Effective Date: July 1, 2026—June 30, 2028

UNIFIED PLANNING WORK PROGRAM

Adopted May 19, 2026

R1 V2 Modification 7.14.2026
R2 V3 Amendment 9.28.2026

Prepared by the Capital Region Transportation Planning Agency
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This report was financed in part by the Federal Highway Administration, Federal Transit Administration, Florida Department of Transportation and participating local governments.

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.

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Salary, Fringe, Administrative, Facility and Office

FY 2027/28 Estimated Expense Operating Budget Detail
Salary, Fringe, Administrative, Facility and Office

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Resolution No. 2026-05-5B

A RESOLUTION APPROVING THE FISCAL YEAR (FY) 2026/2027 - FY 2027/2028 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 2026/2027 and FY 2027/2028 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 2026/27 and FY 2027/28; 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 19th DAY OF MAY 2026 by the

CAPITAL REGION TRANSPORTATION PLANNING AGENCY

Nick Maddox, Chairman

ATTEST: _____
Greg Slay, Executive Director

Florida Department of Transportation

RON DESANTIS
GOVERNOR

605 Suwannee Street
Tallahassee, FL 32399-0450

JARED W. PERDUE, P.E.
SECRETARY

Cost Analysis Certification

Capital Region TPA

Unified Planning Work Program Fiscal Year – FY 2026/27 - FY 2027/28

UPWP Status - Adopted, 5/19/2026

UPWP Revision Number - Initial Adoption, 5/19/2026

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.

FDOT District Representative: Kaylor Collins

Title and District: Planning Specialist IV, District 3

Kaylor Collins Date: 5/19/2026
Signature

GLOSSARY OF ABBREVIATIONS

ADA	-	Americans with Disabilities Act of 1990
ARPC	-	Apalachee Regional Planning Council
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
LOS	-	Level of Service

GLOSSARY OF ABBREVIATIONS

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
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, 2026 through June 30, 2028. 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.

Unified Planning Work Program Tasks

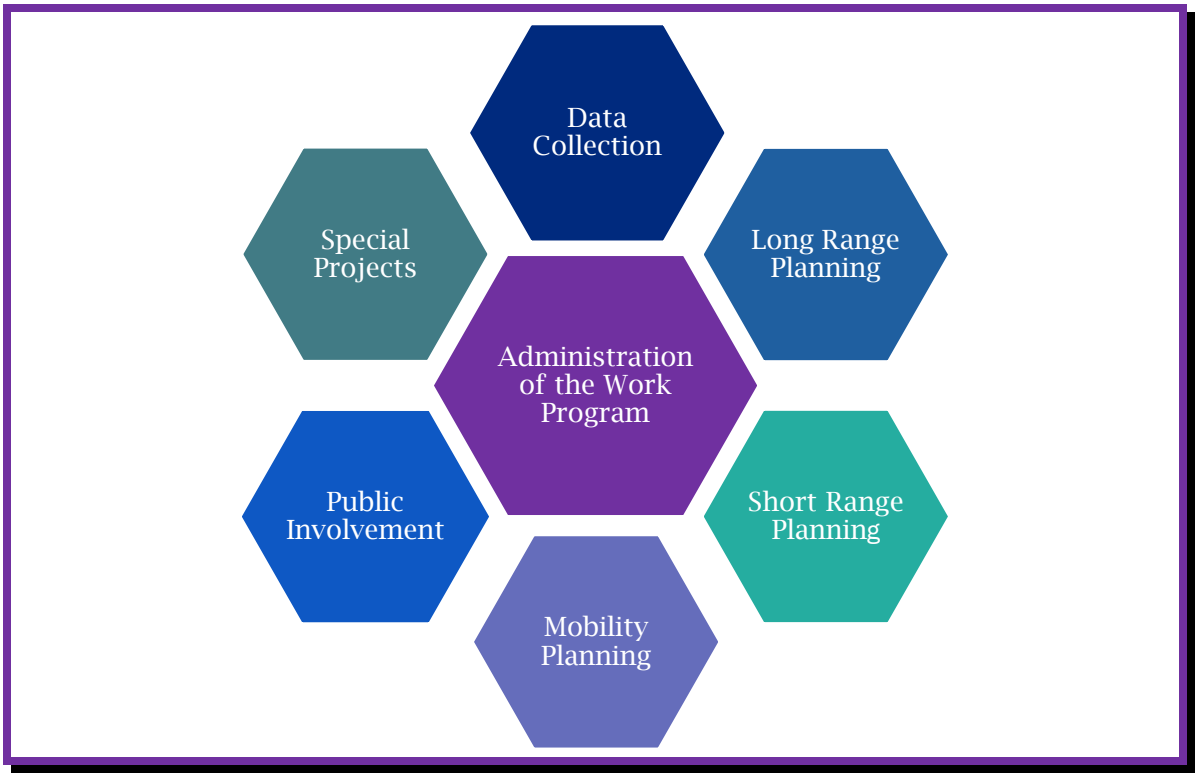


Figure II

INTRODUCTION (Cont.)

DEVELOPMENT OF THIS UPWP

Development of this UPWP officially began on March 11, 2026, as a part of the CRTPA's Joint Certification meeting. CRTPA staff met with the Florida Department of Transportation District 3 Liaison to discuss the Annual Certification Report and the overall Metropolitan Planning Process. Consistent with previous years, the UPWP was constructed by reviewing and updating tasks contained within the preceding document in coordination with CRTPA staff and respective outside agencies. 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 which are further detailed in Section I. Lastly, staff reviewed the requirements related to development of UPWPs as contained within the **Florida Deprtmant of Transportation (FDOT) MPO Program Management Handbook**.

CONSOLIDATED PLANNING GRANT

FHWA and FTA provide funding support through the FDOT in the form of PL, SU, SA and CMAQ funds through the FDOT Consolidated Planning Grant (CPG) agreement. Allowable costs under the grant are outlined in Federal Code, Florida Statutes and the Department of Financial Services' **Reference Guide for State Expenditures (PDF)**. CRTPA member governments cover the cost of ineligible expenses as identified in Federal Code, 2CFR200, and state law and guidelines.

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. These Credits are in essence a "soft match" provision allowing the Federal share to be increased up to 100%.

The FY 2027 budget in the initial draft UPWP reflects $476,808 of unauthorized SU funds from FY 2026. These monies roll-forward and are available in the first year (FY 2027) budget. Remaining unexpended funds from FY 2026 are made available in the second year of the UPWP (FY 2028). The second year SU & PL budgets are an estimate. After close-out an amendment will be processed to update the SU & PL FY 2028 budgets. No 5307 funds are being utilized for planning tasks by StarMetro and no funds are being deobligated from the current CPGA."

INTRODUCTION (Cont.)

CRTPA PLANNING DOCUMENTS

Transportation planning in the CRTPA Planning Area is guided by the Year 2050 Regional Mobility Plan (RMP), also referred to as a Long-Range Transportation Plan. The Year 2050 RMP, constructed with input from government officials, citizen's advisory boards, technical experts, and the public, was adopted at the November 17, 2025 CRTPA Public Hearing. Selected projects from the RMP 2050 Cost Feasible Plan are identified in the Project Priority Lists (PPLs) and implemented in the Transportation Improvement Program (TIP), both of which are adopted annually. The Congestion Management Plan (CMP), Public Involvement Plan (PIP) and Limited English Proficiency Plan (LEP) 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. A Community Characteristics Inventory (CCI), completed in the summer of 2025, it outlines socio-economic data for the Capital Region and informs the development of the CRTPA 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.

Coordination with FDOT and FHWA while developing the UPWP ensures 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 (February 2026) and approved by the CRTPA at its May 19, 2026 meeting.

INTRODUCTION (Cont.)

PL SET-ASIDE: CONTEXT BASED PLANNING

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 options for multiple travel modes for people of all ages and abilities. The CRTPA's annual PL funding allocation for Fiscal Year 2026/27and for 2027/28 is $$895,798. For FY 2027 and FY 2028 the CRTPA's set-aside for context based planning work is $25,000 each year.

Context based planning is the basis for a complete street that is safe, and feels safe, for all users. FHWA is focused on supporting transportation agencies to plan, develop and operate streets and networks that prioritize safety, comfort, and connectivity to destinations for all users. 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 context based planning initiative.

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 Long Range Transportation Plan (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.

Components of the UPWP include 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. 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 any possible amendment.

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.

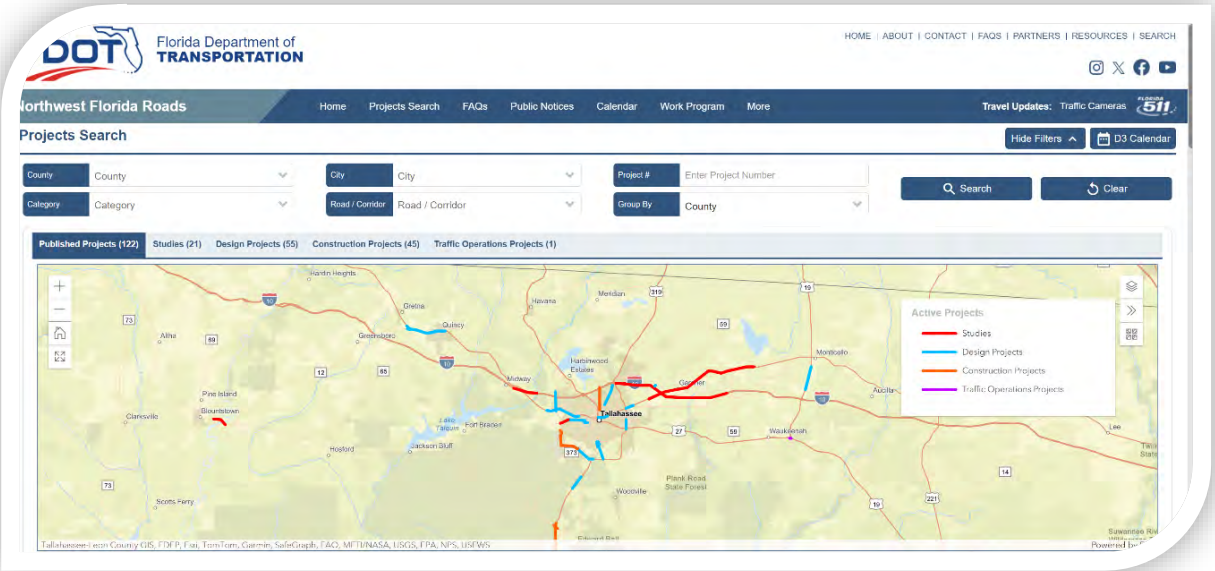
Table I, on page 48 illustrates the CRTPA's consideration of the ten planning factors in the transportation planning process.

Setting the course for transportation investment in highways, the FAST Act

- Improves mobility on America's highways
- Accelerates project delivery and promotes innovation
- Creates jobs and supports economic growth

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.



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)
- ✓ Project Impact Assessment
- ✓ Statistics and GIS Data
- ✓ 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 Metropolitan Planning Area. 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.

ORGANIZATION AND MANAGEMENT OF THE CRTPA (Cont.)

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. Members from these committees also serve on advisory or steering committees during project development and implementation. 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 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. Staff maintains the and implements CRTPA Policies and Procedures, which are reviewed and updated annually. An update to the Continuity of Operations Plan is currently underway. See Appendix A for the CRTPA Organizational Chart and summary of staff responsibilities.

ORGANIZATION AND MANAGEMENT OF THE CRTPA (Cont.)

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.

The Consolidated Planning Grant (CPG) Agreement

FDOT uses the Consolidated Planning Grant Agreement (CPGA) to combine Federal Highway Administration (FHWA) PL and Federal Transit Administration (FTA) 5305(d) funds into a single grant. The CPG agreement passes financial assistance to the CRTPA through the FDOT for the completion of transportation related planning activities set forth in the CRTPA's Unified Planning Work Program (UPWP). The previous CPGA, Contract No. G2U25, for the FY 2025 – FY 2026 UPWP was executed with the FDOT in June 2024 and amended December 2025. For the FY 2027 – FY 2028 UPWP it is anticipated that the CPGA, Contract No. G3Q17, will be executed in June 2026.

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 are evaluated annually in budget development.

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.

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 a continuing, cooperative, and comprehensive (3C) metropolitan transportation planning process to establish a shared vision and goals for the community.

PUBLIC INVOLVEMENT PLAN (PIP)

The PIP, adopted in June 2024, outlines how the CRTPA will engage the public early and continuously in transportation planning by actively involving affected and interested parties through the 3C process. It describes strategies to inform and engage the public, including virtual and interactive methods, and the update focuses on maximizing participation and overall effectiveness in public engagement. A component of public involvement is also established in the CRTPA's Title VI Plan and Process. At the September 2025 CRTPA meeting the Board approved an update to the Title VI Plan, which provides for public notice and establishes complaint procedures.

TRANSPORTATION PERFORMANCE MANAGEMENT - 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 17, 2026 the Board adopted the 2026 Performance Measures and Targets, including support for the FDOT Target Zero goal.

PLANNING ACTIVITIES - DOCUMENTS/PERFORMANCE MEASURES

FEDERAL QUADRENNIAL CERTIFICATION

Every four years the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) evaluate if the CRTPA conducts a comprehensive, cooperative, and continuing transportation planning process in adherence with federal statutes and regulations. A review of the metropolitan transportation planning process is required within each Transportation Management Area (TMA), which is a MPO with a population of more than 200,000. The federal agencies complete a review planning documents and studies, meet with staff, and hold a public meeting. On February 19, 2025 FHWA and FTA conducted the CRTPA's Quadrennial Certification followed by a public meeting, held in coordination with the CRTPA. In a letter dated June 30, 2025, the CRTPA was notified that the metropolitan planning process was certified for another four years. No corrective actions were identified and the CRTPA received several commendations for work which can be considered a national best practice. Several recommendations were also made to strengthen certain aspects of the CRTPAs work.

YEAR 2050 REGIONAL MOBILITY (RMP) [LONG RANGE PLAN]

The **Year 2050 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 due to changes in available funding and/or findings from planning studies. Adopted in November 2025, the Year 2050 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 Year 2050 RMP meets the Federal Highway Administration (FHWA) guidelines and requirements.

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, state projects and local projects of regional significance. The FDOT 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, and rail improvements, as well as bicycle facilities, multi-modal improvements, and enhancement projects like landscaping and greenways. In addition, grant funding for transportation studies and projects are reflected in the TIP for informational purposes and to facilitate tracking these grant awards project by FDOT. This is another example of the 3-C process.

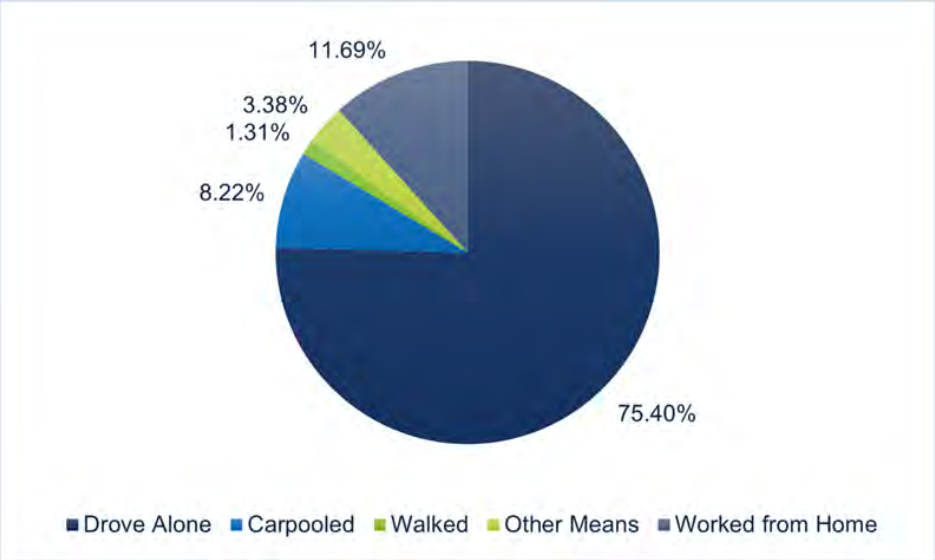
PLANNING ACTIVITIES - DOCUMENTS/PERFORMANCE MEASURES (Cont.)

