air quality and long-and short-range planning work and initiatives.

At the Federal law requires the development of a fiscally constrained LRTP, an annual update to the TIP adding a new fifth year and the implementation of the Congestion Management Process. Additionally, the UPWP includes the work associated with setting performance targets, in coordination with state and local partners, for national performance measures. An integral part of all planning activities is engaging the public and stakeholders in the 3C (continuing, cooperative, and comprehensive), metropolitan transportation planning process to establish a shared vision and goals for the community.

PUBLIC INVOLVEMENT PLAN (PIP)

Slated for adoption in June of 2024, the PIP provides for early and continuing public engagement in the development of various CRTPA plans and programs. The CRTPA is responsible for actively involving all affected and interested parties in an open, cooperative and collaborative process that provides meaningful participation opportunities to influence transportation decisions. It illustrates strategies and techniques to inform and engage the public, and further integrate virtual and interactive opportunities in transportation planning issues.. The update will examine ways of maximizing participation, social equity and effectiveness, all key components to successful public engagement.

TRANSPORTATION PERFORMANCE MANAGEMENT (TPM) - PERFORMANCE MEASURES

The FAST Act requires the CRTPA to adopt **Performance Measures and Targets**. Performance measures are adopted for highway safety, bridge and pavement, system performance and freight management, transit asset management, and transit safety. Targets, developed cooperatively with our transportation planning partners, are based on the best available data and objective information. Performance Measures are important to the CRTPA's planning program because they allow us to set goals and measure the progress towards those goals over time. Annually the CRTPA reports on the progress towards achieving the Performance Measures and may adjust the goal in response to the updated data. At the February 19, 2024 the Board adopted the 2024 Performance Measures and Targets, including support for the FDOT Vision Zero goal.

Connections 2045 Regional Mobility (RMP) [Long Range Plan]

The **Connections 2045 RMP** is a long-range vision, strategy, and capital improvement program that guides the investment of public funds in transportation facilities. The plan is updated every five years and may be amended because of changes in available funding and/or findings from planning studies. Adopted in November 2020, the Connections 2045 RMP identifies roadway, transit, bicycle, and pedestrian projects within the CRTPA Planning Area. Multi-modal projects in the plan are identified in coordination with the CRTPA's transportation planning partners and other member jurisdictions. The adopted Connections 2045 RMP meets the Federal Highway Administration (FHWA) guidelines and requirements. Additional information on the development of the 2050 Long-Range Transportation Plan, slated for adoption in 2025, is found in the following UPWP Sections, Upcoming Priorities of Planning Activities and Task Three, Long Range Planning.

Transportation Improvement Program (TIP)

The development of the **TIP** is coordinated with the FDOT, FHWA, FTA and member governments. Adopted annually, with a new fifth year, the TIP is a comprehensive list of federal and state projects and local projects of regional significance. The Florida Department of Transportation's Work Program is used to produce the CRTPA's five-year TIP, which is then reflected in the State Transportation Improvement Plan (STIP). Funded transportation projects in the TIP include transit, roadways, bridges, aviation, seaport, rail and commuter rail, bicycle facilities, multi-modal improvements, and enhancement projects like landscaping and greenways. In addition, grant funding for transportation studies and projects is approved by the Board and reflected in the TIP for informational purposes and to facilitate tracking these grant awards project by FDOT. Another example of the 3-C process.

STATUS OF LOCAL AND REGIONAL PLANNING ACTIVITIES

Tasks discussed in the Local and Regional Planning Activities were identified through various approved plans and studies. In the development and implementation of these priorities public engagement and stakeholders input is essential to establishing a shared vision and goals for the community.

Tallahassee-Havana Path Multi Use Path Feasibility Study

Approved by the CRTPA at its November 21, 2022 meeting, the **Tallahassee to Havana Path Feasibility Study** evaluated the potential to construct a 10 to 12-foot multi-use path between the Orchard Pond Parkway in Leon County and Salem Road at SR 12 in Gadsden County. The study evaluated current conditions including existing traffic conditions, available right of way, environmental features, historical resources,

connectivity to regional and state trail systems and special locations of note along the corridor, along with public engagement. Subsequently, two SUN Trails applications were submitted to FDOT in December 2024. One requesting funding for design and construction of the Gadsden County segment; the other seeks Project Development & Environment (PD&E) and design funding for the Leon County section.

SR 267 (Bloxham Cutoff Road) Path Feasibility Study

Approved at the September 19, 2023 Board meeting, the **SR 267 (Bloxham Cutoff Road) Path Feasibility Study** assessed the ability to construct a shared-use path along SR 267, also known as Bloxham Cutoff, between the Edward Ball Wakulla Springs State Park and the St. Marks Trail. The study evaluated current conditions including existing traffic conditions, available right of way, environmental features, historical resources, connectivity to regional and state trail systems and special locations of note along the corridor, along with public engagement. In FY 2024 the FDOT has programed the design phase. A SUN Trail applications was submitted to FDOT in December 2024 which requested funding for construction, the design is programmed in FY 2024.

US 90 Multi Use Path Feasibility Study

The **US 90 Feasibility Study** was finalized and approved by the Board May 19, 2022. The study analyzed the viability of a trail from Pedrick Road in Tallahassee (Leon County) east to the Monticello Bike Path in Jefferson County, connecting Tallahassee to Monticello on US 90. In FY 2024 the FDOT has programed and the PD&E phase in FY 24 and the design phase of the Leon County segment.

STATUS OF LOCAL AND REGIONAL PLANNING ACTIVITIES (Cont.)

Regional Freight Study

At the March 18, 2024 meeting the Board approved the Regional Freight study. Developed with input from a stakeholder committee, the study assessed existing and future conditions, the types of goods coming to and through the region, where they come from, and how freight moves. All modes of the freight transportation systems were evaluated, with an emphasis on trucks, rail, and air cargo. The study identified freight deficiencies and opportunities in the transportation system. Recommendations in the final report present a framework to proactively address freight and goods movement mobility needs and challenges in our region.

Regional Telecommuting Study, A Look Back and a Look Forward

The Regional Telecommuting Study was finalized and approved by the Board February 19, 2024. There are two main components of the Study, the Technical Report and the supporting material contained in four appendices. The Technical Report presents relevant traffic and teleworker data, key takeaways from stakeholder interviews and the literature review, and recommendations, including best practices. Four appendices present the comprehensive body of information in support of the Technical Report. Appendix A contains a Review of the Literature. Appendix B presents the data and analysis. In addition, providing insight into the impact digital commuting has on roadway congestion, future roadway conditions are modeled assuming various rates of telecommuting. Appendix C presents a synopsis of the interviews with local transportation and economic agencies and employers. Lastly, Appendix D offers resources on developing and implementing a telework program.

Safe Streets and Roads for All Safety Action Plan

Development of the Safe Streets for All Safety (SS4A) Action Plan included data collection, a safety analysis, and engagement and collaboration with stakeholders and the public. Current policies, plans, guidelines, and/or standards were reviewed. The analysis considered equity and inclusiveness to ensure a representative process. In addition, the SS4A Safety Action Plan identified a comprehensive set of projects and strategies, shaped by data, and noteworthy practices, as well as stakeholder input and equity considerations, that best address the safety problems described. Developed to meet the federal standards for the Safe Streets for All grant program, the adopted SS4S Plan allows the local governments of the Capital Region to apply grant funds for implementation projects. This SS4A Plan was approved by the Board at the June 2023 Board meeting.

STATUS OF LOCAL AND REGIONAL PLANNING ACTIVITIES (Cont.)

Safe Streets for All Safety Implementation Plan N. Monroe Street

This task supports the development of supplemental planning activities in support of SS4A Action Plan. The study examined crash clusters locations identified on the High Injury Network. Additional data collection and analysis was conducted to document existing conditions and the contributing factors to the high rate of serious injury and fatalities. The study will identify challenges and opportunities for improvement, including recommendations for construction, operational and educational responses. This item will be presented for approval at the June 17, 2024 meeting. ***(After Board action in June, work may continue into the first quarter of the FY25.)***

Transportation Data Management (Performance Measures & Safety)

Data analytics is an important tool in transportation planning. The CRTPA has employed the Urban SDK software using a GIS platform to collect, verify, analyze, safety and speeding data. The CRTPA's dashboard and mapping information is being refined for the public. Analytics support safety and performance measure reporting as well as corridor planning and Title VI effectiveness among other CRTPA efforts.

TAKE THE SAFE ROUTE TO SCHOOL STUDY

This update, which will continue into FY 2025, assesses the progress in implementing the Safe Routes to School (SRTS) program. The study will identify primary factors contributing to the program's effectiveness and, address opportunities for the communities and school boards to further implement the Safe Routes to School programs and projects. Following the comprehensive review, including an evaluation of existing conditions and a desktop analysis and review of planned improvements, the study will identify schools in the Capital Region with the greatest need for improvements. The next component of the will focus on identifying needed improvements and educational resources that support targeted schools to ensure students have safe routes to walk and bike to school. ***(Completion of the final report will continue into the first half of FY25. It is scheduled to be completed in the Spring of 2025)***

PRIORITIES FOR FY 2024/25 & FY 2025/26

Projects and studies identified in the upcoming priorities build upon work initiated in the previous work program. These include technical studies to implement the Congestion Management Plan Process; safety and implementation studies as part of the Safe Streets for All program; and studies that continue the development of the regional trail system. FHWA/FTA Quadrennial Certification - Metropolitan Planning Process.

The CRTPA's Metropolitan Planning Program Quadrennial Certification by FHWA and FTA will begin in late 2024 and continue into the following year. Work includes preparation of the certification information and a public meeting allowing for input on the CRTPA's certification. Notice of the certification will be announced at regularly scheduled meetings and noticed on the CRTPA website.

~~*Congestion Management Plan Implementation: Technical Studies*~~

~~Following the comprehensive development of the CMP, the technical reports will focus on identifying needed improvements that support targeted corridors and intersections. The technical studies will identify short-term improvements/strategies and long-term improvements to reduce or mitigate recurring and non-recurring congestion. This effort supports the continued implementation of the Congestion Management Process Plan to provide effective management of existing and future transportation facilities and to evaluate potential strategies for managing congestion.~~

US 90 West Feasibility Study

This project proposes development of a feasibility study along US 90 in the western half of Gadsden County and is a segment of the US 90 Path Corridor. Components of the FS will evaluate the opportunity to construct a paved multi use trail through a review of existing conditions including roadway characteristics, available right of way, crash data, land use, environmental conditions, grade and elevation, historical resources, and connectivity to regional and state trail systems. The US 90 West corridor is included on the CRTPA's FY 2025 – FY 2029 Regional Trails Project Priority List and is identified on the Florida Greenways and Trails Regional Map. SUN Trail funding was awarded to the CRTPA to complete this study. The project and funding was amended into the CRTPA's TIP.

~~*Bradfordville Rd Path Connection Feasibility Study Multiuse Path (Leon County) Thomasville Rd to Welaunee Greenway*~~

~~This study evaluates the feasibility of connecting the Bradfordville Path from Thomasville Rd to the Welaunee Greenway. The Feasibility Study will review right-of-way availability, identifying potential trail alignments, document natural conditions and physical constraints, and assess any potential fatal flaws.~~

PRIORITIES FOR FY 2024/25 & FY 2025/26 (Cont.)

2050 Long Range Transportation Plan

The development of the 2050 Long Range Transportation Plan (LRTP) is initiated. The intent and purpose of the LRTP is to encourage and foster the safe and efficient management, operation, and development of a cost-feasible multimodal transportation system which serves the mobility needs of people and freight while minimizing transportation-related fuel demand, greenhouse gases and air pollution. Congestion Management and Air Quality (CMAQ) funding is programmed for the development of the long range plan.

Reducing congestion and emissions while maintaining economically viable and mobile communities is an important goal of the plan and supports the intent of the CMAQ program. The LRTP identifies long range transportation needs, considers infrastructure investments, and establishes priorities to implement projects based on anticipated funding. It provides a framework of goals and objectives to guide multi modal transportation investments and address congestion, as well as the maintenance and operations of systems and structures. This framework aligns plans and actions to clarify federal, state, regional, and local responsibilities to support an overall vision for transportation, economic development, and livability.

~~*SR267/Springhill Road Multi Use Path Feasibility Study*~~
~~*Wakulla Springs State Park to CCSW (Leon and Wakulla Counties)*~~

~~This study evaluates the feasibility of connecting Wakulla Springs State Park to Capital Circle SW along SR 267 Bloxham Cutoff and Springhill Road. The Feasibility Study will review right-of-way availability, identifying potential trail alignments, document natural conditions and physical constraints, and assess any potential fatal flaws.~~

Tallahassee-Havana Path Multi Use Path Project Impact Study (Leon County)

In coordination with the FDOT, the study will consider the requirements of the National Environmental Policy Act in evaluating this project. Work will include data collection and analysis including social, economic, and environmental conditions. Analysis of the effects of the proposed improvement on environmental, engineering and socioeconomic conditions, safety needs as well as public input will be considered. Ongoing public engagement will be conducted and documented. The final report will include the development and analysis of alternatives, considering the need for additional right-of-way for stormwater and environmental mitigation. It is anticipated that this project will be completed in the Fall of 2026. SUN Trails funding was awarded to the CRTPA to complete the PD&E. The project and funding was amended into the CRTPA's TIP at the February 18, 2025 meeting.

PRIORITIES FOR FY 2024/25 & FY 2025/26 (Cont.)

