

June 15, 2020



**AGENDA ITEM 4 B**

**EXECUTED FDOT JOINT PLANNING AGREEMENT (CONTRACT No. G1L15) and  
FINAL UNIFIED PLANNING WORK PROGRAM Fiscal Years 2020/21-2021/22**

**TYPE OF ITEM: Consent**

**STATEMENT OF ISSUE**

The CRTPA's final Unified Planning Work Program (UPWP) for Fiscal Years (FYs) 2020/21 – 2021/22, and the Joint Planning Agreement with the Florida Department of Transportation, is presented for final consideration and approval.

**RECOMMENDED ACTION**

Option 1: Approve the Joint Planning Agreement, Contract Number G1L15, with FDOT and Exhibit A, the CRTPA's final Unified Planning Work Program for Fiscal Years 2020/21– 2021/22.

**BACKGROUND**

At the May 19, 2020he CRTPA Governing Board approved Resolution 2020-05-7A authorizing the Chairman to execute all required forms and assurances; authorizing the CRTPA Executive Director to file and execute all related grant applications and invoices for the Unified Planning Work Program FY 2020/21– 2021/22 and Section 5305(d) Transit Planning Grant. The required Forms and Assurances, and Contract Number G1L15 have been executed by the CRTPA Chairman.

**OPTIONS**

Option 1: Approve the Joint Planning Agreement, Contract Number G1L15 with FDOT and Exhibit A the CRTPA's final Unified Planning Work Program for Fiscal Years 2020/21– 2021/22.  
(Recommended)

Option 2: CRTPA Board Discretion.

**ATTACHMENT**

Attachment 1: Contract G1L15 and Exhibit A - CRTPA UPWP Fiscal Years 2020/21-2021/22

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION  
**METROPOLITAN PLANNING ORGANIZATION AGREEMENT**

Financial Project No.: <u>43932331401; 43932331402;</u> <u>43932331403</u>	Fund: <u>PL, SU, CM</u>	FLAIR Approp.: <u>088854</u>
(item-segment-phase-sequence)	Function: <u>615</u>	FLAIR Obj.: <u>780000</u>
Contract No.: <u>G1L15</u>	Federal Award Identification No. (FAIN): <u>0220058M</u>	Org. Code: <u>55032010330</u>
CFDA Number & Title: <u>20.205</u>	MPO DUNS No.: <u>831025601</u>	Vendor No.: <u>F596000435042</u>

THIS METROPOLITAN PLANNING ORGANIZATION AGREEMENT (Agreement) is made and entered into on this \_\_\_\_\_ day of June 2020, by and between the STATE OF FLORIDA, DEPARTMENT OF TRANSPORTATION (Department), an agency of the State of Florida, whose address is Office of the District Secretary, 1074 Highway 90, Chipley, Florida 32428 and the Captial Region Transportation Plannning Agency (CRTPA) (MPO), whose address is 300 South Adams Street, Tallahassee, Florida 32301, and whose Data Universal Numbering System (DUNS) Number is: 831025601 (collectively the "parties").

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

- 1. Authority:** The MPO and the Department have authority to enter into this Agreement pursuant to 23 U.S.C. 134, 23 Code of Federal Regulations (CFR or C.F.R.) §450 and Section 339.175, Florida Statutes (F.S.), which, require the Department and the MPO to enter into an agreement clearly identifying the responsibilities for cooperatively carrying out the Federal Highway Administration (FHWA) portion of the Metropolitan Planning Process and accomplishing the transportation planning requirements of state and federal law.
- 2. Purpose of the Agreement:** The purpose of this Agreement is to pass through financial assistance through the Department in the form of FHWA funds to the MPO for the completion of transportation related planning activities set forth in the Unified Planning Work Program (UPWP) of the MPO (Project), state the terms and conditions upon which FHWA funds will be provided, and set forth the manner in which work tasks and subtasks within the UPWP will be undertaken and completed. The Project is more fully described in the UPWP, which is attached and incorporated into this Agreement as Exhibit "A".
- 3. Scope of Work:** The UPWP, Exhibit "A", constitutes the Scope of Work for this Agreement.
- 4. Project Cost:** The total budgetary ceiling for the Project is \$3,609,386. The budget, including tasks, is summarized below and detailed in the UPWP, Exhibit "A". The budget may be modified by mutual agreement as provided for in paragraph 8, Amendments.

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

FINANCIAL PROJECT NO.	AMOUNT
43932331401	\$1,073,297 (PL)
43932331402	\$2,359,259 (SU)
43932331403	\$176,830 (CM)

- 5. Non-federal Share:** The Department uses the U.S. Department of Transportation sliding scale federal/non-federal match ratio for metropolitan planning funds. This ratio is 81.93 percent federal and 18.07 percent non-federal. It is the policy of the Department to use a "soft match" using toll credits as authorized by Title 23 U.S.C. (Section 120) for the non-federal share for all FHWA sliding scale eligible funding programs. The MPO must identify and describe the soft match in its 2-year UPWP introduction and show the total amount of toll credits used to match the FHWA funds in the UPWP Summary Budget Tables.

6. **Term of Agreement:** This Agreement shall have a term of two (2) years. This Agreement shall begin on the later of July 1, 2020 or the date the Agreement is fully executed, whichever is later and expire on June 30, 2022. If the Agreement is fully executed after July 1, 2020, then the term of the Agreement shall be less than two (2) years and the Agreement shall expire on June 30, 2022. Expiration of this Agreement will be considered termination of the Project. The cost of any work performed after the expiration date of this Agreement will not be reimbursed by the Department.
7. **Renewals and Extensions:** This Agreement shall not be renewed or extended.
8. **Amendments:** Amendments may be made during the term of this Agreement. Any amendment must be in writing and signed by both parties with the same formalities as the original Agreement.
  - A. **Modifications versus Amendments to the UPWP:** Modifications and amendments to the UPWP budget may occur periodically. Modifications shall not increase the FHWA approved UPWP final total budget or change the scope of the FHWA approved work tasks. If the MPO makes a modification to the UPWP budget, then the MPO shall immediately send any such modifications to the Department. The Department will then forward the modifications to FHWA. Each budget category subtotal and individual line item costs contained in this Agreement are only estimates. The total budgetary ceiling cannot be exceeded, however shifts between budget categories and budget line items are acceptable and shall not require an amendment of the UPWP or this Agreement. Changes in the scope of an approved work task, the addition or deletion of an approved work task, or changes altering the total funding of an FHWA approved UPWP shall be considered amendments to the UPWP. Amendments to the UPWP must be approved by FHWA. Proposed amendments to the UPWP shall be filed with the Department. Within a reasonable amount of time, the Department shall review and transmit the proposed UPWP amendment and supporting documents to the FHWA with a recommendation for approval or denial. Transmittal of the proposed UPWP amendment and supporting documents to FHWA may be delayed by the Department due to the MPO failing to include all documentation required for the UPWP amendment. The Department shall immediately forward to the MPO all correspondence that the Department receives from FHWA regarding the proposed UPWP amendment. If FHWA approves the amendment to the UPWP then this Agreement and supporting documentation must be amended immediately following such approval.
9. **General Requirements:**
  - A. The MPO shall complete the Project with all practical dispatch in a sound, economical, and efficient manner, and in accordance with the provisions in this Agreement, the Interlocal Agreement establishing the MPO, and all applicable laws.
  - B. Federal-aid funds shall not participate in any cost which is not incurred in conformity with applicable Federal and State laws, the regulations in 23 C.F.R. and 49 C.F.R., and policies and procedures prescribed by the Division Administrator of FHWA. If FHWA or the Department determines that any amount claimed is not eligible, federal participation may be approved in the amount determined to be adequately supported and the Department shall notify the MPO in writing citing the reasons why items and amounts are not eligible for federal participation. Where correctable non-compliance with provisions of law or FHWA requirements exists, Federal funds may be withheld until compliance is obtained. Where non-compliance is not correctable, FHWA or the Department may deny participation in Project costs in part or in total. Any determination by the Department made pursuant to this section of the Agreement is subject to the conflict and dispute resolution process set forth in Section 14 of this Agreement.
  - C. The MPO's financial management system must comply with the requirements set forth in 2 CFR §200.302, specifically:
    - i. Identification, in its accounts, of all Federal awards received and expended and the Federal programs under which they were received.
    - ii. Accurate, current, and complete disclosure of the financial results of each Federal award or program in accordance with the reporting requirements set forth in §§200.327 Financial reporting and 200.328 Monitoring and reporting program performance.
    - iii. Records that identify adequately the source and application of funds for federally-funded activities. These records must contain information pertaining to Federal awards, authorizations, obligations,

unobligated balances, assets, expenditures, income and interest and be supported by source documentation.

- iv. Effective control over, and accountability for, all funds, property, and other assets.
- v. Comparison of expenditures with budget amounts for each Federal award.
- vi. Written procedures to implement the requirements of §200.305 Payment.
- vii. Written procedures for determining the allowability of costs in accordance with Subpart E—Cost Principles of this part and the terms and conditions of the Federal award.

#### **10. Compensation and Payment:**

- A. The Department shall reimburse the MPO for costs incurred to perform services satisfactorily during a monthly or quarterly period in accordance with Scope of Work, Exhibit “A”. Reimbursement is limited to the maximum amount authorized by the Department. The MPO shall submit a request for reimbursement to the Department on a quarterly or monthly basis. Requests for reimbursement by the MPO shall include an invoice, an itemized expenditure report, and progress report for the period of services being billed that are acceptable to the Department. The MPO shall use the format for the invoice, itemized expenditure report and progress report that is approved by the Department. The MPO shall provide any other data required by FHWA or the Department to justify and support the payment requested.
- B. Pursuant to Section 287.058, Florida Statutes, the MPO shall provide quantifiable, measurable, and verifiable units of deliverables. Each deliverable must specify the required minimum level of service to be performed and the criteria for evaluating successful completion. The Project and the quantifiable, measurable, and verifiable units of deliverables are described in Exhibit “A”.
- C. Invoices shall be submitted by the MPO in detail sufficient for a proper pre-audit and post-audit based on the quantifiable, measurable and verifiable units of deliverables as established in Exhibit “A”. Deliverables must be received and accepted in writing by the Department’s Grant Manager prior to payments.
- D. The Department will honor requests for reimbursement to the MPO for eligible costs in the amount of FHWA funds approved for reimbursement in the UPWP and made available by FHWA. The Department may suspend or terminate payment for that portion of the Project which FHWA, or the Department acting in lieu of FHWA, may designate as ineligible for federal-aid. In regard to eligible costs, whichever requirement is more strict between federal and State of Florida requirements shall control. Any determination by the Department made pursuant to this section of the Agreement is subject to the conflict and dispute resolution process set forth in Section 14 of this Agreement.
- E. Supporting documentation must establish that the deliverables were received and accepted in writing by the MPO and must also establish that the required minimum level of service to be performed based on the criteria for evaluating successful completion as specified in the UPWP, Exhibit “A”, was met. All costs charged to the Project, including any approved services contributed by the MPO or others, shall be supported by properly executed payrolls, time records, invoices, contracts or vouchers evidencing in proper detail the nature and propriety of the charges.
- F. Bills for travel expenses specifically authorized in this Agreement shall be documented on the Department’s Contractor Travel Form No. 300-000-06 or on a form that was previously submitted to the Department’s Comptroller and approved by the Department of Financial Services. Bills for travel expenses specifically authorized in this Agreement will be paid in accordance with Section 112.061 Florida Statutes.
- G. Payment shall be made only after receipt and approval of goods and services unless advance payments are authorized by the Chief Financial Officer of the State of Florida under Chapters 215 and 216, Florida Statutes. If the Department determines that the performance of the MPO fails to meet minimum performance levels, the Department shall notify the MPO of the deficiency to be corrected, which correction shall be made within a time-frame to be specified by the Department. The MPO shall, within sixty (60) days after notice from the Department, provide the Department with a corrective action plan describing how the MPO will address all issues of contract non-performance, unacceptable performance, failure to meet the minimum performance levels, deliverable deficiencies, or contract non-compliance. If the corrective action plan is unacceptable to the Department, the MPO shall be assessed a non-performance retainage equivalent to 10% of the total invoice amount. The retainage shall be applied to the invoice for the then-current billing period. The retainage shall be withheld until the MPO resolves the deficiency. If the

deficiency is subsequently resolved, the MPO may bill the Department for the retained amount during the next billing period. If the MPO is unable to resolve the deficiency, the funds retained may be forfeited at the end of the Agreement's term.

- H. An invoice submitted to the Department involving the expenditure of metropolitan planning funds ("PL funds") is required by Federal law to be reviewed by the Department and issued a payment by the Department of Financial Services within 15 business days of receipt by the Department for review. If the invoice is not complete or lacks information necessary for processing, it will be returned to the MPO, and the 15-business day timeframe for processing will start over upon receipt of the resubmitted invoice by the Department. If there is a case of a bona fide dispute, the invoice recorded in the financial system of the Department shall contain a statement of the dispute and authorize payment only in the amount not disputed. If an item is disputed and is not paid, a separate invoice could be submitted requesting reimbursement, or the disputed item/amount could be included/added to a subsequent invoice.
- I. Records of costs incurred under the terms of this Agreement shall be maintained and made available upon request to the Department at all times during the period of this Agreement and for five years after final payment is made. Copies of these documents and records shall be furnished to the Department upon request. Records of costs incurred include the MPO's general accounting records and the project records, together with supporting documents and records, of the consultant and all subconsultants performing work on the project, and all other records of the Consultants and subconsultants considered necessary by the Department for a proper audit of costs.
- J. The MPO must timely submit invoices and documents necessary for the close out of the Project. Within 90 days of the expiration or termination of the grant of FHWA funds for the UPWP, the MPO shall submit the final invoice and all financial, performance, and related reports consistent with 2 CFR §200.
- K. The Department's performance and obligation to pay under this Agreement is also contingent upon FHWA making funds available and approving the expenditure of such funds.
- L. In the event this Agreement is in excess of \$25,000 and has a term for a period of more than one year, the provisions of Section 339.135(6)(a), Florida Statutes, are hereby incorporated:

"The Department, during any fiscal year, shall not expend money, incur any liability, or enter into any contract which, by its terms, involves the expenditure of money in excess of the amounts budgeted as available for expenditure during such fiscal year. Any contract, verbal or written, made in violation of this subsection is null and void, and no money may be paid on such contract. The Department shall require a statement from the comptroller of the Department that funds are available prior to entering into any such contract or other binding commitment of funds. Nothing herein contained shall prevent the making of contracts for periods exceeding 1 year, but any contract so made shall be executory only for the value of the services to be rendered or agreed to be paid for in succeeding fiscal years, and this paragraph shall be incorporated verbatim in all contracts of the Department which are for an amount in excess of \$25,000 and which have a term for a period of more than 1 year."

- M. **Disallowed Costs:** In determining the amount of the payment, the Department will exclude all Project costs incurred by the MPO prior to the effective date of this Agreement, costs incurred by the MPO which are not provided for in the latest approved budget for the Project, and costs attributable to goods or services received under a contract or other arrangements which have not been approved in writing by the Department. It is agreed by the MPO that where official audits by the federal agencies or monitoring by the Department discloses that the MPO has been reimbursed by the Department for ineligible work, under applicable federal and state regulations, that the value of such ineligible items may be deducted by the Department from subsequent reimbursement requests following determination of ineligibility. Upon receipt of a notice of ineligible items the MPO may present evidence supporting the propriety of the questioned reimbursements. Such evidence will be evaluated by the Department, and the MPO will be given final notification of the amounts, if any, to be deducted from subsequent reimbursement requests.

In addition, the MPO agrees to promptly reimburse the Department for any and all amounts for which the Department has made payment to the MPO if such amounts become ineligible, disqualified, or disallowed

for federal reimbursement due to any act, error, omission, or negligence of the MPO. This includes omission or deficient documentation of costs and charges, untimely, incomplete, or insufficient submittals, or any other reason declared by the applicable Federal Agency.

Any determination by the Department made pursuant to this section of the Agreement is subject to the conflict and dispute resolution process set forth in Section 14 of this Agreement.

- N. If, after Project completion, any claim is made by the Department resulting from an audit or for work or services performed pursuant to this Agreement, the Department may offset such amount from payments due for work or services done under any agreement which it has with the MPO owing such amount if, upon demand, payment of the amount is not made within 60 days to the Department. Offsetting any amount pursuant to this paragraph shall not be considered a breach of contract by the Department. Any determination by the Department made pursuant to this section of the Agreement is subject to the conflict and dispute resolution process set forth in Section 14 of this Agreement.
- O. **Indirect Costs:** A state or federally approved indirect cost rate may be applied to the Agreement. If the MPO does not have a federally approved indirect cost rate, a rate up to the de minimis indirect cost rate of 10% of modified total direct costs may be applied. The MPO may opt to request no indirect cost rate, even if it has a federally approved indirect cost rate.

