

March 15, 2022



AGENDA ITEM 4 B

**DRAFT UNIFIED PLANNING WORK PROGRAM (UPWP)
FISCAL YEAR 2022/23 – FISCAL YEAR 2023/24**

TYPE OF ITEM: CONSENT

STATEMENT OF ISSUE

The CRTPA's Fiscal Year (FY) 2022/23 – FY 2023/2024 Draft Unified Planning Work Program, provided as **Attachment 1**, has been developed for transmittal to state and federal review agencies. (Florida Department of Transportation (FDOT), Federal Highway Administration (FHWA) and Federal Transit Administration (FTA).

RECOMMENDED ACTION

Option 1: Approve the transmittal of the CRTPA Draft FY 2022/23 – FY 2023/2024 UPWP to state and federal review agencies (Florida Department of Transportation, Federal Highway Administration and Federal Transit Administration) for review and comment.

BACKGROUND

The UPWP is developed every two years and serves as the CRTPA's work activities and budget. The UPWP is divided into seven tasks covering items from daily administration of the CRTPA to identifying the specific planning projects to be undertaken. The initial draft is designed to focus on the tasks and upcoming studies, while the final draft will refine the tasks, task schedules and project and operating budget information. Additionally, The CRTPA - FDOT contract, required budget forms, and federal and state documents will accompany the completed UPWP. The draft budget outline is included; however, we are still working to finalize the overall funding available for the two-year period.

Upon approval by the Board, the draft UPWP is submitted to FDOT, FHWA and FTA for review. The final UPWP will reflect any comments made by the agencies, committees, or the public, as well as the total budget and required documents. The CRTPA Planning Contract with FDOT will accompany the final UPWP document. In May the final version will be presented to the TAC and CMAC Committees and to the Board for approval.

Recommendation

Approve the transmittal of the CRTPA Draft FY 2022/23 – FY 2023/2024 UPWP to state and federal review agencies (Florida Department of Transportation, Federal Highway Administration and Federal Transit Administration) for review and comment.

ATTACHMENT

Attachment 1: Draft FY 2022/23 – FY 2023/2024 UPWP

.



UNIFIED PLANNING WORK PROGRAM

Effective Date: July 1, 2023—June 30, 2024

Draft Version March 15, 2022
Adoption Date: May 17, 2022

*Prepared by the Capital Region Transportation Planning Agency
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*Federal Aid ID No. _____
FDOT Financial Project Numbers: 439323-4-14-01 (PL), -02 (SU), -03 (CM)*

*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.**

TABLE OF CONTENTS

Endorsing Resolution.....	i
Cost Analysis Certification	ii
Glossary	iii
Introduction.....	1
District Planning Activities.....	7
Organization and Management.....	8
Status of Local and Regional Planning Activities.....	11
Priorities for FYs 2022/23 & 2023/24	15
Work Program.....	17
Task 1.0 - Program Administration.....	19
Task 2.0 - Data Collection.....	24
Task 3.0 - Long Range Planning.....	27
Task 4.0 - Short Range Planning	31
Task 5.0 - Mobility Planning.....	35
Task 6.0 - Public Involvement	41
Task 7.0 - Special Projects	45
TABLE I: FAST Act Planning Factors.....	48
TABLE II: Federal and State Planning Emphasis Areas.....	49
TABLE III: Schedule of Selected Projects.....	50
TABLE IV, V: Agency Participation, Funding Sources - 2020/21	
TABLE VI, VII: Agency Participation, Funding Sources - 2021/2241	
FIGURE 1: Map of CRTPA Planning Area.....	v
FIGURE 2: UPWP Task Development.....	1
FIGURE 3: Performance Measures.....	12

APPENDIX I. FY 2022/23 & FY 2023/24 Estimated Expense Budget Detail
Administrative, Facility and Office

Required Forms ***This section will be updated with the final version.***

- Certifications and Assurances
- Certification of Restrictions of Lobbying
- Debarment and Suspension Certification
- Title VI Nondiscrimination Policy Statement
- Disadvantaged Business Enterprise Utilization
- Agency Comments

Resolution 2022-05-__

A RESOLUTION APPROVING THE FY 2020/21– FY 2021/22 UNIFIED PLANNING WORK PROGRAM FOR THE PITCAL REGION TRANSPORTATION PLANNING AGENCY (CRTPA); AUTHORIZING THE CHARIMAN TO EXECUTE ALL REQUIRED FORMS AND ASSURANCES; AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE ALL SUBSEQUENT GRANT APPLICATIONS, AND INVOICES.

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

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

Whereas, the CRTPA prepared and submitted a Fiscal Year (FY) 2022/2023 and Fiscal Year (FY) 2023/2024 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 2022/23 and FY 2023/24; and
2. Authorizes the Chairman to execute all required forms and assurances; and
3. Authorizes the CRTPA Executive Director to file and execute all related grant applications and invoices for the Unified Planning Work Program and the Section 5305(d) Transit Planning Grant.

DONE, ORDERED, AND ADOPTED THIS 15th DAY OF MAY 2022

CAPITAL REGION TRANSPORTATION PLANNING AGENCY

Kristin Dozier, Chair

ATTEST: _____
Greg Slay, Executive Director

FDOT COST ANALYSIS CERTIFICATION
Capital Region Transportation Planning Agency (CRTPA)
Unified Planning Work Program - FY 2023/23- 2023/24

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 5/17/2022

Bryant Paulk, AICP
Urban Planning Manager, District 3

GLOSSARY OF ABBREVIATIONS

ADA	-	Americans with Disabilities Act of 1990
ARPC	-	Apalachee Regional Planning Council
ATMS	-	Automated Traffic Management System
CMAC	-	Citizen's Multimodal Advisory Committee
CFR	-	Code of Federal Regulations
CMP	-	Congestion Management Process
CPGA	-	Consolidated Planning Grant Agreement
CTC	-	Community Transportation Coordinator
CTD	-	Commission for the Transportation Disadvantaged
CTST	-	Community Traffic Safety Team
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
LEP	-	Limited English Proficiency

GLOSSARY OF ABBREVIATIONS (CONT.)

