



May 15, 2018

AGENDA ITEM 6 B

FINAL UNIFIED PLANNING WORK PROGRAM (UPWP) AND MPO FUNDING JOINT PARTICIPATION AGREEMENT

TYPE OF ITEM: Action

STATEMENT OF ISSUE

The UPWP is developed every two years and serves as the CRTPA's work outline and budget. The UPWP is divided into seven tasks covering items from daily administration of the CRTPA to identifying the specific planning projects to be undertaken. The Draft FY 2018/19 – 2019/20 UPWP was approved by the CRTPA Board at its March 19 meeting. The draft was made available to FDOT, FHWA and FTA for review and comment. Minor revisions were made based on each agency's comments and the responses to those comments can be found at the end of the document. The final draft was published on the CRTPA website 21 days prior to final adoption (April 24) in accordance with the requirements of the Public Involvement Plan.

This item also includes the MPO Funding Joint Participation Agreement (JPA). This JPA outlines the responsibilities for both the CRTPA and FDOT in the administration of the various FHWA funds. The adopted UPWP serves as Exhibit 'A' of the JPA.

An overview of the funds and uses are as follows:

FY 2018/19 Uses	FHWA Funds				FTA
	PL	SU	SA	CM	
CRTPA Expenses	\$707,335				\$158,433
Task 3.0 - Long Range Pln. 2045 RMP			\$ 375,000		
Task 4.0 - Short Range Pln. TBD		\$ 76,777			
Task 5.0 Mobility Planning					
Bike/Ped Master Plan		\$ 166,560			
Wakulla Bike/Ped		\$ 30,000			
ITS Master Plan Update				\$ 55,000	
Congestion Management				\$ 125,000	
Performance Measures				\$ 62,700	
TBD		\$ 150,000			
Task 7.0 - Special Projects					
SW Area Plan		\$ 272,050			
Midtown - Phase II		\$ 150,000	\$ 48,292		
Monticello Trail		\$ 55,000			
US 27/Downtown Havana		\$ 50,000			
Corridor Reviews		\$ 400,000			
TBD	\$ 13,158	\$ 200,000			
Totals	\$720,493	\$1,550,387	\$423,292	\$242,700	\$158,433

The FY 2019/20 budget includes \$692,000 in PL funds for CRTPA expenses and \$225,000 in SU funds for the continuation of the 2045 RMP. The FY 2019/20 budget is preliminary at this point and will be updated around this time next year. It is anticipated some of the funds in FY 2018/19 will be carried forward into FY 2019/20.

RECOMMENDED ACTION

- Option 1: Approve the FY 2018/19 – 2019/20 Final UPWP and the Joint Participation Agreement.
- Option 2: As desired by the CRTPA Board.

ATTACHMENT

- Attachment 1: Final FY 2018/19 – FY 2019/20 UPWP
- Attachment 2: MPO Funding JPA



UNIFIED PLANNING WORK PROGRAM

Fiscal Years 2018/19—2019/20

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

Adoption Date: May 15, 2018

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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 CHAIRMAN TO EXECUTE ALL REQUIRED FORMS AND ASSURANCES; AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE ALL SUBSEQUENT GRANT APPLICATIONS, AND INVOICES.

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

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

Whereas, the CRTPA prepared and submitted a Fiscal 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 15th 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
LRTP	-	Long Range Transportation Plan

GLOSSARY OF ABBREVIATIONS (cont.)

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

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

Transportation planning in the CRTPA planning area is guided by the 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:

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.

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 20th, 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). 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 existing 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

