



300 S. ADAMS STREET  
TALLAHASSEE, FL 32301  
[www.crtpa.org](http://www.crtpa.org)

**CITIZENS MULTIMODAL  
ADVISORY COMMITTEE**

*11:30 AM – 1:30 PM  
Conference Room, 2<sup>nd</sup> Floor*

*RENAISSANCE CENTER  
435 N. Macomb Street  
Tallahassee, Fl. 32301*

**May 1, 2018**

**1. AGENDA MODIFICATIONS**

**2. CONSENT**

**A. CMAC Minutes**

The minutes of the March 6, 2018, CMAC meeting will be provided at the June 5<sup>th</sup>, 2018 Committee Meeting.

**3. PRESENTATIONS/DISCUSSION/ACTION**

**A. Thomasville Road (Hermitage Boulevard to Live Oak Plantation) – Road Safety Audit**

An update will be provided on the initial findings by FDOT District 3 associated with the recent roadway safety audit of Thomasville Road.

**Recommended Action: No action requested.**

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***If you have a disability requiring accommodations, please contact the Capital Region Transportation Planning Agency at (850) 891-6800. The telephone number of the Florida Relay TDD Service is #711.***

**B. Draft Fiscal Year (FY) 2020 – FY 2024 Priority Project Lists (PPL)**

The Draft FY 2020 – 2024 PPLs have been developed for CRTPA Board discussion and are scheduled for final adoption in June of 2018. At this time, CRTPA Staff requests a recommendation from the committee regarding the Draft PPLs.

**Recommended Action:** *For Discussion*

**C. Draft Fiscal Year (FY) 2019 & FY 2020 Unified Planning Work Program (UPWP)**

The Draft Final FY 2019 & 2020 UPWP defining the CRTPA's transportation planning activities over the next two years has been developed for review.

**Recommended Action:** *Recommend approval of the FY 2019 & 2020 Draft Final UPWP.*

**4. OPEN FORUM FOR PUBLIC COMMENT**

*Citizens are invited to address the committee.*

**5. INFORMATION****6. ITEMS FROM COMMITTEE MEMBERS OR STAFF**

May 1, 2018



CMAC AGENDA ITEM 3 A

**SR 61/THOMASVILLE ROAD  
(HERMITAGE BOULEVARD TO LIVE OAK PLANTATION ROAD)  
ROADWAY SAFETY AUDIT**

TYPE OF ITEM: Discussion

**STATEMENT OF ISSUE**

The Florida Department of Transportation will present the results of a recently conducted safety analysis of Thomasville Road from Hermitage Boulevard to Live Oak Plantation Road that was conducted on January 17. The analysis identifies potential recommendations to enhance safety along the corridor.



May 1, 2018

CMAC AGENDA ITEM 3 B  
**DRAFT FISCAL YEAR 2020 – FY 2024  
REGIONAL MOBILITY PLAN  
ROADWAYS PRIORITY PROJECT LIST  
DISCUSSION**

TYPE OF ITEM: Presentation

**STATEMENT OF ISSUE**

Scheduled for adoption in June, this item provides an update on the agency’s development of the Draft CRTPA Fiscal Year 2020 – FY 2024 CRTPA Regional Mobility Plan (RMP) Roadways Priority Project List (PPL).

**RECOMMENDED ACTION**

No action required

**BACKGROUND**

The CRTPA annually adopts priority project lists (PPLs) to identify, in ranked order, the agency’s transportation project priorities. The purpose of the lists is to provide the Florida Department of Transportation (FDOT) guidance as that agency proceeds with development of the Annual State Work Program. Specifically, the FDOT seeks to match available state and federal funding with those eligible transportation projects ranked highest by the CRTPA.

One of the lists scheduled for adoption in June is the RMP Roadways PPL which identifies roadway projects that were identified in the agency’s long range transportation plan (“Connections 2040 RMP Roadway Cost Feasible Plan”).

**The Latest**

The Draft FY 2020 – FY 2024 RMP Roadway PPL proposes to maintain the projects included on the currently adopted (FY 2019 – FY 2023) RMP PPL, with the exception of the following updates:

- Crawfordville Road (LL Wallace Road to beginning of 4-lane) (Wakulla County Line to LL Wallace Road) (Leon County): This project is proposed for addition to the PPL to reflect needed funding to complete the 4-laning of the facility within Leon County.

- Capital Circle, Southwest (Orange Avenue to Springhill Road) (Project #4157829): This #2 ranked project was removed from list due to being fully funded and within the first three years of the TIP.
- Thomasville Rd/Meridian Rd/7<sup>th</sup> Ave (Midtown Operational Improvements): This #10 ranked project is proposed to moved up to #6 to reflect current activities of the project (Midtown Area Transportation Plan).
- Mahan Drive and Capital Circle, Northeast (Intersection Improvement): This #14 ranked project is proposed to move up to #6.
- Woodville Hwy/Natural Bridge Rd (Roundabout): This #17 ranked project is proposed to be removed and placed on the agency's Transportation Systems Management (TSM) PPL.
- Old Lloyd Rd/Gamble Rd (Roundabout): This #18 ranked project is proposed to be removed and placed on the agency's Transportation Systems Management (TSM) PPL.
- Wakulla Environmental Institute (US 98 to Crawfordville Road): This project was removed from the PPL.

In addition to the RMP Roadways PPL, the following other PPLs are scheduled for adoption in June:

**RMP Bicycle and Pedestrian PPL** – Identifies bicycle and pedestrian projects (Project source: Connections 2040 RMP Roadway Cost Feasible Plan)

**Regional Trails PPL** – Identifies regional trails projects (Project source: CRTPA 2040 RMP and Florida Office of Greenways and Trails)

**Transportation Systems Management (TSM) PPL** – Identifies low cost (typically intersection) improvements to the existing transportation system that can be constructed in less than two years and have gone through a required FDOT process in order to be considered eligible for funding (Project source: FDOT candidate project list developed in coordination with the CRTPA)

**StarMetro PPL** – Identifies transit projects consistent with StarMetro's adopted Transit Development Plan (Project source: projects identified by StarMetro and provided to the CRTPA for adoption)

**Tallahassee International Airport PPL** – Identifies Tallahassee International Airport projects consistent with the adopted Airport Master Plan (Project source: projects identified by The Tallahassee International Airport and provided to the CRTPA for adoption)

## **PUBLIC INVOLVEMENT**

Public meetings to present the CRTPA's Draft FY 2020 – FY 2024 PPLs (to be held in conjunction with the Draft Transportation Improvement Program(TIP)) are currently being scheduled and are anticipated to occur in late May (prior to adoption of the PPLs and TIP at the June CRTPA meeting).

## **NEXT STEPS**

As noted above, the CRTPA’s Draft FY 2020 – FY 2024 PPLs are scheduled for adoption at the June 18 CRTPA meeting. Subsequently, the lists will be provided to the FDOT for consideration in the development of the Draft FY 2020 – FY 2024 Annual State Work Program, scheduled to be presented to the CRTPA Board in the fall of 2018.

After the release of the Draft State Work Program, CRTPA staff will initiate development of the CRTPA FY 2020 – FY 2024 Transportation Improvement Program (TIP) incorporating those transportation projects in the CRTPA region that have received state and federal funding.

## **ATTACHMENT**

Attachment 1: DRAFT FY 2020 – FY 2024 RMP Roadways Priority Project List

Capital Region Transportation Planning Agency

**DRAFT RMP Roadways Priority Project List**

Fiscal Year 2020 - Fiscal Year 2024

| Priority Rank | RMP ID# | Project Name/Limits  | FDOT WPI# | Programmed Funding |           |         |      |         | Project/Strategy | County                    | SIS     | Length (miles) | Funding Sought |   |     |
|---------------|---------|--|-----------|--------------------|-----------|---------|------|---------|------------------|---------------------------|---------|----------------|----------------|---|-----|
|               |         |  |           | Phase              | 2019      | 2020    | 2021 | 2022    |                  |                           |         |                |                | 2023  |     |
| 1             | 1026    | <b>Woodville Highway<sup>1</sup></b><br>(Capital Circle, SE to Gaile Ave)<br>(Gaile Ave to Paul Russell Rd)      | 4240094   | Phase              |           |         |      |         |                  | Widen to 4 lanes          | Leon    |                | 2.1            | CST (\$17.4M) <sup>4</sup><br>CST (\$6.8M) <sup>4</sup> |     |
|               |         |  |           | ROW                | \$773,885 |         |      |         |                  |                           |         |                |                |   |     |
|               |         |  |           | ROW                | \$4.9M    | \$ 1.1M |      |         |                  |                           |         |                |                |   |     |
| 2             | 1513    | <b>Capital Circle, Southwest<sup>2</sup></b><br>(Crawfordville Rd to Springhill Rd)                              | 2197492   | Phase              |           |         |      |         |                  | Widen to 6 lanes          | Leon    |                | 2.34           | FULLY FUNDED*   |     |
|               |         |  |           | ROW                | \$4.7M    | \$3M    |      |         |                  |                           |         |                |                |   |     |
|               |         |  |           | CST                |           |         |      | \$32.6M |                  |                           |         |                |                |   |     |
| 3             | 1540    | <b>Crawfordville Road</b><br>(N. of Alaska Way to Lost Creek Bridge)   | 2204956   | Phase              |           |         |      |         |                  | Widen to 4 lanes          | Wakulla |                | 3.6            | ROW (\$34.1M) <sup>4</sup><br>CST (\$27M) <sup>4</sup>  |     |
|               |         |  |           | ROW                |           |         |      |         | \$2.6M           |                           |         |                |                |   |     |
| 4             | 308     | <b>Crawfordville Road</b><br>(Lost Creek Bridge to East Ivan Rd)   | 2204953   | Phase              |           |         |      |         |                  | Widen to 4 lanes          | Wakulla |                | 4.4            | ROW (\$30M) <sup>4</sup><br>CST (\$41M) <sup>4</sup>    |     |
|               |         |  |           |                    |           |         |      |         |                  |                           |         |                |                |   |     |
| 5             | 1554    | <b>Orange Avenue<sup>2</sup></b><br>(Capital Circle, SW to Monroe St)  | 4379021   | Phase              |           |         |      |         |                  | Widen to 4 lanes          | Leon    |                | 4.3            | Design  |     |
|               |         |  |           | PD&E               | \$1.5M    |         |      |         |                  |                           |         |                |                |   |     |
| 6             | 75      | <b>Thomasville Rd/Meridian Rd/7th Ave<sup>3</sup></b><br>(Midtown Operational Improvements)                      | -         | Phase              |           |         |      |         |                  | Intersection Improvements | Leon    |                | -              | PD&E  |     |
|               |         |  |           |                    |           |         |      |         |                  |                           |         |                |                |   |     |
| 7             | 138     | <b>Mahan Dr and Capital Circle, NE</b><br>(Intersection Improvements)  | -         | Phase              |           |         |      |         |                  | Intersection Improvements | Leon    | Y              | -              | Feasibility Study                                       |     |
|               |         |  |           |                    | -         | -       | -    | -       | -                |                           |         |                |                |   | -   |
| 8             | 1365    | <b>Pensacola Street (West Side Student Corridor Gateway<sup>1</sup>)</b><br>(Capital Circle, NW to Appleyard Dr) | -         | Phase              |           |         |      |         |                  | Widen to 4 lanes          | Leon    |                | 0.8            | PD&E<br>Reevaluation                                    |     |
|               |         |  |           |                    | -         | -       | -    | -       | -                |                           |         |                |                |   | -   |
| 9             |         | <b>Crawfordville Road</b><br>(LL Wallace Rd to beginning of 4-lane)<br>(Wakulla County Line to LL Wallace Rd)    | -         | Phase              |           |         |      |         |                  | Widen to 4 lanes          | Leon    |                | 1.7            | PE (\$2.09M) <sup>4</sup>                               |     |
|               |         |  |           |                    |           |         |      |         |                  |                           |         |                |                |   |     |
|               |         |  |           |                    |           |         |      |         |                  |                           |         |                |                |   | 2.1 |
| 9             | 3       | <del><b>Wakulla Environmental Institute</b></del><br>(Coastal Highway to Crawfordville Rd)                       | -         | Phase              | 2018      | 2019    | 2020 | 2021    | 2022             | New 2 lane road           | Wakulla |                | -              | PD&E  |     |
|               |         |  |           |                    | -         | -       | -    | -       | -                |                           |         |                |                |   | -   |
| 10            | 383     | <b>Lake Bradford Road/Springhill Road<sup>1</sup></b><br>(Capital Circle, SW to Gaines Street)                   | -         | Phase              |           |         |      |         |                  | Corridor Improvements     | Leon    |                | 3.8            | PD&E  |     |
|               |         |  |           |                    | -         | -       | -    | -       | -                |                           |         |                |                |   | -   |
| 11            | 181     | <b>Tharpe Street<sup>2</sup></b><br>(Capital Circle, NW to Ocala Rd)   | -         | Phase              |           |         |      |         |                  | Widen to 4 lanes          | Leon    |                | 2.7            | PD&E<br>Reevaluation                                    |     |
|               |         |  |           |                    |           |         |      |         |                  |                           |         |                |                |   |     |
| 12            | 179     | <b>Bannerman Road<sup>2</sup></b><br>(Tekesta Dr to Thomasville Rd)  | -         | Phase              |           |         |      |         |                  | Widen to 4 lanes          | Leon    |                | 1.7            | PE  |     |
|               |         |  |           |                    |           |         |      |         |                  |                           |         |                |                |   |     |

Capital Region Transportation Planning Agency  
**DRAFT RMP Roadways Priority Project List**  
 Fiscal Year 2020 - Fiscal Year 2024

| Priority Rank | RMP ID# | Project Name/Limits   | FDOT WPI# | Programmed Funding |           |      |      |      | Project/Strategy | County          | SIS       | Length (miles) | Funding Sought |                   |
|---------------|---------|---|-----------|--------------------|-----------|------|------|------|------------------|-----------------|-----------|----------------|----------------|-------------------|
| 13            | 369     | <b>Welaunee Blvd Extension<sup>1</sup></b><br>(Fleischmann Rd to south of I-10) | Blueprint | Phase              | 2019      | 2020 | 2021 | 2022 | 2023             | New 4 lane road | Leon      |                | 2.25           | CST               |
|               |         |   |           | PD&E               | \$625,000 |      |      |      |                  |                 |           |                |                |                   |
|               |         |   |           | PE                 | \$250,000 | \$1M |      |      |                  |                 |           |                |                |                   |
| 14            | 1571    | <b>Welaunee Blvd Extension<sup>1</sup></b><br>(South of I-10 to Shamrock St)    | Blueprint | Phase              | 2019      | 2020 | 2021 | 2022 | 2023             | New 4 lane road | Leon      |                | 2              | ROW/CST           |
|               |         |   |           | PD&E               | \$625,000 |      |      |      |                  |                 |           |                |                |                   |
|               |         |   |           | PE                 | \$250,000 | \$1M |      |      |                  |                 |           |                |                |                   |
| 15            | 137     | <b>Welaunee Blvd/I-10 Interchange</b>   |           | Phase              | 2019      | 2020 | 2021 | 2022 | 2023             | New Interchange | Leon      | Y              | -              | PD&E              |
|               |         |   |           | -                  | -         | -    | -    | -    | -                |                 |           |                |                |                   |
| 17            | 1527    | <del><b>Woodville Hwy/Natural Bridge Rd</b></del><br><del>(Intersection)</del>  | -         | Phase              | 2018      | 2019 | 2020 | 2021 | 2022             | Roundabout      | Leon      |                | -              | Feasibility Study |
|               |         |   |           | -                  | -         | -    | -    | -    | -                |                 |           |                |                |                   |
| 18            | 4       | <del><b>Old Lloyd Rd/Gamble Rd</b></del><br><del>(Intersection)</del>           | -         | Phase              | 2018      | 2019 | 2020 | 2021 | 2022             | Roundabout      | Jefferson |                | -              | Feasibility Study |
|               |         |   |           | -                  | -         | -    | -    | -    | -                |                 |           |                |                |                   |

- <sup>1</sup> [Blueprint Gateway Project](#)
- <sup>2</sup> [Blueprint Regional Mobility Project](#)
- <sup>3</sup> [Blueprint Community Enhancement District](#)
- <sup>4</sup> FDOT Long Range Estimate (LRE)

\* Fully Funded Projects are retained on the list above until such funding is within the first three (3) years of the TIP.