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

CRTPA METROPOLITAN PLANNING AREA

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



Figure 1

INTRODUCTION

The Unified Planning Work Program (UPWP) has been prepared to outline the tasks to be performed with funds under Title 23 Sections 134 (Metropolitan Transportation Planning), 135 (Statewide Transportation Planning) and Title 49 (Public Transportation) by the Capital Region Transportation Planning Agency (CRTPA) for the period July 1, 2022 through June 30, 2024. This document serves to define planning tasks and activities for the public as well as public officials and agencies that contribute manpower and allocate funds to the transportation planning process.

UPWP PLANNING TASK DEVELOPMENT

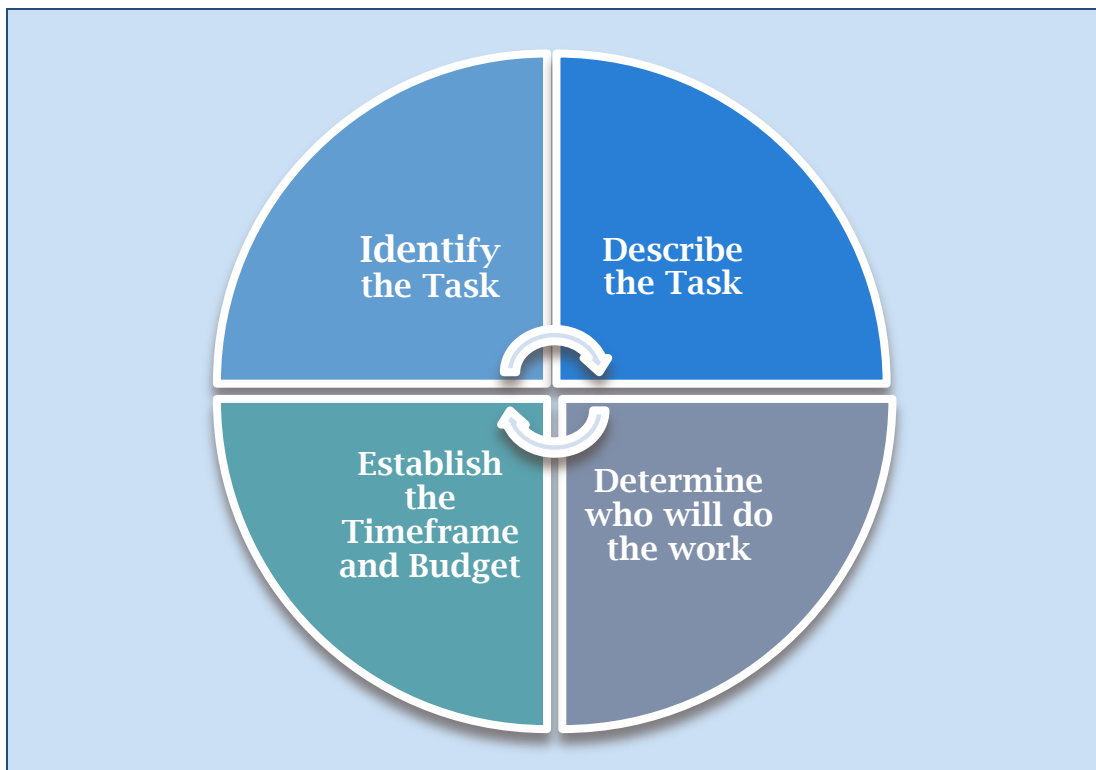


Figure 2

The UPWP contains seven primary tasks or elements that provide the framework for the work program. Within each element the tasks further define planning activities, including products, projects, and plans. Furthermore, any UPWP planning task funded in partnership with another agency or local government is identified as a “Joint Planning Task.” Joint Planning Tasks are established through an Agreement or Memorandum of Understanding between the parties.

DEVELOPMENT OF THIS UPWP

Development of this UPWP officially began on February 10, 2022, as a part of the CRTPA's Joint Certification meeting. CRTPA staff and the Florida Department of Transportation met to discuss the Certification Report responses and to go over the overall process. Consistent with previous years, the UPWP was developed through reviewing and updating tasks contained within the preceding document in coordination with CRTPA staff and outside agencies responsible for the tasks within the document. Development of the UPWP also included a review of the CRTPA's top critical priorities identified at past Annual Retreats and then outlining tasks to address these priorities. The UPWP is framed considering the Federal Planning Factors and the State Planning Emphasis Areas, which are further detailed in Section I. Lastly, staff reviewed the requirements related to development of UPWPs as contained within the [FDOT MPO Program Management Handbook](#).

CRTPA PLANNING DOCUMENTS

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

PUBLIC INVOLVEMENT

Public involvement during the development of the UPWP is accomplished through online platforms and in-person activities. A draft and final version is presented at the regularly scheduled meetings of the Technical Advisory Committee (TAC) and Citizens Multimodal Advisory Committee (CMAC), and to the CRTPA Board.

In addition to presenting the draft UPWP to the Committees and Board, a notice is posted CRTPA website (www.crtpa.org) 15-days prior to approval by the CRTPA, consistent with the Public Involvement Plan (PIP). During the development of the UPWP the CRTPA coordinates with FDOT and FHWA to ensure all planning activities are eligible consistent with 2CFR200 and State law.

PUBLIC INVOLVEMENT (CONT.)

The draft UPWP was presented to the CRTPA Board and Committees and the public for comment (March 2022) and approved by the CRTPA at its May 17, 2022, meeting. Additionally, a Public Meeting was advertised in a local newspaper for each of the four counties. Public Meetings were coordinated with the local governments and an announcement made via the CRTPA's and local governments' contact lists. The UPWP reflects compliance with the comprehensive Title VI of the Civil Rights Act of 1964 and Environmental Justice (Executive Order 12898) procedures.