#### **11. Procurement and Contracts of the MPO**

- A. The procurement, use, and disposition of real property, equipment and supplies shall be consistent with the approved UPWP and in accordance with the requirements of 2 CFR §200.
- B. It is understood and agreed by the parties to this Agreement that participation by the Department in a project with the MPO, where said project involves a consultant contract for engineering, architecture or surveying services, is contingent on the MPO's complying in full with provisions of Section 287.055, Florida Statutes, Consultants' Competitive Negotiation Act, the federal Brooks Act, 23 C.F.R. 172, and 23 U.S.C. 112. At the discretion of the Department, the MPO will involve the Department, to an extent to be determined by the Department, in the consultant selection process for all projects funded under this Agreement. In all cases, the MPO shall certify to the Department that selection has been accomplished in compliance with the Consultants' Competitive Negotiation Act and the federal Brooks Act.
- C. The MPO shall comply with, and require its consultants and contractors to comply with applicable federal law pertaining to the use of federal-aid funds.

**12. Audit Reports:** The administration of resources awarded through the Department to the MPO by this Agreement may be subject to audits and/or monitoring by the Department. The following requirements do not limit the authority of the Department to conduct or arrange for the conduct of additional audits or evaluations of Federal awards or limit the authority of any State agency inspector general, the State of Florida Auditor General or any other State official. The MPO shall comply with all audit and audit reporting requirements as specified below.

- A. In addition to reviews of audits conducted in accordance with 2 CFR Part 200, Subpart F – Audit Requirements, monitoring procedures may include but not be limited to on-site visits by Department staff and/or other procedures including, reviewing any required performance and financial reports, following up, ensuring corrective action, and issuing management decisions on weaknesses found through audits when those findings pertain to Federal awards provided through the Department by this Agreement. By entering into this Agreement, the MPO agrees to comply and cooperate fully with any monitoring procedures/processes deemed appropriate by the Department. The MPO further agrees to comply and cooperate with any inspections, reviews, investigations or audits deemed necessary by the Department, State of Florida Chief Financial Officer (CFO) or State of Florida Auditor General.
- B. The MPO, a non-Federal entity as defined by 2 CFR Part 200, Subpart F – Audit Requirements, as a subrecipient of a Federal award awarded by the Department through this Agreement is subject to the following requirements:
  - i. In the event the MPO expends a total amount of Federal awards equal to or in excess of the threshold established by 2 CFR Part 200, Subpart F – Audit Requirements, the MPO must have a

Federal single or program-specific audit for such fiscal year conducted in accordance with the provisions of 2 CFR Part 200, Subpart F – Audit Requirements. **Exhibit “B”, Federal Financial Assistance (Single Audit Act)**, to this Agreement provides the required Federal award identification information needed by the MPO to further comply with the requirements of 2 CFR Part 200, Subpart F – Audit Requirements. In determining Federal awards expended in a fiscal year, the MPO must consider all sources of Federal awards based on when the activity related to the Federal award occurs, including the Federal award provided through the Department by this Agreement. The determination of amounts of Federal awards expended should be in accordance with the guidelines established by 2 CFR Part 200, Subpart F – Audit Requirements. An audit conducted by the State of Florida Auditor General in accordance with the provisions of 2 CFR Part 200, Subpart F – Audit Requirements, will meet the requirements of this part.

- ii. In connection with the audit requirements, the MPO shall fulfill the requirements relative to the auditee responsibilities as provided in 2 CFR Part 200, Subpart F – Audit Requirements.
- iii. In the event the MPO expends less than the threshold established by 2 CFR Part 200, Subpart F – Audit Requirements, in Federal awards, the MPO is exempt from Federal audit requirements for that fiscal year. However, the MPO must provide a single audit exemption statement to the Department at [FDOTSingleAudit@dot.state.fl.us](mailto:FDOTSingleAudit@dot.state.fl.us) no later than nine months after the end of the MPO's audit period for each applicable audit year. In the event the MPO expends less than the threshold established by 2 CFR Part 200, Subpart F – Audit Requirements, in Federal awards in a fiscal year and elects to have an audit conducted in accordance with the provisions of 2 CFR Part 200, Subpart F – Audit Requirements, the cost of the audit must be paid from non-Federal resources (*i.e.*, the cost of such an audit must be paid from the MPO's resources obtained from other than Federal entities).
- iv. The MPO must electronically submit to the Federal Audit Clearinghouse (FAC) at <https://harvester.census.gov/facweb/> the audit reporting package as required by 2 CFR Part 200, Subpart F – Audit Requirements, within the earlier of 30 calendar days after receipt of the auditor's report(s) or nine months after the end of the audit period. The FAC is the repository of record for audits required by 2 CFR Part 200, Subpart F – Audit Requirements, and this Agreement. However, the Department requires a copy of the audit reporting package also be submitted to [FDOTSingleAudit@dot.state.fl.us](mailto:FDOTSingleAudit@dot.state.fl.us) within the earlier of 30 calendar days after receipt of the auditor's report(s) or nine months after the end of the audit period as required by 2 CFR Part 200, Subpart F – Audit Requirements.
- v. Within six months of acceptance of the audit report by the FAC, the Department will review the MPO's audit reporting package, including corrective action plans and management letters, to the extent necessary to determine whether timely and appropriate action on all deficiencies has been taken pertaining to the Federal award provided through the Department by this Agreement. If the MPO fails to have an audit conducted in accordance with 2 CFR Part 200, Subpart F – Audit Requirements, the Department may impose additional conditions to remedy noncompliance. If the Department determines that noncompliance cannot be remedied by imposing additional conditions, the Department may take appropriate actions to enforce compliance, which actions may include but not be limited to the following:
  1. Temporarily withhold cash payments pending correction of the deficiency by the MPO or more severe enforcement action by the Department;
  2. Disallow (deny both use of funds and any applicable matching credit for) all or part of the cost of the activity or action not in compliance;
  3. Wholly or partly suspend or terminate the Federal award;
  4. Initiate suspension or debarment proceedings as authorized under 2 C.F.R. Part 180 and Federal awarding agency regulations (or in the case of the Department, recommend such a proceeding be initiated by the Federal awarding agency);
  5. Withhold further Federal awards for the Project or program;
  6. Take other remedies that may be legally available.
- vi. As a condition of receiving this Federal award, the MPO shall permit the Department, or its designee, the CFO or State of Florida Auditor General access to the MPO's records including

financial statements, the independent auditor's working papers and project records as necessary. Records related to unresolved audit findings, appeals or litigation shall be retained until the action is complete or the dispute is resolved.

- vii. The Department's contact information for requirements under this part is as follows:

Office of Comptroller  
605 Suwannee Street, MS 24  
Tallahassee, Florida 32399-0450  
[FDOTSingleAudit@dot.state.fl.us](mailto:FDOTSingleAudit@dot.state.fl.us)

- C. The MPO shall retain sufficient records demonstrating its compliance with the terms of this Agreement for a period of five years from the date the audit report is issued and shall allow the Department, or its designee, the CFO or State of Florida Auditor General access to such records upon request. The MPO shall ensure that the audit working papers are made available to the Department, or its designee, the CFO, or State of Florida Auditor General upon request for a period of five years from the date the audit report is issued unless extended in writing by the Department.

- 13. Termination or Suspension:** The Department may, by written notice to the MPO, suspend any or all of the MPO's obligations under this Agreement for the MPO's failure to comply with applicable law or the terms of this Agreement until such time as the event or condition resulting in such suspension has ceased or been corrected. The Department will provide written notice outlining the particulars of suspension.

The Department may terminate this Agreement at any time before the date of completion if the MPO is dissolved or if federal funds cease to be available. In addition, the Department or the MPO may terminate this Agreement if either party fails to comply with the conditions of the Agreement. The Department or the MPO shall give written notice to all parties at least ninety (90) days prior to the effective date of termination and specify the effective date of termination.

The parties to this Agreement may terminate this Agreement when its continuation would not produce beneficial results commensurate with the further expenditure of funds. In this event, the parties shall agree upon the termination conditions.

Upon termination of this Agreement, whether for cause or at the convenience of the parties, all finished or unfinished documents, data, studies, surveys, reports, maps, drawings, models, photographs, etc., prepared by the MPO shall, at the option of the Department, be delivered to the Department.

The Department shall reimburse the MPO for those eligible expenses incurred during the Agreement period that are directly attributable to the completed portion of the work covered by this Agreement, provided that the work has been completed in a manner satisfactory and acceptable to the Department. The MPO shall not incur new obligations for the terminated portion after the effective date of termination.

The Department reserves the right to unilaterally cancel this Agreement for refusal by the MPO or any consultant, sub-consultant or materials vendor to allow public access to all documents, papers, letters or other material subject to the provisions of Chapter 119, Florida Statutes, and made or received in conjunction with this Agreement unless the records are confidential or exempt.

The conflict and dispute resolution process set forth in Section 14 of this Agreement shall not delay or stop the Parties' rights to terminate the Agreement.

- 14. Remedies:** Violation or breach of Agreement terms by the MPO shall be grounds for termination of the Agreement. Any costs incurred by the Department arising from the termination of this Agreement shall be paid by the MPO.

This Agreement shall not be considered as specifying the exclusive remedy for any dispute, but all remedies existing at law and in equity may be availed of by either party and shall be cumulative.

- 15. Conflict and Dispute Resolution Process:** This section shall apply to conflicts and disputes relating to matters subject to this Agreement, or conflicts arising from the performance of this Agreement. If possible, the parties shall attempt to resolve any dispute or conflict within thirty (30) days of a determination of a dispute or conflict. This



section shall not delay or stop the Parties' rights to terminate the Agreement. In addition, notwithstanding that a conflict or dispute may be pending resolution, this section shall not delay or stop the Department from performing the following actions pursuant to its rights under this Agreement: deny payments; disallow costs; deduct the value of ineligible work from subsequent reimbursement requests, or; offset pursuant to Section 9.N of this Agreement.

- A. Initial Resolution:** The affected parties to this Agreement shall, at a minimum, ensure the attempted early resolution of conflicts relating to such matters. Early resolution shall be handled by direct discussion between the following officials: for the Department - the Intermodal Systems Development Manager; and for the MPO - the Staff Director.
- B. Resolution by Senior Agency Official:** If the conflict remains unresolved, the conflict shall be resolved by the following officials: for the Department - the District Secretary; and for the CRTPA - the Chairperson of the MPO.
- C. Resolution of Conflict by the Agency Secretary:** If the conflict is not resolved through conflict resolution pursuant to the provisions, "Initial Resolution" and "Resolution by Senior Agency Official" above, the conflict shall be resolved by the Secretary for the Department of Transportation or their delegate. If the MPO does not agree with the resolution provided by the Secretary for the Department of Transportation, the parties may pursue any other remedies set forth in this Agreement or provided by law.

**16. Disadvantaged Business Enterprise (DBE) Policy and Obligation:** It is the policy of the Department that DBE's, as defined in 49 C.F.R. Part 26, as amended, shall have the opportunity to participate in the performance of contracts financed in whole or in part with Department funds under this Agreement. The DBE requirements of applicable federal and state laws and regulations apply to this Agreement.

The MPO and its contractors and consultants agree to ensure that DBE's have the opportunity to participate in the performance of this Agreement. In this regard, all recipients and contractors shall take all necessary and reasonable steps in accordance with applicable federal and state laws and regulations to ensure that the DBE's have the opportunity to compete for and perform contracts. The MPO and its contractors, consultants, subcontractors and subconsultants shall not discriminate on the basis of race, color, national origin or sex in the award and performance of contracts, entered pursuant to this Agreement.

**17. Compliance with Federal Conditions and Laws:**

- A.** The MPO shall comply and require its consultants and subconsultants to comply with all terms and conditions of this Agreement and all federal, state, and local laws and regulations applicable to this Project. Execution of this Agreement constitutes a certification that the MPO is in compliance with, and will require its consultants and subconsultants to comply with, all requirements imposed by applicable federal, state, and local laws and regulations.
- B.** The MPO shall comply with the "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transactions," in 49 C.F.R. Part 29, and 2 C.F.R. Part 200 when applicable and include applicable required provisions in all contracts and subcontracts entered into pursuant to this Agreement.
- C. Title VI Assurances:** The MPO will comply with all the requirements imposed by Title VI of the Civil Rights Act of 1964, the regulations of the U.S. Department of Transportation issued thereunder, and the assurance by the MPO pursuant thereto, including but not limited to the requirements set forth in Exhibit "C", Title VI Assurances. The MPO shall include the attached Exhibit "C", Title VI Assurances, in all contracts with consultants and contractors performing work on the Project that ensure compliance with Title VI of the Civil Rights Act of 1964, 49 C.F.R. Part 21, and related statutes and regulations.
- D. Restrictions on Lobbying** The MPO agrees that to no federally-appropriated funds have been paid, or will be paid by or on behalf of the MPO, to any person for influencing or attempting to influence any officer or employee of any federal agency, a Member of Congress, an officer or employee of Congress or an employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any federal contract, grant, loan or cooperative agreement. If any funds other than federally-appropriated funds have been paid by the MPO

to any person for influencing or attempting to influence an officer or employee of any federal agency, a Member of Congress, an officer or employee of Congress or an employee of a Member of Congress in connection with this Agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions. The MPO shall require that the language of this paragraph be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly. No funds received pursuant to this Agreement may be expended for lobbying the Legislature, the judicial branch or a state agency.

E. The MPO must comply with FHWA's Conflicts of Interest requirements set forth in 23 CFR §1.33.

**18. Restrictions, Prohibitions, Controls, and Labor Provisions:** During the performance of this Agreement, the MPO agrees as follows, and shall require the following provisions to be included in each contract and subcontract entered into pursuant to this Agreement :

- A. A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity; may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids on leases of real property to a public entity; may not be awarded or perform work as a contractor, supplier, subcontractor or consultant under a contract with any public entity; and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, Florida Statutes, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.
- B. In accordance with Section 287.134, Florida Statutes, an entity or affiliate who has been placed on the Discriminatory Vendor List, kept by the Florida Department of Management Services, may not submit a bid on a contract to provide goods or services to a public entity; may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids on leases of real property to a public entity; may not be awarded or perform work as a contractor, supplier, subcontractor or consultant under a contract with any public entity; and may not transact business with any public entity.
- C. An entity or affiliate who has had its Certificate of Qualification suspended, revoked, denied or have further been determined by the Department to be a non-responsible contractor may not submit a bid or perform work for the construction or repair of a public building or public work on a contract with the MPO.
- D. Neither the MPO nor any of its contractors and consultants or their subcontractors and subconsultants shall enter into any contract, subcontract or arrangement in connection with the Project or any property included or planned to be included in the Project in which any member, officer or employee of the MPO or the entities that are part of the MPO during tenure or for 2 years thereafter has any interest, direct or indirect. If any such present or former member, officer or employee involuntarily acquires or had acquired prior to the beginning of tenure any such interest, and if such interest is immediately disclosed to the MPO, the MPO, with prior approval of the Department, may waive the prohibition contained in this paragraph provided that any such present member, officer or employee shall not participate in any action by the MPO or the locality relating to such contract, subcontract or arrangement. The MPO shall insert in all contracts entered into in connection with the Project or any property included or planned to be included in any Project, and shall require its contractors and consultants to insert in each of their subcontracts, the following provision:

"No member, officer or employee of the MPO or of the locality during his or her tenure or for 2 years thereafter shall have any interest, direct or indirect, in this contract or the proceeds thereof."

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

- E. No member or delegate to the Congress of the United States shall be admitted to any share or part of this Agreement or any benefit arising therefrom.