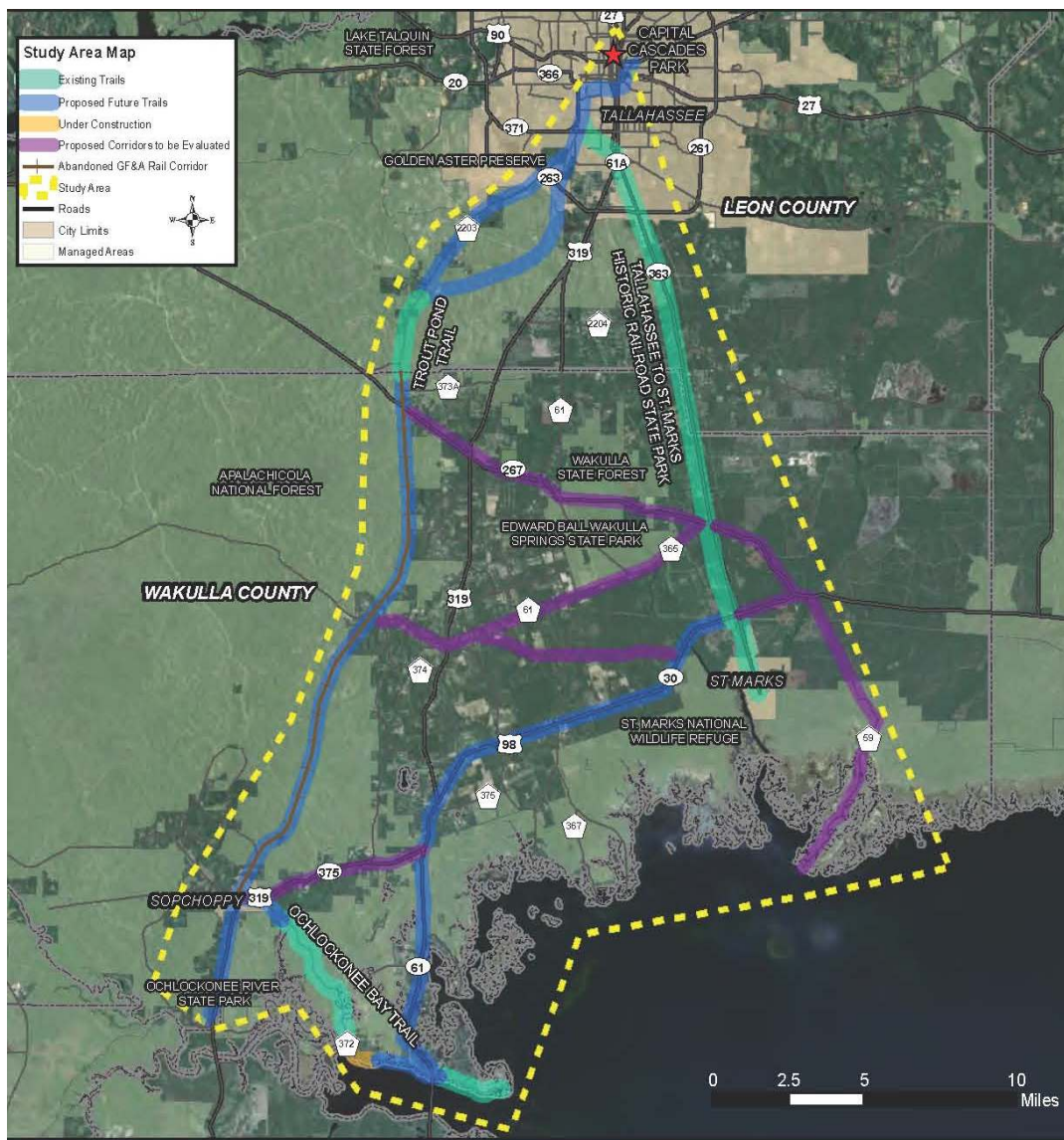
REGIONAL TRAILS

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 by clicking [here](#). Figure 1 shows the various trails identified in the Plan.

Figure 1



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.

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 6th and 7th 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.

PERFORMANCE MEASURES

The FAST Act 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. System performance measures 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 CMP focused on identifying projects to improve congestion/delay levels as well as safety improvement.

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.

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.

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.

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.

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 VI
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.

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).

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.

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.

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

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:	\$ 182,241				\$ 43,692	\$ 5,461	\$ 5,461	
Travel:	\$ 17,000							
Direct Expenses*								
Administrative:	\$ 87,400							
Contracted Services								
Audit:	\$ 30,000							
Legal:	\$ 24,000							
Office:	\$ 32,587							
Total	\$ 373,228				\$ 43,692	\$ 5,461	\$ 5,461	

* 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:	\$ 177,876				\$ 30,637	\$ 3,830	\$ 3,830	
Travel:	\$ 17,000							
Direct Expenses*								
Administrative:	\$ 85,400							
Contracted Services								
Audit:	\$ 30,000							
Legal:	\$ 24,000							
Office:	\$ 28,476							
Total	\$ 362,752				\$ 30,637	\$ 3,830	\$ 3,830	

* 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 Estimated Budget Detail								
	FHWA				FTA			TD
	PL	SU	SA	CM	5305(d)	State Match	Local Match	
Personnel:	\$ 15,160				\$ 3,631	\$ 454	\$ 454	
Consultant:	\$ 10,000							
TLCGIS								
Total	\$ 25,160				\$ 3,631	\$ 454	\$ 454	

FY 2019/20 Estimated Budget Detail								
	FHWA				FTA			TD
	PL	SU	SA	CM	5305(d)	State Match	Local Match	
Personnel:	\$ 14,002				\$ 3,734	\$ 467	\$ 467	
Consultant:	\$ 10,000							
TLCGIS								
Total	\$ 24,002				\$ 3,734	\$ 467	\$ 467	

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.

REGIONAL MOBILITY PLAN – (CON'T)

3.3 2045 RMP Update

FY 2018/19:

- Conduct review of 2040 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)

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.

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.

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.

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: Consultant: 2045 RMP:	\$ 58,975		\$ 375,000		\$ 14,170	\$ 1,771	\$ 1,771	
Total	\$ 58,975	\$ -	\$ 375,000	\$ -	\$ 14,170	\$ 1,771	\$ 1,771	

FY 2019/20 Estimated Budget Detail								
	FHWA				5305(d)	FTA		TD
	PL	SU	SA	CM		State Match	Local Match	
Personnel: Consultant: 2045 RMP:	\$ 70,969		\$ 225,000		\$ 18,925	\$ 2,366	\$ 2,366	
Total	\$ 70,969	\$ 225,000			\$ 18,925	\$ 2,366	\$ 2,366	

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.

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.

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.

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 Estimated Budget Detail								
	FHWA				5305(d)	FTA		TD
	PL	SU	SA	CM		State Match	Local Match	
Personnel:	\$ 41,322				\$ 9,905	\$ 1,238	\$ 1,738	
Consultant:	-							
Interactive TIP	\$ 9,600							
TBD		\$ 76,777						
Total	\$ 50,922				\$ 9,905	\$ 1,238	\$ 1,738	

FY 2019/20 Estimated Budget Detail								
	FHWA				5305(d)	FTA		TD
	PL	SU	SA	CM		State Match	Local Match	
Personnel:	\$ 38,008				\$ 10,135	\$ 1,267	\$ 1,767	
Consultant:								
Interactive TIP	\$ 9,600							
Total	\$ 47,608				\$ 10,135	\$ 1,267	\$ 1,767	

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.

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

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

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 Compete 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
- 5.8 Assist Wakulla County with the public involvement portion of their Bicycle/Pedestrian Master Plan update.

TRANSIT (STARMETRO)

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

TRANSPORTATION DISADVANTAGED

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

AVIATION

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

- 5.23 Coordinate with TIA on transportation projects that have a direct impact on airport operations.
- 5.24 Assist TIA, as necessary, with the development of the Joint Aviation Capital Improvement Program (JAICP).
- 5.25 Coordinate with TIA on the development of the annual project priority list for aviation.

CONGESTION MANAGEMENT PLAN/PERFORMANCE MEASURES

5.26 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

5.27 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

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

INTELLIGENT TRANSPORTATION SYSTEMS (ITS)

5.29 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

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

5.31 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 Estimated Budget Detail								
	PL	FHWA			5305(d)	FTA		TD
		SU	SA	CM		State Match	Local Match	
Personnel:	\$ 57,610				\$ 16,849	\$ 2,106	\$ 2,106	
Consultant:								\$ 25,828
Bike/Ped Master Plan		\$ 166,560						
Bike/Ped- Wakulla Cnty.		\$ 30,000						
ITS Master Plan				\$ 55,000				
CMP Phase II				\$ 125,000				
Performance Measures				\$ 62,700				
TBD		\$ 150,000						
Total	\$ 57,610	\$ 346,560		\$ 242,700	\$ 16,849	\$ 2,106	\$ 2,106	\$ 25,828

FY 2019/20 Estimated Budget Detail							
	FHWA				FTA		
	PL	SU	SA	CM	5305(d)	State Match	Local Match
Personnel:	\$ 48,917				\$ 16,087	\$ 2,011	\$ 2,011
Consultant:							\$ 26,000

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. (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.

