



UNIFIED PLANNING WORK PROGRAM

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

Adopted May 21, 2024
Amended

*Prepared by the Capital Region Transportation Planning Agency
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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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***DRAFT POSTED MARCH 19, 2024
Scheduled for Adoption May 21, 2024***

APPENDIX

APPENDIX I.

Forms

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

APPENDIX II.

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

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

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

APPENDIX III.

Agency Comments

Resolution 2024-05-7A

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

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

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

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

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

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

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

NOW THEREFORE BE IT RESOLVED that the CRTPA:

1. Adopts the Final Unified Planning Work Program for FY 2024/25 and FY 2025/26; and
2. Authorizes the Chairman to execute all required forms and assurances; and
3. Authorizes the CRTPA Executive Director to file and execute all related grant applications and invoices for the Unified Planning Work Program and the Consolidated Planning Grant Agreement.

DONE, ORDERED, AND ADOPTED THIS 21st DAY OF MAY 2024 by the
CAPITAL REGION TRANSPORTATION PLANNING AGENCY

Quincee Messersmith, Chair

ATTEST: _____
Greg Slay, Executive Director

FDOT COST ANALYSIS CERTIFICATION

Capital Region Transportation Planning Agency (CRTPA)

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

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

Initial Adoption 5/21/2024

Bryant Paulk, AICP
Urban Planning Manager, District 3

At adoption this page will be updated with the completed form.

GLOSSARY OF ABBREVIATIONS

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

GLOSSARY OF ABBREVIATIONS

LOS	-	Level of Service
LEP	-	Limited English Proficiency
LRTP	-	Long Range Transportation Plan
MAP-21	-	Moving Ahead for Progress in the 21 st Century Act
MPA	-	Metropolitan Planning Area
MPO/TPO	-	Metropolitan/Transportation Planning Organization
MPOAC	-	Metropolitan Planning Organization Advisory Council
RMP	-	Regional Mobility Plan
ROW	-	Right of Way
PD&E	-	Project Development and Environmental Study
PEA	-	Planning Emphasis Area
PIP	-	Public Involvement Plan
RMP	-	Regional Mobility Plan
RPC	-	Regional Planning Council
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.



Figure 1

INTRODUCTION

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

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

DEVELOPMENT OF THIS UPWP

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

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

CRTPA PLANNING DOCUMENTS

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

PUBLIC INVOLVEMENT

Public involvement during the development of the UPWP is accomplished through online platforms and in-person activities. A draft and final version is presented at the regularly scheduled meetings of the Technical Advisory Committee (TAC) and Citizens Multimodal Advisory Committee (CMAC), and to the CRTPA Board. Public comment and input from transportation providers and stakeholders on the Draft UPWP is considered when finalizing the document for Board approval. At the same time the draft is posted, is sent to the E-Blast contact list notifying of a minimum 30-day public comment period.

During the development of the UPWP the CRTPA coordinates with FDOT and FHWA to ensure all planning activities are eligible consistent with 2CFR200 and State law. In addition to presenting the draft UPWP to the Committees and Board, a notice is posted on the CRTPA website (www.crtpa.org) 7-days prior to the scheduled adoption of the final document, consistent with the Public Involvement Plan (PIP). The draft UPWP was distributed to the CRTPA Board and Committees and the public for comment (March and April 2024) and approved by the CRTPA at its May 21, 2024 meeting. Additionally, a Public Meeting Notice was advertised in a local newspaper for each of the four counties. Public Meetings were coordinated with the local governments and an announcement made via the E-Blast contact list. The UPWP reflects compliance with the comprehensive Title VI of the Civil Rights Act of 1964 and Environmental Justice (Executive Order 12898) procedures.

CONSOLIDATED PLANNING GRANT

FHWA and FTA provide funding support through the FDOT in the form of PL, SU, SA and CM funds. Funding provided by the member governments of the CRTPA is budgeted for any ineligible expenses as identified in Federal Code, 2CFR200, and state law and guidelines. Allowable costs are outlined in Federal Code, Florida Statutes and the Department of Financial Services' [Reference Guide for State Expenditures \(PDF\)](#). The FDOT and the Capital Region Transportation Planning Agency participate in the Consolidated Planning Grant (CPG). The CPG enables FDOT, in cooperation with the MPO, FHWA, and FTA, to annually consolidate Florida's FHWA PL and FTA 5305(d) metropolitan planning fund allocations into a single grant that is administered by the FHWA Florida Division. These funds are annually apportioned to FDOT as the direct recipient and allocated to the CRTPA by FDOT utilizing formulas approved by the MPO, FDOT, FHWA and FTA in accordance with 23 CFR 420.109 and 49, U.S.C. Chapter 53. The FDOT is fulfilling the CPG's required 18.07% non-federal share (match) using Transportation Development Credits (Credits) as permitted by 23 CFR 120(i) and FTA C 8100.1D. The Credits are in essence a "soft match" provision allowing the Federal share to be increased up to 100%.

SUMMARY

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

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

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

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 **49 (UPDATE PAGE No. IN FINAL)** illustrates the CRTPA's consideration of the ten planning factors in the transportation planning process.

FLORIDA PLANNING EMPHASIS AREAS

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

SAFETY

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

EQUITY

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

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

FLORIDA PLANNING EMPHASIS AREAS (Cont.)

RESILIENCE

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

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

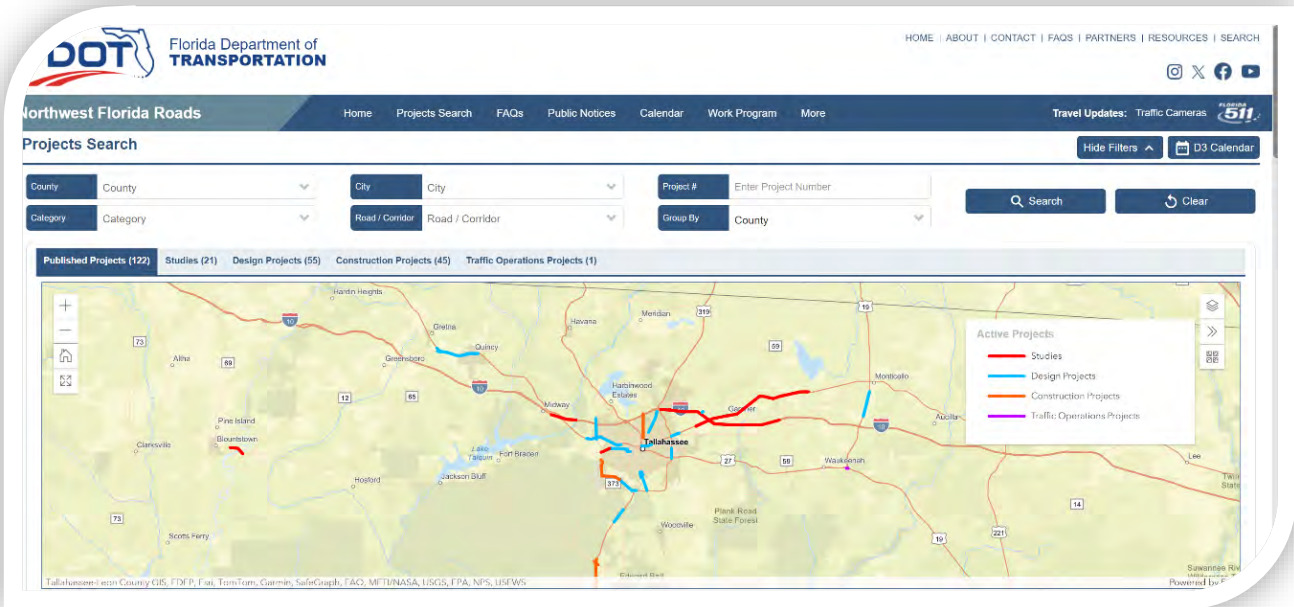
EMERGING MOBILITY

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

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

FDOT DISTRICT THREE PLANNING ACTIVITIES

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



<https://www.nwflroads.com/search>

The following lists the FDOT District Three Planning Activities:

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

ORGANIZATION AND MANAGEMENT OF THE CRTPA

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

CRTPA RESPONSIBILITIES

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

CRTPA BOARD

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

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

CRTPA EXECUTIVE COMMITTEE

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

ORGANIZATION AND MANAGEMENT OF THE CRTPA (Cont.)