CONGESTION MANAGEMENT PLAN PROCESS AND PLAN (CMP)

Adopted at the March 18, 2024 Meeting, the CMP identifies tools and strategies aimed at reducing peak hour vehicle miles of travel and congestion, while improving connectivity between employment centers and areas with concentrations of transportation disadvantaged populations. A Technical Task Force of stakeholders, transportation providers, and agency and organization representatives from the four-counties provided input. The updated **CRTPA CMP** was developed through a coordinated and collaborative process focused on achieving regional transportation goals and objectives. Additionally, the update refines the evaluation criteria for assessing projects to ensure that investment decisions are made with a clear focus on desired outcomes. The CMP builds upon the identified strategies to reduce congestion/delay levels, as well as consider related safety improvements. Selected projects in the adopted CMP will advance the goals developed as part of the 2050 LRTP. Information in the CMP was considered in the development of the safety action plan.

COMMUNITY CHARACTERISTICS INVENTORY

A Community Characteristics Inventory (CCI) for the Capital Region supports equitable and informed planning and transportation decisions. Developed in response to one of the federal recommendations, the CCI compiles data on social, economic, environmental, and transportation conditions across the four-county region. Organized into key categories—including people, education, employment, housing, environment, transportation, safety, health, and community—the CCI highlights the region's diversity. The document serves as a practical tool to guide planning efforts, support collaboration with stakeholders, and provide a resource for CRTPA member governments.



Commute by Type for the Capital Region

2023 ACS – CRTPA CCI

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 Trail 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 and included public engagement on the preferred alternatives. Subsequent to the study the CRTPA submitted two SUN Trails grant applications, both of which were awarded. The trail design phase was funded for the western segment and is underway by Gadsden County. An Environmental Impact Study (EIS) for the Leon County portion was funded and in progress by the CRTPA.

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. In FY 2024 the design phase was funded by FDOT, and concurrently the CRTPA applied for SUN Trail's funding for construction. The SUN Trail grant was awarded and construction is programmed in FY 2031 in the FY 2027 – FY 2031 Wakulla County Draft Work Program. This project is listed as the No.1 priority for regional trails.

US 90 WEST FEASIBILITY STUDY

The US 90 West corridor is included on the CRTPA's FY 2027 – FY 2031 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 the feasibility study along US 90 in the western half of Gadsden County. Components of the FS include 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.

STATUS OF LOCAL AND REGIONAL PLANNING ACTIVITIES (Cont.)

SAFE STREETS AND ROADS FOR ALL SAFETY ACTION PLAN

The Safe Streets for All Safety (SS4A) Action Plan was approved at the June 2023 Board meeting and outlines a comprehensive, data-driven set of projects and strategies informed by best practices, stakeholder input, and socio-economic considerations to address identified safety issues. Developed to meet federal requirements for the Safe Streets for All grant program, the plan enabled the CRTPA and Capital Region local governments to pursue grant funding for implementation projects and supplemental planning activities. Additional data collection and grant applications were developed to build on this work.

IMPLEMENTATION PLAN - N MONROE STREET INTERSECTION AND OPERATIONAL ANALYSIS

Multiple intersections along the North Monroe Street Corridor were identified as part of the High Injury Network (HIN). The CRTPA collaborated with local partners on the development and submission of a 2024 SS4A Grant, of which they received partial funding for minor roadway improvements. To advance safety efforts on the corridor, additional data collection and analysis was completed. A traffic analysis of select intersections further examined network impacts and conflicts, refining the recommendations for improvements on the corridor. The evaluation also identified the placement of controlled pedestrian crossing locations along the road. Working with local partners, the CRTPA updated and resubmitted the SS4A application, requesting funding for the improvements developed through the study. In 2025, Leon County was awarded a SS4A grant for $16.8 million for the safety improvements, and the Blueprint Intergovernmental Agency (BPIA) committed $4.2 million in local funds, for a total project cost of $21 million. The CRTPA will coordinate with Leon County as the project moves forward.

CRTPA
N. Monroe Safety Implementation

SAFETY ACTION PLAN - WEST TENNESSEE STREET (US 90)

West Tennessee Street (US 90) is a critical focus area within its regional SS4A Safety Action Plan. This corridor is part of the region's High Injury Network, where traffic deaths and serious injuries are disproportionately concentrated. After a second submission, the CRTPA was awarded a federal SS4A Planning and Demonstration Grant to fund a comprehensive safety study for the 6-mile segment of West Tennessee Street, from Aenon Church Road to Monroe Street. The proposed study will evaluate existing traffic and infrastructure conditions, engage a broad range of stakeholders, and develop recommendations and potential countermeasures to improve safety along the corridor. The goal of the plan is to include improvements using the Safe System Approach. Additional information on the study is provided in the following section, Priorities for FY 2027 – FY 2028.

STATUS OF LOCAL AND REGIONAL PLANNING ACTIVITIES (Cont.)

SAFE STREETS AND ROADS FOR ALL SAFETY ACTION PLAN (CONT.)

IMPLEMENTATION PLAN - HIGH INJURY NETWORK INTERSECTION AND CORRIDOR ANALYSIS

The SS4A Safety Action Plan identified the High Injury Networks, from which a priority list of potential safety projects within the four-county region was developed. In an effort to determine the projects within the City of Tallahassee with the most meaningful safety benefit to the traveling public the CRTPA undertook this study. Ten sites from the previously identified high-injury network were identified in consultation with the City staff. Work included updating the historical crash data and analysis, analyzing the cost-benefit associated with the improvements, and developing site-specific safety countermeasures that will be strong candidates for an SS4A implementation grant.

TAKE THE SAFE ROUTE TO SCHOOL STUDY

This data-driven initiative expanded on the 2014 Safe Routes to School (SRTS) study by evaluating existing conditions and planned improvements to identify schools in the Capital Region with the greatest need for safety enhancements. The effort highlighted common issues such as missing or discontinuous sidewalks and high traffic volumes in school zones, and recommended infrastructure improvements including sidewalk connections, crosswalks, lighting, and bicycle facilities. The final report, approved at the CRTPA meeting on April 15, 2025, identified 12 high-need schools and outlined key factors supporting SRTS program effectiveness, as well as opportunities for communities and school boards to further improve walking and biking safety for students, particularly along corridors such as Old Bainbridge Road, West Tharpe Street, and North Monroe Street.

TRANSPORTATION ANALYTICS (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 for the Capital Region. Information is displayed on a public-viewing dashboard that shows collisions by location and severity. For select commuter corridors in Leon County the annual average daily traffic and average [daily, am and pm peak] speed is available. Another feature is graphical depiction of the adopted performance measures and targets. Analytics support safety and performance measure reporting, supports policy initiatives and facilitates efficient decision-making. For example, the platform allows law enforcement to identify high-speed corridors and allocate officers to areas where speed enforcement is critical. Regular reporting on traffic conditions and customized reports on key segments of major corridors and school zones further supports enforcement efforts.

PRIORITIES FOR FY 2026/27 & FY 2027/28

Projects and studies identified in the upcoming priorities build upon work initiated in the previous work program. These include technical studies; safety and implementation studies as part of the Safe Streets for All program or to implement the Congestion Management Plan; the development of the regional trail system. Also coordination, outreach and education priority efforts are detailed. Consultants will be used for all studies. Urban SDK provides the Data Analytics software.

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

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

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

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

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.

Transportation Data Analytics (Performance Measures & Safety)

Data analytics is an important tool in transportation planning. The CRTPA will continue to employ the Urban SDK software using a GIS platform to collect, verify, analyze, safety and speeding data for the Capital Region. Annual dashboard updates, regular reporting on traffic conditions and customized reports on key segments of major corridors and school zones supports education and enforcement efforts.

PRIORITIES FOR FY 2026/27 & FY 2027/28 (Cont.)

TALLAHASSEE-HAVANA MULTI USE PATH PROJECT IMPACT STUDY (LEON CO)

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.

SAFE STREETS FOR ALL (SS4A) SAFETY ACTION PLAN: SUPPLEMENTAL STUDIES

Complete supplemental planning activities in support of SS4A Action Plan. Each 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.

US 90/TENNESSEE S.- CORRIDOR STUDY (SS4A SAFETY ACTION PLAN)

This project proposes development of a safety plan for the West Tennessee corridor from North Monroe St to Aenon Church Road. Activities of the study includes the review of existing conditions, 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.

TALL-LEON COUNTY CONSOLIDATED DISPATCH AGENCY SS4A PROJECT

Provide technical assistance to the Tallahassee–Leon County Consolidated Dispatch Agency to implement SS4A Demonstration Project, “NextGen Emergency Response: Integrated Drone and Tow Technologies for Safer Streets in Tallahassee–Leon County.” Aimed at improving response times, the approach aligns with FHWA Traffic Incident Management practices and Safe System Approach principles.

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 Year 2050 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 $10,000 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".

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

- ✓ Maintain and update FY25 – FY26 UPWP.
- ✓ Coordinated closeout of contract for FDOT Contract No. G2782.
- ✓ Staff support to the CRTPA, Executive, TAC & CMAC Committees.
- ✓ Completed Annual Single Audit for FY 2024.
- ✓ Coordination with FDOT & COT on budget, development.
- ✓ Adopt CRTPA's annual fiscal operating budget.
- ✓ Procured necessary equipment, supplies, software and support.
- ✓ Standardized invoice processes with COT Grants Department.
- ✓ Updated CRTPA Fiscal Policies/Procedures and Internal Controls.
- ✓ Completed FDOT Joint Certification.
- ✓ Completed Federal Quadrennial Certification.
- ✓ Quarterly DBE Reporting.
- ✓ Supported grant program requirements.
- ✓ Updated the Continuity of Operations Plan Anticipate June 2026)
- ✓ Updated the required Title VI Program and Policy Statement.
- ✓ Maintained Title VI Program following state/federal laws.
- ✓ Procured Legal, Audit and Planning Consultant Contract.
- ✓ Executed SUN Trails Grants Agreements.
- ✓ Updated travel policy consistent with City's electronic processes.
- ✓ Secure insurance through Florida Municipal Insurance Trust.

ADMINISTRATION: PREVIOUS WORK (CONT.)

Training (in-person and virtual), professional development, and coordination meetings attended by elected officials and staff in the following areas:

- ✓ *FHWA Peer Review Kansas City, MO (July 2024)*
- ✓ *Travel Floridians for Better Transportation (July 2024)*
- ✓ *Attended the GAP Review of Materials w/FDOT (August 2024)*
- ✓ *Participated in the FHWA MPO Billing Review Kickoff w/FHWA (Sept. 2024)*
- ✓ *Florida Safe Routes to School Grant Application Workshop (Sept. 2024)*
- ✓ *MPOAC Noteworthy Practices Showcase (Oct. 2024)*
- ✓ *MPOAC Freight & Rail Committee - Passenger Rail Priorities (Oct. 2024)*
- ✓ *Urban SDK Bi-Monthly Training (2025, 2026)*
- ✓ *SS4A Grant Agreement for FY24 Grant Recipients (Sept. 2024)*
- ✓ *Attended the Regional Domestic Security Task Force meeting (Nov. 2024)*
- ✓ *Roadway Safety for People Experiencing Homelessness (April 2025)*
- ✓ *Hosted MPOAC meeting in the COT Commission Chambers (April 2025)*
- ✓ *FHWA's Safety Series, "Making Rural Roads Safe for All" (May 2025)*
- ✓ *Public Involvement in Transportation Planning (May 2025)*
- ✓ *FDOT's Safety Data Tools Training and interactive meeting (Oct. 2025)*
- ✓ *Helmet Fitter Training (Nov. 2025)*
- ✓ *AASHTO Annual Meeting (Nov. 2025)*
- ✓ *COT Ethics Training (Sept. 2024, Sept. 2025)*
- ✓ *FL Metropolitan Partnership (2025, 2026)*
- ✓ *Metropolitan Advisory Council (2025, 2026)*
- ✓ *ARPC Quarterly Meetings (2025, 2026)*
- ✓ *1000 Friends of Florida Webinars (2025,2026*

Intentionally left blank for additional updates in final document.

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 2026/27–FY 2027/28 UPWP:

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

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

1.5 Conduct procurement and oversee contract implementation consistent with all Federal, State and local laws, as applicable, as provided for in CRTPA 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 streaming 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) and CRTPA agreements, policies and procedures. (Ongoing)

1.10 Coordination with MPOAC on programmatic and/or legislative updates (Winter 2027, 2028)

ADMINISTRATION: ANTICIPATED ACTIVITIES (CONT.)

UNIFIED PLANNING WORK PROGRAM

1.11 Modify/Amend the FY 2026/27– FY 2027/28 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 2028/29– FY 2029/30 UPWP (Feb. - June 2028)

- ✓ *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 FY2028 remaining funds.*

CERTIFICATION

1.15 FDOT Annual Certification (Feb. – April 2027, 2028)

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

TRAINING

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

- ✓ *FDOT Workshops/MPOAC Institute (2027, 2028)*
- ✓ *FHWA Webinars and Training Modules*
- ✓ *Grants.gov training on funding programs*
- ✓ *Public Engagement*
- ✓ *Florida APA Annual Conference and Webinars*
- ✓ *ASSHTO, National Transportation Organizations*
- ✓ *Florida Metropolitan Planning Partnership*
- ✓ *Safety and Performance Measures*

ADMINISTRATION: ANTICIPATED ACTIVITIES (CONT.)

AUDIT/LEGAL PROFESSIONAL SERVICES

1.18 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 2027, 2028) [Professional Services Contract]

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

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

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

1.22 Submit Single Audit to FDOT/Federal Clearinghouse. (June 2027, 2028)

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

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

1.25 Procure general planning consultants (GPC) including development of technical requirements, competitive RFSQ process, selection, award and execution of contract.

END PRODUCT

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

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

Amendments/Modifications FY 2026/27 – FY 2027/28 UPWP. (Ongoing)

FDOT Joint Certification of the Metropolitan Planning Process. (May 2027, 2028)

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

DBE tracking and reports submitted to FDOT. (Quarterly)

Continuing services contracts for attorney and auditor. (Ongoing)

ADMINISTRATION: ANTICIPATED ACTIVITIES [END PRODUCT] (CONT.)