## **19. Miscellaneous Provisions**

**A. Public Records:**

- i. The MPO shall allow public access to all documents, papers, letters, or other material subject to the provisions of Chapter 119, Florida Statutes, and made or received by the MPO in conjunction with this Agreement, unless such documents are exempt from public access or are confidential pursuant to state or federal law. Failure by the MPO to grant such public access shall be grounds for immediate unilateral cancellation of this Agreement by the Department.
  - ii. In addition, the MPO shall comply with the requirements of section 119.0701, Florida Statutes.
- B. It is specifically agreed between the parties executing this Agreement that it is not intended by any of the provisions of any part of the Agreement to create in the public or any member thereof, a third party beneficiary hereunder, or to authorize anyone not a party to this Agreement to maintain a suit for personal injuries or property damage pursuant to the provisions of this Agreement..
- C. In no event shall the making by the Department of any payment to the MPO constitute or be construed as a waiver by the Department of any breach of covenant or any default which may then exist on the part of the MPO and the making of such payment by the Department, while any such breach or default shall exist, shall in no way impair or prejudice any right or remedy available to the Department with respect to such breach or default.
- D. If any provision of this Agreement is held invalid, the remainder of this Agreement shall not be affected. In such an instance, the remainder would then continue to conform to the terms and requirements of applicable law.
- E. By execution of the Agreement, the MPO represents that it has not paid and, also agrees not to pay, any bonus or commission for the purpose of obtaining an approval of its application for the financing hereunder.
- F. Nothing in the Agreement shall require the MPO to observe or enforce compliance with any provision or perform any act or do any other thing in contravention of any applicable state law. If any of the provisions of the Agreement violate any applicable state law, the MPO will at once notify the Department in writing in order that appropriate changes and modifications may be made by the Department and the MPO to the end that the MPO may proceed as soon as possible with the Project.
- G. The MPO shall comply with all applicable federal guidelines, procedures, and regulations. If at any time a review conducted by Department and or FHWA reveals that the applicable federal guidelines, procedures, and regulations were not followed by the MPO and FHWA requires reimbursement of the funds, the MPO will be responsible for repayment to the Department of all funds awarded under the terms of this Agreement.
- H. The MPO:
  - i. shall utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by MPO during the term of the contract; and
  - ii. shall expressly require any contractor, consultant, subcontractors and subconsultants performing work or providing services pursuant to the state contract to likewise utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the subcontractor or subconsultant during the contract term.
- I. This Agreement may be executed in one or more counterparts, each of which shall be deemed an original, but all of which shall constitute the same Agreement. A facsimile or electronic transmission of this Agreement with a signature on behalf of a party will be legal and binding on such party.
- J. The parties agree to comply with s.20.055(5), Florida Statutes, and to incorporate in all subcontracts the obligation to comply with s.20.055(5), Florida Statutes.
- K. This Agreement and any claims arising out of this Agreement shall be governed by the laws of the United States and the State of Florida.

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**METROPOLITAN PLANNING ORGANIZATION AGREEMENT**

- 20. Exhibits:** The following Exhibits are attached and incorporated into this Agreement:
- A. Exhibit “A”, UPWP
  - B. Exhibit “B”, Federal Financial Assistance (Single Audit Act)
  - C. Exhibit “C”, Title VI Assurances

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

MPO

Florida Department of Transportation

Capital Region Transportation Planning Agency

MPO Name

Randy Merritt

Signatory (Printed or Typed)

Tim Smith, P.E.

Department of Transportation

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

CRTPA Chairman

Title

Director of Transportation Development

Title

\_\_\_\_\_  
Legal Review  
MPO

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

**EXHIBIT B**

**FEDERAL FINANCIAL ASSISTANCE (SINGLE AUDIT ACT)**

**FEDERAL RESOURCES AWARDED PURSUANT TO THIS AGREEMENT ARE AS FOLLOWS:**

**CFDA No.:** [20.205](#)

**CFDA Title:** HIGHWAY PLANNING AND CONSTRUCTION  
Federal-Aid Highway Program, Federal Lands Highway Program

**\*Award Amount:** \$3609386

**Awarding Agency:** Florida Department of Transportation

**Indirect Cost Rate:** 0

**\*\*Award is for R&D:** No

\*The federal award amount may change with supplemental agreements

\*\*Research and Development as defined at §200.87, 2 CFR Part 200

**FEDERAL RESOURCES AWARDED PURSUANT TO THIS AGREEMENT ARE SUBJECT TO THE FOLLOWING AUDIT REQUIREMENTS:**

2 CFR Part 200 – Uniform Administrative Requirements, Cost Principles & Audit Requirements for Federal Awards

[www.ecfr.gov](http://www.ecfr.gov)

**FEDERAL RESOURCES AWARDED PURSUANT TO THIS AGREEMENT MAY ALSO BE SUBJECT TO THE FOLLOWING:**

Title 23 – Highways, United States Code

<http://uscode.house.gov/browse.xhtml>

Title 49 – Transportation, United States Code

<http://uscode.house.gov/browse.xhtml>

MAP-21 – Moving Ahead for Progress in the 21<sup>st</sup> Century, P.L. 112-141

[www.dot.gov/map21](http://www.dot.gov/map21)

Federal Highway Administration – Florida Division

[www.fhwa.dot.gov/fldiv](http://www.fhwa.dot.gov/fldiv)

Federal Funding Accountability and Transparency Act (FFATA) Sub-award Reporting System (FSRS)

[www.fsr.gov](http://www.fsr.gov)

**Exhibit "C"**  
**TITLE VI ASSURANCES**

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

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

  - a. withholding of payments to the contractor under the contract until the contractor complies, and/or
  - b. cancellation, termination or suspension of the contract, in whole or in part.
- (6.) **Incorporation of Provisions:** The contractor shall include the provisions of paragraphs (1) through (7) in every sub-contract, including procurements of materials and leases of equipment, unless exempt by the **REGULATIONS**, or directives issued pursuant thereto. The contractor shall take such action with respect to any sub-contract or procurement as the *Florida Department of Transportation* or the *Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, or Federal Motor Carrier Safety Administration* may direct as a means of enforcing such provisions including sanctions for noncompliance, provided, however, that, in the event a contractor becomes involved in, or is threatened with, litigation with a sub-contractor or supplier as a result of such direction, the contractor may request the *Florida Department of Transportation* to enter into such litigation to protect the interests of the *Florida Department of Transportation*, and, in addition, the contractor may request the United States to enter into such litigation to protect the interests of the United States.
- (7.) **Compliance with Nondiscrimination Statutes and Authorities:** Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin); and 49 CFR Part 21; The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects); Federal-Aid Highway Act of 1973, (23 U.S.C. § 324 et seq.), (prohibits discrimination

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on the basis of sex); Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 et seq.), as amended, (prohibits discrimination on the basis of disability); and 49 CFR Part 27; The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 et seq.), (prohibits discrimination on the basis of age); Airport and Airway Improvement Act of 1982, (49 USC § 471, Section 47123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex); The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms “programs or activities” to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not); Titles II and III of the Americans with Disabilities Act, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131 -- 12189) as implemented by Department of Transportation regulations at 49 C.F.R. parts 37 and 38; The Federal Aviation Administration’s Non-discrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex); Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures non-discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations; Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100); Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. 1681 et seq).



## UNIFIED PLANNING WORK PROGRAM

**Fiscal Years 2020/21—2021/2022**

**Effective Date: July 1, 2020—June 30, 2022**

**Adoption Date: May 19, 2020**

*Prepared by the  
Capital Region Transportation Planning Agency  
300 South Adams Street  
Tallahassee, FL 32301  
(850)891-8630*

**[www.crtpa.org](http://www.crtpa.org)**

*Federal Aid ID No. 0220-058-M  
FDOT Financial Project Numbers: 439323-3-14-01 (PL), -02 (SU), -03 (CM)  
421716-2-14-29 (FTA 5305d)  
Code of Federal Domestic Assistance Numbers:  
20.205 - Highway Planning and Construction  
20.505 - Federal Transit Technical Studies Grant (Metropolitan Planning)*

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



CAPITAL REGION TRANSPORTATION PLANNING AGENCY  
 FY 2020/21- 21/22 UNIFIED PLANNING WORK PROGRAM

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Required Forms

- Section 5305(d) Forms (SF 424, GMIS, Approved Budget)
- Certifications and Assurances
- Certification of Restrictions of Lobbying
- Debarment and Suspension Certification
- Title VI Nondiscrimination Policy Statement
- Disadvantaged Business Enterprise Utilization
- Agency Comments (*After draft is distributed*)

Citizen Comment:

Sue-Ellen Gardiner, spoke regarding the opposition to the Woodville Highway project and noted that people within the area do not want the super roundabout. She stated the board has disregarded the discontent amongst residents. Ms. Gardiner noted the record should reflect the citizens have shown up and voiced concerns and opposition to the Board.

9. CRTPA INFORMATION

A. Future Meeting Dates

B. Committee Actions (Citizen's Multimodal Advisory Committee & Technical Advisory Committee)

10. ITEMS FROM CRTPA BOARD MEMBERS

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

Attest:

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

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

**Resolution 2020-05-7A**

A RESOLUTION APPROVING THE FY 2020/21- FY 2021/22 UNIFIED PLANNING WORK PROGRAM FOR THE CAPITAL REGION TRANSPORTATION PLANNING AGENCY (CRTPA); AUTHORIZING THE CHARIMAN TO EXECUTE ALL REQUIRED FORMS ANDS 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 Fiscal Years 2021 and 2022 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

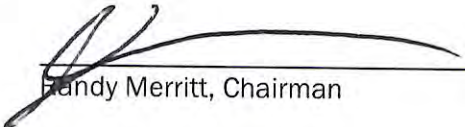
*Whereas*, a final Unified Planning Work Program reflecting agency comments has been prepared.

NOW THEREFORE BE IT RESOLVED that the CRTPA:

1. Adopts the Final Unified Planning Work Program for FY 2020/21 and FY 2021/22; 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 Section 5305(d) Transit Planning Grant.

DONE, ORDERED, AND ADOPTED THIS 19<sup>th</sup> DAY OF May 2020

CAPITAL REGION TRANSPORTATION PLANNING AGENCY

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

ATTEST: \_\_\_\_\_  
Greg Slay, Executive Director

FDOT COST ANALYSIS CERTIFICATION

Capital Region Transportation Planning Agency (CRTPA)

Unified Planning Work Program – FY 2020/21 – 2021/22

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 5/19/2020

Bryant Paulk, AICP  
Urban Planning Manager, District 3

---

Signature

Date

## 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
CTC	-	Community Transportation Coordinator
CTD	-	Commission for the Transportation Disadvantaged
CTST	-	Community Traffic Safety Team
DBE	-	Disadvantaged Business Enterprise
DOPA	-	Designated Official Planning Agency
DRI	-	Development of Regional Impact
ETDM	-	Efficient Transportation Decision Making
FAST Act	-	Fixing America's Surface Transportation Act
FDOT	-	Florida Department of Transportation
FHWA	-	Federal Highway Administration
FSUTMS	-	Florida Standard Urban Transportation Modeling Structure
FTA	-	Federal Transit Administration
GIS	-	Geographic Information System
GMIS	-	Grant Management Information System (FTA funds)
ITS	-	Intelligent Transportation System
JPA	-	Joint Participation Agreement
LOS	-	Level of Service
L RTP	-	Long Range Transportation Plan

## **GLOSSARY OF ABBREVIATIONS (cont.)**

MAP-21	-	Moving Ahead for Progress in the 21 <sup>st</sup> 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
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

## INTRODUCTION

The Unified Planning Work Program (UPWP) has been prepared to define 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, 2020, through June 30, 2022. This document serves to define activities for the public as well as public officials and agencies that contribute manpower and allocate funds to the transportation planning process. The UPWP provides a description of planning tasks and an estimated budget for each of the planning tasks to be undertaken by the CRTPA. Planning activities programmed within the UPWP meet the level of effort requirements anticipated by the CRTPA to meet local priorities as well as the requirements of Federal Highway Administration (FHWA), Federal Transit Administration (FTA), and the Florida Department of Transportation (FDOT). FHWA and FTA provide funding support through the FDOT in the form of PL, SU, SA and CM funds (FHWA) and the Section 5305(d) funds (FTA). Any expenses not covered by federal funds utilize local funding provided by the member governments of the CRTPA.

In addition, "Section 120 of Title 23, U.S.C., permits a State to use certain toll revenue expenditures as a credit toward the non-Federal matching share of all programs authorized by Title 23, (with the exception of Emergency Relief Programs) and for transit programs authorized by Chapter 53 of Title 49, U.S.C. This is in essence a "soft-match" provision that allows the Federal share to be increased up to 100% to the extent toll revenue credits are available. The "soft match" amount being utilized to match the PL, SU and CM funding (\$3,609,386) in the UPWP is 18.07% of FHWA program funds for a total of \$ 652,216.

Public involvement for the development of the UPWP is accomplished through the regularly scheduled meetings of the Technical Advisory Committee (TAC) and Citizens Multimodal Advisory Committee (CMAC), (draft & final) and CRTPA (draft & final approval). The draft UPWP is also placed on the CRTPA website for public review prior to approval by the CRTPA consistent with the policies of the CRTPA's Public Involvement Plan (PIP).

Development of this UPWP officially began on January 29, 2020 with a kickoff meeting held between CRTPA staff and the Florida Department of Transportation to discuss 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 identified within the document. Development of the UPWP also included a review of the CRTPA's top critical priorities as identified at its past Annual retreats and development of tasks to address these priorities. In addition, staff reviewed the requirements related to development of UPWPs as contained within Chapter 3 of the Metropolitan Planning Organization Program Management Handbook.

The draft UPWP was presented to the CRTPA Board and its subcommittees for comment (March 2020) and finalized by the CRTPA at its May 19, 2020 meeting. In addition, the draft and final UPWP is posted on the CRTPA's web page - [www.crtpa.org](http://www.crtpa.org).

Subsequent to adoption, the UPWP is reviewed throughout the year to ensure consistency between staff work efforts and tasks identified within the document as well as monitoring work progress and assessing

## INTRODUCTION (CONT.)

the need for possible amendment. The UPWP reflects compliance with the comprehensive Title VI of the Civil Rights Act of 1964 and Environmental Justice (Executive Order 12898) procedures. Additionally, the UPWP addresses any Annual and applicable state and federal Planning Emphasis Areas as detailed in Section II: Organization and Management. Although the CRTPA is in air quality attainment status, CRTPA staff in conjunction with the Florida Department of Transportation continues to monitor the CRTPA's air quality status as well as air quality issues.

Transportation planning in the CRTPA planning area is guided by the Regional Mobility Plan (RMP), also referred to as the Long Range Transportation Plan. The updated RMP is slated for adoption at the

November 2020 meeting. The RMP utilizes input from government officials, citizen's advisory boards, technical experts and the public. Selected projects from the Cost Feasible Plan are identified in the Transportation Improvement Program (TIP) project priority listing. These projects are prioritized on an Annual basis.

## 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 and is valid until September 30, 2020. The bill identifies ten planning factors that shall be considered as part of the review of projects and plans. Those factors are as follows:

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; and
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.
10. Enhance travel and tourism.

Table I, on page 37, illustrates the CRTPA's consideration of the ten planning factors in the transportation planning process.



## 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. The following lists the FDOT District Three Planning Activities.

- GIS Application Development and System Maintenance
- Systems Planning and Reviews
- 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

## STATE PLANNING EMPHASIS AREAS

In addition to the FAST Act planning factors, both the FHWA and FDOT periodically develop Planning Emphasis Areas (PEAs) for consideration as part of the transportation planning process. Some of the State PEAs are FHWA requirements that are considered as part of the transportation planning process.

### ACES (AUTOMATED/CONNECTED/ELECTRIC/SHARED-USE) VEHICLES

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. ACES may lead to great improvements in safety, transportation choices, and quality of life for Floridians, our visitors, and the Florida economy. Though there is a great deal of speculation and uncertainty of the potential impacts these technologies will have, MPOs need to determine how best to address the challenges and opportunities presented to them by ACES vehicles.

### SAFETY

Safety has been a federal and state planning priority over numerous iterations of the 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 performance measures. Planning activities included in the UPWP may include the identification of safety needs in the MPO's LRTP or TIP, stand-alone safety studies for areas or corridors, or safety considerations within modal planning elements.

## STATE PLANNING EMPHASIS AREAS (CONT.)

### SYSTEM CONNECTIVITY

Connectivity is a concept that is emphasized both at the federal and state levels. A connected system is often more cost-effective and better able to address natural and manmade constraints. System connectivity within the Metropolitan Planning Area should serve the unique needs of the urban and non-urban jurisdictions. Coordination with member jurisdictions to identify their connectivity needs and linking metropolitan and non-urban or rural areas is an integral component of system connectivity. Connectivity should also include multimodal linkages that are supportive of both passengers and freight. A connected network supports users traveling by a variety of modes.

### RESILIENCE

Resilience is defined as the ability to adapt to changing conditions and prepare for, withstand, and recover from disruption. These conditions can encompass a wide variety of environmental, technological, economic, or social impacts. Resilience within the planning processes should be a consideration within every planning document prepared by an MPO with an emphasis on coordination with agency partners responsible for natural disaster risk reduction, or who may be developing local resilience planning initiatives. Additionally, the increased costs associated with reducing vulnerability of the existing transportation infrastructure **should** be a factor. Proactive resiliency planning will help the CRTPA develop planning documents that are ultimately more realistic and cost-effective.

## ORGANIZATION AND MANAGEMENT OF THE CRTPA

The CRTPA is the public agency responsible for developing policies and procedures to guide the transportation planning process for the Metropolitan Planning Area (MPA). The MPA is consistent with Tallahassee Metropolitan Statistical Area (MSA) and includes Leon, Gadsden, Wakulla and Jefferson counties as well as their respective municipalities. As the agency directly responsible for the guidance of the transportation planning process, 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. The CRTPA board is composed of members of the Gadsden, Leon, Jefferson and Wakulla County Commissions, the City of Tallahassee City 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. The Gadsden County municipal representative serves a two-year term.