School Access Safety Study (Updates 2014 Safe Routes to School Report)

This project, initiated in FY24, is continued in the new UPWP. The update investigates the safety and effectiveness of the Safe Routes to School (SRTS) program and the primary factors contributing to a program's effectiveness. In addition, the report will address opportunities for the communities and school boards in the Capital Region to further implement Safe Routes to School programs and projects. A separate portion of the study involves a focused effort identifying needed improvements that support targeted schools in order to implement projects and strategies to increase the number of children walking and biking. *(Completion of the final report will continue into the first half of the FY25-FY26 UPWP.* The project is scheduled to be finalized in FY 2025)

Safe Streets for All (SS4A) Safety Action Plan: Supplemental Studies

Complete supplemental planning activities in support of SS4A Action Plan. The study will examine crash clusters locations identified on the High Injury Network. Additional data collection and analysis will be conducted to document existing conditions and the contributing factors to the high rate of serious injury and fatalities. The study will identify challenges and opportunities for improvement, including recommendations for construction, operational and educational responses. Safety Action Plans support the previous and future application for funding through the SS4A Discretional Grant Program.

SS4A Safety Action Plan: Supplemental Studies

HIN

An implementation study, initiated in the Winter of 2025, will update the crash analysis at 10 identified HIN sites and develop site-specific safety countermeasures in support of a potential SS4A Implementation Grant application by partner agencies. The study is slated for completion in September of 2025.

SS4A Safety Action Plan: Supplemental Studies (Cont.)

North Monroe Street Implementation Plan and Supplemental Analysis

At the September 2024 meeting the CRTPA Board approved the Safety Implementation Plan. An application for an SS4A grant award to fund this implementation of this plan was submitted to the US DOT in 2024, but was not awarded full funding for the project. The application will be resubmitted in the summer of 2025. As revised, the application considers FHWA recommendations in response to the first submittal as well as updated project costs and analysis. This resubmission will carry forward the potential projects identified through the previously completed North Monroe Street Safety Implementation Plan.

In addition, an additional subtask for the N Monroe St Implementation Plan is added which will refine intersection safety improvements along the corridor and identify potential access changes to enhance safety.

US 90/Tennessee S.– Corridor Study (SS4A Safety Action Plan)

This project proposes development of a feasibility study on the Tennessee corridor from North Monroe St to Aenon Church Road. This corridor is identified in the Safe Streets for All (SS4A) as part of the High Injury Network (HIN). On the HIN corridors the focus is ultimately to eliminate traffic-related fatalities and severe injuries. Work will be completed by a consultant and supported by staff and a technical committee. Activities include review of existing conditions, including general roadway characteristics, existing land use and transportation systems, planned and programmed projects, and existing plans and studies. Additional work includes community engagement and an analysis to identify issues along the corridor that will provide potential short term solutions, recommend community-based enforcement strategies, and highlight potential long-term solutions. . An application for an SS4A grant award to fund this study was submitted to the US DOT. However the grant was not awarded. The application will be resubmitted in the summer of 2025.

WORK PROGRAM

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

1.0 Administration: identifies the necessary functions for proper management of the transportation planning process on a continuing basis.

2.0 Data Collection: includes the collection and analysis of socioeconomic, land use, and other transportation related data on a continuing basis in order to document changes within the transportation study area.

3.0 Long Range Planning: includes work related to the development and maintenance of Connections 2045 Regional Mobility Plan (Long-Range Transportation Plan) as well as the Efficient Transportation Decision Making Process (ETDM) and items related to the Census 2020.

4.0 Short Range Planning: Includes development of the Annual Transportation Improvement Program and Priority Project process, reviews of impacts to the transportation system from new development and Annual Enhancement Project process.

5.0 Multimodal Planning: Includes planning activities to improve overall mobility through transit, ITS, bicycle/pedestrian and performance measures.

6.0 Public Involvement: Describes the activities used to encourage public participation in the transportation planning process.

7.0 Special Projects: Identifies any short-term projects or studies undertaken by the CRTPA.

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

WORK PROGRAM (Cont.)

Each task provides an overview and schedule of the activities to be completed, who will complete the work, the funding sources and the costs associated with those activities. Costs are provided for the following categories.

Personnel: Salaries and fringe benefits for CRTPA staff. Fringe includes retirement, FICA, health insurance, worker's compensation and executive benefits.

Travel: Costs for travel to meetings, training and project events.

Direct Expenses: Office: Supplies to support routine operations including, but not limited to copier, postage, paper, pens, paper clips, ink Telecom and IT services/ including but not limited to technology and software and office/computer equipment including but not limited to printers; lap tops and ancillary supplies. Any single equipment purchase or atypical over $5,000 requires approval by FHWA and FDOT.

Administrative: Professional Services per Staff Services Agreement: Facilities (office space), Accounting, Procurement and Human Resources.

Professional: Training, legal, audit, etc.

Consultant: Costs for consultant services.

Any activity that does not include a schedule or completion date (i.e., Fall 2025) is considered an "Ongoing Activity".

UPWP TASK 1.0 –ADMINISTRATION

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

OBJECTIVE

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

PREVIOUS WORK

- FY23 – FY24 UPWP (July 2020, July 2021)
- Provided staff support to CRTPA, Executive and TAC/CMAC Committees
- Completed Annual Single Audit (June 2023 and 2024)
- Attended MPOAC meetings (2023, 2024)
- Coordination with COT on budget, development (2023, 2024)
- Procured necessary equipment, supplies, software and support (2023, 2024)
- Refined invoice processes with COT Grants Department (2022, 2023)
- Updated CRTPA Fiscal Policies and Procedures. (Sep 2022)
- Completed FDOT Joint Certification (Feb 2023, 2024)
- Quarterly DBE Reporting (2023, 2024)
- Supported grant program requirements (2023, 2024)
- Maintained the Continuity of Operations Plan (COOP) (2023, 2024)
- Maintained an updated Title VI Program (2023, 2024)

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

- *Florida APA Annual Conference (Sept 2022, Sep 2023)*
- *COT Diversity Awareness Training (Nov 2022)*
- *FL Metropolitan Partnership (Aug 22, /April, July, Nov, Jan 23)*
- *Safety Peer Exchange (Aug 2022)*
- *Gap Workflow Processing (Jan 2024)*
- *MPOAC Institute (2023, 2024)*
- *COT Anti-Harassment (Nov 2022)*
- *FDOT DBE Program and GAP System (July 2022)*
- *FHWA/FDOT Census Update Webinars (2022, 2023)*
- *1000 Friends of Florida Webinars (2023,2024)*

ANTICIPATED ACTIVITIES

STAFF SUPPORT

1.1 Provide staff support and administration to the CRTPA and its committees by developing meeting schedules, providing technical

assistance, providing minutes and other tasks as directed. Support includes travel and associated facility and office expenses (i.e. office supplies, telecom/IT expenses, utilities, etc.). (Ongoing)

1.2 Administrative support for travel, purchasing, invoice development, payroll processing and overall office administration. (Ongoing)

1.3 Grant administration (PL, SU, CM and other funds that may be utilized) through the monitoring/maintenance of the FY 2024/25– FY 2025/26 UPWP:

- Prepare and submit invoices on a quarterly basis
- Complete quarterly desk audits
- Ensure compliance with federal and state grant requirements (Ongoing)

1.4 Continue participation in the Metropolitan Planning Organization Advisory Council (MPOAC). (Ongoing)

1.5 Maintain and update, as necessary, all CRTPA agreements, Policies and Procedures. (Ongoing)

1.6 Purchase computers and other office equipment/furnishings as needed. *Note: See 1.12 regarding Atypical expenses.* (Ongoing)

1.7 Coordinate with WCOT to provide live-stream and post-meeting access for CRTPA meetings. (Monthly)

1.8 Other administrative activities consistent with the UPWP as directed by the CRTPA Board or its subcommittees. (Ongoing)

1.9 Maintaining and updating the CRTPA's Continuity of Operations Plan (COOP). (Ongoing)

1.10 Coordination with MPOAC on programmatic and/or legislative updates (Winter 2025, 2026)

UNIFIED PLANNING WORK PROGRAM

1.11 Modify/Amend the FY 2024/25– FY 2025/26 UPWP as necessary. (Ongoing)

1.12 Continue to improve linkage between UPWP and City of Tallahassee financial systems. (Ongoing)

1.13 Amend the UPWP to include any atypical expenditures of a single item purchase greater than $5,000, an office supply over $1,000 and travel outside the US in accordance with 2CFR200.

1.14 Develop FY 2026/27– FY 2027/28 UPWP (March-June 2025,2026)

- Review status of current planning projects.
- Coordinate with planning partners to determine new planning projects to be included in UPWP.
- Review upcoming planning requirements to address in new UPWP.
- Identify potential planning projects.
- Develop operating budget.
- Develop and execute required funding agreements for PL and as applicable for SU, CMAQ.
- Update year 2 of budget to include FY2024 remaining funds.

CERTIFICATION

1.15 FDOT Annual Certification (Feb 2026)

- Compile responses to FDOT certification questions.
- Meet with FDOT staff to review responses and prepare final certification documentation.
- Present for Board approval.

1.16 FHWA Quadrennial Certification (Winter 2024 – Fall 2025)

- Coordinate with FHWA on certification questions and responses.
- Coordinate with FHWA staff on responses and a certification review process.
- Notice and hold a public meeting in coordination with FHWA, FTA and FDOT to provide the public with an opportunity to comment on the certification.
- Meet with FHWA on the Final Report and follow-up on any action items.
- Present for Board approval.

AUDIT/LEGAL PROFESSIONAL SERVICES

1.17 Employ a qualified auditor to perform the Annual CRTPA audit in accordance with federal requirements and state requirements of Chapter 215.97, Florida Statutes (Florida Single Audit Act). (March-June 2025, 2026) [Professional Services Contract]

1.18 The Auditor will perform an audit of federal funds expended that meets the audit and reporting requirements for Federal Awards.

1.19 Assist the City in development of the Comprehensive Annual Financial Report (CAFR) as it relates to CRTPA grants. (Annually)

1.20 Receive copy of all audit reports relating to revenues and expenditures. (Annually)

1.21 Submit Single Audit to FDOT.

1.22 Retain legal counsel for the CRTPA to provide routine legal consultation to the CRTPA Board and Executive Director, including the review of agreements.

1.23 Legal counsel attendance at all CRTPA Board meetings, including the Board's Annual Retreat.

TRAINING

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

- *Title VI*
- *GIS, Payroll and Accounting*
- *FDOT Workshops*
- *FHWA Webinars and Training Modules*
- *Grants.gov training on funding opportunities and programs*
- *Public Engagement and Equity*
- *Florida APA Annual Conference and Webinars*
- *MPOAC Institute (2025, 2026)*
- *Florida Metropolitan Planning Partnership*
- *Safety and Performance Measures*

END PRODUCT

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

Amendments/Modifications FY 2024/25 – FY 2025/26 UPWP. (Ongoing)

Adopted FY 2026/27 – FY 2027/28 UPWP. (May 2026)

FDOT Joint Certification of the Metropolitan Planning Process. (May 2025, 2026)

Quadrennial FHWA – FTA Joint Certification. (Fall 2025)

Timely submittal of invoices to FDOT for PL SU, and CM funds. (Quarterly)

DBE tracking and reports submitted to FDOT. (Quarterly)

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

Annual audit. (June 2025, 2026)

Responsible Agencies

CRTPA

FHWA and FDOT – Certification Report

DRAFT ESTIMATED TASK BUDGET & FUNDING SOURCES TASK 1.0 - FISCAL YEAR 2025

Task 1 Administration							
2025							
Funding Source	**FHWA**				**Local**		**FY 2025 Total**
Contract Number	**G2U25**				**G2U25**		
Source Level	**PL**	**SU**	**CMAQ**	***Total***	**Source 1**	***Total***	
MPO Budget Reference							
Lookup Name	**2025 FHWA G2U25 (PL)**	**2025 FHWA G2U25 (SU)**	**2025 FHWA G2U25 (CMAQ)**	***FHWA G2U25 (Total)***	**2025 Local G2U25 (Source 1)**	***Local G2U25 (Total)***	
Personnel (salary and benefits)							
Salary/Fringe	$ 384,817	$ -	$ -	-		-	$ 384,817
Personnel (salary and benefits) Subtotal	**$ 384,817**	**$ -**	**$ -**	**$ 384,817**	**$ -**	**$ -**	**$ 384,817**
Consultant							
1.7 Professional Services WCOT	$ 8,000	$ -	$ -	-		-	$ 8,000
1.12 Professional Services Audit	$ 30,000	$ -	$ -	-		-	$ 30,000
1.16 Professional Services Legal	$ 55,000	$ -	$ -	-		-	$ 55,000
				-		-	$ -
Consultant Subtotal	**$ 93,000**	**$ -**	**$ -**	**$ 93,000**	**$ -**	**$ -**	**$ 93,000**
Travel							
Travel and Training	$ 15,225	$ -		-	$ -	-	**$ 15,225**
Travel Subtotal	**$ 15,225**	**$ -**	**$ -**	**$ 15,225**	**$ -**	**$ -**	**$ 15,225**
Direct Expenses							
Operational Expenses	$ 35,247	$ -	$ -	-	$ -	-	$ 35,247
Computer Software	$ 6,000	$ -	$ -	-	$ -	-	$ 6,000
Staff Services	$ 85,674	$ -	$ -	-	$ -	-	$ 85,674
Food	$ -	$ -	$ -	-	$ 2,500	-	$ 2,500
APA Professional Memberships	$ -	$ -	$ -	-	$ 2,750	-	$ 2,750
Unclassified Expenses (Unallowable)	$ -	$ -	$ -	-	$ 1,500	-	$ 1,500
Direct Expenses Subtotal	**$ 126,921**	**$ -**	**$ -**	**$ 126,921**	**$ 6,750**	**$ 6,750**	**$ 133,671**
Supplies							
Office Supplies	$ 3,250	$ -	$ -	-	$ -	-	$ 3,250
	$ -	$ -	$ -	-	0	-	$ -
Supplies Subtotal	**$ 3,250**	**$ -**	**$ -**	**$ 3,250**	**$ -**	**$ -**	**$ 3,250**
Equipment							
Computer Equipment (< $5,000)	$ 5,000	$ -	$ -	-	$ -	-	$ 5,000
	$ -	$ -	$ -	-	$ -	-	$ -
Equipment Subtotal	**$ 5,000**	**$ -**	**$ -**	**$ 5,000**	**$ -**	**$ -**	**$ 5,000**
Total	**$ 628,213**	**$ -**	**$ -**	**$ 628,213**	**$ 6,750**	**$ 6,750**	**$ 634,963**