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

Annual audit. (June 2027, 2028)

RFSQ for General Planning Consultant(s) (October 2026)

Executed contract with General Planning Consultant(s) (January 2027)

RESPONSIBLE AGENCIES

CRTPA

FDOT – Certification Report

DRAFT ESTIMATED TASK BUDGET & FUNDING SOURCES TASK 1.0 - FISCAL YEAR 2027

Task 1 Administration						
2027						
Funding Source	FHWA			Local		FY 2027 Total
Contract Number	G3Q17			G3Q17		
Source Level	PL	SU	*Total*	Local	*Total*	
Lookup Name	2027 FHWA G3Q17 (PL)	2027 FHWA G3Q17 (SU)	*FHWA G3Q17 (Total)*	2027 Local G3Q17 (Local)	*Local G3Q17 (Total)*	
Personnel (salary and benefits)						
Salaries and Fringe	$ 351,548	$ 46,831	-		-	$ 398,379
			-		-	$ -
Personnel (salary and benefits)	**$ 351,548**	**$ 46,831**	**$ 398,379**	**$ -**	**$ -**	**$ 398,379**
Consultant						
1.7 WCOT	$ 8,000		-		-	$ 8,000
1.12 Auditor	$ 32,000		-		-	$ 32,000
1.16 Legal	$ 60,000		-		-	$ 60,000
			-		-	$ -
Consultant Subtotal	**$ 100,000**	**$ -**	**$ 100,000**	**$ -**	**$ -**	**$ 100,000**
Travel						
Travel and Training	$ 16,250		-		-	$ 16,250
			-		-	$ -
Travel Subtotal	**$ 16,250**	**$ -**	**$ 16,250**	**$ -**	**$ -**	**$ 16,250**
Direct Expenses						
Operational	$ 40,000		-		-	$ 40,000
Computer Software	$ 8,000		-		-	$ 8,000
Staff Services	$ 90,000		-		-	$ 90,000
Food (Unallowable)			-	$ 3,500	-	$ 3,500
Memberships (Unallowable)			-	$ 2,750	-	$ 2,750
Unclassified Expense (Unallowable)			-	$ 1,000	-	$ 1,000
Direct Expenses Subtotal	**$ 138,000**	**$ -**	**$ 138,000**	**$ 7,250**	**$ 7,250**	**$ 145,250**
Indirect Expenses						
			-		-	$ -
Indirect Expenses Subtotal	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
Supplies						
Office Supplies	$ 3,500		-		-	$ 3,500
			-		-	$ -
			-		-	$ -
Supplies Subtotal	**$ 3,500**	**$ -**	**$ 3,500**	**$ -**	**$ -**	**$ 3,500**
Equipment						
Computer Equipment	$ 5,000		-		-	$ 5,000
			-		-	$ -
Equipment Subtotal	**$ 5,000**	**$ -**	**$ 5,000**	**$ -**	**$ -**	**$ 5,000**
Total	**$ 614,298**	**$ 46,831**	**$ 661,129**	**$ 7,250**	**$ 7,250**	**$ 668,379**

DRAFT ESTIMATED TASK BUDGET & FUNDING SOURCES TASK 1.0 - FISCAL YEAR 2028

2028						
Funding Source	**FHWA**			**Local**		**FY 2028 Total**
Contract Number	**G3Q17**			**G3Q17**		
Source	**PL**	**SU**	***Total***	**Local**	***Total***	
Lookup Name	**2028 FHWA G3Q17 (PL)**	**2028 FHWA G3Q17 (SU)**	***FHWA G3Q17 (Total)***	**2028 Local G3Q17 (Local)**	***Local G3Q17 (Total)***	
Personnel (salary and benefits)						
Salaries and Fringe	$ 360,000	$ 82,600	-		-	$ 442,600
			-		-	$ -
Personnel (salary and benefits)	**$ 360,000**	**$ 82,600**	**$ 442,600**	**$ -**	**$ -**	$ 442,600
Consultant						
1.7 WCOT	$ 8,000		-		-	$ 8,000
1.12 Auditor	$ 35,000		-		-	$ 35,000
1.16 Legal	$ 60,000		-		-	$ 60,000
			-		-	$ -
Consultant Subtotal	**$ 103,000**	**$ -**	**$ 103,000**	**$ -**	**$ -**	**$ 103,000**
Travel						
Travel and Training	$ 16,250		-		-	$ 16,250
			-		-	$ -
Travel Subtotal	**$ 16,250**	**$ -**	**$ 16,250**	**$ -**	**$ -**	**$ 16,250**
Direct Expenses						
Operational	$ 40,000		-		-	$ 40,000
Computer Software	$ 8,000		-		-	$ 8,000
Staff Services	$ 90,000		-		-	$ 90,000
Food (Unallowable)			-	$ 3,500	-	$ 3,500
Memberships (Unallowable)			-	$ 2,750	-	$ 2,750
Unclassified Expense (Unallowable)			-	$ 1,000	-	$ 1,000
Direct Expenses Subtotal	**$ 138,000**	**$ -**	**$ 138,000**	**$ 7,250**	**$ 7,250**	**$ 145,250**
Indirect Expenses						
			-		-	$ -
Indirect Expenses Subtotal	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	$ -
Supplies						
Office Supplies	$ 3,500		-		-	$ 3,500
			-		-	$ -
Supplies Subtotal	**$ 3,500**	**$ -**	**$ 3,500**	**$ -**	**$ -**	**$ 3,500**
Equipment						
Computer Equipment	$ 5,000		-		-	$ 5,000
			-		-	$ -
Equipment Subtotal	**$ 5,000**	**$ -**	**$ 5,000**	**$ -**	**$ -**	**$ 5,000**
Total	**$ 625,750**	**$ 82,600**	**$ 708,350**	**$ 7,250**	**$ 7,250**	**$ 715,600**

TASK 2.0 – DATA ANALYTICS

The Data Analytics task focuses on monitoring transportation characteristics and the factors that influence travel behavior, operations, and network safety. Reporting of Federal Transportation Performance Measures is another component of this task. Annually data is collected and analyzed to evaluate how the transportation network is operating and performing over time.

OBJECTIVE

The purpose is to monitor changes in traffic characteristics, compare existing conditions with future projections to anticipate planning needs and activities, provide data to relevant agencies and support overall transportation system safety and reduction in fatalities and serious injuries.

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.
- ✓ Development of SS4A Safety Implementation Plan for N. Monroe Street Corridor.
- ✓ Grant application developed and submitted to USDOT for funding N. Monroe Street Corridor Safety Improvements.
- ✓ Adopted updated Congestion Management Plan.
- ✓ Coordination with District 3 Design and Safety Office to identify potential safety improvements associated with candidate resurfacing projects.
- ✓ Adopted Highway Transportation Performance Measures
- ✓ Adopted Transportation Performance Measures for Bridge and Pavement; System Performance and Freight Movement
- ✓ Adopted FTA Transit Asset Management performance targets.
- ✓ Participation on Gadsden, Leon, and Wakulla Counties' Community Traffic Safety Teams.
- ✓ Annual Helmet Fitter Training Leon County.
- ✓ Increased agency participation in the Leon County CTST meetings.

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 Coordinate with Star Metro in setting Transit Asset Management (TAM) targets and Transit Safety targets based on the Public Transit Agency Safety Plan as required by Federal law. In coordination with transit provider monitor, prepare, and update performance measures and progress towards achieving targets, including data sharing and coordination with State DOT and transit providers. (Feb 2027, 2028)

2.11 Develop, adopt, report and monitor 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. (Feb 2027, 2028)

2.12 Incorporate safety performance measures Monitor data related to safety performance measures. (Ongoing)

DATA ANALYTICS – ANTICIPATED ACTIVITES (Cont.)

2.13 Identify corridors or locations for further analysis in consultation and coordination with FDOT District 3 Safety Department. (Ongoing)

2.14 Coordination meetings with District Three Safety Office. (Quarterly)

2.15 Review resurfacing projects for recommended safety improvements. (Summer 2026, 2027)

COMMUNITY TRAFFIC SAFETY TEAMS, SAFE ROUTES TO SCHOOL, FDOT D3 SAFETY

2.16 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)

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

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

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

2.20 Quarterly meetings with Leon County and City of Tallahassee engineering staff and District Three Safety Engineer. (Quarterly)

2.21 Coordinated Helmet Fitting Training with the FL Traffic & Bicycle Safety Education Program in Leon and Wakulla Counties. (March 2027, 2028)

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)
Track/report on performance measures progress (including FTA). (Ongoing)
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 AGENCIES

CRTPA
Star Metro
CTSTs - CRTPA and Local Government

ESTIMATED TASK BUDGET & FUNDING SOURCES TASK 2.0 - FISCAL YEAR 2027

Task 2 Data Analytics				
2027				
Funding Source	**FHWA**			**FY 2027 Total**
Contract Number	**G3Q17**			
Source Level	**PL**	**SU**	***Total***	
Lookup Name	**2027 FHWA G3Q17 (PL)**	**2027 FHWA G3Q17 (SU)**	***FHWA G3Q17 (Total)***	
Personnel (salary and benefits)				
Salaries and Fringe	$ 25,000	$ 57,831	-	$ 82,831
			-	$ -
Personnel (salary and benefits)	**$ 25,000**	**$ 57,831**	**$ 82,831**	**$ 82,831**
Consultant				
			-	$ -
Consultant Subtotal	**$ -**	**$ -**	**$ -**	$ -
Travel				
			-	$ -
Travel Subtotal	**$ -**	**$ -**	**$ -**	$ -
Direct Expenses				
Data Analytics Urban SDK	$ 80,000		-	$ 80,000
			-	$ -
Direct Expenses Subtotal	**$ 80,000**	**$ -**	**$ 80,000**	**$ 80,000**
Indirect Expenses				
			-	$ -
Indirect Expenses Subtotal	**$ -**	**$ -**	**$ -**	$ -
Supplies				
			-	$ -
Supplies Subtotal	**$ -**	**$ -**	**$ -**	$ -
Equipment				
			-	$ -
Equipment Subtotal	**$ -**	**$ -**	**$ -**	$ -
Total	**$ 105,000**	**$ 57,831**	**$ 162,831**	**$ 162,831**

ESTIMATED TASK BUDGET & FUNDING SOURCES TASK 2.0 - FISCAL YEAR 2028

2028				
Funding Source	**FHWA**			**FY 2028 Total**
Contract Number	**G3Q17**			
Source	**PL**	**SU**	***Total***	
Lookup Name	**2028 FHWA G3Q17 (PL)**	**2028 FHWA G3Q17 (SU)**	***FHWA G3Q17 (Total)***	
Personnel (salary and benefits)				
Salaries and Fringe	$ 23,000	$ 31,310	-	$ 54,310
			-	$ -
Personnel (salary and benefits)	**$ 23,000**	**$ 31,310**	**$ 54,310**	**$ 54,310**
Consultant				
			-	$ -
Consultant Subtotal	**$ -**	**$ -**	**$ -**	$ -
Travel				
			-	$ -
Travel Subtotal	**$ -**	**$ -**	**$ -**	$ -
Direct Expenses				
Data Analytics Urban SDK	$ 80,000		-	$ 80,000
			-	$ -
Direct Expenses Subtotal	**$ 80,000**	**$ -**	**$ 80,000**	**$ 80,000**
Indirect Expenses				
			-	$ -
Indirect Expenses Subtotal	**$ -**	**$ -**	**$ -**	$ -
Supplies				
			-	$ -
Supplies Subtotal	**$ -**	**$ -**	**$ -**	$ -
Equipment				
			-	$ -
Equipment Subtotal	**$ -**	**$ -**	**$ -**	$ -
Total	**$ 103,000**	**$ 31,310**	**$ 134,310**	**$ 134,310**

TASK 3.0 – LONG RANGE PLANNING

The CRTPA's current Long-Range Transportation Plan (LRTP) is the Year 2050 Regional Mobility Plan (RMP), adopted in November 2025. Developing and maintaining this foundational document is the primary goal of this task. Task activities also includes coordination efforts with our regional partners to address all modes of transportation on a regional level.

OBJECTIVES

Maintain and update the Year 2050 Regional Mobility Plan.
Evaluate alternative transportation modes and systems.
Advance traffic operations using ITS technologies.
Coordinate planning efforts with regional partners.
Expand local and regional trails network.

PREVIOUS WORK

2050 REGIONAL MOBILITY PLAN

Adopted The Year 2050 RMP

- ✓ Conducted public involvement process.
- ✓ Developed alternatives considering agency and stakeholder input
- ✓ Developed financial resources plan.
- ✓ Develop Needs and Cost Feasible Plans.
- ✓ Conducted public meetings (virtual and in-person) and Public Hearing.
- ✓ Adopted final plan.

Regional Mobility Plan Update Socio Economic Data and Travel Demand Model

- ✓ Develop scope of work for update to date and model.
- ✓ Initiate project with consultant and coordination with FDOT.

ON-GOING ACTIVITIES

Continued participation in the development of various transportation projects.

Ongoing involvement in the development of state and regional transportation plans.

Consideration of performance measures in the development of transportation plans.

LONG RANGE PLANNING – PREVIOUS WORK (Cont.)

REGIONAL TRAILS

Coordinated with Wakulla County on the development of the regional trail network. (Capital City to the Sea Trail, Coastal Trail and Wakulla Springs Trail)

Collaborated with Leon County, Gadsden County and BPIA on the development of the regional trail network. (Tallahassee to Havana Trail, US 90 West Trail)

Worked with Blueprint Intergovernmental Agency (IA) and Leon County on potential local trail projects.

Continued work with various agency partners (FDEP, FDOT, SUN Trails and the Greenways and Trails Foundation) on the development of various trail projects.

REGIONAL COORDINATION

Coordination with ARPC and Community Traffic Safety Teams. (Quarterly).
Participation in MPOAC Advisory Committees and FMPP. (Quarterly)
Meetings with FDOT District 3 Administration and Planning staff. (Quarterly)

PLANNING SUPPORT WORK

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

2020 DECENNIAL CENSUS

Monitored American Community Survey data updates to the 2020 Census.

ANTICIPATED ACTIVITIES

PLANNING SUPPORT WORK

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

2020 CENSUS – ALL WORK IS ONGOING

3.1 Incorporate updated Census data into planning documents and studies.

LONG RANGE PLANNING – ANTICIPATED ACTIVITIES (Cont.)

REGIONAL MOBILITY PLAN (RMP)

3.2 Maintain and amend the Year 2050 Regional Mobility Plan. (Ongoing)

3.3 Develop updated socio economic data and validated model. (Summer 2026 by Consultant)

3.4 Assist local governments with incorporating relevant portions of the 2050 RMP into their respective comprehensive plans. (Ongoing)

REGIONAL TRAILS – ALL WORK IS ONGOING

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

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

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

REGIONAL AND LOCAL COORDINATION

3.8 Continue participation in Florida Metropolitan Partnership coordination meetings. (Quarterly)

3.9 Participation at ARPC meetings and coordination on various land use and transportation issues. (Annually Five Meetings)

3.10 Improve overall coordination on transportation and land use issues with local governments, state agencies, local universities, and other groups. (Ongoing)

3.11 Continue participation in District 3 coordination meetings. (Quarterly)

3.12 Continue ongoing coordination on transportation and land use issues with local governments, state agencies, local universities and other stakeholder groups. (Ongoing)

3.13 Assist local governments, as needed, to implement locally-identified transportation projects. (Ongoing)

3.14 Coordinate with the CTST's to promote safety for all users of the network. (Quarterly 2027, 2028)

LONG RANGE PLANNING – ANTICIPATED ACTIVITIES (Cont.)

AIR CONFORMITY – ALL WORK IS ONGOING

3.5 Monitor Environmental Protection Agency (EPA) Air Conformity standards.

3.6 Monitor attainment status and Leon County air quality data provided by DEP at **Tallahassee Community College ozone tracking station.**

TRAILS – ALL WORK IS ONGOING

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

3.17 Continue development of the Capital City to the Sea Trails, Tallahassee North, West and East Regional Trail System and other regional trails.

3.18 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 Year 2050 RMP (As Needed)
Updated and validated Transportation Demand Model (November 2026)
Regionally Coordinated Transportation Planning Process (Ongoing)
Regional Trail Network Updates and Studies (See trail activities detailed in Task 5)

RESPONSIBLE AGENCY

CRTPA

3.3 *Year 2050 Regional Mobility Plan Update Socio Economic Data and Travel Demand Model*

Budget: $75,000 *(Note: Project costs will be updated with the adopted UPWP to reflect expended funds.)*
Responsible Agency: CRTPA (Consultant support will be used to complete this task.)
Purpose: Complete an update of the population, socio economic and transportation data for inputs to the Regional Transportation Travel Demand Model. Update, calibrate and validate the Travel Demand Model. (Continued from 2025 – 2026 UPWP)

Required Activity	End Products	Completion Date
Compile/update demographic, socio-economic, and transportation input data.	Demographic/socio economic and characteristic data collected.	Spring 2026
Analyze data and evaluate network characteristics	Updated regional data and associated network characteristics.	Spring 2026
Develop updated model with inputs from data collected. Calibrate and validate.	Validated Travel Demand Model	Summer 2026
Final documentation/summary of	Documentation in support of the Travel Demand Model	Summer 2026

PROJECT INITIATED UNDER PREVIOUS UPWP. NO PROJECT FUNDING IS CARRIED FORWARD.