- 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.

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								
Estimated Budget Detail								
	FHWA				FTA			TD
	PL	SU	SA	CM	5305(d)	State Match	Local Match	
Personnel: Consultant:	\$ 46,974				\$ 11,230	\$ 1,404	\$ 1,404	
Total	\$ 46,974				\$ 11,230	\$ 1,404	\$ 1,404	

FY 2019/20								
Estimated Budget Detail								
	FHWA				FTA			TD
	PL	SU	SA	CM	5305(d)	State Match	Local Match	
Personnel: Consultant:	\$ 49,677				\$ 16,290	\$ 2,036	\$ 2,036	
Total	\$ 49,677				\$ 16,290	\$ 2,036	\$ 2,036	

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.

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 Estimated Budget Detail								
	FHWA				FTA			TD
	PL	SU	SA	CM	5305(d)	State Match	Local Match	
Personnel:	\$ 107,624				\$ 26,469	\$ 3,309	\$ 3,309	
Consultant:								
SW Area Plan		\$ 272,050						
Midtown Phase II		\$ 150,000	\$ 48,292					
Monticello Trail		\$ 55,000						
US 27/Havana		\$ 50,000						
Corridor Studies		\$ 400,000						
Other	\$ 13,158	\$ 200,000						
Total	\$ 120,782	\$ 1,127,050	\$ 48,292		\$ 26,469	\$ 3,309	\$ 3,309	

FY 2019/20 Estimated Budget Detail								
	FHWA				FTA			TD
	PL	SU	SA	CM	5305(d)	State Match	Local Match	
Personnel:	\$ 88,455				\$ 21,488	\$ 2,686	\$ 2,686	
Consultant:								
Total	\$ 88,455				\$ 21,488	\$ 2,686	\$ 2,686	

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
STATE PLANNING EMPHASIS AREAS

	UPWP Tasks						
	Admin	Data Collection	LRP	SRP	Mobility Planning	Public Invlv.	Special Projects
STATE PLANNING EMPHASIS AREAS							
Rural Transportation Planning			X	X			X
Performance Measures		X	X	X	X		X
ACES		X	X	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
TASK 1.0 PROGRAM ADMINISTRATION																								
1.11 Develop 2020/21-21/22 UPWP																								
1.12 FDOT Annual Certification																								
1.13 Audit																								
TASK 2.0 DATA COLLECTION																								
TASK 3.0 LONG RANGE PLANNING																								
3.3 2045 LRTP Update																								
3.5 Develop Performance Measures																								
TASK 4.0 SHORT RANGE PLANNING																								
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																								
TASK 5.0 Modal Planning																								
5.1 Develop Annual PPLs - Bike/Ped																								
5.7 Bike/Ped Master Plan Update																								
5.27 ITS Master Plan Update																								
TASK 6.0 PUBLIC INVOLVEMENT																								
TASK 7.0 SPECIAL PROJECTS																								
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 ²	Total
				Soft Match	Cash Match ²			
1.0	Admin	\$373,228	\$43,692	\$67,442	\$5,461		\$5,461	\$427,843
2.0	Data/Safety	\$25,160	\$3,631	\$4,546	\$454		\$454	\$29,699
3.0	LRP	\$433,975	\$14,170	\$10,657	\$2,271		\$2,271	\$452,688
4.0	SRP	\$127,699	\$9,905	\$9,202	\$1,238		\$1,238	\$140,081
5.0	Mobility	\$646,870	\$16,849	\$10,410	\$2,106	\$25,828	\$2,106	\$693,759
6.0	Public Inv.	\$46,974	\$11,230	\$8,488	\$1,404		\$1,404	\$61,011
7.0	Special Proj.	\$1,282,966	\$26,469	\$231,832	\$3,309		\$3,309	\$1,316,052
	TOTAL	\$2,936,872	\$125,946	\$342,577	\$16,243		\$16,243	\$3,121,133

TABLE V
FY 2018/19 Funding Sources by Agency

TASK	ELEMENT	FHWA				FTA Sec 5305(d)	FDOT		TD	Local ²				Task Total
		PL	SU	SA	CM		Soft Match ¹	Cash Match ²			Federal	State	Local	
1.0	Admin	\$373,228				\$43,692	\$67,442	\$5,461		\$5,461	\$416,920	\$5,461	\$5,461	\$427,843
2.0	Data/Safety	\$25,160				\$3,631	\$4,546	\$454		\$454	\$28,791	\$454	\$454	\$29,699
3.0	LRP	\$58,975		\$375,000		\$14,170	\$10,657	\$2,271		\$2,271	\$448,145	\$2,271	\$2,271	\$452,688
4.0	SRP	\$50,922	\$76,777			\$9,905	\$9,202	\$1,238		\$1,238	\$137,604	\$1,238	\$1,238	\$140,081
5.0	Mobility	\$57,610	\$346,560		\$242,700	\$16,849	\$10,410	\$2,106	\$25,828	\$2,106	\$663,719	\$27,934	\$2,106	\$693,759
6.0	Public Inv.	\$46,974				\$11,230	\$8,488	\$1,404		\$1,404	\$58,204	\$1,404	\$1,404	\$61,011
7.0	Special Proj.	\$107,624	\$1,127,050	\$48,292		\$26,469	\$231,832	\$3,309		\$3,309	\$1,309,435	\$3,309	\$3,309	\$1,316,052
	TOTAL	\$720,493	\$1,550,387	\$423,292	\$242,700	\$125,946		\$16,243	\$25,828	\$16,243	\$3,062,819	\$42,071	\$16,243	\$3,121,133

¹ Soft match is non-cash match for FHWA Funds and represents 18% of total FHWA funds. Soft match is not included in overall totals.