**ABBREVIATIONS:**

- PD&E - Project Development and Environment Study
- PE - Preliminary Engineering (Design)
- ROW - Right-of-Way
- CST - Construction
- SIS - Strategic Intermodal System (FDOT roadway designation)

**FULLY FUNDED PROJECTS (NOT YET CONSTRUCTED):**

|     |  |                               |         |       |      |      |         |      |      |                  |      |   |     |              |
|-----|--|-------------------------------|---------|-------|------|------|---------|------|------|------------------|------|---|-----|--------------|
| 382 | Capital Circle, Southwest <sup>2</sup> | (Springhill Rd to Orange Ave) | 4157829 | Phase | 2019 | 2020 | 2021    | 2022 | 2023 | Widen to 6 lanes | Leon | Y | 4.1 | FULLY FUNDED |
|     |  |                               |         | CST   |      |      | \$56.5M |      |      |                  |      |   |     |              |





May 1, 2018

CMAC AGENDA ITEM 3 B

**DRAFT FISCAL YEAR 2020 – FY 2024  
TRANSPORTATION SYSTEMS MANAGEMENT  
PRIORITY PROJECT LIST  
DISCUSSION**

TYPE OF ITEM: Presentation

**STATEMENT OF ISSUE**

Scheduled for adoption in June, this item provides an update on the agency's development of the Draft CRTPA Fiscal Year 2020 – FY 2024 CRTPA Transportation Systems Management (TSM) Priority Project List (PPL).

**RECOMMENDED ACTION**

No action required

**BACKGROUND**

The Transportation Systems Management (Priority Project List identifies improvements to the existing transportation system that can be constructed in less than two years.

## **The Latest**

The Draft CRTPA Fiscal Year 2020 – FY 2024 TSM PPL proposes maintaining the ranked order of the three (3) projects currently adopted (FY 2019 – FY 2023) TSM PPL. In addition, two new projects (discussed below) were placed on the list that were previously included on the agency's RMP Roadway PPL. As a result, the draft TSM PPL contains the following five (5) projects (presented in proposed ranked order from 1 to 5):

- Thomasville Road (Midtown) Pedestrian Safety (Monroe Street to Seventh Avenue)  
This project proposes increasing pedestrian safety along the Midtown portion of Thomasville Road through the construction of pedestrian islands and the installation of rectangular rapid flashing beacon (RRFB) near Beard Street. The project originally included the reconfiguration of the Thomasville Rd/Monroe intersection to add crosswalks. However, that portion of the project is to be incorporated in upcoming resurfacing of Monroe Street scheduled to occur in FY 2018. The project has also identified the addition of enhanced lighting; however, due to ongoing proposals in the Midtown area, the lighting portion is not being pursued at this time. This project was ranked #1 last year and is proposed to be ranked #1 on this year's TSM PPL. The project was requested by the CRTPA.
- Monroe Street (Third Avenue to Seventh Avenue)  
This project on the TSM PPL and proposes the following corridor improvements: (1) upgrade signals & ITS hardware, (2) add ADA features for sidewalks and (3) examine corridor lighting. The project is proposed to be ranked #2, consistent with last year's ranking. The project was requested by the FDOT staff.
- Monroe Street (US 27/SR 63) @ Brevard Street  
The project proposes the construction of a southbound right turn lane on Brevard Street. The project was originally requested for FDOT study by the City of Tallahassee. This project was ranked #3 on last year's list and is proposed to be ranked #3 on this year's list.
- Woodville Highway/Natural Bridge Road Intersection  
This new project to the TSM PPL proposes the construction of roundabout at this intersection. The project was identified in the CRTPA's Regional Mobility Plan and was previously included on the agency's Roadway PPL.
- Old Lloyd Road/Gamble Road Intersection  
This new project to the TSM PPL proposes the construction of roundabout at this intersection. The project was identified in the CRTPA's Regional Mobility Plan and was previously included on the agency's Roadway PPL.

## **CRTPA TSM Process**

Development of the CRTPA TSM PPL begins with the receipt of the FDOT District 3 TSM Candidate List. This list provides those TSM projects within the CRTPA region that have been identified by the FDOT as eligible for TSM funding. Associated with the FDOT Candidate List is a TSM project process developed by the FDOT.

The Draft FY 2020 – FY 2024 TSM PPL was developed in coordination with the FDOT District 3 T. Guidance related to the prioritization of projects on the TSM PPL was most recently formalized in 2013 by the TSM Subcommittee, discussed below.

### TSM Subcommittee

The CRTPA TSM Subcommittee was formed in May 2013 to review the agency's TSM prioritization process and develop recommendations for ranking the TSM PPL. The subcommittee was comprised of members from the CRTPA's two committees (Technical Advisory Committee and Citizens Multimodal Advisory Committee) and developed (and approved) the following criteria for use in evaluating projects on the CRTPA's TSM PPL:

**Safety/Crash Data** - Ensure that the latest information is available

**Mobility Impact** – Examine impact of proposed improvement to overall mobility

**Existing Priority** – Generally seek to maintain project ranking consistency

**Level of Service information** – Information from traffic study

**Project Consistency with local government plans and initiatives** – Seek to document project confirmation with local staff such as public works director/planning)

Where available, the above information has been provided alongside each of the projects on the Draft TSM PPL.

### PUBLIC INVOLVEMENT

Public meetings to present the CRTPA's Draft FY 2020 – FY 2024 PPLs (to be held in conjunction with the Draft Transportation Improvement Program (TIP)) are currently being scheduled and are anticipated to occur in late May (prior to adoption of the PPLs and TIP at the June CRTPA meeting).

### NEXT STEPS

As noted above, the CRTPA's Draft FY 2020 – FY 2024 PPLs are scheduled for adoption at the June 18 CRTPA meeting. Subsequently, the lists will be provided to the FDOT for consideration in the development of the Draft FY 2020 – FY 2024 Annual State Work Program, scheduled to be presented to the CRTPA Board in the fall of 2018.

After the release of the Draft State Work Program, CRTPA staff will initiate development of the CRTPA FY 2020 – FY 2024 Transportation Improvement Program (TIP) incorporating those transportation projects in the CRTPA region that have received state and federal funding.

### ATTACHMENT

Attachment 1: DRAFT FY 2020 – FY 2024 TSM Priority Project List

Capital Region Transportation Planning Agency  
**DRAFT Transportation Systems Management (TSM) Priority Project List**  
 Fiscal Year 2020 - Fiscal Year 2024

| Recommended Rank | Previous Rank   | Major Street                                       | Minor Street                 | Proposed Improvements   | Study Date | Cost Estimate   | Safety Information (from Traffic Study):   | Mobility Information   |
|------------------|---|--|------------------------------|---|------------|---|--|--|
| 1                | 1   | Thomasville Road (Midtown) (SR 63)                 | Monroe St to Seventh Ave     | Install pedestrian refuge islands and a rectangular rapid flash beacon (RRFB) near Beard Street | March 2016 | \$170,000   | 5 bicyclist and 3 pedestrian crashes in the 6-year analysis period (2009-2014)   | Heavy Pedestrian Traffic<br>Bus Service  |
|                  | <b>PROJECT INFORMATION:</b> Safety Study identifies proposed improvements to address pedestrian and bicycle safety along the Midtown corridor of Thomasville Rd (Monroe Street to 7th Avenue). Study was conducted based upon a request by the CRTPA. Thomasville/Seventh/Meridian Intersection Level of Service (LOS): AM LOS C; PM LOS D.   |  |                              |   |            |   |  |  |
|                  |   |  |                              |   |            |   |  |  |
| Recommended Rank | Previous Rank   | Major Street                                       | Minor Street                 | Proposed Improvements   | Study Date | Cost Estimate   | Safety Information (from Traffic Study):   | Mobility Information   |
| 2                | 2   | Monroe Street (SR 61/US 27)                        | 3rd Avenue to Seventh Avenue | Upgrade signals and ITS hardware; add ADA features to sidewalks; examine corridor lighting      | N/A        |   | N/A  | N/A  |
|                  | <b>PROJECT INFORMATION:</b> This project was added by the FDOT; awaiting additional information from FDOT.  |  |                              |   |            |   |  |  |
|                  |   |  |                              |   |            |   |  |  |
| Recommended Rank | Previous Rank   | Major Street                                       | Minor Street                 | Proposed Improvements   | Study Date | Cost Estimate   | Safety Information (from Traffic Study):   | Mobility Information   |
| 3                | 3   | Monroe Street (SR 61/US 27)                        | Brevard Street               | Construct SBRT*<br>(*South Bound Right Turn lane)   | June 2015  | Estimated cost: \$950,440 (includes \$822,800 in r-o-w) | 52 collisions in 5 -year analysis period (2010-2014); majority 'rear-end' crashes of which 13 occurred in southbound approach lanes. | Moderate Pedestrian Traffic<br>Bus service<br>Signalized intersection  |
|                  | <b>PROJECT INFORMATION:</b> Signalized Intersection Study identifies that a southbound right turn lane is warranted at this location, and would include a sufficient radius to accommodate the heavy vehicles that are currently driving over the curb. Monroe Intersection Level of Service (LOS): AM LOS A&B; PM LOS C. Brevard eastbound left: AM/PM LOS D. Project studied based upon request by City of Tallahassee. |  |                              |   |            |   |  |  |
|                  |   |  |                              |   |            |   |  |  |
| Recommended Rank | Previous Rank   | Major Street                                       | Minor Street                 | Proposed Improvements   | Study Date | Cost Estimate   | Safety Information (from Traffic Study):   | Mobility Information   |
| 4                | N/A   | Woodville Hwy/<br>Natural Bridge Rd (Intersection) |                              | Roundabout (Leon County)  |            | \$828,900 (source: RMP)                                 | Study not performed  | Minimal Pedestrian Traffic; however, school/sidewalk located on northwest quadrant of intersection.<br>No Bus Service<br>Non signalized intersection |
|                  | <b>PROJECT INFORMATION:</b> This project was identified in the CRTPA's Regional Mobility Plan and proposes the construction of a roundabout at this intersection. The potential project was previously included on the RMP Roadway PPL.   |  |                              |   |            |   |  |  |
|                  |   |  |                              |   |            |   |  |  |
| Recommended Rank | Previous Rank   | Major Street                                       | Minor Street                 | Proposed Improvements   | Study Date | Cost Estimate   | Safety Information (from Traffic Study):   | Mobility Information   |
| 5                | N/A   | Old Lloyd Rd/<br>Gamble Rd (Intersection)          |                              | Roundabout (Jefferson County)   |            | \$216,128 (source: RMP)                                 | Study not performed  | Minimal Pedestrian Traffic<br>No bus service<br>Non signalized intersection  |
|                  | <b>PROJECT INFORMATION:</b> This project was identified in the CRTPA's Regional Mobility Plan and proposes the construction of a roundabout at this intersection. The potential project was previously included on the RMP Roadway PPL.   |  |                              |   |            |   |  |  |



May 1, 2018

CMAC AGENDA ITEM 3 B  
**DRAFT FISCAL YEAR 2020 – FY 2024  
REGIONAL MOBILITY PLAN  
BICYCLE AND PEDESTRIAN PRIORITY PROJECT LIST  
DISCUSSION**

TYPE OF ITEM: Presentation

**STATEMENT OF ISSUE**

Scheduled for adoption in June, this item provides an update on the agency's development of the Draft CRTPA Fiscal Year 2020 – FY 2024 CRTPA Regional Mobility Plan (RMP) Bicycle and Pedestrian Priority Project List (PPL).

**RECOMMENDED ACTION**

No action required

**BACKGROUND**

The RMP Bicycle and Pedestrian PPL is comprised of bicycle and pedestrian projects that were identified in the adopted Connections 2040 RMP Roadway Cost Feasible Plan (the agency's long range transportation plan adopted on June 29, 2015). To that end, the RMP Bicycle and Pedestrian PPL maintains the ranked order of the projects contained within adopted Connections 2040 RMP Bicycle and Pedestrian Cost Feasible Plan. This order was established during development of the RMP through ranking the project using the CRTPA's approved scoring criteria. The criteria included providing points for bicycle and pedestrian projects already under development in order to ensure that initiated projects proceed to completion, something that is ensured by maintaining consistency between the RMP CFP and the project on the RMP Bicycle and Pedestrian PPL.

**DRAFT FY 2020 – FY 2024 RMP Bicycle and Pedestrian PPL**

The proposed Draft FY 2020 – FY 2024 RMP Bicycle and Pedestrian PPL maintains the same ranked order as the currently adopted (FY 2019 – FY 2023) Bicycle and Pedestrian PPL. The following minor update to the list were made:

- **Glenview Drive Sidewalk (Meridian Rd to Thomasville Rd)**, last year's number one ranked project, has been removed as this fully funded project is within the first three years of the TIP

## **PUBLIC INVOLVEMENT**

Public meetings to present the CRTPA’s Draft FY 2020 – FY 2024 PPLs (to be held in conjunction with the Draft Transportation Improvement Program(TIP)) are currently being scheduled and are anticipated to occur in late May (prior to adoption of the PPLs and TIP at the June CRTPA meeting).

## **NEXT STEPS**

As noted above, the CRTPA’s Draft FY 2020 – FY 2024 PPLs are scheduled for adoption at the June 18 CRTPA meeting. Subsequently, the lists will be provided to the FDOT for consideration in the development of the Draft FY 2020 – FY 2024 Annual State Work Program, scheduled to be presented to the CRTPA Board in the fall of 2018.

After the release of the Draft State Work Program, CRTPA staff will initiate development of the CRTPA FY 2020 – FY 2024 Transportation Improvement Program (TIP) incorporating those transportation projects in the CRTPA region that have received state and federal funding.

## **ATTACHMENT**

Attachment 1: DRAFT FY 2020 – FY 2024 RMP Bicycle and Pedestrian Priority Project List

Capital Region Transportation Planning Agency  
**DRAFT RMP Bicycle and Pedestrian Priority Project List**  
 Fiscal Year 2020 - Fiscal Year 2024

| Priority Rank | RMP ID#         | Project Name/Limits  | FDOT WPI# | Programmed Funding |      |      |      |      | Project/Strategy | County          | Length (miles) | Funding Sought ** |         |
|---------------|-----------------|--|-----------|--------------------|------|------|------|------|------------------|-----------------|----------------|-------------------|---------|
|               |                 |  |           | Phase              | 2019 | 2020 | 2021 | 2022 |                  |                 |                |                   | 2023    |
| 1             | 567             | <b>Monticello Bike Trail Extension</b><br>(Southern Terminus of Monticello to Jefferson Co Middle/High School) |           | Phase              | 2019 | 2020 | 2021 | 2022 | 2023             | Shared Use Path | Jefferson      | 2.4               | PD&E/PE |
|               |                 |  |           | -                  | -    | -    | -    | -    |                  |                 |                |                   |         |
| 2             | 543             | <b>Wakulla Environmental Institute</b><br>(US 98 to WEI)   |           | Phase              | 2019 | 2020 | 2021 | 2022 | 2023             | Shared Use Path | Wakulla        | 1.4               | PD&E/PE |
|               |                 |  |           | -                  | -    | -    | -    | -    |                  |                 |                |                   |         |
| 3             | 454             | <b>Goose Pond Trail*</b><br>(Mahan Dr/Fort Knox to Weems Rd)   |           | Phase              | 2019 | 2020 | 2021 | 2022 | 2023             | Shared Use Path | Leon           | 1.2               | PD&E    |
|               |                 |  |           | -                  | -    | -    | -    | -    |                  |                 |                |                   |         |
| 4             | 1026            | <b>Florida Arts Trail</b><br>(N Corry St to Florida Georgia Hwy)   | 433801    | Phase              | 2019 | 2020 | 2021 | 2022 | 2023             | Shared Use Path | Gadsden        | 11                | PE      |
|               |                 |  |           | -                  | -    | -    | -    | -    |                  |                 |                |                   |         |
| 5             | 160             | <b>US 90 Trail</b><br>(Madison St to Dover Rd)   |           | Phase              | 2019 | 2020 | 2021 | 2022 | 2023             | Shared Use Path | Gadsden        | 10.7              | PD&E    |
|               |                 |  |           | -                  | -    | -    | -    | -    |                  |                 |                |                   |         |
| 6             | <del>1556</del> | <del><b>Magnolia Drive</b></del><br><del>(Monroe St to Lafayette St)</del>                                     |           | Phase              | 2019 | 2020 | 2021 | 2022 | 2023             | Sidewalk        | Leon           | 2                 | CST     |
|               |                 |  |           | -                  | -    | -    | -    | -    |                  |                 |                |                   |         |
| 6             | 1254            | <b>Martin Rd Trail</b><br>(Monticello Bike Trail to US 19)   |           | Phase              | 2019 | 2020 | 2021 | 2022 | 2023             | Shared Use Path | Jefferson      | 0.3               | PD&E    |
|               |                 |  |           | -                  | -    | -    | -    | -    |                  |                 |                |                   |         |
| 7             | 527             | <b>Thomasville Rd Trail*</b><br>(Meridian Rd to Live Oak Plantation Rd)  |           | Phase              | 2019 | 2020 | 2021 | 2022 | 2023             | Shared Use Path | Leon           | 3.7               | PD&E    |
|               |                 |  |           | -                  | -    | -    | -    | -    |                  |                 |                |                   |         |

\* Also a Blueprint Intergovernmental Agency project

\*\* ABBREVIATIONS:

PD&E - Project Development and Environment Study

PE - Preliminary Engineering

CST - Construction

ROW - Right-of-Way

\*\*\* Note: Fully Funded Projects are retained on the list until such funding is within the first three (3) years of the TIP.