DRAFT ESTIMATED TASK BUDGET & FUNDING SOURCES TASK 1.0 - FISCAL YEAR 2026

2026							
Funding Source	**FHWA**				**Local**		**FY 2026 Total**
Contract Number	**G2U25**				**G2U25**		
Source	**PL**	**SU**	**CMAQ**	***Total***	**Source 1**	***Total***	
MPO Budget Reference							
Lookup Name	**2026 FHWA G2U25 (PL)**	**2026 FHWA G2U25 (SU)**	**2026 FHWA G2U25 (CMAQ)**	***FHWA G2U25 (Total)***	**2026 Local G2U25 (Source 1)**	***Local G2U25 (Total)***	
Personnel (salary and benefits)							
Salary/Fringe	$ 213,344	$ 202,489		-	$ -	-	$ 415,833
Personnel (salary and benefits) Subtotal	**$ 213,344**	**$ 202,489**	**$ -**	**$ 415,833**	**$ -**	**$ -**	**$ 415,833**
Consultant							
1.7 Professional Services WCOT	$ 8,000	$ -	$ -	-	$ -	-	$ 8,000
1.12 Professional Services Audit	$ 22,000	$ -	$ -	-	$ -	-	$ 22,000
1.16 Professional Services Legal	$ 55,000	$ -	$ -	-	$ -	-	$ 55,000
				-		-	$ -
Consultant Subtotal	**$ 85,000**	**$ -**	**$ -**	**$ 85,000**	**$ -**	**$ -**	**$ 85,000**
Travel							
Travel and Training	$ 15,225	$ -	$ -	-	$ -	-	$ 15,225
				-		-	$ -
Travel Subtotal	**$ 15,225**	**$ -**	**$ -**	**$ 15,225**	**$ -**	**$ -**	**$ 15,225**
Direct Expenses							
Operational Expenses	$ 69,198	$ -	$ -	-	$ -	-	$ 69,198
Computer Software/IT Services	$ 6,000	$ -	$ -	-	$ -	-	$ 6,000
Staff Services	$ 83,000	$ -	$ -	-	$ -	-	$ 83,000
Food	$ -	$ -	$ -	-	$ 2,500	-	$ 2,500
Professional Memberships	$ -	$ -	$ -	-	$ 2,750	-	$ 2,750
Unclassified Expenses (Unallowable)	$ -	$ -	$ -	-	$ 1,500	-	$ 1,500
Direct Expenses Subtotal	**$ 158,198**	**$ -**	**$ -**	**$ 158,198**	**$ 6,750**	**$ 6,750**	**$ 164,948**
Supplies							
Office Supplies	$ 3,250	$ -	$ -	-	$ -	-	$ 3,250
				-		-	$ -
Supplies Subtotal	**$ 3,250**	**$ -**	**$ -**	**$ 3,250**	**$ -**	**$ -**	**$ 3,250**
Equipment							
Computer Equipment	$ 5,000	$ -	$ -	-	$ -	-	$ 5,000
				-		-	$ -
Equipment Subtotal	**$ 5,000**	**$ -**	**$ -**	**$ 5,000**	**$ -**	**$ -**	**$ 5,000**
Total	**$ 480,017**	**$ 202,489**	**$ -**	**$ 682,506**	**$ 6,750**	**$ 6,750**	**$ 689,256**

UWP TASK 2.0 – DATA COLLECTION/SAFETY/PERFORMANCE MEASURES

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

OBJECTIVE

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

PREVIOUS WORK

- Coordination with the City of Tallahassee and FDOT District 3 Traffic Operations relative to Intelligent Transportation Systems (ITS) funding and deployments.
- Continuous review, collection, and analysis of crash data for the Capital Region.
- Coordination with TLC GIS on mapping data.
- Extensive analysis of safety data related to serious and fatal injuries including contributing factors, cluster locations, and trends.
- Adoption of Safe Streets for All Safety Action Plan including identification of High Injury Network. (June 2023)
- Development of SS4A Safety Implementation Plan for N. Monroe Street Corridor. (June 2024)
- Grant application developed and submitted to USDOT for funding N. Monroe Street Corridor Safety Improvements.
- Adopted updated Congestion Management Plan. (March 2024)
- Coordination with District 3 Design and Safety Office to identify potential safety improvements associated with candidate resurfacing projects. (2023, 2024)
- Adopted Highway Transportation Performance Measures (Feb 2022, 2023)
- Adopted Transportation Performance Measures for Bridge and Pavement; System Performance and Freight Movement (May 2023)
- Adopted FTA Transit Asset Management performance targets. (May 2023)
- Participation on Gadsden, Jefferson, Leon, and Wakulla Counties' Community Traffic Safety Teams (CTST).
- Helmet Fitter Training Events, Leon and Wakulla Counties (March and Nov2023)
- Increased agency participation in the Leon County CTST meetings. (2023, 2024)
- Safety survey at Tallahassee Winter Festival and Havana Winter Fest. (Dec 2022)

ANTICIPATED ACTIVITIES

DATA COLLECTION

2.1 Coordinate collection and dissemination of GIS data with Tallahassee-Leon County GIS (TLCGIS). (Ongoing)

2.2 Monitor Congestion Management System for implementation.(CMS) (Ongoing)

2.3 Work with TATMS staff on travel-time and utilization reports. (Ongoing)

2.4 Monitor and review traffic operation needs through collection and analysis of peak hour traffic data. (Ongoing)

2.5 Employ software using a GIS platform to collect, verify, analyze, report and map information. Analytics will support safety and performance measure reporting. (Ongoing)

2.6 Integrate data into CRTPA Planning Programs and Plans. Utilize data to inform project evaluation and decision-making. (Ongoing)

2.7 Employ Urban SDK Transportation Management GIS based software to track and report on safety statistics, speed data, and crash locations.

2.8 Develop in consultation with Urban SDK a dashboard for reporting to the public with interactive features.

SAFETY/PERFORMANCE MEASURES

2.9 Analyze crash trends and statistics to identify high-hazard locations and prioritize potential improvements. (Ongoing)

2.10 Develop Annual monitoring and reporting for Safety Performance Measures. (Feb 2025, 2026)

2.11 Identify corridors or locations for further analysis in consultation and coordination with FDOT District 3 Safety Department.

Community Traffic Safety Teams (CTST) And District 3 Coordination

2.12 Continue participation on the Community Traffic Safety Teams (CTST) within the CRTPA planning area coordination with local governments, and community stakeholders. (Quarterly or as Scheduled)

2.13 Push-button project and safety coordination meetings with the FDOT Safety Office. (Ongoing)

2.14 Review the FDOT candidate resurfacing projects' list and provide comments on safety enhancements. (Annually)

2.15 Coordinate with local governments on Safe Routes to School applications. (Ongoing)

2.16 Coordinated Helmet Fitting Training with the FL Traffic & Bicycle Safety Education Program in Leon and Wakulla Counties. (March 2025, 2026)

END PRODUCT

Coordination of data needs with local partners. (Ongoing)
Development of travel time reports to monitor system performance. (Ongoing)
Continued coordination with CTST partners in the CRTPA planning area. (Ongoing)
Coordination with FDOT District Office on safety initiatives and projects. (Ongoing)
D3 Safety Improvements (E.g. Nims Middle School and SR20 W of Capital Circle SW).
Updated MAP-21/FAST ACT FHWA and FTA Performance Measures. (Feb 2025, 2026)
Annual reporting on FHWA and FTA Safety Performance Measures. (Feb 2026, 2026)
Transportation reports and visualizations of analytics. (Ongoing)

RESPONSIBLE AGENCY

CRTPA

CTSTs - CRTPA and Local Government

FDOT – Safety Implementation Projects

ESTIMATED TASK BUDGET & FUNDING SOURCES TASK 2.0 - FISCAL YEAR 2025

Task 2 Data and Performance Measures					
2025					
Funding Source	**FHWA**				**FY 2025 Total**
Contract Number	**G2U25**				
Source Level	**PL**	**SU**	**CMAQ**	***Total***	
MPO Budget Reference					
Lookup Name	**2025 FHWA G2U25 (PL)**	**2025 FHWA G2U25 (SU)**	**2025 FHWA G2U25 (CMAQ)**	***FHWA G2U25 (Total)***	
Personnel (salary and benefits)					
Salary/Fringe	$ 5,000	$ 81,530	$ -	-	$ 86,530
	$ -	$ -	$ -	-	$ -
Personnel (salary and benefits) Subtotal	**$ 5,000**	**$ 81,530**	**$ -**	**$ 86,530**	**$ 86,530**
Consultant					
	$ -	$ -	$ -	-	$ -
	$ -	$ -	$ -	-	$ -
Consultant Subtotal	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
Direct Expenses					
2.7 Trans. Management Software (SDK)	$ 75,500	$ -	$ -	-	$ 75,500
	$ -	$ -	$ -	-	$ -
Direct Expenses Subtotal	**$ 75,500**	**$ -**	**$ -**	**$ 75,500**	**$ 75,500**
Total	**$ 80,500**	**$ 81,530**	**$ -**	**$ 162,030**	**$ 162,030**

ESTIMATED TASK BUDGET & FUNDING SOURCES TASK 2.0 - FISCAL YEAR 2026

2026					
Funding Source	**FHWA**				**FY 2026 Total**
Contract Number	**G2U25**				
Source	**PL**	**SU**	**CMAQ**	***Total***	
MPO Budget Reference					
Lookup Name	**2026 FHWA G2U25 (PL)**	**2026 FHWA G2U25 (SU)**	**2026 FHWA G2U25 (CMAQ)**	***FHWA G2U25 (Total)***	
Personnel (salary and benefits)					
Salary/Fringe	$ 54,193	$ 38,549		-	$ 92,742
				-	$ -
Personnel (salary and benefits) Subtotal	**$ 54,193**	**$ 38,549**	**$ -**	**$ 92,742**	**$ 92,742**
Consultant					
	$ -	$ -	$ -	-	$ -
	$ -	$ -	$ -	-	$ -
Consultant Subtotal	**$ -**	**$ -**	**$ -**	**$ -**	$ -
Direct Expenses					
2.7 Trans. Management Software (SDK)	$ 75,500	$ -	$ -	-	$ 75,500
	$ -	$ -	$ -	-	$ -
Direct Expenses Subtotal	**$ 75,500**	**$ -**	**$ -**	**$ 75,500**	$ 75,500
Supplies					
	$ -	$ -	$ -	-	$ -
Supplies Subtotal	**$ -**	**$ -**	**$ -**	**$ -**	$ -
Equipment					
	$ -	$ -	$ -	-	$ -
Equipment Subtotal	**$ -**	**$ -**	**$ -**	**$ -**	$ -
Total	**$ 129,693**	**$ 38,549**	**$ -**	**$ 168,242**	**$ 168,242**

UPWP TASK 3.0 – LONG-RANGE PLANNING

The LRTP is the foundation document in transportation planning. It must address at least a 20-year planning horizon and include long-range and short-range strategies consistent with state, regional and local goals, and objectives. The LRTP is reviewed and updated at least every five years in attainment areas that meet the national ambient air quality standards.

Strategies and actions in the LRTP provide for the development of an integrated multimodal transportation system (including accessible pedestrian walkways and bicycle transportation facilities) to facilitate the safe and efficient movement of people and goods in addressing current and future transportation demand.

The Long-Range Planning task includes the activities related to the development of a Long-Range Transportation Plan (LRTP) along with the long-term implementation of various transportation projects. Currently, the CRTPA's adopted LRTP is Connections 2045 Regional Mobility Plan (RMP). The Task also includes coordination efforts with our regional partners to address transportation on a regional level.

OBJECTIVES

Maintain and update the Connections 2045 Regional Mobility Plan.
Develop and adopt 20250 Long Range Transportation Plan
Evaluate alternative transportation modes and systems.
Improve traffic operations using ITS technologies.
Coordinate planning efforts with regional partners.
Expand Regional Trails network.

PREVIOUS WORK

2045 Regional Mobility Plan

Maintain Connections 2045 RMP, Cost Feasible Plan (CFP). (Ongoing)

Regional Trails

Continue coordination with Wakulla County on the development of the Coastal Trail.