CRTPA COMMITTEES

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

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

CRTPA STAFF

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

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.

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

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

The Consolidated Planning Grant (CPG) Agreement

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

Staff Services Agreement

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

PLANNING ACTIVITIES - DOCUMENTS/PERFORMANCE MEASURES

Tasks outlined in the UPWP include the development of required planning documents in accordance with Federal and State law. At the Federal level, these tasks include the development of a fiscally constrained LRTP, an annual updated TIP with 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. and engaging the public and stakeholders to establish a shared vision and goals for the community.

CONNECTIONS 2045 REGIONAL MOBILITY (RMP) [LONG RANGE PLAN]

The [Connections 2045 RMP](#) is a long-range vision, strategy, and capital improvement program that guides the investment of public funds in transportation facilities. The plan is updated every five years and may be amended because of changes in available funding and/or findings from planning studies. Adopted in November 2020, the Connections 2045 RMP identifies roadway, transit, bicycle, and pedestrian projects within the CRTPA Planning Area. Multi-modal projects in the plan are identified in coordination with the CRTPA's transportation planning partners and other member jurisdictions. The adopted Connections 2045 RMP meets the Federal Highway Administration (FHWA) guidelines and requirements.

Additional information on the development of the 2050 Long-Range Transportation Plan is provided in the following UPWP Section, Upcoming Priorities of Planning Activities. Task Three, Long Range Planning, further details the activities and schedule for development of the Plan.

TRANSPORTATION IMPROVEMENT PROGRAM (TIP)

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

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.

PUBLIC INVOLVEMENT PLAN (PIP)

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

TRANSPORTATION PERFORMANCE MANAGEMENT (TPM) - PERFORMANCE MEASURES

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

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 TRAIL MULTI USE TRAIL 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 trail between the Orchard Pond Parkway in Leon County and Salem Road at SR 12 in Gadsden County. The study evaluated current conditions including existing traffic conditions, available right of way, environmental features, historical resources, connectivity to regional and state trail systems and special locations of note along the corridor, along with public engagement. Subsequently, two SUN Trails applications were submitted to FDOT in December 2024. One requesting funding for design and construction of the Gadsden County segment; the other seeks Project Development & Environment (PD&E) and design funding for the Leon County section.

SR 267 (BLOXHAM CUTOFF ROAD) TRAIL FEASIBILITY STUDY

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

US 90 MULTI USE TRAIL FEASIBILITY STUDY

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

STATUS OF LOCAL AND REGIONAL PLANNING ACTIVITIES (Cont.)

REGIONAL TELECOMMUTING STUDY, A LOOK BACK AND A LOOK FORWARD

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

REGIONAL FREIGHT STUDY

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

TAKE THE SAFE ROUTE TO SCHOOL STUDY

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

STATUS OF LOCAL AND REGIONAL PLANNING ACTIVITIES (Cont.)

TRANSPORTATION DATA MANAGEMENT (PERFORMANCE MEASURES & SAFETY)

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

SAFE STREETS AND ROADS FOR ALL SAFETY ACTION PLAN

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

SAFE STREETS FOR ALL SAFETY IMPLEMENTATION PLAN N. MONROE STREET

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

PRIORITIES FOR FY 2024/25 & FY 2025/26

FHWA/FTA QUADRENNIAL CERTIFICATION - METROPOLITAN PLANNING PROCESS

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

TRANSPORTATION DATA MANAGEMENT (PERFORMANCE MEASURES AND SAFETY)

Data analytics is an important tool in transportation planning. The CRTPA will employ software using a GIS platform to collect, verify, analyze, report and map information. Analytics will support safety and performance measure reporting as well as corridor planning and Title VI effectiveness among other CRTPA efforts. (Project Budget - Direct Operating Expense)

CONGESTION MANAGEMENT PLAN IMPLEMENTATION: TECHNICAL STUDIES

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

US 90 WEST FEASIBILITY STUDY (FS)

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

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

BRADFORDVILLE RD TRAIL CONNECTION FEASIBILITY STUDY (LEON COUNTY) THOMASVILLE RD TO WELAUNEE GREENWAY

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

SR267/SPRINGHILL ROAD MULTI USE TRAIL FEASIBILITY STUDY WAKULLA SPRINGS STATE PARK TO CCSW (LEON AND WAKULLA COUNTIES)

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

TALLAHASSEE-HAVANA TRAIL MULTI USE TRAIL PD&E (LEON COUNTY)

In coordination with the FDOT, the study will be conducted in accordance with the requirements of the National Environmental Policy Act. Work will include data collection and analysis including social, economic, and environmental conditions. Analysis of effects of the proposed improvement on environmental, engineering and socioeconomic conditions, safety needs and 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 need for additional right-of-way for stormwater and environmental mitigation. *A SUN Trails application has been submitted for this project. If awarded the CRTPA will amend the UPWP to reflect the funding and updated details.*

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

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

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

US 90 TENNESSEE STREET – CORRIDOR STUDY (SS4A SAFETY ACTION PLAN)

This project proposes development of a feasibility study on the West Tennessee corridor from N. Monroe St to Aeonon Church Road. This corridor is identified in the Safe Streets for All (SS4A) Safety Action Plan as part of the High Injury Network (HIN). One these HIN corridors the focus is ultimately eliminate traffic-related fatalities and severe injuries. Work will be completed by a consultant and supported by staff and a technical committee. Activities include review of existing conditions, including general roadway characteristics, existing land use and transportation systems, planned and programmed projects, and existing plans and studies. Additional work includes an update to the data from the HIN, and further analysis, identification of issues along the corridor and community engagement. The study will identify short term solutions, include recommend community-based enforcement strategies, and highlight potential long-term solutions. *This project is contingent upon SS4A grant award. If funded, the UPWP will be updated to include all funding sources and project details.*

THOMASVILLE ROAD SAFETY AND ACCESS STUDY

A preliminary analysis conducted by FDOT evaluated the crash data for the Thomasville Road segment from 7th Avenue to Betton Road. This study will analyze updated traffic and crash data to determine effective crash countermeasures and the impact of such measures on the accessibility of land uses adjacent to the corridor. Additional measures to improve safety and access along the corridor for all modes will also be considered.

SCHOOL ACCESS SAFETY STUDY (UPDATE TO 2014 SAFE ROUTES TO SCHOOL REPORT)

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

REGIONAL FREIGHT STUDY

The Board approved this study at the June 2024 Meeting. The consultant will finalize the documents and appendices in the first quarter of FY 2025.

WORK PROGRAM

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

- 1.0 Administration: identifies the necessary functions for proper management of the transportation planning process on a continuing basis.
- 2.0 Data Collection: includes the collection and analysis of socioeconomic, land use, and other transportation related data on a continuing basis in order to document changes within the transportation study area.
- 3.0 Long Range Planning: includes work related to the development and maintenance of Connections 2045 Regional Mobility Plan (Long-Range Transportation Plan) as well as the Efficient Transportation Decision Making Process (ETDM) and items related to the Census 2020.
- 4.0 Short Range Planning: Includes development of the Annual Transportation Improvement Program and Priority Project process, reviews of impacts to the transportation system from new development and Annual Enhancement Project process.
- 5.0 Multimodal Planning: Includes planning activities to improve overall mobility through transit, ITS, bicycle/pedestrian and performance measures.
- 6.0 Public Involvement: Describes the activities used to encourage public participation in the transportation planning process.
- 7.0 Special Projects: Identifies any short-term projects or studies undertaken by the CRTPA.

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

WORK PROGRAM (Cont.)

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

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

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

Direct Expenses: Office: Supplies, Telecom/IT services, copier, postage, equipment, etc.

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 2023) is considered an “Ongoing Activity”.