**FULLY FUNDED PROJECTS (NOT YET CONSTRUCTED):**

|  |     |  |         |       |      |      |           |      |      |          |      |      |              |
|--|-----|--|---------|-------|------|------|-----------|------|------|----------|------|------|--------------|
|  | 422 | <b>Glenview Drive</b><br>(Meridian Rd to Thomasville Rd) | 4369911 | Phase | 2019 | 2020 | 2021      | 2022 | 2023 | Sidewalk | Leon | 0.44 | FULLY FUNDED |
|  |     |  |         | CST   |      |      | \$276,946 |      |      |          |      |      |              |



May 1, 2018

CMAC AGENDA ITEM 3 B  
**DRAFT FISCAL YEAR 2020 – FY 2024  
REGIONAL TRAILS  
PRIORITY PROJECT LIST  
DISCUSSION**

TYPE OF ITEM: Presentation

**STATEMENT OF ISSUE**

Scheduled for adoption at the June meeting, this item provides an update on the agency's development of the Draft CRTPA Fiscal Year 2020 – FY 2024 CRTPA Regional Trails Priority Project List (PPL).

**RECOMMENDED ACTION**

No action required

**BACKGROUND**

The Draft FY 2020 – FY 2024 Regional Trails PPL is comprised of projects that were previously included on the agency's Bicycle and Pedestrian PPL (and identified in the CRTPA's Connections 2040 RMP Bicycle and Pedestrian Plan). Additionally, projects within the CRTPA region that are included in the FDOT SUN Trail Network are included on the PPL.

Projects included on the list are segments associated with Capital City to the Sea Trails Project, the Nature Coast Trail and the Capital Cascades Trail.

The Regional Trails PPL provides an opportunity to highlight the CRTPA's regional trail projects including potential additional funding opportunities available to such projects.

**DRAFT FY 2020 – FY 2024 Regional Trails PPL**

The proposed Draft FY 2020 – FY 2024 Regional Trails PPL maintains the same ranked order as the currently adopted (FY 2019 – FY 2023) Regional Trails PPL with the exception of the following update:

- **Coastal Trail West – Capital City to the Seas Trail**, last year's number one ranked project, has been updated to reflect the addition of \$9.05M for the project's construction in FY 2022. Although fully funded, the project remains on the list because the construction is not within the first three years of the TIP.



### **PUBLIC INVOLVEMENT**

Public meetings to present the CRTPA’s Draft FY 2020 – FY 2024 PPLs (to be held in conjunction with the Draft Transportation Improvement Program(TIP)) are currently being scheduled and are anticipated to occur in late May (prior to adoption of the PPLs and TIP at the June CRTPA meeting).

### **NEXT STEPS**

As noted above, the CRTPA’s Draft FY 2020 – FY 2024 PPLs are scheduled for adoption at the June 18 CRTPA meeting. Subsequently, the lists will be provided to the FDOT for consideration in the development of the Draft FY 2020 – FY 2024 Annual State Work Program, scheduled to be presented to the CRTPA Board in the fall of 2018.

After the release of the Draft State Work Program, CRTPA staff will initiate development of the CRTPA FY 2020 – FY 2024 Transportation Improvement Program (TIP) incorporating those transportation projects in the CRTPA region that have received state and federal funding.

### **ATTACHMENT**

Attachment 1: DRAFT FY 2020 – FY 2024 Regional Trails Priority Project List

Capital Region Transportation Planning Agency  
**DRAFT Regional Trails Priority Project List**  
 Fiscal Year 2020 - Fiscal Year 2024

| Priority Rank | RMP ID# | Project Name/Limits  | FDOT WPI# | Programmed Funding |      |         |      |         | Project/Strategy | County          | Length (miles)        | Funding Sought * |                   |
|---------------|---------|--|-----------|--------------------|------|---------|------|---------|------------------|-----------------|-----------------------|------------------|-------------------|
|               |         |  |           | Phase              | 2019 | 2020    | 2021 | 2022    |                  |                 |                       |                  | 2023              |
| 1             | 561     | Coastal Trail West - CC2ST<br>(s. of Tower Road to Wakulla High School)                | 4399263   | Phase              | 2019 | 2020    | 2021 | 2022    | 2023             | Shared Use Path | Wakulla               | 6.5              | FULLY FUNDED      |
|               |         |  |           | ROW                |      | \$1.06M |      |         |                  |                 |                       |                  |                   |
|               |         |  |           | CST                |      |         |      | \$9.05M |                  |                 |                       |                  |                   |
| 2             | 542     | Coastal Trail East - CC2ST<br>(St. Marks Trail to Lighthouse Road)                     | 4405501   | Phase              | 2019 | 2020    | 2021 | 2022    | 2023             | Shared Use Path | Wakulla               | 2.8              | ROW/CST           |
|               |         |  |           | -                  | -    | -       | -    | -       | -                |                 |                       |                  |                   |
| 3             | 456     | Capital Cascades Trail (Segment 4)**<br>(Springhill Rd to Mill Street/St. Marks Trail) |           | Phase              | 2019 | 2020    | 2021 | 2022    | 2023             | Shared Use Path | Leon                  | 1.2              | PE                |
|               |         |  |           | PD&E               | \$1M |         |      |         |                  |                 |                       |                  |                   |
|               |         |  |           | PE                 |      | \$2M    |      |         |                  |                 |                       |                  |                   |
| 4             |         | Forest Trail North<br>(Trout Pond to Lake Henrietta)                                   |           | Phase              | 2019 | 2020    | 2021 | 2022    | 2023             | Shared Use Path | Leon                  | 6.5              | Feasibility Study |
|               |         |  |           | -                  | -    | -       | -    | -       | -                |                 |                       |                  |                   |
| 5             | 550     | Bloxham Cutoff Rd Trail - CC2ST<br>(Springhill Rd to US 98)                            |           | Phase              | 2019 | 2020    | 2021 | 2022    | 2023             | Shared Use Path | Wakulla               | 10.9             | PD&E              |
|               |         |  |           | -                  | -    | -       | -    | -       | -                |                 |                       |                  |                   |
| 6             |         | Forest Trail South<br>(Ochlockonee Bay Trail to Trout Pond )                           |           | Phase              | 2019 | 2020    | 2021 | 2022    | 2023             | Shared Use Path | Wakulla/<br>Leon      | 19.7             | Feasibility Study |
|               |         |  |           | -                  | -    | -       | -    | -       | -                |                 |                       |                  |                   |
| 7             |         | Nature Coast Trail<br>(Lighthouse Road to Taylor County Line)                          |           | Phase              | 2019 | 2020    | 2021 | 2022    | 2023             | Shared Use Path | Wakulla/<br>Jefferson | 14               | Feasibility Study |
|               |         |  |           | -                  | -    | -       | -    | -       | -                |                 |                       |                  |                   |
| 8             |         | Nature Coast Regional Trail Connector<br>(Monticello to Jefferson County Line)         |           | Phase              | 2019 | 2020    | 2021 | 2022    | 2023             | Shared Use Path | Jefferson             | 14               | Feasibility Study |
|               |         |  |           | -                  | -    | -       | -    | -       | -                |                 |                       |                  |                   |
| 9             |         | Nature Coast Regional Trail Connector<br>(Tallahassee to Monticello)                   |           | Phase              | 2019 | 2020    | 2021 | 2022    | 2023             | Shared Use Path | Jefferson             | 26               | Feasibility Study |
|               |         |  |           | -                  | -    | -       | -    | -       | -                |                 |                       |                  |                   |

\* ABBREVIATIONS:

- PD&E - Project Development and Environment Study
- PE - Preliminary Engineering
- CST - Construction
- ROW - Right-of-Way

\*\* Blueprint project



May 1, 2018

**CMAC AGENDA ITEM 3 C**

**DRAFT FINAL UNIFIED PLANNING WORK PROGRAM (UPWP) TASKS**

**TYPE OF ITEM: Action**

**STATEMENT OF ISSUE**

The UPWP is developed every two years and serves as the CRTPA's work outline. The UPWP is divided into seven tasks covering items from daily administration of the CRTPA to identifying the specific planning projects to be undertaken. For FY 2018/19, the anticipated budget is \$720,505 and \$692,311 for FY 2019/20.

**RECOMMENDED ACTION**

Option 1: Recommend approval of the FY 2018/19 – 2019/20 Draft-FINAL UPWP.

**ATTACHMENTS**

Attachment 1: Draft FINAL FY 2018/19 – FY 2019/20 UPWP



## UNIFIED PLANNING WORK PROGRAM

**Fiscal Years 2018/19—2019/20**

Effective Date: July 1, 2018—June 30, 2020

Adoption Date: May 15, 2018

*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(056)  
FDOT Financial Project Numbers: 439323-2-14-01 (PL), -02 (SA), -03 (CM), -04 (SA)  
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 2018/19 – 19/20 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

**Resolution 2018-##**

A RESOLUTION APPROVING THE FY 2018/19 – FY 2019/20 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 2019 and 2020 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 2018/19 and FY 2019/20, 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 15<sup>th</sup> DAY OF May 2018

CAPITAL REGION TRANSPORTATION PLANNING AGENCY

\_\_\_\_\_  
Nick Maddox, Chairman

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

**FDOT COST ANALYSIS CERTIFICATION**

Capital Region Transportation Planning Agency (CRTPA)

Unified Planning Work Program – FY 2018/19 – 2019/20

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.

Adopted 5/15/2018

Initial Adoption

Suzanne K. Lex, AICP  
Urban Liaison, 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, 2018, through June 30, 2020. 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, 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.

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 February 5, 2018 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 and its subcommittees for comment (March 2018) and finalized by the CRTPA at its May 15, 2018 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 the need for possible amendment. The UPWP reflects compliance with the comprehensive Title VI Environmental Justice 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 Year 2040 Regional Mobility Plan (RMP). 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.

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 36, illustrates the CRTPA’s consideration of the ten planning factors in the transportation planning process.

In addition to the FAST Act factors, both the FHWA and FDOT periodically develop Planning Emphasis Areas (PEAs) for consideration as part of the transportation planning process. PEAs are not necessarily requirements for the transportation planning process but more concepts that should be considered as part of the process. For FY 2019 those areas are as follows:

#### Federal

##### *FAST Act Implementation*

Relates to implementation of performance measures originally required in the Moving Ahead for Progress in the 21<sup>st</sup> Century (MAP-21), the precursor to the FAST Act. Includes using transportation performance measures, setting targets, reporting performance and programming projects that help achieve those targets.

##### *Regional Models of Cooperation*

Encourages MPOs to take a regional approach to transportation planning. For the CRTPA, this is accomplished through our participation in the FDOT District 3 biannual meetings as well as coordination with the ARPC.

### *Ladders of Opportunity*

Encourages MPOs to identify gaps in transportation connectivity to essential services.

A complete overview of the Federal Planning Emphasis Areas can be found at

[https://www.fhwa.dot.gov/planning/processes/metropolitan/mpo/fy\\_2016/index.cfm](https://www.fhwa.dot.gov/planning/processes/metropolitan/mpo/fy_2016/index.cfm).

### State

#### *Rural Transportation Planning*

MPOs are encouraged to plan for and coordinate with rural governmental entities both within their planning boundaries as well as those areas outside of the current boundaries that are impacted by transportation movements between regions.

#### *Transportation Performance Measures*

FHWA has finalized six interrelated performance rules to implement the transportation performance measures framework established by MAP-21 and the FAST Act. Collectively, the rules address challenges facing the transportation system, including: improving safety, maintaining the condition of the infrastructure, reducing traffic congestions, improving the efficiency of the system and freight movement, protecting the environment, and reducing delays in project delivery. The rules established national performance measures. State DOTs and MPOs must establish targets for each measure. Planning documents will identify the strategies and investments used to reach the targets. Progress towards meeting the targets will be reported through new and existing mechanisms. MPOs need to account in their UPWP for the effort necessary to satisfy the federal requirements. As MPOs and Florida DOT venture into this first round of target setting and adopting performance measures into our planning products, more emphasis will be placed on this topic area. The cooperative efforts of Florida's MPOs and DOT to insure this new planning tool will be effective and well-coordinated will need to be shown in the upcoming UPWPs.

#### *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.

## 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 five municipalities of Gadsden County (Chattahoochee, Greensboro, Gretna, Havana, Midway and Quincy) are represented by one elected official selected annually by the municipalities.

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.

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, and civic meetings.

The CRTPA has three advisory committees: the Citizens Multimodal Advisory Committee (CMAC), the Technical Advisory Committee (TAC) and the Transportation Disadvantaged Local Coordinating Board (TDLCB). 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 TDLCB identifies the local needs of the transportation disadvantaged population and investigates alternatives to meet those needs. The CMAC and TAC meet approximately two weeks prior to regularly scheduled CRTPA meetings to ensure that their recommendations are incorporated in CRTPA agenda items and provided to CRTPA members in a timely manner. The bylaws for the advisory committees are available for review on the CRTPA website [www.crtpa.org](http://www.crtpa.org).

### Status of Current Agreements

- Interlocal Agreement for the Creation of the MPO: The current Interlocal Agreement establishing the CRTPA was adopted and executed on March 13, 2014. In February 2018, the CRTPA voted to eliminate the weighted voting system and transition to a one member-one vote method. The Interlocal will be update during 2018 to reflect this change.

- Transportation Planning Funds (PL) Joint Participation Agreement (JPA): The Transportation Planning Funds JPA between the CRTPA and the FDOT outlines the parameters to administer federal PL funds and was approved by the CRTPA on June 20<sup>th</sup>, 2016. It is anticipated a new PL JPA will be signed concurrent with the final approval of this UPWP.
- Intergovernmental Coordination and Review and Public Transportation Coordination Joint Project Agreement (ICAR): The purpose of this agreement is to provide for coordination with public transit operators, as well as to provide a process through the ARPC for intergovernmental coordination and review and identification of inconsistencies between proposed CRTPA transportation plans and local government plans. This agreement between the FDOT, CRTPA, the Apalachee Regional Planning Council (ARPC), StarMetro, and the Tallahassee Regional Airport was approved by the CRTPA on February 20, 2018. This agreement also provides a process for conflict and dispute resolution through the ARPC.
- Public Transportation Joint Participation Agreement: This agreement between the CRTPA and the FDOT to fund the Section 5305(d) grant was executed on September 15, 2014 and expires on September 30, 2018. The agreement's purpose is to fund the Section 5305(d) grant as identified in the CRTPA's UPWP.
- Staff Services Agreement: This agreement details the relationship between the CRTPA and the City of Tallahassee in the provision of various administrative services and benefits for CRTPA employees. The agreement was signed in May 2012 for a period of seven years. The agreement will be reviewed and updated prior to its expiration.