ESTIMATED TASK BUDGET & FUNDING SOURCES TASK 3.0 - FISCAL YEAR 2027

Task 3 Long Range Planning				
2027				
Funding Source	FHWA			FY 2027 Total
Contract Number	G3Q17			
Source Level	PL	SU	*Total*	
Lookup Name	2027 FHWA G3Q17 (PL)	2027 FHWA G3Q17 (SU)	*FHWA G3Q17 (Total)*	
Personnel (salary and benefits)				
Salaries and Fringe	$ 60,000	$ 12,831	-	$ 72,831
			-	$ -
Personnel (salary and benefits) Subtotal	**$ 60,000**	**$ 12,831**	**$ 72,831**	**$ 72,831**
Consultant				
3.3 RMP Socioeconomic Data/Model Update		$ 75,000	-	$ 75,000
			-	$ -
Consultant Subtotal	**$ -**	**$ 75,000**	**$ 75,000**	**$ 75,000**
Travel				
			-	$ -
Travel Subtotal	**$ -**	**$ -**	**$ -**	**$ -**
Direct Expenses				
			-	$ -
Direct Expenses Subtotal	**$ -**	**$ -**	**$ -**	**$ -**
Indirect Expenses				
			-	$ -
Indirect Expenses Subtotal	**$ -**	**$ -**	**$ -**	**$ -**
Supplies				
			-	$ -
Supplies Subtotal	**$ -**	**$ -**	**$ -**	**$ -**
Equipment				
			-	$ -
Equipment Subtotal	**$ -**	**$ -**	**$ -**	**$ -**
Total	**$ 60,000**	**$ 87,831**	**$ 147,831**	**$ 147,831**

ESTIMATED TASK BUDGET & FUNDING SOURCES TASK 3.0 - FISCAL YEAR 2028

2028				
Funding Source	**FHWA**			**FY 2028 Total**
Contract Number	**G3Q17**			
Source	**PL**	**SU**	***Total***	
Lookup Name	**2028 FHWA G3Q17 (PL)**	**2028 FHWA G3Q17 (SU)**	***FHWA G3Q17 (Total)***	
Personnel (salary and benefits)				
Personnel and Fringe	$ 40,597	$ 12,831	-	$ 53,428
			-	$ -
Personnel (salary and benefits) Subtotal	**$ 40,597**	**$ 12,831**	**$ 53,428**	**$ 53,428**
Consultant				
			-	$ -
Consultant Subtotal	**$ -**	**$ -**	**$ -**	**$ -**
Travel				
			-	$ -
Travel Subtotal	**$ -**	**$ -**	**$ -**	**$ -**
Direct Expenses				
			-	$ -
Direct Expenses Subtotal	**$ -**	**$ -**	**$ -**	**$ -**
Indirect Expenses				
			-	$ -
Indirect Expenses Subtotal	**$ -**	**$ -**	**$ -**	**$ -**
Supplies				
			-	$ -
Supplies Subtotal	**$ -**	**$ -**	**$ -**	**$ -**
Equipment				
			-	$ -
Equipment Subtotal	**$ -**	**$ -**	**$ -**	**$ -**
Total	**$ 40,597**	**$ 12,831**	**$ 53,428**	**$ 53,428**

TASK 4.0 – SHORT RANGE PLANNING

Short range transportation planning, centered on the Transportation Improvement Program (TIP) and supported by Priority Project Lists (PPLs), linking the long-term 2050 RMP and near-term, funded project implementation. Key activities include the development of an annual PPLs and the five-year TIP. Supports coordination with state and federal partners in the development of the work program, and with local governments to assess the transportation impacts of significant new development.

OBJECTIVE

To identify and address short term transportation needs through the adoption and maintenance of the TIP and PPLs. Review development activity to monitor its effect on the local transportation system.

PREVIOUS WORK

- ✓ Completion of annual development project process.
- ✓ Conduct public involvement for PPLs and TIP.
- ✓ Ongoing coordination with Place Vision on TIP and Interactive Mapping Tool.
- ✓ Coordinated with FDOT District 3 on Administrative TIP Amendments.
- ✓ Adopted TIPs and amendments as necessary for Planning Consistency.
- ✓ Coordinated with StarMetro on federal grant awards, amend into the TIP.
- ✓ Adopted annual List of Priority Projects.
- ✓ Published Annual listing of Obligated Federal Projects.
- ✓ Solicitation of Transportation Alternatives (TA) Projects.
- ✓ Worked with local governments on various planning issues.
- ✓ Assisted local governments with funding applications for submittal to FDOT.
- ✓ Coordinated with local presentations to TA Subcommittee.
- ✓ Conducted TA Subcommittee review and ranking of TA Applications.
- ✓ Adopted FY 2028 – FY 2032 TA Project Priority List and transmit to FDOT,
- ✓ Coordinate with Blueprint IA update to the Regionally Significant Roadways Map.
- ✓ Coordinate with FDOT Transportation Regional Incentive project application.
- ✓ Adopted FY 2028 – FY 2032 TRIP Project Priority List and transmit to FDOT,
- ✓ Developed/adopted FY 2028 – FY 2032 Project Lists and transmit to FDOT,
- ✓ Developed and adopted FY 2027 – FY 2031 TIP and transmit to FDOT,

SHORT RANGE PLANNING (Cont.)

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.

PROJECT PRIORITY LISTS

4.2 Develop Annual Project Priority Lists (PPLs). (June 2027, 2028)

- ✓ 2050 RMP 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 utilizing the Interactive Project Priorities Maps and consistent with the requirements of the latest Public Involvement Plan. (Spring 2027, 2028) **To view current PPLs**

4.4 Board adoption of PPLs. (June 2027, 2028)

TRANSPORTATION IMPROVEMENT PROGRAM (TIP)

4.5 Develop and adopt the Annual TIP. (June 2027, 2028)

4.6 Coordinate the development of the TIP with FDOT D3, local governments and regional agencies. (Spring 2027, 2028)

4.7 Conduct public involvement for the adoption of the TIP utilizing the Interactive TIP and consistent with the requirements of the latest Public Involvement Plan. (Spring 2027, 2028)

4.8 Review local government comprehensive plans for consistency with CRTPA TIP and RMP as necessary. (Spring 2027, 2028) Publish Modify/Amend TIP as necessary, update Interactive TIP. (Ongoing)

SHORT RANGE PLANNING – [TIP] ANTICIPATED ACTIVITIES (Cont.)

4.9 Continue coordination with FDOT in the development and adoption of the Five-Year Work Program. (Ongoing)

4.10 Annual listing of federally funded obligated projects. (December 2026, 2027)

MONITOR TRANSPORTATION SYSTEM IMPACTS

4.11 Monitor and review project, major developments and other site-specific impacts as necessary.

4.12 Conduct site impact analysis for new development projects as requested by local governments.

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

4.14 Coordinate CRTPA actions with local governments and through TAC.

4.15 Assist local governments as necessary in the development of transportation projects and potential funding mechanisms.

FAST ACT TRANSPORTATION ALTERNATIVES (TA) PROGRAM

4.16 Assist local governments in the CRTPA's 2027 – 2028 FAST Act TA application process. (Dec 2027 - Feb 2028)

4.17 Conduct an TA Evaluation Committee meeting with TAC/CMAC representatives and local government representative. (Feb 2028)

4.18 Ranking of TA projects by Evaluation Committee and adoption of PPL

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

LEGISLATIVE ACTIVITIES

4.20 Monitor legislative activities on both the federal and state level to determine impact on transportation issues. (Annually 2027, 2028)

SHORT RANGE PLANNING - ANTICIPATED ACTIVITIES (Cont.)

END PRODUCT

Adopted PPLs with Interactive Public Engagement (Spring 2027, 2028)
Transportation Alternatives Solicitations and Committee Mtg. (Dec 2027/Feb 2028)
Adopted annual Transportation Improvement Plan. (June 2027, 2028)
Amendments to the Transportation Improvement Plan. (Ongoing)

RESPONSIBLE AGENCY

CRTPA

FDOT – Work Program

ESTIMATED TASK BUDGET & FUNDING SOURCES TASK 4.0 - FISCAL YEAR 2027

Task 4 Short Range Planning				
2027				
Funding Source	**FHWA**			**FY 2027 Total**
Contract Number	**G3Q17**			
Source Level	**PL**	**SU**	***Total***	
MPO Budget Reference				
Lookup Name	**2027 FHWA G3Q17 (PL)**	**2027 FHWA G3Q17 (SU)**	***FHWA G3Q17 (Total)***	
Personnel (salary and benefits)				
Salaries and Fringe	$ 10,000	$ 71,331	-	$ 81,331
			-	$ -
Personnel (salary and benefits)	**$ 10,000**	**$ 71,331**	**$ 81,331**	**$ 81,331**
Consultant				
			-	$ -
Consultant Subtotal	**$ -**	**$ -**	**$ -**	$ -
Travel				
			-	$ -
Travel Subtotal	**$ -**	**$ -**	**$ -**	$ -
Direct Expenses				
TIP/PPL Software		$ 18,000	-	$ 18,000
			-	$ -
Direct Expenses Subtotal	**$ -**	**$ 18,000**	**$ 18,000**	**$ 18,000**
Indirect Expenses				
			-	$ -
Indirect Expenses Subtotal	**$ -**	**$ -**	**$ -**	$ -
Supplies				
			-	$ -
Supplies Subtotal	**$ -**	**$ -**	**$ -**	$ -
Equipment				
			-	$ -
Equipment Subtotal	**$ -**	**$ -**	**$ -**	$ -
Total	**$ 10,000**	**$ 89,331**	**$ 99,331**	**$ 99,331**

ESTIMATED TASK BUDGET & FUNDING SOURCES TASK 4.0 - FISCAL YEARS 2028

2028				
Funding Source	**FHWA**			**FY 2028 Total**
Contract Number	**G3Q17**			
Source	**PL**	**SU**	***Total***	
Lookup Name	**2028 FHWA G3Q17 (PL)**	**2028 FHWA G3Q17 (SU)**	***FHWA G3Q17 (Total)***	
Personnel (salary and benefits)				
Personnel and Fringe	$ 10,000	$ 56,331	-	$ 66,331
			-	$ -
Personnel (salary and benefits)	**$ 10,000**	**$ 56,331**	**$ 66,331**	**$ 66,331**
Consultant				
			-	$ -
Consultant Subtotal	**$ -**	**$ -**	**$ -**	$ -
Travel				
			-	$ -
Travel Subtotal	**$ -**	**$ -**	**$ -**	$ -
Direct Expenses				
TIP/PPL Software		$ 18,000	-	$ 18,000
			-	$ -
Direct Expenses Subtotal	**$ -**	**$ 18,000**	**$ 18,000**	**$ 18,000**
Indirect Expenses				
			-	$ -
Indirect Expenses Subtotal	**$ -**	**$ -**	**$ -**	$ -
Supplies				
			-	$ -
Supplies Subtotal	**$ -**	**$ -**	**$ -**	$ -
Equipment				
			-	$ -
Equipment Subtotal	**$ -**	**$ -**	**$ -**	$ -
Total	**$ 10,000**	**$ 74,331**	**$ 84,331**	**$ 84,331**

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 through a continuing, cooperative, and comprehensive planning process.

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.

Annual Helmet Fitters Training in Capital Region in coordination with the UF Bicycle and Pedestrian Safety Education Program.

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 2026-30 & 2027-31 Priority Project Lists for Bicycle and Pedestrian and Transportation Alternatives projects.

Disseminate bicycle and pedestrian safety materials and supported safety initiatives.

MOBILITY PLANNING - 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

Evaluate Congestion Management Plan for updates and studies.

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 and in support of 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 2027, 2028)

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. (As Required)

5.5 Coordinate with Star Metro safe and efficient access to Transit in developing the West Tennessee Street Safety Action Plan and the North Monroe Safety Project is implemented.

MOBILITY PLANNING – ANTICIPATED ACTIVITES (CONT.)

AVIATION

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

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

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

5.9 Coordinate with TIA on the development of the Annual Project Priority List for aviation. (Spring 2027, 2028)

CONGESTION MANAGEMENT PLAN /PERFORMANCE MEASURES

5.10 Monitor Congestion Management Plan Implementation

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

5.12 Congestion Management Plan Implementation: Technical Studies

INTELLIGENT TRANSPORTATION SYSTEMS (ITS)

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

5.14 Update ITS Master Plan and Transportation System Management and Operation (TSM&O) Master Plan [Consultant] (Winter 2027)

BICYCLE/PEDESTRIAN

5.15 Develop/adopt FY 2028 & 2029 Priority Project Lists (June 25, 26)

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

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

5.18 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)

MOBILITY PLANNING – BIKE/PED ANTICIPATED ACTIVITES (CONT.)

5.19 Ongoing 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 Feasibility Study [Consultant] – Wakulla/Leon Counties (Winter 2028) *Scope and Schedule Follows*

5.22 Bradfordville Trail Connection from Thomasville Road to Welaunee Greenway Feasibility Study [Consultant] (Spring 2028) *Scope and Schedule Follows*

5.23 US90 West Multi Use Path Feasibility Study, Quincy to Chattahoochee [Consultant] (Fall 2028) *Scope and Schedule Follows*

5.24 Tallahassee to Havana Multi Use Path Environmental Impact Study [Consultant] (Fall 2026) *Scope and Schedule Follows*

ADDITIONAL PLANNING TASKS

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

5.25 Context Based Multi-Modal Planning – Future projects to be determined. (UPWP amendments to be submitted as applicable.)

5.26 Development of Wayfinding Signage for the Capital City to the Seas Trail network. [Consultant] (Fall 2026) *Scope and Schedule Follows*

5.27 Provide technical assistance to the Tallahassee–Leon County Consolidated Dispatch Agency to implement SS4A Demonstration Project, "NextGen Emergency Response: Integrated Drone and Tow Technologies for Safer Streets in Tallahassee–Leon County."

END PRODUCT

Effective and efficient coordinated multi-modal transportation system. (Ongoing)
Congestion Management Plan Implementation: Technical Studies (Ongoing)
Updated Intelligent Transportation Systems Master Plan (Fall 2026)
SR267/Springhill Road Multi-Use Path FS (Winter 2027/2028)
Bradfordville Connector - Thomasville Rd to Welaunee Greenway Multi-Use Path FS (Winter 2028)
US 90 West Multi-Use Path FS (Winter 2026)
Tallahassee to Havana Multi-Use Path Environmental Impact Study (Winter 2026)
Trail Feasibility Studies and Mobility Studies as updated in the UPWP.

RESPONSIBLE AGENCY

CRTPA

5.12 ***Congestion Management Plan Implementation Technical Studies*** *(Updated as projects are identified.)*

Budget: $150,000
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, 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	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 Context Classification will be considered	Data Collection	Identified with the project scope.
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	Identified with the project scope.
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.	Identified with the project scope.
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 and/or Priority Project(s) RMP Short & Long-Term Projects	Identified with the project scope.

Prior to initiating a technical study the UPWP will be updated/modified to include the schedule, budget and additional details on the scope work.

5.14 ***Intelligent Transportation Systems and Transportation Systems Management & Operations (TSM&O) Master Plan***

Budget: $190,969 Master Plan / $27,500 Supplemental Data Collection

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

Purpose: The project will update the ITS Master Plan, developed in 2020. In addition, the final report will include a TSM&O Master Plan, leading to improved efficiency and safety for the movement of people and goods throughout the City of Tallahassee and Leon County. Supplemental data collection will capture existing conditions annually through the development of the plans. (Continued from FY 2025 – FY 2026 UPWP.)

Required Activity	End Products	Completion Date
Stakeholder Group and Coordination: Establish a Technical Advisory Committee with representatives from local government transportation providers, FDOT, RTMC. Coordinate with agencies and FDOT on regional and state ITS initiatives.	Identify Stakeholders Data and Analysis	Summer/Fall 2026
Collect updated data for: • Traffic Management • Transit Management • Traveler Information/Connectivity • Performance Measures • Bicycle Technology • Transportation Management Center • Communications and Redundancy	Data Analysis and Corridor/ Intersection Profile Reports	Summer/Fall 2026
Updated ITS Master Plan regional roadmap for the planning, implementation, operation, and maintenance of Intelligent Transportation Systems and ITS communications assets.	Recommendations with project level costs. Draft/Final Report	Fall/Winter 2026

5.22 ***SR267/Springhill Road Multi-Use Path Feasibility Study*** *(Note: Project costs will be updated with the adopted UPWP to reflect expended funds.)*

Budget: $200,000
Responsible Agency: CRTPA (Consultant support will be used to complete this task.)
Purpose: Complete Feasibility Study for connection along Springhill Road from Wakulla Springs Trail to Capital Circle SW. (Continued from FY 2025 – FY 2026 UPWP.)