FY 2025 SU (Urban Attributable) budget reflects \$250,000 of available [unexpended /unauthorized] funds and \$99,250 [unexpended] funds from FY 2024 which roll-forward. In addition, a De-Obligation Amendment removing funds from the FY 2024 contract was presented for Board approval at the March 18, 2024 meeting.

FY 2025 FUNDING TABLE

	DEOBLIGATION AMOUNTS	ROLL FORWARD	FY25 DTWP	TOTAL
SU	\$ 925,000	\$ 349,250	\$ -	\$ 1,274,250
PL	\$ 300,000	\$ -	\$ 787,487	\$ 1,087,487
CM	\$ 450,000	\$ -	\$ -	\$ 450,000
	\$ 1,675,000	\$ 349,250	\$ 787,487	\$ 2,811,737

Fiscal Year 2026 reflects \$289,110 in SU funding remaining from FY 2023. The UPWP will be updated to reflect accurate budget after the contract is closed.

FY 2026 FUNDING TABLE

FY2026	ROLL FORWARD	FY26 DTWP	TOTAL
SU	\$ 289,110	\$ -	\$ 289,110
PL	\$ -	\$ 795,479	\$ 795,479
CM	\$ -	\$ -	\$ -
	\$ 289,110	\$ 795,479	\$ 1,084,589

UPWP TASK 1.0 –ADMINISTRATION

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

OBJECTIVE

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

PREVIOUS WORK

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

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

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

ANTICIPATED ACTIVITIES

STAFF SUPPORT

- 1.1 Provide staff support and administration to the CRTPA and its committees by developing meeting schedules, providing technical assistance, providing minutes and other tasks as directed. Support includes travel and associated facility and office expenses (i.e. office supplies, telecom/IT expenses, utilities, etc.). (Ongoing)
- 1.2 Administrative support for travel, purchasing, invoice development, payroll processing and overall office administration. (Ongoing)
- 1.3 Grant administration (PL, SU, CM and other funds that may be utilized) through the monitoring/maintenance of the FY 2024/25-FY 2025/26 UPWP:
 - Prepare and submit invoices on a quarterly basis
 - Complete quarterly desk audits
 - Ensure compliance with federal and state grant requirements (Ongoing)
- 1.4 Continue participation in the Metropolitan Planning Organization Advisory Council (MPOAC). (Ongoing)
- 1.5 Maintain and update, as necessary, all CRTPA agreements, Policies and Procedures. (Ongoing)
- 1.6 Purchase computers and other office equipment/furnishings as needed. *Note: See 1.12 regarding Atypical expenses.* (Ongoing)
- 1.7 Coordinate with WCOT to provide live-stream and post-meeting access for CRTPA meetings. (Monthly)
- 1.8 Other administrative activities consistent with the UPWP as directed by the CRTPA Board or its subcommittees. (Ongoing)
- 1.9 Maintaining and updating the CRTPA's Continuity of Operations Plan (COOP). (Ongoing)
- 1.10 Coordination with MPOAC on legislative updates (Winter 2025, 2026)

UNIFIED PLANNING WORK PROGRAM

- 1.11 Modify/Amend the FY 2024/25- FY 2025/26 UPWP as necessary. (Ongoing)
- 1.12 Continue to improve linkage between UPWP and City of Tallahassee financial systems. (Ongoing)
- 1.13 Amend the UPWP to include any atypical expenditures of a single item purchase greater than \$5,000, an office supply over \$1,000 and travel outside the US in accordance with 2CFR200.
- 1.14 Develop FY 2026/27- FY 2027/28 UPWP (March-June 2025,2026)
 - Review status of current planning projects.
 - Coordinate with planning partners to determine new planning projects to be included in UPWP.
 - Review upcoming planning requirements to address in new UPWP.
 - Identify potential planning projects.
 - Develop operating budget.
 - Develop and execute required funding agreements for PL and as applicable for SU, CMAQ.
 - Update year 2 of budget to include FY2024 remaining funds.

CERTIFICATION

- 1.15 FDOT Annual Certification (Feb 2026)
 - Compile responses to FDOT certification questions.
 - Meet with FDOT staff to review responses and prepare final certification documentation.
 - Present for Board approval.
- 1.16 FHWA Quadrennial Certification (Winter 2024 - Fall 2025)
 - Coordinate with FHWA on certification questions and responses.
 - Coordinate with FHWA staff on responses and a certification review process.
 - Notice and hold a public meeting in coordination with FHWA, FTA and FDOT to provide the public with an opportunity to comment on the certification.
 - Meet with FHWA on the Final Report and follow-up on any action items.
 - Present for Board approval.

AUDIT/LEGAL PROFESSIONAL SERVICES

- 1.17 Employ a qualified auditor to perform the Annual CRTPA audit in accordance with federal requirements and state requirements of Chapter 215.97, Florida Statutes (Florida Single Audit Act). (March-June 2025, 2026) [Professional Services Contract]
- 1.18 The Auditor will perform an audit of federal funds expended that meets the audit and reporting requirements for Federal Awards.
- 1.19 Assist the City in development of the Comprehensive Annual Financial Report (CAFR) as it relates to CRTPA grants. (Annually)
- 1.20 Receive copy of all audit reports relating to revenues and expenditures. (Annually)
- 1.21 Submit Single Audit to FDOT.
- 1.22 Retain legal counsel for the CRTPA to provide routine legal consultation to the CRTPA Board and Executive Director, including the review of agreements.
- 1.23 Legal counsel attendance at all CRTPA Board meetings, including the Board's Annual Retreat.

TRAINING

- 1.24 Continue to provide training opportunities to CRTPA Board and staff members in various policy, technical and administrative areas. (Ongoing)
 - *Title VI*
 - *GIS, Payroll and Accounting*
 - *FDOT Workshops*
 - *FHWA Webinars and Training Modules*
 - *Grants.gov training on funding opportunities and programs*
 - *Public Engagement and Equity*
 - [*Florida APA Annual Conference and Webinars*](#)
 - *MPOAC Institute (2025, 2026)*
 - *Florida Metropolitan Planning Partnership*
 - *Safety and Performance Measures*

END PRODUCT

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

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

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

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

Quadrennial FHWA - FTA Joint Certification. (Fall 2025)

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

DBE tracking and reports submitted to FDOT. (Quarterly)

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

Annual audit. (June 2025, 2026)

RESPONSIBLE AGENCIES

CRTPA

FHWA and FDOT - Certification Report

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

2025							
Funding Source	FHWA				Local		FY 2025 Total
Contract Number							
Source Level	PL	SU	CMAQ	Total	Local	Total	
MPO Budget Reference							
Lookup Name	2025 FHWA (PL)	2025 FHWA (SU)	025 FHWA (CMAQ)	FHWA (Total)	2025 Local (Local)	Local (Total)	
Personnel (salary and benefits)							
Salaries and Fringe	\$ 296,186	\$ 74,046		-	\$ -	\$ -	\$ 370,232
				-		-	\$ -
Personnel (salary and benefits)	\$ 296,186	\$ 74,046	\$ -	\$ 370,232	\$ -	\$ -	\$ 370,232
Consultant							
1.7 WCOT	\$ 8,000			-		\$ -	\$ 8,000
1.16 Legal	\$ 50,000			-		\$ -	\$ 50,000
1.12 Audit	\$ 21,000			-		\$ -	\$ 21,000
				-		\$ -	\$ -
Consultant Subtotal	\$ 79,000	\$ -	\$ -	\$ 79,000	\$ -	\$ -	\$ 79,000
Travel							
Travel & Training	\$ 18,500			-		\$ -	\$ 18,500
				-			\$ -
Travel Subtotal	\$ 18,500	\$ -	\$ -	\$ 18,500		\$ -	\$ 18,500
Direct Expenses							
Operational Expenses	\$ 40,000			-		-	\$ 40,000
Computer Software	\$ 15,000			-		-	\$ 15,000
Staff Services	\$ 89,000			-		-	\$ 89,000
Food				-	\$ 4,000		\$ 4,000
Professional Memberships				-	\$ 3,500		\$ 3,500
				-		-	\$ -
Direct Expenses Subtotal	\$ 144,000	\$ -	\$ -	\$ 144,000	\$ 7,500	\$ 7,500	\$ 151,500
Supplies							
Office Supplies	\$ 5,000			-		-	\$ 5,000
				-		-	\$ -
Supplies Subtotal	\$ 5,000	\$ -	\$ -	\$ 5,000	\$ -	\$ -	\$ 5,000
Equipment							
Computer Equipment	\$ 5,000			-		-	\$ 5,000
				-		-	\$ -
Equipment Subtotal	\$ 5,000	\$ -	\$ -	\$ 5,000	\$ -	\$ -	\$ 5,000
Total	\$ 547,686	\$ 74,046	\$ -	\$ 621,732	\$ 7,500	\$ 7,500	\$ 629,232