## STATUS OF LOCAL AND REGIONAL PLANNING ACTIVITIES

### YEAR 2040 REGIONAL MOBILITY PLAN

The 2040 Regional Mobility Plan was adopted by the CRTPA in December 2015. This plan identifies roadway, transit, bicycle and pedestrian projects within the CRTPA planning area boundary. The Leon County section of bicycle and pedestrian projects contained within this plan were identified as part of development of the Tallahassee-Leon County Year Bicycle and Pedestrian Master Plan (discussed below). Other projects will be identified from other member jurisdictions. This plan is available for review on the CRTPA's website ([www.crtpa.org](http://www.crtpa.org)). The next RMP update will commence in late 2018.

### BICYCLE/PEDESTRIAN ACTIVITIES

An update to the 2004 Tallahassee-Leon County Year Bicycle/Pedestrian Master Plan (BPMP) was initiated in February 2018. The initial phases included stakeholder meetings and development of goals and objectives. The plan will look to improve safety and connectivity with a special emphasis on connecting neighborhoods with nearby attractions such as shopping, dining and recreation. The plan is anticipated to be completed in March 2019.

### PUBLIC TRANSPORTATION

#### StarMetro

The current Transit Development Plan (TDP) was adopted in late 2015 and provides an overview of exiting StarMetro service as well as planned improvements over the next 10 years. The TDP can be viewed at <http://crtpa.org/files/112726434.pdf>. The CRTPA continues to work with StarMetro to ensure transit is an integral part of the overall system. StarMetro has participated on project advisory teams for the Southwest Area Transportation Plan and the Bicycle/Pedestrian Master Plan Update and is a stakeholder in the ITS Master Plan update.

#### Leon County Transportation Disadvantaged Service Plan (TDSP)

The CRTPA currently serves as the Designated Official Planning Agency for the TD Program Leon County. As of July 1, 2017, administration of the Gadsden, Jefferson and Wakulla County programs transferred to the Apalachee Regional Planning Council.

This five-year plan includes a service analysis and implementation plan for transportation disadvantaged services within Leon County. The annual update to this plan was approved on November 2017

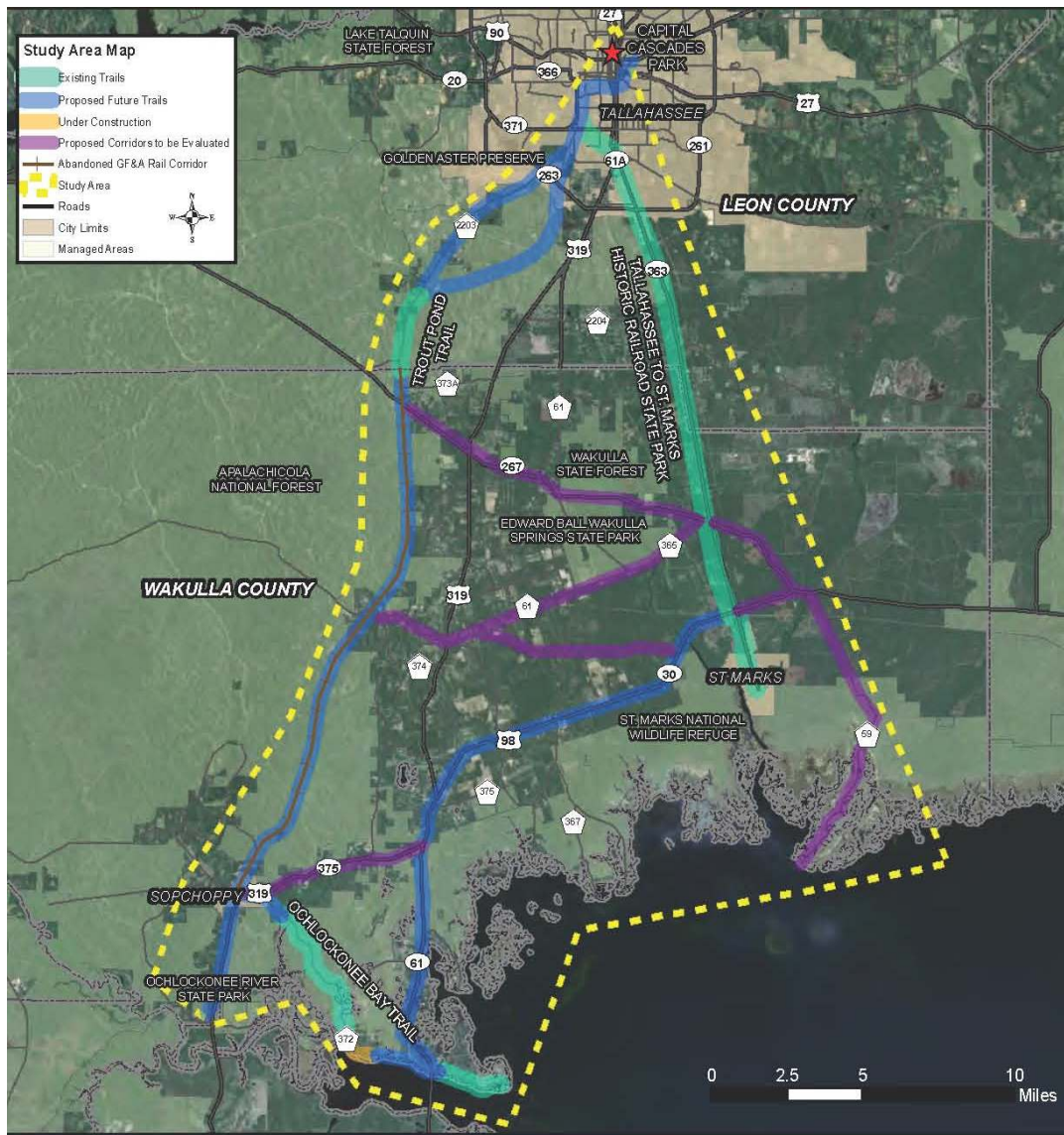
### REGIONAL TRAILS

Over the last two years, the CRTPA has made significant progress on the development of a regional trail system. In 2014, the CRTPA completed the Capital City to the Sea Trails Master Plan. The Plan identified a series of interconnected trails that link the Tallahassee area to several destinations along the Gulf of Mexico in Wakulla County. Utilizing the existing St. Marks Trail as well as new trail

opportunities, the Plan provides a significant blueprint to develop over 130 miles of multi-use trails. The information developed as part of the Plan was used in the successful application for the Coastal Trail section from Wakulla High School to the beginning of the existing Ochlocknee Bay Trail in Panacea. 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 Ochlocknee Bay Trail to Wakulla High School in 2022. The CRTPA continues to work with its many partners in the development of the CC2S.

The Capital City to the Sea Trails Master Plan can be viewed at <http://crtpa.org/files/84061493.pdf>. Figure 1 shows the various trails identified in the Plan.

Figure 1





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### SOUTHWEST AREA TRANSPORTATION PLAN

The SW Area Transportation Plan is a multi-roadway plan designed to serve as a precursor to the planned Orange Avenue Project Development and Environmental (PD&E) Study scheduled for FY 2019. The Plan is a joint effort of the CRTPA and the Blueprint Agency and will include a multi-modal review of three corridors: Orange Avenue from Capital Circle SW to South Monroe Street, Lake Bradford Street from Gaines Street to Capital Circle SW and Springhill Road from Orange Avenue to Capital Circle SW. The area includes several significant community assets including FAMU, FSU, Tallahassee International Airport and Lake Bradford as well as additional secondary schools and numerous neighborhoods.

The Plan is anticipated to be completed in early 2019.

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### TALLHASSEE MIDTOWN AREA TRANSPORTATION PLAN – PHASE 2

Currently, Thomasville Road through the Midtown area is severely congested throughout the day. This congestion, coupled with the significant increases in pedestrian activity along the corridor, has created a need to identify creative solutions to improve the overall safety and operations of the transportation system in the area.

In February 2018, the first phase of The Midtown Area Plan was completed. Phase 1 of the Plan identified potential modifications to the transportation network including changes to Thomasville Road (one-way conversion and potential access management modifications), an evaluation of a roundabout at the Five Points intersection, a Complete Street implementation, a conversion of the current one-way pairs East 6<sup>th</sup> and 7<sup>th</sup> Avenues to two-way operation as well as the sidewalk network. A technical evaluation of each alternative was conducted to determine the impact of the identified alternatives.

Phase 2 will include a public involvement program to engage residents and business owners in Midtown and include review of StarMetro service as well. Once input is received, the final Plan will be developed. Phase 2 was initiated in April 2017 and is expected to take 6-9 months to complete.

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### PERFORMANCE MEASURES

MAP-21 requires MPO to adopt a series of performance measures to establish a data-driven approach to improve decision making for prioritizing transportation projects. In February 2018, the CRTPA adopted performance measure related to safety. Additional measures for mobility, pavement condition and bridge condition are required to be adopted by November 2018. Measures for mobility are anticipated to include (but not limited to) travel time reliability, overall delay and average travel speed. Measures for pavement and bridge condition have not yet been determined.

In June 2017, the CRTPA initiated an update on the Congestion Management Plan (CMP). The prior current CMP was completed in 2012 and developed primarily on a policy-based process. Potential approaches to improve congestion included implementation of Transportation Demand Management (TDM) strategies through local

## PRIORITIES FOR FY 2018/19 AND FY 2019/20 – CON'T

comprehensive plans. The updated the CMP focused on identifying projects to improve congestion/delay levels as well as safety improvement.

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### 2045 REGIONAL MOBILITY PLAN

As mentioned previously, the current 2040 RMP as adopted in December 2015. This UPWP will cover the bulk of the efforts to update the 2040 RMP to a horizon year of 2045. Activities will include review of model network and Traffic Analysis Zone (TAZ) structure and review of potential data sources to develop 2015 base year socioeconomic data. The public involvement portion is expected to begin in late 2019 last through the development of alternatives (early, mid-2020) and last through the adoption of the plan in late 2020.

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### ITS MASTER PLAN UPDATE

In February 2018, the CRTPA, in partnership with the Tallahassee Advanced Transportation Management System (TATMS), initiated an update to the ITS Master Plan for Tallahassee/Leon County. The ITS Master Plan will include an inventory of existing deployments, an operational needs assessment as well as potential future deployment and a prioritization of anticipated needs. The ITS Plan Update is anticipated to be completed in March 2019.

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### BICYCLE/PEDESTRAIN MASTER PLAN UPDATE

As mentioned previously, the current Bicycle/Pedestrian Master Plan was adopted in 2004. In February 2018, the CRTPA initiated a major update of the existing Plan. The update will focus on the development of a connected system of facilities including bicycle lanes, sidewalks and multi-use trails. Of particular emphasis will be connecting residential areas to nearby attractions such as retail and dining to promote alternative modes of transportation for shorter trips. The Plan will also identify connections to the various greenways in the area as identified in the Greenways Master Plan.

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### MONTICELLO TRAIL EXTENSION FEASIBILITY STUDY

The Monticello Trail Feasibility Study will review available alternatives to extend the existing Monticello Multiuse Trail to connect to Jefferson County High School. See Task 7.5 for more information.

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### US 27/DOWNTOWN HAVANA CORRIDOR IMPROVEMENT STUDY

In cooperation with the Town of Havana, the Department of Economic Opportunity (DEO) and FDOT, the CRTPA will review potential improvements to improve the pedestrian infrastructure to several blocks of Downtown Havana. See Task 7.6 for additional information.

## 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 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 (leased), postage, equipment, etc.*

Administrative: *Training, legal, audit, etc.*

Consultant: *Costs for consultant services.*

Any activity that does not include a completion date (i.e. June 2019) is considered an ongoing activity.

*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 section of Table V, page 39.*

## 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 2016/17 – FY 2017/18 UPWP (June 2017)                                 | Attended MPOAC meetings               |
| Provided staff support to CRTPA & committees                             | Completed annual audit (April 17, 18) |
| Completed FHWA Certification (March 2017)                                | Completed FDOT Certification (17, 18) |
| Completed Single Audits (Sep 16, Nov 18)                                 |                                       |
| Provided training to elected officials and staff in the following areas: |                                       |
| FDOT Public Involvement  | Title XI                              |
| MPOAC Institute (May 2017, 2018)   | TA and TRIP Submittal Process         |
| GIS  |                                       |

### 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.).
- 1.2 Administrative support for travel, purchasing, invoice development, payroll processing and overall office administration.
- 1.3 Grant administration (PL, Section 5305(d), Transportation Disadvantaged, SU, SA, CM and other funds that may be utilized) through the monitoring/maintenance of the FY 2018/19 – FY 2019/20 UPWP
  - Prepare and submit invoices on a quarterly basis
  - Ensure compliance with federal and state grant requirements
- 1.4 Continue participation in the Metropolitan Planning Organization Advisory Council (MPOAC).
- 1.5 Maintain and update, as necessary, all CRTPA agreements.

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

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## UNIFIED PLANNING WORK PROGRAM

- 1.8 Modify/Amend the FY 2018/19 – FY 2019/20 UPWP as necessary.
- 1.9 Continue to improve linkage between UPWP and City of Tallahassee financial systems.
- 1.10 Amend the PL Agreement as necessary.
- 1.11 Develop FY 2020/21 – FY 2021/22 UPWP (May 2020)
  - 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).

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## CERTIFICATION

- 1.12 FDOT Annual Certification (June 2019, 2020)
  - Compile responses to FDOT certification questions.
  - Meet with FDOT staff to review responses and prepare final certification documentation.

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

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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.

- Title VI
- MPOAC Institute
- Public Involvement
- GIS

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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.

Final FY 2020/21 - 21/22 UPWP. (May 2020)

Timely submittal of invoices to FDOT for PL and Section 5305(d). (ongoing)

Additional training in mission critical areas (GIS, Title VI). (ongoing)

MPOAC Institute board member training (ongoing)

Annual audit (Spring 2019, 2020)

## RESPONSIBLE AGENCY

CRTPA

## ESTIMATED TASK BUDGET AND FUNDING SOURCES

| FY 2018/19              |                   |    |    |    |                  |                 |                 |    |
|-------------------------|-------------------|----|----|----|------------------|-----------------|-----------------|----|
| Estimated Budget Detail |                   |    |    |    |                  |                 |                 |    |
|                         | FHWA              |    |    |    | FTA              |                 |                 | TD |
|                         | PL                | SU | SA | CM | 5305(d)          | State Match     | Local Match     |    |
| Personnel:              | \$ 168,313        |    |    |    | \$ 40,346        | \$ 5,043        | \$ 5,043        |    |
| Travel:                 | \$ 17,000         |    |    |    |                  |                 |                 |    |
| Direct Expenses*        |                   |    |    |    |                  |                 |                 |    |
| Administrative:         | \$ 83,400         |    |    |    |                  |                 |                 |    |
| Contracted Services     |                   |    |    |    |                  |                 |                 |    |
| Audit:                  | \$ 30,000         |    |    |    |                  |                 |                 |    |
| Legal:                  | \$ 24,000         |    |    |    |                  |                 |                 |    |
| Office:                 | \$ 29,087         |    |    |    |                  |                 |                 |    |
| <b>Total</b>            | <b>\$ 351,800</b> |    |    |    | <b>\$ 40,346</b> | <b>\$ 5,043</b> | <b>\$ 5,043</b> |    |

\*See Appendix I for Direct Expense detail

| FY 2019/20              |                   |    |    |    |                  |                 |                 |    |
|-------------------------|-------------------|----|----|----|------------------|-----------------|-----------------|----|
| Estimated Budget Detail |                   |    |    |    |                  |                 |                 |    |
|                         | FHWA              |    |    |    | FTA              |                 |                 | TD |
|                         | PL                | SU | SA | CM | 5305(d)          | State Match     | Local Match     |    |
| Personnel:              | \$ 108,166        |    |    |    | \$ 29,727        | \$ 3,716        | \$ 3,716        |    |
| Travel:                 | \$ 17,000         |    |    |    |                  |                 |                 |    |
| Direct Expenses*        |                   |    |    |    |                  |                 |                 |    |
| Administrative:         | \$ 85,400         |    |    |    |                  |                 |                 |    |
| Contracted Services     |                   |    |    |    |                  |                 |                 |    |
| Audit:                  | \$ 30,000         |    |    |    |                  |                 |                 |    |
| Legal:                  | \$ 24,000         |    |    |    |                  |                 |                 |    |
| Office:                 | \$ 28,476         |    |    |    |                  |                 |                 |    |
| <b>Total</b>            | <b>\$ 293,042</b> |    |    |    | <b>\$ 29,727</b> | <b>\$ 3,716</b> | <b>\$ 3,716</b> |    |

\*See Appendix I for Direct Expense detail

## 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 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).
- 2.2 Continue to collect necessary data for Congestion Management System (CMS).
- 2.3 Work with TATMS staff to develop travel-time reports from Bluetooth sensors along local roadways.
- 2.4 Monitor and review traffic operation needs through collection and analysis of peak hour traffic data.