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

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

On-Going Activities

Continued participation in the development of various transportation projects.

Regional Coordination

- Coordination with ARPC and Regional Transportation Planning organizations.
- Participate in MPOAC Advisory Committees.

Planning Support Work

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

2020 Census

Reviewed and analyzed the 2020 Census and Urban Area boundaries, after its release by the US Census Bureau.

Conducted Post-Census Planning Activity and incorporate 2020 Census data into the MPO's essential planning documents. (Summer 2024)

- Reviewed and evaluated the 2020 Census of Population Urban Area boundaries;
- Coordinated with federal, state, and local government representatives regarding status of CRTPA's apportionment plan;
- Reviewed, evaluated, and refined (smooth) the MPO's Urban Area boundary.
- Reviewed the MPO's Planning Area boundary map.
- Updated the federal functional classification of roadways in the MPO's planning area.

ANTICIPATED ACTIVITIES

Planning Support Work

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

2020 Census

3.1 Incorporate Census data into planning documents and studies.

Regional Mobility Plan (RMP)

3.2 Maintain and update Connections 2045 Regional Mobility Plan.

3.3 Develop and adopt updated Long Range Transportation Plan. (Consultant)

Subtask 3.3: Regional Mobility Plan Update (Long-Range Transportation Plan) - **Budget $450,000**

Responsible Agency: CRTPA (Consultant support) and FDOT (Model and Revenue Projections)

Purpose: Complete an update to the Regional Mobility Plan (RMP) in cooperation with the State and public transportation operators, using a performance-driven, outcome-based approach.

Required Activity	End Products	Date
Develop: Schedule; Overview of plan and planning processes and requirements; Public Involvement	***Chapter 1 - Introduction*** Project schedule; Plan requirements and framework; Public workshop/outreach/adoption schedule.	Summer 2024
Compile: Regional demographic, economic and transportation elements. Review plans, policies, regulations related growth.	***Chapter 2 - State of the Region Report*** Data and Maps Depicting the Region/Network Characteristics	Fall, Winter 2025
Evaluate: Future growth; coordinate with FDOT on travel demand model; Complete assessment of multi-modal needs.	***Chapter 3 – Multi-modal Needs Report*** Calibrated Regional Travel Demand Model. An assessment of Growth Scenarios	Winter 2025
Identify: screening and evaluation criteria. Evaluate and prioritize roadway projects.	***Chapter 4 – Project Evaluation & Prioritization Report*** Relevant screening and evaluation criteria to align with MAP-21 performance-based planning and programming requirements; Completed assessment of roadway projects	Spring 2025
Evaluate: revenue projections by agency and fund groups by mode. Draft Cost Feasible Plan	***Chapter 5 – Cost Feasible Plan Development*** Cost feasible plan that demonstrates financial constraint, by a series of five-year funding tiers	Summer 2025
Identify: ongoing coordination and plan implementation; Identify future trends; Develop conclusion	***Chapter 6 Continued Coordination*** Overview of agency coordination and collaboration; Discussio of emerging trends; Conclusion statement	Fall 2025
Conduct Public Hearing and Adopt LRTP	Adopted LRTP Cost Feasible Plan	Nov. 2025
Compile Final Report and Appendices for transmittal	Appendices to include Adoption documentation; Cost feasible plan; System performance report; Project prioritization; Technology; Public involvement material Distribute to FHWA, FTA, and FDOT	Feb. 2026

Regional and Local Coordination

3.4 Continue participation in Florida Metropolitan Partnership coordination meetings.

3.5 Participation at ARPC meetings and coordination on various land use and transportation issues.

3.6 Improve overall coordination on transportation and land use issues with local governments, state agencies, local universities, and other groups.

Air Conformity

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

Trails

3.8 Continue work with local partners and state agencies to implement regional trails identified in the Regional Trails Project Priority List.

3.9 Continue development of the Capital City to the Sea Trails and other regional trails.

- Bloxham Cutoff Path Feasibility Study
- Tallahassee-Havana Path Feasibility Study
- US 90 East and West Regional Connections

3.10 Continue work with local partners to implement trails identified in the Bicycle/Pedestrian Project Priority List and develop projects to expand localized trail networks.

END PRODUCT

Amended Connections 2045 RMP (As Needed)
Updated and adopted Long Range Transportation Plan (November 2025)
Analysis of FHWA and FTA Performance Measures Data (January 2025, 2026)
Regionally Coordinated Transportation Planning Process (Ongoing)
Multi-Use Path Feasibility Studies (See Task 5 for Trail Project Information)

RESPONSIBLE AGENCY

CRTPA - FDOT Model for the LRTP

ESTIMATED TASK BUDGET & FUNDING SOURCES TASK 3.0 - FISCAL YEAR 2025

Task 3 Long-Range Transportation Planning					
2025					
Funding Source	**FHWA**				**FY 2025 Total**
Contract Number	**G2U25**				
Source Level	**PL**	**SU**	**CMAQ**	***Total***	
MPO Budget Reference					
Lookup Name	**2025 FHWA G2U25 (PL**	**2025 FHWA G2U25 (SU)**	**2025 FHWA G2U25 (CMAQ)**	***FHWA G2U25 (Total)***	
Personnel (salary and benefits)					
Salary/Fringe	$ 155,000	$ -	$ -	-	$ 155,000
	$ -	$ -	$ -	-	$ -
Personnel (salary and benefits) Subtotal	**$ 155,000**	**$ -**	**$ -**	**$ 155,000**	**$ 155,000**
Consultant					
3.0 Consultant Support Activities	$ -	$ -	$ -	-	$ -
3.5 Long Range Plan Update	$ -	$ -	$ 450,000	-	$ 450,000
				-	$ -
Consultant Subtotal	**$ -**	**$ -**	**$ 450,000**	**$ 450,000**	**$ 450,000**
Direct Expenses					
	$ -	$ -	$ -	-	$ -
Direct Expenses Subtotal	**$ -**	**$ -**	**$ -**	**$ -**	$ -
Supplies					
	$ -	$ -	$ -	-	$ -
Supplies Subtotal	**$ -**	**$ -**	**$ -**	**$ -**	$ -
Equipment					
	$ -	$ -	$ -	-	$ -
Equipment Subtotal	**$ -**	**$ -**	**$ -**	**$ -**	$ -
Total	**$ 155,000**	**$ -**	**$ 450,000**	**$ 605,000**	**$ 605,000**

ESTIMATED TASK BUDGET & FUNDING SOURCES TASK 3.0 - FISCAL YEAR 2026

2026					
Funding Source	**FHWA**				**FY 2026 Total**
Contract Number	**G2U25**				
Source	**PL**	**SU**	**CMAQ**	***Total***	
MPO Budget Reference					
Lookup Name	**2026 FHWA G2U25 (PL**	**2026 FHWA G2U25 (SU)**	**2026 FHWA G2U25 (CMAQ)**	***FHWA G2U25 (Total)***	
Personnel (salary and benefits)					
Salary/Fringe	$ 10,727	$ 94,057	$ -	-	$ 104,784
	$ -	$ -	$ -	-	$ -
Personnel (salary and benefits) Subtotal	**$ 10,727**	**$ 94,057**	**$ -**	**$ 104,784**	**$ 104,784**
Consultant					
3.3. Regional Mobility Plan & Model	$ -	$ 75,000	$ -	-	$ 75,000
	$ -	$ -	$ -	-	$ -
Consultant Subtotal	**$ -**	**$ 75,000**	**$ -**	**$ 75,000**	$ 75,000
Direct Expenses					
	$ -	$ -	$ -	-	$ -
	$ -	$ -	$ -	-	$ -
Direct Expenses Subtotal	**$ -**	**$ -**	**$ -**	**$ -**	$ -
Supplies					
	$ -	$ -	$ -	-	$ -
Supplies Subtotal	**$ -**	**$ -**	**$ -**	**$ -**	$ -
Equipment					
	$ -	$ -	$ -	-	$ -
Equipment Subtotal	**$ -**	**$ -**	**$ -**	**$ -**	$ -
Total	**$ 10,727**	**$ 169,057**	**$ -**	**$ 179,784**	**$ 179,784**

UPWP TASK 4.0 – SHORT- RANGE PLANNING

The Short-Range Planning task includes the activities related to the actual implementation of various transportation projects identified as part of the 2045 RMP and other CRTPA plans. Primary activities of the task include the Annual Project Priority process that serves as the basis for developing the Transportation Improvement Program (TIP), as well as the development and maintenance of the TIP. Other activities include the development of legislative priorities and working with local governments to determine the impact of significant new development on the transportation system.

OBJECTIVES

To identify and address short term transportation needs.

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

PREVIOUS WORK

Completion of Annual Priority Project process.

Published Annual listing of Obligated Federal Projects.

Continued work on **Interactive TIP System.**

Developed Annual TIP and amend as necessary for Planning Consistency.

Worked with local governments on various planning issues.

Adopted Annual legislative priorities.

Assisted local governments in developing applications for submittal to FDOT.

ANTICIPATED ACTIVITIES

PLANNING SUPPORT WORK

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

4.1 Administrative support for planning activities and public engagement associated with listed tasks.

ANTICIPATED ACTIVITIES (CONT.)

PROJECT PRIORITY LISTS

4.2 Develop Annual Project Priority Lists (PPLs). (June 2025, 2026)
PPLs are developed for:

- 2045 RMP Projects
  Major Capacity Projects
- Transportation System and Safety Management
  Operations-level projects
  - Intersections
  - Pedestrian Improvements
- Transportation Alternatives
- Regional Trails
- Bicycle and Pedestrian
- Transportation Regional Incentive Program (TRIP)
- Intelligent Transportation Systems
- StarMetro
- Tallahassee International Airport

4.3 Conduct public outreach for the PPLs consistent with the requirements of the latest Public Involvement Plan. (Spring 2025, 2026) **Current PPLs** can be viewed here.

4.4 Board adoption of PPLs.

TRANSPORTATION IMPROVEMENT PROGRAM (TIP)

4.5 Develop and adopt the Annual TIP. (June 2025, 2026)

4.6 Coordinate the development of the TIP with FDOT D3 as well as local governments and agencies. (Spring 2025, 2026)

4.7 Conduct public involvement for the adoption of the TIP consistent with the requirements of the latest Public Involvement Plan. (Spring 2025, 2026)

4.8 Review local government comprehensive plans for consistency with CRTPA TIP and LRTP as necessary. (Spring 2025, 2026)

4.9 Publish Annual listing of federally funded obligated projects. (December 2024, 2025)

4.10 Continue refinement of Interactive TIP system. (Ongoing)

4.11 Modify/Amend TIP as necessary. (Ongoing)

4.12 Continue coordination with FDOT in the development and adoption of the Five-Year Work Program.

ANTICIPATED ACTIVITIES (CONT.)

MONITOR TRANSPORTATION SYSTEM IMPACTS

4.13 Monitor and review project, major developments and other site-specific impacts as necessary. (Ongoing)

4.14 Conduct site impact analysis for new development projects as requested by local governments. (Ongoing)

4.15 Advise local governments and boards on decisions which may impact corridors identified for improvement or identified as physically or policy constrained. (Ongoing)

4.16 Coordinate CRTPA actions with local government comprehensive plan development efforts to encourage alternative modes of transportation. (Ongoing)

4.17 Assist local governments as necessary in the development of transportation projects and potential funding mechanisms. (Ongoing)

FAST ACT TRANSPORTATION ALTERNATIVES (TA) PROGRAM

4.18 Assist local governments in the CRTPA's 2025 – 2026 FAST Act TA application process. (Jan 2024)

4.19 Conduct an evaluation meeting with TAC/CMAC representatives and local government representative. (Jan 2026)

4.20 Monitor progress of programmed TA projects and assist in their implementation when necessary. (Ongoing)

LEGISLATIVE ACTIVITIES

4.21 Monitor legislative activities on both the federal and state level to determine impact on transportation issues. (Annually 2025, 2026)

END PRODUCT

Annual Priority Project Lists. (June 2025, 2026)
Annual Transportation Improvement Plan. (June 2025, 2026)
Amendments to the Transportation Improvement Plan (TIP). (Ongoing)

RESPONSIBLE AGENCY

CRTPA

ESTIMATED TASK BUDGET & FUNDING SOURCES TASK 4.0 - FISCAL YEAR 2025

Task 4 Short-Term Transportation Planning					
2025					
Funding Source	**FHWA**				**FY 2025 Total**
Contract Number	**G2U25**				
Source Level	**PL**	**SU**	**CMAQ**	***Total***	
MPO Budget Reference					
Lookup Name	**2025 FHWA G2U25 (PL)**	**2025 FHWA G2U25 (SU)**	**2025 FHWA G2U25 (CMAQ)**	***FHWA G2U25 (Total)***	
Personnel (salary and benefits)					
Salary/Fringe	$ 32,538	$ -	$ -	-	$ 32,538
	$ -	$ -	$ -	-	$ -
Personnel (salary and benefits) Subtotal	**$ 32,538**	**$ -**	**$ -**	**$ 32,538**	$ 32,538
Consultant					
4.0 Consultant Support Task 4 Activities	$ -	$ 21,530	$ -	-	$ 21,530
	$ -	$ -	$ -	-	$ -
Consultant Subtotal	**$ -**	**$ 21,530**	**$ -**	**$ 21,530**	$ 21,530
Direct Expenses					
4.4 TIP Software	$ 13,516	$ -	$ -	-	$ 13,516
	$ -	$ -	$ -	-	$ -
Direct Expenses Subtotal	**$ 13,516**	**$ -**	**$ -**	**$ 13,516**	$ 13,516
Supplies					
	$ -	$ -	$ -	-	$ -
Supplies Subtotal	**$ -**	**$ -**	**$ -**	**$ -**	$ -
Equipment					
	$ -	$ -	$ -	-	$ -
Equipment Subtotal	**$ -**	**$ -**	**$ -**	**$ -**	$ -
Total	**$ 46,054**	**$ 21,530**	**$ -**	**$ 67,584**	**$ 67,584**