Required Activity	End Products	Completion Date
Data collection and analysis including social, economic and environmental	Analysis of effects of the proposed improvement on environmental, engineering and socioeconomic conditions/	Spring 2027
Identification of safety and conflict points.	Development and analysis of alternatives, considers safety and the need for additional right-of-way for stormwater and environmental mitigation.	Summer 2027
Public Engagement	Documentation of public comments and responses as appropriate.	Fall 2027
Draft and final Feasibility Study incorporating technical report recommendations and public engagement.	Final Feasibility Study- Approved by the Board	Winter 2027/28

5.22 *Bradfordville Road Connector: Thomasville Road to Welaunee Greenway Trail Connection Feasibility Study*

Budget: $150,000
Responsible Agency: CRTPA (Consultant support will be used to complete this task.)
Purpose: Complete Feasibility Study for connection to the Bradfordville Road Multi Use Path from Thomasville Road to Welaunee Greenway in Leon County.

Required Activity	End Products	Completion Date
Data collection and analysis including social, economic and environmental	Analysis of effects of the proposed improvement on environmental, engineering and socioeconomic conditions/	Spring 2027
Identification of safety and conflict points.	Development and analysis of alternatives, considers safety and the need for additional right-of-way for stormwater and environmental mitigation.	Summer 2027.
Public Engagement	Documentation of public comments and responses as appropriate.	Fall 2027
Draft and final Feasibility Study incorporating technical report recommendations and public engagement.	Final Feasibility Study- Approved by the Board	Winter 2027/2028

5.23 *US 90 West Shared Use Path Feasibility Study*

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. (Continued from FY 2025 – FY 2026 UPWP.)

Required Activity	End Products	Completion Date
Data collection and analysis including social, economic and environmental	Analysis of effects of the proposed improvement on environmental, engineering and socioeconomic conditions.	Winter 2026
Identification of safety and conflict points.	Development and analysis of alternatives, considers safety and the need for additional right-of-way for stormwater and environmental mitigation.	Spring 2026
Public Engagement	Documentation of public comments and responses as appropriate.	Spring/Summer 2026
Draft and final Feasibility Study incorporating technical report recommendations and public engagement.	Final Feasibility Study- Approved by the Board	Fall 2026

PROJECT INITIATED UNDER PREVIOUS UPWP. PROJECT FUNDED THROUGH A SEPARATE SUN TRAILS CONTRACT.

5.24 *Tallahassee to Havana Project Impact Study*

Budget: $976,480 GRTR
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. (Continued from FY 2025 – FY 2026 UPWP.)

Required Activity	End Products	Completion Date
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 constraints.	Fall 2025/Winter 2026
Identification of safety and conflict points.	Development and analysis of alternatives, considers need for additional right-of-way for stormwater and environmental mitigation.	Ongoing
Ongoing Public Engagement	Documentation of public comments and responses as appropriate.	Spring/Summer 2026
Draft and Final Project Documents	Development and analysis of alternatives, considers need for additional right-of-way for stormwater and environmental mitigation	Fall 2026

PROJECT INITIATED UNDER PREVIOUS UPWP. PROJECT FUNDED THROUGH A SEPARATE SUN TRAILS CONTRACT.

5.26 Wayfinding Signage Capital City to the Sea Trail (CC2ST)

Budget: $25,000

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

Purpose: Complete Wayfinding Signage for use by local governments, cycling, and recreational groups to promote the trail and provide users with informational and directional signage.

Required Activity	End Products	Completion Date
Collect data and map the trail system, including amenities such as rest areas, trailheads, restrooms, parking, and signage. Review other FL trail systems and activities employed to engage users.	**Mapping, GIS data, trail system promotion review document.**	Winter 2025/26 Initiated FY 26 UPWP
Conduct engagement to support the development of a strategy for enhancing regional trail usage and promotion. Stakeholders from local governments, recreational users, and tourist representatives.	**Meeting materials, meeting summary notes.**	Summer/Fall 2026
Develop branding for each of the trail systems associated with the CC2ST network in coordination with Florida Department of Environmental Protection.	**Brand Style Guide, final logo and branding files.**	Summer 2026
Develop a signage and wayfinding plan to enhance user experience and connectivity across the trail network. This task will include the identification and design of signage types (directional, informational, regulatory, interpretive signs) tailored to the established character and branding.	**Signage and Wayfinding plan, Approved by CRTPA**	Summer/Fall 2026

Task 5 After Amendment

Task 5 Multi-Modal Projects								
2027								
Funding Source	**FHWA**			**State**		**State**		**FY 2027 Total**
Contract Number	**G3Q17**			**G3A61**		**G3B27**		
Source Level	**PL**	**SU**	***Total***	**State**	***Total***	**State**	***Total***	
Lookup Name	**2027 FHWA G3Q17 (PL)**	**2027 FHWA G3Q17 (SU)**	***FHWA G3Q17 (Total)***	**2027 State G3A61 (State)**	***State G3A61 (Total)***	**2027 State G3B27 (State)**	***State G3B27 (Total)***	
Personnel (salary and benefits)								
Personnel and Fringe	$ 13,500	$ 76,046	-		-		-	$ 89,546
Personnel and Fringe SUN Trails Project	$ 23,000		-		-		-	$ 23,000
Staff charges for SunTrail projects for 2.5% PL			-		-		-	$ -
supporting Context Based Planning			-		-		-	$ -
Personnel (salary and benefits) Subtotal	**$ 36,500**	**$ 76,046**	**$ 112,546**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 112,546**
Consultant								
Bloxham Cutoff Multi Use Path Trail Feasibility Study		$ 175,000	-		-		-	$ 175,000
Bradfordville Connector-Thomasville to Welaunnee		$ 150,000	-		-		-	$ 150,000
5.13 ITS Master Plan Update		$ 190,969	-		-		-	$ 190,969
5.13.1 ITS Master Plan Supplemental Data Collection		$ 27,500						$ 27,500
SUN Trails US 90 West Multi Use Path Feasibiity Study			-	$ 221,180	-		-	$ 221,180
SUN Trails Tallahassee to Havana Project Impact			-		-	$ 976,480	-	$ 976,480
5.26 Trail Wayfinding Signage CC2S		$ 25,000						
5.28 Context-Based Multi Modal Planning**TBD*		$ 148,729	-		-		-	$ 148,729
**Modification or Amendment will be processed.*								
Consultant Subtotal	**$ -**	**$ 717,198**	**$ 717,198**	**$ 221,180**	**$ 221,180**	**$ 976,480**	**$ 976,480**	**$ 1,914,858**
Travel								
			-		-		-	$ -
Travel Subtotal	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	$ -
Direct Expenses								
			-		-		-	$ -
Direct Expenses Subtotal	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	$ -
Indirect Expenses								
			-		-		-	$ -
Indirect Expenses Subtotal	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	$ -
Supplies								
			-		-		-	$ -
Supplies Subtotal	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	$ -
Equipment								
			-		-		-	$ -
Equipment Subtotal	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	$ -
Total	**$ 36,500**	**$ 793,244**	**$ 829,744**	**$ 221,180**	**$ 221,180**	**$ 976,480**	**$ 976,480**	**$ 2,027,404**

ESTIMATED TASK BUDGET & FUNDING SOURCES TASK 5.0 - FISCAL YEAR 2028

2028					
Funding Source	FHWA				**FY 2028 Total**
Contract Number	G3Q17				
Source	**PL**	**SU**	***Total***	***Total***	
Lookup Name	**2028 FHWA G3Q17 (PL)**	**2028 FHWA G3Q17 (SU)**	***FHWA G3Q17 (Total)***	***(Total)***	
Personnel (salary and benefits)					
Personnel and Fringe	$ 36,500	$ 94,942	-	-	$ 131,442
			-	-	$ -
Personnel (salary and benefits) Subtotal	**$ 36,500**	**$ 94,942**	**$ 131,442**	**$ -**	**$ 131,442**
Consultant					
Bloxham Cutoff Multi Use Path Trail			-	-	$ -
Bradfordville Connector-Thomasville to			-	-	$ -
ITS Master Plan Update			-	-	$ -
SUN Trails US 90 West Multi Use Path			-	-	$ -
SUN Trails Tallahassee to Havana Project			-	-	$ -
Context-Based Multi Modal Planning**TBD*					
**UPWP will be amended for Context Based Planning Projects*			-	-	$ -
Consultant Subtotal	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
Travel					
			-	-	$ -
Travel Subtotal	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
Direct Expenses					
			-	-	$ -
Direct Expenses Subtotal	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
Indirect Expenses					
			-	-	$ -
Indirect Expenses Subtotal	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
Supplies					
			-	-	$ -
Supplies Subtotal	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
Equipment					
			-	-	$ -
Equipment Subtotal	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
Total	**$ 36,500**	**$ 94,942**	**$ 131,442**	**$ -**	**$ 131,442**

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 Title VI
- ✓ Strategic public engagement for the SR267, Tallahassee to Havana, US90 studies.
- ✓ SS4A Project and safety information.
- ✓ Improvements to CRTPA website project pages related to CRTPA activities and projects.
- ✓ Increased efforts to seek input from all users of the transportation network.
- ✓ Community Characteristics Inventory.

ANTICIPATED 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 streaming of 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)

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

PUBLIC INVOLVMENT – ANTICIPATED ACTIVITES (CONT.)

6.11 Monitor for updates to the Limited English Proficiency Plan for the CRTPA planning area to include a Community Characteristics Inventory using 2020 Census data. (Ongoing)

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/Winter 2026/27, 2027/28) 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)

Updates of CRTPA website. (Ongoing)

RESPONSIBLE AGENCY

CRTPA

ESTIMATED TASK BUDGET & FUNDING SOURCES TASK 6.0 - FISCAL YEAR 2027

Task 6 Public Involvement				
2027				
Funding Source	**FHWA**			**FY 2027 Total**
Contract Number	**G3Q17**			
Source Level	**PL**	**SU**	***Total***	
Lookup Name	**2027 FHWA G3Q17 (PL)**	**2027 FHWA G3Q17 (SU)**	***FHWA G3Q17 (Total)***	
Personnel (salary and benefits)				
Personnel and Fringe	$ 30,000	$ 37,831	-	$ 67,831
			-	$ -
Personnel (salary and benefits)	**$ 30,000**	**$ 37,831**	**$ 67,831**	$ 67,831
Consultant				
			-	$ -
Consultant Subtotal	**$ -**	**$ -**	**$ -**	$ -
Travel				
			-	$ -
Travel Subtotal	**$ -**	**$ -**	**$ -**	$ -
Direct Expenses				
			-	$ -
Direct Expenses Subtotal	**$ -**	**$ -**	**$ -**	$ -
Indirect Expenses				
			-	$ -
Indirect Expenses Subtotal	**$ -**	**$ -**	**$ -**	$ -
Supplies				
			-	$ -
Supplies Subtotal	**$ -**	**$ -**	**$ -**	$ -
Equipment				
			-	$ -
Equipment Subtotal	**$ -**	**$ -**	**$ -**	$ -
Total	**$ 30,000**	**$ 37,831**	**$ 67,831**	**$ 67,831**

ESTIMATED TASK BUDGET & FUNDING SOURCES TASK 6.0 - FISCAL YEAR 2028

2028				
	FHWA			FY 2028 Total
Contract Number	G3Q17			
Source	**PL**	**SU**	***Total***	
Lookup Name	**2028 FHWA G3Q17 (PL)**	**2028 FHWA G3Q17 (SU)**	***FHWA G3Q17 (Total)***	
Personnel (salary and benefits)				
	$ 29,000	$ 12,831	-	$ 41,831
			-	$ -
Personnel (salary and benefits)	**$ 29,000**	**$ 12,831**	**$ 41,831**	$ 41,831
Consultant				
			-	$ -
	$ -	**$ -**	**$ -**	$ -
Travel				
			-	$ -
	$ -	**$ -**	**$ -**	$ -
Direct Expenses				
			-	$ -
	$ -	**$ -**	**$ -**	$ -
Indirect Expenses				
			-	$ -
	$ -	**$ -**	**$ -**	$ -
Supplies				
			-	$ -
	$ -	**$ -**	**$ -**	$ -
Equipment				
			-	$ -
	$ -	**$ -**	**$ -**	$ -
Total	**$ 29,000**	**$ 12,831**	**$ 41,831**	**$ 41,831**

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 operations and safety of the transportation system.

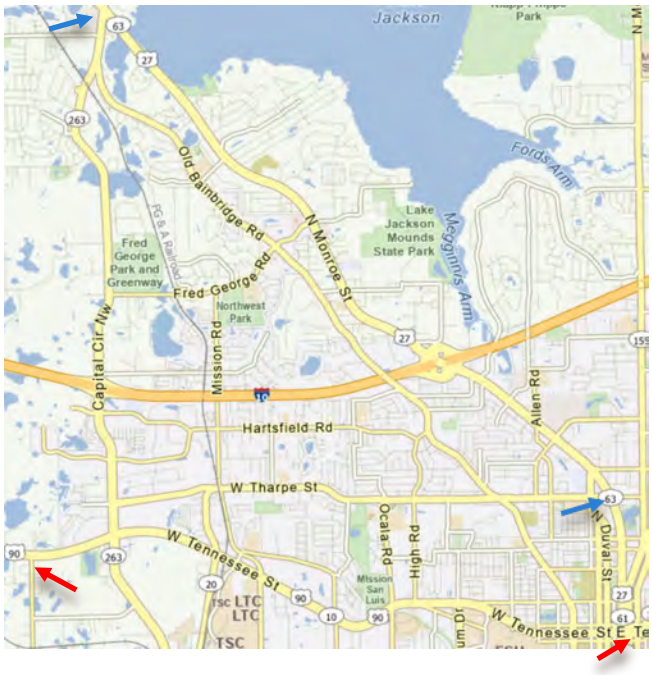
PREVIOUS WORK

CRTPA

Take the Safe Route – Safe Access to School Study

Safe Streets and Roads for All (SS4A) Safety Action Plan - Adopted in 2023

- ✓ North Monroe Street/US27 SS4A Implementation Plan (Phase I) – June 2024
- ✓ North Monroe Street/US 27 SS4A Implementation Grant for Submission – June 2024
- ✓ North Monroe Street/US 27 Intersection & Operational Analysis (Phase II) – Mar 2026
- ✓ Update North Monroe/US 27 Street SS4A Grant for Resubmittal – June 2025
- ✓ SS4A High Injury Network Tallahassee City Corridors Safety Analysis – June 2025
- ✓ West Tennessee Street/US90 SS4A Safety Action Plan Grant Submittal – June 2024
- ✓ West Tennessee Street/US90 SS4A Safety Action Plan Grant Resubmittal – June 2025
- ✓ West Tennessee Street/US90 SS4A Safety Action Plan Initiated – May 2026



North Monroe/US27 St Project Limits

Tharpe St to Capital Circle NW

West Tennessee St Project Limits

Aenon Church Rd to N Monroe St

ANTICIPATED ACTIVITIES

7.1 SUPPLEMENTAL STUDY TO SAFE STREETS FOR ALL SAFETY ACTION PLAN

7.1.1 Continue coordination with Leon County, FDOT, BPIA and stakeholders on implementation of North Monroe Street safety improvements.

7.1.2 West Tennessee Street/US90 SS4A Safety Action Plan [Consultant] (Winter 2028) Conduct a comprehensive corridor safety study of West Tennessee Street and US 90, a 6-mile corridor from Monroe Street to Aenon Church Road in Tallahassee. Tasks include planning-level existing conditions analysis, crash data evaluation, traffic counts and analysis, stakeholder and public engagement, development of safety alternatives and countermeasures, and a final report with prioritized recommendations to inform implementation of the Safety Action Plan. Supplemental analysis as Phase II for operational and locational improvements.

7.1.3 Conduct Demonstration or Other Supplemental Planning Activities related to the High Injury Network (HIN) Supplemental Corridor Implementation Plan(s) [Consultant] Tasks may include planning-level existing conditions analysis, crash data evaluation, traffic counts and analysis, stakeholder and public engagement, development of safety alternatives and countermeasures, and a final report with prioritized recommendations to inform implementation of the Safety Action Plan. The UPWP will be updated as projects are identified.