#### SAFETY

- 2.5 Analyze crash trends and statistics to identify high-hazard locations and prioritize potential improvements.
- 2.6 Continue participation on the Community Traffic Safety Teams (CTST) within the CRTPA planning area.



2.7 Develop annual monitoring and reporting for Safety Performance Measures.

**END PRODUCT**

- Coordination of data needs with local partners. (ongoing)
- Development of travel time reports to monitor system performance.
- Continued coordination with CTST partners in the CRTPA planning area.
- Annual reporting on Safety Performance Measures.

**RESPONSIBLE AGENCY**

CRTPA

**ESTIMATED TASK BUDGET AND FUNDING SOURCES**

| FY 2018/19<br>Estimated Budget Detail |                  |    |    |    |                 |               |               |    |
|---------------------------------------|------------------|----|----|----|-----------------|---------------|---------------|----|
|                                       | FHWA             |    |    |    | 5305(d)         | FTA           |               | TD |
|                                       | PL               | SU | SA | CM |                 | State Match   | Local Match   |    |
| Personnel:                            | \$ 15,160        |    |    |    | \$ 3,631        | \$ 454        | \$ 454        |    |
| Consultant:<br><i>TLCGIS</i>          | \$ 10,000        |    |    |    |                 |               |               |    |
| <b>Total</b>                          | <b>\$ 25,160</b> |    |    |    | <b>\$ 3,631</b> | <b>\$ 454</b> | <b>\$ 454</b> |    |

| FY 2019/20<br>Estimated Budget Detail |                  |    |    |    |                 |               |               |    |
|---------------------------------------|------------------|----|----|----|-----------------|---------------|---------------|----|
|                                       | FHWA             |    |    |    | 5305(d)         | FTA           |               | TD |
|                                       | PL               | SU | SA | CM |                 | State Match   | Local Match   |    |
| Personnel:                            | \$ 15,592        |    |    |    | \$ 4,158        | \$ 520        | \$ 520        |    |
| Consultant:<br><i>TLCGIS</i>          | \$ 10,000        |    |    |    |                 |               |               |    |
| <b>Total</b>                          | <b>\$ 25,592</b> |    |    |    | <b>\$ 4,158</b> | <b>\$ 520</b> | <b>\$ 520</b> |    |

## UPWP TASK 3.0 – LONG RANGE PLANNING

The Long Range Planning task includes the activities related to the development of the 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 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 2040 RMO for consistency with the FDOT Work Program and development of Priority Projects.
- Revised RMP to expand the environmental impact language. (November 2017)

#### ON-GOING ACTIVITIES

- Continued participation in the development of various transportation projects.

#### REGIONAL COORDINATION

- Continued participation in the District 3 MPO biannual meetings.

#### REGIONAL TRAILS

- Worked with Wakulla County on the development of the Coastal Trail.
- Coordinated with Blueprint Intergovernmental Agency (IA) and Jefferson county on potential trail projects.
- Continued working with various agency partners (FDEP, FDOT) to continue development of various trail projects.

### ANTICIPATED ACTIVITIES

#### REGIONAL MOBILITY PLAN

- 3.1 Amend 2040 RMP as necessary.
- 3.2 Assist local governments with incorporating relevant portions of the 2040 RMP into their respective comprehensive plans.

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## REGIONAL MOBILITY PLAN – (CON'T)

### 3.3 2045 RMP Update

#### FY 2018/19:

- Conduct review of 240 RMP to determine progress and identify priority issues.
- Complete RFP process to select consultant for RMP update. (Fall 2018)
- Finalize socioeconomic data for base (2015) and horizon (2045) years. (Summer 2019)
- Finalize validation of traffic model (Summer 2019)
  - Area and facility types
  - TAZ structure
  - Calibration
- Develop initial goals and objectives (Spring 2019)

#### FY 2019/2020

- Initiate public involvement process (Fall 2019)
  - Identify stakeholders
  - Review current census data to identify traditionally underserved areas
  - Develop interactive processes to enhance/encourage participation
- Develop alternatives based on agency and stakeholder input (Spring 2020)
- Develop financial resources plan (Spring 2020)
- Develop Needs and Cost Feasible Plans (Summer 2020)
- Adopt final plan (November 2020)

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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

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

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## TRAILS

- 3.9 Continue work with local partners and state agencies to implement regional trails identified in the Regional Trails Project Priority List.
- 3.10 Continue development of the Capital City to the Sea Trails and other regional trails.
  - Continue work with FDOT to complete the US 98 Coastal Trail from Wakulla High School to Surf Road.
  - Continue work on the Wakulla Environmental Institute Trail.
- 3.11 Continue work with local partners to implement trails identified in the Bicycle/Pedestrian Project Priority List and develop projects to expand localized trail networks.

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## END PRODUCT

2045 LRTP (November 2020)

Regionally coordinated transportation planning process. (ongoing)

## RESPONSIBLE AGENCY

CRTPA

## ESTIMATED TASK BUDGET AND FUNDING SOURCES

| FY 2018/19                             |           |      |            |      |          |             |             |    |
|--|-----------|------|------------|------|----------|-------------|-------------|----|
| Estimated Budget Detail                |           |      |            |      |          |             |             |    |
|  | FHWA      |      |            |      | 5305(d)  | FTA         |             | TD |
|  | PL        | SU   | SA         | CM   |          | State Match | Local Match |    |
| Personnel:<br>Consultant:<br>2045 RMP: | \$ 41,169 |      | \$ 375,000 |      | \$ 9,896 | \$ 1,237    | \$ 1,237    |    |
| Total                                  | \$ 41,169 | \$ - | \$ 375,000 | \$ - | \$ 9,896 | \$ 1,237    | \$ 1,237    |    |

| FY 2019/20                             |           |            |            |    |           |             |             |    |
|--|-----------|------------|------------|----|-----------|-------------|-------------|----|
| Estimated Budget Detail                |           |            |            |    |           |             |             |    |
|  | FHWA      |            |            |    | 5305(d)   | FTA         |             | TD |
|  | PL        | SU         | SA         | CM |           | State Match | Local Match |    |
| Personnel:<br>Consultant:<br>2045 RMP: | \$ 41,326 |            | \$ 225,000 |    | \$ 11,020 | \$ 1,378    | \$ 1,378    |    |
| Total                                  | \$ 41,326 | \$ 225,000 |            |    | \$ 11,020 | \$ 1,378    | \$ 1,378    |    |

## 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. Available at <http://crtpa.dtstiptool.com/>
- Developed Annual TIP.
- Worked with local governments on various planning issues.
- Adopted annual legislative priorities.
- Assisted local governments in developing applications for FDOT submittal.

### ANTICIPATED ACTIVITIES

#### PROJECT PRIORITY LISTS

- 4.1 Develop annual Project Priority Lists (PPLs). (June 2019, 2020)  
PPLs are developed for:
  - 2040 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.

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### TRANSPORTATION IMPROVEMENT PROGRAM (TIP)

- 4.3 Develop and adopt the annual TIP. (June 2019, 2020)
- 4.4 Coordinate the development of the TIP with FDOT D3 as well as local governments and agencies.
- 4.5 Conduct public involvement for the adoption of the TIP consistent with the requirements of the latest Public Involvement Plan.
- 4.6 Review local government comprehensive plans for consistency with CRTPA TIP and LRTP as necessary.
- 4.7 Publish annual listing of federally-funded obligated projects. (December 2018, 2019)
- 4.8 Continue refinement of Interactive TIP system.
- 4.9 Modify/Amend TIP as necessary.

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

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### FAST ACT TRANSPORTATION ALTERNATIVES (TA) PROGRAM

- 4.15 Assist local governments in FAST Act TA application process.
- 4.16 Monitor progress of programmed TA projects and assist in their implementation when necessary.

## LEGISLATIVE ACTIVITIES

- 4.17 Develop annual legislative priorities. (November 2017, 2018)
- 4.18 Monitor legislative activities on both the federal and state level to determine impact on transportation issues.
- 4.19 Assist MPOAC with legislative activities. (\$500 - Local funds)

## END PRODUCT

- Annual Priority Project Lists. (June)
- Annual Transportation Improvement Plan (June)
- Annual Listing of Federal Projects (December)
- Annual Legislative Priorities (November)

## RESPONSIBLE AGENCY

CRTPA

## ESTIMATED TASK BUDGET AND FUNDING SOURCES

| FY 2018/19<br>Estimated Budget Detail |                  |    |    |    |                 |                 |                 |    |
|---------------------------------------|------------------|----|----|----|-----------------|-----------------|-----------------|----|
|                                       | FHWA             |    |    |    | 5305(d)         | FTA             |                 | TD |
|                                       | PL               | SU | SA | CM |                 | State Match     | Local Match     |    |
| Personnel:                            | \$ 38,254        |    |    |    | \$ 9,175        | \$ 1,147        | \$ 1,147        |    |
| Consultant:                           | -                |    |    |    |                 |                 |                 |    |
| <i>Interactive TIP</i>                | \$ 9,600         |    |    |    |                 |                 |                 |    |
| <b>Total</b>                          | <b>\$ 47,854</b> |    |    |    | <b>\$ 9,175</b> | <b>\$ 1,147</b> | <b>\$ 1,147</b> |    |

| FY 2019/20<br>Estimated Budget Detail |                  |    |    |    |                  |                 |                 |    |
|---------------------------------------|------------------|----|----|----|------------------|-----------------|-----------------|----|
|                                       | FHWA             |    |    |    | 5305(d)          | FTA             |                 | TD |
|                                       | PL               | SU | SA | CM |                  | State Match     | Local Match     |    |
| Personnel:                            | \$ 42,271        |    |    |    | \$ 11,272        | \$ 1,409        | \$ 1,409        |    |
| Consultant:                           |                  |    |    |    |                  |                 |                 |    |
| <i>Interactive TIP</i>                | \$ 9,600         |    |    |    |                  |                 |                 |    |
| <b>Total</b>                          | <b>\$ 51,871</b> |    |    |    | <b>\$ 11,272</b> | <b>\$ 1,409</b> | <b>\$ 1,409</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

Initiated update to the Tallahassee/Leon County Bicycle/Pedestrian Master Plan (February 2018)

- Completed review of existing plans
- Initiated stakeholder meetings
- Developed inventory of existing facilities

Development of Project Priority Lists (PPLs) for Bicycle/Pedestrian Projects and Transportation Alternatives Projects. (June 2017, 2018)

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

Developed concept for Florida Arts Trail.

#### 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.

#### TRANSPORTATION DISADVANTAGED

Selection of Community Transportation Coordinator for Leon County. (October 2017)

Completion of Annual Operating Report.

Annual review/update of Transportation Disadvantaged Service Plan (TDSP).

Annual review of Community Transportation Coordinator.

#### AVIATION

Worked with TIA to update the Aviation Project Priority List.

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## CONGESTION MANAGEMENT PLAN

Initiated an update of the Congestion Management Plan (June 2017)

- Coordinated initial stages of the update with agency partners
- Identified locations of highly congested intersections and bottlenecks
- Identified locations of high-crash intersections and road segments

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## 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 (Capital Circle SW, South Adams Street pedestrian crosswalk, Thomasville Road pedestrian crosswalks).

Initiated update of the Tallahassee/Leon County ITS Master Plan in partnership with TATMS (February 2018)

## ANTICIPATED ACTIVITIES

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### BICYCLE/PEDESTRIAN

- 5.1 Develop of the FY 2019 & 2020 Priority Project Lists for Bicycle and Pedestrian and Transportation Alternatives projects. (June 2019, June 2020)
- 5.2 Continue participation in the Leon County Bike Work Group
- 5.3 Coordination with the CMAC to identify and program key bicycle and pedestrian projects and programs for the region.
- 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.
- 5.5 Coordinate with the CTST's to promote responsible transportation behavior for all users of the network.
- 5.6 Coordinate with technical and citizen's groups to identify roadway design improvements as opportunities arise to improve the system.
- 5.7 Complete the update of the Tallahassee/Leon County Bicycle/Pedestrian Master Plan (March 2019)  
The current Master Plan was last updated in 2004. This update will include a review of existing plans from local agencies as well as the SUNTrails program. Anticipated activities to complete the plan include:
  - Identify potential linkages to parks and other public spaces
  - Continue public involvement with the public, local agencies, and user groups

- Review of existing and potential revenue sources
- Development of short- and long-term implementation plans

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## TRANSIT (STARMETRO)

- 5.8 Assist StarMetro as necessary to improve transit service.
- 5.9 Coordinate with StarMetro on the annual update of the Transit Development Plan (TDP).
- 5.10 Coordinate with StarMetro on the development of the annual project priority list for transit.
- 5.11 Work with StarMetro in the development of performance measures as they relate to transit service.
- 5.12 Work with StarMetro to identify potential ITS strategies/deployments to improve transit operations and efficiency.

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## TRANSPORTATION DISADVANTAGED

- 5.13 Provide staff support and administration to the Leon County Transportation Disadvantaged Local Coordinating Boards (TDLCB).
- 5.14 Conduct grant administration including quarterly operational reports and financial statements.
- 5.15 Continue to facilitate coordination between the TDLCB and the CTC, StarMetro.
- 5.16 Review CTC's annual report and perform evaluation. (December 2018, 19)
- 5.17 Review of Memorandum of Agreement and approval of fare structure prior to submission to Commission for the Transportation Disadvantaged.
- 5.18 Continue coordination with the Commission for Transportation Disadvantaged.
- 5.19 Annually update TDSP.
- 5.20 Conduct annual Public Hearing for the TDLCB.

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## AVIATION

- 5.21 Assist Tallahassee International Airport (TIA), as necessary, in the update of their Airport Master Plan.
- 5.22 Coordinate with TIA on transportation projects that have a direct impact on airport operations.

- 5.23 Assist TIA, as necessary, with the development of the Joint Aviation Capital Improvement Program (JAICP).
- 5.24 Coordinate with TIA on the development of the annual project priority list for aviation.