CONSOLIDATED PLANNING GRANT

FHWA and FTA provide funding support through the FDOT in the form of PL, SU, SA and CM funds (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. The FDOT and the Capital Region Transportation Planning Agency participate in the Consolidated Planning Grant (CPG). The CPG enables FDOT, in cooperation with the MPO, FHWA, and FTA, to annually consolidate Florida's FHWA PL and FTA 5305(d) metropolitan planning fund allocations into a single grant that is administered by the FHWA Florida Division. These funds are annually apportioned to FDOT as the direct recipient and allocated to the MPO by FDOT utilizing formulas approved by the MPO, FDOT, FHWA and FTA in accordance with 23 CFR 420.109 and 49, U.S.C. Chapter 53. The FDOT is fulfilling the CPG's required 18.07% non-federal share (match) using Transportation Development Credits (Credits) as permitted by 23 CFR 120(i) and FTA C 8100.1D.

The Credits are in essence a "soft-match" provision that allows the Federal share to be increased up to 100%.

SUMMARY

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

FEDERAL PLANNING FACTORS

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

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

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

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

FLORIDA PLANNING EMPHASIS AREAS 2021

In coordination with the development of the UPWP, the FDOT Office of Policy Planning develops Planning Emphasis Areas (PEAs) for consideration as part of the transportation planning process. The four state PEAs are Safety, Equity, Resilience and Emerging Technology. The CRTPA's develops and implements planning programs that support both the State PEAs and the Federal Planning Factors.

SAFETY

Safety has been a federal and state planning priority over numerous iterations of transportation legislation and policy. The FAST ACT required MPOs to adopt Safety Performance Measures, and to annually report on and monitor progress against their adopted safety targets. Planning activities included in the UPWP support the identification of safety needs and improvements. The CRTPA planning documents, stand-alone [area or corridor] safety studies and safety considerations within modal planning elements support the goal of a safer transportation system for all users. Additionally, data analyses and community involvement better inform the identification and prioritization of safety projects in the planning process.

EQUITY

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

RESILIENCE

The FAST Act introduced the requirement that states and metropolitan planning organizations consider and implement improving the resiliency and reliability of the transportation system. Resilience is defined as the ability to adapt to changing conditions and prepare for, withstand, and recover from disruption. These conditions can encompass a wide variety of environmental, technological, economic, or social impacts.

Resilience within the planning processes is a consideration within every planning document prepared by the CRTPA. Additionally, the CRTPA coordinates with agency partners responsible for natural disaster risk reduction and supports local resilience planning initiatives. Increased costs associated with reducing vulnerability of the existing transportation infrastructure is another factor that is evaluated. Proactive resiliency planning will help the CRTPA develop planning documents that are ultimately more realistic and cost-effective.

EMERGING MOBILITY

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

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

FDOT DISTRICT THREE PLANNING ACTIVITIES

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

The Florida Department of Transportation District Three covers 16 counties in the Northwest Florida region including the four counties of Gadsden, Jefferson, Leon and Wakulla that comprise the Capital Region.

ORGANIZATION AND MANAGEMENT OF THE CRTPA

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

CRTPA RESPONSIBILITIES

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

CRTPA BOARD

The CRTPA Board is the transportation policy-making body comprised of representatives from local government and transportation agencies with authority and responsibility in urbanized areas. Local government representatives from the Gadsden, Leon, Jefferson and Wakulla County Commissions, the City of Tallahassee City Commission and the Leon County School. 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 typically serves a two-year term.

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.

C RTPA COMMITTEES

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

C RTPA STAFF

The CRTPA staff is responsible for collecting and disseminating all information from the transportation planning process to the public. The work effort required to support the 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, the 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 community meetings.

C RTPA AGREEMENTS

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

These agreements are:

[*Amended Interlocal Agreement for the Formation & Operation of the CRTPA*](#)

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

CRTPA AGREEMENTS (CONT.)

Agreements with state and local governments, and local and regional agencies

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

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

The Consolidated Planning Grant (CPG) Agreement

The purpose of this agreement is to pass financial assistance to the CRTPA through the Florida Department of Transportation (FDOT) in the form of Federal Highway Administration (FHWA) funds for the completion of transportation related planning activities set forth in the CRTPA's Unified Planning Work Program (UPWP). A new two-year MPO Agreement will be executed subsequent to the adoption of the FY 2023- FY 2023 UPWP.

Public Transportation Grant Agreement

Through Federal Fiscal Year 2021 the CRTPA executed 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. an support of metropolitan planning activities, the

Staff Services Agreement

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

STATUS OF LOCAL AND REGIONAL PLANNING ACTIVITIES

CONNECTIONS 2045 REGIONAL MOBILITY PLAN (RMP)

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

TRANSPORTATION IMPROVEMENT PROGRAM

The development of the Transportation Improvement Program is coordinated with the FDOT, FHWA, FTA and member governments. Adopted annually, the TIP is a comprehensive list of federal and state projects, and local projects of regional significance. The Florida Department of Transportation's Work Program is used to produce the CRTPA's five-year TIP. Funded transportation projects in the TIP include transit, roadways, bridges, aviation, seaport, rail and commuter rail, bicycle facilities, pedestrian provisions, and enhancement projects like landscaping and greenways.

CONGESTION MANAGEMENT PLAN PROCESS AND PLAN UPDATE

The [CRTPA Congestion Management Plan Process \(CMP\)](#), approved in 2018, 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 identified the development of tools and strategies aimed at reducing peak hour vehicle miles of travel and congestion and improving connectivity between employment centers and areas with concentrations of transportation disadvantaged populations.

An update to the Congestion Management Process Plan (CMP) is currently underway. The updated CMP will build upon the identified strategies to reduce congestion/delay levels, as well as consider related safety improvements. The update to the CMP refines the evaluation criteria for assessing projects to ensure 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.