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

2026							
Funding Source	FHWA				Local		FY 2026 Total
Contract Number	PL	SU	CMAQ	Total	Local Governements	Total	
Source	2026 FHWA (PL)	2026 FHWA (SU)	026 FHWA (CMAC)	FHWA (Total)	Local (Local Governem	Local (Total)	
MPO Budget Reference							
Lookup Name							
Personnel (salary and benefits)							
Salaries and Fringe	\$ 313,931	\$ 78,483		-		-	\$ 392,414
				-		-	\$ -
Personnel (salary and benefits)	\$ 313,931	\$ 78,483	\$ -	\$ 392,414	\$ -	\$ -	\$ 392,414
Consultant							
1.7 WCOT	\$ 8,000			-		-	\$ 8,000
1.12 Audit	\$ 21,000			-		-	\$ 21,000
1.13 Legal	\$ 35,000			-		-	\$ 35,000
				-		-	\$ -
Consultant Subtotal	\$ 64,000	\$ -	\$ -	\$ 64,000	\$ -	\$ -	\$ 64,000
Travel							
Travel & Training	\$ 10,000			-		-	\$ 10,000
				-		-	\$ -
Travel Subtotal	\$ 10,000	\$ -	\$ -	\$ 10,000	\$ -	\$ -	\$ 10,000
Direct Expenses							
Operational Expenses*	\$ 34,761			-		-	\$ 34,761
Computer Software	\$ 15,000			-		-	\$ 15,000
Staff Services	\$ 83,225			-		-	\$ 83,225
Food				-	\$ 4,000	-	\$ 4,000
Professional Memberships				-	\$ 3,500	-	\$ 3,500
				-		-	\$ -
Direct Expenses Subtotal	\$ 132,986	\$ -	\$ -	\$ 132,986	\$ 7,500	\$ 7,500	\$ 140,486
Supplies							
Office Supplies				-		-	\$ -
				-		-	\$ -
Supplies Subtotal	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
Equipment							
Computer Equipment	\$ 2,509			-		-	\$ 2,509
				-		-	\$ -
Equipment Subtotal	\$ 2,509	\$ -	\$ -	\$ 2,509	\$ -	\$ -	\$ 2,509
Total	\$ 523,426	\$ 78,483	\$ -	\$ 601,909	\$ 7,500	\$ 7,500	\$ 609,409

UWP TASK 2.0 – DATA COLLECTION/SAFETY/PERFORMANCE MEASURES

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

OBJECTIVE

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

PREVIOUS WORK

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

ANTICIPATED ACTIVITIES

DATA COLLECTION

- 2.1 Coordinate collection and dissemination of GIS data with Tallahassee-Leon County GIS (TLCGIS). (Ongoing)
- 2.2 Monitor Congestion Management System for implementation.(CMS) (Ongoing)
- 2.3 Work with TATMS staff on travel-time and utilization reports. (Ongoing)
- 2.4 Monitor and review traffic operation needs through collection and analysis of peak hour traffic data. (Ongoing)
- 2.5 Employ software using a GIS platform to collect, verify, analyze, report and map information. Analytics will support safety and performance measure reporting. (Ongoing)
- 2.6 Integrate data into CRTPA Planning Programs and Plans. Utilize data to inform project evaluation and decision-making. (Ongoing)
- 2.7 Employ Urban SDK Transportation Management GIS based software to track and report on safety statistics, speed data, and crash locations.
- 2.8 Develop in consultation with Urban SDK a dashboard for reporting to the public with interactive features.

SAFETY/PERFORMANCE MEASURES

- 2.9 Analyze crash trends and statistics to identify high-hazard locations and prioritize potential improvements. (Ongoing)
- 2.10 Develop Annual monitoring and reporting for Safety Performance Measures. (Feb 2025, 2026)
- 2.11 Identify corridors or locations for further analysis in consultation and coordination with FDOT District 3 Safety Department.

COMMUNITY TRAFFIC SAFETY TEAMS (CTST) AND DISTRICT 3 COORDINATION

- 2.12 Continue participation on the Community Traffic Safety Teams (CTST) within the CRTPA planning area coordination with local governments, and community stakeholders. (Quarterly or as Scheduled)
- 2.13 Push-button project and safety coordination meetings with the FDOT Safety Office. (Ongoing)
- 2.14 Review the FDOT candidate resurfacing projects' list and provide comments on safety enhancements. (Annually)
- 2.15 Coordinate with local governments on Safe Routes to School applications. (Ongoing)
- 2.16 Coordinated Helmet Fitting Training with the FL Traffic & Bicycle Safety Education Program in Leon and Wakulla Counties. (March 2025, 2026)

END PRODUCT

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

RESPONSIBLE AGENCY

CRTPA

CTSTs - CRTPA and Local Government

FDOT - Safety Implementation Projects

ESTIMATED TASK BUDGET & FUNDING SOURCES TASK 2.0 - FISCAL YEARS 2025 & 2026

Task 2 Data Collection & Performance Measures						
2025						
Funding Source	FHWA				FY 2025 Total	
Contract Number						
Source Level	PL	SU	CMAQ	Total		
MPO Budget Reference						
Lookup Name	2025 FHWA (PL)	2025 FHWA (SU)	025 FHWA (CMAC)	FHWA (Total)		
Personnel (salary and benefits)						
Salaries and Fringe	\$ 56,910	\$ 14,227		-	\$ 71,137	
				-	\$ -	
Personnel (salary and benefits)	\$ 56,910	\$ 14,227	\$ -	\$ 71,137	\$ 71,137	
Consultant						
				-	\$ -	
Consultant Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -	
Direct Expenses						
TDM Software		\$ 75,000		-	\$ 75,000	
				-	\$ -	
Direct Expenses Subtotal	\$ -	\$ 75,000	\$ -	\$ 75,000	\$ 75,000	
Total	\$ 56,910	\$ 89,227	\$ -	\$ 146,137	\$ 146,137	
2026						
Funding Source	FHWA				FY 2026 Total	
Contract Number						
Source	PL	SU	CMAQ	Total		
MPO Budget Reference						
Lookup Name	2026 FHWA (PL)	2026 FHWA (SU)	026 FHWA (CMAC)	FHWA (Total)		
Personnel (salary and benefits)						
Salaries and Fringe	\$ 58,192	\$ 14,548		-	\$ 72,740	
				-	\$ -	
Personnel (salary and benefits)	\$ 58,192	\$ 14,548	\$ -	\$ 72,740	\$ 72,740	
Consultant						
				-	\$ -	
Consultant Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -	
Direct Expenses						
				-	\$ -	
				-	\$ -	
Direct Expenses Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -	
Total	\$ 58,192	\$ 14,548	\$ -	\$ 72,740	\$ 72,740	

UPWP TASK 3.0 - LONG-RANGE PLANNING

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

OBJECTIVES

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

PREVIOUS WORK

2045 REGIONAL MOBILITY PLAN

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

REGIONAL TRAILS

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

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

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

ON-GOING ACTIVITIES

Continued participation in the development of various transportation projects.

REGIONAL COORDINATION

Coordination with ARPC and Regional Transportation Planning organizations.

Participate in MPOAC Advisory Committees.

PLANNING SUPPORT WORK

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

2020 CENSUS

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

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

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

ANTICIPATED ACTIVITIES

PLANNING SUPPORT WORK

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

2020 CENSUS

- 3.1 Incorporate Census data into planning documents and studies.