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## CONGESTION MANAGEMENT PLAN/PERFORMANCE MEASURES

### 5.25 Congestion Management Plan (CMP) Update (Phase II - June 2019)

The current CMP was adopted in June 2018. The update focused on specific projects to reduce delay at congested intersections and improve safety. Phase II will refine projects identified and review potential implementation strategies. This is expected to be a multi-phase project that will include the following elements:

- Applicability of Intelligent Transportation System (ITS) deployments
- Identification of potential improvements and countermeasures
- Engineering review of potential improvements and countermeasures
- Potential prioritization criteria
- Existing and potential funding sources

### 5.26 Adopt required Performance Measures (November 2018)

- Mobility
  - Anticipated measures include:
    - travel time reliability and variability
    - vehicle and person hours of delay
    - average travel speed
    - other measures as deemed pertinent to the CRTPA area
- Pavement Condition
- Bridge Condition

### 5.27 Establish a process to collect and review data for the various performance measures to determine progress on adopted targets. (June 2019)

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## INTELLIGENT TRANSPORTATION SYSTEMS (ITS)

### 5.28 ITS Master Plan Update (March 2019)

In February 2018, the CRTPA and TAMTS initiated an update to the Tallahassee/Leon County ITS Master Plan. Completion of the plan will include the following activities:

- Operational needs assessment
- Development of deployment and integration recommendations
- Develop prioritized implementation plan

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

5.30 Review potential ITS applications/deployments for StarMetro.

## END PRODUCT

Effective and efficient coordinated public transportation system (ongoing)

Completion of CTC review (annual)

Completion of NTD report (annual)

Updated Congestion Management Plan (June 2018)

Establishment of MAP-21/FAST ACT Performance Measures (TBD)

## RESPONSIBLE AGENCY

CRTPA

## ESTIMATED TASK BUDGET AND FUNDING SOURCES

| FY 2018/19<br>Estimated Budget Detail |                  |                   |    |                   |                  |                 |                 |                  |
|---------------------------------------|------------------|-------------------|----|-------------------|------------------|-----------------|-----------------|------------------|
|                                       | FHWA             |                   |    |                   | 5305(d)          | FTA             |                 | TD               |
|                                       | PL               | SU                | SA | CM                |                  | State Match     | Local Match     |                  |
| Personnel:                            | \$ 52,953        |                   |    |                   | \$ 15,728        | \$ 1,966        | \$ 1,966        |                  |
| Consultant:                           |                  |                   |    |                   |                  |                 |                 | \$ 25,828        |
| <i>Bike/Ped Master Plan</i>           |                  | \$ 166,560        |    |                   |                  |                 |                 |                  |
| <i>ITS Master Plan</i>                |                  |                   |    | \$ 30,000         |                  |                 |                 |                  |
| <i>CMP Phase II</i>                   |                  |                   |    | \$ 150,000        |                  |                 |                 |                  |
| <i>Performance Mea.</i>               |                  |                   |    | \$ 62,700         |                  |                 |                 |                  |
|                                       |                  |                   |    | -                 |                  |                 |                 |                  |
|                                       |                  |                   |    | -                 |                  |                 |                 |                  |
| <b>Total</b>                          | <b>\$ 52,953</b> | <b>\$ 166,560</b> |    | <b>\$ 242,700</b> | <b>\$ 15,728</b> | <b>\$ 1,966</b> | <b>\$ 1,966</b> | <b>\$ 25,828</b> |

| FY 2019/20<br>Estimated Budget Detail |                  |    |    |    |                  |                 |                 |           |
|---------------------------------------|------------------|----|----|----|------------------|-----------------|-----------------|-----------|
|                                       | FHWA             |    |    |    | 5305(d)          | FTA             |                 | TD        |
|                                       | PL               | SU | SA | CM |                  | State Match     | Local Match     |           |
| Personnel:                            | \$ 54,460        |    |    |    | \$ 17,565        | \$ 2,196        | \$ 2,196        |           |
| Consultant:                           |                  |    |    |    |                  |                 |                 | \$ 26,000 |
| <b>Total</b>                          | <b>\$ 54,460</b> |    |    |    | <b>\$ 17,565</b> | <b>\$ 2,196</b> | <b>\$ 2,196</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

Established a CRTPA Facebook page – (January 2017)

Updated the Limited English Proficiency Plan (LEPP). (December 2017)

Completed update of the Public Involvement Plan. (February 2018)

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)

Completed redesign on the CRTPA website – [www.crtpa.org](http://www.crtpa.org). (May 2018)

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.
- 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.
- 6.3 Provide a clearinghouse for transportation related activities for all levels of government and public involved in improving the local transportation system.
- 6.4 Provide CRTPA information and public involvement items at public events including community festivals and institutions of education.
- 6.5 Complete regular updates to the CRTPA webpage – [www.ctpa.org](http://www.ctpa.org).

- 6.6 Continue to monitor and track all public information requests.
- 6.7 Continue efforts related to increasing input from the region's traditionally underserved population.
- 6.8 Continue televising CRTPA meetings live on WCOT and provide post-meeting access to the video via the CRTPA website and YouTube Channel.
- 6.9 Develop and publish an annual report on CRTPA activities.
- 6.10 Periodically review and update Public Involvement Plan (PIP) to comply with the FAST Act, Title VI and other applicable requirements.
- 6.11 Continue to expand efforts related to increasing input from the region's traditionally underserved populations/areas.
- 6.12 Update (as necessary) the Limited English Proficiency Plan for the CRTPA planning area.
- 6.13 Conduct safety programs at public schools, as requested, in Gadsden, Leon, Jefferson, and Wakulla counties.
- 6.14 Continue to coordinate with FDOT on the annual Work Program Hearing.

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#### END PRODUCT

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

Update of CRTPA website. (ongoing)

#### RESPONSIBLE AGENCY

CRTPA

## ESTIMATED TASK BUDGET AND FUNDING SOURCES

| FY 2018/19<br>Estimated Budget Detail |           |    |    |    |           |             |             |    |
|---------------------------------------|-----------|----|----|----|-----------|-------------|-------------|----|
|                                       | FHWA      |    |    |    | 5305(d)   | FTA         |             | TD |
|                                       | PL        | SU | SA | CM |           | State Match | Local Match |    |
| Personnel:<br>Consultant:             | \$ 53,878 |    |    |    | \$ 12,874 | \$ 2,453    | \$ 2,453    |    |
| Total                                 | \$ 53,878 |    |    |    | \$ 12,874 | \$ 2,453    | \$ 2,453    |    |

| FY 2019/20<br>Estimated Budget Detail |           |    |    |    |           |             |             |    |
|---------------------------------------|-----------|----|----|----|-----------|-------------|-------------|----|
|                                       | FHWA      |    |    |    | 5305(d)   | FTA         |             | TD |
|                                       | PL        | SU | SA | CM |           | State Match | Local Match |    |
| Personnel:<br>Consultant:             | \$ 62,188 |    |    |    | \$ 19,626 | \$ 2,453    | \$ 2,453    |    |
| Total                                 | \$ 62,188 |    |    |    | \$ 19,626 | \$ 2,453    | \$ 2,453    |    |



## 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

Initiated the Southwest Area Transportation Plan (November 2017)

- Conducted traffic county and Bluetooth data collection around TIA. (November 2017)
- Conducted initial stakeholder meetings (December 2017 – April 2018)
- Conducted community forums for initial input. (May 2018)

Initiated corridor reviews of Pensacola Street and Tharpe Street. (December 2017)

Completed Phase I of the Midtown Area Transportation Plan. (March 2018)

Completed the Wakulla Environmental Institute (WEI) Trail Feasibility Study (April 2018)

### ANTICIPATED ACTIVITIES

#### 7.1 Southwest Area Transportation Plan (March 2019)

*In November 2017, the CRTPA, in partnership with the Blueprint IA, initiated an area-wide transportation plan for the southwest Tallahassee area. The plan includes a review of the following corridors:*

- *Orange Avenue from Capital Circle SW to Monroe Street*
- *Lake Bradford from Capital Circle SW to Stadium Drive*
- *Springhill Road from Capital Circle SW to Orange Avenue*

*The plan focuses on the development of a multimodal system that includes multiuse trails and enhanced transit services as well as improved bicycle and pedestrian connectivity to the numerous neighborhoods in the area. The area contains several education facilities: Florida State University (FSU), Florida Agricultural and Mechanical University (FAMU), R. Nims Middle School and FAMU High School.*

- *Review existing and future land uses*
- *Review large-scale projects impacting the study area*
- *Identify deficiencies in the current system*
- *Develop/conduct public involvement with affected stakeholders*
- *Develop potential corridor design alternatives*
- *Develop planning-level cost estimates for improvements*
- *Develop final plan documentation*

## 7.2 Midtown Area Transportation Plan (Phase II) (February 2019)

*Phase I of the Midtown Area Transportation Study took a multi-modal approach to improving the transportation network in the area. The study reviewed operating characteristics of several roadways including Thomasville Road, Monroe Street, North Meridian Road, North Calhoun and Gadsden Streets and East 6th and 7th Avenues and identified opportunities to improve pedestrian facilities. Phase II will include an extensive stakeholder engagement and public outreach to determine the best alternative to meet the long-term goals of the Midtown area as well as the following activities:*

- *Conduct stakeholder meetings*
- *Conduct public workshops*
- *Refine alternatives based on public input*
- *Develop surveys (on-line and printed)*
- *Prepare sketch level renderings for alternatives*
- *Prepare planning level costs for each alternative*
- *Develop implementation and phasing strategies*
- *Prepare final documentation*

## 7.3 Conduct Corridor Assessments:

- *Bannerman Road from Tekesta Drive to Thomasville Road*
- *South Adams Street from FAMU Way to Orange Avenue*
- *Additional corridors as may be identified.*

*The assessments would review the existing conditions of each corridor and identify potential short- and long-term improvements. The assessments would also explore potential Complete Streets applications as well as enhanced typical sections. Work anticipated to be undertaken includes:*

- *Data collection*
  - *Traffic characteristics, safety/crash data*
  - *Travel speed/intersection bottleneck data from NPMRDS*
  - *Intersection operations*
  - *Land uses (existing and future)*
  - *Right-of-way cross sections*
- *Existing and future conditions*
- *Prioritized Action Plans*
- *Technical appendices/reports*

7.4 Conduct Corridor/Complete Street Studies

*Based on the results of the Corridor Assessments, the CRTPA may choose to conduct a more comprehensive and detailed Corridor Study. These studies may include a Complete Streets component in addition to the traditional activities associated with a corridor study.*

*Once a Corridor Study is identified, the UPWP will be amended to reflect to scope of work to be completed.*

7.5 Monticello Trail Extension Feasibility Study (March 2019)

*The current Monticello Trail extends approximately 1.5 miles from Rocky Branch Road to Martin Road. The Feasibility Study (2040 RMP Project ID: 567) would look to extend the trail approximately 3 miles south from Martin Road to Jefferson County High School. Work anticipated to be conducted includes (but is not limited to):*

- *Collection of pertinent data for GIS use*
  - *Property boundaries and ownership*
  - *Rights-of-way*
  - *Aerial photos*
- *Stakeholder meetings*
- *Development of alternatives*
- *Documentation findings*

7.6 US 27/Downtown Havana Corridor Improvement Study (June 2019)

*The 2040 RMP identified a potential lane reduction for a section of US 27 in Downtown Havana (Project ID: 333). This study would determine the impact of a lane reduction and look at potential multimodal improvements. Should the lane reduction not be feasible, the focus of the study would shift to identifying opportunities to improve the corridor through a Complete Streets assessment.*

7.7 Other planning projects as may be needed

*Additional projects approved by the CRTPA Board will require an amendment to the UPWP to include a project description and provide an overview of the work to be undertaken.*

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**END PRODUCT**

Completed Corridor Assessments (South Adams, Bannerman Road) (January 2019)

Completed Midtown Area Transportation Plan (Phase II) (February 2019)

Completed Southwest Area Transportation Plan (March 2019)

Completed Monticello Trail Extension Feasibility Study (March 2019)

Completed US 27/Downtown Havana Study (June 2019)

RESPONSIBLE AGENCY

CRTPA

ESTIMATED TASK BUDGET AND FUNDING SOURCES

| FY 2018/19<br>Estimated Budget Detail |            |            |           |    |           |             |             |    |
|---------------------------------------|------------|------------|-----------|----|-----------|-------------|-------------|----|
|                                       | PL         | FHWA       |           |    | 5305(d)   | FTA         |             | TD |
|                                       |            | SU         | SA        | CM |           | State Match | Local Match |    |
| Personnel:                            | \$ 147,691 |            |           |    | \$ 34,297 | \$ 4,287    | \$ 4,287    |    |
| Consultant:                           |            |            |           |    |           |             |             |    |
| <i>SW Area Plan</i>                   |            | \$ 272,050 |           |    |           |             |             |    |
| <i>Midtown Phase II</i>               |            | \$ 180,000 | \$ 48,292 |    |           |             |             |    |
| <i>Monticello Trail</i>               |            | \$ 55,000  |           |    |           |             |             |    |
| <i>US 27/Havana</i>                   |            | \$ 50,000  |           |    |           |             |             |    |
| <i>Corridor Studies</i>               |            | \$ 400,000 |           |    |           |             |             |    |
| <i>Other</i>                          | \$ 20,670  | \$ 200,000 |           |    |           |             |             |    |

| FY 2019/20<br>Estimated Budget Detail |            |      |    |    |           |             |             |    |
|---------------------------------------|------------|------|----|----|-----------|-------------|-------------|----|
|                                       | PL         | FHWA |    |    | 5305(d)   | FTA         |             | TD |
|                                       |            | SU   | SA | CM |           | State Match | Local Match |    |
| Personnel:                            | \$ 163,901 |      |    |    | \$ 35,537 | \$ 4,442    | \$ 4,442    |    |
| Consultant:                           |            |      |    |    |           |             |             |    |

TABLE I  
FAST ACT PLANNING FACTORS

| FAST ACT Planning Factors      | UPWP Tasks |                 |     |     |                   |               |                  |
|--------------------------------|------------|-----------------|-----|-----|-------------------|---------------|------------------|
|                                | 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  
FEDERAL AND STATE PLANNING EMPHASIS AREAS

| FEDERAL PLANNING EMPHASIS AREAS | UPWP Tasks |                 |     |     |                   |               |                  |
|---------------------------------|------------|-----------------|-----|-----|-------------------|---------------|------------------|
|                                 | Admin      | Data Collection | LRP | SRP | Mobility Planning | Public Invlv. | Special Projects |
| FAST Implementation             |            | X               |     | X   |                   |               | X                |
| Regional Models of Cooperation  |            |                 | X   | X   | X                 |               | X                |
| Ladders of Opportunity          |            |                 |     |     | X                 |               | X                |
| STATE PLANNING EMPHASIS AREAS   |            |                 |     |     |                   |               |                  |
| Rural Transportation Planning   |            |                 | X   | X   |                   |               | X                |
| Performance Measures            |            | X               | X   | X   | X                 |               | X                |
| ACES                            |            | X               |     |     | X                 |               | X                |