² 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 ²	Total
				Soft Match	Cash Match ²			
1.0	Admin	\$362,752	\$30,637	\$65,549	\$3,830		\$3,830	\$401,049
2.0	Data/Safety	\$24,002	\$3,734	\$4,337	\$467		\$467	\$28,670
3.0	LRP	\$295,969	\$18,925	\$12,824	\$2,866		\$2,866	\$320,625
4.0	SRP	\$47,608	\$10,135	\$8,603	\$1,267		\$1,267	\$60,277
5.0	Mobility	\$48,917	\$16,087	\$8,839	\$2,011	\$26,000	\$2,011	\$95,026
6.0	Public Inv.	\$49,677	\$16,290	\$8,977	\$2,036		\$2,036	\$70,039
7.0	Special Proj.	\$88,455	\$21,488	\$15,984	\$2,686		\$2,686	\$115,315
	TOTAL	\$917,381	\$117,296	\$125,113	\$15,162		\$15,162	\$1,091,001

TABLE VII
FY 2019/20 Funding Source by Agency

		FHWA				FTA		FDOT		TD	Local ²				Task Total
TASK	ELEMENT	PL	SU	SA	CM	Sec 5305(d)		Soft Match ¹	Cash Match ²			Federal	State	Local	
1.0	Admin	\$362,752				\$30,637		\$65,549	\$3,830		\$3,830	\$393,390	\$3,830	\$3,830	\$401,049
2.0	Data/Safety	\$24,002				\$3,734		\$4,337	\$467		\$467	\$27,736	\$467	\$467	\$28,670
3.0	LRP	\$70,969	\$225,000			\$18,925		\$12,824	\$2,866		\$2,866	\$314,894	\$2,866	\$2,866	\$320,625
4.0	SRP	\$47,608				\$10,135		\$8,603	\$1,267		\$1,267	\$57,743	\$1,267	\$1,267	\$60,277
5.0	Mobility	\$48,917				\$16,087		\$8,839	\$2,011	\$26,000	\$2,011	\$65,004	\$28,011	\$2,011	\$95,026
6.0	Public Inv.	\$49,677				\$16,290		\$8,977	\$2,036		\$2,036	\$65,967	\$2,036	\$2,036	\$70,039
7.0	Special Proj.	\$88,455	\$0	\$0	\$0	\$21,488		\$15,984	\$2,686		\$2,686	\$109,943	\$2,686	\$2,686	\$115,315
	TOTAL	\$692,381	\$225,000	\$0	\$0	\$117,296			\$15,162	\$26,000	\$15,162	\$1,034,677	\$41,162	\$15,162	\$1,091,001

¹ Soft match is non-cash match for FHWA Funds and represents 18% of total FHWA funds. Soft match is not included in overall totals.

² 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
Administrative Expenses	
Advertising	\$ 2,500
Dues, Subscriptions, Memberships ¹	\$ 2,500
Workers Comp	\$ 18,000
Contracted Services	
Audit	\$ 30,000
Legal	\$ 24,000
Staff Services Fees	
HR	\$ 10,100
Accounting	\$ 20,000
Purchasing	\$ 3,200
IT	\$ 27,000
Revenue Collection	\$ 100
Environmental	\$ 1,500
<i>Subtotal:</i>	<i>\$ 138,900</i>
Facility Expenses	
Rent	\$ -
<i>Subtotal:</i>	<i>\$ -</i>
Office Expenses	
Non-captial furniture	\$ 7,500
Printing & Binding	\$ 3,500
Equipment Repairs	\$ 225
Software	\$ 3,500
Telephone	\$ 1,000
Food ²	\$ 1,500
Postage	\$ 750
Office Supplies	\$ 2,500
Unclassified Supplies	\$ 1,512
Journals & Books	\$ 600
Machinery & Equipment (<\$5,000)	\$ 10,000
Machinery & Equipment (>\$5,000)	\$ -
<i>Subtotal:</i>	<i>\$ 32,587</i>
Total:	\$ 171,487

FY 2019/20	
Accounting Category	Task 1.0 Admin
Administrative Expenses	
Advertising	\$ 4,500
Dues, Subscriptions, Memberships ¹	\$ 2,500
Workers Comp	\$ 16,500
Contracted Services	
Audit	\$ 30,000
Legal	\$ 24,000
Staff Services Fees	
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>
Facility Expenses	
Rent	\$ -
<i>Subtotal:</i>	<i>\$ -</i>
Office Expenses	
Non-captial furniture	\$ 3,500
Printing & Binding	\$ 3,000
Equipment Repairs	\$ 225
Software	\$ 3,500
Telephone	\$ 1,000
Food ²	\$ 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>
Total:	\$ 167,876

¹ Individual dues are covered by local match, not federal funds.

² Food is covered by local match, not federal funds.

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	\$	43,692
41.12.00	General Development and Comprehensive Planning		
41.13.00	Long Range Transportation Planning	\$	14,170
	(including Major Investment Studies and EIS)		
41.13.01	System Level	\$	3,631
41.13.02	Project Level	\$	16,849
41.14.00	Short Range Transportation Planning	\$	7,924
41.15.00	Transportation Improvement Program	\$	1,981
41.16.00	Special Projects	\$	26,469
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>)	\$	11,230
		Total FTA Funds \$	125,946
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		
		Total FTA Funds \$	91,938
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 \$	125,946
		Total FTA Funds \$	91,939

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

Technical Classifications:			
41.11.00	Program Support and Administration	\$	54,615
41.12.00	General Development and Comprehensive Planning		
41.13.00	Long Range Transportation Planning (including Major Investment Studies and EIS)	\$	17,713
41.13.01	System Level	\$	4,539
41.13.02	Project Level	\$	21,061
41.14.00	Short Range Transportation Planning	\$	9,905
41.15.00	Transportation Improvement Program	\$	2,476
41.16.00	Special Projects	\$	33,086
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>)	\$	14,038
Total Net Project Cost		\$	157,433
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		
Total Net Project Cost		\$	114,923
Fund Allocations:			
41.30.01	MPO Activities	\$	157,433
41.30.02	Transit Operator Activities		
41.30.03	State and/or Local Agency Activities		
Total Net Project Cost		\$	157,433
	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

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

2, 5

* b. Program/Project

2, 5

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

Add Attachment

Delete Attachment

View Attachment

17. Proposed Project:

* a. Start Date:

07/01/2018

* b. End Date:

06/30/2019

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:

Mr.