REGIONAL MOBILITY PLAN (RMP)

- 3.2 Maintain and update Connections 2045 Regional Mobility Plan.
- 3.3 Develop and adopt updated Long Range Transportation Plan. (Consultant)

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

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

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

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

REGIONAL AND LOCAL COORDINATION

- 3.4 Continue participation in Florida Metropolitan Partnership coordination meetings.
- 3.5 Participation at ARPC meetings and coordination on various land use and transportation issues.
- 3.6 Improve overall coordination on transportation and land use issues with local governments, state agencies, local universities, and other groups.

AIR CONFORMITY

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

TRAILS

- 3.8 Continue work with local partners and state agencies to implement regional trails identified in the Regional Trails Project Priority List.
- 3.9 Continue development of the Capital City to the Sea Trails and other regional trails.
 - Bloxham Cutoff Trail Feasibility Study
 - Tallahassee-Havana Trail Feasibility Study
 - US 90 East and West Regional Connections
- 3.10 Continue work with local partners to implement trails identified in the Bicycle/Pedestrian Project Priority List and develop projects to expand localized trail networks.

END PRODUCT

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

RESPONSIBLE AGENCY

CRTPA - FDOT Model for LRTP

ESTIMATED TASK BUDGET & FUNDING SOURCES TASK 3.0 - FISCAL YEARS 2025 & 2026

Task 3 Long-Range Transportation Planning					
2025					
Funding Source	FHWA				FY 2025 Total
Contract Number					
Source Level	PL	SU	CMAQ	Total	
MPO Budget Reference					
Lookup Name	2025 FHWA (PL)	2025 FHWA (SU)	2025 FHWA (CMAQ)	FHWA (Total)	
Personnel (salary and benefits)					
Salaries and Fringe	\$ 119,422	\$ 29,856		-	\$ 149,278
				-	\$ -
Personnel (salary and benefits)	\$ 119,422	\$ 29,856	\$ -	\$ 149,278	\$ 149,278
Consultant					
L RTP Update			\$ 450,000	-	\$ 450,000
				-	\$ -
Consultant Subtotal	\$ -	\$ -	\$ 450,000	\$ 450,000	\$ 450,000
Total	\$ 119,422	\$ 29,856	\$ 450,000	\$ 599,278	\$ 599,278
2026					
Funding Source	FHWA				FY 2026 Total
Contract Number					
Source	PL	SU	CMAQ	Total	
MPO Budget Reference					
Lookup Name	2026 FHWA (PL)	2026 FHWA (SU)	2026 FHWA (CMAQ)	FHWA (Total)	
Personnel (salary and benefits)					
Salaries and Fringe	\$ 165,967	\$ 41,492		-	\$ 207,459
				-	\$ -
Personnel (salary and benefits)	\$ 165,967	\$ 41,492	\$ -	\$ 207,459	\$ 207,459
Consultant					
				-	\$ -
				-	\$ -
Consultant Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 165,967	\$ 41,492	\$ -	\$ 207,459	\$ 207,459

UPWP TASK 4.0 – SHORT- RANGE PLANNING

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

OBJECTIVES

To identify and address short term transportation needs.
Review development activity to monitor its effect on the local transportation system.

PREVIOUS WORK

Completion of Annual Priority Project process.
Published Annual listing of Obligated Federal Projects.
Continued work on **Interactive TIP System**.
Developed Annual TIP and amend as necessary for Planning Consistency.
Worked with local governments on various planning issues.
Adopted Annual legislative priorities.
Assisted local governments in developing applications for submittal to FDOT.

ANTICIPATED ACTIVITIES

PLANNING SUPPORT WORK

- 4.0 Data collection and planning activities consistent with listed tasks.
(Consultant)
- 4.1 Administrative support for planning activities and public engagement associated with listed tasks.

PROJECT PRIORITY LISTS

- 4.2 Develop Annual Project Priority Lists (PPLs). (June 2025, 2026)
PPLs are developed for:
- 2045 RMP Projects
 - Major Capacity Projects
 - Transportation System and Safety Management Operations-level projects
 - Intersections
 - Pedestrian Improvements
 - Transportation Alternatives
 - Regional Trails
 - Bicycle and Pedestrian
 - Transportation Regional Incentive Program (TRIP)
 - Intelligent Transportation Systems
 - StarMetro
 - Tallahassee International Airport
- 4.3 Conduct public outreach for the PPLs consistent with the requirements of the latest Public Involvement Plan. (Spring 2025, 2026) [Current PPLs](#) can be viewed here.
- 4.4 Board adoption of PPLs.

TRANSPORTATION IMPROVEMENT PROGRAM (TIP)

- 4.5 Develop and adopt the Annual TIP. (June 2025, 2026)
- 4.6 Coordinate the development of the TIP with FDOT D3 as well as local governments and agencies. (Spring 2025, 2026)
- 4.7 Conduct public involvement for the adoption of the TIP consistent with the requirements of the latest Public Involvement Plan. (Spring 2025, 2026)
- 4.8 Review local government comprehensive plans for consistency with CRTPA TIP and LRTP as necessary. (Spring 2025, 2026)
- 4.9 Publish Annual listing of federally funded obligated projects. (December 2024, 2025)
- 4.10 Continue refinement of Interactive TIP system. (Ongoing)
- 4.11 Modify/Amend TIP as necessary. (Ongoing)
- 4.12 Continue coordination with FDOT in the development and adoption of the Five-Year Work Program.

MONITOR TRANSPORTATION SYSTEM IMPACTS

- 4.13 Monitor and review project, major developments and other site-specific impacts as necessary. (Ongoing)
- 4.14 Conduct site impact analysis for new development projects as requested by local governments. (Ongoing)
- 4.15 Advise local governments and boards on decisions which may impact corridors identified for improvement or identified as physically or policy constrained. (Ongoing)
- 4.16 Coordinate CRTPA actions with local government comprehensive plan development efforts to encourage alternative modes of transportation. (Ongoing)
- 4.17 Assist local governments as necessary in the development of transportation projects and potential funding mechanisms. (Ongoing)

FAST ACT TRANSPORTATION ALTERNATIVES (TA) PROGRAM

- 4.18 Assist local governments in the CRTPA's 2025 - 2026 FAST Act TA application process. (Jan 2024)
- 4.19 Conduct an evaluation meeting with TAC/CMAC representatives and local government representative. (Jan 2026)
- 4.20 Monitor progress of programmed TA projects and assist in their implementation when necessary. (Ongoing)

LEGISLATIVE ACTIVITIES

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

END PRODUCT

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

RESPONSIBLE AGENCY

CRTPA

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

Task 4 Short-Range Transportation Planning						
2025						
Funding Source	FHWA				FY 2025 Total	
Contract Number						
Source Level	PL	SU	CMAQ	Total		
MPO Budget Reference						
Lookup Name	2025 FHWA (PL)	2025 FHWA (SU)	2025 FHWA (CMAQ)	FHWA (Total)		
Personnel (salary and benefits)						
Salaries and Fringe	\$ 37,513	\$ 9,378		-	\$ 46,892	
Personnel (salary and benefits)	\$ 37,513	\$ 9,378	\$ -	\$ 46,892	\$ 46,892	
Consultant						
				-	\$ -	
				-	\$ -	
Consultant Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -	
Direct Expenses						
TIP Software		\$ 13,000		-	\$ 13,000	
				-	\$ -	
Direct Expenses Subtotal	\$ -	\$ 13,000	\$ -	\$ 13,000	\$ 13,000	
Total	\$ 37,513	\$ 22,378	\$ -	\$ 59,892	\$ 59,892	
2026						
Funding Source	FHWA				FY 2026 Total	
Contract Number						
Source	PL	SU	CMAQ	Total		
MPO Budget Reference						
Lookup Name	2026 FHWA (PL)	2026 FHWA (SU)	2026 FHWA (CMAQ)	FHWA (Total)		
Personnel (salary and benefits)						
Salaries and Fringe	\$ 39,425	\$ 9,856		-	\$ 49,281	
Personnel (salary and benefits)	\$ 39,425	\$ 9,856	\$ -	\$ 49,281	\$ 49,281	
Consultant						
				-	\$ -	
				-	\$ -	
Consultant Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -	
Direct Expenses						
TIP Software	\$ 13,353			-	\$ 13,353	
				-	\$ -	
Direct Expenses Subtotal	\$ 13,353	\$ -	\$ -	\$ 13,353	\$ 13,353	
Total	\$ 52,778	\$ 9,856	\$ -	\$ 62,634	\$ 62,634	

UPWP TASK 5.0 – MOBILITY PLANNING

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

OBJECTIVE

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

PREVIOUS WORK

BICYCLE/PEDESTRIAN PLANNING

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

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

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

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

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

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

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

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

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

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

Disseminate bicycle and pedestrian safety materials Winter Fest Events

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

TRANSIT - STARMETRO

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

AVIATION

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

CONGESTION MANAGEMENT PLAN

Updated Congestion Management Plan, Adopted March 2024.