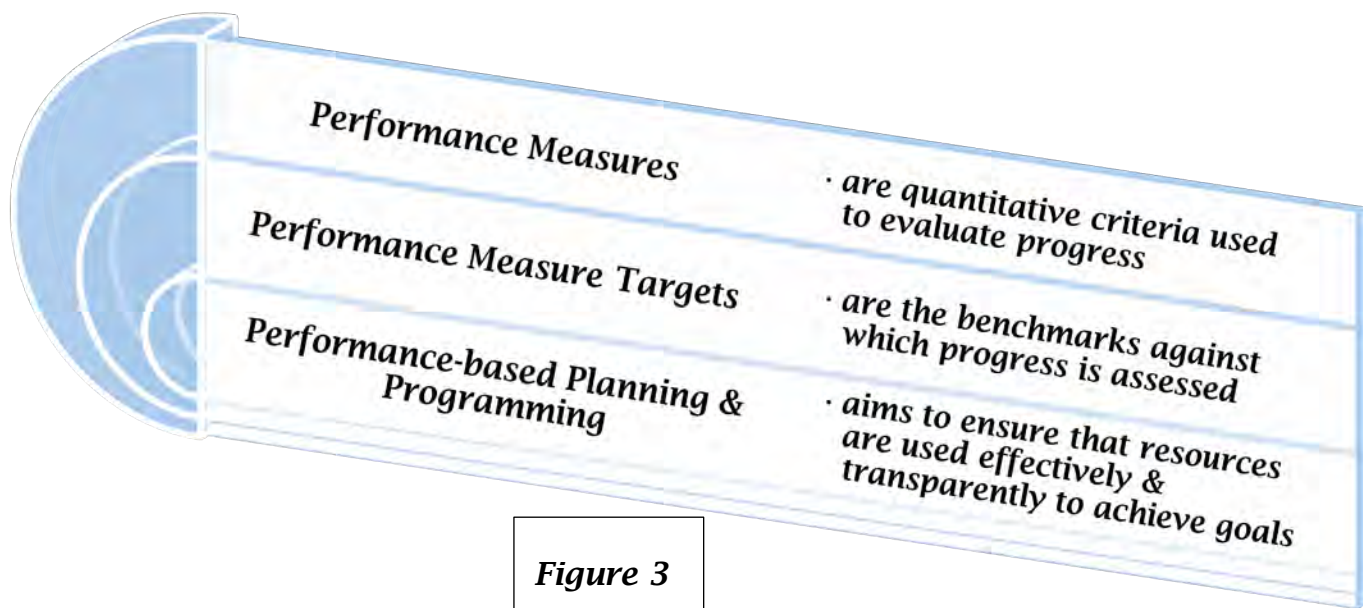


Figure 3

TRANSPORTATION PERFORMANCE MANAGEMENT (PERFORMANCE MEASURES)

The FAST Act requires the CRTPA to adopt [Performance Measures and Targets](#). Performance measures are adopted for highway safety, bridge and pavement, system performance and freight management, transit asset management, and transit safety. The targets, developed cooperatively with our transportation planning partners, are based on the best available data and objective information. Performance Measures are important to the CRTPA’s planning program because they allow us to set goals and measure the progress towards those goals over time. Annually, the CRTPA analyses and reports on the progress towards achieving the Performance Measures and may adjust the goal in response to the data. At the February 21, 2022 Board Meeting, the CRTPA Board adopted the 2022 Performance Measures and Targets, including support for the FDOT Vision Zero goal.

STARMETRO COMPREHENSIVE OPERATIONAL AND TRANSIT DEVELOPMENT PLAN

The CRTPA partnered with StarMetro to complete a Comprehensive Operations Analysis (COA) and update to the Transit Development Plan (TDP). The TDP establishes a 10-year strategy for StarMetro’s system development along with the agency’s long-term vision and goals, and updates the agency’s financial projects. Concurrently StarMetro completed a COA, compiling 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.

FHWA/FTA QUADRENNIAL CERTIFICATION - METROPOLITAN PLANNING PROCESS

The CRTPA's Metropolitan Planning Program was recertified by FHW and FTA. Two Corrective Actions related to the Connections 2045 RMP were identified during the review process. The CRTPA has satisfactorily addressed the Corrective Actions.

THOMASVILLE ROAD MULTI-USE PATH FEASIBILITY STUDY

At the January 31, 2022, CRTPA Board meeting, members accepted the recommendations from the study and approved the project moving into the Design Phase. The path begins at Betton Road and extends to Metropolitan Boulevard, with a future connection to the Market Square District. This project is identified in the Tallahassee-Leon County Bicycle and Pedestrian Master Plan as one of the significant gaps in the network. While improving connectivity the shared-use path also provides a safe facility for residents.

US 90 MULTI-USE TRAIL FEASIBILITY STUDY

Initiated in late 2019, the study analyzed the viability of a trail connecting Tallahassee to Monticello on US 90. Approximately 21 miles in length, the trail limits are Pedrick Road in the City of Tallahassee (Leon County) east to the Monticello Bike Trail in the City of Monticello (Jefferson County). Public engagement continued through early 2022 and the recommendations from the study will be presented to the Board at the April 2022 meeting. *(Update in Final Version)*

IRON BRIDGE ROAD MULTI USE TRAIL FEASIBILITY STUDY

The study, currently underway, evaluates the feasibility of adding a multi-use trail on Iron Bridge Road from Orchard Pond Road in Leon County to Havana (US27) in Gadsden County. The Feasibility Study will review right-of-way availability, identifying potential trail alignments, document natural conditions and physical constraints, and assess any potential fatal flaws. It is anticipated the study will be completed in the Spring of 2023.

WAKULLA SPRINGS MULTI-USE PATH (SR 267/BLOXHAM CUTOFF) FEASIBILITY STUDY

Following the same scope and schedule as detailed above, the SR 267/Bloxham Cutoff Feasibility Study began in the Spring of 2022. This proposed trail segment begins at Wakulla Springs State Park/Entrance and ends at the St. Marks Trail. The project is identified the Capital City to the Sea Trails Master Plan and connects two major recreational facilities.

CORRIDOR AND SAFETY STUDIES

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

There has been ongoing discussion about modifying this intersection to promote the safe passage of pedestrians, cyclists, and vehicles alike. This study examined current and projected future (2045) operations, at the intersection and the surrounding network; evaluated alternative improvements to the intersection; and identified the opportunities and constraints associated with the improvements. The study also considers network improvements to divert traffic around/away from the intersection.