END PRODUCT

[SS4A] High Injury Network Safety Analysis as Identified (Ongoing)

West Tennessee St/US90 SS4A Safety Action Plan (Winter 2028)

Corridor and Operational Studies as Identified (Ongoing)

RESPONSIBLE AGENCY

CRTPA

7.1.2 *West Tennessee Street Safe Streets for All Safety Action Plan*

Budget: $750,000
Responsible Agency: CRTPA (Consultant support will be used to complete this task.)
Purpose: Conduct a comprehensive corridor safety study of West Tennessee St./US 90, a 6-mile corridor from Monroe Street to Aenon Church Road. Complete SS4A Safety Action Implementation Plan. (Task initiated in prior year UPWP.)

Required Activity	End Products	Completion Date
Engage SS4A Task Force and stakeholders. Compile additional/supplemental data (crash and speed data, field review, environmental and community surveys, and site geometry).	Task Force/list of stakeholders. Meeting schedules, materials, and summaries. Data collected by location.	Identified with the project scope.
Conduct planning-level existing conditions analysis, crash data evaluation, traffic counts and analysis. Development of safety alternatives and recommended countermeasures as short, mid and long-term improvements	Analysis of data. Recommended countermeasures Supplemental material as identified may be programmed as Phase II.	Identified with the project scope.
Conduct public engagement.	Documentation/summary of public engagement, community character and context classification.	Identified with the project scope.
A draft and final report with prioritized recommendations to inform implementation of the Safety Action Plan.	Draft and final reports that includes recommendations for short, mid and long-term improvements.	Identified with the project scope.

PROJECT INITIATED WHEN SS4A CONTRACT IS EXECUTED AND NOTICE TO PROCEED ISSUED. SCHEDULE TO BE UPDATED.

7.1.3 *Supplemental Studies/Updates to the Safe Streets for All Safety Action Plan,TBD*

Budget: ~~$223,093~~ $316,077
Responsible Agency: CRTPA (Consultant support will be used to complete this task.)
Purpose: Complete supplemental planning activities/updates in support of SS4A Action Plan through additional data collection and analysis of corridors and intersection identified on the High Injury Network. The studies will drill down to understand the existing conditions and the contributing factors, evaluate/update crash cluster locations, and identify challenges and opportunities for improvements, 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 and community surveys, and site geometry).	Task Force/list of stakeholders. Meeting schedules, materials, and summaries. Data collected by location.	Identified with the project scope.
Analyze and summarize data collected. Identify any supplemental information to be collected.	Analysis of locational data. Supplemental material as identified.	Identified with the project scope.
Solicit input from the public/stakeholders. Consider community character/context classification.	Documentation/summary of public engagement, community character and context classification.	Identified with the project scope.
Draft and Final Reports to include short, medium, and long-term recommendations for project implementation.	Draft and Final Reports that connects to, and enhances, an SS4A Action Plan or study.	Identified with the project scope.

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

7.1.3 *Supplemental Studies/Updates to the Safe Streets for All Safety Action Plan*

Budget: ~~$223,093~~ **$166,077**
Responsible Agency: CRTPA (Consultant support will be used to complete this task.)
Purpose: Complete supplemental planning activities/updates in support of SS4A Action Plan through additional data collection and analysis of corridors and intersection identified on the High Injury Network. The studies will drill down to understand the existing conditions and the contributing factors, evaluate/update crash cluster locations, and identify challenges and opportunities for improvements, 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 and community surveys, and site geometry).	Task Force/list of stakeholders. Meeting schedules, materials, and summaries. Data collected by location.	Identified with the project scope.
Analyze and summarize data collected. Identify any supplemental information to be collected.	Analysis of locational data. Supplemental material as identified.	Identified with the project scope.
Solicit input from the public/stakeholders. Consider community character/context classification.	Documentation/summary of public engagement, community character and context classification.	Identified with the project scope.
Draft and Final Reports to include short, medium, and long-term recommendations for project implementation.	Draft and Final Reports that connects to, and enhances, an SS4A Action Plan or study.	Identified with the project scope.

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

Subtask 7.1.3.1: Safe Streets for Safety (SS4A) – Safety Action Plan and High Injury Network Site Specific Analysis and Supplemental Implementation Plan Responsible Agency: CRTPA (Consultant support to complete this task) Budget: $45,000		
Required Activities	**End Products**	**Completion Date**
Site Specific Crash Analysis		
The Consultant has updated 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**	**Completed Summer 2025 - Spring 2026 (FY25–FY26 UPWP)**
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.	**Memoranda** **Countermeasure Rendering(s)** **Benefit-Cost Analyses**	**Summer 2026 - Winter 2027**
Implementation		
The project updated 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**	**Winter 2027**

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

Task 7 Special Projects				
2027				
Funding Source	**FHWA**			FY 2027 Total
Contract Number	**G3Q17**			
Source Level	**PL**	**SU**	***Total***	
MPO Budget Reference				
Lookup Name	**2027 FHWA G3Q17 (PL)**	**2027 FHWA G3Q17 (SU)**	***FHWA G3Q17 (Total)***	
Personnel (salary and benefits)				
Personnel and Fringe	$ 40,000	$ 47,832	-	$ 87,832
*Personnel/Fringe SS4A Ph I			-	$ -
Staff charges for SS4A Ph I for 2.5% PL supporting Context Based Planning			-	$ -
			-	$ -
Personnel (salary and benefits) Subtotal	**$ 40,000**	**$ 47,832**	**$ 87,832**	$ 87,832
Consultant				
*W Tennessee St SS4A Ph I Implement Plan			-	$ -
**Ph I SS4A Grant Award - UPWP will be amended to include funds*			-	$ -
W Tennessee St SS4A Ph II Implement Plan		$ 150,000	-	$ 150,000
7.1.3 SS4A Projects *TBD* *		**$ 121,077**	-	$ 121,077
7.1.3.1 SS4A High Inury Network		**$ 45,000**		$ 45,000
**UPWP will be updated for SS4AProjects*			-	$ -
			-	$ -
Consultant Subtotal	**$ -**	**$ 316,077**	**$ 316,077**	**$ 316,077**
Travel				
			-	$ -
Travel Subtotal	**$ -**	**$ -**	**$ -**	$ -
Direct Expenses				
			-	$ -
Direct Expenses Subtotal	**$ -**	**$ -**	**$ -**	$ -
Indirect Expenses				
			-	$ -
Indirect Expenses Subtotal	**$ -**	**$ -**	**$ -**	$ -
Supplies				
			-	$ -
Supplies Subtotal	**$ -**	**$ -**	**$ -**	$ -
Equipment				
			-	$ -
Equipment Subtotal	**$ -**	**$ -**	**$ -**	$ -
Total	**$ 40,000**	**$ 363,909**	**$ 403,909**	**$ 403,909**

ESTIMATED TASK BUDGET AND FUNDING SOURCES TASK 7.0 - FISCAL YEAR 2028

2028				
e	FHWA			FY 2028 Total
Contract Number	G3Q17			
Source	**PL**	**SU**	***Total***	
Lookup Name	**2028 FHWA G3Q17 (PL)**	**2028 FHWA G3Q17 (SU)**	***FHWA G3Q17 (Total)***	
Personnel (salary and benefits)				
Fringe	$ 50,951	$ 37,831	-	$ 88,782
			-	$ -
ary and benefits) Subtotal	**$ 50,951**	**$ 37,831**	**$ 88,782**	$ 88,782
Consultant				
St SS4A Ph I Implement Plan			-	$ -
St SS4A Ph II Implement Plan			-	$ -
*TBD **		$ 25,000	-	$ 25,000
updated for SS4AProjects			-	$ -
			-	$ -
			-	$ -
btotal	**$ -**	**$ 25,000**	**$ 25,000**	$ 25,000
Travel				
			-	$ -
l	**$ -**	**$ -**	**$ -**	$ -
Direct Expenses				
			-	$ -
es Subtotal	**$ -**	**$ -**	**$ -**	$ -
Indirect Expenses				
			-	$ -
ses Subtotal	**$ -**	**$ -**	**$ -**	$ -
Supplies				
			-	$ -
tal	**$ -**	**$ -**	**$ -**	$ -
Equipment				
			-	$ -
btotal	**$ -**	**$ -**	**$ -**	$ -
Total	**$ 50,951**	**$ 62,831**	**$ 113,782**	**$ 113,782**

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: Schedule of Selected Projects FY 2027/FY2028

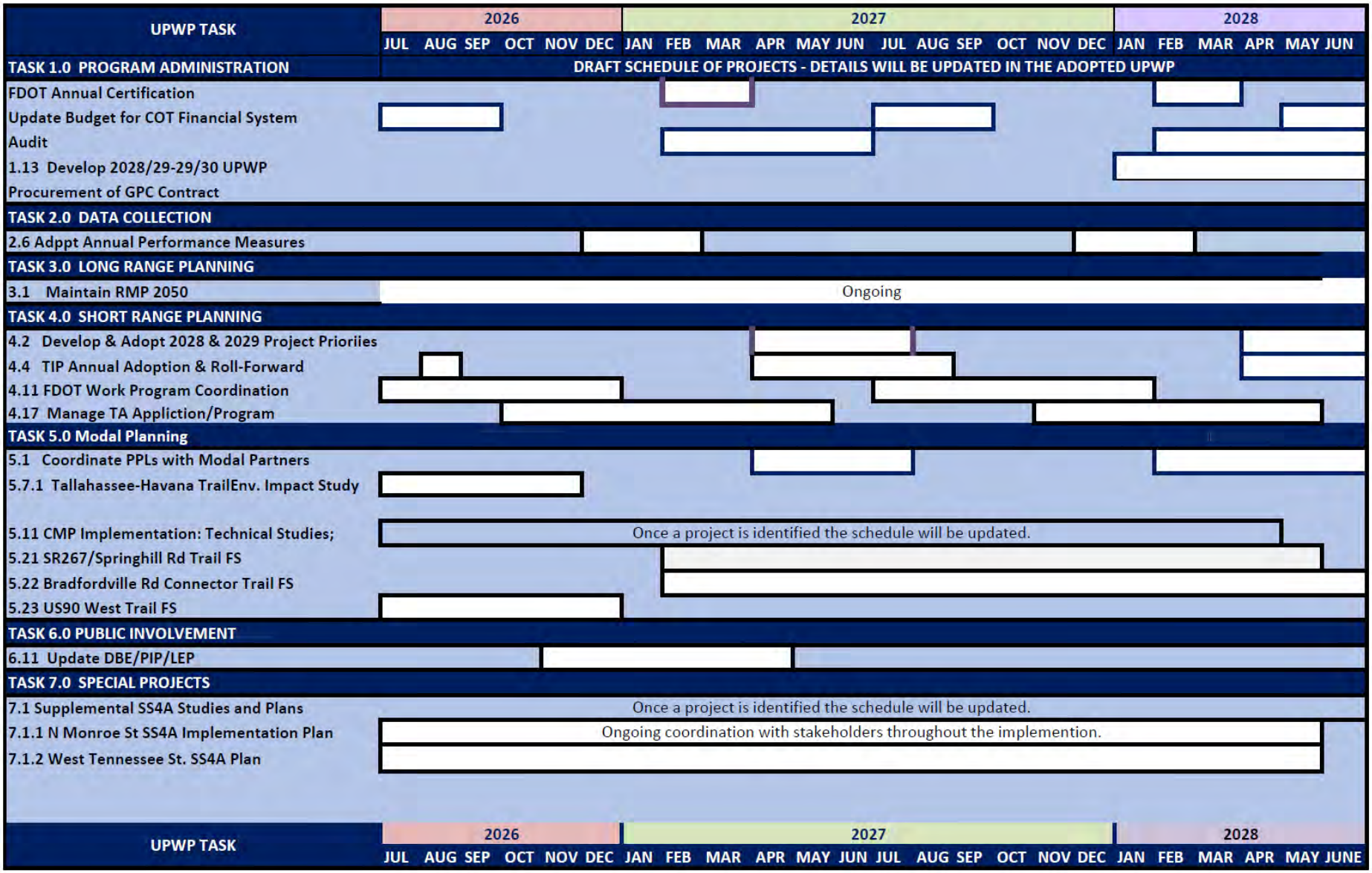


TABLE III FY 2026/27 and FY 27/28
Funding Sources by Agency

Contract	Funding Source	Source Level	2027	2028	FY 2027 Funding Source				FY 2028 Funding Source			
					Soft Match	Federal	State	Local	Soft Match	Federal	State	Local
G3Q17	FHWA	PL	$ 895,798	$ 895,798	$ 197,571.95	$ 895,798.00	$ -	$ -	$ 197,571.95	$ 895,798.00	$ -	$ -
		SU	$ 1,476,808	$ 371,676	$ 325,716.11	$ 1,476,808.00	$ -	$ -	$ 81,974.68	$ 371,676.00	$ -	$ -
			$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
		FHWA G3Q17 TOTAL	**$ 2,372,606**	**$ 1,267,474**	**$ 523,288**	**$ 2,372,606**	**$ -**	**$ -**	**$ 279,547**	**$ 1,267,474**	**$ -**	**$ -**
G3Q17	Local	Local	$ 7,250	$ 7,250	$ -	$ -	$ -	$ 7,250.00	$ -	$ -	$ -	$ 7,250.00
			$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
		Local G3Q17 TOTAL	**$ 7,250**	**$ 7,250**	**$ -**	**$ -**	**$ -**	**$ 7,250**	**$ -**	**$ -**	**$ -**	**$ 7,250**
G3A61	State	State	$ 221,180	$ -	$ -	$ -	$ 221,180.00	$ -	$ -	$ -	$ -	$ -
			$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
		State G3A61 TOTAL	**$ 221,180**	**$ -**	**$ -**	**$ -**	**$ 221,180**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
G3B27	State	State	$ 976,480	$ -	$ -	$ -	$ 976,480.00	$ -	$ -	$ -	$ -	$ -
			$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
		State G3B27 TOTAL	**$ 976,480**	**$ -**	**$ -**	**$ -**	**$ 976,480**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
		TOTAL	**$ 3,577,516**	**$ 1,274,724**	**$ 523,288**	**$ 2,372,606**	**$ 1,197,660**	**$ 7,250**	**$ 279,547**	**$ 1,267,474**	**$ -**	**$ 7,250**