INTELLIGENT TRANSPORTATION SYSTEMS

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

ANTICIPATED ACTIVITIES

PLANNING SUPPORT WORK

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

TRANSIT (STARMETRO)

- 5.1 Assist StarMetro as necessary to improve transit service. (Ongoing)
- 5.2 Coordinate with StarMetro on the development of the annual Project Priority List for transit. (Spring 2025, 2026)
- 5.3 Continue coordination on implementation of Transit Development Plan. (Ongoing)
- 5.4 Adopt FAST Act FTA Performance Measures/Targets. Transit Asset Target and Transit Asset Management Performance Measures (Nov 2025)

AVIATION

- 5.5 Assist Tallahassee International Airport (TIA), as necessary, in the update of their Airport Master Plan. (Ongoing)
- 5.6 Coordinate with TIA on transportation projects that have a direct impact on airport operations. (Ongoing)
- 5.7 Assist TIA, as necessary, with the development of the Joint Aviation Capital Improvement Program (JAICP). (Ongoing)
- 5.8 Coordinate with TIA on the development of the Annual Project Priority List for aviation. (Spring 2025, 2026)

CONGESTION MANAGEMENT PLAN/PERFORMANCE MEASURES

- 5.9 Monitor Congestion Management Plan Implementation
- 5.10 Establish, collect, and review data for the various performance measures to determine progress on adopted targets. (Ongoing)
- 5.11 Congestion Management Plan Implementation: Technical Studies
(See following page for project details.)

INTELLIGENT TRANSPORTATION SYSTEMS (ITS)

- 5.12 Continue work with Tallahassee Advanced Traffic Management System (TATMS) to identify ITS deployments. (Ongoing)
- 5.13 Review potential ITS applications/deployments for StarMetro. (Ongoing)

ADDITIONAL PLANNING TASKS

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

- 5.14 Develop of the FY 2025 & 2026 Priority Project Lists (June 25, 26)
- 5.15 Continue participation in the Bicycle Work Group. (Ongoing)
- 5.16 Coordination with the CMAC to identify and program key bicycle and pedestrian projects and programs for the region. (Ongoing)
- 5.17 Disseminate bicycle and pedestrian safety materials throughout the year at key events, such as the Leon County Safety Fair, that target a wide range of the population of the CRTPA area. (As Scheduled)
- 5.18 Coordinate with the CTST's to promote responsible transportation behavior for all users of the network. (Quarterly 2025, 2026)
- 5.19 Continued coordination with technical/citizen's groups to identify roadway improvements as opportunities arise to improve the system.
- 5.20 Implement Tallahassee/Leon County Bicycle/Pedestrian Master Plan. (Ongoing)
- 5.21 SR267/Springhill Road Multi-Use Trail [Consultant] -Wakulla/Leon Counties *(Tables with Task Detail and Budget Follows)*
- 5.22 Bradfordville Trail from Thomasville Road to Welaunee Greenway Trail Connection [Consultant]
Tables with Task Detail and Budget Follows (Spring 2026)
- 5.23 US90 West Multi-Use Trail [Consultant]
Tables with Task Detail and Budget Follows (Spring 2026)

END PRODUCT

Effective and efficient coordinated multi-modal transportation system. (Ongoing)
Congestion Management Plan Implementation: Technical Studies (Ongoing)
SR267/Springhill Road Multi-Use Trail FS
Thomasville Road to Welaunee Greenway Multi-Use Trail FS (Summer 2026)
US 90 West Multi-Use Trail FS (Summer 2026)
Trail Feasibility Studies and Mobility Studies as updated in the UPWP

RESPONSIBLE AGENCY

CRTPA

Subtask 5.11: Congestion Management Plan Implementation: Technical Studies (Schedule updated as projects are identified.)

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

Purpose: Implement project recommendations identified in the Congestion Management Process (CMP). Conduct further data collection and technical analysis of congested facilities identified in the CMP to include traffic volumes, travel times, transit and park and ride usage, truck volumes, demographic information, environmental justice/transportation justice concerns, activity center locations, historic and projected trends, employment, and crash data (as applicable). Identify short-term improvements/strategies and long-term improvements to reduce or mitigate recurring and non-recurring congestion.

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

5.21 Thomasville Road to Welaunee Greenway Trail Connection Feasibility Study Budget \$200,000

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

Purpose: Complete Feasibility Study for connection from Thomasville Road to Welaunee Greenway in Leon County.

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

5.21 SR267/Springs Road Multi-Use Trail Budget \$200,000

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

Purpose: Complete Feasibility Study for connection from Wakulla Springs State Park in Wakulla County to Capital Circle SW in Leon County.

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

5.23 US 90 West Multi-Use Trail Feasibility Study

Budget \$200,000

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

Purpose: Complete Feasibility Study for connection from Quincy to Chattahoochee in Gadsden County.

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

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

Task 5 Mobility Planning					
2025					
Funding Source	FHWA				FY 2025 Total
Contract Number	PL	SU	CMAQ	Total	
Source Level					
MPO Budget Reference					
Lookup Name	2025 FHWA (PL)	2025 FHWA (SU)	2025 FHWA (CMAQ)	FHWA (Total)	
Personnel (salary and benefits)					
Salaries and Fringe	\$ 62,710	\$ 15,677		-	\$ 78,387
				-	\$ -
Personnel (salary and benefits) Subtotal	\$ 62,710	\$ 15,677	\$ -	\$ 78,387	\$ 78,387
Consultant					
CMP Technical Studies					
Leon County Segment PD&E		\$ 150,000		-	\$ 150,000
Tallahassee to Havana Trail PD&E	\$ 2,208	\$ 90,304			
Leon County Segment PD&E (Requires UPWP Amndt)				-	\$ -
SR 267/Springhill Rd Trail FS		\$ 200,000			\$ 200,000
Leon County Segment PD&E					
Bannerman Trail Connection FS		\$ 100,000		-	\$ 100,000
Thomasville Rd to Welaunee Greenway				-	\$ -
US90 West Multi-Use Trail FS		\$ 250,000		-	\$ 250,000
Quincy to Chattahoochee				-	\$ -
Consultant Subtotal	\$ 2,208	\$ 790,304	\$ -	\$ 792,512	\$ 792,512
Direct Expenses					
				-	\$ -
				-	\$ -
Direct Expenses Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 64,918	\$ 805,981	\$ -	\$ 870,899	\$ 870,899

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

2026					
Funding Source	FHWA				FY 2026 Total
Contract Number					
Source	PL	SU	CMAQ	Total	
MPO Budget Reference					
Lookup Name	2026 FHWA (PL)	2026 FHWA (SU)	2026 FHWA (CMAQ)	FHWA (Total)	
Personnel (salary and benefits)					
Salaries and Fringe	\$ 45,579	\$ 11,395		-	\$ 56,974
				-	\$ -
Personnel (salary and benefits) Subtotal	\$ 45,579	\$ 11,395	\$ -	\$ 56,974	\$ 56,974
Consultant					
				-	\$ -
				-	\$ -
Consultant Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -
Direct Expenses					
				-	\$ -
				-	\$ -
Direct Expenses Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 45,579	\$ 11,395	\$ -	\$ 56,974	\$ 56,974