PENSACOLA STREET AND ST. AUGUSTINE STREET OPERATIONAL ANALYSIS

In conjunction with the Stadium Dr/N Lake Bradford Rd/Gaines St/Varsity Dr Intersection Study, an Operational Analysis was completed for Pensacola Street and St. Augustine Road. The Operational Analysis evaluated existing and projected future conditions on the corridors to determine if improvements could enhance mobility and efficiency without major capacity expansions. The analysis assessed capacity constraints and opportunities, identified spot congestion, and considered multi-modal improvement facilities. The assessment explored converting Pensacola Street and St. Augustine Street from two-way streets to one-way bidirectional pairs. There were no recommended improvements in the final report.

SR373/ORANGE AVENUE SAFETY STUDY (LIBERTY PARK/NIMS)

An Arterial Safety Study was conducted by FDOT District 3 for Orange Avenue in the Liberty Park Neighborhood and the vicinity of Nims School. The Study included a comprehensive, systematic review of safety and operational conditions along SR 373/Orange Avenue from Holton Street to Pasco Street with an emphasis on motorist, pedestrian, and bicyclist movements from Nims Middle School. Detailed information regarding existing roadway conditions in the corridor was compiled and analyzed. The analysis formed the basis for recommended short-term, mid-term and long-term improvements aimed at improving safety, mobility, and operations along the corridor. The CRTPA prioritized this project for funding and continues to work with FDOT to implement identified safety improvements.

PRIORITIES FOR FY 2022/23 & FY 2023/24

REGIONAL TELECOMMUTING STUDY

The Regional Telecommuting Study will examine the potential long-term transportation impacts of increased telecommuting in response to the COVID-19 Pandemic. The Pandemic saw significant changes to organizational practices related to work-from-home and education. The purpose of the study will be to review the prevailing views on telecommuting to determine the extent to which they may be permanent and how they will affect our transportation system. As part of the study, the CRTPA will engage stakeholders from local chambers of commerce, businesses, learning institutions and government agencies in the Capital Region. The study will include an assessment of state and national telecommuting trends; a survey providing insights into the telecommuting experience in the CRTPA area and the benefits and challenges to telecommuting. Based on the information gathered, study may provide recommendations to improve/promote telecommuting as a method to reduce overall traffic congestion in the region.

PUBLIC INVOLVEMENT PLAN (PIP) UPDATE

Early and continuing public engagement in the development of various CRTPA plans and programs is essential. The CRTPA is responsible for actively involving all affected and interested parties in an open, cooperative and collaborative process that provides meaningful opportunities to influence transportation decisions. The update will identify strategies and techniques to inform and engage the public in transportation planning issues and further integrate virtual and interactive opportunities. The update will examine ways of maximizing participation, social equity and effectiveness. As part of the update, new criteria will be included to measure the effectiveness of the Public Involvement Plan and processes.

IRON BRIDGE ROAD MULTI USE TRAIL FEASIBILITY STUDY

This project (described in the previous section) started in the Winter of 2022 and it is anticipated that the study will be presented to the Board in the Fall. Additional public involvement activities may be identified and programmed through an amendment to the UPWP.

WAKULLA SPRINGS MULTI-USE PATH (SR 267/BLOXHAM CUTOFF) FEASIBILITY STUDY

This project (described in the previous section) will continue through the Fall of 2022. Additional public involvement activities may be identified and programmed through an amendment to the UPWP.

REGIONAL FREIGHT STUDY

Freight, which is the movement of goods and commodities, plays a vital role in Florida's economy and the lives of all Floridians. The Pandemic spurred a significant increase in freight delivery and this trend that continues. Additionally, as Florida's population grows and the demand for goods and services increases, efficient, cost-effective freight movement becomes more critical. It is necessary to integrate freight needs into transportation planning processes to ensure that freight moves safely and efficiently to, from and through our region now and into the future. The CRTPA will conduct a study to assess the types of goods coming to and through the region, where they come from, and how freight moves. All modes of the freight transportation system will be considered with an emphasis on trucks, rail, and air cargo. The study will identify freight deficiencies and opportunities in the transportation system. The report will develop a framework to proactively address freight and goods movement mobility needs and challenges in our region.

WORK PROGRAM

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

- 1.0 Administration: identifies the necessary functions for proper management of the transportation planning process on a continuing basis.
- 2.0 Data Collection: includes the collection and analysis of socioeconomic, land use, and other transportation related data on a continuing basis in order to document changes within the transportation study area.
- 3.0 Long Range Planning: includes work related to the development and maintenance of 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.

WORK PROGRAM (CONT.)

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

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

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

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

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

Professional: Training, legal, audit, etc.

Consultant: Costs for consultant services.

Any activity that does not include a schedule or completion date (i.e., Fall 2023) is considered an "Ongoing Activity". 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

FY21 – FY22 UPWP (July 2020, July 2021)

Provided staff support to CRTPA, Executive and TAC/CMAC Committees

Completed Annual Single Audit (June FY21 and FY22)

Attended MPOAC meetings (2021, 2022)

FHWA Quadrennial Certification (Feb 2021)

Executed Staff Services Agreement with the City of Tallahassee (June 2021)

Adopted CRTPA Fiscal Policies and Procedures. (Aug 2021)

Satisfactory addressed all corrective actions from FDOT OIG Audit. (Sep 2021)

FDOT Joint Certification (Jan 2021 and Feb 2022)

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

- *FDOT Transplex Oct 2020, April 2021, Oct 2021*
- *Florida APA Annual Conference (Sept 20, Aug 21)*
- *Diversity Training (Sep 20)*
- *Diversity, Equity, and Inclusion Forum (FL APA, Sep 20)*
- *Diversity Awareness Training (Nov 21)*
- *FL Metropolitan Partnership (Feb 20, Feb 21)*
- *American Associations of Metropolitan Planning Organizations (Oct 21)*
- *Anti-Harassment (Nov 21)*
- *FDOT DBE Program and GAP System (Jan 22)*
- *Board Docs Public Meeting Documents Software (Feb 22)*
- *UPWP Template and Updates (Feb 2022)*
- *FHWA Urban Boundary Training (Mar 2022)*
- *FDOT Trails (April 22)*
- *Land Use and Transportation (Smart Growth, Univ. of MD)*
- *1000 Friends of Florida Webinars*

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 2022/23- FY 2023/24 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)

UNIFIED PLANNING WORK PROGRAM

- 1.8 Modify/Amend the FY 2022/23- FY 2023/24 UPWP as necessary. (Ongoing)
- 1.9 Continue to improve linkage between UPWP and City of Tallahassee financial systems. (Ongoing)
- 1.10 Develop FY 2024/25- FY 2025/26 UPWP (March and May 2023)
 - Review status of current planning projects.
 - Coordinate with planning partners to determine new planning projects to be included in UPWP.