See page 2 for details

**TABLE III  
SCHEDULE OF SELECTED PROJECTS**

| UPWP TASK                                  | -- 2018 -- |     |     |     |     |     | -- 2019 -- |     |     |     |     |     | -- 2020 -- |     |     |     |     |     |     |     |     |     |     |     |
|--|------------|-----|-----|-----|-----|-----|------------|-----|-----|-----|-----|-----|------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
|  | 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>     |            |     |     |     |     |     |            |     |     |     |     |     |            |     |     |     |     |     |     |     |     |     |     |     |
| 1.11 Develop 2020/21-21/22 UPWP            |            |     |     |     |     |     |            |     |     |     |     |     |            |     |     |     |     |     |     |     |     |     |     |     |
| 1.12 FDOT Annual Certification             |            |     |     |     |     |     |            |     |     |     |     |     |            |     |     |     |     |     |     |     |     |     |     |     |
| 1.13 Audit                                 |            |     |     |     |     |     |            |     |     |     |     |     |            |     |     |     |     |     |     |     |     |     |     |     |
| <b>TASK 2.0 DATA COLLECTION</b>            |            |     |     |     |     |     |            |     |     |     |     |     |            |     |     |     |     |     |     |     |     |     |     |     |
| <b>TASK 3.0 LONG RANGE PLANNING</b>        |            |     |     |     |     |     |            |     |     |     |     |     |            |     |     |     |     |     |     |     |     |     |     |     |
| 3.3 2045 LRTP Update                       |            |     |     |     |     |     |            |     |     |     |     |     |            |     |     |     |     |     |     |     |     |     |     |     |
| 3.5 Develop 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)) |            |     |     |     |     |     |            |     |     |     |     |     |            |     |     |     |     |     |     |     |     |     |     |     |
| 4.15 Process FAST ACT TA Applications      |            |     |     |     |     |     |            |     |     |     |     |     |            |     |     |     |     |     |     |     |     |     |     |     |
| 4.17 Develop Legislative Priorities        |            |     |     |     |     |     |            |     |     |     |     |     |            |     |     |     |     |     |     |     |     |     |     |     |
| <b>TASK 5.0 Modal Planning</b>             |            |     |     |     |     |     |            |     |     |     |     |     |            |     |     |     |     |     |     |     |     |     |     |     |
| 5.1 Develop Annual PPLs - Bike/Ped         |            |     |     |     |     |     |            |     |     |     |     |     |            |     |     |     |     |     |     |     |     |     |     |     |
| 5.7 Bike/Ped Master Plan Update            |            |     |     |     |     |     |            |     |     |     |     |     |            |     |     |     |     |     |     |     |     |     |     |     |
| 5.27 ITS Master Plan Update                |            |     |     |     |     |     |            |     |     |     |     |     |            |     |     |     |     |     |     |     |     |     |     |     |
| <b>TASK 6.0 PUBLIC INVOLVEMENT</b>         |            |     |     |     |     |     |            |     |     |     |     |     |            |     |     |     |     |     |     |     |     |     |     |     |
| <b>TASK 7.0 SPECIAL PROJECTS</b>           |            |     |     |     |     |     |            |     |     |     |     |     |            |     |     |     |     |     |     |     |     |     |     |     |
| 7.1 SW Area Transportation Plan            |            |     |     |     |     |     |            |     |     |     |     |     |            |     |     |     |     |     |     |     |     |     |     |     |
| 7.2 Midtown Area Plan (Phase II)           |            |     |     |     |     |     |            |     |     |     |     |     |            |     |     |     |     |     |     |     |     |     |     |     |
| 7.3 Corridor Assessments                   |            |     |     |     |     |     |            |     |     |     |     |     |            |     |     |     |     |     |     |     |     |     |     |     |
| 7.5 Monticello Trail Feasibility Study     |            |     |     |     |     |     |            |     |     |     |     |     |            |     |     |     |     |     |     |     |     |     |     |     |
| 7.6 US 27/Downtown Corridor Havana Study   |            |     |     |     |     |     |            |     |     |     |     |     |            |     |     |     |     |     |     |     |     |     |     |     |

TABLE IV  
FY 2018/19 Funding by Agency

| TASK | ELEMENT       | FHWA        | FTA       | FDOT       |                         | TD       | Local <sup>2</sup> | Total       |
|------|---------------|-------------|-----------|------------|-------------------------|----------|--------------------|-------------|
|      |               |             |           | Soft Match | Cash Match <sup>2</sup> |          |                    |             |
| 1.0  | Admin         | \$351,800   | \$40,346  | \$63,570   | \$5,043                 |          | \$5,043            | \$402,232   |
| 2.0  | Data/Safety   | \$25,160    | \$3,631   | \$4,546    | \$454                   |          | \$454              | \$29,699    |
| 3.0  | LRP           | \$416,169   | \$9,896   | \$7,439    | \$1,237                 |          | \$1,237            | \$428,539   |
| 4.0  | SRP           | \$124,631   | \$9,175   | \$8,647    | \$1,147                 |          | \$1,147            | \$136,099   |
| 5.0  | Mobility      | \$612,213   | \$15,728  | \$9,569    | \$1,966                 | \$25,828 | \$1,966            | \$657,702   |
| 6.0  | Public Inv.   | \$53,878    | \$12,874  | \$9,736    | \$1,609                 |          | \$1,609            | \$69,970    |
| 7.0  | Special Proj. | \$1,304,741 | \$34,297  | \$235,767  | \$4,287                 |          | \$4,287            | \$1,347,612 |
|      | TOTAL         | \$2,888,592 | \$125,946 | \$339,274  | \$15,743                |          | \$15,743           | \$3,071,853 |

TABLE V  
FY 2018/19 Funding Sources by Agency

| TASK | ELEMENT       | FHWA      |             |           |           | FTA<br>Sec 5305(d) | FDOT                    |                         | TD       | Local <sup>2</sup> | Federal     | State    | Local    | Task<br>Total |
|------|---------------|-----------|-------------|-----------|-----------|--------------------|-------------------------|-------------------------|----------|--------------------|-------------|----------|----------|---------------|
|      |               | PL        | SU          | SA        | CM        |                    | Soft Match <sup>1</sup> | Cash Match <sup>2</sup> |          |                    |             |          |          |               |
| 1.0  | Admin         | \$351,800 |             |           |           | \$40,346           | \$63,570                | \$5,043                 |          | \$5,043            | \$392,146   | \$5,043  | \$5,043  | \$402,232     |
| 2.0  | Data/Safety   | \$25,160  |             |           |           | \$3,631            | \$4,546                 | \$454                   |          | \$454              | \$28,791    | \$454    | \$454    | \$29,699      |
| 3.0  | LRP           | \$41,169  |             | \$375,000 |           | \$9,896            | \$7,439                 | \$1,237                 |          | \$1,237            | \$426,065   | \$1,237  | \$1,237  | \$428,539     |
| 4.0  | SRP           | \$47,854  | \$76,777    |           |           | \$9,175            | \$8,647                 | \$1,147                 |          | \$1,147            | \$133,805   | \$1,147  | \$1,147  | \$136,099     |
| 5.0  | Mobility      | \$52,953  | \$316,560   |           | \$242,700 | \$15,728           | \$9,569                 | \$1,966                 | \$25,828 | \$1,966            | \$627,942   | \$27,794 | \$1,966  | \$657,702     |
| 6.0  | Public Inv.   | \$53,878  |             |           |           | \$12,874           | \$9,736                 | \$1,609                 |          | \$1,609            | \$66,751    | \$1,609  | \$1,609  | \$69,970      |
| 7.0  | Special Proj. | \$147,691 | \$1,157,050 | \$0       |           | \$34,297           | \$235,767               | \$4,287                 |          | \$4,287            | \$1,339,038 | \$4,287  | \$4,287  | \$1,347,612   |
|      | TOTAL         | \$720,505 | \$1,550,387 | \$375,000 | \$242,700 | \$125,946          | \$339,274               | \$15,743                | \$25,828 | \$15,743           | \$3,014,539 | \$41,571 | \$15,743 | \$3,071,853   |

<sup>1</sup> Soft match is non-cash match for FHWA Funds and represents 18% 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.



**TABLE VI**  
FY 2019/20 Funding by Agency

| TASK | ELEMENT       | FHWA             | FTA              | FDOT             |                         | TD       | Local <sup>2</sup> | Total              |
|------|---------------|------------------|------------------|------------------|-------------------------|----------|--------------------|--------------------|
|      |               |                  |                  | Soft Match       | Cash Match <sup>2</sup> |          |                    |                    |
| 1.0  | Admin         | \$293,042        | \$29,727         | \$52,953         | \$3,716                 |          | \$3,716            | \$330,200          |
| 2.0  | Data/Safety   | \$25,592         | \$4,158          | \$4,625          | \$520                   |          | \$520              | \$30,790           |
| 3.0  | LRP           | \$266,326        | \$11,020         | \$7,468          | \$1,378                 |          | \$1,378            | \$280,102          |
| 4.0  | SRP           | \$51,871         | \$11,272         | \$9,373          | \$1,409                 |          | \$1,409            | \$65,962           |
| 5.0  | Mobility      | \$54,460         | \$17,565         | \$9,841          | \$2,196                 | \$26,000 | \$2,196            | \$102,417          |
| 6.0  | Public Inv.   | \$62,188         | \$19,626         | \$11,237         | \$2,453                 |          | \$2,453            | \$86,721           |
| 7.0  | Special Proj. | \$163,901        | \$35,537         | \$29,617         | \$4,442                 |          | \$4,442            | \$208,322          |
|      | <b>TOTAL</b>  | <b>\$917,381</b> | <b>\$128,906</b> | <b>\$125,113</b> | <b>\$16,113</b>         |          | <b>\$16,113</b>    | <b>\$1,104,513</b> |

**TABLE VII**  
FY 2019/20 Funding Source by Agency

| TASK | ELEMENT       | FHWA             |                  |            |            | FTA              | FDOT                    |                         | TD              | Local <sup>2</sup> | Federal            | State           | Local           | Task Total         |
|------|---------------|------------------|------------------|------------|------------|------------------|-------------------------|-------------------------|-----------------|--------------------|--------------------|-----------------|-----------------|--------------------|
|      |               | PL               | SU               | SA         | CM         | Sec 5305(d)      | Soft Match <sup>1</sup> | Cash Match <sup>2</sup> |                 |                    |                    |                 |                 |                    |
| 1.0  | Admin         | \$293,042        |                  |            |            | \$29,727         | \$52,953                | \$3,716                 |                 | \$3,716            | \$322,769          | \$3,716         | \$3,716         | \$330,200          |
| 2.0  | Data/Safety   | \$25,592         |                  |            |            | \$4,158          | \$4,625                 | \$520                   |                 | \$520              | \$29,750           | \$520           | \$520           | \$30,790           |
| 3.0  | LRP           | \$41,326         | \$225,000        |            |            | \$11,020         | \$7,468                 | \$1,378                 |                 | \$1,378            | \$277,346          | \$1,378         | \$1,378         | \$280,102          |
| 4.0  | SRP           | \$51,871         |                  |            |            | \$11,272         | \$9,373                 | \$1,409                 |                 | \$1,409            | \$63,143           | \$1,409         | \$1,409         | \$65,962           |
| 5.0  | Mobility      | \$54,460         |                  |            |            | \$17,565         | \$9,841                 | \$2,196                 | \$26,000        | \$2,196            | \$72,026           | \$28,196        | \$2,196         | \$102,417          |
| 6.0  | Public Inv.   | \$62,188         |                  |            |            | \$19,626         | \$11,237                | \$2,453                 |                 | \$2,453            | \$81,814           | \$2,453         | \$2,453         | \$86,721           |
| 7.0  | Special Proj. | \$163,901        | \$0              | \$0        | \$0        | \$35,537         | \$29,617                | \$4,442                 |                 | \$4,442            | \$199,438          | \$4,442         | \$4,442         | \$208,322          |
|      | <b>TOTAL</b>  | <b>\$692,381</b> | <b>\$225,000</b> | <b>\$0</b> | <b>\$0</b> | <b>\$128,906</b> |                         | <b>\$16,113</b>         | <b>\$26,000</b> | <b>\$16,113</b>    | <b>\$1,046,287</b> | <b>\$42,113</b> | <b>\$16,113</b> | <b>\$1,104,513</b> |

<sup>1</sup> Soft match is non-cash match for FHWA Funds and represents 18% 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.

APPENDIX I  
 FY 2018/19 and FY 2019/20  
 Estimated Administrative, Facility and Office Expense Detail

| FY 2018/19                           |                   |
|--------------------------------------|-------------------|
| Accounting Category                  | Task 1.0 Admin    |
| <b>Administrative Expenses</b>       |                   |
| Advertising                          | \$ 2,500          |
| Dues & Memberships <sup>1</sup>      | \$ 2,500          |
| Workers Comp                         | \$ 16,500         |
| <b>Contracted Services</b>           |                   |
| Audit                                | \$ 30,000         |
| Legal                                | \$ 24,000         |
| <b>Direct Expenses - Host Agency</b> |                   |
| HR                                   | \$ 10,100         |
| Accounting                           | \$ 20,000         |
| Purchasing                           | \$ 3,200          |
| IT                                   | \$ 27,000         |
| Revenue Collection                   | \$ 100            |
| Environmental                        | \$ 1,500          |
| <i>Subtotal:</i>                     | <i>\$ 137,400</i> |
| <b>Facility Expenses</b>             |                   |
| Rent                                 | \$ -              |
| <i>Subtotal:</i>                     | <i>\$ -</i>       |
| <b>Office Expenses</b>               |                   |
| Copier                               | \$ 3,500          |
| Printing & Binding                   | \$ 3,000          |
| Equipment Repairs                    | \$ 225            |
| Software                             | \$ 3,500          |
| Telephone                            | \$ 1,000          |
| Food <sup>2</sup>                    | \$ 1,500          |
| Postage                              | \$ 750            |
| Office Supplies                      | \$ 4,000          |
| Unclassified Supplies                | \$ 1,012          |
| Journals & Books                     | \$ 600            |
| Machinery & Equipment (<\$5,000)     | \$ 10,000         |
| Machinery & Equipment (>\$5,000)     | \$ -              |
| <i>Subtotal:</i>                     | <i>\$ 29,087</i>  |
| <b>Total:</b>                        | <b>\$ 166,487</b> |

<sup>1</sup> Individual dues are covered by local match, not federal funds.

<sup>2</sup> Food is covered by local match, not federal funds.

| FY 2019/20                                    |                   |
|---|-------------------|
| Accounting Category                           | Task 1.0 Admin    |
| <b>Administrative Expenses</b>                |                   |
| Advertising                                   | \$ 4,500          |
| Dues, Subscriptions, Memberships <sup>1</sup> | \$ 2,500          |
| Workers Comp                                  | \$ 16,500         |
| <b>Contracted Services</b>                    |                   |
| Audit   | \$ 30,000         |
| Legal   | \$ 24,000         |
| <b>Direct Expenses - Host Agency</b>          |                   |
| HR  | \$ 10,100         |
| Accounting                                    | \$ 20,000         |
| Purchasing                                    | \$ 3,200          |
| IT  | \$ 27,000         |
| Revenue Collection                            | \$ 100            |
| Environmental                                 | \$ 1,500          |
| <i>Subtotal:</i>                              | <i>\$ 139,400</i> |
| <b>Facility Expenses</b>                      |                   |
| Rent  | \$ -              |
| <i>Subtotal:</i>                              | <i>\$ -</i>       |
| <b>Office Expenses</b>                        |                   |
| Copier  | \$ 3,500          |
| Printing & Binding                            | \$ 3,000          |
| Equipment Repairs                             | \$ 225            |
| Software                                      | \$ 3,500          |
| Telephone                                     | \$ 1,000          |
| Food <sup>2</sup>                             | \$ 1,500          |
| Postage                                       | \$ 750            |
| Office Supplies                               | \$ 4,000          |
| Unclassified Supplies                         | \$ 2,000          |
| Journals & Books                              | \$ 600            |
| Machinery & Equipment (<\$5,000)              | \$ 8,401          |
| Machinery & Equipment (>\$5,000)              | \$ -              |
| <i>Subtotal:</i>                              | <i>\$ 28,476</i>  |
| <b>Total:</b>                                 | <b>\$ 167,876</b> |

<sup>1</sup> Individual dues are covered by local match, not federal funds.

<sup>2</sup> Food is covered by local match, not federal funds.

**Application for Federal Assistance SF-424****\* 1. Type of Submission:**

- Preapplication  
 Application  
 Changed/Corrected Application

**\* 2. Type of Application:**

- New  
 Continuation  
 Revision

**\* If Revision, select appropriate letter(s):**

**\* Other (Specify):**

**\* 3. Date Received:**

05/15/2018

**4. Applicant Identifier:**

Not Applicable

**5a. Federal Entity Identifier:**

Not Applicable

**5b. Federal Award Identifier:**

**State Use Only:****6. Date Received by State:**

**7. State Application Identifier:**

1001

**8. APPLICANT INFORMATION:****\* a. Legal Name:** Capital Region Transportation Planning Agency**\* b. Employer/Taxpayer Identification Number (EIN/TIN):**

596000435

**\* c. Organizational DUNS:**

8310256011721

**d. Address:****\* Street1:**

300 South Adams Street

**Street2:**

Box A19

**\* City:**

Tallahassee

**County/Parish:**

Leon

**\* State:**

FL: Florida

**Province:****\* Country:**

USA: UNITED STATES

**\* Zip / Postal Code:**

32301-0000

**e. Organizational Unit:****Department Name:**

**Division Name:**

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

Mr.