ESTIMATED TASK BUDGET & FUNDING SOURCES TASK 4.0 - FISCAL YEARS 2025 & 2026

2026					
Funding Source	**FHWA**				**FY 2026 Total**
Contract Number	**G2U25**				
Source	**PL**	**SU**	**CMAQ**	***Total***	
MPO Budget Reference					
Lookup Name	**2026 FHWA G2U25 (PL)**	**2026 FHWA G2U25 (SU)**	**2026 FHWA G2U25 (CMAQ)**	***FHWA G2U25 (Total)***	
Personnel (salary and benefits)					
Salary/Fringe	$ 37,828	$ 24,456	$ -	-	$ 62,284
	$ -	$ -	$ -	-	$ -
Personnel (salary and benefits) Subtotal	**$ 37,828**	**$ 24,456**	**$ -**	**$ 62,284**	$ 62,284
Consultant					
	$ -	$ -	$ -	-	$ -
Consultant Subtotal	**$ -**	**$ -**	**$ -**	**$ -**	$ -
Direct Expenses					
4.4. TIP Software	$ -	$ 16,000	$ -	-	$ 16,000
	$ -	$ -	$ -	-	$ -
Direct Expenses Subtotal	**$ -**	**$ 16,000**	**$ -**	**$ 16,000**	$ 16,000
Supplies					
	$ -	$ -	$ -	-	$ -
Supplies Subtotal	**$ -**	**$ -**	**$ -**	**$ -**	$ -
Equipment					
	$ -	$ -	$ -	-	$ -
Equipment Subtotal	**$ -**	**$ -**	**$ -**	**$ -**	$ -
Total	**$ 37,828**	**$ 40,456**	**$ -**	**$ 78,284**	**$ 78,284**

UPWP TASK 5.0 – MOBILITY PLANNING

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

OBJECTIVE

To guide and to ensure the efficient and effective provision of multimodal transportation system.

PREVIOUS WORK

BICYCLE/PEDESTRIAN PLANNING

Coordination with Bicycle Work Group in Leon County, Leon County Schools, Community Traffic Safety Teams and FDOT District 3 on outreach opportunities to promote safety and mobility options.

Coordination with Blueprint IA, the local governments on pedestrian and bicycle safety improvements and implementation of transportation plans.

Coordination with Florida DEP and FDOT regarding Regional Trails programmed and proposed through the CRTPA and/or SUNTrail.

Coordination with Florida DEP Office of Greenways and Trails on updates to the opportunities map.

Coordinated Helmet Fitting Training with the FL Traffic and Bicycle Safety Education Program. Helmet Fitters Training (3) in Leon and Wakulla Counties.

Tallahassee to Havana Multi-Use Trail Public Involvement and Feasibility Study Orchard Pond Rd. to SR12 at Salem Road in Havana. (Leon/Gadsden Counties)

SR267 Multi-Use Path Public Involvement and Feasibility Study. (Wakulla County)

Continued coordination on US 90 East Multi-Use Path. (Leon/Jefferson Counties)

SUN Trails Applications for SR267, Tallahassee to Havana (2) and US90 West.

Coordination with Bicycle Work Group in Leon County, Leon County Schools, Community Traffic Safety Teams.

Developed FY 2023 & 2024 Priority Project Lists for Bicycle and Pedestrian and Transportation Alternatives projects

Disseminate bicycle and pedestrian safety materials Winter Fest Events..

Supported safety initiatives at events as scheduled; First Ride Day, Knights Creative Community Institute; Mobility Week Kick-off; Safety Fair Special Needs.

PREVIOUS WORK (CONT.)

Transit – StarMetro

Coordinate update to the Annual Transit PPL with StarMetro.
Partnered with StarMetro in implementation of the Transit Development Plan.
Work with StarMetro in the development of Transit performance measures.
Adopted StarMetro's Transit Asset Management Plan. (June 2021)

Aviation

Worked with TIA to update the Aviation PPL.
Ongoing coordination on roadway improvements.

Congestion Management Plan

Updated Congestion Management Plan, Adopted March 2024.

Intelligent Transportation Systems

Worked with local TATMS and FDOT on ITS-related improvements and priorities.
Coordinated with FDOT and TATMS for test Bike-Ped Counter Camera Counters.

ANTICIPATED ACTIVITIES

Planning Support Work

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

transit (StarMetro)

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

5.2 Coordinate with StarMetro on the development of the annual Project Priority List for transit. (Spring 2025, 2026)

5.3 Continue coordination on implementation of Transit Development Plan. (Ongoing)

5.4 Adopt FAST Act FTA Performance Measures/Targets. Transit Asset Target and Transit Asset Management Performance Measures. (Nov 2025)

ANTICIPATED ACTIVITIES (CONT.)

AVIATION

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

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

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

5.8 Coordinate with TIA on the development of the Annual Project Priority List for aviation. (Spring 2025, 2026)

CONGESTION MANAGEMENT PLAN/PERFORMANCE MEASURES

5.9 Monitor Congestion Management Plan Implementation

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

5.11 Congestion Management Plan Implementation: Technical Studies

(See following page for project details.)

INTELLIGENT TRANSPORTATION SYSTEMS (ITS)

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

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

BICYCLE/PEDESTRIAN

5.14 Develop/adopt FY 2025 & 2026 Priority Project Lists (June 25, 26)

5.15 Continue participation in the Bicycle Work Group. (Ongoing)

5.16 Coordination with the CMAC to identify and program key bicycle and pedestrian projects and programs for the region. (Ongoing)

ANTICIPATED ACTIVITIES (CONT.)

5.17 Disseminate bicycle and pedestrian safety materials throughout the year at key events, such as the Leon County Safety Fair, that target a wide range of the population of the CRTPA area. (As Scheduled)

5.18 Coordinate with the CTST's to promote responsible transportation behavior for all users of the network. (Quarterly 2025, 2026)

5.19 Continued coordination with technical/citizen's groups to identify roadway improvements as opportunities arise to improve the system.

5.20 Implement Tallahassee/Leon County Bicycle/Pedestrian Master Plan. (Ongoing)

5.21 SR267/Springhill Road Multi-Use Path [Consultant] –Wakulla/Leon Counties *Project Table Follows*

5.22 Bradfordville Path from Thomasville Road to Welaunee Greenway Path Connection [Consultant]
(Summer 2027) *Project Table Follows*

5.23 US90 West Multi-Use Path Feasibility Study [Consultant]
Quincy to Chattahoochee Fall 2026*Project Table Follows*

5.24 *24.1* Tallahassee to Havana Multi-Use Path.1 Public Involvement
Project Table Follows
24.2 Environmental Impact Study [Consultant] Old Bainbridge Road/CR 153 from the Gadsden/Leon County Line to Orchard Pond Greenway Trail Head (Fall 2026)
Project Table Follows

ADDITIONAL PLANNING TASKS

5.25 Continue to monitor Telecommute trends and coordination with Commuter Services.

5.25 Additional planning work or Context Based studies may be identified and programmed in the UPWP as an amendment.

5.26 Context Based Multi-Modal Planning – Future projects to be determined. (Existing budgeted item but not listed in Task 5 description.

5.27 Develop Wayfinding Signage for the Capital City to the Seas Trail network.

END PRODUCT

Effective and efficient coordinated multi-modal transportation system. (Ongoing)
Tallahassee to Havana Public Involvement and Documentation (Summer 2025)
~~Congestion Management Plan Implementation: Technical Studies (Ongoing)~~
~~SR267/Springhill Road Multi-Use Path FS (Summer 2026)~~
US 90 West Multi-Use Path FS (Fall 2026)
Tallahassee to Havana Multi-Use Path Environmental Impact Study (Fall 2026)
Wayfinding Signage for the Capital City to the Seas Trail network (Summer 2025)
Trail Feasibility Studies and Mobility Studies as updated in the UPWP

RESPONSIBLE AGENCY

CRTPA

~~**Subtask 5.11:** Congestion Management Plan Implementation Technical Studies (Updated as projects are identified.)~~
~~**Responsible Agency:** CRTPA (Consultant support will be used to complete this task.)~~
~~**Purpose:** Implement project recommendations identified in the Congestion Management Process (CMP). Conduct further data collection and technical analysis of congested facilities identified in the CMP to include traffic volumes, travel times, transit and park and ride usage, truck volumes, demographic information, environmental justice/transportation justice concerns, activity center locations, historic and projected trends, employment, and crash data (as applicable). Identify short-term improvements/strategies and long-term improvements to reduce or mitigate recurring and non-recurring congestion.~~

~~**Required Activity**~~	~~**End Products**~~	~~**Schedule/ Completion Date**~~
~~Collect traffic data on congested corridors and intersections to include existing/future conditions; crash data and multi-modal facilities. As applicable additional demographic, zoning, land use and Complete Street Classification will be considered.~~	~~Data Collection~~	
~~Complete analysis of corridor and/or intersection conditions and develop profiles reports based on roadway characteristics and functional type.~~	~~Data Analysis and Corridor/ Intersection Profile Reports~~	
~~Evaluate identified congestion management strategies and short-term and long-term improvements. Identify system management (ITS) and operational/capacity improvements to reduce or mitigate conditions.~~	~~Corridor and Intersection Technical Project Reports~~	
~~Implement short-term strategies. Incorporate short and long-term projects/improvements into applicable planning documents [Priority Project Lists, Transportation Improvement Plan and Regional Mobility Plan (RMP)].~~	~~Implementation of Strategies/Priority Project(s) RMP Short & Long-Term Projects~~	

~~5.21 SR267/Springhill Road Multi-Use Path Feasibility Study (FS)~~ **~~Cost:~~** ~~Budget $200,000~~
~~Responsible Agency:~~ ~~CRTPA (Consultant support will be used to complete this task.)~~
~~Purpose:~~ ~~Complete Feasibility Study for connection from Wakulla Springs State Park in Wakulla County to Capital Circle SW in Leon County.~~

~~Required Activity~~	~~End Products~~	~~Completion Date~~
~~Conducted Multi-Use Path FS~~	~~Completed Feasibility Study~~	~~Summer 2026~~
~~Data collection and analysis including social, economic and environmental~~	~~Analysis of effects of the proposed improvement on environmental, engineering and socioeconomic conditions, safety needs and public input.~~	~~Fall 2025~~
~~Identification of safety and conflict points.~~	~~Development and analysis of alternatives, considers need for additional right-of-way for stormwater and environmental mitigation.~~	~~Winter 2026~~
~~Ongoing Public Engagement~~	~~Documentation of public comments and responses as appropriate.~~	~~Ongoing~~
~~Finalize Draft Project Documents~~	~~Development and analysis of alternatives, considers need for additional right-of-way for stormwater and environmental mitigation~~	~~Spring 2026~~
~~Feasibility Study for Board Action~~	~~Document presented for action~~	~~Summer 2026~~

5.23 US 90 West Shared Use Path Feasibility Study (FS) **Budget** $221,180 GRTR

Responsible Agency: CRTPA (Consultant support will be used to complete this task.)
Purpose: Complete Feasibility Study for connection from Quincy to Chattahoochee in Gadsden County.

Required Activity	End Products	Completion Date
Conduct Multi-Use Path Feasibility Study	Completed Feasibility Study	Fall 2026
Data collection and analysis including social, economic and environmental	Analysis of effects of the proposed improvement on environmental, engineering and socioeconomic conditions, safety needs and public input.	Spring/Summer 2025
Identification of safety and conflict points.	Development and analysis of alternatives, considers need for additional right-of-way for stormwater and environmental mitigation.	Fall 2025 /Winter 2026
Ongoing Public Engagement	Documentation of public comments and responses as appropriate.	Ongoing
Finalize Draft Project Documents	Development and analysis of alternatives, considers need for additional right-of-way for stormwater and environmental mitigation	Spring/Summer 2026
Feasibility Study for Board Action	Document presented for action	Fall 2026

5.24.2 Tallahassee to Havana Project Impact Study **Budget** $ 976,480 GRTR/SU$25,000

Responsible Agency: CRTPA (Consultant support will be used to complete this task.)

Purpose: Complete Project Impact Study considering the requirements of a Project, Development and Environment study for the segment in Leon County from Orchard Pond Greenway Trailhead to the Ochlockonee River at the Gadsden/Leon County line..

Required Activity	End Products	Completion Date
Conduct Project Impact Study	Completed Feasibility Study	Fall 2026
Data collection and analysis including social, economic and environmental	Analysis of effects of the proposed improvement on environmental, engineering and socioeconomic conditions, safety needs and public input.	Summer 2025
Identification of safety and conflict points.	Development and analysis of alternatives, considers need for additional right-of-way for stormwater and environmental mitigation.	Fall 2025 /Winter 2026
Ongoing Public Engagement	Documentation of public comments and responses as appropriate.	Ongoing
Finalize Draft Project Documents	Development and analysis of alternatives, considers need for additional right-of-way for stormwater and environmental mitigation	Spring/Summer 2026
Feasibility Study for Board Action	Document presented for action	Fall 2026

5.24.1 Public Involvement Tallahassee to Havana Multi-Use Path Feasibility Study (FS) Budget: $10,500

Responsible Agency: CRTPA (Consultant support will be used to complete this task.