* First Name:

Greg

Middle Name:

* Last Name:

Slay

Suffix:

* Title:

Executive Director

* Telephone Number:

8508918630

Fax Number:

* Email:

greg.slay@crtpa.com

* Signature of Authorized Representative:

* Date Signed:

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 15th 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 15th 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 15th 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 15th day of May 2018

By: _____
Nick Maddox, Chairman

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*



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

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

Planning Comments

Document Name: 2018/19-2019/20 Draft Unified Planning Work Program

MPO: Capital Region TPA

Date of Document:
3/20/2018

Date Received:
3/20/2018

Date Reviewed:
4/20/2018

District:
3

Reviewed by: Danielle Blackshear, Richelle Gosman

COMMENTS:

Page #	Comment Type	Comment Description
General	FTA Region IV	If planning activities are proposed for funding under the 49 USC 5307 program or any other FTA program, please ensure they are listed and programmed in the UPWP. (FTA Circular 9030.1E, p. IV-1) <i>Noted</i>
General	FTA Region IV	If the programmed 5305(d) funds are estimates, coordination with the State DOT may be required for UPWP modification or amendment after the release of the FTA FY18 Apportionment Notice. <i>Noted</i>
General	FTA Region IV	If funding is being carried over from the prior-year UPWP, carryover amounts and activities should be listed in the document. <i>Noted</i> Please identify any incomplete work elements or activities financed with Federal planning assistance awarded in previous fiscal years as carryover activities. (FTA Circular 8100.1C (p. II-4, item e)). <i>Noted</i>
Page 1	Editorial	"Title VI Environmental Justice Procedures" is not accurate – Title VI of the Civil Rights Act of 1964 is law and Environmental Justice is Executive Order 12898. Although they are both nondiscrimination programs, they are two separate requirements. <i>Revised</i>
Page 2	Enhancement	There are no new Federal Planning Emphasis Areas for FY 2018/19, so you do not need to include the previous PEAs from FY 2016. (Also update Table II on page 37) <i>Revised</i>
Page 5	Editorial	The ICAR Agreement was approved on June 1, 2018. However, this date is in the future. Is this an anticipated date? <i>Revised to reflect correct date - February 20, 2018.</i>
Page 6	Editorial	In the StarMetro section there is a typo: "exiting StarMetro service" should be "existing." <i>Revised</i>
Page 8	Critical	Performance Measures – Although MAP-21 laid the foundation for the performance measures, the FAST Act continues this requirement and needs to be referenced in this section. Also, to avoid confusion please revise "measures for mobility" to "system performance measures," which is how it is referenced in TPM. "The updated the CMP" – typo <i>Revised</i>

Page 9	Editorial	2045 Regional Mobility Plan – “The RMP update is expect to...” This section is incomplete. <i>Revised</i>
Page 16	Critical	Please include a reference to Appendix I: Administrative, Facility and Office Expense Detail in Task 1.0, or move Appendix I to Task 1.0 for additional clarity. <i>Revised</i>
Page 18	Critical	If the CRTPA is expecting to complete the the RFP to select a consultant for the RMP update in FY 2018/19, will the consultant be in place by FY 2019/2020? If so, the estimated budget detail for FY 2019/20 should include expected consultant funding. <i>Noted</i> Typo - Conduct review of 240 RMP <i>Revised</i>
Page 28	Critical	The Estimated Budget Detail for FY 2018/2019 includes a line item for Consultant funding for the Bike/Ped Master Pan and the ITS Master Plan. However, there is currently no funding listed. If consultant funding is anticipated, it should be included in the estimated budget detail table. <i>Revised – initial draft UPWP did not include consultant cost estimates as we were still determining available funding.</i>
Page 35	Critical	Is any consultant funding anticipated for the SW Area Plan or Midtown Phase II? If so, please include it in the estimated budget detail. <i>Revised</i>
General	Editorial	Great job streamlining the UPWP! <i>Thank you!!</i>
General	Editorial	Tasks that involve consultant participation should provide enough detail (such as project scope, work to be accomplished for each project, anticipated completion dates, and project costs) about what the consultant responsibilities are concerning the activities to be undertaken using federal-aid funds. If that is not possible at this time, prior to the MPO’s use of PL funds for these types planning projects or activities, the District should forward a copy of the scope of services, the anticipated cost, and completion date to the FHWA for review. It will continue to be the responsibility of the District and MPO to ensure that all activities undertaken as part of these tasks are eligible and are allowable costs. <i>Noted</i>
General	Editorial	All Agreements or Certifications, including Debarment and Suspension, Contracts, Grants, and Cooperative Agreements, Title VI agreements and DBE statements should be signed and dated, and included in the final document. <i>Noted – typically do not include these with the draft UPWP.</i>

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
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Financial Project No.: <u>439323-2-14-01</u> <u>439323-2-14-02</u> <u>439323-2-14-03</u> <u>439323-2-14-04</u> (item-segment-phase-sequence)	Fund: <u>(01)PL:(02)SU:(03)CM:(04)SA</u> Function: <u>615</u> Federal Award Identification No. (FAIN): <u>0220(054)</u> MPO DUNS No.: <u>831025601</u>	FLAIR Approp.: <u>088854</u> FLAIR Obj.: <u>780000</u> Org. Code: <u>55032010330</u> Vendor No.: <u>F96000435042</u>
Contract No.: _____ CFDA Number & Title: _____		

THIS METROPOLITAN PLANNING ORGANIZATION AGREEMENT (Agreement) is made and entered into on this _____ day of May [2014, by and between the STATE OF FLORIDA, DEPARTMENT OF TRANSPORTATION (Department), an agency of the State of Florida, whose address is Office of the District Secretary, [1074 Highway 90, Chipley, FL] and the [Capital Region Transportation Planning Agency] (MPO), whose address is [300 South Adams Street, Tallahassee, FL], and whose Data Universal Numbering System (DUNS) Number is: [831025601 (collectively the "parties").