The CRTPA functions include, but are not limited to, the preparation of the required tasks assigned. Its Annual responsibilities are to perform the tasks of preparing the UPWP, the TIP, and the Annual CRTPA Audit Report. As with all transportation planning delegated by the federal and state laws, the CRTPA is responsible for insuring adequate representation and compatibility of state, county, and municipal projects in the transportation planning process. This includes consideration of all modes of transportation with respect to the needs of the elderly and handicapped as outlined in the Americans with Disabilities Act.

## ORGANIZATION AND MANAGEMENT OF THE CRTPA (CONT.)

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 planning process is administered by the CRTPA staff in cooperation with local governments and the FDOT. Other agencies that are consulted in various phases of the planning process include the Department of Environmental Protection, the Federal Aviation Administration, Federal Rail Administration and the Water Management District Offices. Additional public input is provided through public meetings; public hearings; online surveys and interactive documents; and civic meetings.

In March 2017 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. 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 recommends solutions 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. Adopted [Bylaws](#) governing the activities of the advisory committees are available for review on the CRTPA website. 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.

Other agreements with state and local governments, and local and regional agencies, also promote the “3-C” planning process. These agreements are listed below.

*Intergovernmental Coordination and Review and Public Transportation Coordination Joint Project Agreement (ICAR)*: Updated in 2018, 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 Apalachee Regional Planning Council, the City of Tallahassee StarMetro, and the City of Tallahassee Regional Airport,

*The Amended Interlocal Agreement for the Formation and 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.

*Public Transportation Grant Agreement*: In support of metropolitan planning activities, the Public Transportation Grant Agreement provides FTA Section 5305 (d) funds, and state funds for ten percent of the local cash match. The Agreement, executed on June 26, 2019, is effective through June 30, 2023.

## ORGANIZATION AND MANAGEMENT OF THE CRTPA (CONT.)

The Metropolitan Planning Organization 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). A new two-year MPO Agreement will be executed subsequent to the adoption of the FY 2021- FY 2022 UPWP.

Staff Services Agreement: Approved by the CRTPA Board in 2019, 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 CRTPA's budget.

## STATUS OF LOCAL AND REGIONAL PLANNING ACTIVITIES

### CONNECTIONS 2045 REGIONAL MOBILITY PLAN

The CRTPA is required to update the Long Range Transportation Plan (LRTP) in five-year cycles. As mentioned previously, the Connections 2040 RMP was adopted in December 2015. Most of the work to update the RMP to the 2045 horizon year was completed under the previous UPWP. The final [Connections 2045 RMP](#) is slated for adoption in November 2020. The RMP identifies roadway, transit, bicycle and pedestrian projects within the CRTPA planning area. The Leon County section of bicycle and pedestrian projects were identified in the 2019 Tallahassee-Leon County Bicycle and Pedestrian Master Plan. Roadway and other multi-modal projects are identified in coordination with the CRTPA's transportation planning partners and other member jurisdictions.

### TALLAHASSEE-LEON COUNTY BICYCLE AND PEDESTRIAN MASTER PLAN

In November 2019 [Tallahassee-Leon County Bicycle and Pedestrian Master Plan](#) (BPMP) was finalized and accepted by the Board. A primary goal of the plan is to make walking and bicycling more convenient and safer for citizens and visitors. In addition, the BPMP identifies projects which provide connectivity to other transportation systems, reduce vehicle conflicts, promote a healthier mode choice, and provide equity for transportation disadvantaged populations.

### SOUTHWEST AREA TRANSPORTATION PLAN

A multi-roadway plan, the [Southwest Area Transportation Plan](#) was a joint effort of the CRTPA and the Blueprint Intergovernmental Agency (BPIA) and includes a multi-modal review of three corridors: Orange Avenue; Lake Bradford Road; and Springhill Road. The CRTPA portion of the plan focused on the Orange Avenue corridor from Monroe Street to Capital Circle SW and identified improvements for continuous bike facilities and sidewalks, enhancing pedestrian safety and accessibility, and connecting the St. Marks Trail to Orange Avenue. At the April 2019 CRTPA Board Meeting, the Orange Avenue corridor plan was adopted. The document also provides guidance for Project Development and Environment (P&DE) study underway by the FDOT.

## STATUS OF LOCAL AND REGIONAL PLANNING ACTIVITIES (CONT.)

### MONTICELLO TRAIL EXTENSION FEASIBILITY STUDY

This [Monticello Trail Extension Study](#) reviewed available alternatives to extend the existing Monticello Multiuse Trail south to connect to Jefferson County Middle and High Schools. In addition, the feasibility study assessed opportunities for connectivity between local neighborhoods, places of interest as well as the potential for connectivity to regional trail networks proposed in the vicinity

### PERFORMANCE MEASURES

The FAST Act requires MPO to adopt a series of performance measures to establish a data-driven approach for comprehensive and coordinated transportation and safety planning, and to improve decision making for prioritizing transportation projects. Performance measures adopted for safety, mobility, pavement and bridge conditions, are reviewed and updated Annually.

### US27/DOWNTOWN HAVANA CORRIDOR IMPROVEMENT STUDY

In cooperation with the Town of Havana and the FDOT, the CRTPA reviewed potential improvements to enhance pedestrian facilities for several blocks of Downtown Havana. The [US 27/Downtown Havana Corridor](#) study supports the desire of the Town to both improve the pedestrian environment as well as corridor aesthetics. The final report recommended eliminating one southbound travel lane on US 27 and reallocating the remaining pavement for wider sidewalks and/or planting strip/landscaping.

### CONGESTION MANAGEMENT PROCESS PLAN

The [CRTPA Congestion Management Plan Process \(CMP\)](#), Phase I, was developed through a coordinated and collaborative process focused on achieving regional transportation goals and objectives. Input was obtained from stakeholders, agencies and organizations from the four-county region. The update provides for the development of tools and strategies focused on the reduction of peak hour vehicle miles of travel and congestion; the improvement of connectivity between employment centers and areas with concentrations of transportation disadvantaged populations; and supports access to jobs. The final CMP Phase I includes specific strategies and improvements to address identified congestion areas.

### MIDTOWN AREA TRANSPORTATION PLAN

Phase I of the [Midtown Area Transportation Plan](#) provided a traffic operations study to gain a better understanding of the travel patterns for all transportation modes in and around the Midtown area. The first phase of the plan identified potential modifications and enhancements to the transportation network and was accepted by the Board at the February 2018 meeting. Subsequently, Phase II was initiated and builds upon the options identified and evaluated in Phase I. The second phase focused on public involvement and gathering input regarding the multi-modal improvements needed to make walking, bicycling, and transit use easier, safer and more pleasant in the Midtown area. The recommendations reflect a vision for Midtown that was identified through comprehensive public input and provide a pathway on how to improve Midtown's mobility, vibrancy and safety.

## STATUS OF LOCAL AND REGIONAL PLANNING ACTIVITIES (CONT.)

### CORRIDOR AND SAFETY STUDIES

Corridor studies for [Pensacola Street and Tharpe Street](#) were initiated to analyze existing and projected future conditions along the corridors and to identify potential projects to improve mobility and efficiency without major capacity expansions. An operational analysis assessed capacity constraints and opportunities, evaluated transit accessibility, identified spot congestion and documented the lack of bicycle and pedestrian facilities. The assessments explored potential Complete Streets applications as well as enhanced typical sections. Additionally, for Bannerman Road an operational assessment was completed. It evaluated the existing conditions and served to inform BPIA as the agency moves forward with a future capacity project.

Conducted by the FDOT, the [Thomasville Road Safety Study from 7<sup>th</sup> Avenue to Betton/Bradford Rd](#) evaluated operational and roadway safety issues along Thomasville Road and provided recommendations on potential changes to the roadway to improve identified safety concerns. This study serves as the foundation for an access management study underway by the FDOT.

### REGIONAL TRAILS

Over the last two years, the CRTPA continued to make significant progress on the development of a regional trail system. In 2014, the CRTPA completed the [Capital City to the Sea Trails Master Plan \(CC2S\)](#). Utilizing the existing St. Marks Trail as well as new trail opportunities, the Plan provided a significant blueprint to develop over 130 miles of multi-use trails. The [segment of the Coastal Trail](#) along US 98 from Wakulla High School to the St. Marks Trail was opened to the public in May 2018. FDOT has committed funding for the remaining segments from the Ochlockonee Bay Trail to Wakulla High School in 2022. The CRTPA continues to work with our state partners at the FDOT and The Office of Greenways and Trails, local member governments, the [Florida Greenways and Trail Foundation](#), and stakeholders in the development of the CC2S.

### STARMETRO TRANSIT ASSET MANAGEMENT PLAN

In September 2018 the CRTPA Board adopted StarMetro's Transit Asset Management Plan (TAMP). The TAMP uses the condition of assets to guide the optimal prioritization of funding at transit agencies in order to keep transit systems in a State of Good Repair (SGR).

### INTELLIGENT TRANSPORTATION SYSTEM MASTER PLAN

In February 2018, the CRTPA, in partnership with the Tallahassee Advanced Traffic Management System (TATMS), initiated an update to the [Intelligent Transportation System \(ITS\) Master Plan](#) for Tallahassee/Leon County. In addition to identifying improvements, the updated Master Plan provides a comprehensive roadmap for planning, implementation, operation, and maintenance of the City's Intelligent Transportation Systems and ITS communications assets.

## **PRIORITIES FOR FY 2020/21 AND FY 2021/22**

### **CONGESTION MANAGEMENT PLAN PROCESS PART II**

Phase II of the update to the Congestion Management Process Plan (CMP) will build upon the identified strategies to improve congestion/delay levels as well as safety improvements. The second phase of the CMP update refines the evaluation criteria for assessing projects and ensuring that investment decisions are made with a clear focus on desired outcomes. Additionally, selected projects in the final CMP will advance the goals developed as part of the Connections 2045 RMP.

### **STARMETRO COMPREHENSIVE OPERATIONAL ANALYSIS**

The CRTPA is partnering with StarMetro to complete a Comprehensive Operations Analysis (COA). The COA will collect a variety of data including ridership, on-time performance, stop-level usage, and individual route characteristics. The data will be used to perform route efficiencies and determine additional modifications to routes and services that will improve overall system performance. The COA is the means of adjusting and adapting transit operations to improve efficiency and more closely achieve the objectives of the StarMetro Transit Development Plan (TDP).

### **REGIONAL TRANSIT STUDY REEVALUATION**

On March 15, 2010, the CRTPA Board accepted the [Regional Transit Study \(RTS\)](#). The study was initiated to develop a long-term transit vision for the capital region (Gadsden, Jefferson, Leon and Wakulla counties). As such, the study was the first of its kind to address regional transit needs. The study's goals were to prepare an assessment of future transit needs for the region; identify and assess realistic funding strategies; identify an organizational structure that will promote the development of a seamless, regional transit system; and identify an implementation strategy and milestones. The reevaluation will look at the identified goals, as well as the potential institutional structure for oversight and costs/funding. This reevaluation will determine necessary updates to the RTS.

### **STADIUM DR./N. LAKE BRADFORD RD./GAINES ST./VARSITY DR. INTERSECTION STUDY**

For the past several years, there has been discussion about modifying this intersection to promote the safe passage of pedestrians, cyclists and vehicles alike. This study will review possible improvements to the intersection, including the development of potential alternate routes to divert traffic around/away from the intersection.

### **WAKULLA SPRINGS MULTI-USE TRAIL (SR 267/BLOXHAM CUTOFF) FEASIBILITY STUDY**

A connection from the St. Marks Trail to Wakulla Springs State Park is included in the Capital City-to-the-Sea Trail Plan. This proposed trail segment is on SR 267/Bloxham Cutoff from the Wakulla Springs State Park Entrance to the St. Marks Trail. In addition to a review of right-of-way availability and identifying potential trail alignments, the study will assess any potential fatal-flaw issues associated with the development of the multiuse path.

## PRIORITIES FOR FY 2020/21 AND FY 2021/22 (CONT.)

### U.S. 90 MONTICELLO TO TALLAHASSEE MULTI-USE TRAIL FEASIBILITY STUDY

This project is to determine the feasibility of connecting the City of Monticello to the City of Tallahassee via a multi-use trail along U.S. 90. The limits of this project, approximately 25 miles in length, are from the existing Monticello Bike Trail in downtown Monticello (east) to where the existing bike lanes and sidewalks terminate at Pedrick Road (west) on U.S. 90. As part of the feasibility study existing right-of-way, publicly owned lands and cultural resources, environmental features and any physical barriers will be documented. Identifying possible constraints, and coordinating with applicable agencies and local governments, will help to determine the least impactful route for a multi-use trail that provides a safe, comfortable connection between these two municipalities.

### THOMASVILLE ROAD MULTIUSE PATH FEASIBILITY STUDY

Identified as one of the significant gaps in the bicycle pedestrian network, the Thomasville Road corridor has limited facilities and substandard bike lanes in portions of the corridor. Ranked the top major project in the BPMP, this feasibility study is the initial pilot project. The limits for the study are from Betton Road/Bradford Road (south) to approximately Live Oak Planation Road (north), with the intent to determine connectivity from this northern terminus to the Market Square District. This feasibility study will determine to what extent, considering costs and impacts, can a shared-use path be accommodated along this corridor. The primary goal of the Thomasville Road shared-use path providing a safe facility for residents in the area to travel via bicycle or walking.

### APALACHEE PARKWAY MULTI-USE TRAIL CONNECTION FEASIBILITY STUDY

This study will evaluate the feasibility of a trail connection from Apalachee Parkway from Sutor Road to Conner Blvd. and is component of the [Southwood Greenway Trail](#). The feasibility study will evaluate existing right-of-way, physical conditions and identify any constraints. The proposed segment would provide connectivity between several existing greenways, parks and residential areas.

### OAK RIDGE ROAD MULTI-USE TRAIL FEASIBILITY STUDY

The [Pine Flats Greenway](#) is a collection of interconnected trails that provide regional mobility and connectivity between the urban area of Tallahassee and the Woodville rural community. One component of the system is the Oak Ridge Trail. A feasibility study will be conducted to evaluate existing right-of-way, physical conditions and identify any constraints. As identified in the Tallahassee–Leon County Bicycle and Pedestrian Master Plan, the limits of the Oak Ridge Road Trial are Crawfordville Road to Woodville Highway.



## WORK PROGRAM

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

- 1.0 Administration: identifies those functions necessary 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 the Long Range Transportation Plan (LRTP) as well as the Efficient Transportation Decision Making Process (ETDM) and items related to the Census 2010.
- 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.

Each task provides an overview of the activities to be completed and the funding sources and costs associated with those activities.

- Personnel: *Salaries and fringe benefits for CRTPA staff. Fringe includes retirement, FICA, health insurance, worker's compensation and executive benefits.*
- Travel: *Costs for travel.*
- Direct Expenses: Office: *Supplies, Telecom/IT services, copier, postage, equipment, etc.*  
Professional Services per Staff Services Agreement: *Accounting, procurement, facilities (office space), human resources.*  
Administrative: *Training, legal, audit, etc.*
- Consultant: *Costs for consultant services.*

Any activity that does not include a completion date (i.e. Fall 2021) is considered an Ongoing activity. Any Task Budget item shown as TBD or Other will require a UPWP amendment to add a scope of work.

*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.*

## 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

FY 2018/19 – FY 2019/20 UPWP (2019, 2020)	Attended MPOAC meetings
Provided staff support to CRTPA & Committees	Completed Annual audit (April 19, 20)
Completed FDOT Certification (Jan 19, Jan 20)	Procured Auditor services
Completed Single Audits (April 19, April 20,)	
Provided training to elected officials and staff in the following areas:	
<i>Title VI</i>	<i>TA/TRIP Submittal Process, Workshop</i>
<i>GIS</i>	<i>MPOAC Institute (May 2021, 2022)</i>
<i>FDOT Transplex</i>	<i>Florida APA Annual Conference</i>

### 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, Section 5305(d), SU, CM and other funds that may be utilized) through the monitoring/maintenance of the FY 2020/21 – 2021/22 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. (Ongoing)

- 1.6 Purchase computers and other office equipment/furnishings as needed. *Note: items over \$5,000 require FDOT and FWHA approval prior to purchase.* (Ongoing)
- 1.7 Other administrative activities consistent with the UPWP as directed by the CRTPA Board or its subcommittees. (Ongoing)

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#### UNIFIED PLANNING WORK PROGRAM

- 1.8 Modify/Amend the FY 2020/21 – FY 2021/22 UPWP as necessary. (Ongoing)
- 1.9 Continue to improve linkage between UPWP and City of Tallahassee financial systems. (Ongoing)
- 1.10 Develop FY 2022/23– FY 2023/24 UPWP (May 2021)
  - 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 as part of the UPWP.
  - Identify potential planning projects.
  - Develop operating budget.
  - Develop and execute required funding agreements for PL and 5305(d), and as applicable for SU, SA, CM.