Purpose: Complete supplemental public engagement activity for Tallahassee to Havana Multi-Use Path FS.

Required Activity	End Products	Completion Date
Conduct Public Involvement for the Multi-Use Path Feasibility Study	Public Engagement	Spring/Summer 2025
Coordination meetings with staff. Prepare meeting materials.	Power Point Presentation, Information Boards (location map, environmental, typical section, property owners), Project handouts, and web site support information.	Spring 2025
Identify property owners and homeowners in subdivisions adjacent to the project corridor. Design and Distribute Notice of Meeting(s)	Postcards mailed to identified property owners, meeting(s) notice advertised on CRTPA website and social media. Gadsden County Public Information Officer notice to the Gadsden County community.	Spring 2025
Public Meeting	Conduct meeting(s); Document public comments and responses as appropriate.	Spring 2025
Finalize Meeting(s) Summaries and Reporting	Summary report of public involvement activities and comments. Draft and final project report with updated project limits and results from public involvement.	Spring/Summer 2025
Public Engagement FS for Committee and Board Action	Document presented for action.	Spring/Summer 2025

ESTIMATED TASK BUDGET & FUNDING SOURCES TASK 5.0 - FISCAL YEAR 2025

Funding Source	**FHWA**						**FY 2025 Total**
Contract Number	**G2U25**				**GRTR**		
Source Level	**PL**	**SU**	CMAQ	***Total***	**State**	***Total***	
MPO Budget Reference							
Lookup Name	**2025 FHWA G2U25 (PL)**	**2025 FHWA G2U25 (SU)**	**2025 FHWA G2U25 (CMAQ)**	***FHWA G2U25 (Total)***	**2025 GRTR (State)**	***GRTR (Total)***	
Personnel (salary and benefits)							
Salary/Fringe	$ 30,819	$ -	$ -	-	$ -	-	$ 30,819
	$ -	$ -	$ -	-	$ -	-	$ -
Personnel (salary and benefits) Subtotal	**$ 30,819**	**$ -**	**$ -**	**$ 30,819**	**$ -**	**$ -**	**$ 30,819**
Consultant							
5.0 Consultant Support Task 5 Activities	$ -	$ 27,490	$ -	-	$ -	-	$ 27,490
5.7 Tallahassee to Havana Shared Use Path	$ -	$ -					
5.11 Congestion Management Plan Studies	$ -	$ -	$ -	-	$ -	-	$ -
5.21 SR267 Bloxham Cutoff SUP FS	$ -	$ -	$ -				
5.22 (Bradford Connect) Tville Rd to Wel FS	$ -	$ -					
5.23 US 90 West SUP FS	$ -	$ -			$ 221,180		
5.24.1 T2H Feasibility Study Public Involve.	$ -	$ 10,140	$ -		$ -		$ 10,140
5.24.2 T2H Project Impact Assessment	$ -		$ -	-	$ 976,480	-	$ 976,480
*5.26 Complete Streets Planning TBD	$ 6,000	$ 190,500	$ -		$ -		$ 196,500
* Requires a UPWP Amendment				-		-	
Consultant Subtotal	**$ 6,000**	**$ 228,130**	**$ -**	**$ 234,130**	**$ 1,197,660**	**$ 1,197,660**	**$ 1,431,790**
Direct Expenses							
	$ -	$ -	$ -	-	$ -	-	$ -
Direct Expenses Subtotal	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	$ -
Supplies							
	$ -	$ -	$ -	-	$ -	-	$ -
Supplies Subtotal	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
Total	**$ 36,819**	**$ 228,130**	**$ -**	**$ 264,949**	**$ 1,197,660**	**$ 1,197,660**	**$ 1,462,609**

ESTIMATED TASK BUDGET & FUNDING SOURCES TASK 5.0 - FISCAL YEAR 2026

2026							
Funding Source	**FHWA**						**FY 2026 Total**
Contract Number	**G2U25**						
Source	**PL**	**SU**	CMAQ	***Total***		***Total***	
MPO Budget Reference							
Lookup Name	**2026 FHWA G2U25 (PL)**	**2026 FHWA G2U25 (SU**	**2026 FHWA G2U25 (CMAQ)**	***FHWA G2U25 (Total)***		***(Total)***	
Personnel (salary and benefits)							
Salary/Fringe	$ 47,451	$ 39,363	$ -	-	$ -	-	$ 86,814
	$ -	$ -	$ -	-	$ -	-	$ -
Personnel (salary and benefits) Subtotal	**$ 47,451**	**$ 39,363**	**$ -**	**$ 86,814**	**$ -**	**$ -**	**$ 86,814**
Consultant							
5.0 Consultant Support Task 5 Activities	$ -	$ -	$ -	-	$ -	-	$ -
5.11 Cong. Management Plan Studies *(Cont.)*	$ -	$ -	$ -		$ -		
5.21 SR267 Bloxham Cutoff SUP FS	$ -	$ -	$ -		$ -		
5.22 (Bradford Connect) Tville Rd to Wel FS	$ -	$ -	$ -		$ -		
5.23 US 90 West SUP FS *(Cont.)*	$ -	$ -	$ -		$ -		
5.24.2 T2H Project Impact Assessment *(Cont.)*	$ -	$ -	$ -		$ -		
5.27 Wayfinding Signage Cap City to the Sea SUP		$ 60,000					
*5.26 Context Based Planning TBD	$ 22,000	$ 149,954					
*Context Based Planning Requires Amendment			$ -	-	$ -	-	$ -
Consultant Subtotal	**$ 22,000**	**$ 209,954**	**$ -**	**$ 231,954**	**$ -**	**$ -**	**$ 231,954**
Direct Expenses							
	$ -	$ -	$ -	-	$ -	-	$ -
	$ -	$ -	$ -	-	$ -	-	$ -
Direct Expenses Subtotal	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
Supplies							
	$ -	$ -	$ -	-	$ -	-	$ -
Supplies Subtotal	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
Equipment							
	$ -	$ -	$ -	-	$ -	-	$ -
Equipment Subtotal	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
Total	**$ 69,451**	**$ 249,317**	**$ -**	**$ 318,768**	**$ -**	**$ -**	**$ 318,768**

UPWP TASK 6.0 – PUBLIC INVOLVEMENT

The Public Involvement task identifies the activities that encourage and facilitate public participation in the transportation planning process. Public engagement activities are carried out in accordance with the adopted Public Involvement Plan and Limited English Proficiency Plan. Activities to engage and inform include, virtual and in-person public meetings; interactive project and program material; written notice via postcard, web and social media platforms. Presentations to engage various civic groups, project stakeholders and local agencies is ongoing.

OBJECTIVE

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

PREVIOUS WORK

CRTPA

Updated CRTPA website and evaluated for ADA compliance. – **www.crtpa.org**.

Conducted public outreach seeking comments on the CRTPA's plans and programs including the TIP, UPWP, Project Priorities, and SS4A Safety Plan.

Email notices to contacts list and Facebook updates on projects and events.

Updated Public Involvement Plan

Strategic public engagement for the SR267, Tallahassee to Havana, US90 studies.

SS4A Survey and safety information booths at Tallahassee Winter Festival and Havana Winter Fest.

Improvements to CRTPA website project pages to improve access to information related to CRTPA activities and projects.

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

ONGOING ACTIVITIES

CRTPA PLANNING SUPPORT WORK

6.0 Support work on public involvement and planning activities consistent with listed tasks. (Consultant)

6.1 Develop and disseminate public information, as necessary, to inform the public of transportation planning activities. Conduct presentations on transportation related topics to civic and governmental agencies as requested. (Ongoing)

6.2 Continue to conduct public outreach related to the CRTPA's plans and programs (including TIP, RMP, UPWP and Project Priority Lists) within the CRTPA region. (Ongoing)

6.3 Provide a clearinghouse for transportation related activities for all levels of government and public involved in improving the local transportation system. (Ongoing)

6.4 Provide CRTPA information and public involvement items at public events including community festivals and institutions of education. (Ongoing)

6.5 Complete regular updates to the CRTPA webpage – *www.ctpa.org*. (Ongoing)

6.6 Continue to monitor and track all public information requests. (Ongoing)

6.7 Continue efforts related to increasing input from the region's traditionally underserved population. (Ongoing)

6.8 Continue televising CRTPA meetings live on WCOT and provide post-meeting access to the video via the CRTPA website and YouTube Channel. (Monthly)

6.9 Periodically review and update Public Involvement Plan (PIP) to comply with the FAST Act, Title VI and other applicable requirements. (Ongoing)

ONGOING ACTIVITIES (CONT.)

6.10 Monitor Public Involvement Process Plan for measures of effectiveness. (Ongoing)

6.11 Update the Limited English Proficiency Plan for the CRTPA planning area to include a Community Characteristics Inventory using 2020 Census data. (Summer 2025) (Consultant)

6.12 Conduct safety programs at public schools, as requested, in Gadsden, Leon, Jefferson, and Wakulla counties. (Ongoing)

6.13 Continue to coordinate with FDOT on the Annual Work Program Hearing. (Fall 2024, 2025) Initiate public education campaign in coordination with the local colleges. (Ongoing)

END PRODUCT

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

Minor updates to Public Involvement Process Plan. (Ongoing)

Community Characteristics Inventory (Summer 2025)

Updated Limited English Proficiency Plan. (-Summer 2025)

Updates of CRTPA website. (Ongoing)

RESPONSIBLE AGENCY

CRTPA

ESTIMATED TASK BUDGET & FUNDING SOURCES TASK 6.0 - FISCAL YEAR 2025

Task 6 Public Involvement					
2025					
Funding Source	**FHWA**				**FY 2025 Total**
Contract Number	**G2U25**				
Source Level	**PL**	**SU**	CMAQ	***Total***	
MPO Budget Reference					
Lookup Name	**2025 FHWA G2U25 (PL)**	**2025 FHWA G2U25 (SU)**	**2025 FHWA G2U25 (CMAQ)**	***FHWA G2U25 (Total)***	
Personnel (salary and benefits)					
Salary/Fringe	$ 25,500			-	$ 25,500
				-	$ -
Personnel (salary and benefits) Subtotal	**$ 25,500**	**$ -**	**$ -**	**$ 25,500**	**$ 25,500**
Consultant					
6.0 Consultant Support LEPP &	$ -	$ 21,530		-	$ 21,530
Comm.Characteristics Update	$ -	$ -			
6.9 Public Involvement Software	$ -	$ -		-	$ -
6.9 Public Involvement Outreach	$ -	$ -		-	$ -
				-	$ -
				-	$ -
				-	$ -
Consultant Subtotal	**$ -**	**$ 21,530**	**$ -**	**$ 21,530**	**$ 21,530**
Direct Expenses					
				-	$ -
Direct Expenses Subtotal	**$ -**	**$ -**	**$ -**	**$ -**	$ -
Supplies					
				-	$ -
Supplies Subtotal	**$ -**	**$ -**	**$ -**	**$ -**	$ -
				-	$ -
Total	**$ 25,500**	**$ 21,530**	**$ -**	**$ 47,030**	**$ 47,030**

ESTIMATED TASK BUDGET & FUNDING SOURCES TASK 6.0 - FISCAL YEAR 2026

2026					
Funding Source	**FHWA**				**FY 2026 Total**
Contract Number	**G2U25**				
Source	**PL**	**SU**	CMAQ	***Total***	
MPO Budget Reference					
Lookup Name	**2026 FHWA G2U25 (PL)**	**2026 FHWA G2U25 (SU)**	**2026 FHWA G2U25 (CMAQ)**	***FHWA G2U25 (Total)***	
Personnel (salary and benefits)					
Salary/Fringe	$ 20,842	$ 15,211		-	$ 36,053
				-	$ -
Personnel (salary and benefits) Subtotal	**$ 20,842**	**$ 15,211**	**$ -**	**$ 36,053**	**$ 36,053**
Consultant					
6.0 Consultant Support Task 6 Activities				-	$ -
6.9 Public Involvement Software				-	$ -
6.9 Public Involvement Outreach					
6.11 Update the Limited English Plan (LEP)					
6.15 Community Characteristic Inventory				-	$ -
Consultant Subtotal	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
Direct Expenses					
				-	$ -
Direct Expenses Subtotal	**$ -**	**$ -**	**$ -**	**$ -**	$ -
Supplies					
				-	$ -
Supplies Subtotal	**$ -**	**$ -**	**$ -**	**$ -**	$ -
				-	$ -
Equipment Subtotal	**$ -**	**$ -**	**$ -**	**$ -**	$ -
Total	**$ 20,842**	**$ 15,211**	**$ -**	**$ 36,053**	**$ 36,053**

UPWP TASK 7.0 – SPECIAL PROJECTS

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

OBJECTIVE

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

PREVIOUS WORK

CRTPA

Telecommuting Study
Freight Study
Safe Streets and Roads for All Safety Action Plan
SS4A High Injury Network Safety Analysis: North Monroe Street (Spring 2025)
Safe Access to School Report Update (Ongoing to Spring 2025)
Corridor and Operational Studies as Identified (Ongoing)

ANTICIPATED ACTIVITIES

7.1 Supplemental Study to Safe Streets for All Safety Action Plan

Tables with Task Detail and Budget Follows [Consultant]

7.1.1: North Monroe Street Implementation Plan and Supplemental Analysis [Consultant]
7.1.2: US90 West Tennessee Street [Consultant]
7.1.3: High Injury Network (HIN) Supplemental Corridor Implementation Plan [Consultant]

7.2 Take the Safe Route – Safe Access to School Study

Tables with Task Detail and Budget Follows [Consultant]

Subtask 7.1: Supplemental Study to Safe Streets for All Safety Action Plan

Responsible Agency: CRTPA (Consultant support will be used to complete this task.)