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

1. **Authority:** The MPO and the Department have authority to enter into this Agreement pursuant to 23 U.S.C. 134, 23 Code of Federal Regulations (CFR or C.F.R.) §450 and Section 339.175, Florida Statutes (F.S.), which, require the Department and the MPO to enter into an agreement clearly identifying the responsibilities for cooperatively carrying out the Federal Highway Administration (FHWA) portion of the Metropolitan Planning Process and accomplishing the transportation planning requirements of state and federal law.
2. **Purpose of the Agreement:** The purpose of this Agreement is to pass through financial assistance through the Department in the form of FHWA funds to the MPO for the completion of transportation related planning activities set forth in the Unified Planning Work Program (UPWP) of the MPO (Project), state the terms and conditions upon which FHWA funds will be provided, and set forth the manner in which work tasks and subtasks within the UPWP will be undertaken and completed. The Project is more fully described in the UPWP, which is attached and incorporated into this Agreement as Exhibit "A".
3. **Scope of Work:** The UPWP, Exhibit "A", constitutes the Scope of Work for this Agreement.
4. **Project Cost:** The total budgetary ceiling for the Project is \$2,936,872. The budget, including tasks, is summarized below and detailed in the UPWP, Exhibit "A". The budget may be modified by mutual agreement as provided for in paragraph 7, Amendments.

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

FINANCIAL PROJECT NO.	AMOUNT
439323-2-14-01	
439323-2-14-02	
439323-2-14-03	

5. **Term of Agreement:** This Agreement shall have a term of two (2) years. This Agreement shall begin on the later of July 1, [enter 20] or the date the Agreement is fully executed, whichever is later and expire on June 30, [enter year]. If the Agreement is fully executed after July 1, [enter year], then the term of the Agreement shall be less than two (2) years and the Agreement shall expire on June 30, [enter year]. Expiration of this Agreement will be considered termination of the Project. The cost of any work performed after the expiration date of this Agreement will not be reimbursed by the Department.
6. **Renewals and Extensions:** This Agreement shall not be renewed or extended.

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- 7. Amendments:** Amendments may be made during the term of this Agreement. Any amendment must be in writing and signed by both parties with the same formalities as the original Agreement.

A. Modifications versus Amendments to the UPWP: Modifications and amendments to the UPWP budget may occur periodically. Modifications shall not increase the FHWA approved UPWP final total budget or change the scope of the FHWA approved work tasks. If the MPO makes a modification to the UPWP budget, then the MPO shall immediately send any such modifications to the Department. The Department will then forward the modifications to FHWA. Each budget category subtotal and individual line item costs contained in this Agreement are only estimates. The total budgetary ceiling cannot be exceeded, but shifts between budget categories and budget line items are acceptable and shall not require an amendment of the UPWP or this Agreement. Changes in the scope of an approved work task, the addition or deletion of an approved work task, or changes altering the total funding of an FHWA approved UPWP shall be considered amendments to the UPWP. Amendments to the UPWP must be approved by FHWA. Proposed amendments to the UPWP shall be filed with the Department. Within a reasonable amount of time, the Department shall review and transmit the proposed UPWP amendment and supporting documents to the FHWA with a recommendation for approval or denial. Transmittal of the proposed UPWP amendment and supporting documents to FHWA may be delayed by the Department due to the MPO failing to include all documentation required for the UPWP amendment. The Department shall immediately forward to the MPO all correspondence that the Department receives from FHWA with regard to the proposed UPWP amendment. If FHWA approves the amendment to the UPWP then this Agreement and supporting documentation must be amended immediately following such approval.

8. General Requirements:

- A.** The MPO shall complete the Project with all practical dispatch in a sound, economical, and efficient manner, and in accordance with the provisions in this Agreement, the Interlocal Agreement establishing the MPO, and all applicable laws.
- B.** Federal-aid funds shall not participate in any cost which is not incurred in conformity with applicable Federal and State laws, the regulations in 23 C.F.R. and 49 C.F.R., and policies and procedures prescribed by the Division Administrator of FHWA. If FHWA or the Department determines that any amount claimed is not eligible, federal participation may be approved in the amount determined to be adequately supported and the Department shall notify the MPO in writing citing the reasons why items and amounts are not eligible for federal participation. Where correctable non-compliance with provisions of law or FHWA requirements exists, Federal funds may be withheld until compliance is obtained. Where non-compliance is not correctable, FHWA or the Department may deny participation in Project costs in part or in total. Any determination by the Department made pursuant to this section of the Agreement is subject to the conflict and dispute resolution process set forth in Section 14 of this Agreement.
- C.** The MPO's financial management system must comply with the requirements set forth in 2 CFR §200.302, specifically:
- i. Identification, in its accounts, of all Federal awards received and expended and the Federal programs under which they were received.
 - ii. Accurate, current, and complete disclosure of the financial results of each Federal award or program in accordance with the reporting requirements set forth in §§200.327 Financial reporting and 200.328 Monitoring and reporting program performance.
 - iii. Records that identify adequately the source and application of funds for federally-funded activities. These records must contain information pertaining to Federal awards, authorizations, obligations, unobligated balances, assets, expenditures, income and interest and be supported by source documentation.
 - iv. Effective control over, and accountability for, all funds, property, and other assets.
 - v. Comparison of expenditures with budget amounts for each Federal award.
 - vi. Written procedures to implement the requirements of §200.305 Payment.
 - vii. Written procedures for determining the allowability of costs in accordance with Subpart E—Cost Principles of this part and the terms and conditions of the Federal award.