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#### CERTIFICATION

- 1.11 FDOT Annual Certification (June 2021, 2022)
  - Compile responses to FDOT certification questions.
  - Meet with FDOT staff to review responses and prepare final certification documentation.
- 1.12 FHWA/ FTA Quadrennial Joint Certification (Winter/Spring 2021)
  - Compile responses to FHWA/FTA certification questions.
  - Meet with FHWA and FTA staff to review responses and prepare final documentation on the metropolitan transportation planning processes.
  - Public Meeting and Web Page to solicit comments from citizens.

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#### AUDIT/LEGAL SERVICES

- 1.13 Employ a qualified auditor to perform the Annual CRTPA audit in accordance with federal requirements and Chapter 215.97, Florida Statutes (Florida Single Audit Act). (Annually)
- 1.14 Assist in the development of the Comprehensive Annual Financial Report (CAFR) as it relates to CRTPA grants. (Annually)
- 1.15 Receive copy of all audit reports relating to revenues and expenditures. (Annually)

1.16 Retain legal counsel for the CRTPA. (Ongoing)

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## TRAINING

1.17 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 Transplex](#)*
- *[NHI Public Involvement](#)*
- *TA/TRIP Submittal Process, FDOT Workshop*
- *[FDOT Online Computer Based Training](#)*
- *[Florida APA Annual Conference and Webinars](#)*
- *MPOAC Institute (2021, 2022)*
- *Florida Metropolitan Planning Partnership*

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## END PRODUCTS

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

Final FY 2022/23 - 2023/24 UPWP. (Spring 2022)

FHWA/FTA Joint Quadrennial Transportation Management Area Certification. (June 2021)

FDOT Joint Certification of the Metropolitan Planning Process. (May 2021, 2022)

Timely submittal of invoices to FDOT for PL and Section 5305(d) and as applicable SU, CM funds. (Quarterly)

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

MPOAC Institute board member training. (Fall 2021, 2022)

Annual audit. (Spring 2021, 2022)

## RESPONSIBLE AGENCY

CRTPA

**ESTIMATED TASK BUDGET AND FUNDING SOURCES TASK 1.0**

<b>Task 1.0</b>							
FY 2020/21							
Estimated Budget Detail							
	PL	FHWA SU	CM	5305(d)	FTA State Match	Local Match	Local Funds
Personnel:	\$ 178,983	\$ 17,000	\$ -	\$ 36,000	\$ 4,500	\$ 4,500	
Travel:	\$ 12,000						
Direct Expenses*							
Administrative:	\$ 91,245						
Contracted Services							
Audit:	\$ 18,000						
Legal:	\$ 32,000						
Office:	\$ 51,425						
Memberships and Dues							\$ 2,500
<b>Total</b>	<b>\$ 383,653</b>	<b>\$ 17,000</b>	<b>\$ -</b>	<b>\$ 36,000</b>	<b>\$ 4,500</b>	<b>\$ 4,500</b>	<b>\$ 2,500</b>
<i>*See Appendix I for Direct Expense detail</i>							

<b>Task 1.0</b>							
FY 2021/22							
Estimated Budget Detail							
	PL	FHWA SU	CM	5305(d)	FTA State Match	Local Match	Local Funds
Personnel:	\$ 193,000	\$ 7,100	\$ -	\$ 37,600	\$ 4,700	\$ 4,700	
Travel:		\$ 12,000					
Direct Expenses*							
Administrative:	\$ 91,245						
Contracted Services							
Audit:	\$ 18,000						
Legal:	\$ 32,000						
Office:	\$ 51,425						
Memberships and Dues							\$ 2,500
<b>Total</b>	<b>\$ 385,670</b>	<b>\$ 19,100</b>	<b>\$ -</b>	<b>\$ 37,600</b>	<b>\$ 4,700</b>	<b>\$ 4,700</b>	<b>\$ 2,500</b>
<i>*See Appendix I for Direct Expense detail</i>							

## UPWP TASK 2.0 – DATA COLLECTION/SAFETY

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, FDOT District 3 Traffic Operations (for Gadsden, Wakulla and Jefferson Counties) relative to Intelligent Transportation Systems (ITS) deployments.

Development of socio-economic data for the Connections 2045 Mobility Plan, ETDM Projects, maps, bicycle and pedestrian, and non-motorized transportation.

Reviewed crash data for specific areas to identify potential improvements.

Participation on local Community Traffic Safety Teams (CTST).

### ANTICIPATED ACTIVITIES

#### DATA COLLECTION

- 2.1 Coordinate collection and dissemination of GIS data with Tallahassee-Leon County GIS (TLCGIS). (Ongoing)
- 2.2 Continue to collect necessary data for Congestion Management System (CMS). (Ongoing)
- 2.3 Work with TATMS staff to develop travel-time reports from Bluetooth sensors along local roadways. (Ongoing)
- 2.4 Monitor and review traffic operation needs through collection and analysis of peak hour traffic data. (Ongoing)
- 2.5 Monitor and analyze 2020 Census data. (Fall 2021)
- 2.6 Incorporate 2020 Census data into the MPO’s essential planning documents. (Winter, Spring 2022)

#### SAFETY

- 2.7 Analyze crash trends and statistics to identify high-hazard locations and prioritize potential improvements. (Ongoing)
- 2.8 Continue participation on the Community Traffic Safety Teams (CTST) within the CRTPA planning area. (Monthly or Quarterly)
- 2.9 Develop Annual monitoring and reporting for Safety Performance Measures. (Winter 2020, 2021)

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**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)
- Adopt FTA safety performance targets. (Winter 2021)
- Annual reporting on FHWA and FTA Safety Performance Measures. (Winter 2021, 2022)

**RESPONSIBLE AGENCY**

CRTPA

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**ESTIMATED TASK BUDGET AND FUNDING SOURCES TASK 2.0**

<b>Task 2.0</b>						
FY 2020/21						
Estimated Budget Detail						
	PL	FHWA SU	CM	5305(d)	FTA State Match	Local Match
Personnel:	\$ 13,500	\$ 3,000		\$ 7,600	\$ 950	\$ 950
Total	\$ 13,500	\$ 3,000		\$ 7,600	\$ 950	\$ 950

<b>Task 2.0</b>						
FY 2021/22						
Estimated Budget Detail						
	PL	FHWA SU	CM	5305(d)	FTA State Match	Local Match
Personnel:	\$ 10,900	\$ 6,500		\$ 7,200	\$ 900	\$ 900
Total	\$ 10,900	\$ 6,500	\$ -	\$ 7,200	\$ 900	\$ 900



## UPWP TASK 3.0 – LONG RANGE PLANNING

The Long Range Planning task includes the activities related to the development of the Connections Regional Mobility Plan (RMP) as well as the long-term implementation of various transportation projects. The Task also includes coordination efforts with our regional partners to address transportation on a regional level.

### OBJECTIVES

- Adopt Connections 2045 Regional Mobility Plan.
- Maintain the Connections 2045 Regional Mobility Plan.
- Evaluate alternative transportation modes and systems.
- Improve traffic operations using ITS technologies.
- Coordinate planning efforts with regional partners.

### PREVIOUS WORK

#### 2040 REGIONAL MOBILITY PLAN

Monitored Connections 2040 RMP for consistency with the FDOT Work Program and development of Priority Projects.

#### 2045 REGIONAL MOBILITY PLAN

- Conducted review of Connections 2040 RMP to determine progress and identify priority issues.
- Completed RFP process to select consultant for RMP update. (Fall 2018)
- Finalized socioeconomic data for base (2015) and horizon (2045) years. (Summer 2019)
- Finalized validation of traffic model. (Summer 2019)
  - Area and facility types
  - TAZ structure
  - Calibration
- Developed initial goals and objectives. (Spring 2019)
- Initiated public involvement process. (Fall 2019)
  - Identify stakeholders
  - Review current census data to identify traditionally underserved areas
  - Develop interactive processes to enhance/encourage participation

#### REGIONAL TRAILS

Worked with Wakulla County on the development of the Coastal Trail.

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

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

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## ON-GOING ACTIVITIES

Continued participation in the development of various transportation projects.

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## REGIONAL COORDINATION

Continued outreach with local governments, and regional and state agencies.

Participated in Multi-use Corridors of Regional Economic Significance (M-CORES) meetings.

## ANTICIPATED ACTIVITIES

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### REGIONAL MOBILITY PLAN

- 3.1 Adopt final Connections 2045 RMP
  - Integrate FAST Act Performance measures as required. (Fall 2020)
  - Data (Summer/Fall 2020)
  - Continue public involvement process. (Summer/Fall 2020)
  - Develop alternatives based on agency and stakeholder input. (Spring, Summer 2020)
  - Develop financial resources plan. (Spring/Summer 2020)
  - Develop Needs and Cost Feasible Plans. (Spring/Summer 2020)
  - Conduct Public Hearings. (Fall 2020)
  - Adopt final plan. (November 2020)
- 3.1 Amend Connections 2045 RMP as necessary. (Ongoing)
- 3.2 Assist local governments with incorporating relevant portions of the 2045 RMP into their respective comprehensive plans. (Ongoing)
- 3.3 Adopt FTA Performance Measures and Monitor FHWA Performance Measures. (Winter 2021, 2022)

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### AIR CONFORMITY

- 3.4 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](http://www.dep.state.fl.us/air/air_quality/county/Leon.html).

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## REGIONAL AND LOCAL COORDINATION

- 3.1 Continue participation in District 3 coordination meetings.
- 3.2 Continue coordination with ARPC on various land use and transportation issues.
- 3.3 Improve overall coordination on transportation and land use issues with local governments, state agencies, local universities and other groups.
- 3.4 Assist local governments, as needed, to implement locally identified transportation projects.

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## TRAILS

- 3.5 Continue work with local partners and state agencies to implement regional trails identified in the Regional Trails Project Priority List.
- 3.6 Continue development of the Capital City to the Sea Trails and other regional trails.
  - Bloxham Cutoff Trail Feasibility Study (Winter 2021)
  - Tallahassee to Monticello Regional Trail Feasibility Study (Winter 2021)
- 3.7 Continue work with local partners to implement trails identified in the Bicycle/Pedestrian Project Priority List and develop projects to expand localized trail networks.
  - Oak Ridge Road Trail Feasibility Study (Summer 2021)
  - Apalachee Parkway Trail Feasibility Study (Summer 2021)

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## END PRODUCT

Adopted Connections 2045 LRTP. (November 2020)  
Participation in training related to Fast Act Performance Measures. (Ongoing)  
Regionally Coordinated Transportation Planning Process. (Ongoing)  
Multi-Use Trail Feasibility Studies

<b>RESPONSIBLE AGENCY</b>
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CRTPA

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**ESTIMATED TASK BUDGET AND FUNDING SOURCES TASK 3.0**

<b>Task 3.0</b>						
FY 2020/21 Estimated Budget Detail						
	PL	FHWA SU	CM	5305(d)	FTA State Match	Local Match
Personnel:	\$ 27,000	\$ 24,000		\$ 6,400	\$ 800	\$ 800
Consultant: <i>L RTP</i>		\$ 185,000				
<b>Total</b>	<b>\$ 27,000</b>	<b>\$ 209,000</b>		<b>\$ 6,400</b>	<b>\$ 800</b>	<b>\$ 800</b>

<b>Task 3.0</b>						
FY 2021/22 Estimated Budget Detail						
	PL	FHWA SU	CM	5305(d)	FTA State Match	Local Match
Personnel:	\$ 20,300	\$ 23,500		\$ 6,800	\$ 850	\$ 850
<b>Total</b>	<b>\$ 20,300</b>	<b>\$ 23,500</b>	<b>\$ -</b>	<b>\$ 6,800</b>	<b>\$ 850</b>	<b>\$ 850</b>

## 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 2040 RMP and other CRTPA plans. Primary activities of the task include the Annual Project Priority process that serves as the basis for the development of 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

#### PROJECT PRIORITY LISTS

- 4.1 Develop Annual Project Priority Lists (PPLs). (June 2021, 2022)  
PPLs are developed for:
- 2045 RMP Projects
    - Major Capacity Projects
  - Transportation System Management
    - Operations-level projects
      - Intersections
      - ITS
      - Pedestrian Improvements
  - Transportation Alternatives
  - Regional Trails
  - Transportation Regional Incentive Program (TRIP)
  - StarMetro
  - Tallahassee International Airport

*Current PPLs can be viewed [here](#).*

- 4.2 Conduct public outreach for the PPLs consistent with the requirements of the latest Public Involvement Plan. (Spring 2021, 2022)

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#### TRANSPORTATION IMPROVEMENT PROGRAM (TIP)

- 4.3 Develop and adopt the Annual TIP. (June 2021, 2022)
- 4.4 Coordinate the development of the TIP with FDOT D3 as well as local governments and agencies. (Spring 2021, 2022)
- 4.5 Conduct public involvement for the adoption of the TIP consistent with the requirements of the latest Public Involvement Plan. (Spring 2021, 2022)
- 4.6 Review local government comprehensive plans for consistency with CRTPA TIP and LRTP as necessary. (Spring 2021, 2022)
- 4.7 Publish Annual listing of federally funded obligated projects. (December 2020, 2021)
- 4.8 Continue refinement of Interactive TIP system. (Ongoing)
- 4.9 Modify/Amend TIP as necessary. (Ongoing)

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#### MONITOR TRANSPORTATION SYSTEM IMPACTS

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

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#### FAST ACT TRANSPORTATION ALTERNATIVES (TA) PROGRAM

- 4.15 Assist local governments in FAST Act TA application process. (Spring 2021, 2022)
- 4.16 Monitor progress of programmed TA projects and assist in their implementation when necessary. (Ongoing)

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#### LEGISLATIVE ACTIVITIES

- 4.17 Develop Annual legislative priorities. (November 2020, 2021)
- 4.18 Monitor legislative activities on both the federal and state level to determine impact on transportation issues. (Winter 2021, 2022)
- 4.19 Assist MPOAC with legislative activities. (\$500 - Local funds)

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#### END PRODUCT

- Annual Priority Project Lists. (June 2021, 2022)
- Annual Transportation Improvement Plan. (June 2021, 2022)
- Amendments to the Transportation Improvement Plan (TIP). (Ongoing)
- Annual monitoring/reporting Transportation Performance Measures into TIP. (June 2021, 2022)
- Annual Legislative Priorities. (November 2020, 2021)

#### RESPONSIBLE AGENCY

CRTPA

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**ESTIMATED TASK BUDGET AND FUNDING SOURCES TASK 4.0**

<b>Task 4.0</b>							
FY 2020/21							
Estimated Budget Detail							
	PL	FHWA SU	CM	5305(d)	FTA State Match	Local Match	Local Funds
Personnel:							
TIP	\$ 37,500	\$ 17,500	\$ -	\$ 10,000	\$ 1,250	\$ 1,250	
MPOAC				\$ 8,000	\$ 1,000	\$ 1,000	\$ 500
<b>Total</b>	<b>\$ 37,500</b>	<b>\$ 17,500</b>	<b>\$ -</b>	<b>\$ 18,000</b>	<b>\$ 2,250</b>	<b>\$ 2,250</b>	<b>\$ 500</b>

<b>Task 4.0</b>							
FY 2021/22							
Estimated Budget Detail							
	PL	FHWA SU	CM	5305(d)	FTA State Match	Local Match	Local Funds
Personnel:							
TIP	\$ 31,375	\$ 21,750		\$ 10,000	\$ 1,250	\$ 1,250	
MPOAC				\$ 8,000	\$ 1,000	\$ 1,000	\$ 500
<b>Total</b>	<b>\$ 31,375</b>	<b>\$ 21,750</b>	<b>\$ -</b>	<b>\$ 18,000</b>	<b>\$ 2,250</b>	<b>\$ 2,250</b>	<b>\$ 500</b>



## 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.

### OBJECTIVES

To ensure the efficient and effective provision of multimodal transportation.

### PREVIOUS WORK

#### BICYCLE/PEDESTRIAN PLANNING

Adopted Tallahassee - Leon County Bicycle and Pedestrian Master Plan (March 2020)  
Development of Project Priority Lists (PPLs) for Bicycle/Pedestrian Projects and Transportation Alternatives Projects. (June 2019, 2020)

Coordination with Bicycle Work Group in Leon County, Leon County Schools, Community Traffic Safety Team Members locally and with FDOT District 3 on outreach opportunities to promote safety and mobility options for all within the region.

Coordination with Florida State University on pedestrian and bicycle safety improvements.

Creation of joint City/County/CRTPA bicycle workgroup.

Coordination with Florida DEP and FDOT for the Capital City to the Sea Trails programming through CRTPA and SUNTrail.