Funding Table III and IV Updated to include SUN Trails Funding

TABLE IV - FY 2026/27 & FY 2027/28
Funding by Agency Participation

Funding Source	FHWA		Local		State		State	
Contract	G3Q17		G3Q17		G3A61		G3B27	
Fiscal Year	2027	2028	2027	2028	2027	2028	2027	2028
Total Budget	$ 2,372,606	$ 1,267,474	$ 7,250	$ 7,250	$ 221,180	$ -	$ 976,480	$ -
Task 1 Administration								
Personnel (salary and benefits)	$ 398,379	$ 442,600	$ -	$ -	$ -	$ -	$ -	$ -
Consultant	$ 100,000	$ 103,000	$ -	$ -	$ -	$ -	$ -	$ -
Travel	$ 16,250	$ 16,250	$ -	$ -	$ -	$ -	$ -	$ -
Direct Expenses	$ 138,000	$ 138,000	$ 7,250	$ 7,250	$ -	$ -	$ -	$ -
Indirect Expenses	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Supplies	$ 3,500	$ 3,500	$ -	$ -	$ -	$ -	$ -	$ -
Equipment	$ 5,000	$ 5,000	$ -	$ -	$ -	$ -	$ -	$ -
Sub Total	$ 661,129	$ 708,350	$ 7,250	$ 7,250	$ -	$ -	$ -	$ -
Task 2 Data Analytics								
Personnel (salary and benefits)	$ 82,831	$ 54,310	$ -	$ -	$ -	$ -	$ -	$ -
Consultant	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Travel	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Direct Expenses	$ 80,000	$ 80,000	$ -	$ -	$ -	$ -	$ -	$ -
Indirect Expenses	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Supplies	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Equipment	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Sub Total	$ 162,831	$ 134,310	$ -	$ -	$ -	$ -	$ -	$ -
Task 3 Long Range Planning								
Personnel (salary and benefits)	$ 72,831	$ 53,428	$ -	$ -	$ -	$ -	$ -	$ -
Consultant	$ 75,000	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Travel	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Direct Expenses	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Indirect Expenses	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Supplies	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Equipment	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Sub Total	$ 147,831	$ 53,428	$ -	$ -	$ -	$ -	$ -	$ -
Task 4 Short Range Planning								
Personnel (salary and benefits)	$ 81,331	$ 66,331	$ -	$ -	$ -	$ -	$ -	$ -
Consultant	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Travel	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Direct Expenses	$ 18,000	$ 18,000	$ -	$ -	$ -	$ -	$ -	$ -
Indirect Expenses	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Supplies	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Equipment	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Sub Total	$ 99,331	$ 84,331	$ -	$ -	$ -	$ -	$ -	$ -
Task 5 Multi-Modal Projects								
Personnel (salary and benefits)	$ 112,546	$ 131,442	$ -	$ -	$ -	$ -	$ -	$ -
Consultant	$ 717,198	$ -	$ -	$ -	$ 221,180	$ -	$ 976,480	$ -
Travel	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Direct Expenses	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Indirect Expenses	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Supplies	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Equipment	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Sub Total	$ 829,744	$ 131,442	$ -	$ -	$ 221,180	$ -	$ 976,480	$ -
Task 6 Public Involvement								
Personnel (salary and benefits)	$ 67,831	$ 41,831	$ -	$ -	$ -	$ -	$ -	$ -
Consultant	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Travel	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Direct Expenses	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Indirect Expenses	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Supplies	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Equipment	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Sub Total	$ 67,831	$ 41,831	$ -	$ -	$ -	$ -	$ -	$ -
Task 7 Special Projects								
Personnel (salary and benefits)	$ 87,832	$ 88,782	$ -	$ -	$ -	$ -	$ -	$ -
Consultant	$ 316,077	$ 25,000	$ -	$ -	$ -	$ -	$ -	$ -
Travel	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Direct Expenses	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Indirect Expenses	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Supplies	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Equipment	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Sub Total	$ 403,909	$ 113,782	$ -	$ -	$ -	$ -	$ -	$ -
Task								
Personnel (salary and benefits)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Consultant	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Travel	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Direct Expenses	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Indirect Expenses	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Supplies	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Equipment	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Sub Total	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Task								
Personnel (salary and benefits)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Consultant	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Travel	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Direct Expenses	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Indirect Expenses	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Supplies	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Equipment	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Sub Total	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Task								
Personnel (salary and benefits)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Consultant	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Travel	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Direct Expenses	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Indirect Expenses	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Supplies	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Equipment	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Sub Total	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Personnel (salary and benefits)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Consultant	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Travel	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Direct Expenses	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Indirect Expenses	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Supplies	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Equipment	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Sub Total	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Sub-Total (less the de-obligated funds)	$	3,640,080	$	14,500	$	221,180	$	976,480
Total De-ob. Funds (PL)	$	-	$	-	$	-	$	-
Total De-ob. (Other Source)	$	-	$	-	$	-	$	-
TOTAL PROGRAMMED	**$ 2,372,606**	**$ 1,267,474**	**$ 7,250**	**$ 7,250**	**$ 221,180**	**$ -**	**$ 976,480**	**$ -**

APPENDICES

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 2026/27 Estimated Expense Operating Budget Detail
Salary, Fringe, Administrative, Facility and Office

FY 2027/28 Estimated Expense Operating Budget Detail
Salary, Fringe, Administrative, Facility and Office

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

CRTPA Organizational Charts

APPENDIX III.

Agency Comments

APPENDIX I

Required Forms

EXHIBIT "C"

TITLE VI/NONDISCRIMINATION ASSURANCES

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

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

(1.) Designate a Title VI Liaison that has a responsible position within the organization and access to the Recipient's Chief Executive Officer.

(2.) Issue a policy statement signed by the Chief Executive Officer, which expresses its commitment to the nondiscrimination provisions of Title VI. The policy statement shall be circulated throughout the Capital Region Transportation Planning Agency's organization and to the general public. Such information shall be published where appropriate in languages other than English.

(3.) Insert the clauses labeled *Appendices A and E* below in every contract subject to the Acts and the Regulations.

(4.) Develop a complaint process and attempt to resolve complaints of discrimination against sub-recipients. Complaints against the Recipient shall immediately be forwarded to the FDOT District Title VI Coordinator.

(5.) Participate in training offered on Title VI and other nondiscrimination requirements.

(6.) If reviewed by FDOT or USDOT, take affirmative action to correct any deficiencies found within a reasonable time period, not to exceed ninety (90) calendar days.

(7.) Have a process to collect racial and ethnic data on persons impacted by your agency's programs.

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

APPENDICES A and E

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

(1.) **Compliance with REGULATIONS:** The contractor shall comply with the Acts and Regulations relative to nondiscrimination in federally-assisted programs of the USDOT Title 49, Code of Federal Regulations, Part 21**,** as they may be amended from time to time, hereinafter referred to as the "Regulations"**,** which are herein incorporated by reference and made a part of this Agreement.

(2.) **Nondiscrimination:** The contractor, with regard to the work performed during this Agreement, shall not discriminate on the basis of race, color, national origin, sex, age, disability, religion or family status in the selection and retention of sub-contractors, including procurements of materials and leases of equipment. The contractor shall not participate either directly or indirectly in the discrimination prohibited by Section 21.5 of the Regulations**,** including employment practices when the Agreement covers a program set forth in Appendix B of the Regulations.

(3.) **Solicitations for Sub-contractors, including Procurements of Materials and Equipment:** In all solicitations, either by competitive bidding or negotiation made by the contractor for work to be performed under sub-contract, including procurements of materials or leases of equipment, each potential sub-contractor or supplier shall be notified by the contractor of the contractor's obligations under this Agreement and the Regulations relative to nondiscrimination on the basis of race, color, national origin, sex, age, disability, religion or family status.

(4.) **Information and Reports:** The contractor shall provide all information and reports required by the Regulations or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Department or FHWA, FTA, Federal Aviation Administration (FAA), and Federal Motor Carrier Safety Administration (FMCSA) to be pertinent to ascertain compliance with such Regulations, orders and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish this information the contractor shall so certify to the Department, or FHWA, FTA, FAA, or FMCSA as appropriate, and shall set forth what efforts it has made to obtain the information.

(5.) **Sanctions for Noncompliance**: In the event of the contractor's noncompliance with the nondiscrimination provisions of this Agreement, the Department shall impose such contract sanctions as it or FHWA, FTA, FAA, or FMCSA may determine to be appropriate, including, but not limited to:

a. withholding of payments to the contractor under the Agreement until the contractor complies, and/or

b. cancellation, termination or suspension of the Agreement, in whole or in part.

(6.) **Incorporation of Provisions:** The contractor shall include the provisions of paragraphs (1) through (7) in every sub- contract, including procurements of materials and leases of equipment, unless exempt by the Regulations, or directives issued pursuant thereto. The contractor shall take such action with respect to any sub-contract or procurement as the Department or FHWA, FTA, FAA, or FMCSA may direct as a means of enforcing such provisions including sanctions for noncompliance, provided, however, that, in the event a contractor becomes involved in, or is threatened with, litigation with a sub-contractor or supplier as a result of such direction, the contractor may request the Department to enter into such litigation to protect the interests of the Department, and, in addition, the contractor may request the United States to enter into such litigation to protect the interests of the United States.

(7.) **Compliance with Nondiscrimination Statutes and Authorities:** Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin); and 49 CFR Part 21; The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal- aid programs and projects); Federal-Aid Highway Act of 1973, (23 U.S.C. § 324 et seq.), (prohibits discrimination on the basis of sex); Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 et seq.), as amended, (prohibits discrimination on the basis of disability); and 49 CFR Part 27; The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 et seq.), (prohibits discrimination on the basis of age); Airport and Airway Improvement Act of 1982, (49 U.S.C. § 47123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex); The Civil Rights Restoration Act of 1987, (PL 100-259), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms “programs or activities” to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not); Titles II and III of the Americans with Disabilities Act, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131 -- 12189) as implemented by USDOT regulations at 49 CFR parts 37 and 38; Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. 1681 et seq).

EXHIBIT "D"
CONTRACT PAYMENT REQUIREMENTS
Florida Department of Financial Services, Reference Guide for State Expenditures
Cost Reimbursement Contracts

Invoices for cost reimbursement contracts must be supported by an itemized listing of expenditures by category (salary, travel, expenses, etc.). Supporting documentation shall be submitted for each amount for which reimbursement is being claimed, indicating that the item has been paid. Documentation for each amount for which reimbursement is being claimed must indicate that the item has been paid. Check numbers may be provided in lieu of copies of actual checks. Each piece of documentation should clearly reflect the dates of service. Only expenditures for categories in the approved agreement budget may be reimbursed. These expenditures must be allowable (pursuant to law) and directly related to the services being provided.

Listed below are types and examples of supporting documentation for cost reimbursement agreements:

Salaries: Timesheets that support the hours worked on the UPWP or activity must be kept. A payroll register, or similar documentation should be maintained. The payroll register should show gross salary charges, fringe benefits, other deductions and net pay. If an individual for whom reimbursement is being claimed is paid by the hour, a document reflecting the hours worked times the rate of pay will be acceptable.

Fringe benefits: Fringe benefits should be supported by invoices showing the amount paid on behalf of the employee, e.g., insurance premiums paid. If the contract specifically states that fringe benefits will be based on a specified percentage rather than the actual cost of fringe benefits, then the calculation for the fringe benefits amount must be shown. Exception: Governmental entities are not required to provide check numbers or copies of checks for fringe benefits.

Travel: Reimbursement for travel must be in accordance with s. 112.061, F.S., which includes submission of the claim on the approved state travel voucher along with supporting receipts and invoices.

Other direct costs: Reimbursement will be made based on paid invoices/receipts and proof of payment processing (cancelled/processed checks and bank statements). If nonexpendable property is purchased using state funds, the contract should include a provision for the transfer of the property to the State when services are terminated. Documentation must be provided to show compliance with DMS Rule 60A-1.017, F.A.C., regarding the requirements for contracts which include services and that provide for the contractor to purchase tangible personal property as defined in s. 273.02, F.S., for subsequent transfer to the State.

Indirect costs: If the contract stipulates that indirect costs will be paid based on a specified rate, then the calculation should be shown. Indirect costs must be in the approved agreement budget, and the entity must be able to demonstrate that the costs are not duplicated elsewhere as direct costs. All indirect cost rates must be evaluated for reasonableness and for allowability and must be allocated consistently.

Contracts between state agencies may submit alternative documentation to substantiate the reimbursement request, which may be in the form of FLAIR reports or other detailed reports.

The Florida Department of Financial Services, online Reference Guide for State Expenditures can be found at this web address https://www.myfloridacfo.com/Division/AA/Manuals/documents/ReferenceGuideforStateExpenditures.pdf.

EXHIBIT "E"

DEBARMENT and SUSPENSION CERTIFICATION

As required by the USDOT regulations on Governmentwide Debarment and Suspension at 2 CFR Part 180 and 1200:

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

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

B. Have not, within a three-year period preceding this proposal, been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) transaction or contract under a public transaction, violation of federal or state antitrust statutes; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

C. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state or local) with commission of any of the offenses listed in paragraph (b) of this certification; and

D. Have not, within a three-year period preceding this certification, had one or more public transactions (federal, state or local) terminated for cause or default.

(2.) The Capital Region Transportation Planning Agency also hereby certifies that if, later, it becomes aware of any information contradicting the statements of paragraphs (A) through (D) above, it will promptly provide that information to the USDOT.

EXHIBIT "F"

LOBBYING CERTIFICATION for GRANTS, LOANS and COOPERATIVE AGREEMENTS

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

(1.) No Federal or state appropriated funds have been paid or will be paid by or on behalf of the Capital Region Transportation Planning Agency, to any person for influencing or attempting to influence an officer or employee of any Federal or state agency, or a member of Congress or the state legislature in connection with the awarding of any Federal or state contract, the making of any Federal or state grant, the making of any Federal or state loan, extension, continuation, renewal, amendment, or modification of any Federal or state contract, grant, loan, or cooperative agreement.

(2.) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any Federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

(3.) The Capital Region Transportation Planning Agency shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants and contracts and subcontracts under grants, subgrants, loans, and cooperative agreement), which exceeds $100,000, and that all such subrecipients shall certify and disclose accordingly.

(4.) This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each failure.

APPENDIX II

Operating Budgets
CRTPA Adopted Travel Resolution
CRTPA Organizational Chart

FY 2027 - FY 2028 DRAFT BUDGET CRTPA Budget to be Updated July 2026 and July 2027	FY 27 Adopted	FY 28 Adopted
511000 - Salaries	$ 546,913	$ 525,014
511300 - Salary Enhancements	$ 21,877	$ 25,496
512400 - Other Salary Items	$ 1,560	$ 1,560
515000 - Pension- Current	$ 89,000	$ 107,973
515100 - Pension- MAP	$ 32,168	$ 30,726
515600 - Mandatory Medicare	$ 8,270	$ 7,899
516000 - Health Benefits	$ 66,891	$ 67,047
516100 - Flex Benefits	$ 11,052	$ 11,052
Personnel Services	**$ 777,731**	**$ 773,085**
521005 - Accounting/Audit Services	$ 32,000	$ 21,000
521010 - Advertising	$ 5,000	$ 5,000
521030 - Reproduction	$ 507	$ 507
521100 - Equipment Repairs	$ 819	$ 819
521160 - Legal Services	$ 55,000	$ 55,000
521180 - [1]Unclassified Contractual Servics	$ -	$ -
521190 - IT Consulting Service (Software/Web/WCOT)	$ 117,000	$ 117,000
522080 - Telephone	$ 1,803	$ 1,803
523020 - Food	$ 3,500	$ 2,500
523050 - Postage	$ 250	$ 250
523060 - Office Supplies	$ 3,000	$ 3,000
523065 - Computer Equipment (< $5,000)	$ 5,000	$ 5,000
523080 - Unclassified Supplies	$ 1,500	$ 1,500
524010 - Travel & Training	$ 15,225	$ 15,225
524020 - Journals & Books	$ 609	$ 609
524040 - Membershp/Certificates/License	$ 2,750	$ 2,750
524050 - Rent Expense- Building & Office	$ 36,000	$ 36,000
541040 - Insurance	$ 25,233	$ 22,137
Operating Expenditures	**$ 305,196**	**$ 290,100**
560010 - Human Resource Expense	$ 7,580	$ 7,780
560020 - Accounting Expense	$ 14,603	$ 23,467
560030 - Purchasing Expense	$ 1,040	$ 3,516
560040 - Information Systems Expense	$ 43,900	$ 31,455
560070 - Revenue Collection	$ 127	$ 132
560082 - Facilities and Environmental	$ 14,010	$ 13,314
560090 - Vehicle Garage Expense	$ 2	$ 10
611300 - Facility	$ -	$ 5,853
Internal Service Funds	**$ 81,262**	**$ 85,527**
Total Operating Expenditures	**$ 1,164,189**	**$ 1,148,712**

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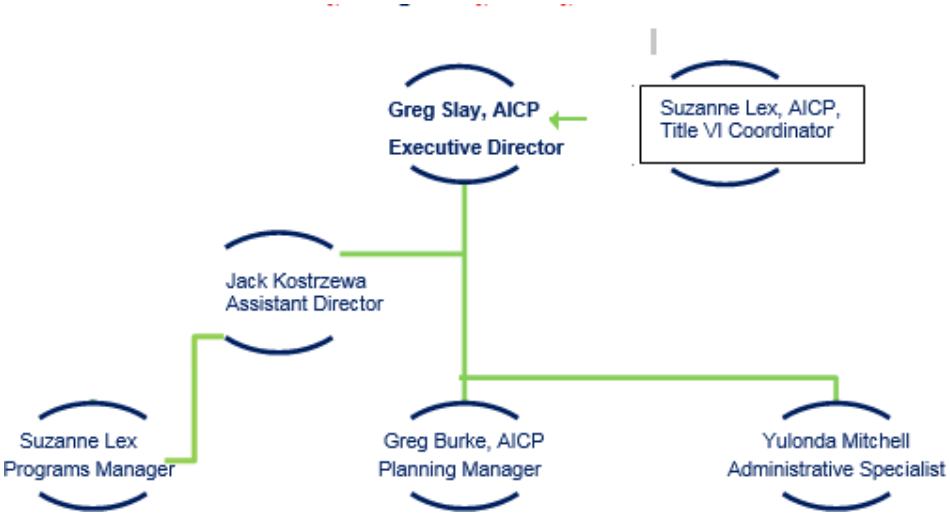
CRTPA Organizational Chart



Executive Director: Greg Slay - Oversight of the Agency and the Staff
Duites include budget development and expenditures consistent with adopted UPWP, Annual and Quadrennial Certifications, annual audits, hiring of staff and timesheet/leave approval, support to and communication with the Board, coordination with federal, state, local and regional partners; project development and approvals. Contract approval as approved by the Board. Other administrative duties, as necessary.