UPWP TASK 6.0 – PUBLIC INVOLVEMENT

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

OBJECTIVE

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

PREVIOUS WORK

CRTPA

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

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

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

Updated Public Involvement Plan

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

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

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

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

ONGOING ACTIVITIES

CRTPA PLANNING SUPPORT WORK

- 6.0 Support work on public involvement and planning activities consistent with listed tasks. (Consultant)
- 6.1 Develop and disseminate public information, as necessary, to inform the public of transportation planning activities. Conduct presentations on transportation related topics to civic and governmental agencies as requested. (Ongoing)
- 6.2 Continue to conduct public outreach related to the CRTPA's plans and programs (including TIP, RMP, UPWP and Project Priority Lists) within the CRTPA region. (Ongoing)
- 6.3 Provide a clearinghouse for transportation related activities for all levels of government and public involved in improving the local transportation system. (Ongoing)
- 6.4 Provide CRTPA information and public involvement items at public events including community festivals and institutions of education. (Ongoing)
- 6.5 Complete regular updates to the CRTPA webpage - www.ctpa.org. (Ongoing)
- 6.6 Continue to monitor and track all public information requests. (Ongoing)
- 6.7 Continue efforts related to increasing input from the region's traditionally underserved population. (Ongoing)
- 6.8 Continue televising CRTPA meetings live on WCOT and provide post-meeting access to the video via the CRTPA website and YouTube Channel. (Monthly)
- 6.9 Periodically review and update Public Involvement Plan (PIP) to comply with the FAST Act, Title VI and other applicable requirements. (Ongoing)

- 6.10 Monitor Public Involvement Process Plan for measures of effectiveness. (Ongoing)
- 6.11 Update (as necessary) the Limited English Proficiency Plan for the CRTPA planning area. (Summer 2024)
- 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 2025, 2026)
- 6.14 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)

Updated Limited English Proficiency Plan. (Winter 2024)

Updates of CRTPA website. (Ongoing)

RESPONSIBLE AGENCY

CRTPA

ESTIMATED TASK BUDGET & FUNDING SOURCES TASK 6.0 - FISCAL YEARS 2025 & 2026

Task 6 Public Involvement						
2025						
Funding Source	FHWA					FY 2025 Total
Contract Number						
Source Level	PL	SU	CMAQ	Total		
MPO Budget Reference						
Lookup Name	2025 FHWA (PL)	2025 FHWA (SU)	2025 FHWA (CMAQ)	FHWA (Total)		
Personnel (salary and benefits)						
Salaries and Fringe	\$ 20,750	\$ 5,187		-	\$ 25,937	
				-	\$ -	
Personnel (salary and benefits)	\$ 20,750	\$ 5,187	\$ -	\$ 25,937	\$ 25,937	
Consultant						
	\$ 19,800			-	\$ 19,800	
				-	\$ -	
Consultant Subtotal	\$ 19,800	\$ -	\$ -	\$ 19,800	\$ 19,800	
Direct Expenses						
Public Involvement Consultant				-	\$ -	
<i>Graphic Support PI Materials</i>				-	\$ -	
Direct Expenses Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -	
Total	\$ 40,550	\$ 5,187	\$ -	\$ 45,737	\$ 45,737	
2026						
Funding Source	FHWA					FY 2026 Total
Contract Number						
Source	PL	SU	CMAQ	Total		
MPO Budget Reference						
Lookup Name	2026 FHWA (PL)	2026 FHWA (SU)	2026 FHWA (CMAQ)	FHWA (Total)		
Personnel (salary and benefits)						
Salaries and Fringe	\$ 21,812	\$ 5,453		-	\$ 27,265	
				-	\$ -	
Personnel (salary and benefits)	\$ 21,812	\$ 5,453	\$ -	\$ 27,265	\$ 27,265	
Consultant						
				-	\$ -	
				-	\$ -	
Consultant Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -	
Direct Expenses						
				-	\$ -	
				-	\$ -	
Direct Expenses Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -	
Total	\$ 21,812	\$ 5,453	\$ -	\$ 27,265	\$ 27,265	

UPWP TASK 7.0 – SPECIAL PROJECTS

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

OBJECTIVE

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

PREVIOUS WORK

CRTPA

Telecommuting Study

Freight Study

Safe Streets and Roads for All Safety Action Plan

SS4A High Injury Network Safety Analysis: North Monroe Street

Safe Access to School Report Update (Ongoing to Winter 2025)

Corridor and Operational Studies as Identified (Ongoing)

ANTICIPATED ACTIVITIES

7.1 SUPPLEMENTAL STUDY TO SAFE STREETS FOR ALL SAFETY ACTION PLAN

Tables with Task Detail and Budget Follows [Consultant]

7.2 TAKE THE SAFE ROUTE – SAFE ACCESS TO SCHOOL STUDY

Tables with Task Detail and Budget Follows [Consultant]

7.3: THOMASVILLE ROAD SAFETY AND ACCESS STUDY

Tables with Task Detail and Budget Follows [Consultant]

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

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

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

Required Activity	End Products	Completion Date
Engage SS4A Task Force and stakeholders. Compile additional/supplemental data (crash and speed data, field review, environmental justice, community surveys and site geometry).	SS4A Task Force and of stakeholders list. Meeting schedules, materials, and summaries. Data collected by location.	Begin June 2023
Analyze and summarize data collected. Identify any supplemental information to be collected.	Analysis of data collected by location and supplemental data if identified.	October 2023
Solicit input from the public and stakeholders to create transportation compatibility with community context.	Documentation and summary of public involvement and stakeholder meetings.	April 2024
Draft and Final Report to include short, medium, and long-term recommendations for project implementation.	Draft and Final Report that connects to, and enhances, an Action Plan Study	May 2024

Subtask 7.2: Take the Safe Route – Safe Access to School Study (Ongoing from prior UPWP)

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

Purpose: This project will update and refine the 2014 SR2S Study to investigate the safety and effectiveness of the Safe Routes to School (SRTS) program and the primary factors contributing to a program’s effectiveness; and, to address opportunities for the communities and school boards in the Capital Region to further implement Safe Routes to School programs and projects. A separate portion of the study involves a focused effort identifying needed improvements that support targeted schools in order to implement projects and strategies to increase the number of children walking and biking.

Required Activity	End Products	Schedule/ Completion Date
Coordinate with school districts; collect student data; develop student/parent surveys and distribute; inventory constructed/programmed facilities listed in 2014 study.	Survey and coordination materials; Completed surveys and facilities inventory.	June 2023
Evaluate and analyze data collected and complete summary of current conditions and findings.	Documentation of data and analysis. Summary of conditions and findings.	Summer 2024
Identify schools with the greatest need for facility and/or operational improvements.	List of schools and assessment of modal facilities and safety issues.	Summer 2024
Identify facility, complete analysis and identify countermeasure(s) applicable to each school. Identified facility demonstrate the greatest need.	Updated list of recommended improvements and strategies to increase multi-modal safety and access to targeted schools.	Fall 202
Draft and final summary report.	Refined list of focused project recommendations including potential programs/events to promote safety and provide opportunities for bike-ped travel.	Winter 2025

Identify program activities that provide opportunities to increase the number of children walking and biking to school.	List of programs and events to promote safety and provide opportunities for bike-ped travel.	Winter 2025
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Subtask 7.3: Thomasville Road Safety and Access Study \$100,000

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

Purpose: Collect traffic and crash data for the Thomasville Road segment from 7th Avenue to Betton Road for all modes. Analyze crash data to determine effective crash countermeasures and determine impact of countermeasures on the accessibility of land uses adjacent to the corridor. Determine additional measures to improve safety and access along the corridor for all modes.