Purpose: Complete supplemental planning activities in support of SS4A Action Plan through additional data collection and analysis of corridors and intersection identified on the High Injury Network. The study will drill down to understand the existing conditions and the contributing factors, evaluate crash cluster locations, and identify challenges and opportunities for improvement, including recommendations for construction, operational and educational responses.

Required Activity	End Products	Completion Date
Engage SS4A Task Force and stakeholders. Compile additional/supplemental data (crash and speed data, field review, environmental justice, community surveys and site geometry).	SS4A Task Force and of stakeholders list. Meeting schedules, materials, and summaries. Data collected by location.	Identified with project scope.
Analyze and summarize data collected. Identify any supplemental information to be collected.	Analysis of data collected by location and supplemental data if identified.	
Solicit input from the public and stakeholders to create transportation compatibility with community context.	Documentation and summary of public involvement and stakeholder meetings.	
Draft and Final Report to include short, medium, and long-term recommendations for project implementation.	Draft and Final Report that connects to, and enhances, an Action Plan Study	

As a supplemental study and/or implementation plan is initiated the UPWP will be updated to include the schedule and specific area on the High Injury Network.

Subtask 7.1.1.a: Safe Streets for All Safety Action Plan - North Monroe Street Implementation Plan

Responsible Agency: CRTPA (Consultant support will be used to complete this task.)

Budget: $40,000

Required Activities	End Products	Completion Date
Purpose: Task initiated in prior year UPWP. Complete final documentation of planning activities in support of SS4A Implementation Plan on the High Injury Network.	**Implementation Plan** **SS4A Grant Application**	**Summer 2024**
Site Analysis and Recommendations		
Complete final documentation of existing conditions and the contributing factors to serious injury and fatalities: evaluate crash cluster locations; identify challenges and opportunities for improvements; recommendations to include construction, operational and educational responses.	**Documentation and Site Recommendations**	**Summer 2024**
Public Involvement		
Compile input from the public and stakeholders to create transportation compatibility with community context.	**Public Input Documentation**	**Summer 2024**
Final Report		
Draft and Final Report to include short, medium, and long-term recommendations for project implementation.	**Final Report**	**Fall 2024**

Safety Improvements are identified in the SS4A North Monroe Street Safety Action Plan approved by the Board on September 16, 2024 meeting.

CRTPA
N. Monroe Safety Implementation

Subtask 7.1.1.b: Safe Streets for All Safety Action Plan - North Monroe Street Implementation Plan Application Update
Responsible Agency: CRTPA (Consultant support will be used to complete this task.)
Budget: $65,000 (Original Budget $40,000 on separate line)

Required Activities	End Products	Completion Date
Purpose: Task initiated in prior year UPWP. Complete final documentation of planning activities in support of SS4A Implementation Plan on the High Injury Network.	**Implementation Plan** **SS4A Grant Application**	**Summer 2024/2025**
Site Analysis and Recommendations		
Complete final documentation of existing conditions and the contributing factors to serious injury and fatalities: evaluate crash cluster locations; identify challenges and opportunities for improvements; recommendations to include construction, operational and educational responses.	**Documentation and** **Site Recommendations**	**Summer 2024**
Public Involvement		
Compile input from the public and stakeholders to create transportation compatibility with community context.	**Public Input Documentation**	**Summer 2024**
Final Report		
Draft and Final Report to include short, medium, and long-term recommendations for project implementation. Grant application submitted May of 2024	**Final Report**	**Fall 2024**
Application Update and Resubmittal	**SS4A Grant Application**	**Spring 2025**
Update grant application to consider and/or include the recommendations of the FHWA review of first submittal. Updated project costs and analysis as necessary. This resubmission will carry forward the potential projects identified through previous materials and development.	**Updated Application and Cost Analysis**	**Summer 2025**

CRTPA
N. Monroe Safety Implementation

Subtask 7.1.1.c: Safe Streets for All Safety Action Plan - North Monroe Street Implementation Plan Supplemental Analysis **Budget:** $200,000 **Responsible Agency:** CRTPA (Consultant support will be used to complete this task.)		
Required Activities	**End Products**	**Completion Date**
Purpose: N Monroe Street Study completed in prior year UPWP. Additional analysis technical analysis in support of SS4A Implementation Plan on the High Injury Network.	**Technical Analysis Report**	**Spring 2026**
Site Analysis and Recommendations		
Complete analysis to evaluate specific intersection and corridor improvements further refining implementation plan activities.	**Data and Analysis**	**Winter 2025/26**
Final Report		
Draft and Final Report identifying short, medium, and long-term recommendations for intersections in project limits.	**Draft Final Report**	**Spring 2026**
Safety Improvements were identified in the SS4A North Monroe Street Safety Action Plan approved by the Board on September 16, 2024 meeting. This report provides detailed recommendations for intersection safety improvements.		
CRTPA N. Monroe Safety Implementation		

Subtask 7.1.2: Safe Streets for All Safety Action Plan US90 West Tennessee Street **Budget:** $14,000 (Original $10,000)

Responsible Agency: CRTPA (Consultant support will be used to complete this task.)

Required Activity	End Products	Completion Date
Purpose: Complete application for SS4A funding for a Safety Action Plan for the US90 Corridor. (Task initiated in prior year UPWP.)	SS4A Application	Summer 2024/2025
Compile additional/supplemental data (crash and speed data) for specific corridor in support of the SS4A grant application.	Documentation and summary of public involvement and stakeholder meetings.	Summer 2024
Complete application to include recommendations for project implementation.	Draft and Final SS4A Application	Summer 2024
Application Update and Resubmittal	**SS4A Grant Application**	**Summer 2025**
Update grant application to consider and/or include the recommendations of the FHWA review of first submittal. Updated project costs and analysis as necessary. This resubmission will carry forward the potential projects identified through previous materials and development.	**Updated Application for Safety Plan**	**Summer 2025**

Project corridors are on the SS4A High Injury Network identified in the CRTPA's Safety Action Plan approved by the Board on June 19, 2023 meeting.

Safe Streets For All
SAFETY ACTION PLAN

Note: A SS4A grant application was submitted to the U.S. DOT. However, the project was not awarded funding. If awarded, the UPWP will be updated to reflect any future funding for activities associated with this HIN Corridor.

7.1.3: Safe Streets for Safety (SS4A) - High Injury Network (HIN) Supplemental Implementation Plan **Responsible Agency:** CRTPA (Consultant support will be used to complete this task.) **Budget:** $208,320		
Purpose and Required Activities	**End Products**	**Completion Date**
Purpose: The project will update the historical crash analysis at 10 sites from the previously identified high-injury network and develop site-specific safety countermeasures in support of a potential SS4A Implementation Grant application by partner agencies.	**Implementation Plan**	**Fall 2025**
Site Specific Crash Analysis		
The Consultant will analyze the five-year crash history on the priority segments and/or priority intersections for crash patterns, including crash types, crash directions, and contributing factors. Data will be presented tabular and graphical formats updating the historical crash analysis.	**Data and Analysis**	**Spring/Summer 2025**
Countermeasure Development and Memoranda		
Using industry resources the Consultant will: 1) identify site-specific safety countermeasures; 2) develop planning-level cost estimates; 3) prepare individual site memoranda for each location. Memoranda shall include a crash summary, field review photos and notes, and recommended safety improvements. As applicable may include site improvement rendering and benefit-cost analysis. Distribute draft memoranda for comment to TAC and CMAC, and Leon CTST. Final report presented to Committees and Board for approval.	**Memoranda** **Countermeasure Rendering(s)** **Benefit-Cost Analyses** **Review Comments** **Board Approval**	**Fall 2025**

Project corridors are on the SS4A High Injury Network identified in the CRTPA's Safety Action Plan approved by the Board on June 19, 2023 meeting.

Safe Streets For All
SAFETY ACTION PLAN

Subtask 7.2: Take the Safe Route – Safe Access to School Study (Ongoing from prior UPWP)
Responsible Agency: CRTPA (Consultant support will be used to complete this task.)
Purpose: Task began in prior year UPWP This project will continue to focus on the identified schools to identify needed improvements that support targeted schools in order to implement projects and strategies to increase the number of children walking and biking.

Required Activity	End Products	Schedule/ Completion Date
Identify schools with the greatest need for facility and/or operational improvements.	List of schools and assessment of modal facilities and safety issues.	Summer 2024
Identify facility, complete analysis and identify countermeasure(s) applicable to each school. Identified facility demonstrate the greatest need.	Updated list of recommended improvements and strategies to increase multi-modal safety and access to targeted schools.	Fall 2024
Identify program activities that provide opportunities to increase the number of children walking and biking to school.	List of programs and events to promote safety and provide opportunities for bike-ped travel.	Winter/Spring 2025
Draft report for comments and final summary report for Board Adoption.	Refined list of focused project recommendations including potential programs/events to promote safety and provide opportunities for bike-ped travel.	Winter/Spring2025
Present to TAC and CMAC Board Adoption	Final comment period and report for approval	April 2025 CRTPA Meetings

END PRODUCT

SS4A High Injury Network Safety Analysis (As identified will be updated.)

- North Monroe Street Implementation Plan and Application for Funding (Fall 2024)
- Update to North Monroe Street Implementation Plan and Application (Spring 2025)
- US90 Tennessee St Application for SS4A Safety Action Plan (Summer 2024)
- High Injury Network Corridor Implementation Plan Summer 2025

Safe Access to School Report (Spring 2025)

Corridor and Operational Studies as Identified (Ongoing)

RESPONSIBLE AGENCY

CRTPA

ESTIMATED TASK BUDGET AND FUNDING SOURCES TASK 7.0 - FISCAL YEAR 2025

A minimum of $20,000 of FY24 PL funding must be expended on Safe School Access Study.

Task 7 Special Projects					
2025					
Funding Source	**FHWA**				**FY 2025 Total**
Contract Number	**G2U25**				
Source Level	**PL**	**SU**	**CMAQ**	***Total***	
MPO Budget Reference					
Lookup Name	**2025 FHWA G2U25 (PL)**	**2025 FHWA G2U25 (SU)**	**2025 FHWA G2U25 (CMAQ)**	***FHWA G2U25 (Total)***	
Personnel (salary and benefits)					
Salary/Fringe	$ 70,451	$ 40,730	$ -	-	$ 111,181
		$ -	$ -	-	$ -
Personnel (salary and benefits) Subtotal	**$ 70,451**	**$ 40,730**	**$ -**	**$ 111,181**	**$ 111,181**
Consultant					
7.0 Consultant Support	$ -	$ 21,530	$ -	-	$ 21,530
7.1 *SS4A Implementation TBD	$ -	$ 303,680			$ 303,680
7.1.1.a SS4A Implement. Plan N. Monroe St.	$ 20,730	$ 19,270	$ -	-	$ 40,000
7.1.1.b SS4A Update App N Monroe	$ -	$ 21,000			
7.1.1.c SS4A Supplement Analysis N Monroe	$ -	$ 200,000			
7.1.2 SS4 US 90 Tenessee St. SS4A Corridor	$ -	$ 14,000	$ -	-	$ 14,000
7.1.3 SS4A Implementation HIN Corridors	$ -	$ 208,320	$ -	-	$ 208,320
7.2 Safe School Access	$ 24,220	$ 93,000	$ -		$ 117,220
*Requires UPWP Modification					
Consultant Subtotal	**$ 44,950**	**$ 880,800**	**$ -**	**$ 925,750**	**$ 925,750**
Total	**$ 115,401**	**$ 921,530**	**$ -**	**$ 1,036,931**	**$ 1,036,931**

ESTIMATED TASK BUDGET AND FUNDING SOURCES TASK 7.0 - FISCAL YEAR 2026

2026					
Funding Source	**FHWA**				**FY 2026 Total**
Contract Number	**G2U25**				
Source	**PL**	**SU**	CMAQ	***Total***	
MPO Budget Reference					
Lookup Name	**2026 FHWA G2U25 (PL)**	**2026 FHWA G2U25 (SU)**	**2026 FHWA G2U25 (CMAQ)**	***FHWA G2U25 (Total)***	
Personnel (salary and benefits)					
Salary/Fringe	$ 46,921	$ 78,780		-	$ 123,651
				-	$ -
Personnel (salary and benefits) Subtotal	**$ 46,921**	**$ 78,780**	**$ -**	**$ 123,651**	**$ 123,651**
Consultant					
7.0 Consultant Support Task 7 Activities				-	$ -
7.1 SS4A Implementation TBD		$ 62,950		-	$ 65,000
7.1.1 SS4A Implement. Plan N. Monroe St.					
7.1.1 SS4A Application Update N Monroe					
7.1.1 SS4A Supplemental Analysis N Monroe	$ 24,781				
7.1.2 SS4 US 90 Tenessee St. SS4A Corridor					
7.3 Intelligent Tran. Syst. Master PL Update		$ 150,000		-	$ 150,000
Consultant Subtotal	**$ 24,781**	**$ 212,950**	**$ -**	**$ 239,781**	$ 239,781
Direct Expenses					
				-	$ -
				-	$ -
Direct Expenses Subtotal	**$ -**	**$ -**	**$ -**	**$ -**	$ -
Supplies					
				-	$ -
Supplies Subtotal	**$ -**	**$ -**	**$ -**	**$ -**	$ -
Equipment					
				-	$ -
Equipment Subtotal	**$ -**	**$ -**	**$ -**	**$ -**	$ -
Total	**$ 71,702**	**$ 291,730**	**$ -**	**$ 363,432**	**$ 363,432**