9. Compensation and Payment:

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- A. The Department shall reimburse the MPO for costs incurred to perform services satisfactorily during a monthly or quarterly period in accordance with Scope of Work, Exhibit "A". Reimbursement is limited to the maximum amount authorized by the Department. The MPO shall submit a request for reimbursement to the Department on a quarterly or monthly basis. Requests for reimbursement by the MPO shall include an invoice, an itemized expenditure report, and progress report for the period of services being billed that are acceptable to the Department. The MPO shall use the format for the invoice, itemized expenditure report and progress report that is approved by the Department. The MPO shall provide any other data required by FHWA or the Department to justify and support the payment requested.
- B. Pursuant to Section 287.058, Florida Statutes, the MPO shall provide quantifiable, measurable, and verifiable units of deliverables. Each deliverable must specify the required minimum level of service to be performed and the criteria for evaluating successful completion. The Project and the quantifiable, measurable, and verifiable units of deliverables are described in Exhibit "A".
- C. Invoices shall be submitted by the MPO in detail sufficient for a proper pre-audit and post-audit based on the quantifiable, measurable and verifiable units of deliverables as established in Exhibit "A". Deliverables must be received and accepted in writing by the Department's Grant Manager prior to payments.
- D. The Department will honor requests for reimbursement to the MPO for eligible costs in the amount of FHWA funds approved for reimbursement in the UPWP and made available by FHWA. The Department may suspend or terminate payment for that portion of the Project which FHWA, or the Department acting in lieu of FHWA, may designate as ineligible for federal-aid. In regard to eligible costs, whichever requirement is more strict between federal and State of Florida requirements shall control. Any determination by the Department made pursuant to this section of the Agreement is subject to the conflict and dispute resolution process set forth in Section 14 of this Agreement.
- E. Supporting documentation must establish that the deliverables were received and accepted in writing by the MPO and must also establish that the required minimum level of service to be performed based on the criteria for evaluating successful completion as specified in the UPWP, Exhibit "A", was met. All costs charged to the Project, including any approved services contributed by the MPO or others, shall be supported by properly executed payrolls, time records, invoices, contracts or vouchers evidencing in proper detail the nature and propriety of the charges.
- F. Bills for travel expenses specifically authorized in this Agreement shall be documented on the Department's Contractor Travel Form No. 300-000-06 or on a form that was previously submitted to the Department's Comptroller and approved by the Department of Financial Services. Bills for travel expenses specifically authorized in this Agreement will be paid in accordance with Section 112.061 Florida Statutes.
- G. Payment shall be made only after receipt and approval of goods and services unless advance payments are authorized by the Chief Financial Officer of the State of Florida under Chapters 215 and 216, Florida Statutes. If the Department determines that the performance of the MPO fails to meet minimum performance levels, the Department shall notify the MPO of the deficiency to be corrected, which correction shall be made within a time-frame to be specified by the Department. The MPO shall, within sixty (60) days after notice from the Department, provide the Department with a corrective action plan describing how the MPO will address all issues of contract non-performance, unacceptable performance, failure to meet the minimum performance levels, deliverable deficiencies, or contract non-compliance. If the corrective action plan is unacceptable to the Department, the MPO shall be assessed a non-performance retainage equivalent to 10% of the total invoice amount. The retainage shall be applied to the invoice for the then-current billing period. The retainage shall be withheld until the MPO resolves the deficiency. If the deficiency is subsequently resolved, the MPO may bill the Department for the retained amount during the next billing period. If the MPO is unable to resolve the deficiency, the funds retained may be forfeited at the end of the Agreement's term.
- H. An invoice submitted to the Department involving the expenditure of metropolitan planning funds ("PL funds") is required by Federal law to be reviewed by the Department and issued a payment by the Department of Financial Services within 15 business days of receipt by the Department for review. If the invoice is not complete or lacks information necessary for processing, it will be returned to the MPO, and

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the 15 business day timeframe for processing will start over upon receipt of the resubmitted invoice by the Department. If there is a case of a bona fide dispute, the invoice recorded in the financial system of the Department shall contain a statement of the dispute and authorize payment only in the amount not disputed. If an item is disputed and is not paid, a separate invoice could be submitted requesting reimbursement or the disputed item/amount could be included/added to a subsequent invoice.

- I. Records of costs incurred under the terms of this Agreement shall be maintained and made available upon request to the Department at all times during the period of this Agreement and for five years after final payment is made. Copies of these documents and records shall be furnished to the Department upon request. Records of costs incurred include the MPO's general accounting records and the project records, together with supporting documents and records, of the consultant and all subconsultants performing work on the project, and all other records of the Consultants and subconsultants considered necessary by the Department for a proper audit of costs.
- J. The MPO must timely submit invoices and documents necessary for the close out of the Project. Within 90 days of the expiration or termination of the grant of FHWA funds for the UPWP, the MPO shall submit the final invoice and all financial, performance, and related reports consistent with 2 CFR §200.
- K. The Department's performance and obligation to pay under this Agreement is also contingent upon FHWA making funds available and approving the expenditure of such funds.
- L. In the event this Agreement is in excess of \$25,000 and has a term for a period of more than one year, the provisions of Section 339.135(6)(a), Florida Statutes, are hereby incorporated:

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

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

In addition, the MPO agrees to promptly reimburse the Department for any and all amounts for which the Department has made payment to the MPO if such amounts become ineligible, disqualified, or disallowed for federal reimbursement due to any act, error, omission, or negligence of the MPO. This includes omission or deficient documentation of costs and charges, untimely, incomplete, or insufficient submittals, or any other reason declared by the applicable Federal Agency.

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

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

10. Procurement and Contracts of the MPO

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

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

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

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Agreement. The determination of amounts of Federal awards expended should be in accordance with the guidelines established by 2 CFR Part 200, Subpart F – Audit Requirements. An audit conducted by the State of Florida Auditor General in accordance with the provisions of 2 CFR Part 200, Subpart F – Audit Requirements, will meet the requirements of this part.

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

Office of Comptroller

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605 Suwannee Street, MS 24
Tallahassee, Florida 32399-0450
FDOTSingleAudit@dot.state.fl.us

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

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

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

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

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

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

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

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

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

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

- 14. Conflict and Dispute Resolution Process:** This section shall apply to conflicts and disputes relating to matters subject to this Agreement, or conflicts arising from the performance of this Agreement. If possible, the parties shall attempt to resolve any dispute or conflict within thirty (30) days of a determination of a dispute or conflict. This section shall not delay or stop the Parties' rights to terminate the Agreement. In addition, notwithstanding that a conflict or dispute may be pending resolution, this section shall not delay or stop the Department from performing the following actions pursuant to its rights under this Agreement: deny payments; disallow costs; deduct the value of ineligible work from subsequent reimbursement requests, or; offset pursuant to Section 9.N of this Agreement.