- 1.10 Develop FY 2024/25- FY 2025/26 UPWP (*Cont.*)
- Review upcoming planning requirements to address in new UPWP.
 - Identify potential planning projects.
 - Develop operating budget.
 - Develop and execute required funding agreements for PL and as applicable for SU, SA, CM.

CERTIFICATION

- 1.11 FDOT Annual Certification (Jan 2023, Jan 2024)
- Compile responses to FDOT certification questions.
 - Meet with FDOT staff to review responses and prepare final certification documentation.

AUDIT/LEGAL SERVICES

- 1.12 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)
- 1.13 Assist in the development of the Comprehensive Annual Financial Report (CAFR) as it relates to CRTPA grants. (Annually)
- 1.14 Receive copy of all audit reports relating to revenues and expenditures. (Annually)
- 1.15 Submit Single Audit to FDOT.
- 1.16 Retain legal counsel for the CRTPA. (Ongoing)

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](#)
 - *FDOT Workshops*
 - [FDOT Online Computer Based Training](#)
 - [Florida APA Annual Conference and Webinars](#)
 - *MPOAC Institute (2023, 2023)*
 - *Florida Metropolitan Planning Partnership*

END PRODUCT

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

Final FY 2024/25 - FY 2025/26 UPWP. (May 2024)

FDOT Joint Certification of the Metropolitan Planning Process. (May 2023, 2024)

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

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

Annual audit. (June 2023, 2024)

RESPONSIBLE AGENCIES

CRTPA

FDOT - Certification Report

ESTIMATED TAK BUDGET AND FUNDING SOURCES TASK 1.0

Budget is under development.

Once finalized this section will be updated in the Draft UPWP.

UWP TASK 2.0 – DATA COLLECTION/PERFORMANCE MEASURES

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

OBJECTIVE

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

PREVIOUS WORK

Coordination with the City of Tallahassee, FDOT District 3 Traffic Operations (for Gadsden, Wakulla, and Jefferson Counties) relative to Intelligent Transportation Systems (ITS) deployments.

Reviewed crash data for the Capital Region and site-specific areas to identify potential improvements.

Adopted FTA safety performance targets. (May 2021)

Participation on local Community Traffic Safety Teams (CTST).

Expanded participation of the Leon County CTST and conducted regular meetings.

Safety Booth at Springtime Tallahassee. (May 2021)

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 2023)
- 2.6 Incorporate 2020 Census data into the MPO's essential planning documents. (Winter, Spring 2023)

SAFETY/PERFORMANCE MEASURES

- 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. (Bimonthly or Quarterly)
- 2.9 Develop Annual monitoring and reporting for Safety Performance Measures. (Feb 2023, 2024)
- 2.10 Identify corridors or locations for further analysis in consultation and coordination with FDOT District 3 Safety Department.

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)
- Annual reporting on FHWA and FTA Safety Performance Measures. (Winter 2023, 2023)
- Updated MAP-21/FAST ACT FHWA and FTA Performance Measures. (Feb 2023, 2024)

RESPONSIBLE AGENCY

CRTPA

ESTIMATED TASK BUDGET AND FUNDING SOURCES TASK 2.0

Budget is under development.

Once finalized this section will be updated in the Draft UPWP.

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

- 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

2045 REGIONAL MOBILITY PLAN

Adopt the final Connections 2045 RMP, Cost Feasible Plan (CFP). (Nov 2020)

Consultant activities prior and subsequent to adopting the 2045 RMP CFP:

- Integrate FAST Act Performance measures as required. [Consultant] (Fall 2020)
- Data Collection. [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. [Consultant] (Spring/Summer 2020)
- Develop Needs and Cost Feasible Plans. (Spring/Summer 2020)
- Conduct Public Hearings. (Fall 2020)
- Adopt final plan. (November 2020)
- Amend the RMP 2045 to include Transit improvements. (June 21)

Coordinate with FHWA to address the two corrective actions on the CFP.

REGIONAL TRAILS

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

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

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

ON-GOING ACTIVITIES

Continued participation in the development of various transportation projects.

REGIONAL COORDINATION

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

Participated in MPOAC Freight Advisory Committee.

ANTICIPATED ACTIVITIES

PLANNING SUPPORT WORK

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

REGIONAL MOBILITY PLAN

- 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 Amend Connections 2045 RMP as necessary. (Ongoing)
- 3.4 Monitor FHWA and FTA Performance Measures. (Feb 2023, 24)

AIR CONFORMITY

- 3.5 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.

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.

REGIONAL AND LOCAL COORDINATION (CONT.)

- 3.4 Assist local governments, as needed, to implement locally identified transportation projects.

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 [Consultant] (Spring - Winter 2022)
 - Iron Bridge Road Trail Feasibility Study [Consultant] (Spring - Winter 2022)
 - US 90 Tallahassee to Monticello Trail PD&E (FDOT)
- 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.
- Coordinate with FDOT during the Design Phase of the Thomasville Road Multi-Use Path. [FDOT]
 - Continue public engagement during project implementation.

END PRODUCT

Amended Connections 2045 RMP (As Needed)
Analysis of FHWA and FTA Performance Measures Data
Adopted FHWA and FTA Performance Measures (Feb 2023, 2024)
Participation in training related to Fast Act Performance Measures (Ongoing)
Regionally Coordinated Transportation Planning Process (Ongoing)
Multi-Use Trail Feasibility Studies (See Task 5 for Trail Project Information)

RESPONSIBLE AGENCY

CRTPA

ESTIMATED TASK BUDGET AND FUNDING SOURCES TASK 3.0

Budget is under development.