#### TRANSIT – STARMETRO

Assisted StarMetro in the initial planning for the Southside Super Stop.

Worked with StarMetro to update and streamline the Transit Project Priority List.

Partnered with StarMetro to select consultant for Comprehensive Operational Analysis.

Initiate Comprehensive Operational Analysis.

Adopted StarMetro's Transit Asset Management Plan.

#### AVIATION

Worked with TIA to update the Aviation Project Priority List.

#### CONGESTION MANAGEMENT PLAN

Completed Phase I update of the Congestion Management Plan. (September 2018)

#### INTELLIGENT TRANSPORTATION SYSTEMS

Worked with FDOT District 3 on the update of the Regional ITS Architecture.

Worked with local TATMS to incorporate ITS-related improvements in FDOT projects.

Completed update of the Tallahassee/Leon County ITS Master Plan in partnership with TATMS. (October 2019)

## ANTICIPATED ACTIVITIES

### BICYCLE/PEDESTRAIN

- 5.1 Develop of the FY 2021 & 2022 Priority Project Lists for Bicycle and Pedestrian and Transportation Alternatives projects. (June 2020, June 2021)
- 5.2 Continue participation in the Bicycle Work Group. (Ongoing)
- 5.3 Coordination with the CMAC to identify and program key bicycle and pedestrian projects and programs for the region. (Ongoing)
- 5.4 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. (Ongoing)
- 5.5 Coordinate with the CTST's to promote responsible transportation behavior for all users of the network. (Quarterly 2021, 2022)
- 5.6 Coordinate with technical and citizen's groups to identify roadway design improvements as opportunities arise to improve the system. (Ongoing)
- 5.7 Implement Tallahassee/Leon County Bicycle/Pedestrian Master Plan. (Ongoing)
- 5.8 Thomasville Road Multiuse Path Feasibility Study (Fall 2020)
  - Document limits of existing right-of-way and any physical barriers.
  - Identify possible constraints.
  - Complete cost estimate.
  - Determine the preferred option/least impactful route.
- 5.9 Bloxham Cutoff (SR 267) Feasibility Study (Spring 2021)
  - Review right-of-way availability.
  - Identify potential trail alignments.
  - Assess any potential fatal-flaw issues.
- 5.10 Apalachee Parkway Trail Connection Feasibility Study (Summer 2021)
  - Document limits of existing right-of-way and any physical barriers.
  - Identify possible constraints.
  - Determine the preferred option.
- 5.11 Pine Flats - Oak Ridge Road Trail Feasibility Study (Winter 2022)
  - Document limits of existing right-of-way and any physical barriers.
  - Identify possible constraints.
  - Determine the preferred option.

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## TRANSIT (STARMETRO)

- 5.12 Assist StarMetro as necessary to improve transit service. (Ongoing)
- 5.13 Coordinate with StarMetro on the annual update of the Transit Development Plan (TDP). (Summer 2020, 2021)
- 5.14 Coordinate with StarMetro on the development of the annual project priority list for transit. (Spring 2021, 2022)
- 5.15 Work with StarMetro in the development of performance measures as they relate to transit service. (Winter 2021)
- 5.16 Work with StarMetro to identify potential ITS strategies/deployments to improve transit operations and efficiency. (Ongoing)
- 5.17 Complete Comprehensive Operational Analysis in cooperation with StarMetro. (Fall 2020, Winter 2021)
- 5.18 Reevaluate Regional Transit Study. (Fall 2021, Winter 2022)
- 5.19 Adopt FAST Act FTA Performance Measures/Targets as required. (Winter 2021)

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## AVIATION

- 5.20 Assist Tallahassee International Airport (TIA), as necessary, in the update of their Airport Master Plan. (Ongoing)
- 5.21 Coordinate with TIA on transportation projects that have a direct impact on airport operations. (Ongoing)
- 5.22 Assist TIA, as necessary, with the development of the Joint Aviation Capital Improvement Program (JAICP). (Ongoing)
- 5.23 Coordinate with TIA on the development of the Annual project priority list for aviation. (Spring 2021, 2022)

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## CONGESTION MANAGEMENT PLAN/PERFORMANCE MEASURES

- 5.24 Congestion Management Process Plan (CMP) Update Phase II (Summer 2021)
  - Update data and system information.
  - Refines the evaluation criteria for project assessment.
  - Identify Projects for implementation.
  - Annual adoption required Performance Measures Mobility.
    - Measures include:
      - travel time reliability and variability
      - vehicle and person hours of delay
      - average travel speed
      - other measures as deemed relevant to the CRTPA area
      - pavement condition and bridge condition

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

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INTELLIGENT TRANSPORTATION SYSTEMS (ITS)

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

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END PRODUCT

Effective and efficient coordinated public transportation system. (Ongoing)  
Completion of CTC review (Annual)/Completion of NTD report. (Annual)  
Updated MAP-21/FAST ACT FHWA and FTA Performance Measures. (December 2020, 2021)  
Thomasville Road Mixed-Use Path Feasibility Study. (Fall 2020)  
Wakulla Springs (SR267) Bloxham Cutoff Trail Feasibility Study. (Spring 2021)  
Apalachee Parkway Trail Feasibility Study. (Summer 2021)  
Complete CMP Phase II. (Summer 2021)  
Complete Comprehensive Operational Analysis. (Winter 2021)  
Complete Revaluation of Regional Transit Study. (Spring 2022)  
Oak Ridge Road Trail Feasibility Study. (Winter 2022)  
Trail Feasibility Studies and Mobility Studies *Once a study is identified the UPWP will be amended to reflect to scope of work to be completed.*

**RESPONSIBLE AGENCY**

CRTPA

StarMetro – *Comprehensive Operational Analysis*

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**ESTIMATED TASK BUDGET AND FUNDING SOURCES TASK 5.0**

<b>Task 5.0</b>						
FY 2020/21						
Estimated Budget Detail						
	PL	FHWA SU	CM	5305(d)	FTA State Match	Local Match
Personnel:	\$ 40,000	\$ 60,500		\$ 12,777	\$ 1,597	\$ 1,597
Consultant:						
5.1 Thomasville Rd. Path Feasibility Study		\$ 125,000				
5.2 Wakulla Springs (SR 267) Feasibility Study		\$ 100,000				
5.3 Apalachee Pkwy Trail Feasibility Study		\$ 60,000				
5.4 Congestion Management Plan Process Phase II		\$ -	\$ 125,000			
5.5 Comprehensive Operational Analysis (Transit)		\$ 250,000				
5.6 Oak Ridge Road Trail Feasibility Study		\$ 75,000				
5.7 Regional Transit Study Update		\$ 60,000				
5.8 Other Trail Studies/Mobility Projects (TBD)**		\$ 200,000				
<b>Total</b>	<b>\$ 40,000</b>	<b>\$ 930,500</b>	<b>\$ 125,000</b>	<b>\$ 12,777</b>	<b>\$ 1,597</b>	<b>\$ 1,597</b>
<b>**Requires an Amendment to the UPWP</b>						

<b>Task 5.0</b>						
FY 2021/22						
Estimated Budget Detail						
	PL	FHWA SU	CM	5305(d)	FTA State Match	Local Match
Personnel:	\$ 26,700	\$ 67,000		\$ 13,600	\$ 1,700	\$ 1,700
Consultant:						
-						
-						
-						
5.4 Congestion Management Plan Process Phase II(cont.)						
5.5 Comprehensive Operational Analysis (Transit) (cont.)						
5.6 Oak Ridge Road Trail Feasibility Study (cont.)						
5.7 Regional Transit Study Update (cont)						
5.8 Other Trail Studies/Mobility Projects (TBD)**		\$ 4,000				
<b>Total</b>	<b>\$ 26,700</b>	<b>\$ 71,000</b>	<b>0</b>	<b>\$ 13,600</b>	<b>\$ 1,700</b>	<b>\$ 1,700</b>
<b>**Requires an Amendment to the UPWP</b>						

## UPWP TASK 6.0 – PUBLIC INVOLVEMENT

The Public Transportation task identifies the activities that encourage and facilitate public participation in the transportation planning process. Activities include meeting notices as well as presenting information to various civic groups and local agencies on a regular basis.

### OBJECTIVES

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

### PREVIOUS WORK

#### CRTPA

Updated Title VI Procedures as part of the Public Involvement Process Plan and attended training and outreach events related to Title VI best practices. (February 2018)

Final redesign of the CRTPA website – [www.crtpa.org](http://www.crtpa.org).

Conducted public outreach seeking comments on the CRTPA's plans and programs including the TIP, UPWP, Project Priority Lists, and Regional Mobility Plan.

Continued updates to the CRTPA website 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

- 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](http://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 Develop and publish an Annual report on CRTPA activities. (Summer 2021, 2022)
- 6.10 Periodically review and update Public Involvement Plan (PIP) to comply with the FAST Act, Title VI and other applicable requirements. (Ongoing)
- 6.11 Review and update Public Involvement Process Plan to incorporate guidance for Virtual Online Pubic Meetings and regarding COOP activities. (Summer 2020)
- 6.12 Update (as necessary) the Limited English Proficiency Plan for the CRTPA planning area. (Ongoing)
- 6.13 Conduct safety programs at public schools, as requested, in Gadsden, Leon, Jefferson, and Wakulla counties. (Ongoing)
- 6.14 Continue to coordinate with FDOT on the Annual Work Program Hearing. (Fall 2020, 2021)
- 6.15 Initiate public education campaign in coordination with the local colleges. (Ongoing)

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**END PRODUCT**

Effective program to provide the public information regarding the transportation planning process and specific projects. (Ongoing)  
Updated Public Involvement Process Plan. (Summer, Fall 2020)  
Updates of CRTPA website. (Ongoing)

**RESPONSIBLE AGENCY**

CRTPA

**ESTIMATED TASK BUDGET AN FUNDING SOURCES TASK 6.0**

<b>Task 6.0</b>							
FY 2020/21 Estimated Budget Detail							
	PL	FHWA SU	CM	5305(d)	FTA State Match	Local Match	
Personnel:	\$ 27,000	\$ 18,000	\$ -	\$ 8,000	\$ 1,000	\$ 1,000	
Total	\$ 27,000	\$ 18,000	\$ -	\$ 8,000	\$ 1,000	\$ 1,000	

<b>Task 6.0</b>							
FY 2021/22 Estimated Budget Detail							
	PL	FHWA SU	CM	5305(d)	FTA State Match	Local Match	
Personnel:	\$ 28,000	\$ 15,000		\$ 8,000	\$ 1,002	\$ 1,003	
Total	\$ 28,000	\$ 15,000	\$ -	\$ 8,000	\$ 1,002	\$ 1,003	



## UPWP TASK 7.0 – SPECIAL PROJECTS

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

### OBJECTIVES

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

### PREVIOUS WORK

Completed the Southwest Area Transportation Plan. (2019)  
Completed Monticello Trail Extension Feasibility Study. (2019)  
Completed US 27/Downtown Havana Corridor Improvement Study. (2020)  
Completed corridor assessments of Pensacola Street, Tharpe Street. and Bannerman Road. (2018/2019)  
Completed Phases I and II of the Midtown Area Transportation Plan. (March 2019/2020)

### ANTICIPATED ACTIVITIES

- 7.1 City of Monticello to the City of Tallahassee US 90 Multi-use Trail
  - Document limits of existing right-of-way, publicly owned lands and cultural resources, environmental features and any physical barriers will be documented.
  - Identify possible constraints.
  - Coordinate with applicable agencies and local governments.
  - Determine the least impactful route.
  
- 7.2 Stadium Dr./Lake Bradford Rd./Gaines St./Varsity Dr. Intersection Study
  - Data Collection.
  - Identify possible improvements to the intersection.
  - Evaluate potential alternate routes to divert traffic around/away from the intersection.
  
- 7.3 Other planning projects as may be needed
  - *Once a planning project is identified the UPWP will be amended to reflect to scope of work to be completed.*

### END PRODUCT

Monticello to Tallahassee US 90 Multi-use Trail Feasibility Study. (Fall 2020)  
Stadium Dr./Lake Bradford Rd./Gaines St./Varsity Dr. Intersection Study. (Spring 2021)

### RESPONSIBLE AGENCY

CRTPA

**ESTIMATED TASK BUDGET AND FUNDING SOURCES TASK 7.0**

<b>Task 7.0</b>						
FY 2020/21						
Estimated Budget Detail						
	PL	FHWA SU	CM	FTA 5305(d)	State Match	Local Match
Personnel:	\$ 24,000	\$ 79,107	\$ -	\$ 19,200	\$ 2,400	\$ 2,400
Consultant:						
7.1 US90 Bike/Ped Tr. Feasibility Study PH I & II		\$ 150,000				
7.2 Stadium/Lk. Bradford/Gaines/Varsity Int. Study		\$ 73,170	\$ 51,830			
7.3 Other Special Projects/Safety Studies (TBD)**		\$ 375,000				
7.4 Corridor/Complete Streets (TBD)**		\$ 239,974				
<b>Total</b>	<b>\$ 24,000</b>	<b>\$ 917,251</b>	<b>\$ 51,830</b>	<b>\$ 19,200</b>	<b>\$ 2,400</b>	<b>\$ 2,400</b>
<b>**Requires an Amendment to the UPWP</b>						

<b>Task 7.0</b>						
FY 2021/22						
Estimated Budget Detail						
	PL	FHWA SU	CM	FTA 5305(d)	FTA State Match	Local Match
Personnel:	\$ 17,700	\$ 79,000		\$ 20,020	\$ 2,503	\$ 2,503
Consultant:						
7.2 Stadium/Lk. Bradford/Gaines/Varsity Int. Study						
7.3 Other Special Projects/Safety Studies (TBD)**		\$ 5,575				
7.4 Corridor/Complete Streets (TBD)**		\$ 5,583				
<b>Total</b>	<b>\$ 17,700</b>	<b>\$ 90,158</b>	<b>\$ -</b>	<b>\$ 20,020</b>	<b>\$ 2,503</b>	<b>\$ 2,503</b>
<b>**Requires an Amendment to the UPWP</b>						

TABLE I  
FAST ACT PLANNING FACTORS

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

Table II

STATE PLANNING EMPHASIS AREAS

UPWP Tasks									
STATE PLANNING EMPHASIS AREAS	Admin	Data Collection	LRP	SRP	Mobility Planning	Public Involvement.	Mobility Planning	Public Invlv.	Special Projects
ACES		X	X	X	X		X		X
Safety		X	X	X	X	X	X	X	X
System Connectivity		X	X	X	X	X	X	X	X

See page 3 for details

TABLE III:  
Schedule of Selected Projects FY 2021

UPWP TASK	-- 2020 --						-- 2021 --												-- 2022--						
	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	
<b>TASK 1.0 PROGRAM ADMINISTRATION</b>																									
1.10 Develop 2022/23-23/24 UPWP																									
1.11 FDOT Annual Certification																									
1.12 FHWA Quadrennial Certification																									
1.14 Audit																									
<b>TASK 2.0 DATA COLLECTION</b>																									
2.5 Analyze Census Data																									
2.6 Integrate Census Data in Program Documents																									
<b>TASK 3.0 LONG RANGE PLANNING</b>																									
3.1 2045 LRTP Update/Adoption																									
3.0 Adopt/Report Performance Measures																									
<b>Task 4.0 SHORT RANGE PLANNING</b>																									
4.1 Develop 2022 Priority Projects Develop 2023 Priority Projects																									
4.3 TIP Update (Annual and Roll-Forward)																									
4.17 Develop Legislative Priorities																									
<b>TASK 5.0 Modal Planning</b>																									
5.0 Develop Annual PPLs																									
5.1 Thomasville Rd. Feasibility Study																									
5.2 Bloxham Cutoff Trail (SR267) Feasibility Study																									
5.3 Apalachee Parkway Trail Feasibility Study																									
5.4 Congestion Management Plan Phase II																									
5.5 Comprehensive Operational Analysis																									
5.6 Oak Ridge Road Trail Feasibility Study																									
5.7 Reevaluation of Regional Transit Study																									
<b>TASK 6.0 PUBLIC INVOLVEMENT</b>																									
6.1 Update Public Involvement Process Plan																									
<b>TASK 7.0 SPECIAL PROJECTS</b>																									
7.1 US 90 Multi-use Trail Feasibility Study																									
7.1 Stadium/Bradford/Gaines/Varsity Study																									