Assistant Director: Jack Kostrzewa - Oversight of Staff, Agency and Finance
Duties include approvals of purchase orders and travel in the financial system, project management, development of the Long Range Transportation Plan. Coordination with federal, state, local and regional partners; project development and approvals. Data analytics and tracking of, and details regarding, fatal and serious injuries. Serves in Executive Director's absence for staff and timesheet/leave/travel approval, support to and communication with the Board. Quadrennial Certifications responses. Other administrative duties, as necessary.

Planning Manager: Greg Burke - Oversight of Programs and Programs Manager
Duties include the development of the annual Transportation Performance Measures, oversight of the Transportation Alternatives Program, project development and management. Quadrennial Certifications responses. Coordination with federal, state, local and regional partners. Maintains and updates the CRTPA website.

Programs Manager: Suzanne Lex - Programs Manager and Title VI Coordinator
Duties include the development of the annual Project Priority Lists, Transportation Improvement Program, project management. Development and administration of the Unified Planning Work Program and associated contracts, audit, budget and billing oversight. Community Traffic Safety Team (CTST) Liaison and Leon County CTST Coordinator. Coordination with City of Tallahassee Departments. Quadrennial Certifications responses. Oversight of Title VI Program and serves as the coordinator. Development of the audit. Timesheet entries into the KRONOS system. Coordination with city, state, local and federal agencies.

Administrative Assistant: Yulonda Mitchell – Admin II
Duties include the development of the billing and expenditure detail reports for billing; tracking of expenditures/receipt of payments; compile material for the audit. Coordination with City of Tallahassee Departments. Processing of all Purchase Orders and payments in the financial system. Travel entries in the financial system. Timesheet entries into the KRONOS system. Meeting agendas and minutes. General administrative duties.

Resolution 2022-10-7D

A RESOLUTION OF THE CAPITAL REGION TRANSPORTATION PLANNING AGENCY HEREBY REFERRED TO AS THE "CRTPA" ADOPTING THE CRTPA TRAVEL AND TRAINING POLICY AND APPROVING THE PER DIEM, MEALS (SUBSISTENCE) AND MILEAGE RATES CONSISTENT WITH THE FEDERAL GENERAL SERVICES ADMINISTRATION TRAVEL RATES.

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

WHEREAS, Florida Statute 112.061(14)(a)5 states that "any metropolitan planning organization created pursuant to s. 339.175 or any other separate legal or administrative entity created pursuant to s. 339.175 of which a metropolitan planning organization is a member" may establish per diem, meals (subsistence) and mileage rates by enactment of a resolution; and

WHEREAS, the CRTPA is required to attend meetings and training opportunities outside of its jurisdiction, and

WHEREAS, the CRTPA has conducted travel and training in accordance the City of Tallahassee Travel and Training Policy 602; and

WHEREAS, the CRTPA has established a Travel and Training Policy in accordance the CRTPA Staff Services Agreement with the City of Tallahassee; and

WHEREAS, the CRTPA wishes to be reimbursed for travel according to rates consistent with the City of Tallahassee and the Federal General Services Administration standards.

NOW THEREFORE, BE IT RESOLVED BY THE CRTPA THAT:

1. The CRTPA has the right to establish per diem, meals (subsistence) and mileage rates beyond the State of Florida rates, and

2. The CRTPA establishes that the staff and elected officials will be compensated for per diem, meals (subsistence) and mileage costs consistent with Federal General Services Administration rates and the CRTPA Travel and Training Policy.

DONE, ORDERED, AND ADOPTED THIS 18th DAY OF OCTOBER 2022

CAPITAL REGION TRANSPORTATION PLANNING AGENCY

Kristin Dozier, Chair

ATTEST:

Greg Slay, Executive Director

APPENDIX III

FDOT, FTA and FHWA Comments

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

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

Planning Comments

Document Name: UPWP 26/27-27/28		MPO: Capital Region TPA	
Date of Document: 04/08/2026	Date Received 04/08/2026	Date Reviewed 04/20/2026	District: 3
Reviewed by: Dana Knox			

COMMENTS

	Page #	Comment Type	Comment Description
1		Critical	Identify which activities represent the 2.5% PL set aside. **Task 5 and 7 identify personnel and fringe for context based projects will satisfy this requirement. Billing will include supporting documentation of time sheets and pay rate for Project Manager.**
2		Critical	Provide a detailed description and end product for the consultant support activities in Task 4. **Funding reallocated**
3		Critical	Provide a detailed description and end product for the consultant support activities in Task 6. **Funding reallocated**
4		Editorial	Small typo in 7.1.3 - last sentence - 'updates' should be 'updated' **Corrected**
5		Editorial	Please note that any equipment purchases equal to or greater than $10,000 (previously $5,000) must have prior review and approval from FHWA unless the UPWP contains sufficient detailed information for this review.
6		Select Type	

CRTPA FTA Comments

UPWP General Comments

- Please review 23 CFR part 420 for eligibility of administrative activities and FTA Circular 8100.D, as well as other applicable requirements, details and processes.
- The metropolitan transportation planning process should provide for the establishment and use of a performance-based approach, with related activities noted in the UPWP accordingly. For transit, this includes Transit Asset Management (TAM) and Public Transportation Agency Safety Plans (PTASP), which require integration into the TIP and LRTP to the maximum extent practicable – including target setting/revisiting, progress towards achieving targets, data sharing and coordination with State DOT and transit providers. Subtask 2.10
- If there is carryover funding from the prior-year UPWP, list those carryover amounts and activities in the document. Please identify any incomplete work elements or activities financed with Federal planning assistance awarded in previous fiscal years as carryover activities. No funding was deobligated and carried over to the FY 27 - FY28 UPWP. Projects and activities that are carried over from the the prior-year UPWP are identified.
- Please ensure the appropriate federal/non-federal is accounted for and reflected appropriately. Local and federal funded activities identified.
- If planning activities are proposed for funding under the FTA Section 5307 program or any other FTA programs, please ensure they are listed and programmed in the UPWP (even if being undertaken by the transit agency and not the MPO). Friendly Reminder: Please incorporate the three C's process when programming transit funds with the appropriate transit agencies/authorities.
- Ensure activities are eligible under current requirements and Executive Orders before seeking reimbursement. Noted

UPWP Review Checklist

MPO Name:	Capital Region TPA	Draft or Final UPWP:	Draft
UPWP Fiscal Year:	FY 2026/27 - FY 2027/28	Reviewed by:	Kaylor Collins
UPWP Date:		Date of Review:	4/2/2026

Federal and State Requirements

Required Content

See: 2 CFR 200.332, 23 CFR 420.111(b), 23 CFR 450.308(c), s. 339.175(9), FS, and FDOT/MPO Agreement

Does the cover page include:	Response	Page Number(s)	Comments	Comment Type
Catalog of Federal Domestic Assistance (CFDA) number	Yes	Cover		
Financial Project Number (FPN)	Yes	Cover	Please update FPN to 439323-6-14-01 & 02 Corrected	Editorial
Federal Award Identification Number (FAIN) or Federal Aid Project Number (FAP)	Yes	Cover		
Correct state fiscal years	Yes	Cover		
The agencies providing funds for the UPWP	Yes	Cover		

Does the UPWP include:	Response	Page Number(s)	Comments	Comment Type
Local and MPO planning priorities	Yes	17, 18		
A description of work proposed for the next 2 years by major activity or task	Yes	19, 20		
Who will perform the work (e.g., MPO, state, public transportation operator, local government, or consultant)	Yes	21-70		
A schedule for completing the work	Yes	21-70		
The resulting work products	Yes	21-70		
The proposed funding or cost estimate by activity or task	Yes	21-70		
A summary of the total amounts and sources of federal and matching funds	Yes	73, 74		

Does the UPWP include a summary that shows:	Response	Page Number(s)	Comments	Comment Type
Federal share by type of fund	Yes	73		
Matching rate by type of fund	Yes	3		
State and/or local matching share	Yes	73, 75		
Other state or local funds	Yes	73, 75		

Transportation Management Areas (TMA)

See: 23 CFR 420.111(e)

	Response	Page Number(s)	Comments	Comment Type
Does the MPO serve a TMA?	Yes	12		
If yes, does the UPWP identify and include cost estimates for planning, research, and technology transfer activities funded with other federal, state, or local funds within the MPO area?	No		No planned transfer of funds.	Editorial

MPO Agreements

See: 23 USC 134, 23 CFR 450.314, s. 339.175(2) FS, and FDOT/MPO Agreement

Does the UPWP include discussion of the following agreements?	Response	Page Number(s)	Comments	Comment Type
FDOT/MPO Agreement, including date executed	No	10	Agreement discussed, date of last execution and anticipated execution tadded.	Critical
Signed Interlocal Agreement for the Creation or Redesignation of the MPO, including date executed	Yes	10		
Public Transportation Grant Agreements (PGTA), inlcuding date executed (if necessary)	N/A			

Indirect Costs				See: 2 CFR 200.332, 2 CFR 200.414, 2 CFR 200.416, and FDOT/MPO Agreement
	Response	Page Number(s)	Comments	Comment Type
Does the UPWP identify the indirect cost rate, if applicable?	N/A			

Consolidated Planning Grant				See: 23 USC 120, 23 CFR 450.308(f), and FDOT/MPO Agreement
	Response	Page Number(s)	Comments	Comment Type
Does the UPWP include a statement of participation in the Consolidated Planning Grant? (See the FDOT Guide for UPWP Development for sample statement text.)	Yes	10		

Soft Match				See: 23 USC 120, 49 USC 53, and FDOT/MPO Agreement
	Response	Page Number(s)	Comments	Comment Type
Does the UPWP include the definition of the soft match?	Yes	3		
Does the UPWP identify the total soft match amount used to match FHWA funding?	Yes	73		
Does the Funding Source Budget Table include soft match amounts for Year 1 and Year 2?	Yes	73		

PL Set Aside				See: § 11201; 23 USC 134
	Response	Page Number(s)	Comments	Comment Type
Does the UPWP identify activities and funds used to meet the requirements of the 2.5% PL set aside in § 11201; 23 USC 134?	Yes	5, 59		

Costs				See: 2 CFR 200.412-414, Florida Department of Financial Services Reference Guide for State Expenditures
Does the UPWP categorize costs as follows?	Response	Page Number(s)	Comments	Comment Type
Personnel Services	Yes	21-70		
Equipment	Yes	21-70		
Travel	Yes	21-70		
Supplies	Yes	21-70		
Direct Expenses	Yes	21-70		
Indirect Expenses (if the MPO has an approved indirect rate)	N/A			
Annual Audit Expense (if required)	Yes	27		

Annual Audits				See: 2 CFR 200.412-414, Florida Department of Financial Services Reference Guide for State Expenditures
	Response	Page Number(s)	Comments	Comment Type
Does the UPWP include a line item expense for the Annual Audit?	Yes	27		

MPO Public Involvement Process				See: 23 CFR 450.210 and 23 CFR 450.316
	Response	Page Number(s)	Comments	Comment Type
Does the UPWP include a description of the public involvement process used to develop the MPO's UPWP?	Yes	4		

Federal Planning Factors				See: 23 CFR 306(b) and 23 CFR 450.308(c)
	Response	Page Number(s)	Comments	Comment Type
Does the UPWP include a description of how the activities in the UPWP address the Federal Planning Factors (can be demonstrated using a matrix)?	Yes	6, 71		

Memberships				See: 2 CFR 200.454
	Response	Page Number(s)	Comments	Comment Type
If memberships are listed as an expense, does the UPWP state that the memberships are for organizational memberships, not individual memberships?	N/A	27, 28	UPWP identifies memberships are paid with Local funds	Editorial

Required Attachments

Are the following attachments included in the final UPWP?	Response	Page Number(s)	Comments	Comment Type
Signed resolution adopting the UPWP (23 CFR 450.308(b))	Yes	i.	Updated with signed resolution	Editorial
Signed resolution adopting the travel policy, if the MPO does not use the FDOT policy (s. 112.061(14), FS)	Yes	Appendix II		
Signed Cost Analysis Certification Statement (s. 216.3475, FS)	Yes	ii.	Updated with signed cost certification	Editorial
The Cost Allocation Plan and Certificate of Indirect Cost, if applicable (2 CFR 200.332, 23 CFR 200.414, 23 CFR 200.416)	N/A			

Recommended Content Framework *The following items are recommended for inclusion in the UPWP, in addition to the requirements listed above.*

UPWP Cover or Title Page

Does the cover page include:	Response	Page Number(s)	Comments	Comment Type
MPO name, address, and website?	Yes	Cover		
The UPWP adoption date of the final UPWP?	Yes		Updated with adoption date	Editorial

UPWP Organization and Content

Is the UPWP organized into the following sections?	Response	Page Number(s)	Comments	Comment Type
Introduction	Yes	2		
Organization and Management	Yes	8-10		
Planning Tasks	Yes	19		
Funding Summary	Yes	73, 74		
Definitions and Acronyms	Yes	iii., iv.		

Does the UPWP introduction include:	Response	Page Number(s)	Comments	Comment Type
A definition and purpose for the UPWP?	Yes	2		
An overview of the MPO's comprehensive transportation planning activities?	Yes	11-13		

Do the UPWP Work Elements/Task Sheets include the following:	Response	Page Number(s)	Comments	Comment Type
Is each Task Sheet in the UPWP named and numbered?	Yes	21-70		
Does the UPWP clearly identify funds de-obligated from the previous UPWP?	Yes	3	Draft states no de-obligation scheduled	Editorial
Does the UPWP separately list atypical expenditures, including individual supplies costing more than $1,000 per item and individual equipment costing more than $5,000 per item?	N/A	24	CRTPA does not identify any expenditures under this requirement. CRTPA acknowledges a UPWP Amendment will be required if such expenditures are identified.	Editorial

UPWP Budget Tables Template				
Does the UPWP use the UPWP budget tables template for task tables, summary tables, and regional activities?	Yes	21-75		
Do the total amounts match across all funding tables?	Yes	21-75		

MPO Organization and Management

Does the UPWP include information about the following items:	Response	Page Number(s)	Comments	Comment Type
Clear identification of the names and roles of key participants in the UPWP planning process, including the MPO Executive/Staff Director, MPO Board Chairperson, and MPO Planning Manager	Yes	Appendix II		
MPO Continuity of Operations Plan (COOP) or operational procedures	Yes	9		
MPO bylaws	Yes	9		

Does the UPWP discuss the following agreements, including date executed?	Response	Page Number(s)	Comments	Comment Type
Intergovernmental Coordination and Review and Public Transportation Coordination Joint Participation Agreement (ICAR)	Yes	10		
Memorandum of Understanding between MPOs or FDOT if transferring funds to accomplish Regional Activities	N/A			

Regional Activities

	Response	Page Number(s)	Comments	Comment Type
Is the MPO receiving or transferring any funds to another agency for a regional project or activity?	No			
If yes, does the UPWP provide information on the other agencies included in the regional activities and the funding amounts being transferred/received?	N/A			