Once finalized this section will be updated in the Draft UPWP.

UPWP TASK 4.0 – SHORT- RANGE PLANNING

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

OBJECTIVES

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

PREVIOUS WORK

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

ANTICIPATED ACTIVITIES

PLANNING SUPPORT WORK

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

PROJECT PRIORITY LISTS

4.2 Develop Annual Project Priority Lists (PPLs). (June 2023, 2024)

PPLs are developed for:

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

4.3 Conduct public outreach for the PPLs consistent with the requirements of the latest Public Involvement Plan. (Spring 2023, 2024)

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

TRANSPORTATION IMPROVEMENT PROGRAM (TIP)

4.4 Develop and adopt the Annual TIP. (June 2023, 2024)

4.5 Coordinate the development of the TIP with FDOT D3 as well as local governments and agencies. (Spring 2023, 2024)

4.6 Conduct public involvement for the adoption of the TIP consistent with the requirements of the latest Public Involvement Plan. (Spring 2023, 2024)

4.7 Review local government comprehensive plans for consistency with CRTPA TIP and LRTP as necessary. (Spring 2023, 2024)

4.8 Publish Annual listing of federally funded obligated projects. (December 2022, 2023)

4.9 Continue refinement of Interactive TIP system. (Ongoing)

4.10 Modify/Amend TIP as necessary. (Ongoing)

MONITOR TRANSPORTATION SYSTEM IMPACTS

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

FAST ACT TRANSPORTATION ALTERNATIVES (TA) PROGRAM

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

LEGISLATIVE ACTIVITIES

- 4.19 Develop Annual legislative priorities. (November 2022, 2023)
- 4.20 Monitor legislative activities on both the federal and state level to determine impact on transportation issues. (Winter 2023, 2023)
- 4.21 Assist MPOAC with legislative activities. (\$500 - Local funds)

END PRODUCT

Annual Priority Project Lists. (June 2023, 2024)
Annual Transportation Improvement Plan, including annual monitoring and reporting on the adopted Performance Measures. (June 2023, 2024)
Amendments to the Transportation Improvement Plan (TIP). (Ongoing)
Annual Legislative Priorities. (November 2022, 2023)

RESPONSIBLE AGENCY

CRTPA

ESTIMATED TASK BUDGET AND FUNDING SOURCES TASK 4.0

UPWP TASK 5.0 – MOBILITY PLANNING

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

OBJECTIVE

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

PREVIOUS WORK

BICYCLE/PEDESTRIAN PLANNING

Development of Project Priority Lists (PPLs) for Bicycle/Pedestrian Projects and Transportation Alternatives Projects. (May 2020, 2021)

Completed Phase I and Phase II of the Thomasville Road Multiuse Path Feasibility Study [Consultant] (Fall 2020 – Jan 2022)

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

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

Active participant of joint City/County/CRTPA Bicycle Work Group.

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

Coordinated Helmet Fitting Training with the FL Traffic & Bicycle Safety Education Program, 16 participants certified.

TRANSIT – STARMETRO

Coordinate update to the Annual Transit PPL with StarMetro.

Partnered with StarMetro to complete update to the Transit Development Plan and a Comprehensive Operational Analysis.

Work with StarMetro in the development of Transit performance measures.

Adopted StarMetro's Transit Asset Management Plan. (June 2021)

AVIATION

Worked with TIA to update the Aviation PPL (May 2021, 2022)

CONGESTION MANAGEMENT PLAN

Initiated an update of the Congestion Management Plan. (March 2022)

INTELLIGENT TRANSPORTATION SYSTEMS

Worked with local TATMS and FDOT to incorporate ITS-related improvements in FDOT projects. (July 2021)

Tallahassee Advanced Transportation Management System (TATMS) Working Group - Participated in the development of a Master Traffic Signal Management Plan documenting objectives and a performance-based approach for improving the design, operations and maintenance of the Tallahassee Advanced Transportation Management System.

ANTICIPATED ACTIVITIES

PLANNING SUPPORT WORK

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

BICYCLE/PEDESTRIAN

- 5.1 Develop of the FY 2023 & 2024 Priority Project Lists for Bicycle and Pedestrian and Transportation Alternatives projects. (June 2023, June 2024)
- 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. (As Scheduled)
- 5.5 Coordinate with the CTST's to promote responsible transportation behavior for all users of the network. (Quarterly 2023, 2024)
- 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 Iron Bridge Road from Orchard Pond Rd. to US27 in Havana
 - Document limits of existing right-of-way.
 - Identify any physical barriers or environmental features.
 - Identify possible constraints and opportunities.
 - Assess any potential fatal-flaw issues.
 - Determine the preferred option(s).
- 5.9 Bloxham Cutoff (SR 267) Feasibility Study [Consultant] (Spring 2023)
 - Document limits of existing right-of-way.
 - Identify any physical barriers or environmental features.
 - Evaluate possible constraints and opportunities.
 - Assess any potential fatal-flaw issues.
 - Determine the preferred option(s).