**\* First Name:**

Greg

**Middle Name:****\* Last Name:**

Slay

**Suffix:****Title:** Executive Director**Organizational Affiliation:**

Capital Region Transportation Planning Agency

**\* Telephone Number:**

(850) 819-8630

**Fax Number:****\* Email:** greg.slay@crtpa.org

**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 5303(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        | 125,946.00 |
| * b. Applicant      | 15,743.00  |
| * c. State          | 15,743.00  |
| * d. Local          | 0.00       |
| * e. Other          | 0.00       |
| * f. Program Income | 0.00       |
| * g. TOTAL          | 157,432.00 |

**\* 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:

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

| Technical Classifications:  |  |                        |                   |
|-----------------------------|--|------------------------|-------------------|
| 41.11.00                    | Program Support and Administration   | \$                     | 40,346            |
| 41.12.00                    | General Development and Comprehensive Planning                                     |                        |                   |
| 41.13.00                    | Long Range Transportation Planning<br>(including Major Investment Studies and EIS) | \$                     | 9,896             |
| 41.13.01                    | System Level   | \$                     | 3,631             |
| 41.13.02                    | Project Level  | \$                     | 15,728            |
| 41.14.00                    | Short Range Transportation Planning  | \$                     | 7,340             |
| 41.15.00                    | Transportation Improvement Program   | \$                     | 1,835             |
| 41.16.00                    | Special Projects   | \$                     | 34,297            |
| 41.16.01                    | Americans with Disabilities Act (ADA)  |                        |                   |
| 41.16.02                    | Clean Air Planning   |                        |                   |
| 41.16.06                    | Financial Planning   |                        |                   |
| 41.16.07                    | Management Systems   |                        |                   |
| 41.16.08                    | Livable Communities  |                        |                   |
| 41.17.00                    | Other Activities ( <i>Public Involvement</i> )                                     | \$                     | 12,874            |
| <b>Total FTA Funds</b>      |  |                        | <b>\$ 125,946</b> |
| Accounting Classifications: |  |                        |                   |
| 41.20.01                    | Personnel  | \$                     | 91,924            |
| 41.20.02                    | Fringe Benefits  | \$                     | 14                |
| 41.20.03                    | Travel   | \$                     | -                 |
| 41.20.04                    | Equipment  |                        |                   |
| 41.20.05                    | Supplies   |                        |                   |
| 41.20.06                    | Contractual  |                        |                   |
| 41.20.07                    | Other  | \$                     | -                 |
| 41.20.08                    | Indirect Costs   |                        |                   |
| <b>Total FTA Funds</b>      |  |                        | <b>\$ 91,938</b>  |
| Fund Allocations:           |  |                        |                   |
| 41.30.01                    | MPO Activities   | \$                     | 125,946           |
| 41.30.02                    | Transit Operator Activities  |                        |                   |
| 41.30.03                    | State and/or Local Agency Activities   |                        |                   |
|                             |  | Total Net Project Cost | <u>\$ 125,946</u> |
| <b>Total FTA Funds</b>      |  |                        | <b>\$ 91,939</b>  |

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

| Technical Classifications:       |  |                              |                   |
|----------------------------------|--|------------------------------|-------------------|
| 41.11.00                         | Program Support and Administration   | \$                           | 50,432            |
| 41.12.00                         | General Development and Comprehensive Planning                                     |                              |                   |
| 41.13.00                         | Long Range Transportation Planning<br>(including Major Investment Studies and EIS) | \$                           | 12,370            |
| 41.13.01                         | System Level   | \$                           | 4,539             |
| 41.13.02                         | Project Level  | \$                           | 19,660            |
| 41.14.00                         | Short Range Transportation Planning  | \$                           | 9,175             |
| 41.15.00                         | Transportation Improvement Program   | \$                           | 2,294             |
| 41.16.00                         | Special Projects   | \$                           | 42,871            |
| 41.16.01                         | Americans with Disabilities Act (ADA)  |                              |                   |
| 41.16.02                         | Clean Air Planning   |                              |                   |
| 41.16.06                         | Financial Planning   |                              |                   |
| 41.16.07                         | Management Systems   |                              |                   |
| 41.16.08                         | Livable Communities  |                              |                   |
| 41.17.00                         | Other Activities ( <i>Public Involvement</i> )                                     | \$                           | 16,092            |
| <b>Total Net Project Cost</b>    |  |                              | <b>\$ 157,433</b> |
| Accounting Classifications:      |  |                              |                   |
| 41.20.01                         | Personnel  | \$                           | 114,905           |
| 41.20.02                         | Fringe Benefits  | \$                           | 18                |
| 41.20.03                         | Travel   | \$                           | -                 |
| 41.20.04                         | Equipment  |                              |                   |
| 41.20.05                         | Supplies   |                              |                   |
| 41.20.06                         | Contractual  |                              |                   |
| 41.20.07                         | Other  | \$                           | -                 |
| 41.20.08                         | Indirect Costs   |                              |                   |
| <b>Total Net Project Cost</b>    |  |                              | <b>\$ 114,923</b> |
| Fund Allocations:                |  |                              |                   |
| 41.30.01                         | MPO Activities   | \$                           | 157,433           |
| 41.30.02                         | Transit Operator Activities  |                              |                   |
| 41.30.03                         | State and/or Local Agency Activities   |                              |                   |
| <b>Total Net Project Cost</b>    |  |                              | <b>\$ 157,433</b> |
|                                  | Federal Share (80%)  | \$                           | 125,946           |
|                                  | Local Share (20%)  | \$                           | 31,488            |
| <u>Accounting Classification</u> | <u>FPC</u>   | <u>Description</u>           | <u>Amount</u>     |
| 91.37.08.8P-2                    | 02   | Technical Studies - Planning | \$ 157,433        |

**FTA FISCAL YEAR 2018 CERTIFICATIONS AND ASSURANCES**

**FEDERAL FISCAL YEAR 2018 CERTIFICATIONS AND ASSURANCES FOR  
FEDERAL TRANSIT ADMINISTRATION ASSISTANCE PROGRAMS**

(Signature pages alternative to providing Certifications and Assurances in TrAMS)

Name of Applicant: Capital Region Transportation Planning Agency (CRTPA)

The Applicant agrees to comply with applicable provisions of Categories 01 – 21.   X  

**OR**

The Applicant agrees to comply with applicable provisions of the Categories it has selected:

| <u>Category</u> | <u>Description</u>  |       |
|-----------------|---|-------|
| 01.             | Required Certifications and Assurances for Each Applicant.  | _____ |
| 02.             | Lobbying.   | _____ |
| 03.             | Private Sector Protections.   | _____ |
| 04.             | Rolling Stock Reviews and Bus Testing.  | _____ |
| 05.             | Demand Responsive Service.  | _____ |
| 06.             | Intelligent Transportation Systems.   | _____ |
| 07.             | Interest and Financing Costs and Acquisition of Capital Assets by Lease.                                      | _____ |
| 08.             | Transit Asset Management Plan, Public Transportation Safety Program, and State Safety Oversight Requirements. | _____ |
| 09.             | Alcohol and Controlled Substances Testing.  | _____ |
| 10.             | Fixed Guideway Capital Investment Grants Program (New Starts, Small Starts, and Core Capacity Improvement).   | _____ |
| 11.             | State of Good Repair Program.   | _____ |
| 12.             | Grants for Buses and Bus Facilities and Low or No Emission Vehicle Deployment Grant Programs.                 | _____ |
| 13.             | Urbanized Area Formula Grants Programs and Passenger Ferry Grant Program.                                     | _____ |
| 14.             | Enhanced Mobility of Seniors and Individuals with Disabilities Programs.                                      | _____ |
| 15.             | Rural Areas and Appalachian Development Programs.   | _____ |
| 16.             | Tribal Transit Programs (Public Transportation on Indian Reservations Programs).                              | _____ |
| 17.             | State Safety Oversight Grant Program.   | _____ |
| 18.             | Public Transportation Emergency Relief Program.   | _____ |
| 19.             | Expedited Project Delivery Pilot Program.   | _____ |
| 20.             | Infrastructure Finance Programs.  | _____ |
| 21.             | Construction Hiring Preferences.  | _____ |



# FTA FISCAL YEAR 2018 CERTIFICATIONS AND ASSURANCES

## FEDERAL FISCAL YEAR 2018 FTA CERTIFICATIONS AND ASSURANCES SIGNATURE PAGE

(Required of all Applicants for federal assistance to be awarded by FTA in FY 2018)

### AFFIRMATION OF APPLICANT

Name of the Applicant: Capital Region Transportation Planning Agency

Name and Relationship of the Authorized Representative: Nick Maddox, Chairman

BY SIGNING BELOW, on behalf of the Applicant, I declare that it has duly authorized me to make these Certifications and Assurances and bind its compliance. Thus, it agrees to comply with all federal laws, regulations, and requirements, follow applicable federal guidance, and comply with the Certifications and Assurances as indicated on the foregoing page applicable to each application its Authorized Representative makes to the Federal Transit Administration (FTA) in federal fiscal year 2018, irrespective of whether the individual that acted on his or her Applicant's behalf continues to represent it.

FTA intends that the Certifications and Assurances the Applicant selects on the other side of this document should apply to each Award for which it now seeks, or may later seek federal assistance to be awarded during federal fiscal year 2018.

The Applicant affirms the truthfulness and accuracy of the Certifications and Assurances it has selected in the statements submitted with this document and any other submission made to FTA, and acknowledges that the Program Fraud Civil Remedies Act of 1986, 31 U.S.C. § 3801 *et seq.*, and implementing U.S. DOT regulations, "Program Fraud Civil Remedies," 49 CFR part 31, apply to any certification, assurance or submission made to FTA. The criminal provisions of 18 U.S.C. § 1001 apply to any certification, assurance, or submission made in connection with a federal public transportation program authorized by 49 U.S.C. chapter 53 or any other statute

In signing this document, I declare under penalties of perjury that the foregoing Certifications and Assurances, and any other statements made by me on behalf of the Applicant are true and accurate.

Signature \_\_\_\_\_ Date: May 15, 2018

Name Nick Maddox

Authorized Representative of Applicant

### AFFIRMATION OF APPLICANT'S ATTORNEY

For (Name of Applicant): Capital Region Transportation Planning Agency

As the undersigned Attorney for the above-named Applicant, I hereby affirm to the Applicant that it has authority under state, local, or tribal government law, as applicable, to make and comply with the Certifications and Assurances as indicated on the foregoing pages. I further affirm that, in my opinion, the Certifications and Assurances have been legally made and constitute legal and binding obligations on it.

I further affirm that, to the best of my knowledge, there is no legislation or litigation pending or imminent that might adversely affect the validity of these Certifications and Assurances, or of the performance of its FTA assisted Award.

Signature \_\_\_\_\_ Date: May 15, 2018

Name Thornton Willams

Attorney for Applicant

*Each Applicant for federal assistance to be awarded by FTA must provide an Affirmation of Applicant's Attorney pertaining to the Applicant's legal capacity. The Applicant may enter its electronic signature in lieu of the Attorney's signature within TrAMS, provided the Applicant has on file and uploaded to TrAMS this hard-copy Affirmation, signed by the attorney and dated this federal fiscal year.*

## CERTIFICATION REGARDING LOBBYING

### Certification for Contracts, Grants, Loans and Cooperative Agreements

The undersigned certifies, to the best of her or his knowledge and belief, that:

- (1) No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, 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.
  
- (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 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 undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

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 \$10,000.00 and not more than \$100,000.00 for each such failure.

Executed this 15<sup>th</sup> day of May 2018

By: \_\_\_\_\_  
Nick Maddox, Chairman

**DEBARMENT AND SUSPENSION  
CERTIFICATION**

*As required by U.S. DOT regulations on Government-wide Debarment and Suspension (Non-procurement) at 49 CFR 29.510:*

(1) The Capital Region Transportation Planning Agency 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 a 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 (2) of this certification; and
- (d) Have not within a three-year period preceding this certification had one or more public transactions (Federal, state or local) terminated for cause or default.

(2) The Capital Region Transportation Planning Agency also 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 FTA.

Executed this 15<sup>th</sup> day of May 2018

By: \_\_\_\_\_  
Nick Maddox, Chairman

**TITLE VI  
NONDISCRIMINATION POLICY STATEMENT**

Pursuant to Section 9 of the US DOT Order 1050.2A, the Capital Region Transportation Planning Agency (CRTPA) assures the Florida Department of Transportation 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 and the Florida Civil Rights Act of 1992 be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination or retaliation under any program or activity.

The CRTPA further agrees to the following responsibilities 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 *Appendix A* 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.

Executed this 15<sup>th</sup> day of May 2018

By: \_\_\_\_\_  
Nick Maddox, Chairman

## APPENDIX A

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*
- (6.) *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.

**Incorporation of Provisions:** The Contractor shall include the provisions of paragraphs (1) through (6) 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 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.

## DISADVANTAGED BUSINESS ENTERPRISE UTILIZATION

It is the policy of the Capital Region Transportation Planning Agency 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 Transportation Planning Agency 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 Transportation Planning Agency in a non-discriminatory environment.

The Capital Region Transportation Planning Agency shall require its consultants to not discriminate on the basis of race, color, national origin, sex, age, handicap/disability, or income status 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.

Executed this 15<sup>th</sup> day of May 2018

By: \_\_\_\_\_  
Nick Maddox, Chairman

## CRTPA Draft UPWP FY 2019-2020 FDOT Final Comments 4-20-2018

### CRTPA TPO Draft Unified Planning Work Program FYs19 & 20

- **Resolution:** Correct the reference to reflect the UPWP FY 19-20 in the third “Whereas”; delete CRTPA Executive Director authority to sign Joint Planning Agreements *Revised*
- **Cost Analysis Certification** FDOT will sign and provide after review of the final UPWP; *Included*
- **Statements and Assurances:** FDOT will provide updated Statements and Assurances with the final review; *Noted*
- **Editorial:** Check for font and formatting consistency; spell out acronyms first; and check for verb tenses and dates. *Noted*
- **Table of Contents:** Remove Joint Certification Item; *Revised*
- **Introduction:** Include a discussion of Soft Match. *Added*
- **Performance Measures:** Please revise the UPWP to include annual reporting of performance measures as an activity as appropriate. Use the attached FHWA guide for dates and further detail; *Revised*
- **Direct Expenses:** Revise the UPWP to clearly identify the change from Allocated Costs to Direct Expenses as the CRTPA has determined a set rate for services from the City of Tallahassee. Ensure that all expenses are listed, for e.g. GIS services. *Revised*
- **Incorrect Reference:** Under the federal transportation planning process, and consistent with the interlocal agreement, the CRTPA boundaries are the Metropolitan Planning Area (MPA). Please revise the reference to the Tallahassee Statistical Area to be the MPA. *Revised*
- **Coordination meetings:** Held with Central Office, Federal Highway and District Three FDOT are now scheduled biannually; *Revised*
- **Task and Total Budget Tables:** Final review and comment will be provided immediately after the revised version is posted and distributed. *Noted*

### FDOT D3 Districtwide Planning Activities:

The Florida Department of Transportation District Three District Wide Planning Activities for FY18/19- FY19/20 include the following:

- 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



Central Office Comments and Recommendations: :

Comments-

- Please ensure that the MPO uses the revised Cost Analysis Certification in their final UPWP (page ii). This form is available at the following link:  
<https://fms.fdot.gov/Anonymous/SendDocumentToClient?documentId=1788> *Updated*
- Please ensure that the MPO includes FDOT's official UPWP Statements and Assurances in the UPWP. These documents are available at the following link:  
<https://fms.fdot.gov/Anonymous/SendDocumentToClient?documentId=1795> *Included in Final*
- The UPWP does not need to include the Annual Certification, or the Certification Statement. *Deleted*
- Please make sure that the draft UPWP is distributed to all review agencies identified in the FDOT Program Management Handbook, Table 3.3 UPWP Distribution List, Page 3-37. *Noted*

Recommendation-

- An interactive table of contents would be very helpful to navigate the UPWP. *Noted*

FDOT Review Comments

FDOT Review Comments