*** The UPWP will be updated to reflect SS4A task work and activities funded by PL that increase safe and accessible transportation options for all users. (Minimum 2.5% of PL is $20,506.)**

Table I
FAST ACT PLANNING FACTORS

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

Table II
STATE PLANNING EMPHASIS AREAS

UPWP Tasks							
FAST ACT Planning Factors	Admin	Data Collection	LRP	SRP	Mobility Planning	Public Involvement	Special Projects
Safety	X	X	X	X	X	X	X
Equity	X	X	X	X	X	X	X
Resilience		X	X	X	X	X	X
Emerging Mobility		X	X	X	X	X	X

Table III: Schedule of Selected Projects FY 2025/FY2026

UPWP TASK	2024						2025												2026					
	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
TASK 1.0 PROGRAM ADMINISTRATION																								
1.10 FDOT Annual Certification																								
1.11 Update Budget for COT Financial System																								
1.12 Audit																								
1.13 Develop 2027/28-28/29 UPWP																								
1.16 FHWA/FTA Quadrennial Certification																								
TASK 2.0 DATA COLLECTION																								
2.6 Adppt Annual Performance Measures																								
TASK 3.0 LONG RANGE PLANNING																								
3.1 LRTP Update to 2050																								
TASK 4.0 SHORT RANGE PLANNING																								
4.2 Develop & Adopt 2025 & 2026 Project Prioriies																								
4.4 TIP Annual Adoption & Roll-Forward																								
4.11 FDOT Work Program Coordination																								
TASK 5.0 Modal Planning																								
5.1 Coordinate PPLs with Modal Partners																								
5.7.1 Tallahassee-Havana Trail FS Public Involvement																								
5.8 (SR267) Bloxham Cutoff Trail Feasibility Study																								
5.11 CMP Implementation: Technical Studies;																								
5.21 SR267/Springhill Rd Trail FS																								
5.22 Bradfordville Rd Connector Trail FS																								
5.23 US90 West Trail FS : Final Schedule Upon Award of SUN Trail funding																								
TASK 6.0 PUBLIC INVOLVEMENT																								
6.11 Update DBE/PIP/LEP																								
TASK 7.0 SPECIAL PROJECTS																								
7.1 Supplemental SS4A Studies and Plans																								
7.1.1 North Monroe Street SS4A Implementation																								
7.1.2 West Tennessee St. SS4A Plan																								
7.1.3 SS4A [HIN] Corridor Studies																								
7.2 Safe Routes to School Study Update																								
UPWP TASK	2024						2025												2026					
	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE

TABLE IV
FY 2024/25 and FY 25/26 Funding Sources by Agency

Funding Source	Source Level	2025	2026	FY 2025 Funding Source			FY 2026 Funding Source		
				Soft Match	Federal	Local	Soft Match	Federal	Local
FHWA	CMAQ	$ 450,000	$ -	$ 99,249.36	$ 450,000.00	$ -	$ -	$ -	$ -
	PL	$ 1,087,487	$ 820,260	$ 239,849.81	$ 1,087,487.25	$ -	$ 180,911.75	$ 820,260.06	$ -
	SU	$ 1,274,250	$ 1,006,808	$ 281,041.10	$ 1,274,250.00	$ -	$ 222,055.72	$ 1,006,808.26	$ -
		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	FHWA G2U25 TOTAL	**$ 2,811,737**	**$ 1,827,068**	**$ 620,140**	**$ 2,811,737**	**$ -**	**$ 402,967**	**$ 1,827,068**	**$ -**
Local	Local	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	Source 1	$ 6,750	$ 6,750	$ -	$ -	$ 6,750.00	$ -	$ -	$ 6,750.00
		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	Local G2U25 TOTAL	**$ 6,750**	**$ 6,750**	**$ -**	**$ -**	**$ 6,750**	**$ -**	**$ -**	**$ 6,750**
	TOTAL	**$ 2,818,487**	**$ 1,833,818**	**$ 620,140**	**$ 2,811,737**	**$ 6,750**	**$ 402,967**	**$ 1,827,068**	**$ 6,750**

TABLE V
Funding by Agency FY 2024/25 & FY 2025/26

Funding Source	*FHWA*		*Local*	
Contract	*G2U25*		*G2U25*	
Fiscal Year	2025	2026	2025	2026
Total Budget	$ 2,811,737	$ *1,827,067*	$ 6,750	$ 6,750
k 1 Administration				
Personnel (salary and benefits)	$ 384,817	$ 365,833	$ -	$ -
Consultant	$ 93,000	$ 85,000	$ -	$ -
Travel	$ 15,225	$ 15,225	$ -	$ -
Direct Expenses	$ 126,921	$ 158,198	$ 6,750	$ 6,750
Indirect Expenses	$ -	$ -	$ -	$ -
Supplies	$ 3,250	$ 3,250	$ -	$ -
Equipment	$ 5,000	$ 5,000	$ -	$ -
Sub Total	$ 628,213	$ 632,506	$ 6,750	$ 6,750
k 2 Data and Performance Measures				
Personnel (salary and benefits)	$ 86,530	$ 67,741	$ -	$ -
Consultant	$ -	$ -	$ -	$ -
Direct Expenses	$ 75,500	$ 75,500	$ -	$ -
Supplies	$ -	$ -	$ -	$ -
Equipment	$ -	$ -	$ -	$ -
Sub Total	$ 162,030	$ 143,241	$ -	$ -
k 3 Long-Range Transportation Planning				
Personnel (salary and benefits)	$ 155,000	$ 94,784	$ -	$ -
Consultant	$ 450,000	$ 75,000	$ -	$ -
Direct Expenses	$ -	$ -	$ -	$ -
Supplies	$ -	$ -	$ -	$ -
Equipment	$ -	$ -	$ -	$ -
Sub Total	$ 605,000	$ 169,784	$ -	$ -
k 4 Short-Term Transportation Planning				
Personnel (salary and benefits)	$ 32,538	$ 47,284	$ -	$ -
Consultant	$ 21,530	$ -	$ -	$ -
Direct Expenses	$ 13,516	$ 16,000	$ -	$ -
Supplies	$ -	$ -	$ -	$ -
Equipment	$ -	$ -	$ -	$ -
Sub Total	$ 67,584	$ 63,284	$ -	$ -
k 5 Mobility Planning				
Personnel (salary and benefits)	$ 30,819	$ 86,814	$ -	$ -
Consultant	$ 212,630	$ 431,954	$ -	$ -
Direct Expenses	$ -	$ -	$ -	$ -
Supplies	$ -	$ -	$ -	$ -
Equipment	$ -	$ -	$ -	$ -
Sub Total	$ 243,449	$ 518,768	$ -	$ -
k 6 Public Involvement				
Personnel (salary and benefits)	$ 25,500	$ 26,052	$ -	$ -
Consultant	$ 43,030	$ -	$ -	$ -
Direct Expenses	$ -	$ -	$ -	$ -
Supplies	$ -	$ -	$ -	$ -
Equipment	$ -	$ -	$ -	$ -
Sub Total	$ 68,530	$ 26,052	$ -	$ -
k 7 Special Projects				
Personnel (salary and benefits)	$ 111,181	$ 98,651	$ -	$ -
Consultant	$ 925,750	$ 174,781	$ -	$ -
Direct Expenses	$ -	$ -	$ -	$ -
Supplies	$ -	$ -	$ -	$ -
Equipment	$ -	$ -	$ -	$ -
Sub Total	$ 1,036,931	$ 273,432	$ -	$ -
TOTAL PROGRAMMED	**$ 2,811,737**	**$ 1,827,067**	**$ 6,750**	**$ 6,750**
	$ -		**$ -**	
	$	**-**	**$**	**-**
TOTAL PROGRAMMED	**$ 2,811,737**	**$ 1,827,068**	**$ 6,750**	**$ 6,750**

Reflects adjustments made due to rounding of original salary and fringe calculations.

APPENDIX

APPENDIX I.

Forms

Debarment and Suspension Certification
Certification of Restrictions of Lobbying
Title VI Nondiscrimination Policy Statement
Disadvantaged Business Enterprise Utilization
MPO Joint Certification Statement

APPENDIX II.

FY 2024/25 Estimated Expense Operating Budget Detail
Salary, Fringe, Administrative, Facility and Office

FY 2025/26 Estimated Expense Operating Budget Detail
Salary, Fringe, Administrative, Facility and Office

CRTPA Resolution No. 2022-10-7D Adopted Travel Policy

APPENDIX III.

Agency Comments

APPENDIX I

Required Forms

APPENDIX II

Operating Budgets
CRTPA Adopted Travel Resolution

FY 2024/25 Estimated Expense Budget Detail
Salary, Fringe, Administrative, Facility and Office

FY 2026 DRAFA1:G41T BUDGET (Finalized at Sept.2025 Board Meeting)	Estimated FY 25 Budget
All Accounts	
Total Operating Expenditures	
Personnel Services	**$ 819,728**
511000 - Salaries	$ 547,398
511300 - Salary Enhancements	$ 27,370
512400 - Other Salary Items	$ 1,638
515000 - Pension- Current	$ 107,728
515100 - Pension- MAP	$ 32,417
515600 - Mandatory Medicare	$ 8,334
516000 - Health Benefits	$ 83,581
516100 - Flex Benefits	$ 11,261
Operating Expenditures	**$ 242,080**
521010 - Advertising	$ -
521030 - Reproduction	$ 500
521040 - Unclassified Professional Fees	
521100 - Equipment Repairs	$ 830
521160 - Legal Services	$ 55,000
521180 - Unclassified Contractual Srvcs	
521190 - Computer Software	$ 90,000
522080 - Telephone	$ 1,900
523020 - Food and Supplies	$ 4,000
523050 - Postage	$ 250
523060 - Office Supplies	$ 3,000
523080 - Unclassified Supplies	$ 1,000
524010 - Travel & Training	$ 18,500
524020 - Journals & Books	$ 600
524030 - Memberships	$ 3,500
524050 - Rent Expense- Building & Office	$ 36,000
541040 - Insurance	$ 22,000
550040 - Computer Equipment	$ 5,000
Internal Service Funds	**$ 85,779**
560010 - Human Resource Expense	$ 7,500
560020 - Accounting Expense	$ 19,000
560030 - Purchasing Expense	$ 4,200
560040 - Information Systems Expense	$ 33,000
560070 - Revenue Collection	$ 1,200
560082 - Facilities and Environmental	$ 15,000
560090 - Vehicle Garage Expense	$ 26
611300 - Facility	$ 5,853

Unclassified Contractual Services (Project Budgets) will be updated in the final UPWP.
The FY 2025 operating budget is finalized in Sept. 2024, the UPWP will be updated to include approved budget.

FY 2025/26 Estimated Expense Budget Detail
Salary, Fringe, Administrative, Facility and Office

FY 2026 DRAFA1:G41T BUDGET (Finalized at Sept.2025 Board Meeting)	Estimated FY 26 Budget
All Accounts	
Total Operating Expenditures	
Personnel Services	**$ 861,741**
511000 - Salaries	$ 574,768
511300 - Salary Enhancements	$ 28,738
512400 - Other Salary Items	$ 1,638
515000 - Pension- Current	$ 113,114
515100 - Pension- MAP	$ 34,038
515600 - Mandatory Medicare	$ 8,751
516000 - Health Benefits	$ 89,432
516100 - Flex Benefits	$ 11,261
Operating Expenditures	**$ 249,342**
521010 - Advertising	$ -
521030 - Reproduction	$ 515
521040 - Unclassified Professional Fees	$ -
521100 - Equipment Repairs	$ 855
521160 - Legal Services	$ 56,650
521180 - Unclassified Contractual Srvcs	
521190 - Computer Software	$ 92,700
522080 - Telephone	$ 1,957
523020 - Food and Supplies	$ 4,120
523050 - Postage	$ 258
523060 - Office Supplies	$ 3,090
523080 - Unclassified Supplies	$ 1,030
524010 - Travel & Training	$ 19,055
524020 - Journals & Books	$ 618
524030 - Memberships	$ 3,605
524050 - Rent Expense- Building & Office	$ 37,080
541040 - Insurance	$ 22,660
550040 - Computer Equipment	$ 5,150
Internal Service Funds	**$ 88,177**
560010 - Human Resource Expense	$ 7,725
560020 - Accounting Expense	$ 19,570
560030 - Purchasing Expense	$ 4,326
560040 - Information Systems Expense	$ 33,990
560070 - Revenue Collection	$ 1,236
560082 - Facilities and Environmental	$ 15,450
560090 - Vehicle Garage Expense	$ 27
611300 - Facility	$ 5,853

Unclassified Contractual Services (Project Budgets) will be updated in the final UPWP.
The FY 2026 operating budget is finalized in Sept. 2025, the UPWP will be updated to include approved budget.

APPENDIX III

FDOT, FTA and FHWA Comments