TRANSIT (STARMETRO)

- 5.10 Assist StarMetro as necessary to improve transit service. (Ongoing)
- 5.11 Coordinate with StarMetro on the annual update of the Transit Development Plan (TDP). (Summer 2023)
- 5.12 Coordinate with StarMetro on the development of the annual Project Priority List for transit. (Spring 2023, 2024)
- 5.13 Work with StarMetro to identify potential ITS strategies/deployments to improve transit operations and efficiency. (Ongoing)
- 5.14 Continue coordination on Comprehensive Operational Analysis and Transit Development Plan update in cooperation with StarMetro. [Consultant] (Winter 2023)
- 5.15 Adopt FAST Act FTA Performance Measures/Targets as required. (Feb 2023, 2024)

AVIATION

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

- 5.17 Coordinate with TIA on transportation projects that have a direct impact on airport operations. (Ongoing)
- 5.18 Assist TIA, as necessary, with the development of the Joint Aviation Capital Improvement Program (JAICP). (Ongoing)
- 5.19 Coordinate with TIA on the development of the Annual Project Priority List for aviation. (Spring 2023, 2023)

CONGESTION MANAGEMENT PLAN/PERFORMANCE MEASURES

- 5.20 Congestion Management Process Plan Update Phase II [Consultant]
(Summer/Fall 2022)
 - 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
- 5.21 Establish, collect, and review data for the various performance measures to determine progress on adopted targets. (Ongoing)

INTELLIGENT TRANSPORTATION SYSTEMS (ITS)

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

ADDITIONAL PLANNING TASKS

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

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.
(Feb 2023, 2024)

Iron Bridge Road Trail Feasibility Study. (Spring 2023)

Wakulla Springs (SR267) Bloxham Cutoff Trail Feasibility Study. (Spring 2023)

Complete CMP Phase II. (Summer 2023)

Trail Feasibility Studies and Mobility Studies.

RESPONSIBLE AGENCY

CRTPA

ESTIMATED TASK BUDGET AND FUNDING SOURCES TASK 5.0

UPWP TASK 6.0 – PUBLIC INVOLVEMENT

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

OBJECTIVE

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

PREVIOUS WORK

CRTPA

Updated CRTPA website and evaluated for ADA compliance. – www.crtpa.org.
Expanded language data set with access to the website’s translation feature.
Minor update to the CRTPA's Limited English Proficiency Plan
Conducted public outreach seeking comments on the CRTPA’s plans and programs including the TIP, UPWP, Project Priorities, and Regional Mobility Plan.
Enhanced public engagement for the Thomasville Rd and US90 Trail Projects.
Utilized virtual Story Books for main trail projects.
Safety Information booth at the Springtime Tallahassee Festival.
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

PLANNING SUPPORT WORK

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

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)

CRTPA – PUBLIC INVOLVEMENT (CONT.)

- 6.2 Continue to conduct public outreach related to the CRTPA’s plans and programs (including TIP, RMP, UPWP and Project Priority Lists) within the CRTPA region. (Ongoing)
- 6.3 Provide a clearinghouse for transportation related activities for all levels of government and public involved in improving the local transportation system. (Ongoing)
- 6.4 Provide CRTPA information and public involvement items at public events including community festivals and institutions of education. (Ongoing)
- 6.5 Complete regular updates to the CRTPA webpage – www.ctpa.org. (Ongoing)
- 6.6 Continue to monitor and track all public information requests. (Ongoing)
- 6.7 Continue efforts related to increasing input from the region’s traditionally underserved population. (Ongoing)
- 6.8 Continue televising CRTPA meetings live on WCOT and provide post-meeting access to the video via the CRTPA website and YouTube Channel. (Monthly)
- 6.9 Develop and publish an Annual report on CRTPA activities. (Summer 2023, 2024)
- 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 Public Meetings and regarding COOP activities. (Fall 2022)
- 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)

CRTPA – PUBLIC INVOLVEMENT (CONT.)

- 6.14 Continue to coordinate with FDOT on the Annual Work Program Hearing. (Fall 2022, 2023)
- 6.15 Initiate public education campaign in coordination with the local colleges. (Ongoing)

END PRODUCT

Effective program to provide the public information regarding the transportation planning process and specific projects. (Ongoing)
Updated Public Involvement Process Plan. (Fall 2022)
Updates of CRTPA website. (Ongoing)

RESPONSIBLE AGENCY

CRTPA

Budget is under development.

Once finalized this section will be updated in the Draft UPWP.

UPWP TASK 7.0 – SPECIAL PROJECTS

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

OBJECTIVE

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

PREVIOUS WORK

CRTPA

US 90 Multi-use Trail Feasibility Study Phases I and II.
Stadium Dr./Lake Bradford Rd./Gaines St./Varsity Dr. Intersection Study.
Pensacola St./St. Augustine St. Operational Analysis Study.
Continued coordination on implementing Midtown Area Transportation Plan.

ANTICIPATED ACTIVITIES

- 7.1 Telecommuting Study [Consultant] (Fall 2023)
- Review of the prevailing views on telecommuting.
 - Assess state and national telecommuting trends.
 - Document limits of existing right-of-way, publicly owned lands and cultural resources, environmental features and any physical barriers and identify possible constraints.
 - Coordinate with applicable agencies and local governments.
 - Engage stakeholders from local chambers of commerce, businesses, learning institutions and government agencies in the Capital Region.
 - Coordinate meetings with CRTPA staff and key stakeholders.
 - Survey of telecommuting experiences in the CRTPA area.
 - Identify the benefits and challenges to telecommuting.
 - Provide recommendations to improve/promote telecommuting as a method to reduce overall traffic congestion in the region.

ANTICIPATED ACTIVITIES (CONT.)

- 7.2 Freight Study [Consultant] (Winter 2024)
 - Review of the prevailing views on telecommuting.
 - Assess state and national telecommuting trends.
 - Document limits of existing right-of-way,

- 7.3 Other planning projects as Identified
 - *Once a planning project is identified the UPWP will be amended to reflect to scope of work and budget.*

RESPONSIBLE AGENCY

CRTPA

END PRODUCT

Telecommuting Study (Fall 2023)
Corridor and Operational Studies as Identified (Ongoing)

ESTIMATED TASK BUDGET AND FUNDING SOURCES TASK 7.0

Budget is under development.

Once finalized this section will be updated in the Draft UPWP.

**Table I
FAST ACT PLANNING FACTORS**

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

**Table II
STATE PLANNING EMPHASIS AREAS**

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

See Page 3 for additional details.

TABLE III:
Schedule of Selected Projects FY 2023/FY2024

Budget is under development.

Once finalized this section will be updated in the Draft UPWP.

TABLE IV
FY 2022/23 Funding by Agency

TABLE V
FY 2022/23 Funding Sources by Agency

TABLE VI
FY 2023/24 Funding by Agency

TABLE VII
FY 2023/24 Funding Source by Agency

APPENDIX I - FY 2023 Operating Costs