TABLE IV  
FY 2020/21 Funding by Agency

TASK	ELEMENT	FHWA	FTA	FDOT		Local <sup>2</sup>	Total
				Soft Match	Cash Match <sup>2</sup>		
1.0	Admin	\$400,653	\$36,000	\$72,398	\$4,500	\$9,500	\$450,653
2.0	Data/Safety	\$16,500	\$7,600	\$2,982	\$950	\$950	\$26,000
3.0	LRP	\$236,000	\$6,400	\$42,645	\$800	\$800	\$244,000
4.0	SRP	\$55,000	\$18,000	\$9,939	\$2,250	\$2,750	\$78,000
5.0	Mobility	\$1,095,500	\$12,777	\$197,957	\$1,597	\$1,597	\$1,111,471
6.0	Public Inv.	\$45,000	\$8,000	\$8,132	\$1,002	\$1,003	\$55,005
7.0	Special Proj.	\$993,081	\$19,200	\$179,450	\$2,400	\$2,400	\$1,017,081
	TOTAL	\$2,841,734	\$107,977	\$513,501	\$13,499	\$19,000	\$2,982,210

TABLE V  
FY 2021/22 Funding Sources by Agency

TASK	ELEMENT	FHWA			FTA Sec 5305(d)	FDOT		Local <sup>2</sup>	Federal	State	Local	Task Total
		PL	SU	CM		Soft Match <sup>1</sup>	Cash Match <sup>2</sup>					
1.0	Admin	\$383,653	\$17,000		\$36,000	\$72,398	\$4,500	\$9,500	\$436,653	\$76,898	\$9,500	\$450,653
2.0	Data/Safety	\$13,500	\$3,000		\$7,600	\$2,982	\$950	\$950	\$24,100	\$3,932	\$950	\$26,000
3.0	LRP	\$27,000	\$209,000		\$6,400	\$42,645	\$800	\$800	\$242,400	\$43,445	\$800	\$244,000
4.0	SRP	\$37,500	\$17,500		\$18,000	\$9,939	\$2,250	\$2,750	\$73,000	\$12,189	\$2,750	\$78,000
5.0	Mobility	\$40,000	\$930,500	\$125,000	\$12,777	\$197,957	\$1,597	\$1,597	\$1,108,277	\$199,554	\$1,597	\$1,111,471
6.0	Public Inv.	\$27,000	\$18,000		\$8,000	\$8,132	\$1,002	\$1,003	\$53,000	\$9,134	\$1,003	\$55,005
7.0	Special Proj.	\$24,000	\$917,251	\$51,830	\$19,200	\$179,450	\$2,400	\$2,400	\$1,012,281	\$181,850	\$2,400	\$1,017,081
	TOTAL	\$552,653	\$2,112,251	\$176,830	\$107,977	\$513,501	\$13,499	\$19,000	\$2,949,711	\$527,000	\$19,000	\$2,982,210

<sup>1</sup>Soft match is non-cash match for FHWA Funds and represents 18.07% of total FHWA funds. Soft match is not included in o

<sup>2</sup>Match for FTA Funds. 5305(d) funds are 80% FTA, 10% FDOT & 10% Local. Task 4.0 includes an \$500 local contribution to *WVHRC* legislative activities

TABLE VI

## FY 2020/21 Funding by Agency

TASK	ELEMENT	FHWA	FTA	FDOT		Local <sup>2</sup>	Total
				Soft Match	Cash Match <sup>2</sup>		
1.0	Admin	\$404,770	\$ 37,600	\$ 73,142	\$ 4,700	\$ 9,700	\$456,770
2.0	Data/Safety	\$17,400	\$7,200	\$3,144	\$900	\$900	\$26,400
3.0	LRP	\$43,800	\$6,800	\$7,915	\$850	\$850	\$52,300
4.0	SRP	\$53,125	\$18,000	\$9,600	\$2,250	\$2,750	\$76,125
5.0	Mobility	\$97,700	\$13,600	\$17,654	\$1,700	\$1,700	\$114,700
6.0	Public Inv.	\$43,000	\$8,000	\$7,770	\$1,003	\$1,002	\$53,005
7.0	Special Proj.	\$107,858	\$20,020	\$19,490	\$2,503	\$2,503	\$132,883
	TOTAL	\$767,653	\$111,220	\$138,715	\$13,906	\$19,405	\$912,183

TABLE VII

## FY 2021/22 Funding Source by Agency

TASK	ELEMENT	FHWA			FTA Sec 5305(d)	FDOT		Local <sup>2</sup>	Federal	State	Local	Task Total
		PL	SU	CM		Soft Match <sup>1</sup>	Cash Match <sup>2</sup>					
1.0	Admin	\$385,670	\$ 19,100		\$ 37,600	\$ 73,142	\$ 4,700	\$ 9,700	\$ 442,370	\$ 77,842	\$ 9,700	\$ 456,770
2.0	Data/Safety	\$ 10,900	\$ 6,500		\$ 7,200	\$ 3,144	\$ 900	\$ 900	\$ 24,600	\$ 4,044	\$ 900	\$ 26,400
3.0	LRP	\$ 20,300	\$ 23,500		\$ 6,800	\$ 7,915	\$ 850	\$ 850	\$ 50,600	\$ 8,765	\$ 850	\$ 52,300
4.0	SRP	\$ 31,375	\$ 21,750		\$ 18,000	\$ 9,600	\$ 2,250	\$ 2,750	\$ 71,125	\$ 11,850	\$ 2,750	\$ 76,125
5.0	Mobility	\$ 26,700	\$ 71,000		\$ 13,600	\$ 17,654	\$ 1,700	\$ 1,700	\$ 111,300	\$ 19,354	\$ 1,700	\$ 114,700
6.0	Public Inv.	\$ 28,000	\$ 15,000		\$ 8,000	\$ 7,770	\$ 1,003	\$ 1,002	\$ 51,000	\$ 8,773	\$ 1,002	\$ 53,005
7.0	Special Proj.	\$ 17,700	\$ 90,158		\$ 20,020	\$ 19,490	\$ 2,503	\$ 2,503	\$ 127,878	\$ 21,992	\$ 2,503	\$ 132,883
	TOTAL	\$520,644	\$ 247,008	\$ -	\$ 111,220	\$ 138,715	\$ 13,906	\$19,405	\$ 878,873	\$ 152,620	\$19,405	\$ 912,183

<sup>1</sup>Soft match is non-cash match for FHWA Funds and represents 18.07% of total FHWA funds. Soft match is not included in overall totals.

<sup>2</sup>Match for FTA Funds. 5305(d) funds are 80% FTA, 10% FDOT & 10% Local. Task 4.0 includes an \$500 local contribution to MPOAC legislative activities

APPENDIX I - FY 2020/21 and FY 2021/22 - Estimated Administrative, Facility and Office Expense Detail

FY 2021 - FY2022		
Estimated Administrative, Facility and Office Expense Detail		
Accounting Category		Task 1.0 Administration
<b>Administrative Expenses</b>		
Advertising	\$7,645	521010 - Advertising
WCOT	\$4,500	521180 - Unclassified Contractual Srvc
Dues, Subscriptions, Memberships*	\$750	524030 - Memberships
Gen. Liability/Workers Comp Insurance	\$20,000	541040 - Insurance (General Liability/ Comp)
<b>Staff Services Fees</b>		
<i>HR</i>	\$8,300	560010 - Human Resource Expense
<i>Accounting</i>	\$21,000	560020 - Accounting Expense
<i>Purchasing</i>	\$4,300	560030 - Purchasing Expense
<i>IT</i>	\$23,500	560040 - Information Systems Expense
<i>Revenue Collection</i>	\$400	560070 - Revenue Collection
<i>Environmental</i>	\$850	560082 - Environmental
Subtotal:		\$91,245
<b>Contracted Services</b>		
<i>Audit</i>	\$18,000	521180 - Unclassified Contractual Srvc
<i>Legal</i>	\$32,000	521160 - Legal Services
Subtotal:		\$50,000
<b>Office Expenses</b>		
<i>Reproduction</i>	\$3,000	521030 - Reproduction
<i>Equipment Repairs</i>	\$225	521100 - Equipment Repairs
<i>Software</i>	\$13,100	521190 - Computer Software
<i>Telephone</i>	\$3,750	522080 - Telephone
<i>Postage</i>	\$750	523050 - Postage
<i>Office Supplies</i>	\$13,000	523060 - Office Supplies
<i>Unclassified Supplies</i>	\$2,000	523080 - Unclassified Supplies
<i>Journals &amp; Books</i>	\$600	524020 - Journals & Books
<i>Machinery &amp; Equipment (&lt;\$5,000)</i>	\$15,000	550040 - Computer Equipment
<i>Machinery &amp; Equipment (&gt;\$5,000)</i>	\$-	
Subtotal:		\$51,425
Total:		\$192,670
*PL eligible dues (i.e. organizational memberships)		



**Application for Federal Assistance SF-424**

* 1. Type of Submission: <input checked="" type="checkbox"/> Preapplication <input type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application	* 2. Type of Application: <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision	* If Revision, select appropriate letter(s): <input type="text"/> * Other (Specify): <input type="text"/>
--	--	--

* 3. Date Received: <input type="text"/>	4. Applicant Identifier: <input type="text"/>
---	--

5a. Federal Entity Identifier: <input type="text" value="Not Applicable"/>	5b. Federal Award Identifier: <input type="text"/>
---	---

**State Use Only:**

6. Date Received by State: <input type="text"/>	7. State Application Identifier: <input type="text"/>
---	---

**8. APPLICANT INFORMATION:**

\* a. Legal Name:

* b. Employer/Taxpayer Identification Number (EIN/TIN): <input type="text" value="596000435"/>	* c. Organizational DUNS: <input type="text" value="8310256010000"/>
---	---

**d. Address:**

* Street1:	<input type="text" value="300 S. Adams St."/>
Street2:	<input type="text" value="Box A-19"/>
* City:	<input type="text" value="Tallahassee"/>
County/Parish:	<input type="text" value="Leon"/>
* State:	<input type="text" value="FL: Florida"/>
Province:	<input type="text"/>
* Country:	<input type="text" value="USA: UNITED STATES"/>
* Zip / Postal Code:	<input type="text" value="323011731"/>

**e. Organizational Unit:**

Department Name: <input type="text"/>	Division Name: <input type="text"/>
--	--

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

Prefix: <input type="text" value="Mr."/>	* First Name: <input type="text" value="Greg"/>
Middle Name: <input type="text"/>	
* Last Name: <input type="text" value="Slay"/>	
Suffix: <input type="text"/>	
Title: <input type="text" value="Executive Director"/>	

Organizational Affiliation:

* Telephone Number: <input type="text" value="(850) 819-8630"/>	Fax Number: <input type="text"/>
---	----------------------------------

\* Email:

**Application for Federal Assistance SF-424**

**\* 9. Type of Applicant 1: Select Applicant Type:**

E: Regional Organization

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

\* Other (specify):

**\* 10. Name of Federal Agency:**

Federal Transit Administration

**11. Catalog of Federal Domestic Assistance Number:**

20.505

CFDA Title:

Section 5305(d)

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

20.505

\* Title:

Metropolitan Transportation Planning

**13. Competition Identification Number:**

Not Applicable

Title:

Not Applicable

**14. Areas Affected by Project (Cities, Counties, States, etc.):**

Add Attachment

Delete Attachment

View Attachment

**\* 15. Descriptive Title of Applicant's Project:**

In support of the Unified Planning Work Program for Gadsden, Jefferson, Leon and Wakulla Counties, Florida.

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

**Application for Federal Assistance SF-424**

**16. Congressional Districts Of:**

\* a. Applicant

\* b. Program/Project

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

Add Attachment

Delete Attachment

View Attachment

**17. Proposed Project:**

\* a. Start Date:

\* b. End Date:

**18. Estimated Funding (\$):**

* a. Federal	<input type="text" value="107,977.00"/>
* b. Applicant	<input type="text" value="13,497.00"/>
* c. State	<input type="text" value="13,497.00"/>
* d. Local	<input type="text" value="0.00"/>
* e. Other	<input type="text" value="0.00"/>
* f. Program Income	<input type="text" value="0.00"/>
* g. TOTAL	<input type="text" value="134,971.00"/>

**\* 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

a. This application was made available to the State under the Executive Order 12372 Process for review on

b. Program is subject to E.O. 12372 but has not been selected by the State for review.

c. Program is not covered by E.O. 12372.

**\* 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**

Yes  No

If "Yes", provide explanation and attach

Add Attachment

Delete Attachment

View Attachment

**21. \*By signing this application, I certify (1) to the statements contained in the list of certifications\*\* and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances\*\* and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)**

\*\* I AGREE

\*\* The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

**Authorized Representative:**

Prefix:  \* First Name:

Middle Name:

\* Last Name:

Suffix:

\* Title:

\* Telephone Number:  Fax Number:

\* Email:

\* Signature of Authorized Representative:

\* Date Signed:

GMIS - FTA Only FY 2021

Section 5305(d) - FY 2019  
Grant Management Information System Codes  
FTA Funds Only - 80% of Total

**Technical Classifications:**

44.21.00	Program Support and Administration	\$	36,000
44.22.00	General Development and Comprehensive Planning	\$	7,600
44.23.01	Long Range Transportation Planning System Level	\$	6,400
44.23.02	Long Range Transportation Planning Project Level	\$	2,500
44.24.00	Short Range Transportation Planning	\$	7,500
44.25.00	Transportation Improvement Program	\$	8,000
44.26.00	Special Projects	\$	31,977
44.26.01			
44.26.02			
44.26.06			
44.26.07			
44.26.08			
44.17.00	Other Activities ( <i>Public Involvement</i> )	\$	8,000

**Total Cost \$ 107,977**

**Accounting Classifications:**

44.30.01	Personnel	\$	69,984
44.30.02	Fringe Benefits	\$	29,993
44.30.03	Travel		
44.30.04	Equipment		
44.30.05	Supplies		
44.30.06	Contractual		
44.30.07	Other: <i>TIP Software</i>	\$	8,000
44.30.08	Indirect Costs		

**Total FTA Funds \$ 107,977**

**Fund Allocations:**

44.30.01	MPO Activities	\$	107,977
44.30.02	Transit Operator Activities		
44.40.03	State and/or Local Agency Activities		
	Total Net Project Cost	\$	107,977

**Total FTA Funds \$ 107,977**

Full Budget - FTA FY 2021

Section 5305(d) - FY 2019  
 Grant Management Information System Codes  
 All Funds

**Technical Classifications:**

44.21.00	Program Support and Administration	\$	45,000
44.22.00	General Development and Comprehensive Planning	\$	9,500
44.23.01	Long Range Transportation Planning System Level	\$	8,000
44.23.02	Long Range Transportation Planning Project Level	\$	3,125
44.24.00	Short Range Transportation Planning	\$	9,375
44.25.00	Transportation Improvement Program	\$	10,000
44.26.00	Special Projects	\$	39,971
44.26.01			
44.26.02			
44.26.06			
44.26.07			
44.26.08			
44.17.00	Other Activities ( <i>Public Involvement</i> )	\$	10,000

**Total Net Project Cost \$ 134,971**

**Accounting Classifications:**

44.30.01	Personnel	\$	87,480
44.30.02	Fringe Benefits	\$	37,491
44.30.03	Travel		
44.30.04	Equipment		
44.30.05	Supplies		
44.30.06	Contractual (TIP Software)	\$	10,000
44.30.07	Other		
44.30.08	Indirect Costs		

**Total Net Project Cost \$ 134,971**

**Fund Allocations:**

41.30.01	MPO Activities	\$	107,977
41.30.02	Transit Operator Activities		
41.30.03	State and/or Local Agency Activities	\$	26,994

**Total Net Project Cost \$ 134,971**

Federal Share (80%) \$ 107,977

Local Share (20%)		\$	26,994
Accounting			
<u>Classification</u>			<u>Amount</u>
91.37.08.8 02	Technical Studies - Planning	\$	134,971



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

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

Planning Comments

Document Name: Unified Planning Work Program		MPO: CRTPA	
Date of Document: May 19, 2020	Date Received: March 13, 2020	Date Reviewed: April 16, 2020	District: 3
Reviewed by: Michael Sherman and John Crocker			