Required Activity	End Products	Completion Date
Review previous efforts focused on the corridor including safety studies other plans and summarize. Inventory any planned and/or programmed multimodal transportation projects that may impact the corridor’s operations and mobility.	Summaries of previous plans/studies and an inventory of multimodal transportation projects.	Begin Sept. 2023
Identify data sources and collect data to establish the baseline conditions and the development of the future conditions.	Data Documentation and Catalogue.	November 2023
Review and analyze the data on existing traffic, access, safety and infrastructure conditions and land use to develop technical reports.	Comprehensive Technical Reports on Existing Conditions and Future Conditions.	January 2024
Final Report assessing safety issues and corridor deficiencies and identify strategies and projects to address congestion, increase safety, enhance multi-modal facilities, and improve traffic operations.	Summary Final Report with findings and recommendations.	April 2024

END PRODUCT

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

Safe Access to School Report (Winter 2025)

Thomasville Rd Access Study (Spring 2026)

Corridor and Operational Studies as Identified (Ongoing)

RESPONSIBLE AGENCY

CRTPA

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

2025					
Funding Source	FHWA				FY 2025 Total
Contract Number	PL	SU	CMAQ	Total	
Source Level	PL	SU	CMAQ	Total	
MPO Budget Reference					
Lookup Name	2025 FHWA (PL)	2025 FHWA (SU)	2025 FHWA (CMAQ)	FHWA (Total)	
Personnel (salary and benefits)					
Salaries and Fringe	\$ 62,291	\$ 11,122		-	\$ 73,413
				-	\$ -
Personnel (salary and benefits) Subtotal	\$ 62,291	\$ 11,122	\$ -	\$ 73,413	\$ 73,413
Consultant					
Safe School Access	\$ 40,000			-	\$ 40,000
Regional Freight Study	\$ 15,000			-	\$ 15,000
Thomasville Rd Access Study		\$ 100,000		-	\$ 100,000
SS4A Implementation Studies		\$ 250,000		-	\$ 250,000
				-	\$ -
				-	\$ -
Consultant Subtotal	\$ 55,000	\$ 350,000	\$ -	\$ 405,000	\$ 405,000
Direct Expenses					
				-	\$ -
				-	\$ -
Direct Expenses Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 117,291	\$ 361,122	\$ -	\$ 478,413	\$ 478,413

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

2026					
Funding Source	FHWA				FY 2026 Total
Contract Number					
Source	PL	SU	CMAQ	Total	
MPO Budget Reference					
Lookup Name	2026 FHWA (PL)	2026 FHWA (SU)	026 FHWA (CMAQ)	FHWA (Total)	
Personnel (salary and benefits)					
Salaries and Fringe	\$ 55,608			-	\$ 55,608
				-	\$ -
Personnel (salary and benefits) Subtotal	\$ 55,608	\$ -	\$ -	\$ 55,608	\$ 55,608
Consultant					
				-	\$ -
				-	\$ -
				-	\$ -
*Requires an Amenmdent to the UPWP				-	\$ -
Consultant Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -
Direct Expenses					
				-	\$ -
				-	\$ -
Direct Expenses Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 55,608	\$ -	\$ -	\$ 55,608	\$ 55,608

**Table II
STATE PLANNING EMPHASIS AREAS**

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

Table III: Schedule of Selected Projects FY 2025/FY2026

Will be updated in the final. Finalizing timeframes for project work.

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

Funding Source

Contract	Funding Source	Source Level	2025	2026	FY 2025 Funding Source			FY 2026 Funding Source		
					Soft Match	Federal	Local	Soft Match	Federal	Local
	FHWA	CMAQ	\$ 450,000	\$ -	\$ 81,315	\$ 450,000.00	\$ -	\$ -	\$ -	\$ -
		PL	\$ 1,087,487	\$ 795,479	\$ 196,509	\$ 1,087,487	\$ -	\$ 143,743	\$ 795,479	\$ -
		SU	\$ 1,274,250	\$ 289,110	\$ 230,257	\$ 1,274,250.00	\$ -	\$ 52,242.12	\$ 289,110	\$ -
					\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
					\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		FHWA TOTAL	\$ 2,811,737	\$ 1,084,589	\$ 508,081	\$ 2,811,737	\$ -	\$ 227,020	\$ 1,084,589	\$ -
	Local	Local	\$ 7,500	\$ 7,500	\$ -	\$ -	\$ 7,500	\$ -	\$ -	\$ 7,500
		Local Governments	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		Local TOTAL	\$ 7,500	\$ 7,500	\$ -	\$ -	\$ 7,500	\$ -		\$ 7,500

(See Notes and Tables in WORK PROGRAM SECTION for specific detail on funding presented in the Draft UPWP)

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

Agency Participation		Budget with Deobligation & Roll-Forward			
	<i>Funding Source</i>	<i>FHWA</i>		<i>Local</i>	
	<i>Contract</i>				
	<i>Fiscal Year</i>				
	<i>Total Budget</i>				
	<i>Total Budget</i>	25	26	25	26
Task 1 Administration					
	Personnel (salary and benefits)	\$ 370,232	\$ 392,414	\$ -	\$ -
	Consultant	\$ 79,000	\$ 64,000	\$ -	\$ -
	Travel	\$ 18,500	\$ 10,000	\$ -	\$ -
	Direct Expenses	\$ 144,000	\$ 132,986	\$ 7,500	\$ 7,500
	Indirect Expenses	\$ -	\$ -	\$ -	\$ -
	Supplies	\$ 5,000	\$ -	\$ -	\$ -
	Equipment	\$ 5,000	\$ 2,509	\$ -	\$ -
	Sub Total	\$ 621,732	\$ 601,909	\$ 7,500	\$ 7,500
Task 2 Data Collection & Performance Measures					
	Personnel (salary and benefits)	\$ 71,137	\$ 72,740	\$ -	\$ -
	Consultant	\$ -	\$ -	\$ -	\$ -
	Direct Expenses	\$ 75,000	\$ -	\$ -	\$ -
	Sub Total	\$ 146,137	\$ 72,740	\$ -	\$ -
Task 3 Long-Range Transportation Planning					
	Personnel (salary and benefits)	\$ 149,278	\$ 207,459	\$ -	\$ -
	Consultant	\$ 450,000	\$ -	\$ -	\$ -
	Direct Expenses	\$ -	\$ -	\$ -	\$ -
	Sub Total	\$ 599,278	\$ 207,459	\$ -	\$ -
Task 4 Short-Range Transportation Planning					
	Personnel (salary and benefits)	\$ 46,892	\$ 49,281	\$ -	\$ -
	Consultant	\$ -	\$ 13,353	\$ -	\$ -
	Direct Expenses	\$ 13,000	\$ -	\$ -	\$ -
	Sub Total	\$ 59,892	\$ 62,634	\$ -	\$ -
Task 5 Mobility Planning					
	Personnel (salary and benefits)	\$ 78,387	\$ 56,974	\$ -	\$ -
	Consultant	\$ 792,512	\$ -	\$ -	\$ -
	Direct Expenses	\$ -	\$ -	\$ -	\$ -
	Sub Total	\$ 870,899	\$ 56,974	\$ -	\$ -
Task 6 Public Involvement					
	Personnel (salary and benefits)	\$ 25,937	\$ 27,265	\$ -	\$ -
	Consultant	\$ 19,800	\$ -	\$ -	\$ -
	Direct Expenses	\$ -	\$ -	\$ -	\$ -
	Sub Total	\$ 45,737	\$ 27,265	\$ -	\$ -
Task 7 Special Projects					
	Personnel (salary and benefits)	\$ 77,864	\$ 55,608	\$ -	\$ -
	Consultant	\$ 390,197	\$ -	\$ -	\$ -
	Direct Expenses	\$ -	\$ -	\$ -	\$ -
	Sub Total	\$ 468,061	\$ 55,608	\$ -	\$ -
TOTAL PROGRAMMED		\$ 2,811,737	\$ 1,084,589	\$ 7,500	\$ 7,500

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APPENDIX

APPENDIX I.

Forms

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

APPENDIX II.

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

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

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

APPENDIX III.

Agency Comments

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APPENDIX I

Required Forms

APPENDIX II

***Operating Budgets
CRTPA Adopted Travel Resolution***

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

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

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

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

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

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

APPENDIX III

FDOT, FTA and FHWA Comments