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

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

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

16. Compliance with Federal Conditions and Laws:

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

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subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly. No funds received pursuant to this Agreement may be expended for lobbying the Legislature, the judicial branch or a state agency.

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

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

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

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

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

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

18. Miscellaneous Provisions

A. Public Records:

- i. The MPO shall allow public access to all documents, papers, letters, or other material subject to

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the provisions of Chapter 119, Florida Statutes, and made or received by the MPO in conjunction with this Agreement, unless such documents are exempt from public access or are confidential pursuant to state or federal law. Failure by the MPO to grant such public access shall be grounds for immediate unilateral cancellation of this Agreement by the Department.

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

19. Exhibits: The following Exhibits are attached and incorporated into this Agreement:

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- A.** Exhibit "A", UPWP
- B.** Exhibit "B", Federal Financial Assistance (Single Audit Act)
- C.** Exhibit "C", Title VI Assurances

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

MPO

Florida Department of Transportation

Capital Region Transportation Agency
MPO Name

Nick Maddox
Signatory (Printed or Typed)

Phillip Gainer
Department of Transportation

Signature

Signature

Chairman
Title

District Three Secretary
Title

Legal Review
MPO

Legal Review
Department of Transportation

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EXHIBIT B

FEDERAL FINANCIAL ASSISTANCE (SINGLE AUDIT ACT)

FEDERAL RESOURCES AWARDED PURSUANT TO THIS AGREEMENT ARE AS FOLLOWS:

CFDA No.: [20.205](#)

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

***Award Amount:** \$

Awarding Agency: Florida Department of Transportation

Indirect Cost Rate:

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

*The federal award amount may change with supplemental agreements

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

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

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

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

Title 23 – Highways, United States Code
<http://uscode.house.gov/browse.xhtml>

Title 49 – Transportation, United States Code
<http://uscode.house.gov/browse.xhtml>

MAP-21 – Moving Ahead for Progress in the 21st Century, P.L. 112-141
www.dot.gov/map21

Federal Highway Administration – Florida Division
www.fhwa.dot.gov/fldiv

Federal Funding Accountability and Transparency Act (FFATA) Sub-award Reporting System (FSRS)
www.fsrs.gov

Exhibit "C"
TITLE VI ASSURANCES

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

- (1.) **Compliance with REGULATIONS:** The contractor shall comply with the Regulations relative to nondiscrimination in federally-assisted programs of the U.S. Department of Transportation (hereinafter, "USDOT") ***Title 49, Code of Federal Regulations, Part 21***, as they may be amended from time to time, (hereinafter referred to as the **REGULATIONS**), which are herein incorporated by reference and made a part of this contract.
- (2.) **Nondiscrimination:** The Contractor, with regard to the work performed by it during the contract, shall not discriminate on the basis of race, color, national origin, or sex in the selection and retention of sub-contractors, including procurements of materials and leases of equipment. The contractor shall not participate either directly or indirectly in the discrimination prohibited by **Section 21.5** of the **REGULATIONS**, including employment practices when the contract covers a program set forth in **Appendix B** of the **REGULATIONS**.
- (3.) **Solicitations for Sub-contractors, including Procurements of Materials and Equipment:** In all solicitations either by competitive bidding or negotiation made by the contractor for work to be performed under sub-contract, including procurements of materials or leases of equipment, each potential sub-contractor or supplier shall be notified by the contractor of the contractor's obligations under this contract and the **REGULATIONS** relative to nondiscrimination on the basis of race, color, national origin, or sex.
- (4.) **Information and Reports:** The contractor shall provide all information and reports required by the **REGULATIONS** or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the *Florida Department of Transportation* or the *Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, and Federal Motor Carrier Safety Administration* to be pertinent to ascertain compliance with such **REGULATIONS**, orders and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish this information the contractor shall so certify to the *Florida Department of Transportation*, or the *Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, or Federal Motor Carrier Safety Administration* as appropriate, and shall set forth what efforts it has made to obtain the information.
- (5.) **Sanctions for Noncompliance:** In the event of the contractor's noncompliance with the nondiscrimination provisions of this contract, the Florida Department of Transportation shall impose such contract sanctions as it or the Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, or Federal Motor Carrier Safety Administration may determine to be appropriate, including, but not limited to:
 - a. withholding of payments to the contractor under the contract until the contractor complies, and/or
 - b. cancellation, termination or suspension of the contract, in whole or in part.
- (6.) **Incorporation of Provisions:** The contractor shall include the provisions of paragraphs (1) through (7) in every sub-contract, including procurements of materials and leases of equipment, unless exempt by the **REGULATIONS**, or directives issued pursuant thereto. The contractor shall take such action with respect to any sub-contract or procurement as the *Florida Department of Transportation* or the *Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, or Federal Motor Carrier Safety Administration* may direct as a means of enforcing such provisions including sanctions for noncompliance, provided, however, that, in the event a contractor becomes involved in, or is threatened with, litigation with a sub-contractor or supplier as a result of such direction, the contractor may request the *Florida Department of Transportation* to enter into such litigation to protect the interests of the *Florida Department of Transportation*, and, in addition, the contractor may request the United States to enter into such litigation to protect the interests of the United States.
- (7.) **Compliance with Nondiscrimination Statutes and Authorities:** Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin); and 49 CFR Part 21; The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or

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Federal-aid programs and projects); Federal-Aid Highway Act of 1973, (23 U.S.C. § 324 et seq.), (prohibits discrimination on the basis of sex); Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 et seq.), as amended, (prohibits discrimination on the basis of disability); and 49 CFR Part 27; The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 et seq.), (prohibits discrimination on the basis of age); Airport and Airway Improvement Act of 1982, (49 USC § 471, Section 47123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex); The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms “programs or activities” to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not); Titles II and III of the Americans with Disabilities Act, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131 -- 12189) as implemented by Department of Transportation regulations at 49 C.F.R. parts 37 and 38; The Federal Aviation Administration’s Non-discrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex); Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures non-discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations; Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100); Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. 1681 et seq).