**COMMENTS:**

Page #	Comment Type	Comment Description	CRTPA Response
General	FTA Region IV	If planning activities are proposed for funding under the 49 USC 5307 program or any other FTA program, please ensure they are listed and programmed in the UPWP.	FTA Funding in Task & Budget
General	FTA Region IV	If funding is being carried over from the prior-year UPWP, carryover amounts, and activities should be listed in the document. Please identify any incomplete work elements or activities financed with Federal planning assistance awarded in previous fiscal years as carryover activities.	No FTA funds applied to incomplete work elements from previous UPWP.
General	FTA Region IV	If any programmed 5305(d) funds are estimates, coordination with the State DOT may be required for UPWP modification or amendment after review of FTA apportionments.	Noted: UPWP amendment will be processed as applicable.
General	FTA Region IV	The metropolitan transportation planning process should provide for the establishment and use of a performance-based approach, with related activities noted in the UPWP accordingly. Please note that in addition to TAM, there is an upcoming deadline for MPO PTASP target setting that will occur during the next UPWP cycle.	Included activities related to PTASP Target.
3	Editorial	Please be sure to include the finalized and signed resolution in the final UPWP.	Noted: Executed at adoption.
4	Editorial	Please include the finalized and signed Cost Analysis Certification.	FDOT
4	Enhancement	I suggest utilizing a separate Cost Analysis Certification for each fiscal year.	FDOT
Introduction	Critical	<p>Please include a discussion on the use of the soft match policy for the Federal funds. This should also identify the total amount of the soft match and percentages of the match. Please also note that the soft match amount must also be shown for each task in the Budget summary tables as well. The MPO needs to also include the soft match discussion in the Introduction and the amounts in the Summary Budget Tables for any STBG Funds (such as SU - or other FHWA non-PL Funds). This remains at the sliding scale of 81.93:18.07.</p> <p>Below is template language that can be used to address the soft match policy. Additionally, please adjust the budget tables, agency participation summary budget tables, and funding source summary budget tables.</p> <p>“Section 120 of Title 23, U.S.C., permits a State to use certain toll revenue expenditures as a credit toward the non-Federal matching share of all programs authorized by Title 23, (with the exception of Emergency Relief Programs) and for transit programs authorized by Chapter 53 of Title 49, U.S.C. This is in essence a "soft-match" provision that allows the Federal share to be increased up to 100% to the extent credits are available. The “soft match” amount being utilized to match the FHWA PL funding in the UPWP is 20% of FHWA program funds for a total of \$</p>	<p>The template language and the dollar amount of soft match are included in the Introduction.</p> <p>The soft-match amount is revised to reflect 18.07% for all FHWA funding.</p>

		<p>(Continued)</p> <p>. The “soft match” amount being utilized to match the FHWA SU funding in the UPWP is 18.07% of FHWA program funds for a total of \$</p> <p>.” However, since the MPO does not have any SU/SA/CM funds programmed in the UPWP, the following language can be utilized a placeholder in the event an amendment is processed: If the M/TPO amends the UPWP to include FHWA SU funding, the “soft match” amount that will be utilized to match the FHWA SU funding in the UPWP is 18.07% of FHWA program funds. The total for (insert fiscal year) for a total of \$ __.”</p>	
14	Critical	Please insert an activity related to the TMA Federal Certification Review which will occur in early 2021 and the final report will be issued June 2021.	Activity and Work Product included in Task 1.0
Tasks 1-7	Critical	Each task must link activities and end products as well as to identify milestones for the activities and end product due dates. If an activity is Ongoing – please identify is it monthly, quarterly, Annually and which years. Some of these are provided but many are not. If an end product will not be completed during this UPWP, then it must be identified when it will be completed as well. Some notes are provided below for the individual tasks related to this, but not all. Please review all tasks for this requirement. Please ensure all tasks include more information for the activities that will be performed. Some are extremely broad and therefore eligibility cannot be determined.	Schedule of projects has been added in Table III. All tasks have a timeframe when work activity or planning project to be completed.
16	Editorial	For the direct expenses line item, an asterisk is included but the notation was not included. I suggest including the note for the purposes of the reader. For instance, the direct expenses are listed on page 12. I suggest using those and listing it under or in the table for clarification purposes.	Notation references the Table in the Appendix by page number.
20	Critical	I suggest including activities and products related to the MPO’s efforts with TPM in the LRTP in Task 3.0. It should also include the MPO’s efforts for monitoring and reporting targets. Although the UPWP mentions TPM efforts under CMP on page 28, I suggest mentioning it under each essential planning activities where performance measures reporting is required.	Added activity associated with TPMs.
23-24	Critical	Please include the MPO’s requirements for monitoring/reporting TPM in the TIP under the short range planning Task 4.0. Although reporting, developing, and reporting of performance measures is mentioned on page 28 under CMP, I suggest mentioning it under each essential planning activities where performance measures reporting is required.	Added to Task 4.0
General	Enhancement	I suggest including necessary activities focused on monitoring, analyzing, and incorporating the upcoming 2020 Census data into the MPO’s essential planning documents.	Added to data collection.
Task 1	Enhancement	Please include activities under the appropriate task to review and update the MPO’s COOP to consider pandemic scenarios. Additionally, it is suggested that the MPO review and consider what alternative operational and alternative public involvement outreach strategies may be required for these type of events (particularly if it is long term). This review may entail updating operational documents such as PPPs, bylaws, and others.	PIP will be updated. Activities included.
Task Budget Tables	Critical	Referring to the PL Balance spreadsheets, the MPO will have \$32,009 PL funds that will be de-obligated and reprogrammed to FY2021. However, the total amount of PL funds for FY21 and FY22 is \$520,644 for each fiscal year (FY21 = \$552,653 and FY22 = \$520,644). After calculating the funds programmed for every task, both FY21 and FY22 include the following amounts (FY21 \$696,906 and FY22 \$696,906). Please provide the justification and/or corrections to the budget table accordingly.	Budget in FY 21 and FY 22
39-40	Critical	Please include the Agency Participation and Funding by Agency Summary Budget tables in the final draft of the UPWP.	Included



General	Editorial	Tasks that involve consultant participation (such as Tasks 2 and 3) should provide enough detail (such as project scope, work to be accomplished for each project, anticipated completion dates, and project costs) about what the consultant responsibilities are concerning the activities to be undertaken using federal-aid funds. If that is not possible at this time, prior to the MPO's use of PL funds for these types planning projects or activities, the District should forward a copy of the scope of services,	Noted; Detail about the planning projects is included in the narrative. Task Work Orders will be sent to FHWA and FDOT.
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General	Editorial (Cont.)	the anticipated cost, and completion date to the FHWA for review. It will continue to be the responsibility of the District and MPO to ensure that all activities undertaken as part of these tasks are eligible and are allowable costs.	Project schedules included.
49-54	Critical	All Agreements or Certifications, including Debarment and Suspension, Contracts, Grants, and Cooperative Agreements, Title VI agreements and DBE statements should be signed and dated and included in the final document.	Noted
Tasks 1 - 7	Editorial	For all tasks and activities, I suggest incorporating narrative on the benefits of attending trainings, meetings, conferences. Please note that all training/meeting/conference participation must be reasonable, necessary and allocable to the transportation planning process. Please provide additional clarification on the deliverables associated with all training/meetings/conferences.	Noted; additional detail provided on training activities.
25	Critical	For Legislative Activities 4.17, 4.18, and 4.19, I suggest listing this as a separate task to ensure that the MPO avoids seeking any reimbursement for any activities that may be considered as lobbying. Additionally, the local funds are not included in the table. Please make sure to include the local funds in the FY21 and FY22 budget tables.	Noted

MPO Name : CRTPA	Final		Date: 6/3/20020
UPWP Check List	Yes	No	Comment
<b>A. COVER AND TITLE PAGE</b>			
Includes CFDA Number?	X		
Includes Federal Aid Project Number (FAP)?	X		
Includes FM Number (Work Program)?	X		
Name of MPO and Funding Agencies?	X		
The correct fiscal years for the proposed UPWP are listed?	X		
MPO physical, mailing, and website addresses; phone numbers	X		
The Final UPWP includes an approved signature or MPO resolution and the date of MPO Board action?	X		
<b>B. TABLE OF CONTENTS</b>			
Introduction	X		
Organization and Management	X		
Work Program Task Sheets – includes the following sections:			
• Administration	X		
• Data Collection	X		
• Transportation Improvement Program	X		
• Long Range Transportation Plan	X		
• Special Project Planning	X		
• Public Involvement	X		
Summary Budget – Table 1 Agency Participation (broken out by year)	X		
Summary Budget – Table 2 Funding Source (broken out by year)	X		
Florida Planning Activities	X		
Statements and Assurances	X		
FTA Grant Application (if included in UPWP)	X		
Each Task is consistent in number, wording, and references page numbers with each respective task sheet	X		
<b>C. INTRODUCTION</b>			
Brief definition of the UPWP	X		
Current overview of the status of comprehensive transportation planning activities	X		
Discussion of local and regional planning priorities	X		

MPO Name : CRTPA	Final		Date: 6/3/20020
	Yes	No	Comment
UPWP Check List			
Planning tasks to be performed with funds under Title 23 and Title 49 Chapter 53 (Public Transportation)	X		
A description of the metropolitan transportation and transportation related air quality planning activities (if applicable) anticipated in the non-attainment area regardless of funding sources or agencies conducting air quality activities;	N/A		
Discussion of soft match, including a definition and the amount (both as a total and the present)	X		
Indirect Cost Rate (if applicable)	N/A		
Description of Public Involvement process used in development of UPWP	X		
Discussion of Planning Emphasis Areas	X		
<b>D. ORGANIZATION AND MANAGEMENT</b>			
Identification of participants and a brief description of their respective roles in the UPWP metropolitan area planning process	X		
Discussion of appropriate agreements:			
• Standard Interlocal Agreement	X		
• Metropolitan Planning Organization (MPO) Agreement	X		
• Joint Participation Agreement – FTA 5303 funds	X		
• ICAR Agreement	X		
• Other agreements	X		
Identification and discussion of operational procedures and bylaws	X		
<b>E. WORK PROGRAM TASK SHEETS</b>			
Each sheet should describe individual tasks, be in the same format, and include:			
• Task number and title	X		
• Purpose	X		
• Previous work completed	X		
• Required Activities – how task will be performed; who will perform the task	X		
• Responsible agency or agencies	X		
• Proposed funding source(s) – tied into Table 2	X		
Schedule that adequately describes activities that will take place during the year, including:			
• Schedule of milestones or benchmarks	X		
• End product(s)			
• Estimated completion date(s)			

MPO Name : CRTPA	Final		Date: 6/3/20020
UPWP Check List	Yes	No	Comment
Proposed funding source(s) with anticipated costs by fiscal year and by budget line item ( <i>an Estimated Budget Detail</i> )	X		
<b>F. STATEMENTS AND ASSURANCES</b>			
DBE	X		
Debarment and Suspension	X		
Lobbying	X		
Title VI Nondiscrimination Agreement	X		
Appendix A	X		
Appendix E	X		
<b>G. FTA SECTION 5305(D) APPLICATION (IF INCLUDED IN UPWP)</b>			
Certain FTA grants – Form 424	X		
Certain FTA Grants: FTA Certification / Assurances	X		
Affirmation of Applicant	X		
Affirmation of Applicant’s Attorney	X		
Budget showing total funds by classifications	X		
Budget showing FTA funds only by classifications	X		
<b>H. TABLE 1: AGENCY PARTICIPATION</b>			
Participating agencies identified with funding commitments	X		
Table includes only those District planning activities scheduled to occur within the MPO Boundaries	X		
Table shows the amount of funds set aside for work by consultants	X		
There is one table for Year 1 and one table for Year 2	X		
<b>I. TABLE 2: FUNDING SOURCE</b>			
Proposed funding sources and budgeted funds are identified by task and subtask for each appropriate funding source, and are consistent with applicable Task Sheet	X		
The Department’s PL and FTA matching funds are shown separately	X		
Federal, state, and local contribution levels are provided by task and subtask	X		
The total amounts shown in each task agree with the amounts shown in Table 1: Agency Participation	X		
There is one table for Year 1 and one table for Year 2	X		
<b>J. GENERAL</b>			
The Final UPWP was reviewed and endorsed or approved by the TAC, CAC, and the MPO prior to distribution	X		

MPO Name : CRTPA	Final		Date: 6/3/20020
UPWP Check List	Yes	No	Comment
Documentation of the endorsement or approvals (e.g., a MPO Resolution, meeting minutes, letter of authentication) are included	X		
Tasks or activities to correct or eliminate deficiencies noted in the previous federal and/or state certification reviews are identified in the UPWP	X		
The annual audit is included as part of the Program Administration Task, and as a separate line item	X		
Equipment purchases are identified as part of a task	X		
Equipment rentals and leases are included by tasks	X		
Matrix that identifies how each task relates to the Planning Emphasis Areas and Planning Factors	X		

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**DEBARMENT and SUSPENSION CERTIFICATION**

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

- (1) The Capital Region TPA hereby certifies to the best of its knowledge and belief, that it and its principals:
- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency;
  - (b) Have not, within a three-year period preceding this proposal, been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) transaction or contract under a public transaction, violation of federal or state antitrust statutes; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
  - (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state or local) with commission of any of the offenses listed in paragraph (b) of this certification; and
  - (d) Have not, within a three-year period preceding this certification, had one or more public transactions (federal, state or local) terminated for cause or default.
- (2) The Capital Region TPA also hereby certifies that if, later, it becomes aware of any information contradicting the statements of paragraphs (a) through (d) above, it will promptly provide that information to the U.S.D.O.T.

  
Name: Randy Merritt  
Title: MPO Chairman (or designee)

May 19, 2020  
Date

FLORIDA DEPARTMENT OF TRANSPORTATION  
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**DISADVANTAGED BUSINESS ENTERPRISE UTILIZATION**

It is the policy of the Capital Region TPA that disadvantaged businesses, as defined by 49 Code of Federal Regulations, Part 26, shall have an opportunity to participate in the performance of MPO contracts in a nondiscriminatory environment. The objectives of the Disadvantaged Business Enterprise Program are to ensure non-discrimination in the award and administration of contracts, ensure firms fully meet eligibility standards, help remove barriers to participation, create a level playing field, assist in development of a firm so it can compete successfully outside of the program, provide flexibility, and ensure narrow tailoring of the program.

The Capital Region TPA, and its consultants shall take all necessary and reasonable steps to ensure that disadvantaged businesses have an opportunity to compete for and perform the contract work of the Capital Region TPA, in a non-discriminatory environment.

The Capital Region TPA shall require its consultants to not discriminate on the basis of race, color, national origin and sex in the award and performance of its contracts. This policy covers in part the applicable federal regulations and the applicable statutory references contained therein for the Disadvantaged Business Enterprise Program Plan, Chapters 337 and 339, Florida Statutes, and Rule Chapter 14-78, Florida Administrative Code

  
\_\_\_\_\_  
Name: Randy Merritt  
Title: MPO Chairman (or designee)

May 19, 2020  
\_\_\_\_\_  
Date




FLORIDA DEPARTMENT OF TRANSPORTATION  
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**LOBBYING CERTIFICATION for GRANTS, LOANS and COOPERATIVE AGREEMENTS**

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

- (1) No Federal or state appropriated funds have been paid or will be paid by or on behalf of the Capital Region TPA, to any person for influencing or attempting to influence an officer or employee of any Federal or state agency, or a member of Congress or the state legislature in connection with the awarding of any Federal or state contract, the making of any Federal or state grant, the making of any Federal or state loan, extension, continuation, renewal, amendment, or modification of any Federal or state contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any Federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- (3) The Capital Region TPA shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants and contracts and subcontracts under grants, subgrants, loans, and cooperative agreement), which exceeds \$100,000, and that all such subrecipients shall certify and disclose accordingly.
- (4) This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each failure.

  
Name: Randy Merritt

Title: MPO Chairman (or designee)

May 19, 2020

Date

FLORIDA DEPARTMENT OF TRANSPORTATION  
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**TITLE VI/ NONDISCRIMINATION ASSURANCE**

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

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

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

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

  
\_\_\_\_\_  
Name: Randy Merritt  
Title: MPO Chairman (or designee)

\_\_\_\_\_  
May 19, 2020  
Date

FLORIDA DEPARTMENT OF TRANSPORTATION  
**UNIFIED PLANNING WORK PROGRAM (UPWP)  
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**APPENDICES A and E**

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

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



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- (6) **Incorporation of Provisions:** The Contractor shall include the provisions of paragraphs (1) through (7) in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Regulations, or directives issued pursuant thereto. The Contractor shall take such action with respect to any subcontract or procurement as the Florida Department of Transportation, the Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, and/or the Federal Motor Carrier Safety Administration may direct as a means of enforcing such provisions including sanctions for noncompliance. In the event a Contractor becomes involved in, or is threatened with, litigation with a subcontractor or supplier as a result of such direction, the Contractor may request the Florida Department of Transportation to enter into such litigation to protect the interests of the Florida Department of Transportation, and, in addition, the Contractor may request the United States to enter into such litigation to protect the interests of the United States.
- (7) **Compliance with Nondiscrimination Statutes and Authorities:** Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin); and 49 CFR Part 21; The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects); Federal-Aid Highway Act of 1973, (23 U.S.C. § 324 et seq.), (prohibits discrimination on the basis of sex); Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 et seq.), as amended, (prohibits discrimination on the basis of disability); and 49 CFR Part 27; The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 et seq.), (prohibits discrimination on the basis of age); Airport and Airway Improvement Act of 1982, (49 USC § 471, Section 47123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex); The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms "programs or activities" to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not); Titles II and III of the Americans with Disabilities Act, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131 -- 12189) as implemented by Department of Transportation regulations at 49 C.F.R. parts 37 and 38; The Federal Aviation Administration's Non-discrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex); Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures non-discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations; Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100); Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. 1681 et seq)

